

PACIFIC UNION COLLEGE GENERAL CATALOG



2004-2006

123RD-124TH ACADEMIC YEARS

MAILING ADDRESS:
ONE ANGWIN AVENUE
ANGWIN, CA 94508-9707
(707) 965-6311

PACIFIC UNION COLLEGE IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION.

Pacific Union College

Is accredited by:*

- The Accreditation Association of Seventh-day Adventist Schools, Colleges and Universities
- The Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (985 Atlantic Ave., Ste. 100, Alameda, CA 94501; (510) 748-9001)
- State of California Department of Education

Offers programs accredited by:

- Council on Social Work Education (Baccalaureate)
- International Assembly for Collegiate Business Education
- National Association of Schools of Music (Baccalaureate)
- National League for Nursing Accrediting Commission (Baccalaureate and Associate Degree Programs)

Is a member of:

- American Association for Higher Education
- American Association of Collegiate Registrars and Admissions Officers
- American Association of Presidents of Independent Colleges and Universities
- Association of Governing Boards of Universities and Colleges
- Association of Independent California Colleges and Universities
- California Council on the Education of Teachers
- College Placement Council
- Council of Independent Colleges
- Independent Colleges of Northern California
- National Association of Independent Colleges and Universities
- National League for Nursing

- North American Association of Summer Sessions
- Western Association of Graduate Schools

Is approved by:

- The Attorney General of the United States for nonimmigrant students
- California Board of Registered Nursing
- California Commission on Teacher Credentialing

Equal Opportunity Commitment

Pacific Union College is committed to equal opportunity for qualified men and women of any handicap, race, color, national or ethnic origin. It extends to them all the rights, privileges, programs and activities generally accorded or made available to members of the College community. It does not discriminate against qualified persons on the basis of handicap, sex, race, color, national or ethnic origin in administration of its educational and admissions policies, financial affairs, employment programs, student life and services, or any other College-administered program.

Editor: Edwin Moore, *Production Coordinator:* Cliff Rusch

PACIFIC UNION COLLEGE GENERAL CATALOG

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Printed in USA.

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*Accreditation documents may be viewed in the office of the Vice President for Academic Administration.

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California Multiple Subject (Elementary)
 Teaching Credential
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 Teaching Credential
 SDA Elementary Teaching Credential
 SDA Secondary Teaching Credential

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 Dentistry
 Law
 Medical Radiography
 Medicine
 Occupational Therapy
 Optometry
 Osteopathy
 Pharmacy
 Physical Therapy
 Speech Pathology
 Veterinary Medicine

* Emphasis or Concentration
 ** Affiliated Program

Welcome to the learning community known as Pacific Union College.

The idea of a “learning community” suggests that our college is about a family learning together in mutual respect as we prepare for productive lives of useful service and uncompromising integrity. We are a Christ-centered community of learners committed to exploring and finding truth together in our quest for deeper knowledge of our chosen fields.

This quest, not an easy task, is the most exciting adventure anyone can engage in. More than the additional income a college graduate can expect to earn, beyond the earning of those without such an education, are the eternal values learned through studying in a community of like-minded students, professors, and staff members.

Part of the duty of each member of the learning community is to have time to engage in habits of lifelong learning. James Sire, former editor of InterVarsity Press, emphasizes this intellectual role for each of us: “... one who loves ideas, is dedicated to clarifying them, developing them, criticizing them, turning them over and over, seeing their implications, stacking them atop one another, arranging them, sitting silent while new ideas pop up and old ones seem to rearrange themselves, playing with them, punning with their terminology, laughing at them, watching them clash, picking up the pieces, starting over, judging them, withholding judgment about them, changing them, bringing them into contact with their counterparts in



—Richard C. Osborn

other systems of thought, inviting them to dine and have a ball but also suiting them for service in a workaday life. A Christian intellectual is all of the above to the glory of God.”

Christian professors and staff members are here to help you engage in this exciting process. Sometimes Christians are said to have an anti-intellectual fear of allowing people to use their minds. After reviewing the lives of Moses, Solomon, Daniel, and Paul, however, Arthur Holmes comments, “...there is clearly no incompatibility between vital faith and deep, disciplined, wide-ranging learning, between piety and hard thinking, between the life of faith and the life of the mind... . Biblical faith had no room for anti-intellectualism; instead, faith and learning were mutually supportive and mutually enriching.”*

At Pacific Union College we invite you to join in this journey.

The Psalmist wrote, “Send forth your light and your truth, let them guide me; let them bring me to your holy mountain, to the place where you dwell” (Psalms 43:3).

Our college on Howell Mountain is at the holy mountain where God dwells. We are here to help create a learning climate characterized by faculty, staff, administrators, and students who put on the shield of faith, the helmet of salvation, the sword of the Spirit, the breastplate of righteousness, and the belt of truth as we serve others with humility in our chosen professions (Ephesians 6:10-20).

*Arthur F. Holmes, *The Idea of a Christian College*, Revised Edition, p.46.

Calendar, 2004-2006

September 2004

Su	Mo	Tu	We	Th	Fr	Sa
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October 2004

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November 2004

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February 2005

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June 2005

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August 2005

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March 2006

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April 2006

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May 2006

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June 2006

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July 2006

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August 2006

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2004-2005

Autumn Quarter (2004)

Su	September	19	New Student Orientation begins
M		20	New Student Orientation
T		21	Instruction begins
T		28	Last day to enter courses
M-S	Sept/Oct	27-2	Week of Prayer
T	October	5	Last day to delete classes
F-Su		15-17	Parents Weekend
M	November	15	Last day to withdraw from courses
F		19	Thanksgiving recess begins (4:00 p.m.)
Su		28	Thanksgiving recess ends (10:00 p.m.)
M-Th	December	13-16	Final examinations

Winter Quarter (2005)

Su	January	2	New Student Orientation
M		3	Instruction begins
M		10	Last day to enter courses
M		17	Martin Luther King Day; no classes/labs
T		18	Last day to delete courses
T-S		18-22	Week of Prayer
F	February	4	Midquarter vacation; no classes/labs
M		28	Last day to withdraw from courses
M-Th	March	14-17	Final examinations

Spring Quarter (2005)

Su	March	27	New Student Orientation
M		28	Instruction begins
M	April	4	Last day to enter courses
M-S		4-9	Week of Prayer
M		11	Last day to delete courses
Th-Su		14-17	Alumni Weekend
M		18	Preregistration begins for 2005-2006
M	May	23	Last day to withdraw from courses
M		30	Memorial Day observed; no classes/labs
M-Th	June	6-9	Final examinations
F-Su		10-12	Commencement

Summer Quarter (2005)

M	June	20	Registration
M		20	Instruction begins
F	July	4	Independence Day; no classes/labs
Th	August	11	End of Summer Quarter

2005-2006

Autumn Quarter (2005)

Su	September	25	New Student Orientation begins
M		26	New Student Orientation
T		27	Instruction begins
T	October	4	Last day to enter courses
M-S		3-8	Week of Prayer
T		11	Last day to delete courses
F-Su		14-16	Parents Weekend
F	November	18	Thanksgiving recess begins (4:00 p.m.)
Su		27	Thanksgiving recess ends (10:00 p.m.)
M		28	Last day to withdraw from courses
M-Th	December	12-15	Final examinations

Winter Quarter (2006)

Su	January	8	New Student Orientation
M		9	Instruction begins
M		16	Martin Luther King Day; no classes/labs
T-S		17-21	Week of Prayer
T		17	Last day to enter courses
M		23	Last day to delete courses
F	February	10	Midquarter vacation; no classes/labs
M	March	6	Last day to withdraw from courses
M-Th		20-23	Final examinations

Spring Quarter (2006)

Su	April	2	New Student Orientation
M		3	Instruction begins
M		10	Last day to enter courses
M-S		10-15	Week of Prayer
M		17	Last day to delete courses
M		17	Preregistration begins for 2006-2007
Th-Su		20-23	Alumni Weekend
M	May	29	Memorial Day observed; no classes/labs
T		30	Last day to withdraw from courses
M-Th	June	12-15	Final examinations
F-Su		16-18	Commencement

Using This Catalog

Unlike some textbooks used in a course but perhaps never consulted again, this catalog is important throughout your college career because it describes the academic program of the College and defines the requirements you must meet to achieve your academic goals. You should become acquainted with the catalog before you register at PUC.

Even if you have not yet decided on a major, you may become familiar with the general-education program and plan a schedule of courses based on its requirements. Though an adviser will help you work out your course of study, *you have the ultimate responsibility for meeting the requirements of the program you choose*. The catalog will serve as your constant personal adviser in the continuing process of planning and managing your college career.

Every effort has been made to ensure that the information in this catalog is correct at the time of publication. Altered circumstances and policy changes, however, may affect the accuracy of the information it contains. Consequently, should any regulations or program requirements be in conflict with information in this catalog, current regulations and requirements govern.

The catalog presents only an overview of College policies and regulations. Other existing requirements are equally binding, though not published in this catalog.



History

The Seventh-day Adventist Church has a heritage of strong commitment to education. Its members expressed this commitment during the late 1800s and early 1900s by establishing schools and colleges near major population centers across North America. In 1874 the Church founded its first college in Battle Creek, Michigan. A few years later the rapidly growing California church began looking for a good location for a school in Northern California.

In the vineyards of Healdsburg, fifteen miles north of Santa Rosa, the searchers found an ideal property. Total cost of the imposing brick structure and its furnishings, just off Healdsburg's main street, was thirty gold coins. The new school, to which Pacific Union College traces its roots, opened April 11, 1882, with two teachers and twenty-six students. In 1899, to reflect more accurately the school's purpose and its expanding curriculum, the school's name was changed to Healdsburg College; it became Pacific Union College in 1906.

When the Angwin Resort on Howell Mountain, above Napa Valley's St. Helena, became available, the College Board sensed the opportunity to secure more adequate space for the growing school and the associated businesses that

had been established to provide student employment. They bought the buildings and land for \$60,000. On September 29, 1909, Pacific Union College was dedicated at its present Angwin site. The resort's hotel, bowling alleys, and cottages became dormitories, classrooms, and faculty homes. Students and faculty worked together building other structures, often using lumber harvested from College property.

The Campus

Today the institution occupies a 200-acre main campus surrounded by approximately 1800 acres of College-owned agricultural and forested land. The school's estate includes 60 major structures as well as faculty homes, necessary utilities, and other buildings. Fifteen academic buildings house the library, classrooms, laboratories, and offices. West Hall, the oldest, dates from 1917. The newest, Chan Shun Hall, is a modern science complex, in use since 1986. It includes 55,000 square feet of classroom, laboratory, and office space. Four women's residence halls can accommodate approximately 700 students; three men's halls, approximately 600.

The Area

The College is located on Rancho La Jota, whose title is based on an old Mexican land grant. It is surrounded by places of historic significance in the development of the American West: Sonoma, the northernmost Spanish mission in California and the scene of the Bear Flag Revolution; Fort Ross, the southernmost Russian outpost on the continent; Sutter's Fort and the California gold diggings; and the routes of early explorers, traders, and immigrant groups.

Howell Mountain, the school's site, is a junction point for the life zones of north and south, coast and interior, and is recognized as an unusually rich area for studying plant and animal life. About one hundred miles from the campus, at Albion in Mendocino County, the College owns fourteen acres where it operates the Albion Field Station. This primitive region, where the Albion River empties into the Pacific Ocean, presents unusual opportunities to study marine biology and botany.

The San Francisco, Oakland, and Sacramento International Airports are within a two-hour drive from the campus. Bus service from St. Helena to Napa, Berkeley, Oakland, San Francisco, and other cities brings the cultural opportunities of large urban communities within reach of the student body.

Pacific Union College is a Christian liberal arts college sponsored by the Seventh-day Adventist Church. Its mission is to prepare its students for fellowship with God and service to Him through service to humanity. To achieve its mission, the College offers an excellent education, informed by a distinctive Seventh-day Adventist Christian point of view, to all who appreciate the school's unique values and its integration of faith and learning. Paying special attention to Christianity's role in civilization, the College considers liberal arts study with a Christian perspective to be uniquely valuable not only for its own sake, but also as a basis for career training and professional life.

Christian Liberal Education

Liberal arts education with a Christian perspective prepares one to live in responsible human freedom. Such study promotes a balanced self-development. It frees one from the confines of personal experience and immediate interests and encourages entering with understanding into the experience of others. It advocates at once a tolerance of differing views, the respect those views deserve, and vigorous engagement with them. It fosters those lifelong habits of curiosity and serious inquiry that sustain the growth of the human spirit. It develops creative self-expression, including the ability to speak

Pacific Union College is a Seventh-day Adventist learning community offering an excellent Christ-centered education that prepares its students for productive lives of useful human service and uncompromising personal integrity

and write articulately. It provides breadth and flexibility for coping and adapting in a changing world.

The Major

As an essential part of their liberal arts education, students choose majors for specialized study in harmony with their personal interests and as preparation for successful entry into their chosen careers or into graduate study. The College regularly reviews all programs to maintain their quality and to ensure that they respond to current student demand and to the changing needs of the Church and the larger community.

General Education Core

The structured general-education core gives scope of knowledge. The liberal arts emphasis in both the major and the general-education core promotes quality of understanding. The graduate should therefore have a growing knowledge and

an enlightened appreciation of the major areas and modes of learning. A personally appropriated Christian view of the origin and purpose of human life should give this knowledge coherence for each student.

Independent, Critical Thinking

Beyond giving information, the disciplines of the liberal arts create the environment for students to develop their abilities to think analytically, critically, and independently. Students are challenged to find original solutions for a variety of problems. Such study teaches not only the different modes of inquiry and their valid uses, but also their limitations.

Faith and Learning

In a church-related college, tensions may sometimes occur between the claims of a religious belief system and those of academic pursuits. But because faith without thought is not an acceptable alternative to thought without faith, such unresolved tensions should never force the sacrifice of one to protect the other. Ideally, they should energize creative study of the valid claims of both faith and learning and of their interrelationships. A foundation of knowledge and understanding strengthens faith. Because the challenge of resolving ambiguities and uncertainties often produces the most valuable new insights, such

The Mission of the College

study should both preserve intellectual honesty and enhance a faith worth holding. Knowing truth does indeed bring freedom.

Responsible Freedom

Students are urged through their total college experience to evaluate their own convictions and to inform them with enduring cultural values and essential Christian principles. They are invited to recognize that changing times require fresh statement of this heritage, but not its compromise. They are challenged to blend these timeless values and principles in a distinctive lifestyle that includes responding helpfully to human need, wherever encountered, in a natural expression of their own Christian calling. As Jesus showed, the finest incarnation of responsible freedom is in compassionate human service.

The Mission Realized

The mission of the College is therefore partly realized when its students leave the campus well prepared for advanced study and for selfless service to humanity in productive careers marked by uncompromising personal integrity. The mission is more perfectly realized when these same students are set on their way free to approach their potential as persons restored in the image of God and as agents of His grace in the world.

Student Housing

Pacific Union College affirms the values to be gained from being primarily a residential college. By accepting admission, unmarried students aged 22 or younger agree to live in a residence hall—unless they apply for and are granted an exception. For students in good standing, requests for off-campus housing may be approved according to the following criteria:

1. applicants 23 or older
2. applicants 22 and turning 23 during the current academic year
3. fifth-year seniors (Student Missionary and Taskforce years may count as one year)
4. holders of earned bachelor's degrees
5. applicants living with parents or other immediate relatives (grandparents, aunts, uncles, siblings at least 25 years old) and in their primary residence
6. part-time students enrolled for six or fewer credits
7. applicants 22 or younger with significant financial need who are offered room and board at substantial savings (required to live in the host family's home)
8. divorced and widowed applicants
9. single parents

All housing must be registered in the Office of Student Services. Residence halls are available to students currently

enrolled at Pacific Union College who meet eligibility requirements. Students 24 and older may live in residence halls on a “space-available” basis upon application.

Requests for off-campus housing are considered and acted upon annually. Students are to secure approval before signing a lease for off-campus housing.

Single community students are not to live in “coed” groups.

These policies also apply to students enrolled in summer sessions or working full or part time on campus during summer sessions.

Dining

The Dining Commons provides a selective menu and a variety of services to satisfy the needs and tastes of a cosmopolitan campus community. The College provides a lacto-ovo-vegetarian menu on the à la carte plan. If you have any special dietary needs, you should visit the Food Service Director to make any necessary special arrangements.

Residence-hall students are expected to take their meals in the Dining Commons and are charged a minimum fee each quarter. For details, see the FINANCIAL INFORMATION section of this catalog.

The Dining Commons caters for small-group activities, picnics, and banquets. For special occasions, small groups and organizations may reserve three auxiliary dining rooms in the Dining Commons

(all food is to be prepared by the Dining Commons). Reservations are made at the Dining Commons office.

Health Services

Health Services is dedicated to providing the campus community with the necessary screening of medical conditions and referrals to either our in-staff physician or local medical providers when appropriate.

Please refer to our website located at puc.edu/Departments/Health_Service/ to download health forms or for further information.

Orientation for New Students

Prior to autumn-quarter registration the College provides an orientation program to acquaint new students with various aspects of campus life. Activities include aptitude and placement tests to assist in planning one's academic program, familiarization with the use of campus facilities and services, and social gatherings to provide opportunity for becoming acquainted with other students and with faculty members.

Library Services

The W. E. Nelson Memorial Library provides both print and nonprint educational materials and electronic databases for the use of students and faculty.

Library holdings include 324,868 items and a current subscription list of 879 periodicals. The 37,444-item media collection includes slides, tapes, film-strips, motion-picture films, videotapes, transparencies, recordings, musical scores, and other media. The building provides seating for 206 patrons.

Special collections include the Pitcairn Islands Study Center (one of the most comprehensive collections of material about the Pitcairn Islands) and the E. G. White Seventh-day Adventist Study Center. This latter collection is housed in the Elmshaven Room, named for the last home of Ellen White, which is located only a few miles from the College. The Center is operated in affiliation with the White Estate and in cooperation with its work at Elmshaven.

The Teaching and Learning Center

The Teaching and Learning Center (TLC) is dedicated to helping students in transition from high school to college. The Center provides a variety of academic support services to help students develop their abilities for a successful college experience. The TLC services include free tutoring and mentoring; opportunities to develop note-taking skills, study skills, and other effective learning strategies; student persistence programming; accommodation for learning disabilities; and academic advising for deciding students

Career and Counseling Center

An important resource for personal and academic success is the Career and Counseling Center. It offers programs and professional assistance designed to help students achieve maximum growth in their personal, interpersonal, academic, and spiritual life and in their

occupational choice and placement. Students may make appointments for personal, occupational, or academic counseling through the Center coordinator. Referral service to other professionals in the immediate vicinity is also available through the Center.

The Center provides the following services:

Testing Services

Available for minimal fees: personality tests and occupational interest inventories. The Center is an official non-Saturday test site for professional school admissions. Test application forms and national testing dates and deadlines are available from the Center. CLEP and other institution-based testing is also coordinated through the testing service.

Psychological Services

Professional emotional and psychological support is provided in a confidential setting, on an individual, couple, family or group basis. Counselors want to help students deal with any anxiety, depression, stress, personal situational difficulties, or other personal problems that might interfere with their academic performance and seriously compromise their quality of life.

Career Services

Career counselors are available with whom students are invited to discuss career options, self-assessment, skills, interests, values, goals, and job-seeking strategies. The Center provides career testing and personality testing. The Center also helps graduating students in developing effective interview skills and in writing résumés and application letters.

The following resources are available:

The *Career Information Library*: An assortment of self-assessment and career planning guides, graduate school bulletins and directories, general

resource books, an occupational information file, company literature, video tapes, and current job announcements useful for occupation research and job search preparation.

The *Job Opportunities Board*: Lists of current employment opportunities.

On-Campus Recruitment: Recruiters from professional schools, businesses, industries, technological firms, human services, educational organizations, and government agencies visit PUC to interview graduating seniors for local, regional, and national positions. There are career opportunities for all majors. Interviews are conducted on campus, usually in the Career and Counseling Center.

Disability Support Services

Policy for Students with Disabilities

Pacific Union College complies with Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act of 1990, and the applicable state and local regulations regarding students with disabilities. The College is committed to promoting and achieving equitable learning opportunities and participation for students with documented disabilities.

Accommodations for Students with Disabilities

The Learning Disability Coordinator at the Career and Counseling Center organizes the support services for students with documented disabilities. It is the student's responsibility to provide current documentation (it must be no more than three years old) of his or her disability. Support services are available to students who provide appropriate documentation.

Students who have formal documentation of a disability and who are registered at Pacific Union College are responsible for notifying the Learning

Disabilities Coordinator for academic accommodation and the Office of Student Services for any physical accommodation required. Prompt contact with the appropriate person or office is important for the College to be able adequately to assist the student. Those who do not provide valid disability documentation, who self-prescribe their condition, or who have not requested accommodation are not eligible to receive disability accommodations from the College.

Religious Life

In keeping with the special character of this Christian College, you are expected to attend regularly a specified number of daily and weekly worship services, colloquies and vesper services, all of which are planned to stimulate growth and maturity in Christian living.

Students may participate in a variety of other religious activities: small group meetings, cell groups, the Student Missionary program, short-term mission opportunities, off- and on-campus service groups, and retreats. These activities provide opportunities for full-time students to be active in service to humanity and God.

Cultural Activities

Cultural activities include a Fine Arts Series featuring guest artists and members of the music faculty in classical music concerts; an Adventure Series, including several travelogue programs during the school year; The Heubach Lecture Series and the Longo Lecture series, each of which offers outstanding presentations by distinguished guest speakers; and Rasmussen Art Gallery exhibitions featuring guest artists, members of the art faculty, and student art work. These events are provided to the campus and surrounding community free of charge.

Recreational Facilities

College recreational facilities include a lounge and game room in the Campus Center (Dining Commons, first floor); a gymnasium where basketball, volleyball, badminton, table tennis and gymnastics, are available; an Olympic-size swimming pool; lighted outdoor tennis courts; and athletic fields for softball, soccer, volleyball, flagball, and track and field activities. Recreational areas near the College offer skiing, golfing, scuba diving, and boating.

Student Association

All students are voting members of the Student Association. Responsible for promoting and conveying the ideals and objectives of the College, the Association coordinates a number of social and religious activities and other services on campus. These include producing the campus newspaper (*Campus Chronicle*), the student-faculty directory (*Funny-book*), the yearbook (*Diogenes Lantern*), and the annual video yearbook.

The main purpose of the Student Association is to serve as a liaison with College administrators. The SA Senate is an additional forum for addressing relevant campus issues.

Students are invited and encouraged to participate in the various opportunities the Association provides for activities and leadership. A detailed description of the organization of the Student Association appears in the Association's Constitution and Bylaws.

College Standards

Pacific Union College is a conservative, independent, coeducational institution, operated in harmony with the beliefs, practices, and educational philosophy of the Seventh-day Adventist Church. In keeping with the special character of

the College, students are encouraged to relate their academic study to their understanding of the Christian faith.

The College emphasizes the development of sound Christian character and makes a continuous effort to maintain an atmosphere that encourages commitment and growth in a personal relationship with Jesus Christ. Thus faith and learning may combine to prepare students for lives of Christian usefulness.

In harmony with that purpose, students are expected to consistently avoid all forms of personal conduct that are scholastically deleterious or spiritually or morally destructive. They are expected to refrain from the use of drugs, alcoholic beverages, tobacco, and improper conduct between the sexes, and to respect the facilities of the College and the property of others.

Applicants unwilling to pledge compliance with these standards will not knowingly be accepted or retained at Pacific Union College. Students who later find themselves out of harmony with these standards and social policies, or whose conduct and attitude show evidence of a negative or noncooperative influence, may expect dismissal.

Student Conduct

The Office of Student Services publishes the *Student Handbook* (puc.edu/PUC/newsevents/publications/studenthandbook/index.shtml), which presents in more detail the standards of conduct referred to above. Application to and enrollment in the College are viewed as evidence that you have chosen to abide by the practices and regulations that appear in official College publications.

Family Rights and Privacy

In maintaining student records, the College complies with the Family Educational Rights and Privacy Act of 1974.

Except as noted below, the College will give no information about you to any third party without your consent.

The law provides, however, that the College may disclose certain information without requiring your consent. This includes the following:

1. Information to faculty, administrators, and employees within the College system with a legitimate educational need to know your record.
2. Information to other universities, colleges or schools in which you seek to enroll.
3. Information requested by certain federal, state, and local officials and/or authorities as set forth in the law.
4. Information to persons or organizations providing financial aid.
5. Information required in an emergency to protect your health and safety or that of others.
6. Information to certain organizations conducting educational studies.
7. Information to accrediting bodies.
8. Information to your parents if you are a financial dependent according to IRS standards.
9. Directory or public information consisting of your name, address, telephone number, date of birth, major, minor, year in college, dates of attendance, date of graduation, degrees and awards received.

You have the right to refuse the disclosure of directory information about yourself except for information about your degree status. To exercise this right of refusal, you must notify the Registrar in writing, while you are enrolled, of your request.

You have the right to inspect and review official records, files, and data directly related to yourself that are kept

by any office of the College. There is one exception: Students applying for admission to the College may not review their application files.

Requests to review any records should be made in writing to the administrator responsible for the record. Requests will be processed within forty-five days from the date the request is filed.

Grievance Policies and Procedures

The College has developed grievance policies and procedures to ensure that members of its constituent groups are not being treated in an unjust, unethical, or discriminatory manner. Statements detailing these policies and procedures are in the *Student Handbook*.

Telephone Information

One telephone line is provided in each residence hall room for on-campus calling. You are to provide your own telephone—either touch-tone or pulse. Optional local calling and direct-dial long distance calling are available through the Telecommunications department located in ITSS. These services operate on a prepaid system that is accessed via a Personal Security Code (PSC) given to each student upon request. To arrange for off-campus telephone service, you request and obtain your PSC from the Telecommunications department and, at the Cashier's office, make a deposit of \$1.00 or more on your PSC account. When the deposit is exhausted, local and long-distance calls are discontinued until you make a further deposit.

Telephone service does not permit you to accept collect calls or order any "outside" telephone service that is billed to your dorm room telephone number. If you do accept a collect call, you must pay for the call plus a \$500.00 per-call service charge. Also, local telephone

company features, such as "Call Waiting", "Caller ID", etc., are not compatible with PUC telephone equipment. Any damage or misuse of the telephone system or equipment will result in a \$500.00 fee per violation.

Billing for collect calls and/or inappropriate telephone behavior will be added to your College account.

Pacific Union College will accept your application for admission regardless of your race, age, sex, color or national origin so long as your attitudes and behavior are in harmony with the goals and traditions of this Seventh-day Adventist College and your abilities and preparation indicate the probability of a successful academic experience.

Although church affiliation is not required for admission, you are expected to abide by the policies outlined in this catalog and the *Student Handbook*. To qualify for admission, you must give evidence of intellectual competence, high moral character, satisfactory health, and a genuine desire to learn.

Application Procedures

1. Request the *PUC Application for Admissions* form, available from the Office of Admissions.
2. Send the completed application, with a \$30 nonrefundable application fee, to the Office of Admissions.
3. Alternative to 1 and 2 above: Apply online at www.puc.edu. There is no fee for online applications.
4. Request the registrar of the academy or high school you graduated from, or college you previously attended, to send a transcript directly from that school to PUC's Admissions office.

Applicants are responsible for the transfer of transcripts of all high-school and college work attempted. Anyone who willfully refrains from transferring all scholastic records, or does not give full and truthful information concerning previous attendance at other educational institutions, will not knowingly be accepted or retained as a student. The transcripts become the property of the College and are kept on permanent file.

5. Arrange for necessary recommendations. This requirement is automatically met if you apply directly from a constituent Seventh-day Adventist academy in the Northern or Central California Conference or from Hawaiian Mission Academy. Bachelor of Science in Nursing students need to provide only the references required as part of their application to the nursing program. All others must have three recommendation forms completed and sent to the Admissions office.

6. Wait for a decision letter. When all pertinent documents are on file—application form, transcripts, and recommendations—the application will be processed and you will be promptly notified in writing of the action taken.

No student should at any time come to the College for the purpose of registering without having first received a formal notification of acceptance.

Acceptance Follow-Up Procedures

The letter of acceptance outlines further steps necessary before registration:

1. If you will be a residence hall student, complete the room reservation form and send it, together with a \$150 room reservation fee, to the Office of Admissions. This fee is refundable if your notice of cancellation is received by September 1. No refunds are made for cancellations after September 1 or for failure to appear for registration.

2. Take the required college entrance examination and be sure that scores are on file in the Office of Admissions. Pacific Union College participates in the American College Testing Program (ACT) as an essential element in academic advising. *Each first-year and transfer applicant with fewer than 30 quarter credits must provide ACT (or SAT) scores.* You may be *accepted* without these test scores, but you must take the test before you register for courses.

All Seventh-day Adventist senior academies in the Central California, Northern California, and Hawaiian Conferences are designated Sunday ACT testing centers, providing test services to persons not enrolled at these academies. Upon request, guidance counselors at these academies provide information about college entrance testing to those who write, telephone or visit them.

3. Provide necessary medical information. The College's Health Services, in order to administer efficient care, requires all students to provide documentation of a recent physical examination (within the last twelve months), an immunization record, and a form verifying health insurance. Return these completed forms to the Office of Admissions.

Reapplication Procedures

1. Students who have withdrawn for at least three quarters must follow regular application procedures.

2. Students in residence may specify room preferences for the following year before the end of the current school year. Questions about this policy should be directed to the Office of Student Services.

Admission to Regular Undergraduate Standing

You will have regular admission status if you have acceptable recommendations and qualify in one of the following categories:

1. Students having secondary-school graduation, or its equivalent, and a grade-point average of at least 2.3 (C+) in "solid" subjects. You are expected to have completed the following:

Minimum Requirements

- 4 years of English
- 2 years of Mathematics, including Algebra
- 1 year of Science
- 1 year of History

Strongly Recommended*

- 3 years of Mathematics, including Algebra II and Geometry
- 3 years of Science, including Biology, Physics, and Chemistry
- 2 years of History, including U.S. and World History
- 2 years of Foreign Language
- Computer Literacy

If you have not completed all the above minimum requirements, you may be admitted on a provisional basis (see "Admission on Provisional Status"). Any remedial work must be completed within a maximum of three quarters.

** If you have completed the strongly recommended courses, you will probably have fewer requirements in your general-education program. See "General Education Requirements for the Baccalaureate Degree."*

2. Students lacking secondary-school graduation who have passed the Test of General Educational Development (GED) with a standard score of 40 or above on each of the five tests and an average standard score of 50 for all five tests. (To be eligible to write the GED examination, one must be 18 years old, an exception being made for a seventeen-year-old who will have reached 18 by the time of enrollment in college, or whose class will have graduated by that time.)

3. Students seeking early entrance to college and lacking secondary-school graduation but having passed the California High School Proficiency Examination are considered for admission when the following requirements have been met:

- a) Successful completion of a minimum of two years of secondary school.
- b) A personal interview of applicant and parents by an admissions officer of the College or a designated representative.
- c) A letter from the applicant stating the rationale for early entrance into college.
- d) Recommendation by the faculty of the secondary school last attended, including an evaluation of social and academic readiness for college.

4. Transfer students who have attended other accredited institutions of higher education, completing a minimum of 45 quarter hours, and who have on file in the Office of Admissions transcripts showing a minimum cumulative grade-point average of 2.0 on all course work taken. A maximum of 108 quarter hours of transfer credit is accepted from community or junior colleges.

5. Reapplicants who have a minimum cumulative grade-point average of 2.0 on course work taken at Pacific Union College and have maintained an acceptable citizenship record.

Admission on Academic Probation

Applicants for admission as first-year students who meet the requirements of one of the categories above, but whose grade-point average in solid subjects is between 2.0 and 2.3, may be admitted on academic probation. Also admitted on academic probation are those applicants who have taken the GED test with standard scores of not less than 35 on each of the five tests and an average standard score of at least 45 for all five tests.

If you are admitted on academic probation, you may take up to 15 hours each quarter, including any required remedial courses, until you achieve regular enrollment status. You must complete any required remedial courses within three quarters of admission.

Transfer students admitted on academic probation should read the sections of this catalog entitled "Academic Probation" and "Academic Renewal" in ACADEMIC INFORMATION AND POLICIES.

Admission on Provisional Status

If you have graduated from secondary school but have not completed all courses required for admission, you may be admitted on provisional status. Not more than three quarters are allowed for removing secondary-school deficiencies.

If you transfer from an unaccredited institution, you may also be admitted on provisional status. When you complete 16 quarter hours of course work in residence at Pacific Union College with a minimum grade-point average of 2.0, your transcript from the unaccredited institution will be analyzed on a course-by-course basis and credit awarded for those courses which appropriately apply toward your PUC program.

Admission by Advanced Enrollment

Advanced Enrollment status is for secondary-school students of superior ability who wish to enroll in some college courses while completing requirements for secondary-school graduation. For admission to this status, you must meet the following criteria:

- 1.** Completion of your sophomore year with a grade-point average of at least 3.5.
- 2.** Recommendation from the secondary-school faculty supporting your ability to benefit from early college enrollment and specifying your remaining requirements for graduation and the method of fulfilling them.
- 3.** Written rationale for early entrance into the college program and evidence of superior motivation.

Students in this category are admitted provisionally, subject to secondary-school graduation.

Admission as a Special Non-Degree or Audit Student

If you do not meet college entrance requirements or do not wish to qualify for a degree, but do wish to take certain courses at the college level on either a credit or an audit basis, you may apply for admission as a special nondegree student. On this basis you are permitted to select courses for study without reference to the requirements of any prescribed curriculum. Enrollment in any particular course is subject to the approval of the instructor and to your meeting any course prerequisites.

Applicants for admission as special students are expected to follow the same procedures for application and registration as regular applicants. Ordinarily, a special student may register for one to six quarter hours at any one time.

Admission as a Guest Student for Transfer Credit

If you have been accepted for study in another accredited college or university and wish to earn credit at Pacific Union College for transfer, you are not required to follow regular admission procedures. You need only apply to Enrollment Services at least one month prior to the beginning of the quarter for which you expect to register at PUC.

As a guest applicant you must provide evidence of good and regular standing, including a statement from the college or university to which you have been admitted stating that the credits you earn at Pacific Union College will be accepted as transfer credit.

Admission of International Students

International students will be considered for admission when they have:

- 1.** met all regular requirements for admission;
- 2.** provided certified English translations of transcripts;
- 3.** provided the required recommendations, written in English;
- 4.** presented evidence of ability to meet all financial obligations to the College (see also the section of this catalog entitled "International Students" under FINANCIAL INFORMATION); and
- 5.** demonstrated ability to pursue studies in the English language by presenting one of the following: a **minimum score of 195** on the computer-based Test of English as a Foreign Language (TOEFL) (525 on the paper-based test); a **minimum score of 14** on the ACT verbal; a **minimum score of 360** on the SAT verbal; **equivalent score** on another recognized test such as Michigan or Cambridge.

Pacific Union College is a Christian liberal arts institution of higher education offering studies and activities designed to promote the harmonious development of each student—spiritually, mentally, socially, and physically.

Through religious services, classroom instruction, and a varied program of social and cultural activities, the College seeks to assist in the development of both character and intellect. A sincere attempt is made to create an environment in which each student may freely arrive at a realistic and satisfying concept of human nature and of humanity's relation to the universe.

Character as a code of moral and spiritual values, and intellect as the tool of reason, are integrated in the learning experience in order to provide a firm base for effective, ongoing contributions to the church and society.

In essence, the College seeks to

- promote the development of a sense of values and a personal philosophy of life as an outgrowth of commitment to the Christian faith;
- stimulate intellectual curiosity essential to the discovery of truth;
- encourage creativity in thought and expression;
- demonstrate that learning is both discipline and pleasure and that meaningful, lasting benefits accrue to those who throughout life continue to experience the satisfaction of learning;

- introduce students to the great body of knowledge by which people understand and relate to their physical and social environments; and
- develop certain basic skills and abilities that contribute to satisfactory social and occupational relationships.

Degrees and Curricula

While Pacific Union College is primarily a four-year liberal arts institution, it also offers a graduate program in Elementary Education, professional and preprofessional programs, and two-year programs leading to associate degrees.

Degrees Offered

- *Baccalaureate Degrees:*
 - Bachelor of Arts (B.A.)
 - Bachelor of Science (B.S.)
- *Professional Baccalaureate Degrees:*
 - Bachelor of Business Administration (B.B.A.) See Department of Business Administration and Economics.
 - Bachelor of Music (B.Mus.) See Department of Music.
 - Bachelor of Social Work (B.S.W.) See Department of Behavioral Science.
 - Bachelor of Science in Nursing (B.S.N.) See Department of Nursing.
 - Bachelor of Science in Management

(B.S.M.) See Center for Continuing and Professional Education (CAPE).

Bachelor of Science in Early Childhood Education (B.S.E.C.E.);
Center for Continuing and Professional Education (CAPE).

➤ *Graduate Degree:*

Master of Education (M.Ed.)

➤ *Associate Degree*

Associate of Science (A.S.)

The general requirements for the degrees follow, except for the professional baccalaureate degrees, which are detailed in the departments offering the programs and in the Degree-Completion/Adult Education section.

The Associate Degree Program

Plan of Study

The two-year associate degree program is designed for students interested in occupations requiring a limited amount of training. Except for nursing, which requires 105 quarter hours, the degree consists of 90 quarter hours of course work distributed among the major, general education, and electives. (Those interested in nursing should refer to the Nursing section of this catalog for specific requirements.)

Graduation Requirements for the Associate Degree

All candidates for an associate degree must complete the following requirements:

► *Residence Requirements:*

1. A minimum of 24 quarter hours must be completed in residence.
2. The last 12 hours of the major must be taken in residence.

General Requirements:

1. A total of 90 quarter hours of course work (107 for Nursing).
2. A minimum Pacific Union College and overall grade-point average of 2.0 (C) in course work for the degree, with no grade lower than C- in the major concentration. (For Nursing GPA requirements see the Nursing section of the catalog.)
3. Completion of an associate-degree major as specified in the departmental sections. (For the General Studies major, see the Associate of Arts degree in the Liberal Studies section.)
4. Completion of the general-education requirements (outlined below).
5. Filing of your Application for Graduation and Senior Contract specifying the complete program of the senior year. File these at the Records office at least three quarters before the expected conferring of your degree.

* *Note: If you wish to take course work at another college during the quarter prior to graduation, you must have obtained prior permission from the Office of the Registrar. One week before graduation, a sealed envelope must be delivered to the Records office containing either a transcript or a letter from the registrar of the college where you have taken the out-of-residence work reporting course number and title, hours of credit, and course grade, together with a statement that a transcript will follow as soon as possible.*

6. Completion of any correspondence work and filing of all transfer credit* with the Records office at least a full quarter before expected graduation.

For further information regarding graduation, see the section entitled “Graduation Information.”

General Education Requirements for the Associate of Science Degree

General-education requirements for Associate of Science degree programs total approximately 32 hours. Selections are to be made from courses that meet baccalaureate degree general education requirements (see pages 24-27).

I. Foundations of Learning

- ENGL 101**
- MATH 096 or equivalent
- COMM 105 or 226

II. Revelation, Belief, and Action

A minimum of 9 hours, with at least 4 hours selected from courses carrying the prefix RELB. Students who transfer from public institutions of higher education for the second year of this degree must take five hours of religion.

III. Health and Fitness

One health course; two physical education activity courses, taken during two different quarters, one course being from the aerobics area.

IV. Electives

From at least two of the three areas listed below, three courses are to be chosen that also apply to baccalaureate-degree general education.

1. Literature, Visual Art, Music
2. Natural World/Sciences/Mathematics
3. Foreign Language, History, Philosophy, Social Sciences

** See page 44 for a list of prefixes and the subjects they represent.

The Baccalaureate Degree Program

Plan of Study

Preparation for a career involves both general and specialized education. Courses of study leading to a baccalaureate degree are designed to give a general understanding of the major academic disciplines and to provide for specialization in the field of your major interest.

In most programs the first two years are primarily devoted to general education, but you should also take certain elementary and intermediate courses in your proposed major during these years.

If you have not yet selected a major, you may pursue a general program of education while exploring several fields of knowledge. One can usually do this without loss of time or credit if the program is carefully planned in consultation with a faculty adviser. A faculty curriculum adviser is available for counsel throughout your college career.

Graduation Requirements for the Baccalaureate Degree

It is your responsibility to become acquainted with all graduation requirements published in this catalog and to plan a program of studies that will fulfill them. Candidates for baccalaureate degrees must complete the residence and general requirements that follow.

► *Residence Requirements:*

You must satisfy the following minimum residence requirements on the Angwin campus or as a participant in a PUC extension program. (If you need an exception to any of these residence requirements, you must present your special request, in writing, to the Records office.)

1. 36 of the last 48 quarter hours immediately preceding conferral of your degree.
2. 30 quarter hours of upper-division course work.
3. One-half the upper-division hours in your major field.
4. For students taking a minor, 6 hours of upper-division course work in the minor field.

► *General Requirements:*

1. A minimum of 192 quarter hours including 60 hours at the upper-division level with a resident and cumulative grade-point average of 2.0 (C) or above.
2. Completion of the general-education requirement specified for the degree sought.
3. Completion of a major specialization as defined in the department of your choice. No course with a grade below C- may apply toward a major or minor.
4. Application for Graduation and Senior Contract specifying the complete program of the senior year. You must file these two documents with the Records office at least three quarters before the expected conferring of your degree.
5. Completion of any correspondence work and filing of all transfer credit with the Records office at least a full quarter before expected graduation.*
6. Completion of GNST 401, Senior Assessment Seminar. (See course description on p. 104.)

► *Senior Comprehensive Examination*

Before graduation, you are required to take a comprehensive examination covering your major field of study. In some departments, because of the nature of certain disciplines, this requirement may be satisfied by an assessment of competence other than an examination.

* See footnote, page 22, first column.

For further information regarding graduation, see the section entitled “Graduation Information.”

General Education Requirements for the Baccalaureate Degree

The general-education requirements for the Bachelor of Arts and Bachelor of Science degrees are the same except that foreign language is not required for the Bachelor of Science degree. The general-education requirements for the degrees of Bachelor of Business Administration, Bachelor of Music, Bachelor of Science in Nursing and Bachelor of Social Work will be found in the respective departmental sections.

The number of courses and credits you will take to satisfy general education requirements will depend on your secondary-school preparation and your choice of degree program.

Regulations Governing General Education

1. Unless expressly excluded by a statement in the departmental course listings, a general-education course in the field of your major may both satisfy the general-education requirement and apply toward your major.
2. Credit hours from any given course may be applied only once in fulfilling the general-education requirement.
3. Besides satisfying the requirements of the major and of general education, most students will find, within the 192 hours required for a baccalaureate degree, room for elective courses that will also enrich their general preparation.

The Purpose of General Education at PUC

The principal goal of the general-education program is to enable graduates to make a distinctively Christian difference in the world. Such a preparation requires the ability to understand oneself, others,

and the various ideas human societies use to define themselves. It also includes the disposition to act effectively in the world.

Understandings, skills, and dispositions are learned in communities. As a community of liberal learning, the Seventh-day Adventist College is called to be one of God’s agents in a fallen world. Through the experience of this community, both student and teacher may find the freedom to confront the claims of Christianity. The general education program seeks to cultivate a community of learners at PUC in order that all may be inspired by a sense of Christian mission to invigorate the Church and to enlighten the world.

The PUC community affirms the ideals of liberal education. A hallmark of liberal education is that it calls us to submit our actions and beliefs to critical analysis in order to clarify or to transform our perceptions of the world. In response to this call, the general education program seeks to provide a forum in which we may judge which understandings of the world are better, may practice the skills of appropriate persuasion, and may cultivate the disposition to do the good we see.

A Note to Transfer Students

The main objective of the general-education program is not so much to require a prescribed list of courses as it is for students to achieve the goals of general education. These goals are stated in the introduction to each section. The courses listed below are those by which Pacific Union College students achieve the goals of the program. Acceptable transfer courses for meeting general-education requirements may not in every case be identical, but they must achieve the purposes of each section.

General Education Course Requirements

I. Foundations of Learning

The essential basis for participating in the community of learning includes the ability to do critical analysis of presentations in various forms. It includes the ability to make clear, accurate, and forceful presentations, both written and spoken, including those that employ statistical methods.

A. Rhetoric

1. COLLEGE WRITING: The uses of written language, with emphasis on the skills of critical reading and competent college-level writing, including development of these skills in research.

ENGL 101-102* College English

The general-education requirement in College English should be completed by the end of the freshman year and must be completed by the end of the sophomore year.

2. ORAL COMMUNICATION: The public, spoken presentation of ideas, with emphasis on oral argument. This requirement may be met during the freshman or sophomore year by one of the following courses:

COMM 105 Speech Communication
 COMM 225 Oral Interpretation

The requirement may be met during the junior or senior year by one of the following courses:

COMM 225 Oral Interpretation
 COMM 226 Public Speaking
 COMM 327 Argumentation
 COMM 427 Persuasive Communication

- B. Reasoning from Data:* Emphasis on the critical reasoning skills necessary for accurately understanding and appropriately using statistical data.

MATH 222 Introduction to Statistics

II. Human Identity in Cultural Contexts

Insights into the identities of individuals, peoples, and cultures are gained through courses that describe and explain philosophical and historical developments, social contexts, and psychological conditions. These courses explore the methods of inquiry used by the sciences and the humanities and the tensions between them. The study of foreign languages provides not only extended communication skills, but also enhanced cultural understanding.

*See page 44 for a list of prefixes and the subjects they represent

- A. Historical Context:* Emphasis on major developments in the civilizations of the world, on the perennial questions that have challenged humankind, and on historical methodology.

Required: the sequence HIST 101-102 or the sequence HIST 134-135.

HIST 101-102 History of World Civilizations
 HIST 134-135 History of the United States

- B. Philosophy:* Emphasis on philosophy as a means of thinking about the enduring questions of human experience.

One course from the following:

PHIL 101 Introduction to Philosophy
 PLSC 274 Introduction to Political Thought
 RELT 320 Philosophy of Religion
 PLSC 334 History of Political Thought I
 PLSC 335 History of Political Thought II
 HIST 390 History and Philosophy of Science
 PHIL 451 History of Western Thought

- C. Social Sciences:* Emphasis on how humans interact, on why they interact as they do, and on how their interaction creates social and political structures and shapes individual behavior.

Two courses from the following: one selection from anthropology (ANTH), psychology (PSYC), or sociology (SOCI); a second course with a prefix different from that of the first course chosen:

ANTH 124 Cultural Anthropology
 ECON 261 Principles of Economics–Macroeconomics
 ECON 265 Principles of Economics–Microeconomics
 GEOG 301 World Regional Geography
 PLSC 124 Introduction to American Government
 PLSC 274 Introduction to Political Thought
 PLSC 328 Critical World Issues
 PSYC 121 General Psychology
 PSYC 390 Gender Issues
 SOCI 121 Introduction to Sociology
 SOCI 214 The Family
 SOCI 232 American Social Problems
 SOCI 355 “Racial” and Ethnic Relations

- D. Foreign Language:* Emphasis on developing the ability to read and to communicate in a foreign language and on the educational enrichment that derives from the study of foreign language and culture. (Required of all Bachelor of Arts students; recommended for students in other curricula.)

1. Prerequisite: Satisfactory completion of two years of a foreign language at the secondary level or of a 10-12 hour

college sequence in a beginning foreign language course.

FREN 111-112-113 Beginning French
 GRMN 111-112-113 Beginning German
 SPAN 111-112-113 Beginning Spanish
 RELL 225-226/325-326 Beginning/Intermediate Greek
 RELL 337-338/ RELB 445 Biblical Hebrew/ Hebrew Prophets

- 2. Requirement:* A basic language-cultural experience in a foreign language through one of the following options:

- a) Satisfactory completion of an intermediate-level college sequence in a foreign language.
- b) Satisfactory completion of an elementary-level sequence in a new language.
- c) Satisfactory completion of the reading-knowledge sequence in a new language.
- d) This requirement is waived for students who have completed four or more years of formal schooling, with a C average or better, in a school conducted in a language other than English and located in a country where English is not the native tongue. No college credit is awarded for the proficiency gained through such an educational experience. The student is responsible for documenting such learning. The Academic Standards and General Education Committee determines waiver of the requirement on the basis of the committee’s review of supporting evidence.

III. Insights of the Imagination

Courses in this category explore the artistic expression of ideas, values, and emotions. They seek to cultivate the ability to understand, to evaluate, and to respond to such expressions. They seek to develop enhanced awareness of aesthetic qualities.

- A. Literature:* Emphasis on understanding people and culture through literature.

ENGL 301 Great Books (Prerequisite: Enrollment is limited to juniors and seniors)

- B. Visual Arts:* Emphasis on the visual arts as communication about ourselves and our surroundings and on the qualities used to identify aesthetic value in works of art.

One course from the following:

ART 105 History of Western Art
 ART 107 American Art
 ART 108 History of Far Eastern Art
 ART 278 Women Artists

- C. Music:* Emphasis on music as the expression of ideas, values, and emotion and on criteria that define aesthetic value in music.

One course from the following:

MUHL 105 Survey of Music
 MUHL 331, 332, 333 Music History sequence (any quarter)
 MUHL 336 Popular Music in the Twentieth Century

IV. The Natural World

Faculty and students inquire into the nature of science, exploring relationships between the sciences and other realms of human thought, including culture, philosophy, history, and ethics. They consider both the benefits and the limitations of science and technology.

- A. Introductory-Level Mathematics and Science*

1. *Algebra:* A full year of Algebra II with a grade of C- or better at the secondary level or the following:

MATH 096 Intermediate Algebra

The algebra requirement should be completed by the end of the freshman year and must be completed by the end of the sophomore year.

2. *Life Science:* A full year of biology with a grade of C- or better at the secondary level or the following:

BIOL 105 Man and the Natural World

3. *Chemistry:* A full year of chemistry with a grade of C- or better at the secondary level or the following:

CHEM 101 Introductory Chemistry

4. *Physics:* A full year of physics with a grade of C- or better at the secondary level or the following:

PHYS 105 Introduction to Physics

- B. Scientific Inquiry:* An interdisciplinary approach to the major ideas of science.

GSCI 205 Scientific Revolutions

- C. Insight Through Investigation:* A four-hour laboratory course in natural science.

One course from the following:

ASTR 115 Astronomy
 BIOL 101 Human Anatomy
 BIOL 102 Human Physiology
 BIOL 111 Biological Foundations or 112 or 113
 BIOL 227 Natural History of California
 BIOL 331 Marine Science
 CHEM 102 Survey of Organic Chemistry
 CHEM 103 Survey of Biochemistry
 CHEM 111 General Chemistry
 GEOL 233 Geology

MICR 134	General Microbiology
PHYS 111	General Physics
PHYS 211	Physics

Note: Completion of any of the following sequences will satisfy both requirements B and C above:

BIOL 101-102-	Human Anatomy/ Human Physiology/
MICRO 134	General Microbiology
BIOL 111-112-113	Biological Foundations
CHEM 111-112-113	General Chemistry
PHYS 111-112-113	General Physics
PHYS 211-212-213	Physics

D. Science, Technology, and Culture: Emphasis on the interactions and relationship of science and technology with culture or society.

One course from the following:

BIOL 355	Philosophy of Biology
BIOL 450	Philosophy of Origins
GSCI 345	Environmental Science
HIST 390	History and Philosophy of Science
PHIL 485	Issues in Science and Religion
TECH 493	Technology, Society, and Culture

V. Revelation, Belief, and Action

Courses in this section explore the nature, forms, and uses of belief; the relationship between Christian belief and revelation; and the applications of belief to life, emphasizing Christian expression of faith in service. Since the Bible records selected revelations of God through centuries of human experience, it is the central text of study for approaching an understanding of God’s will and of the Christian tradition. (Minimum of 18 hours. Up to 9 hours of credit in religion may be lower division for all students, including transfer students.)

A. Studies in Religion: (16-18 hours)

RELB, RELH, RELL, RELP, and RELT prefixes: all courses (a minimum of 6 hours from RELB courses)

B. Religious Issues in Other Disciplines: (0-2 hours)

The courses below provide an opportunity for students to examine the meeting points between a specific discipline and the Christian faith experience. Because of the integrated nature of these courses, departments other than Religion are involved in their delivery. One course from the following list may be elected; 2 hours of credit will apply to the Section V requirement:

BIOL 355	Philosophy of Biology
BIOL 450	Philosophy of Origins

ENGL 352	The Christian Apologetics of C.S. Lewis
HIST 490	Seminar in Philosophy of History
PHIL 485	Issues in Science and Religion
PSYC 435	Psychology of Religion
PSYC 490	Issues in Religion, Ethics, and the Human Sciences
SOCI 435	The Sacred and Profane in Society

C. Requirements in Religion for Transfer Students: The minimum requirement in religion for students who transfer from public colleges and universities is as follows:

1. *Freshmen* (0-44 hours) must take the 18 hours required of students in baccalaureate degree programs.
2. *Sophomores* (45-89 hours), juniors (90-134 hours), and seniors (135 hours and up) are required to take 14, 10, and 6 hours respectively.
3. *For sophomores and juniors*, at least 6 hours are to be selected from courses carrying the prefix RELB. Seniors are required to take one course carrying the prefix RELB.

VI. Health and Fitness

Comprehensive, balanced education includes acquiring and using the accurate knowledge and developing the skills and habits that help to sustain a sound mind in a sound body.

A. Health: Consideration of such major health issues as nutrition, stress management, substance abuse, and SDA health principles and their application.

One course from the following:

FDNT 235	Nutrition
HLED 162	Fitness for Life
HLED 166	Health Education
HLED 169	Current Health Concerns

B. Fitness: Emphasis on exercise and physical activity. One activity course for each year in residence, with a maximum of four courses. Students transferring in as sophomores (45-89 hours), juniors (90-134 hours), and seniors (135 and more hours) are required to take three, two, and one course respectively. One must be an aerobics course.

ESAC All courses

VII. Skills for Daily Living

A truly liberal education is comprehensive, affecting the experience of the whole person. It includes courses that broaden one’s applied and manual skills, thus improving one’s ability to cope with common details and demands of personal and family life, as distinguished from those developed primarily for vocational purposes.

Minimum of 4 hours selected from at least two departments:

A. Practical Arts: Courses in which physical “hands-on” experiences lead to useful skills and techniques for dealing with common needs.

- AGRI 211: Home Fruit Growing (3)
- AGRI 212: Home Greenhouse Gardening (3)
- AGRI 213: Home Vegetable Gardening (3)
- ART 141: Ceramics I (2)
- ART 241: Photography I (3)
- AUTO 101: Auto Mechanics for Women (2)
- AUTO 171: Auto Mechanics Fundamentals (3)
- AUTO 172: Automotive Electronics and Fuel Systems (3)
- ELEC 141: Applied Electronics (3)

B. Information Management: Courses that provide basic knowledge and skills for using computers to manage information.

- CPTR 105: Introduction to Computers (3)
- CPTR 115: Computers and Computer Programming (4)
- GRPH 153: Introduction to Macintosh (2)
- GRPH 155: Introduction to Graphics Technology (1)

- INFS 144: PC Operating Systems (1)
- INFS 148: PC Spreadsheets (1)
- INFS 149: PC Databases (1)
- OFAD 201: Word Processing–Microsoft Word (2)
- OFAD 203: Word Processing–Word Perfect (2)

C. Management of Personal Finance: Courses that provide skills for managing personal financial resources.

- ACCT 121: Principles of Accounting I (3)
- BUAD 118: Personal Money Management (3)
- BUAD 223: Personal Law (2)
- BUAD 335: Real Estate (4)

D. Personal Skills: Courses that develop skills for dealing with personal relationships and life crises

- COMM 223: Interpersonal Communication (3)
- PSYC 126: Assertive Behavior (2)
- PSYC 227: Conflict Resolution and Relationship Skills (3)

The Honors Program

The Honors Program offers an alternative general-education program for academically motivated students. It is built around a series of “great books,” or central texts, illustrating significant themes in the liberal arts. These works are supplemented by selected contemporary works, including films.

Students who complete the Honors Program have **no other general education requirements**. Students fulfilling the Honors Program requirements graduate “With Honors,” a designation that appears in the graduation program and the transcript.

Students with the following qualifications may apply for admission to the Honors Program: a strong academic record in high school, including four years of English, two years of history, three years of mathematics (including Algebra II), a year each of biology, chem-

istry, and physics; a major subject GPA of at least 3.5; standardized test scores (SAT, ACT, or equivalent) at the 80th percentile or higher. Students must maintain at least a 3.3 cumulative GPA while in the Honors Program.

Transfer students: Students with adequate freshman G.E. credit may be admitted to the Honors Program as late as fall quarter of the sophomore year, from which point they must complete 9 of the 12 required seminars. Juniors may apply for transfer into the program only if 1) they are willing to complete 9 seminars, or 2) they have been in an Honors program elsewhere, in which case they normally will be required to complete 6 seminars, including the summer term abroad. Transfer students must meet the Honors entrance requirements and provide two letters of recommendation from college teachers supporting their ability to do superior academic work. All transfer students must com-

plete the Honors Project and cognate requirements.

All of the following courses are interdisciplinary, and some are team-taught. The themes and texts are chosen by the Honors Director in consultation with other teachers in the Honors Program. (Course credits are listed in parentheses.)

Freshman Seminars:

HNRS 101	Heroes (5)
HNRS 102	Order and Liberty (5)
HNRS 103	Scripture I (5)

Sophomore Seminars:

HNRS 251	Cosmos (4)
HNRS 252	America (4)
HNRS 255	Scripture II (4)

Summer Term Abroad:

HNRS 333	Beauty (5)
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Junior Seminars:

HNRS 359	Virtue (4)
HNRS 361	Self and Society (4)
HNRS 363	East (4)

Senior Seminars:

- HNRS 481 Christianity (4)
- HNRS 485 Progress (4)

Senior Project:

- HNRS 498 Honors Project (3)

The total number of general education hours in the Honors Program is 67. This total includes 12 hours of language study, which may be fulfilled by Biblical Greek (RELL 225-226-325-326) or by completion of a year-long *intermediate* college-level sequence in a foreign language (e.g., Spanish, French, German, etc.).

Students should be aware of several additional features of the Honors Program. The freshman seminars have a particularly strong writing component. The Summer Term Abroad involves a month of study outside the United States.

The Honors Project allows students to examine an issue or problem of their own choosing. In consultation with a faculty adviser and the Honors Director, students submit an Honors Proposal by the end of the junior year. A public presentation of the project must occur no later than two weeks prior to graduation.

Students with passing grades may transfer out of the Honors Program into the regular General Education program. Consult with the Honors Director for specific details.

The goal of the Honors courses is to create an atmosphere in which students feel free to experiment with ideas and to test them in open debate with classmates and teachers. The program is designed to engage significant books, films, art, and music in a Christian context. We encourage each student, regardless of vocational goals, to seek truth and to act upon it.

Honors Courses

Note: For each of the following courses, core texts are listed. These lists may be supplemented each year with two or three other texts. (Supplemental texts in recent years have included Stegner, Angle of Repose; Brookhiser, Founding Father: Rediscovering George Washington; Atwood, The Handmaid's Tale; and Johnson, Darwin on Trial; and the film Ghandi.)

FRESHMAN COURSES:

HNRS 101 Heroes 5 A

- Homer, *The Odyssey*
- Sophocles, *Antigone*
- The Bible, David narratives
- David (selected sculptures)
- Plato, *Apology of Socrates*
- Shakespeare, *Henry V*
- Beethoven, *Eroica* (symphony)
- Shaw, *Saint Joan*
- The Passion of St. Joan* (film)
- Jacobs, *Incidents in the Life of a Slave Girl*

HNRS 102 Order and Liberty 5 W

- Plato, *The Republic*
- St. Augustine, *City of God* (selections)
- Machiavelli, *The Prince*
- Shakespeare, *Macbeth*
- Locke, *Second Treatise on Government*
- Bronte, *Wuthering Heights*
- Mill, *On Liberty*
- Marx and Engels, *The Communist Manifesto*
- David, selected paintings

HNRS 103 Scripture I 5 S

- Genesis
- Job
- Ruth
- Isaiah

- Mendelssohn, *Elijah* (oratorio)
- Blake, engravings of Job and Genesis
- Michelangelo, Sistine Chapel paintings

SOPHOMORE COURSES:

HNRS 251 Cosmos 4 A

- Bacon, *Novum Organum*
- Galileo, *Dialogues*
- Darwin, *The Origin of Species*
- Kuhn, *The Structure of Scientific Revolutions*
- 2001: *A Space Odyssey* (film)
- Holst, *The Planets* (symphony)

HNRS 252 America 4 W

- Declaration of Independence
- Tocqueville, *Democracy in America*
- Hawthorne, *The Blithedale Romance*
- Lincoln, selected speeches
- Whitman, *Leaves of Grass*
- Dickinson, selected poems
- Winslow Homer, selected paintings

HNRS 255 Scripture II 4 S

- Mark
- Acts
- Romans
- I John
- The Gospel According to St. Matthew* (film)
- Jesus of Montreal* (film)

HNRS 333 Beauty 5 Su

- (Summer term abroad: England)
- Aristotle, *Poetics*
- Plato, *Ion*
- Burke, *A Philosophical Inquiry into the Origin of Our Ideas of the Sublime and the Beautiful*
- Blake, *Songs of Innocence and Experience*
- Dewey, *Art as Experience*
- Barzun, *The Use and Abuse of Art*

- Amadeus* (film) or *Pollack* (film)
- Stravinsky, *The Rite of Spring* (music)
- Cathedral architecture
- National and Tate Galleries (selected paintings)

JUNIOR COURSES:

HNRS 359 Virtue 4 A

- Aristotle, *Nicomachean Ethics*
- The Koran*, Aquinas, *Summa Theologica* (selections)
- Shakespeare, *Richard III*
- Nietzsche, *Beyond Good and Evil*
- Stevenson, *Dr. Jekyll and Mr. Hyde*
- Crimes and Misdemeanors* (film)

HNRS 361 Self and Society 4 W

- St. Augustine, *Confessions*
- Rousseau, *Confessions*
- Smith, *The Wealth of Nations*
- White, *Life Sketches*
- Freud, *The Future of an Illusion*
- James, *Varieties of Religious Experience*
- Woolf, *A Room of One's Own*

HNRS 363 East 4 S

- Confucius, *Analects*
- Lao-tzu, *Tao Te Ching*
- Bhagavad Gita*
- Lady Murasaki, *Tale of Genji*
- Marco Polo, *Travels*
- Hesse, *Siddhartha*
- Hokusai, selected prints
- Van Gogh, selected paintings

SENIOR COURSES:

HNRS 481 Christianity 4 A

- Dante, *The Divine Comedy*
- Julian of Norwich, *Showings*
- Milton, *Paradise Lost*
- Law, *A Serious Call to a Devout and Holy Life*
- Mozart, *Requiem* (music)

- Dostoevsky, *The Brothers Karamazov*
- The Mission* (film)

HNRS 485 Progress 4 W

- Voltaire, *Candide*
- Gibbon, *Decline and Fall of the Roman Empire* (selections)
- Malthus, *Essay on the Principle of Population*
- M. Shelley, *Frankenstein*
- Darwin, *The Descent of Man*
- Achebe, *Things Fall Apart*
- The Bounty* (film)

HNRS 498 Honors Project 3 W, S

Preparation and evaluation of the Honors Project. In Progress (IP) grading.

The Major and the Minor

The specific requirements for majors and minors are given under the departmental listings in COURSES OF INSTRUCTION.

Though no course with a grade below C- may apply toward the major or minor, all work taken in these areas must be included in computing the grade-point average for the major or minor.

The Major

A major consists of 45 quarter hours or more in your chosen area of specialization, of which you must complete at least one-half of the upper-division hours in residence. You must maintain a minimum grade-point average of 2.0 (C) in the major. Some departments may have additional requirements. You should consult with your departmental or major adviser to determine whether such additional requirements are in force.

You may earn more than one major concurrently, provided that you complete all courses and cognates required for

each major. Some courses may apply to both majors, but a minimum of 30 hours in the second major must not overlap those in the first.

The Minor

A minor is not required for graduation. You should, however, consult with your academic adviser about a minor if you plan to teach, if you desire California and/or SDA teaching credentials, or if you anticipate attending a graduate or professional school that requires a concentration in a discipline other than the major.

A minor generally requires 30 quarter hours in a departmental specialization, of which you must complete at least six upper-division hours in residence with a minimum grade-point average of 2.0 (C).

In departments embracing more than one discipline (e.g., Behavioral Science), one may earn both a major and a minor having different names. While some courses may apply to both the major and the minor, a minimum of 20 hours in the minor must not overlap those in the major.

Education: The Master's Degree Program

Plan of Study

The four-quarter graduate program at Pacific Union College leads to a Master of Education (M.Ed.) degree in Instructional Leadership. This degree meets the requirements for the SDA Professional Credential and may lead to a California Professional Clear Credential if additional requirements are met.

A nondegree fifth-year program is also available. You may obtain information about these programs from the Education department.

Admission to the Master of Education Degree Program

One applies for admission both to the College and to the master’s degree program. The application is considered when official college transcripts and other requested materials have been filed with the Education department.

Admission is determined by the Education department faculty on the basis of credentials held, recommendations, former academic performance, and background. The Department Chair must approve credit for coursework taken prior to admission to the program.

Requirements for Admission

1. A baccalaureate degree from an accredited college or university.
2. A California credential or SDA credential, or eligibility for these credentials.
3. Admission to the College.
4. Submission of a graduate application to the Education department that includes the following:
 - a) two recommendations
 - b) transcripts
 - c) interview with Department Chair and one other Education faculty member
 - d) essay discussing interests and goals
5. A minimum grade-point average of 3.0 in each of the following areas:
 - a) Undergraduate upper-division major
 - b) Education courses
 - c) Overall college work, or the last 96 quarter hours
6. Acceptable scores in the Graduate Record Examination (GRE) General Test.
7. A proposed program of studies appropriate to your strengths, interests, and professional goals.

Admission of Former Students

If you previously attended Pacific Union College, you are required to apply for readmission (no application fee).

Admission of Transfer Students

If you are a student in good standing in another accredited graduate program, you are welcome to apply for admission to the master’s program at Pacific Union College. A maximum of 12 quarter hours of approved transfer credits may be accepted toward the degree.

In addition to the regular application forms, as a transfer candidate you are required to file official postsecondary transcripts with Enrollment Services.

Admission of Guest Applicants

If you have been accepted for graduate study in another accredited institution of higher education and if you wish to earn credit at Pacific Union College for transfer, you are not required to follow the regular admission procedures outlined above. Refer to the section of this catalog entitled “Admission as a Guest Student for Transfer Credit.”

Notification of Admissions Action

When application documents for admission to the College have been received, the Enrollment Services office will inform you of your status. The Education department staff will consider the master’s degree application and notify you of the action taken.

Cancellation of Acceptance

The College reserves the right to cancel the acceptance of any person for graduate study should further evidence indicate that he or she does not adequately meet requirements for admission to the master’s program.

Reserved Graduate Credit

If you have completed 135 hours toward a baccalaureate degree and if you will be eligible to apply for admission to the master’s program after graduation,

you may request to reserve a maximum of 12 quarter hours of approved upper-division or 500-level courses for graduate credit provided that they are not needed to fulfill requirements for your bachelor’s degree. Make arrangements with the Education department and the Records office.

Program of Studies

Committee on Studies

The Department of Education faculty will monitor your progress during the period of your graduate study and will work with you in constructing an acceptable Program of Studies.

Provisions of an Approved Program of Studies

Your Program of Studies must provide for the following:

1. removal of any undergraduate deficiencies,
2. a logical and orderly sequence of course work so that you may complete all educational objectives within the seven-year limit,
3. completion of all departmental and College requirements for the degree,
4. completion of all professional education core courses at PUC (exceptions: PSYC 359/L, EDUC 538/L, which may be transferred from other State-approved teacher education programs).

Credit earned by correspondence, examination, student teaching or continuing education is not applicable for graduate degree course requirements.

Course Requirements for the Master of Education Degree

Requirements for the Master of Education degree include a minimum of 45 quarter hours of upper-division and graduate courses (at least 24 hours must

be 500-level courses). Specific requirements include 26 hours of professional education core courses, 12 hours of approved support area, and 7 hours of graduate project.

Professional Education Core Requirements (25 hours)

COMM 330	Intercultural Communication or COMM 480 Classroom Communication	3
EDUC 359*	Exceptional Children in the Classroom	3
EDUC 510	Leadership in Education	2
EDUC 514*	Advanced Learning Theory and Instructional Strategies	3
EDUC 515*	Educational and Psychological Evaluation	3
EDUC 516*	Curriculum and Instruction: Historical Perspectives	3
EDUC 517*	Current Issues in Education	2
EDUC 530	Brain Research and Learning	3
EDUC 538*	Computers in the Classroom	2
EDUC 538L*	Computers in the Classroom Lab	1

Support Area (12 hours)

Coursework is based on the student’s professional goals and is determined by the student’s adviser. For example, a student could take courses leading to an emphasis in reading/language arts including 6 hours of 500-level reading course-work. Or a student could develop a support area that emphasizes his or her major subject matter.

Reading/Language Arts Emphasis (6 hours)

*Required fifth-year program for Professional Clear Credential. Information on credential requirements is available from the Credential Analyst.

EDUC 523	Strategies for Authentic Literacy Assessment and Instruction	2
EDUC 523L	Fieldwork	1
EDUC 524	Seminar in Language and Literacy Instruction	2
EDUC 524L	Fieldwork	1

Subject-Matter Emphasis (6 hours)
(Examples: Science, Mathematics, English, History)

A student electing the content-area emphasis develops the program of studies in consultation with advisers in Education and a content major department. Course selections must relate to a well-defined goal with a minimum of 6 hours of 500-level (or differentiated upper-division) courses.

Approved Electives (7 hours)

Graduate Project (Thesis) (7 hours)

Graduation Requirements

You have the option of fulfilling requirements under the catalog of your first enrollment or any subsequent catalog during the time of continuous enrollment. Requirements include the following:

1. Satisfactory completion of course work for the degree as outlined in your approved Program of Studies.
2. A minimum overall graduate grade-point average of 3.0 with no grade lower than B- (2.7).
3. Satisfactory completion of examinations and projects as determined by your Committee on Studies.
4. Completion of requirements within seven calendar years beginning with your first enrollment in courses counting toward your master’s degree, or date of acceptance into the program, whichever comes first. If you take these courses at any time during the seven-year period, you are considered to have continuous enrollment status. A time extension requires Education department approval.

Other Curricula

Teacher Education Program

Teacher education at Pacific Union College is a two-step, five-year program involving preparation in subject-matter areas and professional education courses required for Seventh-day Adventist and California State teaching credentials.

Although provision is made for you to obtain both a baccalaureate degree and a preliminary teaching credential at the end of four years, a fifth year of study is necessary to meet professional credential requirements for both the State of California and the Seventh-day Adventist denomination. The Education section of this catalog provides further information.

Preprofessional Curricula

Preprofessional and pretechnical programs in a wide variety of fields are offered to prepare students for admission to professional schools or for entry into technical careers. Below are listed the preprofessional curricula most frequently chosen by Pacific Union College students.

- Dental Hygiene
- Dentistry
- Law
- Medical Radiography
- Medicine
- Occupational Therapy
- Optometry
- Osteopathy
- Pharmacy
- Physical Therapy
- Speech Pathology
- Veterinary Medicine

The Academic Program

Center for Continuing and Professional Education

To meet the needs and interests of adult learners who have an associate degree or better but who have work and/or family commitments that preclude attending college as full-time residents, Pacific Union College offers evening degree completion programs in several off-campus settings leading to professional baccalaureate degrees. Currently available are the Bachelor of Science in Management (B.S.M.); the Bachelor of Science in Early Childhood Education (B.S.E.C.E.); and a post-bachelor's Teacher Credential Program (T.C.P.) leading to the Preliminary Multiple Subject or Single Subject Teaching Credential. Program outlines and course descriptions for these curricula appear in the section of this catalog titled Center for Continuing and Professional Education (CAPE).

Internet-Based Courses

On-line courses are available in a variety of disciplines. Enrollment is open to all interested persons. For further information see the CyberCourses section of this catalog; or visit the Website at <http://cybercourses.puc.edu>.

Changes in academic policies made and announced during the school year have the same force as if they were published in this catalog. Policies may not be waived or amended except by petition to and approval by the Academic Standards and General Education Committee. If you desire an exception to an academic policy, complete a Special Request form (available at the Records office), ask your academic adviser to endorse your petition, and return it to the Records office.

Registration

You are expected to register online through Lantern (accessible from PUC's web site) for all your courses during the registration periods as announced in this catalog. You have the option of registering for the entire school year prior to the last date to add courses for each quarter.

Late Registration

You must complete registration for each quarter before the first day of class meetings. If, at the end of the first day of classes, you have not received financial clearance, your registration will be cancelled. *Failure to complete registration before the first day of class meetings will result in a late registration fee of \$25 cash payable at the Records office or \$35 charged to your account.*

Even if emergency circumstances make it impossible to complete your registration as described above, *you may not under any conditions continue attending class after the fifth week of the quarter unless you are officially enrolled.* No grade is issued or recorded on the transcript, or credit awarded, for any course for which you are not officially enrolled by the end of the fifth week of the quarter. (For summer quarter and other courses scheduled for durations other than the standard ten-week quarter, this policy applies with the phrase "fifth week of the quarter" replaced by the phrase "midpoint of the quarter.")

Changes in Registration

To avoid changes in registration, you should plan your program carefully. You may add courses or withdraw from them before the last date to enter or withdraw. You are responsible for checking your schedule on Lantern to make sure that your schedule is correct.

You are responsible for following the program for which you have registered. You may not attend or receive credit for a course for which you have not registered. Failure to attend a course for which you have registered will result in an "F" in that course.

Audited Courses

If you wish to attend a course but do not wish to complete all regular assignments, you may, with the consent of the instructor, register on an audit basis. Applications to change registration from "Audit" to "Credit" or from "Credit" to "Audit" are not approved after the third week of the quarter. Fees for audited courses are charged at half the regular tuition rate, except for private music lessons, ensembles, and other participation-type courses, which are charged at the full tuition rate. On the transcript, audited courses carry the notation "AU."

Withdrawal from Courses

To withdraw from a course any time before the last date to withdraw, you must go through Lantern. A course from which you withdraw within the first two weeks of the quarter will be deleted from your record.

Withdrawal from the College

To withdraw from the College, complete a Notice of Withdrawal form (available at the Records office). The completed form must be signed by your adviser, your College employer (if you are employed on campus), the Director of Student Persistence, the residence-hall dean (for residence-hall students), the

Vice President for Academic Administration, the Vice President for Student Life Administration, and the Director of Student Finance. Withdrawal is official when the form with the signatures has been filed in the Records office.

The date of official withdrawal from the College will appear on your transcript. *If you choose to withdraw after the eighth week of the quarter, a grade of “F” will be recorded for all courses in which you are registered.*

Advisory Services

The Advising Program

Your academic advising program begins at orientation when you first enroll. An adviser will work with you in planning an academic schedule. You are required to consult with your adviser at least once each quarter.

In planning your studies, you should carefully follow the recommended sequence outlined in this catalog. At any time during your enrollment at Pacific Union College you may run a Degree Audit as a tool to make sure all the degree requirements are being met. Such planning helps to ensure that you meet all graduation requirements in an orderly, logical, and timely sequence.

In order to be considered a part of the graduating class, you must file an Application-to-Graduate form and senior contract at the Records office during the school year in which you are completing all your requirements. It is recommended that you fill this out during the beginning of the school year.

Teaching Credential Advising

If you have chosen a career in teaching, you should consult with the Chair of the Education department as early as possible in your curriculum planning. You should discuss requirements for both Seventh-day Adventist and California

State teaching credentials. Early identification with the elementary or secondary teaching profession as a career is essential for structuring an orderly academic program. If you are a candidate for elementary teaching, you should register your intention after one quarter in residence.

If you are a transfer student, you should register your intention upon enrollment. You will be admitted to the teacher education program after your application has been approved by the Education department. Further information is available at the Education department office.

Counseling Services

The College provides career counselors who can administer and interpret interest and personality inventories. These professionals can advise about appropriate majors to pursue in preparation for certain careers. It is crucial, however, to meet with your academic adviser for specific career and degree requirements. (See also STUDENT LIFE AND SERVICES in this catalog.)

Veterans Services

The Veterans Coordinator in the Records office maintains liaison between enrolled veterans and the Veterans Administration. The Coordinator provides advice about special provisions of the law relating to veterans as college students and information about current developments of significance to veterans.

Education Benefits for Veterans

If you are a veteran, you should get in touch with the Veterans Coordinator in the Records office at least two months prior to the date you expect to enroll to arrange to receive the benefits to which you are entitled. The Coordinator will supply the necessary forms and advise

you of current monthly benefit rates.

To qualify for maximum benefits, you must enroll for at least 12 credit hours each quarter. Adjusted payments are made for three-quarter (9 to 11.5 quarter hours) and half-time (6 to 8.5 hours) enrollment. During the summer session, maximum benefits are paid for 9 quarter hours and above, three-quarter benefits for 6.5 to 8.5 quarter hours, and half benefits for 4.5 to 6.0 quarter hours.

Experience has shown that it may take longer than eight weeks to process all the necessary forms from the date of application to the receipt of the first check.

VA Standards of Progress

According to Veterans Administration policy, veterans’ educational benefits are discontinued for a veteran (or eligible person) who remains on academic probation for more than three quarters because of grade-point deficiency. If your academic record should come into this category, there will be no further certification for benefits until your academic standing reflects improvement to a cumulative 2.0 grade-point average. (See “Academic Probation,” “Academic Renewal,” and “Repeating Courses” for an explanation of conditions under which you might be able to continue your studies if your grade-point average drops below 2.0.)

Under VA policy, the conditions for re-entrance after dismissal for unsatisfactory academic progress are also subject to the above standards of progress for veteran students.

Other Benefits for Veterans

If you qualify for other benefits provided by previous benefit bills for veterans (for example, war orphans and applicants for vocational rehabilitation), you should get in touch with the VA.

Armed Forces Credit

Although “blanket” credit is not awarded for military service, some training courses provided by the armed forces may be the equivalent of college courses. You may obtain credit for such courses by presenting certificates describing the training. Credit is awarded for college-level courses sponsored by the United States Armed Forces Institute that are completed with a satisfactory end-of-course examination.

Credit is awarded for military training in accordance with the American Council on Education’s *Guide to the Evaluation of Education Experiences in the Armed Services*. No credit is granted for the General Education Development Test, but satisfactory scores on the high-school-level GED Test may be used as a basis for admission to the College.

Transfer Credit

If you have attended other institutions of higher education, you must provide complete official transcripts from each college or university attended, even where you earned no credit. Such transcripts should be filed before you register for the quarter following the completion of the work. This policy applies also if you are regularly enrolled at Pacific Union College but take summer work, correspondence, or other work elsewhere. Failure to file all transcripts may result in delay of registration until the transcripts are received.

Transcripts from institutions accredited by recognized accrediting associations are evaluated to allow equivalent courses from the transfer institution to satisfy specific course requirements at Pacific Union College. Transfer credit is accepted only for courses with a grade of C- or higher.

The College reserves the right to require repetition of courses that have become outdated.

Transcripts from unaccredited institutions are given provisional evaluation. After you have completed 16 quarter hours in residence at Pacific Union College with at least a 2.0 grade-point average, the transcript from the unaccredited institution will be analyzed on a course-by-course basis and credit established for those courses that appropriately apply to your program at Pacific Union College.

Credit is allowed for college course work completed before secondary-school graduation if such work has been taken in an accredited college and is shown by transcript as college credit.

The maximum credit transferable from a recognized junior (community) college is 108 quarter hours (72 semester hours). Upper-division credit is not allowed for junior college courses or for courses numbered as lower-division credit at another senior college or university. Pacific Union College reserves the right to accept or reject credit earned or attempted at other institutions. (See also “Concurrent Enrollment.”) Pacific Union College normally accepts a maximum of 18 semester hours per semester or 18 quarter hours per quarter for all transfer credit for both traditional and non-traditional students. Any exception to this policy must meet appropriate departmental and Records Office approvals.

Cancellation of Scheduled Courses

The College administration, in consultation with the respective department chair, reserves the right to cancel any course listed in the course schedule if enrollment is four students or fewer or if a qualified instructor is not available because of unavoidable changes in personnel.

Course Load

The academic study load is described in terms of quarter hours (credits). One quarter hour (credit) normally represents one fifty-minute class period per week for one quarter. Two-hour courses normally convene twice a week and three-hour courses three times a week. For three clock-hours of laboratory experience per week, students normally receive one hour of credit per quarter. (See also “Credit Hours.”)

If you have regular academic standing, a full course load is 17 quarter hours per quarter during the school year and 12 quarter hours during the summer session. To enroll for a course load in excess of these totals, you must have approval by your academic adviser and the registrar. First-year students may register for upper-division courses (numbered 300-499) only with special permission of the registrar and with the approval of the academic adviser and the course instructor.

If you are on *Academic Probation*, your maximum course load is reduced to 12 quarter hours during the school year and 9 during the summer session.

Study-Work Program

If you are employed either on or off campus, you are expected to adjust your course load in harmony with the following schedule to achieve a reasonable balance in study and work:

<i>Course Load</i>	<i>Maximum Work Load per Week</i>
16 quarter hours	16 hours
14 quarter hours	20 hours
12 quarter hours	26 hours
10 quarter hours	32 hours

If you have a record of average scholastic achievement, you should plan a study-work program involving less than the maximum labor load suggested.

Class Absences

You are responsible for all material and assignments presented in class, and you are expected to maintain regular attendance at all class sessions of the courses in which you are enrolled. While there is no general College attendance requirement, each instructor has the right to establish specific policies best suited to a given course.

Academic Integrity

Academic integrity is highly valued and is expected. Academic dishonesty is an extremely serious offense and is cause for disciplinary action. *Students involved in cheating, plagiarizing, fabrication, multiple submissions, abuse of academic materials, deception, misrepresentation, electronic dishonesty, and other types of academic dishonesty, including production of materials for other students, are ordinarily subject to dismissal from the course with a failing grade.*

Situations involving academic dishonesty are dealt with by the instructor of the course in consultation with the department chair. A record of any verified instance of dishonesty is forwarded to the Academic Dean and is kept in the student’s personal file. Whenever such filing occurs, the student involved is notified. (A student feeling he or she has been treated unfairly has the right of appeal through established grievance procedures.) A pattern of serious or habitual dishonesty is dealt with by the Academic Dean and may result in dismissal from the College. (For further details, see “Appendix: Code of Academic Integrity” in this catalog.)

Ownership of Written Work

Written work you present in fulfillment of course requirements becomes the property of the College. The teacher or

the College, however, may not publish the written work for any reason without your permission. The original copy is returned to you at the discretion of the teacher. When it is not returned, you have the right to request and be given a copy of work turned in. You should request a copy not later than the end of the quarter following that during which you took the course.

Grading System

Grades are posted on Lantern at the end of each quarter. These reports are not valid for transfer or certification purposes.

Any corrections and grade changes must be made *within two weeks* after the grades have been posted. After this date all grades become final. To raise a grade once it has been recorded, you must repeat the course.

Grades

Grades are recorded by letters and are assigned point values as follows:

A	4.0	D	1.0
A-	3.7	D-	0.7
B+	3.3	F	0.0
B	3.0	I	Not computed
B-	2.7	IP	Not computed
C+	2.3	NR	Not computed
C	2.0	S	Not computed
C-	1.7	W	Not computed
D+	1.3	AU	Not computed

The grade-point average is computed by dividing the total number of points earned by the total number of hours attempted.

Failure

A grade of “F” is assigned to a course for which you do not meet the minimum standards set for a passing grade. “F” is also recorded if you earn the equivalent of “F” in a course offered only on a Satisfactory/Fail (S/F) basis. An “F” carries

0 grade points and is computed in the grade-point average.

Satisfactory

A grade of “S” signifies that you earned the equivalent of “C-” or higher in a course available only on a Satisfactory/Fail basis. An “S” is not computed in the grade-point average.

Audit

The grade “AU” is assigned to a course taken on an audit basis. You may change registration from audit to credit, or from credit to audit, before the end of the third week of instruction. A course for which you register for audit but do not attend regularly is assigned a “W.”

Withdrawal

Courses from which you withdraw before the end of the second week of the quarter are deleted from the record. A “W” is assigned to a course from which you officially withdraw between the beginning of the third week and the end of the eighth week. A “W” is not computed in the grade-point average. You may not withdraw from a course after the eighth week.

You will be considered registered for a course until you file a Change of Program Request Form with the Records office.

Incomplete

A grade of “I” is assigned in exceptional situations when unavoidable circumstances prevent completion of a course. An “I” carries no grade points and is not computed in your grade-point average.

You must remove an Incomplete by the time your instructor specifies, but no later than six calendar weeks from the time it is incurred. An Incomplete not removed reverts to the grade computed without the missing work. This grade is

specified at the time the Incomplete is granted.

At least six weeks before graduation, prospective graduates must have made up all outstanding Incompletes.

IP—In Progress

The “IP” grade is available when the requirements of a course may extend beyond the quarter for which you are registered. For such courses, the IP grade is available only when specified in the course description. Unless otherwise stated, the IP must be completed within three quarters.

Grade Not Reported

The grade “NR” is assigned to a course for which no grade is reported. The grade “NR” carries no grade points and is not computed in the grade-point average. An “NR” not removed by the end of the second week of the following quarter becomes an “F.”

Dean’s List

When you complete a minimum of 12 credits with a grade-point average of at least 3.85, you are honored as a member of the Dean’s List for that term.

Academic Probation

You will be placed on *academic probation* at the end of any quarter when your grade-point average for that quarter, or your cumulative grade-point average in residence, falls below 2.0 (C).

New and transfer students admitted with a cumulative grade-point average lower than 2.0 are automatically placed on academic probation. If you are a transfer student admitted on this basis, you will return to regular standing at the end of one quarter of course work (minimum of 12 quarter hours) in which you achieve a grade-point average of 2.0 or higher.

While on academic probation, you

may enroll in a maximum of 15 quarter hours of course work. You will not, however, be eligible for any office in student activities, and you will be required to meet regularly with the Retention Coordinator. You will return to regular standing when you achieve a quarter of at least 12 hours with both a quarter and a PUC cumulative GPA of at least 2.0.

Academic Suspension

If you have three consecutive quarters with a quarter grade-point average below 2.0, and/or a Pacific Union College cumulative grade-point average below 2.0, you will be placed on *academic suspension*. The quarters to be evaluated are your most recent three quarters at Pacific Union College, whether or not that period of three quarters was interrupted for any reason by one or more breaks in enrollment.

While on academic suspension, you may not continue your studies at Pacific Union College. You may reapply after you complete at least ten quarter hours of course work (transferable credit) at another accredited college or university for which you earn a grade-point average of at least 2.25.

Upon readmission after suspension, if you still have a Pacific Union College grade-point average below 2.0, you must achieve a minimum grade-point average of 2.25 each succeeding quarter until your cumulative grade-point average has reached 2.0. Under such circumstances, failure to maintain a grade-point average of at least 2.25 will normally result in Academic Dismissal.

Academic suspension is recorded on the transcript.

Academic Dismissal

If you are readmitted to Pacific Union College following academic suspension and then earn a grade-point average below 2.0 (C) during either of the next

two quarters, you will be placed on *academic dismissal*. After academic dismissal, you may apply for readmission after completing at least 45 hours of course work at another accredited college or university with a grade-point average of at least 2.25. Academic dismissal is recorded on the transcript.

Academic Renewal

Option 1: If at the end of three quarters (at least 36 hours) of course work you maintain a grade-point average of 2.0 (C) or better, you as a transfer student admitted on probation may apply to the Records office to have excluded from your transfer record sufficient course work to bring the transfer grade-point average to 2.0. Former students who have failed to maintain a grade-point average of 2.0 or higher may, after a break in residence of at least one year, be readmitted on the same basis as transfer students.

If you have not reached the minimum required grade-point average (2.0) by the end of the third quarter, you may request readmission on the basis of a revised curriculum plan prepared in consultation with an academic adviser. If the Admissions Committee approves the request for readmission, you must then maintain an average of 2.0 quarter by quarter, and by the end of the sixth quarter in residence must have established an overall grade-point average of 2.0 to qualify for readmission.

Option 2: Under certain circumstances, the College may disregard up to three quarters or two semesters of previous undergraduate course work, taken at any college or university, from all considerations associated with requirements for the baccalaureate. These circumstances are the following:

- 1. You have formally requested the action; and

2. you have presented evidence that work completed in the terms under consideration is substandard and not representative of your current academic ability and level of performance.

The final decision that one or more terms are to be disregarded in determining eligibility for graduation is based upon careful review of evidence by the Academic Standards and General Education Committee and is made when

1. at least one year has elapsed since the most recent work to be disregarded was completed; and
2. you have completed at PUC at least 15 quarter units with at least a 3.0 GPA.

When such action is taken, your permanent record is annotated so that it is readily evident to all users of the record that no work taken during the disregarded terms, even if satisfactory, may apply toward baccalaureate requirements. All work must remain legible on the record, ensuring a true and complete academic history.

Option 3: If you have accumulated a grade-point average lower than 2.0, you may petition the Academic Standards and General Education Committee to be admitted to a degree program with no *prior* college credit and no grade-point average. To qualify, you must

1. be at least 25 years of age;
2. have been out of a degree program of college studies for at least four years; and
3. demonstrate ability to progress in college work.

If the petition is approved, all prior college courses and grades are retained on the transcript and the notation “admitted without credits or grades by committee action” is recorded. When implemented, this policy waives all previous credits and grades except for any credits and grades earned in a special nondegree-bound status.

Repeating Courses

You may repeat a course in which you have earned a grade of C- or above only if you have not taken a more advanced course in the same subject.

If you have a D or F in a major, minor, cognate, or other required course, you may, on the advice of your major adviser, take another course in the same general area, or you may repeat the course if you have not taken a more advanced course in the same subject.

When repeating a course, you must repeat all the class work; and, if the course includes a laboratory, you may be required to repeat all laboratory requirements as well. Your Pacific Union College grade-point average will be recomputed *if you repeat the course at Pacific Union College.*

Your permanent record includes a complete account of all courses attempted, and all transcripts are issued on this basis. A course you have repeated to improve your grade-point average is not counted toward the total credit hours earned, and only the higher course grade is included in the grade-point calculation.

Restriction on Lower-Level Courses After Upper-Level

You may not take lower-level courses after you have earned credit in a more advanced course in the same area. Each department will identify those advanced courses that preempt lower-level courses in its area.

Correspondence Courses

You may apply a maximum of eighteen quarter hours of correspondence credit toward the requirements for a baccalaureate degree and twelve toward those of a two-year associate degree. Credit by correspondence may apply toward the requirements for the major

only if approved by the major professor; it cannot be used to raise a grade.

If you are working toward a California teaching credential, you should obtain from the Credential Analyst specific current information about the acceptance of credit for correspondence courses.

While in residence, you may pursue correspondence work only with approval, in advance, of Academic Administration. All transcripts for correspondence courses applying toward the requirements of any degree must be on file in the Records office one quarter before graduation.

Correspondence courses are not accepted in first-year language or in speech.

Concurrent Enrollment

While you are registered at Pacific Union College, you may not earn credit toward graduation from PUC through concurrent enrollment in another college unless you have the *prior* approval of the Registrar. Transfer credit will not be accepted for any course taken concurrently elsewhere without your having secured approval *before the course began.* (See also “Transfer Credit.”)

Reserving Courses for Post-Degree or Graduate Credit

You may request that certain upper-division courses be reserved for post-baccalaureate or graduate credit by making arrangements with the Education department and the Records office. To be fully credentialed by California and the SDA denomination, one must complete an approved fifth year or master’s degree of 45 quarter hours beyond a bachelor’s degree.

Independent Study

Independent Study refers to advanced study or research you may do on an

individual basis under the direction of a faculty member with regular appointment. You may use Independent Study for your major, minor, free electives or cognates, but not to meet general-education requirements. Cross-disciplinary studies earn split credit in the disciplines represented. You may earn up to twelve hours in Independent Study.

To be eligible for Independent Study in any department, you must have reached junior or senior standing, have met all departmental prerequisites, and have earned a minimum grade-point average of 3.0 in the proposed area of study. Before registering for the course, you must have negotiated a contract with the instructor and the chair of the supervising department, specifying the number of hours of credit to be earned, the detailed requirements of the course, the grading criteria, and a schedule of meetings.

Independent Study should not take the place of courses regularly available. It should not be confused with courses offered through Directed Study.

Credit for Student Missionaries and Taskforce Volunteers

You may earn academic credit in connection with field experience (GNRL 350) during appointment as a Student Missionary or Task Force volunteer. To qualify, you must have previously taken courses at Pacific Union College, and you must arrange for credit with the Registrar *before the experience begins.* Credit—elective only—is available on a Satisfactory/Fail basis. You may earn 6 hours per quarter to a maximum of 12 hours.

More information about credit for field experience is available from the Campus Ministries office or the Registrar.

Assessment of Outcomes

The College seeks through various means to measure its success in fulfilling its mission. A part of that effort involves an examination program to assess outcomes in general education and in each student’s major field. *All students are required to participate in this examination program.*

Pre-Examination Week

No off-campus field trips, major examinations, or extracurricular activities requiring student participation may be scheduled during the week prior to the first day of final examinations (“dead week”) in order that you may devote full time to completing course projects and preparing for final examinations. Exceptions are made for laboratory courses and for those classes meeting once a week only and for which there is no contact during the normal final exam week. Additional exceptions include take-home exams, skills tests in activity courses, and quizzes.

Examinations

You must take the final examination in each course in which you are enrolled at the time listed in the official examination schedule or you will receive the grade earned without the final examination. *You should expect no exceptions to the published schedule unless you can provide proof to the Academic Dean of an emergency situation beyond your control.*

Course-Waiver Examinations

You may waive certain course requirements provided that you fulfill one of the following conditions:

1. Present credit in courses substantially equivalent in purpose, scope, context, and credit value to the required course from which you request exemption.

2. Pass a proficiency examination. The examination is administered by the department concerned and approved by the Records office.

Qualifying for course exemption through waiver examination does not involve the awarding of credit, nor does it reduce the total number of hours to be earned for a degree. Its only effect is to increase the number of elective hours available as part of your degree program. (See the FINANCIAL INFORMATION section of this catalog for examination fees.)

Credit by Examination

You may earn academic credit by successfully writing CLEP (College Level Examination Program), DANTES (Defense Activity for Nontraditional Educational Support), Excelsior, and College-prepared tests. Further details are available at the Records office and academic departmental offices.

No credit by examination is available for remedial (0-level) courses.

AP, CLEP and Other Tests

Maximum credit applicable to a four-year degree is 45 hours; maximum credit applicable to a two-year degree is 24 hours.

1. AP Tests: Prepared and administered by the College Entrance Examination Board. Advanced Placement Examinations are currently available in several subject-matter areas.

2. CLEP Tests: CLEP (College-Level Examination Program) tests are intended as a means of establishing academic credit for persons who through extensive independent study, specialized training, etc., have gained knowledge equivalent to that gained by regular study in formal college courses. There are two kinds of College-Level Examinations: General Examinations and Subject Examinations.

Pacific Union College awards credit for selected Subject Examinations only. (You may get further information at the Records office about which PUC courses may be satisfied by AP and CLEP tests.)

3. Regulations governing the administration of the CLEP tests:

- a) The examinations are open to all classifications of students, but are directed toward freshmen and sophomores.
- b) You may use credit earned by Subject Examinations to meet either general education or major requirements.
- c) To earn credit, you must achieve the credit-granting score recommended by the American Council on Education on each CLEP test and a score of 3 or above on each AP test.
- d) Credit earned by CLEP or AP will be placed on your transcript with the credit hours earned and a grade of “S” (satisfactory).
- e) Except by special permission of the department involved, you may take any one CLEP examination only once.

4. Fees for CLEP and AP are paid to the testing company at the time you register for the test. If supplementary departmental examinations are required, additional fees are charged. (See the FINANCIAL INFORMATION section of this catalog for examination and recording fees.)

College-Prepared Tests

(Maximum applicable to a four-year degree is 18 hours; maximum applicable to a two-year degree is nine hours). The following regulations apply:

1. An application for permission to attempt credit by examination requires, on the appropriate form available from the Records office, the signatures of the course instructor, the department chair, and the Registrar.

2. A course for which credit may be earned by examination is normally a lower-division course in a four-year curriculum or a first-year course in a two-year curriculum. Its content is such that it can be measured by a written, oral, or manipulative test.

- 3.** To be eligible for credit by examination, you must demonstrate superior competence by such evidence as the following:
- a) a grade-point average of at least 3.0 in similar courses;
 - b) a percentile score of at least 75 on an ACT test in the same area;
 - c) similar course work in a non-academic institution; and
 - d) work experience sufficient to develop course competencies.

4. You may not earn credit by examination if you have previously taken a similar course or if the course in question is a prerequisite to one in which you have already earned credit.

5. If you have taken or attempted a course, you may not raise the grade for that course by examination.

6. Examinations for credit may not be repeated.

7. Examinations for credit are recorded on a Satisfactory/Fail basis. For Satisfactory to be recorded, achievement equivalent to C+ or better on a graded examination is required.

8. If you have audited a course, you may earn credit by examination for the course by paying one half the regular tuition fee. (See the FINANCIAL INFORMATION section of this catalog for examination and recording fees.)

Credit by Life-Learning Portfolio Assessment

You may earn up to 18 hours of credit through assessment of documentation provided in a Life-Learning Portfolio. The Academic Standards and General

Education Committee administers this program in harmony with established Pacific Union College guidelines and standards.

Classification of Students

- **Regular Student:** A student who has completed all of the entrance requirements and who has definitely enrolled in a degree program.
- **Freshman:** A beginning first-year student or one who has completed fewer than 18 quarter hours of credit.
- **Second-Year Freshman:** A second-year student who has completed at least 18 quarter hours.
- **Sophomore:** A student who has completed at least 45 quarter hours.
- **Junior:** A student who has completed at least 90 quarter hours of credit.
- **Senior:** A student who has completed 135 quarter hours of credit.
- **M.Ed. Degree Student:** A student who has been accepted into the Master of Education degree program.
- **Uncoded:** A student who does not meet College entrance requirements and/or does not wish to qualify for a degree, but who wishes to take certain courses on either a credit or an audit basis.

Requirements for Undergraduate Degree Graduation

You normally meet the graduation, general education, and major course requirements of the catalog current the year you first enter Pacific Union College. You have the option, however, of qualifying under any catalog in effect during the time you are in continuous residence.

If you wish to do so, you may choose the requirements for your major and for general education from separate qualifying catalogs. If you are a transfer

student, you may also graduate under the catalog of your admission.

If your residence as a student at Pacific Union College is broken by a period of more than three consecutive quarters (excluding summer quarter), you must meet the requirements of the catalog under which you are reaccepted to the College, or of a subsequent catalog.

Degree Candidacy

You may become a degree candidate when you begin the academic year during which it will be possible to complete all requirements for graduation.

Four quarters before your expected graduation, you must formally apply for graduation at the Records office. Transfer students planning to meet graduation requirements during the current academic year must file a request at registration.

It is the responsibility of each student to satisfy degree requirements. You are expected to acquaint yourself with the various policies and requirements published in the catalog and, in consultation with your adviser, to plan your course of study accordingly.

Residence Requirements for Denominational Teachers

If you have earned 96 quarter hours toward a baccalaureate degree and have established residence at PUC, you may, if continuously employed as a teacher in the Seventh-day Adventist denominational school system, be considered as not having broken residence provided that you complete the work for the degree within seven consecutive summer quarters and provided that you have not during this period enrolled as a student in any other institution of higher education without the authorization of the Academic Standards and General Education Committee.

Graduation Information

At the end of spring quarter, Commencement is held for all students who have completed all requirements for a degree. If you complete your requirements during an autumn or winter quarter, you will receive your degree at the following spring commencement. The date of graduation appearing on the diploma, however, is that of the last day of the quarter during which you actually completed the degree requirements.

Graduation In Absentia

You are expected to participate in Commencement services unless you notify the Records office *in advance* that you plan to be graduated *in absentia*. You should make written application for exemption not later than one week prior to Commencement. A fee of \$25 is assessed if you are absent from graduation without having given prior notice.

Graduation Recognition for Nurses

All nursing students are expected to participate in the recognition service unless excused, in writing, by the Chair of the Nursing department. Requests for exemption should be presented in writing during the first week of spring quarter.

Baccalaureate Degree Graduation Recognition Graduation with Academic Distinction

Students who, one quarter before graduation, have earned both a Pacific Union College and an over-all grade-point average of 3.5-3.749 will be graduated *cum laude*; those with 3.75-3.899, *magna cum laude*; and those with 3.9-4.0, *summa cum laude*.

Honors Program Graduation

The Honors Program is designed to enrich the studies of exceptionally

well-prepared students. Only students fulfilling requirements of the Honors Program will graduate “With Honors,” a designation that appears on the graduation program and on the student’s transcript. (See “The Honors Program.”)

Second Degree

Two degrees may be conferred concurrently or subsequently if you have met all the major and general-education requirements for both degrees and the requirements for more than one major. (See “The Major and the Minor.”)

Transcripts

At your written and signed request, the Records office will provide transcripts of your credits. (See the FINANCIAL INFORMATION section of this catalog transcript fees.)

The College reserves the right to withhold all information concerning your record if you are in arrears in payment of accounts or other charges, including student loans. No transcripts are issued until all of your financial obligations to the College have been met.

You should allow two weeks for processing your request and mailing the transcript.

Transcripts from other institutions which have been presented for admission and evaluation of credit become the property of the College and are not reissued or copied for release.

Quarter System 1

Each quarter has approximately 11 weeks. Quarters are designated as Autumn **A**; Winter, **W**; Spring, **S**; and Summer, **Su**

Credit Hours 2

“One quarter hour” normally represents one fifty-minute class per week throughout an academic quarter and approximately two hours of preparation for each one-hour session. One laboratory period of approximately three hours is considered equal in credit value to one lecture/discussion period and the expected preparation.

Variations may include independent study, directed study, research laboratory courses, individualized studio instruction, music lessons, special workshops, and perhaps other “nontraditional” academic events.

Prefix 3

The three- or four-letter prefix to each course number indicates the department or subject area (see page 44).

Numbering and Classification of Courses 4

Courses are numbered and classified as follows:

001-099 Remedial Courses

For students with inadequate academic skills. No remedial course work may apply toward any degree.

100-299 Lower-division Courses

Normally taken by freshmen and sophomores.

300-499 Upper-division Courses

Normally taken by juniors and seniors. You may not register for upper-division courses unless you have completed any prerequisites. First-year students may register for these courses only with special permission of the registrar and with the approval of the academic adviser and the course instructor.

Some upper-division courses serve the purpose of extending the scholarly background of a graduate student. When approved by the student’s Committee on Studies, such courses may apply toward the graduate degree.

500-599 Graduate Courses

Primarily for graduate students. With the approval of the major professor, a senior whose preparation is adequate may take graduate courses for undergraduate credit.

Alternating Courses 5

The year is defined in terms of the graduating year.

Odd year—2004-2005

Even year—2005-2006

Hyphenated Courses 6

Course numbers separated by hyphens indicate an integrated sequence. Though they are generally taken consecutively, a student may receive credit for any quarter or quarters without the others provided that any prerequisites have been met.

Directed Group Study

A course is offered under the title Directed Group Study when a department chooses to

1. experiment with a course before it is listed in the catalog, or
2. offer the course, on a one-time basis, for enrichment purposes when sufficient student interest is indicated.

A specific title is assigned when the course is offered, and the course is listed as follows:

1. Alpha prefix of the course
2. Course number 096, 296 or 496
3. The title *Directed Group Study*
4. The credit hours of the course
5. The name of the course as subtitle

Directed Study

You may take a catalog-listed course on an individual basis only under the most unusual circumstances and at the discretion of the instructor and department chair. Any such course will be offered only for the number of hours listed in the catalog and will adhere to the catalog description and standard course syllabus. Consult with the Records office for request forms and applicable criteria.

When Directed Study is approved, the course will be listed as follows:

1. Alpha prefix of the course
2. Course number 097, 297 or 497
3. The title *Directed Study*
4. The credit hours of the course
5. The name of the course as subtitle

Honors Project

Although not listed in each department, Honors Projects carry the following course designation:

1. Alpha prefix of the course
2. Course number 498
3. The title Honors Project
4. The credit hours of the project
5. A subtitle, identifying the nature of the project

Art and Design	
The Rasmussen Art Gallery <i>The Rasmussen Art Gallery, located in the heart of the campus mall, offers students and community a stimulating and enriching cultural dimension in the visual arts. The gallery's exhibitions provide exposure to contemporary work as well as to historically significant art.</i>	ART 131 Watercolor Painting Fundamentals of watercolor in landscape, still-life, and nonrepresentational painting. Includes work both in studio and on location. One lecture and three hours laboratory weekly. Odd years.
Fine Art	ART 133 Encaustic Painting Introduction to pigmented wax as a painting medium on wood, canvas and other supports. Emphasis on exploring and inventing techniques, including layering and collage. One lecture and three hours laboratory weekly. Odd years.
LOWER-DIVISION COURSES:	ART 141 Ceramics I Introduction to materials and techniques in creating hand-built and wheel-thrown ceramic forms. One lecture and three hours laboratory weekly.
ART 115 Stained-Glass Design An introduction to stained-glass design, including copper foiling and leading techniques. One lecture and three hours laboratory weekly.	ART 142 Ceramics II Exploration of ceramics techniques and processes at the intermediate level. One lecture and three hours laboratory weekly. Prerequisite: ART 141. Even years.
ART 121-122 Drawing Fundamentals I-II A foundation course developing the student's ability to communicate and express creative ideas using line, shape, value, and texture. One lecture and two hours laboratory weekly.	ART 144 Clay Sculpture A basic study in creating sculptural forms in clay with additive and subtractive techniques. Figurative and abstracted subject matter. One lecture and three hours of laboratory weekly. Odd years.
ART 124-125 Design and Composition I-II The basic principles and elements of naturalistic and nonrepresentational design. Stresses creative use of line, color, shape, texture, and space.	ART 151 Acrylic Painting Introduction to painting with acrylics. Exploration of color and brush techniques through a variety of subjects and styles. One lecture and three hours of laboratory weekly. Even years.
ART 127 Three-Dimensional Design The perceptual, spatial, and structural principles of well-ordered three-dimensional forms. Includes assignments introducing techniques of modeling and assemblage.	ART 152 Oil Painting Introduction to painting with oil. Transparent and opaque studies in rendering landscapes. One lecture and three hours laboratory weekly. Even years.
	ART 226 Collage and Assemblage The artistic use of objects, and other non-historical examples as two- and three-dimensional forms. One lecture and three hours laboratory weekly. Odd years.
	ART 235 Printmaking-Wood An introduction to prints through the cuts and the intaglio. One lecture and three hours laboratory weekly. Prerequisite: Even years.
	ART 299 Associate Degree Project An individual project of all associate-degree students of a unified, academic nature. Work for exhibition in Art Gallery or at another location on campus. More than one degree credit for each degree. Progress ("IP") grade. UPPER-DIVISION COURSE
	ART 314 Art for Children (See also ECED 314.) A course that provides an understanding of children's art materials, and applicable to their level. Designed to provide

Courses of Instruction

Prefix

The three- or four-letter prefix to each course number indicates the department or subject area as follows:

Subject	Department
ACCT	Accounting
AGRI	Agriculture
ANTH	Anthropology
ART	Art
ASTR	Astronomy
AUTO	Energy–Power–Transportation
AVIA	Aviation
BIOL	Biology
BUAD	Business Administration
CHEM	Chemistry
COMM	Communication
CPTR	Computer Science
DRMA	Dramatic Arts
DRFD	Drafting–Design
ECE	Early Childhood Education
ECED	Early Childhood Education
ECON	Economics
EDUC	Education
ELEC	Electricity–Electronics
ENGL	English
ENGR	Engineering
ENSL	English as a Second Language
ESAC	Physical Education Activity
ESTH	Physical Education Theory
FDNT	Foods and Nutrition
FIN	Finance
FREN	French
GEOG	Geography
GEOL	Geology
GNRL	General
GNST	General Studies
GRPH	Graphics Technology
GRMN	German
GSCI	General Science

Subject	Department
HIST	History
HLED	Health Education
HNRS	Honors
INFS	Information Systems
ITAL	Italian
JOUR	Journalism
MATH	Mathematics
MDIA	Television and Film Production
MGMT	Management
MGT	Management
MICR	Microbiology
MKTG	Marketing
MUED	Music Education
MUEN	Music Ensemble
MUHL	Music History and Literature
MUSP	Music Performance
MUTH	Music Composition and Theory
NURS	Nursing
OFAD	Office Administration
PHIL	Philosophy
PHYS	Physics
PLSC	Political Science
PREL	Public Relations
PSYC	Psychology
RELB	Religion, Biblical Studies
RELH	Religion, Historical Studies
RELL	Religion, Biblical Languages
RELP	Religion, Professional Studies
RELT	Religion, Theological Studies
SOCI	Sociology
SOWK	Social Work
SPAN	Spanish
SPPA	Speech Pathology and Audiology
TECH	Technology

General Courses

Nondepartmental courses.

GNRL 100 .1 A, W, S Campus Colloquy

A weekly meeting of community and spiritual significance required of all full-time undergraduate students each quarter in residence. The colloquy is graded S/F. To pass, a student must attend a minimum of six meetings each quarter.

GNRL 104 1 Su Young Scholars Program

A week-long program of course work, projects, and investigations in science, mathematics, humanities and the arts. Graded on a Satisfactory/Fail basis. May be repeated for credit. Prerequisite: Admission to the PacificQuest summer program for talented and gifted students.

GNRL 204 2 S Introduction to Dentistry

Dental anatomy, morphology, and related aspects of dentistry as a career. One lecture and one laboratory weekly.

GNRL 350 6 Field Experience

Students in the PUC Student Missionary and Task Force programs may arrange to do academic work in connection with their service appointments and thereby to earn credit applicable toward degree requirements. Credit is available on a 6.0-unit per quarter basis. Registration qualifies students to maintain enrolled status at PUC while off campus in these programs. Further information is available at the Campus Ministries office or from the Registrar. Graded S/F.

GNST 103 3 A, W, S College Success Skills

Techniques to develop critical-thinking skills, comprehension of texts, test-taking strategies, speaking, writing, and study skills. Includes memory improvement, note-taking and time management.

GNST 401 3 S Senior Assessment Seminar

Designed for baccalaureate seniors only, the seminar is designed to assess student learning outcomes in general education and in the field of study. Testing may include a major field examination, other standardized examinations, and various PUC-developed tests. The primary purpose is to determine how well the college is reaching its educational goals. This is a graduation requirement.



Faculty

Tom Turner, chair; Jon Carstens, Cheryl Daley, Milbert Mariano, Thomas Morphis, Cliff Rusch
 Departmental Office: 254 Fisher Hall; 965-6350

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In the DEPARTMENT OF ART AND DESIGN, the student has the opportunity to study art either as a vocation or as a means of increasing cultural awareness. The department is keenly interested in students who choose art as their occupation and who want to devote themselves to the period of intensive training necessary for their profession. It is also concerned with those whose interests may be avocational rather than professional, who recognize the cultural advantages to be obtained from the study of art, or who find in artistic experience a high degree of personal enjoyment and satisfaction.

Major in Graphic Design, B.S.

► A minimum of 80 hours (43 upper division) including the following:

ART 121-122	Drawing Fundamentals I-II	2-2
ART 124-125	Design and Composition I-II	3-3
ART 127	Three-Dimensional Design	2
ART 131	Watercolor Painting (or ART 151 Acrylic Painting (2))	2
ART 241-242	Photography I-II	3-3
ART 261-262	Graphic Design I-II	3-3
ART 263	Typography I	3
ART 264	History of Graphic Design	2
ART 266	Preprint Production I	3
ART 268	Illustration I	3
ART 317	Design: Online	2
ART 325	Printmaking–Silkscreen	2
ART 361-362	Graphic Design III-IV	3-3
ART 364	Illustration II	3
ART 365	Package Design	3
ART 370	Modern Art	4
ART 394	Professional Practices in Art	2
ART 421	Life Drawing I (or ART 422 Life Drawing II (2))	2
ART 426	Design and Composition III	2
ART 446	Digital Photo Imaging	3
ART 463	Typography II	3
ART 464	Preprint Production II	3
ART 466	Illustration III	3
ART 468	Design: Publication	2
ART 499	Baccalaureate Degree Project	3
► Required Cognate Courses:		
GRPH 253	Publication Technology I	3
GRPH 352	Digital Image Technology	3
GRPH 354	Color Imaging	3
MKTG 374	Advertising Management (or MKTG 351 Marketing)	3

► *Recommended Cognate Courses:*

GRPH 256-257	Publication Technology II-III (2-2)
JOUR 434	Media Law and Ethics (3)
MGMT 160	Small Business Management (3)
MKTG 360	Consumer Behavior (3)

Major in Fine Art, B.S.

► *A minimum of 74 hours (29 upper division) including the following:*

ART 105	History of Western Art	4
ART 107	American Art	3
ART 108	Far Eastern Art (or ART 278 Women Artists (3))	3
ART 115	Stained Glass	2
ART 121-122	Drawing Fundamentals I-II	2-2
ART 124-125	Design and Composition I-II	3-3
ART 127	Three-Dimensional Design	2
ART 131	Watercolor Painting	2
ART 133	Encaustic Painting	2
ART 141-142	Ceramics I-II	2-2
ART 144	Clay Sculpture	2
ART 151	Acrylic Painting	2
ART 152	Oil Painting	2
ART 226	Collage and Assemblage	2
ART 235	Printmaking–Woodcuts and Etchings	2
ART 241	Photography I	3
ART 325	Printmaking–Silkscreen	2
ART 332	Monotype	2
ART 341	Ceramics III	2
ART 346	Plaster and Stone Sculpture	2
ART 370	Modern Art	4
ART 394	Professional Practices in Art	2
ART 421	Life Drawing I	2
ART 422	Life Drawing II	2
ART 423	Portrait Drawing	2
ART 426	Design and Composition III	2
ART 447	Metal Sculpture	2
ART 461	Figure Painting	2
ART 499	Baccalaureate Degree Project	3

Major in Fine Art, B.A.

► *A minimum of 54 hours (21 upper division) including the following:*

ART 105	History of Western Art	4
ART 107	American Art (or ART 278 Women Artists (3))	3
ART 121-122	Drawing Fundamentals I-II	2-2

ART 124-125	Design and Composition I-II	3-3
ART 127	Three-Dimensional Design	2
<i>Select two:</i>		4
ART 131	Watercolor Painting (2)	
ART 133	Encaustic Painting (2)	
ART 151	Acrylic Painting (2)	
ART 152	Oil Painting (2)	
ART 141-142	Ceramics I-II	2-2
ART 144	Clay Sculpture (or 341 Ceramics III (2))	2
ART 226	Collage and Assemblage (or ART 115 Stained Glass)	2
ART 235	Printmaking–Woodcuts and Etchings	2
ART 325	Printmaking–Silkscreen	2
ART 332	Monotype (or ART 461 Figure Painting (2))	2
ART 346	Plaster and Stone Sculpture (or ART 447 Metal Sculpture (2))	2
ART 370	Modern Art	4
ART 394	Professional Practices in Art	2
ART 421	Life Drawing I	2
ART 422	Life Drawing II (or ART 423 Portrait Drawing (2))	2
ART 426	Design and Composition III	2
ART 499	Baccalaureate Degree Project	3

Major in Photography, B.S.

► *A minimum of 61 hours (40 upper division) including the following:*

ART 124-125	Design and Composition I-II	3-3
ART 241-242	Photography I-II	3-3
ART 243	Color Photography I	3
ART 261	Graphic Design I	3
ART 277	History of Photography	3
ART 317	Design: Online	2
ART 370	Modern Art	4
ART 394	Professional Practices in Art	2
ART 426	Design and Composition III	2
ART 441	Portrait Photography	3
ART 443	Commercial Photography I	3
ART 444	Color Photography II	3
ART 446	Digital Photo Imaging	3
ART 452, 453	Fine Print I, II	3, 3
ART 454	Advanced Portraiture	3
ART 455	Architectural Photography	3
ART 495	Independent Study	3
ART 499	Baccalaureate Degree Project	3

► *Required Cognate Courses:*

MGMT 160	Small Business Management	3
JOUR 242	Photojournalism	2
JOUR 434	Media Law and Ethics	3

Associate Degree in Graphic Design, A.S.

► *A minimum of 48 hours including the following:*

ART 121-122	Drawing Fundamentals I-II	2-2
ART 124-125	Design and Composition I-II	3-3
ART 127	Three-Dimensional Design	2
ART 131	Watercolor Painting (or ART 151 Acrylic Painting (2))	2
ART 241	Photography I	3
ART 261-262	Graphic Design I-II	3-3
ART 263	Typography I	3
ART 266	Preprint Production I	3
ART 268	Illustration I	3
ART 299	Associate Degree Project	3
ART 370	Modern Art	4
ART 394	Professional Practices in Art	2
ART 421	Life Drawing I (or ART 422 Life Drawing II (2))	2
ART 426	Design and Composition III	2
ART 446	Digital Photo Imaging	3

► *Required Cognate Course:*

GRPH 352	Digital Image Technology	3
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► *Recommended Cognate Courses:*

GRPH 253	Publication Technology I (3)
GRPH 354	Color Imaging (3)
MKTG 360	Consumer Behavior (3)
MKTG 374	Advertising Management (3)

Associate Degree in Photography, A.S.

► *A minimum of 41 hours including the following:*

ART 124-125	Design and Composition I-II	3-3
ART 241-242	Photography I-II	3-3
ART 243	Color Photography I	3
ART 277	History of Photography	3
ART 299	Associate Degree Project	3
ART 370	Modern Art	4
ART 394	Professional Practices in Art	2
ART 426	Design and Composition III	2
ART 441	Portrait Photography	3
ART 443	Commercial Photography	3

ART 444	Color Photography II	3
ART 446	Digital Photo Imaging	3

► *Recommended Cognate Courses:*

JOUR 242	Photojournalism (2)
JOUR 434	Media Law and Ethics (3)
MGMT 160	Small Business Management (3)

Minor in Art

► *A minimum of 34 hours (8 upper division) including the following:*

ART 105	History of Western Art	4
ART 121-122	Drawing Fundamentals I-II	2-2
ART 124-125	Design and Composition I-II	3-3
ART 127	Three-Dimensional Design	2
<i>Select two:</i>		4
ART 115	Stained Glass (2)	
ART 141	Ceramics I (2)	
ART 144	Clay Sculpture (2)	
ART 226	Collage and Assemblage (2)	
<i>Select two:</i>		4
ART 131	Watercolor Painting (2)	
ART 133	Encaustic Painting (2)	
ART 151	Acrylic Painting (2)	
ART 152	Oil Painting (2)	
ART 235	Printmaking–Woodcuts and Etchings (or ART 325 Printmaking–Silkscreen (2))	2
ART 370	Modern Art	4
ART 421	Life Drawing I	2
ART 426	Design and Composition III	2

Minor in Art History

► *A minimum of 30 hours (6 upper division) including the following:*

ART 105	History of Western Art	4
ART 107	American Art	3
ART 108	History of Far Eastern Art	3
ART 124-125	Design and Composition I-II	3-3
ART 264	History of Graphic Design	2
ART 277	History of Photography	3
ART 278	Women Artists	3
ART 370	Modern Art	4
ART 426	Design and Composition III	2

The Rasmussen Art Gallery

The Rasmussen Art Gallery, located in the heart of the campus mall, offers students and community a stimulating and enriching cultural dimension in the visual arts. The gallery's exhibitions provide exposure to contemporary work as well as to historically significant art.

Fine Art

LOWER-DIVISION COURSES:

ART 115 2 S
Stained-Glass Design

An introduction to stained-glass design, including copper foiling and leading techniques. One lecture and three hours laboratory weekly.

ART 121-122 2-2 A-W
Drawing Fundamentals I-II

A foundation course developing the student's ability to communicate and express creative ideas using line, shape, value, and texture. One lecture and two hours laboratory weekly.

ART 124-125 3-3 A-W
Design and Composition I-II

The basic principles and elements of naturalistic and nonrepresentational design. Stresses creative use of line, color, shape, texture, and space.

ART 127 2 A
Three-Dimensional Design

The perceptual, spatial, and structural principles of well-ordered three-dimensional forms. Includes assignments introducing techniques of modeling and assemblage.

ART 131 2 A
Watercolor Painting

Fundamentals of watercolor in landscape, still-life, and nonrepresentational painting. Includes work both in studio and on location. One lecture and three hours laboratory weekly. Odd years.

ART 133 2 W
Encaustic Painting

Introduction to pigmented wax as a painting medium on wood, canvas and other supports. Emphasis on exploring and inventing techniques, including layering and collage. One lecture and three hours laboratory weekly. Odd years.

ART 141 2 A, W, S
Ceramics I

Introduction to materials and techniques in creating hand-built and wheel-thrown ceramic forms. One lecture and three hours laboratory weekly.

ART 142 2 W
Ceramics II

Exploration of ceramics techniques and processes at the intermediate level. One lecture and three hours laboratory weekly. Prerequisite: ART 141. Even years.

ART 144 2 W
Clay Sculpture

A basic study in creating sculptural forms in clay with additive and subtractive techniques. Figurative and abstracted subject matter. One lecture and three hours of laboratory weekly. Odd years.

ART 151 2 A
Acrylic Painting

Introduction to painting with acrylics. Exploration of color and brush techniques through a variety of subjects and styles. One lecture and three hours of laboratory weekly. Even years.

ART 152 2 W
Oil Painting

Introduction to painting with oils. Transparent and opaque techniques are studied in rendering still-lives and landscapes. One lecture and three hours laboratory weekly. Even years.

ART 226 2 S
Collage and Assemblage

The artistic use of papers, found objects, and other nontraditional media; historical examples and the creation of two- and three-dimensional projects. One lecture and three hours laboratory weekly. Odd years.

ART 235 2 S
Printmaking-Woodcuts and Etchings

An introduction to the creation of prints through the relief process of woodcuts and the intaglio process of etchings. One lecture and three hours laboratory weekly. Prerequisite: ART 121 or 122. Even years.

ART 299 3 A, W, S
Associate Degree Project

An individual-project course required of all associate-degree art majors. Creation of a unified, accomplished body of work for exhibition in the Rasmussen Art Gallery or at another predetermined location on campus. Students completing more than one degree do a separate project for each degree earned. In-Progress ("IP") grading system.

UPPER-DIVISION COURSES:

ART 314 3 S
Art for Children

(See also ECED 314.)
A course that provides an understanding of children's art, a knowledge of art materials, and teaching techniques applicable to their levels of learning. Designed to provide in the life of the

child the thrill of the visual and tactile uses of line, shape, value, color, and texture.

ART 325 2 W
Printmaking-Silkscreen

The techniques of silkscreen printing including cut stencil and photostencil. One lecture and three hours laboratory weekly. Prerequisite: ART 121 or 122.

ART 332 2 S
Monotype

A combination of painting and printmaking techniques by painting images on metal and plexiglass plates, then transferring them to paper with a hand-operated printing press. One lecture and three hours laboratory weekly. Odd years.

ART 341 2 S
Ceramics III

Advanced study in creating ceramic forms, formulating glazes, and firing the kiln. One lecture and three hours laboratory weekly. Prerequisites: ART 141, 142. Even years.

ART 346 2 S
Plaster and Stone Sculpture

Continued study in creating three-dimensional forms, using subtractive methods in stone and plaster. One lecture and three hours laboratory weekly. Odd years.

ART 394 2 W
Professional Practices in Art

Focus is on issues that graduating art majors will face whether practicing in the field of art or applying to graduate programs. Each student compiles a portfolio of artworks. This team-taught course features guest speakers.

ART 421 2 S
Life Drawing I

A course to improve visual skills and accurate portrayal while drawing the human figure. One lecture and two hours laboratory weekly. Prerequisites: ART 121 or 122.

ART 422 2 W
Life Drawing II

Advanced study in drawing the human figure. Emphasis on anatomy, expression, and development of a personal rendering style. One lecture and two hours laboratory weekly. Prerequisite: Art 121 or 122. Odd years.

ART 423 2 S
Portrait Drawing

Advanced drawing course in realistic rendering of the human head and features. One lecture and two hours laboratory weekly. Prerequisites: ART 121 or 122. Even years.

ART 426 2 S
Design and Composition III

Integration and application of basic design principles through a series of comprehensive projects. Prerequisites: ART 124-125.

ART 447 2 S
Metal Sculpture

The materials and techniques of welded metal to create sculptural forms, both representational and nonobjective. One lecture and three hours laboratory weekly. Even years.

ART 461 2 S
Figure Painting

Advanced study of color and composition with the human figure as subject matter. Emphasis on communicating expression and vitality. One lecture and

three hours laboratory weekly. Prerequisite: one quarter of painting or ART 421 or ART 422 or ART 423. Even years.

ART 491 1-3 A, W, S
Cooperative Education in Art

An individualized contract agreement involving selected students, faculty, and employers to provide practical experience in art, art history, and graphic design in a professional setting. Approval of the department chair required in advance. Thirty clock hours of experience required for each hour of credit. May be repeated.

ART 495 1-3 A, W, S
Independent Study

Available in any area where additional study is desired. Approval of department chair and major adviser is required. Maximum of three hours permitted in any one quarter, for a total of six in any major.

ART 498 3 A, W, S
Honors Project

Required of baccalaureate degree art majors in the Honors Program in place of ART 499. (See ART 499 for course description.) In-Progress ("IP") grading system.

ART 499 3 A, W, S
Baccalaureate Degree Project

An individual-project course required of all baccalaureate degree art majors. Students create a unified, original, and professional body of work for exhibition either in the Rasmussen Art Gallery or at another predetermined location on campus. Students completing more than one art degree do a separate degree project for each degree earned. In-Progress ("IP") grading system.

Graphic Design

LOWER-DIVISION COURSES:

ART 261 3 A
Graphic Design I

A basic overview of the design process from conceptualization and visualization to the preparation of advertising and collateral materials for print.

ART 262 3 A
Graphic Design II

A foundation course emphasizing conceptual problem-solving in the design of corporate identity and collateral materials. Prerequisites: ART 261, 263, 266. Recommended prior course: ART 268.

ART 263 3 W
Typography I

Study of letter forms with emphasis on typesetting and preparation of copy for typesetting and design. Prerequisite: ART 261.

ART 266 3 S
Preprint Production I

Preprint production techniques for print applications. Emphasis on presentation and technical skills and problem solving. Prerequisite: ART 261.

ART 268 3 W
Illustration I

To cultivate the process, resources, and skills needed to create fundamental illustrations in association with graphic design. Applied rendering and illustrations using Adobe Illustrator® to create illustrations and graphics for print and web media. Prerequisites: ART 121-122; Macintosh competency.

UPPER-DIVISION COURSES:

ART 317 2 A
Design: Online

Designing World Wide Web personal home pages and Websites for clients using the Web as a delivery platform. Beyond development of a properly functioning site, the course emphasizes creation of visually attractive and coherent presentations. For general students and art majors. Prerequisite: CPTR 105 or GRPH 153 or computer competency (Mac). Recommended prior courses: ART 124-125, 261.

ART 361 3 W
Graphic Design III

An advanced course in design and presentation as applied to art direction and collateral materials. Prerequisites: ART 262, 263, 266. Odd years.

ART 362 3 W
Graphic Design IV

In-depth study of corporate identity and graphic standards programs. Includes identity design and usage in various print and collateral applications. Prerequisites: ART 262, 263, 266. Even years.

ART 364 3W
Illustration II

Emphasis on rendering images for editorial and commercial assignments. Media include pen and ink and ink wash. Prerequisites: ART 268, 421.

ART 365 3 S
Package Design

Introduction to the process of design and presentation as applied to packaging. Studies the redesign of existing packaging and the creation of new product entries. Prerequisites: ART 262, 263, 266. Even years.

ART 463 3 S
Typography II

Type styles, character, arrangement, and usage in the design of printed materials. Practical experience in preparation of type for print production. Prerequisites: ART 262, 263, 266; GRPH 253. Odd years.

ART 464 3 S
Preprint Production II

Explores the preparation of digital files and desktop design. For advanced graphic design majors who understand the basic elements of design, typography, and print and who have good Macintosh competency. Prerequisites: ART 262, 266; GRPH 253.

ART 466 3 W
Illustration III

Research on contemporary illustrators and exploration of several selected techniques or styles, followed by a concentration in one. Prerequisites: ART 268, 421. Even years.

ART 468 2 A
Design: Publication

An in-depth study of publication layout and design techniques. For advanced graphic design majors who understand the basic elements of digital file preparation, layout and design. Prerequisites: ART 262, 266, 464; GRPH 253. Even years.

Photography

LOWER-DIVISION COURSES:

ART 241- 3 A, W
ART 242 3 W
Photography I-II

The basic equipment, experimental manipulations, and photographic skills involved in producing black and white negatives, contact prints, and enlargements; the proper use of various films, papers, and chemicals. Ninety minutes lecture and three hours laboratory weekly. Must be taken in sequence.

ART 243 3 S
Color Photography I

An introduction to color theory and practice; color toners, photo oils, slide developing, and color printing. Ninety minutes lecture and three hours laboratory weekly.

UPPER-DIVISION COURSES:

ART 441 3 A
Portrait Photography

Development of fine art and commercial skills in black-and-white and color portraiture, including executive and group portraits, both in studio and outdoors. A 2 1/4 format camera is used. Ninety minutes lecture and three hours laboratory weekly. Prerequisite: ART 243.

ART 443 3 W
Commercial Photography

Use of 2 1/4 and 4 x 5 format cameras with studio lighting for product still life, architectural, and industrial applications. Ninety minutes lecture and three hours laboratory weekly. Prerequisite: ART 243.

ART 444 3 S
Color Photography II

Professionalism in color photography. Includes use of filters, business of photography, creating publishable photographs, transfers and cross processing. Teaching style is slide critiques. Prerequisite: ART 243.

ART 446 3 S
Digital Photo Imaging

Use of computer software tools and techniques to scan, alter and enhance photographs. Emphasis on artistic manipulation of digital images for graphic design and photographic applications. Prerequisites: (Mac competency), ART 241.

ART 450 2 A
Digital Color Printing

An introduction to digital color printing, covering compression of files, color management, ICC profiles work flow, curves, unsharp mask tool, color correction, and color work flow. One lecture and two hours laboratory weekly. Prerequisite: ART 446.

ART 452 3 A
The Fine Print I

An advanced photography printing course using large format camera. Refined printing using cold-light enlargers and archival treatments. Ninety minutes lecture and three hours laboratory weekly. Even years.

ART 453 3 W
The Fine Print II

Second stage of refined printing with large format negatives. Ninety minutes lecture and three hours laboratory weekly. Even years.

ART 454 3 W
Advanced Portraiture

An advanced approach to what comprises a portrait. Both medium and large format cameras are used. Ninety minutes lecture and three hours laboratory/field work weekly. Prerequisite: ART 441. Odd years.

ART 455 3 W
Architectural Photography

Use of 2 1/4 and 4 x 5 cameras to record interior and exteriors of architectural subjects. Lighting techniques blend natural light and flash. Ninety minutes lecture and three hours laboratory/field work weekly. Odd years.

History of Art

LOWER-DIVISION COURSES:

ART 105 4 A, S
History of Western Art

Major artists and monuments in Western Civilization from its origins to the present, with particular emphasis on the relationship between art and the epoch during which it was created.

ART 107 3 W
American Art

A study of architecture, graphic art, painting, photography, and sculpture in the United States from the colonial period to the present. Odd years.

ART 108 3 W
History of Far Eastern Art

An overview of art and architecture created in China, Japan, India, and Southeast Asia. Even years.

Art and Design

ART 264 **2 A**

History of Graphic Design

The history of graphic design and visual communications from the development of ancient writing of the Sumerians progressing through twentieth-century advances in graphic design: major trends, developments, influences, and directions. Students completing this course will be able to recognize, analyze, and understand important historical and world-wide cultural influences found in graphic design and visual communication. Odd years.

ART 277 **3 A**

History of Photography

Analysis of theories and techniques of major photographers in America and Europe from the inception of photography to the present.

ART 278 **3 W**

Women Artists

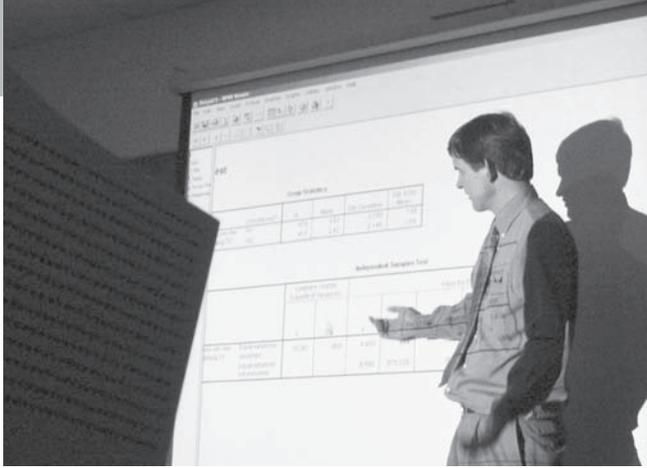
Female artists in the Western World from the Renaissance to the present, with particular focus on the Nineteenth and Twentieth centuries. Even years.

UPPER-DIVISION COURSES:

ART 370 **4 S**

Modern Art

The Avant-garde in European and American art from Manet to the present. Includes architecture, graphic art, painting, performance, photography, and sculpture. Prerequisite: Art 105.



Faculty

Aubyn Fulton, chair; Bruce Bainum, Charlene Bainum, Fiona Bullock, Monte Butler, Gregory Schneider

Departmental Office: 109 Davidian Hall; 965-6537

Degrees and Programs

Psychology, B.A., B.S.....	55
Social Work, B.S.W.....	56

The DEPARTMENT OF PSYCHOLOGY AND SOCIAL WORK offers two majors: A B.A. or a B.S. in Psychology, and a B.S.W. in Social Work. There are two emphases in the Psychology major: “Psychological Science” and “Psychology and Culture”.

The Psychological Science Emphasis is designed for students preparing for graduate work in psychology. Students are exposed to a selection of courses from the core content areas of the scientific study of behavior, cognition, and emotion.

The Psychology and Culture Emphasis is designed for pre-professional (e.g. pre-med, pre-dent, pre-law) students, others not planning on graduate study in psychology, and those who want to focus on the study of psychology in its cultural and social contexts.

The goals of the department are as follows:

- To encourage purposeful living in the service of God and humanity by helping students understand and apply principles of human behavior in personal and professional relationships.
- To provide a general background for a wide range of careers that involve working with people, such as law, medicine, nursing, education, business, and the ministry.
- To prepare students at the baccalaureate level in the generalist framework for employment in the profession of social work.
- To prepare students adequately for graduate study in psychology and social work.

Major in Psychology, B.A., B.S.

► B.A.: A minimum of 50 hours, including all required core and emphasis courses noted below (24 in the upper division). Note: Students getting a B.A. in Psychology must take required cognate courses, but have no elective requirement.

B.S.: A minimum of 61 hours in the core and emphasis (30 in the upper division).

► Required Core Courses: (22 hours)

PSYC 121	General Psychology	4
PSYC 122	Psychology Seminar*	3
PSYC 130	Intro to Psych Major	1
PSYC 322	Research Design	4
PSYC 394	Colloquium**	2
PSYC 444	History and Systems of Psychology	4
PSYC 490	Issues in Religion, Ethics, and the Human Sciences	4

► Emphasis (choose one):

1. Psychological Science (28 hours)

► Required Courses:

PSYC 334	Child Development	3
PSYC 334L	Child Development Lab	1
PSYC 344	Psychology of Personality	4
PSYC 364	Social Psychology	4
PSYC 436	Physiological Psychology	4
PSYC 445	Learning and Memory	4
PSYC 323	Introduction to Experimental Psychology	4
PSYC 499	Systematic Issues in Psychology	4

Additional hours (minimum 11) from upper division PSYC courses.

* PSYC 122 must be taken before the junior year.

** PSYC 394 is required each quarter of the sophomore and junior years.

► *Required Cognate Courses:*

College level Biology course with Lab	5
Note: This requirement is often met by BIOL 102: Human Physiology, or any of BIOL 111-112-113: Biological Foundations.	
ANTH 124 Cultural Anthropology	4
SOCI 121 Introduction to Sociology	4
MATH 322 Statistical Methods	3

2. Psychology and Culture (28 hours)

► *Required Courses:*

ANTH 124 Cultural Anthropology	4
SOCI 121 Introduction to Sociology	4
SOWK 121 Introduction to Social Work	4
PSYC 457 Psychological Testing	4
Development: A <i>minimum of 3 hours from the following:</i>	
PSYC 334 Child Development*	3
PSYC 334L Child Development Lab	1
PSYC 335 Adolescent Development	3
PSYC 336 Adult and Geriatric Development	4
Diversity: A <i>minimum of 3 hours from the following:</i>	
SOCI 355 “Racial” and Ethnic Relations	3
PSYC 390 Gender Issues	3

Religion: A *minimum of 3 hours from the following:*

PSYC 435 Psychology of Religion	3
SOCI 435 Sacred and Profane in Society	3

Biology: A *minimum of 3 hours from the following:*

PSYC 360 Psychopharmacology	3
PSYC 436 Physiological Psychology	4

Additional hours (minimum 11) from upper division PSYC or SOCI courses, or SOWK 214 or SOWK 232.

► *Required Cognate Courses:*

College level Biology course with Lab	5
Note: This requirement is often met by BIOL 102: Human Physiology, or any of BIOL 111-112-113: Biological Foundations.	
MATH 322 Statistical Methods	3

* Psychology majors must take PSYCH 334 with PSYC 334L.

Bachelor of Social Work, B.S.W.

► *A minimum of 64 hours in social work (53 upper division)*

The baccalaureate degree program in social work is fully accredited by the Council on Social Work Education. It is designed to prepare students at the baccalaureate level to enter the profession as generalist social work practitioners.

The objectives of the social work program support its mission and goals to train students as competent generalist social workers, ready for beginning professional practice in accord with the standards of the Council on Social Work Education. These objectives provide the standard by which the quality of education and professional competencies of students may be assessed. The major objectives include the following:

1. To prepare students for beginning generalist professional social work practice. This includes work with individuals, small groups, families, organizations, communities, and administrative and legislative systems.
2. To provide students with an appreciation for the relevance to today’s practice of the history and philosophy of the social work profession and an understanding of the current issues and social welfare policies that affect client systems and generalist practitioners.
3. To provide students a strong knowledge base, from an ecological perspective, of the bio-psycho-social, spiritual, and cultural factors that affect human behavior throughout life.
4. To prepare students with a working knowledge of quantitative and qualitative research methodologies at the micro, mezzo and macro levels of practice, with emphasis on incorporating techniques for systematic evaluation of practice and awareness of technological advances.
5. To guide students in developing values, ethics, standards, and conduct vital to the social work profession and to provide supervised field practicum experiences that allow opportunity for continued growth and application of practice knowledge and skills.
6. To provide social work resources to the community (Napa and Sonoma Valleys, Lake County, the college environment, and the church at large) needing social services, consultation, and practice skills from social work faculty and students.
7. To provide students with a greater appreciation of human diversity, with special attention to the practice knowledge and skills related to the specific populations-at-risk in surrounding communities.
8. To provide students with an understanding of social and economic injustice, including oppression and discrimination, and the skills to promote social change effectively.

9. To prepare students for lifetime learning and critical thinking through an educational process that combines a liberal arts foundation with professional social work.

Students interested in social work as a profession should make an advisement appointment with the Social Work Program Director. The *Social Work Student Handbook* contains detailed information on the admissions process.

1. Complete the program admissions packet, including admissions application, personal statement, and reference letters.
2. Complete the personal admissions interview.

The Program Admissions Committee applies the following criteria in evaluating applications:

- Successful completion of required prerequisite courses
- Satisfactory academic record
- Effective oral-communication skills
- Effective written-communication skills
- Attitudes, behaviors, and ethics appropriate to the social work profession

The Admissions Committee notifies each candidate of the action taken on his or her application. To remain in the program, students must continue to meet the same academic, ethical, and behavioral standards. (The *Social Work Student Handbook* contains further information on criteria for admission to the program, continuance in it, and the appeal process.)

► *Required Core Courses:*

PSYC 322 Research Design	4
SOCI 355 “Racial” and Ethnic Relations	3
SOWK 121 Introduction to Social Work	4
SOWK 232 American Social Problems	4
SOWK 275 History and Philosophy of Social Welfare Institutions	3
SOWK 368 Principles of Counseling	4
SOWK 376 Human Behavior in the Social Environment I	3
SOWK 377 Human Behavior in the Social Environment II	3
SOWK 382 Practice Theory I	4

* SOWK 394 is required each quarter of the sophomore and junior years.

SOWK 383 Practice Theory II	4
SOWK 394 Colloquium*	2
SOWK 465 Practice Theory III	4
SOWK 468 Social Welfare Policy and Contemporary Social Issues	4
SOWK 476 Field Experience I	5
SOWK 477 Field Experience II	4
SOWK 478 Field Experience III	6
SOWK 486 Integrative Field Seminar I	1
SOWK 487 Integrative Field Seminar II	1
SOWK 488 Integrative Field Seminar III	1

► *Required Cognate Courses:*

BIOL 102 Human Physiology (or BIOL 101 Human Anatomy)	5
ECON 261 Principles of Economics-Macroeconomics	4
MATH 222 Introduction to Statistics	4
PLSC 124 Introduction to American Government	3
PSYC 121 General Psychology	4
PSYC 358 Abnormal Psychology (or PSYC 344 Psychology of Personality)	4
PSYC 490 Issues in Religion, Ethics, and the Human Sciences	4

► *Elective Courses (8 hours):*

Electives must be selected in consultation with the Social Work adviser.

► *General Education Requirements:*

The same as for the B.S. degree except that the health requirement (VI-A) is fulfilled by the major.

► *Recommended Course:*

Students who intend to seek employment in California are strongly urged to include Spanish as a second language. See especially SPAN 111-112 Beginning Spanish.

Minor in Psychology

► *A minimum of 30 hours in psychology (12 hours upper division) including the following:*

PSYC 121 General Psychology	4
PSYC 122 Psychology Seminar	3

Anthropology

LOWER-DIVISION COURSE:

ANTH 124 4 W, S Cultural Anthropology

The nature and concept of culture, the learning and growth of culture, and the development of cultural patterns. Survey of economics, kinship, gender, political structures, languages, and religion in technologically simple and complex societies.

Psychology

(PSYC 121 is prerequisite to all other courses in Psychology except PSYC 126, 227 and 390.)

SERVICE COURSE:

(May not apply to a major or minor in the department)

PSYC 234 4 W, S Human Development

Theory and research in developmental psychology, including an overview of the mental, emotional, physical, social, and moral development of the individual from conception to senescence.

LOWER-DIVISION COURSES:

PSYC 121 4 A, W, S General Psychology

Survey of the field of psychology: social processes, biological psychology, learning, development, motivation, stress, personality, psychopathology, and therapies.

PSYC 122 3 W, S Psychology Seminar

An introductory seminar emphasizing the exploration and discussion of psychological issues. Topics include critical analysis of psychological research, professional and occupational roles, and religious, ethical, and social implications of psychological theory and data.

PSYC 126 2 A Assertive Behavior (See SOWK 126.)

PSYC 130 1 W Introduction to the Psychology Major

Introduction to the basic skills needed for success in major courses and an overview of career and graduate school options. Includes PsychINFO, APA style, critical evaluation of research, research ethics, internet tools, and academic and professional options in psychology. Should be completed during the freshman or sophomore year.

PSYC 227 3 A, W Conflict Resolution and Relationship Skills (See SOWK 227.)

UPPER-DIVISION COURSES:

PSYC 322 4 W Research Design

Methods of inquiry in the behavioral sciences from conception of idea to analysis of data. Includes the experiment, survey research, observational methods, and program evaluation. Requires a laboratory that introduces the student to the Statistical Package for the Social Sciences (SPSS). Prerequisite: MATH 222.

PSYC 323 4 S Introduction to Experimental Psychology

Research design and procedures in the psychological laboratory. Requires a major research project and laboratory. Prerequisites: MATH 222, PSYC 322.

PSYC 334 3 A Child Development (See also ECED 334.)

Theory and research in developmental psychology; their application in understanding and relating to children. Focus on learning, perception, and identification and on the development of intelligence, motivation, language, play, personality, self-concept, moral principles, and sex roles. Emphasis on interaction between innate development and environmental influences. Covers infancy through adolescence. Note: psychology majors must also take PSYC 334L.

PSYC 334L 1 A Child Development Lab

Review and actual practice of research methods in the study of preschool and elementary school age children.

PSYC 335 3 W Adolescent Development

Theory and research in adolescent development. Focuses on the unique tasks and conflicts of adolescence, the role and function of adolescence in modern society, and the social and psychological problems and opportunities associated with adolescence.

PSYC 336 4 W Adult and Geriatric Development (See also SOWK)

A developmental exploration of early adulthood through the elder years. Focus on the main tasks, milestones, life events, problems, and fulfillments of this aging process. Emphasis on the impact of societal, cultural, racial, and ethnic influences.

PSYC 344 4 A Psychology of Personality

Survey and analysis of major theoretical models of personality, personality classification systems, and empirical research.

PSYC 358 4 S Abnormal Psychology

Overview of psychological disorders: description of symptoms, course of the disorder, etiology, and treatment. Includes survey of current biological and behavioral research in psychopathology and behavioral disorders. Recommended prior course: PSYC 344.

PSYC 360 3 A Psychopharmacology

The drugs that affect behavior through action on the nervous system. Major psychoactive drug groups include anti-anxiety, antidepressant, antipsychotic, stimulant, and drugs of abuse. Related issues of drug distribution, administration, dosage, absorption and fate.

PSYC 364 4 A Social Psychology

The psychological principles underlying group behavior and the effects of the group on individual behavior; attitude change, conformity, aggression, prejudice; and interpersonal attraction, altruism and attribution theory. Three lectures and one laboratory weekly.

PSYC 368 4 W Principles of Counseling (See also SOWK 368.)

This prepractice course offers an introduction to the work, ethical issues, and theories of counseling. Emphasis on beginning to develop basic helping relationship skills, evaluation of one's personal strengths and weaknesses and establishing a beginning personal philosophy of counseling. Recommended prior course: PSYC 344 or 358; or permission of the instructor.

PSYC 390 3 A Gender Issues (See also SOWK 390.)

Historical, biological, sociological, cultural, and psychological impacts on gender issues, both male and female. Significant emphasis on the effects on the individual, family, workplace, community, and society. Breaking stereotypes and barriers.

PSYC 394 1 A, W, S Colloquium (See also SOWK 394.)

Topics of current interest in social work and psychology. Includes guest speakers, progress reports on student and faculty research, and presentations on current professional issues. Required of all sophomore and junior majors. Students register once (fall) for the entire year. In-Progress ("IP") grading system.

PSYC 399 1-2 A-W Research Seminar

For students completing a research project with supervision by a research mentor. Emphasis on revision and submission of an APA-style manuscript for professional presentation. In-Progress ("IP") grading. Prerequisite: Approval of the instructor.

PSYC 435 3 A Psychology of Religion

Religious experience, behavior, and development from the perspective of dynamic and research psychologies. Two hours may be applied toward the general-education requirement in religion. Odd years.

PSYC 436 4 S Physiological Psychology

The physiological explanations of behavior; brain-behavior relationships; sensory, neural and motor structures significant to human experience.

PSYC 444 4 S History and Systems of Psychology

Greek and medieval background of psychology, the early modern period, the emergence of contemporary experimental work, and special fields of psychology; influential psychological systems.

PSYC 445 4 W Learning and Memory

Comparison and integration of basic research in animal learning and human memory and cognition. Emphasis on the relative roles of mechanistic and mentalistic variables and on the plausibility of universal laws of learning. Three lectures and one laboratory weekly.

PSYC 457 4 S Psychological Testing

The purpose, contribution, and problems of psychological testing. Emphasis on understanding the psychometric and clinical characteristics of standardized tests. The major areas of testing, including ability, achievement, intelligence, interest, and personality. Three lectures and one laboratory weekly. Recommended prior course: MATH 222.

PSYC 490 **4 W**
Issues in Religion, Ethics, and the Human Sciences

Explorations of tensions in belief, conduct, and identity that arise from being both a Christian and a person changed through contact with the human sciences. Special attention to issues for Christians entering professions in psychology and social work. Open to senior majors in the Behavioral Science department and to others by permission of the instructor.

PSYC 491 **2-3 W, S**
Field Work in Psychology

Placement in a local human service agency (for 3-6 clock hours per week) and participation in a weekly seminar focusing on ethical and professional issues in psychology; case presentations. Prerequisites: Completion of a Field Work Application by the last Friday before Thanksgiving recess; completion of 60 quarter hours of college credit; a grade of C- or higher in PSYC 122, 130, and one of the following: PSYC 344, 358, or 368 (concurrent registration is acceptable); and permission of the instructor. With approval of the instructor, may be repeated spring quarter to a maximum of 6 credits.

PSYC 495 **1-3 A, W, S**
Independent Study

Limited to department majors wishing to pursue independent investigations in psychology under the direction of the Behavioral Science faculty. Maximum of three hours applicable toward major.

PSYC 499 **4 A**
Systematic Issues in Psychology

A review of the psychology major, including an in-depth analysis of the experimental foundations of general psychology; orientation to the graduate school application process and preparation for the psychology GRE. Limited to senior psychology majors.

Social Work

LOWER-DIVISION COURSES:

SOWK 121 **4 A, W**
Introduction to Social Work

Introduction to the profession of social work and social interventions. Fields of practice, practice methods, and the knowledge, values, ethics, and skills of the profession. Focus on social work and populations-at-risk and issues of human diversity. Open to all students interested in the profession of social work and social interventions.

SOWK 126 **2 A, W**
Assertive Behavior
(See also PSYC 126.)

Emphasis on developing basic skills and confidence in clarifying one's desires or needs and communicating them to others in socially acceptable and effective ways. Learning through role playing, discussion, and setting personal goals.

SOWK 214 **4 S**
The Family
(See also SOCI 214.)

Exploration of the meaning and functions of family systems. The adjustments of premarriage, marriage, and family living viewed as a system, with focus on skills designed to establish and maintain the family institution.

SOWK 227 **3 A, W**
Conflict Resolution and Relationship Skills

(See also PSYC 227.)
Skill development in self-understanding and in relating effectively with others. Provides tools for effective communication and conflict resolution. Applicable to personal, work, and social relationships.

SOWK 232 **4 W**
American Social Problems
(See also SOCI 232.)

An introduction to major social problems in current American society. Causality, current dynamics, and projections on the future climate of social change related to crime, violence, population, environment, family issues, discrimination, social and economic justice, and health care.

SOWK 275 **3 A**
History and Philosophy of Social Welfare Institutions

Based upon changing value systems and philosophies, the attempts of society and social welfare institutions to meet human needs. Examination from both historical and current perspectives. Prerequisites: SOWK 121, PLSC 124, HIST 101-102 or permission of the instructor.

UPPER-DIVISION COURSES:

SOWK 336 **4 W**
Adult and Geriatric Development
(See PSYC 336.)**SOWK 368** **4 W**
Principles of Counseling
(See PSYC 368.)**SOWK 376** **3 A**
Human Behavior in the Social Environment I

The bio-psycho-social factors that impact or influence behavior from infancy through young adulthood from the person-in-environment perspective. Focus on the assessment process in generalist practice, with special attention to cultural awareness and factors of human diversity. Emphasis on research relevant to social work practice. Prerequisites: SOWK 275, BIOL 102, PSYC 121.

SOWK 377 **3 W**
Human Behavior in the Social Environment II

The bio-psycho-social factors that influence behaviors of individuals from young adulthood through the elder years from the person-in-environment perspective. Focus on the assessment process in generalist practice, with special attention to cultural awareness and factors of human diversity. Emphasis on research relevant to social work practice. Prerequisite: SOWK 376, or permission of instructor.

SOWK 382 **4 S**
Practice Theory I

Emphasis on the generalist model of practice with focus on work with individuals. The micro level of intervention as it relates to client engagement, problem assessment, data collection, goals, strategies, action, and evaluation to help the client or client system resolve problems. Three lectures and one laboratory weekly Prerequisites: SOWK 368, 376, 377 or permission of the instructor. Limited to B.S.W. majors.

SOWK 383 **4 A**
Practice Theory II

Emphasis on the generalist model of practice with small groups and family systems. The mezzo level of intervention as it relates to group goals, structure,

dynamics and processes. Focus on development of basic group work skills and techniques in working with groups of various composition and age. Prerequisites: SOWK 368, 376, 377 or permission of the instructor. Enrollment limited to B.S.W. majors.

SOWK 390 **3 A**
Gender Issues
(See PSYC 390.)**SOWK 394** **1 A, W, S**
Colloquium
(See PSYC 394.)**SOWK 465** **4 S**
Practice Theory III

Basic knowledge at the macro level necessary for functioning effectively in generalist social work roles. Focus on problem-solving methods for desired change within generalist practice; organizations and communities as they promote, restore, maintain, and enhance social functioning. Emphasis on community organization with diverse populations and on research techniques. Prerequisite: SOWK 382 and 383 or permission of the instructor. Enrollment limited to B.S.W. majors.

SOWK 468 **4 S**
Social Welfare Policy and Contemporary Social Issues

Emphasis on the philosophical and historical development of welfare policy. Focus on policy analysis, critical thinking and current political issues at the state and federal levels as they impact diverse client populations. The active role of the generalist social worker in this process. Prerequisite: SOWK 275, ECON 261 or permission of the instructor.

SOWK 476 **5 A**
Field Experience I

A placement of 150 clock hours in an approved social service agency with emphasis on integration and active use of content from all areas of the curriculum. Prerequisite: SOWK 382. Must be taken concurrently with SOWK 383 and 486. Enrollment limited to senior B.S.W. majors with full acceptance into the Social Work Program.

SOWK 477 **4 W**
Field Experience II

A placement of 120 clock hours in an approved social service agency with emphasis on integration and active use of content from all areas of the curriculum. Prerequisite: SOWK 476. Must be taken concurrently with PSYC 322 and SOWK 487. Enrollment limited to senior B.S.W. majors with full acceptance into the Social Work Program.

SOWK 478 **6 S**
Field Experience III

A placement of 180 clock hours in an approved social service agency with emphasis on integration and active use of content from all areas of the curriculum. Prerequisite: SOWK 477. Must be taken concurrently with SOWK 465 and 488. Enrollment limited to senior B.S.W. majors with full acceptance into the Social Work Program.

SOWK 486 **1 A**
Integrative Field Seminar I

A seminar session to facilitate the transition from theory to practice, with particular emphasis on social work values and ethics. Taken concurrently with SOWK 476.

Behavioral Science

SOWK 487 **1 W**

Integrative Field Seminar II

A seminar session to facilitate a continued integration of theory and practice issues, with particular emphasis on agency-based research. Taken concurrently with SOWK 477.

SOWK 488 **1 S**

Integrative Field Seminar III

A seminar experience designed to provide opportunity for practicum students to exchange learning from their field settings. Emphasis on continued integration of theory and practice issues, with particular emphasis on agency-based research and team consultation skills. Taken concurrently with SOWK 478.

SOWK 495 **1-3 A, W, S**

Independent Study

Limited to advanced students wishing to do independent research on a specific topic of current social work interest and its implication for integrative practice.

Sociology

LOWER-DIVISION COURSES:

SOCI 121 **4 A, S**

Introduction to Sociology

The relationship of sociology to the total behavioral science field; orientation to the structure and functioning of society; development and social nature of personality; background and development of culture; basic social institutions.

SOCI 214 **4 S**

The Family

(See SOWK 214.)

SOCI 232 **4 A, W**

American Social Problems

(See SOWK 232.)

UPPER-DIVISION COURSES:

SOCI 355 **3 W**

"Racial" and Ethnic Relations

History of ethnic groups in the United States. Ethnic groups studied include African Americans, Jewish Americans, American Indians, Asian Americans, Latin Americans, and European Americans. The nature of prejudice and discrimination, especially as evidenced in contemporary American racial problems; possible solutions of group conflict.

SOCI 435 **3 A**

The Sacred and Profane in Society

Examination of the social-religious nature of humankind; description and use of concepts in the sociological study of religion; consideration of mainstream and marginal religious organizations and movements. Two hours may apply toward the general-education requirement in religion. Even years.

SOCI 495 **1-3 A, W, S**

Independent Study

Limited to advanced students wishing to do independent research under direction of the department faculty.



Faculty

Terrence Trivett, chair; John Duncan, Floyd Hayes, Bryan Ness, Robin Vance, Aimee Wyrick

Departmental Office: 121 Clark Hall; 965-6635, 965-6633

Degrees and Programs

Biology, B.S.....	63
Biology, B.A.	64
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Teaching Credential.....	64

Biologists seek to understand the complexity of the living world through observation and experiment. By offering course work and laboratory experience concerning microorganisms, plants, animals (including humans), and the interrelationships among these living things, the DEPARTMENT OF BIOLOGY encourages the student to consider the study of life an exciting and continuing challenge, whether at the level of molecules, cells, organisms, populations, or ecosystems.

The biology major prepares students for careers in the practice or teaching of the life sciences, for graduate study, or for entering professional schools in dentistry, medicine, law, and veterinary medicine.

On-campus studies may be enriched by field experiences at the Albion Field Station on the Mendocino Coast.

Major in Biology, B.S.

► A minimum of 60 hours (30 upper division) including the following:

► Required Core Courses:

BIOL 111-112-113	Biological Foundations	5-5-5
BIOL 222	Introduction to Research Methods	2
BIOL 233	Principles of Ecology	4
BIOL 320	Cellular and Molecular Biology	4
BIOL 348	Systems Physiology	5
BIOL 354	Genetics	4
BIOL 396	Seminar (4 quarters)	2
BIOL 450	Philosophy of Origins	3

► Electives: At least 21 hours from the following:

BIOL 323	Vertebrate Biology (4)	21
BIOL 325	Flowering Plants (3)	
BIOL 328	Animal Behavior (4)	
BIOL 331	Marine Science (4)	
BIOL 366	Medical Microbiology (5)	
BIOL 412	Research in Biology (1-3)	
BIOL 419	Developmental Biology (3)	
BIOL 422	Advanced Human Anatomy (4)	
BIOL 426	Histology (5)	
BIOL 430	Neurobiology (4)	
BIOL 445	Biotechnology (3)	
BIOL 469	Immunology (4)	

► Required Cognate Courses:

CHEM 111-112-113	General Chemistry	5-5-5
CHEM 371-372-373	Organic Chemistry	4-4-4
PHYS 111-112-113	General Physics	4-4-4

► Recommended Cognate Courses:

CHEM 381	Biochemistry I (4)
MATH 131	Calculus I (4)

► *Premedical and pre dental students:*

The B.S. degree curriculum exceeds all undergraduate science requirements for premedical and pre dental students.

Major in Biology, B.A.

► *A minimum of 48 hours (24 upper division)*

Core and cognate requirements are the same as those for the B.S. degree. Electives in the major: 9 hours in biology from those listed above for the B.S. degree. BIOL 412 is not applicable toward the B.A. degree.

Major in Natural Science, B.S.

This major satisfies the preconditions for science program subject-matter approval by the California Commission on Teacher Credentialing. The core requirement of 64 quarter hours of course work corresponds to science subjects commonly taught in California public schools, and the concentrations available treat the subject matter at a depth more than adequate for teaching the higher secondary science courses in biology, chemistry, and physics.

► *Required Core Courses:*

ASTR 115	Astronomy	5
ASTR 173	Meteorology	1
BIOL 111-112-113	Biological Foundations	5-5-5
BIOL 331	Marine Science	4
BIOL 450	Philosophy of Origins	3
CHEM 111-112-113	General Chemistry	5-5-5
GEOL 233	Geology	4
GSCI 345	Environmental Science	3
HIST 390	History and Philosophy of Science	3
PHYS 111-112-113	General Physics (or PHYS 131-132-133*)	4-4-4

► *Emphases (choose one):*

1. Biology Emphasis (35-36 hours)

BIOL 320	Cellular and Molecular Biology	4
BIOL 233	Principles of Ecology	4

BIOL 348	Systems Physiology (or BIOL 102 Human Physiology (5))	5
BIOL 354	Genetics	4
BIOL 396	Seminar (4 quarters)	2
MICR 134	General Microbiology	5

One of the following courses:

BIOL 323	Vertebrate Biology (4)
BIOL 325	Flowering Plants (3)

Required Cognate Courses:

CHEM 102	Survey of Organic Chemistry (4)
CHEM 103	Survey of Biochemistry (4)

For emphases in chemistry and physics, see under those departments.

Teaching Credential

Students desiring to enter a program of studies leading to a California teaching credential in science with a concentration in biology should take the B.S. degree in Natural Science. This program meets the newly established standards of quality and effectiveness and has been approved by the State of California Commission on Teacher Credentialing. A brochure describing the new program and its requirements is available in the Biology department office. Students are invited to discuss the program with the Teacher Education Adviser in the Biology department.

Those who plan to teach on the secondary level should consult with the Credential Analyst in the Department of Education and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the Education section of this catalog.

Minor in Biology

► *A minimum of 30 hours (12 upper division) including the following:*

BIOL 111-112-113	Biological Foundations	5-5-5
BIOL 450	Philosophy of Origins	3

* *Students electing the physics emphasis must take PHYS 131-2-3.*

General Science

(May not be used for major or minor in this department)

GSCI 205 3 A, S
Scientific Revolutions

Major developments in biology, chemistry, and physics that have led to new ways of thinking in the sciences, with a synthesis of modern scientific thought and methods. Prerequisites: MATH 019 or equivalent; a full year of biology at the secondary level or BIOL 105; a full year of chemistry at the secondary level or CHEM 101; and a full year of physics at the secondary level or PHYS 105.

GSCI 345 3 A, W, S
Environmental Science

The relationship of human beings to their environment, including such current issues as food and population, air and water quality, energy, land use, housing, transportation, waste disposal, and community health.

Geology

LOWER-DIVISION COURSE:

(May not be used for major or minor in Biology)

GEOL 233 4 S
Geology

The materials, structure, and internal conditions of the earth; the physical and chemical processes at work upon it. Three lectures and one laboratory weekly.

Agriculture

LOWER-DIVISION COURSES:

(May not be used for a major or minor in Biology)

AGRI 211 3 A
Home Fruit Growing

Home fruit production for the backyard gardener. Biology of various fruit plants and the cultural practices essential to growing a wide variety of fruits for home use. Two lectures and one laboratory weekly.

AGRI 212 3 W
Home Greenhouse Gardening

The greenhouse as a solar energy source for the home. Growth and multiplication of plants for food and home beautification. Two lectures and one laboratory weekly.

AGRI 213 3 S
Home Vegetable Gardening

Instruction and experience growing a home vegetable garden. One lecture and two laboratories weekly.

Biology

SERVICE COURSES:

(May not be used for major or minor in this department)

BIOL 101 5 A, W
Human Anatomy

Human structure as the expression of basic principles of morphology. Each functional system considered in terms of its cell, tissue, and organ types. Four lectures and one laboratory weekly.

BIOL 102 5 W, S
Human Physiology

The function of human body systems, emphasizing the relationships among these systems; the role of each system in normal body function and health. Four lectures and one laboratory weekly. Prerequisite: BIOL 101

BIOL 105 5 W
Man and the Natural World

The fundamental principles of biology, with emphasis on such practical applications as order and design, natural history, philosophy of creation, adaptation, conservation, and survival. Limited to non-science majors; not available to students who have had a college biology course.

BIOL 223 1 S
Introduction to Medical Terms

An introduction to the terminology of science and medicine.

BIOL 227 4 S
Natural History of California

The plants and animals of California as they relate to its diverse topography and geography. Three lectures and one laboratory weekly.

BIOL 355 3 A
Philosophy of Biology

Current theories regarding the origin, age, and change of the earth and its life. Methods of interpreting Scripture, theories of origin and age-dating of the earth and its layers, biological problems of evolution, geological history, glaciation, and fossil hominids. Special reference to the bearing of scientific data on evolutionist and creationist philosophies. Two credits applicable toward the general-education requirement in religion.

MICR 134 **5 A, S**
General Microbiology

An introduction to microorganisms—the bacteria, viruses, and fungi; the usefulness of microorganisms in nature and manufacturing; pathogenesis and immunity. Consideration of each major infectious disease with respect to its causative agent, characteristics, diagnosis, transmission, and prevention. Four lectures and one laboratory weekly.

LOWER-DIVISION COURSES:

BIOL 111-112-113 **5-5-5 A-W-S**
Biological Foundations

An integrated foundation in life science principles for biology majors and preprofessional students in the biomedical sciences. Prerequisite to most biology courses with higher numbers. Should be taken in sequence. Four lectures and one laboratory weekly.

BIOL 111: The cell as the structural and functional unit of life; organelles and their functions; structure and function of essential biomolecules; and an introduction to molecular genetics.

BIOL 112: Mendelian genetics, biodiversity, ecology, and evolution.

BIOL 113: The form and function of plants and animals.

BIOL 222 **2 A, W**
Introduction to Research Methods

The tools of biological research, including the choice of a model system, statistical tests, data recording and analysis, interpretation and presentation of experimental results, and the writing of research proposals. One lecture and one laboratory weekly. Prerequisites: BIOL 111-112-113 and MATH 222.

BIOL 233 **4 A**
Principles of Ecology

The interaction of physical and biological factors in maintaining balance within the ecosystem. Survey of world biomes and aquatic ecosystems. Laboratories examine and compare biotic communities and their structure on Howell Mountain. Three lectures and one laboratory weekly. Prerequisite: BIOL 111-112-113.

UPPER-DIVISION COURSES:

BIOL 320 **4 W**
Cellular and Molecular Biology

Composition, structure, and function of the cell and its organelles; emphasis on intracellular and intercellular communication and control principles. Prerequisites: BIOL 111-112-113; CHEM 371.

BIOL 323 **4 W**
Vertebrate Biology

Biology of the vertebrates, including their relationship to the physical environment and to other species and their social and reproductive patterns. The laboratory emphasizes the vertebrates in northern California. Three lectures and one laboratory weekly. Prerequisite: BIOL 111-112-113.

BIOL 325 **3 S**
Flowering Plants

Structure of typical flowers; methods of analyzing, collecting, identifying, and preserving representative specimens. Two lectures and one laboratory weekly. Prerequisite: BIOL 113 or BIOL 227.

BIOL 328 **4 S**
Animal Behavior

Diversity of animal behavior including instinct, learning, communication, socio-biology, and the genetic, physiological, and ecological aspects of behavior. Three lectures and one laboratory weekly.

Prerequisite: BIOL 111-112-113 or consent of the instructor.

BIOL 331 **4 A**
Marine Science

Introduction to oceanography, marine life, and humanity's impact on the marine environment. Lecture, laboratory, and project. Prerequisites: BIOL 111-112-113 or consent of the instructor.

BIOL 348 **5 A**
Systems Physiology

Functions of the nervous, muscular, endocrine, cardiovascular, respiratory, renal, and reproductive systems with emphasis on regulatory mechanisms and integration. Examines processes used by animals in adjusting to their external environment and controlling their internal environment. Laboratories involve first-hand analysis of selected aspects of the major functional systems. Four lectures and one laboratory weekly. Prerequisites: BIOL 111-112-113.

BIOL 354 **4 S**
Genetics

The genetics of bacteria, plants, and animals. Chromosome mapping, population and evolutionary genetics, prokaryotic and eukaryotic genetic control, and molecular genetics. Emphasis on the study of modern molecular genetic techniques and concepts. Three lectures and one laboratory weekly. Prerequisites: BIOL 111-112-113, 320.

BIOL 366 **5 W**
Medical Microbiology

The major groups of bacteria, viruses, and fungi that are pathogens or normal flora of humans. Laboratory work emphasizes the culture, characterization, and identification of unknown bacteria of medical importance. Three lectures and two laboratories weekly.

Prerequisite: BIOL 111-112-113 or MICR 134.

BIOL 395 **1-3 A, W, S, Su**
Special Topics in Biology

Additional laboratory or library studies correlated with biology courses.

BIOL 396 **.5 A, W, S**
Seminar

(See also CHEM 396, PHYS 396) Single topics of current interest in mathematics and natural science are presented by guest lecturers. The course is graded S/F. To pass, a student must be on time and attend five course appointments. Biology majors are required to enroll in the course two out of three quarters in each of their junior and senior years. Credit earned only during the junior and senior years counts toward the Seminar requirement for a degree in biology.

BIOL 412 **1-3 A, W, S**
Research in Biology

Original investigation in selected areas of biology. The research topic is selected and the work done under direction of a faculty adviser. Scholarly presentation of research results is encouraged. May be repeated for up to 6 hours applied to the Biology major. Prerequisites: BIOL 111-112-113, 222 and approval of the Biology faculty.

BIOL 419 **3 S**
Developmental Biology

Principles of animal and plant development and its molecular basis in selected model organisms. Cell communication and differentiation, embryonic induction, pattern formation, morphogenesis, and the genetic control of development. Prerequisites: BIOL 111-112-113, 320, 354.

BIOL 422 **4 S**
Advanced Human Anatomy

An intensive study of the structure of the human body. The laboratory requires extensive cadaver dissection. Two lectures and two laboratories weekly. Limited to eight students. Prerequisite: BIOL 101 with a grade of B or better.

BIOL 426 **5 A**
Histology

Microscopic structure of the fundamental tissues and organs of humans and other mammals with functional correlations. Three lectures and two laboratories weekly. Prerequisite: BIOL 320.

BIOL 430 **4 W**
Neurobiology

The neural basis of behavior with emphasis on the human nervous system. Includes cellular approaches to neural function, neuroanatomy, development of neurons and circuits, and neuroendocrine mechanisms. Three lectures and one laboratory weekly. Prerequisite: BIOL 348.

BIOL 445 **3 A**
Biotechnology

Advanced molecular genetics techniques, including isolation of DNA, cloning, PCR and DNA sequencing. Ethics and politics of genetic testing, cloning, gene therapy, stem cell research, and transgenic organisms. Two lectures and one laboratory weekly. Prerequisite: BIOL 354.

BIOL 450 **3 W**
Philosophy of Origins

Historical and current issues relating to creation and evolution models of origins. Data and interpretations from anthropology, geology, biology, and radiometric dating with their philosophical, theological, and scientific implications and interactions. Prerequisite: BIOL 111-112-113.

BIOL 469 **4 S**
Immunology

The lymphoid system and its response to foreign substances by humoral or cellular mechanisms that may protect or injure the host. Immunogens, immunoglobulins, complement, antigen-antibody reactions, phagocytosis, inflammation, immediate and delayed allergy, autoimmunity, and the immunology of transplantation, cancer and tolerance. Three lectures and one laboratory weekly. Prerequisites: BIOL 111-112-113, 320

BIOL 495 **1-3 A, W, S, Su**
Independent Study

Properly qualified students in biology whose scholarship is of outstanding quality may undertake a limited amount of individual investigation. Maximum of three hours permitted in any quarter, or six hours total.



Faculty

Richard Voth, chair; David Bell, Rodney Hardcastle, Henry Kopitzke, Daniel Madrid, Keith Neergaard, Lary Taylor, Marcia Toledo

Departmental Office: 317 Irwin Hall; 965-6238

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Degree-Completion Program

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The degree programs offered by the DEPARTMENT OF BUSINESS ADMINISTRATION AND ECONOMICS are fully accredited by the International Assembly for Collegiate Business Education (IACBE). As part of a Seventh-day Adventist college, the Department intends not only to prepare students to successfully meet the everyday challenges of a career in business, but also to prepare its graduates to give effective Christian influence in their communities. To meet these goals, the Department offers several programs of study:

The B.B.A. (Bachelor of Business Administration) is a professional degree designed for the student who intends to enter the job market upon completing the four-year program or to be well prepared for graduate studies. This program offers the following emphases: Accounting, Finance, General Business, Information Systems, International Business, Management, and Marketing.

The B.S. (Bachelor of Science) in Business Administration is designed for those who plan to enter a postgraduate or graduate program, specifically, in medicine, law, dentistry, or business.

Since most graduates of such professional programs will ultimately have their own business, this degree is for them particularly useful.

The B.A. (Bachelor of Arts) program in Business Administration is a traditional curriculum for those interested in taking a program that includes the study of a foreign language. This major affords more flexibility than do the B.B.A. and the B.S.

The Department also offers a two-year A.S. (Associate of Science) degree in Office Administration. The A.S. curriculum is structured so that a student may continue to complete any bachelor program in Business Administration.

The preparation offered in the four-year programs (B.B.A., B.S., and B.A.) differs considerably. The first two years of the college program are similar enough, however, that in the process of choosing a field for concentration students have ample time to explore a variety of professions in consultation with departmental faculty and others. Many opportunities and avenues for service are thus available to students majoring in business.

Degree-Completion Program

Pacific Union College also offers an off-campus degree-completion program leading to the Bachelor of Science in Management. See the Center for Continuing and Professional Education (CAPE) section of this catalog.

Bachelor of Business Administration, B.B.A.

- A minimum of 104 hours (45 upper division)
- Required Core Courses (64 hours):

ACCT 121	Principles of Accounting I	3
ACCT 122	Principles of Accounting II	4
ACCT 123	Principles of Accounting III	3
ACCT 391	Accounting Systems in Small Businesses	2
BUAD 279	Business Communication/Data Presentation	3
BUAD 325	Business Law I	3
BUAD 326	Business Law II	3
BUAD 490	Seminar in Business	1
ECON 261	Principles of Economics–Macroeconomics	4
ECON 265	Principles of Economics–Microeconomics	4
FIN 341	Finance	5
MGMT 361	Management	4
MGMT 465	Organizational Behavior	3
MGMT 491	Strategic Management	3
MKTG 351	Marketing	4
MATH 106	College Algebra	4
	(or Math 131 Calculus I)	
MATH 222	Introduction to Statistics	4
MATH 322	Statistical Methods	3
OFAD 111	Personal/Beginning Keyboarding	0-2
	<i>(This requirement may be met by completion of a course or satisfactory performance on a departmental waiver examination. The waiver option is available only to students with fewer than 75 credit hours and to transfer students if taken within their first year at PUC.)</i>	
A minimum of three courses and 4 hours from the following:		
INFS 144	PC Operating Systems (1)	
INFS 148	PC Spreadsheets (1)	
INFS 149	PC Databases (1)	
OFAD 201	Word Processing (2 hours maximum) (or OFAD 203)	
➤ Recommended supporting courses:		
BUAD 118	Personal Money Management (3)	
BUAD 223	Personal Law (2)	
OFAD 116	Calculating Machines (1)	
➤ Emphases (choose one):		
1. Accounting Emphasis (40 hours)		
ACCT 307	Government & Nonprofit Accounting	3
ACCT 311-312-313	Intermediate Accounting	3-3-3
ACCT 321	Cost Accounting I	3
ACCT 322	Cost Accounting II	3
ACCT 341	Taxation for Individuals	4
ACCT 461	Accounting Theory	4

A minimum of 10 hours from the following:			10*
ACCT 343	Taxation for Corporations/Partnerships (4)		
ACCT 345	Estate Planning, Gifts & Trust Taxation (3)		
ACCT 451	Advanced Accounting (3)		
ACCT 453	Auditing (5)		
MGMT 328	Management Information Systems (3)		
* Additional hours (3 upper division) selected from ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG courses to total at least 104 hours in the major (core courses and emphasis).			
➤ Recommended courses:			
BUAD 434	Entrepreneurship (3)		
INFS 377	Electronic Commerce (3)		
2. Finance Emphasis (40 hours)			
ACCT 311-312-313	Intermediate Accounting	3-3-3	
FIN 380	Capital Markets and Financial Institutions	3	
FIN 444	Investments	3	
FIN 463	Financial Planning and Forecasting	3	
FIN 488	Problems in Finance	3	
MGMT 466	Business and Society	3	
A minimum of 12 hours from the following:			12*
BUAD 335	Real Estate (4)		
BUAD 371	Insurance and Risk Management (3)		
ECON 371	Money and Banking (3)		
ECON 457	International Economics (3)		
FIN 419	Personal Financial Planning (3)		
FIN 436	Real Estate Finance (3)		
FIN 457	International Finance (3)		
* Additional hours (3 upper division) from ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG courses to total at least 104 hours in the major (core courses and emphasis).			
3. General Business Emphasis (40 hours)			
MGMT 466	Business and Society	3	
BUAD 434	Entrepreneurship	3	
INFS 377	Electronic Commerce	3	
A minimum of 22 hours (9 upper division) with a minimum of 6 hours in at least three of the following areas: ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG.			22
A minimum of 9 hours from the following:			9
ACCT 311-312-313	Intermediate Accounting (3-3-3)		
ACCT 321	Cost Accounting I (3)		
* Note: Courses used to fulfill requirements in these sections may not also fulfill requirements in another emphasis or business program.			

ACCT 322	Cost Accounting II (3)		
ACCT 341	Taxation for Individuals (4)		
ACCT 343	Taxation for Corporations/Partnerships (4)		
ACCT 345	Estate Planning, Gifts and Trust Taxation (3)		
4. Information Systems Emphasis (40 hours)			
ACCT 322	Cost Accounting II	3	
INFS 149	PC Databases	1	
INFS 229	Business Programming	3	
INFS 377	Electronic Commerce	3	
INFS 380	Database Analysis and Design	3	
INFS 465	Fundamentals of Data Communication	3	
INFS 470	Management Science	4	
INFS 482	Systems Development Life Cycle	4	
MGMT 328	Management Information Systems	3	
MKTG 371	Marketing Research	3	
A minimum of 6 hours from the following:			6
ACCT 311-312	Intermediate Accounting (3-3)		
CPTR 115	Computer Programming (4)		
CPTR 131	Computer Science (4)		
* Additional hours (upper division) from ACCT, BUAD, ECON, FIN, INFS, MGMT, MKTG, and CPTR courses to total at least 104 hours in the major (core courses and emphasis).			
➤ Recommended Course:			
ACCT 313	Intermediate Accounting (3)		
5. International Business Emphasis (40 hours)			
ECON 457	International Economics	3	
FIN 457	International Finance	3	
MGMT 457	International Management	3	
MGMT 466	Business and Society	3	
MKTG 371	Marketing Research	3	
MKTG 458	International Marketing	3	
A minimum of two courses from the following that complement, where possible, the foreign language:			6-8
ANTH 124	Cultural Anthropology (4)		
COMM 330	Intercultural Communication (3)		
GEOG 301	World Regional Geography (3)		
HIST 335	Europe Since 1914 (4)		
HIST 364	Modern Asia (4)		
HIST 358	America Since 1917 (4)		
Competence at the intermediate level in a language other than English.			0-12
This requirement may be met by one of the following options:			
1. One-year sequence in college intermediate language course.			

2. Study for a minimum of one quarter in a college abroad where classes are conducted in a foreign language. Successful completion of at least 12 quarter units with a grade equal to or higher than C.			
3. Passing a competency test in a foreign language.			
4. Graduation from a high school in a non-English-speaking country in which classes were conducted in the language of that country.			
A minimum of 9 hours from the following:			9
ACCT 311-312-313	Intermediate Accounting (3-3-3)		
ACCT 321	Cost Accounting I (3)		
ACCT 322	Cost Accounting II (3)		
ACCT 341	Taxation for Individuals (4)		
ACCT 343	Taxation for Corporations/Partnerships (3)		
ACCT 345	Estate Planning, Gifts and Trust Taxation (3)		
ACCT 451	Advanced Accounting (3)		
* Additional hours (3 upper division from the Business department) from ACCT, BUAD, FIN, ECON, INFS, MGMT, MKTG, and Modern Languages to total at least 104 hours in the major (core courses, emphasis, and modern language courses). A maximum of 9 hours may be applied from modern language courses.			
6. Management Emphasis (40 hours)			
MGMT 457	International Management	3	
MGMT 466	Business and Society	3	
MGMT 481	Production Management	3	
A minimum of 12 hours from the following:			12*
INFS 470	Management Science (4)		
INFS 482	Systems Development Life Cycle (4)		
MGMT 328	Management Information Systems (3)		
MGMT 472	Human Resources Management (3)		
MGMT 473	Labor Law and Legislation (3)		
MGMT 486	Purchasing and Inventory Control (3)		
A minimum of 9 hours from the following:			9
ACCT 311-312-313	Intermediate Accounting (3-3-3)		
ACCT 321	Cost Accounting I (3)		
ACCT 322	Cost Accounting II (3)		
ACCT 341	Taxation for Individuals (4)		
ACCT 343	Taxation for Corporations/Partnerships (4)		
ACCT 345	Estate Planning, Gifts and Trust Taxation (3)		
Additional hours (6 upper division) selected from ACCT, BUAD,			
* Note: Courses used to fulfill requirements in these sections may not also fulfill requirements in another emphasis or business program.			

ECON, FIN, INFS, MGMT, and MKTG courses to total at least 104 hours in the major (core courses and emphasis).*

7. Marketing Emphasis (40 hours)

MKTG 360	Consumer Behavior	3
MKTG 371	Marketing Research	3
MKTG 374	Advertising	3
MKTG 481	Marketing Problems	3
MGMT 466	Business and Society	3

A minimum of 9 hours from the following: 9*

INFS 377	Electronic Commerce (3)	
MKTG 372	Retailing Management (3)	
MKTG 377	Sales Management (3)	
MKTG 417	Services Marketing (3)	
MKTG 458	International Marketing (3)	

A minimum of 6 hours from the following: 6

ACCT 311-312-313	Intermediate Accounting (3-3-3)	
ACCT 321	Cost Accounting I (3)	
ACCT 322	Cost Accounting II (3)	
ACCT 341	Taxation for Individuals (4)	
ACCT 343	Taxation for Corporations/Partnerships (3)	
ACCT 345	Estate Planning, Gifts and Trust Taxation (3)	

*Additional hours (4 upper division) from ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG courses to total at least 104 hours in the major (core courses and emphasis).

► *General-Education Requirements:* The general-education requirements for the B.B.A. are the same as for the B.S. degree except for the changes described in this paragraph. II-B (Philosophy) is not required. In III, take III-A (Great Books) and choose either III-B (Visual Arts) or III-C (Music). The introductory science requirements in life science, chemistry, and physics (IV-A-2, 3, 4) may be satisfied by one secondary school year-long course in life science and one secondary school year-long course in either chemistry or physics. IV-B (Scientific Inquiry) is not required. All B.B.A. students take IV-C (a 4-hour laboratory science course). IV-D (Science, Technology, and Culture) is satisfied by the major.

Major in Business Administration, B.A.

► *A minimum of 67 hours (24 upper division) including the following:*

ACCT 121	Principles of Accounting I	3
ACCT 122	Principles of Accounting II	4

* *Note: Courses used to fulfill requirements in these sections may not also fulfill requirements in another emphasis or business program.*

ACCT 123	Principles of Accounting III	3
ACCT 391	Accounting Systems in Small Business	2
BUAD 279	Business Communication/Data Presentation	3
BUAD 325	Business Law I	3
BUAD 326	Business Law II	3
BUAD 490	Seminar in Business I	1
ECON 261	Principles of Economics–Macroeconomics	4
ECON 265	Principles of Economics–Microeconomics	4
FIN 341	Finance	5
MGMT 361	Management	4
MGMT 465	Organizational Behavior	3
MGMT 491	Strategic Management	3
MKTG 351	Marketing	4
MATH 106	College Algebra (or MATH 131 Calculus I)	4
MATH 222	Introduction to Statistics	4
MATH 322	Statistical Methods	3
OFAD 111	Personal/Beginning Keyboarding	0-2

(This requirement may be met by completion of course or satisfactory performance on departmental waiver examination. The waiver option is available only to students with fewer than 75 credit hours or to transfer students if taken within their first year at PUC.)

**A minimum of 3 hours in Accounting from these courses:* 3

ACCT 307	Government and Nonprofit Accounting (3)	
ACCT 311	Intermediate Accounting (3)	
ACCT 321	Cost Accounting I (3)	
ACCT 341	Taxation for Individuals (4)	

A minimum of three courses and 4 hours from the following: 4

INFS 144	PC Operating Systems (1)	
INFS 148	PC Spreadsheets (1)	
INFS 149	PC Databases (1)	
OFAD 201	Word Processing (2 hours maximum) (or OFAD 203)	

► *Recommended supporting courses:*

BUAD 118	Personal Money Management (3)	
BUAD 223	Personal Law (2)	
OFAD 116	Calculating Machines (1)	

Major in Business Administration, B.S.

► *A minimum of 74 hours (34 upper division) including the following:*

ACCT 121	Principles of Accounting I	3
ACCT 122	Principles of Accounting II	4
ACCT 123	Principles of Accounting III	3
ACCT 391	Acct. Systems in Small Businesses	2

BUAD 325	Business Law I	3
BUAD 326	Business Law II	3
BUAD 490	Seminar in Business	1
ECON 261	Principles of Economics–Macroeconomics	4
ECON 265	Principles of Economics–Microeconomics	4
FIN 341	Finance	5
MGMT 361	Management	4
MGMT 465	Organizational Behavior	3
MGMT 491	Strategic Management	3
MKTG 351	Marketing	4
MATH 131**	Calculus**	4
MATH 222	Introduction to Statistics	4
MATH 322	Statistical Methods	3
OFAD 111	Personal/Beginning Keyboarding	0-2

(This requirement may be met by completion of course or satisfactory performance on departmental waiver examination. The waiver option is available only to students with fewer than 75 credit hours or to transfer students if taken within their first year at PUC.)

A minimum of one course from the following: 3-4

BUAD 335	Real Estate (4)	
BUAD 434	Entrepreneurship (3)	
FIN 419	Personal Financial Planning (3)	
FIN 444	Investments (3)	
INFS 470	Management Science (4)	
MGMT 457	International Management (3)	
MKTG 417	Services Marketing (3)	
MKTG 458	International Marketing (4)	

A minimum of 6 hours from the following: 6

ACCT 311-312-313	Intermediate Accounting (3-3-3)	
ACCT 321	Cost Accounting I (3)	
ACCT 322	Cost Accounting II (3)	
ACCT 341	Taxation for Individuals (4)	

* *Note: Courses used to fulfill requirements in these sections may not also fulfill requirements in another emphasis or business program.*

***Note: Students completing six additional hours from the following may substitute MATH 106 College Algebra for MATH 131 Calculus:*

COMM 327	Argumentation (3) (or COMM 328 Small Group Communication (3))	
PLSC 444	Constitutional Development of England (4)	
SOCI 232	American Social Problems (4)	
PSYC 368	Principles of Counseling (4)	

ACCT 343	Taxation for Corporations/Partnerships (4)	
ACCT 345	Estate Planning, Gifts and Trust Taxation (3)	
<i>A minimum of three courses and 4 hours from the following:</i> 4		
INFS 144	PC Operating Systems (1)	
INFS 148	PC Spreadsheets (1)	
INFS 149	PC Databases (1)	
OFAD 201	Word Processing (2 hours maximum) (or OFAD 203)	

*Additional hours selected from ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG courses to total at least 74 hours in the major.

► *Recommended Supporting Courses:*

BUAD 118	Personal Money Management (3)	
BUAD 223	Personal Law (2)	
OFAD 116	Calculating Machines (1)	

Teaching Credential

Students interested in teaching business-related subjects at the secondary level should consult with their adviser in the Business department and with the Credential Analyst in the Education department. They may generally take any bachelor's degree program in business and the specific education courses required. They will then need to pass the PRAXIS and SSAT competency examinations to obtain the secondary teaching credential.

Associate Degree in Office Administration, A.S.

► *A minimum of 90 quarter hours in the major, general education, and electives, 56 hours in the major.*

► *Required Courses (53 hours):*

ACCT 114	Small Business Accounting	3
ACCT 121	Principles of Accounting I	3
ACCT 122	Principles of Accounting II	4
ACCT 123	Principles of Accounting III	3
BUAD 223	Personal Law	2
BUAD 279	Business Communication/Data Presentation	3
ECON 261	Principles of Economics–Macroeconomics	4
ECON 265	Principles of Economics–Microeconomics	4
ENGL 134	Review of English Syntax	1
GRPH 253	Publication Technology	3
INFS 144	PC Operating Systems	1
INFS 148	PC Spreadsheets	1
INFS 149	PC Databases	1
MATH 096	Intermediate Algebra (or completion of high-school Algebra I & II)	4
MGMT 160	Small Business Management	3

MGMT 261	Introduction to Management	3
MGMT 328	Management Information Systems	3
OFAD 116	Calculating Machines	1
OFAD 121	Intermediate Keyboarding	2
OFAD 201	Word Processing - Microsoft	2
OFAD 203	Word Processing - Word Perfect	2

Courses selected from OFAD, ACCT, BUAD, ECON, FIN, INFS, MGMT, MKTG, and OFAD to total at least 56 hours in the major.

► **General-Education Requirements:**

General-education requirements for the A.S. degree are as listed in the General Studies section of this catalog, excluding ENGL 100. ENGL 101 College English, COMM 105 Speech

Communication, and PSYC 121 General Psychology are required for this A.S. degree and fulfill applicable general-education requirements.

Minor in Business Administration

► *A minimum of 30 hours (9 upper division) from ACCT, BUAD, ECON, FIN, INFS, MGMT, and MKTG including the following:*

ACCT 121	Principles of Accounting I	3
ACCT 122	Principles of Accounting II	4
ACCT 123	Principles of Accounting III	3
ECON 261	Principles of Economics–Macroeconomics	4
ECON 265	Principles of Economics–Microeconomics	4

Accounting

LOWER-DIVISION COURSES:

ACCT 114 3 W
Small Business Accounting

The accounting procedures and practices necessary for efficient and effective small business operation. Not applicable toward a baccalaureate major in the department. Credit may not be earned in both ACCT 114 and ACCT 391.

ACCT 121 3 A, W, S
Principles of Accounting I

Accounting practices and procedures needed in various types of ownership entities for financial reporting. Assumes no prior accounting knowledge.

ACCT 122 4 W, S
Principles of Accounting II

A continuation of ACCT 121 with particular emphasis on the partnership and on the corporate form of organization; income statement and balance sheet analysis. Three lectures and a three-hour computer laboratory weekly. Prerequisite: ACCT 121.

ACCT 123 3 S
Principles of Accounting III

Use of accounting data for managerial planning, control, and decision-making. Particular emphasis on entities which produce a product. Prerequisite: ACCT 121.

UPPER-DIVISION COURSES:

ACCT 307 3 A
Government and Nonprofit Accounting

Accounting principles and practices unique to state and local units, educational, health care, charity, religious, and other not-for-profit organizations. Financial reporting and record keeping. Prerequisite: ACCT 121, 122. Even years.

ACCT 311-312-313 3-3-3 A-W-S
Intermediate Accounting

Accounting theory and practice relating to the valuation and presentation of assets, liabilities, net worth, revenue, and expense accounts. Prerequisites: ACCT 121, 122.

ACCT 321 3 A
Cost Accounting I

Analysis of accounting cost data for management planning, control, and decision-making. Cost behavior concepts, variable and relevant costing, inventory planning and control, budgeting, performance measurement and evaluation, transfer pricing, capital budgeting, and quality control. Prerequisites: ACCT 121, 122, 123; MATH 222.

ACCT 322 3 W
Cost Accounting II

Theories and practices of cost accumulation and analysis for management planning and control. Job order and process costing, activity-based cost systems, indirect-cost allocation, standard costs, variance analysis, direct vs. full costing, joint and by-product, and quality issues. Prerequisite: ACCT 121, 122, 123.

ACCT 341 4 W
Taxation for Individuals

Federal income taxation and tax planning for individuals. Course is designed for nonmajors as well as for business majors and minors.

ACCT 343 4 S
Taxation for Corporations and Partnerships

Federal taxation and tax planning in relationship to corporations and partnerships. Even years.

ACCT 345 3 A
Estate Planning, Gifts and Trust Taxation

Federal taxation and tax planning for gifts, estates, and trusts. Odd years.

ACCT 391 2 S
Accounting Systems in Small Businesses

Setting up and maintaining accounting records for a variety of unincorporated businesses. Practice sets illustrate single-entry, double-entry, cash-basis, and hybrid cash-accrual-basis accounting systems; periodic financial statements, payroll, sales, and income-tax returns. Prerequisites: ACCT 121, 122.

ACCT 451 3 S
Advanced Accounting

Specialized topics including partnerships, branches, consolidated statements, segment reporting. Recommended prior courses: ACCT 311-312. Odd years.

ACCT 453 5 W
Auditing

The internal independent auditor's functions; pronouncements of the American Institute of Certified Public Accountants. Prerequisites: ACCT 311-312-313; MATH 222, 322.

ACCT 461 4 A
Accounting Theory

Survey of contemporary financial accounting theory. Emphasis on both current literature and official pronouncements. Prerequisites: ACCT 311-312-313, 451.

ACCT 495 1-3 A, W, S
Independent Study

A course designed for students qualified to undertake an advanced and independent project. (*Advanced* is to be understood as being beyond specific courses offered in the department.) The project must be approved by the chair of the department. Maximum of three hours.

Business Administration

LOWER-DIVISION COURSES:

BUAD 118 3 A, S
Personal Money Management

Financial decisions facing individuals in society, including installment buying and borrowing, insurance, home ownership, saving, budgeting expenditures, investments, and trusts. Not available to business majors for business credit during the junior or senior year.

BUAD 223 2 A, S
Personal Law

Topics include dealing with an attorney, the court systems, crimes, torts, minors and the law, consumer law, landlord/tenant relationships, the legal responsibilities of owning a motor vehicle, employment relationships, and planning an estate. Not available to business majors for business credit during the junior or senior year.

BUAD 279 3 W, S
Business Communication and Data Presentation

Integrates presentation software with written and oral techniques for ethical communication in the business setting. Emphasis on effective presentation of a variety of documents. Recommended prior courses: ENGL 101, COMM 105.

UPPER-DIVISION COURSES:

BUAD 325 3 A
Business Law I

A study of the legal system, with emphasis on common-law contracts, sales under Article II of the Uniform Commercial Code, secured transactions, personal property, and bailments.

BUAD 326 3 W
Business Law II

The legal system in the United States, emphasizing agency relationships, partnerships, corporations, commercial paper under Articles III and IV of the Uniform Commercial Code.

BUAD 335 4 A
Real Estate

An introduction to the various aspects of real-estate principles, practices, and ownership. Preparation for the California licensing examination. Designed for the general student.

BUAD 371 3 A
Insurance and Risk Management

Recognition and evaluation of property, liability, and personal insurable risks facing a business firm, family, or other economic unit. Basic tools of risk management, loss prevention; selecting and dealing with an insurer; fire, marine, casualty, liability, life, and health insurance. Odd years.

BUAD 434 3 S
Entrepreneurship

A survey of what it takes to start and operate a business. Legal, managerial, accounting, marketing and financial aspects of getting a business up and running. Development of a business plan for startup. Prerequisites: ACCT 121, 122, 123; BUAD 326; ECON 261, 265; FIN 341; INFS 148; MATH 222, 322; MGMT 361; MKTG 351.

BUAD 490 1 A
Seminar in Business

Preparing to meet the demands of the job market: résumé development, interviewing approaches, cover letters. Should be taken during the student's last autumn quarter at PUC before graduation.

BUAD 493 1-3 A, W, S
Special Topics

An enrichment course treating specific topics not normally covered in the department's Accounting, Business Administration, Economics, Finance, Information Systems, Management, Marketing, and Office Administration courses. A specific title is given to the course when it is taught.

BUAD 495 1-3 A, W, S
Independent Study

Designed for students who are qualified to undertake an advanced and independent project. (*Advanced* is understood as being beyond specific courses offered in the department.) The project must be approved by the chair of the department. Maximum of three hours.

Economics

LOWER-DIVISION COURSES:

ECON 261 4 A, S
Principles of Economics-Macroeconomics

An analysis of the structure and functioning of the economy in the United States. Concepts and tools of economics are used to study how decisions of individuals, businesses, and governments relate to growth, income, employment, and inflation.

ECON 265 4 W, S
Principles of Economics-Microeconomics

An economic analysis of the workings of the market system in the United States. The factors that determine prices, costs, elasticity, utility, demand, supply, and the factors of production (land, labor, capital) when monopoly and pure competition exist and when conditions between these two models of competition exist.

UPPER-DIVISION COURSES:

ECON 321 3 S
Managerial Economics

Uses of primarily microeconomic theory in managerial decision-making. Prerequisite: ECON 265. Odd years.

ECON 332 3 S
Government and Business

Government policies, regulations, and legislation that attempt to maintain competition in the economy and that affect the decisions and the operations of business organizations. Even years.

ECON 371 3 W
Money and Banking

Money and the way it affects and is affected by central and commercial banking. Emphasis on the monetary policy of the Federal Reserve System. Prerequisite: ECON 261. Odd years.

ECON 457 3 A
International Economics

Theory and principles of international trade and monetary and fiscal policies. Topics include comparative advantage, standard theory, H-O theory, imperfect competition, tariff and nontariff barriers, protectionism, and economic integration. Prerequisites: ECON 261, 265 or permission of instructor. Even years.

ECON 495 1-3 A, W, S
Independent Study

Designed for students who are qualified to undertake an advanced and independent project. (*Advanced* is understood as being beyond specific courses offered in the department.) The project must be approved by the chair of the department. Maximum of three hours.

Finance

UPPER-DIVISION COURSES:

FIN 341 5 A
Finance

Financial policies of corporations in the management of assets, liabilities, and owners' equity. Major topics include risk and return, time value of money, present value, capital budgeting, cost of capital, valuation, leverage, long-term financing, and working capital management. Prerequisites: ACCT 121, 122, 123; ECON 261, 265; INFS 148; MATH 222, 322.

FIN 380 3 A
Capital Markets and Financial Institutions

Evolution, structure, role, regulation and deregulation of financial institutions in the U.S. economy. Prerequisites: ECON 261, 265; FIN 341. Even years.

FIN 419 3 A
Personal Financial Planning

Introduction to personal financial planning and its role in the financial services industry. Emphasis on developing, implementing, and monitoring personal financial plans. Credit may not be earned in BUAD 118 after FIN 419 is taken. Prerequisites: ACCT 341 and FIN 341, or permission of the instructor. Odd years.

FIN 436 3 S
Real Estate Finance

Principles and methods of investing and financing in real estate. Sources of funds, qualifications of investors, property analysis, and settlement procedures. Prerequisites: ECON 261 or permission of instructor. Odd years.

FIN 444 3 S
Investments

Investment alternatives and the development of rational objectives and investment philosophies. Topics include risks, returns, evaluation concepts, technical approaches, portfolio development, the efficient market hypothesis, and decisions relating to different types of investments. Recommended prior courses: ECON 261, FIN 241 or 341. Even years.

FIN 457 3 S
International Finance

Financial management in the international environment. Includes coverage of the IMS, foreign exchange, futures and options markets, managing exposure, banking, direct foreign investment, political risk, import/export operations, and working capital management. Prerequisite: FIN 341 or permission of instructor. Odd years.

FIN 463 3 W
Financial Planning and Forecasting

Planning and forecasting in financial management for business, government, and nonprofit organizations. Construction, analysis, and interpretation of financial plans. Prerequisite: FIN 341 or permission of instructor. Even years.

FIN 488 3 W
Problems in Finance

Study and discussion of selected topics in finance through readings and case studies. Topics include working capital management, capital budgeting, financing decisions, dividend policy, cost of capital, and capital structure decisions. Prerequisite: FIN 341. Even years.

FIN 495 1-3 A, W, S
Independent Study

Designed for students qualified to undertake an advanced and independent project. (*Advanced* is understood as being beyond specific courses offered in the department.) The project must be approved by the chair of the department. Maximum of three hours.

Information Systems

LOWER-DIVISION COURSES:

INFS 144 1 W, S
PC Operating Systems

An introduction to the Microsoft Windows family of operating systems for PC's. File and folder manipulation, terminology, disaster prevention and recovery, performance optimization, network commands, and other routine computer work functions.

INFS 148 1 A, W
PC Spreadsheets

Class/laboratory instruction in Microsoft Excel software for microcomputers, combining an electronic spreadsheet with graphics and a database system. Creating and modifying worksheets, graphs and macros.

INFS 149 1 A, S
PC Databases

Class/laboratory instruction in Microsoft Access database management software for microcomputers. Topics include creating, maintaining, modifying and querying a database, and generating reports and labels.

INFS 229 3 S
Business Programming

An introduction to event-driven programming in the Windows environment using Visual Basic .NET. Emphasis on building applications relevant to business. Odd years.

UPPER-DIVISION COURSES:

INFS 377 3 A
Electronic Commerce

Tools and technologies needed for participating in electronic commerce. Business opportunities, challenges, and strategies for leveraging the emerging national and global information infrastructure. Security, privacy, ethics, and business practices.

INFS 380 3 W
Database Analysis and Design

Analysis and design of databases for business. File systems, database management functions, hierarchical, network, relational, and object-oriented data models. Normalization, SQL queries, entity-relationship diagramming. Issues in distributed databases and simultaneous access. Use of Corporate DBMS software. Even years.

INFS 465 3 A
Fundamentals of Data Communication

Various methods of data communication: networking, telephony, communications hardware and software.

INFS 470 Management Science 4 W

Formal modeling approaches in managerial decision-making. Topics include linear programming, integer programming, decision-making under uncertainty, utility theory, queuing theory, Markov processes, network diagrams, and inventory models. Prerequisites: MATH 106 or 131. Odd years.

INFS 482 Systems Development Life Cycle 4 S

Concepts, skills, methodologies, techniques, tools, and perspectives essential for systems analysts to successfully develop information systems. Even years.

Management

LOWER-DIVISION COURSES:

MGMT 160 Small Business Management 3 W

Managerial considerations in owning and operating a small business. Not applicable toward a baccalaureate major or minor in the department.

MGMT 261 Introduction to Management 3 S

Introduction to management in profit and nonprofit institutions. Emphasis on the role of the manager. Not applicable toward a baccalaureate major or minor in the department.

UPPER-DIVISION COURSES:

MGMT 328 Management Information Systems 3 W

Basic concepts of using information systems in organizations; the role of data processing; fundamental design considerations. Odd years.

MGMT 361 Management 4 W, S

The basic concepts and theory of management with particular emphasis on planning, organizing, staffing, leading, and controlling.

MGMT 457 International Management 3 S

An analysis of problems encountered in operating businesses across national boundaries. Odd years.

MGMT 465 Organizational Behavior 3 W

Emphasis on the human aspects in organizations, including motivation, power, job enrichment, interpersonal and intergroup processes and relationships, perception, leadership, and organizational change and design.

MGMT 466 Business and Society 3 A

The environmental setting of business and its interdependence with other elements of the social order. An assessment of business involvement in urban, community, consumer, and environmental affairs.

MGMT 472 Human Resources Management 3 A

Contemporary objectives and problems relating to personnel management in organizations. Recruitment, selection, performance appraisal, training and development, supervision, compensation, pensions, grievances, and disciplinary actions. Odd years.

MGMT 473 Labor Law and Legislation 3 S

History and development of labor legislation, including analysis of leading court decisions. Historical background of labor-management relations, unfair labor practices of management and unions, collective bargaining, strikes and lockouts, the National Labor Relations Board, and labor legislation. Even years.

MGMT 481 Production Management 3 A

Optimal approaches to the production of goods and services. Planning, scheduling, plant layout, production standards, quality, and cost controls. Even years.

MGMT 486 Purchasing and Inventory Control 3 S

Practices, problems and approaches related to purchasing in profit and nonprofit institutions. Sources of supply, market information, product specifications, inspection, control records, legal aspects of purchasing, and the interrelationships among purchasing, prices, quality control, and inventory control. Even years.

MGMT 491 Strategic Management 3 S

A capstone course integrating various functional areas of business and applying this knowledge to a study of business and institutional problems primarily through the case method. Should be taken during the senior year. Prerequisites: ACCT 121, 122, 123; ECON 261, 265; FIN 341; INFS 148; MATH 222, 322; MGMT 361; MKTG 351.

MGMT 495 Independent Study 1-3 A, W, S

Designed for students qualified to undertake an advanced and independent project. (*Advanced* is understood as being beyond specific courses offered in the department.) The project must be approved by the chair of the department. Maximum of three hours.

Marketing

UPPER-DIVISION COURSES:

MKTG 351 Marketing 4 A, S

Marketing institutions and marketing decisions in relationship to the achievement of institutional goals. Management issues relating to product, price, promotion, and distribution; effects of marketing decisions on the environment and of the environment on marketing decisions.

MKTG 360 Consumer Behavior 3 W

The application of research findings and concepts from such academic disciplines as psychology, anthropology, sociology, economics, and marketing to consumer buying behavior. Even years.

MKTG 371 Marketing Research 3 S

Introduction to basic research concepts and techniques useful for determining information needs, conducting research, and making appropriate reports of research findings. Prerequisites: MATH 106, 222, 322. Odd years.

MKTG 372 Retailing Management 3 S

The structure and environment in which retailing management occurs. Areas of special emphasis include operations of stores, merchandise decisions, layout, pricing, and promotion decisions. Even years.

MKTG 374 Advertising 3 A

The advertising function in profit and nonprofit enterprises from management's point of view. The purpose of advertising, media planning, budgeting for advertising, and an evaluation of the effectiveness of advertising.

MKTG 377 Sales Management 3 W

The role of the sales manager in planning, organizing, developing, directing, controlling, and evaluating the sales force. Personal selling is also emphasized. Odd years.

MKTG 417 Services Marketing 3 A

Application of marketing concepts and principles in service and nonprofit institutions. Identification and study of various constraints, clients, and publics; the special requirements, needs, and desires of those associated with and affected by the organization. Prerequisite: MKTG 351. Odd years.

MKTG 458 International Marketing 3 S

Problems and perspectives when marketing across national boundaries. Differences caused by cultural, social, institutional, political, and economic factors. Managerial emphasis on market entry strategies, monitoring and controlling marketing management functions in the international arena. Even years.

MKTG 481 Marketing Problems 3 W

Selected areas in marketing, illustrating practical solutions to situations likely to confront marketing managers. Emphasis on developing an understanding of marketing problems and developing approaches to effective decision-making in marketing. Should be taken during the senior year. Prerequisite: MKTG 351.

MKTG 495 Independent Study 1-3 A, W, S

Designed for students who are qualified to undertake an advanced and independent project. (*Advanced* is understood as being beyond specific courses offered in the department.) The project must be approved by the chair of the department. Maximum of three hours.

Office Administration

LOWER-DIVISION COURSES:

OFAD 111 Personal/Beginning Keyboarding 2 A, W

For beginners and reviewers. For those with little or no keyboarding skill, covers touch-typing on the keyboard and document processing. For reviewers, emphasis on development of speed in both straight-copy and production work. Placement by waiver examination or first-week testing in class.

OFAD 116 Calculating Machines 1 A

Instruction and practice in improving speed and accuracy in the use of electronic display and printing calculators for business applications.

Business Administration and Economics

OFAD 121 **2 W**

Intermediate Keyboarding

Designed to develop and enhance the typewriting skills of speed, accuracy and proofreading for personal and vocational uses. Prerequisite: Keyboarding placement test with a speed of at least forty words per minute or OFAD 111. Offered on sufficient demand.

OFAD 201 **2 A, S**

Microsoft Word

Applications designed to increase knowledge of word processing concepts and working skills with the Microsoft Word software. One lecture and one three-hour laboratory weekly.

OFAD 203 **2 W**

Word Perfect

Applications designed to increase knowledge of word processing concepts and working skills with the Word Perfect software. One lecture and one three-hour laboratory weekly.

OFAD 495 **1-3 A, W, S**

Independent Study

Designed for students qualified to undertake an advanced and independent project. (*Advanced* is understood as being beyond specific courses offered.) Projects must be approved by the department chair. Maximum of three hours.



Faculty

William Hemmerlin, chair; Richard Clark, Kent Davis,
David Duran, Marie Pak

Departmental Office: 355 Chan Shun Hall; 965-7597

Degrees and Programs

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Natural Science, B.S.	82
Teaching Credential	83

The DEPARTMENT OF CHEMISTRY serves students who have an interest in chemical sciences and those planning careers in various medical areas. The department has the following objectives:

- To give a thorough grounding in the principles of chemistry, both in theory and in practical experience within instrumentation currently in use.
- To help the student develop problem-solving abilities through a careful analysis of problems and the application of chemical principles.
- To provide an atmosphere where Christian values are cherished and the use of the intellect is integrated into the learning experience.

The department offers several degree options. The B.S. with a major in chemistry should be selected by the student intending to enter chemistry as a profession. The chemistry major with an emphasis in biochemistry is appropriate for those who intend to enter a professional program in one of the medical sciences. This major will also prepare the student for a career in chemistry with electives chosen in consultation with the advisor.

Students more interested in the liberal arts and languages may choose the B.A. program in chemistry. Those interested in a primary- or secondary-school teaching career may choose the B.S. with a major in natural science.

Major in Chemistry, B.S.

► A minimum of 60 hours (40 upper division) including the following:

CHEM 111-112-113	General Chemistry	5-5-5
CHEM 324	Analytical Chemistry I	3
CHEM 324L	Analytical Chemistry I Laboratory	2
CHEM 325	Analytical Chemistry II	3
CHEM 371-372-373	Organic Chemistry	4-4-4
CHEM 373L	Advanced Organic Chemistry Laboratory	1
CHEM 396	Seminar	.5-.5-.5-.5
CHEM 414	Inorganic Chemistry	3
CHEM 451-452-453	Physical Chemistry	3-3-3
CHEM 499	Introduction to Research	1
	2 hours from the following:	2
	CHEM 325L, 344L, 451L, 482L	

Additional upper-division hours in chemistry to be chosen in consultation with the major adviser.

► *Required Cognate Courses:*

MATH 131-132-133	Calculus	4-4-4
MATH 265	Elementary Linear Algebra (or MATH 267 Multivariable Calculus; or MATH 269 Elementary Differential Equations; or MATH 375 Numerical Analysis)	4
PHYS 111-112-113	General Physics (or PHYS 211-212-213 Physics)	4-4-4

► *Recommended Cognate Courses:*

CPTR 115	Computer Programming (4)
PHYS 234	Elementary Modern Physics (4)

Major in Chemistry, B.A.

► A minimum of 49 hours (29 upper division) including the following:

CHEM 111-112-113	General Chemistry	5-5-5
CHEM 324	Analytical Chemistry I	3
CHEM 324L	Analytical Chemistry I Laboratory	2
CHEM 325	Analytical Chemistry II	3
CHEM 371-372-373	Organic Chemistry	4-4-4
CHEM 373L	Advanced Organic Chemistry Laboratory	1

CHEM 396	Seminar	.5-.5-.5-.5
CHEM 414	Inorganic Chemistry	3
CHEM 451-452	Physical Chemistry	3-3

2 hours from the following: 2
CHEM 325L, 344L, 451L, 482L

► Required Cognate Courses:

MATH 131-132	Calculus	4-4
PHYS 111-112-113	General Physics	4-4-4

► Recommended Cognate Courses:

CPTR 115	Computer Programming (4)
MATH 133	Calculus (4)
PHYS 234	Elem. Modern Physics (4)

Major in Chemistry with an Emphasis in Biochemistry, B.S.

► A minimum of 60 hours (40 upper division) including the following:

CHEM 111-112-113	General Chemistry	5-5-5
CHEM 324	Analytical Chemistry I	3
CHEM 324L	Analytical Chemistry I Laboratory	2
CHEM 351-352	Physical Chemistry for Life Sciences	3-3
CHEM 371-372-373	Organic Chemistry	4-4-4
CHEM 373L	Advanced Organic Chemistry Lab	1
CHEM 381	Biochemistry I	4
CHEM 396	Seminar	.5-.5-.5-.5
CHEM 482	Biochemistry II	4
CHEM 482L	Biochemistry II Laboratory	1

1 hour from the following: 1
CHEM 325L, 344L, 451L

Additional hours may be selected from BIOL 320 and upper-division chemistry courses in consultation with the major adviser.

► Required Cognate Courses:

BIOL 111-112-113	Biological Foundations	5-5-5
MATH 131-132	Calculus	4-4
PHYS 111-112-113	General Physics	4-4-4

► Premedical and pre dental students: See adviser for recommended cognates.

Major in Natural Science, B.S.

This major satisfies the preconditions for science program subject-matter approval by the California Commission on Teacher Credentialing. The core requirement of 64 quarter hours of course work corresponds to science subjects commonly taught in California public schools, and the concentrations available treat the subject matter at a depth more than adequate for teaching the higher secondary science courses in biology, chemistry, and physics.

► Required Core Courses:

ASTR 115	Astronomy	5
ASTR 173	Meteorology	1
BIOL 111-112-113	Biological Foundations	5-5-5
BIOL 331	Marine Science	4
BIOL 345	Environmental Science	3
BIOL 450	Philosophy of Origins	3
CHEM 111-112-113	General Chemistry	5-5-5
GEOL 233	Geology	4
HIST 390	History and Philosophy of Science	3
PHYS 111-112-113	General Physics (or PHYS 131-132-133)	4-4-4

Chemistry Emphasis (33 hours)

CHEM 324	Analytical Chemistry	3
CHEM 324L	Analytical Chemistry Laboratory	2
CHEM 351	Physical Chemistry for Life Sciences (or CHEM 451 Physical Chemistry (3))	3
CHEM 371-372-373	Organic Chemistry	4-4-4
CHEM 373L	Advanced Organic Chemistry Laboratory	1
CHEM 381	Biochemistry	4
CHEM 396	Seminar	.5-.5-.5-.5

► Required Cognate Course:

MATH 131-132	Calculus	4-4
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For emphases in biology and physics, see under those departments.

Teaching Credential

Students desiring to enter a program of studies leading to a California teaching credential in science with a concentration in chemistry should take the B.S. degree in Natural Science. This program is approved by the State of California Commission on Teacher Credentialing. Students are invited to discuss the program with the Teacher Education Adviser in the Chemistry department.

Chemistry

SERVICE COURSES:

(May not be used for major or minor in this department)

CHEM 101 Introductory Chemistry 4 A

An elementary course designed to give an introduction to fundamental principles of general inorganic chemistry. Primarily for students preparing to enter an allied health or related field and/or to enroll in CHEM 102 and 111. Three lectures and one laboratory weekly. Prerequisite: Algebra I, MATH 019 or permission of the instructor.

CHEM 102 Survey of Organic Chemistry 4 W

A survey of the important classes of organic compounds. Emphasis is given to topics related to the health sciences and biochemistry. Intended for students

not majoring in chemistry. Three lectures and one laboratory weekly. Prerequisite: Secondary-school chemistry or CHEM 101. Credit cannot be earned in both CHEM 102 and 371.

CHEM 103 Survey of Biochemistry 4 S

A survey of the chemistry of living organisms emphasizing the normal processes occurring in the human body. Three lectures and one laboratory weekly. Prerequisite: CHEM 102.

LOWER-DIVISION COURSE:

CHEM 111-112-113 General Chemistry 5-5-5 A-W-S

A complete introduction to the fundamental principles of general inorganic chemistry. Includes the following topics: atomic and molecular orbital theory, stoichiometry, gas laws, thermodynamics, kinetics, chemical equilibrium, acid-base theory, pH and introductions to nuclear and organic chemistry. Intended for chemistry majors and preprofessional students in medicine, dentistry and

Those who plan to teach on the secondary level should consult with the Credential Analyst in the Department of Education and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the Education section of this catalog.

Minor in Chemistry:

► A minimum of 30 hours (15 upper division) including the following:

CHEM 111-112-113	General Chemistry	5-5-5
CHEM 324	Analytical Chemistry I	3
CHEM 324L	Analytical Chemistry I Laboratory	2

other technical fields. Must be taken in sequence. Four lectures and one laboratory weekly. Prerequisites: Algebra II or MATH 106. A score of 19 on the mathematics section of the ACT (or 500 on the SAT) is expected. High school chemistry (or CHEM 101) and physics are highly recommended. A grade of C- or above is required for continuing in general chemistry each quarter.

UPPER-DIVISION COURSES:

CHEM 324 Analytical Chemistry I 3 A

An introduction to the quantitative study of chemical reactions occurring in the aqueous phase, including solubility, acid base equilibria and complex formation. Methods of data recording and manipulation, error analysis and statistical treatment of data are also included. Prerequisite: CHEM 113.

CHEM 324L **2 W**
Analytical Chemistry I Laboratory

A series of laboratory experiments to determine unknown quantities of selected chemical substances. The chemical principles in CHEM 324 are reiterated; course emphasis, however, is on laboratory technique. Six hours of laboratories weekly. Prerequisite: CHEM 324.

CHEM 325 **3 S**
Analytical Chemistry II

The theoretical basis of chemical analysis using electrochemical, spectrophotometric and chromatographic methods. Introduction to principles of operation of current analytical instrumentation. Concurrent enrollment in CHEM 325L strongly recommended. Prerequisites: CHEM 324L, 373, MATH 132 or permission of the instructor. Odd years.

CHEM 325L **1 S**
Analytical Chemistry II Laboratory

A series of laboratory experiments coordinated with CHEM 325. Prerequisite or corequisite: CHEM 325. Odd years.

CHEM 344 **3 S**
Nuclear Physics and Chemistry

Properties of radioactive nuclei, nuclear structure, nuclear reactions, nuclear fission, interactions of radiations with matter and the Mossbauer effect with applications to chemistry and the cosmos. Prerequisites: MATH 131, PHYS 111-112-113. Concurrent enrollment in CHEM 344L strongly recommended. Even years.

CHEM 344L **1 S**
Nuclear Physics and Chemistry Laboratory

A series of laboratory activities coordinated with CHEM 344. Even years.

CHEM 351-352 **3-3 A-W**
Physical Chemistry for the Life Sciences

The laws of thermodynamics, physical equilibria, and transport phenomena. Applications of Gibbs' free energy, chemical equilibria, and electrochemistry to biochemical systems; chemical and enzyme kinetics and mechanisms; quantum biochemistry. Prerequisites: CHEM 324, PHYS 113, MATH 132 or equivalent. Credit may not be earned in both CHEM 351-352 and CHEM 451-452.

CHEM 371-372 **4-4 A-W**
Organic Chemistry

An introduction to the physical and chemical properties of compounds of carbon. A mechanistic approach to the study of organic reactions with an emphasis on spectroscopic methods of analysis. Must be taken in sequence. Three lectures and one four-hour laboratory weekly. Prerequisite: CHEM 113.

CHEM 373 **4 S**
Organic Chemistry

A continuation of CHEM 372 and an introduction to biochemistry (carbohydrates, proteins, and lipids). Four lectures weekly. Concurrent enrollment in CHEM 373L required of all chemistry majors. Prerequisite: CHEM 372.

CHEM 373L **1 S**
Advanced Organic Chemistry Laboratory

A series of lab activities coordinated with CHEM 373. Required of all chemistry majors.

CHEM 381 **4 A**
Biochemistry I

An introduction to the chemistry of biologically-relevant molecules. Includes attention to biological oxidations, energy relationships, and enzyme kinetics. Prerequisite: CHEM 373.

CHEM 396 **.5 A, W, S**
Seminar (See BIOL 396)

Single topics of current interest in mathematics and natural sciences are presented by guest lecturers. The course is graded S/F. To pass, a student must be on time and attend four of five course sessions. Prerequisite: CHEM 373. Enrollment limited to upper-division students.

CHEM 414 **3 S**
Inorganic Chemistry

A systematic study of inorganic chemistry with emphasis on chemical theory and bonding, the descriptive chemistry of the elements, and transition-metal chemistry. Three lectures weekly. Prerequisite: CHEM 372 and MATH 132. Even years.

CHEM 451-452 **3-3 A-W**
Physical Chemistry

An integrated approach to the statistical and quantum properties of matter with applications to chemical systems. Thermodynamics, kinetic theory of gases, colligative properties, electrochemistry, diffusion, molecular spectroscopy, and chemical kinetics. Prerequisites: CHEM 113, MATH 133, and PHYS 133 or 113. Credit available in either CHEM 351-352 or CHEM 451-452, but not both.

CHEM 451L **1 A**
Physical Chemistry Laboratory

A series of laboratory activities coordinated with CHEM 451.

CHEM 453 **3 S**
Physical Chemistry

An introduction to the Schrodinger wave equation with applications to chemical systems. Prerequisite: CHEM 452. Odd years.

CHEM 470 **3 S**
Natural Products

A web-based course that reviews the historical "named reactions" of organic chemistry followed by strategic planning in approaching the synthesis of complex molecules focusing primarily on retrosynthetic analysis, stereochemical control, and modern synthetic methods. Prerequisite: CHEM 373.

CHEM 474 **3 W**
Organic Theory and Reaction Mechanisms

A mechanistic approach to the study of selected topics in organic chemistry, such as orbital symmetry, molecular rearrangements, linear free energy relationships, and photochemistry. Prerequisite: CHEM 373. Even years.

CHEM 480 **3 W**
Information Metabolism

An introduction to the signaling processes of cells, including the structure and function of signaling molecules. Includes the mechanism of signal processing, coordination by information transducing pathways, and consequences of signaling pathways defects. Prerequisite: CHEM 381.

CHEM 482 **4 S**
Biochemistry II

The intermediary metabolism of carbohydrates, lipids and proteins, and an introduction to the replication and transmission of genetic information. Concurrent enrollment in CHEM 482L required of students taking the biochemistry emphasis. Prerequisite: CHEM 381.

CHEM 482L **1 S**
Biochemistry II Laboratory

A series of laboratory activities coordinated with CHEM 482.

CHEM 499 **1-2 A, W, S**
Introduction to Research

A directed research project intended to acquaint students with research problems of current interest. A suitable problem is undertaken with the direction of the faculty. Open to upper-division majors in chemistry and, by permission, to other upper-division students. May be repeated for additional credit. Maximum of four hours in Bachelor of Science curricula.



Faculty

Fred Kinsey, chair; James Chase, Rosemary Collins, Victoria Mukerji

Departmental Office: 324 Irwin Hall; 965-6437

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The DEPARTMENT OF COMMUNICATION serves the communication needs of students in every department, offering instruction in a variety of communication skills and principles that apply in mass media, public speaking, small group, and interpersonal settings. The department also provides curricula leading to a variety of communication-related careers, with specific preparation for careers in public relations, journalism, international communication and speech pathology. The curriculum in communication is also of value to those preparing for careers in business, law, medicine, pastoral or evangelistic ministry, broadcasting, and others.

Major in Communication, B.S.

► A minimum of 60 hours (30 upper division) including the following:

COMM 134	Media Communication Careers	3
COMM 223	Interpersonal Communication	3
COMM 225	Oral Interpretation	3
COMM 226	Public Speaking	3
COMM 327	Argumentation	3
COMM 328	Small Group Communication	3
COMM 329	Organizational Communication	3
COMM 330	Intercultural Communication	3
COMM 340	Visual Communication and Semiotics	3
COMM 423	Communication Theory	2
COMM 424	Communication Research I	2
COMM 425	Communication Research II	2
COMM 427	Persuasive Communication	3
COMM 450	Senior Seminar in Communication Disciplines	2
COMM 494	Communication Internship	3
JOUR 141	Newswriting and Reporting	3
JOUR 244	Copy Editing	2
JOUR 434	Media Law and Ethics	3
PREL 231	Public Relations I: Introduction	3
PREL 337	Fund Raising	3

To complete the major, select five credit hours from courses designated COMM, PREL, or JOUR.

► *Required Cognate Courses:*

GRPH 253	Publication Technology I	3
MDIA 158	Media Production Concepts	2

Major in Public Relations/ Journalism, B.S.

► A minimum of 60 hours (30 upper division) including the following:

COMM 134	Media Communication Careers	3
COMM 223	Interpersonal Communication	3
COMM 226	Public Speaking	3
COMM 329	Organizational Communication	3
COMM 330	Intercultural Communication	3
COMM 340	Visual Communication and Semiotics	3
COMM 423	Communication Theory	2
COMM 424	Communication Research I	2
COMM 425	Communication Research II	2
COMM 450	Senior Seminar in Communication Disciplines	2
JOUR 141	Newswriting and Reporting	3
JOUR 242	Photojournalism	3
JOUR 244	Copy Editing	2
JOUR 256	Publication Design Techniques	2
JOUR 434	Media Law and Ethics	3
JOUR 443	Investigative Reporting	3
PREL 231	Public Relations I: Introduction	3
PREL 232	Public Relations II: Applications and Crises	3
PREL 337	Fund Raising	3
PREL 339	Public Relations III: Campaigns and Practices	3
PREL 350	Media Uses and Applications	3
PREL 494	PR Internship (or JOUR 494 Journalism Internship)	3

► Required Cognate Courses:

GRPH 253	Publication Technology	3
MDIA 158	Media Production Concepts	2

Major in International Communication, B.A.

► A minimum of 48 hours (24 upper division) including the following:

► Required Core Courses:

COMM 134	Media Communication Careers	3
COMM 226	Public Speaking	3
COMM 328	Small Group Communication	3
COMM 330	Intercultural Communication	3
COMM 450	Senior Seminar in Communication Disciplines	2
JOUR 141	Newswriting and Reporting	3
PREL 231	Public Relations I: Introduction	3
Elective	(Select any upper-division course designated COMM, PREL or JOUR)	7

This major requires one full academic year abroad* to develop fluency in one of the following language emphases:

1. French Emphasis

(21 hours including 12 upper-division hours):

A minimum of 12 hours of advanced-level French (courses numbered 300 and above) at Séminaire Adventiste du Salève, Collonges, France.

► Required PUC Courses:

FREN 385	Business French	4
FREN 441	Readings in 19th Century French Literature or FREN 442 Readings in 20th Century French Literature (4) or FREN 443 Contemporary Francophone Literature (4)	4

► Required Cognate Course:

FREN 367	French Culture and Civilization	4
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2. Spanish Emphasis

(21 hours including 12 upper-division hours):

A minimum of 12 hours of advanced-level Spanish (courses numbered 300 and above) at Colegio Adventista de Sagunto, Spain; or at Universidad Adventista del Plata, Villa Libertador St. Martín, Argentina.

► Required PUC Courses:

SPAN 385	Business Spanish	4
SPAN 441 or 442 or 443	Readings in Latin-American Literature I or II or III	4

* Students whose dominant cultural heritage is Spanish or French and who can pass an advanced-level language examination offered by the Department of Modern Languages may, upon written approval of the faculty of the Department of Communication, elect not to spend one full academic year abroad. Such students must, however, (a) complete all Pacific Union College language and cognate requirements and (b) complete a total of 48 hours of coursework offered by the Department of Communication (23 required plus 25 elective credits). Students whose dominant cultural heritage is German and who can pass an intermediate level German examination offered by the Department of Modern Languages may, upon written approval of the faculty of the Department of Communication, elect to complete a minimum of one academic semester at Seminar Schloss Bogenhofen, Austria, and complete a minimum of 12 upper-division hours of German while there.

** Courses marked with a double asterisk also fulfill general-education requirements.

► Required Cognate Course:

SPAN 367	Spanish and Latin-American Culture and Civilization	4
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3. German Emphasis

(21 hours including 12 upper-division hours):

A minimum of 21 hours of intermediate- and advanced-level German at Seminar Schloss Bogenhofen, Austria, or Friedensau Adventist University, Germany.

4. Italian Emphasis

(21 hours including 12 upper-division hours):

A minimum of 21 hours of intermediate- and advanced-level Italian at Instituto Avventista Villa Aurora.

► Required Cognate Courses for International Communication Major:

ANTH 124**	Cultural Anthropology	4
CPTR 105**	Introduction to Computers (or OFAD 201 or 203)	3
HIST 101-102**	History of World Civilizations (or secondary-level equivalent or equivalent course work taken in Europe)	4-4
MKTG 374	Advertising	3
MGMT 457	International Management (or FIN 241 Introduction to Finance)	3
RELH 311**	World Religions	3
SOCI 355**	Racial and Ethnic Relations	3
One course from International Perspectives area:		
GEOG 301	World Regional Geography (3)	3
PLSC 328	Critical World Issues (3)	3
PLSC 344	Modern Comparative Government (3)	3
PLSC 485	Foreign Relations of the United States (3)	3
One course from Diplomatic History area:		
HIST 358	America Since 1917 (4)	4
HIST 364	Modern Asia (4)	4
HIST 434	The History of Modern Russia (5)	5

► Recommended Cognate Courses:

FREN 151-2-3	Intermediate French (3-4, 3-4, 3-4)	3-4
SPAN 151-2-3	Intermediate Spanish (3-4, 3-4, 3-4)	3-4
GRMN 151-2-3	Intermediate German (3-3-3)	3-3

Minor in Communication

► A minimum of 30 hours (12 upper division) including the following:

COMM 134	Media Communication Careers	3
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COMM 223	Interpersonal Communication	3
COMM 226	Public Speaking	3
COMM 328	Small Group Communication	3
COMM 340	Visual Communication and Semiotics	3
COMM 423	Communication Theory	2
COMM 427	Persuasive Communication (or COMM 327 Argumentation)	3
COMM 450	Senior Seminar in Communication Disciplines	2
JOUR 244	Copy Editing	2

To complete the minor select 6 credit hours from courses designated COMM, JOUR or PREL (except COMM 105) 6

Minor in Public Relations/Journalism

► A minimum of 30 hours (12 upper division) including the following:

COMM 134	Media Communication Careers	3
COMM 427	Persuasive Communication	3
COMM 450	Senior Seminar in Communication Disciplines	2
JOUR 141	Newswriting and Reporting I	3
JOUR 244	Copy Editing	2
PREL 231	Public Relations I: Introduction	3
PREL 337	Fund-Raising	3

Select from the following to complete the minor: 11

Any course designated PREL		
JOUR 242	Photojournalism (3)	3
JOUR 253	Publication Technology I (3)	3
JOUR 256	Publications: Design Techniques (3)	3
JOUR 343	Magazine and Feature Article Writing (3)	3
JOUR 434	Media Law and Ethics (3)	3

Speech Pathology

A preprofessional program in Speech Pathology is offered for those beginning their study of Speech Pathology at Pacific Union College. This program is affiliated with the School of Allied Health at Loma Linda University. The Speech Pathology faculty at LLU provide regular assistance and counseling to the PUC Communication Department and to students interested in this program.

The first two years of a baccalaureate degree in Speech Pathology, taken on the Pacific Union College campus, include the following course:

SPPA 164	Introduction to Speech Pathology	4
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Approved courses in general education complete the preprofessional curriculum.

Communication

SERVICE COURSE:

(May not be used for major or minor in this department)

**COMM 105 3 A, W, S
Speech Communication**

A general-education course that develops skill in oral communication, surveys the human communication process, and encourages responsible speaking and listening. Focuses on intrapersonal, interpersonal, small group, and public communication. Required in the freshman or sophomore year to fulfill the general-education requirement in Communication.

LOWER-DIVISION COURSES:

**COMM 134 3 A
Media Communication Careers**

An introduction to the communication field which explores how knowledge in this area is applied to future course work and utilized within communication careers. This course is designed to be taken in the freshman year.

**COMM 223 3 A
Interpersonal Communication**

Transactional nature of interpersonal communication, including the roles of both verbal and nonverbal communication, empathic listening, and self-disclosure as means of building trusting relationships and developing rhetorical sensitivities.

**COMM 225 3 A, W
Oral Interpretation**

Development of skills in reading aloud from prose, poetry, plays, and expository material. Emphasis on developing the ability to create and sustain mood and on learning the various methods of creating meaning through vocal expression.

**COMM 226 3 A, W, S
Public Speaking**

Instruction and skill development in composing speeches and delivering them before groups. Fulfills general-education requirement in communication for juniors and seniors. (Nondepartment-major freshmen and sophomores take COMM 105.)

**COMM 229 3 A
Fundamentals of Dramatic Performance**
(See DRMA 229.)

UPPER-DIVISION COURSES:

**COMM 327 3 A
Argumentation**

Exploration of logical reasoning models, fallacies in reasoning, the structure of arguments, and methods of analyzing and evaluating arguments. Two debates are held during the quarter providing experience in team preparation and delivery of persuasive arguments. Extensive research in a topic is required.

**COMM 328 3 S
Small Group Communication**

Effective use of communication in small groups; analysis of the nature of group productivity, cohesiveness, and organization; experience in group discussion and problem-solving.

**COMM 329 3 A
Organizational Communication**

Study of and practice in communication in the work setting, emphasizing leadership, decision-making, conflict resolution, and the management of behavior in human organizations. Focuses on communication problems and variables unique to the organizational environment, and reviewing traditional and current theories.

**COMM 330 3 A
Intercultural Communication**

Variables and effects of both verbal and nonverbal communication between cultures. Practical applications for careers in education, mission service, international business, social work, and foreign relations. Prerequisite: ANTH 124

**COMM 340 3 S
Visual Communication and Semiotics**

Examination of the visual, symbolic, classificatory, and meaning-making practices at the heart of all cultural production, consumption, and communication.

**COMM 423 2 A
Communication Theory**

Conceptual foundation for studying the human communication process. Includes types of theories and models used in communication research. Explores variables relevant to human communication behavior. Applies theory to the scientific method in communication research. Prerequisites: COMM 134, 223.

**COMM 424 2 W
Communication Research I**

Development of skills in planning communication research and designing research instruments. Includes overview of current research topics, procedures, and findings.

**COMM 425 2 S
Communication Research II**

Implementing a communication research plan. Survey techniques, content analysis, tabulation procedures, and reporting of findings. Prerequisite: COMM 424.

**COMM 427 3 S
Persuasive Communication**

Rhetorical principles of ethical persuasion in public speaking, interpersonal

relationships, public relations, and advertising. Development of skills in logical argument, emotive influence, and psychological appeal and in achieving source credibility. COMM 327 may be substituted for this course.

**COMM 450 2 W
Senior Seminar in Communication Disciplines**

Capstone course emphasizing professional skills, ethics, creation of portfolio, and career planning.

**COMM 480 3 Su
Classroom Communication**

Effective teacher-student interaction in both verbal and nonverbal areas. Communication research findings applied to such topics as student motivation, self-concept, sequencing of instruction, small group processes, classroom environments, and parent/student conferences.

**COMM 490 3 W
Issues in Communication: Intercultural II**

This class is highly recommended for students enrolled in an International Communication major or minor. The course provides continued study in variables and effects of both verbal and nonverbal communication between cultures. Odd years.

**COMM 492 1-3 A, W, S, Su
Practicum in Communication**

Supervised experience on a specific project under the direction of a communication professional in speech, drama or broadcasting. 30 clock hours of experience required for each hour of academic credit. Department approval in advance of project initiation required. May be repeated to a maximum of three credit hours.

**COMM 494 3 A, W, S, Su
Communication Internship**

Supervised work experience in a communication-related environment. Skills in the practice of communication are used. Enrollment limited to department majors. Advance approval of the department required. May not be taken before the end of the sophomore year. Prerequisites: COMM 134, 226; JOUR 141; PREL 231.

**COMM 495 1-3 A, W, S, Su
Independent Study**

Opportunity for the advanced student to investigate special interests under the direction of departmental faculty.

Journalism

LOWER-DIVISION COURSES:

**JOUR 141 3 S
Newswriting and Reporting**

Basic course in gathering information and writing news stories for mass-media news audiences.

**JOUR 242 3 S
Photojournalism**

Application of photography to specific problems of the journalist or public relations officer; using images to give graphic impact to news and feature stories; processing and editing of pictures taken by the student. Prerequisite: ART 241.

**JOUR 244 2 W
Copy Editing**

Practice in editing copy to Associated Press guidelines, writing headlines and captions, basic layout. Extensive rewriting and editing for clarity, conciseness, and appropriateness for chosen media.

**JOUR 256 2 W
Publications: Design Techniques**

Provides an understanding of the basic principles of design with specific application to tabloids, advertising, brochures and newsletters. Recommended prerequisite: GRPH 253.

UPPER-DIVISION COURSES:

**JOUR 346 4
Creative Writing**
(See ENGL 346.)

**JOUR 434 3 A
Media Law and Ethics**

Current issues involving personal rights and corporate responsibilities as related to concepts of free speech and responsible journalism.

**JOUR 443 3 A
Investigative Reporting and Writing**

Tools, techniques, and skills for conducting ethical journalistic investigations. Emphasis on using public records and "the paper trail" to document complex issues. Prerequisites: JOUR 141, 242, 244; GRPH 253.

**JOUR 490 1-3 A, W, S, Su
Issues in Communication**
(See COMM 490.)

**JOUR 492 1-3 A, W, S, Su
Practicum in Journalism**

Supervised experience under the direction of a journalism professional, usually involving work on a specific project. Approval of the department required in advance. May be repeated to a maximum of three hours. Thirty clock hours of experience required for each hour of credit. Prerequisites: JOUR 141, 244; GRPH 253.

Communication

JOUR 494 **3 A, W, S, Su** **Journalism Internship**

Supervised experience in journalism. The student accrues direct experience in a professional journalistic setting as approved by the department. Enrollment restricted to department majors. Prerequisites: JOUR 141, 244; PREL 231, 232; GRPH 253.

JOUR 495 **1-3 A, W, S, Su** **Independent Study**

Offers the advanced student opportunity to pursue investigation in fields of special interest under the direction of departmental faculty.

Public Relations

LOWER-DIVISION COURSES:

PREL 231 **3 W** **Public Relations I: Introduction**

Fundamental values and procedures of the public-relations profession. Research techniques, communication theory, public relations management, writing, and media relations.

PREL 232 **3 S** **Public Relations II: Applications and Crises**

Applications of public relations to specific publics including employees, multicultural communities, consumers, and government. Management of public relations in crises; exploiting PR opportunities created by crisis situations. Prerequisite: PREL 231.

UPPER-DIVISION COURSES:

PREL 337 **3 W** **Fund-Raising**

Philosophy of philanthropic giving and the techniques that lead to successful fund-raising. Fund-raising executives are guest lecturers for the course.

PREL 339 **3 A** **Public Relations III: Campaigns and Practices**

The media of public relations and their incorporation into a public-relations plan. The elements, development, and structuring of a public-relations plan. Prerequisite: PREL 232.

PREL 350 **3 S** **Media Uses and Applications**

Principles of and practice in journalistic writing for the electronic and printed media. Exploration of principles guiding appropriate media selection and usage. Consideration given to media scheduling, marketing analysis, and demographic research. The application of specific software programs helpful in public relations is also presented. Prerequisites: JOUR 141, 244; PREL 231, 232; GRPH 253; or permission of the instructor.

PREL 490 **1-3 A, W, S, Su** **Issues in Communication** (See COMM 490.)

PREL 492 **1-3 A, W, S, Su** **Practicum in Public Relations**

Supervised experience under the direction of a public-relations professional, usually involving work on a specific project. Approval of the department required in advance. May be repeated to a maximum of three hours. Thirty clock hours of experience required for each hour of credit. Prerequisites: JOUR 141, 244; PREL 231, 232; GRPH 253.

PREL 494 **3 A, W, S, Su** **Public Relations Internship**

Supervised experience in public relations. Under the direction of a public relations professional, the student accrues direct experience in a professional

public relations setting as approved by the department. Enrollment restricted to department majors. Prerequisites: JOUR 141, 244; PREL 231, 232; GRPH 253.

PREL 495 **1-3 A, W, S, Su** **Independent Study**

Offers the advanced student opportunity to pursue investigation in a field of special interest under the direction of department faculty.

Speech Pathology

LOWER-DIVISION COURSES:

SPPA 164 **4 A** **Introduction to Speech Pathology**

Introduction to speech and language disorders, their etiology and treatment. A survey course for majors in speech pathology and audiology and for those entering professions in education, behavioral science, social welfare, and related fields who may encounter persons with speech disorders.

SPPA 250 **3 S** **Speech and Language of Young Children** (See also ECED 250.)

Normal development of speech and language in children from birth to six years. An introduction to differential diagnosis and treatment planning for children with delayed language development. Designed for majors in the Early Childhood Education curriculum and the nondegree fifth-year education program. Odd years.



Faculty

Lloyd Best, chair

Departmental Office: 238 Chan Shun Hall; 965-7260

Degrees and Programs

Computer Science, B.S.	93
Computer Science, B.A.	94

COMPUTER SCIENCE is the study of solving problems with the aid of computers. It deals with the design of algorithms (i.e., effective procedures) for the solution of problems, with the structures of languages for the efficient expression of these algorithms, and with computer systems, both hardware and software, for implementing these languages.

Two degree options are offered. Students whose main interest is the discipline of computer science, perhaps leading to graduate study, choose the B.S. in Computer Science. This degree is also appropriate for those wanting careers in systems or application programming. The B.A. in Computer Science prepares students for careers applying computers to other fields of interest. The department also offers a minor in computer science.

Major in Computer Science, B.S.

► A minimum of 60 hours (36 upper division) including the following:

CPTR 115	Introduction to Computer Programming	4
CPTR 131	Survey of Computer Science	4
CPTR 132	Data Structures and Algorithms I	4
CPTR 224	Assembly Programming	4
CPTR 246	Object-Oriented Design	3
CPTR 326	Computer Languages	4
CPTR 346	Data Structures and Algorithms II	4
CPTR 347	Database Systems	4
CPTR 357	Computer Architecture	4
CPTR 396	Seminar (2 quarters)	.5-.5
CPTR 398	Indiv. Programming Language Study	2
CPTR 426	Software Engineering	4
CPTR 447	Operating Systems	3
CPTR 455	Theory of Computing	3
CPTR 466	Senior Project	3

The remaining hours may be selected from the following:

Other CPTR courses

MATH 265	Elementary Linear Algebra (4)
MATH 331-332	Probability and Statistical Theory I-II (3-3)
MATH 351-352	Introduction to Abstract Algebra I-II (3-3)
MATH 354	Number Theory (3)
MATH 375	Numerical Analysis (4)

► Required Cognate Courses:

MATH 131-132	Calculus I, II	4-4
MATH 275	Logic and Sets	4
MATH 355	Discrete Methods	4
OFAD 111	Personal/Beginning Keyboarding*	0-2

* See footnote, next page.

Computer Science

CPTR 357 **4 W** **Computer Architecture**

Elements of digital computer organization. Implementation of combinational logic, gates, decoding, and arithmetic functions. Storage of information, registers, and memory; addressing modes, the ALU, clocking, and control; input/output interrupts, and DMA. Three lectures and one laboratory per week. Prerequisite: CPTR 224. Even years.

CPTR 367 **3 A** **Communications and Networking**

Topics include: network topologies, routing, reliability, security, data transmission, communications protocols, error detection/correction, and the Internet. Three lectures per week. Prerequisite: CPTR 132. Even years.

CPTR 396 **.5 A, W, S** **Seminar**

(See BIOL 396)

Single topics of current interest in mathematics and natural sciences are presented by guest lecturers. Graded on S/F basis. To pass, a student must be on time and attend four of five course sessions. Some quarters there is a computer science-specific seminar that is independent from the joint sciences seminar. Maximum of two hours.

CPTR 398 **1-3 A, W, S** **Individual Programming Language Study**

Supervised individual study of a particular programming language not normally taught in an existing course. The study typically consists of developing solutions to a series of programming problems that are then implemented in the selected language. Languages suitable for this course include, but are not limited to, LISP, SCHEME, Ada, Smalltalk, Prolog, Perl, PHP, Turing, Visual Basic,

and Python. A minimum of 30 hours of programming activity is expected for each unit of credit. May be repeated for additional credit. Prerequisites: CPTR 132, 224.

CPTR 426 **4 A** **Software Engineering**

Principles of organization and execution of a multiperson programming project, including issues in managing and organizing people. Tools and language features available to aid the development of large projects; classical and agile methods, including XP and scrum; ethics in the software area. A suitable project is undertaken by the class as a whole. The project varies from year to year depending upon class size, background, and interest. Two lectures and two laboratories per week. Prerequisites: CPTR 132, 246. Even years.

CPTR 437 **3 S** **Computer Graphics**

Covers the basic algorithms and techniques of displaying and manipulating three-dimensional graphics. Topics include: applied geometry, rotations, translations, scaling, perspective, hidden-face elimination, curves, and surfaces. Two lectures and one laboratory per week. Prerequisites: CPTR 132, MATH 265. Even years.

CPTR 447 **3 W** **Operating Systems**

Multiprogramming and time-sharing system-design principles. Topics include processes and process communication, control of input-output, memory management, scheduling, file systems, protection, and resource allocation. Three lectures per week. Prerequisites: CPTR 132, 224, MATH 131 (MATH 331 recommended). Odd years.

CPTR 455 **3 W** **Theory of Computation**

Theoretical models of computation. Topics include: grammars, languages, automata, the Church-Turing thesis, and computability. Three lectures per week. Prerequisite: MATH 355. Odd years.

CPTR 466 **3 S** **Senior Project**

An independent project arranged in consultation with the computer science faculty. Ideally there will be several students, perhaps from multiple departments, working on different aspects of the project. Designed to demonstrate competence in computer science. Requires a public presentation of the project.

CPTR 485 **Special Topics in Computer Science** **1-4, Arr.**

A short course on a selected computer science-related topic of interest to the general student. Course format depends on the particular topic selected but usually consists of several lectures over approximately two or three weeks. With approval of the department chair, credit may apply toward a computer science major.

CPTR 495 **1-3 A, W, S** **Independent Study**

With the approval of the department chair, qualified students majoring in computer science may undertake independent, directed study of a problem suited to their background and experience. Maximum of three hours.



Faculty

Jean Buller, chair; Sandra Balli, Jane Berry, Lynal Ingham, Marvin Mitchell, Jim Roy

Marsha Crow, Credential Analyst

Departmental Office: 203 Education Building; 965-7265

Degrees and Programs

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Degree-Completion Program

Early Childhood Education Degree Completion.....	185
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The Early Childhood Education major prepares individuals for teaching or directing in a center for children from infancy to six years of age. Combining this major with prescribed courses in education can qualify the candidate for a California State preliminary teaching credential.

The Teacher Education Program is approved by the California Commission on Teacher Credentialing and by the Office of Education, General Conference of Seventh-day Adventists. An SDA Basic Certificate and a California Preliminary Credential may be earned by the completion of the credential requirements described on the following pages. The Credential Analyst can provide additional information.

The second stage of credentialing to earn professional credentials may be met by an approved 45-quarter-hour fifth year or

by a Master of Education degree, which can be completed in four quarters. A Master of Education in Instructional Leadership is available to students who would like to earn a master's degree in the certification process (see "Master of Education Degree" in this catalog). The 45-quarter-hour non-degree fifth year includes professional education core courses and approved post-baccalaureate electives (see page 107). Students must consult the Credential Analyst in the Education department prior to enrollment in either the fifth-year or M.Ed.

Off-Campus Credential Programs

In an off-campus program the Education department offers multiple-subject and single-subject preliminary credential programs approved by the California Commission on Teacher Credentialing. These programs of coursework are available evenings in Napa. The programs are designed for adults who hold bachelor's degrees from accredited institutions. Student teaching is arranged at the end of the coursework. Information about admissions requirements and program schedule and location is available at the Education department or CAPE office. See Center for Continuing and Professional Education (CAPE) in this catalog.

Degree-Completion Program

Pacific Union College also offers an off-campus degree-completion program leading to the Bachelor of Science in Early Childhood Education (B.S.E.C.E.). See the Center for Continuing and Professional Education (CAPE) section of this catalog for further information.

Major in Early Childhood Education, B.S.

This major meets the course requirements for the California Child Development Permit Matrix. Students interested in a B.S. in Early Childhood Education and also wishing to obtain the California and SDA Credentials in Elementary Education may do so by combining the Early Childhood Education requirements with those for Elementary Education. See the Credential Analyst for further information.

► *In addition to the requirements for the A.S. degree in Early Childhood Education, a minimum of 33 hours (30 upper division) including the following:*

ECED 314	Art for Children	3
ECED 330	Literature for Children	4
ECED 350	Exceptional Children in the Classroom	3
ECED 361-362-363	Administration and Supervision of Early Childhood Programs	3-3-3
ECED 366	Child, Family and Community	3
ECED 480-481	Student Teaching Seminar	1-1
ECED 482L	Directed Teaching, Early Childhood	6
EDUC 238	Computer Technology for Teachers	2
EDUC 238L	Computer Technology for Teachers Lab	1
MGMT 261	Introduction to Management	3

► *Required Cognate Courses:*

ACCT 114	Small Business Accounting	3
SOCI 214	The Family	4

Associate Degree in Early Childhood Education, A.S.

A two-year program designed to meet the requirements for the California Child Development Permit Matrix.

► *A minimum of 36 hours including the following:*

ECED 181	Introduction to Early Childhood Education	3
ECED 182	Creative Activities for Early Childhood	3
ECED 183	Play and Environments	3
ECED 184	Health, Safety and Nutrition	2
ECED 189	Behavior Management of Young Children	2
ECED 250	Speech and Language of Young Children	3
ECED 255	Curriculum Planning	2
ECED 260	Field Experiences Practicum (6 quarters)*	6
ECED 262	Music and Movement for Early Childhood	2
ECED 265	Child Study	1
ECED 266	Field Observation in Early Childhood Education	1
ECED 267	Observation and Evaluation	1

*Fulfills the work-experience requirement for the Permit Matrix.

ECED 280	Infant/Toddler Care	3
ECED 334	Child Development**	4
► <i>Required Cognate Courses:</i>		
BIOL 227	Natural History of California	4
COMM 105	Speech Communication	3
FDNT 235	Nutrition	4
PSYC 121	General Psychology	4
	A valid American Red Cross Standard First Aid certificate	
	A valid certificate in Basic Life Support Cardiopulmonary Resuscitation	

General Requirements for both Elementary and Secondary Credentials

The Education Department at Pacific Union College offers a teacher education program which leads to the following credentials:

- 1) SDA Basic Elementary and/or Secondary certificate
- 2) California Preliminary Multiple Subject and/or Single Subject Credential.

To be eligible for a teaching credential, candidates must hold a bachelor's degree from an accredited institution, and have completed all the course work, field work, and examinations required by the professional education program.

Steps to a Teaching Credential

1. Select a bachelor's degree that meets the subject matter competency requirements. If the degree does not meet subject matter competency requirements, then the candidate must pass the California Subject Examinations for Teachers (CSET).
 - *For Elementary credentials:* All candidates are required to pass the CSET: Multiple Subjects exam to meet the subject matter competency requirement. It is highly recommended that candidates for the Multiple Subject credential complete the B.S. in Liberal Studies as this degree prepares the candidate to pass the CSET and gives the subject matter content needed to teach elementary school.
 - *For Secondary credentials:* Complete one of the subject matter programs listed below (approved by the Commission on Teacher Credentialing to meet the subject matter competency requirement), OR pass CSET in the content area desired on the credential.

Approved subject matter preparation programs/degrees available at PUC: English, Mathematics, French, Spanish, Music,

**Qualifies as a general education elective course.

Physical Education, Science-Biology, Science-Chemistry, Science-Physics, Social Science, Religion (SDA only)

2. Complete EDUC 100-Classroom Observations and EDUC 101-Introduction to Teaching prior to making application to the program. These courses should be completed during the freshman and sophomore year as they are prerequisites to program admission. These courses may be taken concurrently (recommended) or in different quarters.
3. Make formal application to the credential program. The program application paperwork will be made available in EDUC 101-Introduction to Teaching, and is also available in the Credential Office. See criteria for admission listed on the next page.

At the time of application for admission to the program, candidates must have either officially started an approved subject matter preparation program or have registered for, attempted, or passed the subject matter competency examinations.
4. Pass the California Basic Educational Skills Test (CBEST). This test must be passed prior to a candidate being given REGULAR admission status in the credential program, and before methods courses and field experiences may begin. Candidates should take this exam as soon as they make a decision to become a teacher. The exam covers basic reading, writing, and math skills.
5. Complete the following professional education fieldwork, field experiences and exams. These requirements must be met by all candidates for the California Preliminary or SDA Basic credentials.

Requirements for both Multiple Subject/Elementary and Single Subject/Secondary Candidates:

EDUC 100	Classroom Observations	1
EDUC 101	Introduction to Teaching	1
EDUC 238	Computer Technology for Teachers	2
EDUC 238L	Computer Technology Lab	1
EDUC 333	Educational Psychology	3
EDUC 335	Ethical Dimensions of Teaching and Learning	2
EDUC 336	The Multicultural Classroom	3
EDUC 350	Exceptional Children in the Classroom	3
EDUC 480	Classroom Management	2
ENGL 335	Survey of Linguistics	4
ENGL 337	ESL Teaching Methodology	4
HLED 166	Health Education	2

- U.S. Constitution requirement (Take HIST 134-135 or PLSC 124 or HIST 356 or pass constitution examination available in the Credential Office)
- CPR course (infant/child/adult) (Must be valid at time of application for credential)
- Passage of Teaching Performance Assessments 1, 2, 3, and 4

Additional Requirements for Multiple Subject/Elementary Candidates:

Lesson Planning Seminar (taken at time of first methods course)		
EDUC 345	Teaching Math and Science in the Elem. School	4
EDUC 353	Beginning Reading and Writing	4
EDUC 356	Intermediate Reading and Writing	3
EDUC 408	Social Studies and the Arts	2
ESTH 476	PE for Children	3
EDUC 482L	Beginning Reading Field Experience	1
EDUC 482L	Math Field Experience	1
Pre-Session Student Teaching		0
EDUC 482L	Full-Time Student Teaching	13
EDUC 483	Student Teaching Seminar	3
Passage of the Reading Instruction Competence Assessment (RICA)		

Additional Requirements for Single Subject/Secondary Candidates:

Lesson Planning Seminar (taken at time of first methods course)		
EDUC 358	Literacy in the Content Areas	3
EDUC 358L	Tutoring Experience	1
EDUC 360	Introduction to Secondary Teaching Strategies	2
EDUC 361	Middle School Teaching Strategies	2
EDUC 362	Secondary Content Area Teaching Strategies	4
EDUC 483	Student Teaching Seminar	3
EDUC 485L	Middle School Field Experience	1
EDUC 485L	High School Field Experience	1
Pre-Session Student Teaching		0
EDUC 485L	Full-Time Student Teaching	13

Additional Requirements for Candidates for a Seventh-day Adventist Certificate:

- 1) EDUC 390, K-12 Bible (required for Elementary, optional for Secondary)
- 2) 16 hours of religion, including the following specific courses:
 - RELT 331 or 332 or 333 (choose one) 3
 - HIST 340 (4) or RELT 381 and RELT 382 (2-2) 4

Criteria for Admission to the Teacher Education Program

Preliminary Admission Status

1. A minimum grade point average of 2.5
2. Completion of EDUC 100-Classroom Observations and EDUC 101-Introduction to Teaching
3. Residence requirement: One quarter at PUC or acceptance from another teacher education program
4. Submission of complete application packet:
 - a) Application form
 - b) Verification of Credential Analyst Interview
 - c) Verification of Education Department Advisor Interview
 - d) Personal Statement
 - e) Recommendation
 - f) Verification of Subject Matter Competency
 - g) Verification of Computer Skills
 - h) Official transcripts from all high school and college work
 - i) Criminal Record Clearance Application
 - j) SDA church membership verification (SDA only)

Regular Admission Status

In addition to the above:

1. CBEST verification card on file in Credential Office
2. Criminal Record Clearance on file in Credential Office

Candidates must hold Regular Admission status before they will be admitted to methods courses or field experiences.

Prerequisites for Student Teaching

1. Regular acceptance into the credential program
2. Minimum cumulative GPA of at least 2.5
3. GPA of 2.7 in upper-division subject preparation program courses or passage of the appropriate CSET exams
4. Clearance from Vice-President for Student Life
5. Satisfactory completion of subject matter competency requirement:
 - Multiple Subject/Elementary: Passage of CSET-Multiple Subjects, Subtests 1, 2, 3
 - Single Subject/Secondary: 80% of approved subject matter program or passage of CSET in content area of credential
6. Complete the following coursework and field experience requirements:
 - Multiple Subject/Elementary: EDUC 345, EDUC 353, EDUC 356, EDUC 480, ENGL 337, EDUC 482L-Math, EDUC 482L-Reading, Pre-Session Student Teaching
 - Single Subject/Secondary: EDUC 358 and 358L, EDUC

- 360-361-362, EDUC 480, ENGL 337, EDUC 485L-Middle School, EDUC 485L-High School, Pre-Session Student Teaching
7. Successful passage of the Teaching Performance Assessments 1, 2, 3

Restrictions on Accepted Courses

1. Methods courses with fieldwork may not be taken by correspondence or directed study. Methods courses with fieldwork being transferred will require the fieldwork to be completed at Pacific Union College.
2. Methods courses without fieldwork may be taken by correspondence or directed study if approved by the department. Limit of one approved course.
3. Limit of 12 approved hours for transfer toward a master's degree.
4. All core courses in the fifth-year program must be taken at Pacific Union College with the following exceptions: EDUC 350 and EDUC 538/L.

General Education Foundation Courses

The courses listed below fulfill general education requirements for all B.S. degree programs. The specific GE courses listed should be taken as part of the B.S. in Liberal Studies. Courses or course options required by general education are listed by course number. The 86 hour total assumes that the following have been completed at the secondary level: a full year each of biology, chemistry, and physics; two years of a foreign language; and Algebra I and Algebra II. Students lacking these college-preparatory courses will have to use elective hours to make up the deficiencies in their foundational course work.

I. Foundations of Learning 15

ENGL 101-102 College English (8)

One of the following Communication courses:

- COMM 105 Speech Communication (3)
 - COMM 225 Oral Interpretation (3)
 - COMM 226 Public Speaking (3)
 - COMM 336 Advanced Public Speaking (3)
 - COMM 327 Argumentation (3)
 - COMM 427 Persuasive Communication (3)
- MATH 222 Introduction to Statistics (4)

II. Human Identity in Cultural Contexts 19

- HIST 101-102 A History of World Civilizations (8)
- PHIL 101 Introduction to Philosophy (4)
- PSYC 121 General Psychology (4)
- PLSC 124 Introduction to American Government (3)

III. Insights of the Imagination 10

Literature: ENGL 301 Great Books (4)

Art history course (one of the following):

- ART 105 History of Western Art (4)
- ART 107 American Art (3)
- ART 108 History of Far Eastern Art (3)
- ART 278 Women Artists (3)

Music history course (one of the following):

- MUED 105 Survey of Music (3)
- MUHL 331 Music from Antiquity Through the Baroque (3)
- MUHL 332 Music of the Classic and Romantic Eras (3)
- MUHL 333 Contemporary Music (3)
- MUHL 336 Popular Music in America (3)

IV. The Natural World 10

Scientific inquiry:

- GSCI 205 Scientific Revolutions (3)
- CHEM 102 Survey of Organic Chemistry (4)
- (or CHEM 103 Survey of Biochemistry (4))

Science, Technology, and Culture (one of the following):

- BIOL 345 Environmental Science (3)
- BIOL 355 Philosophy of Biology (3)
- HIST 390 History and Philosophy of Science (3)

V. Revelation, Belief, and Action 18

Eighteen hours of religion distributed as follows:

- A minimum of 6 hours of courses with RELB prefixes
- Doctrinal Studies: RELT 331 or 332 or 333
- SDA Church history: RELT 381 and 382 or HIST 340

Ethics (one of the following):

- RELB 315 Biblical Ethics (3)
- RELT 216 Intro to Christian Ethics (3)
- RELT 355 Christian Social Ethics (3)
- RELT 440 Christian Bioethics (3)

A minimum of 9 upper division hours in any religion
Any REL_ (2)

VI. Health and Fitness 8

- HLED 166 Health Education (2)
- ESTH 476 Physical Education for Children (3)
- 3 PEAC courses, including 1 aerobics (3)

VII. Skills for Daily Living 6

Applied Arts:

- ART 314 Art for Children (3)

Personal Management Skills:

- EDUC 238 Computer Technology for Teachers (2)

EDUC 238L Comp. Tech. for Teachers Lab (1)

Total General Education Hours 86

Liberal Studies Major, B.S.

The Liberal Studies major is highly recommended for all individuals seeking elementary level teaching credentials. The coursework in the degree is designed specifically to accomplish two objectives:

1. Provide a strong content knowledge base in the various subject matter taught in the elementary classroom.
2. Prepare the elementary credential candidate to pass the California Subject Exam for Teachers: Multiple Subjects, passage of which is required of all candidates for the California Multiple Subject credential.

Students in the Liberal Studies major should work closely with their Education Department advisor to develop their program of studies. General education requirements, major courses, and professional education courses must be carefully scheduled if one is to complete the graduation requirements and qualify for both the California Preliminary and SDA Basic credentials within the normal four-year bachelor's degree program.

Specific general education courses must be completed as part of the Liberal Studies major. These specific requirements are outlined below, as are the requirements for the Liberal Studies major.

A minimum of 86 hours (44 in the upper division) including (1) course work in four areas, (2) one interdisciplinary or integrative course, and (3) electives. Courses used to satisfy general education requirements may not be used to satisfy requirements in the three subject areas.

1. Arts and Humanities (24 hours in major)
Art, Drama, Ethics, Foreign Language, Linguistics, Literature, Music, Philosophy, Religion, and Rhetoric

- ART 124 Design and Composition I (3)
- ART 125 Design and Composition II (3)
- DRMA 229 Fundamentals of Dramatic Performance (3)
- ENGL 330 Literature for Children (4)
- ENGL 335 Survey of Linguistics (4)
- ENGL 337 ESL Teaching Methodology (4)
- SPPA 250 Speech and Language of Young Children (4)

2. Natural Science and Mathematics (24 hours in major)
Astronomy, Biology, Chemistry, Computer Science, Geology, Mathematics, and Physics

ASTRO 115	Astronomy (5)
BIOL 101	Human Anatomy (5)
BIOL 113	Biological Foundations (5)
BIOL 323	Vertebrate Biology (4)
MATH 211-212	Foundations of School Math (3-3)

3. Social and Behavioral Science (14 hours in major)
Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology

GEOG 301	World Regional Geography (3) (or GEOG 327 Geography of the Americas (3))
HIST 134-135	U.S. History (4-4)
PSYC 334	Child Development (3)

4. Education (20 hours in major)

Education

EDUC 101	Introduction to Teaching (1)
EDUC 333	Educational Psychology (3)
EDUC 345	Elementary School Math and Science (4)
EDUC 350	Exceptional Children in the Classroom (3)
EDUC 353	Beginning Reading and Writing (4)
EDUC 356	Intermediate Reading and Writing (3)
EDUC 408	Social Studies and the Arts (2)

Interdisciplinary or Integrative Course: (3-5 hours in major)

Select one course of at least three hours which involve the examination of relationships between two or more disciplines, the synthesis of major themes, and the comparison of various forms of inquiry: ENGL 352, HIST 340, HIST 365, HIST 485, ESTH 490, PHIL 485, PSYC 490, SOCI 435.

Non-Degree Fifth-Year Program

A program leading to professional certification is available as a nondegree fifth year. The fifth-year program results in SDA Professional and/or California Professional Clear credentials. Completion of the program does not culminate in a post-baccalaureate degree.

Applicants must meet the following prerequisites before being considered for admission:

1. Hold a bachelor's degree from an accredited institution
2. Hold a teaching credential
3. Have a cumulative GPA of 2.5 and an upper-division GPA of 2.7
4. Submit an application for program admission
5. Have two satisfactory recommendations on file
6. Have a satisfactory interview with the chair of the Education department

General requirements for program completion include a minimum of 45 hours of upper-division and 500-level post-

baccalaureate credit from an accredited college or university. Specific requirements are listed below:
Professional education core requirements (17 hours; 7-year residency requirement):

EDUC 350	Exceptional Children in the Classroom (3)
EDUC 514	Advanced Learning Theory (3)
EDUC 515	Educational and Psychological Evaluation (3)
EDUC 516	Curriculum and Instruction: Historical Perspectives (3)
EDUC 517	Current Issues in Education (2)
EDUC 538/L	Computers in the Classroom/Lab (2+1)

Electives (28 hours; no recency requirement)

Approved upper-division/graduate electives chosen in consultation with departmental adviser

Health Education + Infant/Child/Adult CPR

Additional requirements are mandated for those who seek the California Professional Clear credential but who have not previously held a California credential. Further information on the fifth-year program is available from the Credential Analyst in the Education department.

Master of Education Degree

A program leading to a Master of Education in Instructional Leadership is available. Students interested in this degree should see the section in this catalog describing the Master's Degree Program. Specific questions should be referred to the Chair of the Department of Education.

* Listed in the History section of this catalog.

** Listed in the Physics section.

Early Childhood Education

LOWER-DIVISION COURSES:

ECED 181 **3 W**
Introduction to Early Childhood Education

A general overview of the field of Early Childhood Education. Includes history, types of programs, facilities, teacher qualifications and duties, career opportunities, and current issues. At least 1 quarter credit of ECED 260 required concurrently.

ECED 182 **3 A**
Creative Activities for Early Childhood

Provides an understanding of the importance of creative and aesthetic activities in the development of young children. Includes planning and implementing of activities that promote this development, and practical experiences with various materials used in art centers. Two lectures and one laboratory weekly. At least 1 quarter credit of ECED 260 required concurrently.

ECED 183 **3 S**
Play and Environments

The importance of play in the learning and development of the young child. Methods explored in setting up materials in the preschool environment, creating centers, and leading projects which facilitate cognition. At least 1 quarter credit of ECED 260 required concurrently.

ECED 184 **2 W**
Health, Safety, and Nutrition

Prepares students working in a child-care setting to assist young children to develop good habits and attitudes affecting their health and safety. Helps

meet State requirements for specified training in preservative health practices. Odd years.

ECED 189 **2 A**
Behavior Management of Young Children

Methods and techniques that lead to the successful management of young children.

ECED 250 **3 S**
Speech and Language of Young Children
(See SPPA 250.) Odd years.

ECED 255 **2 A**
Curriculum Planning

A comprehensive approach to the philosophies, organizational methods, developmentally appropriate practices, and teaching methods in the Early Childhood classroom. Emergent and planned curriculum are both explored and developed in the College's child-care centers. At least 1 quarter credit of ECED 260 required concurrently. Prerequisites: ECED 183 and ECED 260 (3 quarter credits).

ECED 260 **1-2 A, W, S**
Field Experience Practicum

A supervised field experience in the early childhood classroom with direct involvement with children and a variety of teaching experiences in the College's child-care centers. 1-2 credit hours are taken during the first six quarters of the program. The final quarter consists of concentrated hours and consecutive days. Arrangements must be made in advance with the instructor. Six quarter hours required. At least one hour required concurrently with each of the following courses: ECED 181, 182, 183, 255

ECED 262 **2 W**
Music and Movement for Early Childhood

Review of music, rhythm, and movement activities appropriate for young children. Includes available resources, practice, and implementation in the early childhood curriculum. Even years.

ECED 265 **1 S**
Child Study

Knowledge of the young child's behavior and growth that can help the teacher meet the needs of each child. Practice in different methods of observation.

ECED 266 **1 W**
Field Observation in Early Childhood Education

Analytical observation of a variety of off-campus preschool environments.

ECED 267 **1 A**
Observation and Evaluation

Evaluation techniques for charting a child's development and using this information to build a developmentally appropriate curriculum.

ECED 280 **3 W**
Infant/Toddler Care

The environment, curriculum, and management of infant/toddler programs. Includes observation of children between the ages of birth and three years. Even years.

UPPER-DIVISION COURSES:

ECED 314 **3 S**
Art for Children
(See ART 314.)

ECED 330 **4**
Literature for Children
(See ENGL 330.)

ECED 334 **4 A**
Child Development
 (See PSYC 334.)

ECED 350 **3 S**
Exceptional Children in the Classroom
 (See EDUC 350.)

ECED 361-362-363 **3-3-3 A-W-S**
Administration and Supervision of Early Childhood Programs
 An in-depth study of the administrative and supervisory responsibilities of the early childhood program director. Odd years.

ECED 366 **3 S**
Child, Family, and Community
 Explores the value and necessity of forming a partnership between parents, teachers and the community in supporting early childhood development. Creative ideas are presented for working cooperatively toward political awareness and child advocacy in our heterogeneous culture.

ECED 480-481 **1-1 A-W, A-S**
Student Teaching Seminar
 See EDUC 480-481.

ECED 482L **6 S**
Directed Teaching, Early Childhood
 Full-time participation in an off-campus early childhood classroom. Application and arrangements must be made at least one quarter before registering for the course. Students must have transportation to and from teaching assignment. Graded S/F. Prerequisites: A minimum overall GPA of 2.25 and upper-division GPA of 2.5.

Education

GENERAL COURSES:

EDUC 100 **1 A, W, S**
Classroom Observations
 A 25-hour field experience that provides practical information about classroom teaching for the student who is entering the teaching profession. Involves extensive observation of teachers both in the classroom and on video. Must be completed before a student may be admitted to the credential program. Students who wish to apply credit for this course toward the requirements for a teaching credential must earn a grade of B or better. This requirement may be waived on experience. Contact the Credential Analyst for more information.

EDUC 101 **1 A, W, S**
Introduction to Teaching
 Designed to provide a general overview of the teaching profession. The student will receive information on the history of education, teaching as a profession, and the characteristics of successful teachers. The program admission process begins in this class.

EDUC 238 **2 A, S**
Computer Technology for Teachers
 An introduction to the use of computers in the elementary and secondary classroom. The course is designed to develop skills in using technology to support teaching and learning, and to distinguish between technology as an “add-on” in the classroom and technology as an integral part of learning.

EDUC 238L **1 A, S**
Computer Technology for Teachers Lab
 Concurrent enrollment required in EDUC 238.

EDUC 333 **3 A**
Educational Psychology
 The purpose of this course is to explore how children and adolescents learn and think in the classroom. Examines how characteristics such as intelligence, personality, cognitive and moral development, and diversity impact student learning. Includes the study of learning theories, motivation, cooperative learning, assessment, and managing a classroom.

EDUC 335 **2 S**
Ethical Dimensions of Teaching
 Probes the ethical and moral situations that teachers and students face on a regular basis. The history and development of current practice are examined. Emphasis on ideals and principles of Christian education and their application in Seventh-day Adventist schools.

Philosophy of American and Adventist education compared and contrasted. Emphasis on integrating faith and learning.

EDUC 336 **2 S**
The Multicultural Classroom
 Addresses the preparation of teachers for the wide diversity of students they will encounter in their classrooms. Includes an emphasis on developing methods for involving the family in the educational process. Addresses the legal basis for desegregation and multiculturalism in American Education. Also emphasizes the knowledge and skills needed to help students be better informed and proactive in a multicultural society.

EDUC 350 **3 S**
Exceptional Children in the Classroom
 Introduces prospective teachers to the major categories of disabilities and giftedness, and provides strategies to meet the needs of these children in the general classroom. Students gain information about federal and state laws pertaining to disabilities and how to write and implement an IEP.

EDUC 480 **2 W**
Classroom Management
 Focuses on prominent classroom management models and helps students clarify their own philosophy of student discipline. The course is intended to assist future teachers in developing their own management plan based on a review of the “best practice” models already being used successfully at various educational levels. Prerequisite: Preliminary program admission.

ELEMENTARY METHODS
 COURSEWORK:

EDUC 345 **4 S**
Teaching Math and Science in the Elementary School
 Through interrelated activities in classwork and fieldwork, this course addresses the preparation of pre-service elementary teachers in science, health, and mathematics instruction. California state content standards in science, health, and mathematics are emphasized, as are the planning and implementation of effective lessons for each area. Prerequisite: Regular program admission. Concurrent enrollment: EDUC 482L-Math Field Experience.

EDUC 353 **4 W**
Beginning Reading and Writing
 A balanced, comprehensive approach to teaching reading and writing in pre-kindergarten through grade three, including research on how children learn to read, diagnosis of reading difficulties, phonics, stages of writing development, and planning and delivery of appropriate reading and writing instruction based on assessment and evaluation. Emphasis on early prevention of failure in literacy for at-risk children. Prerequisites: Regular program admission, EDUC 356. Concurrent enrollment: EDUC 482L-Beginning Reading Field Experience.

EDUC 356 **3 A**
Intermediate Reading and Writing
 A basic course defining the nature of language acquisition and the principles related to intermediate reading/language arts instruction. Includes instructional strategies for developing ability to transmit meaning through talking and writing and to comprehend meaning through listening and reading. Emphasizes assessment and management techniques and teaching to diverse groups of students. Includes multigrade teaching and state standard aligned instruction. Prerequisite: Regular program admission.

EDUC 390 **2 A**
Teaching K-12 Bible
 A course designed to develop teaching objectives, materials, and strategies in Biblical education. Emphasis is given to methods of teaching whereby Bible curriculum can be harmonized with the spiritual development of the K-12 student. Facilitation of the spiritual development of K-12 students is also emphasized. In addition, special interest is given to the exploration and analysis of the Seventh-day Adventist Bible curriculum. Required for candidates for the SDA teaching certificate.

EDUC 408 **2 W**
Social Studies and the Arts
 Defines aspects of teaching History/Social Science and Visual and Performing Arts. Students become familiar with and gain knowledge in implementation of state adopted content standards in these subject areas and how to integrate them across the curriculum. Time is spent observing professionals in the field, paying particular attention to content and strategies of instruction. Students become aware of techniques for teaching art as it relates to other subject areas and careers. Case studies, integrated units, and cross-cultural activities play a large role in the course. Prerequisite: Regular program admission.

EDUC 482L **1-18 A-W-S**
Student Teaching, Elementary
 Elementary student teaching is divided into four components:
 a) **EDUC 482L-Student Teaching, Beginning Reading Experience (1):** This 25-hour field experience must be completed in a K-2 classroom. It involves observing, assisting, and actually teaching in the area of beginning reading and writing under the direction of an experienced primary grade teacher. This experience counts as 1 hour of Student Teaching and is supervised and evaluated. Prerequisite: EDUC 356. Concurrent enrollment: EDUC 353.

b) **EDUC 482L-Student Teaching, Math Field Experience (1):** This 25-hour field experience is completed in an upper-grade elementary school classroom. It involves observing, assisting, and actually teaching in the area of math under the direction of an experienced elementary grade teacher. This experience counts as 1 hour of Student Teaching and

is supervised and evaluated. Prerequisite: Regular program admission. Concurrent enrollment: EDUC 345.

c) **Pre-Session Student Teaching:** This is a two-week experience at the beginning of a school year. It involves observing and assisting a teacher just prior to the beginning of school and into the first few days of a new school year. This 10-day full-time experience counts as part of student teaching. The credit for this experience is given when a student completes full-time student teaching. Prerequisite: Completion of reading and math field experiences. Pre-Session Student Teaching should be completed in the summer prior to the year in which full-time student teaching takes place.

d) **EDUC 482L-Student Teaching, Full-Time, Elementary (13):** The full-time student teaching experience occurs at the conclusion of the program. The experience lasts for 12 weeks, and is a full-time, full-day commitment. It is not possible for the student teacher to hold a day job during this experience. By the end of the experience, the student will have complete responsibility for all classroom management, instructional planning, and teaching. If the candidate is employed full-time on a Long-Term Emergency Permit, at a grade level covered by the credential, then in-service student teaching may be requested from the Education Department. Prerequisites: EDUC 345, 353, 356, 408, ENGL 337, EDUC 482L-Beginning Reading, EDUC 482L-Math, Departmental Review #1 and #2, Pre-Session Student Teaching.

EDUC 383 Student Teaching Seminar 3 A, W, S

Presentation and discussion of topics of current interest to student teachers, such as classroom discipline, time management, comparative teaching styles, staffing issues, administrative and parent relationships, and other topics related specifically to the student teaching experience. Concurrent enrollment: EDUC 482L-Student Teaching, Full-Time, Elementary, or EDUC 485L-Student Teaching, Full-Time, Middle/Secondary.

SECONDARY METHODS COURSEWORK:

EDUC 358 Literacy in the Content Areas 3 A

Examines the literacy skills that are essential for middle and secondary school students, including English Language Learners. Students explore instructional strategies for improving reading and comprehension of written materials in all content areas. In addition, students explore the process approach to writing with the goal of implementing effective writing assignments in all content areas. Prerequisites: Regular program admission, Sophomore class standing. Concurrent enrollment: EDUC 358L-Literacy Tutoring Experience.

EDUC 358L Literacy Tutoring Experience 1 A

This experience involves 25-30 hours of tutoring a middle or high school student who is having difficulty with reading and language arts. Involves the application of tutoring strategies that have been developed in EDUC 358. The experience does not count as part of student teaching. Concurrent enrollment: EDUC 358.

EDUC 360 Introduction to Secondary Teaching Strategies 2 A

The first in a series of courses (including EDUC 361 and 262) designed to prepare pre-service teachers for the secondary classroom. Classroom management and lesson design are presented with adolescent characteristics in mind. Special emphasis is placed on issues related to human motivation. Prerequisites: Regular program admission, Junior or Senior class standing.

EDUC 361 Middle School Teaching Strategies 2 W

Examines middle school education (grades 6-8), emphasizing the need to respond in appropriate educational ways to the developmental characteristics of diverse young adolescents (ages 10-14). Students explore middle school learning, authentic assessment, block scheduling, and small schools alternating curriculum. Prerequisites: Regular program admission, EDUC 360, Junior or Senior class standing. Concurrent enrollment: EDUC 485L-Student Teaching-Middle School.

EDUC 362 Secondary Content Area Teaching Strategies 4 S

Addresses the preparation of single subject pre-service teachers to plan and deliver content-specific classroom instruction. State of California curriculum frameworks and/or academic standards are emphasized to help pre-service teachers understand the basic principles and primary values of their chosen discipline. Prerequisites: EDUC 360, EDUC 361, EDUC 485L-Middle School Field Experience, Junior or Senior class standing. Concurrent enrollment: EDUC 485L-Student Teaching-Senior High.

EDUC 390 Teaching K-12 Bible 2 A

See description under “Elementary Methods Coursework”.

EDUC 483 Student Teaching Seminar 1 A-W-S

See description under “Elementary Methods Coursework”, EDUC 383.

EDUC 485L Student Teaching, Middle and Senior High School 1-18 A-W-S

Student teaching is divided into four components:

a) **EDUC 485L-Student Teaching, Middle School Field Experience (1):** This experience involves 25 hours of observation and teaching in the specific content area of the credential in a middle school classroom (grades 6-8). This experience counts as 1 hour of Student Teaching and is supervised and evaluated. Prerequisites: Regular program admission, 50% of subject matter program or passage of CSET. Concurrent enrollment: EDUC 361.

b) **EDUC 485L-Student Teaching, Senior High School Field Experience (1):** This experience involves 25 hours of observation and teaching in the specific content area of the credential in a senior high school classroom (grades 9-12). This course counts as 1 hour of Student Teaching and is supervised and evaluated. Prerequisites: EDUC 485L-Middle School Field Experience, 50% of subject matter program or passage of CSET, Departmental Review #1. Concurrent enrollment: EDUC 362.

c) **Pre-Session Student Teaching:** This is a two-week experience at the beginning of a school year. It involves observing and assisting a teacher just prior to the beginning of school and into the first few days

of a new school year. This 10-day full-time experience counts as part of student teaching. The credit for this experience is given when a student completes full-time student teaching. Prerequisite: Completion of the middle and senior high short-term field experiences. Pre-Session Student Teaching should be completed in the summer prior to the year in which full-time student teaching takes place.

d) **EDUC 485L-Student Teaching, Full-Time, Middle or Senior High School (13):** The full-time student teaching experience occurs at the conclusion of the program. The experience lasts for 12 weeks, and is a full-time, full-day commitment. It is not possible for the student teacher to hold a day job during this experience. By the end of the experience, the student will have complete responsibility for all classroom management, instructional planning, and teaching. Prerequisites: EDUC 358, 358L, 360, 361, 362, 480, ENGL 337, EDUC 485L-Middle School Field Experience, EDUC 485L-Senior High Field Experience, Departmental Review #2, Pre-Session Student Teaching.

GRADUATE COURSES:

Prerequisite: Admission to M.Ed., fifth-year program, or departmental approval.

EDUC 510 Leadership in Education 2 A, Su

Participants in this course examine insights concerning themselves and their relationships with colleagues, stakeholders, and students that can make a real difference in their subsequent classroom attitudes and behavior.

EDUC 514 Advanced Learning Theory and Instructional Strategies 3 S, Su

An in-depth examination of major theories of learning and their application to a wide variety of instructional strategies available to the classroom teacher. Analysis of instructional strategies based on the theories, identification of strategies that fit the student’s personal teaching style, and application of the major theories and strategies in evaluation of case studies. Prerequisite: EDUC 333 or permission of the instructor.

EDUC 515 Educational Assessment and Evaluation 3 A, Su

A multifaceted study emphasizing (a) the process of collecting information as an aid in understanding and making educational plans for pupils and (b) integrated processes for determining the nature and extent of pupil learning and development. In addition to authentic assessment, commonly used teacher-made and standardized tests are studied.

EDUC 516 Curriculum and Instruction: Historical Perspectives 3 W, Su

Analysis and interpretation of events and issues in curriculum and instruction that have shaped American schools from the nation’s founding until the present. Competing philosophies of education; how diverse ideologies influence policy-making decisions.

Education

EDUC 517 **2 W, Su** **Current Issues in Education**

Contemporary controversial issues in public and private education. Students are challenged to understand controversial educational issues better, to become aware of possible alternatives in handling the issues, and to use their creativity to search for alternate solutions.

EDUC 523 **2 Su** **Strategies for Authentic Literacy Assessment and Instruction**

Principles and practices of selecting methods and materials for literacy instruction and ongoing assessment for all ages. Prerequisites: teaching credential or permission of the instructor. Corequisite: Concurrent enrollment in EDUC 523L.

EDUC 523L **1 Su** **Fieldwork**

EDUC 524 **2 Su** **Seminar in Language and Literacy Instruction**

A critical analysis and development of learner-centered language and literacy instructional techniques, including evaluation and selection of printed materials and computer software. Prerequisite: EDUC 523. Corequisite: Concurrent enrollment in EDUC 524L.

EDUC 524L **1 Su** **Fieldwork**

EDUC 530 **3 W, Su** **Brain Research and Learning**

A critical examination of current investigations of cognitive aspects of learning.

EDUC 538 **2 S, Su** **Computers in the Classroom**

This hands-on course uses electronic media to communicate through collaborative tools, multimedia, web pages, and print media. Emphasis on how technology can be used to plan, locate, evaluate, select, and use information to solve problems and draw conclusions. Corequisite: EDUC 538L. Prerequisite: EDUC 238L or permission of the instructor.

EDUC 538L **1 S, Su** **Computers in the Classroom Lab**

Students use cutting-edge technologies to enhance teaching and learning. Applications include Hyperstudio, Powerpoint, web-page design, videoconferencing, and desktop publishing. Corequisite: EDUC 538.

EDUC 595 **1-3 A, W, S, Su** **Independent Study**

Individual studies open to students with adequate preparation in the area of proposed study. Maximum of three hours credit.

EDUC 596 **1 A, Su** **Methods in Research**

Principles of disciplined inquiry and an introduction to the methods of research including planning, using resources, reviewing literature, developing methodology, and communicating evidence verbally and visually.

EDUC 597 **1-6 A, W, S** **Graduate Project Practicum**

The culmination of the master's degree program, involving a practical application of theoretical concepts in an actual classroom situation. Research methods and literature review presented at the beginning of the winter quarter. After receiving formal project approval, students implement the project and, upon

completing the implementation, prepare a formal written report to be shared orally with the Education faculty and other graduate students during the spring or summer quarter. Prerequisite or corequisite: EDUC 596. In-Progress ("IP") grade until completion of the course.



Faculty

Nancy Lecourt, chair; Linda Gill, Marilyn Glaim, Isaac Johnson, John McDowell, Janet Borisevich Mezenov, Judy Vance, Cynthia Westerbeck, Resident Artist: Mei Ann Teo
 Departmental Office: Stauffer Hall; 965-7550; Fax 965-7559

Degrees and Programs

English, B.A.....	109
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ENGLISH majors discover a great variety of literature, including traditional English and American texts as well as newly appreciated works by women and minority writers. They explore all the genres from many perspectives: recent critical approaches, history of ideas, classical studies, and Christianity and literature. They develop and refine their writing in both critical and creative writing courses.

English majors may select one of five emphases: British and American Literature, Writing, English Education, Drama, and Teaching English to Speakers of Other Languages.

Major in English, B.A.

A minimum of 54 hours, except for the Emphasis in English Education, which must meet State requirements:

► Required core courses for all majors in English (36 hours):

ENGL 224	Literary Theory	4
ENGL 335	Survey of Linguistics	4
	(Prerequisite: ENGL 134)	(1)
ENGL 346	Creative Writing	4
	(nonfiction, poetry, screenwriting, short story, or writing for children)	

These two courses in British and American literature:

ENGL 465	English Medieval and Renaissance	4
ENGL 355	American Colonial and Romantic Periods	4

Three of the following period courses, including one American Literature course 12

ENGL 356	American Realism and Naturalism (4)
ENGL 357	American Modernism (4)
ENGL 466	The Enlightenment (4)
ENGL 467	The Romantic Age (4)
ENGL 468	The Victorian Age in Britain (4)
ENGL 469	The Modern Age in Britain (4)
ENGL 470	Contemporary Literature (4)

One of the following context courses: 4

ENGL 484	Literature of the Bible (4)
ENGL 485	The Classical World (4)

► Emphases (choose one):

1. Emphasis in British & American Literature (18 hours)

ENGL 389	Junior Seminar	1
ENGL 474	Shakespeare	4
ENGL 490	Senior Seminar	2

To complete the 18 hours, select from upper-division literature courses in British periods, American periods, or genre and theme courses; at least one genre or theme course is required.

2. Emphasis in Writing (18 hours)	
ENGL 389	Junior Seminar 1
ENGL 490	Senior Seminar 2
<i>Optional alternative to ENGL 389 and 490:</i>	
ENGL 494	Writing Internship (3)
<i>Additional selections from the following (at least nine hours from courses with ENGL prefix):</i>	
ENGL 346	Creative Writing (4-16) 15
ENGL 348	Literary Genres (4)
GRPH 253	Publication Technology I (3)
JOUR 141	Newswriting and Reporting I (3)
JOUR 244	Copy Editing (2)
JOUR 443	Investigative Reporting (3)
<i>(Note: Some journalism courses list JOUR 141 as a prerequisite.)</i>	
3. Emphasis in English Education (37-38 hours)	
ENGL 101-102	College English* 4-4
ENGL 141	Newswriting and Reporting I 3
ENGL 301	Great Books: Global Perspectives* 4
ENGL 307	Composition Theory 3
ENGL 331	Literature for Adolescents 4
ENGL 336	Second Language Acquisition 4
ENGL 434	Advanced English Syntax 4
ENGL 474	Shakespeare 4
	or ENGL 473 Shakespeare in Performance (3)
ENGL 493	Senior Education Seminar 1
COMM 225	Oral Interpretation* 3
JOUR 141	Newswriting and Reporting 3
4. Emphasis in Drama (18 hours)	
DRMA 141	Dramatic Arts Society 1-1-1
	(May also be taken as upper division, 341)
DRMA 229	Fundamentals of Dramatic Performance 3
DRMA 239	Techniques of Stage Production 3
ENGL 348	Literary Genres: Drama 4
ENGL 352	Literary Theme: Bay Area Theater Season 3
ENGL 473	Shakespeare in Performance 2
5. Emphasis in Teaching English to Speakers of Other Languages (18 hours)	
ENGL 336	Second Language Acquisition 4
ENGL 337	ESOL Teaching Methodology 4
ENGL 443	ESOL Curriculum Development and Classroom Management 4
ENGL 444	ESOL Testing 2

* Also satisfies general studies requirements.

ENGL 445	Cultural & Psychological Learner Differences 2
ENGL 491	ESOL Teaching Practicum 2

TESOL Certificate (26-31 hours)

ENGL 336	Second Language Acquisition 4
ENGL 337	ESOL Teaching Methodology 4
ENGL 443	ESOL Curriculum Development and Classroom Management 4
ENGL 444	ESOL Testing 2
ENGL 445	Cultural and Psychological Learner Differences 2
ENGL 491	ESOL Teaching Practicum 2
<i>From the following courses, 8 hours:</i>	
ENGL 291	ESOL Tutoring Practicum (1)
ENGL 434	Advanced English Syntax (4)
ANTH 124	Cultural Anthropology (4)
COMM 330	Intercultural Communication (3)
SPPA 264	Phonetics and Speech Science (3)

Students seeking the TESOL Certificate but not majoring in English will also take ENGL 134 Review of English Syntax (1) and ENGL 335 Survey of Linguistics (4).

Teaching Credential
Students desiring to enter a program of studies leading to a California teaching credential in English should take the English Education Emphasis. This program meets established standards of quality and effectiveness and has been approved by the State of California Commission on Teacher Credentialing. A brochure describing the new program and its requirements is available in the English department.
Those planning to teach English on the secondary level should consult with the Credential Analyst in the Department of Education and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the Education section of this catalog.

Minor in English

► A minimum of 30 hours (12 upper division) including the following:

ENGL 224	Literary Theory 4
ENGL 355	American Colonial and Romantic Periods 4
ENGL 465	English Medieval and Renaissance 4

► A minimum of eighteen hours from the following: 18

ENGL 356	American Realism and Naturalism (4)
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ENGL 357	American Modernism (4)
ENGL 466	The Restoration & the Eighteenth Century (4)
ENGL 467	The Romantic Age (4)
ENGL 468	The Victorian Age in Britain (4)
ENGL 469	The Modern Age in Britain (4)
ENGL 470	Contemporary Literature (4)

Minor in Writing
► A minimum of 30 hours (12 upper division) including the following:
ENGL 346 Creative Writing 12-20

English as a Second Language

SERVICE COURSE:
(Not applicable toward a major or minor in this department)

ENSL 100 1-3 A, W, S English for Special Purposes
Practical language application for ESL and other international students. Customized in response to student needs and interests in the following areas: advanced ESL composition, academic skills, foundations in general education, professional pronunciation, American culture and institutions, and understanding the Christian culture. May be repeated for credit under different subtitles.

English

SERVICE COURSES:
(Not applicable toward a major or minor in this department)

Course Placement
The Department of English places students according to ACT scores and reserves the right not to place a student without ACT scores.
International students with a score of at least 525 on the TOEFL will be placed in English by means of a placement test given by the department. Placement may be in either ENGL or ENSL courses.
In either placement, students with language difficulties may need to take more than one English course each quarter, since College policy requires completion of ENGL 102 by the end of the sophomore year (see page 24).

ENGL 012 4 A Developmental Reading
Emphasis is on reading for significant details, reading for the main idea, scanning, critical reading, rate flexibility, and vocabulary development.

ENGL 389	Junior Seminar 1
ENGL 490	Senior Seminar 2
<i>Optional alternative to ENGL 389 and 490:</i>	
ENGL 494	Writing Internship (3)
<i>Selections from the following:</i>	
ENGL 348	Literary Genres (4)
GRPH 253	Publication Technology I (3)
JOUR 141	Newswriting and Reporting I (3)
JOUR 244	Copy Editing (2)
JOUR 443	Investigative Reporting (3)

ENGL 014 4 W Developmental Language Skills
This course is designed for students who need to strengthen structural language skills in preparation for College English. Emphasis is on syntax, mechanics, and basic editing.

ENGL 100 4 A, W, S Introduction to Composition
For students shown by national test scores, secondary-school grades, and diagnostic testing to need strengthening in their command of basic reading and writing skills. Emphasis on analytical reading, writing, and usage. Required of students who do not meet minimum standards for admission to ENGL 101.

ENGL 101-102 4-4 A-W, W-S, Su College English
An integrated course in composition and reading. ENGL 101 emphasizes critical reading of thematic units, examining expository essays, short stories, and poetry. Writing includes the personal and expository essay but culminates in the use of library source materials and standard documentation. Course includes study of one full-length book in addition to other readings. ENGL 102 continues the critical reading of thematic units, including study of short stories,

drama, and poetry. Use of library source materials is expanded and refined in the production of a research paper. ENGL 101 or equivalent is prerequisite to ENGL 102.

ENGL 301 **4 A, W, S**
Great Books

Thematically organized courses in works generally recognized as distinguished explorations and expressions of significant issues. Literature is selected from several genres, countries and time periods. Readings, lectures, discussions, reports and papers. May be repeated for credit under different subtitles. Prerequisites: ENGL 102 or equivalent; enrollment limited to juniors and seniors.

Current subtitles include the following:

Class and Gender
*Global Perspectives**
Heroes and Scapegoats
*Literature and Film***
Ventures in Science
Wit and Humor

LOWER-DIVISION COURSES:

(ENGL 101-102 or equivalent is prerequisite to ENGL 224 and courses beyond.)

ENGL 134 **1 W**
Review of English Syntax

The classification and application of English grammar. Covers the following sentence components: subjects, objects, verbs, adverbs, adjectives, prepositions, connectors, phrases, clauses, etc.

* This section is required of students seeking the California State credential in the teaching of English.

**This section includes laboratory.

ENGL 224 **4 A**
Literary Theory

Major literary theories of the twentieth century and their application to selected texts. Students begin developing a writing portfolio that is continued throughout the major and is presented during the Senior Seminar, ENGL 490.

ENGL 291 **1 A, W, S, Su**
ESOL Tutoring Practicum

Methods in assisting English language learners one-on-one in listening, speaking, pronunciation, reading, vocabulary, grammar, writing and American customs.

UPPER-DIVISION COURSES:

ENGL 307 **3 A**
Composition Theory

Emphasizes contemporary theories of composition and the writing process: inventing, composing, revising, and editing. Also includes developing assignments, designing writing courses, and assessment of student writing. Odd years.

ENGL 330 **4 W**
Literature for Children
(See also ECED 330.)

A survey of literature for children from infancy through grade six. Emphasizes literary quality and a broad knowledge of the best that has been written for children. Even years.

ENGL 331 **4 W**
Literature for Adolescents

A survey of literature for children and adolescents from grade seven through senior high school. Emphasizes literary quality and a broad knowledge of the best that has been written for young readers. Odd years.

ENGL 335 **4 W**
Survey of Linguistics

Survey of linguistic concepts and methods: language development and second language acquisition; physiology of human speech; elementary phonology, morphology, syntax, and semantics; language change; dialectology; language and thought; ethical issues in language use. Prerequisite: ENGL 134 or permission of the instructor.

ENGL 336 **4 W**
Second Language Acquisition

How English is learned as a second language. Examination of each aspect of language learning: speaking, pronunciation, listening, grammar, reading, writing, and vocabulary development. Includes attention to cultural and individual learning differences. Opportunities are provided to tutor students of English as a Second Language. Required in Concentration in English Education and Concentration in TESOL. Prerequisites: ENGL 134, 335. Odd years.

ENGL 337 **4 S**
TESOL Methodology

Overview of current methods of teaching English to Speakers of Other Languages. Concentrates on practical, innovative techniques that foster development of listening, speaking, pronunciation, grammar, reading, writing, and vocabulary.

ENGL 346 **4 A, W, S**
Creative Writing

(See also JOUR 346 and MDIA 346.)
Techniques of and practice in writing various literary forms. May be repeated under different subtitles:

*See MDIA 346 for course description.

**ENGL 330 is strongly recommended as prerequisite.

Poetry
Short Story
*Introduction to Screenwriting**
Nonfiction
*Writing for Children***

ENGL 348 **4**
Literary Genres

May be repeated for credit under various subtitles, such as drama, poetry, and the novel. Each course includes representative works from the genre under study. (May not be available every year. See each year's Class Schedule for current offerings.)

ENGL 352 **3**
Theme Courses

Courses with an interdisciplinary focus, which may be repeated for credit under different subtitles, such as C.S. Lewis, Bay Area Theater Season, Northern California Writers, etc. (May not be available every year. See each year's Class Schedule for current offerings).

ENGL 355 **4 A**
American Colonial and Romantic Periods

A survey of American authors from colonial times through the romantic era, emphasizing historical context.

ENGL 356 **4 S**
American Realism and Naturalism

Selected authors from American realists and naturalists. Even years.

ENGL 357 **4 W**
American Modernism

Selected twentieth century American authors to 1950. Odd years.

ENGL 365 **3 W**
Seminar in American Slavery and Freedom
(See HIST 365.)
Even years.

ENGL 389 **1 S**
Junior Seminar

Techniques of literary research; choice of research topic for completion in ENGL 490 Senior Seminar.

ENGL 434 **4 S**
Advanced English Syntax

A review of traditional English grammar, with an introduction to transformational-generative techniques. Prerequisites: ENGL 134, 335, or permission of the instructor. Odd years.

ENGL 443 **4 W**
ESOL Curriculum Development and Classroom Management

Assessing and adapting current ESOL teaching materials that meet specific learner needs. Includes techniques in successful ESOL classroom management. Prerequisites: ENGL 336, 337. Odd years.

ENGL 444 **2 W**
ESOL Testing

Techniques for assessing all language skill areas. While general proficiency tests are examined, emphasis is on the development of classroom achievement tests. Prerequisites: ENGL 336, 337. Even years.

ENGL 445 **2 W**
Cultural and Psychological Learner Differences

Effects on language learning of customs, values, language aptitude, motivation, learner strategies, personality, and interaction between learner characteristics and types of instruction. Even years.

The Period Courses in English Literature, ENGL 465-470

These courses explore a variety of genres and authors representing each literary "period" listed. Though the emphasis is on the reading of primary works, students also apply a variety of interpretive approaches to the literature.

ENGL 465 **4 A**
English Medieval and Renaissance

Selected British writers from the major authors in Medieval through Renaissance Ages, excluding Shakespeare.

ENGL 466 **4 W**
The Enlightenment

Selected British writers from the Restoration and Neoclassic tradition. Odd years.

ENGL 467 **4 S**
The Romantic Age

Selected British writers of the first third of the nineteenth century. Odd years.

ENGL 468 **4 S**
The Victorian Age in Britain

Selected British writers from 1830 to 1880. Even years.

ENGL 469 **4 S**
The Modern Age in Britain

Selected British writers from 1880 to 1950. Even years.

ENGL 470 **A 4**
Contemporary Literature

Selected literature in English since 1950. Even years.

English

ENGL 473 **2-3 S** **Shakespeare in Performance**

Provides an in-depth encounter, both in text and performance, with the four Shakespeare plays currently being presented at the Oregon Shakespeare Festival in Ashland, Oregon. Includes daily seminars, a backstage tour, and an interview with an actor. The three-credit option requires completion of an additional paper or research project.

ENGL 474 **4 W** **Shakespeare**

A selection of Shakespeare's histories, romances, tragedies, comedies, and poetry in the context of his times. Even years.

ENGL 484 **4 S** **Literature of the Bible**

A study of the literary forms and themes in the Bible. Odd years.

ENGL 485 **4 S** **The Classical World** (See HIST 485.)

ENGL 490 **2 A** **Senior Seminar**

Research and writing begun in ENGL 389 is completed during the fall quarter of the student's senior year. Senior majors in English also complete and present the writing portfolios begun in ENGL 224 and continued throughout their major courses. In-Progress ("IP") grading system.

ENGL 491 **2** **ESOL Teaching Practicum**

Guided exposure to the ESL classroom through observation and supervised teaching. Prerequisites: ENGL 336 and 337.

ENGL 493 **1 A** **Senior Education Seminar**

Senior majors with a concentration in English Education prepare an edited portfolio of papers written for their major courses.

ENGL 494 **3** **Writing Internship**

Supervised experience in writing on the job. A student may apply for an internship for one quarter in a department-approved workplace (examples: a college public relations office, a hospital department of communications or development, or other nonprofit organization or public relations firm). From this supervised experience in writing the student presents a portfolio containing a variety of finished documents. This course may substitute for ENGL 389 and 489 (Junior and Senior Seminars) in the Writing Emphasis.

ENGL 495 **1-3 A, W, S** **Independent Study**

Maximum of three hours.

Drama

LOWER-DIVISION COURSES:

DRMA 141 **1 A, W, S** **Dramatic Arts Society**

Study and performance of dramatic texts. Students audition for parts and are assigned a variety of roles and functions, including technical.

DRMA 229 **3 W, S** **Fundamentals of Dramatic Performance**

(See also COMM 229.)

Fundamentals of improvisation, voice, movement, and acting. Development of stage presence. Introduction to characterization and dramatic text. Includes public performance.

DRMA 239 **3** **Techniques of Stage Production**

Students will be responsible for directing, producing, and designing scenes for one-act plays, culminating in a final performance.

UPPER-DIVISION COURSE:

DRMA 341 **1 A, W, S** **Dramatic Arts Society** (See DRMA 141)



Faculty

Charles Evans, chair; Michael Hellie, Elaine Neudeck, Robert Paulson

Departmental Office: 114 Pacific Auditorium; 965-6796

Degrees and Programs

Physical Education with Teacher Education Emphasis, B.S.	115
Exercise Science, B.S.	116
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The DEPARTMENT OF EXERCISE SCIENCE, HEALTH AND NUTRITION serves the Pacific Union College community by providing opportunities for career development in sports professions, for instruction, and for participation.

The department has the following objectives:

- to give thorough instruction in the requirements for participation and leadership in sports activities,
- to develop a knowledge and understanding of health and safety concepts,
- to offer a wide variety of suitable activities, in and out of the classroom, in an environment that supports Christian values,
- to encourage each individual to achieve a high level of total fitness and neuromuscular coordination supporting a wholesome lifestyle, and
- to encourage daily vigorous exercise for everyone in all stages of life.

The Physical Education degree with emphasis in Teacher Education is designed for students wishing to become sports teachers. The Exercise Science degree is designed for the student who either seeks to enter medical school or advance into athletic training. This program has the required cognate courses for the pre-med package and has the required courses for entering a sport medicine graduate program in athletic training.

Major in Physical Education with Teacher Education Emphasis, B.S.

➤ 68 hours of professional and theory courses (39 upper division):

➤ Required Core Courses:

ESAC 368	Water Safety Instructor	2
ESAC 370	Lifeguard Training	2
ESTH 166	Historical Foundations of Physical Education	2
ESTH 170	Care and Prevention of Athletic Injuries	2
ESTH 181	Basic Movement	2
ESTH 182	Theory and Technique of Gymnastics	2
ESTH 183	Theory and Technique of Track and Field	2
ESTH 260	Theory and Technique of Football	2
ESTH 261	Theory and Technique of Volleyball	2
ESTH 262	Theory and Technique of Basketball	2
ESTH 263	Theory and Technique of Softball	2
ESTH 264	Theory and Technique of Soccer	2
ESTH 271-272-273	Theory and Technique of Officiating	2-2-1
ESTH 287	Theory and Technique of Individual Sports	2
ESTH 365	Outdoor Experience	3
ESTH 371	Kinesiology	3
ESTH 372	Physiology of Exercise	3
ESTH 373	Corrective Physical Education	3
ESTH 374	Motor Learning	3
ESTH 381	Theory and Technique of Racquet Sports	2
ESTH 384	Theory and Technique of Rhythmic Activities	2
ESTH 470	Management of Physical Education Programs	3
ESTH 471	Evaluation in Physical Education	3
ESTH 476	Physical Education for Children	3
ESTH 461	Coaching I	2
ESTH 461L	Coaching	1
ESTH 483	Theory and Technique of Weight Training and Developmental Physical Education	2
ESTH 490	Ethics in Physical Education	2

HLED 166	Health Education	2
➤ <i>Required Cognate Courses:</i>		
BIOL 101	Human Anatomy	4
BIOL 102	Human Physiology	5
COMM 330	Intercultural Communication	3
FDNT 235	Nutrition	4

Students majoring in physical education are expected to choose a minor in consultation with their major professor.

Major in Exercise Science, B.S.

➤ *A minimum of 97 hours of professional and theory courses (40-42 upper division) including the following:*

ESTH 166	Historical Foundations	2
ESTH 170	Care and Prevention of Athletic Injuries	2
ESTH 181	Basic Movement	2
ESTH 265	Theory and Technique of Aquatic Fitness	2
ESTH	Theory and Technique courses chosen in consultation with an advisor: ESTH 183, 260, 261, 262, 263, 264, 381	6
ESTH 287	Theory and Technique of Individual Sports	2
ESAC 370	Lifeguard Training	2
ESTH 371	Kinesiology	3
ESTH 372	Physiology of Exercise	3
ESTH 373	Corrective Physical Education	3
ESTH 374	Motor Learning	3
ESTH 483	Theory and Technique of Weight Training	2
FDNT 235	Nutrition	3
BIOL 101	Human Anatomy	4
BIOL 102	Human Physiology	5
HLED 166	Health Education	2
➤ <i>Required Cognate Courses:</i>		
BIOL 111, 112, 113	Biological Foundations	12
PHYS 111, 112, 113	General Physics	12
CHEM 111, 112, 113	General Chemistry	15
CHEM 371, 372, 373	Organic Chemistry	12

Minor in Physical Education

➤ *A minimum of 30 hours (12 upper division) including the following:*

ESTH 166	Historical Foundations of Physical Education	2
ESTH 170	First Aid and Personal Safety/CPR	2
ESTH 470	Management of Physical Education Programs	3
ESTH 471	Evaluation in Physical Education	3
ESTH	Theory and Technique courses chosen in consultation with ESHN department adviser	10
ESTH	Electives chosen in consultation with ESHN department adviser	10

Teaching Credential

The State of California Commission on Teacher Credentialing mandates that all teacher-education programs in Physical Education meet established standards of quality and effectiveness. The Department Exercise Science, Health and Nutrition maintains its physical education program for the secondary credential in harmony with the mandated standards.

Students are invited to discuss the requirements for a teaching credential with the Teacher-Education Adviser in the department. Those who plan to teach on the secondary level should consult the Credential Analyst in the Department of Education and should become acquainted with specific requirements outlined in the Education section of this catalog.

Health

HLED 162 Fitness for Life 2 A, W, S

An introduction to the philosophy of health, aimed at lasting nutritional and physical conditioning patterns that promote a high level of well-being. Emphasis on the prevention of heart disease, obesity, and stress. Laboratory evaluation in body composition, blood analysis, stress testing, and the treadmill.

HLED 166 Health Education 2 A, W, S

A course designed to encourage the development of self-awareness and to promote “wellness” as a life-long personal investment. Emphasis on protection and effective use of human and ecological resources, acquiring skills for individual responsibility, and decision-making for health. Emphasis on Seventh-day Adventist health principles. Treats substance abuse and nutrition as required for SDA and California teaching credentials.

HLED 169 Current Health Concerns 2 W

Emphasis on the background and cause of common health problems of the adult as well as prevention and treatment. Designed to promote physical vitality and a sense of well-being.

Physical Education Activity

ESAC 100 Adaptive Physical Education 1

Requires physician’s certification of need.

NONCREDIT COURSES:

ESAC 458 Noncredit Work Activity 0

Supervised vigorous outdoor work such as woodcutting, rock hauling, etc. Satisfactory completion satisfies one quarter of the general-education activity requirement.

ESAC 459 Noncredit Recreational Activity 0

Supervised independent participation in a variety of recreational activities arranged in consultation with the physical education faculty. Satisfactory completion satisfies one quarter of the general-education activity requirement.

Aerobics

LOWER-DIVISION COURSES:

ESAC 101A Jogging 1

ESAC 103A Physical Fitness 1

ESAC 105A Fitness for Women 1

ESAC 107A Swim and Stay Fit 1

ESAC 109A Hydro-Aerobics 1

UPPER-DIVISION COURSES:

ESAC 302A Road Racing 1

Prerequisite: ESAC 101A or permission of instructor.

ESAC 304A Cycling 1

ESAC 305A Intermediate Mountain Biking 1

Even years.

ESAC 308A Aerobics 1

Aquatics

LOWER-DIVISION COURSE:

ESAC 158 Elementary Swimming 1

UPPER-DIVISION COURSES:

ESAC 358 Intermediate Swimming 1

ESAC 360 Advanced Swimming 1

ESAC 368 Water Safety Instructor 2

Prerequisite: ESAC 370D.

ESAC 370 Lifeguard Training 2

Prerequisite: ESTH 170 or CPR and FA certificates.

Individual and Dual Sports

LOWER-DIVISION COURSES:

ESAC 133 Mountain Biking 1

ESAC 171 Pickleball 1

ESAC 174 Elementary Badminton	1	ESAC 396 Advanced Tennis	1
ESAC 176 Elementary Weight Training	1	Team Sports	
ESAC 178 Canoeing	1	LOWER-DIVISION COURSES:	
ESAC 180 Elementary Golf	1	ESAC 120 Elementary Basketball	1
ESAC 190 Elementary Self-Defense Activities	1	ESAC 123 Baseball-Men	1
ESAC 192 Elementary Skiing	1	ESAC 124 Flag Football	1
ESAC 194 Elementary Tennis	1	ESAC 128 Soccer	1
ESAC 196 Advanced Beginning Tennis	1	ESAC 130 Softball	1
ESAC 199 Elementary Tumbling	1	ESAC 132 Elementary Volleyball	1
UPPER-DIVISION COURSES:		ESAC 186 Rock Climbing	1
ESAC 374 Intermediate Badminton	1	UPPER-DIVISION COURSES:	
ESAC 376 Intermediate Weight Training	1	ESAC 320 Intermediate Basketball	1
ESAC 380 Intermediate Golf	1	ESAC 321 Intermediate Flag Football	1
ESAC 390 Intermediate Self-Defense Activities	1	ESAC 332 Intermediate Volleyball	1
ESAC 392 Intermediate Skiing	1	ESAC 333V Advanced Volleyball-Women	1
ESAC 393 Advanced Skiing	1	ESAC 334V Advanced Volleyball-Men	1
ESAC 394 Intermediate Tennis	1	ESAC 335V Advanced Basketball-Women	1

ESAC 336V Advanced Basketball-Men	1
ESAC 337V Advanced Softball-Women	1
ESAC 338 Ultimate (Team Frisbee)	1
ESAC 386 Intermediate Rock Climbing	1
Professional and Theory	
LOWER-DIVISION COURSES:	
ESTH 166 Historical Foundations of Physical Education	2 A
History of physical education, health and recreation. Effects of social expectations and world events on views of physical education and sports. An introduction to careers in these and related fields.	
ESTH 170 Care and Prevention of Athletic Injuries	2 A
Care and prevention of injuries associated with coaching and teaching sport and game activities in a school setting. Topics include sprains, bleeding, fractures, exposure to heat and cold, seizures, heart attacks, accidental exposure to poisons and chemicals, and other injuries requiring immediate medical attention.	
ESTH 181 Basic Movement	2 A
Fundamentals of body movement, posture, conditioning exercises, self-testing activities; selection, evaluation, and organization of social recreational activities. Odd years.	

ESTH 182 Theory and Technique of Gymnastics	2 W
Analysis of and practice in elementary stunts in tumbling, pyramid building, apparatus, and methods of spotting for safety. Odd years.	
ESTH 183 Theory and Technique of Track and Field	2 S
Practice sessions and drills for developing fundamental skills and special abilities; study of rules and officiating techniques; consideration of practice scheduling and strategy. Odd years.	
ESTH 260 Theory and Technique of Football	2 A
Practice in and theory of flag football. Development of fundamental skills of the game; analysis of skills, techniques, team strategy, and rules. Even years.	
ESTH 261 Theory and Technique of Volleyball	2 A
Practice in and theory of volleyball. Development of fundamental skills of the game; analysis of skills, techniques, team strategy, and rules. Even years.	
ESTH 262 Theory and Technique of Basketball	2 W
Analysis and practice of skills and team play; interpretation of rules; strategy and techniques of teaching. Even years.	
ESTH 263 Theory and Technique of Softball	2 S
Practice in and theory of softball. Development of fundamental skills of the game; analysis of skills, techniques, team strategy, rules and officiating procedures. Even years.	

ESTH 264 Theory and Technique of Soccer	2 S
Practice and theory of soccer. Development of fundamental skills of the game; analysis of skills, techniques, team strategy and rules.	
ESTH 265 Theory and Technique of Aquatic Fitness	2 S
Emphasis on the theory of how to develop appropriate workout programs in the area of aquatics. Students learn choreography of water exercise programs in aquatic aerobics, swimming fitness, and adaptive water exercise. Students participate in individual fitness performance and develop programs for specific population demographics, specific ages, and those with special needs.	
ESTH 271-272-273 Theory and Practice of Officiating	2-2-1 A-W-S
Theory of and practice in officiating at team sports, interpretation of rules, officiating techniques, examinations, and ratings. Prerequisite: Previous experience in playing football, volleyball, basketball, and softball. Two lectures and two laboratories weekly.	
ESTH 287 Theory and Technique of Individual Sports	2 S
Development of fundamental skills and strategies in various individual activities such as handball, golf, racquetball, and archery. Emphasis on teaching techniques, officiating, rules, and organization of materials for school programs.	

UPPER-DIVISION COURSES:	
ESTH 365 Outdoor Experience	3 S
Theory and practice in camping, hiking, backpacking, and canoeing techniques. Ecological considerations, equipment and food selection, outdoor cooking, and orienteering.	
ESTH 371 Kinesiology	3 A
A study of joints and muscular structure and their relation to physical exercise.	
ESTH 372 Physiology of Exercise	3 W
A nonlaboratory course emphasizing the physiological effects of muscular exercise, physical conditioning, and training. Significance of these effects for health and for performance in activity programs. Prerequisite: ESTH 371 or permission of the instructor. Odd years.	
ESTH 373 Corrective Physical Education	3 S
Common deviations of posture and feet; functional disturbances and crippling conditions found in school children. Survey of source material needed to plan and conduct individual, developmental, and special courses in physical education in the schools. Odd years.	
ESTH 374 Motor Learning	3 W
Physiological and psychological instructional considerations for learning, skill acquisition, and performance as applied to motor skills. Prerequisites: PSYC 121, BIOL 101, 102. Even years.	

Exercise Science, Health & Nutrition

ESTH 381 **2 A**

Theory and Technique of Racquet Sports

Analysis of and practice in strokes and tactics; rules, history and skill progression for various levels of instruction. Odd years.

ESTH 384 **2 W**

Theory and Technique of Rhythmic Activities

Development of personal and teaching skills for theoretical and practical application of rhythms: the leadership of aerobic exercise, dramatic and creative play, folk rounds, and other activities. Development of skills for personal combative activities and techniques for teaching such skills. Odd years.

ESTH 461 **2**

Coaching I

Designed to develop skills for coaching athletic teams. Development of philosophies in harmony with Seventh-day Adventist principles concerning athletic events. Skills in team building and strategies. Practical experience included. Odd years.

ESTH 461L **1**

Coaching I Lab

ESTH 467 **1 W**

CPR Instruction

Meets the American Red Cross requirements for Instructor of Cardiopulmonary Resuscitation. Odd years.

ESTH 470 **3 A**

Management of Physical Education Programs

Relationship of physical education to modern education theory. The organization of physical education activities, organization and classification of pupils; emphasis on the arrangement and construction of equipment and planning of school programs suitable to denominational schools. Odd years.

ESTH 471 **3 W**

Evaluation in Physical Education

Scientific testing in physical education: analysis and study of tests, diagnosis of physical efficiency, and physiological reactions to exercise. Evaluation of programs and student achievement through measurement technique. Odd years.

ESTH 476 **3 A**

Physical Education for Children

Activity interests of children and appropriate materials for different age levels; selection of materials and methods of presentation. Satisfies one quarter of the general-education activity requirement. Two lectures and one laboratory weekly.

ESTH 483 **2 S**

Theory and Technique of Weight Training and Developmental Physical Education

Theory and technique of weight training, analysis of exercises for the atypical student and correction of postural deviations. Open to department majors and minors. Prerequisite: ESTH 373 or permission of instructor. Even years.

ESTH 490 **2 W**

Ethics in Physical Education

The power of religion in developing Christian professionals in health, physical education and recreation. Concepts of the way God, man and Spirit relate to one another; development of Christlike leadership qualities in both instructors and students.

ESTH 495 **1-3 A, W, S, Su** **Independent Study**

Open by permission of the department chair to advanced students with adequate background and experience. Maximum of three hours.

Foods and Nutrition

FDNT 235 **3 A, W, S**

Nutrition

Principles of nutrition, emphasizing nutritional requirements, dietary sources of nutrients, nutrient utilization, effects of nutrition on energy intake and weight control, fitness, disease prevention, and life cycle.



Faculty

Eric Anderson, chair; Lorne Glaim, Paul McGraw, Amy Rosenthal

Departmental Office: 209 Irwin Hall; 965-6405

Degrees and Programs

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Teaching Credential: Subject Matter Program in Social Science.....	122

Students in the DEPARTMENT OF HISTORY AND SOCIAL STUDIES explore the civilizations of Africa, Asia, Europe, North America, and South America. Using original and secondary written sources, films, and other documents, and through field trips and summer study programs outside the United States, departmental faculty work with their students in the study of geography, history, and political science.

Scholarship is encouraged and recognized by membership in Phi Alpha Theta, the history honors society, and through debates, lectures, and student and faculty presentations sponsored by Pacific Union College's Alpha Zeta Theta Chapter.

Students have access to the Utt Memorial Library in the department's seminar room and the adjacent Honors Program Common Room. Faculty-student suppers and discussion groups complete the collegial and friendly atmosphere, the hallmark of the department.

Major in History, B.A.

► A minimum of 50 hours (30 upper division) including the following:

Basic Courses:

HIST 101-102	A History of World Civilizations	4-4
HIST 134-135	History of the United States (Majors planning to take the sequence HIST 355, 356, 357, and 358 do not register for HIST 134-135.)	4-4
HIST 290	Seminar in the Study of History	2
HIST 320	Christian History: To 1500 (or HIST 321 Christian History: 1500 to the Present)	3
HIST 490	Seminar in Philosophy of History	3
HIST 499	Senior Seminar	2-2

Additional selections from courses offered by the department.

- A minimum of eight hours in upper-division World history 8
- A minimum of eight hours in upper-division American history 8
- Courses in geography and political science may apply toward the major after consultation with and approval by a faculty adviser.

Major in Social Studies, B.S.

► A minimum of 62 hours (27 upper division) including the following:

HIST 290	Seminar in the Study of History	2
HIST 490	Seminar in Philosophy of History	3
HIST 499	Senior Seminar	2-2
•	Twenty-seven additional hours of history	27
•	Six hours each from three other areas of social studies: (economics, geography, history, political science and sociology)	18
•	Electives for those interested in social work, law, teaching, or medicine should be chosen in counsel with the major adviser.	

Teaching Credential: Subject Matter Program in Social Science

The program leading to the teacher education credential in Social Science, which follows, satisfies the standards mandated by the Department of Education, State of California. The program includes a basic core of at least 53 quarter hours of course work in history and social science subjects that are commonly taught in California public schools (history and geography of the world, the United States and California; government; economics; and the behavioral sciences), and at least 34 additional quarter hours to provide breadth and perspective, for a minimum of 87 hours. Students completing the program will also have met the requirements for the B.S. degree in Social Studies offered by the department.

Subject-Matter Program in Social Science

➤ *Required core courses: a minimum of 53 quarter hours:*

ECON 261	Principles of Economics - Macroeconomics	4
GEOG 301	World Regional Geography	3
GEOG 327	Geography of the Americas	3
HIST 101-102	A History of World Civilizations	4-4
HIST 134-135	History of the United States	4-4
HIST 290	Seminar in the Study of History	2
HIST 337	History of California	3
HIST 490	Seminar in the Philosophy of History	3
HIST 499	Senior Seminar	2-2
PLSC 124	Introduction to American Government	3
PLSC 344	Modern Comparative Government	3

Two of the following: 8

ANTH 124	Cultural Anthropology (4)	
PSYC 121	General Psychology (4)	
SOCI 121	Introduction to Sociology (4)	

At least one of the following: 3-4

ECON 265	Principles of Economics - Microeconomics (4)	
ECON 332	Government and Business (3)	

➤ *Required courses for breadth, perspective: at least 34 hours:*

HIST 364	Modern Asia	4
HIST 365	Seminar in American Slavery and Freedom	3
HIST 366	Modern Latin America	4

At least two of the following: 7-8

HIST 355	Colonial America (4)	
HIST 356	The New Nation: 1763-1845 (4)	
HIST 357	Division and Reunion: 1845-1917 (4)	
HIST 358	America Since 1917 (4)	

At least one of the following: 4

HIST 334	Nineteenth-Century Europe (4)	
HIST 335	Europe Since 1914 (4)	
HIST 423	Medieval Europe (4)	
HIST 420	Renaissance and Reformation Europe (4)	
HIST 425	Reason and Revolution (4)	
HIST 485	The Classical World (4)	

At least one of the following: 3

HIST 321	Christian History: 1500 to the Present (3)	
RELH 311	World Religions (3)	
RELH 329	American Denominations (3)	

At least one of the following: 3

ECON 457	International Economics (3)	
PLSC 328	Critical World Issues (3)	

At least one of the following: 3

PHIL 485	Issues in Science and Religion (3)	
RELT 218	Values: Formation and Clarification (3)	
RELT 355	Christian Social Ethics (3)	
RELT 440	Christian Bioethics (3)	

➤ *Additional selections from courses offered by the Department.*

Additional Requirements for the Subject Matter Program in Social Science:

In addition to the specific courses that meet the requirements mandated by the State of California for single subject-matter programs in Social Science, the teacher-education program in Social Science includes teaching experience and the development of a portfolio.

Within the first two years of the program each student must complete *EDUC 101 Introduction to Teaching*.

Throughout the course of study each student under departmental supervision develops a portfolio demonstrating his or her knowledge and work in social science. The portfolio includes a research essay from *HIST 290 Seminar in the Study of History*; a critical essay from *HIST 490 Seminar in the Philosophy of History*; a research paper from *HIST 499 Senior Seminar*; a project from *GEOG 301 World Regional Geography*; and other selected work.

Minor in History

➤ *A minimum of 30 hours (12 upper division) including the following:*

HIST 101-102	A History of World Civilizations	4-4
HIST 134-135	History of the United States	4-4
HIST 290	Seminar in the Study of History	2
HIST 490	Seminar in Philosophy of History	3

Economics

(See Business Administration and Economics for course descriptions.)

Geography

UPPER-DIVISION COURSES:

GEOG 301 World Regional Geography 3 W

A survey of regions of the world, demonstrating cultural, historical, climatic, and economic similarities or diversities. Emphasis on current developments. Even years.

GEOG 327 Geography of the Americas 3 W

A study of climate, natural resources, political, and economic geography of North and South America. Odd years.

History

LOWER-DIVISION COURSES:

HIST 101-102 4-4 A-W, W-S A History of World Civilizations

An examination, based on secondary and primary texts, of the major characteristics and developments in world civilizations. Also integral: discussion of his-tory’s place in the liberal arts and of the problems of the historical method.

HIST 134-135 4-4 A-W, W-S History of the United States

A survey of the United States from colonial beginnings to the present time. The central theme is the growth of American democracy with its implications for government and society, racial and religious minorities and the emergence of the nation as a world power.

HIST 290 Seminar in the Study of History 2 A

An introduction to writing history, featuring research techniques and use of style manuals and culminating in a paper based on original sources.

UPPER-DIVISION COURSES:

HIST 320 Christian History: To 1500 3 W

(See also RELH 320.) Developments in the Christian Church from its pre-Christian origins to the Renaissance. Special emphasis on those social, political, intellectual, and religious pressures that brought significant change to the Church and its teachings. Detailed examination of significant works by major Christian figures.

HIST 321 Christian History: 1500 to the Present 3 S

(See also RELH 321.)

Developments in the Christian Church from the beginnings of “the modern world” to the present day. Emphasis on the effects on the Church of major cultural movements, such as the Reformation, the Enlightenment, colonization and imperialism, modern warfare, and ecumenism. Detailed examination of significant works by Christians in response to “the modern world.”

HIST 334 Nineteenth-Century Europe 4 A

An examination of political, social, and religious trends during the century following the Treaty of Vienna, including the decline of absolutism and the rise of parliamentary democracy, socialism, and nationalism. Odd years.

HIST 335 Europe Since 1914 4 A

The contemporary world with Europe as the focal point. Problems of ideology and power politics in relation to the two world wars, as well as efforts at international organization and the impact of the Cold War. Even years.

HIST 337 History of California 3 S

An introduction to geographic, economic, social, and historical factors which have contributed to the development of California. Even years.

HIST 340 Adventist History and the Ministry of Ellen G. White 4 S

An interdisciplinary course covering theological and historical issues important to an understanding of the Advent Movement and the ministry of Ellen G. White. Special treatment of an adequate hermeneutic for the writings of Ellen G. White. Meets the requirement in Prophetic Guidance and Denominational History for SDA teaching credentials.

HIST 355 Colonial America 4 W

A survey of the discovery, settlement, and growth of the European colonies in America, emphasizing those religious, political, and economic developments, particularly in the English colonies, that prepared the way for independence. Even years.

HIST 356 The New Nation: 1763-1845 4 W

A survey of the formative period of American national identity between 1763 and 1845. Includes intensive study of the creation and development of the U.S. Constitution. Odd years.

HIST 357 4 A
Division and Reunion: 1845-1917

The basic issues of the nature of the Union and of slavery, the immediate and permanent effects of the Reconstruction on America's society and government, industrialization, and the close of the frontier. Even years.

HIST 358 4 S
America Since 1917

A study of the rapid changes in American society, economy, and politics in the modern era, emphasizing the nation's emergence as a world power. Odd years.

HIST 364 4 A
Modern Asia

A survey of historical, political, social, and cultural developments, emphasizing the nineteenth and twentieth centuries and the rise and decline of European imperialism. Odd years.

HIST 365 3 W
Seminar in American Slavery and Freedom
 (See also ENGL 365.)

A cultural and political study of African-Americans in the history of the United States. Primary texts, including novels, essays, poetry, and biography, are used to examine the impact of slavery, emancipation, and segregation upon American democracy. Even years.

HIST 366 4 S
Modern Latin America

A history of Latin America since the early nineteenth century. Emphasis on cultural, political, and economic trends. Odd years.

HIST 390 3 S
History and Philosophy of Science

The historical roots of modern science, the nature of scientific knowledge, its development and methodology, the impact of science on culture (and vice versa), and the influence of philosophical and theological concepts on science. Meets in part the college-level Science/Mathematics general-education requirement and is one of the electives of the Honors Program. Prerequisites: PHYS 105 or CHEM 105, or equivalent, and PHIL 101 or permission of the instructor. Even years.

HIST 420 4 S
Renaissance and Reformation Europe

European history from the fourteenth to seventeenth centuries, when experiments in art, literature, political theories and systems, and religion were a prominent feature of society. The causes of such developments as the Renaissance and the Reformation; ideas about the classical world, the modern age, and European identity. Odd years.

HIST 423 4 W
Medieval Europe

The vital period from 300 to 1500 saw the creation of Europe. The priorities and characteristics of the civilization were determined in the emergence of a multifaceted medieval society, a discrete historical entity, and ancestor of the modern world. Even years.

HIST 425 4 W
Reason and Revolution

European history from 1648 to 1815, with special attention to the effect of the Age of Reason on the modern mind, the growth of the bureaucratic state, and the impact of the era of revolution. Even years.

HIST 434 4 S
The History of Modern Russia

A survey of Russian political, social, and intellectual development in the nineteenth and twentieth centuries. Odd years.

HIST 440 4 S
Religion in American Culture

A survey of American religious history and its impact on American culture. Emphasis on how religious belief and practice have influenced and been influenced by the development of American identity. Odd years.

HIST 445 4 A
Modern Britain

Survey of the political, social, and economic history of Britain in the nineteenth and twentieth centuries. Treats such major themes of the period as imperialism, the Irish question, the reform of Parliament, the changing role of women in society, the development of the Labour Party, the Welfare State, and the secularization of Britain. Even years.

HIST 485 4 S
The Classical World
 (See also ENGL 485.)

Ancient Greece and Rome studied through primary texts, including Greek and Roman epics, dramas, histories, and philosophical works. Even years.

HIST 490 3 W
Seminar in the Philosophy of History

A survey of various approaches to interpreting history and social studies. Designed to assist in the development of a Christian philosophy of history. Required for departmental majors. Two hours of credit may be applied toward the general-education requirement in religion. Odd years.

HIST 495 1-3 A, W, S
Independent Study

An individual research course open by permission of the department chair to advanced students with an adequate background. Maximum of three hours.

HIST 499 2 A, W, S
Senior Seminar

Continuation of the study of research methods introduced in HIST 290 combined with selected readings from historians representing different historical and critical methods. Requires completion of an individual research project based on primary sources and its presentation to students and faculty in the department. Enrollment limited to upper-division students.

Political Science

LOWER-DIVISION COURSES:

PLSC 124 3 A
Introduction to American Government

The basic elements of the development and functioning of the American machinery of government and a study of the political processes, both formal and informal, in which the citizen is involved.

PLSC 274 3 A
Introduction to Political Thought

An introduction to the perennial questions and major thinkers in this area of philosophy.

UPPER-DIVISION COURSES:

PLSC 328 3 S
Critical World Issues

An important issue is selected by the instructor, discussed in class, and studied as a research topic. May include one or more of the following: the elements of national power, the dynamics of state conflict, national traits and policy patterns, the role of ideologies or moral considerations in the decision-making process, and the relationship between a society's world view and the realities of policy-making. May be repeated for credit when a new issue is studied. Even years.

PLSC 334 3 W
History of Political Thought I

A study of selected ancient and medieval political theorists. Prerequisite: PLSC 274. Odd years.

PLSC 335 3 S
History of Political Thought II

A study of the political philosophy of selected modern political thinkers. Prerequisite: PLSC 274. Odd years.

PLSC 344 3 W
Modern Comparative Government

The theory and function of typical governments, with special attention to their effects upon their citizens and the relative success with which they meet the needs of their societies. Even years.

PLSC 444 4 A
Constitutional Development of England

The growth of British institutions from Roman times to the present, with special emphasis on the development of parliamentary and legal systems. Odd years.

PLSC 485 3 A
Foreign Relations of the United States

A study in depth of episodes selected from the history of American foreign relations to illustrate the development of U.S. foreign policy. Odd years.

PLSC 495 1-3 A, W, S
Independent Study

An individual research course open only by permission of the department chair to advanced students with an adequate background. Maximum of three hours.

Sociology

(See Behavioral Science, Sociology area, for course descriptions.)



Faculty

Lloyd Best, chair; Roy Benton, George Hilton, Richard Rockwell, Steve Waters

Departmental Office: 238 Chan Shun Hall; 965-6590

Degrees and Programs

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Mathematics, B.S.....	128

MATHEMATICS is a science of pattern and order. Its domain is not molecules or cells, but numbers, chance, form, algorithms, and change. As a science of abstract objects, mathematics relies on logic rather than on observation as its standard of truth, yet employs observation, simulation, and even experimentation as means of discovering truth. Modern mathematics is a creative counterpoint of computation and deduction, rooted in data while unfolding in abstraction.

The Department of Mathematics provides courses for future mathematicians, teacher education, general education, and programs in other departments. A common goal of each course is that each student, through mathematical reasoning, will solve problems with confidence.

Students majoring in mathematics will have experience with mathematical modes of thought which include modeling, abstraction, optimization, logical analysis, inference from data, and use of symbols. They will be prepared to solve mathematical problems, analyze abstract arguments, synthesize and write careful proofs, and apply mathematical reasoning to other settings.

Actuarial Certification

Students interested in passing the examinations for actuarial certification should confer with departmental faculty. The following courses are recommended: MATH 131-132-133, 222, 265, 267, 322, 331-332, 371-372, and INFS 470.

Teaching Credential

The State of California Commission on Teacher Credentialing mandates that all teacher-education programs in mathematics meet newly established standards of quality and effectiveness. The Mathematics department has received approval for its revised teacher-education program in mathematics. Students desiring to enter a program of studies leading to a California teaching credential in mathematics should take the Mathematics Education Emphasis. Students are invited to discuss the requirements for a teaching credential with the Teacher Education Adviser in the Mathematics department. A brochure describing the program and its requirements is available upon request.

Students who plan to teach on the secondary level should consult with the Credential Analyst in the Department of Education and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the Education section of this catalog.

Major in Mathematics, B.S.

► A minimum of 60 hours (30 upper division) in mathematics and related electives including the following:

MATH 131-132-133	Calculus I-II-III	4-4-4
MATH 222	Introduction to Statistics	4
MATH 265	Elementary Linear Algebra	4
MATH 269	Elementary Differential Equations	4
MATH 275	Logic and Sets	4
MATH 331	Probability and Statistical Theory I	3
MATH 351	Introduction to Abstract Algebra I	3
MATH 390	Seminar	1
MATH 421	Elementary Real Analysis I	3
MATH 490	Senior Seminar	1

Elective hours may be selected from mathematics courses and upper division computer science courses. In addition, hours exceeding the minimum cognate requirement (below) may be applied to the hour requirement of the major.

► Required Cognate Courses:

CPTR 115	Introduction to Computer Programming (or CPTR 131 Survey of Comp. Science)	4
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A minimum of 4 hours from the following courses, which use mathematical methods in other disciplines: 4

BIOL 354	Genetics (4)	
BIOL 396	Seminar (may be repeated) (.5)	
CHEM 351-352	Physical Chemistry for Life Sciences (3-3)	
CHEM 396	Seminar (may be repeated) (.5)	
CHEM 451-452-453	Physical Chemistry (3-3-3)	
ENGR 211-212-213	Engineering Mechanics (3-3-3)	
FIN 341	Finance (5)	
INFS 470	Management Science (4)	
MKTG 371	Marketing Research (3)	
PHYS 211-212-213	Physics (4-4-4)	
PHYS 396	Seminar (may be repeated) (.5)	
PSYC 322	Research Design (4)	
PSYC 323	Intro. to Experimental Psychology (4)	

► Emphases (choose one):

1. Pure Mathematics Emphasis

This emphasis provides a theoretical background for advanced studies in mathematics and related areas, such as statistics, computer science, and physics. Such advanced studies serve as preparation for college and university teaching as well as mathematical and other scientific research.

MATH 267	Vector Calculus	4
MATH 352	Introduction to Abstract Algebra II	3
MATH 422	Elementary Real Analysis II	3

Two of the following courses: 7-8

MATH 332	Probability and Statistical Theory II (3)	
MATH 425	Complex Variables (4)	
MATH 465	Linear Algebra (4)	

2. Applied Mathematics Emphasis

This emphasis is designed for mathematics-related careers in medicine, government, business, and industry. It provides appropriate background for further study leading to specialties in actuarial science, operations research, and applied statistics. Highly recommended: Completion of a minor in Biology, Business Administration, Chemistry, Computer Science, Physics, or Psychology.

MATH 322	Statistical Methods	3
MATH 332	Probability and Statistical Theory II	3
MATH 355	Discrete Methods	4
MATH 375	Numerical Analysis	4
MATH 385	Mathematical Modeling	4

3. Mathematics Education Emphasis

This emphasis satisfies the mathematics course requirements for a California secondary teaching credential. (For additional credential requirements, refer to the Teacher Education Program as outlined in the Education section of this catalog).

MATH 341-342	Geometries I-II	3-3
MATH 354	Number Theory	3
MATH 355	Discrete Methods	4
MATH 385	Mathematical Modeling	4
MATH 451	History of Mathematics	3

Minor in Mathematics

► A minimum of 30 hours (6 upper division) including the following:

MATH 131-132-133	Calculus	4-4-4
MATH 265	Elementary Linear Algebra	4

The following elective courses are especially recommended for those planning on secondary level teaching:

MATH 275	Logic and Sets (4)	
MATH 341-342	Geometries (3-3)	
MATH 351	Introduction to Abstract Algebra (3)	

The following elective courses are especially recommended for those majoring in engineering or a physical science:

MATH 267	Vector Calculus (4)	
MATH 269	Elementary Differential Equations (4)	

Mathematics

SERVICE COURSES:

(May not be used for major or minor in this department)

**MATH 019 4 A, W, S
Introductory Algebra**

Basic concepts and techniques of algebra for students without recent experience in algebra. Integers, algebraic expressions, first-degree equations, simple rational expressions and proportions, integer exponents, scientific notation, polynomials and factoring, solving equations by factoring, graphing, and systems of linear equations.

**MATH 096 4 A, W, S
Intermediate Algebra**

Factoring, linear and quadratic equations, linear inequalities, functions, graphs, rational expressions, rational exponents and radicals, equations involving rational and radical expressions, complex numbers, and systems of equations. Prerequisite: MATH 019 or equivalent.

**MATH 106 4 A, W, S
College Algebra**

Begins with a quick review of intermediate algebra, including rational exponents and radicals, complex numbers, linear and quadratic equations, and inequalities. Also includes polynomial and rational functions, binomial theorem, composition and inverse of functions, exponentials and logarithms, systems of equations, arithmetic and geometric progressions. Other topics may include further study of polynomials and/or linear programming. Prerequisite: Algebra II in high school or MATH 096.

**MATH 130 4 A, S
Precalculus**

Functions and graphs emphasized as tools to prepare the student for calculus. Included are polynomial and rational functions, logarithmic and exponential functions, as well as a thorough treatment of the six trigonometric functions and their inverses. Prerequisite: MATH 106 or a strong background in algebra.

**MATH 211-212 3-3 A-W
Foundations of School Mathematics I-II**

The logic and structure underlying school mathematics. Concepts, procedures, problem-solving and applications at concrete, pictorial, and abstract levels.

MATH 211 includes problem-solving techniques, sets, logic and deductive reasoning, the arithmetic of whole numbers, fractions, decimals, integers, rational and real numbers, ratio and proportion, and percent. Prerequisite: Algebra II in high school or MATH 096.

MATH 212 includes geometry and measurement. Prerequisite: MATH 211.

LOWER-DIVISION COURSES:

**MATH 131-132-133 4-4-4 A-W-S,
Calculus I-II-III W-S-Su**

MATH 131: Introduction to the techniques of differentiation and integration. Includes the chain rule, fundamental theorem and maximizing/minimizing applications. Graphing calculators and mathematical software tools are used extensively. Prerequisite: MATH 130 or a strong background in algebra and trigonometry.

MATH 132: Further skills in integration and its applications. Includes general substitutions, integration by parts, applications to geometry and physics, infinite series, and Taylor expansions. Prerequisite: MATH 131.

MATH 133: Includes special curves, parametrizations, polar coordinates, solid analytic geometry, partial derivatives, and multiple integrals. Prerequisite: MATH 132.

**MATH 222 4 A, W, S, Su
Introduction to Statistics**

Descriptive statistics, graphical methods, basic concepts of probability, binomial and normal probability distributions, central limit theorem, hypothesis testing involving means, confidence intervals, introduction to correlation and regression, and chi-square testing. Examples from a wide variety of disciplines, including business, the social sciences, and the life sciences, to prepare students with varying backgrounds and interests to become intelligent consumers and users of statistics. Prerequisites: Algebra II in high school (C- or above) or MATH 096, ENGL 101.

**MATH 265 4 A
Elementary Linear Algebra**

Matrix algebra and determinants, applications to solving systems of linear equations, vector spaces, linear transformations, eigenvalues, and eigenvectors. Prerequisite: MATH 131.

**MATH 267 4 S
Vector Calculus**

Functions of more than one variable including the general chain rule, line and surface integrals, divergence, curl, gradient, and Stokes' theorem. Prerequisite: MATH 133.

MATH 269 **4 W**
Elementary Differential Equations

Ordinary differential equations balancing analytic techniques, qualitative methods, and basic modeling. Topics include eigenvalue methods for linear systems, Laplace transforms, phase plane, null-clines, equilibria, harmonic oscillator, and population models. Prerequisites: MATH 132, 265.

MATH 275 **4 W**
Logic and Sets

A bridge to upper-division mathematics, developing the student's ability to handle abstract concepts and careful proofs. Propositional and predicate logic, various types of proof, algebra of sets and functions, equivalence relations, and countable sets. Prerequisite: MATH 131.

UPPER-DIVISION COURSES:

MATH 322 **3 W, S, Su**
Statistical Methods

Linear and multiple regression and correlation, analysis of variance, time series analysis and forecasting, and non-parametric methods. Prerequisites: MATH 222.

MATH 331-332 **3-3 W-S**
Probability and Statistical Theory I-II

MATH 331 introduces the theory and applications of probability theory. Probability distributions and densities including multivariate, marginal, and conditional distributions. Expected value, Chebyshev's and Bayes' theorems. Moment-generating functions and product moments. Special discrete and continuous distributions and densities. Prerequisites: MATH 133, 222, 275. Odd years.

MATH 332 studies theory and application of sampling distributions, transformation of variables, central limit theory, estimation, hypothesis testing,

Bayesian inference, and decision theory. Prerequisites: MATH 222, 331. Odd years.

MATH 341-342 **3-3 W-S**
Geometries I-II

A two-quarter study of the development and history of Euclidean geometry, the discovery of non-Euclidean geometry and the subsequent reformulation of the foundations of geometry.

MATH 341 reviews basic Euclidean geometry, introduces non-Euclidean geometries, and investigates geometric applications through problems and projects.

MATH 342 focuses on the axiomatic method, logic, various axiom sets for Euclidean geometry, neutral geometry, history of the parallel postulate, discovery of non-Euclidean geometry, hyperbolic geometry, and philosophical implications.

Prerequisites: MATH 275 or permission of the instructor. Even years.

MATH 351-352 **3-3 A-W**
Introduction to Abstract Algebra I-II

MATH 351 is a basic introduction to groups, rings, integral domains, fields, and isomorphisms. Also included are mappings, equivalence relations, and modular arithmetic. MATH 352 is a continuation of MATH 351 that stresses applications. Topics studied include polynomials, elementary Galois theory, geometric constructions, algebraic coding, lattices, and Boolean algebras. Prerequisite: MATH 275. Odd years.

MATH 354 **3 S**
Number Theory

Topics include Diophantine equations, theorems and conjectures about prime numbers, congruences, the theorems of Euler and Fermat, perfect numbers, continued fractions, and Pythagorean triples. Prerequisite: MATH 275. Odd years.

MATH 355 **4 A**
Discrete Methods

Introduction to the theory and applications of combinatorics (counting methods) and graph theory. Topics included are permutations, combinations, generating functions, recurrence relations, principle of inclusion and exclusion, pigeonhole principle, Euler and Hamiltonian paths, chromatic number, trees, network flows, and optimization. Optimization algorithms include shortest distance, minimal spanning tree, maximal matching, and maximum flow. Prerequisite: MATH 275. Even years.

MATH 375 **4 W**
Numerical Analysis

Theory and techniques for finding approximate solutions to mathematical problems, including error analysis, interpolation, approximation, fixed-point iteration, nonlinear equations, systems of equations, integration, and ordinary differential equations. Prerequisites: MATH 132, 265. Some knowledge of computer programming would be helpful. Even years.

MATH 385 **4 A**
Mathematical Modeling

Mathematical modeling of problems selected from a variety of applied areas, including industry, biology, business, and the social sciences. Both deterministic and stochastic models are considered, with an emphasis on practical problem-solving. Includes exploration of the computer as a problem-solving tool. Prerequisite: MATH 269 or permission of the instructor. Odd years.

MATH 390 **1 S**
Seminar

Topics of current interest in mathematics and mathematics education, including applications of mathematics in other fields, introduced through lectures,

reports, and periodicals. Discussion of professional mathematics organizations, conferences, and publications. Prerequisite: upper-division standing. Graded S/F.

MATH 421-422 **3-3 A-W**
Elementary Real Analysis I-II

The fundamental definitions and theorems underlying single-variable calculus and related topics. MATH 421 includes the completeness property, limits of sequences and functions, and continuity. MATH 422 is a continuation that covers derivatives, the Riemann integral, and infinite series. Prerequisites: MATH 132, 275. Even years.

MATH 425 **4 S**
Complex Variables

The elements of the theory of analytic functions including Cauchy's theorem, calculus of residues, conformality, and applications. Prerequisites: MATH 133, 275. Even years.

MATH 451 **3 S**
History of Mathematics

A survey of major developments in mathematics from antiquity to modern times. The course involves historically relevant problem sets, videos, class discussions, and presentations by students and teacher. Prerequisite: MATH 131. Odd years.

MATH 465 **4 S**
Linear Algebra

A deeper study than given in MATH 265, including Jordan form, inner product spaces, quadratic forms, Hamilton-Cayley theorem, and normal operators. Prerequisites: MATH 265, 351. Odd years.

MATH 485 **1-4 S**
Special Topics in Mathematics

Study of a selected topic not covered elsewhere in the curriculum. Course content varies from year to year, reflecting current interest. Topics studied in recent years have been Differential Geometry, Set Theory and Cardinal Numbers, Formal Logic and Godel's Theorem, Topology, Chaos and Fractals. May be repeated for credit. Generally offered every other year. Further information is available at the departmental office.

MATH 490 **1 S**
Senior Seminar

Topics of current interest in mathematics and mathematics education, including applications of mathematics in other fields. Under supervision of departmental faculty, each student prepares and presents a paper on a topic of interest. Prerequisite: MATH 390.

MATH 495 **1-3 A, W, S**
Independent Study

Properly qualified students may, with the approval of the department chair, undertake a directed research problem suited to their background and experience. Maximum of nine hours.



Faculty

Sylvia Rasi Gregorutti, chair; Charo Caballero-Chambers, Carolyn Snipes-Hoyt

Departmental Office: 212 Irwin Hall; 965-6574

Chair's Office: 965-6510

Degrees and Programs

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The DEPARTMENT OF MODERN LANGUAGES offers instruction in French, German, Italian, and Spanish. Majors are available in Spanish and French, and minors are available in French, German, Italian, and Spanish.

Pacific Union College participates in the Adventist Colleges Abroad Program (ACA), which provides opportunity for students to study the language of their choice in a foreign country. Participating campuses are in Argentina, Austria, Brazil, France, Germany, Greece, Hong Kong, Italy, Spain, and Ukraine. Hebrew is taught at the Greek campus.

It will be necessary for a student majoring in French to spend one year in the Adventist Colleges Abroad Program in France and to take the courses prescribed by the major adviser.

A student majoring in Spanish will be asked to spend from one to three quarters, as needed, in the Adventist Colleges Abroad Program in Spain or in Argentina and to take the courses prescribed by the major adviser.

Major in Spanish, B.A.

► *A minimum of 48 hours (30 upper division)*

All students majoring in Spanish must complete in residence at Angwin at least three upper-division Spanish courses (minimum of twelve hours).

Students with a background in the Spanish language will be placed in the program in accordance with their ability. Those who achieve advanced placement on a departmental proficiency examination may complete a Spanish major by taking 30 hours of upper-division Spanish and a minor in any field.

A student may choose from the following courses, all of which apply toward the major:

SPAN 132	Intensive Intermediate Spanish	5
SPAN 133	Intensive Intermediate Spanish	5
SPAN 151	Intermediate Spanish	4
SPAN 152	Intermediate Spanish (or SPAN 132 Intensive Intermed. Spanish)	4
SPAN 153	Intermediate Spanish (or SPAN 133 Intensive Intermed. Spanish)	4
SPAN 251	Spanish Conversation and Composition	3
SPAN 252	Spanish Conversation and Composition	3
SPAN 253	Spanish Conversation and Composition	3
SPAN 367	Spanish and Latin-American Culture and Civilization	4
SPAN 382	Applied Spanish Linguistics	4
SPAN 385	Business Spanish	4
SPAN 441	Readings in Spanish Literature	4
SPAN 442	Readings in Latin-American Literature I	4
SPAN 443	Readings in Latin-American Literature II	4
SPAN 495	Independent Study	1-6
SPAN 496	Directed Group Study	2-4
	Upper-division electives taken at ACA Campus*	

* See section entitled "Adventist Colleges Abroad (ACA)."

► *Recommended Cognate Courses:*

- A full-year course in beginning French or German (12)
- ART 105 History of Western Art (4)
- HIST 366 Modern Latin America (4)
- MGMT 457 International Management (3)
- PLSC 485 Foreign Relations of the United States (3)

In Spain or Argentina a student may select a program from a variety of courses that apply toward the major in Spanish. See the current *Adventist Colleges Abroad Bulletin*, available in the Modern Languages departmental office, or online at www.nadadventist.org/aca for descriptions of these courses.

Major in French, B.A.

► *A minimum of 48 hours (30 in the upper division)*

Students majoring in French must complete in residence at Angwin at least three upper-division French courses (twelve hours minimum). Selections are made from the following courses, all of which apply toward the major:

FREN 151	Intermediate French	4
FREN 152	Intermediate French	4
FREN 153	Intermediate French	4
FREN 367	French Culture and Civilization	4
FREN 381	Applied French Linguistics	4
FREN 385	Business French	4
FREN 441	Readings in 19th Century French Literature	4
FREN 442	Readings in Contemporary French Literature	4
FREN 443	Contemporary Francophone Literature	4
FREN 495	Independent Study	1-6
FREN 496	Directed Group Study	2-4
	Upper-division electives at ACA Campus	

► *Recommended Cognate Courses:*

- A beginning full-year course in Spanish, German, or Italian (12)
- ART 105 History of Western Art (4)
- HIST 335 Europe Since 1914 (4)
- MGMT 457 International Management (3)
- PLSC 485 Foreign Relations of the United States (3)

In France a student may select a program from a variety of courses that apply toward the major in French. See the current *Adventist Colleges Abroad Bulletin*, available in the departmental office, or at www.nadadventist.org/aca for descriptions of these courses.

Teaching Credential

The State of California Commission on Teacher Credentialing mandates that all teacher education programs in languages other than English meet newly established standards of quality and

effectiveness. The Modern Languages Department has received State approval of the new program. Students desiring a California secondary teaching credential are invited to discuss the teacher education program with the Credential Analyst in the Education department and with the Teacher Education Adviser in the Modern Languages Department.

Courses are taken at both PUC and the appropriate ACA campus in Spain, Argentina, or France (see “Adventist Colleges Abroad” below).

Minors in French, German, Italian and Spanish

► *A minimum of 30 hours at the intermediate level or higher (15 upper division)*

A student desiring a minor in German or Italian usually spends one year studying abroad. French and Spanish minors usually require one or two quarters of study abroad.

Language Placement

Students who have had previous work in a given language and wish to take a beginning course in that language must obtain the consent of the department chair.

Students from a Spanish background taking Spanish will normally enroll in SPAN 251-252-253 Spanish Conversation and Composition. Those unsure of what course to enroll in may take a Spanish Language Placement test after consulting with the department faculty.

Adventist Colleges Abroad (ACA)

Pacific Union College is a member of Adventist Colleges Abroad (ACA), a consortium of colleges and universities operated by the Board of Higher Education of the North American Division of the Seventh-day Adventist Church. This consortium affords opportunity to qualified students for international study while completing the requirements of their programs at their home campus. The program allows students to immerse themselves in the culture and life of the host country and become conversant in the language; to mature socially, spiritually, and intellectually; and to develop sensitivity to cultural differences and a sense of responsibility for and mission to other peoples of the world. The following institutions are international affiliates of ACA offering academic year programs of study:

- Argentina: Universidad Adventista del Plata, Libertador San Martín: Spanish Language and Latin American Culture

- Austria: Seminar Schloss Bogenhofen, St. Peter am Hart: German Language and Culture
- France: Campus Adventiste du Salève, Collonges-sous-Salève: French Language and Culture
- Germany: Friedensau Adventist University, Friedensau bei Burg: German Language and Culture
- Italy: Istituto Avventista Villa Aurora, Florence: Italian Language and Culture
- Spain: Seminario Adventista Español, Sagunto: Spanish Language and Culture

In addition to academic-year programs, ACA offers six-week summer terms at the following international study centers:

- Austria: Seminar Schloss Bogenhofen, St. Peter am Hart: German
- Brazil: Instituto Adventista de Ensino, São Paulo: Portuguese
- France: Centre Universitaire et Pédagogique du Salève, Collonges-sous-Salève: French
- Greece: La Sierra University Study Center, Athens: Intermediate New Testament Greek
- Hong Kong: Hong Kong Adventist College, Hong Kong: Chinese (Mandarin)
- Israel: Jerusalem Center: Beginning Biblical Hebrew
- Italy: Istituto Avventista Villa Aurora, Florence: Italian
- Spain: Colegio Adventista de Sagunto, Sagunto: Spanish
- Ukraine: Ukrainian College of Arts and Sciences, Kiev: Russian

Applicants for international study need not be language majors or minors. Students majoring in various disciplines that allow for one or more elective years within the four-year curriculum may study in the year-abroad and summer session programs without losing credits or prolonging time before graduation by carefully planning the year(s) preceding and following their international study experience. Prerequisites for admission to ACA study abroad programs are as follows:

1. Admission as a regular student to Pacific Union College for the summer or academic year abroad.
2. Competence in the language of the host country for Argentina, France, and Spain (minimum: one year of college or two years of secondary study with a language GPA of 3.00). This level of language competence is prerequisite to one’s being considered for admission. Language competence is encouraged but not required of students enrolling in academic year programs in Austria, Germany, or Italy, or of students in summer programs.
3. An overall college or university GPA of 2.50.

4. A good citizenship record that gives evidence of better-than-average maturity, adjustability, and congeniality.
5. Presentation of the application with all required information and signatures (academic and financial arrangements) to the PUC Admissions office by April 1 (summer program deadline) or May 1 (academic year deadline).
6. Attendance at an ACA orientation meeting at PUC.

College freshmen with competence in the language are not specifically excluded from ACA academic year programs, but the course of study is usually more beneficial to sophomores and juniors, especially those who plan to major or minor in the language or specialized area of study. Although enrolled on an international campus, students are registered at PUC; are considered in residence at this college; and are eligible for all external grants, loans, scholarships, and financial aid offered to students in attendance at PUC. Credit earned abroad is recorded each term in the PUC Records office.

The Adventist Colleges Abroad program offers a wide variety of language courses at intermediate and advanced levels concentrating on grammar, orthography, composition, phonetics, conversation, reading, pronunciation, literature, culture, civilization, and folklore as well as courses in art, education, geography, history, music, physical education, and religion.

Applicants must consult with their major professors, the Modern Language faculty, and the ACA Coordinator before enrollment. Pacific Union College personnel advise students about courses to take abroad and determine how the credits will apply toward graduation requirements. Those who carefully plan their academic-year programs with PUC advisers may earn up to 54 quarter hours toward a baccalaureate degree. ACA courses may apply toward the major, minor, general education, and elective requirements; credit is awarded on the basis of course prefix.

ACA courses are in high demand; applications are processed in the order received. Applications are available at the Admissions office and the Modern Language Department. Deadline for summer applications is April 1; for the academic year, May 1.

For further information:

Adventist Colleges Abroad
 12501 Old Columbia Pike
 Silver Spring, MD 20904-6600
 (301) 680-6444
 FAX (301) 680-6463
 E-mail: 104474.304@compuserve.com
 Website: www.nadadventist.org/aca

French

SERVICE COURSE:

(Not applicable toward a major or minor in this department)

FREN 111-112-113 4-4-4 A-W-S
Beginning French

Designed to develop speaking, listening, reading, and writing skills in the language studied. Basic grammar and vocabulary presented through a proficiency-oriented approach emphasizing the practical use of the language. Individual laboratory work provides additional opportunity to practice and develop the communicative skills that can be expanded in subsequent study and use of the language. Introduction to selected elements of the cultures in countries where the language is used. (This course is not for students who have had two or more years of secondary French.)

LOWER-DIVISION COURSE:

FREN 151-152-153 4-4-4
Intermediate French A-W-S

Designed to increase proficiency in speaking, listening, reading, and writing in the language studied. Focus on reinforcing control of basic grammar and on vocabulary expansion. Selected cultural features of countries where the language is used. Individualized laboratory practice. Prerequisites: FREN 111-112-113, its equivalent, or permission of the instructor.

UPPER-DIVISION COURSES:

(Taught in French)

FREN 367 4 A
French Culture and Civilization

Contemporary French culture and civilization dealing with social, political, and economic trends. Even years.

FREN 381 4 A
Applied French Linguistics

Introduces principles of phonetics, phonology, morphology, and syntax. Special reference to foreign language teaching methodology and the particular problems of teaching French. Odd years.

FREN 385 4 W
Business French

Practice and vocabulary-building in French as used in business, commerce, finance, and economics. Even years.

FREN 441 4 W
Readings in 19th-Century French Literature

Readings in representative poets, novelists, and playwrights. Odd years.

FREN 442 4 S
Readings in Contemporary French Literature

Readings in representative poets, novelists, and playwrights. Odd years.

FREN 443 4 S
Contemporary Francophone Literature

Readings in representative French-speaking authors from around the world. Even years.

FREN 495 1-6 A, W, S
Independent Study

Thirty-six hours of reading per hour of credit. A weekly conference with the instructor. Limited to French majors. Admission by permission of the instructor. Maximum of three hours in any quarter; may be repeated once for additional credit.

German

SERVICE COURSE:

(Not applicable toward a major or minor in this department)

GRMN 111-112-113 4-4-4 A-W-S
Beginning German

See course description under FREN 111-112-113.

Italian

SERVICE COURSE:

(Not applicable toward a major or minor in this department)

ITAL 111-112-113 4-4-4 A-W-S
Beginning Italian

See course description under FREN 111-112-113.

Spanish

SERVICE COURSES:

(May not be used for major or minor in this department)

SPAN 111-112-113 4-4-4 A-W-S
Beginning Spanish

See course description under French 111-112-113. (This course is not for students who have had two or more years of secondary Spanish.)

SPAN 131 5 A
Intensive Spanish Review

An intensive “bridge” course for students who have completed a beginning course in Spanish but need review and practice before beginning the intermediate level. Includes laboratory practice. Prerequisite: One or two years of high school Spanish.

LOWER-DIVISION COURSES:

SPAN 132-133 5-5 W-S
Intensive Intermediate Spanish

Continuation of SPAN 131, providing intensive study of Intermediate Spanish (see course description under FREN 151-152-153). Prerequisite: Passing grade in SPAN 131 or equivalent.

SPAN 151-152-153 4-4-4
Intermediate Spanish A-W-S

See course description under FREN 151-152-153. Prerequisite: Two years of secondary Spanish or SPAN 111-112-113 or its equivalent.

SPAN 251-252-253 3-3-3 A-W-S
Spanish Conversation and Composition

Emphasis on oral and written expression in Spanish. For non-native students having completed more than two years of secondary-school Spanish or intermediate-level college Spanish; and for students whose native language is Spanish. Fulfills the intermediate-level language requirement for general education.

UPPER-DIVISION COURSES:

(Taught in Spanish)

SPAN 367 4 A
Spanish and Latin-American Culture and Civilization

A study of Spanish and Latin-American culture and civilization with emphasis on contemporary life. Even years.

SPAN 382 4 A
Applied Spanish Linguistics

Introduces principles of phonetics, phonology, morphology, and syntax. Special reference to foreign language teaching methodology and the particular problems of teaching Spanish. Odd years.

SPAN 385 4 W
Business Spanish

Practice and vocabulary-building in Spanish as used in business, commerce, finance, and economics. Odd years.

SPAN 441 4 S
Readings in Spanish Literature

Readings in representative poets, novelists, and playwrights. Odd years.

SPAN 442 4 W
Readings in Latin-American Literature I

Readings in representative poets, novelists and playwrights. Even years.

SPAN 443 4 S
Readings in Latin-American Literature II

Readings in representative poets, novelists, and playwrights. Even years.

SPAN 495 1-6 A, W, S
Independent Study

Thirty-six hours of reading per hour of credit. A weekly conference with the instructor. Limited to Spanish majors; admission by approval of the instructor. Maximum of three hours in any quarter; may be repeated once for credit.



Faculty

Lynn Wheeler, chair; Genevieve Brown-Kibble, Del Case, Lois Case, Kenneth Narducci, LeRoy Peterson
 Departmental Office: 102 Paulin Hall; 965-6201

Degrees and Programs:

Teaching Credential, B.Mus. in Music Education	140
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The DEPARTMENT OF MUSIC offers a two-year Associate of Science degree and two four-year curricula leading to the Bachelor of Music and Bachelor of Science degrees. Emphasis in the Bachelor of Music degree may be in Music Education or in Performance.

Entrance Requirements

Students in the B.Mus. programs must take a functional keyboard facility examination the first quarter in residence. Unsatisfactory performance mandates enrollment in MUSP 121 each quarter in residence until the examination is passed. Students must pass this test before they may receive upper-division credit in their primary area of performance.

General Performance Requirements

Study in the major performance area is required each quarter of residence for Bachelor of Music majors. Performance emphasis majors must take an additional 6 hours of secondary performance credit. Secondary performance studies are usually permitted only after the student has reached upper-division status in the major performance area. Credit is based upon a half-hour lesson and four hours of practice per week for each credit hour earned.

A juried performance is required each quarter for music majors when they are taking lessons in their major performance areas. A student preparing a required recital must perform the program for a faculty audition committee one month prior to the

projected recital date. Specific year-by-year requirements in the various performance areas and details regarding jury evaluations are available at the Music department office and in the *Music Department Student Handbook*.

Ensemble

All four-year degree majors are required to register for ensemble credit each quarter in residence except while doing student teaching. A.S. majors are required to register for a minimum of six quarters of ensembles.

Recital Attendance

All four-year majors are required to attend a minimum of six art music concerts each quarter in residence. A.S. majors are required to attend six concerts during at least six quarters.

Required Recitals

Performance emphasis majors present a half-hour recital (MUSP 390) during the junior year and a one-hour recital (MUSP 490) the senior year.

Music education emphasis majors present a half-hour recital (MUSP 489) in the senior year. Bachelor of Science majors present a half-hour recital (MUSP 489) the senior year or complete a special project (MUED 489) in an area of particular interest. The topic is chosen in consultation with the department chair and a teacher in the area of the project, and with the approval of the music faculty.

All majors must periodically perform in general student recitals. For details, see the *Music Department Student Handbook*.

The Major Field Achievement Test in music is required of all seniors during their final quarter before graduation. In addition, all music majors are required to take examinations prepared by departmental faculty during their first and last quarters in residence.

Certificate of Achievement

To encourage excellence in performance, the department may award the Certificate of Achievement to any outstanding music major who presents a recital or is soloist in a major performance

of particularly high quality during each of the four years in residence. The student must apply to the music faculty for this award after giving the final recital. Required Core Courses

35 hours required for all baccalaureate degrees in music:

MUED 241	Basic Conducting	2
MUHL 131	Introduction to Vocal/Choral Literature	2
MUHL 132	Introduction to Keyboard Literature	2
MUHL 133	Introduction to Symphonic/Chamber Music Literature	2
MUHL 331	Music from Antiquity through the Baroque	3
MUHL 332	Music of the Classic and Romantic Eras	3
MUHL 333	Music of the Twentieth Century (MUHL 336 for Music Education emphasis)	3
MUTH 121-122-123	Theory I	3-3-3
MUTH 221-222-223	Theory II	3-3-3

Bachelor of Music, B.Mus.

Besides baccalaureate degree requirements listed elsewhere in this catalog, students working toward the Bachelor of Music degree take the required core courses listed above and meet the requirements of one of the two emphases listed below.

► *General Education Requirements*

The general-education requirements for the B.Mus. degree are the same as for other baccalaureate degrees except as indicated below. See the general-education section of this catalog.

- I. Foundations of Learning: MATH 222 not required.
- II. Human Identity in Cultural Contexts: II-B Philosophy not required; II-C Social Sciences: one course required; II-D Foreign Language: Voice performance emphasis majors are required to complete satisfactorily one year of French, German, or Italian. Teacher candidates must pass a test or take a course in U.S. Constitution (this requirement is satisfied by HIST 134-135 or HIST 356 or PLSC 124).
- III. Insights of the Imagination. Same as for B.S. degree
- IV. The Natural World: Select two of IV-B, IV-C, and IV-D. All students must meet the Introductory-Level Mathematics and Science requirements outlined in IV-A.
- V. Revelation, Belief, and Action: Same as for B.S. degree. Music education emphasis majors must complete 18 hours of religion (9 upper division): 6 hours of RELB prefix courses, 3 hours of Doctrinal Studies (RELT 331, 332 and 333), and HIST 340 (or RELT 381 and 382).
- VI. Health and Fitness: Same as for B.S. degree, except that music education emphasis majors must take HLED 166.
- VII. Skills for Daily Living: Not required.

Other Requirements: Teacher candidates must take ENGL 335 and ENGL 337.

MUSIC EDUCATION EMPHASIS

► 144-145 hours including core, professional education courses and the following:

1. Music Education

MUED 338	Music for Children	2
MUED 338L	Music for Children Lab	1
MUED 342	Instrumental Conducting	3
MUED 343	Choral Conducting	3
MUED 381-382-383	Music in Elem/Sec Schools	2-2-2
	Additional courses	10

► Select 10 hours from the following list of techniques and pedagogy courses. Exceptions are MUED 473-474, required of all piano majors, and MUED 475-476, required of all organ majors.

MUED 370	Handbell Techniques and Methods (1)
MUED 371*	Trumpet Techniques and Methods (1)
MUED 372*	Trombone Techniques and Methods (1)
MUED 373	Horn/Tuba Techniques and Methods (1)
MUED 374*	Flute Techniques and Methods (1)
MUED 375*	Single-Reed Techniques and Methods (1)
MUED 376	Double-Reed Techniques and Methods (1)
MUED 377*	Percussion Techniques and Methods (1)
MUED 378*	Violin/Viola Techniques and Methods (1)
MUED 379	Cello/Double Bass Techniques and Methods (1)

MUED 473-474	Piano Pedagogy (1-1)
MUED 475-476	Organ Pedagogy (1-1)
MUED 477*	Voice Pedagogy (2)

2. Music Ensemble

11 One large ensemble for each quarter in residence except the student-teaching quarter. Participation in both choral and instrumental ensembles for a minimum of three quarters each and in a small ensemble in the area of one's specialty for a minimum of one quarter. For piano majors, three of the total hours must be in MUEN 359 Keyboard Ensemble. When MUEN 359 is taken, the large ensemble is not required.

3. Music Performance

MUSP 163 and 363	Performance Studies: Major (maximum 6 hours lower division)	11
MUSP 489	Senior Recital (or MUED 489 Senior Project)	1

* Unless they are in the major performance area, these courses are required.

4. Music Theory

MUTH 331	Orchestration	3
MUTH 332	Counterpoint	3
MUTH 431	Form and Analysis	3
MUTH 432	Composition	3

5. Required Cognate Courses in Professional Education

See the Education section of this catalog for further information about prerequisites and admission to the teacher education program.

EDUC 100	Classroom Observation (0-1)
EDUC 101	Introduction to Teaching (1)
EDUC 238	Computer Technology for Teachers (2)
EDUC 238L	Computer Technology for Teachers Lab (1)
EDUC 333	Educational Psychology (3)
EDUC 335	Ethical Dimensions of Teaching/Learning (2)
EDUC 336	The Multicultural Classroom (3)
EDUC 350	Exceptional Children in the Classroom (3)
EDUC 358	Literacy in the Content Areas (3)
EDUC 358L	Field Experience (1)
EDUC 360	Intro. to Secondary Teaching Strategies (2)
EDUC 361	Middle-School Teaching Strategies (2)
EDUC 362	Secondary Area Teaching Strategies (4)
EDUC 390	K-12 Bible (2)
EDUC 480	Classroom Management (2)
EDUC 483	Student Teaching Seminars (3)
EDUC 485L	Student Teaching: Middle School Seminar (1)
EDUC 485L	Student Teaching: Senior High Seminar (1)
EDUC 485L	Full-time Student Teaching (13)

► *Recommendation for Directed Teaching*

Before acceptance into the Directed Teaching program, students must have passed the Keyboard Proficiency and Keyboard Harmony Examinations as prerequisites for recommendation by the music faculty. For details, see the *Music Department Student Handbook*.

Teaching Credential

Students are invited to discuss the requirements for a teaching credential with the Teacher Education Adviser in the Music department. All students who plan to teach should also consult with the Credential Analyst in the Department of Education and should become acquainted with specific requirements outlined in the Education section of this catalog.

PERFORMANCE EMPHASIS

► A minimum of 116 hours including core courses and the following:

1. Music Education

MUED 342	Instrumental Conducting (or MUED 343 Choral Conducting)	3
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Additional hours 4

Select four hours from the following list of techniques and pedagogy courses. Voice majors must take MUED 477; piano majors must take MUED 473-474; organ majors must take MUED 475-476; and all other majors must take two hours of MUED 495, studying the pedagogy and literature of their area of performance emphasis.

MUED 370	Handbell Techniques and Methods (1)
MUED 371	Trumpet Techniques and Methods (1)
MUED 372	Trombone Techniques and Methods (1)
MUED 373	Horn/Tuba Techniques and Methods (1)
MUED 374	Flute Techniques and Methods (1)
MUED 375	Single-Reed Techniques and Methods (1)
MUED 376	Double-Reed Techniques and Methods (1)
MUED 377	Percussion Techniques and Methods (1)
MUED 378	Violin/Viola Techniques and Methods (1)
MUED 379	Cello/Double Bass Techniques and Methods (1)
MUED 473-474	Piano Pedagogy (1-1)
MUED 475-476	Organ Pedagogy (1-1)
MUED 477	Voice Pedagogy (2)

2. Music Ensemble

12 One large ensemble for each quarter in residence. For piano majors, three of the twelve hours must be in MUEN 359, Keyboard Ensemble. When MUEN 359 is taken, the large ensemble is not required.

Chamber music in the major area 3

3. Music Performance

MUSP 164 and 364	Performance Studies: Major (maximum 18 hours lower division)	11
MUSP 386	Performance Studies: Secondary Area	6
MUSP 390	Junior Recital	1
MUSP 490	Senior Recital: Emphasis Major	1
MUSP 495	Independent Study in Performance (in the major area; keyboard majors take one hour of MUSP 495, two of MUHL 337.)	3

4. Music Theory

MUTH 331	Orchestration	3
MUTH 332	Counterpoint	3
MUTH 431	Form and Analysis	3
MUTH 432	Composition	3

Major in Music, B.S.

► A minimum of 65 hours (21 upper division)

In addition to music courses, the Bachelor of Science degree with a music major has general-education requirements as listed in this catalog under General Education for the Baccalaureate Degree. MUHL 105 does not apply toward the degree requirements.

► *Required Courses*

The core courses for all music majors, listed above, and the following:

1. Music Ensemble		
One large ensemble for each quarter in residence		12
2. Music Performance		
MUSP 163 and		
MUSP 363	Performance Studies: Major	7
	(maximum of six hours lower division)	
3. Music Theory		
One course chosen from MUTH 331, 332, 431, 432		3
4. Music Electives		
MUSP 489	Senior Recital	1
	(or MUED 489 Senior Project)	
Additional hours		7
Seven additional hours selected in consultation with the adviser and approved by the music faculty to develop a solid background in the area of the student's recital or project.		

Associate Degree in Music, A.S.

► A minimum of 37 hours including the following:

Required Core Courses		
MUHL 131	Introduction to Vocal/Choral Literature	2
MUHL 132	Introduction to Keyboard Literature	2
MUHL 133	Introduction to Symphonic/Chamber Literature	2
MUTH 121-122-123	Theory I and Labs	3-3-3

In addition to the core courses listed above, Associate of Science in Music majors must complete 22 hours in music selected from the following modules:

Piano Pedagogy Module

1. Music Education		
MUED 338	Music for Children	2
MUED 349	Directed Teaching: Piano	3
MUED 473-474	Piano Pedagogy	1-1

2. Music Ensemble		
Six quarters of ensemble.		6
Three hours must be in MUEN 159.		

3. Music Performance		
MUSP 163	Performance Studies: Piano	6

4. Electives		
3 hours chosen in consultation with the adviser and approved by the music faculty.		3

Church Music Module

1. Music Education		
MUED 106	Issues in Church Music	2
MUED 241	Basic Conducting	2
MUED 370	Handbell Techniques and Methods	1

2. Music Ensemble		
Six quarters of ensemble (minimum of 1 hour instrumental and 1 hour choral).		6

3. Music Performance		
MUSP 163	Performance Studies	6

4. Music History and Literature		
MUHL 206	Music in Christian Worship	2

5. Electives		
3 hours elected from		
MUTH 331	Orchestration (3)	
MUTH 432	Composition (3)	

► <i>Required cognate course:</i>		
RELP 210	Creative Church Participation	2

General Music Module

1. Music Education		
MUED 241	Basic Conducting	2

2. Music Ensemble		
Six quarters of ensemble.		6

3. Music Performance		
MUSP 163	Performance Studies	6

4. Electives		
8 hours elected in consultation with the adviser and approved by the Music faculty.		

Music Education

LOWER-DIVISION COURSES:

MUED 106	2 A
Issues in Church Music	
Analysis of issues in church music. Acquaints students with traditional and contemporary worship practices. Odd years.	

MUED 241	2 A
Basic Conducting	
Foundation for the development of skill in the art of conducting various ensembles.	

UPPER-DIVISION COURSES:

MUED 338	2 A
Music for Children	
(See also ECED 338.)	
Music for children from infancy through lower elementary school grades, based on Kodály method. Emphasizes development of child's voice through solfege and authentic folk materials and covers teaching methods for singing, rhythmic activities and listening skills. Odd years.	

MUED 338L	1 A, W, S
Music for Children Lab	
(See also ECED 338L.)	
Observation and practical experience with young children, using methods discussed in MUED 338. Highly recommended complement to MUED 338. May be taken any quarter. Prerequisite: MUED 338.	

MUED 342	3 W
Instrumental Conducting	
Practical work with instrumental groups. Stick technique, score reading and preparation, aural skills for conductors, and other related activities. Prerequisite: MUED 241. Even years.	

MUED 343	3 W
Choral Conducting	
A practical course in the development of conducting gestures and rehearsal techniques for choral ensembles. Opportunities are provided to conduct secondary and college-level choral groups. Prerequisite: MUED 241. Odd years.	

MUED 349	1 A, W, S
Directed Teaching: Piano	
Lessons taught by students in studio or classroom. Supervised and evaluated. Usually taken in conjunction with MUED 473 and continued winter and spring quarters.	

MUED 370	1 W
Handbell Techniques and Methods	
Basic and advanced ringing techniques, handbell literature, group organization, solo and ensemble ringing, bell assignments, and bell maintenance. Even years.	

MUED 371	1 A
Trumpet Techniques and Methods	
Introduction to teaching and performing trumpet through the intermediate level. Performance techniques, pedagogical methods and materials, maintenance, and practical teaching experience. Odd years.	

MUED 372	1 W
Trombone Techniques and Methods	
Objectives similar to those of MUED 371. Odd years.	

MUED 373	1 S
Horn/Tuba Techniques and Methods	
Objectives similar to those of MUED 371. Odd years.	

MUED 374	1 A
Flute Techniques and Methods	
Objectives similar to those of MUED 371. Even years.	

MUED 375	1 W
Single-Reed Techniques and Methods	
Objectives similar to those of MUED 371. Even years.	

MUED 376	1 S
Double-Reed Techniques and Methods	
Objectives similar to those of MUED 371. Even years.	

MUED 377	1 A
Percussion Techniques and Methods	
Objectives similar to those of MUED 371. Emphasis on snare drum, timpani, and mallets. Solo and ensemble playing. Even years.	

MUED 378	1 A
Violin/Viola Techniques and Methods	
Ability to play and teach violin and viola at the beginning and intermediate levels. Elementary individual and class methods of instruction and basic maintenance. Odd years.	

MUED 379	1 W
Cello/Double Bass Techniques and Methods	
Objectives similar to those of MUED 378. Even years.	

MUED 381 2 A
Music in Elementary and Secondary Schools I

Theories of and practice with musical development. Emphasizes the Kodály approach to teaching music in the elementary school. Deals with vocal development of children from the nonsinger to the junior-high chorister and other challenges related to the elementary music classroom. Prerequisite: MUED 338. Even years.

MUED 382 2 W
Music in Elementary and Secondary Schools II

Evaluation of music education philosophies and their practical applications for designing and implementing a secondary school choral curriculum. Topics include recruitment, auditions, repertoire selection, and classroom management. Prerequisites: MUED 241 and 338. Even years.

MUED 383 2 S
Music in Elementary and Secondary Schools III

Development and maintenance of instrumental programs in elementary, middle, and secondary schools. Objectives, evaluative techniques, motivation, administration, recruiting, scheduling, technology, repertoire, and current topics. Prerequisites: MUED 241 and 338. Even years.

MUED 470, 480 2, 2 Su
Music Workshops

During the summer session various workshops are offered in piano, choral music and strings.

MUED 473-474 1-1 A-W
Piano Pedagogy

The art of piano teaching, including materials and methods of instruction. Concurrent registration in MUED 349 recommended. Odd years.

MUED 475-476 1-1 W-S
Organ Pedagogy

The art of teaching organ at beginning and intermediate levels. Survey of materials and methods of instruction. Odd years.

MUED 477 2 S
Vocal Pedagogy

The study of principles and methods of vocal instruction in Western cultures. Even years.

MUED 489 1 A, W, S
Senior Project

Special project for B.S. majors and, in lieu of MUSP 489, for B.Mus. education emphasis majors in unusual circumstances. By permission of the music faculty and in consultation with the adviser and the department chair.

MUED 495 1-3 A, W, S
Independent Study

Advanced independent project in music education. Requires approval of the department chair. Three hours maximum.

Music Ensembles

The following satisfy the music major large-ensemble requirements: Bel Canto, Kantorei, Pro Musica, Orchestra, Symphonic Wind Ensemble, and Keyboard Ensemble. Additional small ensembles are also offered. Unless indicated otherwise, each ensemble is available any quarter and is repeatable.

Upper-division credit for juniors and seniors is determined by the student's proficiency and previous experience in college-level music.

LOWER-DIVISION COURSES:

MUEN 141 1 A, W
Bel Canto

Study and performance of selected choral literature for women's voices. Performances include a major work each autumn with combined choirs and orchestra. Auditions held both quarters.

MUEN 142 1 A, S
Kantorei

Study and performance of selected choral literature for men's voices. Performances are mostly on campus and include a major work each autumn with combined choirs and orchestra. Auditions held both quarters.

MUEN 154 1 A, W, S
Pro Musica

A carefully balanced SATB choral ensemble that studies and performs a variety of challenging repertoire. Performances include off-campus tours during the winter and spring quarters. Auditions held at the beginning of autumn quarter. Corequisite: Bel Canto or Kantorei.

MUEN 155 1 A, W, S
Symphonic Wind Ensemble

Advanced instrumentalists rehearse and perform a wide variety of music in various settings. Tours and workshops on alternate-year basis. Members are selected by audition.

MUEN 156 1 A, W, S
Orchestra

Orchestral masterworks performed in quarterly concerts and other events. For advanced instrumentalists, both college students and community residents. Members are selected by audition.

MUEN 157 1 A, W, S
String and Piano Chamber Music

Experience with chamber music for piano with strings under the direction of a Music faculty member. Includes duos, trios, and larger groups.

MUEN 159 1 A, W, S
Keyboard Ensemble

Literature for keyboard duets, duos, and groups with instruments or voices and keyboard accompaniment. Three quarters required of all B.Mus. or A.S. Piano Pedagogy Module majors.

MUEN 160 1 A, W, S
Jazz Ensemble

Emphasis on the rehearsal and performance of big band jazz. Development of reading and improvisation skills. Participation by audition/permission of instructor.

MUEN 175 1 A, W, S
Flute Quartet

Normally limited to members of Symphonic Wind Ensemble. By audition.

MUEN 178 1 A, W, S
Saxophone Quartet

Normally limited to members of Symphonic Wind Ensemble. By audition.

MUEN 179 1 A, W, S
Woodwind Quintet

Normally limited to members of Symphonic Wind Ensemble. By audition.

MUEN 180 1 A, W, S
Brass Quintet

Normally limited to members of Symphonic Wind Ensemble. By audition.

MUEN 181 1 A, W, S
Brass Ensemble

Normally limited to members of Symphonic Wind Ensemble. By audition.

MUEN 182 1 A, W, S
Trombone Choir

By audition.

MUEN 184 1 A, W, S
String Quartet

Normally limited to members of the Orchestra. By audition.

MUEN 186 1 A, W, S
Beginning Handbell Choir

Open to any student with music reading skills.

UPPER-DIVISION COURSES:

MUEN 341 1 A, W
Bel Canto

(See description of MUEN 141.)

MUEN 342 1 A, S
Kantorei

(See description of MUEN 142.)

MUEN 354 1 A, W, S
Pro Musica

(See description of MUEN 154.)

MUEN 355 1 A, W, S
Symphonic Wind Ensemble

(See description of MUEN 155.)

MUEN 356 1 A, W, S
Orchestra

(See description of MUEN 156.)

MUEN 357 1 A, W, S
String and Piano Chamber Music

(See description of MUEN 157.)

MUEN 359 1 A, W, S
Keyboard Ensemble

(See description of MUEN 159.)

MUEN 360 1 A, W, S
Jazz Ensemble

(See description of MUEN 160.)

MUEN 375 1 A, W, S
Flute Quartet

(See description of MUEN 175.)

MUEN 378 1 A, W, S
Saxophone Quartet

(See description of MUEN 178.)

MUEN 379 1 A, W, S
Woodwind Quintet

(See description of MUEN 179.)

MUEN 380 1 A, W, S
Brass Quintet

(See description of MUEN 180.)

MUEN 381 1 A, W, S
Brass Ensemble

(See description of MUEN 181.)

MUEN 382 1 A, W, S
Trombone Choir

(See description of MUEN 182.)

MUEN 384 1 A, W, S
String Quartet

(See description of MUEN 184.)

MUEN 386 1 A, W, S
Advanced Handbell Choir

Rings level three music and above. Available by audition to students with previous ringing experience. Performs both on and off campus.

Music History and Literature

LOWER-DIVISION COURSES:

MUHL 105 3 A, W, S
Survey of Music

Music in western civilization, including music fundamentals and a brief history from antiquity to the present. Presented by recordings, visual aids, and lectures. Not applicable to music major. Meets the general-education requirement in music.

MUHL 131 2 A
Introduction to Vocal/Choral Literature

Listening skills developed by study of styles, terminology, notation, and performance practices of important vocal/choral works.

MUHL 132 2 W
Introduction to Keyboard Literature

Repertoire, style, terminology, notation, and performance practices in music for harpsichord, piano and organ.

MUHL 133 2 S
Introduction to Symphonic/Chamber Music Literature

Instrumental repertoire studied to develop listening skills, understanding of style, terminology, notation, and performance practices.

MUHL 206 2 W
Music in Christian Worship

History and practice of the use of music in worship services. Emphasis on both liturgical and nonliturgical forms of worship. Odd years.

UPPER-DIVISION COURSES:

MUHL 331 3 A
Music from Antiquity Through the Baroque

Music history through the Baroque Era. Development of forms and styles, cultural backgrounds and biographies, and analysis of basic musicological methods. Prerequisite: MUTH 123.

MUHL 332 3 W
Music of the Classic and Romantic Eras

Music history of the Classic and Romantic Eras. See description of MUHL 331. Prerequisite: MUHL 331.

MUHL 333 3 S
Contemporary Music

Music history from the Post-Romantics to the present. See MUHL 331. Prerequisite: MUHL 332

MUHL 336 3 S
Popular Music in America

Ethnic backgrounds of American “vernacular” music and the reactions toward emerging “popular” form. In-depth survey of popular song and its absorption of world musics. Appraisal of current trends. Admission by permission of the instructor. Odd years.

MUHL 337 2 W
Keyboard Literature

The development of keyboard instruments; forms and literature pertaining to teaching and performance. Even years.

MUHL 495 1-3 A, W, S
Independent Study

Advanced, independent project in music history. Requires approval of the department chair. Three hours maximum.

Music Performance

(Each course is available any quarter and, except for recitals, is repeatable.)

LOWER-DIVISION COURSES:

MUSP 120-124 1 A, W, S
Music Lessons: Class Instruction

Lessons for groups of four or more students in voice or instruments. Meets one clock hour per week. Not applicable toward the principle performance area of a music major.

MUSP 162 1-2 A, W, S
Music Lessons: General

Elementary instruction in voice, harpsichord, organ, piano, guitar, and orchestra and band instruments. Not applicable toward the music major.

MUSP 163 1-2 A, W, S
Performance Studies: Major

Private lessons in voice, harpsichord, organ, piano, guitar, and orchestra and band instruments. Applicable to all majors except B.Mus. performance emphasis. One hour is usually taken each quarter.

MUSP 164 1-3 A, W, S
Performance Studies: Emphasis Major

Private lessons in voice, harpsichord, organ, piano, guitar, orchestra and band instruments. Applicable to B.Mus. performance emphasis. Three hours are usually taken each quarter.

UPPER-DIVISION COURSES:

MUSP 320-324 1 A, W, S
Music Lessons: Class Instruction
(See description of MUSP 120-124.)

MUSP 362 1-2 A, W, S
Music Lessons: General
(See description of MUSP 162.)

MUSP 363 1-2 A, W, S
Performance Studies: Major
(See description of MUSP 163.)

MUSP 364 1-3 A, W, S
Performance Studies: Emphasis Major
(See description of MUSP 164.)

MUSP 386 1-2 A, W, S
Performance Studies: Secondary Area

Private lessons for majors in secondary areas. Performance majors take 6 hours; music education majors, up to 6 hours by request. Available to students with upper-division status in the major performance area. Normally limited to one area and one hour credit per quarter. Selected in consultation with the major adviser.

MUSP 390 1 A, W, S
Junior Recital

Required of performance emphasis majors in the junior year. Minimum of 30 minutes.

MUSP 489 1 A, W, S
Senior Recital

Required of music-education emphasis and B.S. music majors, the final quarter of lessons culminating in this recital. (See MUED 489 for exception.) Minimum of 30 minutes.

MUSP 490 1 A, W, S
Senior Recital: Emphasis Major

Required of performance emphasis majors, the final quarter of lessons culminating in this recital. Minimum of 60 minutes.

MUSP 495 1-3 A, W, S
Independent Study in Performance

Advanced, independent research project in solo and ensemble literature and pedagogy for the major instrument. Requires approval of department chair. Three hours maximum.

Music Theory

LOWER-DIVISION COURSES:

MUTH 101 2 S
Elements of Music

Rudiments of music including notation, rhythm, melody, harmony, timbre, and form.

MUTH 121-122-123 3-3-3 A-W-S
Theory I

An integrated study of the parameters of music within a wide spectrum of cultures and historical periods. Exploration of the simpler forms and textures. Introduction to composition and arranging in vocal and instrumental applications. Singing, listening, and keyboard skills. Three classes and one laboratory per week.

MUTH 221-222-223 3-3-3 A-W-S
Theory II

Advanced study of musical parameters begun in Theory I. Movement toward more complex forms and textures. Singing, listening, and keyboard skills. Three classes and one laboratory per week.

UPPER-DIVISION COURSES:

MUTH 326 2 W
Keyboard Harmony

For pianists and organists. Learning to transpose, modulate, and harmonize melodies; developing ability to improvise. Admission by permission of the instructor. Odd years.

MUTH 331 3 A
Orchestration

Technical aspects and sound qualities of instruments. Arranging for a variety of instrumental groups. Prerequisite: MUTH 123. Odd years.

MUTH 332 3 W
Counterpoint

Basic contrapuntal principles as generally illustrated in music of various historical styles. Prerequisite: MUTH 123. Odd years.

MUTH 431 3 A
Form and Analysis

Form and structure of music from plainchant to the present. Prerequisite: MUTH 223. Even years.

MUTH 432 3 W
Composition

Composing the smaller forms of music for a variety of vocal and instrumental combinations. Prerequisite: MUTH 223. Even years.

MUTH 495 1-3 A, W, S
Independent Study

Advanced independent project in composition or theory. Requires approval of the department chair. Three hours maximum.



Faculty

Nancy Tucker, chair; Nita Campbell, Linda Cochran, Kathryn Dillon, Lenora Follett, Cherie Goulard, Joan Hughson, Karen Lewis, Marilyn Parras, Shana Ruggenberg, Kathryn Schneider, Donna Stretter, Rita Van Horn, Joyce Wallace, Carol Williams, Debbie Winkle

Departmental Office: 116 Davidian Hall; 965-7262

Degrees and Programs*

Nursing, A.S.	149, 152
Nursing, B.S.N.	154, 155

The faculty of the DEPARTMENT OF NURSING is committed to providing a broad, liberal and professional education to a diverse population of traditional and adult nursing students in multiple settings. This task is undertaken in a climate of Christian service, dedicated to the development of the whole person, and designed to serve the health needs of individuals, families, and the community at large. The curriculum and activities of the nursing program are planned in harmony with the mission of the College and of the Seventh-day Adventist Church, which it represents.

The department offers both Associate of Science and Bachelor of Science in Nursing.** The generic AS-RN program is on the main

** Pacific Union College is a member of the National League for Nursing. Both the A.S. and the B.S.N. programs are accredited by the League's Accrediting Commission. Questions and comments may be directed in writing to:*

*National League for Nursing Accrediting Commission
61 Broadway
New York NY 10006*

By telephone the NLN can be reached at (212) 363-5555, Ext. 153.

*** Nursing students in both the A.S. and B.S.N. programs must provide or arrange for their own transportation to and from clinical sites.*

campus in Angwin. LVN to RN programs are offered in Hanford; Travis Air Force Base, Fairfield; and at other selected sites. The senior year of the Baccalaureate program is on the White Memorial Medical Center campus in Los Angeles, the main campus in Angwin, or at other selected sites. Applicants are accepted into the A.S. and B.S.N. programs Autumn, Winter, and Spring quarters.

Persons considering nursing are encouraged to include in their general education program courses in medical terminology, computer skills, and Spanish or the language of any Pacific Rim country.

Associate of Science Degree in Nursing, A.S.

The Mission of the Associate of Science Program in Nursing is to prepare students to provide competent nursing care for patients of all ages by utilizing the nursing process while functioning in the role of the associate degree nurse in the context of Christian faith and human service. This mission is fulfilled by provision of the following to students:

- opportunities to develop a Christian philosophy of life that conveys tolerance of others and concern for them
- a curriculum based on scientific principles, current concepts of nursing, community health needs, and trends in nursing education.
- a curriculum that provides students the knowledge and competencies to meet successfully the established standards required for Registered Nurse licensure
- a foundation for upward mobility in nursing education
- experiences that stimulate students toward optimal personal and professional growth through lifelong learning
- an environment that fosters critical thinking and instills a desire for ongoing inquiry

► *Admission Requirements:*

Admission requirements are those published in the *General Catalog* in effect during the year of the student's admission to the nursing program.

1. ENGL 101 College English (4)
2. BIOL 101 Human Anatomy (5) or BIOL 102 Human Physiology (5) (If there has been a lapse of more than five years since science courses were taken, the student may be evaluated to determine current proficiency.)
3. Secondary-school chemistry or physics or CHEM 101 or PHYS 105 with no grade lower than a C. Both physics and chemistry are recommended.**
4. Mathematics: A full year of Algebra II with a grade of C or better at the secondary level or completion of MATH 096 with a grade of C or better.
5. Admission is based upon ACT scores, college GPA, and other factors. All general-education and cognate courses required for the A.S. degree in Nursing must be completed with no grade lower than C.
6. Current certification in cardiopulmonary resuscitation for the professional rescuer.
7. Documentation certifying completion of a full physical examination within the past twelve months and indicating acceptable health. Documentation showing proof of currency must be provided for the following:
 - a) Immunization for Rubella, or Rubella titer if immunization is not within ten years.
 - b) Tuberculosis skin test within the last twelve months or appropriate chest X-ray documentation (available at the PUC Health Service).
 - c) Hepatitis B immunization series should be started upon acceptance into the program.
8. TEAS (Test of Essential Academic Skills). Applicants must pass the TEAS at the departmentally approved level.
9. An admissions interview with the Admissions Committee may be requested.
10. Acceptable recommendation from a residence-hall dean, as appropriate. Nonresident students should provide a personal reference.
11. One professional reference.
12. Current malpractice insurance (\$45).

► *Admission Procedure for Nursing:*

1. File applications for admission to both the College and the

**If there has been a lapse of more than five years since science courses were taken, the student may be evaluated to determine current proficiency.

Department of Nursing. The nursing program application fee is \$20. (Note: R.N. licensure may be denied for crimes, abusive behavior, or any illegal acts that are substantially related to the practice of nursing. Before applying to the nursing program, any applicant who has ever been convicted of a crime should ask the department secretary for a copy of the Board of Registered Nursing Regulations Relating to Denial of Licensure.)

2. File application and all supporting documents for admission to the nursing program with the Department of Nursing. Applicants should file early; applications are processed in the order in which they are received.
3. Provide to both the Office of Enrollment Services and the Nursing department ACT (or SAT) scores and transcripts from high school or academy and each college or university attended.
4. Send a copy of both sides of a current cardiopulmonary resuscitation certification card.
5. Arrange to take the TEAS at the Counseling and Career Center.
6. Provide the Nursing department evidence of a physical examination completed within the last twelve months, including the required immunizations and chest X-ray or T.B. skin-test results.
7. Provide one professional reference and (for resident students) a reference from a residence-hall dean; (for non-resident students) a personal reference. Recommendations written by relatives and those presented directly to the Nursing department by the applicants themselves are not acceptable.

After the applicant has filed all the pertinent documents (see items 1-7) with the appropriate department, has completed the TEAS, and all grades have been received for prerequisite work, the application will be processed and the student notified of the action taken.

► *Readmission Procedure for Nursing:*

Students who withdraw from the program in good academic standing may apply for readmission as follows:

1. Reapply for admission to the College, if necessary.
2. Present completed reapplication form to the Nursing Admissions Committee (forms are available at the Nursing department office).
3. Provide one professional reference.
4. Those requesting readmission after an absence of one through three years will be required to validate their current knowledge of nursing at the level of the *last* nursing

course completed. Definitions of current requirements are available at the department office.

5. Students requesting readmission after an absence of more than three years will be required to validate their current nursing knowledge for *each* nursing course they have completed.

The following policies apply to the above category of reapplicants:

1. Knowledge validation results determine appropriate course-level placement.
2. A per-hour fee is charged for knowledge validation testing.
3. Students must meet all other "Requirements for Continuation in and Graduation from the Associate Degree Program in Nursing."
4. Readmission is on a space-available basis.*

Students who withdraw from the nursing program because of failing performance, or who fail a clinical nursing course, may apply for readmission as follows:

1. Reapply for admission to the College, if necessary.
2. Submit completed reapplication form to the Nursing Admissions Committee. (Forms are available at the Nursing department office.)
3. Provide evidence that any identified problems have been corrected.
4. Provide one professional reference.
5. Those requesting readmission after an absence of one through three years will be required to validate their current knowledge of nursing at the level of the *last* nursing course completed. Definitions of current requirements are available at the department office.
6. Students requesting readmission after an absence of more than three years will be required to validate their current nursing knowledge for *each* nursing course they have completed.

The following policies apply to students reapplying after failing academic performance:

1. Knowledge validation results determine appropriate course-level placement.
2. A per-hour fee is charged for knowledge-validation testing.
3. Students will be limited to one clinical nursing course repeat in the program, including withdrawals for failing performance.

* Because of enrollment limits in clinical sections, students may experience delays of one quarter or more before they are readmitted to the program or before they may repeat a nursing course.

4. Before progressing in the nursing course sequence, the student must repeat any clinical nursing course in which a grade lower than C (2.0) was earned.
5. Students must show evidence for potential success by having corrected identified problem areas.
6. Students must meet all other "Requirements for Continuation in and Graduation from the Associate Degree Program in Nursing."
7. Readmission is on a space-available basis.*

► *Admissions Committee Procedure on Reapplications:*

1. After all grades for the preceding quarter are recorded in the Records Office, the committee will review reapplications. This review will include a comprehensive study of student performance and evidence that problem areas have been addressed.
2. Notification of committee decisions will be in writing.

► *Transfer, Challenge, and Waiver Options:***

Applicants wishing to transfer, challenge or waiver must meet the same admission or readmission requirements as generic students. In addition to applying for admission to the College, applicants are required to supply recommendations, transcripts and other required documents directly to the Department of Nursing.

For their previous educational experience, L.V.N.'s or transfer students are given credit toward qualifying to sit for licensure examinations. They may establish additional academic credit for acquired knowledge through challenge examinations or other methods of evaluation. The options available for L.V.N.'s to qualify to take the California licensure examination for registered nurses are as follows:

- Full A.S. option: Refer to page 172 for required courses.
- The Advanced-Placement option: L.V.N.s desiring the A.S. degree who have a current L.V.N. license are given credit for first-year nursing courses. NURS 211, 212, 221, 222, 252, 253, 254, and 262 are the required nursing courses.
- The 30-semester/45-quarter unit option: This option does not earn a degree in nursing from Pacific Union College. Required courses are MICR 134, BIOL 102, NURS 221, 222, 254, and 262 only. Applicants desiring this option are not subject to any evaluative processes for admission. An R.N. license obtained through this nondegree option is not recognized in some other states. Those electing this option should know that they may encounter some difficulty

** Specific information and materials about transfer, challenge, waiver, and the 30-semester/45-quarter unit option are available in the Department of Nursing and will be sent upon request.

attempting to articulate from this nondegree option into B.S. nursing programs.

- L.V.N.-to-R.N. Program: L.V.N.s may enter either the traditional College program on campus or the satellite program with intensive core weeks. Applicants must meet the same admission, A.S. degree, and 30-unit option requirements. The L.V.N.-to-R.N. satellite programs are offered in selected off-campus sites. Intensive core weeks are conducted three times per quarter for the nursing courses with clinical hours scheduled at specified intervals that allow working L.V.N.s to meet their employment commitments.

Associate degree L.V.N. applicants must have had at least one year of clinical experience.

Applicants meeting admission and degree requirements through transfer, challenge, or waiver will all have equal access for open space in all clinical nursing courses.

Requests for acceptance by transfer from another nursing program are evaluated on an individual and space-available basis. Transfer courses must be equivalent to the courses in the Pacific Union College generic program.

Students who have not been continuously enrolled in an academic program may have previous course work, knowledge, and skills evaluated to determine current proficiency levels. Those desiring evaluation or placement may schedule arrangements with the Admissions Committee of the Department of Nursing and may buy selected copies of course outlines at the College Bookstore. Nursing examinations will include both written and “practical” sections.

Proficiency evaluations in nursing are available to:

1. Students transferring from another program for educating registered nurses.
2. Students transferring from programs educating licensed vocational nurses.
3. Those individuals already licensed as vocational nurses.
4. Those individuals having developed skills during previous employment that are similar to those expected of students in the required nursing courses.

► *Requirements for Continuation in and Graduation from the Associate Degree Program in Nursing:*

1. Satisfaction of the requirements for the Associate of Science degree as specified in the current Pacific Union College catalog.
2. (Angwin Campus) Before entering the second year of the Associate Degree program, completion of all general education and cognate requirements (with the possible exception of religion).
3. A minimum grade of C (2.0) in the required nursing, cognate, and general-education courses.

4. No more than one clinical nursing course repeat. Non-clinical nursing courses (NURS 111, 154, 211, 212) may be repeated to attain a minimum grade of C.
5. Maintenance of current certification in cardiopulmonary resuscitation for the professional. (The certification must be presented at registration every quarter.)
6. Current malpractice insurance.
7. Acceptable physical and mental health.*
8. Compliance with all policies and procedures in the *Nursing Department Student Handbook*.

► *Required Standardized Testing*

Subject tests are administered during NURS 125, 212, 221, 222, 252, 253, 254, and 262.

Associate of Science Degree in Nursing, A.S.

► *A minimum of 107 hours including the following**:*

► *Required Core Courses:*

NURS 111	Pharmacology I	1
NURS 121	Nursing I	7
NURS 124	Nursing II	6
NURS 125	Nursing III	7
NURS 154	Mental Health Nursing I	1
NURS 211	Pharmacology II	1
NURS 212	Pharmacology III	1
NURS 221	Nursing IV	7
NURS 222	Nursing V	7
NURS 252	Maternal-Newborn Nursing	5
NURS 253	Pediatric Nursing	5
NURS 254	Mental Health Nursing II	5
NURS 262	Nursing VI	8

► *Required Cognate Courses:*

BIOL 101	Human Anatomy	5
BIOL 102	Human Physiology	5
FDNT 235	Nutrition	3
MICR 134	General Microbiology	5
PSYC 121	General Psychology	4
PSYC 234	Human Development	4

► *Options in Required Cognate Courses (choose one):*

ANTH 124	Cultural Anthropology	4
SOCI 121	Introduction to Sociology	4

* See Board of Registered Nursing Guidelines on substance abuse and mental illness, available in the Department of Nursing.

** Nursing fees are charged each quarter. See FINANCIAL INFORMATION in this catalog for details.

SOCI 214	The Family	4
SOCI 232	American Social Problems	4
SOCI 355	“Racial” and Ethnic Relations	3

► *Required General Education Courses:*
ENGL 101 (College English), 4 hours; COMM 105 or 226 (Speech Communication or Public Speaking), 3 hours; Religion, 9 hours, including four with RELB prefix.

Nursing

Note: In addition to the content described in each nursing course, the concepts of aging, communication, pharmacology, and therapeutic nutrition are integrated throughout the curriculum.

LOWER-DIVISION COURSES:

Course Evaluation: Each nursing course is composed of both theory and clinical hours. Passing the course and progressing to the next nursing course require passing grades in both the theory and clinical components. If the clinical portion of a course is failed, a grade of F is recorded for the entire course. See the Clinical Evaluation Policy in the *Nursing Department Student Handbook*.

NURS 111 1 A, W, S Pharmacology I

Application of mathematics in dosage and calculations and administration of medications. Concepts basic to understanding pharmacological principles, beginning study of drug categories used in all health-care settings. Corequisite: NURS 121.

NURS 121 7 A, W, S Nursing I

Basic nursing theory, with a focus on concepts of wholeness. The nursing process as a framework for meeting needs of patients and their families. The concept

of functional health patterns. Opportunity to apply theoretical concepts and nursing skills in both simulated and clinical settings. Four theory units (40 clock hours) and three clinical units (90 clock hours). Prerequisites: ENGL 101; BIOL 101 or BIOL 102. Corequisite: NURS 111.

NURS 124 6 A, W, S Nursing II

Application of the nursing process and the concept of wholeness to care for patients with variations in functional health patterns. Concepts focus on age-related changes that affect the functioning and quality of life of older adults. Clinical experiences include acute medical-surgical and skilled-nursing patient care. Three theory units (30 clock hours) and three clinical units (90 clock hours). Prerequisites: NURS 111, NURS 121, BIOL 101, and 102. Corequisite: NURS 154.

NURS 125 7 A, W, S Nursing III

Application of the nursing process and the concept of wholeness to caring for adult clients with acute alterations of functional health patterns. Opportunity to apply theoretical concepts and skills in acute care and community settings. Four theory units (40 clock hours) and three clinical units (90 clock hours). Prerequisites: NURS 124.

NURS 154 1 A, W, S Mental Health Nursing I

Builds on basic behavioral, interpersonal, and communication concepts. Focuses on normal and variations of interpersonal functional health patterns. One theory unit (10 clock hours). Prerequisite: NURS 121. Corequisite: NURS 124.

NURS 211, 212 1,1 A, W, S Pharmacology II, III

Pharmacotherapeutics, Pharmacokinetics, indications, drug interactions, contra-indications of major drug categories. Nursing assessments and legal responsibilities in medication administration. Prerequisite: NURS 111. Corequisites: NURS 221 and 222 in any sequence.

NURS 221 7 A, W, S Nursing IV

Application of the nursing process to adult clients experiencing acute/chronic alteration in functional health patterns. Clinical practicum includes acute care and outpatient settings. Four theory units (40 clock hours) and three clinical units (90 clock hours). Prerequisite: NURS 125. Corequisite: NURS 254, NURS 211 or 212.

NURS 222 Nursing V **7 A, W, S**

Applications of the nursing process with adult clients with increasingly acute and chronic alterations in functional health patterns. Clinical practicum includes acute care and outpatient settings. Three theory units (30 clock hours) and four clinical units (120 clock hours). Prerequisite: NURS 211 or 212, NURS 221. Corequisite: NURS 211 or 212, NURS 252.

NURS 252 Maternal-Newborn Nursing **5 A, W, S**

Application of the nursing process to the childbearing family with normal and variations in functional health patterns. Experiences in acute and community settings. Three theory units (30 clock hours) and two clinical units (60 clock hours). Prerequisites: NURS 211 or 212, NURS 221. Corequisite: NURS 222.

NURS 253 Pediatric Nursing **5 A, W, S**

Nursings concepts of functional health patterns applied to the child with nor-

mal, acute, and chronic needs from one month through adolescence. Emphasis on meeting the needs of the child within the family unit. Clinical practicum includes inpatient and community settings. Three theory units (30 clock hours) and two clinical units (60 clock hours). Prerequisite: NURS 222. Corequisite: NURS 262.

NURS 254 Mental Health Nursing II **5 A, W, S**

Nursing care of patients with psychiatric disorders. Theory and clinical application with geropsychiatric patients and in inpatient psychiatric units of an acute-care medical center. Two theory units (20 clock hours) and three clinical units (90 clock hours). Prerequisite: NURS 125, NURS 154. Corequisite: NURS 221.

NURS 262 Nursing VI **8 A, W, S**

Builds on basic concepts and introduces new concepts to enable direct management of care for a group of patients by a nurse in a beginning staff position. Fo-

cuses on self-management and leadership skills necessary in the R.N. role. Preceptorship experience in selected units in an acute-care medical center. Three theory units (30 clock hours) and five clinical units (150 clock hours). Prerequisites: NURS 221, 222, 252, 254. Corequisite: NURS 253.

NURS 271 Field Experience **1-2 A, W, S; 1-6 Su**

A work-study course offered through the Department of Nursing in cooperation with selected clinical agencies. Students apply previously learned theory and clinical skills in assigned patient-care settings under direct supervision of selected RN preceptors. One quarter unit of academic credit requires 75 clinical hours. Maximum credit available is 8 quarter units. Prerequisite: NURS 125 and approval by Nursing department faculty.

Bachelor of Science in Nursing, B.S.N. (Second-Step Program in Nursing)

The mission of the baccalaureate program is to prepare registered nurses for professional practice within a broad liberal education in a context of Christian faith and human service. The second-step program fulfills this mission by providing students with the following:

- Opportunity to care for clients, families, and communities within the context of Christian values and human service.
- A broad liberal and professional education that will serve as the basis for professional growth, career mobility, and graduate education.

This upper-division program for registered nurses leading to the Bachelor of Science in Nursing degree is designed to articulate with a two-year associate degree program. A registered nurse graduate of an associate degree or diploma program will normally have completed the nursing prerequisites for the

program and may transfer in a maximum of 61 lower division nursing credits. A student enrolled in full-time study may sequence general education and nursing courses to complete degree requirements in three to six quarters. A flexible class schedule helps to accommodate the needs of those with limited access to nursing programs or who are unable to coordinate with traditional baccalaureate programs.

► **Admission Requirements:**

In addition to the requirements for admission to the College, the following criteria must be met:

1. Junior academic standing.
2. Completion of an associate degree, or its equivalent, in nursing.
3. Possession of a current registered nurse license.
4. Completion of the following:
 - a. English 101 or equivalent
 - b. Speech Communication

- c. Required ADN cognates (see pg. 164)
 - d. Introduction to College Chemistry
5. Students accepted for full-time enrollment will lack no more than 12 hours of general education required for the baccalaureate degree in nursing. Students accepted for part-time enrollment will lack no more than 33 hours of general education required for the baccalaureate degree in nursing.
 6. At the discretion of the nursing faculty, and pending both NCLEX results and completion of prerequisites, students may enroll in one quarter of upper-division nursing theory courses (excluding NURS 393, 431, 461) before admission to the B.S.N. program.
- **Requirements for registration for clinical courses:**
1. Current certification in cardiopulmonary resuscitation for the professional.
 2. Proof of current malpractice insurance.
 3. Documentation certifying completion of a full physical examination within the past twelve months and indicating acceptable health. Documentation showing proof of currency must be provided for the following:
 - a) Immunization for MMR, or MMR titer if immunization is not within ten years;
 - b) Tuberculosis skin test within the last twelve months or appropriate chest X-ray documentation including documentation of any treatment completed;
 - c) Hepatitis B immunization series is highly recommended.

Clinical placement is evaluated and approved by the nursing faculty.

► **Transportation Policies:**

Students are expected to provide their own transportation to, during, and from off-campus clinical labs. Faculty will not provide transportation. Students are advised not to transport clients in their own vehicles under any circumstances. This policy protects both the client and the student. State law requires proof of automobile liability insurance.

► **Admission Procedure:**

1. File applications for admission both to the College and to the Department of Nursing.
2. Official transcripts from schools of nursing and all colleges or universities attended are to be sent to the Office of Enrollment Services on the Angwin campus.
3. A personal interview is required, either by office appointment or telephone, with a faculty member of the Department of Nursing.
4. Two recommendations regarding professional performance in nursing from the applicant's current or recent place of

- employment and/or from a former instructor are to be sent to the Department of Nursing.
5. Notification of acceptance to the College will be in writing from the Office of Enrollment Services.
 6. Notification of acceptance into the Bachelor of Science in Nursing program will be in writing from the Department of Nursing.

► **Academic Requirements for Continuation in and Graduation from the Second-Step Program in Nursing:**

1. For general requirements see ADN required cognates and general education (pg. 164) and BSN required cognates and general education.
2. Students who receive a grade lower than a C- in a nursing course must repeat the course. Students are limited to a total of two nursing-course repeats in the program, including withdrawals for failing performance, with no course repeated more than once.

Bachelor of Science in Nursing, B.S.N.

► *A total of 192 quarter hours (60 in the upper division) including specified nursing courses, cognates, general education, and electives. A maximum of 108 community college credits may be transferred, with up to 61 credits in nursing.*

Cognates, general-education, and elective courses are to be selected in consultation with the nursing faculty adviser. All nursing theory courses and corequisite practicums are to be taken concurrently.

► **Required Core Courses:**

NURS 349	Professional Issues in Nursing	4
NURS 335	Health Assessment	4
NURS 384	Health Care Delivery System	4
NURS 390	Pathophysiology of Human Responses	4
NURS 393	Health Education, Promotion and Self-Care	4
NURS 394	Health Education Promotion and Self-Care Practicum	3
NURS 420	Social Issues in Health Care	4
NURS 431	Community Health Nursing	4
NURS 432	Community Health Nursing Practicum	3

NURS 461	Health Care Management	4
NURS 462	Health Care Management Practicum	3
NURS 485	Introduction to Nursing Research	4

► **Required Cognate Courses** (in addition to ADN required courses):

CHEM 101	Introductory Chemistry	4
A course in cultural diversity (ANTH 124, SOCI 232, SOCI 355, or NURS 376)		4

► *General Education Requirements* (in addition to ADN Requirements):

ENGL 102	College English	4
MATH 222	Introduction to Statistics	4
HIST 101, 102	World Civilizations or HIST 134 and 135 United States (Sequenced courses preferred)	4
Humanities (choose 2 courses, each from a different area):		6-8
	ENGL 301	
	ART 105, 107, 108, or 278	
	MUHL 105, 331, 332, 333, or 336	

Religion (offered in conjunction with Nursing classes; other upper division courses may meet this requirement):

RELB 341	Jesus as Healer	2
RELT 345	Christian Ethics in Patient Care	2
RELP 346	Spiritual Care for Patients	2

► *BSN Nursing Elective Courses:*

NURS 374	Nursing and Epidemiology in Vaccine-Preventable Diseases	2-3
NURS 375	End of Life Issues	3
NURS 376	Transcultural Nursing	3

UPPER-DIVISION COURSES:

The sequence of course offerings may vary on satellite campuses.

NURS 335 **4 W**
Health Assessment
 Enhancement of health assessment skills and history-taking techniques by theory and practice. Complete health history and integrated physical examination. Includes laboratory.

NURS 349 **4 A**
Professional Issues in Nursing
 Issues in development of the nursing profession: historical influences, theory development, changing professional roles, evolution of expanded practice.

NURS 374 **2 A, W, S**
Nursing and Epidemiology in Vaccine-Preventable Diseases
 Vaccine-preventable diseases, recommended immunization practices, and the Childhood Immunization Initiative. Integration and application of concepts of immunity, pathogenesis, and levels of prevention.

NURS 375 **3 A**
End of Life Issues
 The philosophy of Hospice, theories of grief, and issues related to death. The interdisciplinary team; physical/emotional issues related to terminal illness and death.

NURS 376 **3 S**
Transcultural Nursing
 Models and issues in assessing, planning and implementing nursing care of clients and families from diverse cultures.

NURS 384 **4 S**
Health Care Delivery Systems
 National health-care issues and the impact of health-care systems on the delivery of health services and on nursing practice. Emphasis on the nurse's role in national health-care issues.

NURS 390 **4 W**
Pathophysiology of Human Responses
 Responses to actual and potential health problems across the life span. Builds on the biophysical and psychosocial sciences and on the content of previous nursing courses. Emphasis on nursing interventions that address human responses related to acute and chronic illness.

NURS 393 **4 W**
Health Education, Promotion, and Self-Care
 Health education as a major strategy in nursing for health promotion and self-care. Learning theories and models of client education. Corequisite: NURS 394.

NURS 394 **3 W**
Health Education, Promotion, and Self-Care Practicum
 Application of NURS 393 in a variety of settings. Corequisite: NURS 393.

NURS 420 **4 A**
Social Issues in Health Care
 Exploration of current social issues that have implications for health-care professionals. Includes the origins, assessment and interventions associated with problems that affect the individual, the family, and society. Emphasis on the relationship between health care and related sciences and cultural-societal issues.

NURS 431 **4 A**
Community Health Nursing
 Nursing roles in applying community health concepts in promoting and maintaining health and in preventing illness in individuals, families, and communities. Corequisite: NURS 432.

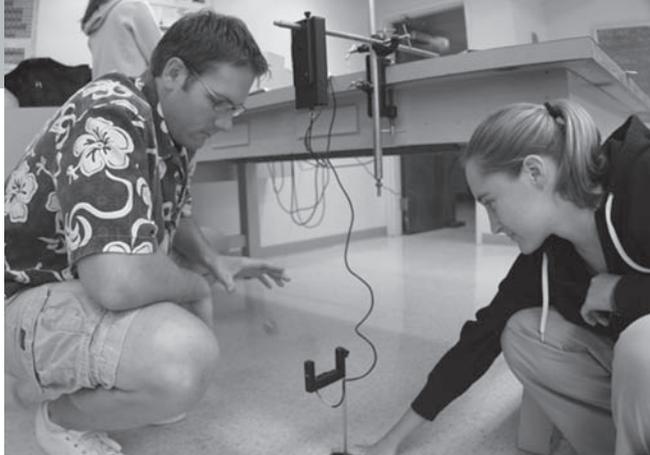
NURS 432 **3 A**
Community Health Nursing Practicum
 Applications of NURS 431. Corequisite: NURS 431.

NURS 461 **4 S**
Health-Care Management
 Theories of leadership and management related to the organization and delivery of nursing care in a variety of settings. Corequisite: NURS 462.

NURS 462 **3 S**
Health-Care Management Practicum
 Applies leadership and management theories and concepts in selected clinical settings. Corequisite: NURS 461.

NURS 485 **4 S**
Introduction to Nursing Research
 Introduction to the concepts and process of research and its implications for nursing. Designed to help students become consumers of nursing research by developing basic skills for interpreting and using nursing research. Recommended: MATH 222.

NURS 495 **1-3**
Independent Study
 An individual research course for advanced students with adequate background in appropriate nursing studies. Three hours maximum. Prerequisite: Permission of chair or associate chair.



Faculty

Lloyd Best, chair; Bruce Ivey, Bill Mundy, James Robertson
 Departmental Office: 238 Chan Shun Hall; 965-7269

Degrees and Programs

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PHYSICS is the search for the fundamental physical laws of nature. In particular, physics is the study of forces and motion of physical entities, seeking to find basic relations that synthesize these phenomena. The goal is to discover ways to control and predict natural occurrences and to understand and explain the physical universe. To achieve this goal involves observation and experimentation from which physical and mathematical models are developed that suggest concepts and theories. Although modern science limits itself to a naturalistic view of reality and to experimental ways of obtaining knowledge, this department takes the view that physical phenomena are consistent with the concept of an intelligent Designer and divine Creator.

Degrees offered in physics include a four-year B.S. with a variety of emphases to suit the graduate scholar, applied researcher, secondary-school teacher and those proceeding to professional education in medical and allied health fields. The department offers a minor in physics.

This department houses the first two years of the engineering program that is affiliated with the School of Engineering at Walla Walla College.

Major in Physics, B.S.

► A minimum of 60 hours (36 in the upper division) chosen from physics and astronomy courses including the following:

ASTR 115	Astronomy	5
PHYS 211-212-213	Physics	4-4-4
PHYS 314	Elementary Modern Physics	4
PHYS 341-342	Classical Dynamics	3-3
PHYS 361-362-363	Electromagnetic Theory	3-3-3
PHYS 396	Seminar (4 quarters)	.5-.5-.5-.5
PHYS 445	Thermal Physics	4
PHYS 461-462	Quantum Physics	3-3
6 hours of upper-division laboratory, project and/or independent research		6

The remaining hours may be chosen from physics and astronomy courses and the following:

CHEM 344	Nuclear Physics and Chemistry (3)
HIST 390	History and Philosophy of Science (3)
PHIL 485	Issues in Science and Religion (3)

► *Required Cognate Courses:*

CHEM 111-112-113	General Chemistry	5-5-5
CPTR 115	Computer Programming	4
ENGR 144	Circuit Theory	4
MATH 131-132-133	Calculus	4-4-4
MATH 265	Elementary Linear Algebra	4
MATH 267	Multivariable Calculus	4
MATH 269	Elementary Differential Equations	4

► *Recommended Cognate:*

Modern-language proficiency comparable to a one-year college course in French, German or Russian.

This course of study is adequate for the student who is preparing for graduate study in physics.

Major in Biophysics, B.S.

► A minimum of 60 hours (21 upper division) chosen from physics and biology courses including the following:

BIOL 111-112-113	Biological Foundations	5-5-5
BIOL 320	Cellular and Molecular Biology	4
BIOL 348	Systems Physiology	5
PHYS 211-212-213	Physics	4-4-4
PHYS 314	Elementary Modern Physics	4
PHYS 321-322	Biophysics	3-3
PHYS 396	Seminar (4 quarters)	.5-.5-.5-.5

Four hours of upper-division physics including at least 1 hour of laboratory

or CHEM 344, 344L Nuclear Physics and Chemistry (Laboratory) 3-1
 or CHEM 451, 451L Physical Chemistry (Laboratory) 3-1

The remaining hours may be chosen from physics and biology courses, the preceding chemistry courses and the following:

CHEM 452	Physical Chemistry (3)
HIST 390	History and Philosophy of Science (3)
PHIL 485	Issues in Science and Religion (3)

► Recommended Courses:

BIOL 345	Enrrironmental Science (3)
MICR 134	General Microbiology (5)
PHYS 256	Optics (4)
PHYS 389L	Experimental Physics (1)

► Required Cognate Courses:

CHEM 111-112-113	General Chemistry	5-5-5
CHEM 371-372-373	Organic Chemistry	4-4-4
CHEM 381	Biochemistry I	4
ENGR 144	Circuit Theory	4
MATH 131-132-133	Calculus	4-4-4

► Recommended Cognate Course:

CPTR 115	Computer Programming (4)
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This program provides the additional emphasis in the physical sciences demanded for graduate study in biophysics, physiology, medicine, radiation biology and molecular biology, especially when a career in academic medicine or medical research is contemplated. This program is also recommended as a broad major for teaching at the secondary-school level.

Major in Natural Science, B.S.

This major satisfies the preconditions for science program subject-matter approval by the California Commission on Teacher Credentialing. The core requirement of 64 quarter

hours corresponds to science subjects commonly taught in California public schools, and the concentrations available treat the subject matter at a depth more than adequate for teaching the higher secondary science courses in biology, chemistry, and physics.

► Required Core Courses:

ASTR 115	Astronomy	5
ASTR 173	Meteorology	1
BIOL 111-112-113	Biological Foundations	5-5-5
BIOL 331	Marine Science	4
BIOL 345	Enrrironmental Science	3
BIOL 450	Philosophy of Origins	3
CHEM 111-112-113	General Chemistry	5-5-5
GEOL 233	Geology	4
HIST 390	History and Philosophy of Science	3
PHYS 111-112-113	General Physics (or PHYS 211-212-213*)	4-4-4

Physics Emphasis (35 hours)

PHYS 211-212-213	Physics	4-4-4
MATH 131-132-133	Calculus	4-4-4
PHYS 314	Elementary Modern Physics	4

One of the following courses:

ENGR 144	Circuit Theory	4
PHYS 256	Applied Optics	4

Additional hours (at least 12 upper division) selected from physics courses that carry credit toward a major in physics and from the following course:

CHEM 344	Nuclear Physics and Chemistry	3
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For emphases in biology and chemistry, see under those departments.

Minor in Physics

► A minimum of 30 hours (12 upper division) chosen from physics, astronomy, and engineering courses (except ENGR 105).

Engineering

Engineering courses are offered for those who wish to begin studies in engineering that meet the requirements of the first two years of the engineering degree of Walla Walla College. PUC has an affiliation with the School of Engineering of Walla Walla

College for this purpose. Faculty of the WWC School of Engineering visit PUC regularly for guidance and counseling of students. The Bachelor of Science in Engineering degree, of which this program is a part, prepares the student to enter professional practice in civil, mechanical or electrical engineering. The following courses may be taken at Pacific Union College to satisfy the requirements of the affiliation plan:

CHEM 111-112-113	General Chemistry	5-5-5
CPTR 115	Computer Programming	4
ENGL 101-102	College English	4-4
ENGR 131	Engineering Drawing	3
ENGR 105	Introduction to Engineering	3
ENGR 211-212-213	Engineering Mechanics	3-3-3
ENGR 144	Circuit Theory	4
MATH 131-132-133	Calculus	4-4-4
MATH 265	Elementary Linear Algebra	4
MATH 267	Multivariable Calculus	4
MATH 269	Elementary Differential Equations	4
PHYS 211-212-213	Physics	4-4-4

Astronomy

LOWER-DIVISION COURSES:

ASTR 115 Astronomy 5 A, W

An introduction for the general student to the basic elements of astronomy. Topics include models of the solar system, stars and their processes, clusters, galaxies, cosmology, and relevant physics topics such as light, spectroscopy, nuclear reactions, and relativity. Emphasizes the development of scientific ideas and models for the structure and contents of the universe and the effects of those ideas on western civilization. Laboratory activities emphasize personal observations of various astronomical objects, as weather permits. Four lectures and one evening laboratory weekly. Prerequisite: MATH 019 or equivalent.

ASTR 173 Meteorology

For a better understanding of the science of meteorology, this course helps explain various natural phenomena in the world around us. Beginning with the basics of physics that control the atmosphere, the discussion extends to the causes of weather patterns, frost, snow, rain, sleet, tornadoes, hurricanes, deserts, and polar ice caps.

UPPER-DIVISION COURSE:

ASTR 495 Independent Study 1-3 A, W, S

With the approval of the department chair, qualified students may undertake the independent, directed study of problems suited to their background and experience. Maximum of three credits.

Teaching Credential

Students desiring to enter a program of studies leading to a California teaching credential in science with a concentration in physics should take the B.S. degree in Natural Science. This program meets the newly established standards of quality and effectiveness and has been approved by the State of California Commission on Teacher Credentialing. A brochure describing the new program and its requirements is available in the Physics department office. Students are invited to discuss the program with the Teacher Education Adviser in the Physics department.

Those who plan to teach on the secondary level should consult with the Credential Analyst in the Department of Education and should become acquainted with the specific requirements for admission to and successful completion of the Teacher Education Program as outlined in the Education section of this catalog.

Engineering

LOWER-DIVISION COURSES:

ENGR 105 Introduction to Engineering 3 A

A survey of engineering as a profession: the main divisions; the work, functions and personal characteristics of the engineer; application of the sciences in engineering; design tools used by engineers; computer methods, basic skills for engineering problem-solving. Two lectures and one laboratory per week.

ENGR 131 Engineering Drawing 3 A

Principles of and practice in engineering drawing. Applications to technical problems of CAD drafting techniques, orthographic, and pictorial views. Two lectures and one laboratory weekly.

ENGR 144 4 S
Circuit Theory

A first course in circuit analysis for engineering and physics students. Circuit variables and parameters; Kirchoff's laws and network solution; equivalent circuits, network theorems; natural and complete response; sinusoidal steady-state, phasors and impedance; frequency characteristics; power and power factor. Three lectures and one laboratory weekly. Prerequisite: MATH 131-132. Corequisite: MATH 133

ENGR 211-212-213 3-3-3 A-W-S
Engineering Mechanics

A basic course in statics and dynamics. Detailed analysis of equilibrium, kinetics and kinematics of particles and rigid bodies. Examples and problems relate to real engineering applications. Prerequisites: MATH 131-132-133, PHYS 211.

Physics

SERVICE COURSES:

(The following lower-division service courses may not be used for a major or minor in this department)

PHYS 105 5 S
Introduction to Physics

Emphasizes the ideas and concepts of conventional topics in physics with illustrations from everyday living. Assumes no previous physics course. (Students who need this course to meet a curricular requirement may also need to register for PHYS 106L.) Prerequisite: MATH 019 or equivalent.

PHYS 106L 1 S
Introduction to Physics Laboratory

A laboratory course emphasizing physical measurements for those curricula requiring an introductory physics course with laboratory. One three-hour laboratory weekly. Prerequisite or corequisite: PHYS 105.

PHYS 111-112-113 4-4-4 A-W-S
General Physics

An introduction to the fundamental natural phenomena of the physical universe. Topics include Newtonian mechanics, waves, sound, heat, electricity and magnetism, optics, atomic and nuclear physics, special relativity, and elementary particles. Emphasis on fundamental principles and methods of physics. Course is suitable for preprofessional students and also acceptable as part of the general-education requirement in basic science. Three lectures and one laboratory weekly. Knowledge of algebra and trigonometry is required at the level provided by MATH 106, 130.

(The following service course may be used for a major or minor in this department)

PHIL 485 3 S
Issues in Science and Religion

The relationship and interaction between science and religion: epistemology, the methods, languages, scope and limitations of science and religion: problems of ethics and science. Meets in part the college-level Science/Mathematics general-education requirement and is an elective in the Honors Program. Two hours of credit may be applied toward the general-education requirement in religion. Prerequisites: PHYS 105 or CHEM 101, or equivalent, and PHIL 101 or permission of the instructor. Odd years.

LOWER-DIVISION COURSES:

PHYS 211-212-213 4-4-4 A-W-S
Physics

A calculus-based introduction to the study of the physical universe. Intended primarily for students majoring in the physical sciences, engineering, or mathematics, but also appropriate for other students with the necessary background in mathematics. Topics include Newtonian mechanics, waves, electricity and magnetism, optics, thermodynamics, and an introduction to modern physics. Three lectures and one laboratory weekly. This sequence must be taken in order. Prerequisite or corequisite: MATH 131-132-133.

PHYS 256 4 S
Applied Optics

An intermediate-level treatment of theory and applications of electromagnetic waves in or near the optical region of the spectrum. Includes topics in geometrical, physical, and quantum optics and physical phenomena involved in laser action. Three lectures and one laboratory weekly. Prerequisite: PHYS 113 or 213. Odd years.

UPPER-DIVISION COURSES:

PHYS 314 4 A
Elementary Modern Physics

A continuation of PHYS 211-212-213, this course offers an overview of the fundamentals of relativity and quantum physics and selected topics such as atomic and molecular physics, statistical mechanics, solid state physics, nuclear physics, and elementary particles. Three lectures and one laboratory weekly. Prerequisites: MATH 269, PHYS 213.

PHYS 321-322 3-3 W-S
Biophysics

A course for the upper-division physics student with adequate preparation in biology, covering a variety of topics in which physical analysis is applied to living systems, and the interaction with living systems is studied. Prerequisites: BIOL 111-112-113, CHEM 111-112-113, PHYS 314. Even years.

PHYS 341-342 3-3 A-W
Classical Dynamics

A development of classical mechanics. Topics include Newtonian mechanics and Lagrangian dynamics, which are used to solve problems associated with central-force motion, rigid object dynamics, oscillations, and wave motion. The theoretical bases of problems are emphasized, together with the development of different problem-solving techniques. Prerequisites: MATH 265, 267, 269, PHYS 213. Even years.

PHYS 361-362-363 3-3-3 A-W-S
Electromagnetic Theory

A development of electromagnetic theory. Topics include electrostatics, magnetostatics, electromagnetism, electromagnetic radiation, and relativistic electrodynamics. The concepts of field and potentials are emphasized. Prerequisites: MATH 265, 267, 269, PHYS 213. Odd years.

PHYS 389L 1 A, W, S
Experimental Physics

The goal of this laboratory course is to give the student experience with real science apparatus such as lasers, high field magnets, detectors, radioactive sources, and sophisticated electronics. Activities include experiments in me-

chanics, electromagnetism, optics, heat, and atomic and nuclear physics. One laboratory weekly. May be repeated for up to six hours. Prerequisites: ENGR 116, 117; corequisite: PHYS 314.

PHYS 396 .5 A, W, S
Seminar

(See BIOL 396)
Single topics of current interest in mathematics and natural sciences are presented by guest lecturers. Graded on S/F basis. To pass, a student must be on time and attend four of five course sessions. Maximum: three hours.

PHYS 445 4 S
Thermal Physics

Development of a statistical description of a system of particles. Different ensembles and their associated partition functions are emphasized and applied to various thermal systems. Prerequisites: MATH 265, 267, 269; PHYS 314. Even years.

PHYS 461-462 3-3 W-S
Quantum Physics

A development of quantum mechanics and atomic physics. Topics include wave packets, Schrödinger's equation and its solutions, operator methods, angular momentum, matrix representation, spin, perturbation theory, the hydrogen atom, and radiation by atoms. Prerequisites: MATH 265, 267, 269; PHYS 314. Odd years.

PHYS 486 1-4 Arr.
Special Topics in Physics

A short course on a selected, physics-related topic of interest to the general student. Format and scheduling of the course depend on the topic selected but usually consists of several lectures over a period of two or three weeks on a subject of current interest. Credit may be applied toward a physics major by approval of the department chair.

PHYS 495 1-3 A, W, S
Independent Study

Properly qualified students majoring in physics may, with the approval of the department chair, undertake an independent, directed study of a topic suited to their background and experience. Maximum of three hours.

PHYS 499 1-3 A, W, S
Independent Research

Properly qualified students majoring in physics may, with the approval of the department chair, undertake a directed research problem suited to their background and experience. Maximum of nine hours.



Faculty

Malcolm Maxwell, chair; Angel Hernandez, Julius Nam, Leo Ranzolin Jr., Jean Sheldon, Myron Widmer
 Departmental Office: 16 Graf Hall; 965-6206

Degrees and Programs:

Theology, B.A.....	165
Teaching Credential.....	166
Religion, B.A.	166
Lay Ministries and Bible Instructor Training, A.S.	167

In a church-related Christian liberal arts college such as Pacific Union College, the DEPARTMENT OF RELIGION is called upon to meet a variety of academic needs. In addition to providing a minimum of 18 hours of course credit for each four-year graduate of the College, the department offers majors and a minor for those who desire a more intensive study of the Bible and the Christian faith.

Students who seek an education to prepare themselves for successful service as ministers, church workers, or active Christian lay workers will find in their religion courses not only content but also inspiration, specific methods, and other practical helps. Students with specific career goals in mind should note carefully the particular careers for which each program of study is designed. Departmental advisers are prepared to assist the student in planning an academic program. The career listings are by no means exhaustive, and there is often more than one program of study suitable for a given career preparation.

Major in Theology, B.A.

► A minimum of 65 hours (43 upper division) including the following:

RELB 120-121	Life and Teachings of Jesus	2-2
RELB 125	Books of Moses	4
RELL 435	Greek Epistles of Paul	4
RELL 445	Hebrew Prophets	4
RELT 235	Spiritual Formation	3
RELT 331-332-333	Doctrinal Studies	3-3-3
RELT 381	E. G. White and Adventism	2
RELT 382	The Writings of E. G. White	2
RELT 464	Seminar in Theology	3

One course from:

RELB 370	Studies in Daniel (3)	3
RELB 371	Studies in Revelation (3)	

One course from:

RELB 315	Biblical Ethics (3)	3
RELT 216	Introduction to Christian Ethics (3)	
RELT 355	Christian Ethics in Society (3)	

Professional and Applied Theology Courses:

RELP 124	Ministry Colloquium I	1
RELP 224	Ministry Colloquium II	1
RELP 324	Ministry Colloquium III	1
RELP 424	Ministry Colloquium IV	1
RELP 381-382	Biblical Preaching	3-3
RELP 391-392-393	Extern Program	1-1-1
RELP 475-476	Christian Ministry	3-3

To complete the major, a minimum of 5 additional hours must be selected from Religion courses other than those listed below.

► Required Cognate Courses:

RELH 320	Christian History: To 1500	3
RELH 321	Christian History: 1500 to the Present	3
RELL 225-226	Beginning Greek	3-3

RELL 325-326	Intermediate Greek	3-3
RELL 427-428	Biblical Hebrew	3-3

This major is designed for the student who is preparing for Christian ministry in one of its various forms, including pastoral ministry, youth ministry, chaplaincy, and teaching religion. The major is particularly suitable for the student who plans to seek professional education in a seminary. Students who desire to complete this major must apply to the Department of Religion for admission into the Ministerial Studies Program during the spring quarter of the sophomore year. Admission into the program requires meeting the following criteria:

1. Satisfactory completion of the prescribed battery of diagnostic tests and counseling process, which must be completed during the spring quarter of the sophomore year (a fee is assessed)
2. Regular academic standing
3. A grade-point average of 2.5 or better
4. No serious deficiencies in any given area on the evaluation by the departmental faculty

All applications are reviewed by the faculty of the department, and a letter of response is sent to each applicant before the autumn quarter of the junior year. Exceptions to these criteria are considered individually and may be approved by the Religion department faculty.

Each student successfully completing the Ministerial Studies Program, the academic requirements of this major, and the required Summer in Ministry Internship is eligible for recommendation by the Department of Religion as a candidate for entrance into seminary and subsequent work in some branch of Christian ministry.

Teaching Credential

Students planning to obtain a teaching credential should consult with the Credential Analyst in the Department of Education to become acquainted with the specific requirements outlined in the Education section of this catalog.

Major in Religion, B.A.

➤ *A minimum of 45 hours (30 upper division) including the following:*

RELB 120-121	Life and Teachings of Jesus	2-2
RELB 125	Books of Moses	4
RELB 310	Prophets of Israel	3
RELB 387	The Story of the English Bible	3
RELB 460	Paul and His Letters	3
RELT 331-332-333	Doctrinal Studies	3-3-3
RELT 381	Ellen G. White and Adventism	2

RELT 382	The Writings of Ellen G. White	2
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One course from:

REL P 210	Creative Worship (3)	
REL P 381	Biblical Preaching (3)	
REL P 391-392-393	Extern Program (1-1-1)	
REL P 484	Field Practicum (3 minimum)	
REL T 235	Spiritual Formation (3)	

One course from:

REL B 370	Studies in Daniel (3)	3
REL B 371	Studies in Revelation (3)	

One course from:

REL H 311	World Religions (3)	3
REL H 329	American Denominations (3)	
REL T 216	Introduction to Christian Ethics (3)	
REL T 320	Philosophy of Religion (3)	

➤ *Required Cognate Courses:*

REL H 320	Christian History: To 1500	3
REL H 321	Christian History: 1500 to the Present	3

This major is designed for those who want a broad background in religion but who plan careers in other areas, such as medicine, dentistry, law, and a variety of other professions.

Minor in Religion

➤ *A minimum of 30 hours (12 upper division) including the following:*

<i>One course from:</i>		4
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REL B 120-121	Life and Teachings of Jesus (2-2)	
REL B 125	Books of Moses (4)	

One course from:

REL B 310	Prophets of Israel (3)	3
REL B 460	Paul and His Letters (3)	

One course from:

REL B 370	Studies in Daniel (3)	3
REL B 371	Studies in Revelation (3)	
REL T 335	Salvation in the Sanctuary (3)	

One course from:

REL T 381	Ellen G. White and Adventism (2)	2
REL T 382	The Writings of Ellen G. White (2)	

One course from:

REL H 311	World Religions (3)	3
REL H 329	American Denominations (3)	
REL T 216	Introduction to Christian Ethics (3)	
REL T 320	Philosophy of Religion (3)	

Associate Degree in Lay Ministries and Bible Instructor Training, A.S.

➤ *A minimum of 90 total hours for graduation which includes the major, cognate, and general-education requirements. A minimum of 60 hours in the core and cognate courses is required in the A.S. degree program.*

This two-year degree program has been established primarily for mature men and women who desire special education and

training for a variety of church ministries including service as a Bible instructor. The specific curriculum is designed by the department chair in consultation with the student in terms of career objectives and requirements.

The regular college freshman planning on future service in some area of church ministries should enroll in one of the department's four-year B.A. degree programs.

Biblical Studies

LOWER-DIVISION COURSES:

REL B 100 Methods of Bible Study 2 W

An analysis of appropriate ways to approach the study of various types of written material found in the Bible.

REL B 110 Biblical Literature 3 A

The setting and content of representative types of literature found in the Bible; a survey of the general nature and scope of the Old and New Testaments.

REL B 114-115-116 Bible Themes 2-2-2 A-W-S

Selected themes related to the problem of sin and the plan of redemption as presented in the Old and New Testaments. Open to lower-division students only. Admission by permission of the instructor.

REL B 120-REL B 121 Life and Teachings of Jesus 2 A, S 2 W

The life, work, and teachings of Jesus from selected portions of Matthew, Mark, Luke, and John. (The two courses may be taken in either order.)

REL B 120: Historical and geographical context; the birth of Christ through the early part of His earthly ministry.

REL B 121: The later period of Christ's earthly ministry with emphasis on His crucifixion, resurrection, and ascension.

REL B 125 Books of Moses 4 A, S

The literature, history, and theology of the first five books of the Old Testament.

REL B 230 Psalms and Writings 3 W

Psalms, Proverbs, Song of Solomon, and other books of the Old Testament classified as "Writings." Emphasis on major themes and representative passages.

REL B 240 General Epistles 2 A

An examination of selected chapters from the New Testament letters of James, Peter, John and Jude.

REL B 246 The Preaching of Israel's Prophets 2 S

Selected messages of the prophets of ancient Israel in the context of Israel's history and their value for meeting the problems of society today.

UPPER-DIVISION COURSES:

REL B 310 Prophets of Israel 3 W

The origin and nature of the prophetic movement followed by an examination of the message of the Old Testament prophetic books.

REL B 315 Biblical Ethics 3 W

Major moral teachings of the Old and New Testaments in relation to contemporary moral issues.

REL B 320 Women of the Bible 2 W

Women in the Bible, in the light of their cultures and times, with attention to theological themes and their relevance for today.

REL B 328 Jesus and the Gospels 4 W

The theological insights presented by the gospels in the portrayal of the life, ministry and death of Jesus.

REL B 341 Jesus as Healer 2 A

The role of Jesus as healer as seen in Matthew, Mark, Luke, and John. Enrollment limited to B.S.N. (nursing) students.

RELB 342 **3 W**
Studies in Bible Interpretation

Study of a selected book of the Old or New Testament. Repeatable for credit when the subject matter varies. Subtitles include Genesis, Isaiah, I Corinthians, Acts, Romans, Ephesians, and Hebrews.

RELB 370 **3 A, S**
Studies in Daniel

The book of Daniel, with in-depth study of its prophetic chapters.

RELB 371 **3 W**
Studies in Revelation

The book of Revelation, with in-depth study of its prophetic messages.

RELB 460 **3 W, S**
Paul and His Letters

Analysis and interpretation of selected portions from the epistles of the Apostle Paul.

RELB 495 **1-3 A, W, S**
Independent Study

With the approval of the department chair, properly qualified students may undertake an investigation of a problem suited to their background and experience. Maximum of nine hours.

Historical Studies

UPPER-DIVISION COURSES:

RELH 311 **3 A**
World Religions

An introduction to selected great traditions of world religions and to concepts for the study and comparison of these traditions. Emphasis on non-Judeo-Christian traditions. Includes an examination of these religions in relation to the Christian revelation.

RELH 320 **3 W**
Christian History: To 1500
 (See also HIST 320.)

Developments in the Christian Church from its pre-Christian origins to the Renaissance. Special emphasis on those social, political, intellectual, and religious pressures that brought significant change to the Church and its teachings. Detailed examination of significant works by major Christian figures.

RELH 321 **3 S**
Christian History: 1500 to the Present
 (See also HIST 321.)

Developments in the Christian Church from the beginning of “the modern world” to the present day. Emphasis on the effects on the Church of major cultural movements, such as the Reformation, the Enlightenment, colonization and imperialism, modern warfare, and ecumenism. Detailed examination of significant works by Christians in response to “the modern world.”

RELH 329 **3 S**
American Denominations

A survey of major traditions in America. Includes both historical and theological dimensions of American religious identity, with a view toward broadening the contexts of Adventism.

RELH 340 **3 A**
Biblical Archaeology

The Bible in its religious, cultural, and political environment as illuminated by discoveries of modern archaeology.

RELH 387 **3 A**
The Story of the English Bible

The history of the English Bible, including the production, canonization, transmission, and translation of the text as well as principles and methods for evaluating the text and modern English versions.

RELH 495 **1-3 A, W, S**
Independent Study

With the approval of the department chair, properly qualified students may undertake an investigation of a problem suited to their background and experience. Maximum of nine hours.

Biblical Languages

Most of the courses in this area are required cognates for the theology major. No courses with the prefix RELL may apply as electives to the religion or theology major or to the religion minor except RELL 435 Greek Epistles of Paul and RELL 445 Hebrew Prophets.

LOWER-DIVISION COURSE:

RELL 225-226 **3-3 W-S**
Beginning Greek

Basic grammar and translation of the Koine Greek of the New Testament, with attention to exegetical tools and methods.

UPPER-DIVISION COURSES:

RELL 325-326 **3-3 A-W**
Intermediate Greek

Intermediate grammar, translation, and exegetical exercises in the Koine Greek of the New Testament. Prerequisite: RELL 225-226.

RELL 427-428 **3-3 A-W**
Biblical Hebrew

Basic grammar, vocabulary, and syntax of Biblical Hebrew, including selected readings from various portions of the Old Testament text.

RELL 435 **4 S**
Greek Epistles of Paul

Exegesis of the Greek text of selected passages of Paul’s letters in the light of the historical background of his writings and his theological thought as a whole. Prerequisite: RELL 325-326.

RELL 445 **4 S**
Hebrew Prophets

Translation and exegesis of selected passages from the Hebrew text, and a study of the historical background, literature, and theology of selected Old Testament prophetic books. Prerequisite: RELL 427-428.

RELL 495 **1-3 A, W, S**
Independent Study

With the approval of the department chair, properly qualified students may undertake an investigation of a problem suited to their background and experience. Maximum of nine hours.

Professional and Applied Theology

LOWER-DIVISION COURSE:

RELP 124 **1 A**
Ministry Colloquium I

Lecture/discussion series for freshman majors in theology. Graded S/F. In-Progress (“IP”) grading system.

RELP 210 **3 S**
Creative Worship

A “hands-on” course that seeks to bring deep joy to one’s worship of God. Students experience a variety of worship expressions, study the biblical and historical foundations for worship, and work in teams to create innovative ways of leading people into meaningful adoration of God. The “hands-on” portion also helps students understand contemporary culture and its worship patterns. Not applicable toward a theology major or minor.

RELP 224 **1 A**
Ministry Colloquium II

Lecture/discussion series for sophomore majors in theology. Graded S/F. In-Progress (“IP”) grading system.

UPPER-DIVISION COURSES:

RELP 319 **2 S**
Church Missions in the Modern World

A survey of contemporary mission theology and methodology, emphasizing personal motivation and preparation, comparative religions, language teaching, and interpersonal skills. *This course is prerequisite to student missionary appointment.* Enrollment limited to student missionary appointees; exceptions only by approval of the instructor.

RELP 324 **1 A**
Ministry Colloquium III

Lecture/discussion series for junior majors in theology. Graded S/F. In-Progress (“IP”) grading system.

RELP 346 **2 S**
Spiritual Care for Patients

Development of knowledge and skills for meeting spiritual needs that arise in patient care. Includes a survey of religious backgrounds to inform the caring ministry of the health-care professional. Enrollment limited to B.S.N. students.

RELP 381-382 **3-3 A-W**
Biblical Preaching

The art, discipline, and process of sermon preparation and delivery focused on the basic questions of why, what, and how we preach. Must be taken in sequence. Two lectures and one lab weekly. Prerequisites: junior- or senior-year status; fulfillment of General Education requirement in oral communication. Odd years.

RELP 385 **1-6 W**
Field Evangelism

Participation in an approved Field School of Evangelism, or field experience, under an approved minister. Graded S/F.

RELP 391-392-393 **1-2 A-W-S**
Extern Program

The course includes field work in assigned churches and a weekly seminar. Limited to junior and senior theology majors who have been accepted into the Ministerial Studies Program. Maximum of six hours.

RELP 424 **1 A**
Ministry Colloquium IV

Lecture/discussion series for senior majors in theology. Graded S/F. In-Progress (“IP”) grading system.

RELP 475-476 3-3 A-W
Pastoral Ministry

An introduction to the theology, theory, and practice of Christian ministry, with principal focus on the pastor's role and ministry. Emphasis on understanding the biblical mandate and context for the local church and on learning how to lead effectively and build up the body of believers.

RELP 484 1-3 A-W-S
Field Practicum

Instruction and experience in specialized ministries: hospital chaplaincy, youth ministry, prison ministry, etc. Prerequisite: approval of the instructor. Repeatable for credit. Graded S/F.

Theological and Philosophical Studies

LOWER-DIVISION COURSES:

PHIL 101 4 W-S
Introduction to Philosophy

Basic issues of philosophy, including methods and values, from the perspective of Western civilization.

RELT 111-112 2-2 W-S
Introductory Bible Doctrines

The basic teachings of the Christian faith as held by Seventh-day Adventists. Enrollment limited to students who are not members of the Seventh-day Adventist Church.

RELT 216 3 A, W
Introduction to Christian Ethics

A basic course in moral decision-making involving the development and application of Christian principles to modern ethical issues.

RELT 218 3 S
Values: Formation and Clarification

Designed to facilitate the examination of one's value system, assuming that values stem from one's faith structure. The values-clarification model is used.

RELT 235 3 A, S
Spiritual Formation

A study of the centrality of religious experience in Christian life and of the devotional disciplines associated with the development of spiritual life.

UPPER-DIVISION COURSES:

PHIL 451 3 A
History of Western Thought

Survey of philosophy in Western civilization from the pre-Socratic era to the present. Prerequisite: PHIL 101.

PHIL 470 3 W
Readings in Philosophy

An analysis and critique of selected primary sources of Western philosophers from Plato to the twentieth century. Prerequisite: PHIL 101 or permission of the instructor. Odd years.

RELT 320 3 S
Philosophy of Religion

An introduction to some of the issues raised by a rational analysis of religion. Emphasis on the nature and validity of Judeo-Christian world views.

RELT 331 3 A
Doctrinal Studies

In-depth study of the nature and purpose of Christian doctrine; the doctrines of inspiration and revelation, God, humankind, sin, and the remedy for sin.

RELT 332 3 W
Doctrinal Studies

In-depth study of the doctrine of Christ—His nature and His work; the doctrine of the church; the nature and purpose of the church; and the experience of its members.

RELT 333 3 S
Doctrinal Studies

In-depth study of the doctrines of the Christian's lifestyle, standards, and worship; eschatology and last things; and the Sabbath.

RELT 335 3 S
Salvation in the Sanctuary

The plan of salvation as illustrated by Israelite sanctuary worship.

RELT 337 4 A
Last Day Events

Final events of earth's history culminating in the return of Jesus Christ, with emphasis on how to be ready for His coming.

RELT 345 2 W
Christian Ethics in Patient Care

The study and application of ethical theory and Christian principles to ethical dilemmas facing the professional nurse. Enrollment limited to B.S.N. students.

RELT 350 3 A
Issues in Christian Faith

An in-depth study of a topic important to Christian faith. Consideration of the theological and spiritual dimensions of the topic. Repeatable for credit when the subject matter varies. Subtitles include God and Human Suffering, Women and the Church, and the Death and Resurrection of Christ.

RELT 355 3 W
Christian Ethics in Society

A study of the moral implications of Christian faith for the organization or transformation of social institutions.

RELT 381 2 W
Ellen G. White and Adventism

The Biblical teaching on the gift of prophecy, of the Millerite movement, and of Ellen G. White and her role in the early history of the Seventh-day Adventist Church.

RELT 382 2 F
The Writings of Ellen G. White

The writings of Ellen G. White, with special emphasis on current issues relating to them.

RELP 424 1 A
Ministry Colloquium IV

Lecture/discussion series for senior majors in theology. Graded S/F. In-Progress ("IP") grading system.

RELT 440 3 W, S
Christian Bioethics

Contemporary ethical issues in the biomedical sciences from the perspective of Christian ethics. Topics include abortion, euthanasia, eugenics, new reproductive technologies, and human experimentation.

RELT 464 3 S
Seminar in Theology

Senior seminar for theology and religion majors. Others may be admitted with the consent of the instructor.

RELT 495 1-3 A, W, S
Independent Study

With the approval of the department chair, properly qualified students may undertake an investigation of a problem suited to their background and experience. Available every quarter. Maximum of nine hours.



Faculty

Tom Turner, chair; Terry Cantrell, William Price, Nathan Tasker, Jon Wood

Departmental Office: 260 Fisher Hall; 965-6604

Degrees and Programs

Aviation, B.S.	173
Graphics Technology, B.S.	174
Television and Film Production, B.S.	174

The DEPARTMENT OF TECHNOLOGY offers the following curricula:

Aviation prepares students interested in positions in aviation. Training includes theory, ground and flight instruction leading to pilot certificates and ratings from Private Pilot through Commercial Pilot and Flight Instructor. Graduates may take positions as private and commercial pilots, mission and medical pilots, and others.

Graphics Technology is designed to prepare students for professional competency and leadership in the computer-based graphics industry. The instructional core of this program is based on numerous professional computer applications to give students the opportunity to learn the most modern techniques and skills of graphic creations, manipulations, and output.

Television and Film Production opens the exciting world of digital video production through training and hands-on experience with professional, industry-standard equipment, software, computers, and more. Instruction focuses on using the new digital format for broadcast, documentary, and short film production, and is designed to give the graduate the ability to work independently or to fill one of the many job descriptions in this fast-growing industry.

Major in Aviation, B.S.

Students transferring into the aviation program with previously earned FAA certificates or ratings should apply through the Technology department *at the time of initial registration* for course credit (see “Credit by Examination,” page 39). Course credit for FAA certificates or ratings earned earlier at other locations is not available and will not be awarded after the student has begun aviation courses at Pacific Union College. A copy of FAA certificates must be presented to the departmental representative at the Flight Center. Grades issued in recognition of FAA certificate validations are recorded as S (Satisfactory). For complete aviation policies and procedures, consult the *Flight Policies and Procedures Handbook*, available at the Flight Center. For financial information about flight training, see the financial information section of this catalog.

► A minimum of 68 hours (31 in the upper division).

AVIA 170	Fundamentals of Aviation	2
AVIA 172	Electronics and Fuel Systems	2
AVIA 173	Meteorology	4
AVIA 175	Private Pilot Theory	4
AVIA 176	Private Flight Training	2
AVIA 177	Intermediate Private Flight Training	2
AVIA 178	Advanced Private Flight Training	2
AVIA 275	Instrument Pilot Theory	4
AVIA 276	Instrument Flight Training	2
AVIA 277	Intermediate Instrument Flight Training	3
AVIA 278	Advanced Instrument Flight Training	2
AVIA 305	Aircraft Systems	3
AVIA 375	Commercial and CFI Theory	4
AVIA 376	Commercial Flight Training	2
AVIA 377	Intermediate Commercial Flight Training	2
AVIA 378	Advanced Commercial Flight Training	2
AVIA 379	Aerodynamics	2
AVIA 470	Fundamentals of Flight Instruction	1
AVIA 471	Flight Instructor Flight Training	4
AVIA 472	Instrument Instructor Flight Training	3

AVIA 476	Add-on Class Rating	2
AVIA 477	Human Factors in Aviation	3
AVIA 478	Add-on CFI Rating	2
ELEC 141	Applied Electronics	3

Recommended: a minor in Business Administration.

Students should expect and plan for approximately \$2,000 per year in airplane rental fees. They are advised to identify themselves to the Student Financial Services Office as aviation students to explore the possibility of financial assistance with this expense.

Recommended Field Experience

It is recommended that all students majoring in Aviation should have completed, by the end of winter quarter of their senior year, 500 clock hours of commercial work related to the major field and performed under approved supervision. The College will help place students in qualifying positions.

The objective of this program is to prepare graduates for such positions in the aviation industry as the following: mission pilots, company pilots, medical evacuation, teaching positions, pipeline patrol, border patrol, police, pilot training, forestry, fishing industry, air taxi operator, accident investigation, FAA specialist, major airline pilot, commuter airline pilot, cargo operations (FEDEX, UPS), fixed-base operator, traffic controller, and airport manager.

Minor in Aviation

➤ A minimum of 30 hours (9 upper division) to be selected, in consultation with the Department Chair, from the requirements listed for the major in Aviation.

Major in Graphics Technology, B.S.

➤ A minimum of 60 hours (30 in the upper division):

ART 261	Graphic Design I	3
ART 262	Graphic Design II	3
ART 317	Design for the Web	2
ART 363	Pre-Print Production I	3
ART 464	Pre-Print Production II	3
GRPH 151	Principles of Digital Imaging	3
GRPH 153	Introduction to Macintosh	2
GRPH 155	Introduction to Graphics Technology	1
GRPH 158	WWW Portfolio Development	2
GRPH 253	Publication Technology I	3
GRPH 256	Publication Technology II	2
GRPH 257	Publication Technology III	2
GRPH 352	Digital Image Technology	3
GRPH 353	Web Page Publication	3

GRPH 354	Color Imaging	2
GRPH 356	Doing Business on the Web	3
GRPH 357	3D Digital Imaging	3
MDIA 258	Digital Effects I	3
MDIA 354	Digital Video Distribution	3
TECH 491	Internship	3
TECH 499	Senior Project	2

➤ Electives (6 hours, 3 upper division): 6

Any GRPH or MDIA courses not listed above; chosen in consultation with adviser.

For students interested in owning or managing a business in the graphics industry, a minor in Business Administration is strongly recommended.

Recommended Field Experience

Students majoring in Graphics Technology should have completed, by the end of winter quarter of their senior year, 500 clock hours of commercial work related to the major field and performed under approved supervision. The College will help place students in qualifying positions.

The objective of this program is to prepare graduates for positions in the graphics and printing industry where an appreciation of both disciplines and competence in them are required.

Minor in Graphics Technology

➤ A minimum of 30 hours (9 upper division) to be selected in consultation with the Department Chair from the requirements listed for the major in Graphics Technology.

Major in Television and Film Production, B.S.

➤ A minimum of 68 hours (42 in the upper division):

GRPH 158	WWW Portfolio Development	2
GRPH 257	Publication Technology III	2
GRPH 352	Digital Image Technology	3
GRPH 357	3D Digital Imaging	3
JOUR 434	Media Law and Ethics	3
MDIA 152	Introduction to Digital Video Technology	1
MDIA 158	Media Production Concepts	2
MDIA 231	Digital Audio Concepts	2
MDIA 241	Lighting and Exposure	2
MDIA 253	Broadcast Production I	3
MDIA 254	Broadcast Production II	3
MDIA 255	Broadcast Production III	3
MDIA 256	Digital Nonlinear Editing	3
MDIA 258	Motion Graphics and Effects	3
MDIA 331	Elements of Cinema	3

MDIA 346	Introduction to Screenwriting	4
MDIA 355	Digital Video Distribution	3
MDIA 432	Documentary Production I	3
MDIA 433	Documentary Production II	3
MDIA 451	Professional Digital Media	3
MDIA 452	Digital Film Production I	3
MDIA 453	Digital Film Production II	3
MDIA 454	Digital Film Production III	3
TECH 491	Internship	3
TECH 499	Senior Project	2

Recommended Field Experience

All students majoring in Digital Video Technology should have completed, by the end of winter quarter of the senior year,

500 clock hours of commercial work related to the major field and performed under approved supervision. The college will help place students in qualifying positions.

The objective of this program is to prepare graduates for positions in the digital and/or interactive media industry. Segments include but are not limited to education, training, entertainment, and television.

Minor in Television and Film Production

➤ A minimum of 30 hours (9 upper division) to be selected in consultation with the Department Chair from the requirements listed for the major in Digital Media Technology.

Aviation

LOWER-DIVISION COURSES:

AVIA 101 Introduction to Flight 1 A, W, S

A basic introduction to the elements and science of flight. Includes flight instruction on basic maneuvers of flight and landings. Survey of aircraft types, design considerations, and role applications. Brief history of aviation and its safety programs. Not applicable to Aviation major or minor.

AVIA 170 Professional Skills for Pilots 2 W

Essential elements of professional pilot etiquette. Defines and develops personality traits required of professional pilots. Emphasizes excellence in physical fitness, decision-making, critical thinking, and writing. Includes discussion of various historical aviation landmarks from various perspectives.

AVIA 172 Electronics and Fuel Systems 2 W

The components of the charging system, electrical storage, and starting systems. Battery-driven ignition systems, magnetos, engine combustion principles, and diagnosis of failures. Wiring, fuses, bus bar and grounding systems. Fuel systems section covers storage, fuel formulation, pumping, carburetion, and electronic and mechanical fuel injection and turbo charging.

AVIA 173 Meteorology 4 A

An introduction, for those interested in science or aviation, to the causes of weather phenomena and patterns. Meteorological theory, the best ways to obtain current weather reports and forecasts, how to interpret meteorological reports, how to predict changes in weather, how to recognize dangerous weather patterns, and how to react to difficult situations caused by adverse weather. For both pilots and nonpilots. Recommended prior to Private Pilot Theory.

AVIA 175 Private Pilot Theory 4 Su, A, S

The theory necessary for safe flight in today's environment. Includes aerodynamics, the airspace system, aircraft performance and design, basic weather, maps, navigation, and aeromedical factors. Pre-pares the future private pilot for the FAA private pilot written exam. Required prior to or concurrently with Private Flight Training. Prerequisite: AVIA 173.

AVIA 176 Private Flight Training 2 Su, A, W, S

Covers all flight training up through solo flight. Includes training in preflight, taxi, take-off, flight maneuvers, stalls, emergency procedures, normal and cross-wind landings, federal regulations, traffic procedures, and communications. Prerequisite or corequisite: AVIA 175. In-Progress ("IP") grading system.

AVIA 177 **2 Su, A, W, S**
Intermediate Private Flight Training

Includes five hours of solo practice of take-offs, air maneuvers, and landings. Special training in short-field and soft-field landings, night landings, and cross-country flying techniques with a certificated flight instructor completing a minimum of two dual cross-country flights. Prerequisite: AVIA 176. In-Progress (“IP”) grading system.

AVIA 178 **2 Su, A, W, S**
Advanced Private Flight Training

Includes ten hours of solo cross-country flight in addition to various sessions with an instructor and solo practice in preparation for the FAA private pilot flight examination. Prerequisite: AVIA 177. In-Progress (“IP”) grading system.

AVIA 273 **1-6 Su, A, W, S**
Practicum in Flight

A minimum of forty hours of practice in cross-country flying as pilot-in-command to assigned destinations in preparation for the instrument pilot rating. Flights include practice with cockpit management skills and use of attitude instrument flying. Prerequisite: AVIA 178. In-Progress (“IP”) grading system. Repeatable to six times.

AVIA 275 **4 A**
Instrument Pilot Theory

From basic attitude instrument flying to getting around in the modern airspace system on an IFR flight plan. Preparation for the FAA instrument written examination and the instrument instructor written examination. Prerequisite or corequisite: AVIA 170, 273.

AVIA 276 **2 Su, A, W, S**
Instrument Flight Training

Basic attitude instrument flying theory and skills. Developing proficiency in scan of the attitude instruments, interpretation of the instruments, and control of the air-craft with an additional work load that includes such factors as communications, copying clearances, using a timing device, and reading charts in flight. Also includes VOR and ADF navigation, DME arcs, and holding-patterns of all types. Prerequisite or corequisite: AVIA 275. In-Progress (“IP”) grading system.

AVIA 277 **3 Su, A, W, S**
Intermediate Instrument Flight Training

Develops skills needed for executing VOR instrument approaches, ADF approaches, localizer approaches, ASR approaches, no-gyro approaches, and ILS precision approaches. Prerequisite: AVIA 276. In-Progress (“IP”) grading system.

AVIA 278 **2 Su, A, W, S**
Advanced Instrument Flight Training

Cross-country instrument flying making use of all former instrument training. Use of acquired instrument skills in cross-country flights to large airports. Includes a comprehensive review and preparation for the FAA instrument flight examination. Prerequisite: AVIA 277. In-Progress (“IP”) grading system.

AVIA 305 **4 W**
Aircraft Systems

Major aircraft systems on both small and large aircraft, including theory and troubleshooting techniques. Includes engine theory, propellers, governors,

hydraulics, pneumatics, anti-ice and de-ice systems, pressurization, flight controls and landing gear. Special emphasis on turbine engine theory and systems for transition to large transport category aircraft. Prerequisites: AVIA 170, 172; ELEC 141.

AVIA 375 **4 S**
Commercial and Certificated Flight Instructor Theory

Aircraft performance, weight and balance, theory of flight, the federal airspace system, air traffic control, and navigation. Prepares pilots for the Commercial, Fundamentals of Instruction, and Certificated Flight Instructor FAA written examinations. Prerequisites: AVIA 170, 278.

AVIA 376 **2 Su, A, W, S**
Commercial Flight Training

The systems, performance, and procedures necessary for operating a complex aircraft. Approximately fifty percent of the instruction treats flight competency in a complex aircraft. Includes high-performance flight experience in IFR and night operations. Prerequisite or corequisite: AVIA 375. In-Progress (“IP”) grading system.

AVIA 377 **2 Su, A, W, S**
Intermediate Commercial Flight Training

Instruction in the maneuvers and skills required for the commercial certificate. Involves instruction and practice in all types of operations essential for an advanced commercial pilot. Special emphasis on in-flight emergencies. Prerequisite: AVIA 376. In-Progress (“IP”) grading system.

AVIA 378 **2 Su, A, W, S**
Advanced Commercial Flight Training

How to work in remote areas and in foreign lands as a bush or mission pilot; operations in very cold weather; survival techniques. Conventional gear (tail-wheel) operations, mountain flying, off-airport procedures, very short field landings and take-offs. (Course offering depends on availability of aircraft.) Prerequisite: AVIA 377. In-Progress (“IP”) grading system.

AVIA 379 **2 W**
Aerodynamics

Aerodynamics and aerodynamic devices used on various types of modern aircraft. Encompasses the basic concepts of flight as well as more advanced studies than a pilot would normally receive in preparation for pilot certificates. Recommended prior to commercial and flight instructor flight classes. Prerequisite: AVIA 278. Even years.

AVIA 470 **1 S**
Fundamentals of Flight Instruction

Basic principles of education that may be applied to flight instruction. Practice ground instruction covering various private and commercial maneuvers. Discussion of the best teaching techniques and how to avoid the pitfalls common to many students and flight instructors during flight training. Required for instructor certification. Prerequisite: AVIA 278.

AVIA 471 **4 Su, A, W, S**
Flight Instructor Flight Training

Flight training and practice teaching in preparation for flight-instructor certificate. Requires perfecting teaching techniques for the flight instructor. Includes comprehensive review of private

and commercial aeronautical knowledge; flight maneuvering skill from the right-hand seat. Awareness of obligations and privileges of a certificated flight instructor. Mastery of FAA documentation and certification procedures. Prerequisites: AVIA 273, 278. In-Progress (“IP”) grading system.

AVIA 472 **3 Su, A, W, S**
Instrument Instructor Flight Training

Preparation for the instrument flight instructor oral and practical examination. Review of skills and procedures required for instrument rating. Develops instrument flight proficiency from the right-hand seat and instructional skills necessary for teaching an instrument student in flight and on the ground. Prerequisites: AVIA 273, 278. In-Progress (“IP”) grading system.

AVIA 473 **1-6 Su, A, W, S**
Advanced Practicum in Flight

Additional involvement in instruction or advanced flight operations into high-density traffic areas under instrument conditions. Special reports or research projects may be required in conjunction with these assignments. Prerequisite: AVIA 471. Repeatable to six times. In-Progress (“IP”) grading system.

AVIA 476 **2 Su, A, W, S**
Add-on Class Rating

Dual instruction in aircraft systems, maneuvers, and emergency procedures toward developing proficiency in multi-engine aircraft. Prepares student for the multiengine private or multiengine commercial practical test. Prerequisites: private pilot certificate; commercial certificate recommended. (Course offering depends on availability of aircraft.) Prerequisites: AVIA 170, 178, 305. In-Progress (“IP”) grading system.

AVIA 477 **3 S**
Human Factors in Aviation

The pilot’s thought processes enabling detection and prevention of potentially hazardous aeronautical decision-making. Emergency procedure planning and crew resource management are role-played to promote teamwork and redundancy for multicrew cockpits. Prerequisite: Commercial Multiengine Pilot Certificate or permission of course instructor.

AVIA 478 **2 Su, A, W, S**
Add-on CFI Rating

Prepares the applicant to meet the experience requirements and give flight instruction in a multiengine aircraft. Directed toward acquiring teaching skills and safety procedures to meet the demanding multiengine training environment. Prerequisites: instrument rating, commercial certificate. (Course offering depends on availability of aircraft.) Prerequisite: AVIA 476. In-Progress (“IP”) grading system.

Applied Skills for General Education

LOWER-DIVISION COURSES:

ELEC 141 **3 A, S**
Applied Electronics

A nonmathematical approach to electronics. Electronic components and component combinations to make useful equipment. Experiments include building and testing burglar alarms, photo strobes, power supplies, light dimmers, intercom systems, electronic doorbells, timers, clocks, and other circuits. For the general student. Two lectures and one three-hour laboratory weekly.

AUTO 101 **2 S**
Auto Mechanics for Women

The mechanical operating principles of the entire car, basic service, the components of a car, how to buy a car, and how to find a good technician to service the car. Especially planned for women only. Two lectures and one laboratory weekly. Not applicable toward a technology degree.

AUTO 171 **3 A**
Auto Mechanics Fundamentals

Designed for the beginner. The general field of auto mechanics, emphasizing those facets of the field that relate to car service. Two lectures and one laboratory weekly.

AUTO 172 **3 W**
Automotive Electronics and Fuel Systems

The electrical, fuel, and smog systems of the modern automobile. Individual systems theory and methods of repair, their relationship to each other, and the way the central computer manages them. The course is divided into three sections: fuel, electrical, and emission controls and computers. Two lectures and one laboratory weekly. Prerequisite: AUTO 171.

Graphics Technology

LOWER-DIVISION COURSES:

GRPH 151 **3 S**
Principles of Digital Imaging

Principles of digital media and their application to graphic creations for video, film, animation, web-authoring, interaction, and electronic publishing. Exploration of color, composition, perspective, and typography needed in producing digital imagery.

GRPH 153 **2 A**
Introduction to Macintosh

Computer orientation for those with little or no previous computer experience. Practical, hands-on training, including instruction about the computer and its internal operating system, word processing, virus protection; orientation to practical computer uses and popular programs. One lecture and three hours laboratory weekly.

GRPH 155 **1 A**
Introduction to Graphics Technology

Survey of graphics technology, theory, and processes. Contributions of past technology and application to current practices and photolithographic reproduction. Emphasis on inkless printing, laser printers, and electronic publishing.

GRPH 158 **2 W**
WWW Portfolio Development

A unique approach to development of dynamic personal portfolios for persons in all disciplines. A practical guide to what to include; how to design, update and link electronic portfolios; their uses in job placement, self-promotion, and personal assessment. Prerequisite: computer competency.

GRPH 253 **3 A**
Publication Technology I

Electronic typesetting and composition for formatting and interfacing word processing. The basics of importing text and graphics from other applications, including scanners; evaluation of desktop publishing software. Lab projects with Adobe PageMaker®. Lab fee. Two lectures and one laboratory weekly.

GRPH 256 **2 W**
Publication Technology II

Continuation of GRPH 253, using the Macintosh computer as hardware platform and QuarkXPress®. Emphasis on advanced page layout. Introduction to formatting long documents. Use of multiple master pages; building color pages. One lecture and one laboratory per week. Lab fee. Prerequisite: GRPH 253 or permission of the instructor.

GRPH 257 **2 S**
Publication Technology III

Continuation of GRPH 253 and 256, using the Macintosh computer and Adobe Illustrator®. Emphasis on using Illustrator as a means of creating special typographic effects and redrawing templates imported from a scanner. Introduction to Illustrator for creating original designs. One lecture and one laboratory per week. Lab fee. Prerequisite: GRPH 256 or permission of the instructor.

UPPER-DIVISION COURSES:

GRPH 352 **3 W**
Digital Image Technology

Introduction to Adobe PhotoShop®, Illustrator®, and Dimensions® as tools to create and edit images. Freedom for individualized techniques in developing images. PhotoShop® as a tool to scan and adjust continuous-tone photographs and illustrations for accurate reproduction by the graphics industry. Two lectures and one laboratory per week. Lab fee. Prerequisite: GRPH 253 or permission of the instructor. ART 121 or ART 124 strongly advised.

GRPH 353 **3 A**
Web-Page Publication

An elementary approach to creating a Web page. Includes choosing an application for easy and automatic HTML scripting, developing fast-acting Web pages, and creating user interactivity. Outline of basic Web rules and weaknesses. Prerequisite: GRPH 253; CPTR 105 or GRPH 153 or demonstrable computer competency (Mac or PC). Odd years.

GRPH 354 **2 S**
Color Imaging

Procedures for image generation and manipulation, including color proofing, photolithographic reproduction, laser printing and electronic publishing. Two lectures and one laboratory weekly. Prerequisite: GRPH 253. Even years.

GRPH 356 **3 A**
Doing Business on the Web

An overview of business activity on the Web. Includes ethics, confidentiality, security, and business practices. Lab activities include planning a pseudo-Web page for marketing that can be monitored and maintained remotely. Prerequisite: GRPH 353. Even years.

GRPH 357 **3 S**
3D Digital Imaging

Introduction to production of still and animated 3D images. Fundamentals of modeling in three dimensions. Development of simple choreography and movement of models, logos, and 3D text. Two lectures and one laboratory per week. Lab fee. Prerequisite: GRPH 352.

Video Technology

LOWER-DIVISION COURSES:

MDIA 152 **2 A**
Introduction to Media Technology

An overview of multimedia, its effects on lifestyles, the workplace, education, training, entertainment, and communication. An examination of real-world applications, markets, and employment opportunities. Lectures, discussions, demonstrations, and field trips.

MDIA 158 **3 W**
Media Production Concepts

Survey of three types of media production from a Christian perspective: broadcast production, documentary production, and digital film production, with an overview of the positions that make up the production team; and the technologies that make it happen.

MDIA 231 **2 A**
Digital Audio Techniques

Introduction to audio recording theory and techniques for broadcast, film style, and studio environments. Concepts such as multitrack mixing, voice-over recording, sound effects, editing, and wave-form processing are studied and practiced using current industry-standard audio equipment. Focus on learning industry-standard audio editing software. Prerequisite: MDIA 158.

MDIA 241 **2 S**
Lighting and Exposure

Theory of and practice in using professional lighting equipment and natural lighting, along with camera exposure control, to achieve various moods and effects. Prerequisite: MDIA 158.

MDIA 253-254-255 **3-3-3 A-W-S**
Broadcast Production I-II-III

A three-part series in the technical and practical aspects of multi-camera production using professional broadcast equipment. Theory, use and function of broadcast equipment including setup, maintenance and operation. Includes extensive hands-on experience in various production environments including in-studio and local live events. Prerequisite: MDIA 158.

MDIA 256 **3 W**
Nonlinear Editing

Instruction and experience in logging, digitizing, editing, and preparing footage for exhibit using current industry-standard nonlinear editing systems. Focus on understanding and using the computer-based nonlinear editing tools, with consideration given to the art of making the edit. Computer proficiency required. Prerequisite: MDIA 158.

MDIA 258 **3 S**
Motion Graphics and Effects

Use of the latest desktop video graphics and effects software in creating motion graphics and compositing them on video. Prerequisite: GRPH 257, 352.

UPPER-DIVISION COURSES:

MDIA 331 **3 A**
Elements of Cinema

Introduction to the basic elements of cinema and related motion-picture technologies. Emphasis on developing skills of critical analysis and appreciation of the "language" of cinema; craft, genre, style, and technique. Historical overview of cinema classics and innovative visionaries of the medium. Introduction to roles and responsibilities involved in a career in motion-picture technologies

(e.g., scriptwriting, directing, cinematography, editing, lighting, sound direction, etc.). Lectures, discussion, and intensive viewing labs.

MDIA 346 **4 A**
Introduction to Screenwriting
(See ENGL 346.)

Fundamentals of screenwriting: structure, character and scene development; conflict, locale, theme, script outline and story conception. Includes practical development of the student's knowledge of screenwriting software programs. Students produce one act of a feature-length screenplay. Prerequisite: ENGL 102. Even years.

MDIA 355 **3 S**
Digital Video Distribution

An exploration into the evolving world of digital distribution from interactive DVD-ROM development to World-Wide Web progressive multirate download and streaming video. Different compression algorithms are compared and evaluated. Computer proficiency required; Adobe Photoshop experience desirable.

MDIA 432 **3 W**
Documentary Production I

Foundation for nonfiction, documentary, and corporate motion-picture production. Research, preparation, and development of a detailed project outline. Students are encouraged to refine and actualize their vision (ideas, themes, and issues) into a workable documentary production. Emphasis on sound and comprehensive project design, teamwork, script planning and blocking, effective scheduling, and production planning. Labs include instructor-directed planning exercises and related fieldwork. Prerequisites: MDIA 158, 231, 241, 256, 331, 346.

MDIA 433 **3 S**
Documentary Production II

Intensive documentary production. Experience in all phases of the work of the technical associated with cinema/video production through final post-production. Participation in production of second-quarter documentary projects begun in MDIA 432. Must be taken in sequence with MDIA 432.

MDIA 452 **3 A**
Digital Film Production I

In this series the student creates his or her own short digital film. This first course of the series involves conception and writing the script, preproduction planning and organizing in preparation for production. Must be taken in sequence with MDIA 453, 454. Prerequisites: MDIA 231, 241, 256, 258, 331, 346.

MDIA 453 **3 W**
Digital Film Production II

Production and rough-cut of the student's film created in MDI 452. Must be taken in sequence with MDIA 452 and 454.

MDIA 454 **3 S**
Digital Film Production III

Completion of the short digital film done in MDIA 452, 453. "Picture-lock," addition of sound effects and music, digital enhancement of image quality for final distribution. Must be taken in sequence with MDIA 452, 453.

MDIA 451 **1 S**
Professional Digital Media

Final preparation for entry into the job market. Polishing the demo reel, preparing the resumé, business cards, etc. Survey of the job market and available opportunities. Lectures, discussion, field trip. All major courses should be completed or final ones concurrent with enrollment in this course.

General Courses

LOWER-DIVISION COURSE:

TECH 291 **1-6 A, W, S, Su**
Internship

Planned, coordinated, and supervised work experience in an industry allied with the student's technical areas of concentration. A minimum of fifty hours of verified work experience for each hour of credit. S/F basis. For instructions and requirements, see department chair before registering.

UPPER-DIVISION COURSES:

TECH 491 **3-6 A, W, S, Su**
Internship

Continuation of TECH 291. A minimum of fifty hours of verified work experience required for each hour of credit. Repeatable to a total of 12 hours. In-Progress ("IP") grading. For instructions and requirements, see department chair before registering.

TECH 492 **1-3 A, W, S**
Independent Project

Projects selected in any area in which a student desires greater proficiency. Requires approval of department chair. Maximum of three hours credit in any one quarter and a maximum of six hours credit (for TECH 492 and/or TECH 495) in any single program. In-Progress ("IP")

grading. Proposals must be received before the quarter of registration begins. See department chair for instructions.

TECH 493 **3 W**
Technology, Society and Culture

Current, historical, and future issues and their relationship to technology and systems in various world cultures. Emphasis on explaining technological behaviors and on showing how technology permeates all of human affairs.

TECH 495 **1-3 A, W, S**
Independent Study

Problems selected in any area in which a student desires greater depth of study. Requires approval of major adviser. Maximum of three hours credit in any one quarter; maximum of six hours credit (for TECH 492 and/or TECH 495) in any single program. Proposals must be received before the quarter of registration begins. See department chair for instructions.

TECH 499 **2 A, W**
Senior Project

An individual project required in some departmental majors during the senior year representing an area of concentration and the best efforts of the student. This is a service-oriented activity and is typically done for a nonprofit organization. Each project is properly identified and remains in the department. Must be completed by the end of the winter quarter of the senior year. Proposals must be received before the quarter of registration begins. See department chair for instructions.



James Dick, Director; 965-6548

Programs Offered

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In harmony with its mission of excellence in Christian education, the CENTER FOR CONTINUING AND PROFESSIONAL EDUCATION (CAPE) makes quality academic programs accessible to an adult student population through non-traditional formats, times, and locations in the region surrounding the college. CAPE currently offers some or all of the three programs listed above at the Napa Valley Community Resource Center, at Clear Lake Community College, and at the Luther Burbank Center in Santa Rosa.

The prerequisites for acceptance into the evening degree completion program include: 1) the equivalent of an associate’s degree or a minimum of 90 transferable quarter credits; 2) a minimum age of 23 years and/or two years of full-time work experience in a field related to the degree sought.

A minimum of 192 quarter credits, including 46-60 units of upper division credit, is required for obtaining a degree. CAPE students must maintain a cumulative grade-point-average of 2.0 (C) or above.

Further information about the professional Bachelor of Science degrees in Management or Early Childhood Education, and about the Multiple Subject and Single Subject Teaching Credential programs, is available from CAPE at 877-782-4637 (toll-free), via e-mail at cape@puc.edu, and from the CAPE Website at www.finishcollege.org.

General Education Program for Degree Completion

Since the majority of adult students in the degree completion program will be transferring nearly two thirds of their credits from other institutions, PUC has a specific general education program for these students. Articulation agreements with area community colleges define acceptable courses in other institutions that will meet PUC's general education requirements. Students must satisfy the minimum general education requirements described below prior to graduating.

I. Foundations of Learning (15 credits):

The essential basis for participating in the community of learning includes the ability to do critical analysis of presentations in various forms. It includes the ability to make clear, accurate and forceful presentations, both written and spoken, including those that employ statistical methods.

1. *Rhetoric and College Writing*: ENGL 101-102 College English (4-4) or equivalent course
2. *Oral Communication*: This requirement may be met by any transferable speech or public speaking course.
3. *Reasoning from Data*: Emphasis on the critical reasoning skills necessary for accurately understanding and appropriately using statistical data. MATH 222-Introduction to Statistics (4) or an equivalent course satisfies this requirement. (As with most other institutions of higher education, PUC requires competence in Algebra as a prerequisite to admission into its college-level statistics course. This requirement can be met by the remedial course MATH 096 or equivalent.)

II. Human Identity in Cultural Contexts (12 credits):

Insights into the identities of individuals, peoples and cultures are gained through courses that describe and explain

philosophical and historical developments, social contexts, and psychological conditions.

1. *Historical Contexts* (8): Emphasis on major developments in the civilizations of the world. This requirement may be met by any two transferable college history courses.

2. *Social Sciences* (4): At least one four-unit course from anthropology, philosophy, economics, geography, political science, psychology, or sociology. This requirement is met in the BSM program by economics, in the ECE program by psychology, and in the TCP by several of the required pre-requisite courses.

III. Insights of the Imagination (8 credits):

Courses in this category explore the artistic expression of ideas, values and emotions. At least two courses, in two different areas, are required:

1. *Literature*
2. *Visual Arts*
3. *Music*

(4 credits toward the literature requirement are provided within the ECE program. All of this requirement is met by the prescribed prerequisite courses in the TCP.)

IV. The Natural World (4 credits):

Inquiry into the nature of science. Courses in this category explore relationships between the sciences and other realms of human thought, including culture, philosophy, history, and ethics, considering both the benefits and the limitations of science and technology. At least one four-hour laboratory course in natural science is required. This may be in astronomy, biology, chemistry, geology, physics, or a comparable area.

V. Revelation, Belief, and Action (8 credits):

Courses in this section explore the nature, forms, and uses of belief; the relationship between Christian belief and revelation; and the applications of belief to life, emphasizing Christian expression of faith in service. This requirement is fulfilled by courses offered as part of the degree completion programs: Biblical Perspectives (RELB 305), Ethics (RELT 310 or EDUC 335), and/or Philosophy of Biology (BIOL 355).

VI. Health and Fitness (2 credits):

Comprehensive, balanced education includes acquiring and using the accurate knowledge and developing skills and habits that help sustain a sound mind in a sound body. This requirement is fulfilled by a minimum of one course from the areas of nutrition, fitness, or health education.

VII. Skills for Daily Living

Since the students in the CAPE program are independent working adults who have demonstrated their ability to succeed in the work world, this requirement is waived.

Bachelor of Science in Management, B.S.M.

This major and these courses are available only through CAPE's Degree-Completion Program.

The degree completion curriculum in Management builds on personal experience and previous college credit. The program is tailored to the needs of working adult students. Classes meet one evening a week for four hours and are tailored for a mature, interactive learning style. Qualified applicants are at least 23 years old and transfer at least 90 quarter (60 semester) credits of previous college course work that can apply toward general education and elective requirements.

The Management curriculum is a series of upper division courses that together last 20-23 months.

► *Requirements: a minimum of 61 hours including the following:*

MGT 320	The Legal Environment of Business	4
MGT 330	Economics for Managers	4
MGT 340	Principles of Marketing	4
MGT 350	Data Presentation	2
MGT 375	Group and Organizational Behavior	3
MGT 390	Organizations and Environments	3
MGT 410	Accounting for Managers	5
MGT 420	Management	4
MGT 430	Human Resources Management in Public and Private Sectors	4
MGT 450	Financial Management	5
MGT 480	International Business	4
MGT 491	Strategic Management	4
RELB 305	Biblical Perspectives	4
RELT 310	Ethics and Personal Values	4

A minimum of 7 hours from the following:

Entrepreneurship Courses:	
MGT 434	Entrepreneurship (3)
MGT 477	Electronic Commerce (4)
Public Administration Courses:	
MGT 456	Urban Planning (3)
MGT 460	Fiscal Administration (4)
Information Systems Courses:	
MGT 380	Database Analysis and Design (3)
MGT 482	Systems Analysis and Design (4)
MGT 486	Information Systems Management (3)
MGT 487	Management Science (4)

Bachelor of Science in Early Childhood Education, B.S.E.C.E.

This major and these courses are available only through CAPE's Degree-Completion Program. The degree completion program in Early Childhood Education is designed to build on past experience and previous college credit. The program is geared to the needs of adults employed in the field of early childhood care and education, with class sessions, tailored for a mature, interactive learning style, convening one evening a week for four hours.

The Early Childhood Education curriculum is a series of upper division courses that together last approximately 20-22 months.

► *Requirements: a minimum of 60 hours including the following core courses:*

ECE 311	Young Children's Developmental Speech	4
ECE 330	Literature for Children	4
ECE 359	Exceptional Children	4
ECE 365	Parent/Child Relationships	4
ECE 380	Infant/Toddler Programs	4
ECE 383	Play and Environments	4
ECE 384	Healthy Child Care	2
ECE 386	Diversified Early Childhood Programs	2
ECE 388	Science for the Young Child	4
ECE 389	Behavior Management and Observation	4
ECE 425	Adult Supervision and Management	4
ECE 431	Administration and Supervision I	4
ECE 432	Administration and Supervision II	4
ECE 460	Curriculum Development and Assessment of Young Children	4
RELB 305	Biblical Perspectives	4
RELT 310	Ethics and Personal Values	4

► *Required cognate courses:*

An approved course in nutrition (3)
Word processing (0-3)
(This requirement may be met by completion of an approved course in word processing or by satisfactory performance on an approved waiver examination.)

Preliminary Multiple and Single Subject Teaching Credential Programs

The Teacher Credential Program (TCP) offered through CAPE is designed specifically for adults who already hold a bachelor's degree. The schedule allows individuals to meet State of California credentialing requirements while maintaining a day job. The program consists of course work, field experiences, and assessments approved by the California Commission on Teacher Credentialing.

Cohorts begin in August and are scheduled for one night per week for 22-27 months depending on the program. Credentialed teachers seeking an add-on credential may also be allowed to take needed courses without following the entire sequence. Entry in this mode is subject to space available in the cohort and approval of both the CAPE program and the Education department.

► *Prerequisites to Program Admission:*

1. Bachelor's degree from a regionally accredited college or university
2. Cumulative GPA of at least 2.5
3. Passage of CBEST
4. Passage of, attempt of, or registration for subject matter competency exams, or completion of an approved subject matter program of study
5. Verification of entry level computer skills
6. Criminal record clearance verified through a Certificate of Clearance, Emergency Permit, or Child Development Permit
7. Satisfactory recommendation
8. Satisfactory department review

► *Procedure for Program Application and Admission*

1. Submission of all application paperwork to CAPE office. Paperwork will be forwarded to the Education Department for processing and consideration.
2. Personal interview with the Credential Analyst in the Education Department to discuss program requirements and schedule of classes, and to answer applicant questions.

3. Consideration of application by Education Department faculty.
4. Written notification to applicant of department decision.

Credential Program Coursework and Field Experience

► *Requirements for both Multiple Subject/Elementary and Single Subject/Secondary Candidates**

EDUC 100	Classroom Observations	1
EDUC 101	Introduction to Teaching	1
EDUC 238	Computer Technology for Teachers	2
EDUC 238L	Computer Technology for Teachers Lab	1
EDUC 333	Educational Psychology	3
EDUC 335	Ethical Dimensions of Teaching and Learning	2
EDUC 336	The Multicultural Classroom	3
EDUC 350	Exceptional Children in the Classroom	3
EDUC 480	Classroom Management	2
ENGL 335	Survey of Linguistics	4
ENGL 337	ESL Teaching Methodology	4
HLED 166	Health Education	2

► *Additional requirements for Multiple Subject/Elementary Candidates:**

Lesson Planning Seminar (taken at time of first methods course)		
EDUC 345	Teaching Math & Science in the Elem. Sch.	4
EDUC 353	Beginning Reading and Writing	4
EDUC 356	Intermediate Reading and Writing	3
EDUC 408	Social Studies and the Arts	2
ESTH 476	P.E. for Children	3
EDUC 482L	Beginning Reading Field Experience	1
EDUC 482L	Math Field Experience	1
Pre-Session Student Teaching		
EDUC 482L	Full-Time Student Teaching	13
EDUC 483	Student Teaching Seminar	3

► *Additional requirements for Single Subject/Secondary Candidates:**

Lesson Planning Seminar (taken at time of first methods course)		
EDUC 358	Literacy in the Content Areas	3
EDUC 358L	Tutoring Experience	1
EDUC 360	Intro. to Secondary Teaching Strategies	2
EDUC 361	Middle School Teaching Strategies	2
EDUC 362	Secondary Content Area Teaching Strategies	4
EDUC 483	Student Teaching Seminar	3
EDUC 485L	Middle School Field Experience	1
EDUC 485L	High School Field Experience	1
Pre-Session Student Teaching		
EDUC 485L	Full-Time Student Teaching	13

► *Assessment of outcomes:*

The college seeks through various means to measure its educational effectiveness in fulfilling its mission. All students are required to participate in assessments to measure outcomes. The following are currently used for assessment purposes in the Teacher Credential Program:

1. California Basic Skills Test (CBEST)
2. California Subject Exam for Teachers: Multiple Subjects (CSET) - multiple subject candidates only
3. Reading Instruction Competence Assessment (RICA) - multiple subject candidates only
4. Subject matter competency exam or successful approved subject matter program - single subject candidates only
5. Departmental Review #1 and #2
6. Field Experience Assessments upon completion of each classroom field experience
7. Full-Time Student Teaching Assessment upon completion of experience
8. Teacher Performance Expectations Portfolio submitted to the department upon completion of all program requirements.

Degree-Completion Courses: Management

The following courses are available only in the Bachelor of Science in Management curriculum, an off-campus degree-completion program.

MGT 320 4
The Legal Environment of Business

Laws regulating business activities, principles governing contracts, negotiable instruments, sales of goods, agencies, partnerships, and corporations.

MGT 330 4
Economics for Managers

The market system and the structure and functioning of the economy in the United States. Macroeconomics concepts, including growth, inflation, employment, interest rates, fiscal policy and monetary policy, supply, demand, and opportunity costs. Microeconomic concepts and tools are used to study market power (perfect competition, monopoly, monopolistic competition, and oligopoly), elasticity, income distribution, environment and other social areas.

MGT 340 4
Principles of Marketing

Markets, consumer behavior, pricing, promotion, and distribution of products and services. Management issues related to enabling an organization profitably to acquire and satisfy customers and matching the wishes and desires of the customers with those of the organization.

MGT 350 2
Data Presentation

Integrates preparation of charts, graphs, font selection, and computer-presentation software. Emphasis on effective presentation of documents.

MGT 375 3
Group and Organizational Behavior

Primary emphasis on group and individual behavior and their influence on each other and on an organization's effectiveness. Focus on human aspects in organizations, including leadership, groups, conflict, and decision-making.

MGT 380 3
Database Analysis and Design

Analysis and design of databases for business. File systems, database management functions, hierarchical, network, relational, and object-oriented data models. Normalization, SQL queries, entity-relationship diagramming. Issues in distributed databases and simultaneous access. Use of Oracle DBMS software.

MGT 390 3
Organizations and Environments

Emphasis on the organization as an open system. Organizational diagnosis, using a systems approach, examines organizational structure, design, governing regulations that shape business operations, contingency theory, and the impact of the environment on organizational effectiveness.

MGT 410 4
Accounting for Managers

How managers use accounting data in financial decision-making and in delineating alternative courses of action. Emphasis on both financial and managerial data and on preparing and using financial statements and reports.

MGT 420 4
Management

Basic concepts and theory of management with emphasis on planning, organizing, staffing, motivation, and control. Within these areas, vision, mission and objectives of organizations are covered. Also included: motivational theories and their application to individual and group functioning in organizations.

MGT 430 4
Human Resources Management in Public and Private Sectors

Objectives and problems relating to human resources management in public and private organizations. Includes recruitment, selection, performance appraisal, training and development, compensation, grievances, and discipline.

MGT 434 3
Entrepreneurship

A survey of what it takes to start and operate a business. Legal, managerial, accounting, marketing, and financial aspects of getting a business up and running. Development of a business plan for startup.

MGT 450 5
Financial Management

Principles of managing and controlling the finances of corporate enterprises. Includes financial institutions and markets, financial statement analysis, the time value of money, risk and return, cost of capital, valuation, capital budgeting, management of working capital, and financial planning. Prerequisites: MGT 330, 410.

MGT 456 **Urban Planning** **3**

Ideological, political, legal, economic, social factors, and interest groups and how they interact with and affect planning for primarily urban environments. Underlying forces for growth and change; who benefits and who loses. Includes legal and social issues in planning, housing, homelessness, traffic, zoning, urban renewal, economic development, energy planning, and land-use planning.

MGT 460 **Fiscal Administration** **4**

Financial administration and activities of public agencies. Includes principles of public finance, budgeting, revenue sources (including tax structures), revenue forecasting, debt administration, and fund management.

MGT 477 **Electronic Commerce** **4**

Tools and technologies needed for participating in electronic commerce. Business opportunities, challenges, and strategies for leveraging the emerging national and global information infrastructure. Security, privacy, ethics, and business practices.

MGT 480 **International Business** **4**

Introduction to and summary of doing business in the international marketplace. Includes globalization, political economy, trade theory, investment in foreign countries, and global monetary systems; and entry, organizational strategies and business operations in the global environment.

MGT 482 **Systems Analysis and Design** **4**

Concepts, skills, methodologies, techniques, tools, and perspectives essential for systems analysts to successfully develop information systems. Includes project identification and selection, project initiation and planning, analysis, logical design, physical design, implementation, and maintenance.

MGT 486 **Information Systems Management** **3**

An overview of information systems in organizations. Strategic issues, organizational structure for information systems (IS), ethical and societal issues. Also included: hardware and software for business, data organization, telecommunications and networking, inter- and intranet, and IS system types in various organizations.

MGT 487 **Management Science** **4**

Quantitative methods for managerial decision-making. Includes linear programming, integer programming, decision-making under uncertainty, utility theory, waiting line and inventory models, simulation, transportation and assignment problems.

MGT 491 **Strategic Management** **4**

A capstone course integrating knowledge and theories from a variety of business disciplines; applications to a study of organizational problems, primarily through the case method. Prerequisites: MGT 320, 330, 340, 350, 375, 390, 410, 420, 430, 450.

Note: The following general-education courses are taught by members of the Religion faculty.

RELB 305 **Biblical Perspectives** **4**

Designed to foster knowledge and understanding of those historical concepts and themes of the Bible that relate most directly to effectiveness in business practices and public life.

RELT 310 **Ethics and Personal Values** **4**

Examination of how personal values in business and public life are shaped by world views, ethics, and spiritual formation.

Degree Completion Courses: Early Childhood Education

Available only in the Bachelor of Science in Early Childhood Education curriculum, an off-campus degree-completion program

ECE 311 **Young Children's Developmental Speech** **4**

Normal development of speech and language in children from birth to age six. An introduction to differential language diagnosis and treatment planning for children with delayed language development.

ECE 330 **Literature for Children** **4**

A survey of literature for children from infancy through grade six. Emphasis on literary quality and a broad knowledge of the best that has been written for children.

ECE 359 **Exceptional Children** **4**

Assessing children with such exceptions to "normal" as mental retardation, giftedness, emotional disturbance, speech, visual, and hearing problems. Includes handicaps and learning disabilities.

ECE 365 **Parent/Child Relationships** **4**

Issues in parenting and child-rearing in today's society.

ECE 380 **Infant/Toddler Programs** **4**

The environment, curriculum, and management of infant/toddler programs. Includes observation of children between six months and three years of age.

ECE 382 **Art and Creative Activities** **4**

The creative and aesthetic development of young children: art, music, movement, and drama.

ECE 383 **Play and Environments** **4**

The importance of play in the learning and development of the young child. Development, analysis, and evaluation of various learning centers intended to enhance the learning environment of a child-care center. Includes curriculum development necessary for integrated learning.

ECE 384 **Healthy Child Care** **2**

How to keep children safe and healthy in a child-care setting; how to recognize symptoms of diseases; appropriate control methods; developing good health habits in young children through example and learning activities.

ECE 385 **School-Age Child Care** **4**

The rationale, design, management and activities for implementing quality care for school-age children.

ECE 386 **Diversified Early-Childhood Programs** **2**

The philosophy of a variety of early-childhood programs unique to the profession. Includes the Montessori and Reggio Emilia curriculum.

ECE 387 **Cultural Diversity** **4**

Describes diversity in the classroom, including history and customs of various cultures. Delineates cross-cultural variations of child development, beliefs, and methods of multicultural education.

ECE 388 **Science for the Young Child** **4**

An organized, sequential approach to creating a developmentally appropriate program for young children.

ECE 389 **Behavior Management and Observation** **4**

Methods and techniques that lead to successful management of young children. Analysis and evaluation of case studies and experience to determine most effective methods of achieving positive outcomes. Includes observation assignments and techniques.

ECE 425 **Adult Supervision and Management** **4**

Function and management of adults in child-care settings; values and goals, making decisions, and solving problems; management process as applied to the individual and the organization. Principles and guidelines for developing a good mentor-teaching program.

ECE 431 **Administration and Supervision I** **4**

Techniques and knowledge needed to start a child-care center including budgeting and financial planning, understanding appropriate licensing guidelines, board development, fund-raising, and community assessment.

ECE 432 **Administration and Supervision II** **4**

Techniques involved in marketing, recruiting and enrolling children in a child-care center. Human resource processes including hiring and discharging staff and in-service training. Key skills such as grant writing and use of computers in administration of a child-care center.

ECE 460 **Curriculum and Assessment Of Young Children** **4**

Exploring student differences in cultural, linguistic and economic background, language development, and general academic performance to design an authentic and appropriate curriculum. Child assessment strategies covered include clinical interviewing, ethnography, portfolio development and others.

Note: The following general education courses are taught by members of the Religion faculty.

RELB 305 **Biblical Perspectives** **4**

Historical concepts and themes of the Bible that relate most directly to effectiveness in early childhood education practice and public life.

RELT 310 **Ethics and Personal Values** **4**

Spiritual formation, ethics and world view, and their shaping influence on personal values, early childhood education, and public life.

Preliminary Single and Multiple Subject Teaching Credential Courses

EDUC 100 1
Classroom Observations

A 25-hour field experience that provides practical information about classroom teaching for the student who is entering the teaching profession. Involves extensive observation of teachers both in the classroom and on video. Must be completed before a student may be admitted to the credential program. Students who wish to apply credit for this course toward the requirements for a teaching credential must earn a grade of B or better. This requirement may be waived on experience. Contact the Credential Analyst for more information.

EDUC 101 1
Introduction to Teaching

Designed to provide a general overview of the teaching profession. The student will receive information on the history of education, teaching as a profession, and the characteristics of successful teachers. The program admission process begins in this class.

EDUC 238 2
Computer Technology for Teachers

An introduction to the use of computers in the elementary and secondary classroom. The course is designed to develop skills in using technology to support teaching and learning, and to distinguish between technology as an “add-on” in the classroom and technology as an integral part of learning.

EDUC 238L 1
Computer Technology for Teachers Lab

Concurrent enrollment required in EDUC 238.

EDUC 333 3
Educational Psychology

The purpose of this course is to explore how children and adolescents learn and think in the classroom. Examines how characteristics such as intelligence, personality, cognitive and moral development, and diversity impact student learning. Includes the study of learning theories, motivation, cooperative learning, assessment, and managing a classroom.

EDUC 335 2
Ethical Dimensions of Teaching

Probes the ethical and moral situations that teachers and students face on a regular basis. The history and development of current practice are examined. Emphasis on ideals and principles of Christian education and their application in Seventh-day Adventist schools. Philosophy of American and Adventist education compared and contrasted. Emphasis on integrating faith and learning.

EDUC 336 2
Social and Multicultural Education

Addresses the preparation of teachers for the wide diversity of students they will encounter in their classrooms. Includes an emphasis on developing methods for involving the family in the educational process. Addresses the legal basis for desegregation and multiculturalism in American Education. Also emphasizes the knowledge and skills needed to help students be better informed and proactive in a multicultural society.

EDUC 350 3
Exceptional Children in the Classroom

Introduces prospective teachers to the major categories of disabilities and giftedness, and provides strategies to meet the needs of these children in the general classroom. Students gain information about federal and state laws pertaining to disabilities and how to write and implement an IEP.

EDUC 480 2
Classroom Management

Focuses on prominent classroom management models and helps students clarify their own philosophy of student discipline. The course is intended to assist future teachers in developing their own management plan based on a review of the “best practice” models already being used successfully at various educational levels. Prerequisite: Preliminary program admission.

Elementary Methods Coursework

EDUC 345 4
Teaching Math and Science in the Elementary School

Through interrelated activities in classwork and fieldwork, this course addresses the preparation of pre-service elementary teachers in science, health, and mathematics instruction. California state content standards in science, health, and mathematics are emphasized, as are the planning and implementation of effective lessons for each area. Prerequisite: Regular program admission. Concurrent enrollment: EDUC 482L-Math Field Experience.

EDUC 353 4 W
Beginning Reading and Writing

A balanced, comprehensive approach to teaching reading and writing in pre-kindergarten through grade three, including research on how children learn to read, diagnosis of reading difficulties, phonics, stages of writing development, and planning and delivery of appropriate reading and writing instruction based on assessment and evaluation. Emphasis on early prevention of failure in literacy for at-risk children. Prerequisites: Regular program admission, EDUC 356. Concurrent enrollment: EDUC 482L-Beginning Reading Field Experience.

EDUC 356 3
Intermediate Reading and Writing

A basic course defining the nature of language acquisition and the principles related to intermediate reading/language arts instruction. Includes instructional strategies for developing ability to transmit meaning through talking and writing and to comprehend meaning through listening and reading. Emphasizes assessment and management techniques and teaching to diverse groups of students. Includes multigrade teaching and state standard aligned instruction. Prerequisite: Regular program admission.

EDUC 383 3
Student Teaching Seminar

Presentation and discussion of topics of current interest to student teachers, such as classroom discipline, time management, comparative teaching styles, staffing issues, administrative and parent relationships, and other topics related specifically to the student teaching experience. Concurrent enrollment: EDUC 482L-Student Teaching, Full-Time, Elementary, or EDUC 485L-Student Teaching, Full-Time, Middle/Secondary.

EDUC 390 2
Teaching K-12 Bible

A course designed to develop teaching objectives, materials, and strategies in Biblical education. Emphasis is given to methods of teaching whereby Bible curriculum can be harmonized with the spiritual development of the K-12 student. Facilitation of the spiritual development of K-12 students is also emphasized. In addition, special interest is given to the exploration and analysis of the Seventh-day Adventist Bible curriculum. Required for candidates for the SDA teaching certificate.

EDUC 408 2
Social Studies and the Arts

Defines aspects of teaching History/Social Science and Visual and Performing Arts. Students become familiar with and gain knowledge in implementation of state adopted content standards in these subject areas and how to integrate them across the curriculum. Time is spent observing professionals in the field, paying particular attention to content and strategies of instruction. Students become aware of techniques for teaching art as it relates to other subject areas and careers. Case studies, integrated units, and cross-cultural activities play a large role in the course. Prerequisite: Regular program admission.

EDUC 482L 1-18
Student Teaching, Elementary

Elementary student teaching is divided into four components:
1. EDUC 482L-Student Teaching, Beginning Reading Experience (1): This 25-hour field experience must be completed in a K-2 classroom. It involves observing, assisting, and actually teaching in the area of beginning reading and writing under the direction of an experienced primary grade teacher. This experience

counts as 1 hour of Student Teaching and is supervised and evaluated. Prerequisite: EDUC 356. Concurrent enrollment: EDUC 353.

2. EDUC 482L-Student Teaching, Math Field Experience (1): This 25-hour field experience is completed in an upper-grade elementary school classroom. It involves observing, assisting, and actually teaching in the area of math under the direction of an experienced elementary grade teacher. This experience counts as 1 hour of Student Teaching and is supervised and evaluated. Prerequisite: Regular program admission. Concurrent enrollment: EDUC 345.

3. Pre-Session Student Teaching: This is a two-week experience at the beginning of a school year. It involves observing and assisting a teacher just prior to the beginning of school and into the first few days of a new school year. This 10-day full-time experience counts as part of student teaching. The credit for this experience is given when a student completes full-time student teaching. Prerequisite: Completion of reading and math field experiences. Pre-Session Student Teaching should be completed in the summer prior to the year in which full-time student teaching takes place.

4. EDUC 482L-Student Teaching, Full-Time, Elementary (13): The full-time student teaching experience occurs at the conclusion of the program. The experience lasts for 12 weeks, and is a full-time, full-day commitment. It is not possible for the student teacher to hold a day job during this experience. By the end of the experience, the student will have complete responsibility for all classroom management, instructional planning, and teaching. If the candidate is employed full-time on a Long-Term Emergency Permit, at a grade level covered by the credential, then in-service student teaching may be requested from the Education

Department. Prerequisites: EDUC 345, 353, 356, 408, ENGL 337, EDUC 482L-Beginning Reading, EDUC 482L-Math, Departmental Review #1 and #2, Pre-Session Student Teaching.

Secondary Methods Coursework

EDUC 358 3
Literacy in the Content Areas

Examines the literacy skills that are essential for middle and secondary school students, including English Language Learners. Students explore instructional strategies for improving reading and comprehension of written materials in all content areas. In addition, students explore the process approach to writing with the goal of implementing effective writing assignments in all content areas. Prerequisites: Regular program admission, Sophomore class standing. Concurrent enrollment: EDUC 358L-Literacy Tutoring Experience.

EDUC 358L 1
Literacy Tutoring Experience

This experience involves 25-30 hours of tutoring a middle or high school student who is having difficulty with reading and language arts. Involves the application of tutoring strategies that have been developed in EDUC 358. The experience does not count as part of student teaching. Concurrent enrollment: EDUC 358.

EDUC 360 2
Introduction to Secondary Teaching Strategies

The first in a series of courses (including EDUC 361 and 262) designed to prepare pre-service teachers for the secondary classroom. Classroom management and lesson design are presented

with adolescent characteristics in mind. Special emphasis is placed on issues related to human motivation. Prerequisites: Regular program admission, Junior or Senior class standing.

EDUC 361 2
Middle School Teaching Strategies

Examines middle school education (grades 6-8), emphasizing the need to respond in appropriate educational ways to the developmental characteristics of diverse young adolescents (ages 10-14). Students explore middle school learning, authentic assessment, block scheduling, and small schools alternating curriculum. Prerequisites: Regular program admission, EDUC 360, Junior or Senior class standing. Concurrent enrollment: EDUC 485L-Student Teaching-Middle School.

EDUC 362 4
Secondary Content Area Teaching Strategies

Addresses the preparation of single subject pre-service teachers to plan and deliver content-specific classroom instruction. State of California curriculum frameworks and/or academic standards are emphasized to help pre-service teachers understand the basic principles and primary values of their chosen discipline. Prerequisites: EDUC 360, EDUC 361, EDUC 485L-Middle School Field Experience, Junior or Senior class standing. Concurrent enrollment: EDUC 485L-Student Teaching-Senior High.

EDUC 390 2
Teaching K-12 Bible

See description under "Elementary Methods Coursework".

EDUC 483 1
Student Teaching Seminar

See description under "Elementary Methods Coursework", EDUC 383.

EDUC 485L 1-18
Student Teaching, Middle and Senior High School

Student teaching is divided into four components:

1. EDUC 485L-Student Teaching, Middle School Field Experience (1): This experience involves 25 hours of observation and teaching in the specific content area of the credential in a middle school classroom (grades 6-8). This experience counts as 1 hour of Student Teaching and is supervised and evaluated. Prerequisites: Regular program admission, 50% of subject matter program or passage of CSET. Concurrent enrollment: EDUC 361.

2. EDUC 485L-Student Teaching, Senior High School Field Experience (1): This experience involves 25 hours of observation and teaching in the specific content area of the credential in a senior high school classroom (grades 9-12). This course counts as 1 hour of Student Teaching and is supervised and evaluated. Prerequisites: EDUC 485L-Middle School Field Experience, 50% of subject matter program or passage of CSET, Departmental Review #1. Concurrent enrollment: EDUC 362.

3. Pre-Session Student Teaching: This is a two-week experience at the beginning of a school year. It involves observing and assisting a teacher just prior to the beginning of school and into the first few days of a new school year. This 10-day full-time experience counts as part of student teaching. The credit for this experience is given when a student completes full-time student teaching. Prerequisite: Completion of the middle and senior high short-term field experiences. Pre-Session Student Teaching should be completed in the summer prior to the year in which full-time student teaching takes place.

4. EDUC 485L-Student Teaching, Full-Time, Middle or Senior High School (13): The full-time student teaching experience occurs at the conclusion of the program. The experience lasts for 12 weeks, and is a full-time, full-day commitment. It is not possible for the student teacher to hold a day job during this experience. By the end of the experience, the student will have complete responsibility for all classroom management, instructional planning, and teaching. Prerequisites: EDUC 358, 358L, 360, 361, 362, 480, ENGL 337, EDUC 485L-Middle School Field Experience, EDUC 485L-Senior High Field Experience, Departmental Review #2, Pre-Session Student Teaching.

ENGL 335 4
Survey of Linguistics

Survey of linguistic concepts and methods: language development and second language acquisition; physiology of human speech; elementary phonology, morphology, syntax, and semantics; language change; dialectology; language and thought; ethical issues in language use.

ENGL 337 4
ESL Teaching Methodology

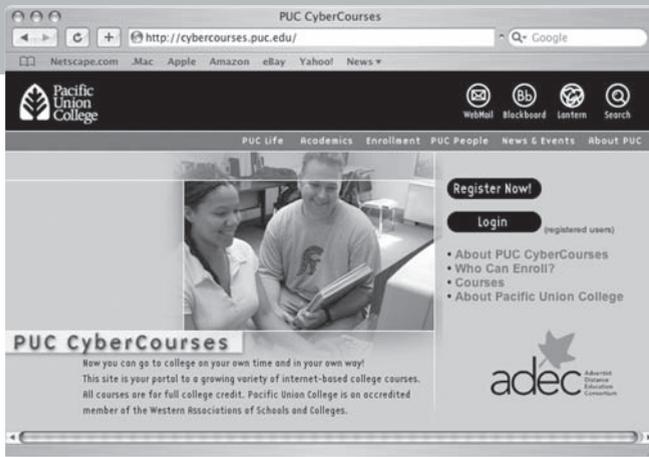
Overview of current methods of teaching English as a Second Language. Concentrates on practical, innovative techniques that foster development of the ESL student's listening, speaking, pronunciation, grammar, reading, writing, and vocabulary.

MATH 211-212 3-3
Foundations of School Mathematics I-II

The logic and structure underlying school mathematics. Concepts, procedures, problem-solving and applications at concrete, pictorial, and abstract levels.

MATH 211 includes problem-solving techniques, sets, logic and deductive reasoning, the arithmetic of whole numbers, fractions, decimals, integers, rational and real numbers, ratio and proportion, and percent.

MATH 212 includes geometry and measurement. Prerequisite: MATH 211.



PUC CYBERCOURSES is the door to Pacific Union College's growing number of Internet-based courses. A changing and expanding list of available courses is included in the website (<http://cybercourses.puc.edu/>)

Registration for students not currently enrolled at PUC is online. (Currently enrolled PUC students register through Lantern.) All courses are for full college credit.

Anyone may register for a course through PUC CyberCourses. There are no admission requirements, no transcripts required, and no long application forms to fill out. But, though enrollment is not restricted, students should keep in mind that the courses are for college credit. Satisfactory completion of a course requires the same aptitude and dedication that success in on-campus college courses requires.

People who might benefit from enrolling in PUC CyberCourses include the following:

- Those seeking professional development
- Degree students at other institutions needing transfer credit
- Student missionaries
- Secondary school students wanting to get an early start on college
- Adventist Colleges Abroad students
- PUC on-campus students (go to Lantern to enroll)
- Those wanting to take a course for personal enrichment

Credit is transferable to other academic institutions. Whether you choose to take a PUC CyberCourse for personal enrichment, professional development, or degree completion at another institution, any credits earned are transferable according to the guidelines of the academic institution to which the credit is being transferred. (Courses numbered below 100 are generally not accepted for transfer credit at other institutions.) If you are intending to apply credit to a major at another academic institution, you need to get in touch with your major adviser and the records office at that other school.

Recent and current offerings include freshman through senior level courses in a variety of fields including sciences, physical education, computer applications in business, English, and mathematics. The list of courses offered changes and is growing. Visit the PUC CyberCourses website for more information and a current list of available courses: <http://cybercourses.puc.edu/>.

Pacific Union College is incorporated under the laws of the State of California as a nonprofit institution. A portion of its income is derived from gifts and grants. These sources of funding help keep your cost at the lowest possible level consistent with adequate facilities and competent instruction. Because of uncertain economic conditions, the College must reserve the right to increase tuition rates, rents, and fees during the school year.

Room Reservation Fee

A \$150 room reservation fee is required of all residence-hall students prior to moving into the residence hall. To reserve a room for the coming year, both roommates must have paid this fee. The fee is refundable if a cancellation is received by September 1. No refunds are made for cancellations after September 1 or for failure to appear for registration.

If you are already in residence, you may designate a room preference before the end of the current school year, but no reservation will be made until the room reservation fee is received. Specific room assignments for new students are made on the basis of class standing and the date the fee is received.

When an application to the College is withdrawn prior to the refund deadline, the room reservation fee is refunded in full upon written request to the appropriate residence-hall dean. When residence hall occupancy is terminated, the fee is applied to the student account.

Financial Requirements For 2004-2005*

Tuition — Quarter Fee Schedule

The tuition rates reflect a charge of \$520 per quarter hour up to 11.5 hours. Tuition for 12 to 17 hours is \$5,978. All hours over 17 are charged at \$394 per hour.

Miscellaneous Fees

ACT Residual Testing \$30.00

Application fee (first time only) \$30.00

Automobile campus registration fee:

Community students,
per year\$15.00

Residence-hall students,
per year\$45.00
(\$50 if billed to student account)

For each extra vehicle \$3.00

For each extra motorcycle..... \$3.00

Credit by exam recording fee
(per exam).....\$15.00

Exam fee (course waiver or
credit by exam) \$25 per hour

Examination Fees (standardized)

Fees are charged to cover costs of such standardized tests as may be required by individual departments.

Flight Training Fees (See Flight
Training Fees Section)

Laboratory: Fee varies with class.

Breakage payment as circumstances
may require

Late registration fee..... \$25.00
(Payable in cash when you register
\$35 if billed to your account)

Lost residence-hall key
or replacement..... \$20.00

Lost student I.D. or replacement
..... \$12.00

Private Music Lesson Fee
(see Music Charges)

Nursing Fees (see Nursing Fees)

Senior Citizen (65 yrs. & older) Rates:
Non-ParticipationN/C
Audit Credit..... \$65 per hour
Full Credit \$90 per hour

These special rates are available
to senior citizens on an "empty-seat"
basis. Regular degree students paying
full tuition have priority.

Skiing Fees: Inquire at Exercise
Science and Nutrition department
TEAS Assessment (Nursing).....\$35.00

Technology Fee (Angwin Campus)
.....\$40.00 per quarter

Transcript of credits \$25.00

For this one-time fee, billed at first
enrollment, a student may request up
to twenty-five transcripts without ad-
ditional charge. *Exceptions:* Express
Mail processing is \$15; Federal Express
is \$20.

*Note: A supplement with financial information for 2005-2006 will be available in Spring 2005.

Payment Information

Payment for the tuition, room, and board expenses is to be made by:

September 15	Autumn Quarter
December 15	Winter Quarter
March 15	Spring Quarter

You may use your Visa, Mastercard, or Discover charge card to make your payment. To make arrangements, get in touch with your financial counselor.

Financial Clearance

Students who have been admitted to the college may register for classes in advance. A financial restriction is placed on the student's registration 30 days prior to the start of each quarter. During this period, students are required to obtain financial clearance from the office of Student Financial Services. Financial clearance is defined as completing a financial plan with the office of Student Financial Services and making the scheduled payment(s). A student who does not obtain financial clearance by 4:00 p.m. on the first day of classes for the current quarter will have their registration cancelled. After clearing finances, a student may re-register until the last day to add classes.

Billing Procedure

As a student at PUC you have two accounts, your basic education account (which covers tuition, room and board) and your miscellaneous account (which picks up other charges through the year, such as meal costs in excess of the minimum, private music lessons for non-music majors, course-overload charges for each hour in excess of 17 hours, library fines, etc.).

You pay your basic education account charges on the basis of your payment

plan with the school. Your miscellaneous account charges are to be paid each month upon receipt of the statement. A late charge is assessed for any account that remains unpaid beyond 30 days.

Financing College

The payment options listed below are available to students without financial aid. If you elect one of these plans, you should complete arrangements with your PUC financial counselor thirty days before the school term begins.

Tuition Guarantee Plan

Provisions of the Plan:

1. The tuition rate in effect during autumn quarter of your first contract will remain in effect until you graduate, provided that you maintain full-time, continuous registration. (Student mis-

Estimate of Expenses

The following amounts represent the estimated cost of full-time attendance during the autumn, winter, and spring quarters of the 2004-2005 school year:

	<i>One Year</i>	<i>Each Quarter</i>
Tuition & fees* (12-17 hours)	\$17,934	\$5,978
Technology fee	120	40
Residence-hall Rent	3,096	1,032
Minimum Board	2,040	680
<i>Total</i>	<i>\$23,190</i>	<i>\$7,730</i>

Books and school supplies are purchased on a cash basis at the College Bookstore.

** For students enrolled for six credit hours or more, tuition and fee charges include tuition, an accident and sickness medical expense assistance plan, Student Association fees, and graduation fees.*

sionaries and Taskforce workers may be granted a one-year leave of absence.)

- 2.** Prior to or on September 15, you must pay total estimated costs for the year.
- 3.** Any cash draws void the contract.
- 4.** As a participant in this plan you are eligible only the first year of participation for a 2% cash discount on the total estimated costs.
- 5.** The SDA Tuition Discount is available when applicable.
- 6.** Any money you earn from campus employment is paid directly to you. These earnings do not qualify as a reduction in the amount to be paid.
- 7.** Costs in excess of the total estimated costs paid will be billed monthly. You must pay them on a monthly basis.
- 8.** Should your actual costs be less than the estimated amount paid, the credit will be refunded after June 25.

This plan guarantees *only the tuition rate*, not any other charges, including but not limited to the room and board charges and any fees assessed after the beginning of the school year. If you elect this plan, you (or your parents or sponsor) must prepay each year the total estimated costs, which include room and board and other fees at the current rate.

The Tuition Guarantee Plan is available only to students without financial aid.

Cash Discount

Provisions of the Plan:

- 1.** Cash discounts will be applied as follows: 2% discount of the total advance payment for each quarter in residence.
- 2.** Cash discounts will be applied if total estimated costs, less SDA Tuition Discount (if applicable), are remitted by:

June 15	for Summer Session
September 15	for Autumn Quarter
December 15	for Winter Quarter
March 15	for Spring Quarter

3. Any cash draws void the discount for that quarter.

Monthly Payment Plan

Provisions of the Plan:

- 1.** After deduction of the advance payment, financial aid, and scholarships from the total estimated costs, this plan allows the remainder to be paid in nine equal payments beginning September 15th and on the 15th of each successive month through May.
- 2.** The responsible party receives a monthly billing.

SDA Tuition Discount

Provisions of the Plan:

A subsidy toward the operation of the College is provided by the Seventh-day Adventist Church. Therefore:

- 1.** Seventh-day Adventist students receive a tuition discount of \$780 for the year (\$260 per quarter) for full-time students. Three-quarter time students receive a discount of \$585, and half-time students a discount of \$390 for the year.
- 2.** This discount is applied only to tuition charged at the rate of \$520 per hour.
- 3.** This discount is coordinated with other financial aid to fit into need determination.

Family Discount Plan

Provisions of the Plan:

- 1.** For a family with two dependent students attending the College at the same time, a discount of \$200 per student per quarter is given; for a family with three or more, the discount is \$250 per student per quarter.
- 2.** If you are in a family qualifying for this discount, you also receive the benefits of any of the other payment and discount

plans offered by the College for which you qualify.

Financial Aid Programs

The basic premise of the federal and state financial-aid programs is that you and your parents have the primary obligation to meet your cost of attendance to the extent that you and they are able to do so. If you have further financial need, you may apply for financial aid, which is generally made available through grants, loans, and student employment.

The following definitions are given to clarify financial aid:

College Costs: Tuition, fees, room and board, books and supplies, personal expenses (laundry, clothing, etc.), and required travel.

Financial Aid: Financial resources available to meet financial needs, resources such as scholarships and grants, which are not repaid; loans, usually at favorable interest rates and with extended repayment periods; and part-time student employment.

Parents' Contribution: The amount parents are expected to contribute toward the cost of education.

Family Contribution: A combination of parents' contribution and student resources, such as savings or other assets, summer earnings, or G.I. Bill aid. For a married student, spouse's earnings would also be included in family resources. The family contribution is determined by the federal government.

Financial Need: The difference between cost of attendance and the family contribution.

Scholarships: Outright gifts awarded for academic excellence and promise.

Grants: Outright gifts, based on financial need.

Loans: Financial assistance which must

be repaid, usually with favorable interest and long-term repayment schedules.

Independent Student: For federal and state financial-aid program purposes, you are considered independent if you

- are 24 years of age or older on or before December 31 of the award year,
- are a veteran of the U.S. Armed Forces,
- are an orphan or ward of the court,
- have a legal dependent other than a spouse,
- are a married student, or
- are a graduate/professional student.

Free Application for Federal Student Aid (FAFSA): The application form used to determine your financial need. The FAFSA is available from PUC's Student Financial Services Office, or at www.fafsa.ed.gov.

Financial Aid Application (FAA): PUC's supplemental form to apply for financial aid. This is available at the PUC Student Financial Services Office.

Eligibility for Financial Aid

To qualify for the federal financial aid programs, you must

- 1.** be accepted to attend PUC to pursue a regular course of study leading toward a degree or certificate,
- 2.** be a citizen of the U.S. or its Trust Territories, or have a permanent-resident visa, and
- 3.** demonstrate financial need as determined by the FAFSA.

Satisfactory Academic Progress. To be eligible to receive federal, state, and/or institutional financial aid at Pacific Union College, you must maintain satisfactory academic progress, which is defined as follows:

Course Load. To be a full-time student, you must register for at least 12 hours and complete at least 10 hours per quarter. To complete a bachelor's degree in four years, you must complete an average

of 16 hours per quarter. (Financial aid is available during the summer if you are taking at least 9 hours and will graduate at the end of summer quarter.)

Grade-point average. You must earn a minimum quarter grade-point average of 2.0 and a cumulative grade-point average of 2.0 to qualify for financial aid. To be eligible for campus grant money, bachelor’s degree students must satisfactorily complete 39 hours in three consecutive quarters; two-year degree students must complete 36 hours in three consecutive quarters.

In calculating the grade-point average and evaluating progress toward completion of a degree:

- “**I**” (Incomplete) carries no grade points and is not computed in the grade-point average. An incomplete not removed reverts to the grade specified at the time the Incomplete is granted.
- “**NR**” (No grade reported) carries no grade points and is not computed in the grade-point average. An “NR” not removed by the end of the second week of the following quarter becomes an “F.”
- “**W**” (Withdrawal) is not computed in the grade-point average, nor is the course considered to be completed satisfactorily.

A course repeated to improve the grade-point average is counted only once toward the total credit hours required for graduation. The original grade is not included in the grade-point calculation.

A maximum of nine quarter hours of remedial courses (001-099) is applicable toward the baccalaureate degree.

Time Frame for Progress Toward a Degree. If you receive financial aid, you should carefully adhere to the requirements of your major or other program to ensure completion on time. You must be in compliance with the tables above,

For Four-year Degree	
By the end of	Credit to be completed:
3 quarters	39 hours
6 quarters	78 hours
9 quarters	117 hours
12 quarters	156 hours
15 quarters	all degree requirements

For Two-year Degree	
By the end of	Credit to be completed:
3 quarters	36 hours
6 quarters	72 hours
9 quarters	all degree requirements
12 quarters	all A.S. Nursing requirements

which indicate the time for a first-year student to qualify for a degree. Financial aid for students in other classifications will be prorated.

Satisfactory Academic Progress Review. At the end of each quarter the Student Financial Services office reviews the academic progress of each student. If while receiving financial aid you are found to be in violation of the hour and/or grade-point average requirements, your financial aid could be immediately suspended. At the end of the third quarter, campus financial aid may be suspended if the 39/36 hour requirement has not been met.

If your financial aid is suspended, before it can be reinstated you must make arrangements with the Student Financial Services office and with the Records office to take the appropriate course load

to satisfy the 39/36 hour and grade-point average requirements.

For any courses you take elsewhere, you must submit an official transcript to the Student Financial Services office and the Records office three weeks before the beginning of the quarter for which financial aid is sought, so that your eligibility may be determined.

Part-Time Students. Financial aid may be available to part-time students as follows: three-quarter time (9-11.5 hours) and half-time (6-8.5 hours). You must declare less than full-time status to your financial counselor prior to the beginning of the quarter. PUC Campus Grant money is available to full-time students only. Additional information is available from your financial counselor.

Transfer Students. Transfer students are eligible for financial aid during their first quarter at Pacific Union College and are subject to the same satisfactory academic-progress policies as other PUC students. Credits earned prior to enrolling at Pacific Union College are not considered when determining academic progress. Transfer credit may be accepted to make up a deficiency. Before registering as a transfer student, you must consult the Records office to determine whether or not PUC will accept your transfer credits.

Appeal Procedures. The following appeal procedures are available if you are ever deemed not to be making satisfactory academic progress. If you are in this category, you may receive aid for the coming quarter upon approval of a written petition to the Financial Aid Committee at the Student Financial Services office. This petition must

1. describe the reasons for not making satisfactory progress,
2. outline a program for correcting the problem, and

3. list an approved, attainable class schedule, signed by your academic adviser, for the following quarter.

Financial Aid Suspension. If you do not make satisfactory academic progress for the petitioned quarter, you will be placed on Financial Aid Suspension, a status that terminates financial aid. If your financial aid is suspended, you may appeal the suspension in writing to the Financial Aid Committee at the Student Financial Services office.

1. The Financial Aid Committee will review the appeal and determine whether the suspension is justified. You will be advised of the decision in writing.
2. You may appeal the decision of the Financial Aid Committee, in writing, to the Grants, Loans, and Scholarships Committee.

If the appeal is approved and aid is reinstated for one additional quarter, you must

1. begin the quarter with a minimum of 12 hours, complete at least 10 hours, and
2. attain a GPA for the quarter of at least 2.00 and sufficient to bring the cumulative GPA to at least 2.00.

If you do not meet the above requirements, financial aid will be suspended without recourse until you are able to demonstrate your ability to succeed with the appropriate course load and achieve the appropriate grade-point average.

Types of Aid

Financial aid consists of gift aid and self-help aid. Gift aid includes scholarships and grants, which require no repayment. Self-help includes loans, which must be repaid, and your employment earnings.

Gift Aid: Scholarships and Grants From the Federal Government

Federal Pell Grant. The Pell Grant is a federally-funded grant program designed to help eligible undergraduates earn the first baccalaureate degree. The amount is based on your financial need and the number of hours for which you are enrolled.

FSEOG. The Federal Supplemental Educational Opportunity Grant program is a federal program for undergraduate students with the greatest financial need. An FSEOG award is automatically considered for students applying for financial aid through PUC.

BIA. Bureau of Indian Affairs grants help native American students meet their college costs. Applications for BIA grants and vocational assistance are available from the U.S. Bureau of Indian Affairs regional offices or from the Bureau’s Office of Indian Education, 2800 Cottage Way, Sacramento, CA 95825.

From the State Government

The California Student Aid Commission. All PUC students who are California residents are encouraged to apply to the California Student Aid Commission for state-funded grant assistance. To be eligible, you must be a legal resident of California. An annual application is required for all grants. Applications are due by March 2 for the school term starting the following September.

Cal Grants are based on a combination of demonstrated financial need and academic achievement as evidenced by your GPA. Scholarship award amounts are determined by CSAC. Both the FAFSA and the GPA Verification Form must be filed by March 2.

From the College Honor Awards

Contact the Enrollment Services office for information about College-awarded scholarships and honor awards.

The Student Financial Services office coordinates but does not determine these awards.

A **Campus Grant** is a limited grant available to help meet a student’s remaining financial need. Recipients must maintain satisfactory academic progress and carry a full course load; they may be required to live in College housing.

Self-Help: Loans

Most of the financial aid packages from the College’s Student Financial Services office include an expectation that the applying student will take a loan under one of several loan programs. Your student loan helps defray current costs until you can better afford to pay for them. Campus Grant money is available to you only if you also have a Federal Stafford, Federal Perkins, and/or Collegiate Loan.

Federal Stafford Loan Program. The most common type of loan for undergraduates is the Subsidized Federal Stafford Student Loan, provided by such private lending institutions as banks, savings and loan associations, and credit unions, and guaranteed by the federal or state government. To qualify, you must be a U.S. citizen or permanent resident enrolled at least half-time and must have completed the financial aid application process.

The interest rate is variable. Repayment begins six months after you complete college or drop below half-time attendance. The lender determines the repayment schedule. Borrowing limits are \$2,625 for freshmen, \$3,500 for sophomores, and \$5,500 for juniors and seniors. Insurance and loan origination fees are charged by the lender.

If you have an undetermined financial need, you may apply for the Unsubsidized Federal Stafford Loan. The application process, interest rate, and loan amounts are the same as for

the Subsidized Federal Stafford Loans. The difference between the two loan programs is that you are responsible for the interest accruing while in school if the loan is unsubsidized. You are not responsible for interest accruing for the subsidized loan.

Parent Loans for Undergraduate Students (PLUS). A PLUS loan is a federal loan with a variable interest rate available to parents who borrow on behalf of dependent students. Parents may borrow up to the full cost of education minus other financial aid. If a parent wishes the PLUS to be used for financial clearance, the completed PLUS application must be in the Student Financial Services office to be certified prior to registration. If the PLUS is to be used to pay the entire cost of education, the Student Financial Services office must have indication from the lender that the parent loan has been approved. Otherwise the parent is expected to make the required payments for financial clearance.

Federal Perkins Loans. The Federal Perkins Loan program is funded mainly by the federal government but administered by the Student Financial Services office.

The loans are repaid directly to Pacific Union College. No interest is charged while you remain in school as an undergraduate or continue education in a graduate or professional school. When you cease to be a student, there is a grace period before repayment begins.

The total repayment period is not to exceed ten years. Minimum payments of \$40 are due on the first of each month during the repayment period and are delinquent if not received by the 15th, at which time the account becomes subject to a late fee. Regular collection procedures are employed, including accelerating the payment of the total loan and referrals to collection agencies when a loan account is in default.

Self-Help: Student Employment

PUC Employment. Many students work at the College to defray part of their school expenses by working an average of 15-18 hours per week in such service and industrial departments as Custodial Services, Dining Commons, Public Safety, Landscape, and Physical Plant. Others are employed as secretaries and readers in academic departments or as residence-hall assistants.

The current levels of earnings are as follows:

Hrs./Wk.	Minimum	
	Rate/Hr.	Income/Yr.
10	\$6.75	\$2,025
15	\$6.75	\$3,037
20	\$6.75	\$4,050

Although your potential student earnings may be included in your financial aid award letter, the College cannot guarantee how much you will earn.

Campus employment is arranged through the Student Employment office in Financial Services. If you seek work on campus, you must file an application with the Student Employment office and be registered for at least eight hours of course work (except during the summer).

Electronic time clocks are used for recording hours worked. Student workers are paid by check or by electronic funds transfer every two weeks. Department heads employing students determine wage rates within ranges established by College management. Hourly rates are in compliance with state and federal laws.

You may assign a portion of your wages to your account by completing a form available at the Student Financial Services office. You may also request that tithe and/or church expense offerings be deducted from your paychecks.

Federal Work-Study Program. If you qualify, a portion of your wages may be subsidized through the Federal Work-Study Program. Federal Work-

Study is designed to broaden the range of meaningful employment. In order for you to be employed on the Federal Work-Study Program, you must have applied for financial aid and must be receiving financial aid (i.e., a Federal PELL grant, a Federal Perkins Loan, a Federal SEOG, etc.) awarded by the Student Financial Services office, and must have an unmet financial need. (If you major in theology or religion, you will not be eligible to participate in the Work-Study Program.)

The type of financial aid offered to you depends upon the amount of financial need and the resources available. After family resources and outside resources (Cal Grants, Rotary Scholarships, etc.) are taken into consideration, a financial award is built in the following order:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant
3. Cal Grant/PUC Scholarships/Tuition Assistance, etc.
4. Loan (Federal Stafford Student Loan, Federal Perkins Loan, or Collegiate Loan)
5. PUC Campus Grant

Thus, if your award letter from the Student Financial Services office includes a PUC Campus Grant, you must take a loan in order to qualify for the grant.

Please note: It may be impossible for the College to fill your complete financial need. Also, it may be impossible for all of your PUC scholarship awards to fit into your FAFSA need figure.

Special Programs

Special programs are designed to help specially-qualified students finance their costs of attendance. It is your responsibility to investigate and, if you qualify, to pursue these financial sources.

Veterans' Benefits. The Cal-Vet Educational Assistance Program may pay fees

and a monthly stipend to students who qualify. For more information on these programs or on G.I. benefits, veteran's loans, or veteran's employment, contact the Veterans Administration or the Veterans Coordinator at PUC.

State Aid to the Physically Handicapped. Through its Bureau of Vocational Rehabilitation, the State of California provides financial assistance to students who have physical disabilities. This assistance may include an additional amount to help cover living costs. Students who may be entitled to this assistance should apply to the State Bureau of Vocational Rehabilitation.

How to Apply for Financial Aid

1. Complete and submit the FAFSA. The FAFSA is necessary for determining financial need and applying for the Federal Pell Grant. Within four to six weeks after your FAFSA is processed, you will receive a Student Aid Report (SAR) in three parts.
2. To apply for a Cal Grant, legal residents of California must complete and mail the GPA Verification Form and the FAFSA by March 2. Obtain a Certificate of Mailing for each form to prove that you met the March 2 deadline. (Students currently receiving a Cal Grant do not need to file the GPA Verification Form.)
3. Complete a PUC Financial Aid Application (FAA) and return it to the Student Financial Services office, if requested.
4. Send signed copies of 2003 Federal income-tax returns and W-2s to the Student Financial Services office.
5. Apply for admission to the College.

March 2 is the filing deadline for the FAFSA and GPA Verification Forms. April 15 is the priority processing deadline for receipt of the items listed above by the Student Financial Services office,

Pacific Union College, One Angwin Avenue, Angwin, California 94508-9707. Aid awards for applications received after these dates will be based on funds available, but may not cover the determined need.

Delivery of Financial Aid

Cal Grant A, B and C tuition awards are placed as credit on student accounts each quarter.

Financial aid is posted directly to student accounts. Grant aid is handled entirely by the College and is posted directly to individual accounts.

Students receiving Federal Perkins Loans will have an advance posted each quarter. Stafford Loan and PLUS Loan checks are processed via electronic funds transfer directly to the student account.

The practice of placing all monies on the student account provides an audit trail. Should any question arise regarding the account or the disposition of aid, the student account statements readily provide the necessary information.

If your aid exceeds the College charges, it is possible to arrange with the Student Financial Services office for a cash withdrawal from the account at the end of the quarter.

Each quarter the same procedure is followed. Ordinarily, financial aid is credited at the beginning of each quarter. However, if you should have unforeseen financial problems with documented increased financial need, supplemental aid may be given.

A financial aid award letter will be sent to you if you have

1. completed financial aid applications (FAFSA, FAA) on file at the Student Financial Services office;
2. been accepted for admission by the College;
3. sent requested supplemental financial documentation; and

4. responded to any further requests by the Student Financial Services office.

The payment agreement must be signed and returned to the Student Financial Services office. This acceptance serves as authorization to prepare the federal financial aid you are to receive.

If you are interested in applying for financial aid, or if you receive financial aid, you should be aware of the following:

1. You are encouraged to discuss any financial problems with your financial aid counselor. Staff members want to help you achieve your academic goals.
2. Financial aid is not intended to help with financial obligations incurred prior to coming to the College. Thus, if you have car payments or substantial credit card or loan payments, it would be best to liquidate such obligations before applying for aid and coming to school.
3. You are encouraged to discuss academic problems with your academic advisers at an early date, or to seek special help from the Counseling Center and/or the Teaching and Learning Center.
4. Students receiving financial aid are responsible to do as well as possible in their classes. If you find it necessary to change or reduce your course load, you must consult with your financial counselor regarding the effect on your financial aid of the change in course load.
5. If you must withdraw from the College, first come to the Student Financial Services office for a determination of refunds to be made to the aid funds and for information regarding disposition of any loans you may have.
6. You are responsible, as long as there is an unpaid balance, to keep the Student Financial Services office informed of your address and to make the minimum monthly payments.
7. If you have NDSL, Perkins, or Collegiate loans and transfer to another

school, or return to PUC after being out for more than six months, you may request the Student Financial Services office to defer your loan payments until you are not attending school again. A similar deferment is possible on Federal Stafford Student Loans, but you must contact the lender for the proper paperwork.

8. Completion of a two-year associate degree or a four-year baccalaureate degree is based on an average of 16 hours of course work per quarter. Although you may take as few as 12 hours per quarter and still receive full aid, that aid could terminate before you complete your degree requirements if you average fewer than 16 hours per quarter.

9. Although you may take half- or three-quarter-time course loads, if you are receiving financial aid it is to your advantage financially to take a full academic load (average of 16 class hours per quarter). This is so because it costs no more to take 17 hours than 12 hours and the mandated reduction in financial aid for less than 12 hours of course work will generally be more than the reduction in tuition charges.

Refund Policy

Tuition Refunds for a reduction in course load are made after you withdraw from a course through Lantern. When dropping all courses, you must complete a Notice of Withdrawal from School form. This form is available at the Records office.

The amount of tuition refund to students who withdraw from any or all courses during a quarter is determined from the date the completed withdrawal form is filed with the Records office.

The refund schedule is as follows:

1. First through fifteenth school day of the quarter - 100% refund;
2. Sixteenth school day of the quarter - 59% refund;

3. 3% less for each school day thereafter;
4. After the 29th school day - no tuition refund.

Residence-Hall Room Refund

When a room is occupied less than one quarter, a charge is made for the actual number of days (60 days per quarter) on a pro-rata basis as follows:

1. First through seventh calendar days - 100% refund
2. Eighth calendar day - 86.67% refund;
3. Ninth through 60th calendar days - 1.67% reduction per day;
4. After the 60th calendar day - no refund.

Financial Aid Refunds

Since tuition, room, and board refunds are a reduction in your costs, a corresponding reduction must be made in financial aid that you may have received. (You may get a copy of the policy on specific aid refund procedures from the Student Financial Services office.) Your account will be charged for the reduction in financial aid.

To be certain that all charges and credits have been entered on your account, the College reserves the right to withhold settlement of any balance due to you until the end of the next billing cycle (30 days after you leave campus).

G.I. Bill

Students qualifying for the G.I. Bill should make this fact known to the Veterans Coordinator in the Records office at the time of application to the College. The Veterans Coordinator, who maintains liaison between veterans and the VA, will supply the appropriate forms and will make proper arrangement with the VA.

By prior arrangement with the VA, veterans may have an advance payment check available on registration day. Monthly payments are made directly to

the student around the first day of each month. Veterans are required to follow the regular payment plan as listed for other students. For further information, see the section entitled “Services for Veterans” in this catalog.

International Students

International students are required to pay all costs for the upcoming quarter in advance. An additional \$150 fee is required from international students who plan to live in one of the residence halls. (See “Room Reservation Fee.”)

International students on student visas do not qualify for loans and grants as detailed in the financial section. Campus employment, however, may be available. International students are expected to meet required payments at registration and throughout the quarter just as other students do.

To determine the parents’ or sponsor’s ability to meet the educational costs without the need for financial aid, the applicant must also submit for review the Finance Guarantee Form accompanied by a bank statement, which will be sent at the time of application. Further information is available from the Student Financial Services office.

Insurance for International Students

Because the cost of medical care in the United States is high in comparison to costs in other countries, *all international students must have and maintain major medical insurance coverage* while attending Pacific Union College. This insurance must have minimum coverage of at least \$150,000. The insurance may not discriminate on the basis of sex or age. The policy must be written in English.

Pacific Union College has a major medical insurance plan available for international students. At the time of

registration students must purchase the medical insurance available through the College or provide a copy of the schedule of benefits of their own medical insurance policy, meeting or exceeding the minimum requirements specified by the College.

Automobile insurance is required in the United States to cover liability for damages in the event of an accident. Severe penalties are imposed on the owner and driver of an uninsured vehicle should an accident occur. The international student adviser at Pacific Union College can provide information about purchasing automobile insurance.

Food Service

The Food Service is operated on the cafeteria plan. If you live in one of the College residence halls, you are expected to take your meals in the Dining Commons. The quarterly minimum charge for board is \$680.

If you are a commuting student, or if you are enrolled in less than a half-time study load, you may pay cash or use your regular ID card when using the Food Service. (You may be asked to pay a deposit before your ID card is activated for use in the Dining Commons.) All meal charges must be paid by the end of the next billing cycle.

Residence Halls

Pacific Union College affirms the values to be gained from being primarily a residential college. Most students live in one of the seven gender-exclusive residence halls. Four women’s residence halls can accommodate approximately seven hundred students; three men’s halls, approximately six hundred.

By accepting admission, if you are an unmarried student aged 22 or younger you agree to live in a residence hall unless you apply for and are granted an exception (see “Student Housing”).

To apply for a room in a residence hall, complete and submit a Residence Hall Information Card along with a \$150 room reservation fee. Room assignments for new students are made on the basis of class standing, the date the fee is received, and the discretion of the residence hall dean. If you change your mind and do not enroll at PUC, your full room reservation fee will be refunded, provided you notify your residence hall dean of your decision by September 1.

The standard room rate is \$1,032 per quarter for double occupancy in each residence hall. When a student can be accommodated only through overcrowding, there will be a 25% reduction in the rental rate for each student in the room. If you choose to room alone, provided space is available, you will be charged an additional \$516 per quarter.

When a room is occupied less than one quarter, a charge is made for the actual number of days on a pro-rata basis. (See Refund Policy.)

When you move out of the residence hall, the room will be inspected for reasonable cleanliness and normal wear. If necessary, charges for extra cleanup or repairs will be made at this time against your student account.

You will be issued a key upon occupancy of a residence-hall room and will be expected to return it when you move out. Should the key be lost or not returned upon departure, a \$20 lost-key charge will be placed on your account.

Charges made to your long-distance telephone number cannot be billed on your monthly statement. (See “Telephone Information” in the STUDENT LIFE AND SERVICES section of this catalog.)

The College is not liable for loss of your personal belongings or damage to them. If you want insurance coverage for personal possessions, you should arrange for it with your personal insurance carrier.

Apartments

Housing for married students and single parents is available on campus in two areas: Court Place and Brookside Park. To qualify for residence in these areas, applicants must be taking a regular course load and complete a minimum of 8 hours of class work with a GPA of 2.0 or above each quarter.

The Court Place apartments include fourteen one- and three-bedroom duplex units with a one-car carport space adjacent. Brookside Park includes forty one- to three-bedroom apartments with carport. All apartments are furnished with stove, oven, refrigerator, window coverings and carpet.

Assignments are made on a first-come, first-served basis, established by a \$10 nonrefundable deposit. Information about housing for married students or single parents is available from the Office of Student Services, Pacific Union College, One Angwin Avenue, Angwin, CA 94508-9707.

The College is not liable for loss of your personal belongings or damage to them. If you want insurance coverage for personal possessions, you should arrange for it with your personal insurance carrier.

Health Service

Pacific Union College does not provide a primary insurance plan for students. It is your responsibility to have a primary plan in place when you enroll. Health Services can provide information regarding primary plans you may wish to contact.

In the event of an accident, it is your responsibility to contact the health services department. Accidents must be reported to the department unless the injury is an emergency needing immediate care from an emergency room. In this case, notification is needed as soon as the

patient is treated and stable for the College to consider being a payer of outside services. All outside services without the prior authorization from health services staff will be the financial responsibility of the individual. (Please refer to our exclusion list on our website located at puc.edu/Departments/Health_Service/.)

Students are able to receive financial assistance with funds set aside by the College to help with the balance owed after your primary insurance has been billed and paid.

Late Charge on Unpaid Accounts

If you have any account that remains unpaid beyond 30 days after the close of the quarter in which you left the College, a late charge will be assessed.

Late Registration Fee

A late-registration fee of \$25 is assessed for failure to complete registration on time. This fee is paid to the Registrar in cash before you are considered fully registered. An additional \$10 is charged if you do not pay at the Records office.

Flight Training Fees

After you register for flight training, the amount needed to pay for ten hours of instruction per credit hour is applied to your flight account at the Parrett Field Flight Center. Expenses for both the airplane and the instructor may be charged to that account. When the tuition credit has been used, additional funds must be applied to the account to maintain a positive balance until the course curriculum has been completed. You may inquire at the Flight Center for cost estimates for your course. Aviation majors may expect to pay approximately \$2,000 per year, in addition to tuition, for flight laboratory fees. (If there is a significant change in the cost of fuel, insurance, etc., rates may

be adjusted during the school year.)

Because of reduced tuition for summer courses, one-half tuition credit is applied to the flight account for instruction during the summer session.

If you already have certain FAA certificates and wish to receive academic credit for them, there is a per-course recording fee. (See also “Credit by Examination” in the ACADEMIC INFORMATION AND POLICIES section.)

Music Charges

Private music lessons are offered on either a credit or no-credit basis. On a credit basis, all students except music majors and minors are charged the normal tuition charge as well as a private music lesson fee of \$200 per credit hour.

Fee waiver. The private music lesson fee will not be charged to those majors and minors who are enrolled in Theory I (MUTH 121-122-123) or who have already taken these courses and are continuing to enroll in courses normally expected of majors and minors.

This fee waiver normally applies only to the required number of hours of those lessons necessary to fulfill the degree requirements.

Private Music Lesson Fees Per Quarter

With credit:

Each credit hour of lessons (tuition additional) \$200

Without credit:

Each half-hour series of lessons \$300

Each credit hour is based upon a minimum of nine one-half-hour private music lessons per quarter. Lessons missed because of a student’s irregular attendance may not be made up.

If a student withdraws within the first two weeks of the quarter, the refund is prorated; after that, however, no refunds are made.

Students enrolling as members of

music organizations or ensembles register on a credit or audit basis. A limited number of ensemble scholarships are available through the music department for students who incur overload tuition charges as a result of enrolling in one of these courses.

Nursing Fees

A.S. Program, First Year:

NURS 121 (Nursing I): \$120

NURS 124 (Nursing II): \$75

NURS 125 (Nursing III): \$65

In addition, see the Nursing section of this catalog for information about the application fee and premium for malpractice insurance.

A.S. Program, Second Year:

NURS 221 (Nursing IV): \$50

NURS 222 (Nursing V): \$50

NURS 252: \$50

NURS 253: \$50

NURS 254: \$50

NURS 262: \$35

B.S.N. Program:

NURS 394: \$35

NURS 432: \$35

NURS 462: \$35

These fees cover Skills Lab equipment costs, ID badge, malpractice insurance, graduation nursing pin, and the initial testing and evaluation for the national tests given across the program. Nursing fee charges are generated when one registers for a course. Repeating a course, therefore, will also generate these fees.

Skiing Fees

For current rates, inquire at the Exercise Science department at registration time. Recently the charges have been in the \$200-250 range.

Auditing

Lecture-type courses that are audited are charged at the half-tuition rate.

Independent study, ensembles, and participation-type courses may be audited, but full tuition is charged.

Graduation in Absentia

It is expected that all graduates will participate in the commencement services unless granted written permission by the Records office to be graduated *in absentia*. Written application for exemption should be made not later than one quarter prior to commencement. Permission is granted only in instances of obvious necessity. A fee of \$25 is assessed any graduate who absents himself from graduation without permission.

Technology Fee

Students enrolled for one or more credits on the Angwin campus pay a \$40 per-quarter technology fee. *Exceptions:* Faculty and staff and students enrolled in such “off-campus” programs as degree completion, extended nursing, and extension courses.

Transcripts

Each student at first enrollment is billed a one-time transcript fee of \$25. For this payment the student may request up to twenty-five transcripts without additional charge. *Exceptions:* Any unusual costs incurred for such special requests as “rush processing” are added. Express Mail processing, for example, is an additional \$15; Federal Express is \$20.

ID Cards

Regular ID Cards provide identification for the following purposes: Dining Commons purchases, use of the College Library, transactions at the Business office and Records office, special functions on campus, purchases by personal check at local businesses, and identification of students for campus security purposes.

Should a card be lost or stolen, notification must be made to the Student Financial Services office before the student’s obligation for any misuse of the card will end. A \$12 fee is charged to replace lost or stolen ID cards.

College Bookstore

Books and supplies may be obtained at the College Bookstore on a cash basis. Purchases made with a personal check require two ID’s, one of which may be the PUC ID card, and the second a driver’s license or a DMV ID card. VISA, MasterCard, and the Discover group may also be used for Bookstore purchases. Students may not charge Bookstore purchases to their College accounts.

Checks

Checks for a student’s account should be made payable to Pacific Union College. Checks intended *for a student’s personal use* should be made payable to the student and not to Pacific Union College. Returned checks are subject to a \$15 charge plus statutory penalties if action to collect becomes necessary.

Cash Withdrawals

Students are expected not to request cash withdrawals from their accounts. Exceptions are ordinarily considered only in emergency situations or when a credit balance exists.

Banking and Security of Personal Possessions

You are advised not to keep money in your residence hall room. *The College does not assume any responsibility for the loss of money or other personal belongings left in rooms or elsewhere on campus.* Provision is made for students to deposit money for safe keeping at the

Business office. The College does not provide banking services, and no interest accrues. (A charge of \$2 is made for reissuing lost passbooks.)

You may use bank debit cards to get cash at the College Market.

The Silverado Credit Union is conveniently located on campus; students are invited to take advantage of its wide variety of financial services. An ATM is located at the SCU.

**Pacific Union College
Presidents**

At Healdsburg

Sidney Brownsberger 1882-1886*
 William C. Grainger 1886-1894*
 Frank W. Howe 1894-1897*
 Roderick S. Owen 1897-1899*
 Marion E. Cady 1899-1903*
 Elton D. Sharpe 1903-1904*
 Warren E. Howell 1904-1906*
 Lucas A. Reed 1906-1908*

At Angwin

C. Walter Irwin 1909-1921*
 William E. Nelson 1921-1934*
 Walter I. Smith 1934-1943*
 Henry J. Klooster 1943-1945*
 Percy W. Christian 1945-1950*
 John E. Weaver 1950-1954*
 Henry L. Sonnenberg 1954-1955*
 Ray W. Fowler 1955-1963
 Floyd O. Rittenhouse 1963-1972*
 John W. Cassell, Jr. 1972-1983
 D. Malcolm Maxwell 1983-2001
 Richard C. Osborn 2001-

*Deceased

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Trustees**

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 Kelly Bock**
 Director of Education,
 Pacific Union Conference
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 Ricardo Graham**
 President, Northern California
 Conference
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 Jerry D. Jolly
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 Senior Special Agent, State of
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 Treasurer, Pacific Union Conference
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 Vice President, Pacific Union
 Conference
 Clifford Sorensen
 Administrator, Educator
 Arnold Trujillo**
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College Administration

Richard C. Osborn, Ph.D. President
 Administrative Secretary
 Janet S. Ivey, M.A. Administrative Assistant
 Jennifer J. Wareham Best, M.A. Director of Student Persistence and the Teaching and Learning Center
 Rosemary L. Collins, M.A. Associate Director of Student Persistence
 Judith L. Vance, M.A. Associate Director of the Teaching and Learning Center

Academic Administration

Ileana Douglas, M.A., Ph.D. Candidate Vice President for Academic Administration and Academic Dean
 Hildet C. Madrid Executive Assistant
 James C. Dick, Ed.D. Director, Center for Continuing and Professional Education
 Edwin L. Moore, M.A. Associate Academic Dean
 Emma Jeanne Bowes, B.S. Assistant to the Associate Academic Dean
 H. Susi Mundy, M.A. Registrar
 John McDowell, Ph.D. Director, Honors Program
 Jean G. Buller, Ed.D. Director, Graduate Division
 Director, Academic Computing

Financial Administration

John I. Collins, Ed.D. Vice President for Financial Administration
 Executive Assistant
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 Gayln L. Bowers, M.B.A. Director, Human Resources
 William L. Cochran, M.B.A. Director, Budgets and Fiscal Services
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 Geraldine C. Glantz, B.A. Collections and Program Analyst
 Philemon N. Onwere, M.B.A. Assistant Controller
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 Margery L. Ferguson Student Finan. Services Counselor
 Brent R. Hannah, B.A. Student Finan. Services Counselor

Student Services

Lisa Bissell Paulson, Ed.D. Vice President for Student Services and Dean of Students
 Executive Assistant
 Karen G. Tempchin Associate Dean of Women
 Douglas H. Ammon, M.Div., M.Ed. Director, Counseling Center

Carolyn F. Belleau International Student Adviser
 James I. Boyd, Jr., B.S. Dean of Men
 Michael E. Dunn, M.S.P.H., M.Div. Campus Chaplain
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 Beverly F. Helmer, B.S. Associate Dean of Women
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 Nancy R. Jacobo, M.P.H. Coordinator, Learning (dis)Abilities Program

Kevin H. Kibble, M.Div. Assistant Dean of Men
 Nancy J. Lecourt, Ph.D. Coordinator, Women's Issues
 Ronald K. Qualley, B.S. Associate Dean of Men
 Susan Ranzolin, B.S.N. Programming Coordinator
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 Carolyn M. Trace, M.Ed. Counselor
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 Gerry Wood Office Coordinator, Counseling Center
 Janice R. Wood, M.A. Associate Dean of Students and Director of Residence Life
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Enrollment Services

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 Susanne Ermshar, B.S. Coordinator
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 Craig E. Philpott, B.S.M. Associate Director
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College Advancement

Jeff J. Veness, M.A. Vice President for Advancement
 Executive Assistant
 Carol S. Lewis, A.S. Executive Assistant
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 Eckhard Hubin, M.Div. Director, Estate Planning
 Tonya Y. Kamaloni Associate Director, Alumni and Development

Public Relations

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 Office Manager
 Kay Parks, A.S. Office Manager
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 Judy Park, B.S. Junior Designer

Clifford M. Rusch, M.F.A. Associate Director for Public Relations, Art Director

Institutional Support Services

Maria G. Lopez, B.S. Director, Information Technology Systems and Services
 Internet Services
 Jon A. Falconer, B.A. Assistant Director, Informaton Technology Systems and Services
 Dale R. Seaton, B.S.E.

Library

Adugnaw Worku, M.A., M.S.L.S. Chair, Library Services and Reference Librarian
 Systems and Reference Librarian
 Joel H. Lutes, M.L.S. Special Collections and Reference Librarian
 Gary W. Shearer, M.L. Librarian for Technical Services and Reference Librarian
 Linda E. Maberly, M.L.I.S. Interlibrary Loan and Reference Librarian
 Gilbert Abella, M.A., M.S.L.S. Director, Media Services
 Trevor J. Murtagh, M.A.

Auxiliary Enterprises and Services

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 Daniel A. Brown, B.S. Director, Facilities and Physical Plant
 Ada M. Funes, B.S. Director, Discoveryland Children's Center, Angwin Housing Coordinator
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 James B. Snook, B.S. Director, Flight Center
 Nathan A. Tasker, B.T. Manager, Albion Field Station
 David F. Wiebe, B.S. Assistant Manager, Albion Field Station
 Ruth Wiebe, A.A. Manager, Preferred Images
 Douglas S. Wilson

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 Jose L. Rivero, B.S. Interim General Manager
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 Nancy L. Hallman Assistant Manager, Market
 Jerry D. Mosher, B.A. Manager, Hardware
 Rob J. Payne, B.S. Supervisor, Chevron Station
 Rosalie A. Rose, B.S.

Chad K. Scowcroft Associate Manager, Market
 Gregory M. Swankhuze Manager, College Laundry

Professors and Administrators Emeriti

Margaret P. Aaen, M.A., Associate Professor Emerita of Home Economics and Sociology. B.A., Walla Walla College, 1942; M.A., University of the Pacific, 1968. (1964)
Warren S. Ashworth, Ph.D., Professor Emeritus of Religion. B.A., La Sierra College, 1961; M.A., Andrews University, 1962, 1969; Ph.D., Andrews University, 1986. (1984)
Charles V. Bell, Ph.D., P.E., Vice President Emeritus for Academic Administration and Academic Dean Emeritus. B.S.E.E., Mississippi State University, 1956; M.S.E.E., Stanford University, 1957; Ph.D., Stanford University, 1960. (1984)
Ted W. Benedict, Ph.D., Honorary Professor Emeritus of Communication. B.A., Pacific Union College, 1942; M.A., University of Southern California, 1947; Ph.D., University of Southern California, 1958. (1947)
S. K. Benson, Ph.D., Professor Emeritus of English. B.A., Atlantic Union College, 1952; B.S., Loma Linda University, 1954; M.A., University of Redlands, 1963; Ph.D., University of Southern California, 1970. (1969)

Paul F. Bork, Ph.D., Professor Emeritus of Religion. B.A., Pacific Union College, 1950; M.A., Seventh-day Adventist Theological Seminary, 1952; B.D., Andrews University, 1961; Ph.D., California Graduate School of Theology, 1971. (1967)
Walter D. Cox, Ph.D., Professor Emeritus of Technology. B.S., Pacific Union College, 1951; M.A., Pacific Union College, 1964; Ph.D., Texas A&M University, 1972. (1968)

Jack E. Craver, M.A., Professor Emeritus of Industrial Education. B.A., Pacific Union College, 1937; M.A., Oregon State University, 1955. (1939)

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Joseph G. Fallon, M.P.H., Professor Emeritus of Biology. B.A., Pacific Union College, 1938; M.P.H., Massachusetts Institute of Technology, 1944; Diploma in International Health, Royal Tropical Institute of Amsterdam and Leyden, University of the Netherlands, 1966. (1938)

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Herbert P. Ford, M.A., Professor Emeritus of Journalism. B.A., Pacific Union College, 1954; M.A., California State University, Northridge, 1974. (1974-1983; 1984)

Adolph G. Grams, M.Ed., Dean of Men Emeritus. B.S., Andrews University, 1961; M.Ed., Oregon State University, 1968. (1967)

Donald R. Halenz, Ph.D., Professor Emeritus of Chemistry. B.A., Emmanuel Missionary College, 1957; M.S., Ph.D., Virginia Polytechnic Institute, 1961. (1979)

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Lenoa K. Jones, R.N., Ph.D., Professor Emerita of Nursing. B.S., Walla Walla College, 1972; M.N., University of Washington, 1973; Ph.D., Oregon State University, 1979. (1980; 1993)

James A. Kempster, D.M.A., Professor Emeritus of Music. B.S., Portland State College, 1965; M.Mus., University of Oregon, 1968; D.M.A., University of Oregon, 1977. (1968)

Daniel Koval, Ph.D., Professor Emeritus of Mathematics. B.S., Worcester Polytechnic Institute, 1944; M.A., Boston University, 1952; Ph.D., Boston University, 1965. (1971)

Gordon A. Madgwick, Ph.D., Academic Dean Emeritus. Dip. Ed. and Dip. Th., Newbold College, 1951; B.A., Columbia Union College, 1954; M.A., Andrews University, 1955; M.Ed., University of Maryland 1958; Ph.D., University of Maryland, 1970. (1976)

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W. James McGee, Ph.D., Professor Emeritus of Music. B.A., Andrews University, 1961; M.Mus., Indiana University, 1973; Ph.D., University of Arizona, 1982. (1974)

James R. Mercer, Ph.D., Professor Emeritus of Music. B.A., Andrews University, 1952; M.A., University of Minnesota, 1962; Ph.D., University of Colorado, 1972. (1965)

M. Lillian Moore, R.N., Ed.D., Professor Emerita of Nursing. B.S., Columbia Union College, 1955; M.A., Walla Walla College, 1960; M.S., St. Xavier College, Chicago, 1974; Ed.D., University of California, Los Angeles, 1991. (1985)

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Louis W. Normington, Ph.D., Professor Emeritus of Education and Psychology. Diploma in Theology, Newbold Missionary College, 1938; B.A., Pacific Union College, 1947; M.A., Pacific Union College, 1950; Ph.D., University of California, 1954. (1954)

Vernon P. Nye, Lit. D., Professor Emeritus of Art. Professional studies: Rochester Art Institute, New York; Corcoran Art School, Washington, D.C.; Ted Kauzky, Vermont; Eliot O'Hara, Washington, D.C.; Rex Brandt, Corona Del Mar. Member, Western Art Association. Lit.D., *honoris causa*, Pacific Union College, 1992. (1955)

Prudence Ortner, M.A., Associate Professor Emerita of Office Administration. B.A., Union College, 1949; M.A., University of Northern Colorado, 1958. (1966)

Barbara H. Phipps, A.M.L.S., Associate Professor Emerita of Library Science. B.A., Emmanuel Missionary College, 1939; A.B.L.S., University of Michigan, 1942; A.M.L.S., University of Michigan, 1949. (1961)

Jessie V. Pluhovoy VanDeusen, Dean of Women Emerita. (1975)

Paul E. Plummer, Ed.D., Professor Emeritus of Education. B.A., Pacific Union College, 1949; M.A., Pacific Union College, 1959; Ed.D., University of Southern California, 1975. (1980)

Robert M. Reynolds, Ph.D., Professor Emeritus of Physical Education. B.S., Walla Walla College, 1949; M.S., University of Oregon, 1954; Ph.D., University of Oregon, 1965. (1961)

Ellen L. (Gibson) Christian Rittenhouse, R.N., M.S., Professor Emerita of Nursing. B.S., Columbia Union College, 1942; M.S., University of California, Los Angeles, 1959. (1966)

Wallace L. Specht, M.A., Associate Professor Emeritus of Physical Education. B.S., Union College, 1958; M.A., Arizona State University, 1965. (1965)

John M. Staples, D.Th. [P], Professor Emeritus of Religion. B.A., Pacific Union College, 1954; M.A., Andrews University, 1955; B.D., Andrews University, 1957; Th.M., Princeton Theological Seminary, 1966; D.Th. [P], Fuller Theological Seminary, 1969. (1969)

Paul Stauffer, Ph.D., Professor Emeritus of English. B.A., Pacific Union College, 1941; M.A., Pacific Union College, 1944; Ph.D., Harvard University, 1952. (1942)

Charles V. Temple, M.A., Associate Professor Emeritus of Art. B.A., Colorado College, 1947; M.A., San Jose State College, 1956. (1964)

N. Gordon Thomas, Ph.D., Professor Emeritus of History. B.A., Andrews University, 1956; M.A., Ohio University, 1958; Ph.D., Michigan State University, 1967. (1967)

Kenneth A. Thomson, Ph.D., Professor Emeritus of Physics and Computer Science. B.Sc., London University, 1954; Dip.Ed., Melbourne University, 1959; Ph.D., Newcastle University, 1969. (1977-1979; 1982)

E. Wayne Tillay, Ph.D., Professor Emeritus of Chemistry. B.A., Pacific Union College, 1950; M.S., Stanford University, 1952; Ph.D., Louisiana State University, 1967. (1960)

Ivlyln R. Traver, M.A., M.L.S., Instructor Emerita in Violin, Paulin Center for the Creative Arts. B.A., Pacific Union College, 1953; M.A., San Francisco State College, 1961; M.L.S., San Jose State University, 1983. (1953)

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Fred Veltman, Th.D., Professor Emeritus of Religion and Liberal Studies. B.Th., Southern Missionary College, 1951; B.D., Andrews University, 1962; Th.D., Graduate Theological Union and Pacific School of Religion, 1975. (1962)

Lois J. Walker, M.A., B.S. in L.S., Librarian Emerita. A.B., Emmanuel Missionary College, 1935; M.A., University of Nebraska, 1944; B.S. in L.S., University of Denver, 1947. (1945)

George M. Wargo, D.Mus., Professor Emeritus of Music. B.Mus., Peabody Conservatory of Music, 1941; M.Mus., Peabody Conservatory of Music, 1942; D.Mus., Philadelphia Conservatory of Music, 1946. (1959)

Verne V. Wehtje, Ph.D., Professor Emeritus of English. B.A., Walla Walla College, 1956; M.A., University of Washington, 1962; Ph.D., University of Nebraska, 1967. (1969-1976; 1985)

Evaline E. West, M.S.W., A.C.S.W., Professor Emerita of Social Work. B.S., Union College, 1957; M.A., Andrews University, 1962; M.S.W., San Diego State University, 1971. (1979)

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Faculty Directory

Eric D. Anderson, Ph.D., Professor of History. B.A., Andrews University, 1970; M.A., University of Chicago, 1972; Ph.D., University of Chicago, 1978. (1975)

Bruce D. Bainum, Ph.D., Professor of Psychology. B.A., Pacific Union College, 1975; Ph.D., University of Tennessee, 1979. (1979)

Charlene Bainum, Ph.D., Professor of Psychology. B.A., Andrews University, 1975; Ph.D., University of Tennessee, 1979. (1980-86; 2000)

Sandra J. Balli, Ph.D., Professor of Education. B.A., Andrews University, 1969; M.Ed., University of Missouri at Columbia, 1992; Ph.D., University of Missouri, 1995. (1997)

David R. Bell, B.S.E., Assistant Professor of Business Administration. B.S.E., Walla Walla College, 1987. (1987-89; 1990)

Roy A. Benton, Ph.D., Professor of Mathematics. B.A., Andrews University, 1971; Ph.D., University of Michigan, Ann Arbor, 1985. (2004)

Jane A. Berry, M.S., *Assistant Professor of Early Childhood Education.* B.S., Andrews University, 1971; M.S., Sonoma State University, 2003. (1991)

Jennifer J. Wareham Best, M.A., *Associate Professor of Speech Pathology.* B.S., Pacific Union College, 1974; M.A., Humboldt State University, 1975. (1977)

Lloyd E. Best, M.A., *Associate Professor of Mathematics.* B.A., University of California, Los Angeles, 1969; M.A., Pacific Union College, 1973. (1979-1982; 1988)

Gennevieve L. Brown-Kibble, D.M.A., *Associate Professor of Music.* B.A., Andrews University, 1983; M.Mus., Indiana University, 1986; D.M.A., University of Arizona, 2000. (1995)

Jean G. Buller, Ed.D., *Professor of Education.* B.A., Pacific Union College, 1972; M.A., Pacific Union College, 1985; Ed.D., University of the Pacific, 2003. (1988)

Fiona E. Bullock, M.S.W., *Associate Professor of Social Work.* B.S.W., Pacific Union College, 1983; M.S.W., University of California, Berkeley, 1990. (1991)

Monte D. Butler, Ph.D., *Associate Professor of Social Work.* B.S., Pacific Union College, 1988; M.S.W., University of Utah, 1990; Ph.D., University of Utah, 2003. (1996)

Rosario Caballero-Chambers, M.A., *Associate Professor of Modern Languages.* B.A., M.A., University Pedro Ruiz Gallo (Peru), 1973. (1997)

Nita A. Campbell, R.N., M.S., *Assistant Professor of Nursing.* A.S., Pacific Union College, 1969; B.A., National College of Education, 1985; M.S., Andrews University, 1993. (1993)

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James Templin, M.A.; B.S., Mankato State University, 1952; M.A., San Francisco State University, 1958.

Paulin Center for the Creative Arts

Lois Case, M.A. (Piano Performance), *Director*. B.A., Southern Adventist University, 1963; M.A., Pacific Union College, 1969. (1964)

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Joseph Galambos, M.M. (Guitar Performance). B.Mus., College of Charleston, 1997; M.M., San Francisco Conservatory, 2000. (2001)

Esther Noh Judson, B.A., piano. B.A., Music and Theology, Pacific Union College, 1985.

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Debbie Marks, M.D., strings. M.D., Emergency Medicine, Loma Linda University, 1985.

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Grant Showley, B.A., (International Relations and Music), flute. B.A., University of California, Los Angeles, 1975.

Janel Tasker, B.A., B.S., piano and organ. B.A., music; B.S., elementary education, Andrews University, 2000.

Ivylyn R. Traver, M.A., M.L.S. (Violin). B.A., Pacific Union College, 1953; M.A., San Francisco State College, 1961; M.L.S., San Jose State University, 1983. (1953)

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that the work one presents as one's own is one's own.

Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the provisions of the Code of Academic Integrity whether or not faculty members establish special rules of integrity for particular courses. Failure of faculty to prevent academic dishonesty does not excuse students from compliance with the Code.

Those who engage in academic dishonesty diminish the quality and value of their education and bring discredit to the academic community.

Categories of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

- 1. Cheating**—*Using, or attempting to use, unauthorized materials in any academic exercise; or having someone else do one's own academic work.* Examples of cheating include looking at another student's paper during a test, bringing notes to a test, obtaining a copy of a test prior to the test date, and presenting homework prepared by someone else.
- 2. Fabrication**—*Inventing or falsifying information.* Examples of fabrication include "dry-labbing" (inventing data for an experiment not done or not done correctly), making references to sources not actually used in a research paper, forging advisers' signatures on registration forms, forging letters of recommendation, and falsifying credentials in an application.
- 3. Facilitating Academic Dishonesty**—*Helping someone else to commit an act of academic dishonesty.* This includes giving someone a paper or homework to copy from and allowing another to cheat from one's test paper.
- 4. Plagiarism**—*Using the words or ideas of another writer without attribution, so that they appear as if they were one's own.* Plagiarism includes copying someone else's work word for word, rewriting someone else's work with only minor word changes, and paraphrasing or summarizing work without acknowledging the source.
- 5. Multiple Submissions**—*Presenting work done in previous courses as if it were new and original work.* Although professors are sometimes willing for a student to use previous work as the basis for new work, they expect the student to do new work for the current course. A student who wants to submit a piece of academic work in more than one course should seek the approval of the instructors.
- 6. Abuse of Academic Materials**—*Harming, appropriating, or disabling academic resources so that others cannot use them.* This includes removing tables and illustrations from books and journals to use in a paper, stealing books or articles, and deleting and damaging computer files intended for the use of others.
- 7. Misrepresentation**—*Lying about or misrepresenting one's work, academic records, or credentials.* Examples include claiming ownership of another's work, several students submitting copies of the same computer document and taking credit for group work to which a student did not contribute significantly or fulfill his or her obligations.
- 8. Electronic Dishonesty**—*Using network access inappropriately, in a way that affects a class or other students' academic work.* Examples of electronic dishonesty include using

someone else's authorized computer account to send and receive messages, breaking into someone else's files, gaining access to restricted files, disabling others' access to network systems or files, knowingly spreading a computer virus, and obtaining a computer account under false pretenses.

These general definitions may be supplemented or modified by additional policies stated in course syllabi.

Procedures for Addressing Academic Dishonesty

1. When an instructor believes that a student has acted dishonestly, a conversation on the incident in question occurs between the instructor and the student. The instructor should notify the department chair of the incident and the conversation about it.
2. If the instructor is not satisfied with the student's explanation, the instructor documents the incident in writing. The documentation includes definition of disciplinary action. The student receives a copy of the document. A copy is filed in the Academic Dean's office.
3. The General Academic Studies and Policies Committee reviews serious first offenses and repeat offenses and may recommend to the Academic Dean disciplinary action beyond that defined by the course instructor.
4. Students who wish to appeal the decision of the instructor, the Academic Dean, or the General Academic Studies and Policies Committee may do so, following the grievance procedure outlined in the *Student Handbook*.
5. Students are entitled to add a written rebuttal to their personal files.

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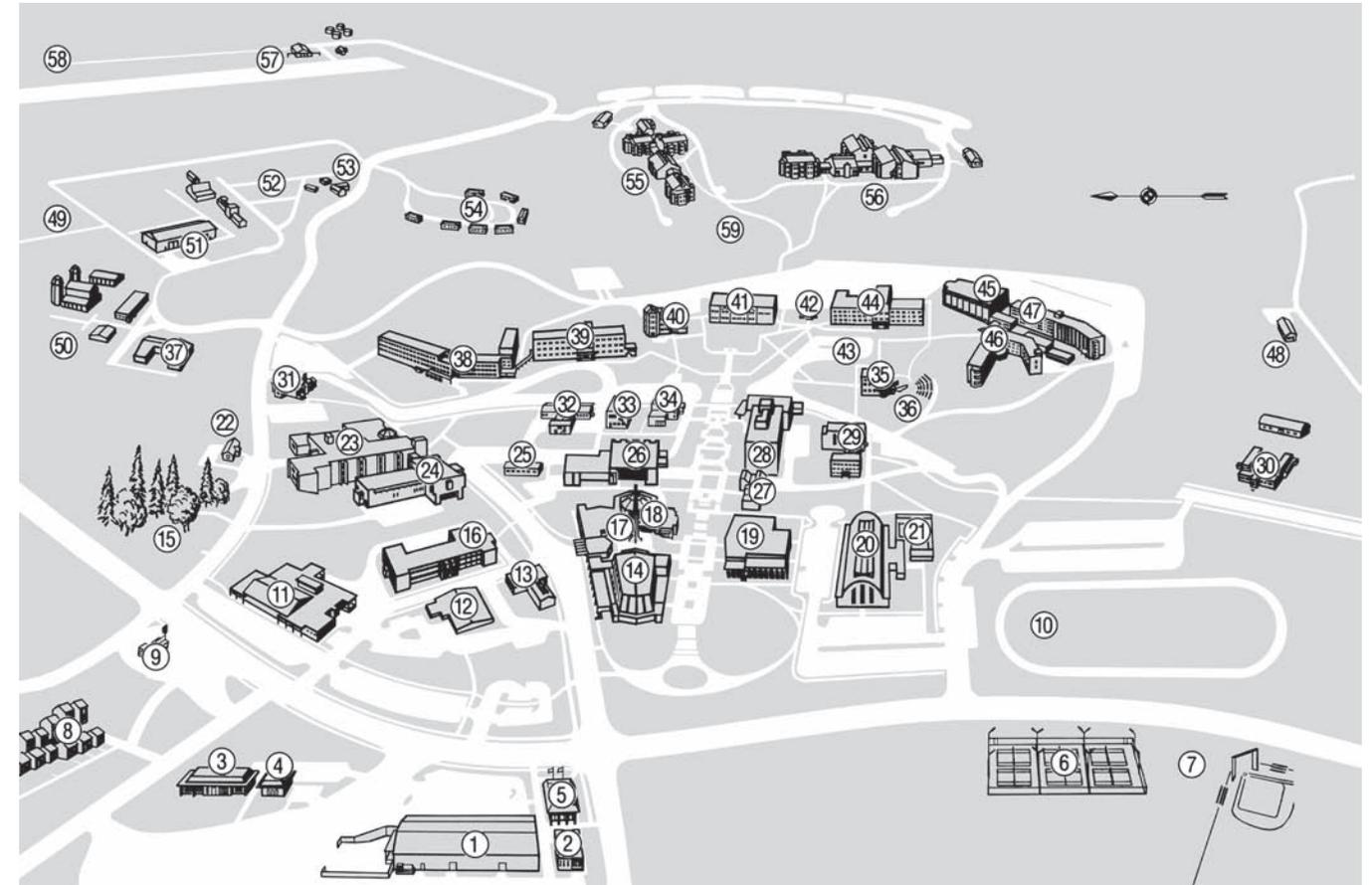
- 1. Angwin Plaza:**
Ace Hardware
College Bookstore
Launderette
Market
- 2. Post Office**
- 3. Visitors Center:**
Public Relations
- 4. Dental Building**
- 5. Credit Union**
- 6. Tennis Courts**
- 7. Athletic Field:**
Hardball & Softball Fields
Sand Volleyball Courts
- 8. Brookside Park:**
Family Student Housing
- 9. Service Station:**
College Chevron
- 10. Athletic Track & Field**
- 11. Press Building:**
Copy Center
Estate Planning
Mail Services
Preferred Images
- 12. Custodial:**
Lost and Found
- 13. Laundry & Heating Plant**
- 14. Church and Sanctuary**
- 15. Alumni Park**
- 16. Fisher Hall:**
Art and Design
Technology
- 17. Sabbath School Rooms**
- 18. Church Complex:**
Church Office
Fireside Room
Youth Chapel
- 19. Paulin Hall:**
Music
- 20. Pacific Auditorium:**
Fitness Center
Gymnasium
Exercise Science, Health, and Nutrition
Weight Room
- 21. Swimming Pool**
- 22. Public Safety**
- 23. Chan Shun Hall:**
Academic Administration
Academic Advising
Chemistry
Computer Science
Mathematics
Physics
President's Office
- 24. Davidian Hall:**
Behavioral Science
Center for Continuing and Professional Education
Nursing
- 25. Teaching and Learning Center**
- 26. Dining Commons:**
Cafeteria (upper level)
Campus Center
Student Association Offices

- 27. Rasmussen Art Gallery**
- 28. Library:**
Computer Center (lower level)
E.G. White/SDA Study Center
Information Technology (lower level)
Media Services
Pitcairn Islands Study Center
- 29. Preparatory School**
- 30. Elementary School**
- 31. Alumni / Development**
- 32. Financial Services:**
Accounting Services
Financial Administration
Human Resources
Student Financial Services
- 33. West Hall:**
Education
Health Services
- 34. West Hall Annex**
- 35. Stauffer Hall:**
Counseling, Career & Testing
English
- 36. Amphitheater**
- 37. Pacific Studio:**
Photography Lab
- 38. Newton Hall:**
Men's Residence
- 39. Grainger Hall:**
Men's Residence
- 40. Clark Hall:**
Biology
Wilmer Hansen Collection
- 41. Irwin Hall:**
Business Administration
Communication
History
Modern Languages
- 42. Ambs Hall**
- 43. Graf Oval**
- 44. Graf Hall:**
Academic Records
Admissions
Enrollment Services
KNDL Radio
Religion
Student Services
Women's Residence
- 45. Dauphinee Chapel**
- 46. Andre Hall:**
Women's Residence
- 47. Winning Hall:**
Women's Residence
- 48. Discoveryland Preschool**
- 49. Land Management**
- 50. Recycling Center**
- 51. Plant Services**
- 52. Mobile Manor**
- 53. Landscape**
- 54. Court Place Apartments:**
Family Student Housing
- 55. Nichol Hall:**
Men's Residence
- 56. McReynolds Hall:**
Women's Residence

- 57. Virgil O. Parrett Field:**
Flight Center
- 58. Young Observatory**
- 59. Commencement Grove**

Alphabetical Legend

- 23. Academic Administration
- 23. Academic Advising
- 44. Academic Records
- 32. Accounting Services
 - 1. Ace Hardware
- 44. Admissions
- 15. Alumni Park
- 31. Alumni / Development
- 42. Ambs Hall
- 36. Amphitheater
- 46. Andre Hall
- 16. Art and Design
 - 7. Athletic Field
- 10. Athletic Track & Field
- 24. Behavioral Science
- 40. Biology
 - 8. Brookside Park
- 41. Business Administration
- 23. Chan Shun Hall
- 26. Cafeteria
- 26. Campus Center
- 24. Center for Continuing and Professional Education (CAPE)
 - 23. Chemistry
- 18. Church Complex
- 18. Church Office
- 14. Church & Sanctuary
- 40. Clark Hall
 - 1. College Bookstore
 - 9. College Chevron
- 59. Commencement Grove
- 41. Communication
- 28. Computer Center
- 23. Computer Science
- 11. Copy Center
- 35. Counseling, Career & Testing
- 54. Court Place Apartments
 - 5. Credit Union
- 12. Custodial
- 45. Dauphinee Chapel
- 24. Davidian Hall
- 31. Alumni / Development
 - 4. Dental Building
- 26. Dining Commons
- 48. Discoveryland
- 28. E.G. White/SDA Study Center
- 33. Education
- 30. Elementary School
- 35. English
- 44. Enrollment Services
- 11. Estate Planning
- 20. Exercise Science, Health, and Nutrition
- 32. Financial Administration
- 32. Financial Services
- 18. Fireside Room
- 16. Fisher Hall
- 20. Fitness Center
- 57. Flight Center
- 43. Graf Oval
- 44. Graf Hall
- 39. Grainger Hall
- 20. Gymnasium
 - 7. Hardball and Softball Fields
- 33. Health Service
- 41. History
- 32. Human Resources
- 28. Information Technology
- 41. Irwin Hall
- 44. KNDL Radio
- 49. Land Management
 - 1. Launderette
- 13. Laundry & Heating Plant
- 28. Library
- 12. Lost and Found
 - 1. Market
- 23. Mathematics
- 56. McReynolds Hall
- 28. Media Services
- 52. Mobile Manor
- 41. Modern Languages
- 19. Music
- 38. Newton Hall
- 55. Nichol Hall
- 24. Nursing
- 20. Pacific Auditorium
- 37. Pacific Studio
- 19. Paulin Hall
- 37. Photography Lab
- 23. Physics
- 28. Pitcairn Island Study Center
- 51. Plant Services
- 23. President's Office
- 29. Preparatory School
 - 2. Post Office
- 11. Preferred Images
- 11. Press Building
 - 3. Public Relations
- 22. Public Safety
- 27. Rasmussen Art Gallery
- 50. Recycling Center
- 44. Religion
- 17. Sabbath School Rooms
 - 7. Sand Volleyball Courts
- 9. Service Station
- 35. Stauffer Hall
- 26. Student Association Offices
- 32. Student Financial Services
- 44. Student Services
- 24. Summer School
- 21. Swimming Pool
- 16. Technology
- 25. Teaching and Learning Center
 - 6. Tennis Courts
 - 3. Visitors' Center
- 20. Weight Room
- 33. West Hall
- 34. West Hall Annex
- 40. Wilmer Hansen Collection
- 47. Winning Hall
- 57. Virgil O. Parrett Field
- 58. Young Observatory
- 18. Youth Chapel



Information

The telephone area code for Angwin is 707.

Direct inquiries by Mail, Telephone, E-mail or FAX as follows:

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Vice President for Academic Administration and

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Enrollment Services 965-6336
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FAX 965-6432

Advancement and Development

Vice President for Advancement 965-7500
FAX 965-6305

Alumni

Alumni Association 965-7500
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Public Relations

Director, Public Relations 965-6303
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FAX 965-7101

Center for Continuing and Professional Education (CAPE)

Director, CAPE 965-6548
Degree-Completion Program..... 965-5520
Toll Free..... (800) 862-7080, #5
FAX 965-6416

Counseling, Testing, Placement Services

Director, Counseling Services 965-7364

Financial Administration

Vice President for Financial Administration 965-6699
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Department of Education 965-7265

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Los Angeles, CA 90033-2481

Records Office

Registrar 965-6673
Transcripts 965-6489

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Dean of Women 965-6315
Andre Hall 965-7481
Graf Hall 965-6520
McReynolds Hall 965-6149
Winning Hall 965-6313
Dean of Men 965-7203
Grainger Hall 965-6491
Newton Hall 965-6487
Nichol Hall 965-6101

Student Services

Vice President for Student Services, Dean of Students
..... 965-7362

Student Finance

Director, Student Financial Services 965-7200

Summer School and Special Education Programs

Director, Summer School (800) 862-7080, #4
E-mail summer@puc.edu