

MASHDOTS COLLEGE

Glendale, California

2011-2013 CATALOG

(July 1, 2011 – June 30, 2013)

**Mashdots College is licensed to operate by the California Bureau For
Private Postsecondary Education**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833

www.bppe.ca.gov

Toll-free telephone number: (888) 370-7589
or by fax (916) 263-1897

For Prospective Students:

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to the student prior to signing an enrollment agreement

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet website

www.bppe.ca.gov

Mashdots College

744 S. Glendale Blvd.
Glendale, CA 91205

Telephone: (818) 548-9345
E-mail: mashdots@aol.com
Website: mashdotscollege.org

MASHDOTS COLLEGE

NATURE AND MISSION OF THE COLLEGE	4
DEGREE AND CERTIFICATE PROGRAMS	
Degree Programs—Bachelor of Arts in Armenian Studies.....	5
Bachelor of Arts in Bilingual Teacher Education	
Certificate Programs	8
Armenian Language & Linguistics.....	8
Armenian Studies (Advanced)	8
College Counseling	8
Computer Education	8
Early Childhood Education	9
ESL	9
Foreign Languages.....	9
Paralegal Studies	9
Translation & Interpretation	9
Medical Transcription	9
ADMISSIONS INFORMATION	10
ACADEMIC INFORMATION	
Registration.....	14
Academic Progress.....	14
Alternative Instructional Modes	16
Grades	17
Transferability of credits	20
Graduation and Honors	20
FINANCIAL INFORMATION	
Tuition and Fees.....	21
Tuition Refunds.....	23
Delinquent Payment of Tuition.....	24
Student Tuition Recovery Fund.....	24
Financial Aid Programs.....	28
SERVICES TO STUDENTS AND COMMUNITY	29
RIGHTS AND RESPONSIBILITIES	
Rights	32
Responsibilities	34
Judicial Procedures	35
GRADUATION REQUIREMENTS	36
DESCRIPTION OF PROGRAMS	
Degree Programs	37
Certificate Programs	38
DESCRIPTION OF COURSES	43
PERSONNEL	58

MASHDOTS COLLEGE

NATURE AND MISSION OF THE COLLEGE

MASHDOTS COLLEGE, an independent non-sectarian institution of higher education founded in 1992 in California, offers quality undergraduate education in selected fields and career-related certificate programs. Through its academic and co-curricular programs, the College provides rich educational opportunities that relate to both the academic and personal development of its students.

Mashdots College has been established in honor of Saint Mesrob Mashdots, founder of the first Armenian school, inventor of the Armenian alphabet, and original translator of the Bible into Armenian. Among the aims of the College is the commitment to propagate the rich Armenian heritage through the preparation of teachers, as well as leaders for community organizations.

The basic intention of the Board of Trustees of Mashdots College is to offer quality education in the centuries old tradition of Armenian higher education. Within this tradition, the Board is dedicated to assisting faculty and administrators to facilitate the discovery, advancement and dissemination of knowledge, as well as developing good character and effective citizenship. In this perspective, the Board is committed to academic programs that meet the needs of the Armenian community in the United States. The Board has identified those needed programs as being Armenian studies, teacher education, computer education and other career-related programs.

Degree Programs

1. Bachelor of Arts in Armenian Studies
2. Bachelor of Arts in Bilingual Teacher Education -- Diversified Major

Certificate Programs

3. Armenian Language and Linguistics
4. Armenian Studies (Advanced Certificate)
5. College Counseling
6. Medical Transcription
7. Early Childhood Education
8. English as a Second Language
9. Foreign Languages - - Arabic, Spanish, French, German, Italian, Russian,
10. Paralegal Studies
11. Translation and Interpretation (Armenian/English)
12. Computer Training - Computer and Information Sciences, Computer Programming, Computer Science, Computer Systems Analysis, Data Processing Technology, Technician, Information Sciences and Systems.

DEGREE AND CERTIFICATE PROGRAMS

DEGREE PROGRAMS

BACHELOR OF ARTS IN ARMENIAN STUDIES

The Armenian Studies Department offers a Bachelor of Arts degree in Armenian Studies. A wide range of courses offers students an extensive background in Armenian history and culture—including language, literature, art, music, history, geography, and political science. The Armenian Studies program also provides the preparatory education necessary for graduate studies in the field.

The Armenian Studies Department maintains a sizable collection of books, journals, and newspapers. Books covering the entire spectrum of Armenian studies are found in the collection, including old and rare books. Professional journals of Armenian studies are received regularly from all Armenian academic centers. Newspapers from all over the world are also collected at Mashdots College.

The Armenian Studies Department sponsors community activities, such as guest lecture series, symposia, and publications.

Objectives of the Program

The Armenian Studies major is designed to provide a solid academic foundation in Armenian letters, history, politics and culture. As such, the program intends to prepare students for teaching in Armenian schools, for community service and leadership and/or for graduate studies in the field. Students will be encouraged to apply their acquired knowledge by engaging in research and/or participating in pertinent campus and community activities. This major requires a minimum of 44 semester hours of which 32 are required and 12 are elective.

Students majoring in Armenian Studies must pass a placement test in Armenian Language. Should a student fail the test, she or he must take any or all of the following courses, based on the test results: Armenian 100, 101, 200, and 201.

BACHELOR OF ARTS IN BILINGUAL TEACHER EDUCATION -- DIVERSIFIED MAJOR

The primary objective of the Teacher Education program is to prepare teachers who possess the specialized knowledge, skills and attitudes which facilitate learning in youth. The College offers programs for prospective and incumbent teachers, administrators and bilingual specialists to assist in increasing the number of educators and in enhancing the quality of the educational processes and teaching materials. The College also endeavors to equip prospective educators with moral and ethical standards in order to develop a sense of community and social responsibility.

The program of study will assist in the development of attitudes and skills that will enable the student to become a contributing member of the educational profession.

Objectives of The Program

1. To offer degree, credential and certificate programs with an Armenian emphasis to prospective and incumbent educators.
2. To offer in-service training to equip educators with modern pedagogical principles and methods and to keep professional teachers abreast of new educational developments.
3. To assemble panels of specialists to evaluate existing educational materials for children and to commission professionally prepared modern educational materials for classroom use.
4. To establish an educational placement service to assist both public and Armenian private schools in recruiting appropriate personnel and qualified educators.

Degree Program:

* Bachelor of Arts in Teacher Education

Diversified major/Armenian Emphasis is offered to students who will pursue a career in elementary school teaching in bilingual/bicultural settings both in public and Armenian private schools. This major is required of candidates for the Multiple Subject Teaching Credential (Elementary) and is subject to regulations prepared by the California Commission on Teacher Credentialing. Students are required to take core courses in addition to their area of concentration.

DESCRIPTION OF THE TEACHER EDUCATION PROGRAM

* **Bachelor of Arts Degree in Teacher Education—Diversified Major Armenian Emphasis**

AREAS OF EMPHASIS:

A minimum of 20 semester hours in each of the following areas:

- | | |
|--------------------|---|
| λ English: | Includes grammar, composition, speech and literature, introduction to Armenian literature, and American Armenian Writers. |
| λ Social Sciences: | U.S. History and Constitution, Psychology, Topics on Armenians in the Diaspora, and Armenian History. |
| λ Math/Science: | Courses in Mathematics and Physical and Life Sciences. |

- λ Humanities/
Fine Arts: Music History, Art History, Introduction to Armenian Civilization, and Armenian Language.
 - λ Bilingual Education: Courses in Bilingual/Cross Cultural Teaching.
- Additional Requirement -
- λ Senior Project: Armenian Seminar - Issues in Bilingual Education, Translation, and Bilingual Writing.

GRADUATION REQUIREMENTS

To obtain a bachelor's degree from MC, a student must complete all the appropriate residency, semester hour and general education requirements, as well as specific major requirements. In addition, to qualify for graduation, the student must have a cumulative GPA of 2.0 or better, both in the major and overall. For the purpose of fulfilling elective requirements and general education requirements other than Written English, a course in which a D-level grade was received will be counted only if the course was taken at MC.

BACHELOR'S DEGREE PROGRAMS

To receive a bachelor's degree from MC, a student must complete the following:

1. A minimum of 128 semester hours, including all the general education requirements listed in this catalog and the appropriate major requirements listed in the Programs section of this catalog.
2. A minimum of 32 semester hours at MC.
3. A minimum of 44 semester hours at the upper-division level, including a minimum of 24 in the major. At least 16 semester hours at the upper-division level in the major must be taken at MC.

BACHELOR'S DEGREE DOUBLE MAJORS

The minimum requirements for graduation with two Bachelor's degree majors are as follows:

1. Completion of all the requirements in both majors.
2. In cases where there is no duplication of major requirements, completion of a minimum of 64 semester hours in the two fields (32 semester hours in each major), of which 48 semester hours (24 semester hours in each) must be at the upper-division level.

3. In cases where there are overlapping upper-division major requirements, completion of additional upper-division electives in the fields equal to the number of overlapped courses.

CERTIFICATE PROGRAMS

A certificate program consists of a sequence or group of courses or contact hours that focus on an area of specialized knowledge. These programs are developed, administered and evaluated by Mashdots College's faculty or by faculty- approved professionals.

Individuals pursue certificate programs to prepare for new careers, to qualify for a promotion, to stay current in their field, to satisfy mandated education requirements, or simply to acquire new skills and knowledge. Completion of a certificate program signifies that the certificate holder has acquired certain proficiencies in a specialized area of study through an educational program. The certificate alone does not guarantee improved professional performance. The quality of performance depends on the newly acquired knowledge and skills.

*** ARMENIAN LANGUAGE AND LINGUISTICS**

This certificate program is developed to update the knowledge and skills of elementary and secondary Armenian language teachers.

*** ARMENIAN STUDIES (Advanced)**

This advanced certificate program prepares students for careers in teaching, research and many other fields that require writing skills and a broad background in the humanities.

*** COLLEGE COUNSELING**

The curriculum consists of five 2-unit courses. In order to receive the certificate, participants must successfully complete each course with a grade of B- or better as well as complete a 2-unit practicum under the supervision of a practicing professional in the field.

*** COMPUTER EDUCATION**

The computer training program provides a sound theoretical background along with practical computer knowledge to students interested in pursuing careers in office management, computerized accounting, computer systems technology, web-site design, systems administration, computer programming and network administration. Students will obtain a basic mastery of widely used practical applications, such as word processing, spreadsheet solutions, programming languages, desktop publishing, graphic design, and AutoCad.

*** EARLY CHILDHOOD EDUCATION**

The Early Childhood Education Program prepares students for positions in many types of child care centers. Opportunities are available in day care centers, parent participation schools, church-sponsored schools and nursery schools.

*** ENGLISH AS A SECOND LANGUAGE**

The English as a Second Language (ESL) program is designed to teach international students to communicate effectively in English within the academic settings and to interact effectively with others in the business and social environment.

*** FOREIGN LANGUAGES — Arabic, French, German, Italian, Russian, Spanish**

The Foreign Languages programs aims to familiarize students with the cultural richness and diversity of the world through the intensive study of the linguistic and cultural expression of other nations. Introductory language and culture courses are generally concerned with elementary language fundamentals as well as aspects of past and contemporary civilizations. They are designed for individuals with little or no previous language training. Intermediate language courses consist of thorough review and expansion of grammatical and syntactical usage learned in elementary language courses. In addition, more emphasis is placed on acquiring vocabulary, on reading in the foreign language, and on improving listening and speaking skills. Advanced courses are for individuals who have successfully mastered the skills taught at the intermediate level and who are ready to study the language and culture at a more sophisticated level.

*** PARALEGAL STUDIES**

The paralegal Studies program at Mashdots College prepares individuals for careers in the legal field. Graduates may pursue not only traditional law firm positions working under the supervision of an attorney, but positions in government, public agencies, corporations, banks, title and insurance companies, real estate brokerages, motion picture studios, charitable institutions and other arenas.

*** TRANSLATION AND INTERPRETATION**

The program is designed to provide professional training to students who have already achieved a high level of proficiency in Armenian and English.

Interpretation facilitates communication between people using the spoken language and translators bridge the communication gap in writing. In addition to excellent language skills, both translators and interpreters must understand the issues and topics under discussion.

Because English is the base language for most instruction, students must have a high degree of fluency in it. The program provides specialized court interpreter training classes and translation and interpretation courses to meet the growing need for translation and interpretation for meetings, conferences, or for individuals.

*** MEDICAL TRANSCRIPTION**

The program is designed to prepare Medical Transcribers. In addition to 16 units in Medical Transcription, students are required to complete an introductory course in Computer Training.

ADMISSION INFORMATION

The educational goal of Mashdots College is to provide maximum opportunities for educational and personal growth; therefore, the student's goals and objectives are considered first in evaluating applicants for admission. Consideration will be given to previous formal and informal educational experience, and to the potential to succeed in an academic program. Mashdots College seeks students who are creative, motivated, self-disciplined, and committed to learning.

In keeping with the above philosophy, the admission decision is made with emphasis placed on cumulative GPA, academic course of study, SAT or ACT scores, applicant statements, and personal recommendations. In cases where the applicant falls below a B average and/or below acceptable test scores, the faculty Admissions Committee is consulted.

Admissions to the Bachelor of Arts Degree in Armenian Studies require completion of 60-semester or 90 quarter transfer units with at least a "C" average. The College offers lower and upper-division courses in Armenian Studies.

Prospective students must apply by May 1 for the Fall Semester and by Nov. 1 for the Spring Semester. To apply for admission, the following must be submitted to Mashdots College:

1. An application for admission with a non-refundable application fee of \$15. Applications are valid for 12 months.

2. Two recommendations for admission sent directly by the recommending persons to MC.

3. High school or college transcripts (with notarized translations in English where appropriate) sent directly by the school attended to MC. Students who have completed studies at foreign schools considered for transfer credit must send their transcripts to the Credentials Evaluation Service, Los Angeles, California, for evaluation. There is a fee for this service. A brochure is available upon request.

4. Test scores on the Scholastic Aptitude Test (SAT) or American College Test (ACT).

Applicants must present a combined SAT score of 900 or above.

Once all the above materials have been received, the applicant will be considered for admission. Applicants who are accepted will be sent a letter of acceptance and asked to send a deposit by May 1. Students accepted after May 1 normally will have to make the \$100 non-refundable tuition deposit within three weeks after the date of acceptance.

Applicants who fall below the above minimum levels will be referred to the MC Admissions Committee. In making its decision to accept or reject the applicant, the committee will consider the applicant's involvement in school and community

activities, leadership ability, special skills, application essays, letters of recommendation and personal interviews.

All application materials become the property of MC upon receipt by the Admissions Office.

5. Proof of English Proficiency.

International applicants must establish minimum proficiency in English by submitting one of the following:

- a. A TOEFL (Test of English as a Foreign Language) score of 500 or above.
- b. A SAT verbal score of 450 or above.
- c. A score of 3.0 or above on the MC English Proficiency Test.

6. Transfer of Credit Requirements—Bachelor's Degree Programs

A student may earn a maximum of 76 units of credit (with a GPA of 2.0 or above) toward a bachelor's degree from an accredited institution, provided these units do not interrupt the MC residency requirement.

General education transfer requirements for admission to degree programs include completion of not less than 60 semester units and not more than 76 lower division transferable college semester units with a grade of at least a "C". The lower division units need to be in ten areas as follows:

Written English:

College Writing A, and College Writing B

Spoken English:

Fundamentals of Public Speaking, or Forensics

Physical Education:

Two different Instructional Activity Courses

Aesthetic Experience:

One experiential class in art, creative writing, music, photography, or theater, or
Two semesters of ballet, choral or instrumental ensemble, modern dance or music lessons.

Mathematics:

College Algebra, or Pre calculus, or Mathematics in Society, or
Calculus I, or Calculus II, or Calculus III

Symbolic:

Inter to Comp. Science & English
Computer Resources Management, or
Introduction to Language, or
Introduction to Computer Utilization, or
Theory I, or
Introduction to Logic, or
One course in statistics, or computer language
One elementary (100-level) or intermediate (200-level) course in a foreign language, or
One specified **ESL** course.

U.S. History:

United States History, or
Development of American Democracy I, or
Development of American Democracy II

Natural Science:

1. Two courses in natural science. One of the two natural science courses must have a laboratory component.

Social Science:

1. World Civilizations I, or
World Civilizations, II, and
2. Two classes, one from each of the following two categories:
 - a. Economic Analysis I, or
Economic Analysis II, or
Introduction to Geography, or
Economics for Decision-Making, or
World Civilizations I, or
World Civilizations II, or
American Government and Politics
 - b. Introduction to Anthropology, or
General Psychology, or General Sociology

Humanities: (10 semester hours minimum)

1. One literature class in English (at any level), or One class in a foreign language at the advanced or 300-level or above, and
2. The remaining units from at least two of the following areas:
 - a. Philosophy or religion
 - b. History and appreciation of art, music or theater
 - c. Foreign language at the intermediate or 200 level

STUDENT ACCEPTANCE THROUGH THE PROVISIONAL ENTRANCE PROGRAM

Students accepted on a provisional basis will be admitted for one semester and informed of the conditions required to remove the provisional status. The student may enroll in a maximum of 14 semester hours and is required to meet with an adviser at least three times during the semester, enroll in a study skills class, register for an appropriate English class and make normal academic progress as defined in the Normal Academic progress section of this catalog. Students who do not remove their provisional status by the end of the first semester of enrollment are ineligible to enroll the following semester. Students wishing to return to MC at some future date must reapply for admission.

LEAVE OF ABSENCE

A student who finds it necessary to interrupt his/her studies at MC and desires to return may apply to the Registrar for a leave of absence prior to leaving the college. With leave of absence a student may be absent from MC for more than two semesters without reapplying for admission. Among the acceptable reasons for granting a leave of absence are financial or medical problems and military duties. Students are required to keep the college informed about plans to return, otherwise, they will be considered withdrawn. A leave of absence will not be granted for the purpose of transferring to another institution.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to withdraw in good standing must obtain a "Notice of Withdrawal" application from the Registrar's Office and have it signed by his/her academic counselor, a financial aid officer and MC Dean. If the student is also withdrawing from courses, a "Program Request and Change Form," signed by the student's adviser, is also required. The effective date of withdrawal is the date of the MC Dean's approval.

RETURNING STUDENT RE ADMISSION

Students who have attended MC as full-time students but have not been in attendance for two consecutive semesters must reapply by filing a new Application for Admission. Re admission will be based on the current admissions policies, and the student will be required to meet current graduate requirements. Official transcripts of all academic work taken during the period of absence must be provided. The application fee and personal recommendations will be waived if the returning student has not been absent for more than two consecutive semesters.

RE-ADMISSION OF ACADEMICALLY DISQUALIFIED STUDENTS

The re-admission of a previously disqualified student is by special action of the Dean only. Ordinarily the College will consider an application for reinstatement only after the student has remained absent for a minimum of one year following disqualification and has fulfilled all recommended conditions. In every instance, re admission action is based on evidence, including transcripts of courses completed elsewhere after disqualification that warrants such action. If readmitted, the student is placed on academic probation.

RETENTION OF RECORDS

Credentials of applicants who do not register for the semester to which they have been admitted are normally retained in the Office of Admissions for a period of 30 days from the opening of the Semester. At the end of this time credentials on file are discarded unless the applicant has notified the office of continued interest to attend MC. Credentials submitted to the Office of Admissions become the property of the College and cannot be returned to the student or duplicated for any purpose.

ACADEMIC INFORMATION

REGISTRATION

An early registration period, general registration period and final registration date are announced in the Academic and Administrative Calendar. Students are expected to complete their registration by the first day of classes. General registration does continue, however, through the fifth day of classes each semester and through the third day of classes during Interterm. Officially registered students may make changes with the approval of their academic advisers beginning two weeks prior to the first day of classes and extending through the first full week of classes each semester. Summer Session registration and program changes may be made through the third class meeting.

ACADEMIC PROGRESS

Course Load - Undergraduate. A bachelor's degree candidate must complete an average of 32 semester hours per year in order to earn his/her degree within two years. A student normally accomplishes this by taking 12-18 semester hours each semester. To be considered full time, an undergraduate must enroll in a minimum of 12 semester hours each semester. To be considered half time, an undergraduate must enroll in a minimum of six semester hours each semester. A student wishing to enroll for more than 18 semester hours in the Fall and/or Spring Semester, must petition the Appeals Committee for approval prior to enrollment.

Non-matriculated Students. Undergraduates who wish to enroll as part-time students may enroll in a combined total of no more than 11 semester hours in any semester without making formal application for admission. Students who wish to

become degree candidates must submit formal application and complete the admissions process prior to completion of 12 semester hours at the College. The College cannot be held responsible for the applicability toward a degree of courses which are selected by students who have not been officially admitted and assigned academic advisers.

Normal Academic Progress. A full-time undergraduate student will be considered making normal academic progress when completing 24 semester hours per year while maintaining a 2.0 cumulative GPA; a part-time student, when completing 12 semester hours per year while maintaining a 2.0 cumulative GPA.

Undergraduate students who fail to make normal academic progress over an academic year will receive an academic progress warning and be required to see the Dean of the college.

If degree requirements are not completed within seven years of admission, students must fulfill the graduation requirements in effect at the time of their graduation.

Specification for Contact Hours. MC follows traditional guidelines for contact hours. A 4 semester hour class will typically have 4 classes of 50 minutes length per week for 15 weeks, the traditional 60 contact hours for 4 semester hours of credit.

Academic Probation. Academic probation carries a serious warning to the student that the scholastic record is unsatisfactory and that continued failure to improve this record will result in academic disqualification. Students on probation may also have restrictions imposed by the Academic Dean regarding their program of studies. A student will be placed on academic probation who in any term fails to earn a 2.0 GPA or whose cumulative GPA falls below a 2.0.

Academic probation is distinct from financial aid probation, which is covered in the Financial Aid Programs sections of this catalog.

Academic Disqualification. Students on academic probation who fail to raise their cumulative GPA's to a 2.0 within the time specified in the limits of their probation (typically by the end of the next semester) will be academically disqualified by the College. Extenuating circumstances may be reviewed by the Academic Dean. The effective date of the academic disqualification will be recorded on the transcript. If this status is removed, the date of reinstatement will also be recorded.

The Veterans Administration (in case where students receive VA funds) or other appropriate governmental agencies will be notified when a student is academically disqualified.

ALTERNATIVE INSTRUCTIONAL MODES

Directed Study. A directed study is an approved catalog course taught independently to one student. Courses may be taken by directed study only if the

course is not scheduled during the term and only with the instructor's and the department's prior approval. Directed study courses may only be taken by matriculated students in good standing. Seminars, activity courses, introductory courses in some disciplines and courses with heavy emphasis on process rather than content may not be taken by directed study. Directed Study Forms are available from the Registrar's Office. The forms must be signed by the instructor and the department chairperson before they are submitted with the registration form to the Registrar. Students may register for a directed study only during the normal registration period.

Independent Study. An independent study course is a course initiated and written by a student following the guidelines contained in the "Independent Study Manual" (available from the Registrar) and deals with material not covered in any approved catalog course. The student works independently under the guidance of an instructor who must approve the student's comprehensive written plan and time line before the student can begin. The independent study form, included with the Manual, must also be signed by the department chairperson before the student can begin. Independent studies are available only to students in good standing at the College.

Independent studies can be approved as 199, 299, or 399 courses and for a maximum of four semester hours of credit each.

Course Challenge. Many MC courses may be challenged, but only matriculated students may challenge them. To challenge a course, a student completes the application, available from the Registrar, and pays a fee equivalent to one semester hour when it is filed. The department chairperson assigns the instructor to give the challenge, and the student must complete the challenge within two weeks after he/she has been notified which instructor has been assigned. The student may see a list of course goals and objectives prior to challenging the course. If the student demonstrates the competencies required for successful completion of the course, the number and title of the course will be placed on the transcript with a CRD grade. If the student does not demonstrate the competencies, nothing is recorded on the transcript. A student may challenge a course only once. If a student fails a course challenge, he/she may receive credit for the course only by enrolling in it for credit. A maximum of eight semester hours of course challenge may be counted toward fulfilling the undergraduate residency requirements.

Courses that cannot be challenged are marked **NCh** in the Courses section of this catalog. In addition, a student may not challenge any courses in which he/she has received tutoring from an MC instructor, was formerly enrolled or has audited formally or informally. Any student with a secondary or higher education from a country where the native language or languages of instruction are other than English may not challenge beginning or intermediate courses in those languages. Any student who has received credit for high school courses in foreign languages may not challenge those courses at MC. In this context, two years of high school foreign language will be considered equivalent to one year of college instruction.

Auditing. Most courses may be audited with the permission of the instructor as long as seats are available. Students pay a specified portion of the regular tuition but do

not receive credit. The normal registration deadlines apply, and changes from audit to grade status, or grade to audit status, must be made before the end of the tenth day of classes in any semester; the end of the third day of classes during Interterm.

GRADES

Grading Policy—Undergraduate.

A4.0 quality points per semester hour

A-3.7 quality points per semester hour

Clearly stands out as excellent performance. Has unusually sharp insight into material; initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

B+3.3 quality points per semester hour

B3.0 quality points per semester hour

B-2.7 quality points per semester hour

Grasps subject matter at a level considered to be good to very good. Is an active listener and participant in class discussions. Speaks and writes well. Accomplishes more than the minimum requirements. Work in and out of class is of high quality though rarely outstanding.

C+2.3 quality points per semester hour

C2.0 quality points per semester hour

C-1.7 quality points per semester hour

Demonstrates satisfactory comprehension of the subject matter. Accomplishes the minimum requirements, and communicates orally and in writing at an acceptable level for a college student. Has a general understanding of all basic concepts.

D+1.3 quality points per semester hour

D1.0 quality points per semester hour

Quality and quantity of work in and out of class is below average and barely acceptable.

F0 quality points per semester hour

Quality and quantity of work in and out of class are unacceptable.

CRDExcluded from GPA (see below)

Equivalent to C work or better.

NCRExcluded from GPA (see below)

Equivalent to D work or poorer.

INCExcluded from GPA (see below)

IPExcluded from GPA (see below)

NGExcluded from GPA (see below)

WExcluded from GPA (see below)

Good grades are usually correlated with regular attendance and with assignments completed and on time. On the other hand, poor grades are often correlated with frequent absences and incomplete and/or missing assignments.

Credit/No Credit (CRD/NCR) Grade Option. Courses taken for CRD/NCR do not affect a student's GPA. Certain courses, designated "CRD/NCR only" in the Courses section of this catalog, may only be taken CRD/NCR.

Students are encouraged to use this grade option to explore courses outside their majors. However, no student may take more than four semester hours of CRD/NCR in any semester, elect the CRD/NCR option in a course required for a major or apply more than 32 semester hours of MC CRD grades toward a degree. Exceptions to these limitations are courses listed as "CRD/NCR only."

Incomplete Grades (INC). Incomplete grades are authorized only when it is impossible for the student to complete the course because of illness or other justifiable cause and only with a formal written petition for the student to the professor. In completing the petition, the student contracts to complete the work required and specified in the petition. The completed petition must be filed prior to the last day of the term. Petitions are available from the Registrar.

Students who receive an INC in a term that ends between Sept. 1 and Jan. 31 must complete their courses by the following May 31. Students who receive an INC in a term that ends between Feb. 1 and April 30 must complete their courses before the following Aug. 31. Students who receive an INC for courses that end between May 1 and Aug. 31 have until the following Dec. 31 to complete their courses. INC grades not completed by the appropriate deadline will become NCR or F grades, depending upon the grade option.

In Progress Grades (IP). In Progress grades are reserved for those directed studies, independent studies, field work courses, senior projects and graduate culminating activities where the contract at the time of registration specifies a date of completion which is beyond the end of the term of registration. The intent of the IP policy is to provide for individualized study that, in its inception, requires more than the normal term or semester to complete. An IP grade will become an NCR or F, depending upon the grade option if not cleared within one year following the term of registration.

No Grade (NG). This is a temporary grade issued by the Registrar pending receipts of the official grade from the instructor.

Withdrawal (W). A student may withdraw from courses during the first half of a term. A W grade will be recorded. No withdrawals are permitted in the second half of a term. A student who fails to officially withdraw from a registered course will receive an NCR grade in that course.

Final Grades. Grades submitted to the Registrar by the instructor of record are final and official. By policy, a final grade is based on the instructor's evaluation of course work completed as of the contractual end of the course. Final grades may not be changed as the result of the submission of additional work or the repeating of examinations after the contractual conclusion of the course for the purpose of improving the final grade. The Registrar is authorized to accept an adjusted grade only when all of the following conditions are met:

1. The student applies to the instructor for a reevaluation within four weeks after the student grade report was mailed:

2. The instructor concludes by reevaluation that the original grade issued was in error based on the work completed at the time that the original grade was issued; and

3. The revised grade is officially reported by the instructor to the Registrar as a result of "reevaluation" within a reasonable time after the grade report was mailed to the student.

A student who feels that an incorrect grade has been given must consult with the instructor first and must make this appeal within four weeks after the student grade reports were mailed. A student dissatisfied with the instructor's response may consult with the department chairperson. Subsequently, appeal may be made to the dean. Questions of subject matter will usually be handled by the department. Charges of injustice due to prejudice or capricious action may require the attention of the dean.

A student may elect to repeat an MC course for the purpose of improving a grade. The student must enroll in the same MC course and is expected to repeat it in its entirety. When a course is repeated, the original course, grade and semester hours remain on the transcript, but are bracketed and are no longer part of the student's GPA or applicable toward credit for graduation. Only the grade and semester hours of the repeated course are counted.

Official Cumulative Record/Transcript. The Registrar maintains each student's official record that includes a complete academic history. All courses attempted are listed on the official transcript. In addition to the official transcript, official records are maintained which establish the last day of attendance for courses in which a withdrawal occurred. The official transcript will be released only upon the written consent of the student, in compliance with federal and state policies.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT MASHDOTS COLLEGE

The transferability of credits the student earns at Mashdots College is at the complete discretion of an institution to which you may seek TO TRANSFER. ACCEPTANCE OF THE DEGREE OR CERTIFICATE THE STUDENT EARNS AT MASHDOTS COLLEGE IS ALSO AT THE COMPLETE DISCRETION OF THE INSTITUTION TO WHICH YOU MAY SEEK TO TRANSFER. IF THE DEGREE OR CERTIFICATE THAT THE STUDENT EARNS AT MASHDOTS COLLEGE ARE NOT ACCEPTED BY THE INSTITUTION TO WHICH YOU SEEK TO TRANSFER, YOU MAY BE REQUIRED TO REPEAT SOME OR ALL OF YOUR COURSEWORK AT THAT INSTITUTION. FOR THIS REASON THE STUDENT SHOULD MAKE CERTAIN THAT HIS/HER ATTENDANCE AT MASHDOTS COLLEGE WILL MEET THE STUDENTS' GOALS. THIS MAY INCLUDE CONTACTING AN INSTITUTION TO WHICH YOU MAY SEEK TO TRANSFER AFTER ATTENDING MASHDOTS COLLEGE TO DETERMINE IF YOUR DEGREE OR CERTIFICATE WILL TRANSFER.

GRADUATION AND HONORS

Dean's List. The Dean's List is issued at the end of each full term to honor students who excelled in their courses during that term. To receive this honor, a student must be full time and have a minimum GPA of 3.75. In addition, a student must have letter grades in the minimum number of units required to be full time. Grades earned from the removal of an incomplete grade are not included.

Application for Graduation. Undergraduate students should file an Application for Graduation and their major contract with the Registrar two semesters or terms prior to their anticipated completion date. This application provides the Registrar with the information needed to prepare the diploma and to include the student's name in the list of graduates. A graduation fee is required of all students (whether or not they participate in the graduation ceremony) and covers the cost of the entire process of completing the degree program.

Graduation Ceremony. MC holds a graduation ceremony each year in June. A candidate for graduation qualifies to participate in the commencement exercise upon successful completion of all degree and program requirements, or when he or she had enrolled in all final courses during the semester or term which begins prior to the ceremony with anticipated completion by the scheduled end of the semester or term.

A student may petition to the Registrar to participate in the Commencement ceremonies if he/she is within eight semester hours (for undergraduate students) of the completion of the degree and can provide evidence of an intent to register for these final courses during a summer term which follows the Commencement ceremony.

Diplomas. The actual completion date of a student's degree will be noted on the official transcript. The diploma, however, will carry one of the following dates, whichever comes first after degree completion—June 30, Aug. 31 or Jan. 31. The degree and the major will appear on the diploma.

Undergraduate Honors. Honors at graduation are based on GPA according to the guidelines below. A bachelor's degree student must have taken at least 64 semester hours for letter grades to be considered for honors.

Cum Laude. The student who completes 36 semester hours or more at MC and earns a minimum GPA of 3.6 in courses taken at MC and in all work applicable toward the bachelor's degree will be considered for the honor of Cum Laude upon graduation.

Magna Cum Laude. The student who completes 36 semester hours or more at MC and earns a minimum GPA of 3.75 in courses taken at MC and in all work applicable toward the bachelor's degree will be considered for the honor of Magna Cum Laude upon graduation.

Summa Cum Laude. The student who completes 60 semester hours or more at MC and earns a minimum GPA of 3.85 in courses taken at MC and in all work applicable toward the bachelor's degree will be considered for the honor of Summa Cum Laude upon graduation.

Departmental Honors. Departmental honors are granted to students who demonstrate a high level of achievement in their majors. Students are encouraged to work toward departmental honors; those working for them should apply to the department chairperson or academic adviser. Departmental honors will be awarded on the basis of a high-quality senior theses/project and a minimum GPA of 3.6 in the major and 3.0 overall. At least 70% of courses in the major must be taken for letter grades. These are the minimal requirements for honors; departments may add other requirements.

FINANCIAL INFORMATION

TUITION AND FEES - MASHDOTS COLLEGE DOES NOT PARTICIPATE IN FEDERAL OR STATE OF CALIFORNIA FINANCIAL AID PROGEAMS. IN ADDITION, THE COLLEGE DOES NOT OFFER ANY TYPES OF LOANS TO ITS STUDENTS. BUT IF A STUDENT OBTAINS A LOAN, THE STUDENT WILL HAVE TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND THAT, IF THE STUDENT RECEIVES FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENT IS ENTITLED TO A REFUND OF THE MONEY NOT PAID FROM FEDERAL FINANCIAL AID FUNDS.

Financial Arrangements

General. All charges and fees are subject to change, and the College reserves the right to make adjustments accordingly. The tuition charged a student will always be that rate which is current for the program in which the student is enrolled, regardless of the course number.

Financial Arrangements.

1. Students must complete their financial arrangements no later than the beginning of each term.
2. Tuition and fees are due and payable at the time of registration.
3. Terms for payment of tuition and fees:
 - a. Payment in full, or
 - b. Deferred payment plan. Minimum down payment of 40% of total cost for all tuition and fees, with balance to be paid in three monthly installments of 20% each starting with the month following the beginning of the term. All deferred payments are due by the 15th of each month.

Deferred payment plans require the completion of an agreement between the College and the student. If the student is listed as a dependent on an income tax report, or is under 18 years of age, a cosigner is required on the agreement.

A finance charge of 15% a year will be charged on all amounts not paid by the beginning of the term; and a \$15 deferred payment fee will be assessed against each account if the student chooses to pay on a deferred payment plan. A late charge of \$15 will be charged for each installment not paid when due. A fee of \$15 will be charged for returned checks or rejected credit card purchases. No student is allowed to register for a semester/term if a debt is owed from previous semesters/terms.

STATEMENT ON BANKRUPTCY

Mashdots College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had no petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

TUITION FEES

FOR ALL DEGREE AND CERTIFICATE PROGRAMS

• DEGREE STUDENTS

Full-time students (12-18 semester hours per semester) \$2,650.00

Approved academic overloads, per semester hour..... \$225.00

Part-time students (1 to 11 semester hours per semester)

per semester hour \$225.00

Independent/Directed Study, per semester hour \$225.00

Auditing, per semester hour 75.00

• CERTIFICATE PROGRAMS (per semester hour) \$125.00

• FEES (fees are not refundable)

Application..... \$20.00

Registration (part-time students only)

per term or session..... \$20.00

Late Registration/Change of Program..... \$25.00

Course Challenge, per course..... \$125.00

Make-up Examination..... \$35.00

Lost ID card \$5.00

Graduation \$25.00

Transcript Request, per request \$5.00

REFUNDS OF TUITION AND FEES

REFUND INFORMATION

The student has a right to a full refund of all the charges less amount of \$20.00 for application fee if he/she cancels this amount prior to the first day of instruction or seventh day after enrollment, whichever is later. In addition, a student may withdraw from a course after instruction has started and receive a pro rate refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only 30 hours of a 90-hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00. The school will also refund money collected for sending to a third party on the student's behalf such as license or other fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

Delinquent Payment of Tuition

MC reserves the right to refuse a diploma or a transcript to any student or former student who is delinquent in payment of tuition, costs or fees, or who is delinquent in payment of any promissory note given in payment of any tuition, costs or fees.

Financial holds are placed on the transcripts of students with delinquent accounts, and no transcripts or diplomas will be issued for such students until the holds have been removed. Students who have not met their financial obligations at the completion of a semester of enrollment will be withdrawn automatically from all courses in that semester and will have financial holds placed on their transcripts. Such students will be reinstated, receive their grades, and see the financial holds removed only when their bills have been paid.

Unpaid balances at the end of each semester shall become interest bearing at the rate of 15% per annum. Interest shall be charged beginning Feb. 1 for delinquent Spring Semester payments and July 1 for delinquent Spring Semester payments. Interest on the outstanding balance shall be computed monthly and shall be added monthly to the amount due.

If it becomes necessary for the College to seek collection help and/or initiate legal proceedings to collect unpaid accounts, an additional 33.33% will be added to the existing balance. The student will also be responsible for all legal fees incurred.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition by either cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third party payer, such as an employer, government program, or other payer, unless you have a separate agreement to repay the third party.

You are not eligible for protection from STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student or to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or to reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
 4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
 5. An inability after diligent efforts to prosecute, prove and collect on a judgment against the institution for a violation of the Act.
- However, no claim can be paid to any student without a social security number or a taxpayer identification number.

The student Tuition Recovery Fund is a state requirement: a student who pays his or her tuition is required to pay a non-refundable state-imposed assessment for the Student Tuition Recovery Fund. The STRF is \$2.50 per \$1,000 of tuition. The college collects the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless whether the student pays the institutional charges in increments.

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if he/she prepaid tuition and suffered a financial loss as result of the school: closing, failing to live up to its enrollment agreement, or, refusing to pay a court judgment.

To be eligible, you must be a "California resident" and reside in California at the time the enrollment is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the council that the school is closed. If you do not receive notice from the council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within 2 years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833
www.bppe.ca.gov
Toll-free telephone number: (888) 370-7589 or by fax (916) 263-1897

STUDENT TUITION RECOVERY FUND — STUDENT'S RIGHTS

(a) The Bureau shall establish and maintain a Student Tuition Recovery Fund, with a degree-granting postsecondary educational institution account for the purpose of relieving or mitigating pecuniary losses suffered by any California resident who is a student of an approved institution and who meets either of the following conditions:

- (1) The student was enrolled in an institution prior to the institutions closure, prepaid tuition, and suffered loss as a result of (A) the closure of the institution, (B) the institution's breach or anticipatory breach of the agreement for the course of instruction, or (C) a decline in the quality or value of the course of instruction within the 30-day period before the institution's closure or, if the decline began before that period, the period of decline determined by the council. For the purpose of this section "closure" includes closure of a branch or satellite campus, the termination of either the correspondence or residence portion of a home study or correspondence course, and the termination of a course of instruction for some or all of the students enrolled in the course before the time these students were originally scheduled to complete it, or before a student who has been continuously enrolled in a course of instruction has been permitted to complete all the educational services and classes that comprise the course.
- (2) The student obtained a judgment against the institution for any violation of this chapter and the student certifies that the judgment cannot be collected after diligent collection efforts.

(b) & (c) are omitted.

- (d) (1) Students entitled to payment as provided in paragraph (1) of subdivision (a) shall file with the council a verified application indicating each of the following:
 - (A) The student's name, address, telephone number, and social security number.
 - (B) If any portion of the tuition was paid from the proceeds of a loan, the name of the lender and any state or federal agency that guaranteed or reinsured the loan.
 - (C) The amount of the prepaid tuition, the amount and description of the student's economic loss in the amount of the student's claim.
 - (D) The date the student started and ceased attending the institution.
 - (E) A description of the reasons the student ceased attending the institution.
 - (F) If the student ceased attending because of a breach or anticipatory breach or because of the decline in the quality or value of the course of instruction as described in subparagraph (C) of paragraph (1) of subdivision (a), a statement describing in detail

the nature of the economic loss incurred. The application shall be filed within one year of the council's service on the student of the notice described in paragraph (1) of subdivision (c) or, if no notice is served, within four years of the institution's closure.

- (2) Students entitled to payment as provided in paragraph (2) of subdivision (a) shall file with the Bureau a verified application indicating the student's name, address, telephone number, and social security number, the amount of the judgment obtained against the institution, a statement that the judgment cannot be collected, and a description of the efforts attempted to enforce the judgment. The application shall be accompanied by a copy of the judgment and any other documents indicating the student's efforts made to enforce the judgment. The application shall be filed within two years after the date upon which the judgment became final.
 - (3) The Bureau may require additional information designed to facilitate payment to entitled students. The Bureau shall relieve a student from the requirement to provide all of the information required by this subdivision if the council has the information or the information is not reasonably necessary for the resolution of a student's claim.
- (e) Within 60 days of the Bureau's receipt of a completed application for payment, the Bureau shall pay the claim from the Student Tuition Recovery Fund or deny the claim. The council may, for good cause, extend the time period for up to an additional 90 days to investigate the accuracy of the claim.
 - (f) If the Bureau pays the claim, the amount of the payment shall be the total amount of the student's economic loss, notwithstanding the amount of the refund to which the student would have been entitled after a voluntary withdrawal, although the amount of the payment shall in no event exceed the amount of the student's tuition and the cost of equipment and materials related to the course of instruction plus interest on all student loans used to pay for tuition, equipment, and materials. Upon payment of the claim, the Bureau shall be surrogated to all of the students' rights against the institution to the extent of the amount of the payment.
 - (g) If the Bureau denies the claim, the Bureau shall notify the student of the denial and of the student's right to request a hearing within 60 days or any longer period permitted by the council. If a hearing is not requested within 60 days or any additional period reasonably requested by the student, the Bureau's decision shall be final. If a hearing is requested, the provisions of Chapter 5 (commencing with §11500) of Part 1 of Division 3 of Title 2 of the Government Code shall apply.

FINANCIAL AID PROGRAMS

The Financial Aid Policy at Mashdots College aims at providing financial assistance to students who qualify on the basis of academic achievement and demonstrated need.

The criteria and requirements for eligibility are devised by the Admissions Financial Aid Committee and approved by MC's faculty, President and Board of Trustees.

All scholarships and aid are granted to full-time students on an annual basis. All communication and forms related to financial assistance must be addressed to the Financial Aid Office. Students applying for financial aid for the Fall Semester must apply and submit all supporting documents by the preceding May 1; the deadline for Spring Semester is the preceding Nov. 1. The total financial aid award to any student (including loans) cannot exceed the student's total financial need as determined by MC.

MC Scholarships

Scholarship Renewal. No scholarship, grant, award, loan or employment from MC or Federal sources will be renewed automatically. To renew their financial aid each year, students must follow the designated process. Recipients of financial aid must remain in good standing and maintain normal progress as defined in the Normal Academic Progress section of this catalog.

A. Armenian Studies Scholarships...

...are awarded to students who are taking a major in Armenian Studies.

Qualified students may be awarded up to 50% of their tuition if they show evidence of academic achievement, maintain a 3.0 GPA and participate in the cultural activities of the College.

B. Merit Scholarships...

...are awarded to students who demonstrate academic achievement and financial need and who participate in the cultural activities of the College.

SERVICES TO STUDENTS

Student services are provided by the College to encourage student co-curricular activities, to enhance students' academic, intellectual, social and spiritual growth and to promote school spirit.

PHYSICAL FACILITIES

The College's academic and administrative facilities provide students with a comfortable and stimulating environment in which to learn.

MASHDOTS COLLEGE LIBRARY

The College Library, open to students, scholars and community members, contains one of the fastest growing collections of Armenian literature in the United States.

The Armenian Studies Department maintains a sizable collection of books, journals, and newspapers. Books covering the entire spectrum of Armenian studies are found in the collection, including old and rare books. Professional journals of Armenian studies are received regularly from all Armenian academic centers. Newspapers from all over the world are also collected at Mashdots College.

MATRICULATION SERVICES

Matriculation is a process that is designed to assist students in planning, selecting, and achieving educational goals. The process brings the college and a student into agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. The agreement acknowledges responsibilities of both the college and the student to attain these objectives. The primary purpose of matriculation is enhancing student success.

ORIENTATION

The orientation workshop, combining a short videotape with a presentation by a member of the college faculty, will give the student important information regarding the services, programs and courses available through the college. New and transfer students are required to participate in the orientation program.

ASSESSMENT

To help the students determine their skill levels in many academic areas, including written English expression, the college provides a comprehensive assessment program. Assessment scores assist the students and counselors to determine the appropriate courses for students to enroll during the first semester.

COUNSELING SERVICES

One of the most important activities involved in the matriculation process is counseling and educational planning. College faculty and academic counselors are available to assist each new student in several areas:

1. Deciding upon an educational objective;
2. Determining the courses required to achieve this objective;
3. Determining the services needed to assist students in achieving their objective;

4. Assisting students in course selection appropriate to their goals.

FOLLOW-UP

Counseling and teaching faculty provide a number of follow-up services to matriculated students. These services are designed to provide information regarding the students' academic progress. Special services are provided to students on academic and/or progress probation, Referrals are made to off-campus services when appropriate.

OTHER COUNSELING SERVICES

1. Career Counseling

The Career Center assists students in determining their academic majors, vocational or career goals. Career counseling helps students integrate their aspirations with the work world.

2. Adult Re-entry Services

The Adult Re-entry Program provides academic, career and personal counseling services to students who are returning to formal education after a lapse of time.

3. Financial Aid

The Financial Aid Office provides the student with counseling regarding his/her financial circumstances, and will assist the student in obtaining financial support needed to attend the college.

STUDENT COUNCIL

The College student body elects its Student Council, which assists the Dean in coordinating on-campus student activities. Its chief responsibilities are to coordinate non-academic student activities and to represent the student body on faculty and administrative committees.

College students are encouraged to actively participate in inter-college activities organized by other colleges and also host inter-college on-campus activities organized by them.

COMMUNITY SERVICES

The College organizes public lectures, cultural performances, art exhibits, seminars, workshops and academic programs, and provides technical, professional, and administrative assistance to agencies and groups in the community. These services extend opportunities for College faculty and students to share their talents with the community, to enhance community interest in the pursuit of truth at the College, to recruit students and to generate income to help underwrite academic programs.

Community services are coordinated through the President's Office. Responsibility for specific programs may be assigned to faculty or academic departments.

ANNUAL EDUCATIONAL SYMPOSIUM

The College sponsors the Annual Educational Symposium, a conference for teachers, administrators, professionals, students and interested community members, with invited papers prepared by recognized specialists in each topic. A lecture-discussion format is used. Selected papers are published for future scholarly reference.

JOB PLACEMENT SERVICES

All graduates have equal access to the Job Placement Office. The College will make every effort to supply employment leads to all students and prospective graduates. It is also expected that graduates utilizing this service will make every effort to secure a position.

No guarantees are made as an inducement to enroll, nor can promises be made that placement is assured upon graduation. However, the College has been extremely successful in assisting graduates in finding career positions.

RIGHTS AND RESPONSIBILITIES

RIGHTS

Freedom of Access. MC is open to all applicants qualified according to its published admissions policies and standards. Upon matriculation, each student has access to all MC services and facilities for which he/she is qualified. Access may be denied to persons who are not MC students.

Classroom Rights and Privileges. Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course and should make judgment on matters of informed opinion.

Protection Against Improper Disclosure. Students' views, political associations and beliefs which are confided to instructors, advisors and counselors during the performance of their duties are confidential.

College Governance. As members of the College community, students are free individually and collectively to express their interests. As vehicles for this purpose, provisions are made for student self-government as well as for student representation on the College committees and other decision-making bodies.

Family Educational Rights and Privacy Act. MC abides by the Family Educational Rights and Privacy Act of 1974 as amended. Students have the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is

unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. MC's Registrar coordinates the inspection and review procedures for student education records, which include admissions, personal, academic and financial files, and academic, cooperative education and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item(s) of interest. Records covered by the Act will be made available within 45 days of the request. Students may have copies of their records, at their own expense, with certain exceptions (e.g., a copy of a transcript upon which a "financial hold" has been placed). Education records do not include records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual (except temporary substitutes); MC law enforcement records; student health records; employment records; or alumni records. Health records may be reviewed by physicians of the students' choosing. In addition, students may not see financial information submitted by their parents; any confidential letters or recommendations to which they have waived their rights of inspection and review; or education records containing information about more than one student. In the latter case a student will be permitted access only to that part of a record which pertains to him or her.

Students who believe that their education records contain information that is inaccurate, misleading or otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar, either in person or in writing. If the Registrar agrees with a student's request, the appropriate records will be amended. If not, the student will be informed and may request a formal hearing. This request must be made in writing to the Registrar, who will inform the student of the date, place and time of the hearing before a panel selected by MC. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of the student's choice, including attorneys, at the student's expense. Decisions of the hearing panel are final and based solely on the evidence presented at the hearing. The panel's judgment will be delivered to all parties concerned. If the decision is in favor of the student, the education record will be corrected. If the decision is not satisfactory to the student, he/she may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing panel. These statements will be placed in the student's education records, maintained as part of them and released whenever the records in question are disclosed. A student who believes that the decisions of this adjudication process were unfair or not in keeping with the Act may make a written request for assistance to MC's President. Students who still believe that their rights have been abridged may file complaints with the U.S. Department of Education, Washington, D.C.

No one outside MC may have access to, nor will MC disclose, any information from a student's education record without the written consent of the student. Exceptions are MC personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing the student's financial aid, accrediting agencies

carrying out their accreditation functions, persons in compliance with a judicial order and persons in an emergency in order to protect the health or safety of the student or other persons. Within the MC community, only members acting in the students' educational interest, individually or collectively, are allowed access to student education records. These members include personnel from the Offices of the President, Vice President of Finance, Academic Dean, Registrar, Financial Aid, Admission and Academic Counseling, as well as academic personnel within the limitations of their need to know.

At the discretion of MC officials, the following directory information will be provided: student's name, major field of study, dates of attendance and degrees and awards received. A student wishing to withhold this directory information must complete the Privacy Request Form at MC's Registrar's Office or at their center of registration. This must be done within the first 10 working days of enrollment of a semester/term. The privacy request will be valid for one calendar year.

RESPONSIBILITIES

College Catalog. It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations will not be waived nor exception granted because a student pleads ignorance of policies or procedures. While academic advisers will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements of the catalog in effect at the time he/she is admitted to, and begins course work in, a degree program. However, a student may elect to graduate under the catalog in force at the time of his/her graduation provided the student complies with all requirements of the later catalog. New catalogs take effect on Sept. 1 of the year published.

Class Attendance. Regular and prompt attendance at all College classes is required. The instructor may assign extra work, require special examinations or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course.

Classroom Conduct. Instructors are responsible for presenting appropriate material in courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he/she is enrolled.

Academic Honesty. Each student is responsible for performing academic tasks in such a way that honesty is not in question. Unless an exception is specifically defined by an instructor, students are expected to maintain the following standards of integrity:

1. All tests, term papers, oral and written assignments and recitations are to be the work of the student presenting the material.

2. Any use of wording, ideas or findings of other persons, writers or researchers requires the explicit citation of the source; use of the exact wording requires a "quotation" format.

3. Deliberately supplying material to a student for purposes of plagiarism is also culpable.

A faculty member who has proof that academic honesty has been violated may take appropriate disciplinary action, including the refusal of course credit. If a faculty member has reason to suspect academic dishonesty but is unable to prove it, he/she may require additional and/or revised work from the student. A faculty member shall bring to the attention of the dean (or faculty committee in the College) all violations of academic honesty. The Dean may place on probation, suspend or expel any student who violates the academic honesty policy.

Behavior Standards. The use or possession of alcoholic beverages, dangerous weapons, graffiti, illegal drugs, explosives, fireworks and other dangerous substances is prohibited on MC property except by authorized personnel. Smoking is prohibited in all MC buildings. The College reserves the right to dismiss any student, without financial refund, if the student fails to abide by College regulations or when such action is deemed to be in the best interests of the College or the student.

Sexual Harassment. MC is responsible for establishing an environment free of harassment for students, faculty and staff. Consequently, sexual harassment of MC students or employees is unacceptable and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex when the behavior falls within the definition of Title IX of the 1972 Education Amendments.

JUDICIAL PROCEDURES

General Principles. MC stresses not only academic and career preparation but also values and character development. In order to preserve the quality of education, MC expects all students to conform voluntarily to the established rules, regulations and social orders and to conduct themselves at all times and in all places in a manner befitting student status. The College is not a law enforcement agency but expects all its students, whether as individuals or groups, to obey all federal, state and local laws. Violators will not be immune from prosecution under these laws.

The primary objective of establishing disciplinary standards is to maintain an appropriate level of conduct in the academic community. Fairness, justice and due process are required in the judicial procedure. MC judicial procedures permit members of the College community to register complaints against individuals or groups with the Dean.

Students found in violation of institutional regulations shall be informed of their right to due process. If a student chooses not to accept a decision made at a lower level of the judicial process, that student may appeal as outlined below. A student under disciplinary action has the right to be present on campus and to attend classes until suspended or expelled.

Violations of College conduct regulations are normally handled in a formal hearing before a discipline conduct board. Situations requiring such action include violation of the College's drug, alcohol and sexual behavior policies, destruction of College property, as well as situations of violence directed against another member of the campus community. The Academic Affairs Committee deals with most violations.

Appeals Procedures on Academic Matters. A student may appeal final grades, academic honesty decisions and most policy decisions. Procedures for appealing final grades and academic honesty are contained in the Final Grades and Academic Honesty sections of this catalog. The path of appeal for grades and course requirements starts with the instructor in the course and then goes successively to the Department Chairperson and the Academic Dean. Appeals on academic honesty decisions begin with the instructor and then may be taken in turn to the Dean. Appeals on academic policy decisions must be made to the Academic Affairs Committee. Appeals of decisions by the committee can be made to the Dean of the College and to the President, in that order.

Appeals must be made in writing on the appropriate appeals form. Students can obtain these forms from the Registrar. When certain appeals are granted, penalty/administrative fees may be assessed. All appeals must be made in a timely manner, generally within four weeks of the action or decision in question.

Appeals Procedures for Social Conduct Violations. Appeals of Student Life Conduct Committee decisions must be made within five working days to the Director of Student Services.

Any questions or problems concerning Mashdots College which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000 Sacramento, CA 95814-6200, Telephone: (916) 445-3427, Fax: (916) 323-6571.

GRADUATION REQUIREMENTS

PROGRAMS

To obtain a bachelor's degree from MC, a student must complete all the appropriate residency, semester hour and general education requirements listed below, as well as specific major requirements. In addition, to qualify for graduation, the student must have a cumulative GPA of 2.0 or better, both in the major and overall. For the purpose of fulfilling elective requirements and general education requirements other than Written English, a course in which a D-level grade was received will be counted only if the course was taken at MC.

BACHELOR'S DEGREE PROGRAMS

To receive a bachelor's degree from MC, a student must complete the following:

1. A minimum of 128 semester hours, including all the general education requirements listed in this catalog and the appropriate major requirements listed in the Programs section of this catalog.
2. A minimum of 32 semester hours at MC.
3. A minimum of 44 semester hours at the upper-division level, including a minimum of 24 in the major. At least 16 semester hours at the upper-division level in the major must be taken at MC.

DESCRIPTION OF PROGRAMS

DEGREE PROGRAMS

*** BACHELOR OF ARTS IN ARMENIAN STUDIES (128 Units)**

Core Requirements (48 Semester Units)

- | | | |
|-----|--------------|---|
| 1. | Arm. 214 | Survey of Armenian Literature Through to 14th Century (3) |
| 2. | Arm. 215 | Survey of Modern Armenian Literature (3) |
| 3. | Arm. 300 | Advanced Modern Armenian (3) |
| 4. | Arm. 306 | Elementary Classical Armenian (3) |
| 5. | Arm. 311/313 | Armenian Grammar—Morphology (3) |
| 6. | Arm. 312/314 | Armenian Grammar—Syntax (3) |
| 7. | Arm. 318 | History of Armenian Language (3) |
| 8. | Arm. 320 | American-Armenian Writers (2) |
| 9. | Arm. 399 | Senior Project (3) |
| 10. | Educ. 308 | Teaching—Learning Strategies—Armenian Emphasis (3) |
| 11. | Hist. 220 | History of Armenian People — Origin to 1500 A.D. (3) |
| 12. | Hist. 221 | History of Armenian People — 1500 A..D. to present |
| 13. | Hist. 321 | The Armenian Question (3) |
| 14. | Hist. 322 | History of Armenian Christianity and Theology (3) |
| 15. | Hum. 362 | Armenian Civilization (3) |

16. SocSc 389 Topics in the Study of the Armenian Diaspora (3)

*** BILINGUAL TEACHER EDUCATION--DIVERSIFIED MAJOR (128 UNITS)**

AREAS OF EMPHASIS: A minimum of 20 semester hours in each of the following areas:

- λ English: Includes grammar, composition, speech and literature, introduction to Armenian literature, and American Armenian Writers.
- λ Social Sciences: U.S. History and Constitution, Psychology, Topics on Armenians in the Diaspora, and Armenian History.
- λ Math/Science: Courses in Mathematics and Physical and Life Sciences.
- λ Humanities/Fine Arts: Music History, Art History, Introduction to Armenian Civilization, and Armenian Language.
- λ Bilingual Education: Courses in Bilingual/Cross Cultural Teaching.
- λ Senior Project: Armenian Seminar - Issues in Bilingual Education, Translation, and Bilingual Writing.

CERTIFICATE PROGRAMS

*** ADVANCED ARMENIAN STUDIES (48 Semester Units)**

Core Requirements:

- 1. Arm. 214 Survey of Armenian Literature Through to 14th Century (3)
- 2. Arm. 215 Survey of Modern Armenian Literature (3)
- 3. Arm. 300 Advanced Modern Armenian (3)
- 4. Arm. 306 Elementary Classical Armenian (3)
- 5. Arm. 311/313 Armenian Grammar—Morphology (3)
- 6. Arm. 312/314 Armenian Grammar—Syntax (3)
- 7. Arm. 318 History of Armenian Language (3)
- 8. Arm. 320 American-Armenian Writers (2)
- 9. Arm. 399 Senior Project (3)
- 10. Educ. 308 Teaching—Learning Strategies—Armenian Emphasis (3)
- 11. Hist. 220 History of Armenian People — Origin to 1500 A.D. (3)
- 12. Hist. 221 History of Armenian People — 1500 A.D. to present (3)
- 13. Hist. 321 The Armenian Question (3)
- 14. Hist. 322 History of Armenian Christianity and Theology (3)
- 15. Hum. 362 Armenian Civilization (3)
- 16. SocSc 389 Topics on the Armenian Diaspora (3)

*** ARMENIAN LANGUAGE AND LINGUISTICS (27 Semester Units)**

- 1. Arm. 300 Advanced Modern Armenian (3) (or, credit by exam)

2. Arm. 311/313 Armenian Grammar—Morphology (3)
3. Arm. 312/314 Armenian Grammar—Syntax (3)
4. Arm. 315 Armenian Phonetics—Phonology (3)
5. Arm. 316 Armenian Lexicology (3)
6. Arm. 317 Armenian Orthography (3)
7. Arm. 318 History of Armenian Language (3)
8. Arm. 399 Professional Paper (3)
9. Educ. 308 Teaching—Learning Strategies—Armenian Emphasis (3)

*** COLLEGE COUNSELING (10 Semester Units)**

1. Education 311 Counseling the College-Bound Student (2)
2. Education 312 Counseling the College-Bound Student (2)
3. Education 313 Counseling the College-Bound Student (2)
4. Education 314 Counseling the College-Bound Student (2)
5. Education 315 Counseling the College-Bound Student (2)

*** COMPUTER TRAINING**

1. COMP100 Introduction to Microsoft Windows 98 (4)
2. COMP 101 Microsoft Word 2000 (Intermediate Level) (4)
3. COMP 200 Microsoft Excel 2000 (Intermediate Level) (4)
4. COMP 201 Microsoft Access 2000 (Intermediate Level) (4)
5. COMP 211 QuarkXPress (4)
6. COMP 212 Microsoft PowerPoint 2000 (4)
7. COMP 214 AutoCAD Release 2000 for Windows 98 (4)
8. COMP 215 CorelDraw V.9.00 for Windows 98 (4)
9. COMP 216 Introduction to Programming & Visual Basic I (4)
10. COMP 217 Visual Basic II (4)
11. COMP 223 Advanced Word/Excel/Access (4)
12. COMP 225 Personal Computer Systems Technician I (4)
13. COMP 226 Personal Computer Systems Technician II (4)
14. COMP 227 Personal Computer Systems Technician III (4)
15. COMP 228 FrontPage 2000 (4)
16. COMP 229 Computerized Accounting (8)
17. COMP 233 (Computerized Video Editing)

*** EARLY CHILDHOOD EDUCATION**

1. ECE 110 Introduction to Early Childhood Education (3)
2. ECE 112A Administration (3)
3. ECE 112B Advanced Administrative Issues (3)
4. ECE 113A Early Childhood Education Field Practice (3)
5. ECE 113B Early Childhood Education Field Practice (3)
6. ECE 113C Early Childhood Education Field Practice (3)
7. ECE 215 Home, School, Community (3)
8. ECE 216 Health and Safety For Young Children (3)
9. ECE 217 Children in a Multi-Cultural Society (3)

- | | | |
|-----|-----------|---|
| 10. | ECE 220 | Curriculum Planning (3) |
| 11. | ECE 226 | Child Care Procedures (1) |
| 12. | ECE 227 | Building Self-Esteem in Young Children (3) |
| 13. | ECE 228 | Techniques for Behavior Change in Young Children (3) |
| 14. | ECE 229 | Positive Discipline Strategies for Young Children (3) |
| 15. | ECE 230 | Practical Issues for Infant and Toddler Programs: Building Alliances with Parents (3) |
| 16. | ECE 231 | Home-School Cooperation and Parent Conferencing (3) |
| 17. | ECE 232 | Human Interaction in Staffing and Administration of Early Childhood Programs (3) |
| 18. | PSYCH 221 | Child Psychology and Development (3) |

LICENSING REQUIREMENTS

California State Department of Social Service

Regulations (Title 22) governing:

PRIVATE PRESCHOOLS

Job: Teacher, Child Care Center/Preschool Education:

High school diploma (or courses leading to) plus 12 units in Early Childhood Education that must include:

- λ Psychology of Child Development (221)
- λ Introduction to Early Childhood Education (ECE 110)
- λ Home, School and Community (ECE 215) and three units in either:
- λ Curriculum Planning (ECE 220) or
- λ Health and Safety (ECE 216)

Job: Director, Child Care Center/Preschool

Education:

12 units in Early Childhood Education (see above), plus 6 units in ECE Administration and Administrative/Staff Relations (ECE 112A and 112B).

Experience:

- λ 1 year plus B.A. or
- λ 2 years plus A.A. or
- λ 4 years and above units

(Note: 1 year equals 100 days of 3 hours per day.)

Note: *A certificate of completion in Early Childhood Education fully qualifies students to meet Title 22 regulations and teach in private preschools in California.*

California State Department of Education Regulations and Credential (Title 5) governing:

Job: Teacher/Public Preschool

- λ Head Start
- λ State Preschool
- λ Migrant Programs
- λ Children's Programs

Required education and experience for California Children's Center Instructional Permit:

- λ 24 units in Early Childhood Education (including courses listed above), completed with "C" grade or better.
- λ 16 semester units of course work in general education including at least one course in each of the following areas: humanities, social sciences, math and/or science, and English.

Plus:

- λ 2 years experience or 1 year plus field practice

Job: Supervisor/Director, Public Preschool

Education and Experience:

- λ Clear California Children's Instructional Permit
- λ B.A. Degree
- λ 6 units of administrative courses (1 advanced level)
- λ 5 years teaching experience on the above instructional permit

* **Co-enrollment in ECE 113 and ECE 226 is necessary.**

** **Three semesters of ECE 113 are required. Students work 15 hours a week in a licensed childcare facility, either paid or volunteer.**

* **ENGLISH AS A SECOND LANGUAGE**

- 1. ESL 101 Beginning English as a Second Language (3)
- 2. ESL 102 Speaking English as a Second Language—Intermediate I (3)
- 3. ESL 103 English as a Second Language—Intermediate II (3)
- 4. ESL 104 Advanced English as a Second Language (3)

* **FOREIGN LANGUAGES**

- 1. Arabic 100 Elementary I (3)

2.	Arabic 101	Elementary II (3)
3.	Arabic 200	Intermediate I (3)
4.	Arabic 201	Intermediate II (3)
5.	Arabic 300	Advanced I (3)
6.	Arabic 301	Advanced II (3)
7.	French 100	Elementary I (3)
8.	French 101	Elementary II (3)
9.	French 200	Intermediate I (3)
10.	French 201	Intermediate II (3)
11.	French 300	Advanced I (3)
12.	French 301	Advanced II (3)
13.	German 100	Elementary I (3)
14.	German 101	Elementary II (3)
15.	German 200	Intermediate I (3)
16.	German 201	Intermediate II (3)
17.	German 300	Advanced I (3)
18.	German 301	Advanced II (3)
19.	Italian 100	Elementary I (3)
20.	Italian 101	Elementary II (3)
21.	Italian 200	Intermediate I (3)
22.	Italian 201	Intermediate II (3)
23.	Italian 300	Advanced I (3)
24.	Italian 301	Advanced II (3)
25.	Russian 100	Elementary I (3)
26.	Russian 101	Elementary II (3)
27.	Russian 200	Intermediate I (3)
28.	Russian 201	Intermediate II (3)
29.	Russian 300	Advanced I (3)
30.	Russian 301	Advanced II (3)
31.	Spanish 100	Elementary I (3)
32.	Spanish 101	Elementary II (3)
33.	Spanish 200	Intermediate I (3)
34.	Spanish 201	Intermediate II (3)
35.	Spanish 300	Advanced I (3)
36.	Spanish 301	Advanced II (3)

* **PARALEGAL STUDIES (45 Semester Units)**

1.	Paralegal 200	Introduction to Paralegal Studies (2)
2.	Paralegal 201	Tort Law and Personal Injury (3)
3.	Paralegal 202	Contracts Law and UCC (3)
4.	Paralegal 203	Business Law (3)

5. Paralegal 204 Property and Real Estate Transactions (3)
6. Paralegal 301 Civil Litigation I (3)
7. Paralegal 302 Civil Litigation II (3)
8. Paralegal 303 Legal Research and Writing (3)
9. Paralegal 304 Family Law and Procedure (3)
10. Paralegal 305 Criminal Law and Procedure (3)
11. Paralegal 401 Bankruptcy Law and Procedure (3)
12. Paralegal 402 Immigration Law and Procedure (3)
13. Paralegal 403 Wills, Trusts and Probate (3)
14. Paralegal 450 Ethics for Paralegals (2)
15. Paralegal 460 Law Office Management (2)

*** TRANSLATION AND INTERPRETATION (8 Semester Units)**

1. TRANS 303 Communication Theory, Language and Communication Behavior, Theory and Techniques of Translation and Interpretation, Practicing the Skills of Translation and Interpretation (4)
2. TRANS 303.1 Building Skills in Text Analysis and Terminology Research Legal, Political, Economic Terminology, Intercultural Communication, Writing, Speaking and Reading Workshop (4)

*** MEDICAL TRANSCRIPTION (20 Semester Units)**

1. MT 100 - Introduction to Medical Transcription (4)
2. MT 200 - Introduction to Anatomy, Physiology, and Coding Rules (4)
3. MT 300 - Advanced Medical Transcription (4)
4. MT 400 - Overview of Law, Varied Computerized Transcription Systems (4)
5. COMP. 100 - Introduction to Microsoft Windows (4)

DESCRIPTION OF COURSES

ARMENIAN STUDIES

ARMN 100 Elementary Modern Armenian I (3).

Introduces alphabet, pronunciation, and word order patterns. Focuses on basic skills. For students with little or no previous knowledge of Armenian. **NCh.**

ARMN 101 Elementary Modern Armenian II (3).

Continuation of 100, with emphasis on vocabulary and conversation. Introduces grammar. **NCh.**

ARMN 200 Intermediate Modern Armenian I (3).

Grammar, syntax, and conversational skills. Dictation and simple composition.

ARMN 201 Intermediate Modern Armenian II (3).

Continuation of 200.

ARMN 214 Survey of Arm. Literature Through the 14th Century (3).

Armenian classical writers and their works. Introduces literary views and problems in ancient and medieval Armenia.

ARMN 215 Survey of Modern Armenian Literature (3).

Armenian writers since 15th century, with emphasis on 19th and 20th centuries. Introduces issues and problems in modern Armenian literature.

ARMN 300 Advanced Modern Armenian (3).

Writing of essays and articles with emphasis on composition, style, and grammar. Reading fairly complex texts.

ARMN 306 Elementary Classical Armenian (3).

Basic Grammar, with emphasis on comparative study and translation from classical Armenian into modern Armenian and English.

ARMN 310 Armenian Novel (3).

The birth of Armenian prose, its development during the Middle Ages, Modernization in the beginning of the 19th century, the Contemporary Armenian Novel. **NCh.**

ARMN 311 or 313 Western and/or Eastern Armenian Grammar - Morphology (3).

This course represents an important division of Western and/or Eastern Armenian Grammar including: Parts of speech, the scientific classification and grammatical, morphological features, etc. Prerequisite: Armenian III (300) or equivalent.

ARMN 312 or 314 Western and/or Eastern Armenian Grammar - Syntax (3).

This course represents an important division of Western and/or Eastern Armenian Grammar including: The structure of sentence and features, the organs of sentence and their relationship, subject, verb and complements, active and passive voices, punctuation, etc. Prerequisite: Morphology 311, 313.

ARMN 315 Armenian Phonetics - Phonology (3).

This course represents: The articulation of sounds, the phonetic system of Western and/or Eastern Armenian, phonetic and phonological features, classification, etc. Prerequisite: Armenian III (300) or equivalent.

ARMN 316 Armenian Lexicology (3).

This course includes: The derivation of words, native Armenian words, borrowed words, the relationship of form, meaning and sound, Armenian lexicon, compound words, etc. Prerequisite: Armenian III (300) or equivalent.

ARMN 317 Armenian Orthography (3).

This course includes: The formation and development of Armenian classical orthography, spelling rules, comparison of classical and modern orthographies, etc. Prerequisite: Armenian III (300) or equivalent.

ARMN 318 History of Armenian Language (3)

History of Armenian language, origins to present. Languages belonging to the Indo-European family, the relationship of the Armenian language to other Indo-European languages; the eastern and western dialects of Armenian; comparative study of grammatical and morphological features.

ARMN 320 American-Armenian Writers (2).

Focus on problems posed by the Armenian Diaspora and duality of cultural heritages as perceived by American writers of Armenian origin. Taught in English.
NCh.

ARMN 399 Senior Project (3).

ART 234 Survey of Armenian Art and Architecture (3).

Introduces one or two of the following areas of Armenian art: Miniature Art, Architecture, Khatch Kars, sculpture and painting.

EDUC 308 Teaching-Learning Strategies — Armenian Emphasis (3).

Educational assessment, planning and evaluation. Emphasizes curriculum development and skills, techniques and strategies for bilingual-cross/cultural teaching competencies.

HIST 220 History of Armenian People - Origins to 1500 A.D. (3)

Armenians as an Indo-European people, the first ethnic formations, Armenians and the Iranians, Greeks, Hittites, Assyrians, Sumerians, Scythians, Cimmerians and others. Political, economic, social, religious and cultural history of the Armenian people.

HIST 221 History of Armenian People - 1500 A.D. to Present (3).

Continuation of 220, including Soviet Armenia, Modern Armenia and Armenians in the Diaspora.

HIST 223 Modern Armenia (1918-1993) (3).

The Armenian Republic, Sovietization of Armenia and the struggle of Armenian people against Bolshevik rule. The re-establishment of the New Republic.

HIST 321 The Armenian Question (3).

The definition of the Armenian question. Structure of the Armenian question. The historical, political and diplomatic bases of the Armenian question. Changes

in the concept of the Armenian question. The Armenian Question on the agenda of world forums. The proposed means to resolve the Armenian question. The Armenian Question in the policy of the Armenian state, the church, political parties and organizations.

HIST 322 History of Armenian Christianity and Theology (3).

The pantheon of pagan Armenia. The first Christian communities in Armenia. The religious, cultural and political aspects of declaring Christianity as state religion in Armenia. The apostolic essence of the Armenian church and its evangelical essence. The doctrine and structure of the Armenian church, the relations of the Armenian church with the Assyrian, Greek, Georgian, Albanian, and Latin churches. The sectarian movements. The political, cultural and social role of the Armenian church. The foundation of the Armenian Catholic and Protestant churches. The Armenian churches today and the ecumenical movement.

HIST 324 History of Armenian Education and Psychology (3).

Education and educational institutions in the history of Armenian people from ancient times to present. Education in Hellenistic Armenia. The first Christian revolution in Armenian Education. Types and centers of Mediaeval Armenian schools, their curriculum. The Armenian Universities of the Middle Ages. Diaspora Armenian Schools. The modernization of the Educational system. Armenian Educational system under Soviet rule. The contemporary Armenian schools in the Diaspora. **NCh.**

HUM 362 Introduction to Armenian Civilization (3).

A holistic approach to Armenian heritage. The integration of economic, social, political, cultural, religious, literary, artistic, geographical factors in Armenian history from its origin to the present times.

MUS 241 History of Armenian Music (3).

Studies history and theory of Armenian sacred and secular music from the 5th Century to the present. Emphasizes modern and contemporary Armenian composers.

PLSC 368 Armenian Political Institutions (3).

Government and non governmental political institutions in recent and contemporary Armenian history. Decision-making process and impact on Armenian society. Prereq.: HIST 221 or instructor's approval. **NCh.**

SOSC 389 Topics in the Study of the Armenian Diaspora (3).

The history of the main phases of the Armenian Diaspora from its origin to the present time. The structure and functions of the Diaspora as an economic, social, political and cultural entity, the socio-psychological image of the Diaspora Armenian today. The role of the Diaspora in the birth and development of the Armenian Republic.

Seminar in a specialized subject, focusing on social, psychological, cultural, or political aspect of Armenian communities. Prereq.: ARMN 362 or 223 or instructor's approval. **NCh.**

COLLEGE COUNSELING

Education 311 — Counseling the College-Bound Student — 2 units

Presents a general overview of college counseling, including counselor responsibilities, the counseling calendar, computer tools, available resources, and student responsibilities.

Education 312 — The College Admissions Process — 2 units

Provides in-depth information on application calendar options, college and university options, students with special needs, and the admission criteria of public and private colleges and universities.

Education 313 — Financial Aid/Testing and Documents — 2 units

Presents thorough coverage of College entrance exams, applications, essays, transcripts and professional documents, includes an in-depth examination of financial aid options and requirements.

Education 314 — Special Issues in College Counseling — 2 units

Discusses the issues of ethics, flow of information/caseload management, effective use of resources, professional organizations and contacts, and student's rights and responsibilities.

Education 315 — Applied School Counseling Techniques — 2 units

An overview of counseling strategies and methodologies, multicultural issues impacting the student's school performance, and intervention strategies and resources.

COMPUTER TRAINING

Comp100 Introduction to Microsoft Windows 98 (4)

This Course Includes: The Computer, Its Major Components And Environment. The Desktop. Managing Files, Folders & Disk Drives With My Computer. The Windows Explorer. Organizing Your HDD. The Task Bar. Using the Internet.

Comp 101 Microsoft Word 2000 (Intermediate Level) (4)

This Course represents: The Word Processing Concept & Methodology. A Tour of The Word Screen. Typing, Selecting, Correcting, Moving, Copying and Checking text. Formatting Characters & Paragraphs. Page Views & Formats "Basics". Managing & Printing your Files From Word. Special formats & Page Layouts. Word's Reusability Features- Never Type Again "Basics". The Drawing Toolbar. Managing Tables. Data Entry. Data Entry, Envelopes & Labels. Mail Merge.

Comp 200 Microsoft Excel 2000 (Intermediate Level) (4)

This Course includes: The Spreadsheet Concept. A Tour of the Excel Screen. Data Entry Tips and Tricks. Formatting Data and Workbooks. Formulas and Functions Built to Last. Charting Your Data. Linking Worksheets and Workbooks "Basics". File and Print Operations "Basics". Data Handling "Basics". Excel's Reusability Features "Basics". Mapping Your Spreadsheets Creating On - Line Spreadsheets. Organizing Charts.
Prerequisite: Win98 100 — Word 100

Comp 201 Microsoft Access 2000 (Intermediate Level) (4)

This Course Includes: The Definition of the Structure "File/Table", the Record and the Field. A Tour Of The Screen. Introduction To the Programming Logic. The Main Elements of Access. Working With Data in Tables. Using Forms With Data. Asking Questions Of Your Data With Queries. Publishing Your Data With Reports. Connecting Access to the Outside World "Basics". Access as a Relational Database "Basics". Office Connections "Basics".
Prerequisite: Win98 100 — Word 100

Comp 211 QuarkXPress (4)

This Course Includes: The Desktop Publishing Concept. A Tour Of The Screen. Xpress Train QuickStart. The Basic Commands. Tackling A Layout. Text Basics and Typographic Tools. Drawing Tools. Working With Text. Adding & Controlling Pictures. Advanced Picture Strategies. Combining Text and Pictures. Laying out Documents. Working With Long Documents. Fine-Tuning Xpress. Working With Color. The Basics of Trappings. Using Quark's Color Management System. Printing Your Pages. Printing Digital Color Separation. Beyond QuarkXpress.
Prerequisite: Win98 100 — Word 100

Comp 212 Microsoft PowerPoint 2000 (4)

This Course Includes: A tour Of The PowerPoint Screen. Text Tips and Formats. Animation, Art and Sound. Making The Presentation. Master Templates & Reusability. File Management And Taking it on the Road. Office Connections—The Whole Office Presentation—PowerPoint and The Web—Macros In PowerPoint.
Prerequisite: Win98 100 — Word 100

Comp 214 AutoCAD Release 2000 (4)

This Course Includes: The CAD Concept. A tour Of The Screen. Draw Command Concepts. Basic Drawing Setup. Draw Commands. Modify Commands. Viewing Commands and Layers. Inquiry Commands. Creating and Editing Text. Blocks and Grip Editing. Multi-view Drawing. Pictorial Drawing. Views. Dimensioning. 3D-Modeling. User Coordinate Systems and 3D Surfaces. Solid Modeling. Shading and Rendering in 3D.

Comp 215 CorelDraw V.9.0 (4)

This Course Includes: The CorelDraw Concept. A Tour Of the Screen (Tools). The Miracle Of The Click. Creating Curves and Lines. Drawing in Bezier Mode. Painters Drawing. The Nodes. Understanding Outlines. Fill'er Up. Quickies. Creating An Illustration. Working with text. Designing Your Environment. Effects and Effects. The CorelDraw Freeway. Drawing For Cyberspace. Approaching Projects Like The Experts.
Prerequisite: WIN98 100 — Word 100

Comp 216 Introduction to Programming & Visual Basic I (4)

This Course Includes: The Programming Logic and Concept. How To Program. A Tour Of The Screen. The Object-Oriented Programming. Variables, Constants and Associated Functions. Sub-Routines, Functions and The Visual Basic Language. Controls. Building the GUI with Forms. Menus and MDI Forms. Building Classes. Using ActiveX Controls. Printing. Problem Solving. Adding Pizzazz with Graphics. Reading and Writing Disk Files. Database Programming. VBASIC & Access. Data Access Methods (DAO — Data Access Object). SQL Language. Prerequisite: WIN98 100 — Word 100. Access 300.

Comp 217 Visual Basic II (4)

This Course Includes: Doing the Impossible with Windows API. Advanced ActiveX Controls. Advanced Registry API Techniques. Using Visual Basic For Communication. Using Visual Basic With Internet/Intranet Applications. Advanced Classes. Advanced Object Errors. Encapsulating System Functionality. Reusable Application Frameworks. Advanced Features. Third Party Tools. VBASIC & Web-Site Programming. ADO (ActiveX Data Object). Real Life Case Study. COM, DCOM.
Prerequisite: Win98 100, Word 100, Access 300, VBASIC 400.

Comp 223 Advanced Word/Excel/Access (4)

This Course Includes: Advanced Word 2000. Advanced Excel 2000. Advanced Access 2000. Advanced MS Windows 98. Word 2000 & the Web. Access 2000 & the Web. Excel 2000 & the Web. Using and Understanding Outlook 2000. Sharing Data Between Applications with OLE. MS DOS V. 6.22 Most Useful Properties & Commands. Basic Networking (MS WINDOWS NT 4.0). Customizing Word 2000. Excel 2000, Access 2000. Understanding & Using MS PowerPoint 2000. PC Systems Technician (Basics). MS Windows Troubleshooting. Customizing MS Windows 98. Advanced Internet Options.
Prerequisite: Win98 — Word 100. Excel 200. Access 300

Comp 225 Personal Computer Systems Technician I (4)

This Course Includes: The PC and Its Components. 3 Main Stages of the PC. Powering a Computer. Mother Board & Compute Communications. Intermediate MS Windows 98 & MS DOS 6.22 For a Technician. Networking in MS Windows 98. Introduction to MS WINDOWS NT 4.0 Basic Troubleshooting. Maintenance & Repair of a PC. Basic Networking (MS WINDOWS NT 4.0 & MS Windows 98). (PC Related).

Comp 226 Personal Computer Systems Technician II (4)

This Course Includes: The Power. Electrostatic Discharge. Network Cabling & Interface. Integrated Drive Electronics—Electronic Analysis of a CPU & a Memory. Intermediate Troubleshooting, Maintenance & Repair Of A PC. Advanced MS Windows 98 & MS DOS 6.22 For a Technician. Understanding Servers & Workstations in MS WINDOWS NT. Understanding Electricity & Electronics. (PC Related). Unix.

Prerequisite: NETTECH 100

Comp 227 Personal Computer Systems Technician III (4)

This Course Includes: Logical Circuits. Digital Still Cameras. Scanners. Video Capture & Video Conferencing. Upgrades. ICs and Microprocessors. Digital & Analog Signals and their Conversions. Advanced Troubleshooting, Maintenance & Repair. Designing & Installing Servers & Workstations in MS WINDOWS NT (PC Related). Novell & NT. Network Planning. Logical & Physical OSI. NT-Server & Internet. NT Server & NetWare Server. Consolidation system. Gateway system.

Prerequisite: NETTECH 100 & NETTECH 200

Comp 228 FrontPage 2000 (4)

This course Includes: The Web-Site & The Internet. LAN & WAN. WYSIWYG Editing in FrontPage. Using Web Components. Advanced Components. Managing Web-Sites. Five Ways to Manage Appearance. Four Ways To Layout Pages. Tables, Borders, Shared Borders. Frames Pages. Positioning. Themes. Design 4 Real - Life Web-Sites. Manage Your Web-Site and Download it on the Internet Server.

Prerequisite: Win98 - Word 100

Comp 229 Computerized Accounting (8)

This course Includes: The Accounting System. How to manage the Accounting of a Corporation or DBA. Understanding the different Accounting Modules. Understanding & Managing the basic bookkeeping of a Corporation. Quick Books (Advanced Level). Understanding & Managing the Taxing system Via Accounting System. Bookkeeping. Invoicing. Receiving Payments. Tracking Accounts Receivable. Entering Accounts Payable Bills. Paying Bills. Running Payroll. Government Payroll Reporting. Configuring and Tracking Inventory. Making Checkbook Adjustments. Reconciling Bank Accounts. Using Budgets. Using Journal Entries. Running General Ledger Reports. Using Online Banking Services. Year—End Procedures. Using Time and Billing.

Prerequisite: Win98 100—Word 100, Excel 200.

Comp 231 Computerized Video Editing (8)

Logging and capturing raw video, assembly of shots on a time line, and the use of effects in the creation of a final video sequence. In-depth overview of the video editing process.

EARLY CHILDHOOD EDUCATION

ECE 110 Introduction to Early Childhood Education (3)

Nature and structure of various types of child care facilities; social and emotional development of children as factors in program planning; observation of children's behavior at childcare facilities. **Recommended prerequisite:** Enrollment in or completion of Psych 221 with a minimum grade of C.

ECE 112A Administration (3)

History and growth of nursery schools and day care centers; laws governing these institutional administrative functions; budgeting personnel selection, records, policies; relationship of these schools to community resources, regulating agencies, parents and teachers. **Prerequisites:** Minimum grade of C in ECE 110 and Psych 221. **Recommended** enrollment in ECE 113.

ECE 112B Advanced Administrative Issues (3)

Current issues in administration, continuing education, schedules, state regulations, financial planning, budgeting, fees, salaries, insurance.

Prerequisite: Minimum grade of C in ECE 112A or proof of equivalent administrative experience and permission of department chairperson.

ECE 113A Early Childhood Education Field Practice (3)

Supervised field practice in approved group programs for preschool children; planning and guiding the play, learning and routine activities of children; practical application of theoretical concepts. **Prerequisites:** Minimum grade of C in ECE 110 and Psych 350 and enrollment in one or more ECE courses and maintain enrollment of 7 units or more including field practice. **Minimum** 15 hours each week of related work. **Credit/no credit** grading. No credit if taken after 9 units of ECE 113.

ECE 113B Early Childhood Education Field Practice (3)

Supervised field practice in approved group programs for preschool children; planning and guiding the play, learning and routine activities of children; practical application of theoretical concepts. **Prerequisites:** Minimum grade of C in ECE 110 and Psych 221 and enrollment in one or more ECE courses and maintain enrollment of 7 units or more including field practice. **Minimum** 15 hours each week of related work. **Credit/no credit** grading. **No credit** if taken after 9 units of ECE 113.

ECE 113C Early Childhood Education Field Practice (3)

Supervised field practice in approved group programs for preschool children; planning and guiding the play, learning and routine activities of children; practical application of theoretical concepts. **Prerequisites:** Minimum grade of C in ECE 110 and Psych 221, successful completion of ECE 113A and B and maintain enrollment of 7 units or more including field practice. **Minimum** 15 hours each

week of related work. **Credit/no credit** grading. **No credit** if taken after 9 units of ECE 113.

ECE 215 Home, School, Community (3)

Effect of family, school and community on children's development; relationships between teachers and parents; human relations in a multi-cultural, urban environment; community agencies concerned with children. **Prerequisites:** Minimum of C in ECE 110 and Psych 221.

ECE 216 Health and Safety For Young Children (3)

Focuses on the special needs of young children in regard to nutrition, health, safety and sanitation in group settings: CPR techniques, preventing and detection of child abuse. **Prerequisites:** Minimum grade of C in ECE 110 and Psych 221. **Recommended** enrollment in ECE 113.

ECE 217 Children in a Multi-Cultural Society (3)

Principles and methods of working with multi-cultural young children; focuses on strategies, materials and resources designed to develop and enhance the multi-cultural experiences for young children in group settings.

ECE 220 Curriculum Planning (3)

Planning and development of appropriate experiences for children, as playing and learning, emphasis on application of principles based on child development; attention to such curricular studies as sciences, language, literature and cooking. **Prerequisites:** Minimum grades of C in ECE 110 and Psych 221. **Recommended** enrollment in ECE 113.

ECE 226 Child Care Procedures (1)

Integrates with ECE 113 (Early Childhood Education Field Practice); current techniques for working with children, parents, staff, curriculum planning and evaluation. **Prerequisite:** Enrollment in ECE 113. **Maximum credit** 3 units, 1 unit each semester.

ECE 227 Building Self-Esteem in Young Children (3)

Designed to assist teachers in understanding how the child's interpersonal growth in the context of his/her interpersonal relationships develops a sense of self and self-esteem. Includes strategies to help teachers create a classroom environment that supports the development of a positive self-image in children.

ECE 228 Techniques for Behavior Change in Young Children (3)

Covers assertive discipline, behavior modification, and other authoritarian and egalitarian approaches to behavior change in young children. Analyze the advantages, disadvantages, and appropriate use of each approach.

ECE 229 Positive Discipline Strategies for Young Children (3)

Examines the forces operative on the behavior of the young child in school, causes of disruptive behavior, and identification of problems requiring teacher intervention. Covers strategies to assist teachers in eliminating disruptive behavior and assist young children in achieving self-discipline.

ECE 230 Practical Issues for Infant and Toddler Programs: Building Alliances with Parents (3)

This course addresses some of the issues concerned with building relationships with parents in an infant/toddler program. Participants learn to form productive, mutually respectful relationships with parents and discuss several common problems faced by infant/toddler programs, including involving parents, nurturing infant/toddler parents and their unique needs, and dealing with difficult parents.

ECE 231 Home-School Cooperation and Parent Conferencing (3)

Examines ways to create an optimal learning environment for children, parents, and teachers as a team in the educational process.

ECE 232 Human Interaction in Staffing and Administration of Early Childhood Programs (3)

Examines staff organization for effective communication and interpersonal relationships. Covers criteria for selecting and evaluating personnel; the administrative role in promoting professional growth, teaching effectiveness, and sensitivity to individual needs; and staff involvement in planning and evaluating programs.

PSYCH 221 Child Psychology and Development (3)

Physical, cognitive, social, and emotional development of the child from infancy to early adolescence.

ENGLISH AS A SECOND LANGUAGE

ESL 100 Beginning English as a Second Language.

Specially designed for students with no proficiency in English. Not available for degree credit. Graded CR/NC.

ESL 101 Speaking English as a Second Language — Intermediate I.

Pronunciation and intonation of general American English for speakers of English as a second language. Not available for degree credit. Graded CR/NC.

ESL 102 English as a Second Language — Intermediate II.

Reading and composition for more advanced non-native students, designed to prepare students for transfer-level courses. Emphasis is on reading of college-level material and on writing of complex sentence patterns and paragraph-level composition. Not available for degree credit. Graded CR/NC.

ESL 103 Advance English as a Second Language.

Readings in college-level essays and short stories; methods of paragraph and essay development; practice in advance English sentence structure. Designed to prepare students for success in transfer-level courses. Not available for degree credit. Graded CR/NC.

FOREIGN LANGUAGES

(Arabic - French - German - Italian - Russian - Spanish)

100 Elementary Modern I (3)

Basic skills with focus on conversation and simple reading. Class meetings, language lab, and reading conversation sessions. Introduces alphabet, pronunciation, and word order patterns. Focuses on basic skills. Aspects of past and contemporary civilization. For individuals with little or no previous language training. **NCh.**

101 Elementary Modern II (3)

Continuation of 100, with emphasis on vocabulary and conversation. Introduces grammar. **NCh.**

200 Intermediate Modern I (3)

Grammar, syntax, and conversational skills. Dictation and simple composition.

201 Intermediate Modern II (3)

Continuation of 200.

300 Advanced Modern (3)

Writing of essays and articles with emphasis on composition, style, and grammar. Reading fairly complex texts.

301 Advanced Modern (3)

Continuation of 300.

PARALEGAL STUDIES

Paralegal 200 — Introduction to Paralegal Studies — 2 units

Introduces role of paralegal in legal profession and surveys the American legal system. Discusses basic legal concepts, covers the creation of legal principles and the anatomy of a civil lawsuit. The course touches upon the process of legal research and introduces the substantive laws. Must be taken by entering students.

Paralegal 201 — Tort Law and Personal Injury — 3 units

Review of the general nature of tort law, covering international torts, negligence, standards of conduct, product liability and strict liability. Specific and

comprehensive attention is given to nature of personal injury litigation, documentation and practices. The course will also cover the torts of invasion of privacy, defamation and malpractice.

Paralegal 202 — Contracts Law and UCC — 3 units

General principles of contracts: Formation, breaches and defenses. Third party rights and obligations will also be covered. Special coverage for the provisions of the Uniform Commercial Code and its application.

Paralegal 203 — Business Law — 3 units

A survey of basic corporation law. Formation of general and limited partnerships. Introduction to limited liability companies. Agency relationship and study of business litigation, including the preparation of the necessary business information and documentation.

Paralegal 204 — Property and Real Estate Transactions — 3 units

The study of basic concepts of real estate law, including acquisition of title and financing. The course covers law concerning concurrent or joint estates, condos and coops, easements and other title issues, real estate contracts, deeds, real estate finance, title exams and insurance.

Paralegal 301 — Civil Litigation I — 3 units

A thorough examination of client counseling. Analysis of the court system, including jurisdictional matters. Specific attention will be given to the initiation of a lawsuit and law and motion pleadings, including motions for summary judgments. Pre-trial procedures and appeals.

Paralegal 302 — Civil Litigation II — 3 units

A comprehensive coverage of the discovery process in litigation. Depositions, interrogatories, request for admissions, obtaining tangible evidence, independent medical examinations, expert witnesses, and discovery motions.

Paralegal 303 — Legal Research and Writing — 3 units

This course will provide legal assistants with a general understanding of the nature of legal research and usage specific techniques. Review of treatises and case laws. Introduction to computer assisted research. Introduction to internet resources and legal web sites.

Paralegal 304 — Family Law and Procedure — 3 units

Family in California. Introduction to Community Property laws and their effect in a dissolution of marriage. Annulments, divorces and property rights. Custody battles, visitation rights, alimony and child support. Student will learn to interview clients and prepare complaints.

Paralegal 305 — Criminal Law and Procedure — 3 units

Introduction to the criminal justice system. Law enforcement and correctional systems. Constitutional safeguards and procedures necessary from arrests to preliminary hearings to trials and sentencing. Study of motions to suppress and to dismiss.

Paralegal 401 — Bankruptcy Law and Procedure — 3 units

Introduction of the current overview of bankruptcy law from a very practical perspective. Numerous sample forms and pleadings will show students what they'll see and do as paralegals. Survey of Chapters 7, 11 and 13. Creditor's claims, automatic stays, creditor and debtor motions, and exemptions.

Paralegal 402 — Immigration Law and Procedure — 3 units

A comprehensive study of the visa system, including B1, B2, H1 and L1. Introduction to different immigration forms and procedures. An overview of the labor certification, asylum and deportation procedures.

Paralegal 403 — Wills, Trusts and Probate — 3 units

This course introduces the probate field for paralegals, including accounting, closing an estate, and making sales and real property. An overview of the Judicial Council forms. Survey of the federal estate tax return and how to complete of the main schedules, practical tips, and gift taxes. Covers interstate estates, preparation of wills, and estate planning in general terms.

Paralegal 450 — Ethics for Paralegals — 2 units

A study of legal ethics and ethical dilemmas from the perspective of the paralegal. An overview of the ABA Model Rule that applies to attorneys in informing paralegals how to act in accordance with the rules and better assist attorneys. A discussion of business ethics in working for a law firm, a major corporation, a government agency or other type of businesses.

Paralegal 460 — Law Office Management — 2 units

A practical, comprehensive course that prepares the legal assistant student for the law office. Includes a general overview of various areas of substantive law, focusing on documents and forms that students will commonly prepare. Introduction to computer assisted calendaring, word processing for lawyers, and billing. Bookkeeping and proper handling of trust accounts.

TRANSLATION AND INTERPRETATION (Armenian, English Arabic)

TRANS 303 Translation and Interpretation (4).

Theory and techniques of translation and interpretation. The course is designed to provide training to students who have already achieved a high level of proficiency in Armenian or Arabic and in English.

TRANS 303.1 Advanced Translation and Interpretation (4)

Continuation of Armenian 303.

MEDICAL TRANSCRIPTION

MT 100 - Introduction to Medical Transcription (4)

Introduction to medical claims. Symbols and abbreviations. Basic understanding of terminology. Career opportunities.

MT 200 - Introduction to Anatomy, Physiology, and Coding Rules (4)

Overview of ICD-9-CM basic coding rules. Introduction to human anatomy and physiology. Preparation of the different claim forms.

MT 300 - Advanced Medical Transcription (4)

The study of various health care programs: Medicare, Medical. This course builds a previous knowledge of the basic principles of ICD-9-CM/CPT coding systems.

MT 400 - Overview of Law, Varied Computerized Transcription Systems.

Health record content, format, management and analysis. Using the medical billing software and on-line billing. An overview of the law. Health record as a legal document. Retention of records and confidentiality

PERSONNEL

Officers of the Board of Trustees

λ Honorary Chairman

Rev. Dr. Samuel Doctorian

λ Chairman (Acting)
Mr. Onnik Mehrabian

President of the College
Dr. Garbis Der Yeghiayan

λ Vice Chairman
Mr. Jerry Torossian

λ Secretary
Dr. Varoujan Gabouchian

λ Treasurer
Mr. John Ekmekjian

λ Advisor
Dr. Richard Dekmejian

FACULTY & STAFF

- λ Abrahamian, Vardan B.S., Applied Mathematics, Yerevan State University. Computer Training.
- υ Avetisyan. Manoushak M.A., Yerevan State University; Ph.D. Moscow Institute of Foreign Languages. ESL, Translation and Interpretation.
- υ Avsharian, Roupen B.S.L, Western State University; B.A., University of La Verne, M.A., American Military University; J.D., Western State University. Paralegal Studies.
- λ Der Yeghiayan, Garbis B.A., American University of Beirut. M.A, American University of Beirut, Doctorate in Education, University of La Verne, La Verne, California. Education.
- λ Hagopian, Rafi B.S., American University of Hawaii. Computer Science.
- λ Hakobyan, Varsenik B.A., Teaching Credential, California State University of Los Angeles. ESL.
- λ Hayrapetian, Onnik B.A., University of Isfahan, Iran; M.A., University of Tehran, Iran. Ph.D., Urartu University, Yerevan, Armenia. Armenian Studies

- λ Mankerian, Vatché B.M., M.M., Ph.D. Candidate, University of Southern California. Armenian Music.
- λ Toutounjian, Knar B.A. University of La Verne, M.A. Grand Canyon University, Early Childhood Education.

FOR FURTHER INFORMATION MAIL TO:

Admissions Office
Mashdots College
744 S. Glendale Avenue
Glendale, CA 91205

Name _____

Address _____

Telephone (home) _____

(work) _____

School/College currently attending _____

I am interested in attending Mashdots College in the

_____ Fall, _____ Spring _____ Summer of (Year) _____

I'd like more information on...

— Degree Program in _____

— Certificate Program in _____

Please send me the following:

— Application For Admission

— Financial Aid Information and Application

— College Catalog

— Other (Please specify): _____

A prospective students is provided, either in writing or electronically,
with a school catalog

ANNUAL UPDATES

Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Mashdots College is licensed to operate by the California Bureau For Private Postsecondary Education.

Mashdots College admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students and does not discriminate on the basis of race in administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

M A S H D O T S C O L L E G E
744 S. Glendale Avenue
Glendale, CA 91205

Telephone (818) 548-9345

E-mail: mashdots@aol.com

Website; mashdotscollege.org