



Southeastern University

**2008-2010
ACADEMIC
CATALOG**

This catalog is the successor to the 2005 – 2007 Catalog and applies to students entering Fall 2008. This Catalog is subject to change to reflect development in the University’s curricula. Those changes will appear as addenda to this document and will be posted for the public as available.

Welcome from the President

Since 1879, Southeastern University has offered its students advanced, market-driven educational opportunities in the field of business in an environment that fosters academic excellence, leadership development, critical thinking, and the exit competencies demanded by today's business environment. The University's rich tradition in business management and leadership is complemented with disciplines in **entrepreneurship, computer science, liberal studies, and public administration**. The value, discipline, and creativity of the entrepreneurial mindset are integrated throughout all academic disciplines at the certificate, associate's, bachelor's, or master's program levels in Business Management, Computer Science, Information Systems, Public Administration, and Liberal Studies Programs.

Our focus is to develop the business leader who thinks as an entrepreneur and the successful entrepreneur who demonstrates sound business leadership practices. Our students graduate with a strong liberal arts core and skilled in the technology of their professions. Our unique academic year operates on a "quadmester" system. That gives students the opportunity to obtain an undergraduate or graduate degree in a shorter period of time than the usual college, while not sacrificing the critical course content demanded by disciplines. Flexible daytime, evening, and weekend, courses offer an added convenience for students who are employed or have other obligations.

Our students are from diverse social, religious and ethnic backgrounds, ensuring a wide range of opportunities for educational enrichment and social interaction. The University faculty is composed of persons who are distinguished scholars, high-ranking professionals in the government or executives in private industry with practical experiences and a track record of success in their professions. Their frequent contacts with outside communities and firms enable them to bring up-to-date perspectives to the teaching/learning laboratory and to respond quickly and competently to the changing educational needs of our modern technological society.

Southeastern University is conveniently located in the heart of Southwest Washington, DC, adjacent to the Waterfront and Capitol Hill. Its close proximity to federal agencies—such as the Departments of Transportation, Health and Human Services, Housing and Urban Development, Education, Commerce, Labor, Justice, and Agriculture—make it ideally situated for employees who want to pursue degree programs or to take refresher classes.

To further encourage community awareness, Southeastern makes available its facilities and resources for both educational and social purposes. The University has developed relationships with area business establishments, corporations, law firms, financial institutions and consulting firms in order to further enhance its academic programs and the employment possibilities for students and graduates.

Thank you for choosing Southeastern University.

Charlene Drew Jarvis, Ph.D.
President

About Southeastern University

MISSION STATEMENT

Southeastern University is a private, non-profit institution of higher education that serves the urban population in the greater Washington, D.C. area. Course offerings include certificates in Business Management, Public Administration, Liberal Studies, and Technology. The university also awards Associate's, Bachelor's, and Master's degrees in Business Management, Liberal Studies, Public Administration, Information Technology, and Allied Health. Southeastern University's student body represents a diverse population of commuter students that includes working adults, recent high school graduates, and international students that the university prepares for success in a competitive marketplace. These students are predominately minorities who seek higher education as a route to self-empowerment and social, economic, and personal success. The university meets the needs of this diverse population by providing small classes, expertise in the field, a supportive infrastructure (i.e. faculty, technology, equipment, etc.) and in-service learning opportunities.

Adopted by the Board of Trustees February 14, 2008

Vision

Southeastern University seeks to be an academic innovator fostering excellence by opening tomorrow's vistas to our multi-cultural community through visionary business education today.

Goals & Commitment

Southeastern University's goals are to:

- I. Provide practical and professional training and undergraduate and graduate programs in higher education that lead to the baccalaureate and/or master's degree.
- II. Equip students with concepts and skills that enable them to be life-long learners.
- III. Create an academic climate that is conducive to learning and student success that improves students' lives and their contributions to the community.

In carrying out its goals, the university is committed to:

1. Providing access to an opportunity for higher education to learners throughout the greater Washington, DC area and beyond.
2. Providing academic support and assessments that assist students upon entering the university and throughout their matriculation.
3. Developing curricula that integrate theory and practice to provide students with practical skills.
4. Creating an environment for success that includes advising, mentoring, and development of study and life skills.
5. Selecting faculty members who are experts in their fields and who enhance courses through their public and private sector experience.
6. Developing partnerships with business, government, community, and civic groups that help the University identify and respond to emerging marketplace needs.

7. Providing students with hands-on experiences through the use of in-service learning opportunities.
8. Preparing students with concepts and skills to make a positive contribution in their careers and communities.
9. Equipping students to be life-long learners by providing them with critical thinking, technology, communications, and teamwork skills.
10. Continuously improving the universities systems to meet the needs of students and including them in the assessment and governance process.

HISTORY

Southeastern University was founded in the Nation's capital in 1879 by the Young Men's Christian Association of the District of Columbia. The first classes-offered to the great influx of newcomers to Washington included French, mathematics, general education, religion and business. In 1907, the Washington School of Accountancy was added to the University, creating a specialty which continues to this day. Incorporation by the city government as the Southeastern University of the Young Men's Christian Association of the District of Columbia followed in 1923.

On August 19, 1937, an act of Congress declared the name of the institution to be "Southeastern University" and provided a federal charter, twice amended by the Congress, first in 1966 and again a decade later. The main campus has moved over the years. Since 1972 Southeastern has been located at 6th and I Streets in the Southwest quadrant of Washington, DC on a site formerly occupied by the Hawthorne School.

In 1996, the University Board of Trustees selected as the ninth president, the Honorable Charlene Drew Jarvis, at the time a member of the Council of the District of Columbia since 1979. She served as a chair of the City Council's powerful Committee on Economic Development and numerous other official and community committee organizations. A prominent community leader, Dr Jarvis is a trained scientist with a doctorate in neuropsychology and a scientific researcher. She is also a daughter of the late Dr. Charles R. Drew, the famous blood bank pioneer.

Since 1997, Southeastern University has been a member of the Consortium of Universities of the Metropolitan Washington Area, entitling students to take courses at other Consortium institutions and participate in Consortium scholarships and grant competitions.

For more than a century, many programs have been added, including liberal arts, business, public administration, health services, and a wide variety of computer/technical programs, among others. Today, Southeastern offers associate's, bachelor's, and master's degrees, as well as numerous professional certificates. Some of the recent innovations include: e-learning; the Center for Entrepreneurship/Continuing Education, which offers programs in entrepreneurship and property management; and the Center for Allied Health Education at Greater Southeast Community Hospital.

As President Jarvis often remarks in her speeches throughout the country, the guiding purpose of the University's founders was to afford students a practical education. Southeastern's alumni extend their influence intensely in the Greater Washington metropolitan region, which increasingly looks to the University for the best in higher education leadership and intellectual standards.

Today, Southeastern builds the strengths of the community it serves through workforce development initiatives while providing access to educational opportunities. Dedicated to

empowering its graduates with exit competencies that provide a competitive edge in the market place, the University embraces its mission to have a direct impact on the economic development of the region. In its second century, Southeastern University continues its tradition of educating business, technology and government leaders for the nation's capital, surrounding communities, and beyond.

TRADITIONS

Southeastern University's traditional school colors are burgundy or red and gold. A frequently seen regional bird, the hawk, was designated as the mascot, representing values of strength, action, and truth. The University's seal depicts the lamp of learning and the Latin word *veritas*, often referenced in *lux et veritas floreant* (let light and truth flourish).

ACCREDITATION

Southeastern is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, (215)662-5606. (www.msche.org) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

AFFILIATIONS

The University is a member of the Middle States Association of Colleges and Schools, the American Council on Education, the Association of Collegiate Business Schools and Programs (ACBSP), the American Management Association (AMA), the National Association of College and University Business Officers (NACUBO), the National Association of Independent Colleges and Universities (NAICU), the International Federation for Business Education (IFBE), the National Association for College Admission Counseling (NACAC), the National Association of Foreign Student Advisors (NAFSA), the National Association of Student Financial Aid Administrators, the DC/Delaware/ Maryland Association of Financial Aid Administrators, the Eastern Association of Financial Aid Administrators, American Association of College Registrars and Admissions Officers (AACRAO) and the College Board.

LOCATION

Southeastern is located close to the Waterfront/Southeastern University and L'Enfant Plaza Metro stations. It is especially convenient to employees of the U.S. Departments of Transportation, Housing and Urban Development, Health and Human Services, Education, Labor, Commerce, Justice, and Agriculture, as well as the Library of Congress and the museums of the Smithsonian Institution. Similarly, the University is located near business establishments, law firms, financial institutions, consulting firms, and the United States Congress.

Visit the university website for additional directions and information on travel to both the mail campus and Center for Allied Health satellite location.

Southeastern University
501 I St., SW (at 6th St.)
Washington, DC 20024

Center for Allied Health Education

Unity Medical Center
1310 Southern Avenue, SE
SEU 2nd Floor Rear Annex
Washington, DC 20032

University Web site:
www.Southeastern.edu

Hours of Operation (Office hours apply to student needs offices) *Non-Registration Period*

Monday, Tuesday, Thursday, Friday 9:00am-6:00pm
Wednesday 10:00am-7:00pm
Saturday 10:00am-2:00pm

Hours of Operation (Office hours apply to student needs offices) *Registration Period*

Monday - Friday 10:00am-7:00pm
Saturday 10:00am-2:00pm

Enrollment Information

THE OFFICE OF ADMISSIONS

Southeastern University welcomes applications for full-time or part-time admission from applicants who wish to enter the University as first-time freshman or transfer undergraduate students; or first time graduate or transfer graduate students. Students can be admitted during any of the four quadesters of the academic year: Fall (September), Winter (January), Spring (March/April), and Summer (June).

Southeastern University
Office of Admissions
501 I Street, SW
Washington, DC 20024
USA
Phone: (202)-COLLEGE (202-265-5343)
Fax: (202) 488-8093
Email: admissions@seu.edu

Application Procedures

Before a student is processed for registration, the student must complete an application and be admitted by the Office of Admissions. It is the applicant's responsibility to make certain that all documents necessary for admission are sent to the Admissions Office. Incomplete applications will delay the admission decision. Applicants will receive written notification of the admissions decision within two weeks of receipt of all application materials.

UNDERGRADUATE STUDENT ADMISSIONS

Categories of Undergraduate Admission

Undergraduate students may seek admission as degree-seeking or non-degree-seeking students.

Degree-seeking: Applicants who meet all undergraduate admission requirements and who wish to complete a degree program will be admitted as degree-seeking students.

Non-degree-seeking: Applicants who desire to take courses at Southeastern without seeking a degree will be admitted as non-degree students. Non-degree students are ineligible for financial aid, including student loans.

Provisional Admission: Students who demonstrate potential to be successful, but who do not meet the University's minimum admissions requirements may be accepted as provisionally admitted students. Provisionally admitted students are restricted to two courses in the first quadmester and must maintain a GPA of 2.0. Provisionally admitted students who earn a 2.0 GPA after one quadmester are given full admission to the University. Provisionally admitted students whose GPA falls below a 2.0 in the first quadmester are unable to enroll a second quadmester.

ADMISSION REQUIREMENTS FOR DEGREE SEEKING UNDERGRADUATE STUDENTS

Applicants to undergraduate degree programs must:

1. Submit a properly completed **application** form with the non-refundable application fee (see schedule of fees);
2. Make arrangements to have "official" high school/GED **transcripts** and undergraduate transcripts from all colleges and universities attended sent directly to the Office of Admissions. The term "official" means a computer-generated record of the student's transcript or copy of the original transcript certified by an officer of the student's school or by a notary public. **Faxed copies and photocopies of original transcripts will not be accepted.**

All students who are admitted to the university must complete the following prior to registration:

1. Complete the Accuplacer **Placement Tests** (only if the applicant is not transferring the equivalent of ENGL 101, MATH 101 or more advanced courses in these fields).
2. Provide **immunization (vaccination) records** for Measles/Mumps/Rubella (MMR) and Diphtheria / Tetanus (DT). (These records are only necessary for applicants under the age of 26.

ADMISSION REQUIREMENTS FOR NON-DEGREE SEEKING UNDERGRADUATE STUDENTS

Non-degree seeking undergraduate applicants must:

Submit a properly completed **application** form with the non-refundable application fee (see schedule of fees);

Students under 26 years old must provide **immunization (vaccination) records** for Measles/Mumps/Rubella (MMR) and Diphtheria / Tetanus (DT) (These records are only necessary for applicants under the age of 26.

Students who wish to change from non-degree to degree-seeking status must complete a “Change of Program” form from the Admissions Office, and must satisfy regular acceptance requirements. Once cleared, a letter of acceptance into an undergraduate program will be issued. Non-degree credits are included in the maximum amount of credits transferred into a degree program.

Undergraduate Enrollment Requirement

Southeastern University students seeking a Bachelor of Science degree or Bachelor of Arts degree must take the final 60 credit hours from Southeastern. Associate degree seeking students must take the final 30 credit hours from Southeastern.

ADMISSION REQUIREMENTS FOR TRANSFER UNDERGRADUATE STUDENTS

Students transferring into the undergraduate program must:

1. Submit a properly completed undergraduate application with the non-refundable application fee (see schedule of fees).
2. Submit copies of all transcripts for all previously attended undergraduate institutions. Students with fewer than 48 credit hours must also submit official high school transcripts or GED transcripts with the applicant’s test results. (Applicants who have completed more than 48 credit hours at another accredited undergraduate institution do not need to submit secondary school transcripts.)
3. Applicants who wish to transfer to an undergraduate program at the university and who have earned a G.P.A. of less than a 2.0 must submit two letters of recommendation and a personal statement to the Admissions committee.

TRANSFER CREDIT ALLOWANCES

Undergraduate students admitted to a degree program may transfer up to:

1. Thirty (30) credits towards an Associate of Science Degree or Associate of Arts Degree;
2. Sixty (60) credits towards a Bachelor of Science Degree or Bachelor of Arts Degree.

To apply for transfer credit from another institution, an applicant must have official transcripts from all previously attended institutions forwarded to the Office of Admissions. For proper evaluation of these credits, students may need to submit the institution’s course catalog. Only courses from nationally accredited institutions for which the undergraduate student earned a grade of “C” or better will be considered for transfer. Acceptance of undergraduate credits earned more than seven years prior to admission are subject to the review and approval of Academic Advising and the Academic Department Chairperson.

Concurrent Enrollment Program

The Concurrent Enrollment Program is for students 16 or older who wish to take college level courses from Southeastern while still enrolled in high school or an approved home study program. Students must be high school seniors or, if in an approved home study program, provide documentation of the completion of junior-level work. Each student must:

1. Have a cumulative grade point average of 3.00 or the equivalent;
2. Be certified by the school principal or designated authority as approved for participation;
3. Apply for admission as non-degree;

4. Take relevant college placement tests, with college-level placement scores, prior to registration.

High school juniors may be eligible for participation provided they are 16 years of age and have completed all required high school coursework with a 3.00 cumulative grade-point average. Concurrent enrollment students may take no more than two courses each quadmester and must abide by all college policies, procedures, and regulations while on campus or in the classroom.

Advanced Placement Tests

Students who submit Advanced Placement (AP) Test scores of 3 or better will earn university credit. Information on procedures for applying for AP transfer credit can be obtained from the Office of Academic Advising.

ACT Scores

New students who submit ACT scores of 19 or above in the English and Reading Subtests are not required to take the English placement test.

Placement in English and Mathematics Courses

English and Mathematics Accuplacer are offered to determine appropriate course placement. All new students must take placement tests unless transfer credits equivalent to ENGL 101 and MATH 101 are accepted from another accredited university. Students taking placement tests must:

1. Earn a score of 30/45 on the Reading Test; a 25/40 on the Written Exam and a Pass on the Essay to be placed in a college-level English course.
2. Pass the Mathematics Placement Test with at least a 25 or better to be placed in a college-level Mathematics course.

Enrichment Courses

Students who do not place into college level courses will be required to take (non-degree credit) Enrichment courses in the appropriate areas for development of Math and/or English skills.

Students admitted with conditions to the freshman class must meet their requirements. The English requirements may be met by achieving a score of 30/45 on the Reading Test a 25/40 on the Written Exam and a Pass on the Essay. Students who passed will be placed in English 101 depending on their scores or the recommendation of the chair of the Liberal Studies Department. In general, students must pass the Mathematics Placement Test with at least a 25 or better. The mathematics requirements may be satisfied by passing appropriate non-degree credit courses. In special circumstances, with permission of the chair of the Department of Business Management & Information Systems Management, passing appropriate credit-bearing courses will be acceptable.

College Level Examination Program (CLEP)

For selected undergraduate courses, the University recognizes the College Level Examination Program (CLEP) offered by the College Entrance Examination Board. University policy permits an entering student to earn a maximum of 15 CLEP credits for the Associate's degree and a maximum 30 CLEP credits for the Bachelor's degree (these are applied to the maximum allowable transfer credits). A student must matriculate at the University before requesting advanced standing for CLEP credits. A student may not:

1. Receive credit for both a passed CLEP examination and the equivalent Southeastern course;

2. Include the CLEP credits in the 30-hour residency requirement for the Associate of Science Degree or Associate of Arts Degree;
3. Include CLEP credits in the 60 hour residency requirement for the Bachelor of Science Degree or Bachelor of Arts Degree.

To take CLEP exams, a student must obtain approval of the appropriate Academic Department Chairperson. The test may be taken at any CLEP testing center. The student must request that The College Board send the official report to the University's Registrar's Office.

Challenge Examination

For selected undergraduate courses, the University recognizes credits obtained through challenge examinations, which may be included in the total number of allowable transfer credits to a program. Southeastern University students may obtain course credit through successful performance on a challenge examination. Students may challenge only 100 and 200 level courses and may not challenge courses listed as major requirements. Challenge examinations will not be given if a CLEP examination exists for the courses that students seek to challenge. Students are limited to nine (9) credit hours by challenge examinations. Students must first secure written permission from the appropriate Academic Department Chairperson. Forms for challenge examinations are available in the Registrar's Office. A challenge examination fee will be assessed on a per examination basis. Current fees are listed on the fee schedule published in each quadmester's "Course Schedule."

Prior Work/Life Experience

For selected undergraduate courses, the University gives credit for Prior Work/Life Experience. An evaluation of the knowledge a student has gained through prior work/life experience is conducted through review of a Prior Learning Portfolio. Through this process, the University tries to equate prior work/life experiences to courses taught at the college level. A Prior Learning Portfolio is a written record presented by the student requesting college credit for learning outside the classroom. Credit is given only for college-level learning, and the portfolio must be well documented and organized. The following are required elements of the portfolio:

1. Identification and definition of specific prior learning for which college credit is being requested;
2. An essay or narrative explaining how this prior learning related to the student's desired degree program, from what experiences it was gained and how it fits into his/her overall education and career plans;
3. Documentation that the student has actually acquired the learning he/she is claiming;
4. A credit request listing exactly how much credit the student expects in each subject area.
5. A maximum number of allowed credit hours are as follows:
 - a. Associate Degree, 15 credits;
 - b. Bachelor Degree, 30 credits and;
 - c. Master Degree, 0 credits.

Students who wish to apply for credit based on prior work/life experience must start the process by consulting their Department Chairperson who will provide guidelines on how to complete a Prior Learning Portfolio and will assign the student a faculty advisor to evaluate the portfolio. Students are advised that they will be assessed a fee for each credit earned through the Credit for Prior Work/Life Experience. Current fees are listed on the fee schedule published in each quadmester's "Course Schedule."

Military Service Credits

All credits obtained through military service are included in the total number of allowable transfer credits to a program. Southeastern University is a member of the Service-members Opportunity Colleges (SOC). Veterans of the United States Armed Services may obtain credit for college level academic achievements.

Defense Activity for Non-Traditional Education Support (DANTES)

All credits obtained through DANTES are included in the total number of allowable transfer credits to a program. Students who have taken subject examinations under DANTES may receive academic credit at the university. Students interested in receiving such credit need to have official transcripts forwarded to the Admissions Office.

Servicemembers Opportunity Council for Navy Personnel (SOCNAV) and Servicemembers Opportunity Council for Marine Personnel (SOCMAR)

The University is a member of the Servicemembers Opportunity Council for Navy Personnel (SOCNAV) and Marine Personnel (SOCMAR). SOCNAV and SOCMAR are worldwide consortia of colleges and universities which assist Navy and Marine personnel in completing degree programs by reducing residency requirements, sharing course information and increasing opportunities for transfer of credits between member institutions. Students should meet with the SOCNAV/SOCMAR advisor at their primary institution to complete a degree contract to ensure maximum transferability of credits. Active duty Navy and Marine personnel should follow the appropriate procedures for full-time, part-time or transfer students. The University will grant credit for courses taken from service schools and other agencies recommended in the current edition of the American Council on Education's National Guides to the Evaluation of Educational Experiences. Credits are limited to those courses which the University determines to be applicable to its degree. Credits will not be granted for courses not recommended or not found in these publications. Before any evaluation can be made, records for each school or agency must be submitted to the Admissions Office.

RETURNING FOR A SECOND UNDERGRADUATE DEGREE

Students who have received a degree from Southeastern University may return to pursue a second degree. These students should apply through the Admissions Office. They should complete an application form and submit it along with the non-refundable application fee. All student debts must be cleared before the application deadline. Students should also submit a letter from the appropriate department chair granting permission to enroll in that major. Students, who have obtained a bachelor's degree at an institution other than Southeastern University and want to pursue a second degree, must apply through the Office of Admissions.

Double Majors

A double major is the concurrent fulfillment of requirements of two majors. In order to earn a degree with two majors, an undergraduate student must complete the courses required in each major, any prerequisites courses required for both majors, and the General Education requirements for the primary major.

To apply for a Double Major, the student must currently be enrolled in the first major or apply for a Double Major while enrolling for the first time. The Double Major form will not be honored once the student has completed requirements for the first major. No student may receive the same degree twice from the University.

A primary major is the major which appears on the transcript as the degree awarded and the second major will appear as an accompanying note. Only one diploma is awarded, and a notation recognizing completion of the second major is posted on the student's transcript.

To initiate the double major, a student should obtain the form and instructions from the Office of the Registrar.

UNDERGRADUATE READMISSION POLICY

Reasons for Applying for Readmission

Students must apply for readmission to the University if they:

1. Have not been enrolled for four or more consecutive quadesters; or
2. Were academically dismissed from Southeastern.

Re-admission Application Procedures

Applicants for readmission must submit:

1. A properly completed **application** form with the non-refundable readmission fee (see schedule of fees);
2. A typewritten **personal statement** (only necessary for students who were dismissed);
3. Two **letters of recommendation** to the Admissions Committee (only necessary for students who were dismissed).

Applicants will be readmitted when all undergraduate admissions requirements are satisfied. While in review, applicants may be required to resubmit all official or certified copies of transcripts. A readmitted student is subject to all academic requirements and regulations of the current catalog in effect at the time of readmission.

GRADUATE STUDENT ADMISSIONS

Categories of Graduate Admission

Graduate students may enter as degree-seeking or non-degree seeking students.

Degree-seeking: Applicants who meet all graduate admission requirements and who wish to complete a degree program will be admitted as degree-seeking students.

Non-degree-seeking: Applicants who desire to take courses at Southeastern University without seeking a degree will be admitted under non-degree status. Non-degree students are not eligible for financial aid, including student loans.

ADMISSION REQUIREMENTS FOR DEGREE SEEKING GRADUATE STUDENTS

Applicants to graduate degree programs must:

1. Submit a properly completed **application** form with the non-refundable application fee (see schedule of fees);
2. Make arrangements to have official or certified true copies of all **undergraduate and graduate transcripts** from all colleges and universities attended sent directly to the Office of Admissions. The term “official” means a computer-generated record of the student’s transcript or copy of the student’s original transcript certified by an officer of the student’s school or by a notary public. Transcripts of earned degrees must show degree completion with graduation date. **Faxed copies and photocopies will not be accepted;**
3. Students with an earned undergraduate degree with less than a 3.0 cumulative grade point average may petition the Admissions Committee for an application review. Applicants

should note that while the Admissions committee will consider all applicants who submit materials for review, students who do not meet the minimum requirements are not guaranteed admission to Southeastern University. To petition, the applicant must submit:

- a. A typewritten personal statement of at least 500 words, describing why he/she wishes to pursue his/her graduate program at Southeastern University, and how the degree will serve his/her career goals and objectives; and
 - b. Two letters of recommendation from references that will be able to relate specific and relevant details about his/her performance. Recommendations provide the opportunity for the Admissions Committee to gain additional information about the applicant's ability, potential, and readiness for the graduate program to which the applicant has applied. It is highly recommended that the applicant seeks references from faculty members, advisors, internship supervisors, and current or past employers, or colleagues. The applicant should arrange to have the personal statement and letters of recommendation sent directly to the Office of Admissions for timely admissions clearance,
5. Complete **prerequisite courses**. If an applicant's undergraduate academic major varies widely from his/her proposed graduate major at Southeastern University, certain undergraduate courses may be required and successfully completed before commencing graduate level study. Identification of necessary prerequisites will be determined by the Department Chairperson;

All students who are under 26 years old are required to provide **immunization (vaccination) records** for Measles/Mumps/Rubella (MMR) and Diphtheria / Tetanus (DT).

ADMISSION REQUIREMENTS FOR NON-DEGREE SEEKING GRADUATE STUDENTS

Non-degree-seeking graduate applicants must:

1. Submit a properly completed **application** form with the non-refundable application fee (see schedule of fees);
2. Provide **immunization (vaccination) records** for Measles/Mumps/Rubella (MMR) and Diphtheria / Tetanus (DT) (only necessary for applicants under the age of 26 who are enrolled in on-campus courses);
3. Students who wish to change from non-degree to degree-seeking status must complete a "Change of Program" form from the Admissions Office, and must satisfy regular acceptance requirements. Once cleared, a letter of acceptance into a graduate program will be issued. A maximum of six (6) non-degree credit hours can transfer towards a graduate degree program.

TRANSFER CREDIT ALLOWANCES

Transfer of credits may be accepted only on the following conditions:

1. Students who wish to transfer graduate level courses from other accredited institutions must provide evidence that the courses are comparable in content to those offered in the program of study at Southeastern;
2. A maximum of 6 credit hours of work taken at other accredited academic institutions may be accepted provided those credits carry a grade of "B" (3.0) or better;
3. These requirements may not have been used to satisfy the requirements for another degree;
4. The coursework must not be more than five years old at the time of admission;

5. Transfer credits will not be used as substitutions.

RETURNING FOR A SECOND GRADUATE DEGREE

Students who have received a degree from Southeastern University may return to pursue a second graduate degree. Students should apply through the Admission's Office. They should complete an application form and submit it along with the non-refundable application fee (see schedule of fees). All student debts must be cleared before the application deadline. Students should also submit a letter from the appropriate department chair granting permission to enroll in that major. Students, who have obtained a master's degree at an institution other than Southeastern University and want to pursue a second degree, must apply through the Office of Admissions. Note that a returning graduate student cannot receive the same degree twice from the University. Also, Major requirement courses will not be counted twice.

GRADUATE READMISSION POLICY

Reasons for Applying for Readmission

Graduate Students must apply for readmission to the University if they:

1. Have not been enrolled for four or more consecutive quadesters in a graduate program;
or
2. Were academically dismissed from Southeastern.

Re-admission Application Procedures

Applicants for graduate readmission must submit:

1. A properly completed **graduate application** form with the non-refundable readmission fee (see schedule of fees); and
2. A typewritten personal statement, and two letters of recommendation to the Admissions Committee (only necessary for students who were dismissed).

Applicants will be readmitted when all graduate admissions requirements are satisfied. While in review, applicants may be required to resubmit all official or certified copies of transcripts. A readmitted student is subject to all academic requirements and regulations of the current catalog in effect at the time of readmission.

INTERNATIONAL STUDENTS

Definition of An International Student

International students are defined by the University as those persons who are not citizens or permanent residents of the United States of America.

General Information

Southeastern University welcomes applications from qualified international candidates around the world. In view of the participatory nature of the undergraduate and graduate programs, students must possess highly developed proficiency in written and oral English. Applicants from non-English-speaking countries are required to take the Test of English as a Foreign Language (TOEFL). Certain applicants may be required to attend intensive English language courses (ESL) before beginning the program.

Overseas applicants may expect to receive written notification of an admissions decision approximately six weeks from the time the application and all supporting documents are received

by the Admissions Office. Applicants should be aware, however, that delays in international mail are frequent.

Prospective students should make necessary visa, financial and personal travel arrangements before departing for the United States.

The I-20 will be issued after all admission requirements are satisfied. Under no circumstances should an international applicant plan to depart to the United States without having received notification of admission to the University and issuance of the I-20. The applicant must use this form to secure an F-1 student visa at an American Embassy or Consulate abroad.

All F-1 students are required to sign their I-20 forms outside the U.S. prior to their entry. By signing the I-20 Form, students acknowledge that they understand and will maintain F-1 regulations. Students who enter the U.S. on an F-1 Student visa are required by the United States Customs and Immigration Service (USCIS) to attend the school who issued the I-20 Form. Student who fail to do this are “out of status.” Therefore, students who enter the U.S. on I-20 issued from Southeastern University must enroll at Southeastern during the first quadmester they arrive for study. International undergraduate students in F-1 visa status may only enroll in one on-line course per quadmester.

Students who arrive at the University without prior notification of admission do so at their own risk, and their presence will neither guarantee admission nor a visa status adjustment. The United States Customs and Immigration Service (USCIS), not the University, processes visa adjustment applications. Students who plan to study are highly discouraged from arriving in the United States without their F-1 visa.

Application Procedures

Applicants who do not reside in the United States are advised to apply for admission at least six months before the beginning of the quadmester for which they wish to enroll. Completed applications, including all supporting academic and financial documents, should be received prior to six months before they enroll.

At the request of an applicant, late applications and supporting documents may be deferred to the following quadmester and applicants should contact the Office of Admissions to confirm. In cases of deferred applications, updated financial support documents are likely to be required.

UNDERGRADUATE INTERNATIONAL STUDENT ADMISSIONS

Categories of Undergraduate Admission

International undergraduate students may only enter as degree-seeking students.

Degree-seeking: Applicants who meet all undergraduate admission requirements and who wish to complete a degree program will be admitted under degree-seeking status.

Admission Requirements for Degree Seeking Students

International applicants applying for undergraduate admissions must meet many of the same admission requirements as degree-seeking students and must also:

1. Submit a properly completed international undergraduate **application** form and return it with a non-refundable application fee (see schedule of fees). Bank drafts or international money orders sent from overseas must be in US dollars and made payable to

- Southeastern University. U.S. Immigration Form I-20 will be issued to students residing outside the U.S. only when all the admission requirements are met;
2. Make arrangements to have official or certified true copies of **transcripts** of coursework earned at the secondary school, national examinations records, and college-level transcripts sent directly to the Admissions Office. All official/certified transcripts must be accompanied by an official translation in English. Only originals or notarized copies will be accepted. The term “official” means a computer-generated record of the student’s transcript or copy of student’s original transcript certified by an officer of the school or by a notary public. **Faxed copies and photocopied transcripts or translations are not accepted.** Official transcripts of any college or university work completed outside the United States will need to be evaluated at the applicant’s expense by an accredited credentialing service. The Knowledge Company (www.knowledgecompany.com) and The World Education Service (www.wes.org) are two approved sources. Other credential evaluation services must be accredited. Diplomas alone cannot be used for admissions evaluation and clearance;
 3. Provide **immunization (vaccination) records** for Measles/Mumps/Rubella (MMR) and Diphtheria/Tetanus (DT). These records are necessary for applicants under the age of 26.
 4. Submit official **Test of English as a Second Language (TOEFL) scores** that are no more than two years old (only necessary for undergraduate applicants whose native language is not English and who have not completed ENGL 101 at an accredited institution within the United States or English-speaking country). A valid TOEFL score (not more than two years old) of 500 (paper-based) 173 (computer-based) or better will be considered evidence of English proficiency and will qualify students to enroll in regular undergraduate courses. Applicants who score below 500 will be required to enroll in the University’s ESL program. Applicants who have completed the equivalent of English 101 are not required to submit a TOEFL score. Applicants whose native language is English are not required to submit TOEFL scores, but must take the University Placement Test(s); and
 5. International undergraduate students in F-1 visa status must be enrolled full-time and complete 12 credits per quadmester

The following steps are only necessary for an applicant who plans to apply for an F-1 visa at an American Embassy or Consulate or who plans to apply to change his/her visa status to F-1 while in the United States.

7. Submit two original, notarized “**Statement of Financial Support forms**” and supporting verification documents for each individual financial sponsor. The “Statement of Financial Support” forms may be requested from the University. They are also available online at www.seu.edu. Through completion and submission of the forms and supporting documentation, financial sponsors must demonstrate the source and availability of adequate funding to cover all costs related to the student’s educational and living expenses while pursuing study in the United States. Supporting documentation may include letters from the financial sponsor’s employer stating the sponsor’s annual salary in U.S. dollars and a notarized letter from the sponsor’s bank indicating the current balance of their deposits in U.S. dollars. All supporting documentation must be in English and amounts stated in US dollars.
8. After the I-20 is issued, then complete the SEVIS I-901 form with the appropriate fees to register into SEVIS. <https://www.fmjfee.com/index.jhtml> *It is highly recommended that applicants pay the additional fee to expedite receipt. See Tuition & Fees Section in this catalog.

9. Before registering for classes, students must complete the Math University **Placement Test** (only if the applicant is not transferring the equivalent of ENGL 101, MATH 101 or more advanced courses in these fields). Applicants, who wish not to take the test, will be placed in enrichment courses. Applicants may submit official/valid SAT scores in lieu of completing the University Placement Tests;

INTERNATIONAL GRADUATE STUDENT ADMISSIONS

Categories of Graduate Admission

International graduate students may only enter as degree-seeking students.

Degree-seeking students who meet all graduate admission requirements and who wish to complete a degree program will be admitted.

International applicants applying for graduate admissions must meet many of the same admission requirements as degree-seeking students and must:

1. Submit a properly completed international graduate **application** form and return it with a non-refundable application fee (see schedule of fees). Bank drafts or international money orders sent from overseas must be in US dollars and made payable to Southeastern University);
2. Make arrangements to have official or certified true copies of **transcripts** of coursework earned at the undergraduate and graduate levels sent directly to the Admissions Office. All official/certified transcripts must be accompanied by an official translation in English. Only originals or notarized copies will be accepted. The term “official” means a computer-generated record of the applicant’s transcript or copy of the applicant’s original transcript certified by an officer of the applicant’s school or by a notary public. Photocopied transcripts or translations are not accepted. Official transcripts of any college or university work completed outside the United States will need to be evaluated at the applicant’s expense by an accredited credentialing service. The Knowledge Company (www.knowledgecompany.com) and The World Education Service (www.wes.org) are two approved sources. Other credential evaluation services must be accredited. Diplomas alone cannot be used for admissions evaluation and clearance;
3. Submit **Graduate Record Examination (GRE) scores** earned within the past five years (only necessary for Computer Science majors). A minimum cumulative score of 1200 on the GRE is required of applicants for the Master of Science Degree in Computer Science. Arrange to have the test results sent to Southeastern’s Office of Admissions by the Educational Testing Service (ETS). Southeastern University’s school code is #5622. You can obtain a bulletin for the GRE by visiting their web site at <http://www.gre.org>. **Faxed copies and photocopies of test results will not be accepted.** Applicants who have earned an advanced degree are not required to submit GRE scores;
4. Applicants who earned an undergraduate degree with less than a 3.0 cumulative grade point average from a recognized accredited institution within or outside the United States may petition the admission committee for consideration of application materials. Students should note that a review of application materials does not guarantee admissions to Southeastern University. To petition the Admission Committee, the applicant must submit:
 - a. A typewritten personal statement of at least 500 words, describing why he/she wishes to pursue his/her graduate program at Southeastern University, and how the degree will serve his/her career goals and objectives; and

- b. Two letters of recommendation from references who will be able to relate specific and relevant details about his/her performance. Recommendations provide the opportunity for the Admissions Committee to gain additional information about the applicant's ability, potential, and readiness for the graduate program he/she selected. We suggest that the applicant seek references from faculty members, advisors, internship supervisors, and current or past employers, or colleagues. The applicant should arrange to have the personal statement and letters of recommendation sent directly to the Office of Admissions for timely admissions clearance;
5. Complete **prerequisite courses**. If an applicant's undergraduate academic major varies widely from his/her proposed graduate major at Southeastern, certain undergraduate courses may be required to be successfully completed before commencing graduate level study. Identification of necessary prerequisites will be determined by the Department Chairperson;
6. Provide **immunization (vaccination) records** for Measles/Mumps/Rubella (MMR) and Diphtheria / Tetanus (DT) (only necessary for applicants under the age of 26);
7. Submit **Test of English as a Second Language (TOEFL) scores** that are no more than two years old (only necessary for graduate applicants whose native language is not English and have not completed ENGL 101 at an accredited institution within the United States or English-speaking country); and
8. Submit original certified English **translations** of any official document that is not in English. Both the foreign language and the English versions of such documents will be evaluated for admissions purposes. The following steps are only necessary for an applicant who plans to apply for an F-1 visa at an American Embassy or Consulate or who plans to apply to change his/her visa status to F-1 while in the United States.
9. Submit two original, notarized "Statement of Financial Support" forms and supporting verification documents for each individual financial sponsor. The "Statement of Financial Support" forms may be requested from the University. They are also available online at **www.Southeastern.edu**. Through completion and submission of the forms and supporting documentation, financial sponsors must demonstrate the source and availability of adequate funding to cover all costs related to the student's educational and living expenses while pursuing study in the United States. Supporting documentation may include letters from the financial sponsor's employer stating the sponsor's annual salary in U.S. dollars and a notarized letter from the sponsor's bank indicating the current balance of their deposits in U.S. dollars. All supporting documentation must be in English and amounts stated in US dollars.
10. Complete the SEVIS I-901 form with the fee and register into SEVIS, after the I-20 is issued. **<https://www.fmjfee.com/i901fee/>** It is highly recommended that applicants pay the additional fee to expedite receipt. See Tuition & Fees,
11. International graduate students in F-1 visa status must be enrolled full-time and complete 9 credit hours per quadmester.

CONSORTIUM STUDENT ADMISSIONS

THE CONSORTIUM OF UNIVERSITIES OF THE WASHINGTON METROPOLITAN AREA

Southeastern University is a member of The Consortium of Universities of the Washington Metropolitan Area (www.consortium.org). Other members of the Consortium include American University, Gallaudet University, Georgetown University, The Catholic University of America, George Mason University, The George Washington University, Howard University, National Defense Intelligence College, Marymount University, National Defense University, Trinity University, Corcoran College, The University of the District of Columbia, and the University of Maryland at College Park. Eligible Southeastern students may take courses at member institutions.

Consortium Visiting Students

1. Students from other consortium schools may only register for Southeastern University courses during the registration period on a space available basis.
2. Computer courses may have limited enrollment and not be available to students from visiting schools.
3. Students from visiting schools are required to meet all prerequisites for courses they wish to enroll in at Southeastern University.

Consortium Tuition and Fees

1. Southeastern University consortium students pay the Southeastern University tuition rate to Southeastern University's Business Office. Credits taken through the consortium are counted toward full-time/part-time status at Southeastern University for the purposes of financial aid.
2. Any attendant fees (lab, books, and study materials) are to be paid by the student to the visited institution.
3. Refunds for consortium courses follow the Southeastern University refund schedule.

Consortium Courses

Eligible Southeastern students may take courses at member institutions, while receiving course credit and paying Southeastern University's rate of tuition.

Eligibility Requirements for Southeastern University Students

1. All full-time undergraduate and graduate degree-seeking students in good academic standing are eligible.
2. Undergraduate students must be currently enrolled at the junior level (60 credits hours or more) to participate.
3. Consortium courses must be relevant to the Southeastern University major.
4. Students who have been dismissed will not be allowed to enroll in courses under the Consortium arrangement.
5. Students must obtain in the Registrar's Office a signed Consortium Registration Form that includes the signatures of the advisor, the Dean, and the Consortium Coordinator. A course selected at a member institution may not be one concurrently offered at Southeastern.
6. Registration in the course is acceptable as determined by the visited institution.
7. A maximum of six (6) credits or two (2) courses may be counted for credit toward Southeastern University's degree requirements.
8. Consortium courses do not fulfill the minimum credit requirements for residency.
9. Students may not enroll in consortium classes in the quadmester immediately preceding their anticipated graduation.
10. Students may not audit Consortium courses.

11. Graduate students must have completed at least 18 credits at Southeastern to be eligible to participate.

Registration Procedures for Consortium Courses

To register for courses at Consortium member institutions, a student should:

1. Determine the course he or she wants to take; (Schedules for all institutions are available in the Registrar’s Office or at www.consortium.org)
2. Obtain the “Consortium Registration Form” from the Registrar’s Office and obtain the signatures of the Dean and Academic Department Chairperson and return the form to the Registrar’s Office for the signature of the Consortium Coordinator;
3. Present the buff-colored copy of the permission slip to the professor of the class. This legitimizes his or her enrollment at the visited institution. (The student should keep the form for his or her personal records.)
4. Withdrawal from consortium courses must be reported to the Consortium Coordinator in the Registrar’s Office. All consortium students are subject to the visited institution’s academic and social rules, regulations, and policies.

Grading for Consortium Courses

1. Grades for Consortium courses are sent to Southeastern’s registrar by the visited institution. They are recorded as Southeastern University credits and calculated into the Southeastern University cumulative grade point average.
2. Grades are recorded onto the Southeastern University grade report and transcript as soon as they are received. In most cases, this will be after regular Southeastern University credit has been posted.
3. Students may not have grades of “Incomplete” and must be in good academic and financial standing at Southeastern University.

TUITION, FEES AND FINANCIAL AID

TUITION AND FEES

(Amounts in U.S. Dollars)

Application Fee.....	\$50.00
Also applies for 2 nd Degree from SEU.....	\$50.00
Re-Admit Application Fee.....	\$20.00
SEVIS I-901 Fee.....	\$100.00
SEVIS I-901 Expedite Receipt Fee	\$30.00
University Fee During Early Registration ...	\$250.00
University Fee After Early Registration	\$350.00
Undergraduate Tuition Per Credit Hour	\$270.00
Undergraduate Tuition Per Credit Hour for	
Online Courses	\$320.00
Graduate Tuition Per Credit Hour	\$340.00
Graduate Tuition Per Credit Hour for	
Online Courses	\$390.00
Institutional TOEFL.....	\$20.50
Replacement of Student Identification	
Card	\$5.00

Late Registration Fee.....	\$125.00
Incomplete Fee (per class, per quadmester)...	\$50.00
Add/Drop fee (per transaction).....	\$25.00
Transcript Fee (per copy).....	\$5.00
Express Transcript Fee (per copy).....	\$10.00
Challenge Examination.....	\$50.00
Credit for Prior Learning Fee.....	\$100 per credit hour
Graduate Orientation (ORTN 500) Fee	\$75.00
Payment Plan Fee	\$100.00
Returned Check Fee.....	\$50.00
International Draft Processing Fee	\$25.00

Graduation FEES:

Certificate Program.....	\$50.00
Associate’s Degree	\$100.00
Bachelor’s Degree	\$150.00
Master’s Degree.....	\$200.00

The University’s tuition and fees are subject to change at the discretion of the Board of Trustees. The most current tuition and fees are listed in each quadmesters “Course Schedule.”

THE BUSINESS OFFICE

The Business Office’s primary function is to ensure accurate recordings of student account activity, payments and other financial transactions. Our primary goal is to provide this service to the faculty, staff and students with the highest level of quality, respect and courtesy.

PAYMENT TYPES

Students have four payment options:

1. Pay in full at the time of registration;
2. Apply for financial aid and;
3. Arrange a payment plan with the University.
4. Utilize a purchase order from Sponsor or Employer

Personal checks, money orders, VISA, Master Card, American Express, and certified or cashier’s checks drawn on banks in the United States will be accepted for all payments. Electronic transfers/wired payments from overseas banks will be accepted only for the amount of tuition and fees for the current quadmester.

All financial obligations for previous quadmesters must be met before a student begins a new registration process. **A past due balance for any student will require the university to withhold grades, diplomas, and transcripts.** Students who are delinquent in their payments are responsible for the cost of collection including court costs and attorneys fees with 1% interest charged from the day of registration. If students fall behind with scheduled payments, they risk the ability to receive any additional services from the University including registering for future quadmesters. Students who do not pay the total tuition and fees at the time of registration will be allowed to register and attend classes only if they possess:

1. A valid and current “Award Letter” signed by the Financial Aid Officer; or
2. A valid Purchase Order from Sponsor or Employer; or
3. A “Payment Plan Agreement” issued by the Business Office.

Students are fully liable and responsible for tuition and fees covered by sponsorship in the event sponsors refuse payment for any reason. Payment is due and payable before the final exam of the respective quadmester.

Payment Plan Agreement

Students who do not have sufficient funds to pay the full cost of registration, do not qualify for Student Financial Aid and do not have payment guaranteed by a sponsor, may contact the Business Office to enter into a payment plan agreement. Students who enter into a legally binding tuition payment contract with Southeastern are required to pay their tuition in three (3) equal installments. The first payment will be due at the time of registration. The payment will constitute one third of the tuition and the fees owed plus the \$100.00 payment plan fee. Subsequent installments are due as agreed upon in payment plan contract. If a scheduled payment is more than three days late, a \$50.00 penalty fee will be applied. Students who have established a payment plan but do not meet the required payments will be denied any university services until the debt has been paid in full. The debt will also be assigned to collection and any failure of payment will be reported to the Credit Bureau.

TUITION REFUND POLICY

Date of Withdrawal for Portions of Tuition Refunded

Withdrawal prior to the University's first
week of classes100%
Withdrawal during the first week of classes75%
Withdrawal during the second week of classes...50%
Withdrawal after the second week of classes0%

Students who receive financial aid will be subject to an institutional refund or the pro-rata refund policy as specified by the United States Department of Education, as the case may warrant. More details on these policies are contained in the Financial Aid Package available from the Financial Aid Office.

FINANCIAL AID

THE OFFICE OF FINANCIAL AID

The Office of Financial Aid is dedicated to helping students obtain university financial assistance to cover the cost of attendance. Students can apply for grants and loans through the Office of Financial Aid, but are encouraged to seek other types of aid, in the form of scholarships, to reduce loan costs and out-of-pocket expenses.

STUDENT FINANCIAL RESPONSIBILITY AND STUDENT AID

The University recognizes its role in fostering personal initiative, planning, and responsibility in financial affairs as an integral part of the educational process. The administration believes each student has the primary responsibility for arranging financing and payment of his or her charges. Each student will, therefore, be held responsible for his or her bill. Southeastern University maintains an Office of Financial Aid to make every effort possible to provide financial aid to any deserving student eligible to attend the Institution. This aid may be in the form of scholarships, grants-in-aid, loans, or work study. Further, this office provides assistance to help the student as much as possible in his or her application for funds available from federal government programs, from state vocational rehabilitation offices, and from other agencies and organizations.

Processing of Financial Aid

Financial aid will not be disbursed until the University add/drop period is completed and/ or student enrollment is verified. Financial aid is based on student enrollment status as of the last day of the add/drop period. In addition, all required documentation must be received (e.g., tax forms) before aid will be released for individual students. All financial aid administered by the University must first be used to cover University charges; refunds of financial aid will not be given to students until all quadmester charges are satisfied. All grants and scholarships are credited directly to students' accounts. Loan checks for Federal Stafford, Graduate PLUS, and Parent PLUS loans must be endorsed by the borrower, and loan disbursement received EFT (electronic funds transfer) will be credited to the student's account and submitted to the University cashier so that the loans can be credited against charges. Loan checks may not be deposited into private checking or savings accounts, or otherwise negotiated by students.

SOURCES OF FINANCIAL AID

Federal Student Aid Programs

Southeastern University participates in most major federally funded student financial aid programs. Federal financial aid is based on financial need and the difference between the cost of education and the amount parents and students are expected to contribute towards their education expenses. Students may participate in a combination of programs if they are eligible. The following Federal Student Aid programs are available for eligible students:

Pell Grants: Pell Grants, intended to be the foundation of the financial aid package, are annual awards ranging from \$400 to \$4,310. Students must complete and submit the Free Application for Federal Student Aid (FAFSA) each year. Only undergraduate students are eligible for Pell Grants.

Family Federal Educational Subsidized and Unsubsidized Stafford Loans (FFEL): Subsidized and Unsubsidized loans are financed through private lenders and bear variable interest rates. Repayment of the loan begins six months after the student graduates or drops below Part-Time study. Both undergraduate and graduate students are eligible for the FFEL. The amount of loan is determined by the cost of attendance, grade level and previous loan history. Students may obtain applications from banks, credit unions or the University's Office of Financial Aid.

PLUS Loans (Graduate Plus and Parent PLUS): The PLUS loan program provides loans for parents of dependent students, graduate and professional students. Graduate Plus loans students may obtain applications from banks, credit unions or the University's Office of Financial Aid. The terms and condition of this loan are different from the subsidized /unsubsidized loan programs. The Lender will determine eligibility for this program.

Supplemental Educational Opportunity Grants (SEOG): SEOG awards are based on financial need. The number of awards is based on the availability of funds. Only undergraduate students are eligible for SEOG. Students may inquire about SEOG in University's Office of Financial Aid.

Federal Work-Study Program: Funded jointly by the federal government and the University, this program involves placement of students in a variety of jobs on campus, suited to their interests, skills, and experience. Work-study students work an average of 10 to 20 hours a week when classes are in session. Job schedules are designed to accommodate scheduled classes. Awards are based on the availability of funds to the University and the amount of other financial aid that students are receiving. Interested students should inquire in the University's Office of Financial Aid.

Other Aid

DC Tuition Assistance Grant Program (DC TAG) – The Leveraging Education Assistance Program (LEAP), DC Adult Scholarship DCAS, and DC Adoption Program – are all annual grants available to DC residents. Applications may be obtained through the DC Office of the State Superintendent for Education (OSSE). Students may obtain an application at 441 4th Street NW Washington, DC 2001, or apply on line at www.osse.dc.gov.

External Scholarships - Information about available institutional and private scholarships may be obtained in the Office of Financial Aid.

Veterans Educational Benefits

Veterans and their dependents may be eligible to receive educational benefits from the Veterans Administration. For additional information in reference to Veterans Benefits, students should contact the Office of Financial Aid.

ELIGIBILITY FOR FEDERAL FINANCIAL AID

Federal Qualifiers

A minimum of 6 credit hours are required to qualify for federal aid programs:

Full-Time Undergraduate	12 Hours
Full-Time Graduate	9 Hours
Part-Time Undergraduate	6 Hours
Part-Time Graduate	6 Hours

Financial Aid Application Deadlines

The Financial Aid Office accepts applications at any time before or during the academic year; however there are priority deadlines that are enforced for the awarding of any institutional grants and scholarships. The deadlines are as follows for each Quadmester:

1. Winter December 1
2. Spring March 1
3. Summer June 1
4. Fall September 1

It is important to apply long before the priority deadlines. Institutional funds may be exhausted before the priority deadline dates. Applications received after the priority deadline dates will be reviewed for federal grant, work study, and loan eligibility (if a loan request has been made).

Prospective and currently enrolled students interested in applying for Federal Student Financial Aid programs must meet the following requirements:

1. Be enrolled in an Associate, Bachelor's or Master's degree-seeking program;
2. Establish financial need by a recognized needs analysis system;
3. Be a U.S. citizen or eligible non-citizen;
4. Be registered with the Selective Service (if required);
5. Sign a "Statement of Education Purpose" indicating that aid received will be used only for education related expenses;
6. Not be in default on a federal loan or owe a refund on a federal grant; and

7. Maintain satisfactory academic progress.

In addition:

1. Less than Part-Time students may be eligible for Federal Pell Grants or other Federal Student Financial Aid programs.
2. Students who have received a Bachelor's Degree are not eligible for Federal Pell Grants or SEOG, but may be eligible for other Federal Student Financial Aid programs.
3. Students attending two schools in the same enrollment period cannot receive Pell Grants at both schools.
4. Conviction for drug distribution or possession may make a student ineligible for federal aid.
5. Students must maintain at least half time status (6 credits) to be eligible for a Federal student loan.

Eligibility requirements, loan and grant limits may change annually as mandated by federal regulations. Students must apply each year for those financial aid programs in which they wish to participate. Information and application forms for all types of Federal Student Financial Aid may be obtained from the Office of Financial Aid.

Financial Aid Satisfactory Academic Progress Policy

In order to maintain eligibility for Federal Student Financial Aid programs, students must comply with "Standards of Satisfactory Academic Progress." The Office of Financial Aid is required by Federal regulations to monitor the academic progress of Federal Student Financial Aid recipients. Satisfactory Academic Progress will be monitored at the completion of each quadmester. A detailed copy of the policy described below may be obtained from the Office of Financial Aid.

Students who receive Federal Student Financial Aid must maintain a cumulative grade point average of 2.0 (undergraduate)/ 3.0 (graduate) or will be placed on Financial Aid probation. Students who receive Federal Student Financial Aid must successfully complete a minimum of 67% of credits attempted on a cumulative basis, or be placed on Financial Aid probation. Students must earn their degrees within the maximum allowable time frame regardless of their program of study. Students who exceed the maximum time frame cannot receive Federal Student Financial Aid until they have completed their current program and become accepted into a new program. A student placed on financial aid probation is eligible for Federal Student Financial Aid during the probationary quadmester, after which he/she will be disqualified from receiving Financial Aid if standards are not met.

Students may request a review of their Federal Student Financial Aid eligibility after standards have been met. Any student who has been disqualified from receiving Federal Student Financial Aid for failure to meet the "Standards of Satisfactory Academic Progress" has the right to submit a written appeal, if there are mitigating circumstances.

FINANCIAL AID REFUNDS TO INSTITUTION AND TITLE IV PROGRAMS

When a student leaves the University during a quadmester during which federal or institutional aid has been received, some or all of the financial aid received may have to be cancelled. The amount of aid which must be cancelled (refunded to the federal/institutional program) is calculated on a prorated basis according to the length of time (in days) a student has been enrolled. For example, if the quadmester is 90 days in length and a student withdraws on the 28th day, the student has attended 32% of the quadmester, and has "earned" 32% of his/her aid. (68

divided by 28 = 32%) The remaining 68% (unearned amount) of the financial aid must be cancelled. In this example, a student who receives a total of \$5,000 in financial aid will keep \$1,600 (32%). The remaining \$3,400 will be refunded to the financial aid program source.

If all or part of the financial aid was given to the student as a financial aid “refund” for living expenses, the student may be responsible for repaying a portion of this “unearned” financial aid. Required financial aid refunds to Title IV Programs will be made in the following order: Federal Stafford and Plus Loans, Federal Perkins Loans, Federal Pell Grant, Federal SEOG, and other Title IV assistance. Please be aware that the above required policy governing the return of financial aid funds as a result of student withdrawal is different than the University’s policy for refunds of University charges. Financial aid refunds may be required even though there may be no reduction to the student’s charges. Please read the section titled, “Refunds After Withdrawal from the University” for further information on adjustments to University charges.

OVERAWARDS

The Financial Aid Office is charged with the responsibility for compliance with federal aid program guidelines, which include ensuring that students do not receive more aid than that for which they are eligible (exceeding the “financial need” amount). In some cases where a student has been awarded financial aid, and other financial assistance received exceeds the financial need amount, the Financial Aid Office must reduce or cancel any aid it has awarded to avoid “overawards” of federal aid. Students who are awarded institutional grants, and subsequently receive departmental assistantships, stipends, VR support, waivers, or outside assistance, may have their institutional grants reduced. Institutional grants are limited, and if awarded without knowledge of “other” assistance, may be reduced to make grant funds available to students who do not receive such other assistance. It is essential that students notify the Financial Aid Office of any assistance expected or received from outside sources (private scholarships, VR); or from other University departments or Offices (such as tuition scholarships/waivers, stipends, grants, or other assistance/scholarships) in order to determine what effect, if any, this assistance will have on aid awarded by the Financial Aid Office.

For questions or for more information about Financial Aid, contact the Southeastern University Office of Financial Aid at (202) 478-8214.

ACADEMIC INFORMATION

WAYS TO LEARN AT SOUTHEASTERN

TRADITIONAL ON CAMPUS COURSES

Traditional courses are those courses taught in a classroom with an instructor at a fixed day and time as listed in the “Course Schedule”.

ONLINE COURSES

Southeastern University offers a limited number of online courses for enrolled students. Students may not complete more than fifty percent (50%) of their degree programs through

online courses. Students must work with their advisors to determine whether online courses will meet scheduling and curricular needs.

Requirements for Students Enrolling in Online Courses

Students taking online courses at Southeastern University must know how to use the internet and they must be skillful in using word processing and spreadsheet programs. They must have available to them, outside the Southeastern facility, access to a **Pentium III or a more powerful computer**. Students are encouraged to discuss these technical requirements with the E-learning staff in the E-learning Office. Computers are available for students to use on campus; however access is limited. Students should also note that the computer labs at Southeastern University are designated as quiet areas and are not intended to be used for group work. Contact the E-learning office at (elearning@seu.edu).

HYBRID COURSES

Hybrid courses are those courses which combine traditional on campus and e-learning distance instructional delivery modes. No more than 45% of these courses will be taught using the distance learning or online format.

COHORT COURSES

Cohort courses are those courses developed for a community of learners, in which ten or more students enroll in discrete courses.

ORIENTATION PROGRAMS

Undergraduate Orientation

Enrolling in and completing Undergraduate Orientation during their first quadmester of study is a graduation requirement for all undergraduate students. Undergraduate Orientation is a comprehensive one-credit course that exposes students to skills needed to succeed in college and to reach academic goals. Students will receive an introduction to the University's administrative departments, support resources and academic policies. Students will be given strategies for taking effective notes, preparing budgets, working in groups, relieving test anxiety, appreciating the University's diverse student population, improving oral and written communications skills and planning their careers. If for a well-documented reason, a student is unable to complete Undergraduate Orientation in his/her first term of enrollment, the student must complete the course during his/her second quadmester. The student will not be given authorization to register for a third quadmester without successful completion of Undergraduate Orientation.

Center of Allied Health Education Orientation

This course is designed to welcome new students to the Allied Health community and Southeastern University. Carefully planned sessions offer range of perspectives on curriculum, academic advising, student services, financial aid as well as resources and information helpful during students' first months on campus. The Course will also introduce the student to the complex health care environment and to United Medical Center. Topics include descriptions of the types of health care providers, scope of professional practices, the regulatory and professional bodies supporting practices, and hospital safety and security procedures. **Attendance is mandatory.**

Graduate Orientation

Enrolling in and completing Graduate Orientation during their first quadmester of study is a graduation requirement for all graduate students. During orientation, students receive information about the history of the University and its programs; are educated about the culture and expectations of graduate school; learn about important policies and procedures; receive important documents and information; and meet their academic department heads; key administrators and staff. The course is offered once per quadmester, typically on the Saturday before classes begin for the quadmester. Course dates are published in the academic calendar in the back of this catalog and in each quadmester's "Course Schedule." The course carries no credit and is graded on a pass/fail basis depending on attendance and participation. If a student fails orientation (for reasons of not attending and participating), he or she must repeat the course. If for a well-documented reason, a student is unable to complete Graduate Orientation in his/her first quadmester of enrollment, the student must complete the course during his/her second quadmester. The student will not be given authorization to register for a third quadmester without successful completion of Graduate Orientation.

International Student Orientation

An additional one-day orientation program is provided for all international students (defined as non-citizens and/or permanent residents of the United States). During this orientation, international students will learn about unique aspects of American culture, academic norms in the United States, regulations regarding maintaining visa status and various work options. The University requires all international students to attend International Student Orientation prior to their first quadmester of study at Southeastern. More information about and schedules of upcoming International Student Orientations may be obtained through the International Student Advisor's Office.

Online Course Orientation

The University is committed to providing students with the tools and information to help them succeed in their web-based course/s and has designed an additional orientation class specifically for students taking online courses. It is mandatory for all students who wish to take courses online to go through the Student Online Tutorial, to take the quiz present at the end of the course, and to email the result to their professor. Additionally, an on campus student orientation is offered before every quadmester. Students registering for online courses for the first time are strongly encouraged to participate in one of these conveniently scheduled orientation sessions. During this orientation, students will learn hardware and software requirements for online courses, how to access an online course, the use of course management tools, and other information on how to become a successful online student. The dates for online orientation sessions each quadmester are published in the Academic Calendar in the back of this catalog and in each quadmester's "Course Schedule." More information about the Online Course Orientation is available through the Office of E-learning at elarning@seu.edu.

ACADEMIC RESOURCES AND SERVICES

To help students achieve their full potential, the University operates several academic support services:

- **THE OFFICE OF STUDENT AFFAIRS & RETENTION**
- **THE OFFICE OF ACADEMIC ADVISING**
- **THE OFFICE OF THE REGISTRAR**
- **THE OFFICE OF CAREER SERVICES**
- **THE CENTER FOR ENTREPRENEURSHIP**

- **THE E-LEARNING CENTER**

THE OFFICE OF STUDENT AFFAIRS & RETENTION

The Office of Student Affairs & Retention supports the University's mission and goals and the non-academic needs of its students. Its primary objective is to help improve student retention. The Office of Student Affairs & Retention staff carries out many varied functions including: administering Southeastern's orientation programs; advising all enrolled Southeastern University students; planning activities and events and; making counseling referrals. The office can be reached at stusvc@seu.edu or (202) 478-8227.

THE OFFICE OF ACADEMIC ADVISING

The Academic Advising Office provides comprehensive academic advising to both undergraduate and graduate students. The office assists students with their academic needs, program and course selection, academic probation counseling, and change of academic status. Both undergraduate and graduate students are required to meet with a member of the advising staff to plan and to have course schedules approved before registration each term. Students should have their program checklist with them when they meet with an advisor. All students must register for themselves. No third party registrations will be processed. The office can be reached at advising@seu.edu or (202) 478-8227.

Services for Students with Disabilities

Southeastern University fully complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability. Students are provided with reasonable accommodation according to their individual needs. Students requiring assistance and accommodation should contact the Office of Student Affairs & Retention at (202) 478-8227 or stusvc@seu.edu to request accommodations.

International Student Services

Southeastern University is proud to host students from more than fifty countries. Their presence helps to foster an atmosphere of multi-cultural awareness and interaction on campus. Southeastern University provides assistance and information and services to its international students including advising and information on immigration and visa status regulations; social and recreational activities; programs to foster intercultural relationships; learning; and orientation programs for international students new to Southeastern. International students are encouraged to seek assistance by contacting the International Student Advisor. International students seeking assistance should contact the International Student Advisor at (202) 478-8227.

Campus Store

The Hawk's Nest, Southeastern's campus store, serves Southeastern's students faculty, staff, alumni and visitors by providing a specialized selection of products and services.

Bookstore

Southeastern University has a partnership with an online book vendor. Students may purchase textbooks on-line. Financial aid recipients and sponsored students should contact Southeastern University's Financial Aid Office before ordering their textbooks to receive their book voucher. Students should have their current course registration form in hand when ordering their textbooks as they will need to know both the course and section number of each course for which they have registered.

Tutoring Centers

The Learning and Math Centers provide additional academic support to students. Their hours of operation are posted each term. Students may also call to arrange special appointments. Limited tutoring is available and may be arranged in other subject areas. In courses requiring intensive writing, Learning Center staff will cover such areas as understanding the assignment; prewriting; gathering information; drafting; revising; editing; and reflecting on the process and product. A Writing Center staff member, however, will not correct papers or put the student's ideas into his/her words. The Learning Center staff will help students become better writers by assisting them in understanding specific rhetorical situations and how to use them in all courses. In addition, the students will receive help in learning how to critique and revise their writing.

The Math Center

The Math Learning Center offers free tutoring for MATH, ISMA, and COSC courses for undergraduate- and graduate-level students of Southeastern University. Tutors are comprised of faculty members, research assistants, Teaching-Assistants (TAs), and student tutors. Tutoring sessions are held on campus and are mostly one-to-one in order to provide individualized attention. The tutoring sessions are scheduled based on mutually-agreed times between the student and assigned tutor.

To arrange for tutoring or to receive more information, please contact Prof. Senad Mujkic: Phone: (202) 478-8200 ext 326 E-mail: smujkic@seu.edu

Library

The Library & Learning Resource Center at Southeastern University is intended to meet the research, informational and literacy needs and desires of the student as well as to provide support for the curriculum. (library@seu.edu)

A reserve system of required and supplementary reading material for courses is maintained. A wide variety of audiovisual materials and related media are available for use in the classroom. The Library's catalog is accessible through the Internet at www.library.seu.edu.

Computing Facilities

The University provides computing facilities tailored to the instructional needs of the curricula. There are four computer classrooms. Each has networked computer workstations and overhead LCD projectors. Each computer classroom has access to the Internet and to the University's academic local area network. The Student Computer Lab provides students with access to the same computing resources found in the computer classrooms. Use of the Lab is available only to enrolled students and is restricted to university-related activities. The staff of the Computer Lab is present to ensure the upkeep and operation of the facility and does not provide tutoring. The Lab contains computer workstations, printers, and a scanner for graphics and optical character recognition. Some specialized computing facilities are also provided under the auspices of other departments. For example, the Writing Center and the Internet Room in the Library provide computer services. All academic computing facilities are maintained by the Office of Technology Systems and Services.

THE OFFICE OF THE REGISTRAR

The Office of the Registrar is responsible for the integrity of all students' records. The office conducts registration, enrollment and degree verification, processes in-school deferments, collects

and publishes grades, clears students for graduation; and provides students with accurate and timely transcripts. The goal is to provide high quality academic and administrative information and services in an efficient, effective and professional manner to Southeastern students, colleagues, alumni and the community.

SOUTHEASTERN UNIVERSITY

Office of the Registrar
Southeastern University
501 I St. S.W.

Washington, DC 20024

Phone: (202) 478-8226

FAX: (202) 488-3179

E-mail: registrar@seu.edu

THE OFFICE OF CAREER SERVICES

Southeastern University's Office of Career Services assists students and alumni with assessing their career skills, interests, and values; exploring and testing occupational areas; and implementing their career goals. The Office of Career Services can help students decide their majors and career direction. Students can also assess their strengths and learn how to research occupational interest through workshops, individual career counseling and a computerized career guidance system. A career resource center is located in the Office of Career Services on the lower level of Southeastern University's campus. The resource center houses information on internship listings, full-time, and part-time job vacancies and graduate and professional school programs, including law and medicine. Listings for internships, full-time, and part-time positions are also available on-line.

Two career fairs are held each year to provide opportunities for representatives from businesses, government agencies (private and non-private), as well as non-profit organizations to network with students to discuss job opportunities. The Career Center provides workshops on resume preparation and mock interviews to help students prepare for career fairs and job interviews. Through an on-campus recruiting program, students have the opportunity to interview at Southeastern University with organizations hiring for full-time and part-time positions. A resume referral service is available for students and alumni and resumes are available to employers through a web-based system.

Internships and Cooperative Education

The Office of Career Services coordinates the academic Internship and Cooperative Education program, which allows qualified students the opportunity to apply and expand their knowledge under expert guidance. Academic departments sponsor these internships, under the joint direction of an academic chairperson and an on-site supervisor, and award academic credit for their successful completion. Internship and Cooperative Education policies and procedure guidelines are available in the Office of Career Services.

Southeastern University's location in beautiful Washington, D.C. provides internship opportunities with federal, state, and local government; businesses; non-profit

organizations; law firms and agencies; and medical facilities. Students participating in the internship and cooperative education program have the opportunity to obtain experience in human resource and organizational development planning, writing and editing newsletters, conducting legal and social science research, creating websites, conducting market research, fundraising and environmental planning.(career@seu.edu)

THE CENTER FOR ENTREPRENEURSHIP

The Center offers a distinctive business training experience for current and aspiring business owners, nonprofit executives, students, and transformational professionals. Courses are targeted and directed for those who are more interested in building the capacity and revenue of their businesses than obtaining a degree. There are many opportunities for new learning experiences; among these are seminars, business clinics, short courses and certificate level courses.

The Center operates a resource room with materials to assist small business owners, students, and nonprofit executives. For more information, contact the Center for Entrepreneurship at entrepreneur@seu.edu or (202) 478-8231.

THE E-LEARNING CENTER

The E-Learning Center is the support center for on-line learning at Southeastern University. The goal of the center is to provide cutting edge learning technology that allows students the flexibility to study outside the traditional on campus environment. The Center provides the technical support to students and faculty in on-line learning and instruction. For more information contact: e-learning@seu.edu or at (202) 478-8220.

UNIVERSITY STANDARDS AND POLICIES

CODE OF STUDENT CONDUCT

Southeastern University endeavors to provide a safe environment that encourages learning and critical thinking, fosters academic integrity and promotes goodwill and respectful interaction among all members of the campus community. The University's "Code of Student Conduct" prohibits any actions and/or behaviors that are contrary to this endeavor. The following is an abbreviated version of the Code of Student Conduct. The full text of the policy, including a student's right to appeal sanctions, is available in the Student Handbook or from the Office of Student Affairs and Retention.

Misconduct Defined

Misconduct includes but is not limited to the following:

1. Academic dishonesty, such as cheating, using unauthorized material on examinations, submitting the same paper for different classes without acknowledgement, the fabrication of information or making up sources, improper collaboration on individual assignments/projects, facilitation of other students' violations of academic dishonesty and plagiarism;
2. Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University;
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises;
4. Physical abuse, sexual assault, intimidation, verbal abuse, harassment or conduct which threatens or endangers the health or safety of any person;
5. Theft of or damage to University property or the property of any other person;
6. Unauthorized entry to or use of University facilities;
7. Violation of University policies or campus regulations, including campus regulations concerning the registration of student organizations; the use of University facilities; or of the time, place, and manner of public expression;
8. Violation of the technology usage policy;
9. Failure to comply with directions of University officials acting in the performance of their duties;
10. Conduct that adversely affects the student's suitability as a member of the academic community;
11. Use, possession, manufacture or distribution of controlled or illegal substances such as marijuana, cocaine, heroin or look-alike drugs and use of alcohol contrary to law or to University regulations;
12. Storage, possession or use of firearms, fireworks, explosives or weapons of any kind, including replicas or facsimiles, anywhere on campus. Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on-campus after checking in with security, and if their presence does not constitute a disruption.
13. Assistance or encouragement of others to commit violations of the "Code of Student Conduct";
14. Failure to report witnessed violations of the "Code of Student Conduct."

Alcohol and Drug Policy

The abuse of drugs and alcohol by members of the Southeastern University community is contrary to the mission of the University. Those in need of assistance in dealing with drug and/or alcohol problems are encouraged to contact the Office of Students Affairs and Retention. Confidentiality is maintained in addressing such concerns.

Alcohol

The consumption of alcoholic beverages on campus is at the discretion of the University and subject to the District's alcoholic beverage regulations. Unless the University has specifically authorized the location and condition of alcohol use, the possession and consumption of alcohol on campus is prohibited. Individuals involved in the sale, use or distributions of controlled substances (drugs and alcohol) are subject to arrest and University disciplinary action. The University can and will impose restrictions, including expulsion from the University.

Drugs

The University prohibits the possession and use of illegal drugs. Possession, sale, use, or distribution of controlled substances is a violation of both federal and state laws and University codes. A copy of the University's Policy on Drug and Alcohol Abuse is available through the offices of Human Resources or Student Affairs and Retention.

Weapons

Weapons are prohibited on campus or at any university related activities unless carried by a licensed law enforcement official. This includes any weapon prohibited by law or identified below:

1. Fireworks of any kind.
2. Razors or knives.
3. Chains, bats, sticks, or guns.
4. Martial arts throwing stars.
5. Any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, college employee, or college property by virtue of possession or use. Students, faculty/ staff and members of the University community found to be in violation of this policy shall be subject to disciplinary action.

Reporting Violations

Any person may report a student's violation of the Code of Student Conduct to the Dean of Faculty and Academic Affairs. Reports must be made within two business days of the violation on a "Code of Conduct Violation Report Form." These forms are available at the Security Desk in the lobby of the main campus, in the Human Resources Office and in the Office of Student Affairs and Retention.

Review Process

The Dean of Faculty and Academic Affairs will review any complaint, give the student the opportunity to present his or her personal version of the incident or occurrence and will either facilitate a resolution, impose sanctions or refer the incident for further investigation to the University's Disciplinary Committee.

The Dean may request a meeting with the student whose conduct is called into question, and the student shall attend such meetings as requested by the Dean. The student will be notified of all meetings via certified mail at least five (5) business days before the scheduled meeting. Failure to claim any mail will not negate the student's obligations under this procedure. The student will be reminded of his/her right to appeal to the Student Appeals Committee at the time of the meeting/conference. If the student fails to schedule and/or attend the conference with the Dean within ten (10) business days, the Dean will proceed with the administrative resolution based solely upon the review of the complaint.

The University's Disciplinary Committee is appointed by the Dean and includes two faculty members, two students and two staff members (one of whom is the Associate Dean of Student Affairs and Retention or their designees). In cases where the Dean requests further investigation by the Disciplinary Committee, the committee's investigation will result in recommendations being made to the Dean about possible sanctions in the case.

The Dean may at any time temporarily suspend from the University or deny readmission to a student, pending final resolution, when the Dean, in his or her sole opinion, believes that the presence of the student on campus could seriously disrupt the University; constitute a danger to the health, safety, or welfare of the University, its members, or the student; or when the student's conduct adversely affects the student's suitability as a member of the academic community. After review of the violation report, the Dean will have the authority to impose appropriate discipline and/or act on the University's behalf in facilitating a resolution. The Dean shall state the proposed resolution/sanction in writing to the student within five business days of reviewing the complaint. If the resolution involves sanction, the student shall have five days of mailing or seventy-two (72) hours from receipt whichever is shorter to accept or reject the proposed discipline by signing the administrative resolution form and returning it to the Dean. The student's failure to either accept or reject such proposed sanction within the prescribed timeline shall be deemed to be an acceptance, and in such event the proposed sanctions will become final.

Possible Sanctions

Code of Student Conduct violation sanctions may include:

1. Oral or written reprimand;
2. Referral for mandated evaluation and/or counseling to be undertaken at the student's expense;
3. Suspension from the University or a University program or activity for a specific period of time;
4. Expulsion from the University, a program or activity on a permanent basis;
5. Denial of re-admission to the University or a University program or activity;
6. Restitution;
7. Probation;
8. Completion of community service.

All Code of Student Conduct violations that also violate local or federal law will also be referred to the appropriate authorities.

The University Catalog

1. New students must follow the academic requirements and policies of the catalog current at the time of their enrollment.
2. Readmitted students (returning after an absence of more than one calendar year or who have been academically dismissed from the University) must follow the academic policies and requirements of the catalog in effect at the time of re-admittance.

3. Students who change their major and/or degree program during their course of study must follow the academic requirements of the catalog in effect at the time of the change.
4. Undergraduate students have five years to complete their Associate Degrees and eight years to complete their Bachelor Degrees.
5. Graduate students have seven years to complete their Master Degrees.

STUDENT RECORDS

Ownership of Documents

All materials (academic transcripts, financial support documents, official test scores, reference letters, certified translations, etc.) submitted in support of an application become the property of the University and cannot be returned or forwarded elsewhere. Applicants who fail to complete the admissions process within twelve (12) months will be required to submit a new application and to submit new documents for admissions clearance.

Student Records and Right to Privacy

Southeastern University fully complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act protects the privacy of educational records and allows students to view the contents of their files. Under the guidance of FERPA, the University's Registrar carefully maintains the records of all enrolled students. Certain information is not protected by the Act. This includes such "Directory Information" as name, address, telephone number, dates of attendance, previous institutions attended, major field of study, awards, honors including Dean's list, and degrees conferred. Under the provision of FERPA, students may decide to withhold disclosure of any information by providing the Registrar's Office with a written notification. The University assumes that any student who does not request the Registrar to withhold disclosure of information has given his or her consent for disclosure.

Transcript Requests

Students who wish to have their official transcripts of the courses taken at Southeastern University forwarded by the Office of the Registrar to other institutions, government agencies, employers or other organizations must do so in writing. Regular transcript requests are processed within 24 hours. Rush transcripts are processed the same day. Current fees for both types of transcripts are listed in the fee schedule published in each quadmester's "Course Schedule." When requesting a transcript, students must provide their name, student identification number, dates of attendance, date of conferred degree, etc. The transcripts of students who have not fulfilled their financial obligations towards the university will be withheld until all obligations have been met.

STARS

STARS stands for Student Technology Administrative Resources System. STARS is a database-driven web application system designed for the Southeastern University community including students, alumni, faculty, staff, donors, and prospective students.

STARS offers useful web resources and services for Southeastern University students. Inside STARS, students request academic advising for registration and request official transcripts using credit card. Students can access webmail from STARS. In STARS there is a job bank which allows students to search current job postings. STARS also provides a service to enable students to list and view textbooks that are for sale.

STARS strives to provide excellent web services to students and other end users. All feedback is important and welcome. For questions and comments, please contact IT department at stars@seu.edu.

Official Transcript Requests through STARS

To request official transcript online, students need to login to STARS and go to Academic menu to make the request. Credit card payment is. Currently the system takes Visa and MasterCard. After submitting online request, students will receive a confirmation email. The request will be processed by Business Office and Registrar's Office.

COMET (Campus Online Management & Educational Tracking)

COMET offers a variety of tools to help students manage their academic environment. In COMET, students can search course schedule and register for classes. Students can check their grades and view unofficial transcripts. Students can also pay tuition and fees and other balances via credit card in COMET.

Students who need technical assistance with COMET can contact IT department at helpdesk@seu.edu.

REGISTRATION POLICIES

Course Audit

Students who want to attend a class without earning credit may register for the course as an auditor. A student cannot change from credit to audit status after the end of the add/drop period. Audited courses do not count as full-time status for loan deferments, financial aid, or F-1 status. Tuition and fees are assessed as though the course is taken for credit.

Tutorial Courses

Tutorial courses are only allowed under the following circumstances;

1. If the course is not offered during the quadmester
2. If the student is in his/her last quadmester.
3. If a pre-requisite is not offered in sequence during the quadmester

Course Overloads

Undergraduate students wishing to register for more than twelve credit hours and graduate students wishing to register for more than nine credit hours in a quadmester must have a grade point average of 3.5 or better and have completed at least two quadmesters of full-time study at Southeastern University. Terms during which the student studied English as a Second Language are not counted towards the two terms of full-time study. Students must seek approval from an Academic Advisor (who may additionally require a consultation with the Academic Department Chairperson). Undergraduate students may not enroll in more than 18 credit hours per quadmester. Graduate students may not enroll in more than 15 credit hours per quadmester.

ENROLLMENT AND WITHDRAWAL PROCESSES

Registration

Southeastern University's registration dates for each quadmester are published in the catalog, on the website, academic calendar and in the University Course Schedule. Both undergraduate and graduate students are required to register during these dates. New and continuing students are encouraged to register during early registration (generally the last 4 weeks of the previous quadmester) in order to receive the discounted university fee. The full registration process includes students developing their course schedules, having their course selections approved by an Academic Advisor, processing their registration form at the Registrar's Office and paying their tuition and fees in the business office. Students will be allowed to register for the upcoming quadmester only after all charges for the previous quadmester have been paid in full. It is each student's responsibility to consult with an academic advisor every quadmester to determine that he/she is enrolled in the correct classes necessary to complete the requirements for graduation.

Change in Registration

Once a student has registered for classes, changes in registration must be made according to the procedures cited below. Note that students are allowed to make changes to their schedule anytime prior to the Add/Drop period at no cost. Whenever a student makes any change in registration, the student should keep a copy of the new schedule as verification of the change. Changes in registration may affect financial aid. Students are advised to consult with a financial aid counselor before making any changes to their enrollment status.

Add/Drop

Students may add and drop courses for one week only, during the late registration period of each quadmester. The dates of the add/drop period are published in the academic calendar of each quadmester's "Course Schedule." In order to add or drop a course, students must meet with an Academic Advisor. Students receiving Federal Financial Aid may also be required to meet with a Financial Aid Counselor to ensure that their schedule adjustment will not affect their financial aid eligibility. International students on F-1 visas also may be required to meet with an International Student Advisor to ensure that their schedule adjustment will not affect their visa status. The add/drop fee applies to each individual course that is either added or dropped. The current fee schedule is published in each quadmester's "Course Schedule." Courses canceled by the University are not subject to the add/drop fee. Students should be aware that courses dropped during the add/drop periods will not show on their permanent record.

After the Add/Drop Period

Students may not add and drop courses after the add/drop periods, except under certain circumstances and with permission of the Dean of Faculty & Academic Affairs. Drops are not permitted after the add/drop periods has ended. However, students may withdraw from classes in accordance with the policies set forth in the university catalog and course schedule.

Late Registration

Students may register during the first week of classes. After the first week, students may register only with the permission of the instructor, the Department Chair and the Dean. The dates and fees for late registration are printed in each quadmester's "Course Schedule".

Withdrawal (Categories of)

Course Withdrawal is the official process to cease participation and responsibility for completing a class. Tuition is refunded according to the policy detailed in this Catalog. Fees are non-refundable. Before withdrawing from a course, students are required to confer with an

Academic Advisor. After the Course Schedule Adjustment Period (i.e. add/drop) has passed, a student may withdraw from a course at any time up to and including one week after the midpoint of any quadmester. The deadline in each quadmester for course withdrawal is stated in the academic calendar of each quadmester's "Course Schedule". A student may not withdraw from a course after the deadline for course withdrawal. Students will receive a grade of "W" for courses from which they officially withdrew. Students who do not complete a course and do not officially withdraw from it will receive the grade they earned according to the instructor's grading scale. A Course Withdrawal must have the approval of the Department Chair, Office of Advising, and if applicable, the Financial Aid Office and the International Student Advisor. Course Withdrawal Forms are available in the Registrar's Office.

Medical Withdrawal - A student may apply for a medical withdrawal in extraordinary cases in which serious illness, injury, or mental health difficulties prevent him/her from continuing in all classes for the quadmester, and incompletes or other arrangements with the instructors are not possible. Consideration is given for a complete withdrawal from the quadmester or entire program. All requests for a medical withdrawal require thorough and credible documentation. All course(s) for which a student is registered for at the time of withdrawal will receive a grade of "WMC." A Medical Withdrawal must have the approval of the Department Chair, Office of Advising, and if applicable, the Financial Aid Office and the International Student Advisor. Medical Withdrawal Forms are available in the Registrar's Office.

University Withdrawal - is the process students must follow if they find it necessary to interrupt (for non-medical reasons) active pursuit of their degree program. A student who intends to withdraw from the University must complete a University Withdrawal form. Before withdrawing from the University, a student is required to confer with an Academic Advisor. The deadline is stated in the academic calendar of each quadmester's "Course Schedule." A University Withdrawal must have the approval of the Department Chair, Office of Advising, and if applicable, the Financial Aid Office and the International Student Advisor. University Withdrawal Forms are available in the Registrar's Office.

Leave of Absence

A student may petition for a leave of absence for a specific period of time (up to a maximum of one calendar year). If the student does not return to active study by the end of the approved absence, the student must reapply for admission and be subject to the regulations and requirements in effect in the Catalog and Student Handbook at the time of readmission. Note that such requests must be approved by the Department Chair and the Dean of Faculty and Academic Affairs. Leave of Absence Forms are available in the Registrar's Office.

COURSE MANAGEMENT

Schedule Adjustments

From time to time the university may have to change instructors, times and meeting days. Southeastern reserves the right to make schedule changes as necessary and will make every effort to notify students in a timely manner.

Cancelled Courses

The University announces course cancellations twice each quadmester; once at the end of late registration and again at the end of the add/drop period. The list of canceled courses is published on the University's web-site (www.seu.edu) and on posted flyers around the University. If the University, for any reason, cancels a course for which a student has enrolled, the student will be

automatically dropped from the courses. Students are responsible for checking the list of canceled courses each quadmester. Students experiencing class cancellations are responsible for visiting the academic advising office before the end of the add/drop period to make course changes. In order to maintain their various statuses, this selection process is particularly important for recipients of Federal Financial Aid and international students in F-1 visa status. Tuition for canceled course(s) will be refunded or reassigned, as appropriate. Students will not be charged the add/drop fee for courses added to replace canceled courses.

Absence of an Instructor

An instructor should include information in the course syllabus about procedures students should follow if the instructor is unexpectedly late for class. If no instructions are provided on the syllabus or no instructions or announcements are posted on the door of the classroom, students are asked to wait in class for twenty minutes before assuming the class session is canceled for that particular day.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Class Attendance and Tardiness

An essential component of the university experience is class attendance; therefore students must attend scheduled classes. At the beginning of the quadmester, instructors provide students with a syllabus that includes an outline of specific attendance expectations. It is the responsibility of students to be aware of attendance requirements and comply with them. Students should miss no more than one class hour per credit hour. It is the responsibility of each faculty member to determine and administer the attendance policy in each of his/her respective courses; to excuse absences; to determine how missed work will be made up; and to assess grade penalties. A student may be advised by a faculty member to withdraw from his/her course for excessive absences and for tardiness.

Academic Evaluation and Recognition

Grades

Approximately one week after the end of each quadmester, grade reports are mailed to students who have met their financial obligations to the University.

The following grading system is used for Undergraduate Students:

- A = Excellent;
- B = Good;
- C = Satisfactory;
- D = Poor;
- F = Fail.

The following grading system is used for Graduate Students:

- A = Excellent;
- B = Good;
- C = Poor;
- F = Fail.

Symbols that may appear on the grade report include

- AU = Audit;
- I = Incomplete;

AW = Administrative Withdrawal and
W = Withdrawal;
WMC = Medical Withdrawal;
RP = Repeat.
IP = In Progress

The symbol of AW (Administrative Withdrawal) is assigned when a student is registered for a course that she or he has not attended for the first three weeks and in which she or he has not completed any graded work. **Students who are administratively withdrawn will not receive a tuition refund and will be held accountable for paying the full tuition (if they are on a payment plan).** Financial aid recipients should be aware that being administratively withdrawn from a course may affect their financial aid eligibility. International students on F-1 visas should be aware that being administratively withdrawn from a course may affect their visa status.

Grade Point Average Calculation

Southeastern University calculates Grade Point Averages (GPA) by dividing the number of quality points by the number of credit hours for which the student has registered, both based on his or her record in this University. The grade-point average is computed as follows:

A = 4 points;
B = 3 points;
C = 2 points;
D = 1 point;
F = 0 points

Although credit value for a course in which a grade of “F” is earned appears on the transcript for the purpose of calculating the grade-point average, no academic credit is awarded. Incomplete “I” grades are not calculated as part of the GPA. After work has been completed and the “I” grade is changed, the new grade is calculated as part of the GPA. When an “I” is not changed by the end of the quadmester subsequent to when it was issued, the grade automatically becomes the grade submitted or an “F”. When a course is repeated, only the higher grade is calculated into the GPA. With the exception of Consortium courses, grades from courses taken at other institutions are not considered in computing the grade-point average.

Classification of Students

Undergraduate Students

Undergraduates are enrolled in 100-400 level courses. Undergraduate students are classified on the basis of the number of credit hours completed as follows:

1. Freshman - less than 30 credit hours completed.
2. Sophomore - 31 to 59 credit hours completed.
3. Junior - 60 to 89 credit hours completed.
4. Senior - 90 or more credit hours completed.

Students who are classified as sophomores and are candidates for an Associate’s Degree are classified as graduating students during the year of probable graduation, but remain members of the sophomore class of the University. Undergraduate students enrolled in twelve or more credits during a quadmester are considered full-time.

Graduate Students

Students who have been admitted into a graduate program are classified as graduate students. Graduate students are enrolled in 500 level courses. Graduate students enrolled in nine or more credits during a quadmester are considered full-time.

Good Standing

An undergraduate student is considered to be in good standing if he or she has:

1. Maintained an academic record of at least a cumulative 2.0 (“C”) grade point average;
2. Met all financial obligations to the University, or has made the appropriate arrangements with the Business Office; and
3. Is not on probation. Undergraduate students must receive a grade of “C” or better in a course required in their major for the course to count toward their degree.

A graduate student is in good standing if he or she has:

1. Earned an academic record of at least a cumulative 3.0 (“B”) grade point average;
2. Met all financial obligations to the University, or has made the appropriate arrangements with the Business Office, and
3. Is not on probation. Graduate students are permitted only one grade of “C” in their degree program.

President’s List

A president’s list is compiled each quadmester. To qualify for the President’s List, undergraduate students must have completed at least 15 credit hours at Southeastern University and have a quadmester GPA of 3.8 or greater while taking at least 12 credit hours per quadmester.

Dean’s List

In recognition of academic excellence at the undergraduate level, a Dean’s List is compiled each quadmester. To qualify for the Dean’s List, undergraduate students must have completed at least 30 credit hours at Southeastern University and have a quadmester and cumulative GPA of 3.50 or greater while taking at least six credit hours per quadmester.

Unsatisfactory Standing

Students’ academic records will be reviewed at the end of each quadmester to determine whether or not the student has maintained satisfactory academic progress. A student who does not meet the requirement for good academic standing will be notified by the process of Academic Monitoring and notified after the first monitoring if a Midterm Deficiency is given. After an Official notice of Academic Warning is delivered, the student may be placed on probation or suspension based upon the review of current academic standing.

Academic Monitoring

Academic Monitoring occurs prior to Midterm week as an initial notice to students who have a less than satisfactory performance. Students are required to meet with an Academic Advisor to discuss solutions, tutoring, or withdrawal from the course. Students will receive a copy of the progress plan stating the student’s requirements to improve his/her grades.

Midterm Deficiencies

Once midterm exams and/or grades have been calculated and received by the Office of the Registrar, students who have less than satisfactory performance are notified by mail. Students are required to meet with an Academic Advisor to discuss solutions, tutoring, or withdrawal from the course. This warning serves as the final notice to students that the final course grade is in jeopardy, and the student should act accordingly.

Academic Warning

At the conclusion of a quadmester, students whose cumulative grade point average falls below 2.0 (undergraduate) or 3.0 (graduate) are placed on Academic Warning for the following term. While on Academic Warning, all students will work with an academic advisor to plan, and engage in academic improvement strategies. To remain in status, international students must register for a full-time course load during the Academic Warning period. International students are also required to seek assistance from a Southeastern University International Student Advisor to discuss academic improvement options and visa status issues. During the Academic Warning period, students are prohibited from holding any class office or officer-level responsibilities in any student organization. Students on Academic Warning are not permitted to serve as representatives on any institutional committees or student groups that organize extra curricular activities.

Academic Probation

Students, whose cumulative grade point average remains below 2.0 for undergraduate students or 3.0 for graduate students at the end of the Academic Warning period, are placed on Academic Probation for the following quadmester. While on Academic Probation, undergraduate and graduate students are required to register for no more than six (6) credit hours and are required to participate in structured intervention programs designed by the Office of Academic Advising. International students on Academic Probation are required to work directly with an International Student Advisor to discuss specific visa status issues. During the Academic Probation period, students are restricted from holding any class offices or other student-based leadership positions within the University.

Academic Suspension/Dismissal

At the end of the Academic Probation period, students with cumulative grade point averages below 2.0 (undergraduate) and 3.0 (graduate) will be dismissed from the University for two (2) terms. After two (2) terms of Academic Dismissal, students may be eligible for re-enrollment after participating in a structured evaluation process by the Office of Academic Advising. If permission is granted by the Office of Academic Advising, dismissed students may re-enter their academic programs of study on a probationary status. If one (1) year elapses between a student's dismissal and re-enrollment date, the student must apply for readmission prior to the beginning of the intended term of matriculation. To apply for readmission, students must submit:

1. An application for readmission with the readmission fee; and
2. A typewritten personal statement and two letters of recommendation to the Admissions Committee

Grade Changes

An instructor may choose to change the original grade under the following conditions:

1. The original grade was an "I" (Incomplete) and the grade is changed after the student has completed the work (see section on Incomplete grades) or;
2. An error was made in calculating or reporting.

An instructor who wishes to change a grade should submit a "Change of Grade" form to the Registrar's Office. All change of grade forms must be submitted prior to the end of the subsequent quadmester in which the grade was earned. Changes of grades for incompletes, however, must be submitted by the end of the midterm period for the subsequent quadmester.

Grade Appeals

A student who wants to appeal his or her grade must consult with the instructor and provide factual documentation about how and/or why the grade was miscalculated or assigned unfairly. Southeastern University acknowledges that the course instructor is the best judge of a student's performance. However, there may be extremely rare instances in which a student feels a grade has been assigned unfairly. After the student consults with the instructor, if unable to reach a mutually satisfactory agreement, the matter may be appealed to the Academic Department Chairperson who will convene a departmental appeals committee for final resolution. The Dean of Faculty and Academic Affairs will be made aware of all grievances with timelines for resolution. The burden of proving the grade was miscalculated or unfairly assigned will be solely the responsibility of the student.

Academic Grievance Procedure

In order to provide a fair and workable academic grievance procedure, students should be free to take reasonable exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. However, students remain responsible for learning the content of the courses in which they are enrolled. When a student thinks his or her rights and freedoms as a student have been violated, or thinks that there has been a violation, misinterpretation or inequitable application of any of the academic regulations of the University, he or she should follow these steps in a timely manner:

1. Speak to the faculty member and follow-up in writing. If this interaction does not produce an appropriate solution,
2. Discuss the matter with the faculty member's academic department chair and follow-up in writing. If this interaction does not produce an appropriate solution,
3. Appeal to the Dean of Faculty and Academic Affairs in writing with all supporting documentation. The form for such complaints, the Student Issue and Complaint form, is located on the website, in STARS, and at the Dean's office.
4. The Dean or a constituted committee will review all documentation and make a finding which shall be binding on all parties.

In all matters concerning academic inquiries, all parties involved should show respect, restraint, and responsibility in their efforts to resolve academic grievances. Every effort should be made to expedite solutions to the situation. It is incumbent upon all parties to arrange and attend all meetings and conferences in good faith and to communicate all decisions as promptly as possible. No party will be discriminated against in any way for having filed or responded to a good faith academic inquiry.

ACADEMIC POLICIES AND SPECIAL REQUESTS

Course Substitutions

Substitutions are not allowed in the General Education Core. Major requirement courses may never be substituted. Only courses which are listed as the professional core requirements and electives may be substituted. As a rule, petitions for substitution will not be considered except in unusual circumstances, and not without the approval of the Academic Advisor, Department Chair and the Academic Dean. Consequently, each must sign the form. The course substitution form must be submitted to the Registrar's Office for approval prior to the start of the quadmester in which the course is taken.

Course Waivers

The waiver of a requirement will not be considered except in unusual circumstances, and not without the approval of the advisor, Department Chair and the Academic Dean.

Incomplete Grades

The grade of “I” (Incomplete) will be awarded in bona fide emergency situations, at the request of the student while in consultation with the instructor. It is granted only to students who have already completed at least 75% of the coursework and have regularly attended class or in an extreme emergency (such as death, hospitalization) in which they must provide proof, medical excuse, court documents, etc.

At the time of the request to the instructor for consideration of an incomplete grade, undergraduate students must have earned the minimum of a “C” in the course and graduate students must have earned the minimum of a “B” in the course. Incompletes are given at the discretion of the instructor. If the instructor agrees to give an incomplete at the request of the student, the student must submit the “Incomplete Contract Form” (signed by the student, instructor and the appropriate Academic Department Chairperson) to the Office of the Registrar before the last day of classes for the quadmester.

Faculty may initiate the awarding of the Incomplete Grade, “I.” If the faculty initiates the “I” grade the fee will not be assessed. All other policies pertaining to the “I” grade will however apply.

Students who do not complete the work required to remove the Incomplete either by the deadline given by the instructor or the midterm of the following quadmester (whichever is earlier) will receive the **Default Grade (Default Grade is the cumulative grade given with the incomplete i.e.: I/A, I/B, I/C, I/D, I/F {I/D defaults to a D})** for the 75% completed work, or the missing work may be calculated into the requirements which may yield a grade of “F.”

See Tuition and Fee section for charges that apply to this request.

Repeating Courses

Undergraduate students must repeat a failed course and receive a “C” grade or higher if the course is required for the degree sought, or a passing grade if it is a prerequisite to other required courses. Repeated courses must be identical (department, course number, and course description) and must be repeated at Southeastern University. When a course is repeated, both grades will appear on the transcript, but only the highest grade is calculated into the GPA.

Graduate students may not receive more than one “C” in the courses attempted and completed for a degree. All other courses, in which the grade is less than a “B,” must be repeated. When a course is repeated, both grades remain on the transcript, but only the highest grade is calculated into the GPA.

No student may repeat a course more than twice. If a student does not earn a satisfactory grade after three attempts of a course required for the degree, the student will not be able to complete the degree. Grades of ‘F’ must be repeated the next quadmester of attendance for financial aid reasons.

PROGRAM OF STUDY

Prerequisites

A prerequisite is an academic requirement a student must fulfill before being given permission to enroll in a specific course or major. Prerequisites for each course are listed following its description. Students are responsible for meeting all course requirements as specified under each course and/or program.

Interdisciplinary Majors and Minors (Undergraduate)

These majors and minors are for students who wish to pursue an individually designed major or minor. Interdisciplinary majors and minors may exist where Southeastern University's academic strengths can support a program of study, and in which career goals exist.

Majors

The primary purpose of the major is to encourage each student to explore a subject area in considerable depth. This in-depth study complements the breadth of study promoted by the General Education Core Requirements. Work in depth permits practice in critical analysis; the solving of problems and provides a sense of how knowledge grows and is shaped by time and circumstances. There are thirty (30) credit hours of required courses plus nine (9) credit hours of upper level elective courses needed to complete a major. Additionally, the student has nine (9) additional upper level elective credit hours which maybe used to fulfill the requirements for a minor.

Concentration in a Major

A concentration in a major allows the student to select a program and take three courses in that program. These courses must include the introductory level course and two advanced courses.

Declaration of a Major

Upon admission to the University, degree-seeking applicants (including transfer students) should declare their desired major, and select courses which meet the requirements listed for that major. Candidates for the Associate of Science Degree or Associate of Arts Degree must declare a major prior to completing twelve (12) credit hours. Candidates for the Bachelor of Science Degree or Bachelor of Arts Degree must declare a major prior to completing twenty-one (21) credit hours. Candidates for the Master of Business Administration Degree, Master of Public Administration Degree and Master of Science Degree must declare a major prior to completing nine (9) credit hours.

Change of a Major or Degree Program

Students may change their declared degree program after obtaining the approval of the appropriate Academic Department Chairperson and an Academic Advisor. In cases where a student changes his/her degree program from one department to that of another department, the approvals of both Academic Department Chairpersons are required. Students must meet all admission requirements and complete all perquisites for the new degree program. In some cases, students may forfeit completed credits due to the change of degree program. A completed "Change of Degree" form must be submitted to the Registrar's Office to have this change officially recognized.

Minors (for undergraduate students only)

Students completing a Bachelor's Degree may elect to complete one or more minors in addition to the major. A minor is a coherent program of study defined by the department or degree program. It may be a limited version of a major concentration or a specialized subset of a field. A minor consists of no fewer than six courses of 3 credit hours up to a maximum 24 credit hours of letter graded work. Departments and degree programs establish the structure and requirements of

each minor in accordance with the policy above. Students completing a Bachelor's Degree may elect to complete one or more minors in addition to the major. Students must officially declare minors no later than the deadline for application to graduate. The department offering the minor(s) may establish earlier deadlines for declaration. Satisfactory completion of declared minors is noted on the student's transcript after degree conferral. Students may not overlap (double count) courses for completing major or minor requirements. Students with questions about declaring minors or double-counting courses toward combination majors and or minors should consult with the Department Chair or Dean.

GRADUATION REQUIREMENTS FOR UNDERGRADUATE AND GRADUATE STUDENTS

Graduation Requirements

The University graduates students twice annually; in December and in June. Graduation means that a student's degree is conferred and a diploma is issued. In order to graduate, students must complete a "Degree Application" and submit it to the Registrar after paying the graduation fee at the Business Office. Current fees are published in the fee schedule of each quadmester's "Course Schedule." Applications for students desiring to graduate in December must be filed between July 1 and the last Saturday of September. Applications for students desiring to graduate in June must be filed between October 1 and the second Saturday of January. Students who do not submit applications and fees within the prescribed periods will not have their applications reviewed for the upcoming graduation. Students who expect to graduate must be in good academic and financial standing with the University. After thoroughly reviewing (clearing) the student's academic record, the Registrar will advise the student in writing of any additional requirements he or she must fulfill before graduating.

Participation in the Commencement (Graduation) Ceremony

The University hosts one graduation ceremony each year. This ceremony is formally known as "Commencement." Traditionally, the Commencement Ceremony is held each year in June. Dates for the annual Commencement Ceremonies are published in the academic calendar of this Catalog. In order to participate in the Commencement Ceremony:

1. All students must be in good academic and financial standing with the University;
2. Bachelor's Degree candidates must be within 6 credits of completion. (However, the diploma will not be issued to the student until the remaining requirements are met the following quadmester.)
3. Associate and Master's Degree candidates must have completed all degree requirements to participate in the ceremony.

Diploma Release

Diplomas are distributed in June and December to students who have completed their requirements and are in good academic and financial standing with the University. Students who do not wish to take part in the Commencement Ceremony should arrange with the Registrar's Office to have their diplomas mailed to them. A fee will be charged for special mailing arrangements.

Associate and Bachelor's Degree Honors

Associate and Bachelor's Degree candidates traditionally are the **only** students receiving the following honors. To qualify, Associate Degree Candidates must have completed the last 31 credit hours at Southeastern University, and recipients for the Bachelor's Degree must have taken their last 60 credit hours at Southeastern. And their honors are determined in the following way:

<i>Cum Laude</i>	=	3.50 to 3.69,
<i>Magna Cum Laude</i>	=	3.70 to 3.89,
<i>Summa Cum Laude</i>	=	3.90 to 4.00.

General Requirements for the Certificate Program

To be eligible for the certificate program a student must:

1. Have been admitted to the curriculum;
2. Have completed a minimum of 15 credits hours, up to a maximum of 21 credit hours;
3. Have earned a grade of “C” or better in each course taken to fulfill the requirements;
4. Have resolved all financial obligations to the University.

General Requirements for the Associate’s Degree

1. A minimum of 61 credits hours is required to earn an associate degree. Note that remedial courses such as **ENGL 001, 002, 003 and MATH 001, 002, 003** may be recommended for students who do not have a good command of Math and English. However, these courses will not count toward the degree.
2. Completion of the required General Core Curriculum, 31 credit hours.
3. An earned grade of “C” or better in each course taken in the major (30 credit hours) is required.

General Requirements for the Bachelor’s Degree

1. A minimum of 121 credit hours is required to receive a Bachelor’s degree. Note that remedial courses such as **ENGL 001, 002, 003 and MATH 001, 002, 003** may be recommended for students who do not have an excellent command of Math and English. However, these courses will not count toward the degree
2. Completion of the general core curriculum, 61 credit hours.
3. Selection and completion of 39 credit hours to fulfill the major requirements.
4. An earned grade of “C” or better in all major requirements courses is required.
5. An earned grade of “C” or better is required in all Professional Core Courses.
6. A student may not earn more than one (1) grade of “D” in their Electives.
7. Participation in an Internship or Cooperative Education Experience.

General Requirements for the Master’s Degree

It is the responsibility of each master’s candidate to meet the following minimum requirements:

1. Master’s Degrees require satisfactory completion of 45 credit hours of prescribed graduate study and appropriate coursework. If a student is unprepared for graduate level courses, additional courses may be recommended; however these courses will not count in the required courses or credit hours for the degree.
2. A minimum cumulative GPA of 3.00 is required for a graduate degree at the University
3. Students may graduate with no more than one grade of “C”, all other earned grades should be “B” or better.
4. Any final oral or written master’s examinations and projects required by a supervisory committee must be passed.

General Education Core Curriculum

GENERAL EDUCATION CORE (GEC)

While its major programs are career-oriented studies aimed to prepare students for careers, Southeastern realizes that to be successful in their careers and lives, students need strong

competency in the general skills of reading, writing, speaking, and interpersonal communication. In addition, Southeastern recognizes the necessity for its students to acquire life-long critical thinking skills. In helping students lead full and enriching lives and make clear and informed decisions as they go through life, the University stresses in its core curriculum an understanding of humanity and recognition of the complexities and interconnections in a rapidly changing global environment. Southeastern aims to equip its graduates with the confidence, tools, and enthusiasm to continue their education throughout life. Specifically, the core courses foster: a capacity for excellence in reading, writing, speaking and interpersonal skills; a facility for critical and analytical thinking; a facility for quantitative analysis; a capacity for applying information technologies to problem solving and decision making; a moral and ethical understanding; an understanding of self and society; an understanding of American culture and institutions; an appreciation of mankind's cultural and intellectual heritage; and a development of a cross-cultural global perspective. Substitutions are not allowed in the General Education Core.

Associate's Degree General Education Core

The General Education Core for the Associate's Degree attempts to develop the following (31 Credit Hours):

- A capacity for excellence in reading, writing, speaking and interpersonal skills.
Required 100 level courses
ENGL 101 Composition I
ENGL 102 Composition II

Required 200 level course
COMM 204 Oral Communications
- A facility for critical and analytical thinking
Required 100 level course
PHIL 103 Introduction to Philosophy
- A facility for quantitative analysis
Required 100 level courses
MATH 101 College Algebra
MATH 104 Basic Statistics
- A capacity for applying information technologies to problem solving and decision making.
Required 100 level courses
ISMA 101 Introduction to Information Systems
- An understanding of self and society
Required 100 level courses (Select ONE of the following)
PSYC 103 Introduction to Psychology
SOSC 105 Introduction to Sociology
ANTH 107 Introduction to Anthropology
- An understanding of American Culture and institutions

Required 100 level courses

HIST 101 U.S. History

- An appreciation of mankind's cultural and intellectual heritage.

Required 100 level course

ART 101 Art Appreciation

- Others

Required 100 level course

ORTN 101 Orientation (1 Credit Hour)

Bachelor's Degree General Education Core

The General Education Core for the Bachelor's Degree attempts to develop the following (61 Credit Hours):

- A Capacity for excellence in reading, writing, speaking and interpersonal skills.

Required 100 level courses

ENGL 101 Composition I

ENGL 102 Composition II

Required 200 level courses

COMM 204 Oral Communications

ENGL 314 Report Writing and Business Communication

- A facility for critical and analytical thinking.

Required 100 level course

PHIL 103 Introduction to Philosophy

Required 200 level course

PHIL 202 Introduction to Logic

Required 300 level course

ENGL 302 Research skills

- A facility for quantitative analysis

Required 100 level courses

MATH 101 College Algebra

MATH 104 Basic Statistics

- A capacity for applying information technologies to problem solving and decision making.

Required 100 level courses

ISMA 101 Introduction to Information Systems

Required 200 level courses

ISMA 275 Computers and Management
ISMA 285 Basics of World Wide Web
and E-Commerce

- An understanding of moral and ethical issues.
Required 300 level course
HUMN 303 Professional Ethics
- An understanding of self and society
Required 100 level courses (Select ONE of the following)
PSYC 103 Introduction to Psychology
SOSC 105 Introduction to Sociology
ANTH 107 Introduction to Anthropology

Required 200 level course
ECON 203 Survey of Economics

Required 400 level course
HUMN 402 Science, Technology and Society in a Changing World
- An understanding of American Culture and institutions
Required 100 level courses (Select ONE of the following)
HIST 101 U.S. History
GOVT 102 U.S. Government (*Required for Public Administration Students*)
- An appreciation of mankind's cultural and intellectual heritage.
Required 100 level course
ART 101 Art Appreciation

Required 200 level course (Select ONE of the following)
HUMN 205 World Civilization I
HUMN 206 World Civilization II
HUMN 208 World Literature I
HUMN 209 World Literature II
HUMN 210 American Literature
- The development of a cross-cultural global perspective.
Required 400 level course
HUMN 405 Comparative Political and Economic Systems

- Others
ORTN 101 Orientation (1 credit hour)

DEPARTMENTS AND PROGRAMS

UNDERGRADUATE

DEPARTMENT OF BUSINESS MANAGEMENT

PROGRAM SUMMARY

Certificate Program

Certificates are currently under review and may be offered at a later time.

Associate of Science (A.S.)

Degree Requirements (61 Credit Hours)

- Associate of Science in Accounting
- Associate of Science in Business Management
- Associate of Science in Financial Management

Bachelor of Science (B.S.)

Degree Requirements (121 Credit Hours)

- Bachelor of Science in Accounting
- Bachelor of Science in Business Management
- Bachelor of Science in Financial Management
- Bachelor of Science in Business Management with a Concentration in Marketing

Master of Business Administration (MBA)

Degree Requirements (45 Credit Hours)

- Master of Business Administration in Accounting
- Master of Business Administration in Business Management
- Master of Business Administration with a Concentration in Entrepreneurship
- Master of Business Administration in Financial Management
- Master of Business Administration in Marketing

ASSOCIATE OF SCIENCE IN ACCOUNTING

Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours) (SEE PAGE 48, 49)

Department Requirements (12 Credit Hours)

ECON 203 Survey of Economics

ISMA 275 Computers and Management
Electives (6 Credit Hours)
Select **TWO** courses from MGMT/FIBA/ECON/ACCT

Major Requirements (18 Credit Hours)
ACCT 101 Introduction to Accounting I
ACCT 102 Introduction to Accounting II
ACCT 200 Principles of Accounting
ACCT 203 Intermediate Accounting I
ACCT 204 Intermediate Accounting II
FIBA 204 Corporate Financial Management

ASSOCIATE OF SCIENCE IN BUSINESS MANAGEMENT
Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours) (SEE PAGE 48, 49)

Department Requirements (12 Credit Hours)
ACCT 101 Introduction to Accounting I
ACCT 102 Introduction to Accounting II
ECON 203 Survey of Economics
ISMA 275 Computers and Management

Major Requirements (18 Credit Hours)
ECON 201 Principles of Economics I (Macro)
ECON 202 Principles of Economics II (Micro)
FIBA 204 Corporate Financial Management
MGMT 201 Principles of Organizational
Management
MGMT 224 Management Science
MRKT 202 Principles of Marketing

ASSOCIATE OF SCIENCE IN FINANCIAL MANAGEMENT
Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours) (SEE PAGE 48, 49)

Department Requirements (12 Credit Hours)
ACCT 101 Introduction to Accounting I
ACCT 102 Introduction to Accounting II
ISMA 275 Computers and Management
Elective Select **ONE** course from MGMT/FIBA/ECON/ACCT

Major Requirements (18 Credit Hours)
FIBA 201 Fundamentals of Finance
FIBA 203 Risk and Insurance
FIBA 204 Corporate Financial Management
MGMT 201 Principles of Organizational Management

MGMT 224 Management Science
MRKT 202 Principles of Marketing

**ASSOCIATE OF SCIENCE IN BUSINESS MANAGEMENT WITH A
CONCENTRATION IN ENTREPRENEURSHIP**
Degree Requirements (61 Credit Hours)

General Education Core (31 credit hours)

Departmental Requirements (15 Credit Hours)

ACCT 101 Introduction to Accounting I
ACCT 102 Introduction to Accounting II
ECON 201 Principles of Economics
ECON 202 Principles of Economics (Micro)
FIBA 204 Corporate Financial Management

Major Requirements (15 Credit Hours)

MGMT 201 Principles or Organizational Management
MRKT 202 Principles of Marketing
MGMT 303 Business Law for
Managers
ENTP 202 Introduction to Entrepreneurship
ENTP 215 Starting and Growing Your Own
Business

BACHELOR OF SCIENCE IN ACCOUNTING
Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours) (SEE PAGE 49, 50, 51)

Department Requirements (24 Credit Hours)

ACCT 101 Accounting I
ACCT 102 Accounting II
ECON 201 Principles of Economics I (Macro)
ECON 202 Principles of Economics II (Micro)
FIBA 204 Corporate Financial Management
MGMT 201 Organizational Management
MGMT 224 Management Science
MRKT 202 Principles of Marketing

Major Requirements (33 Credit Hours)

ACCT 200 Principles of Accounting
ACCT 203 Intermediate Accounting I
ACCT 204 Intermediate Accounting II
ACCT 301 Cost Accounting
ACCT 305 Auditing
ACCT 401 Advanced Accounting I
ACCT 402 Advanced Accounting II
ACCT 406 Government Accounting
ACCT 480 Federal Taxation I

ACCT 481 Federal Taxation II
ACCT 485 Computerized Accounting

Electives (3 Credit Hours)

Students select **ONE** course from remaining 300 and 400 level courses in the department

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours) (SEE PAGE 49, 50, 51)

Department Requirements (24 Credit Hours)

ACCT 101 Accounting I
ACCT 102 Accounting II
ECON 201 Principles of Economics I (Macro)
ECON 202 Principles of Economics II (Micro)
FIBA 204 Corporate Financial Management
MGMT 201 Organizational Management
MGMT 224 Management Science
MRKT 202 Principles of Marketing

Major Requirements (24 Credit Hours)

MGMT 303 Business Law for Managers
MGMT 301 Business Personnel Administration
MGMT 401 Social, Political and Legal Environment
of Business
MGMT 402 Small Business Seminar
MGMT 403 Administrative Theory and Practice
MGMT 404 International Management
MGMT 406 Business Policy
MRKT 421 International Marketing

Electives (12 Credit Hours)

Students select **FOUR** courses from remaining 300 and 400 level courses in the department

**BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT WITH A
CONCENTRATION IN ENTREPRENEURSHIP**

Degree Requirements (121 Credit Hours)

General Education Requirements (61 Credit Hours) (SEE PAGE 49, 50, 51)

Departmental Requirements (24 Credit Hours)

ACCT 101 Accounting I
ACCT 102 Accounting II
ECON 201 Principles of Economics I
ECON 202 Principles of Economics II
FIBA 204 Corporate Financial Management
MGMT 201 Organizational Management
MRKT 202 Principles of Marketing
MGMT 224 Management Science

Major Requirements (24 Credit Hours)

MGMT	301	Business Personnel Administration
MGMT	401	Social, Political and Legal Environment of Business
MGMT	403	Administrative Theory and Practice
MGMT	404	International Management
MGMT	406	Business Policy
MRKT	421	International Marketing
MGMT	303	Business Law for Managers
NPMP	201	Introduction to Non Profit Management

Entrepreneurship Concentration Requirements

(12 credit hours)

ENTP	202	Introduction to Entrepreneurship
ENTP	215	Starting and Growing Your Own Business
ENTP	301	Corporate Entrepreneurship
ENTP	402	The Entrepreneurial Experience

BACHELOR OF SCIENCE IN FINANCIAL MANAGEMENT

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours) (SEE PAGE 49, 50, 51)

Department Requirements (24 Credit Hours)

ACCT	101	Accounting I
ACCT	102	Accounting II
ECON	201	Principles of Economics I (Macro)
ECON	202	Principles of Economics II (Micro)
FIBA	204	Corporate Financial Management
MGMT	201	Organizational Management
MGMT	224	Management Science
MRKT	202	Principles of Marketing

Major Requirements (27 Credit Hours)

FIBA	201	Fundamentals of Finance
FIBA	301	Money and Banking
FIBA	303	Financial Statement Analysis
FIBA	402	International Finance
FIBA	479	Financial Management Decision Tools
FIBA	481	Investments

Major Electives: (9 Credit Hours)

Select **THREE** courses of the nine:

FIBA	360	Co-op Experience I in Finance/Banking
FIBA	361	Co-op Experience II in Finance/Banking
FIBA	460	Co-op Experience III in Finance/Banking
FIBA	461	Co-op Experience IV in Finance/Banking
FIBA	482	Real Estate Investment Strategy
FIBA	483	Commercial Lending
FIBA	484	Consumer and Commercial

FIBA 485 International Lending
FIBA 491 Special Topics in Finance

Electives (9 Credit Hours)

Students select **THREE** courses from remaining 300 and 400 level courses in the department

BACHELOR OF SCIENCE IN MARKETING

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours) (SEE PAGE 49, 50, 51)

Department Requirements (24 Credit Hours)

ACCT 101 Accounting I
ACCT 102 Accounting II
ECON 201 Principles of Economics I (Macro)
ECON 202 Principles of Economics II (Micro)
FIBA 204 Corporate Financial Management
MGMT 201 Organizational Management
MGMT 224 Management Science
MRKT 202 Principles of Marketing

Major Requirements (24 Credit Hours)

MGMT 301 Business Personnel Administration
MRKT 321 Advertising
MRKT 323 Sales Management
MGMT 401 Social, Political and Legal Environment
of Business
MRKT 324 Industrial Marketing
MRKT 421 International Marketing
MRKT 423 Marketing Research
MRKT 424 Marketing Management

Electives (12 Credit Hours)

Students select **FOUR** courses from remaining 300 and 400 level courses in the department

UNDERGRADUATE COURSE DESCRIPTIONS

ACCOUNTING COURSES (ACCT)

Accounting majors acquire the skills to plan, implement and control managerial activities and financial operations within organizations. They become professional Certified Public Accountants and go into business for themselves or work in a professional accounting firm. Accounting is an essential business function.

ACCT 101 Introduction to Accounting I

3 Credits

Fundamental principles needed by business students and potential accounting majors to understand the accounting equation and its applications, this includes the posting, and

summarization of accounting data, and the preparation of basic financial statements. Emphasis is placed on the understanding of accounting data from the user's point of view. There is also emphasis on analysis and interpretation of accounting data and understanding the accounting concepts needed in making internal management decisions.

ACCT 102 Introduction to Accounting II

3 Credits

Fundamentals needed by business students and potential accounting majors to understand the accounting equation and its applications, including the posting, and summarization of accounting data, and the preparation of basic financial statements. Emphasis is placed on the understanding of accounting data from the user's point of view. There is thus emphasis on analysis and interpretation of accounting data and understanding the accounting concepts needed in making internal management decisions. ACCT 102 is a continuation of ACCT 101.

ACCT 200 Principles of Accounting

3 Credits

Course is designed for accounting majors and other business students who require further training in accountancy. The course builds upon the fundamental accounting principles given in ACCT 101 and 102 and gives students the necessary foundation to proceed to the intermediate level. The course covers basic Balance Sheet and Profit and Loss accounts in depth. It covers Partnerships and Corporations and introduces students to more advanced topics including budgeting, cost accounting, cash flows and more.

Prerequisite: ACCT 102

ACCT 203 Intermediate Accounting I

3 Credits

This course applies accounting principles to financial statement preparation. Emphasis on procedure and presentation with particular attention to cash, accounts receivable, principles and concepts of inventory valuation. Also included are technique and theory of accounting principles as applied to consignments, income statements, types of interest, and detailed analysis of each balance account.

Prerequisite: ACCT 102

ACCT 204 Intermediate Accounting II

3 Credits

Application of accounting principles to financial statement preparation. Emphasis on procedure and presentation; particular attention to cash, accounts receivable, and principles and concepts of inventory valuation. Technique and theory of accounting principles as applied to consignments, income statements, types of interest, etc.; detailed analysis of each balance account. ACCT 204 is a continuation of ACCT 203.

Prerequisite: ACCT 102

Prerequisite: ACCT 203

ACCT 301 Cost Accounting

3 Credits

Cost Accounting examines accounting and managerial aspects in cost concepts including job orders, process cost systems, flexible budgets, joint by-product costs, break-even points, differential costs, etc. Problems and practice projects are basis for study.

Prerequisite: ACCT 200 or permission of Department Chair.

ACCT 305 Auditing

3 Credits

Auditing focuses on principles, standards, and procedures. Key subjects includes: auditing concepts, beginning an audit, audit programs, audit working papers, procedures applicable to assets, liabilities, and proprietorship accounts and closing the audit, post-audit considerations, and preparation of the auditor's report.

Prerequisite: ACCT 200 or permission of Department Chair.

ACCT 360 Co-op Experience I in Accounting**3 Credits**

Minimum 20 hours per week of supervised work site experience for 12 weeks beginning the junior year.

Prerequisite: By permission of the Department Chair.

ACCT 361 Co-op Experience II in Accounting 3 Credits

Minimum 20 hours per week of second term supervised work site experience for 12 weeks.

Prerequisite: By permission of the Department Chair.

ACCT 401 Advanced Accounting I**3 Credits**

Advanced Accounting I deals with branch accounting, merger and consolidations.

Prerequisite: ACCT 204

ACCT 402 Advanced Accounting II**3 Credits**

Advanced Accounting II deals with partnerships, trusts, insurance, governmental accounting and other advanced topics.

Prerequisite: ACCT 204

Prerequisite: ACCT 401 or permission of Department Chair.

ACCT 406 Governmental Accounting**3 Credits**

This capstone course examines concepts and procedures appropriate to accounting for activities of governmental, quasi-governmental, and nonprofit units and institutions.

Prerequisite: ACCT 200 or permission of Department Chair.

ACCT 411 International Accounting and Taxation**3 Credits**

This course focuses on international problems and broad perspectives into the development and application of accounting thought. It covers concepts such as replacement values in accounts, financial statement consolidation for purposes of reporting to stockholders; differences in methods and procedures, e.g., translation of foreign currency amounts and providing for depreciation.

ACCT 415 Certified Public Accounting Review I**3 Credits**

A complete review of accounting theory and practice, business law, ethics, taxation and auditing in preparation for taking the Uniform Examination for Certified Public Accountants.

ACCT 416 Certified Public Accounting Review II**3 Credits**

A complete review of accounting theory and practice, business law, ethics, taxation and auditing in preparation for taking the Uniform Examination for Certified Public Accountants.

ACCT 436 Managerial Accounting

3 Credits

Case studies and detailed techniques of cost accounting internal auditing and controllership. Course provides understanding of important dimensions of the management function of accounting.

ACCT 460 Co-op Experience III in Accounting

3 Credits

Minimum 20 hours per week of third term supervised work site experience for 12 weeks.

Prerequisite: By permission of the Department Chair.

ACCT 461 Co-op Experience IV in Accounting

3 Credits

Minimum 20 hours per week of fourth term supervised work site experience for 12 weeks during the senior year.

Prerequisite: By permission of the Department Chair.

ACCT 480 Federal Taxation I

3 Credits

Federal Taxation I treats principles and practice of federal tax with topics including gross income, itemized deductions, capital gains and losses, net operating loss, carrying forward and back, history of taxation, inception of law, credits, exemptions, tax research, and operation of tax forms.

ACCT 481 Federal Taxation II

3 Credits

Federal Taxation II deals with more involved problems of income determination, reorganization, partnership and specially taxed corporations, foreign taxes, Social Security, estate and gift taxes, and administrative procedures.

ACCT 482 Federal Taxation III

3 Credits

Federal Taxation III provides an in-depth understanding of a broad spectrum of federal income taxation and a review of tax procedures and law for the Internal Revenue Service Special Enrollment Examination. This course is useful as a refresher course in federal tax procedures for the tax practitioner. Prerequisite: Either ACCT 480 or ACCT 481 can be taken first but both should be taken before ACCT 482.

ACCT 485 Computerized Accounting Information System

3 Credits

This course focuses on design, through the development general and specialized accounting computerized information systems including the role of accounting information systems within business operating environments.

Prerequisite: ACCT 200.

ECONOMICS COURSES (ECON)

Economics is the study of the allocation of scarce resources among competing ends. It is a fundamental building block for courses in business management.

ECON 201 Principles of Economics I (Macro)

3 Credits

An introductory course to the U.S. economic system It explore income; employment and fiscal policy; money and monetary policy; equilibrium; selected economic ideas, issues and policies.

Prerequisites: ENGL 102 MATH 101, and MATH 102.

ECON 202 Principles of Economics II (Micro)

3 Credits

This course specializes in the economics of the firm, resource allocation and prices, equilibrium and welfare economics; and selected economic ideas, issues and policies.

Prerequisites: ENGL 102 and MATH 102

ECON 203 Survey of Economics

3 Credits

This course is the introductory survey of economic theory within the framework of the free enterprise system. Topics include scarcity and utilization of resources, consumer behavior, production and costs within different market structures, measurement of national income, inflation and economic growth and, the role of monetary policies and global economic relations.

ENTREPRENEURSHIP COURSES (ENTP)

Entrepreneurship focuses on innovation and risk taking. It is a basic component of a free enterprise economic system. Entrepreneurial thinking is taught in all majors at Southeastern but the concentration in entrepreneurship provides students with in depth understanding of the field through course work that teaches basic entrepreneurial concepts and applications of knowledge and skills learned in all courses using case study analysis and business plan creation.

ENTP 201 Marketing, Sales and Advertising

3 Credits

This course concentrates on creating and implementing a marketing plan for a small business. Students will learn how to identify research and target markets for products, create new marketing opportunities, identify advertising venues, and apply the four P's (product, price, place and promotion) to sell a business idea or product. Entrepreneurial skills will be identified and exercised through case studies, classroom debates, assignments, videos, guest speakers, and course reading materials.

ENTP 202 Introduction to Entrepreneurship

3 Credits

This course is intended to provide students with an understanding of the entrepreneurial process from a historical and research perspective. It provides an overview of the business plan formulation; examines alternative financing mechanisms; and provides technical skills for managing, growing and ending new ventures. The course provides background information needed to help students develop an entrepreneurial way of thinking and addressing problems.

ENTP 215 Starting and Growing Your Own Business.

3 Credits

This course provides students with a detailed and in depth analysis of Entrepreneurship, including the assessment of opportunities and the development of a detailed business plan for a new venture, including market and industry competitive analysis and marketing, finance and operational plans. The detailed business plans will be developed by teams of students and will be

entered into competition at the university. The business plan should integrate the skills acquired by students in management and other courses taken prior to this course. Instruction approaches include case analyses and outside speakers. **Prerequisite: ENTP 202**

ENTP 301 Corporate Entrepreneurship

3 Credits

This course addresses entrepreneurship activities in established organizations. Topics include understanding and dealing with the barriers to entrepreneurship in corporations; recognizing and assessing corporate entrepreneurship opportunities; and learning various approaches organizations can take to increase entrepreneurship. The course includes developing skills in areas such as decision making under pressure, presentations to hostile audiences, and team building.

Prerequisite: ENTP 202

ENTP 402 The Entrepreneurial Experience

3 Credits

This is an applied course during which students work in the field, individually or in small teams, on real entrepreneurial projects. Students will apply concepts learned in the classroom by implementing their own business plan or working with an entrepreneur on a specific project. Students are guided by the instructor but are expected to provide most of the initiative to complete the project. Contact time is split between in class sessions and out of class individual meetings with the instructor.

Prerequisite: ENTP 202

FINANCE AND BANKING COURSES (FIBA)

Financial management is an essential element of profit and nonprofit organizations. Financial Management majors acquire the skills to plan, implement and control managerial activities and financial operations within organizations. Graduates are qualified to work in banks and other financial institutions and to perform financial management functions in other organizations.

FIBA 201 Fundamentals of Finance

3 Credits

This course is an introduction to the Finance discipline. It includes a Financial administration, including expense control, budgeting, credit, protection against risk, investment analysis and portfolio management.

FIBA 203 Risk and Insurance

3 Credits

Using analysis of concepts of risk and strategies available to insure against risk, this course is an In-depth study of various types of insurance. Emphasis is placed the viewpoints of risk managers and consumers.

FIBA 204 Corporate Financial Management

3 Credits

This is an introduction to corporate managerial finance. It includes forecasting and planning of corporate financial requirements and decisions relating to working capital, major capital investments and financing.

Prerequisite: ACCT 102

FIBA 301 Money and Banking

3 Credits

Students will survey the development and use of money and credit, and the effects of variation in supply while exploring significant monetary theories will be examined, Federal Reserve Systems, monetary policy tools and their use for economic stabilization and current issues in monetary policy.

Prerequisite: ECON 201.

FIBA 302 Principles of Banking

3 Credits

An overview of the commercial bank, its functions, management, and role in the economy will be examined. Topics include the structure of the banking system, the organizational structure of commercial banks, bank asset and liability management, credit analysis, lending policies, various types of loans, and current issues in banking.

Prerequisite: FIBA 301.

FIBA 303 Financial Statement Analysis

3 Credits

An interpretation of financial statements including the classification of balance sheet items and the comparative analysis of balance sheets, critical financial analysis of income statements, statements of sources, and application of funds including pertinent tests and ratios will be studied.

Prerequisites: FIBA 201, ACCT 102.

FIBA 360 Co-op Experience I in Finance/Banking

3 Credits

Minimum 20 hours per week of supervised work site experience for 12 weeks. **By permission of the Department Chair.**

FIBA 361 Co-op Experience II in Finance/Banking

3 Credits

Minimum 20 hours per week of the second term of supervised work site experience for 12 weeks.

By permission of the Department Chair.

FIBA 400 Directed Individual Study and Research

3 Credits

Permits student to develop and present for credit an individual project of special interest within a given academic discipline. Format and content of the project must be approved by the designated faculty member with criteria of approval being: relevance to current issues in the field, originality of subject area, and intellectual significance. This option is available as part of each discipline listed in the catalog, but a student may elect only one such course with the sequence of total credit hours required for the baccalaureate degree. Admission is by consent of the Department Chair only and is open only to seniors.

FIBA 402 International Finance

3 Credits

This course includes the principles of international finance; the exchange rate and balance of payments theory; the international financial system; international capital markets and institutions the role of international capital flow in economic development; and international cash flow management.

Prerequisite: FIBA 204.

FIBA 460 Co-op Experience III in Finance/Banking

3 Credits

Minimum 20 hours per week of supervised work site experience for 12 weeks.

By permission of the Department Chair.

FIBA 461 Co-op Experience IV in Finance/Banking**3 Credits**

Minimum 20 hours per week of fourth term of supervised work site experience for 12 weeks.

By permission of the Department Chair.

FIBA 479 Financial Management Decision Tools**3 Credits**

An in-depth study and analysis of financial management cases using computer spreadsheets. Cases include cash budgeting, capital budgeting, financial statement analysis, and financial forecasting. Additional cases in capital structure, leasing, and bond refunding may be used at the option of the instructor. Designed as the capstone course, it should be taken within the last two quadesters of study.

Prerequisite: FIBA 204

FIBA 481 Investments**3 Credits**

This course explores security markets included are; various types of investment securities; recognized accepted tests of safety, income, and marketability; management of portfolios; and techniques for analysis and interpretation of corporate reports.

Prerequisites: FIBA 201, 204.

FIBA 482 Real Estate Investment Strategy**3 Credits**

This course develops the comprehensive investment analysis tools necessary to make rational and analytical real estate decisions. Included are principles basic to the formulation of an investment strategy, definition of investment objectives and theory and measurement of risk and return.

Prerequisite: FIBA 204.

FIBA 483 Commercial Lending**3 Credits**

An overview of commercial lending functions with emphasis on responsibilities of the bank loan officer, this course includes topics on the lending process, loan portfolio management, government regulation, new business development credit analysis, types of commercial loans, and the loan decision process.

Prerequisite: FIBA 302.

FIBA 484 Consumer and Commercial**3 Credits**

An overview of consumer and commercial credit including the management function and government regulations, students are introduced to the world of credit including consumer credit, commercial credit, the credit decision, financial statement and analysis, collection policies and practices, and the legal framework (both federal and state) within which consumer and commercial credit operations are conducted. **Prerequisite: FIBA 204**

FIBA 485 International Lending**3 Credits**

This course gives a comprehensive overview of international banking, the functions and responsibilities of the international loan officer and the role that commercial and government financial institutions play in facilitating world trade. It includes balance of payments and country risk; letters of credit; principles of foreign exchange; principles of international lending; national and international government lending agencies; project financing, and trade financing.
Prerequisite: FIBA 402

FIBA 491 Special Topics in Finance

3 Credits

This course will deal with special financial topics. The seminar approach will be used. Refer to the class schedule for topic offering and specific course description.

Prerequisite: FIBA 204.

BUSINESS MANAGEMENT COURSES (MGMT)

Business Management majors study management from a broad and comprehensive perspective. They are prepared for leadership positions in business, government and nonprofit organizations.

MGMT 201 Principles of Organizational Management

3 Credits

This is an introduction to the basic functions of management in task-oriented organizations. Functions of production, marketing, finance, and personnel are explored, along with staff services and social responsibility. Exploration continues with the impact of the contemporary setting on organizational structure and responses.

MGMT 224 Management Science

3 Credits

This is an introduction to business use of operations research with stress on such quantitative decision-making concepts as linear programming, simulation, and modeling. Students participate in computer based managerial simulation, providing for decision-making in the areas of accounting, finance and banking, marketing, production, personnel, and general management.

Prerequisites: MATH 101, MATH 102, MGMT 201

MGMT 301 Business Personnel Administration

3 Credits

This course examines problems and issues in personnel administration, organization and tasks of the personnel office and line management responsibilities in selecting, placing, developing, training, and appraising personnel. Review of position classification and labor relations are included.

Prerequisite: MGMT 201.

MGMT 302 Systems Design Installation

3 Credits

This course examines practical working knowledge of analytical tools and methods used by modern managers to organize successfully and to operate new organizations. It explores how to improve performance of existing organizational elements by identifying, evaluating, and correcting procedural deficiencies.

Prerequisites: MGMT 201, MGMT 202.

MGMT 303 Business Law for Managers

3 Credits

This course considers topics of agency, employment, partnership, corporations, joint ventures, and estates and trusts. It provides instruction and practice in comparing law in different local jurisdictions and in drafting business documents.

MGMT 360 Co-op Experience I in Management/Marketing

3 Credits

Minimum 20 hours per week of supervised work site experience for 12 weeks beginning the junior year.

Prerequisite: By permission of the Department Chair.

MGMT 361 Co-op Experience II in Management/Marketing

3 Credits

Minimum 20 hours per week of second term supervised work site experience for 12 weeks.

Prerequisite: By permission of the Department Chair.

MGMT 401 Social, Political and Legal Environment of Business

3 Credits

This is the study of the impact of the American social, political, and legal systems on business, in addition the development of regulations; such as Anti-trust, consumer, and environmental regulations. Will be reviewed international implications of national policies and practices toward business will be included.

Prerequisite: MGMT 201

MGMT 402 Small Business Seminar

3 Credits

This course will concentrate on how to start and manage your own business. Discussions on types and locations of business; legal organization; accounting and taxes; obtaining capital; controlling inventory; setting prices; staffing; insurance franchising; and cost and sources for specialized assistance will be discussed. **Prerequisite: MGMT 201**

NOTE: Credit will be given for either MGMT 402 or ENTP 215, not both courses

MGMT 403 Administrative Theory and Practice

3 Credits

Management theory, concepts, and practices as well as manager's responsibilities and vital relationships will be discussed.

Prerequisite: MGMT 301.

MGMT 404 International Management

3 Credits

This course includes the characteristics of foreign countries and their potential impact on business decision-making including the role of the government, international agreements, international trade, cultures and regional differences.

Prerequisite: MGMT 401.

MGMT 406 Business Policy

3 Credits

This is the capstone course in management and should be taken in the last or second to last term of the undergraduate program. It provides a synthesis of previous course material within the program. It is operated as a seminar and individual and group projects that demonstrate managerial competencies are a major portion of the course. A major thrust of the course is the application of concepts learned in the classroom to real world problems.

MGMT 460 Co-op Experience III in Management/Marketing

3 Credits

Minimum 20 hours per week of third term supervised work site experience for 12 weeks during the senior year.

Prerequisite: By permission of the Department Chair.

MGMT 461 Co-op Experience IV in Management/Marketing

3 Credits

Minimum 20 hours per week of fourth term supervised work site experience for 12 weeks during the senior year.

Prerequisite: By permission of the Department Chair.

MGMT 470 Special Topics in Business Management

3 Credits

This seminar provides an opportunity for the student to become familiar with contemporary opportunities within the broad field of management. The topic(s) covered during each offering of the course will depend upon current trends in management. This course is available only to seniors. Students may take this course in place of a non-core course requirement with the approval of the Department Chair.

MGMT 480 Directed Research

3 Credits

This course permits the student to develop and present for credit an individual project of special interest within the academic disciplines of management or marketing. Format and content of the project must be approved by the course instructor. The general criteria for a project are relevancy to current issues in this field, originality of subject area, and intellectual significance. This option is available only once during the student's program of study. Admission to this course requires the approval of the Department Chair.

MARKETING COURSES (MRKT)

Marketing majors are prepared for positions focusing on the provision of customer satisfaction through the exchange of goods and services. Marketing is an essential function for all organizations.

MRKT 202 Principles of Marketing

3 Credits

Introduction to the marketing process; functions, institutions, and channels involved in distribution of goods and services from producers to consumers including a study of buying motives, marketing practices, strategies, and policies.

MRKT 320 Business Logistics

3 Credits

This course is designed to survey logistic systems. Topics addressed include inventory policy, location of facilities, transportation, customer service, materials handling, multi-factory networks, and channel relationships.

Prerequisite: MGMT 224.

MRKT 321 Advertising**3 Credits**

The study of advertising and forms of sales promotion. Techniques currently used by advertisers and the investigation of media importance in the development of advertising and promotion campaigns are emphasized. **Prerequisite: MRKT 202**

MRKT 323 Sales Management**3 Credits**

Student will explore the organization of a sales department, planning sales force activities, operations of sales forces and evaluation of results.

Prerequisite: MGMT 321.

MRKT 324 Business to Business Marketing**3 Credits**

The student of aspects of marketing of goods and services from business to business, including pricing, promotion and channel analysis. **Prerequisite: MGMT 323.**

MRKT 421 International Marketing**3 Credits**

An Introduction to international business foreign trade policies; U.S. Markets for foreign goods and foreign markets for U.S. products; channels of international marketing including advertising and sales promotion and role of government are emphasized. .

Prerequisite: MGMT 401.

MRKT 423 Marketing Research**3 Credits**

Using case studies and actual marketing research, fieldwork techniques and methodology for mail, telephone, and personal interview surveys are examined. Topics include hypothesis testing, sample design, statistical sampling methodology, regression analysis techniques, questionnaire design and testing, and behavior measurement techniques. Sources of prior original research as well as published data are considered. Students will visit a marketing research firm and the Library of Congress if possible.

MRKT 424 Marketing Management**3 Credits**

This is the capstone course in marketing and should be taken in the last or second to last term of the undergraduate program. It provides an analysis of marketing problems; study of decision-making and managerial aspects of marketing using problem or case study approach; development of organizations and procedures for control of marketing activities; pricing, selection of channels, government controls; organization and direction of sales campaigns.

Prerequisite: MGMT 224.

UNDERGRADUATE SAMPLE PROGRAMS

Associate of Science
Business Management
Based on Full-Time Enrollment
(12 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics
ART 101	Art Appreciation
MGMT 201	Principles of Organizational Management

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
MGMT 301	Business Personnel Administration
ACCT 101	Introduction to Accounting I
COMM204	Oral Communication

Quadmester 3

Course Number	Course Title
ISMA 101	Introduction to Information Systems
ECON 201	Principles of Economics I (Macro)
HIST 101	National History
ACCT 102	Introduction to Accounting II

Quadmester 4

Course Number	Course Title
MATH 104	Basic Statistics
ECON 202	Principles of Economics II (Micro)
PHIL 202	Introduction to Philosophy
ISMA 275	Computers and Management

Quadmester 5

Course Number	Course Title
MGMT 224	Management Science
FIBA 204	Corporate Financial Management
MRKT 202	Principles of Marketing
Elective	From ACCT/MGMT/FIBA/MRKT

**Associate of Science
Accounting
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ACCT 101	Introduction to Accounting I
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics
ECON 203	Survey of Economics

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
ACCT 102	Introduction to Accounting II
ART 101	Art Appreciation
COMM 204	Oral Communication

Quadmester 3

Course Number	Course Title
ISMA 101	Introduction to Information Systems
ACCT 200	Principles of Accounting

HIST 101 National History
PSYC 103 Introduction to Psychology

Quadmester 4

Course Number	Course Title
MATH 104	Basic Statistics
ACCT 203	Intermediate Accounting I
PHIL 202	Introduction to Philosophy
Elective	From ACCT/MGMT/FIBA/ECON

Quadmester 5

Course Number	Course Title
FIBA 204	Corporate Financial Management
ACCT 204	Intermediate Accounting II
ISMA 275	Computers and Management
Elective	From ACCT/FIBA/MGMT/ECON

**Associate of Science
Financial Management
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ART 101	Art Appreciation
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics
ACCT 101	Introduction to Accounting I

Quadmester 2

Course Number	Course Title
MGMT 201	Principles of Organizational Management
ENGL 102	Composition II
ACCT 102	Introduction to Accounting II
ECON 203	Survey of Economics

Quadmester 3

Course Number	Course Title
ISMA 101	Introduction to Information Systems
FIBA 201	Fundamentals of Finance
HIST 101	National History
PSYC 103	Introduction to Psychology

Quadmester 4

Course Number	Course Title
MATH 104	Basic Statistics
FIBA 204	Corporate Financial Management
PHIL 202	Introduction to Philosophy
COMM 204	Oral Communication

Quadmester 5

Course Number	Course Title
FIBA 203	Risk and Insurance
ISMA 275	Computers and Management
MGMT 224	Management Science
MRKT 202	Principles of Marketing

**Bachelor of Science in Business Management
Concentration in Marketing
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ART 101	Art Appreciation
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics

Select one from the following

SOSC 105	Principles of Sociology
PSYC 103	Introduction to Psychology

Quadmester 2

Course Number	Course Title
ISMA 101	Introduction to Information Systems
ENGL 102	Composition II
MGMT 201	Principles of Organizational Management

Select one from the following

GOVT 102	US Government
HIST 101	National History

Quadmester 3

Course Number	Course Title
ACCT 101	Introduction to Accounting I
MATH 104	Basic Statistics
COMM 204	Oral Communication

Select one from the following

HUMN 205	World Civilization I
HUMN 206	World Civilization II
HUMN 208	World Literature I
HUMN 209	World Literature II
HUMN 210	American Literature

Quadmester 4

Course Number	Course Title
ACCT 102	Introduction to Accounting II
ISMA 275	Computers and Management
PHIL 103	Introduction to Philosophy
ECON 203	Survey of Economics

Quadmester 5

Course Number	Course Title
ENGL 314	Report Writing and Business Communication
ECON 201	Principles of Economics I (Macro)
PHIL 202	Introduction to Logic

Select one elective from MGMT courses (300/400 level)

Quadmester 6

Course Number	Course Title
MRKT 202	Principles of Marketing
ECON 202	Principles of Economics II (Micro)
MGMT 301	Business Personnel Administration
HUMN 405	Comparative Political and Economic System

Quadmester 7

Course Number	Course Title
ISMA 285	Web & E-Commerce

MGMT 321 Advertising
HUMN 303 Ethics

Select one elective from MGMT courses (300/400 level)

Quadmester 8

Course Number	Course Title
MRKT 323	Sales Management
MGMT 401	Social, Political and Legal Environment of Business
FIBA 204	Corporate Financial Management
HUMN 402	Science Technology and Society in a Changing World

Quadmester 9

Course Number	Course Title
MGMT 224	Management Science
MRKT 421	International Marketing
MRKT 324	Industrial Marketing
ENGL 302	Research Skills

Quadmester 10

Course Number	Course Title
MRKT 423	Marketing Research
MRKT 424	Marketing Management

Select two electives from MGMT courses (300/400 level)

**Bachelor of Science
Accounting
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ART 101	Art Appreciation
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics

Select one from the following

SOSC 105	Principles of Sociology
PSYC 103	Introduction to Psychology

Quadmester 2

Course Number	Course Title
ISMA 101	Introduction to Information Systems
ENGL 102	Composition II
MGMT 201	Principles of Organizational Management

Select one from the following

GOVT 102	US Government
HIST 101	National History

Quadmester 3

Course Number	Course Title
ACCT 101	Introduction to Accounting I
MATH 104	Basic Statistics
COMM 204	Oral Communication

Select one from the following

HUMN 205	World Civilization I
HUMN 206	World Civilization II
HUMN 208	World Literature I
HUMN 209	World Literature II
HUMN 210	American Literature

Quadmester 4

Course Number	Course Title
ACCT 102	Introduction to Accounting II
ISMA 275	Computers and Management
PHIL 103	Introduction to Philosophy
ENGL 314	Report Writing and Business Communication

Quadmester 5

Course Number	Course Title
ACCT 200	Principles of Accounting
ECON 201	Principles of Economics I (Macro)
PHIL 202	Introduction to Logic

Select one elective from MGMT courses (300/400 level)

Quadmester 6

Course Number	Course Title
MRKT 202	Principles of Marketing
ECON 202	Principles of Economics II (Micro)
ACCT 203	Intermediate Accounting I
HUMN 303	Ethics

Quadmester 7

Course Number	Course Title
ISMA 285	Web & E-Commerce
HUMN 305	Comparative Political and Economic Systems
ACCT 204	Intermediate Accounting II
ACCT 305	Auditing

Quadmester 8

Course Number	Course Title
ACCT 301	Cost Accounting
ACCT 480	Federal Taxation I
FIBA 204	Corporate Financial Management
HUMN 402	Science, Technology and Society in a Changing World

Quadmester 9

Course Number	Course Title
MGMT 224	Management Science
ACCT 401	Advanced Accounting I
ACCT 406	Governmental Accounting
ENGL 302	Research Skills

Quadmester 10

Course Number	Course Title
ACCT 402	Advanced Accounting II
ACCT 481	Federal Taxation II
ACCT 485	Computerized Accounting Information Systems

Elective LEGL/FIBA/MGMT (300/400 level)

**Bachelor of Science
Business Management
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ART 101	Art Appreciation

ORTN 100 Orientation
ENGL 101 Composition I
MATH 101 College Mathematics
Select one from the following
SOSC 105 Principles of Sociology
PSYC 103 Introduction to Psychology

Quadmester 2

Course Number Course Title
ISMA 101 Introduction to Information Systems
ENGL 102 Composition II
MGMT 201 Principles of Organizational Management

Select one from the following

GOVT 102 US Government
HIST 101 National History

Quadmester 3

Course Number Course Title
ACCT 101 Introduction to Accounting I
MATH 104 Basic Statistics
COMM 204 Oral Communication

Select one from the following

HUMN 205 World Civilization I
HUMN 206 World Civilization II
HUMN 208 World Literature I
HUMN 209 World Literature II
HUMN 210 American Literature

Quadmester 4

Course Number Course Title
ACCT 102 Introduction to Accounting II
ISMA 275 Computers and Management
PHIL 103 Introduction to Philosophy
ECON 203 Survey of Economics

Quadmester 5

Course Number Course Title
ENGL 314 Report Writing and Business
Communication
ECON 201 Principles of Economics I (Macro)
PHIL 202 Introduction to Logic

Select one elective from MGMT courses (300/400 level)

Quadmester 6

Course Number Course Title
MRKT 202 Principles of Marketing
ECON 202 Principles of Economics II (Micro)
MGMT 301 Business Personnel Administration
HUMN 405 Comparative Political and Economic System

Quadmester 7

Course Number Course Title
ISMA 285 Web & E-Commerce
MGMT 401 Social, Political, and Legal Environment
of Business
HUMN 303 Ethics

Select one elective from MGMT courses (300/400 level)

Quadmester 8

Course Number Course Title
MGMT 402 Small Business Seminar
MGMT 403 Administrative Theory and Practice

MRKT 421 International Marketing
HUMN 402 Science Technology and Society in a
Changing World

Quadmester 9

Course Number	Course Title
MGMT 404	International Management
MGMT 303	Business Law for Managers
ENGL 302	Research Skills

Select one elective from FIBA/MGMT/ACCT/PUAD courses (300/400 level)

Quadmester 10

Course Number	Course Title
MGMT 224	Management Science
MGMT 406	Business Policy

Select two electives from FIBA/MGMT/ACCT/PUAD courses (300/400 level)

**Bachelor of Science
Financial Management
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ART 101	Art Appreciation
ORTN 100	Orientation
ENGL 101	Composition I
MATH 101	College Mathematics

Select one from the following

SOSC 105	Principles of Sociology
PSYC 103	Introduction to Psychology

Quadmester 2

Course Number	Course Title
ISMA 101	Introduction to Information Systems
ENGL 102	Composition II
MGMT 201	Principles of Organizational Management

Select one from the following

GOVT 102	US Government
HIST 101	National History

Quadmester 3

Course Number	Course Title
ACCT 101	Introduction to Accounting I
FIBA 201	Fundamentals of Finance
COMM 204	Oral Communication

Select one from the following

HUMN 205	World Civilization I
HUMN 206	World Civilization II
HUMN 208	World Literature I
HUMN 209	World Literature II
HUMN 210	American Literature

Quadmester 4

Course Number	Course Title
ACCT 102	Introduction to Accounting II
ISMA 275	Computers and Management
PHIL 103	Introduction to Philosophy
ENGL 314	Report Writing and Business Communication

Quadmester 5

Course Number	Course Title
ACCT 200	Principles of Accounting
ECON 201	Principles of Economics I (Macro)
PHIL 202	Introduction to Logic

Select one elective from MGMT courses (300/400 level)

Quadmester 6

Course Number	Course Title
MRKT 202	Principles of Marketing
ECON 202	Principles of Economics II (Micro)
FIBA 204	Corporate Financial Management
HUMN 303	Ethics

Quadmester 7

Course Number	Course Title
ISMA 285	Web & E-Commerce
HUMN 305	Comparative Political and Economic Systems
FIBA 301	Money and Banking
HUMN 402	Science, Technology and Society in a Changing World

Quadmester 8

Course Number	Course Title
FIBA 303	Financial Statement Analysis
FIBA 402	International Finance

Select two electives from FIBA/MGMT/LEGL courses (300/400 level)

Quadmester 9

Course Number	Course Title
FIBA 481	Investments
MGMT 224	Management Science
ENGL 302	Research Skills

Select one elective from FIBA/MGMT/ACCT/PUAD courses (300/400 level)

Quadmester 10

Course Number	Course Title
FIBA 479	Financial Management: Decisions Tools

Select one elective from FIBA courses (300/400 level)
 Select two electives from FIBA/MGMT/ACCT/PUAD courses (300/400 level)

GRADUATE DEGREE OFFERINGS

MASTER OF BUSINESS ADMINISTRATION (CONCENTRATION IN ACCOUNTING)

Degree Requirements (45 Credit Hours)

Accounting Core Requirements (24 Credit Hours)

ORTN 500	Orientation (0 Credit Hour)
ACCT 500	Accounting Function in Business
ECON 501	Economic Analysis for Management
ENGL 500	Technical Writing and Research Methods
FIBA 500	Financial Management
ISMA 500	Managerial Information Systems

MGMT	503	Organizational Theory and Human Resource Management
MGMT	510	Quantitative Factors in Management
MGMT	512	Regulations and Control: The Legal Environment of Business

Major Requirements (15 Credit Hours)

ACCT	541	Accounting Theory and Practice
ACCT	542	Advanced Accounting Theory and Practice
ACCT	580	Federal Taxation I
ACCT	581	Federal Taxation II
ACCT	585	Computerized Accounting Information Systems

Electives (6 credit hours)

Select **TWO** courses from ACCT/MGMT/FIBA/PUAD

**MASTER OF BUSINESS ADMINISTRATION
(CONCENTRATION IN BUSINESS MANAGEMENT)**

Degree Requirements (45 Credit Hours)

Business Management Core Requirements

(27 Credit Hours)

ORTN	500	Orientation (0 Credit Hour)
ACCT	500	Accounting Function in Business
ECON	501	Economic Analysis for Management
ENGL	500	Technical Writing and Research Methods
FIBA	500	Financial Management
ISMA	500	Managerial Information Systems
MGMT	503	Organizational Theory and Human Resource Management
MGMT	510	Quantitative Factors in Management
MGMT	512	Regulations and Control: The Legal Environment of Business
MGMT	550	Advanced Marketing Management

Major Requirements (12 Credit Hours)

MGMT	504	Environment and Economics of Business
MGMT	524	Organizational Development and Communication
MGMT	542	International Business Management
MGMT	549	Business Strategy

Major Electives (6 Credit Hours)

Select **TWO** of the following four:

MGMT	522	Personal Management and Labor Relations
MGMT	546	Production Management
MGMT	570	Special Topics in Business Management
MGMT	580	Directed Research

**MASTER OF BUSINESS ADMINISTRATION
(CONCENTRATION IN ENTREPRENEURSHIP)**

Degree Requirements (45 Credit Hours)

Entrepreneurship Core Requirements

(27 Credit Hours)

ORTN 500 Orientation (0 Credit Hour)
ACCT 500 Accounting Function in Business
ECON 501 Economic Analysis for Management
ENGL 500 Technical Writing and Research Methods
FIBA 500 Financial Management
ISMA 500 Managerial Information Systems
MGMT 503 Organizational Theory and Human
Resource Management
MGMT 510 Quantitative Factors in Management
MGMT 512 Regulations and Control:
The Legal Environment of Business
MRKT 550 Advanced Marketing Management

Major Requirements (12 Credit Hours)

MGMT 504 Environment and Economics of Business
MGMT 570 Special Topics in Business Management
MGMT 580 Directed Research

Entrepreneurship Concentration Requirements

(6 Credit Hours)

ENTP 501 Seminar in Entrepreneurship
ENTP 505 Social Entrepreneurship

**MASTER OF BUSINESS ADMINISTRATION
(CONCENTRATION IN FINANCIAL MANAGEMENT)**

Degree Requirements (45 Credit Hours)

Financial Management Core Requirements

(27 Credit Hours)

ORTN 500 Orientation (0 Credit Hour)
ACCT 500 Accounting Function in Business
ECON 501 Economic Analysis for Management
ENGL 500 Technical Writing and Research Methods
FIBA 500 Financial Management
ISMA 500 Managerial Information Systems
MGMT 503 Organizational Theory and Human
Resource Management
MGMT 510 Quantitative Factors in Management
MGMT 512 Regulations and Control:
The Legal Environment of Business
MRKT 550 Advanced Marketing Management

Major Requirements (18 Credit Hours)

FIBA 502 Corporate International Finance
FIBA 503 Financial Statement Analysis
FIBA 505 Working Capital Management
FIBA 507 Commercial Banking Policies
FIBA 579 Financial Decision Making
FIBA 581 Investments

**MASTER OF BUSINESS ADMINISTRATION
(CONCENTRATION IN MARKETING)**

Degree Requirements (45 Credit Hours)

Marketing Core Requirements (27 Credit Hours)

ORTN 500 Orientation (0 Credit Hour)
ACCT 500 Accounting Function in Business
ECON 501 Economic Analysis for Management
ENGL 500 Technical Writing and Research Methods
FIBA 500 Financial Management
ISMA 500 Managerial Information Systems
MGMT 503 Organizational Theory and Human
Resource Management
MGMT 510 Quantitative Factors in Management
MGMT 512 Regulations and Control: The Legal
Environment of Business
MRKT 550 Advanced Marketing Management

Major Requirements (18 Credit Hours)

MGMT 545 Export-Import Management
MGMT 549 Business Strategy
MRKT 551 Advanced Marketing Research
MRKT 552 International Marketing Seminar
MRKT 553 Marketing for Nonprofit Organizations
MRKT 554 Marketing Strategy

GRADUATE COURSE DESCRIPTIONS

ACCOUNTING AND TAXATION COURSES (ACCT)

Accounting majors acquire the skills to plan, implement and control managerial activities and financial operations within organizations. They may go on to become professional Certified Public Accountants and go into business for themselves or work in a professional accounting firm. Accounting is an essential business function.

Our Taxation curriculum consists of more than 14 courses covering general and specialized tax subjects such as partnerships and corporations, estate and gift tax, state tax, international tax, tax issues for individuals, retirement plans and tax research. Our tax program allows students to receive a MS in taxation degree in 12 months. All classes in this 12 month MS taxation program are taught by highly qualified faculty who are experts in the taxation field. Our courses qualify for CPE for CPAs, Attorneys, and Enrolled Agents.

ACCT 500 Accounting Function in Business

3 Credits

This course explores the meaning, uses, and limitations of the historical and projected quantitative data produced by accounting information by marketing, production, and financial executives in planning and controlling business operations and by investors, creditors, governmental agencies, and other external groups having an interest in operating results and financial position of business firms. This course is a part of the graduate core.

ACCT 501 Advanced Accounting

3 Credits

Advanced Accounting deals with branch accounting, mergers and consolidation.

ACCT 511 International Accounting and Taxation

3 Credits

This course focuses on international problems and injects broadest possible perspective into the development and application of accounting thought. Covers concepts such as replacement values in accounts or most reasonable premise of financial statement consolidation for purposes of reporting to stockholders; differences in methods and procedures, e.g., translation of foreign currency amounts and providing for depreciation.

ACCT 515 Certified Public Accounting Review

3 Credits

A complete review of accounting theory and practice, business law, ethics, taxation and auditing in preparation for taking the November Uniform Examination for Certified Public Accountants (offered once each year).

ACCT 520 Special Topics in Accounting I

3 Credits

These courses provides an opportunity for students to study, in a variety of formats, advanced topics in Accounting, which may be not be included else where in the curriculum.

Prerequisite: Approval by the Department Chair.

ACCT 521 Special Topics in Accounting II

3 Credits

These courses provides an opportunity for students to study, in a variety of formats, advanced topics in Accounting, which may be not be included else where in the curriculum.

Prerequisite: Approval by the Department Chair.

ACCT 536 Managerial Accounting

3 Credits

This course uses case studies detailing techniques of cost accounting, internal auditing, and controllership provide understanding of important dimensions of the management function of accounting.

ACCT 541 Accounting Theory and Practice

3 Credits

This course examines a broad examination of major theoretical concepts underlying accounting theory and practice; determination and time of income, asset valuation, liabilities, corporate stock equities, and other fundamental accounting areas. The basic aim of the course is to develop a breadth of viewpoint and a perspective needed for today's practice determination and time of income and asset methodology of research.

ACCT 542 Advanced Accounting Theory and Practice

3 Credits

The aim of this course is to prepare candidates for the theory and practice portions of the CPA exam, as well as to sharpen skills of practicing accountants.

Prerequisite: ACCT 541.

ACCT 550 Directed Research I

3 Credits

Open only to students with a 3.5 or better grade point average, and focusing on current topics in accounting or taxation.

ACCT 551 Directed Research II

3 Credits

Open only to students with a 3.5 or better grade point average, and focusing is on current topics in accounting or taxation.

ACCT 570 Corporate Taxation

3 Credits

This course examines routine tax problems peculiar to business conducted in the corporate form of business organizations, including routine reporting of business revenues and expenses. It also deals with problems which the distribution of corporate assets impose on both the corporation and its stockholders.

ACCT 575 Federal Estate Planning and Taxation

3 Credits

A review of federal estate and gift taxes state inheritance taxes, and income taxation of estates and trusts. As well as an introduction to estate-tax planning are included.

ACCT 576 Special Topics in Taxation I

3 Credits

This course provides an opportunity for students to study, in a variety of formats, advanced topics in Taxation, which may not be included elsewhere in the curriculum.

Prerequisite: Approval by the Department Chair.

ACCT 579 State and Local Taxation

3 Credits

A discussion of tax jurisdiction of states and local governments in the United States and the substance and procedures of the principle types of taxes enacted at those levels, including income, franchise, general sales, use, selective excise, inheritance, estate, real and personal property, and sumptuary taxes, as well as certain charges.

ACCT 580 Federal Taxation I

3 Credits

Federal Taxation I treats principles and practice of federal tax with topics including gross income, itemized deductions, capital gains and losses, net operating loss, carrying forward and back, history of taxation, inception of law, credits, exemptions, tax research, and operation of tax forms.

ACCT 581 Federal Taxation II

3 Credits

Federal Taxation II deals with more involved problems of income determination, reorganization, partnership and specially taxed corporations, foreign taxes, Social Security, estate and gift taxes, and administrative procedures.

ACCT 582 Federal Taxation III

3 Credits

Federal Taxation III provides an in-depth understanding of a broad spectrum of federal income taxation and a review of tax procedures and law for the Internal Revenue Service Special Enrollment Examination. It is useful as a refresher course in federal tax procedures for the tax practitioner. Courses need not be taken in sequence, but ACCT 580 and ACCT 581 should be taken before ACCT 582.

ACCT 583 Research Practice and Procedures I

3 Credits

This is a comprehensive review of the theory and practice of tax research, introduction to tax jurisprudence, principles of practice before the Internal Revenue Service, and courts with tax, jurisdiction. This course is considered as one of the last of several courses that students should take. ACCT 584 is a continuation of ACCT 583.

ACCT 584 Research Practice and Procedures II

3 Credits

This is the capstone of the curriculum. The student is required to complete a project in a special topic related to tax theory, tax preparation, tax court, or Internal Revenue Service, etc. This course must be taken during the student's final term.

Prerequisite: ACCT 583

ACCT 585 Computerized Accounting Information Systems

3 Credits

This course deals with design and development of general and specialized accounting computerized information systems including the role of accounting information systems within the business operating environments.

ACCT 586 Taxation of Pensions and Other Deferred Compensation

3 Credits

This course is an advanced treatment of the problems of tax consequences of pensions, profit sharing plans, and stock options for corporation employees and self-employed persons.

ACCT 587 Taxation of Partnerships and Passive Activities

3 Credits

Problems relating to the organization, operation, and dissolution of businesses operating in the partnership form of business organization, including passive activity losses, death and retirement of partners and the admission of new partners are discussed.

ACCT 588 Seminar in Advanced Taxation Problems

3 Credits

This seminar deals with any problem or problems deemed appropriate and topical at the time offered and should be taken as one of the final courses in the graduate tax program.

ACCT 595 Forensic Accounting

3 Credits

Focuses on skills needed to perform forensic accounting assignments in the areas of financial fraud detection, investigation and prevention.

ACCT 596 Financial Accounting Standards

3 Credits

This course provides students with a critical understanding of financial accounting standards and professional standards in response to the Sarbanes-Oxley Act, its implementing standards and procedures, and the Statement on Auditing Standards Number 99 (SAS 99)

ECONOMICS COURSES (ECON)

Economics is the study of the allocation of scarce resources among competing ends. It is a fundamental building block for courses in business management.

ECON 501 Economic Analysis for Management

3 Credits

An intensive course in economic theory, intended to familiarize students with the foundation of economic analysis and reasoning, and serve as a refresher course for economics majors. The course will include an evaluation of a business firm and its objectives within the framework of a free enterprise system; consumer behavior; the relationship between market structure and determination of output and prices as well as input prices determination; an evaluation of the principal models of national income determination and a summary presentation of the most important current issues and an outline of the possible policy alternatives.

ENTREPRENEURSHIP COURSES (ENTP)

Entrepreneurship focuses on innovation and risk taking. It is a basic component of a free enterprise economic system. Entrepreneurial thinking is taught in all majors at Southeastern but the concentration in entrepreneurship provides students with in depth understanding of the field through course work teaching basic entrepreneurial concepts and applications of knowledge and skills learned in all courses through case study analysis and business plan creation.

ENTP 501 Seminar in Entrepreneurship

3 Credits

This course provides a detailed and in depth analysis of entrepreneurship by requiring students to apply skills learned in other courses and in life experience to the entrepreneurial processes of identifying an opportunity and creating the detailed information needed to take advantage of the opportunity through a business plan. The plan will include an evaluation of the new business concept, a description of the team that will implement the concept as well as financial, operations and marketing elements. Students will provide each other with continuous feedback through oral and written analyses of ventures proposed by other students.

ENTP 505 Social Entrepreneurship

3 Credits

This course is about using management and entrepreneurial skills to solve social problems and to make a difference in the lives of others. Course materials include readings, case studies and outside speakers to provide a practitioner's point of view. The course provides students with a historical context for social enterprises, an understanding of the business skills, values, standards and competencies needed to manage these organizations, and the preparation for leadership roles in them.

FINANCE AND BANKING COURSES (FIBA)

Financial management is an essential function in profit and nonprofit organizations. Financial Management majors acquire the skills to plan, implement and control managerial activities and financial operations within organizations. Graduates are qualified to work in banks and other financial institutions and to perform financial management functions in other organizations.

FIBA 500 Financial Management

3 Credits

This course is part of the graduate core. Basic financial principles and includes analytical techniques including: overall financial analysis, planning, and control; sources and uses of funds; capital budgeting; valuation and cost of capital; operational and financial leverages; working capital management; inventory and portfolio management; long-term investment decisions; timing of financial policy.

FIBA 502 Corporate International Finance

3 Credits

This course begins from the perspective of corporate financial management, exchange rate and balance of payments theory; the international financial system; international capital markets and institutions; role of international capital flow in economic development and international cash flow management.

FIBA 503 Financial Statement Analysis

3 Credits

The course evaluates the managerial requirements for financial data, and evaluation the current techniques statement analysis. It applies analytic methods to serve financial management needs. And examines the consequences of generally accepted accounting principles.

FIBA 505 Working Capital Management

3 Credits

The role of financial manager's viewpoint and knowledge of money markets to meet short-term requirements and to invest temporarily-excess funds is examined as well as. Short-term investing commensurate with risk and return and, techniques used to manage a corporate, short-term investment portfolio.

FIBA 507 Commercial Banking Policies**3 Credits**

Overview of the U.S. commercial banking industry and financial institutions; role of Federal Reserve; monetary policies and their effect on money supply and interest rates; policies pertaining to capital resources, profitability of functions and relations to other banks; effect of government regulations and economic conditions.

FIBA 579 Financial Decision Making**3 Credits**

This course is the capstone course for financial management. Financial decision making is examined in the context of real world situations involving the impact of inflation, taxation, uncertainty and competitive forces. Includes applications in financial theory, analysis of financial statements, time value of money and capital budgeting. This course must be taken within the final two quadmesters of study.

Prerequisites: FIBA 500, FIBA 503.

FIBA 581 (also FIBA 481) Investments**3 Credits**

Security markets; various types of investment securities; recognized accepted tests of safety, income, and marketability; management of portfolios; techniques for analysis and interpretation of corporate reports.

FIBA 582 Real Estate Investment Strategy**3 Credits**

Development of the comprehensive investment analysis tools necessary to make rational and analytical real estate decisions. Principles basic to the formulation of an investment strategy. Definition of investment objectives. Theory and measurement of risk and return.

Prerequisite: ACCT 500, FIBA 500.

FIBA 583 Commercial Lending**3 Credits**

Overview of commercial lending functions with emphasis on responsibilities of the bank loan officer. Topics include the lending process, loan portfolio management, government regulation, new business development, credit analysis, types of commercial loans, and the loan decision process.

Prerequisite: ACCT 500.

FIBA 584 Consumer & Commercial**Credit 3 Credits**

Overview of consumer and commercial credit including the management function and government regulations. Introduction to the world of credit including consumer credit, commercial credit, the credit decision, financial statement and analysis, collection policies and practices, and the legal framework (both federal and state) within which consumer and commercial credit operations are conducted.

FIBA 585 International Lending**3 Credits**

Comprehensive overview of international banking, the functions and responsibilities of the international loan officer and the role that commercial and government financial institutions play in facilitating world trade. Includes balance of payments and country risk; letters of credit;

principles of foreign exchange; principles of international lending; national and international lending agencies; project financing, and trade financing.

INTERNSHIP COURSES (INTS)

Internship courses give students the opportunity for professional experience in the field.

INTS 590, 591, 592 Graduate Internship Program

3 Credits

The student needs his or her Department chair's approval for an internship. Students may register for a 3 credit hour degree-related internship program in any one term after completing 2 terms of college credit work with a GPA of 3.0 or better. Internships must be conducted at sites approved by the University. For more information, contact Career Services. International students must apply for Curricular Practical Training to complete an internship.

BUSINESS MANAGEMENT COURSES (MGMT)

Business Management majors study management from a broad and comprehensive perspective. They are prepared for leadership positions in business, government and nonprofit organizations.

MGMT 503 Organizational Theory and Human Resource Management

3 Credits

Analysis of modern management theories. Development of organizations and problems of leadership posed by organizational structures. Dynamics of organizational behavior and relationship to effective administration. Models of communication, motivation, and leadership are also studied. This course is part of the graduate core.

MGMT 504 Environment and Economics of Business

3 Credits

Evaluation of the primary international, national, social, economic, and legal forces and constraints acting upon the business enterprises. Links with governments (federal, state, and local), unions, trade organizations, and other interest groups in a pluralist society. Business ethics.

Prerequisite: MGMT 503.

MGMT 510 Quantitative Factors in Management

3 Credits

Survey of mathematical and statistical approaches to decision-making in the analysis and solution of management problems. This course is part of the graduate core.

MGMT 512 Regulations and Control: The Legal Environment of Business

3 Credits

The effects of regulation in business decisions. Rule making processes, administrative actions, antitrust, public policy issues, and ethical issues are examined. Social and political considerations in the legal system are analyzed. This course is part of the graduate core.

Prerequisite: MGMT 503.

MGMT 522 Personnel Management and Labor Relations

3 Credits

Analysis and evaluation of major personnel management problems in the United States including human resource planning and development, assessment of future needs, building the personnel function to meet needs of developing organizations, developing career paths and training programs, hiring policies, labor relations and implementation of such programs and policies. Evaluation of the personnel functions and of personnel performance and development of systems for this purpose.

Prerequisite: MGMT 503.

MGMT 524 Organizational Development and Communication

3 Credits

Theory and practice of organizational development and interpersonal communication. Relationship of human behavior to problems of organizational life and development. Cases and experimental exercises in organizational socialization, motivation, dynamics of power, and interpersonal perception and communication.

MGMT 542 International Business Management

3 Credits

Multinational enterprises as global organizations with emphasis on their worldwide impact. Emphasis on providing framework for understanding broad issues rather than on questions of business management and administration.

Prerequisite: MGMT 503.

MGMT 545 Export-Import Management

3 Credits

International trade mechanisms and organization; use of marketing information; trade relations with foreign governments; effects of tariffs; use of permits; trade centers; other mechanisms; all aspects of transactions involving selling, physical distribution, insurance, costing and pricing, and obtaining payments.

Prerequisite: MGMT 503, MRKT 550.

MGMT 546 Production Management

3 Credits

Studies the management of systems used for the production of goods and services. Production economies and design of efficient production systems including purchasing, operating production systems, and inventory control.

Prerequisite: MGMT 503.

MGMT 549 Business Strategy

3 Credits

This is the capstone course for all graduate management degrees. It includes a study and discussion of actual cases relating to policy formulation at the top management level. Basic economic, industrial, and competitive considerations affecting policy implementation strategy in corporate long-range development. Practice in analyzing companies, evaluating problems, and making decisions. The course must be taken during the student's final term.

MGMT 570 Special Topics in Business Management

3 Credits

This seminar provides an opportunity for the student to become familiar with contemporary issues/contemporary opportunities within the broad field of management. The topic(s) covered during each offering of the course will depend upon current trends in management. This course is

available only to seniors. Students may take this course in place of a non-core course requirement with the approval of the Department Chair.

MGMT 580 Directed Research

3 Credits

Permits the student to develop and present for credit an individual project of special interest within the academic disciplines of management or marketing. Format and content of the project must be approved by the course instructor. The general criteria for a project are relevancy to current issues in this field, originality of subject area, and intellectual significance. This option is available only once during the student's program of study. Admission to this course requires the approval of the Department Chair.

MARKETING COURSES (MRKT)

Marketing majors are prepared for positions focusing on the provision of customer satisfaction through the exchange of goods and services. Marketing is an essential function for all organizations.

MRKT 550 Advanced Marketing Management

3 Credits

Studies advanced theory and systems oriented analytical methodology required for effective marketing management decision-making. Strategies and tactics relating to the basic administrative processes of analysis, organization, planning, and control. Approach is analytical rather than descriptive, drawing heavily upon the disciplines of economics, behavioral science, and statistics. This course is part of the graduate core.

MRKT 551 Advanced Marketing Research

3 Credits

Underlying scientific principles and processes that make marketing research an applied science. Information collection, interpretation, and presentation for shaping marketing objectives, policies, and planning. Application of the concepts, methods, and knowledge of quantitative and behavioral disciplines. Learning objectives are facilitated through individual or group research projects.

Prerequisite: MGMT 550.

MRKT 552 International Marketing Seminar

3 Credits

Broadens and unifies student's knowledge of international marketing through reading lists, research projects, and seminar papers.

Prerequisite: MGMT 550.

MRKT 553 Marketing for Nonprofit Organizations

3 Credits

Conceptual system of marketing applied to problems of nonprofit organizations. Direct and comprehensive marketing ideas for students interested in public administration and the administration of museums, educational institutions, foundations, and associations.

Prerequisite: MGMT 550.

MRKT 554 Marketing Strategy

3 Credits

This is a capstone course in the graduate marketing program. Marketing issues and problems are studied through an integrated approach. Problems are examined through case studies and a review of current literature. Viewpoints of the consumer, government, wholesaler, and retailer are examined. Emphasis is placed on individual projects. The course must be taken during the student's final term.

Prerequisite: MGMT 550.

GRADUATE SAMPLE PROGRAMS

**Master of Business Administration
Accounting
Based on Full-Time Enrollment
(9 credits per Quadmester)**

Quadmester 1

Course Number Course Title

ORTN 500 Orientation
ENGL 500 Technical Writing
MGMT 503 Organizational Theory/ Human Resources
Management
ACCT 500 Accounting Functions in Business

Quadmester 2

Course Number Course Title

ISMA 500 Managerial Information Systems
ECON 501 Economic Analysis for Management
ACCT 541 Accounting Theory and Practice

Quadmester 3

Course Number Course Title

FIBA 500 Financial Management
ACCT 542 Advanced Accounting: Theory and Practice
ACCT 580 Federal Taxation I

Quadmester 4

Course Number Course Title

MGMT 510 Quantitative Factors in Management
ACCT 581 Federal Taxation II
ACCT Elective

Quadmester 5

Course Number Course Title

MGMT 512 Regulations and Control: The Legal
Environment of Business
ACCT 585 Computerized Accounting Information Systems

Select one elective from ACCT/MGMT/FIBA/PUAD Graduate Level Courses

**Master of Business Administration
Business Management
Based on Full-Time Enrollment
(9 credits per Quadmester)**

Quadmester 1

Course Number Course Title

ORTN 500 Orientation
ENGL 500 Technical Writing
ECON 501 Economic Analysis for Management
MGMT 503 Organizational Theory/ Human Resources
Management

Quadmester 2

Course Number Course Title

ISMA 500 Managerial Information Systems

MGMT 542 International Business Management
ACCT 500 Accounting Functions in Business

Quadmester 3

Course Number	Course Title
FIBA 500	Financial Management
MGMT 524	Organizational Development and Communication
MGMT 512	Regulations and Control: The Legal Environment of Business

Quadmester 4

Course Number	Course Title
MGMT 510	Quantitative Factors in Management
MRKT 550	Advanced Marketing Management
MGMT 542	International Business Management

Quadmester 5

Course Number	Course Title
MGMT 549	Business Strategy

Select two from the following

MGMT 522	Personnel Management and Labor Relations
MGMT 546	Production Management
MGMT 570	Special Topics in Business Management
MGMT 580	Directed Research

**Master of Business Administration
Financial Management
Based on Full-Time Enrollment
(9 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ORTN 500	Orientation
ENGL 500	Technical Writing
FIBA 500	Financial Management
MGMT 503	Organizational Theory/ Human Resource Management

Quadmester 2

Course Number	Course Title
ISMA 500	Managerial Information Systems
ECON 501	Economic Analysis for Management
ACCT 500	Accounting Functions in Business

Quadmester 3

Course Number	Course Title
FIBA 502	Corporate International Finance
FIBA 507	Commercial Banking Policies
MRKT 550	Advanced Marketing Management

Quadmester 4

Course Number	Course Title
FIBA 503	Financial Statement Analysis
FIBA 505	Working Capital Management
MGMT 510	Quantitative Factors in Management

Quadmester 5

Course Number	Course Title
MGMT 512	Regulations and Control: The Legal

		Environment of Business
FIBA	579	Financial Decision Making
FIBA	581	Investments

**Master of Business Administration
Business Management
Entrepreneurship Concentration
Based on Full-Time Enrollment
(9 credits per Quadmester)**

Quadmester 1

Course Number Course Title

ORTN	500	Orientation
ENGL	500	Technical Writing
ECON	501	Economic Analysis for Management
MGMT	503	Organizational Theory/ Human Resources Management

Quadmester 2

Course Number Course Title

ISMA	500	Managerial Information Systems
MGMT	542	International Business Management
ACCT	500	Accounting Functions in Business

Quadmester 3

Course Number Course Title

FIBA	500	Financial Management
ENTP	501	Seminar in Entrepreneurship
MGMT	512	Regulations and Control: The Legal Environment of Business

Quadmester 4

Course Number Course Title

MGMT	510	Quantitative Factors in Management
MRKT	550	Advanced Marketing Management
MGMT	522	Personnel Management and Labor Relations

Quadmester 5

Course Number Course Title

ENTP	505	Social Entrepreneurship
MGMT	570	Special Topics in Business Management
MGMT	580	Directed Research

**Master of Business Administration
Marketing
Based on Full-Time Enrollment
(9 credits per Quadmester)**

Quadmester 1

Course Number Course Title

ORTN	500	Orientation
ENGL	500	Technical Writing
ACCT	500	Accounting Functions in Business
MGMT	503	Organizational Theory/ Human Resources Management

Quadmester 2

Course Number Course Title

ISMA	500	Managerial Information Systems
MRKT	550	Advanced Marketing Management

ECON 501 Economic Analysis for Management

Quadmester 3

Course Number Course Title

FIBA 500 Financial Management
MRKT 545 Export/Import Management
MRKT 552 International Marketing Seminar

Quadmester 4

Course Number Course Title

MGMT 510 Quantitative Factors in Management
MRKT 551 Advanced Marketing Research
MRKT 553 Marketing for Nonprofit Organizations

Quadmester 5

Course Number Course Title

MGMT 549 Business Strategy
MGMT 512 Regulations and Control: The Legal Environment
of Business
MRKT 554 Marketing Strategy

**Master of Science
Taxation
Based on Full-Time Enrollment
(9 credits per Quadmester)**

Quadmester 1

Course Number Course Title

ACCT 580 Federal Taxation I
ACCT 574 Exempt Organizations
ACCT 586 Employee Benefit Plans

Quadmester 2

Course Number Course Title

ACCT 581 Federal Taxation II
ACCT 579 State & Local Taxation
ACCT 575 Estate Planning

Quadmester 3

Course Number Course Title

ACCT 582 Federal Taxation III
ACCT 570 Corporate Taxation
ACCT 583 Practice & Research I
ACCT 576 Special Topic in Taxation

Quadmester 4

Course Number Course Title

ACCT 584 Practice & Research II
ACCT 587 Partnerships
ACCT 511 International Accounting & Taxation
ACCT 588 Seminar Advanced Taxation

UNDERGRADUATE
DEPARTMENT OF INFORMATION SYSTEMS
MANAGEMENT AND TECHNOLOGY

PROGRAM SUMMARY

Certificate Programs

Certificate Requirements (3-15 Credit Hours)

- Career Studies Certificate in Information Systems [15 Credit Hours]
- Oracle Database Administration [9 Credit Hours]
- Microsoft Certified Systems Engineer [MCSE] [9 Credit Hours]
- A+ Complete [6 Credit Hours]
- JAVA [6 Credit Hours]
- Cisco Certified Network Associate [CCNA] [6 Credit Hours]
- Single Subject Certificate [3 Credit Hours]
 - C/C++ Programming
 - FileMaker Pro
 - Linux/Unix
 - MS Office
 - MS Project Management
 - Oracle Developer
 - SPSS
 - SQL Server
 - UML
 - Visual Basic Programming
 - Web Design
 - XML

Associate of Science (A.S.)

Degree Requirements (61 Credit Hours)

- Information Systems Management

Bachelor of Science (B.S.)

Degree Requirements (121 Credit Hours)

- Information Systems Management

UNDERGRADUATE DEGREE OFFERINGS

CERTIFICATE PROGRAM

CAREER CERTIFICATE IN INFORMATION SYSTEMS

[Specializations: MS Office, A+, MCSE, Programming, Networking, Database, Web Design, Network Security]

Certificate Requirements (15 Credit Hours)

Core Requirements (6 Credit Hours if Required)

ISMA 101 Introduction to Information Systems
ISMA 275 Computers and Management: Word
and Excel

Specializations (select 3 – 5 courses from COSC/ISMA)

ISMA 280 Computers and Management II:
PowerPoint and Outlook

ISMA 285 Basics of World Wide Web and
E-Commerce

ISMA 290 Systems and Information Analysis

ISMA 291 Database Design

ISMA 295 Database Management Systems

ISMA 333 Software Engineering

COSC 345 Oracle

COSC 346 A+

COSC 347 UML

COSC 348 MCSE: Network Security

COSC 349 MCSE: WINDOWS XP

ISMA 342 XML

ISMA 343 Visual Basic

ISMA 345 SQL Server 2000/2003

ISMA 346 CCNA I

ISMA 347 Data Mining

ISMA 348 Data Analysis

ISMA 349 CCNA II

Oracle Certificate

ORAC I Database Theory

ORAC II Introduction to Oracle-10g & SQL

ORAC III PL/SQL & Basics of Object Oriented
Relational Database

ORAC IV Developer, Forms & Reports

ORAC V Techniques of Database Administration

MCSE Certificate

COSC 348 MCSE: Network Security

COSC 349 MCSE: WINDOWS XP

A+ Certificate

COSC 346 A+
COSC 349 MCSE: WINDOWS XP

JAVA Certificate

ISMA 531 JAVA I
ISMA 532 JAVA II

CCNA Certificate

ISMA 346 CCNA I
ISMA 349 CCNA II

Single Subject Certificate

ISMA 275 Computers and Management:
Word and Excel
ISMA 280 Computers and Management II:
Power Point and Outlook
ISMA 285 Basics of World Wide Web and
E-Commerce
ISMA 290 Systems and Information Analysis
ISMA 291 Database Design
ISMA 295 Database Management Systems
ISMA 333 Software Engineering
ISMA 342 XML
ISMA 343 Visual Basic
COSC 345 Oracle
ISMA 345 SQL Server 2000/2003
COSC 347 UML
ISMA 347 Data Mining
ISMA 348 Data Analysis
COSC 597 Linux/Unix

DEGREE PROGRAMS:

ASSOCIATE OF SCIENCE (A.S.)

ASSOCIATE OF SCIENCE IN INFORMATION SYSTEM MANAGEMENT DEGREE REQUIREMENTS (61 Credit Hours)

General Education Core (31 Credit Hours) (SEE PAGE 49, 50, 51)

Major Requirements: (27 Credit Hours)

COSC 102 Object-Oriented Programming / Java
COSC 104 C++ Programming
MATH 201 College Algebra II
ISMA 275 Computers and Management:
Word and Excel
ISMA 280 Computers and Management II:
PowerPoint and Outlook
ISMA 285 Basics of World Wide Web and E-

Commerce

ISMA 290 System and Information Analysis
ISMA 291 Database Design and Modeling
ISMA 295 Database Management Systems

Major Electives: (3 Credit Hours)

Select **ONE** course from:

ACCT/COSC/ECON/FIBA/ISMA/MATH/MGMT

BACHELOR OF SCIENCE (B.S.)

BACHELOR OF SCIENCE IN INFORMATION SYSTEM MANAGEMENT

DEGREE REQUIREMENTS (121 Credit Hours)

General Education Core (61 Credit Hours) (SEE PAGE 49, 50, 51)

Professional Requirements (24 Credit Hours)

ACCT 101 Introduction to Accounting I
ACCT 102 Introduction to Accounting II
ECON 201 Principles of Economics I (Macro)
MGMT201 Principles of Organization Management
ECON 202 Principles of Economics II (Micro)
MRKT 202 Principles of Marketing
FIBA 204 Corporate Financial Management
MGMT224 Management Science

Major Requirements (27 Credit Hours)

COSC 102 Object-Oriented Programming / Java
COSC 104 C++ Programming
COSC 202 Computer Science II
MATH 203 Calculus I
ISMA 290 Systems and Information Analysis
ISMA 295 Database Management Systems
ISMA 333 Software Engineering
ISMA 405 Information Systems and Law
ISMA 431 Automated Accounting Systems
ISMA 450 Research Project on Information Systems

Major Electives (6 Credit Hours)

Select **TWO** courses from:

ACCT/COSC/ECON/FIBA/ISMA/MATH/MGMT

UNDERGRADUATE COURSE DESCRIPTIONS

COMPUTER SCIENCE COURSES (COSC)

Computer science is the study of computers and computational systems: their theory, design, development, and application. Principal areas within computer science include artificial intelligence, computer systems, database systems, human factors, numerical analysis, programming languages, software engineering, and theory of computing. A computer scientist is concerned with problem solving. Problems range from abstract determinations of what problems can be solved with computers and the complexity of the algorithms that solve them to practical matters (design of computer systems which are easy for people to use). Computer scientists build computational models of systems including physical phenomena (weather forecasting), human behavior (expert systems, robotics), and computer systems themselves (performance evaluation). Such models often require extensive numeric or symbolic computation.

The primary goal of the degree program in Computer Science is to provide students the foundations for future work and careers in computation-based problem solving. These foundations support both a successful career path in computing as well as provide appropriate qualifications for further degree work in computation related disciplines.

COSC 102 Object-Oriented Programming / Java

3 Credits

Introduction to Java programming. Includes learning the Java environment, using and creating Java applets, and writing stand-alone applications. Covers object-oriented programming, language basics, classes, interfaces, packages, threads, and exceptions.

Prerequisite: ISMA 101 or permission of Department Chair.

COSC 103 COBOL

3 Credits *This course is not required for degree programs.*

An introduction to analysis, design and implementation of computer programs using the COBOL language. Subjects include flow-charting, structured design, input/output processing, basic logic structures, report formatting, and editing. Student class projects provide “hands-on” experience. Students develop projects outside normal class time in the computer laboratory.

Prerequisites: ISMA 101, MATH 101 or permission of Department Chair.

COSC 104 C++ programming

3 Credits

The C++ language is explored, including topics such as class, objects, dynamic memory, exception handling, function and class templates, operator overloading, inheritance, polymorphism, and generic programming with the standard template library. Additional topics may include GUI libraries.

Prerequisite: COSC 102 or permission of Department Chair.

COSC 202 Computer Science II

3 Credits

Study of the theory and applications of data structures. There will be a discussion of abstract data and file structures and their suitability for various applications involving analyzing, indexing, representing, sorting, searching, retrieving, and presenting desired information. Applications will be implemented using the C or C++ programming languages.

Prerequisite: COSC 104

COSC 205 Scientific Programming

3 Credits

An introduction to the analysis, design, and implementation of computer programs using the scientific languages like FORTRAN language, ADA, or MatLab. Student class projects provide “hands-on” experience. Subjects include flow-charting, structured design, input/output processing, basic logic structures, report formatting, and simple table handling. Students develop projects outside normal class time in the computer laboratory.

Prerequisites: COSC 102, or permission of Department Chair.

COSC 208 Introduction to Circuit Systems

3 Credits

Introduction to switching logic and circuits. Students will be introduced to the following topics: Binary systems and codes, digital logic gates and circuits, encoders and decoders, logic and the electronic design of functional digital units, latches, flip-flops, and programmable logic devices.

Prerequisite: COSC 102

COSC 303 Computer Science III

3 Credits

Continued discussion of the data structures used in computer programming and algorithms. It includes topics such as data abstraction, tree and graph algorithms, and linked structures. Other topics that will be discussed are sorting, searching, and merging and the performance of algorithms using different data structures.

Prerequisites: COSC 202 and MATH 203.

COSC 318 Assembly Language

3 Credits

Assembly language programming necessary for development of operating systems, input/output routines, and compilers will be discussed. Direct and indirect addressing, indexed addressing, register operations, stacks, macros, machine language, sort routines, screen control, branch commands, loops and nested loops, arithmetic operations, and shape tables will be covered. Other topics include machine-level instructions and control operations at the component level so those students can acquire understanding of the computer’s internal architecture and operation as they learn assembly language.

Prerequisite: COSC 208

COSC 345 Oracle

3 Credits

The course will cover database system internals such as access structures and indexing, query evaluation, query optimization, recovery, and concurrency control in traditional database systems using Oracle 9i. Basics of SQL*Plus will be covered. Each student will work on a final project. In this project, the goal will be to design and implement a single-user database management system that supports a subset of SQL and some basic relational algebra operations. Also PL/SQL programming is offered as the second part of the course.

Prerequisite: permission of Department Chair.

COSC 346 A+

3 Credits

This course covers basic knowledge of computer system’s hardware and operating system. The students will learn basic functions of a computer system, and understand “what is going on in today’s computer”.

Prerequisite: permission of Department Chair.

COSC 347 UML

3 Credits

The course covers detailed object models and designs from system requirements, modeling concepts provided by Unified Modeling Language (UML), analysis and document software designs using the Unified Process, use of cases and behavioral designs, applying proven design patterns to refine analysis and design models.

Prerequisite: permission of Department Chair.

COSC 348 MCSE: Network Security

3 Credits

This course introduces the students to network security and designing Windows 2003 Network Security. Topics includes: Microsoft Windows 2003 Security, Active directory for security, Administrative structure, Group Security and policy.

Prerequisite: permission of Department Chair.

COSC 349 MCSE: Windows XP

3 Credits

This course introduces students to fundamentals of Microsoft Windows XP Operating System. Students will learn how to install and configure Windows based computers, create and manage local user and group accounts, configure and secure file and print resources, optimize performance and provide disaster recovery, components of a computer system and their interconnectivity to other components.

Prerequisite: permission of Department Chair.

COSC 402 Computer Architecture and Operating Systems

3 Credits

Computer systems, hardware, and basic operating systems software and their features will be discussed. Processors, memory, input/output, storage, remote transmission memory and channel management are included. In this course, topics and issues such as executive and diagnostic software, data-handling software, multi-programming and multi-processing will be covered. Computer hardware components and capabilities are among other topics.

Prerequisite: COSC 208.

COSC 404 Introduction to Data Communications

3 Credits

This course introduces the concept and technology of telecommunications to students. Analog and digital methods of transmission, components used in networks, line protocols, network topology, and the design of networks will be discussed.

Prerequisite: MATH 201.

COSC 410 Artificial Intelligence and Expert Systems

3 Credits

This course presents an introduction to the main issues in artificial intelligence. These include search, representing knowledge, handling uncertainty, and machine learning. There will also be a discussion of expert systems and other applications of artificial intelligence techniques.

Prerequisite: MATH 300 and COSC 102 or permission of Department Chair.

COSC 412 Advanced Programming Languages

3 Credits

Introduction to several programming languages including FORTRAN, COBOL, JAVA, Assembly, ADA, C, and object oriented programming. Issues in programming language design will be studied. Different approaches to the problem of language design result in different languages having different features. The features and capabilities of different programming languages will be compared. Programming assignments are given, each in a different language; emphasis on proper use of the features and facilities of each language and its routine system.

Prerequisite: COSC 102 or COSC 104.

COSC 449 Research Project in Computer Science

3 Credits

This capstone course requires research and analysis of selected problems or topics in computer science. Must be arranged with an instructor and approved by the Department Chair before registration. Students are responsible for developing a project proposal from inception to completion in conjunction with the assigned instructor. This course should be taken in the last or second to last term of the undergraduate program for computer science majors.

INFORMATION SYSTEMS MANAGEMENT COURSES (ISMA)

Information systems professionals develop and support computerized information systems that keep all types of organizations running effectively and efficiently. The demand for information systems professionals is growing and will continue to do so for the foreseeable future since new computer and telecommunications technologies are developing rapidly.

An information systems professional may work as a programmer analyst, systems analyst, telecommunications analyst, and end-user computing analyst. There are management positions in an information systems organization, such as database manager, senior analyst, project manager, chief information officer, or vice president for information systems and/or technology.

ISMA 101 Introduction to Information Systems

3 Credits

Introduction to fundamental concepts and applications of information systems, important in an environment characterized by heavy use of computers. Provides a foundation for understanding the need for management of data as an organizational resource. Basic orientation is toward business data processing and applied information technology, rather than theoretical computer science, numerical analysis, or scientific data processing.

ISMA 261 Automation of the Office

3 Credits

History of office automation, electronic mail and filing; document search and retrieval, document transmission, microfilm processing, stand-alone word processing systems, photo composition, editors and formatters, survey of existing systems, analysis of the office to determine cost benefits of enhancement.

Prerequisites: ISMA 101 or permission of Department Chair.

ISMA 275 Computers and Management: Word and Excel

3 Credits

This course is an introduction to the role of microcomputers in modern organizations. It focuses on the principles of information systems and the role of computer based information systems in the management of organizations. Students will obtain practical experience using microcomputers. Various types of business and application software will be discussed including

Microsoft Word, Microsoft Excel, and Internet web applications. Projects and class work focusing on information systems development and applications will be assigned.

Prerequisites: ISMA 101.

ISMA 280 Computers and Management II: PowerPoint and Outlook

3 Credits

This course is the continuation of ISMA 101 and ISMA 275. It is offered for the students who want to be the software user specialists and Microsoft Office PowerPoint and Outlook will be introduced and applied in this course. Various types of business application software will be discussed. Projects and class work focusing on Microsoft Office development will be assigned.

Prerequisites: ISMA 275.

ISMA 285 Basics of World Wide Web and E-Commerce

3 Credits

This course provides the knowledge and high-level tools that enable the students to create, maintain and evolve E-Commerce strategy and business solutions within a company. In addition to lectures, hands-on activities, case studies, individual and group assignments are used to foster learning. Basic HTML, some introduction to JavaScript, Web enabled Database, Web design, and modern Interface applications are covered. The course will contain a rich collection of examples, exercises and projects drawn from any field to provide the students with a chance to solve interesting real-world problems. This course concentrates on the principle of good software engineering and program clarity.

Prerequisite: ISMA 275.

ISMA 290 Systems and Information Analysis

3 Credits

Nature of decision-making process with emphasis on manager-computer interaction. Operational, tactical, and strategic level systems as well as system's life definition of logical system requirements and determination of the economics of alternative systems will be discussed. System requirements and specification documentation will be studied.

Prerequisite: ISMA 275 or permission of Department Chair.

ISMA 291 Database Design and Modeling

3 Credits

Data as an organizational resource; ownership problems; logical vs. physical data relationship. Methods of accessing, sequential and random hashing methodologies, indexing methods. Update and retrieval system consideration. Use of bit vectors and matrices. Inverted files, networks, linked lists. Generalized database management systems. Description language, data manipulation language. Data dictionary/ directory systems. Privacy, security, and recovery techniques. Students will model, design, implement, and evaluate various databases and database management systems.

Prerequisite: ISMA 275.

ISMA 295 Database Management Systems

3 Credits

This course will develop student's ability to determine needs in planning and organizing a database system. Selection and structuring of data files will be studied and applied to problems which student will design, develop and implement. Manipulating, sorting, and indexing of data within the DBMS will be studied. By completing the course, student will have developed skills pertaining to creating, updating, retrieving, and reporting of data within the DBMS.

Prerequisite: ISMA 275 or permission of Department Chair.

ISMA 323 Computer Selection and Capacity Planning

3 Credits

This course introduces students to the major elements of specifying and defining a capacity plan. Objectives and procedures for the computer center will be analyzed. Management of personnel and equipment will be reviewed with reference to organization objectives. Balancing of equipment and analysis of overload parameters will be reviewed with a goal of improving productivity. Student will perform a study of a real or simulated data center problem.

Prerequisite: ISMA 290.

ISMA 333 Software Engineering

3 Credits

Study of the principles and tools applicable to the methodical construction and controlled evolution of complex software systems. It includes the development stages, structured design concepts, management issues, as well as program design and testing.

Prerequisite: ISMA 275 or permission of Department Chair.

ISMA 342 XML

3 Credits

This course provides an introduction and overview of Extensible Markup Language (XML) and XML related technologies used to develop content and manipulate data for commercial web sites. XML is a revolutionary language which is rapidly becoming a Web development standard for business-to-business transactions, and for database manipulation and searching. The class will cover well-formed and valid XML documents, namespaces, schemas, cascading style sheets (CSS), and XSLT. Also the course content includes discussion of web architectures and XML-based systems development, including programming multi-tier, client/server, database-oriented, Internet and Web-based applications.

Prerequisite: permission of Department Chair.

ISMA 343 Visual Basic

3 Credits

The introduction to Visual Basic programming covers: Using the Visual Basic code editor, Basic Programming control flow, Forms and controls, Variables, Coding Conventions, Methods of Database access in Visual Basic, Introduction to Active X, and Database concepts.

Prerequisite: permission of Department Chair.

ISMA 345 SQL Server 2000 / 2003

3 Credits

SQL 2000 / 2003 Server installation, configuration, security, administering and programming are covered. Also to identify and configure a Microsoft SQL Server 2000 RDBMS will be introduced. It shows applying live screen image video and audio, how to install and configure an SQL Server 2000 and 2003, create and manage databases and database devices both in Enterpriser Manager and with scripts in Query Analyzer, backup and restore SQL Server databases, design, create and manage database objects, program in transact-SQL, import and export data, implement automated tasks and optimize the performance of SQL Server 2000 and 2003.

Prerequisite: permission of Department Chair.

ISMA 346 CCNA I

3 Credits

CCNA course prepares the students to configure and troubleshoot data communications networks employing Cisco routers and switches. The course covers networking fundamentals as well as switch and router design, configuration, and verification specifics. Students will also study advanced router configuration, LAN switching theory, VLANs, advanced LAN and LAN switched design, and Novel IPX™. They will also study WAN theory and design WAN technology, PPP, Frame Relay, ISDN, Network troubleshooting, National SCANS Skills, and threaded case studies.

Prerequisite: permission of Department Chair.

ISMA 347 Data Mining

3 Credits

Data mining is the computationally intelligent extraction of interesting, useful and previously unknown knowledge from large databases. It is a highly interdisciplinary area representing the confluence of machine learning, statistics, database systems, and high-performance computing. This course introduces the fundamental concepts of data mining. It provides an in-depth study on various data mining algorithms, models and applications. In particular, the course covers data pre-processing, association rule mining, sequential pattern mining, decision tree learning, decision rule learning, neural networks, clustering, and their applications. Students will be required to do programming assignments to gain hands-on experience with data mining.

Prerequisite: permission of Department Chair.

ISMA 348 Data Analysis

3 Credits

Obtain practical experience in identifying appropriate measurement tools and analyzing the data. An introduction to three levels of tools/techniques useful in measurement, data analysis and continual improvement: Elementary, Intermediate and Advanced. Learn to confirm levels of effectiveness and efficiency for measurement, data analysis, and continual improvement activities. The course is intended to give an understanding to applications involving basic descriptive statistics and regression. Topics include: statistical charts, measures of central tendency and dispersion, correlation, linear and non-linear regression modeling. Emphasis is on identification of model and interpretation.

Prerequisite: permission of Department Chair.

ISMA 349 CCNA II

3 Credits

Continuation of CCNA I, which prepares the students to configure and troubleshoot data communications networks employing Cisco routers and switches. The course covers networking fundamentals as well as switch and router design, configuration, and verification specifics. Students will also study advanced router configuration, LAN switching theory, VLANs, advanced LAN and LAN switched design, and Novel IPX™. They will also study WAN theory and design WAN technology, PPP, Frame Relay, ISDN, Network troubleshooting, National SCANS Skills, and threaded case studies.

Prerequisite: permission of Department Chair.

ISMA 360 Co-op Experience I in Computer Information Systems

3 Credits

Minimum 20 hours per week of supervised work site experience for 12 weeks beginning the junior year.

Prerequisite: permission of Department Chair.

ISMA 361 Co-op Experience II in Computer Information Systems

3 Credits

Minimum 20 hours per week of supervised work site experience for 12 weeks beginning the junior year.

Prerequisite: permission of Department Chair.

ISMA 402 Structured Analysis and Design

3 Credits

Tools for analysis and design of systems will be studied in this course. This course should provide the student with the facility to use data flow diagrams, modular flow charts, and structured English to reduce systems to programmable modules. The student will use pseudo-code and structured flow charts to develop computer procedures. All structured design concepts, including top-down, decision tables, and structured walk-through will be discussed.

Prerequisite: ISMA 290.

ISMA 405 Information Systems and Law

3 Credits

Social, moral and legal ramifications of various information gathering systems, both private and governmental. Legal implications of issue relating to computer software and hardware including copyrights, trademarks, and patent rights. Discussion of current legal doctrine and typical issues such as collision of law and technology in the fields of intellectual property, artificial intelligence, and Internet law. It addresses the fundamental shift in social and legal thinking to accommodate emerging technologies.

Prerequisite: ISMA 285.

ISMA 431 Automated Accounting Systems / ACCT 485

3 Credits

Computer systems and systems objectives. Information and system analysis, simulation, and management information, with particular attention to accounting and management control requirements including budgeting, account classifications, internal control and management, and procedures for the installation of new or revised accounting systems.

Prerequisites: ISMA 275 and ACCT 101.

ISMA 441 Auditing and Information Systems

3 Credits

Techniques employed by both internal and external auditors in examining automated systems. Review of systems analysis concepts applied to auditing. Audit approaches such as use of text decks or generalized audit software. Reviews of internal controls throughout the system life cycle, emphasizing systems development and operational systems. Contemporary issues in information systems management auditing.

Prerequisites: ISMA 275 and ACCT 101.

ISMA 450 Research Project on Information Systems

3 Credits

This capstone course uses individual research, work-study, or any approach that tends toward a synthesis of all aspects of computer systems applications. This course involves an intensive review of literature in the field. Students participate in projects that involve implementing computer techniques. The techniques can be applied to problems that arise in the private or public sector. Students are responsible for developing a project proposal from inception to

completion. They will be guided by assignments from their instructor. This course should be taken in the last or second to last term of the undergraduate program.

ISMA 460 Co-op Experience III in Computer Information Systems

3 Credits

Minimum 20 hours per week of supervised work site experience for 12 weeks beginning the senior year.

Prerequisite: permission of Department Chair.

ISMA 461 Co-op Experience IV in Computer Information Systems

3 Credits

Minimum 20 hours per week of supervised work site experience for 12 weeks beginning the senior year.

Prerequisite: permission of Department Chair.

MATHEMATICS COURSES (MATH)

The mathematics offerings are to prepare students to understand the foundations of mathematics for the immediately applicable of Mathematics, Calculus, Linear Algebra, Statistics, Business Mathematics, Finite Algebra, and certain Applied Mathematics disciplines.

MATH 001, Fundamentals of Arithmetic

0 Credits

This non-credit course will focus on arithmetic, basic concepts and computational skills. Addition and multiplication are stressed and used in the study of whole numbers, fractions and decimals. Ratio and proportions will be taught for problem-solving in the context of percentages. Sign numbers and algebraic equations will be introduced.

MATH 002, Arithmetic and Geometry

0 Credits

Topics include arithmetic review, real number operations, linear equations and inequalities, polynomial operations, rational expressions, square roots, signed numbers, algebraic expressions, factoring, fractions.

MATH 003, Introduction to Algebra

0 Credits

Preparation for MATH 101. Linear equations and inequalities, graphing, polynomials, algebraic fractions, radicals, quadratic equations, applications will be introduced.

A math placement examination will be given to all entering undergraduate students. Students who do not demonstrate the skills necessary for success in college mathematics will be directed to the above special classes designed to strengthen their background math skills.

MATH 101 College Algebra I

3 Credits

This course introduces fundamental mathematical and algebraic concepts and applications including the basic concepts of algebra, equations, inequalities, problem solving, functions, graphs, polynomials, rational functions.

Prerequisite: placement in MATH 101 through the MATH Placement Test or completion of Math Lab series.

MATH 103 College Trigonometry**3 Credits**

An introduction to trigonometrical/circular functions: such as trigonometrical identities, composite and inverse functions, solving trigonometrical equations. Triangles, vectors, matrices and their application to solving systems of equations; the analytical geometry of conic sections; and introduction to sequences and series will also be covered.

Prerequisite: MATH 101.

MATH 104 Basic Statistics, (Statistics I)**3 Credits**

Current statistical concepts including descriptive statistics, measures of central tendency and dispersion, graphical presentation of data, basics of sampling and probability theory, the normal distribution, and an introduction to hypothesis testing will be covered.

Prerequisite: MATH 101.

MATH 201 College Algebra II**3 Credits**

Fundamental mathematical and algebraic concepts and applications including exponentials, logarithmic function, trigonometric and circular functions and equations triangles, vectors and applications sequences, series and combinations.

Prerequisite: MATH 101.

MATH 203 Calculus I**3 Credits**

Starting with a brief review of algebra, this course introduces series and the concept of the limit of a function and its application, the basic rules of differentiation and integration, and techniques for solving elementary differential equations. The course will include applications to business, economics, biology, physical and social sciences.

Prerequisite: MATH 201.

MATH 204 Intermediate Statistics, (Statistics II)**3 Credits**

Continuation of MATH 104 including testing of hypotheses, confidence interval estimation, simple linear regression and correlation, and introduction to selected non-parametric techniques such as the chi-square statistics and the rank correlation method. Introduction to advanced probability theory and statistical inference. This course is sometimes offered as a project based course to prepare students for business and marketing research. It is highly recommended for students who plan to continue to graduate courses.

Prerequisite: MATH 104.

MATH 205 Mathematics for Business and Finance**3 Credits**

A study of the use of percentages discounts, interest, and present worth, sinking funds, and installment buying. Includes pricing, depreciation, investments, and insurance. The use of symbols and their application, equations, and formulas, as well as importance of statistics – table and chart construction are also discussed.

Prerequisite: MATH 104.

MATH 206 Calculus and Analytical Geometry I**3 Credits**

In this course functions of all types will be discussed, including trigonometric and transcendental functions and their graphs. Other topics will include limits, derivatives, rates of changes, techniques of differentiation, extreme values, the mean value theorem, differentials, techniques of integration, numerical integration, and fundamental theorem.

Prerequisite: MATH 103.

MATH 207 Linear Algebra

3 Credits

Simultaneous linear equations, vectors, determinants, matrices, linear transformations, linear programming and optimization techniques will be covered. Also eigenvalues, eigenvectors, unitary transformations will be covered.

Prerequisite: MATH 201.

MATH 300 Finite Mathematics

3 Credits

The course starts with a review of Algebra, Linear functions & systems of linear equations and Matrices. Linear programming, Mathematics of finite, sets and probability and some statistics will be followed.

Prerequisite: MATH 203.

MATH 303 Calculus II

3 Credits

This is a continuation of MATH 203. Topics include an introduction to topology and further discussion of limits, continuity, differentiation, integration, and series. Functions of several variables will also be taught in this course.

Prerequisite: MATH 203 or permission of Department Chair.

MATH 304 Advanced Statistics, (Statistics III)

3 Credits

This class will cover advanced probability theory, multiple regression and correlation analysis, time series analysis and forecasting, decision theory, and statistical inference.

Prerequisites: MATH 204.

MATH 305 Mathematical Modeling and Operations Research

3 Credits

This class covers basic methods in testing theory construction. Emphasis on research problems in management sciences including probability models, game theory, small group decisions, programming inequalities, graphing, and simulation. Deterministic Operations Research techniques will be discussed.

Prerequisites: MATH 203.

MATH 306 Calculus and Analytical Geometry II

3 Credits

This is the second calculus course for science majors. Topics will include applications of integrals, transcendental functions, L'Hopital's rule, hyperbolic functions, first order differential equations. The course also includes examination of series and sequences. Taylor and Maclaurin series and error estimation will also be covered.

Prerequisite: MATH 206.

MATH 307 Matrix Theory**3 Credits**

Matrix algebra, matrices and vectors, systems of linear equations, Gauss-Jordan method, linear independence and linear dependence, inverse, eigenvalue and eigenvectors.

Prerequisite: MATH 207.

MATH 403 Calculus III**3 Credits**

This is a continuation of MATH 303 and is an introduction to multivariable calculus. Topics to be covered: infinite series, vector analysis, partial derivatives and multiple integrals. Taylor's formula, the Riemann integral and sequences of functions will also be discussed.

Prerequisite: MATH 303.

MATH 406 Calculus and Analytical Geometry III**3 Credits**

This is the third course of calculus for science majors. Topics include conic sections and quadratic equations, parameterizations of plane curves, polar coordinates, graphing in polar coordinates, polar equations for conic sections, and integration in polar coordinates. Also multi variable functions, partial derivatives, differentials, extreme values and Saddle Points, LaGrange Multipliers, Taylor's formula, and multiple integrals will be covered.

Prerequisite: MATH 306.

UNDERGRADUATE SAMPLE PROGRAMS

**Undergraduate Sample Program
Associate of Science
Information Systems Management**

**Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ORTN 101	Orientation
HUMN 101	Art Appreciation
ENGL 101	Composition I
MATH 101	College Algebra I
PHIL 103	Introduction to Philosophy

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
HIST 101	US History
ISMA 101	Introduction to Information Systems
PSYC 103	Introduction to Psychology

Quadmester 3

Course Number	Course Title
COMM204	Oral Communications
COSC 102	Object-Oriented Programming / Java
ISMA 275	Computers and Management: Word and Excel
MATH 104	Basic Statistics

Quadmester 4

Course Number	Course Title
COSC 104	C++ Programming
ISMA 285	Basics of World Wide Web and E-Commerce
ISMA 291	Database Design and Modeling
Elective	<i>ACCT/COSC/ECON/FIBA/ISMA/MATH/MGMT</i>

Quadmester 5

Course Number	Course Title
MATH 201	College Algebra II
ISMA 280	Computers and Management II: PowerPoint and Outlook
ISMA 290	System and Information Analysis
ISMA 295	Database Management Systems

**Undergraduate Sample Program
Bachelor of Science
Information Systems**

**Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
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ORTN 101 Orientation
HUMN 101 Art Appreciation
ENGL 101 Composition I
MATH 101 College Algebra I

Select ONE of the following

GOVT 102 US Government
HIST 101 US History

Quadmester 2

Course Number	Course Title
ISMA 101	Introduction to Information Systems
ENGL 102	Composition II
MGMT 201	Principles of Organizational Management

Select ONE of the following

PSYC 103	Introduction to Psychology
SOSC 105	Introduction to Sociology
ANTH 107	Introduction to Anthropology

Quadmester 3

Course Number	Course Title
ACCT 101	Introduction to Accounting I
COSC 102	Object-Oriented Programming / Java
MATH 104	Basic Statistics
PHIL 103	Introduction to Philosophy

Quadmester 4

Course Number	Course Title
ACCT 102	Introduction to Accounting II
COSC 104	C++ Programming
ECON 203	Survey of Economics
ISMA 275	Computers and Management: Word and Excel

Quadmester 5

Course Number	Course Title
COMM 204	Oral Communications
ECON 201	Principles of Economics I (Macro)
ISMA 285	Basics of WWW and E-Commerce

Select ONE of the following

HUMN 205	World Civilization I
HUMN 206	World Civilization II
HUMN 208	World Literature I
HUMN 209	World Literature II
HUMN 210	American Literature

Quadmester 6

Course Number	Course Title
ECON 202	Principles of Economics II (Micro)
ISMA 290	Systems and Information Analysis
MRKT 202	Principles of Marketing
PHIL 202	Introduction to Logic

Quadmester 7

Course Number	Course Title
COSC 202	Computer Science II
ENGL 214	Report Writing and Business Communication
FIBA 204	Corporate Financial Management
ISMA 295	Database Management Systems

Quadmester 8**Course Number**

ENGL 302

HUMN 303

MATH 203

MGMT 224

Course Title

Research skills

Professional Ethics

Calculus I

Management Science

Quadmester 9**Course Number**

HUMN 402

ISMA 333

ISMA 431

Elective

Course TitleScience, Technology and Society in a
Changing World

Software Engineering

Automated Accounting Systems

*ACCT/COSC/ECON/FIBA/ISMA/MATH/MGMT***Quadmester 10****Course Number**

HUMN 405

ISMA 405

ISMA 450

Elective

Course TitleComparative Political and Economic
Systems

Information Systems and Law

Research Project in Information Systems

ACCT/COSC/ECON/FIBA/ISMA/MATH/MGMT

GRADUATE

DEPARTMENT OF INFORMATION SYSTEMS

MANAGEMENT AND TECHNOLOGY

PROGRAM SUMMARY

Master of Science (M.S.)

Degree Requirements (45 Credit Hours)

- M.S., Information Technology, Computer Graphics and Web Development
- M.S., Information Technology, Information Security and Network Administration

Master of Business Administration (M.B.A.)

Degree Requirements (45 Credit Hours)

- M.B.A., Information Systems Management

GRADUATE DEGREE OFFERINGS

MASTER OF SCIENCE (M.S.IT) IN INFORMATION TECHNOLOGY (Two Specializations)

Specialization: Computer Graphics and Web Development DEGREE REQUIREMENTS (45 Credit Hours)

Core Requirements (15 Credit Hours)

ORTN 500 Orientation (0 Credit Hour)
ENGL 500 Technical Writing and Research Methods
ISMA 500 Managerial Information Systems
MATH500 Operations Research I
COSC 507 Software Development and Engineering
ISMA 508 Fundamentals of Database Systems

Major Requirements: (21 Credit Hours)

Select **SEVEN** courses from the following 3 categories, and *at least* **ONE** from EACH category.

Category 1: Web Development

ISMA 501 The Internet: Literacy, HTML, Tools, and
Virtual Community
ITEC 500 Web I: Introduction to Web Development
ITEC 505 Web II: Intermediate Web Development
ITEC 510 Web Site Administration

Category 2: Computer Graphics / Data Presentation

ENGR 500 Computer Aided Design
STAT 500 Statistics

STAT 505 Computer Statistical Packages
STAT 510 Exploratory Data Analysis

Category 3: Information Systems

COSC 521 Web-enabled Database
ISMA 504 Computer Architecture and Operating
Systems
ISMA 511 High-Level Programming Languages
ISMA 513 Program Structure and Design for Business
Applications

Other Requirements (6 Credit Hours)

ITEC 568 Information Technology Projects I
ITEC 569 Information Technology Projects II

Electives: (3 Credit Hours)

Select **ONE** course from:

ACCT/COSC/ECON/ENGR/FIBA/ISMA/ITEC/MATH/MGMT/PUAD/STAT

Specialization: Information Security and Network Administration

DEGREE REQUIREMENTS (45 Credit Hours)

Core Requirements (15 Credit Hours)

ORTN 500 Orientation (0 Credit Hour)
ENGL 500 Technical Writing and Research Methods
ISMA 500 Managerial Information Systems
MATH500 Operations Research I
COSC 507 Software Development and Engineering
ISMA 508 Fundamentals of Database Systems

Major Requirements: (21 Credit Hours)

Select **SEVEN** courses from the following 3 categories, and at least **ONE** from EACH category.

Category 1: Information Security

COSC 572 MCSE: Network Security
ISMA 524 Information Security Principles
ITEC 515 Information Systems Security Policy and Management
ITEC 520 Information Warfare
ITEC 525 Secure Electronic Commerce

Category 2: Network administration

COSC 541 Data Communication Systems and Networks
ITEC 513 Network and Operating System Essentials
ITEC 523 Operating Systems for Administrators
ITEC 530 Network Servers and Infrastructures

Category 3: Telecommunications

COSC 581 Digital Design
ENGR 505 Digital Electronics
ENGR 510 Signal and Multimedia Image Processing

Other Requirements (6 Credit Hours)

ITEC 568 Information Technology Projects I

ITEC 569 Information Technology Projects II

Electives: (3 Credit Hours)

Select **ONE** course from:

ACCT/COSC/ECON /ENGR/FIBA/ISMA/ITEC/MATH/MGMT/PUAD/STAT

MASTER OF BUSINESS ADMINISTRATION (MBA.ISMA)

IN INFORMATION SYSTEMS MANAGEMENT

DEGREE REQUIREMENTS (45 Credit Hours)

Core Requirements (27 Credit Hours)

ORTN 500 Orientation (0 Credit Hour)

ACCT 500 Accounting Function in Business

ENGL 500 Technical Writing and Research Methods

FIBA 500 Financial Management

ISMA 500 Managerial Information Systems

ECON 501 Economic Analysis for Management

MGMT503 Organizational Theory and Human
Resource Management

COSC 507 Software Development and Engineering

MGMT 510 Quantitative Factors In Management

MGMT 512 Regulations and Control

Major Requirements (15 Credit Hours)

COSC 504 Computer Concepts and Systems Software

ISMA 508 Fundamentals of Database Systems

ISMA 521 Information Analysis and Systems Design

COSC 541 Data Communication Systems and Networks

ISMA 568 Information Systems Projects I

Electives (3 Credit Hours):

Select **One** course select from:

ACCT/COSC/ECON/ ENGR/FIBA/ISMA/ITEC/MATH/MGMT/PUAD/STAT

GRADUATE COURSE DESCRIPTIONS

COSC 502 Problem Solving in High-level Languages

3 Credits

This course provides in-depth coverage of object-oriented programming principles and techniques using C++. Topics include classes, overloading, data abstraction, information hiding, encapsulation, inheritance, polymorphism, file processing, templates, exceptions, container classes, and low-level language features. The course also relates C++ to GUI, databases, and real-time programming.

COSC 504 Computer Concepts and Systems Software

3 Credits

This course will introduce the student to the architecture of computer hardware. The major concepts of operating systems are also studied and the interrelationship between operating systems and architecture is analyzed. Students will be introduced to machine and assembly language.

Prerequisite: ISMA 500.

COSC 507 Software Development and Engineering

3 Credits

This course includes systems analysis, software requirement analysis and definition, specification techniques, software designs methodologies, performance measurement, validation and verification, and quality assurance techniques.

Prerequisite: ISMA 500

COSC 511 Data Structures and Programming Languages

3 Credits

This course includes properties of algorithmic languages, scope of variables, binding time subroutines and co-routines. Data abstraction, exception handling and concurrent processing will be introduced. Different types of programming languages such as object oriented and, procedural will be compared.

Prerequisite: COSC 502.

COSC 513 Operating Systems

3 Credits

This consists of concepts in operating systems analysis and design. General topics of process, resource and file management are presented and analyzed in the context of different system architecture and performance constraints.

Prerequisite: COSC 504.

COSC 516 Database Theory

3 Credits

This course includes design and implementation issues for large database management systems, security and integrity issues, and physical implementation techniques. The theory of logical database design will also be introduced including the design concepts, issues and techniques as well as requirement analysis and specification.

Prerequisite: ISMA 500.

COSC 520 TCP/IP Internetworking

3 Credits

This course introduces the TCP/IP and its' main components and corresponding functions as well as its' interconnectivity to other components.

Prerequisite: Permission of Department Chair.

COSC 521 Web-enabled Database

3 Credits

This course covers important current topics in the field of database-enabled web application development. It is intended to reflect the current state of the art. In this course, the concepts of the description and implementation of Oracle-enabled ASP.NET, JavaServlet and JSP programming will be discussed.

Prerequisite: Permission of Department Chair.

COSC 522 UML

3 Credits

This course shows the students to "think in objects." It introduces the most frequently used UML diagramming notation; emphasizes that OOAD is much more than knowing UML notation; achieves this understanding through a real-world case study.

Prerequisite: Permission of Department Chair.

COSC 525 Visual Basic

3 Credits

The introduction to Visual Basic programming covers: Using the Visual Basic code editor, Basic Programming control flow, Forms and controls, Variables, Coding Conventions, Methods of Database access in Visual Basic, Introduction to Active X, and Database concepts.

Prerequisite: Permission of Department Chair.

COSC 541 Data Communication Systems and Networks

3 Credits

This course will introduce the student to the concepts and terminology of data communications, network design, and distributed information systems. Equipment, protocols and transmission alternatives will be discussed, as well as the introduction of the communications environment and regulatory issues.

Prerequisite: COSC 504 or ITEC 513.

COSC 542 Computer Graphics

3 Credits

This course will consist of basic principles for the design, use and understanding of graphics systems. Design and implementation of graphics software packages, applications and algorithms for creating and manipulating graphics display are also introduced.

Prerequisite: COSC 504.

COSC 546 Artificial Intelligence

3 Credits

This course will consist of advanced study of issues relevant in the design of intelligence computer systems. Topics included in this course are search techniques, machine learning, knowledge representation, natural language processing and the design of expert systems. Both symbolic and connectionist approaches to artificial intelligence will be discussed.

Prerequisite: COSC 504.

COSC 550 Directed Research I
COSO 551 Directed Research II
6 Credits

These two courses are only open to the graduate students who decide to write a master's thesis. Each course is equivalent to three (3) credit hours for a total of six (6) credits. Students writing a thesis are required to complete six hours. Each student will be assigned to a thesis advisor by the department chair.

Prerequisite: Permission of Department Chair.

COSC 572 MCSE: Network Security
3 Credits

This course introduces the students to network security and designing Windows 2003 Network Security. Topics includes: Microsoft Windows 2003 Security, Active directory for security, Administrative structure, Group Security and policy.

Prerequisite: Permission of Department Chair.

COSC 573 MCSE: Windows XP
3 Credits

This course introduces students to fundamentals of Microsoft Windows XP Operating System. Students will learn how to install and configure Windows based computers, create and manage local user and group accounts, configure and secure file and print resources, optimize performance and provide disaster recovery, components of a computer system and their interconnectivity to other components.

Prerequisite: Permission of Department Chair.

COSC 581 Digital Design
3 Credits

This is the study of computer-oriented hardware design, Boolean algebra, switching theory, implementation in hardware, construction of minimum system microcomputer, register transfer language and architecture of a processor.

Prerequisite: COSC 504 or ENGR 505.

COSC 597 Linux / Unix
3 Credits

This course will introduce the Unix Operating System, and teach the students to use methods and tools to develop Linux / Unix applications.

Prerequisite: Permission of Department Chair.

COSC 599 Advanced Oracle
3 Credits

This course covers important current topics in the field of Oracle database. It is intended to reflect the current state of the art. In this course, the concepts of the description and implementation of Oracle database model, SQL, PL/SQL and Developer/2000 programming will be discussed.

Prerequisite: Permission of Department Chair.

ENGINEERING COURSES (ENGR)

Engineering courses can be described as a blend of electrical engineering and computer science. It is an amalgam of the computer hardware orientation of an electrical engineering program and the operating systems and languages of a computer science program, which are involved in

research, development, design, production, and operation of a wide variety of digital systems, from integrated circuits to computer systems and large-scale computer networks.

ENGR 500 Computer Aided Design

3 Credits

A first course in the design and construction of mechanical and electromechanical devices, Engineering graphics and sketching; dimensions and tolerances. Introduction to material selection and structural design, machine elements and two-dimensional mechanisms; sensors and actuators and design methodology. Emphasis on laboratory work and design projects using professional solid modeling CAD software and numerically controlled machine tools.

ENGR 505 Digital Electronics

3 Credits

This course teaches the classical switching theories including Boolean algebra, logic minimization, algorithmic state machine abstractions, and synchronous system design. The theory is then applied to digital electronic design. Techniques of logic implementation, from Small Scale Integration (SSI) through Application- Specific Integrated Circuits (ASICs) are encountered. There are weekly laboratory exercises for the first part of the course followed by a digital design project in which the student designs and builds a large system of his or her choice. In the process, Computer-Aided Design (CAD) and construction techniques for digital systems are learned.

ENGR 510 Signal and Multimedia Image Processing

3 Credits

This course is designed for students pursuing the IT minor and Introduces tools to configure graphical user interfaces (GUIs), multimedia authoring systems, graphical and multimedia components, and data types. This course also provides web design principles.

INFORMATION SYSTEMS COURSES (ISMA)

ISMA 500 Managerial Information Systems

3 Credits

This course will cover the role of information systems in organizations and how they relate to organizational objectives and organizational structure. Basic concepts are introduced from the systems point of view. Upon completion of this course, the student will have knowledge of the basic concepts and issues in representing system structures, information systems in organizations, database management systems, and communications and telecommunications systems. This course presents to students the cutting edge of technology and its current business applications. Case study applications of managing information systems are also introduced.

ISMA 501 The Internet: Literacy, HTML, Tools, and Virtual Community

3 Credits

This course is an introduction to cyberspace, the Internet, and the World Wide Web. Students learn basic HTML to create individual and collaborative web pages. In addition to using e-mail, students explore use of listserv, online discussion forums, and virtual communities. Assignments include collaborative and individual web pages, analytical and creative papers, and online research.

Prerequisite: ISMA 500

ISMA 504 Computer Architecture and Operating Systems

3 Credits

This is an introduction to computing system hardware components, architecture, organization, and operating system software concepts. Course provides basic experience in assembly language programming for modern microprocessors and examines techniques for system evaluation and selection. Computing lab is included.

ISMA 506 Survey of Computer Programming Languages

3 Credits

This course presents an overview of different generations of computer programming languages in the past present and future. The course is designed for students who need more information technology background with a managerial approach. Programming and scripting languages will be discussed and examples will be drawn from the pool of languages available in today computer software industry. These packages discussed include **C++**, **JAVA**, **Visual Basic**, **PERL**, **ORACLE**, **SYBASE**, **Lotus Notes**, etc. Case studies involving different languages will also be discussed.

ISMA 508 Fundamentals of Database Management Systems

3 Credits

This course examines database management systems and design concepts. There will be a discussion on the advantages of using different database management systems. Some of the technical details involved in properly designing and implementing database systems will be presented. Among the topics to be covered are; the relational database models, database design and normalization of database tables, an introduction to Structured Query Language (SQL), and database administration within the organizations. Upon completing this course, students will have developed a fundamental understanding of the design, implementation, and management of database systems.

Prerequisite: ISMA 500

ISMA 511 Programming Languages

3 Credits

This course studies of the structure and application of high-level languages by stressing the design and implementation of data types, data structures, and algorithms. Computing lab is included. Credit for this course does not count toward the requirements for a major in computer science.

Prerequisite: ISMA 500

ISMA 513 Program Structure and Design for Business Applications

3 Credits

This course teaches structured programming and design using a high-level language. Focus is on program design, coding, debugging, and documentation. A computing lab is included.

Prerequisite: ISMA 500

ISMA 521 Information Analysis and Systems Design

3 Credits

This course introduces strategies for developing information system applications and presents the development life cycle as a basic concept in managing applications. The life cycle phases leading to the determination of requirements and the development of a general logical design are studied. Theoretical concepts are applied in the development and implementation of an operational system from its logical design. The process of planning for change is described and the post-implementation or feedback phase of the life cycle of systems development is reviewed.

Prerequisite: ISMA 500.

ISMA 523 Computers and Legal Environment

3 Credits

Ethical considerations for computer scientists and computer-related security and privacy issues, as well as, Copyright, patent, trade secret issues, venture capitalists, tax issues, computer crime and international trade considerations will be discussed.

Prerequisite: permission of Department Chair.

ISMA 524 Information Security Principles

3 Credits

This course explores the study of security policies, models, and mechanisms for secrecy, integrity, availability and usage controls. Topics include models and mechanisms for mandatory, discretionary and role-based access controls; authentication technologies; control and prevention of viruses and other rogue programs; common system vulnerabilities and countermeasures; privacy and security policies and risk analysis; intellectual property protection; legal and social issues.

Prerequisite: ISMA 500

ISMA 530 SQL Server 2000 / 2003

3 Credits

SQL 2000 / 2003 Server installation, configuration, security, administering and programming are covered. Also to identify and configure a Microsoft SQL Server 2000 RDBMS will be introduced. It shows applying live screen image video and audio, how to install and configure an SQL Server 2000 and 2003, create and manage databases and database devices both in Enterprise Manager and with scripts in Query Analyzer, backup and restore SQL Server databases, design, create and manage database objects, program in transact-SQL, import and export data, implement automated tasks and optimize the performance of SQL Server 2000 and 2003.

Prerequisite: Permission of Department Chair.

ISMA 531 Java I

3 Credits

This course presents an overview of the Java 2 Platform. It also provides extensive experience with Java and its object-oriented features. Topics include OO concepts, structure of Java language and event model, JFC/Swing package, I/O, multithread programming, and JDBC. Students will do significant hands-on programming in Java to develop applets and applications, including intuitive GUIs.

Prerequisite: Permission of Department Chair.

ISMA 532 Java II

3 Credits

This course introduces the Web service programming model enabled by HTTP, Servlets, JSP, and EJB. Topics include how to build server-side code that executes as Servlets and Java Server Pages (JSP). All aspects of accessing data and managing state efficiently are covered, including JDBC and transactions. Programming model of EJB will be covered.

Prerequisite: Permission of Department Chair.

ISMA 533 XML**3 Credits**

This course provides an introduction and overview of Extensible Markup Language (XML) and XML related technologies used to develop content and manipulate data for commercial web sites. XML is a revolutionary language which is rapidly becoming a Web development standard for business-to-business transactions, and for database manipulation and searching. The class will cover well-formed and valid XML documents, namespaces, schemas, cascading style sheets (CSS), and XSLT. Also the course content includes discussion of web architectures and XML-based systems development, including programming multi-tier, client/server, database-oriented, Internet and Web-based applications.

Prerequisite: Permission of Department Chair.

ISMA 535 CCNA I**3 Credits**

CCNA course prepares the students to configure and troubleshoot data communications networks employing Cisco routers and switches. The course covers networking fundamentals as well as switch and router design, configuration, and verification specifics. Students will also study advanced router configuration, LAN switching theory, VLANs, advanced LAN and LAN switched design, and Novel IPX™. They will also study WAN theory and design WAN technology, PPP, Frame Relay, ISDN, Network troubleshooting, National SCANS Skills, and threaded case studies.

Prerequisite: Permission of Department Chair.

ISMA 536 CCNA II**3 Credits**

Continuation of CCNA I, which prepares the students to configure and troubleshoot data communications networks employing Cisco routers and switches. The course covers networking fundamentals as well as switch and router design, configuration, and verification specifics. Students will also study advanced router configuration, LAN switching theory, VLANs, advanced LAN and LAN switched design, and Novel IPX™. They will also study WAN theory and design WAN technology, PPP, Frame Relay, ISDN, Network troubleshooting, National SCANS Skills, and threaded case studies.

Prerequisite: Permission of Department Chair.

ISMA 545 Modeling and Decision Systems**3 Credits**

This course involves a study of model formulation and solution procedures. The use of information systems in decision making and performance evaluation is reviewed. Student will gain an understanding of the trade-off involved in the use, design, and construction of decision-making systems. The course will stress the concept of building models of complex systems operating under uncertainty.

Prerequisite: ISMA 500.

ISMA 550 Directed Research I**ISMA 551 Directed Research II****6 Credits**

These two courses are only open to the graduate students who decide to write a master's thesis. Each course is equivalent to three (3) credit hours for a total of six (6) credits. Students writing a thesis are required to complete six hours. Chair of department will assign each student to a thesis advisor.

Prerequisite: Permission of Department Chair.

ISMA 562 Information Systems Policy

3 Credits

This course is designed to give the student an understanding of the role of information systems in satisfying management's need for information. The various structures of information systems departments and organizations are studied in this context. The student will investigate administrative and management issues relative to the control of the information systems function.

Prerequisite: ISMA 500 or Permission of Department Chair.

ISMA 568 Information Systems Projects I

3 Credits

This course is the capstone of the curriculum. The student is required to complete a project in the application of the principles of computer information systems. The concepts from the previous courses are utilized in the development and implementation of the project. The student will gain experience in analyzing, designing, implementing, and evaluating information systems. The course must be taken during one of the student's last two terms.

INFORMATION TECHNOLOGY COURSES (ITEC)

These courses stress the design, technical, managerial, and policy issues associated with developing web and communications systems that support modern organizations. They address the theoretical and practical aspects of designing, developing, implementing, and managing web and communications systems that provide the backbone for enterprise solutions.

ITEC 500 Web I: Introduction to Web Development

3 Credits

This course introduces the concepts needed to be successful in the web development environment. Discussed are topics such as the similarities and differences in Internet browsers and user computer configurations (connection speed, display settings, etc.). The student learns to develop web pages with a text editor and HTML tags, images, tables, forms, frames and associated attributes such as a more powerful WYSIWYG HTML editor. Other topics include introductory Dynamic HTML (DHTML) and Cascading Style Sheets. A graphic development tool is used to allow students to develop graphics files for their projects png, gif, jpg, and animated gifs. A long-range web development project is begun.

ITEC 505 Web II: Intermediate Web Development

3 Credits

A continuation of Web I progress to rapid Application Development (RAD), client and server side scripting for user and database interaction. The students continue to build their skills in both client and server-side scripting using the Document Object Model. Session/cookie management. Continuation of project.

Prerequisite: ITEC 500

ITEC 510 Web Site Administration

3 Credits

This course explores web server administration and web security. It includes sheets related to these sites and security features, hosting multiple web sites on the same web server and associated performance issues. Application-level password security. Project conclusion.

Prerequisite: ITEC 500

ITEC 513 Network and Operating System Essentials

3 Credits

This course introduces the student to the basics of network security tools, administrative tools, network protocols and fundamentals of TCP/IP, using standard operating systems such as Windows and Unix.

ITEC 515 Information Systems Security Policy and Management

3 Credits

This course includes security policies, mandatory and discretionary access control, Chinese walls, separation of duties and least privilege, security objectives, architectures, models and mechanisms as well as, privacy policy and technologies. Social implications of biometric identification and Intellectual property protection in cyberspace are also included.

Prerequisite: ISMA 500

ITEC 520 Information Warfare

3 Credits

This course will study the nature of information warfare, including computer crime and information terrorism, as it relates to national economic, organizational, and personal security. Students will gain an understanding of the threats to information resources, including military and economic espionage, communications eavesdropping, computer break-ins, denial-of-service, destruction and modification of data, distortion and fabrication of information, forgery, control and disruption of information flow, electronic bombs, and psyops and perception management. They will learn about countermeasures, including authentication, encryption, auditing, monitoring, intrusion detection, and firewalls, and the limitations of those countermeasures. They will learn about cyberspace law and law enforcement, information warfare and the military, and intelligence in the information age. Information warfare policy and ethical issues will be examined.

Prerequisite: ISMA 500

ITEC 523 Operating Systems for Administrators

3 Credits

This course describes practices and procedures for installing and configuring modern operating systems, including user accounts, file, print and terminal servers, mobile computing, and disaster protection.

Prerequisite: ITEC 513

ITEC 525 Secure Electronic Commerce

3 Credits

This course explores cryptography review, cryptographic protocols, secure electronic transactions, public key certificates and infrastructures, authentication and authorization certificates, secure credential services and role-based authorization, mobile code security, security of agent-based systems, electronic payment systems, intellectual property protection, secure time stamping and notarization.

Prerequisite: ISMA 500 and MATH 500

ITEC 530 Network Servers and Infrastructures

3 Credits

This course covers networking concepts and practices for using DHCP, DNS, WINS, Public Key infrastructure, routing, remote address services, web servers, and network connectivity between operating systems.

ITEC 568 Information Technology Projects I

3 Credits

This course is the first of two capstones of the curriculum. The student is required to complete a project in the application of the principles of computer information technology. The concepts from the previous courses are utilized in the development and implementation of the project. The student will gain experience in analyzing, designing, implementing, and evaluating information technology. The course must be taken in the second to last term of the graduate program.

ITEC 569 Information Technology Projects II

3 Credits

This course is the second of two capstones of the curriculum. The student is required to complete a project in the application of the principles of computer information technology. The concepts from the previous courses are utilized in the development and implementation of the project. The student will gain experience in analyzing, designing, implementing, and evaluating information technology. The course must be taken during the student's last term.

INTERNSHIP COURSES (INTS)

The elective internship courses provide students with an experience-based learning opportunity to: explore or confirm career interest and plans; apply classroom learning to real work situations; and practice and strengthen interpersonal or technical skills.

INTS 590, 591 Graduate Internship Program

3 Credits each

The student needs the Department chair's approval for an internship. Students may register for a 3 credit hour degree-related internship program in any one term after completing 2 terms of college credit work with a GPA of 3.0 or better. Internships must be conducted at sites approved by the University. For more information, contact Career Services. International students must apply for Curricular Practical Training to complete an internship.

MATHEMATICS COURSES (MATH)

The Master's level Mathematics courses are designed to graduate computer science and information Technology specialists with a strong background in classic mathematics, statistics, operations research and numerical analysis.

MATH 500 Operations Research I

3 Credits

This course applies mathematical methods in management and decision making. Basic concepts and techniques of deterministic operations research modeling as applied to problems in industrial, business, government, and military decision making will be studied. Topics include linear programming, transportation models, assignment problems, scheduling, queuing, simulation, and inventory control problems. Concentration will be on the techniques of management science.

Prerequisite: MATH 203.

MATH 501 Operations Research II

3 Credits

This course applies mathematical methods in management and decision making. Basic concepts and techniques of deterministic operations research modeling as applied to problems in industrial, business, government, and military decision making will be studied. Topics include linear programming, transportation models, assignment problems, scheduling, queuing, simulation, and inventory control problems. Concentration will be on the techniques of management science.

Prerequisite: MATH 500.

MATH 520 Special Topics in Mathematics I
MATH 521 Special Topics in Mathematics II

3 Credits each

These courses provide an opportunity for students to study in a variety of formats. Included are advanced topics in mathematics, which may not be included elsewhere in the curriculum.

Prerequisite: Permission of Department Chair.

MATH 528 Numerical Methods

3 Credits

This course studies the use of numerical methods in solving scientific problems. It consists of Concepts of algorithm and flowcharts and errors in numerical methods. Topics included are interpolation and numerical methods for the solution of simultaneous linear/nonlinear algebraic equations, numerical integration, matrices, and determinants and for the solution of ordinary and partial differential equations.

Prerequisite: MATH 203.

STATISTICS COURSES (STAT)

STAT 500 Statistics

3 Credits

This is an elementary introduction to statistics. Topics include descriptive statistics, probability, estimation and hypothesis testing for means and proportions, correlation, and regression. Students use statistical software for assignments

STAT 505 Computer Statistics Packages

3 Credits

This course uses computer packages in the statistical analysis of data. Topics include data entry, checking, and manipulation, as well as the use of computer statistical packages for regression and analysis of variance.

Prerequisite: STAT 500

STAT 510 Exploratory Data Analysis

3 Credits

This course explores approaches to finding the unexpected in data: data mining, pattern recognition and gaining understanding. Emphasis is on data-centered, non-inferential statistics, for large or high-dimensional data, and topical problems. Simple graphical methods, as well as classical and computer-intensive methods applied in an exploratory manner, and presentation graphics are utilized. This course is designed to provide students with the essentials for approaching new, complex data, and arriving at preliminary descriptive statements.

Prerequisite: STAT 500

GRADUATE SAMPLE PROGRAMS

**Graduate Sample Program
Master of Science
Information Technology
Concentration: Computer Graphics and Web Development**

**Based on Full-Time Enrollment
(9 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ORTN 500	Orientation
ENGR 500	Computer Aided Design
ISMA 500	Managerial Information Systems
ITEC 500	Web I: Introduction to Web Development

Quadmester 2

Course Number	Course Title
COSC 507	Software Development and Engineering
ISMA 511	High-Level Programming Languages
ITEC 505	Web II: Intermediate Web Development

Quadmester 3

Course Number	Course Title
ENGL 500	Technical Writing and Research Methods
ITEC 510	Web Site Administration
MATH 500	Operations Research I

Quadmester 4

Course Number	Course Title
ISMA 508	Fundamentals of Database Management Systems
ITEC 568	Information Technology Project I
STAT 500	Statistics

Quadmester 5

Course Number	Course Title
COSC 521	Web-enabled Database
ITEC 569	Information Technology Project II
Elective	ACCT/COSC/ECON/ENGR/FIBA/ISMA/ITEC/MATH/MGMT/PUAD/STAT

**Graduate Sample Program
Master of Science
Information Technology
Concentration: Information Security and Network Administration**

**Based on Full-Time Enrollment
(9 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ORTN 500	Orientation
ISMA 500	Managerial Information Systems
ITEC 513	Network and Operating System Essentials
ITEC 515	Information Systems Security Policy and Management

Quadmester 2

Course Number	Course Title
COSC 507	Software Development and Engineering
ITEC 523	Operating Systems for Administrators
MATH 500	Operations Research I

Quadmester 3

Course Number	Course Title
COSC 541	Data Communication and Networks
COSC 572	MCSE: Network Security
ENGL 500	Technical Writing and Research Methods

Quadmester 4

Course Number	Course Title
ENGR 505	Digital Electronics
ISMA 508	Fundamentals of Database Systems
ITEC 568	Information Technology Project I

Quadmester 5

Course Number	Course Title
COSC 581	Digital Systems
ITEC 569	Information Technology Project II
Elective	ACCT/COSC/ECON/ENGR/FIBA/ISMA/ITEC/MATH/MGMT/PUAD/STAT

**Graduate Sample Program
Master of Business Administration
Information Systems**

**Based on Full-Time Enrollment
(9 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ORTN 500	Orientation
ENGL 500	Technical Writing and Research Methods
ECON 501	Economics Analysis for Management
ISMA 500	Managerial Information Systems

Quadmester 2

Course Number	Course Title
ACCT 500	Accounting Function in Business
COSC 504	Computer Concepts and Systems Software
MGMT 503	Organizational Theory and Human Resource Management

Quadmester 3

Course Number	Course Title
FIBA 500	Financial Management
ISMA 508	Fundamentals of Database Management Systems
MGMT 512	Regulations and Control

Quadmester 4

Course Number	Course Title
COSC 507	Software Development and Engineering
ISMA 521	Information Analysis and Systems Design
MGMT 510	Quantitative Factors in Management

Quadmester 4

Course Number	Course Title
COSC 541	Data Communication Systems and Networks
ISMA 568	Information Systems Research Project

UNDERGRADUATE

DEPARTMENT OF PUBLIC ADMINISTRATION

PROGRAM SUMMARY

CERTIFICATES

- Human Resources Management
- Legal Studies
- Nonprofit Management

ASSOCIATE OF SCIENCE (A.S.)

- Criminal Justice
- Public Administration
- Health Service Administration
- Nonprofit Management
- Medical Assisting (Center for Allied Health Education)
- Medical Coding and Billing (Center for Allied Health Education)
- Medical Laboratory Technology (Center for Allied Health Education)
- Cardiovascular Technology (Center for Allied Health Education)

BACHELOR OF SCIENCE (B.S.)

- Criminal Justice
- Public Administration (Government Management)
- Health Services Administration
- Nonprofit Management

MASTER OF PUBLIC ADMINISTRATION (M.P.A.)

- Public Administration (Government Management)
- Health Services Administration
- Nonprofit Management

UNDERGRADUATE DEGREE OFFERINGS

CERTIFICATE PROGRAM

Certificate Requirements (15 Credit Hours)

Human Resources

HRAD 201 Introduction to Human Resources
Administration and Management

HRAD 203 Strategic Human Resources

HRAD 204 Compensation and Benefits Management

HRAD 305 Performance Evaluations
HRAD 309 Information Systems for Human Resources
Administration

Legal Studies

CJUS 201 Constitutional Law
LEGL 102 Introduction to the Legal System
LEGL 103 Legal Terminology
LEGL 104 Legal Research and Writing
LEGL 206 Law Office Management and Technology

Nonprofit Management

NPMP 540 Introduction to Nonprofit
NPMP 541 Nonprofit Human Resources
NPMP 544 Legal and Ethical Aspects of Nonprofits
NPMP 545 Financial Management for Nonprofits
NPMP 547 Leadership Management

ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours)

Major Requirements (30 Credit Hours)

PUAD 201 Introduction to Public Administration
CJUS 101 Introduction to Criminal Justice
CJUS 201 Constitutional Law
CJUS 203 Criminal Justice Systems
CJUS 205 Criminology
CJUS 207 History of Correctional Institutions
CJUS 209 Juvenile Justice
CJUS 212 Criminal Law
CJUS 213 Introduction to Forensics
CJUS 215 Introduction to Public Security Issues

**ASSOCIATE OF SCIENCE IN GOVERNMENT
ADMINISTRATION/MANAGEMENT**

Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours)

Major Requirements (30 Credit Hours)

GOVT 102 US Government
PUAD 201 Introduction to Public Administration
PUAD 203 Political Science
PUAD 204 Public Management
PUAD 205 Public Policy Process
ACCT 200 Principles of Accounting
PUAD 215 Legal and Ethical Issues in Public Administration
FIBA 201 Fundamentals of Finance

PUAD 221 Quantitative and Qualitative Analyses I
PUAD 280 Directed Research

ASSOCIATE OF SCIENCE IN HEALTH SERVICES ADMINISTRATION
Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours) (SEE PAGE 48, 49)

Major Requirements (30 Credit Hours)

PUAD 201 Introduction to Public Administration
HEAS 201 Introduction to U.S. Health Services
HEAS 203 Medical Terminology
ACCT 200 Principles of Accounting
FIBA 201 Fundamentals of Finance
HEAS 209 Environmental and Occupational Health
Issues, Health Services Administration
HEAS 211 Long Term Care and Aging
PUAD 221 Quantitative and Qualitative Analyses I
HEAS 280 Directed Research
HEAS 336 Medical Law and Ethics

ASSOCIATE OF SCIENCE IN NONPROFIT MANAGEMENT
Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours)

Major Requirements (30 Credit Hours)

PUAD 201 Introduction of Public Administration
NPMP 201 Introduction to Nonprofit Management
NPMP 203 Human Resources Management for Nonprofits
PUAD 205 Public Policy Process
ACCT 200 Principles of Accounting
FIBA 201 Fundamentals of Finance
NPMP 215 Legal and Ethical Issues for Nonprofits Organizations
NPMP 306 Planning and Evaluation for Nonprofits
PUAD 221 Quantitative and Qualitative Analyses I
PUAD 280 Directed Research

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE
Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours) (SEE PAGE 49, 50, 51)

Major Requirements (51 Credit Hours)

CJUS 101 Introduction to Criminal Justice
CJUS 201 Constitutional Law
PUAD 201 Introduction to Public Administration
CJUS 203 Criminal Justice Systems
CJUS 205 Criminology

CJUS 207	History of Correctional Institutions
CJUS 209	Juvenile Justice
CJUS 212	Criminal Law
CJUS 213	Introduction to Forensics
CJUS 301	Criminal Procedure
CJUS 303	History and Development of Police Systems
CJUS 305	Administration of Criminal Justice
CJUS 307	Ethical Issues in Criminal Justice
CJUS 401	Comparative Criminal Justice
CJUS 411	Investigation Methods and Evidence
CJUS 413	Homeland Security Issues
PUAD 480	Directed Research/Capstone Course

Electives (9 Credit Hours)

Students select **THREE** courses from remaining 300 and 400 level courses in CJUS/NPMP/PUAD/HEAS/MGMT/FIBA/ACCT/ENTP/MRKT

BACHELOR OF SCIENCE IN GOVERNMENT MANAGEMENT

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours)

Major Requirements (51 Credit Hours)

CJUS 201	Constitutional Law
GOVT 102	US Government
PUAD 201	Introduction to Public Administration
PUAD 203	Political Science
PUAD 204	Public Management
PUAD 205	Public Policy Process
ACCT 200	Principles of Accounting
MGMT 303	Business Law for Managers
PUAD 218	Leadership in Public Administration
FIBA 201	Fundamentals of Finance
PUAD 270	Special Topics in Public Administration
MGMT 301	Business Personnel Administration
NPMP 306	Planning and Evaluation for Nonprofits
PUAD 311	Public Budgeting
PUAD 323	Quantitative and Qualitative Analyses
PUAD 480	Directed Research
MGMT 403	Administrative Theory and Practice

Electives

(9 Credit Hours)

Students select **THREE** courses from remaining 300 and 400 level courses in: PUAD/CJUS/NPMP/HEAS/MGMT/MRKT/FIBA/ACCT/ENTP

BACHELOR OF SCIENCE IN HEALTH SERVICES ADMINISTRATION

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours) (SEE PAGE 49, 50, 51)

Major Requirements (51 Credit Hours)

CJUS 201	Constitutional Law
PUAD 201	Introduction to Public Administration
HEAS 201	Introduction to US Health Services
HEAS 203	Medical Terminology
HEAS 211	Long Term Care and Aging
FIBA 201	Fundamentals of Finance
ACCT 200	Principles of Accounting
HEAS 309	Community Public Health Issues
HEAS 338	Hospital Administration
HEAS 332	Issues in Health Policy
HEAS 336	Medical Law and Ethics
MGMT 301	Business Personnel Administration
PUAD 311	Public Budgeting
PUAD 323	Quantitative and Qualitative Analyses
HEAS 401	Health Services Financial Management
MGMT 403	Administrative Theory and Practice
PUAD 480	Directed Research/Capstone Course

Electives (9 Credit Hours)

Students select **THREE** courses from remaining 300 and 400 level courses in:
HEAS/NPMP/PUAD/CJUS/MGMT/MRKT/ACCT/FIBA/ENTP

BACHELOR OF SCIENCE IN NONPROFIT MANAGEMENT

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours)

Major Requirements (51 Credit Hours)

GOVT 102	US Government
ENTP 202	Introduction to Entrepreneurship
PUAD 201	Introduction to Public Administration
NPMP 201	Introduction to Nonprofit Management
ACCT 200	Principles of Accounting
HRAD 204	Compensation and Benefits
FIBA 201	Fundamentals of Finance
NPMP 203	Human Resource Management for Nonprofits
NPMP 215	Legal and Ethical Issues for Nonprofits
NPMP 307	Nonprofit Leadership and Organizational Change
NPMP 306	Planning and Evaluation for Nonprofits
PUAD 323	Quantitative and Qualitative Analyses
NPMP 407	Fundraising for Nonprofit
NPMP 408	Marketing for Nonprofits
NPMP 409	Techniques in Grant Writing
NPMP 410	Financial Reporting for Nonprofits
PUAD 480	Directed Research/Capstone Course

Electives (9 Credit Hours)

Students select **THREE** courses from remaining 300 and 400 level courses in:
NPMP/PUAD/CJUS/HEAS/MGMT/MRKT/ACCT/FIBA/ENTP.

CENTER FOR ALLIED HEALTH (CAHE)

General EDUCATION CORE CURRICULUM

GENERAL EDUCATION CORE (GEC)

Associate's Degree General Education Core

The General Education Core for the Associate's Degree attempts to develop the following (28 Credit Hours):

- A capacity for excellence in reading, writing,
speaking and interpersonal skills

ENGL 121 College English I

ENGL 122 College English II

COMM 122 Introduction to Communications

- A facility for critical and analytical thinking

Required 100 level course

PHIL 123 Philosophy

- A facility for quantitative analysis

Required 100 level course

MATH 120 General Math

- A capacity for applying information technologies to problem solving and decision making.

Required 100 level courses

HEIN 121 Medical Computer Applications & keyboarding

- An understanding of self and society

Required 100 level course

PSYC 121 Introduction to Health Psychology

- An understanding of American Culture and institutions

Required 100 level courses

HIST 121 US History

- An appreciation of mankind's cultural and intellectual heritage.

Required 100 level course

ART 121 Art Appreciation

- Others
Required 100 level course

ORTN 121 Orientation, Introduction to Allied Health

PROGRAM SUMMARY

Associate of Science (AS)

Degree Requirements (61 Credit Hours)

- Associate of Science in Cardiovascular Technology (Degree Requirements - 76 Credit Hours)
- Associate of Science in Medical Assistant (Degree Requirements - 74 Credit Hours)
- Associate of Science in Medical Coding & Billing Specialist (Degree Requirements - 77 Credit Hours)
- Associate of Science in Medical Laboratory Technician (Degree Requirements - 75 Credit Hours)

ASSOCIATE OF SCIENCE IN CARDIOVASCULAR TECHNOLOGY

Degree Requirements (76 Credit Hours)

General Core Requirements (31 Credit Hours)

ORTN 121 Orientation, Introduction to Allied Health
ENGL 121 College English I
ENGL 122 College English II
PSYC 121 Introduction to Health Psychology
MATH 121 College Algebra
MATH 124 Statistics
COMM 122 Introduction to Communications
ART 121 Art Appreciation
HIST 121 US History
PHIL 123 Philosophy
HEIN 121 Medical Computer Applications & keyboarding

Major Requirements (45 Credit Hours)

HEIN 124 Medical Terminology I (3 credits)
HEIN 120 Medical Law & Ethics (3 credits)
BIOL 121 General Biology (3 credits)
BIOL 010 General Biology Lab (1 credit)
CHEM 121 General Chemistry (3 credits)
CHEM 010 General Chemistry Lab (1 credit)
BIOL 231 Anatomy & Physiology (3 credits)
BIOL 031 Anatomy & Physiology (1 credit)
PATH 130 Introduction to Pathology (3 credits)
PHAR 130 Introduction to Pharmacology (3 credits)

SCIE 120	Physics (3 credits)
BIOL 234	Advanced Cardiovascular Anatomy & Pathophysiology (3 credits)
PHAR 230	Fundamentals of ECG & Cardiovascular Pharmacology (3 credits)
ECHO 121	Principles of Echocardiography (3 credits)
PERI 121	Peripheral Vascular Technology (3 credits)
CVTT 120	Cardiac Catheterization (3 credits)
CVTT 010	Cardiac Catheterization Lab (1 credit)

Clinical Experience:

All General Core and Major Requirements must be complete before students pursue clinical and administrative rotations.

CRPX 232 Cardiovascular Technology Clinical Rotation (2 credits)

ASSOCIATE OF SCIENCE IN MEDICAL ASSISTANT

Degree Requirements (74 Credit Hours)

General Core Requirements (28 Credit Hours)

Major Requirements (46 Credit Hours)

HEIN 124	Medical Terminology I (3 credits)
HEIN 120	Medical Law & Ethics (3 credits)
BIOL 121	General Biology (3 credits)
BIOL 010	General Biology Lab (1 credit)
CHEM 121	General Chemistry (3 credits)
CHEM 010	General Chemistry Lab (1 credit)
BIOL 231	Anatomy & Physiology (3 credits)
BIOL 031	Anatomy & Physiology (1 credit)
PATH 130	Introduction to Pathology (3 credits)
PHAR 130	Introduction to Pharmacology (3 credits)
HEIN 230	Medical Coding & Indexing I (3 credits)
HEIN 232	Medical Coding & Indexing II (3 credits)
HEIN 238	Medical Insurance and Billing: Practices & Procedures (3 credits)
HEIN 131	Medical Administrative Office Procedures (3 credits)
HEIN 126	Introduction to Health Services and Information Management (2 credits)
MLTC 122	Fundamentals of Patient Care & Examination (3 credits)
MLTC 128	Fundamentals of Diagnostic Testing (3 credits)

Clinical Experience:

All General Core and Major Requirements must be complete before students pursue clinical and administrative rotations.

HEIN 249 Medical Assistant Clinical Rotation (1 credit)

HEIN 250 Medical Assistant Administrative Rotation (1 credit)

ASSOCIATE OF SCIENCE IN MEDICAL CODING & BILLING SPECIALIST

Degree Requirements (77 Credit Hours)

General Core Requirements (28 Credit Hours)

Major Requirements (49 Credit Hours)

HEIN 124	Medical Terminology I (3 credits)
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HEIN 125	Medical Terminology II (3 credits)
HEIN 120	Medical Law & Ethics (3 credits)
BIOL 121	General Biology (3 credits)
BIOL 010	General Biology Lab (1 credit)
CHEM 121	General Chemistry (3 credits)
CHEM 010	General Chemistry Lab (1 credit)
BIOL 231	Anatomy & Physiology (3 credits)
BIOL 031	Anatomy & Physiology (1 credit)
PATH 130	Introduction to Pathology (3 credits)
PHAR 130	Introduction to Pharmacology (3 credits)
HEIN 230	Medical Coding & Indexing I (3 credits)
HEIN 232	Medical Coding & Indexing II (3 credits)
HEIN 238	Medical Insurance and Billing: Practices & Procedures (3 credits)
HEIN 131	Medical Administrative Office Procedures (3 credits)
HEIN 126	Introduction to Health Services and Information Management (2 credits)
HEIN 220	Advanced Coding & Indexing I (3 credits)
HEIN 222	Advanced Coding & Indexing II (3 credits)

Clinical Experience:

All General Core and Major Requirements must be complete before students pursue clinical and administrative rotations.

HEIX 250 Medical Coding & Billing Clinical Rotation (2 credits)

**ASSOCIATE OF SCIENCE IN MEDICAL LABORATORY TECHNICIAN
Degree Requirements (75 Credit Hours)**

General Core Requirements (28 Credit Hours)

Major Requirements (47 Credit Hours)

HEIN 124	Medical Terminology I (3 credits)
HEIN 120	Medical Law & Ethics (3 credits)
BIOL 121	General Biology (3 credits)
BIOL 010	General Biology (1 credit)
CHEM 121	General Chemistry (3 credits)
CHEM 010	General Chemistry Lab (1 credit)
BIOL 231	Anatomy & Physiology (3 credits)
BIOL 031	Anatomy & Physiology Lab (1 credit)
PATH 130	Introduction to Pathology (3 credits)
BIOL 122	General Microbiology (3 credits)
BIOL 022	General Microbiology Lab (1 credit)
MLTC 121	Medical Laboratory Procedures (3 credits)
MLTC 230	Clinical Microbiology (3 credits)
MLTC 010	Clinical Microbiology Lab (1 credit)
MLTC 221	Clinical Chemistry (3 credits)
MLTC 020	Clinical Chemistry Lab (1 credit)
MLTC 220	Hematology and Coagulation (3 credits)
MLTC 243	Immunology and Serology (3 credits)
MLTC 222	Clinical Skills (3 credits)

Clinical Experience:

All General Core and Major Requirements must be complete before students pursue clinical and administrative rotations.

CSPX 230 Medical Laboratory Technician Clinical Rotation (2 credits)

UNDERGRADUATE COURSE DESCRIPTIONS

CRIMINAL JUSTICE COURSES (CJUS)

The program offers undergraduate students the opportunity to prepare for careers in the criminal justice system or law enforcement or graduate studies. The program provides courses which reflect the core of the criminal justice discipline, and provide students with the critical thinking skills needed to succeed. Research is emphasized to prepare students for graduate studies and students are encouraged to participate in internships, which build networks and practical skills.

CJUS 101 Introduction to Criminal Justice

3 Credits

This course provides an introduction to the field of study, criminal justice. It is the foundation course; it includes history, theory, application and its impact on society and the individual.

Prerequisites: ENGL 101

CJUS 201 Constitutional Law

3 Credits

This course provides an analysis of the historical development of the constitution; the relationship of the states to the Bill of Rights; the effects of the due process clause of the Fourteenth Amendment, and the applications of the Bill of Rights are studied through an examination of major Supreme Court cases.

Prerequisites: CJUS 101

CJUS 203 Criminal Justice Systems

3 Credits

This course provides an overview of the criminal justice system, its main elements and their functions. The three prongs of the criminal justice system- the courts, the penal system, and the police systems are explored in detail. It also examines the social, political, and cultural considerations that have influenced and shaped system functions and criminal justice institutions.

Prerequisite: CJUS 101

CJUS 205 Criminology

3 Credits

This course provides a general survey of the nature and causes of crime and efforts of the criminal justice system to predict, prevent, modify and correct behavior. It also provides an analysis of the historical, social, legal and cultural conditions affecting the nature of crime and the responses of government and the public.

Prerequisite: CJUS 203

CJUS 207 History of Correctional Institutions

3 Credits

The course traces the evolution of the corrections process and explores the philosophies of punishment, rehabilitation, retribution and treatment. Operational and administration issues in the correctional process are also examined through a review of the law of criminal corrections from sentencing to final release or release on parole. Probation, punishments, special treatments for special offenders, parole and pardon, community-based corrections, and the prisoner's civil rights are also examined.

Prerequisites: CJUS 203

CJUS 209 Juvenile Justice

3 Credits

The history and philosophy of juvenile behavior and the legal implications are examined in this course. The course will also examine theories of delinquency and its scope as a social and individual problem; causation, law enforcement and the juvenile court. The course will cover methods of control through corrections and prevention.

CJUS 212 Criminal Law

3 Credits

This course introduces substantive and procedural criminal law. This introduction to criminal law examines the elements of criminal offenses, the necessary predicates for criminal liability, the major concepts of justification and excuse, and the conditions under which offenders can be liable for attempting a criminal act. Leading cases, opinions, and scholarly writings are used to illustrate the major facets of criminal law and practice.

CJUS 213 Introduction to Forensics

3 Credits

This course provides an introduction to modern methods used in the solution of crimes. Problems and techniques of scientific criminal investigation, including fingerprinting and DNA analysis, document examination are explored. Case illustrations drawn from crime laboratories throughout the United States will be used to emphasize the value of various scientific aids to investigators in the criminal justice arena.

CJUS 215 Introduction to Public Security Issues

3 Credits

This course will introduce students to security issues and the programs and activities which have been developed to protect the public. The impact of drugs, gangs, media mischaracterization of crime, prison over-crowding and violent anti- social behaviors are also explored in relation to how these issues create challenges to protecting the population.

CJUS 293 Internship

3 Credits

Supervised work placement in the student's area of specialization.

Prerequisites:

CJUS 301 Criminal Procedure

3 Credits

This course focuses on the procedural requirements of the Fourth, Fifth and Sixth Amendments to the United States Constitution, through the study of leading Supreme Court cases. It also explores procedural rules in the criminal trial process.

Prerequisites: CJUS 212

**CJUS 303 History and Development of Police Systems
3 Credits**

This course examines the philosophy of modern police systems in the United States; it includes an evaluation of the purpose of these organizations, their jurisdictions and methods of law enforcement. Community policing, problem-solving methods, police discretion, police crime prevention strategies, and restorative justice are explored in detail.

Prerequisites: CJUS 203

**CJUS 305 Administration of Criminal Justice
3 Credits**

This course presents the history and development of the principles of administration and organizational theory as they have been applied in the field of criminal justice. It examines the organizational design, mission statements, staff roles and the relationships between administrative process and outcome objectives in criminal justice agencies.

**CJUS 307 Ethical Issues in Criminal Justice
3 Credits**

This course explores and analyzes contemporary ethical issues in specific criminal justice arenas. Ethical standards for criminal justice practitioners will be examined using case studies. Socio-legal policy alternatives with regard to deviance are examined. Law enforcement procedures for civil law and similar legal problems are also explored.

Prerequisites: CJUS 301

CJUS 309 Sociology in Criminal Law

This course begins with an examination of law as a social phenomenon, as an agency of social control; it will examine the phenomena of criminal deviance, how it is treated and labeled through the process of definition and social sanction. It will examine the problems related to domestic conflict and violence; abnormal sexual behavior and the sociological implications of crime. This course is intended for students interested in graduate studies or research.

Prerequisites: CJUS 205, CJUS 212

**CJUS 313 Criminal Behavior
3 Credits**

This course will analyze criminal behavior from a sociological and psychological perspective. Students will be introduced to the relationship between the law and psychology, criminal behavior and criminal law with an emphasis on helping them to understand the various forms of criminal behavior. It will examine the problems related to domestic conflict, violence, and abnormal sexual behavior.

Prerequisites: CJUS 212 and CJUS 309

**CJUS 401 Comparative Criminal Justice
3 Credits**

This course provides a comparative analysis of the incidence, trends, control, treatment and prevention of crime within the framework of common criminological theories around the world. It will also explore forms of international cooperation in the control of crime and challenges facing that cooperation. Contemporary international terrorism, genocide, ethnic cleansing, insurgency and political unrest are some of the issues of interest in this course.

Prerequisites: CJUS 212

CJUS 403 Forensic Anthropology

3 Credits

This course introduces the methods and purpose of physical anthropology as applied in human identification by law enforcement agencies. The anatomy of human and animal remains will be examined, as well as DNA evidence. This course will also delve into issues discussed in CJUS 213 in greater detail. It is intended for students interested in pursuing a career in law enforcement.

Prerequisites: CJUS 213

CJUS 405 Program Evaluation in Criminal Justice

Designing, implementing and evaluating programs in criminal justice. Topics include diagnosing program needs, planning and tailoring evaluation programs, program monitoring, assessing program impact, program efficiency, and the social context of evaluation. This course is intended for students interested in graduate study, research or criminal administration.

Prerequisites: CJUS 313

CJUS 411 Investigation Methods and Evidence

3 Credits

This course examines common police investigation procedures and techniques. Examines crime scene search, collection, handling, and preservation of evidence. Surveys fundamental evidence collection procedures, including ways to prevent alteration, contamination, damage and tampering of evidence. Emphasizes the legal requirements for a continuous chain of possession, as well as the limits of legal searches, seizures, and interrogation techniques. This course is intended for students interested in pursuing a career in law enforcement.

Prerequisites: CJUS 307

CJUS 413 Homeland Security Issues

3 Credits

Surveys historical and current practices of national security and examines issues in domestic and international or transnational terrorism. Examines investigative methods and procedures utilized in counter- terrorism efforts domestically and internationally. The Patriot Act, The US Constitution and legal restraints on homeland security are also examined. This course is designed for students interested in pursuing a career in law enforcement or research.

CJUS 471 Internship

3 Credits

This course provides students with a supervised practical work experience in criminal justice.

Prerequisites: SENIOR YEAR

HEALTH SERVICES ADMINISTRATION COURSES (HEAS)

The Health Services Administration Program provides students the opportunity to prepare for careers in the management of health organizations, including hospitals, local and federal agencies, long term care facilities, health maintenance organizations, ambulatory care facilities, managed care corporations, mental health facilities, and other related health organizations. Students are given the critical thinking and analysis skills needed to pursue advanced degrees in health administration, conduct research or become effective managers. Students are encouraged to engage in internships to explore practical skills application and create networking relationships in their field.

HEAS 201 Introduction to U.S. Health Services Administration

3 Credits

This course discusses the history and development of the US healthcare system. It explores the economic realities of healthcare service delivery in this country. It also introduces current administrative practices in such areas as governance and organization, planning, marketing, human resources, facility management, hospital administration and ethics.

Prerequisites: GOVT 102

HEAS 203 Medical Terminology**3 Credits**

Provides students with an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology for medical and health administration environments.

HEAS 204 Environmental and Occupational Issues in Health Services Administration**3 Credits**

This course examines regulatory policies regarding environmental and occupational issues in health services administration. The prevailing legal standards of HIPAA, controlling the transmission of disease, and employee protection in the workplace will be discussed in detail.

Prerequisites: HEAS 201

HEAS 211 Long Term Care and Aging**3 Credits**

This course will examine long-term care delivery systems; regulations; manpower systems; nursing; financing and the special needs of long-term facilities. Hybrid adult living environments will also be explored. Issues related to a large aging population and contemporary health concerns relating to this population will be discussed.

Prerequisites: HEAS 201

HEAS 309 Community Public Health Issues**3 Credits**

The purpose of this course is to provide a broad overview of community health. Health promotion, consumer health, public health, school health, environmental health, preventive medicine, human biology, the health care system, individual health behaviors, and health policy are examined in relation to community health

Prerequisites: HEAS 211

HEAS 315 Scientific Evidence in Health Services Administration**3 Credits**

This course explores the use of scientific evidence in decision making for regulatory and public health policy purposes, and looks at how the legal systems approach environmental and toxic exposure claims.

Prerequisites: HEAS 201

HEAS 332 Issues in Health Policy**3 Credits**

This course provides knowledge of policies and policy making in health services administration, topics include the responsibility of government to provide health care, the regulation of health professionals, and the roles and responsibilities of insurance organizations.

Prerequisites: HEAS 201

HEAS 334 Economics of Public Health**3 Credits**

This course focuses on the economic aspects of public health. Topics include supply and demand, cost, facility utilization rate, and patterns of services, new technology, and the problems of inflation.

Prerequisites: HEAS 201

HEAS 336 Medical Law and Ethics**3 Credits**

This course will examine the legal issues arising out of health care delivery. It will cover licensing, quality control, tort liability, HIPAA, liability for health care institutions, informed consent assess and cost, organizational structures and the liability of managed care organizations. Patient confidentiality, records management, personal appearance, and professionalism within the health care service delivery team is also discussed.

Prerequisites: CJUS 201

HEAS 338 Hospital Administration and Services**3 Credits**

This course provides lessons in the management and delivery of health care services from the institutional viewpoint. It includes an analysis of communications, decision making in the operations, the evaluation and quality of health care, personnel and leadership of medical and administrative staffs and collective bargaining. The unique and complex environment of the hospital setting is discussed at length.

Prerequisites: HEAS 201

**HEAS 401 Health Services Financial
Management****3 Credits**

This course examines the various techniques of financial management in health care administration. Elements and concepts of financial planning and decision making in the areas of billing, budgeting, taxes, borrowing, accounts payables, receivables and investments are introduced. An overview of the audit process is discussed. The management of complex systems with multiple funding streams and restricted funds are evaluated.

Prerequisite: FIBA 201

HEAS 405**Comparative Health Services Administration****3 Credits**

This course focuses on the evaluation of various organizational patterns, functions offered by and trends in international health services administration. Emphasis is also placed on the sources of such differences, and the significance of systems to the health status of a nation and the world.

HEAS 471 Internship**3 Credits**

A supervised practical work experience in health services administration.

Prerequisites: SENIOR YEAR

**HUMAN RESOURCES ADMINISTRATION
COURSES (HRAD)**

HRAD 201 Introduction to Human Resources Administration and Management

3 Credits

This course provides an introduction to human resources administration in the U.S.A. including human resources planning and development, assessment of future needs, building the human resource functions to meet the needs of organizations; creation of career development and training programs; hiring policies, labor relations and implementation of such programs and policies.

HRAD 203 Strategic Human Resources Management

3 Credits

Strategic Human Resources Management introduces functional issues of strategic planning and current developments in the administration of contemporary organizations.

HRAD 204 Compensation and Benefits Management

3 Credits

This course examines the design, implementation and maintenance of compensation systems including benefits. Exploring decisions regarding salaries, incentives, benefits, and how quality of life issues are made and their impact on attracting, retaining and motivating employees.

Prerequisites: HRAD 201

HRAD 305 Performance Evaluations

3 Credits

This course focuses on the design and implementation of performance evaluation instruments and how these provide management with essential information for making strategic decisions regarding employee advancement, retention, or separation.

Prerequisites: HRAD 201

HRAD 307 Legal and Ethical Issues in Human Resources Administration

3 Credits

This course examines the labor relations laws, constitutional laws, regulating policies and executive orders which human resources managers must understand and apply. As well, the course explores the ethical decisions which must be made by human resources administrators.

Prerequisites: HRAD 201

HRAD 309 Information Systems for Human Resources Administration

3 Credits

This course explores the use of information systems in effective management of human resources functions including data base design and analysis, appraisal design and analysis; survey design and analysis and other quantitative design analysis programs.

Prerequisites: HRAD 201

LEGAL STUDIES COURSES (LEGL)

LEGL 102: Introduction to the Legal System

3 Credits

This course reviews the role of the law in American society, and the history of the legal system. Introduction to basic topics including due process; contracts, criminal law, torts and procedures are provided.

LEGL 103 Legal Terminology 3 Credits

This course introduces students to legal terminology, how it is used and applied within the American judiciary system. It also provides an introduction to legal writing and research.

LEGL 104 Legal Research and Writing

3 Credits

This course expands on legal writing and emphasizes legal research. Citation rules, case briefing, and legal research technology tools are explored.

LEGL 206 Law Office Management and Technology

3 Credits

This course will present legal theory and procedure in a case problem context. Models of the various processes as applied in the law office environment will be introduced. Legal document management, assembly, case management, data base management, computer assisted internal and external research, resources management, and various technological enhancements of traditional processes will be taught. Students will be provided with the theoretical foundations and practical applications of law office management.

LEGL 218 Administrative Law 3 Credits

This course covers the Administrative Procedures, Freedom of Information, and Privacy Acts. It examines law-making procedures, statutory and the constitutional basis for delegation of powers enabling government agencies to make rules, and the administrative adjudicatory process.

Prerequisite: LEGL 102.

LEGL 220 Legal Studies Internship

3 Credits

Students can earn academic credit for producing a scholarly report based upon approximately 160 hours of employment as a paralegal or legal assistant at a business, government agency, or other organization.

NONPROFIT MANAGEMENT COURSES

(NPMP)

NPMP 201 Introduction to Nonprofit Management (formerly NPMP 101)

3 Credits

This course will focus on the unique structure of nonprofit organizations. Theories and concepts in nonprofit management, program management, board development, and financial management will also be explored.

NPMP 203 Human Resources Management for Non-profits

3 Credits

This course provides the theoretical framework for human resources management in nonprofit organizations, including the effective use of human resources to achieve organization goals within ethical and legal boundaries. The course will also focus on volunteer, board, and staff sourcing, engagement and management.

Prerequisites: NPMP 201

NPMP 215 Legal and Ethical Issues for the Nonprofits

3 Credits

This course provides an introduction into the legal and ethical issues facing nonprofits and examines the laws relating to incorporation and federal tax exempt status. The restraints on the nonprofit organization's ability to influence the legislative and judicial branches of government will also be explored in detail.

Prerequisites: NPMP 201

NPMP 306 Planning and Evaluation for Nonprofits

3 Credits

This course introduces the key elements in the strategic planning process. It also teaches students how to create and manage programs. It further explores how to write measurable goals and objectives; create assessment instruments and work plans, develop reporting mechanisms and conduct performance evaluations.

Prerequisites: NPMP 215

NPMP 307 Nonprofit Leadership and Organizational Change

3 Credits

Leadership theories and how they impact organizational change will be the focus of this course. In particular, the ability to engage and invest strategic partners, board members, potential funders, staff and volunteers, will be explored in detail. Students will learn to apply leadership theories and strategies in the management of the nonprofit organizational environment.

Prerequisites: NPMP 201

NPMP 407 Fundraising for Nonprofits

3 Credits

This course will focus on the various methods of fundraising available to nonprofit organizations. Students will learn about donor profiling, donor data base mining, conducting research on corporate, foundation, federal and local funding courses. Special event fundraising will also be discussed. Student will learn to develop and write competitive proposals.

Prerequisites: FIBA 201

NPMP 408 Marketing for Nonprofits

3 Credits

Students will learn the principles and practices of marketing and public relations, including market research and the development of a marketing plan. Students will learn the ability to evaluate programs for their marketability and create strategies to engage the public, as well as stakeholders, in the programs of the nonprofit organization.

Prerequisites: NPMP 306

NPMP 409 Techniques of Grant Writing

3 Credits

This course will expand on the process for researching grants and proposals. It will include an examination of the components of a grant or proposal for government and nongovernmental funding and will introduce tips for writing successful proposals. At the end of the course, students will have developed a grant for funding.

Prerequisites: NPMP 407

NPMP 410 Financial Reporting for Nonprofits

3 Credits

This course includes accounting, budgeting, financial planning, tax issues, internal and external reporting requirements and technology for financial management in the nonprofit sector. It also

explores issues related to managing diverse funding streams, restricted funding, federal and local grants, and audit compliance.

Prerequisites: FIBA 201

NPMP 470 Internship

3 Credits

This course provides practical work experience in public administration.

Prerequisite: SENIOR YEAR

PUBLIC ADMINISTRATION COURSES (PUAD)

PUAD 201 Introduction to Public Administration

3 Credits

This course introduces the concepts, theories and principles of public administration. It examines public administration with particular emphasis on the democratic, legal, political and economic environments in the United States

Prerequisites: GOVT 102

PUAD 203 Political Science

3 Credits

This course teaches students the basic concepts and methods of the discipline of political science. The focus of this course is the political arena of public management; students will examine the framework of political systems and their impact on government agencies, the government as a whole, and society.

Prerequisites: GOVT 102

PUAD 204 Public Management

3 Credits

The course examines the fundamental theories in the field of Public Management, as well as the historical and contemporary and the practical significance of such theories. The management of programs, budgets, and personnel in the political environment will be discussed. Leadership theories are introduced along with the complexity of managing large institutions.

Prerequisites: PUAD 201

PUAD 205 Public Policy Process (formerly PUBL 325)

3 Credits

This course examines the methods for identifying and structuring public policy problems and lessons, formulating and recommending policy actions for decision making. Students will learn the process by which bills become laws and develop an in-depth knowledge of the legislative branch of government.

Prerequisites: PUAD 203

PUAD 215 Legal and Ethical Issues in Public Administration

3 Credits

This course examines the laws which public administrators must adhere to and the ethical issues they must confront. The case study method is used to explore situations where managers are faced with complex issues that test ethical boundaries.

PUAD 218 Leadership in Public Administration (Formerly 471)

3 Credits

This course examines leadership theories for effective management of public and nonprofit sectors. Leadership theories and how they impact organizational change in government will be the focus of this course. In particular, the ability to engage the legislative, judicial, and executive branches of government will be explored. How leadership in government agencies impacts the public is also central to this course.

PUAD 221 Quantitative and Qualitative Analysis I**3 Credits**

This course introduces types and techniques of research; research literature; and library and internet research. Examples of qualitative and quantitative methods will be introduced, along with the ability to analyze complex statistics. This course lays the foundation for research skills in AS students in public administration.

Prerequisites: PUAD 201; PUAD 205

PUAD 270 Special Topics in Public Administration**3 Credits**

This seminar provides instruction in contemporary issues in public administration.

Prerequisites: PUAD 201

PUAD 280 Directed Research**3 Credits**

This course introduces the students to research methods used by public administrators. It includes an introduction to Turabian and Chicago style, as well as further exploration of the APA style of citation. Students will be required to develop research topics, complete literature reviews and annotated bibliographies. This is a capstone course for AS degree students and requires that application of every topic that they have learned in their degree program to a practical project.

Prerequisites: PUAD 221

PUAD 311 Public Budgeting**3 Credits**

This course examines the institutions and techniques of modern financial administration in federal, state and local governments. Fund accounting and other appropriate techniques to ensure proper execution of fiduciary responsibility are taught. Linkages between budget, financing and accounting are made. Analysis of the technical aspects of accounting, posting journal entries and preparing accounting reports are explored. The terminology, the process of budgeting; analyzing budgets and solutions for budgets are explained.

Prerequisites: ACCT 200, FIBA 201

PUAD 323 Quantitative and Qualitative Analysis II**3 Credits**

This course examines all major areas of survey research methodology including sampling, design, data collection methods, questionnaire design, data analysis; and data processing. Examples of qualitative and quantitative methods will be introduced, along with the ability to analyze complex statistics. This course lays the foundation for research skills in BS students in public administration.

PUAD 479 Internship**3 Credits**

Student will be placed in government agencies for practical application of knowledge.

Prerequisite: SENIOR YEAR

PUAD 480 Directed Research

3 Credits

This course presents an overview of types and techniques of research. Students explore sources of research, literature reviews; and perform library and internet searches for appropriate materials for their own studies. This is a capstone course and requires students to apply everything that they have learned in their studies to a particular project.

Prerequisites: FINAL TERM

UNDERGRADUATE SAMPLE PROGRAMS

Associate of Science
Public Administration
(Government Management)
Based on Full-Time Enrollment
(12 credits per Quadmester)

Quadmester 1

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
ART 101	Art Appreciation
HIST 101	US History

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
MATH 104	Basic Statistics I
COMM 204	Oral Communications
PSYC 103	Introduction to Psychology

Quadmester 3

Course Number	Course Title
ISMA 101	Introduction to Systems
GOVT 102	US Government
PUAD 201	Introduction to Public Administration
PHIL 103	Introduction to Philosophy

Quadmester 4

Course Number	Course Title
PUAD 203	Political Aspects of Public Administration
PUAD 204	Public Management
PUAD 205	Public Policy Process
PUAD 210	Accounting for Public Administrators

Quadmester 5

Course Number	Course Title
PUAD 215	Legal and Ethical Issues for Public Administration
PUAD 220	Financial Management

PUAD 270 Special Topics in Public Administration
 PUAD 280 Introduction to Directed Research

**Associate of Science
 Non Profit Management
 Based on Full-Time Enrollment
 (12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
ART 101	Art Appreciation
HIST 101	US History

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
MATH 104	Basic Statistics I
COMM 204	Oral Communications
PSYC 103	Introduction to Psychology

Quadmester 3

Course Number	Course Title
ISMA 101	Introduction to Systems
PUAD 201	Introduction to Public Administration
NPMP 201	Introduction to Nonprofit Management
PHIL 103	Introduction to Philosophy

Quadmester 4

Course Number	Course Title
NPMP 203	Human Resource Management for Nonprofits
PUAD 205	Public Policy Process
PUAD 210	Accounting for Public Administrators
NPMP 215	Legal Issues for Nonprofits

Quadmester 5

Course Number	Course Title	
CJUS 201	Constitutional Law	
NPMP 218	Nonprofit Leadership and Organizational	Change
NPMP 221	Quantitative and Qualitative Analysis	
PUAD 280	Introduction to Directed Research	

**Associate of Science
 Criminal Justice
 Based on Full-Time Enrollment
 (12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
SCNC 106	Survey of Science
HIST 101	US History

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
ART 101	Art Appreciation
COMM 204	Oral Communications
SOSC 105	Introduction to Sociology

Quadmester 3

Course Number	Course Title
ISMA 101	Introduction to Systems
PHIL 103	Introduction to Philosophy
PUAD 201	Introduction to Public Administration

Select ONE of the following

ACCT 101
SMBE 201
FIBA 201

Quadmester 4

Course Number	Course Title
ECON 203	Survey of Economics
CJUS 101	Introduction to Criminal Justice
CJUS 201	Constitutional Law
CJUS 215	Criminal Justice Systems

Quadmester 5

Course Number	Course Title
CJUS 205	Criminology
CJUS 210	Introduction to Crime and Punishment
CJUS 212	Criminal Law
CJUS 213	Introduction to Forensics

**Associate of Science
Health Services Administration
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
ART 101	Art Appreciation
HIST 101	US History

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
MATH 104	Basic Statistics I
COMM 204	Oral Communications
PSYC 103	Introduction to Psychology

Quadmester 3

Course Number	Course Title
ISMA 101	Introduction to Systems
PUAD 201	Introduction to Public Administration
CJUS 201	Constitutional Law
PHIL 103	Introduction to Philosophy

Quadmester 4

Course Number	Course Title
HEAS 201	Introduction to US Health Services
HEAS 203	Medical Terminology
HEAS 209	Environmental and Occupational Health Issues
HEAS 210	Accounting for Health Services Administration

Quadmester 5

Course Number	Course Title
HEAS 211	Long Term Health Services Administration
HEAS 334	Economics of Public Health
HEAS 338	Hospital Administration and Services
PUAD 280	Introduction to Directed Research Health Services

**Bachelor of Science
Public Administration
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
ART 101	Art Appreciation
ISMA 101	Introduction to Systems

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
MATH 104	Basic Statistics I
COMM 204	Oral Communications
PHIL 103	Introduction to Philosophy

Quadmester 3

Course Number	Course Title
ENGL 314	Report Writing and Business Communication
PHIL 202	Introduction to Logic
GOVT 102	U.S. Government
ISMA 275	Computers and Management

Quadmester 4

Course Number	Course Title
PSYC 103	Introduction to Psychology
ISMA 285	Basics of WWW and E-Commerce
ECON 203	Survey of Economics
HUMN 205	World Civilization I

Quadmester 5

Course Number	Course Title
HUMN 303	Professional Ethics
HUMN 405	Comparative Political Economic Systems
ENTP 200	Starting and Operating Your Business
PUAD 201	Introduction to Public Administration

Quadmester 6

Course Number	Course Title
HUMN 402	Science, Technology & Society in a Changing World
CJUS 201	Constitutional Law
PUAD 203	Political Aspects of Administration
PUAD 204	Public Management

Quadmester 7

Course Number	Course Title
ENGL 302	Research skills
PUAD 205	Public Policy Process
PUAD 210	Accounting for Public Administrators
PUAD 215	Legal and Ethical Issues in Public Administration

Quadmester 8

Course Number	Course Title
PUAD 218	Leadership in Public Administration
PUAD 220	Financial Management
PUAD 221	Quantitative and Qualitative Analysis I Elective

Quadmester 9

Course Number	Course Title
PUAD 270	Special Topics in Public Administration
PUAD 309	Human Resources in Public Administration
PUAD 311	Public Budgeting Administrators Elective

Quadmester 10

Course Number	Course Title
Elective	
Elective	
PUAD 323	Quantitative and Qualitative Analysis II
PUAD 480	Directed Research

**Bachelor of Science
Nonprofit Management
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
ART 101	Art Appreciation
ISMA 101	Introduction to Systems

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
MATH 104	Basic Statistics I
COMM 204	Oral Communications
PHIL 103	Introduction to Philosophy

Quadmester 3

Course Number	Course Title
ENGL 314	Report Writing and Business Communication
PHIL 202	Introduction to Logic

GOVT 102 U.S. Government
ISMA 275 Computers and Management

Quadmester 4

Course Number	Course Title
PSYC 103	Introduction to Psychology
ECON 203	Survey of Economics
ISMA 285	Basic Principals of WWW and E-Commerce

Select ONE of the following

HUMN 205	World Civilization I
HUMN 206	
HUMN 208	
HUMN 209	
HUMN 210	

Quadmester 5

Course Number	Course Title
HUMN 303	Professional Ethics
HUMN 405	Comparative Political Economic Systems
NPMP 201	Introduction to Nonprofits
PUAD 201	Introduction to Public Administration

Quadmester 6

Course Number	Course Title
HUMN 402	Science, Technology & Society in a Changing World
CJUS 201	Constitutional Law
PUAD 205	Public Policy Process
PUAD 210	Accounting for Public Administrators

Quadmester 7

Course Number	Course Title
ENGL 302	Research Skills
PUAD 221	Quantitative and Qualitative Analysis II
NPMP 203	Human Resource Management for Nonprofits
PUAD 215	Legal and Ethical Issues in Public Administration

Quadmester 8

Course Number	Course Title
NPMP 218	Nonprofit Leadership & Organizational Change
NPMP 306	Planning & Evaluation for Nonprofits
PUAD 323	Quantitative and Qualitative Analysis II
Elective	

Quadmester 9

Course Number	Course Title
NPMP 407	Fundraising for Nonprofits
NPMP 408	Marketing for Nonprofits
NPMP 409	Techniques of Grant Writing
Elective	

Quadmester 10

Course Number	Course Title
Elective	
Elective	
NPMP 410	Financial Reporting for Nonprofits
PUAD 480	Directed Research

**Bachelor of Science
Health Services Administration
Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
ART 101	Art Appreciation
ISMA 101	Introduction to Systems

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
MATH 104	Basic Statistics I
COMM 204	Oral Communications
PHIL 103	Introduction to Philosophy

Quadmester 3

Course Number	Course Title
ENGL 314	Report Writing and Business Communication
PHIL 202	Introduction to Logic
GOVT 102	U.S. Government
ISMA 275	Computers and Management

Quadmester 4

Course Number	Course Title
PSYC 103	Introduction to Psychology
ECON 203	Survey of Economics
ISMA 285	Basic Principals of WWW and E-Commerce

Select ONE of the following

HUMN 205	World Civilization I
HUMN 206	
HUMN 208	
HUMN 209	
HUMN 210	

Quadmester 5

Course Number	Course Title
HUMN 303	Professional Ethics
HUMN 405	Comparative Political Economic Systems
ENTP 200	Starting and Operating Your Business
PUAD 201	Introduction to Public Administration

Quadmester 6

Course Number	Course Title
HUMN 402	Science, Technology & Society in a Changing World
CJUS 201	Constitutional Law
HEAS 201	Introduction to US Health Services
HEAS 204	Environmental and Occupational Health Issues

Quadmester 7

Course Number	Course Title
ENGL 302	Research Skills

HEAS 210	Accounting for Health Services Administration
HEAS 211	Long Term Health Services and Ageing
HEAS 313	Policy Aspects of Health

Quadmester 8

Course Number	Course Title
HEAS 315	Scientific Evidence in Health Services Administration
HEAS 332	Issues in Health Policy
HEAS 334	Economics of Public Health Services
Elective	

Quadmester 9

Course Number	Course Title
HEAS 338	Hospital Administration
HEAS 336	Legal Issues in Health Care
HEAS 401	Health Services Financial Management In Public Administration
Elective	

Quadmester 10

Course Number	Course Title
Elective	
Elective	
HEAS 403	Health Service Information Systems
PUAD 480	Directed Research

**Bachelor of Science
Criminal Justice**

**Based on Full-Time Enrollment
(12 credits per Quadmester)**

Quadmester 1

Course Number	Course Title
ORTN 101	University Orientation
ENGL 101	Composition I
MATH 101	College Algebra
HIST 101	US History
ISMA 101	Introduction to Systems

Quadmester 2

Course Number	Course Title
ENGL 102	Composition II
MATH 104	Basic Statistics I
COMM 204	Oral Communications
PHIL 103	Introduction to Philosophy

Quadmester 3

Course Number	Course Title
ART 101	Art Appreciation
PHIL 202	Introduction to Logic
GOVT 102	U.S. Government
ISMA 275	Computers and Management

Quadmester 4

Course Number	Course Title
PSYC 103	Introduction to Psychology
SCNC 106	Survey of Science
ECON 203	Survey of Economics
HUMN 205	World Civilization I

Quadmester 5

Course Number	Course Title
SOSC 105	Introduction to Sociology
SCNC 108	Environmental Science
COMM 205	Interpersonal Communications
ENGL 302	Research Skills

Quadmester 6

Course Number	Course Title
ENTP 200	Starting and Operating Your Business
CJUS 101	Introduction to Criminal Justice
CJUS 201	Constitutional Law

Select ONE of the following

MRKT 202	Marketing Foundations
FIBA 201	Finance Foundations

Quadmester 7

Course Number	Course Title
CJUS 203	Criminal Justice Systems
CJUS 205	Criminology
CJUS 210	Introduction to Crime and Punishment
CJUS 212	Criminal Law

Quadmester 8

Course Number	Course Title
CJUS 213	Introduction to Forensics
CJUS 301	Criminal Procedure
CJUS 305	Administration of Criminal Justice
Elective	

Quadmester 9

Course Number	Course Title
CJUS 307	Ethical Issues in Criminal Justice
CJUS 309	Sociology in Criminal Justice
CJUS 313	Criminal Behavior
Elective	

Quadmester 10

Course Number	Course Title
Elective	
Elective	
CJUS 403	Forensic Anthropology
PUAD 480	Directed Research

(CAHE) UNDERGRADUATE COURSE DESCRIPTIONS

ART 121 Art Appreciation (3 credits)

This is an integrated study of the arts, including painting, sculpture, landscape, cityscape, music, dance, theatre, photography, film and literature. Students are assisted in discovering that the appreciation of art is an expression of the human spirit. It examines works from various epochs, cultures and genres, noting common elements and distinctive characteristics. Audio-visual resources are commonly used, and field trips will be arranged.

BIOL 121 General Biology (3 credits)

BIOL 010 General Biology Lab (1 credit)

An introductory lecture/laboratory course, it explores the biological principles at the ecosystem, population, organism and organ system level using an investigative and problem-based approach. Structured, skill-based lab exercises allow students to develop, perform and present an in-depth independent research project.

BIOL 122 General Microbiology (3 credits)

BIOL 022 General Microbiology Lab (1 credit)

This course will give an overview of the microbial world including a survey of the structure, functioning, and diversity of microorganisms. The course will also give an introduction to the fundamental concepts of microbial physiology, ecology, genetics, and pathogenesis. Emphasis will also be on microbiological laboratory procedures including sterile technique, microscopy, enrichment and isolation, and preservation. **Prerequisites: BIOL 121**

BIOL 231 Anatomy & Physiology (3 credits)

BIOL 031 Anatomy & Physiology Lab (1 credit)

This is a detailed course in which students will learn the fundamental principles of the structure and function of the human body. Students will study the body's major organ systems via lectures, class discussions, assigned readings, A.D.A.M computer software, and laboratory work. The laboratory work will consist of studying microscope slides, dissections, charts, models and preserved specimens, using physiological recording software and performing physiological experiments. **Prerequisites: BIOL 121, 010**

BIOL 234 Advanced Cardiovascular Anatomy & Pathophysiology (3 credits)

Students will focus on the details of the structure & function of the cardiovascular system. Students will learn the pathological processes and mechanisms of common cardiac ailments as well as their clinical presentation, diagnosis and treatment. **Prerequisites: PATH 130**

CHEM 121 General Chemistry (3 credits)

CHEM 010 General Chemistry Lab (1 credit)

An introductory lecture/laboratory course exploring the fundamental principles of chemistry, including nomenclature of chemical compounds, stoichiometry and gas laws, with special attention paid to the use and manipulation of mathematical relationships applied to chemical concepts.

COMM 122 Introduction to Communications (3 credits)

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal, group, public, intercultural and mass communication

situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of environments. **Prerequisite: ENGL 122**

CSPX 230 Medical Laboratory Technician Clinical Rotation (2 credits)

This externship provides Medical Laboratory Technology (MLT) students with the clinical opportunity to develop entry-level skills and technical abilities in clinical microbiology, clinical chemistry, hematology, immunology, phlebotomy and blood banking. During the externship, the student assumes greater MLT responsibility and develops the technical skills necessary to function independently.

CRPX 232 Cardiovascular Technology Clinical Rotation (2 credits)

Provides cardiovascular technology (CVT) students with the clinical opportunity to develop procedural skills for assisting with cardiac catheterization and echocardiography. During the externship, the student assumes greater CVT responsibility and develops the technical skills necessary to function independently. Emphasizes students' ability to assist the physician, evaluate the patient's clinical status and update the physician, and problem-solve to meet the needs of the patient.

CVTT 120 Cardiac Catheterization (3 credits)

CVTT 010 Cardiac Catheterization Lab (1 credit)

A comprehensive course on cardiac catheterization principles representing the essentials necessary for a practicing cardiovascular technologist. Examines concepts of diagnostic and interventional procedures, with specific orientation to cardiac angiography, hemodynamics, calculations of cardiac indices, and general lab practices. Also presents aspects of congenital cardiac catheterization, electrophysiology studies, cardiac transplant and cardiac emergencies.

Prerequisites: BIOL 234, PHAR 230

ECHO 121 Principles of Echocardiography (3 credits)

This course introduces the student to the basis principles of ultrasound production ultrasound physics and echocardiography. Students learn the use of echocardiograms in the evaluation of cardiac chamber size, wall thickness, wall motion, valve configuration and motion, and proximal great vessels. Ultrasound enables anatomic relationships to be determined, and information regarding cardiac functions can be derived. The course combines lectures with laboratory demonstrations and simulations. **Prerequisites: PATH 130**

ENGL 121 College English I (3 credits)

Students receive extensive practice in planning, writing and editing compositions in a variety of ways (e.g., narration, description, definition, division, comparison, contrast, cause/effect, process). Attention will be given to the characteristics of effective writing, sentence variety, and clear, concise. Course will also review Standard English grammar, punctuation, and proper manuscript format. In this course, students will be expected to produce papers on a word processor. **Prerequisite: A passing score on the Test of English as Foreign Language (TOEFL), Accuplacer Test.**

ENGL 122 College English II (3 credits)

This course introduces the principles of inductive and deductive reasoning, argumentation, rhetoric, and literary and linguistic analysis. Students will receive instruction in formulating hypotheses, brainstorming, conducting basic library research (including data searches using various electronic media), and analyzing data from multiple sources, constructing an outline, drafting, revising and documenting sources. Students will develop and complete a major research

project and will have the opportunity investigate economic, political, social, and cultural issues relevant to their fields of study. Use of word processor is required. **Prerequisite: ENGL 121**

HEIN 120 Medical Law & Ethics (3 credits)

This course teaches legal and ethical responsibilities in patient contact, care and management. This includes patient rights, privacy, and professional conduct. Students are expected to learn the laws and regulations to medical practice and the agencies and organizations governing the healthcare profession.

HEIN 121 Medical Computer Applications & Keyboarding (3 credits)

This course is devoted to developing proficiency in the use of computers and software applications. Such proficiency will include Microsoft Office Suite, specifically Word, Excel, PowerPoint, and Outlook, with a view towards efficient generation of accurate documents required in a medical setting. Additionally, students will be exposed to medical-specific software applications, such as Medisoft, commonly used in healthcare facilities.

HEIN 124 Medical Terminology I (3 credits)

This basic medical terminology course will provide the framework needed for proper use and comprehension, both written and verbally, of the language used by health care professionals. This course will focus on the components of medical terms, i.e. the root, prefix, suffix and combining forms. Also, emphasis will be placed on proper pronunciation and spelling of medical terms.

HEIN 125 Medical Terminology II (3 credits)

At this level, students learn to master the language of medicine. Students will use actual medical records to learn and extract terms for diagnosis, conditions, procedures and treatments specifically related to skills needed for coding and billing professionals.

HEIN 126 Introduction to Health Services and Information Management (2 credits)

This course is designed to give students a comprehensive understanding of the U.S. health care delivery system with focus on its methods of recordkeeping. Student will learn the content, use and structure of the health record.

HEIN 131 Medical Administrative Offices Procedures (3 credits)

The course focuses on the administrative, offices, and business skills required in a medical environment. The course covers effective communication skills, professional behavior, the use of computers, telephone techniques, scheduling appointments, patient reception in processing, written communications, medical records management, financial management, billing and insurance, and facility management. This course may also include hands-on bookkeeping application using the QuickBooks Software Program. **Prerequisites: HEIN 121**

HEIN 220 Advanced Coding & Indexing I (3 credits)

This course exposes students to higher level examples of CPT/HCPCS coding assignments.
Prerequisites: HEIN 232

HEIN 222 Advanced Coding & Indexing II (3 credits)

Students learn to apply coding skills to more complex diagnoses and procedures. **Prerequisites: HEIN 220**

HEIN 230 Medical Coding & Indexing I (3 credits)

The student is introduced to indexing conditions and procedures using the Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). Students will apply proper coding procedures using actual medical records and be introduced to the current prospective payment system(s). **Prerequisites: HEIN 124, BIOL 231**

HEIN 232 Medical Coding & Indexing II (3 credits)

Students will learn the coding and classification systems using the International Classification of Disease, 9th Revision (ICD-). Students will review and learn to assign valid and diagnostic procedural codes using medical scenarios related to various body systems. **Prerequisites: HEIN 230**

HEIN 238 Medical Insurance And Billing – Practices & Procedures (3 credits)

This course teaches how to use Medical Terminology, ICD-9-CM and CPT/HCPCS coding skills applicable to billing procedures involving Medicare, Medicaid, Workman’s Compensation, No-Fault, disability and commercial carriers. Discussions focus on assignment of benefits, limiting charges, documentation of claims, billing for consultations, release of information, supper bills and charge tickets, and the coordination of ICD-9-CM and CPT/HCPCS codes to maximize reimbursement. This course also provides training in medical billing software programs.

Prerequisites: HEIN 232

HEIN 249 Medical Assistant Clinical Rotation (1 credit)

HEIN 250 Medical Assistant Administrative Rotation (1 credit)

The focus is on providing the student with practical experience, both clinical and administrative in a cross-section of medical settings (inpatient and ambulatory) and medical specialties (Internal Medicine, Surgery, Pediatrics, Obstetrics, and Gynecology, and Psychiatry). The on-site learning experience and on campus seminars will prepare learners to use proven strategies for successfully seeking and obtaining employment. Participants will prepare a resume, build professional portfolio, write a cover letter, and prepare for a job interview.

HEIX 250 Medical Coding & Billing Clinical Rotation (2 credits)

The focus is on providing the student with practical experience in a cross-section of medical settings (inpatient and ambulatory) and medical specialties (Internal Medicine, Surgery, Pediatrics, Obstetrics, and Gynecology, and Psychiatry). The on-site learning experience and on campus seminars will prepare learners to use proven strategies for successfully seeking and obtaining employment. Participants will prepare a resume, build professional portfolio, write a cover letter, and prepare for a job interview.

HIST 121 US History (3 credits)

The political, economic, intellectual and social developments of the United States will be studied. All course work will be inclusive, focusing on a broad group of those who made lasting contributions to history. Emphasis will be placed on identifying the linkage between past events and current issues.

MATH 120 Introduction to Allied Health Math (3 credits)

Fundamental mathematical and algebraic concepts and applications including the basic concepts of algebra, equations, inequalities, problem solving, functions, graphs, polynomials, and rational functions. **Prerequisite: A passing score on the Accuplacer Test.**

MATH 121 College Algebra (3 credits)

In this course, students will learn fundamental mathematical and algebraic concepts and applications. This includes the basis concepts of algebra, equations, inequalities, problem

solving, functions, graphs, polynomials, and rational functions. **Prerequisite: A passing score on the Accuplacer Test.**

MATH 124 Statistics (3 credits)

An introduction to standard methods in statistics, emphasizing the rationale behind them and their application to problems in a variety of fields. Data summary and representation, measures of center and dispersion, correlation and regression, basic probability, point and interval estimation, and hypothesis testing.

MLTC 121 Medical Laboratory Procedures (3 credits)

Overview of medical laboratory procedures routinely used to diagnose common diseases such as anemia, mononucleosis, heart disease, leukemia, and diabetes. Emphasis will be put on the practical application of certain tests along with their theory and practice. Students learn proper techniques for use in a medical laboratory to assure accuracy and precision of patient results. Other topics include laboratory safety, instrumentation, and quality assurance. **Prerequisites: CHEM 121, 010, BIOL 121, 010**

MLTC 122 Fundamentals of Patient Care & Examination (3 credits)

This course is designed to prepare students to assist physicians and other health care professionals in patient examination and preparation for administering of medications, as well as other treatment and diagnostic procedures. This includes radiographic and other imaging techniques. Students will learn routine procedures such as taking and recording vital signs. Additional lecture/instruction will be given in assessment of the acutely distressed cardiac or pulmonary subject, emergency pulmonary support and vascular access techniques. **Prerequisites: PATH 130, PHAR 130**

MLTC 128 Fundamental of Diagnostic Testing (3 credits)

(Microbiology, Urinalysis, Hematology, Phlebotomy and other Body Fluids)

This course is devoted to collection, transport and processing of urine, blood and other body fluid specimens. Students will learn the fundamentals of clinical laboratory (instrumentation, technique and safety), medical microbiology (bacteriology, parasitology, and virology), fundamentals of phlebotomy and clinical hematology. Students will also study the analysis of physical properties and chemical examination, microscopic examination for normal and abnormal cellular elements and crystals, and correlation of lab findings to various disease conditions. Students will spend 100 hours in a hospital laboratory practicing blood collection techniques under supervision. **Prerequisites: PATH 130, PHAR 130**

MLTC 220 Hematology and Coagulation (3 credits)

This course provides an introduction to the theory and practical application of routine and special hematology procedures, both manual and automated, red blood cells and white blood cells maturation sequences, and normal and abnormal morphology and associated diseases. This course will also cover coagulation theory, procedures, and practical applications. **Prerequisites: MLTC 121, PATH 130**

MLTC 221 Clinical Chemistry (3 credits)

MLTC 020 Clinical Chemistry Lab (1 credit)

This lecture/laboratory course is an introduction in the physiological basis for tests, the principle and procedure for tests, and the clinical significance of the test results, including quality control and normal values in Clinical Chemistry. The course will also cover basic chemical laboratory techniques and safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology. Clinical Chemistry also introduces the

students to the theories of operation, maintenance, and trouble shooting of clinical laboratory instrumentation. **Prerequisite: MLTC 121, BIOL 231**

MLTC 222 Clinical Skills (3 credits)

The first part of the course will address the latest in theoretical principles and clinical practice of phlebotomy and basic blood banking concepts. The class will also introduce procedures that include blood typing and compatibility testing. This course will also introduce the theory and practical application of urinalysis and other body fluids. Laboratory assignments will provide practical experience in the performance, quality assurance and clinical correlation of phlebotomy, urinalysis and selected body fluid procedures.

MLTC 230 Clinical Microbiology (3 credits)

MLTC 010 Clinical Microbiology Lab (1 credit)

This lecture/lab course introduces the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. The course will also cover introductory material relevant to the clinical microbiologist, including laboratory management, infection control, diagnostic techniques and communication skills. This course will also cover the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures.

Prerequisites: BIOL 122, BIOL 231, MLTC 121

MLTC 243 Immunology and Serology (3 credits)

This course is an introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. This course also introduces the theory and lab analysis of blood group antigens and antibodies of the ABO, Rh, and other major blood group systems, anti-human globulin theory and procedures, antibody detection and identification and compatibility test. Diagnostic principles and procedures involving the various laboratory techniques with disease correlations are emphasized. **Prerequisites: MLTC 121, PATH 130**

ORTN 121 Orientation, Introduction to Allied Health (1 credit)

This course is designed to welcome new students to the Allied Health community and Southeastern University. Carefully planned sessions will offer range of perspectives on curriculum, academic advising, student services, financial aid as well as resources and information helpful during students' first months on campus. The Course will also introduce the student to the complex health care environment and to Greater Southeast Community Hospital. Topics include descriptions of the types of health care providers, scope of professional practices, the regulatory and professional bodies supporting practices, and hospital safety and security procedures. **Attendance is mandatory.**

PATH 130 Introduction to Pathology (3 credits)

This course provides a study of the disease/injury process and its impact on the body's form and function. Attention is given to organic systemic disease, pathologic anatomy, and disturbed physiology, correlated with clinical signs and symptoms as well as radiographic exposure techniques in pathologic conditions. **Prerequisites: BIOL 231**

PERI 121 Peripheral Vascular Technology (3 credits)

This course will focus on the ultrasound imaging of the carotid arteries, vertebral and subclavian arteries. Content will include identifying the normal cerebrovascular system, arterial pathology, and ultrasound imaging techniques used to identify abnormalities. **Prerequisites: PATH 130**

PHAR 130 Introduction to Pharmacology (3 credits)

This course is designed to give an overview of pharmacology, including how drugs are named, their classifications, routes of administration and mechanism of action. Course content and discussions will focus on giving students a broad understanding of the discipline and the most frequently used terminology and abbreviations. **Prerequisites: CHEM 121, 010**

PHAR 230 Fundamentals of ECG & Cardiovascular Pharmacology (3 credits)

Consideration of the pharmacology of the cardiovascular and autonomic nervous systems. Emphasis will be on the mechanisms of neurotransmitter, hormone, and drug action at autonomic synapses and the molecular basis for physiology and pathophysiology of the cardiovascular system. **Prerequisites: PATH 130, PHAR 130**

PHIL 123 Philosophy (3 credits)

Students will engage in the analysis of the nature and meaning of the human condition. The course includes epistemology (the study of truth and knowledge), metaphysics (the study of existence and reality) and ethics. Students will tackle major philosophical questions, such as the mind-body problem, knowledge vs. skepticism, free will vs. determinism, the existence of God, and the foundations of morality. Explores both Western and Eastern approaches, and incorporate perspectives from religion, anthropology, and the social and natural sciences. Extensive reading, writing and discussion are required. The reading will include a variety of sources ranging from Plato to contemporary philosophers.

PSYC 121 Introduction to Health Psychology (3 credits)

This course will explore the application of psychological theory and research to specific health issues. The focus will be on the role of psychological research and principles in the promotion and maintenance of health and in the understanding and prevention of disease. Coverage will include: general strategies of health promotion; health habits and behaviors; and management of chronic and terminal illness. Particular emphasis will be placed on prevalent medical conditions (local and national) such as heart disease, cancer, diabetes and AIDS.

SCIE 120 Physics (3 credits)

This course will explore Mechanics, properties of matter, fluids, heat, waves, sound, electricity and magnetism, light, and modern physics.

GRADUATE DEGREE OFFERINGS

MASTER OF PUBLIC ADMINISTRATION (M.P.A.)

- Public Administration (Government Management)
- Health Services Administration
- Nonprofit Administration/Management

MASTER OF PUBLIC ADMINISTRATION IN GOVERNMENT MANAGEMENT

Degree Requirements (45 Credit Hours)

Major Requirements

(36 Credit Hours)

- PUAD 500 Public Sector Administration
- PUAD 501 Public Political Analysis
- PUAD 502 Government Agencies and the Political Process (Replaces Contemporary Issues in P.A.)
- PUAD 503 Quantitative Analysis for Public Administration
- PUAD 507 Ethical and Legal Issues in Public Administration
- PUAD 508 Management of Human Resources in the Public Sector
- PUAD 509 Public Policy Implementation
- PUAD 525 Public Budgeting and Fiscal Management
- PUAD 526 Politics and Economics of Public Policy
- PUAD 571 Leadership and Organizational Change
- PUAD 590 Directed Research
- PUAD 594 Graduate Seminar in Public Administration

Electives

(9 Credit Hours)

Students select **THREE** courses from remaining courses in the department

MASTER OF PUBLIC ADMINISTRATION IN HEALTH SERVICES ADMINISTRATION

Degree Requirements (45 Credit Hours)

Major Requirements

(36 Credit Hours)

- PUAD 500 Public Sector Administration
- HEAS 530 Health Services Administration
- HEAS 532 Health Policy Issues
- HEAS 533 Long Term Care Administration and Planning
- HEAS 534 Financial Aspects of Health Service

- Administration
- HEAS 535 Ethical and Legal Issues in Health Services Administration
- HEAS 536 Health Service Information Systems
- HEAS 539 Program Evaluations in Health Services Administration
- HEAS 543 Accounting for Health Service Administration
- HEAS 547 Quantitative Analysis for Health Services Administration
- HEAS 549 Directed Research for Health Services Administration
- PUAD 594 Graduate Seminar in Public Administration

Electives

(9 Credit Hours)

Students select **THREE** courses from remaining courses in the department

MASTER OF PUBLIC ADMINISTRATION IN NONPROFIT MANAGEMENT

Degree Requirements (45 Credit Hours)

Major Requirements

(36 Credit Hours)

- PUAD 500 Public Sector Administration
- PUAD 503 Quantitative Analysis for Public Administration
- NPMP 540 Introduction to Nonprofit Management
- NPMP 541 Nonprofit Human Resources
- NPMP 544 Legal and Ethical Issues of Nonprofit Administration
- NPMP 545 Financial Management for Nonprofits
- NPMP 546 Strategic Planning and Decision Making for Nonprofits
- NPMP 547 Leadership Management in Nonprofits
- NPMP 548 Resources and Fund Development for Nonprofits
- NPMP 570 Grant Writing and Proposal Development for Nonprofits
- PUAD 590 Directed Research
- PUAD 594 Graduate Seminar in Public Administration

Electives

(9 Credit Hours)

Students select **THREE** courses from remaining courses in the department.

GRADUATE COURSE DESCRIPTIONS

HEALTH SERVICES ADMINISTRATION COURSES (HEAS)

HEAS 530 Health Services Administration

3 Credits

This course will examine theories and concepts of health services administration and the major challenges to health care delivery systems.

HEAS 532 Health Policy Issues

3 Credits

This course examines the policy issues in health services administration, such as the responsibilities of government in providing health care, the regulation of healthcare professionals, and facilities.

Prerequisites: HEAS 530

HEAS 533 Long Term Care Administration and Planning

3 Credits

This course deals with issues of long term care including, ideal systems for long term care, nursing care, assisted living, hospital-based long term care, home care, hospice, special care, financing options, quality of life issues, and the impact of managed care on elderly care.

Prerequisites: HEAS 530

HEAS 534 Financial Aspects of Health Service Administration

3 Credits

This course addresses issues surrounding financial administration of health services organizations. By comparing and contrasting other segments of the American economy to healthcare students will develop an appreciation for the unique characteristics and financial incentives found in today's healthcare market.

Prerequisites: HEAS 530

HEAS 535 Ethical and Legal Issues in Health Services Administration

3 Credits

This course presents a philosophical investigation into the problems of making ethical and legal decisions, focusing on issues which confront the health and medical professionals.

Prerequisites: HEAS 530

HEAS 536 Health Care Information Systems

3 Credits

This course provides an examination of information systems, networks and computer software systems used in health services settings.

Prerequisites: HEAS 530; 534

HEAS 538 Community Public Health Administration

3 Credits

This course examines the problems of public health services available to the community and organizations of local, state and national health agencies.

Prerequisites: HEAS 530

HEAS 539 Program Evaluations in Health Services Administration

3 Credits

This course explores the major concepts, issues, and methodologies concerning the evaluations of health services delivery systems. Included are designing, analyzing, reporting and utilization of findings.

Prerequisites: HEAS 530; 534

HEAS 540 Special Topics in Health Services Administration

3 Credits

Contemporary issues in health services administration are discussed.

Prerequisites: HEAS 530

HEAS 543 Accounting for Health Service Administration

3 Credits

This course examines the basic concepts, methods and application of cost and accrual accounting, finance and budgeting techniques and methods applied to health services and health organizations with computer applications and analysis.

Prerequisites: HEAS 530

HEAS 544 International Health Service Systems

3 Credits

This course deals with the major health care systems around the world. The course provides an international perspective on health care systems, health care reforms and the needs of the people.

Prerequisites: HEAS 530

HEAS 545 Children's Health Services Administration

3 Credits

This course focuses on issues pertaining to children's health, including survival, nutrition, diseases, injury, domestic and street violence, substance abuse, teen pregnancies, mental health, sports injuries, HIV/AIDS and child labor and health education.

Prerequisite: HEAS 530

HEAS 547 Quantitative Analysis for Health Services Administration

3 Credits

The course examines the various research techniques it allows students to apply that knowledge to designing and implementing their own research projects; concepts addressed in this course include preparation of a literature review, qualitative and quantitative approaches, triangulation methods, research design, sampling techniques, data collection methods, and ethical considerations.

Prerequisites: HEAS 530; 536

NONPROFIT MANAGEMENT COURSES (NPMP)

NPMP 540 Introduction to Nonprofit Management

3 Credits

This course will provide the historical development of the nonprofit, the emerging issues, the challenges and management issues unique to nonprofits. Knowledge of structure, missions, taxing, fundraising and management styles will be explored.

NPMP 541 Nonprofit Human Resources

3 Credits

This course will provide an overview of the human resources function of nonprofit organizations. It will explore the challenges of recruitment, retention, compensation and personnel policies. This course will include strategic human resources management, board development and volunteers.

Prerequisites: NPMP 540

NPMP 544 Legal and Ethical Issues of Nonprofits

3 Credits

This course examines the legal history and framework of nonprofits. Students will examine the laws relating to incorporation, tax exempt status, human resources, legal decisions, executive orders and other legislation and the rule making which impacts the management of nonprofits. The case study approach will be used to explore ethical issues and decisions of nonprofits.

Prerequisites: NPMP 540

NPMP 545 Financial Management for Nonprofits

3 Credits

This course will provide knowledge of nonprofit corporate and project budgeting and financial management. The course will focus on the formulation of agency budgets, operating, financing, unrestricted fund administration and general cash flow management and the budget of special projects funded by individual grants and other restricted funds.

Prerequisites: NPMP 540

NPMP 546 Strategic Planning and Decision Making

3 Credits

This course will offer ways to use the key elements of the strategic planning process, including meaningful mission statements, environmental scanning, identification of issues critical to the nonprofit, formulation of strategies and long range goals and performance evaluations; including assessment plans and operational plans.

Prerequisites: NPMP 540

NPMP 547 Leadership Management

3 Credits

This course examines leadership theory, the skills of effective leaders; board members; nonprofit administrators and the governance role of the boards of trustees.

Prerequisites: NPMP 540

NPMP 548 Resources and Fund Development

3 Credits

This course will examine the strategies for diversifying resources and building short and long term development plans. It will cover capital campaigns, earned income opportunities, membership development, planned giving campaigns and other fundraising initiatives.

Prerequisites: NPMP 540; 545

NPMP 549 Volunteer Management Concepts and Applications

3 Credits

The course will focus on volunteer program management and recruiting, training and recognizing volunteer workforces. It will teach students to analyze and review the day-to-day application of management principles in the administration and operation of contemporary volunteer programs in the nonprofit sectors.

Prerequisites: NPMP 540; 545

NPMP 570 Capstone Seminar: Grant Writing and Proposal Development

3 Credits

This course is a culmination of the nonprofit programs; students will write an effective grant proposal to secure opportunities for publications, positions, travel, faculty appointments and/or to convince people that their ideas are worth funding.

**PUBLIC ADMINISTRATION COURSES
(PUAD)**

PUAD 500 Public Sector Administration

3 Credits

This course explores the theoretical and political aspects of public administration including administration principles, decision making, communication, leadership, organizational models and the social, economic, legal and political milieu of administration.

PUAD 501 Public Policy Analysis

3 Credits

This course examines the various methods of identifying and structuring public policy issues; formulating, analyzing, and recommending actions for decision making.

PUAD 502 Government Agencies and the Political Process

3 Credits

This course examines the relationship between governmental institutions and the process of US politics and the administrative agencies of the government. (Replaced Contemporary Public Administration)

Prerequisites: PUAD 500

PUAD 503 Quantitative Analysis for Public Administration

3 Credits

This course offers an overview of quantitative research methods used in decision making by public administrators. It includes research design, management techniques and computer applications.

Prerequisites: PUAD 500

PUAD 504 Public Program Planning and Evaluation

3 Credits

This course examines approaches to strategic planning, practical experience in design and the conduct of policy analysis and evaluation. Theoretical, organizational, political and ethical foundations of program evaluation as well as practical research design and methodologies, both quantitative and qualitative are explored.

Prerequisites: PUAD 500

PUAD 507 Ethical and Legal Issues in Public Administration

3 Credits

This course focuses on ethical, moral and legal issues in public administration and public policy. It covers ethics and legal issues within the context of our constitutional democracy.

Prerequisites: PUAD 500

PUAD 508 Management of Human Resources in the Public Sector

3 Credits

This course provides an analysis and evaluation of major human resource issues in government: management; and the integration of human resource elements through the development of feedback systems; positive; and negative impacts analysis; and personnel policy development; and implementation.

Prerequisites: PUAD 500

PUAD 509 Public Policy Implementation

3 Credits

This course focuses on the analysis of complex, real world administrative or policy problems, requiring analysis of legal, financial, personnel, organizational and political aspects of the problem, followed by the preparation of a thoroughly written oral report, including recommendations for action.

Prerequisites: PUAD 501

PUAD 525 Public Budgeting and Fiscal Management

3 Credits

This course examines public fiscal management, practical budget building, operational financial issues and factors, accounting principles and approaches, and integrates these disparate segments of public finance.

Prerequisites: PUAD 500

PUAD 526 Politics and Economics of Public Policy (formerly Public Sector Fiscal Administration)

3 Credits

This course examines the political and economic institutions and concepts as they affect and are affected by the practice of public administration.

Prerequisites: PUAD 500

PUAD 571 Leadership in Public Administration

3 Credits

Intensive study of roles and models of successful performance in the public and private sectors. Leadership is defined and explained. Leadership functions such as establishing goals and policies, outlining strategies, and increasing employee motivation to achieve objectives are introduced.

PUAD 587 Comparative Public Administration (formerly International Government Management)

3 Credits

This course examines theories, models, methodologies used in a comparative approach to public administration, functional processes of administration in selected developing and developed countries, and the role of bureaucracies in development and nation building.

Prerequisites: PUAD 500

PUAD 590 Directed Research

3 Credits

This course provides the student with an opportunity to identify, develop, and complete a research project on a topic related to career goals and interests. Format and content of the project must be approved by the course instructor.

PUAD 592 Public Administration Thesis

9 Credits

Students prepare a faculty approved thesis. The thesis must demonstrate mastery of a body of knowledge and a unique contribution to the field of study that conforms to the University standards.

Prerequisites: PUAD 500; 501; 503; 525

PUAD 594 Graduate Seminars in Public Administration

3 Credits

This course integrates public management and administrative theory and practice: goal setting for professional growth and approaches to life long continuing self-development; integration of theory, models, knowledge, skills, behaviors, values, ethics, and philosophy of public administration and management.

Prerequisites: PUAD 500; 501; 503; 525

UNDERGRADUATE **DEPARTMENT OF LIBERAL STUDIES**

THE UNDERGRADUATE PROGRAMS AND COURSES

ASSOCIATE OF SCIENCE and ASSOCIATE OF ARTS

The general requirements for the Associates degree are: A minimum of a total of 61 credits hours. Completion of the required General Core Curriculum, 31 credit hours. A grade of "C" or better in each course taken in the major (30 credit hours) is required.

BACHELOR OF SCIENCE and BACHELOR OF ARTS

The general requirements for the Bachelor of Science and Bachelor of Arts Degrees are: A minimum of a total of 121 credit hours. Completion of the general core curriculum, 61 credit hours. Selection and completion of a major (39 credit hours), electives (21 credit hours). A grade of "C" or better in courses taken to fulfill the major is required. Each student in the Department seeking a Bachelor of Science or Bachelor of Arts Degrees degree is required to participate in an Internship or Cooperative Education Experience.

PROGRAM SUMMARY

ASSOCIATE OF SCIENCE (A.S.) and ASSOCIATE OF ARTS (A.A.)

Degree Requirements (61 Credit Hours)

- Associate of Science in Liberal Studies
- Associate of Arts in Child Development

BACHELOR OF SCIENCE and BACHELOR OF ARTS

Degree Requirements (121 Credit Hours)

- Bachelor of Science in Liberal Studies
- Bachelor of Arts in Child Development

UNDERGRADUATE DEGREE OFFERINGS

DEGREE PROGRAMS:

ASSOCIATE OF SCIENCE (A.S.) and ASSOCIATE OF ARTS (A.A.)

(See General Core)

ASSOCIATE OF SCIENCE IN LIBERAL STUDIES

(See General Core)

ASSOCIATE OF ARTS IN CHILD DEVELOPMENT

Degree Requirements (61 Credit Hours)

General Education Core (31 Credit Hours)

Professional Requirements: (30 Credit Hours)

- CHDE 101 Introduction to Early Childhood
- CHDE 102 Growth and Development of Children I
- CHDE 103 Special Needs in Early Childhood
- CHDE 104 Curriculum and Instruction
- CHDE 201 Cognitive Development of Children
- CHDE 202 Infant and Child Health, Safety and
Nutrition
- CHDE 203 Child Development Classroom
Management
- CHDE 204 Multicultural Education
- CHDE 205 Professional Development
- CHDE 206 Child Development Practicum

BACHELOR OF SCIENCE and BACHELOR OF ARTS

(See General Core)

BACHELOR OF SCIENCE IN LIBERAL STUDIES

General Education Core (61 Credit Hours)

Major Requirements (30 Credit Hours)

- COMM 205 Interpersonal Communication
- COMM 300 Special Topics in Communication Arts
- ENGL 412 Drama and Theater
- GEOG 301 Culture Geography
- HUMN 300 Special Topics in Humanities
- HUMN 302 Experiencing the Arts
- HUMN 301 The Roots of Power: A History of

- Political Philosophy
HUMN 304 American Art and Society
HUMN 401 World Religion, Myths, and Spiritual
Symbols
SCNC 300 Special Topics in the Natural Sciences
SOSC 200 Sociology of Work and Career
Development
SOSC 300 Special Topics in the Social Sciences

SOSC 309 International Relations

Electives (30 Credit Hours)

BACHELOR OF ARTS IN CHILD DEVELOPMENT

Degree Requirements (121 Credit Hours)

General Education Core (61 Credit Hours)

Major Requirements (39 Credit Hours)

- CHDE 101 Introduction to Early Childhood
CHDE 102 Growth and Development of Children I
CHDE 103 Special Needs in Early Childhood
CHDE 104 Curriculum and Instruction
CHDE 201 Cognitive Development of Children
CHDE 202 Infant and Child Health, Safety and
Nutrition
CHDE 203 Child Development Classroom
Management
CHDE 212 Literature for Children
CHDE 310 Infant-Toddler Development
CHDE 318 Child Psychology
CHDE 322 Child Development Laboratory
CHDE 324 Assessment of Children
CHDE 425 Internship

Major Electives (21 Credit Hours)

Select **SEVEN** courses of the fourteen:

- CHDE 204 Multicultural Education
CHDE 205 Professional Development
CHDE 214 Introduction to Education Technology
CHDE 300 Special Topics in Child Development
CHDE 301 Movement and Music for Children
CHDE 302 School Age Childcare
CHDE 303 Principles of Pre-School Education
CHDE 306 Creative Activities
CHDE 308 Growth and Development II
CHDE 309 Child Learning Modules
CHDE 313 Cognitive Activities for Children
CHDE 315 Equipment and Materials
CHDE 401 Administration in Childcare

CHDE 402 Management of Childcare Centers
CHDE 403 Planning and Scheduling Development:
Appropriate Practice in Program for Young Children

UNDERGRADUATE COURSE DESCRIPTIONS

ANTHROPOLOGY COURSES (ANTH)

Anthropology provides a scientific basis for dealing with the crucial dilemma of the world today: how can people of different appearance, mutually unintelligible languages, and dissimilar ways of life get along peaceably together? Therefore, students are prepared to make objective decisions in basically any career field.

ANTH 107 Introduction to Anthropology

3 Credits

Exploration of a variety of current perspectives in anthropology are discussed in this course with a focus on those questions anthropologists ask in seeking to understand human experience and cultural variation. The course aims to explore mankind in a multicultural ever-changing world.

CHILD DEVELOPMENT COURSES (CHDE)

A major in Child Development exposes you to all the details of a child's growth, from birth to adolescence. You'll learn about children's physical development, including their sensory and motor skills. You'll see how children progress socially. The Child Development program, also, provides students with a comprehensive background in the theoretical and practical approaches to early childhood education within the context of children's diverse cognitive, linguistic, physical, social, emotional, and cultural needs.

CHDE 101 Introduction to Early Childhood

3 Credits

This course provides a conceptual framework for examining roles and services in early childhood education. Includes historical, social, philosophical and ethical influences and emphasizes current trends, issues, and practices. Introduces techniques for observing children and the roles and responsibilities of the childcare worker.

CHDE 102 Growth and Development of Children

3 Credits

This course provides a conceptual framework for examining roles in early childhood education. Includes historical, social, philosophical and ethical influences and emphasizes current trends, issues, and practices in looking at the ages and stages of children and their development.

CHDE 103 Special Needs and Development of Children

3 Credits

This course provides framework for using principles of developmentally appropriate practice to design effective learning programs for young children with special needs. Focus will include children from birth to age 6 and their families. Includes mainstreaming and inclusion strategies, curriculum planning observation, and problem solving and teamwork skills.

CHDE 104 Curriculum and Instruction

3 Credits

This course provides experience in selecting, preparing and presenting learning activities. Includes planning and implementing developmentally appropriate learning activities and a curriculum, which adapts to the needs of the children. To encourage children as active learners and provide an environment for key experiences. This includes positive interaction with adults and family participation.

CHDE 201 Cognitive Development and Application

3 Credits

This is a study of how children develop and learn from conception to middle childhood. Theory and research relating to the physical, social-personal and cognitive development of children and the role of the family are emphasized. Approaches will be provided for observing, recording and interpreting the behavior of children who are developing normally and those with special needs. The learning process is seen as an interaction between the goal-oriented actions of the learner and the environmental realities that affect those actions. Children construct their own models of reality, which develop over time in response to new experiences and exposure to other viewpoints.

CHDE 202 Infant and Child Health, Safety, and Nutrition

3 Credits

This course provides a holistic approach to three topics—nutrition, health, and safety—that are in order to provide the best environment for optimal growth and development of children. Strategies for maintaining a healthy child environment are covered. Indoor and outdoor safety topics are examined. What is necessary to provide nutritional balance and vital exercise is addressed. Throughout the course the interrelationship of these areas on the well being of children is stressed. Contextual influences of family, day-care, and culture are integrated at appropriate times throughout the course. The course focuses throughout on development stages and sequences.

CHDE 203 Child Development Classroom Management

3 Credits

Introduction of the basic theories, techniques and skills necessary to successfully manage groups of diverse children. The study and application of effective individual and group management techniques based upon behavioral, cognitive, environmental and developmental theories. Special emphasis is placed on developing supportive learning environment to promote self-esteem and self-control. Study will include general operations of classroom to include planning and work assignments.

CHDE 204 Multicultural Education

3 Credits

Designed to introduce the theories and dynamics of the influence of culture on child development. Ethnic, racial, and cultural diversity in education is explored. A global perspective is encouraged and training in cultural skills, sensitivity, and responsiveness to different economic, social, racial, ethnic, and religious backgrounds are promoted.

CHDE 205 Professional Development

3 Credits

This course is designed to help students gain knowledge about effective strategies for professional development within the early childhood, school age and early intervention fields. Specific topics include professional identity and roles, methods of collaboration to achieve individual and organizational change, current child and family policy issues, and leadership skills. Students will demonstrate knowledge of these competency areas and the value of lifelong learning within one's profession through action plans and portfolio development.

CHDE 206 Child Development Practicum

3 Credits

Students are assigned to Day Care, school, and/or Head Start centers that are exemplary and accredited to provide additional real-life, real time experiences. This exposure will enhance their

academic studies and observations. Students spend time under supervision, working with preschool or school-age children in school or day care programs.

CHDE 212 Literature for Children

3 Credits

Acquaints students with various forms of children's literature. Develops ability to select quality books that are age appropriate. Students will learn techniques for reading and telling stories. Covers language development and activities ages 0-8. To include preschool, school-age and after school type programs.

CHDE 214 Introduction to Education Technology

3 Credits

This course introduces the topics of computer and related technology as they apply to education. The focus is on modern approach to the use of the computer as an educational and its role in the curriculum.

CHDE 301 Movement and Music for Children

3 Credits

Activities related to the development of young children including gross motor, perceptual motor and creative movement as well as activities that will stimulate rhythm, singing and listening skills. To include following directions and memory development techniques.

CHDE 302 School Age Child Care

3 Credits

This course will focus on the developmental expectations and activities relating to the school age child in before and after school care. Legal issues, community resources, parent involvement, nutrition and health care. Administrative procedures will be a part of the course including lesson planning and curriculum.

CHDE 303 Principles of Preschool Education

3 Credits

Methods and Materials for Infant and Toddler Care-Acquaints prospective teachers or care-givers of infant and toddlers with ways they play and learn at specific development levels; development of appropriate materials and activities for physical motor, social-emotional and cognitive development; emphasis on adult behaviors with enhance development and learning for infants and toddlers.

CHDE 306 Creative Activities for Children

3 Credits

Activity Programming – Recreational and creative activities as factors, which change patterns of behavior in children. Designed to introduce the student to a basic understanding of the benefits of play and recreation for school-age children. Provide students with the basic skills to plan and implement developmentally appropriate activities for school-age children and adolescents.

CHDE 307 Parent-Teacher Interactions

3 Credits

This course will assist preschool and school-age teachers in developing skills that will help them effectively relate to peers. Topics will include parent/child and parent/teacher communication techniques. Additional units will include children's fears, discipline, nutrition, parent meetings, group management, parent involvement, parent education and school and community resources.

CHDE 308 Growth and Development of Children II

3 Credits

This course will focus on the study of the characteristics of growth and development of young children age's three to eight. Guided observations in a child development center as a basis for understanding children and oneself.

Prerequisite: CHDE 102

CHDE 309 Childhood Learning Models

3 Credits

This course exposes the student to a child centered curriculum with emphasis on theoretical and practical training within the framework of age appropriate methods, materials and procedures.

CHDE 310 Infant and Toddler Development

3 Credits

Presents an in-depth review of the pattern of movement or change that begins at conception through birth, through infancy (1-12 months), and, finally through toddler hood (13-24 months). The course will identify and describe normative (most typical) stages and sequences of growth and development in the following areas: physical, motor, sensory, perceptual, emotional, personality, cognitive, language, and attachment. What is known about parental and teaching practices that facilitate health growth and development in infants and toddlers will be addressed.

CHDE 312 Activities for Special Individuals

3 Credits

Students will study the development of the Exceptional Child – study of children whose development does not follow normal patterns; problems of identification, diagnosis and potential assessment. In addition, it will cover the background and current status of the field, an overview of the characteristics of normal versus at-risk and special needs population of infants and toddlers, preschool and school-age, and theoretical models and strategies of early intervention, including Individualized Family Service (IFS) planning and team building.

Prerequisite: CHDE 103

CHDE 313 Cognitive Activities for Children

3 Credits

This course is a study of experiences with materials, techniques, and resources for developing the young child's awareness of science and pre-math concepts. Study of young children's thinking in the areas of mathematics and science. Basic information about math and science concepts applying developmentally appropriate practices with young children will also be incorporated into the course.

Prerequisite: CHDE 201

CHDE 314 Stimulation of Learning

3 Credits

A course dealing with the stimulation of observation, and problems solving in the young child. Material geared toward curriculum concerns and curriculum building for pre-school programs.

CHDE 315 Equipment and Materials

3 Credits

A survey course dealing with the elements of the preschool classroom and the outdoor play area fore the preschool child. Includes the relationship between program goals and the choice and arrangement of materials.

CHDE 316 Play and the Young Child

3 Credits

Designed to introduce the student to a basic understanding of the benefits of play and recreation for school-age children. Provide students with the basic skills to plan and implement developmentally appropriate activities for school-age children and adolescents.

CHDE 317 Child and Society

3 Credits

Introduction to sociology of child development emphasizing role of the family, schools, and other social agents in the socialization process. Topics include effects of television, divorce and child abuse. This course will help students to establish and maintain positive and productive working relationships with families within the context of the urban community to benefit the well being of the growing child.

Prerequisite: CHDE 105

CHDE 318 Child Psychology

3 Credits

Presents an overview of this scientific field which traces the growing child's development from the embryonic stage into adolescence. The course describes the many factors that affect children's development, as well as how researchers go about identifying them. The lectures and readings have a major developmental focus, addressing changes in behavior and abilities that occur as development proceeds. The contextual influences of family, school, and culture are integrated into appropriate area throughout the course. The course includes lectures, discussion, class team work and student preparation of topical papers and oral presentations and quizzes.

CHDE 319 Social Development

3 Credits

Student will learn to provide an atmosphere to help children enjoy playing, working and dealing with problems children have in group situations. This course/module focuses on multicultural issues such as intercultural communication, dual socialization, cultural embeddedness, language proficiency, teaching practices, and the influence of one's culture on behavior.

CHDE 322 Child Development Laboratory

3 Credits

Students will have observation and experience in an approved child care center. Students will observe, participate, teach, and engage in extra-class activities with 3-5 year-old children or school-age. Peer teaching and classroom field experience in approved site are included.

CHDE 323 Curriculum Models

3 Credits

Focus is on curriculum planning and content, as well as on materials and resources appropriate to the field. Some attention is given to computer applications and to classroom diversity. Students receive instruction in teaching strategies, models and materials. They produce lessons and materials and use them during an extensive field experience at an approved site.

CHDE 324 Assessment of Individual

Children 3 Credits

This course introduces child assessment materials and their use. Student observation skills will be developed as well as assessment. To include post assessment and lesson planning using IEP.

CHDE 401 Administration in Child Care

3 Credits

This course is designed to familiarize students with basic values, structure, organization and programming of group care facilities that are required for child care and early childhood programs. The course includes operations of the child care facility including staff relations, budgeting, ordering, planning and evaluation of center operation and record keeping.

Prerequisite: CHDE 203

CHDE 402 Management of Child Care Centers

3 Credits

Emphasis on method of organizing and operating childcare centers will be the major focus of this course. Legal regulations, equipment selection, community relations and resources and employment procedures will be discussed.

CHDE 403 Planning and Scheduling Developmentally Appropriate Practice in Programs for Young Children

3 Credits

Scheduling to meet the needs of children is a major focus in this course. Students will learn how their scheduling can be tempered by weather, energy levels, emergencies, attention span and other variables.

CHDE 404 Introduction to the Exceptional Learner

3 Credits

This course provides an understanding of the exceptional learner and of the rapidly changing field of special education. Topics include special education categories and terminology, current issues and laws, alternative programs designs for meeting exceptional needs (mainstreaming, integration, and inclusion), the Individualized Education Plan (IEP) and assessment, school responsibilities, parental rights, the role of the regular teacher and the special education, the origin and nature of exceptionalities, and instructional strategies for the exceptional learner. Observation is required in appropriate school settings.

CHDE 405 Supervision of the Exceptional Child

3 Credits

This course discusses techniques in handling and communicating with the deaf, blind, developmentally delayed, and physically handicapped child. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Credit or concurrent enrollment in Child Development 205.

CHDE 406 Observation and Management of Child Behavior

3 Credits

Theory and practice of techniques for observing and recording child behavior that leading to an understanding of the individual child and developmentally appropriate positive methods of guiding behavior. Writing assignments, as appropriate to the discipline are part of the course.

Prerequisite: Child Development 101 or consent of department coordinator.

CHDE 407 Principles and Practice of School-Age Programs

3 Credits

This courses is for students currently employed or preparing to work in child care settings. Designed to introduce the student to the principles of developmentally appropriate practice in a school-age group setting. The student will review the developmental stages of school-age children in the social, emotional, physical and cognitive domains and apply these principles to the

design and establishment of the physical environment, program scheduling, health and safety practices and group management. Techniques for parental involvement will be included. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Placement test and Grade of C or better in Child Development.

CHDE 408 Administration and Supervision of Preschool Centers

3 Credits

For those with experience as teachers or directors of nursery schools or day care centers who wish to improve their skills in administration and supervision. Writing assignments, as appropriate to the discipline, are part of the course.

CHDE 425 Child Development Internship

3 Credits

This course places the student in an institution that matches his or her interest area, such as interning in a teaching or management capacity. Thirty hours of clinical experience is required. Supervised practical experience is the goal of the internship experience. At least four class meetings are a required component of this course. Consent of Program Coordinator required.

COMMUNICATION COURSES (COMM)

Communication studies focus on such performance-based courses as oral interpretation, debate, and advanced interpersonal courses. All concentrations allow students to choose elective courses ranging from presentations to public relations, broadcasting to business communication, and interpersonal to intercultural communication.

COMM 204 Oral Communications

3 Credits

This course develops proficiency and builds confidence for oral participation in social, public, academic and business setting. It teaches public speaking skills, including topic selection, audience analysis, planning, research, organization, reasoned persuasion, effective delivery, and the use of visual aids. Students learn to give prepared speeches - narrative, informative, and persuasive. In addition to practicing prepared speeches, students are given instruction in improving listening, observation, and feedback skills. Summary writing and outlining skills are also emphasized.

COMM 205 Interpersonal Communications

3 Credits

Knowledge of interpersonal communication is an essential ingredient in effecting good relationships. The course focuses on understanding the process of human communication as a dynamic system of interactions, shaped by both relational and social contexts. The course is designed to be experiential, thus, it stresses the importance of applying relevant aspects of human communication theory to case study situations as well as to a variety of didactic and small group situations. It surveys the human elements in communication with a focus on skills in self-assertion, listening, nonverbal communication, social perception, and relationship to self and others.

COMM 300 Special Topics in Communication Arts

3 Credits

Courses vary depending on student interest and faculty availability. Topics may include specialized writing courses and 'great speeches of the world'. Prerequisites listed in the schedule

with the title of the course offering. The course may be repeated for credit provided the topic differs.

Prerequisite: Junior status.

ENGLISH COURSES (ENGL)

The English major teaches important skills: reading analytically and creatively, thinking critically, communicating effectively. The study of literature develops an appreciation for language, culture, and values. Many people who major in English also have a degree in education and plan to teach, but an English major is also excellent preparation for careers in Internet publishing, the legal profession, business administration and management, publishing, mass communication, journalism, advertising and public relations.

ENGL 001 Basic Reading and Grammar

This course in Reading Comprehension and Grammar is designed to improve reading for comprehension, to distinguish major and minor ideas, to summarize concepts and text themes, and to build vocabulary. Also, students will review basic grammar, sentence structure and punctuation. Reading skills will be developed through analysis of short essays and novels. (No academic credit)

ENGL 002 Basic Writing

This course in Basic Writing will review basic grammar, sentence structure and punctuation, but emphasis will be placed on paragraph development and the short essay. Reading skills will be developed through analysis of short essays and novels. (No academic credit)

ENGL 100 English Fundamentals

Basic grammar, reading and writing are studied in a holistic approach to understanding and applying the fundamental principles of English. This course will provide the foundation for students who desire some support in the above areas as they pursue college level studies.

It is not uncommon for students to take enrichment courses to bring them up to a level where they can successfully complete college level courses. Developmental courses are not college level courses; they usually have course designators below 100. These enrichment courses are designed to help students raise their proficiency level so that they can successfully complete upper level classes.

ENGL 101 Composition I

3 Credits

Students receive extensive practice in planning, writing and editing compositions in a variety of ways (e.g., narration, description, definition, division, comparison, contrast, cause/effect, process). Attention will be given to the characteristics of effective writing, sentence variety, clear and concise expressions of ideas. Course will also review Standard English grammar, punctuation, and proper manuscript format. In this course, students will be expected to produce papers on a word processor.

Prerequisite: A passing score on the Test of English as a Foreign Language (TOEFL), the University Placement Test, or ENGL 100.

ENGL 102 Composition II

3 Credits

This course introduces the principles of inductive and deductive reasoning, argumentation, rhetoric, and literary and linguistic analysis. Students will receive instruction in formulating hypotheses, brainstorming, conducting basic library research (including data searches using

various electronic media), analyzing data from multiple sources, constructing an outline, drafting, revising and documenting sources. Students will develop and complete a major research project and will have the opportunity investigate economic, political, social, and cultural issues relevant to their fields of study. Use of a word processor is required.

Prerequisite: ENGL 101

ENGL 302 Research Skills

3 Credits

This capstone required course reviews basic writing and research skills, emphasizing standard documentation methods. A student will write a major paper in the student's major field of study, utilizing library sources. On-line and other resources relevant to the student's field are included .

Prerequisite: ENGL 102

ENGL 314 Report Writing and Business Communication

3 Credits

This course advances writing skills with special attention to those most commonly used in business, industry and government. Further, it reviews standards of managerial correspondence and techniques for preparing reports. Individualized instruction for professional needs in both the United States and abroad will be addressed.

Prerequisite: ENGL 102

ENGL 412 Drama and Theatre

3 Credits

Students will gain exposure to celebrated dramatic works. They will study various theatrical conventions and devices. Students will engage in the use of written critiques, class discussion and special projects.

Prerequisites: ENGL 102

ENGLISH AS A SECOND LANGUAGE COURSES (ESL)

ESL courses, ranging from intermediate to advanced levels, are offered to help graduate or undergraduate students currently enrolled at Southeastern University acquire the academic English language skills they need in order to operate successfully within the university environment. Course placement is determined by the TOEFL Placement Test.

ESL 110 Basic Speaking and Listening

0 Credits

In this course students will practice and develop listening and speaking skills. In addition, students will have an introduction to American life and culture by reading American publications, listening to American radio and watching American television. This course helps prepare the student for further formal academic training.

ESL 111 Beginning Speaking and Reading

0 Credits

Students will practice pronunciation in American English, strengthen their conversation skills, listening ability and learn techniques of note taking.

ESL 112 Composition and Grammar

0 Credits

Focus on improving composition skills, at the sentence, paragraph and essay levels. Students will study and practice grammatical structures, from the basic to the complex.

GEOGRAPHY COURSES (GEOG)

At its most basic, geography involves a curiosity about our home, the surface of the earth. Anyone who loves to travel and who has an affinity for maps is at heart a geographer. Although in the popular understanding, geography is usually identified with simply facts about places (“Where is Denmark?” “What’s the capital of Wyoming?”), yet the serious study of geography involves much more.

GEOG 301 Cultural Geography

3 Credits

This course will study dynamic cultural processes and patterns worldwide, such as the distribution and diffusion of people, their religions, their customs, and their economic means. In addition, cultural geography examines how people relate to one another as well as how people interact with their environment, including agriculture and settlement patterns.

GOVERNMENT COURSES (GOVT)

GOVT 102 US Government

3 Credits

Focus in this course will be on the structure, operation and process of national, state, and local government. The Constitution will be studied. Public policy, political parties and citizen involvement with government will be discussed. The course may include on-site observation of some particular aspect of government.

HISTORY COURSES (HIST)

The study of the past broadens our perspective and allows us to discover the essential elements of human existence. Besides preparing students for careers in government service, law, teaching, business, advertising, and journalism, an education in history can lead to a variety of enriching careers.

HIST 101 US History

3 Credits

The political, economic, intellectual and social developments of the United States will be studied. All course work will be inclusive, focusing on a broad group of those who made lasting contributions to history. Emphasis will be placed on identifying the linkage between past events and current issues.

HUMANITIES COURSES (HUMN)

The humanities courses are designed to encourage a student to be intellectually courageous, to work both cooperatively and independently, to form new connections and to master the skills of analysis, interpretation, effective communication and imagination - skills that are becoming increasingly crucial for success.

HUMN 101- The Humanities Through the Arts

3 Credits

This is an integrated study of the arts, including painting, sculpture, landscape, cityscape, music, dance, theatre, photography, film and literature. Students are assisted in discovering that the appreciation of art is an expression of the human spirit. It examines works from various epochs, cultures and genres, noting common elements and distinctive characteristics. Audio-visual resources are commonly used, and field trips will be arranged.

HUMN 205 World Civilization I

3 Credits

This course focuses on the study of the diverse cultural history of Western, African, Middle Eastern and Asian civilizations from their beginnings to 1500. Topics include politics, economics, aesthetics, and the history of ideas.

HUMN 206 World Civilization II

3 Credits

A continuation of World Civilizations I. Covers topics from 1500 to the present.

Prerequisite: ENGL 101.

HUMN 208 World Literature I

3 Credits

World Literature I and II are concerned with the study of literary masterpieces of the Western and non-Western world. Through written analyses and discussions, students formulate their own interpretations of these classic texts and ponder issues that arise. The process develops critical thinking skills, historical and multicultural awareness, and aesthetic appreciation.

HUMN 208: Antiquity to the Sixteenth Century.

Prerequisite: ENGL 102

HUMN 209 World Literature II

3 Credits

The Seventeenth Century to the Present

Prerequisite: HUMN 208

HUMN 210 American Literature

3 Credits

This course discusses highlights of the American literary heritage, including poems, short stories, plays, essays, speeches and other literary works. Students develop critical thinking skills, historical and multicultural awareness, and aesthetic appreciation. Written critiques and class discussion will be required.

Prerequisite: ENGL 102

HUMN 300 Special Topics in the Humanities

3 Credits

Courses vary depending on student interest and faculty availability. Possible topics may include courses in various literary genres, courses in various genres of the performing arts and great thinkers of the world.

Prerequisite: ENGL 102

HUMN 302 Experiencing the Arts

3 Credits

This course involves students in the creative processes by giving them an opportunity to practice an art form. Actual topics will vary. Courses may be offered in various art forms such as drawing and sketching, painting, dance, music, poetry, the short story.

Prerequisite: ART 101

HUMN 304 American Art and Society

3 Credits

This course is a study of the interrelationship between American Art and Society, providing a comprehensive view of America's rich cultural life from the colonial days to the present.

Prerequisite: ART 101

HUMN 401 World Religions, Myths, and Spiritual Symbols

3 Credits

This course studies the underlying spiritual meaning and significance encountered in symbols, myths, and religions. Included are a study of such major religions as Hinduism, Buddhism, Taoism, Confucianism, Judaism, Islam, and Christianity. This humanities course offers an integrative approach to philosophical and religious world views in relation to such questions as the origin of all things, the limits of knowledge, and the role and responsibilities of the individual. It also examines the philosophical and religious views of the great thinkers throughout history.

Prerequisites: ENGL 102, PHIL 202

HUMN 402 Science, Technology and Society in a Changing World

3 Credits

This study is ultimately an exploration of our humanity. Within a humanistic perspective, this course examines the ways in which our ideas and hence our society and culture change as new discoveries and developments in science and technology become part of our expanding knowledge of the world and universe. From this humanistic approach to studying science and technology, students will understand that the human being, in the continuous quest to understand life, has adapted his or her own character. The course will explore some of the major developments in the history of science and technology, focusing on how they changed our understanding of our world.

Prerequisite: ENGL 102

HUMN 405 Comparative Political and Economic Systems

3 Credits

This course offers a comparative analysis of political and economic systems. One theme will be the range of differences of formation of states from which the modern states and societies developed. Another theme will be the ways in which the changing nature of the international system created modern states and national economies that are similar and different. The student should see that all states, even the most powerful such as the United States, are affected by influences originating outside their borders.

Prerequisite: ENGL 102

MUSIC COURSES (MUSC)

Courses in music help prepare students for work in communications, performing arts, public relations, sales, education and business.

MUSC 101 Music Appreciation

3 Credits

This course is designed to explore various types, styles, periods and national origins of music. Its aim is to demonstrate the universality of music and to foster standards that lead to an aesthetic appreciation. While there will be very little time to establish a solid foundation of historical periods and styles, the object is to introduce the student to many different kinds of music and to the important artists and the roles played by traditions, politics, and social customs. No previous knowledge of music or performance of music is required.

ORIENTATION COURSES (ORTN)

A one-credit seminar, the course brings students together weekly to interact and adjust to the new expectations they face at Southeastern. Whether worry about getting to know faculty and other students, or just want to know what's happening on campus, ORNT 101 is guaranteed to help all new students be Successful from the Start!

ORTN 101

1 Credit

This course in Orientation focuses on the development of skills that enhance academic success – time planning and management and goal setting. Topics will include study strategies, choosing a major, career planning, and college policies and procedures. Students will build oral communication skills by working in small groups and by making an individual presentation.

PHILOSOPHY COURSES (PHIL)

The study of philosophy serves to develop intellectual abilities important for life as a whole, beyond the knowledge and skills required for any particular profession. Properly pursued, it enhances analytical, critical and interpretive capacities that are applicable to any subject-matter, and in any human context.

PHIL 103 Introduction to Philosophy

3 Credits

Students will engage in the analysis of the nature and meaning of the human condition. The course includes epistemology (the study of truth and knowledge), metaphysics (the study of existence and reality) and ethics. Students will tackle major philosophical questions, such as the mind-body problem, knowledge vs. skepticism, free will vs. determinism, the existence of God, and the foundations of morality. Explores both Western and Eastern approaches, and incorporates perspectives from religion, anthropology, and the social and natural sciences. Extensive reading, writing and discussion is required. The reading will include a variety of sources ranging from Plato to contemporary philosophers.

Prerequisite: ENGL 102

PHIL 202 Introduction to Logic

3 Credits

This course introduces students to basic principles and techniques of symbolic logic and categorical reasoning. Strong emphasis will be on practical argumentation in everyday life, including critiques of argumentation and use of argument in speaking and writing. Differences in valid and sound reasoning will be explored.

Prerequisite: ENGL 101

PHIL 301 The Roots of Power: A History of Political Philosophy

3 Credits

Students will survey the principal political thinkers who have influenced antiquity and the modern and post-modern world, including Plato, Aristotle, St. Augustine, St. Thomas Aquinas, Machiavelli, Hobbes, Locke, Burke, Mill, Rousseau, Jefferson, Madison, Marx, Kant, Nietzsche, Sartre and Fanon. Students will conduct primary research work based on the works of one or more of the philosophers studied. The format may be a conventional research paper or other special project prepared in consultation with the professor.

Prerequisite: PHIL 202.

HUMN 303 Professional Ethics

3 Credits

Ethical problems common to the professional world will be examined. Lectures and assignments provide for the study of the relationship between free enterprise and social justice and the study of the ethics manifested in different issues throughout our society. Topics include the ethics of advertising, and individual and corporate responsibility.

PSYCHOLOGY COURSES (PSYC)

Psychology is the science of behavior. Psychologists seek to provide an understanding of thinking, personality, skill, learning, motivation, perception, and sensation through the study of both individual and group phenomena. As a psychology student you will learn about the fundamentals of development, personality, social psychology, learning, and motivation

PSYC 103 Introduction to Psychology

3 Credits

Personality and the individual form the central core of psychology. The nature and methods of dealing with behavior, perception, learning, emotions, feeling motivation, thinking, human development and deviance will be studied. Theories, concepts, and works by well-known contributors to the field will be discussed. Some examples are Sigmund Freud, William Sheldon, Carl Jung, Abraham Maslow, Carl Rogers, Alfred Adler and B.F. Skinner.

NATURAL SCIENCE COURSES (SCNC)

The natural science courses are offered as an interdisciplinary approach to the study of science. They stress the interrelationship of earth science and geology, as well as mathematics.

SCNC 106 Introduction to Science

3 Credits

This course explores the fundamental characteristics of living matter from the molecular level to the ecological community, with emphasis on general biological principles. Students will explore a series of current issues.

SCNC 107 Introduction to Science (Geology)

3 Credits

An overview of the elements of physical geology, historical geology, mineralogy, meteorology, cartography, climatology, oceanography, and astronomy will be analyzed. Fundamental concepts of physics and chemistry and the underlying scientific laws will be discussed. Emphasis is on providing the non-scientist with comprehensive knowledge of the basics in each of the fields covered.

SCNC 108 Environmental Science

3 Credits

This presents an overview of the elements of ecosystems, conservation of natural resources, human environment (past, present and future), and research and practices to meet threats to the environment. Topics covered will emphasize transnational environmental issues including global warming, ozone, species extinction, human population growth and world food production.

SCNC 300 Special topics in the Natural Sciences

3 Credits

Courses vary depending on student interest and faculty availability.

SOCIOLOGY COURSES (SOSC)

SOSC 105 Introduction to Sociology

3 Credits

This course assists students in understanding concepts of social interaction, cultural institutions, bureaucracies, collective behavior, social change, socialization and the nature of sociological research. Strong emphasis will be placed on 'doing sociology.'

SOSC 200 Sociology of Work and Career Development

3 Credits

Students are assisted in identifying their marketable skills and aptitudes, developing strategies for successful employment searches and analyzing labor market needs. Effective human relations techniques and communication skills are addressed. Specific experience in writing resumes, completing applications and creating appropriate letters of applications will be provided.

SOSC 300 Special Topics in the Social Sciences

3 Credits

This course comprises study in particular topics which vary from year to year. May be repeated if topics vary.

SOSC 309 International Relations

3 Credits

This course focuses on the historical and scientific basis for relationships existing among nations. Students will examine nation states and national interests, multinational corporations, international government and non-government organizations. Selected current issues in international relations will be discussed. Guest speakers, experts in the field and other available resources may be utilized to provide a fuller and more diverse perspective on the ever changing nature of international relations.

Prerequisite: ENGL 102

SPANISH COURSES (SPAN)

On looking through this lens, students diversify their perceptions of the world and multiply their opportunities to interact with it.

SPAN 101 Spanish I

3 Credits

Introduction to the basic elements of Spanish that will enable the student to develop communicative skills and a fundamental knowledge of other people, their language and their culture will be discussed in this course.

SPAN 102 Spanish II

3 Credits

Spanish 102 is a continuation to the basic elements of Spanish that will enable the student to develop communicative language skills and a fundamental knowledge of other people, their language, and their culture.

GRADUATE COURSE DESCRIPTIONS

ENGLISH COURSES (ENGL)

The English major teaches important skills: reading analytically and creatively, thinking critically, communicating effectively. The study of literature develops an appreciation for language, culture, and values. Many people who major in English also have a degree in education and plan to teach, but an English major is an also excellent preparation for careers in Internet publishing, the legal profession, business administration and management, publishing, mass communication, journalism, advertising and public relations.

ENGL 500 Technical Writing and Research Methods

3 Credits

This course is a practicum in both oral and written communication skills necessary to perform effectively as managers in either the private or the public sectors. The course emphasizes problem-solving techniques and hands-on writing in such real world genres as business plans, management reports, research reports, work statements, manuals, technical and management proposals, and grants writing as well as computer-mediated communication. The students work both individually and in teams to develop written documents and make oral presentations.

ENGLISH AS A SECOND LANGUAGE COURSES (ESL)

Graduate students with weak language skills take the same ESL classes as the undergraduates at this level. Because their fields are more specialized and they bring more background, the type and number of courses these students can take beyond ESL are determined in consultation with their advisors.

ESL 550 Advanced Language Workshop

0 Credits

The advanced Language Workshop is designed to enhance skills in listening, speaking, reading and writing to better enable students to engage in graduate studies. Students will be encouraged to read and write material in their academic area(s) of interest. Opportunities to increase students understanding of American Culture by reading about and discussing topics such as American subcultures, movies, television and interesting places in Washington, D.C.

INTERNSHIP COURSES (INTS)

Graduate Internship is intended as a unique new learning experience.

INTS 590, 591 Graduate Internship Program

3 Credits

The student needs the Department chair's approval for an internship. Students may register for a 3 credit hour degree-related internship program in any one term after completing 2 terms of college credit work with a GPA of 3.0 or better. Internships must be conducted at sites approved by the University. For more information, contact Career Services. International students must apply for Curricular Practical Training to complete an internship.

ORIENTATION COURSES (ORNT)

Graduate Orientation is designed to introduce students to graduate study, research.

ORNT 500

0 Credit

This course in Orientation focuses on the development of skills that enhance academic success – time planning and management and goal setting. Topics will include study strategies, choosing a major, career planning, and college policies and procedures. Students will build oral communication skills by working in small groups and by making an individual presentation.

CAMPUS LIFE

STUDENT LIFE

Student life at Southeastern University is as diverse as its student population. The University promotes and encourages interaction among its students both inside and outside of the classroom. Southeastern University hosts several annual events including its Commencement Ceremony, Academic Awards Banquet, Gala, International Festival and several different multi-cultural observances and holiday celebrations. Southeastern University uses the Washington Metropolitan area as its extended campus and arranges outings for students to local tourist attractions, cultural events and recreational facilities. A variety of nationally recognized student organizations have chartered chapters at Southeastern University.

STUDENT ORGANIZATIONS

Through its innovative outreach programs, Southeastern extends its resources to meet the needs of traditional and nontraditional students.

Student Government Association

The Student Government Association (SGA) serves as the student voice in campus affairs. The SGA works with the Office of Student Services to promote student involvement in the University and to sponsor a program of campus-wide activities. Other student organizations function with the approval of the SGA and share responsibility for campus activities. The Office of Student Services maintains a list of currently active student organizations. Students elected or appointed to office in the SGA must maintain a 2.5 GPA and may not be on university probation for disciplinary reasons. With the exception of student employees, University employees may not hold SGA offices.

Southeastern's Student Government Association is an organization made up of every currently enrolled student. The SGA's primary mission is to represent student ideas, hopes and concerns to SEU's administration. It also endeavors to increase student participation in all aspects of campus life. The President of the SGA represents the student body on the University's Board of Trustees.

Contact Your SGA Officers

Student Government Association
Southeastern University
501 I Street, SW
Washington, DC 20024
U.S.A.
Telephone: (202) 478-8200, ext. 406
Fax: (202) 488-8093
Email: sga@southeastern.edu

The Mentoring Program

The mentoring program expands upon the first semester colloquium experience in which first-year students get a feeling for the issues and questions surrounding the complex life of a college student. This program serves the individual needs and personal interests of each student. For more information, contact Bertie Bryant 202-478-82268.

A.S.P.A.

American Society of Public Administrators. For more information, contact: Professor Telaekah Brooks 202-478-8200, ext 265.

FRATERNITIES AND SORORITIES

Zeta Phi Beta Sorority, Inc.

Zeta Phi Beta was founded January 16, 1920, on the campus of Howard University in Washington, D.C. Its founders created Zeta Phi Beta because they believed that elitism and socializing had overshadowed what should be the real mission of sororities-to address and correct the problems of society, particularly in the African-American community. The "Five Pearls" believed that active interest, high principles and standards, and a good scholarly average were the things that should determine membership rather than having a certain look or status. The sorority was founded on the principles of Scholarship, Service, Sisterly Love, and Finer Womanhood. Zeta Phi Beta is the only NPHC sorority constitutionally bound to a brother fraternity, Phi Beta Sigma Two of its members, A. Langston Taylor and Charles Taylor, were instrumental in helping Zeta Phi Beta become established.

Delta Sigma Theta Sorority, Inc.

Xi Zeta (Inactive)

Delta Sigma Theta Sorority was founded on January 13, 1913 by twenty-two collegiate women at Howard University. These students wanted to use their collective strength to promote academic excellence and to provide assistance to persons in need. The first public act performed by the Delta Founders involved their participation in the Women's Suffrage March in Washington D.C., March 1913. Delta Sigma Theta was incorporated in 1930.

Phi Beta Sigma Fraternity, Inc.

Phi Beta Sigma Fraternity, Inc. was founded at Howard University in Washington, D.C., **January 9, 1914**, by three young African-American male students. The founders, Honorable A. Langston Taylor, Honorable Leonard F. Morse, and Honorable Charles I. Brown, wanted to organize a Greek letter fraternity that would truly exemplify the ideals of **brotherhood, scholarship, and service.**

Omega Psi Phi Fraternity Inc.

Delta Theta Chapter

On Friday evening, November 17, 1911, three Howard University undergraduate students, with the assistance of their faculty adviser, gave birth to the Omega Psi Phi Fraternity. This event occurred in the office of biology Professor Ernest E. Just, faculty adviser in the Science Hall (now known as Thirkield Hall). The three liberal arts students were Edgar A. Love, Oscar J. Cooper and Frank Coleman. From the initials of the Greek phrase meaning "friendship is essential to the soul," the name Omega Psi Phi was derived. The phrase was selected as the motto. Manhood, scholarship, perseverance and uplift were adopted as cardinal principles. A decision was made regarding the design for the pin and emblem, and thus ended the first meeting of the Omega Psi Phi Fraternity .

Alpha Phi Alpha Fraternity, Inc.

Alpha Phi Alpha today continues its commitment to members of the Fraternity and the African-American community through Alpha University. Via Alpha University, the Fraternity has dedicated itself to fostering the spirit of Brotherhood, training a new generation of leaders, building the technological capacity of members, bringing consistency to the implementation of the Fraternity's national programs and ensuring that chapters have the necessary preparation to implement fraternal initiatives and day-to-day operations.

HONORS ORGANIZATIONS

Phi Alpha Alpha

Public Administration Honors Society

For more information, contact:

Professor Telaekah Brooks 202-478-8200, ext 216.

CAMPUS ACTIVITIES

Biz Talks

Prominent leaders in business and government present roundtable discussions and symposia. Presentations give students the opportunity to discuss entrepreneurship. Sessions usually last an hour and are offered once a month. Absolutely ANYONE who hopes to be successful in any career should take advantage of these opportunities to view presentations from people who have already achieved success.

Past presenters include: Rodney Slater, Partner, Patton Boggs LLP; Edmund B. Cronin, Jr., President-Washington Real Estate Investment Trust; Jim Kimsey, founder of the Kimsey Foundation and past founder of AOL; Joseph E. Robert, Jr., Chairman & CEO- J.E. Robert Companies.

Library Salon

Performances are done by composers, musicians, poets, lecturers and students. The venue is the Library on Thursdays at preset dates. For more information, contact Information from Library Staff 202-478-8200 ext 225 or library@seu.edu.

Welcome Back Events

Activities are planned for students to provide them with information about campus life, including student organizations, activities and most importantly support. Contact Student Affairs and Retention 202-478-8200 ext 227 for more information.

Convocation

University Convocation is an important occasion that will:

- Welcome new students, faculty, and staff to Southeastern University's academic community and mark the beginning of the Southeastern experience for new students, continuing students, and recognition of the accomplishments of our honor students.
- Celebrate the beginning of the new school year for students, faculty, and staff.

- Demonstrate some of Southeastern University's history and traditions and showcase our commitment to the education of its students.

Career Fairs

Career fairs occur twice each year, fall and spring with many employers from private, government and non-profit industries on campus to meet students. Workshops, testing, and personality inventories are among the programs to support students who are conducting job searches and seeking internships. See Career Services. Contact: psmith2@seu.edu

Business Workshops

Seminars generally last three hours and provide a basic primer on a topic. Business Clinics offer attendees the opportunity to get assistance filling out their documents. Short courses offer a more comprehensive understanding of key topics, and Certificate Level courses provide the attendee with intensive training in a topic area.

A recent calendar included: How to Write a business Plan Seminar, How to Finance Your Business Seminar, how to Market on the Web Seminar, How to Complete the Forms for Nonprofit Recognition, How to Prepare a Grant Format for Nonprofit Funding, How to Prepare a Loan Package.

For more information, contact the Center for Entrepreneurship, at 202478-8321, tbrooks@seu.edu

International Festival

The annual International Festival celebrates the diversity of Southeastern's student's, faculty and staff. Contact: studserv@seu.edu

Open House

Open House sessions are great opportunities to talk to graduate and undergraduate program chairpersons, representatives from admissions, financial aid, and current students to learn about the new and exciting programs at Southeastern. To register or to get more information please call us at 202-COLLEGE (265-5343). All applicants who attend the Open House will have the \$50.00 application fee waived. Contact: admissions@seu.edu.

Religious Observances and Holiday Celebrations

Thanksgiving Celebration- Dinner with our Southeastern Family, Ramadan Observance and Celebration Kwanzaa Celebration, Chinese New Year- Celebration (occurs Sunday the weekend of Chinese New Year)

History Celebrations

Celebrations are held giving notoriety to various achievements of figures in our multicultural environment. During the nationally celebrated months, these events help to educate all about the diversity of the United States. Black History, Hispanic History, Women's History

Anniversary Gala

Support of the Gala from benefactors strengthens our ability to provide scholarships, to expand the Southeastern Center for Entrepreneurship and the E-Learning Program among others. Additional support helps to launch other exciting initiatives, increase scholarships, and meet the critical needs of the university.

UNIVERSITY PUBLICATIONS AND COMMUNICATIONS

E-News is published biweekly during each quadmester by the Southeastern University Office of Marketing and Public Relations.

For inquiries, please contact the, Marketing Department 202-478-8253. For submissions, of articles or notices to be published or photographed, email marketing@seu.edu.

Liberal Studies Newsletter

This newsletter provides updated information about the Liberal Studies program.

The Southeastern University Mentor Program

The Southeastern Mentor is a quarterly newsletter of activities from the Mentoring Program at Southeastern. It solicits materials from students, faculty and staff, as well as guest articles from community members concerning mentoring.

Southeastern Happenings

Informational Email Newsletter for Southeastern Students, Faculty, and Staff., serves as a reminder of upcoming university events and areas of interests.

Southeastern University Factbook

Standardized demographic data about the university. Institutional Research Office (202) 478-8200

STUDENT LIVING

Health and Accident Insurance

The University recommends that all students be covered by health and accident insurance. More information about policies recommended by the University may be obtained through the Office of Student Services.

Housing

Southeastern is a non-residential institution. It maintains no dormitory or housing facilities. However, several apartment buildings are located within walking distance of the University.

Lost and Found

Students may inquire about lost items at the front desk of the Library. Southeastern University is not responsible for the personal property students bring to campus.

Public Space

The Student Lounge, located in the lower level of the main building, provides a place for having refreshments, studying together, and becoming better acquainted. The Lounge is also the center of many social and cultural activities. The Northwing lounges on the second floor provide informal study, reading, and meeting areas for students and faculty. The Multi-purpose Room, located on the second floor of the main building, is the location of most large University events.

Public Transportation and Parking

Southeastern is easily accessible by bus and subway. The nearest subway stops are the Southeastern University (SEU)/Waterfront and L'Enfant Plaza (served by orange, blue, green and yellow line trains). These stops are only a few blocks from campus. Parking in the University parking lot is restricted to faculty and staff. Limited street parking is available along which streets and parking at nearby commercial parking facilities are available.

SECURITY AND SAFETY

Campus Crime and Security Act

The safety and security of all members of the University community is a priority. Southeastern complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report annually on September 30. The report includes campus safety information as well as crime statistics for the community. It provides suggestions about crime prevention strategies as well as important policy information on emergency procedures. It reports crimes and support services for victims of sexual assault. Also, the report contains information about Southeastern's policy on alcohol and other drugs. A full-text copy of the policy may be requested from the Office of Student Affairs and Retention.

Student ID Cards

Student ID cards must be obtained from the Business Office and Identification Cards from the Communications Center.

Emergencies

Students who witness or become victims of a crime or another type of emergency should immediately report the incident to campus security. Campus Security will notify the appropriate law enforcement agency and also assist the student in documenting the occurrence on an "Incident Report Form."

Weather and Emergency Updates and Notifications System

In the event of inclement weather, electrical outages, or other such situations, students and employees of Southeastern University have access to updated information on the status of classes and facility use, including resumption of regular hours. The following media provide details or status reports and should be used by those attending and working at Southeastern, as well as the greater community.

- E-mail notices sent to all members of the student body, faculty, and staff regarding delays or cancelled classes and reopening or current status.
- Closure and status notices placed on these regional media outlets:
 - www.WTOP.com, WTOP FM 103.5 or WTOP AM 820, in addition to most other local radio stations. The WTOP listings are recommended.
 - Television news on: NBC Channel 4, WJLA ABC Channel 7, or WTTG Fox Channel 5.
- Call the University switchboard at 202-478-8200 and dial 8. Southeastern provides an announcement on the status of Southeastern classes, any delays, or closures.
- Status for the Center of Allied Health will also be available on the Center's main voice mail at: 202-243-7460.
- www.Southeastern.edu Click on "Weather and Emergency Preparedness" on the front page, left column. Bulletins will be posted with information as appropriate in the event of extended closures or other emergency or operational situations.

- STARS (the Student Technology Administration Resource System) will also include a front page link to the Web site updates.

Note that District utility outages (electricity, water) and other external circumstances can affect Southeastern operations. If you have questions, consult your e-mail, the Web site, and voice mail notification via the switchboard and needed. These Web pages will contain other important emergency preparedness information and should be consulted regularly for current procedures and information in 2008. Please note that the usage of the edu e-mails provided by Southeastern best facilities complete and immediate information in the event of weather and other closure or emergency situations. The Marketing Director is the contact for media at 202-478-8253 or marketing@seu.edu.