For more than 40 years at Bellevue University, we have strived to anticipate the changes that occur in the world, then initiate change that will make a difference in the lives of our students, our strategic partners, and our community. We don’t wait for change to happen, because time alone does not initiate change.

Time wasn’t going to change how degree programs were offered to working, adult students. We changed this to accommodate our students so they could get ahead and achieve success in the workplace.

Time wasn’t going to change the curricula for traditional degrees in business and healthcare. We changed this, knowing what our graduates would need to know to lead in these fields.

**We have transformed the way traditional students earn their degrees... that reflects the way young students learn today.**

Time wasn’t going to offer modes of learning to reach people where they are. We changed this, offering online learning and blended online/classroom learning experiences to be accessible to our students. We were among the first to do so and remain a global leader.

Time alone does not bring recognition, either.

Time did not make Bellevue University the largest private university in the state of Nebraska. Time did not earn us the United States Distance Learning Association’s most prestigious honor, the 21st Century Best Practices Award. Time did not earn us two Corporate University Best in Class awards for “Most Innovative Corporate Resource.” No, we earned these honors through hard work and innovation.

As we move into our next 40 years and beyond, hard work and innovation remain hallmarks of Bellevue University. We recently established the Human Capital Lab, a place where business and academic leaders work together to measure the impact of training and development investments. We recently gained approval from our regional accrediting body to offer our first doctorate program, the Ph.D. in Human Capital Management. We have transformed the way traditional students earn their bachelor’s degrees, combining in-class learning with online support and a career component that reflects the way young students learn today.

This 2008-2010 course catalog is full of opportunities for innovation. The time is now. Your hard work can make it happen — and we’re here to help.

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**Dr. John B. Muller Ph.D.**
**President, Bellevue University**
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This catalog contains official announcements of courses for the academic years 2008–2010. The University reserves the right to repeal, change, or amend the rules, regulations, and provisions contained in this catalog and may withdraw or modify the programs and courses listed herein. This publication is not an offer to enter into a contract.

The academic portion of the catalog will apply to all students who begin their academic program during the period of this catalog. All students who are currently enrolled under previous catalogs have the option of remaining under those catalogs or substituting the new catalog. This option may be exercised by informing the Registrar in writing of the change.

Each student is expected to maintain the Standard of Progress stipulated in this catalog. The academic stipulations of the catalog will remain in effect for seven years from the date of matriculation of the students enrolled under it. All students who have not graduated in this seven-year period will be subject to the provisions of a later catalog.

Bellevue University, as a post-secondary institution of higher education, protects information and personal records in compliance with the regulations of the Family Educational Rights and Privacy Act of 1974, sometimes referred to as the Buckley Amendment, a part of Public Law 93-380, effective November 19, 1974.

Bellevue University admits students of any gender, race, color, age, religion, or national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the University. Bellevue University does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in the educational programs and activities it operates.

Bellevue University complies with the requirements of Title II of Public Law 101-542, as amended, also known as the Crime Awareness and Campus Security Act of 1990. The Controller is responsible for administering this Act.

Any person having inquiries concerning Bellevue University’s compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Dean of Academic Services/Dean of Students at (402) 557-7010. Any person also may contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Bellevue University’s compliance with the regulations implementing Title VI, Title IX, or Section 504.
The University

Identity
Bellevue University means innovation, risk-taking, and customer service to its students, staff, and faculty. Risk-taking is rewarded and entrepreneurship is valued. Bellevue University is a great place to work and innovation is evident in programs, delivery systems, general education, student service systems, and in the philosophy of the administration and University Board of Directors.

The community leaders who founded Bellevue College in 1966 had a vision that still resonates today—Provide quality, cost-effective business and liberal arts degree programs that meet the needs of busy working students, employers, and society.

From a small, one-building campus in the Omaha suburb of Bellevue, Nebraska, that original, down-to-earth vision has expanded worldwide. Today Bellevue University attracts more than 13,000 students from the United States and 72 foreign countries. Its alumni are spread around the globe. It is a recognized leader in providing students with support service and technology tools that enable them to develop professionally and become global citizens. Bellevue University has alliances with businesses and education institutions in the United States and abroad to provide educational programs that meet real needs.

The University is structured in five academic units, each targeting specific needs:

- The College of Arts and Sciences provides students with educational opportunities in the liberal arts, humanities, and the sciences, engages students in critical thinking and active learning environments that build knowledge and skills important to work, citizenship, lifelong learning, and personal fulfillment, and prepares students for advanced work in select disciplines and professions.

- The College of Business enables learners to pursue a quality business education by introducing the knowledge, skills, and understanding critical to being a valuable contributor to modern business. College of Business faculty use active learning processes that enable students to take part in their own education through activities that require students to think critically and exchange ideas with other class members.

- The College of Distributed Learning provides leadership and support to the University community in the integration of online learning technologies throughout the curriculum and coordinates efforts related to online learning. The college offers the training and instructional design necessary to develop and deliver online courses and programs. The staff works closely with online students and faculty, and are committed fully to giving online students an educational experience of exceptional value.

- The College of Information Technology actively engages learners to pursue a quality technical and business education by introducing the knowledge, skills, and understanding critical to being a valuable contributor to the Information Technology profession and society. This is done through multiple delivery means based on active learning principles and proactive assessment of quality and content.

- The College of Professional Studies offers bachelor of science programs with an emphasis on putting education to work. Majors in the College of Professional Studies combine the best of academic theory and knowledge with leading-edge business practices. The Professional Studies curriculum includes several majors that are broadly applicable to business in general, as well as several focused on specific business environments.

Mission Statement
The mission of Bellevue University is to provide distinctive professional, business, information technology, and liberal arts education at the undergraduate and graduate levels. The University engages adult learners through active-learning design and innovative, applied curriculum. Graduates are empowered to be productive and responsible citizens who have gained the knowledge and expertise to advance themselves and their organizations, companies, and communities.

Vision Statement
Bellevue University will excel in preparing individuals and institutions for meeting the challenges of a dynamic, competitive economy. We will be national leaders in developing adult learning and delivery models that yield continuing real world mastery. Our technical expertise, sound business practices, and continuous quality improvement backed by research on adult learning systems and corporate return on investment in education make us a value leader. Long-term success depends on a shared system of values and ideas, and the University will stress the seminal ideas and values of the Western tradition as a foundation for continued cultural and economic success. The University will continue its heritage of innovation, market responsiveness, serving a diverse clientele and managing a network of affiliations in order to fulfill its mission.

Key Values
The values embedded in the beliefs and actions of its people demonstrate the University’s commitment to:

- Integrity
- Accountability
- Trust and Respect
- Teamwork and Empowerment
- Risk Taking and Innovation
- Efficiency and Cost Effectiveness
- Pro-action and Responsiveness
- Affordability
- Mission and Institutional Loyalty
- Helping Students Learn
- Quality and Service
- Active Learning and Assessment

Accreditation
Bellevue University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400 Chicago, Illinois 60602-2504.

Bellevue University participates in the Academic Quality Improvement Program (AQIP) of the Higher Learning Commission.

Additionally, our College of Business programs are accredited by International Assembly for Collegiate Business Education (IACBE).
Bellevue University Profile

Bellevue University is Nebraska’s largest fully accredited independent university of business, professional education, and the liberal arts. It is chartered by the State of Nebraska to “serve the people of Nebraska and neighboring states by making available higher education of superior quality at a modest cost.”

Background

Since 1966, when its first 409 students began classes in a single campus building, Bellevue University — then Bellevue College — has catered to the non-traditional student by providing day and evening class schedules and support services. After nearly three decades of enrollment growth and the addition of master’s degree programs, Bellevue College became Bellevue University in 1994. The University offers classes and degree programs at locations in Nebraska, Iowa, South Dakota, Missouri, and Kansas, as well as online.

Active-Learning Emphasis

The University is committed to the life and career success of its students, particularly working students who seek advancement by acquiring broader, deeper knowledge, new skills, and academic credentials. A supportive learning environment emphasizes principles of active learning, which expose students to both theoretical knowledge and practical application. Traditional teacher-to-learner lectures are replaced by active involvement in the learning, using applied workplace projects, through library and database research, through interaction with teachers and other students, and supplementary multi-media.

Online Technology

Internet and computer networking technology has opened new opportunities in many fields, including higher education. Since 1995, when it began developing its first online classes, Bellevue University is a leader in using online technology to increase access to courses, degree programs, and support services. The University’s College of Distributed Learning has developed a user-friendly Cyber-Active® Learning online format, which incorporates text, graphics, video, and interaction with faculty as well as fellow students. More than 60 percent of the University’s students are enrolled in online classes. A number of undergraduate degree programs, graduate degree programs, and courses are available online, with more being added.

Facilities

The University strives to provide a quality physical learning environment for its students. All of the facilities on the main Bellevue campus have been built or renovated since 1993.

- The latest addition to Bellevue University’s main campus is the Educational Services Building, completed late 2006. This 72,000-square-foot state-of-the-art facility includes space for classrooms, conference rooms, Academic Advising, Student Financial Services, Business Office, Enrollment Management, and three of the University’s Colleges — Professional Studies, Information Technology, and Distributed Learning. The Educational Services Building enables the University to accommodate student enrollment growth, meet the space needs of faculty and staff, enhance the quality of our programs and student support services, and foster future economic growth in the region.

- Renovated in 2002, the Freeman Library and the Emma Lozier Addition house the University’s Integrated Media Center, Collaborative Learning/Study Areas, faculty offices, and the Bellevue University Foundation. In the Integrated Media Center, students have access to computerized and Web-based resources, with training facilities to teach students how to effectively use these resources. The library has a collection in excess of 105,000 volumes, as well as thousands of periodicals, audio/visual, and CD-ROM materials. Group and individual study tables are available for both serious study and leisure reading. Bellevue University and its librarians provide the academic services necessary to support and maintain quality undergraduate, graduate, and online education.

- The Gordon Lozier Athletic Center provides facilities for basketball, volleyball, weight lifting, and fitness programs. In the Venteicher Wellness Center, exercise equipment further enhances our ability to meet the health and recreational needs of our total community, from students and alumni to faculty and staff.

- In September 1982, the University opened the Hitchcock Humanities Center. Features of this center include an art gallery, auditorium, art studios, classrooms, faculty offices, and the Bellevue University Writing Center. An addition to this center was completed in 1991, including a multi-purpose classroom area to meet the growing needs for high-quality studio space for ceramics, sculpture, and other art programs. In 2004, a major upgrade to the Criss Auditorium was completed, making it a high-tech presentation center with Web-conferencing capability. The lobby, faculty offices, and art display areas were remodeled, providing a new look and feel for the building.
Bellevue University has offered degree programs in Lincoln since 1999 and in Lincoln, Nebraska Strategic Initiatives Department.

The Lakeside Center also is home to the Omaha, the Lakeside Center provides degree completion and graduate programs, as well as corporate training. The Center supports more than 1,500 students annually, and dozens of corporations, with training and education.

The former IT&T office building that once housed the entire University is now the renovated Durham Administration Center. The building, featuring a 50-foot-high clock and bell tower, was dedicated June 16, 1994. This facility is now home to the President, the Provost, Human Resources, the Registrar, and Marketing and Public Relations, as well as the Bellevue Chamber of Commerce.

Additional Locations

West Omaha — Lozier
The 22,000-square-foot Lozier Professional Center, near 118th and Dodge Streets in northwest Omaha, has state-of-the-art technological facilities for progressive education. The facility was designed to meet the need of technological advances and corporate training. The programs offered at the Bellevue University Lozier Professional Center are directed toward degree completion programs, graduate studies, Information Technology programs, and certificate and corporate training. The Center supports more than 1,500 students annually, and dozens of corporations, with training and education.

Southwest Omaha — Lakeside
Located in Lakeside Hills, three blocks north of 168th and Center Streets in Omaha, the Lakeside Center provides degree completion and graduate programs, as well as corporate training. The Lakeside Center also is home to the Strategic Initiatives Department.

Lincoln, Nebraska
Bellevue University has offered degree programs in Lincoln since 1999 and in 2005 moved from Energy Square to an expanded and upgraded location, in the Taylor Meadows Office Park, 1001 S. 70th St., Suite 219. This location features a 30-station computer lab, two large classrooms fully equipped for multimedia/computer access, a conference room, and administrative offices. Classes are offered evenings, Monday through Thursday.

Grand Island, Nebraska
Bellevue University opened offices in Grand Island in August 1990 on the campus of Central Community College. A full-time administrator staffs the Bellevue University office. Currently, Bellevue University offers accelerated bachelor’s degree completion programs and graduate programs in Grand Island. All enrolled Bellevue University students have access to the Central Community College facilities, including the library and computer labs, as well as Bellevue University’s online library and resources.

North Platte, Nebraska
Bellevue University has offered career-relevant degree programs on the campus of North Platte Community College, a division of Mid-Plains Community College, since 2003. A full-time Bellevue University admissions counselor is available on the NPCC campus. In addition to Bellevue University’s online library and academic resources, students have access to the NPCC facilities, including the library and computer labs.

McCook, Nebraska
Bellevue University has offered career-relevant degree programs on the campus of McCook Community College, a division of Mid-Plains Community College, since 2003. A full-time Bellevue University admissions counselor is available on the MPCG campus. In addition to Bellevue University’s online library and academic resources, students have access to the MPCG facilities, including the library and computer labs.

Council Bluffs, Iowa
Bellevue University has offered bachelor’s and master’s degree programs on the campus of Iowa Western Community College since 2005. A full-time Bellevue University admissions counselor is located in Stuart Hall, in the heart of the IWCC campus. In addition to Bellevue University’s online library and academic resources, students have access to the IWCC facilities, including the library and computer labs.

Sioux City, Iowa
Bellevue University has offered accelerated undergraduate degree completion programs in the Sioux City area since 1994. Bellevue University continues to offer these programs on the Western Iowa Tech Community College (WIT) campus. A part-time Bellevue University admissions counselor is on the WIT campus. In addition to Bellevue University’s online library and academic resources, students have access to the WIT facilities, including the library and computer labs.

Kansas City, Kansas/Overland Park, MO
Bellevue University’s two Kansas City area locations are 7200 NW 86th Street, Suite R, Kansas City, MO 64153, and 6811 Shawnee Mission Pkwy, Suite 303, Overland Park, KS 66202.

Sioux Falls, South Dakota
Bellevue University has offered career-relevant degree programs at Southeast Technical Institute since 2003. A full-time Bellevue University admissions counselor is available on the STI campus. In addition to Bellevue University’s online library and academic resources, students have access to the STI facilities, including the library and computer labs.
University Policies

Cell Phone and Pager Policy
All cell phones and pagers will be turned off when in the classroom or library. If there are job related (on-call) or medical reasons (illness at home) to have the device active in the classroom/library, the device will be set on the “vibrate” ring-mode, and the instructor/librarian will be informed. In those cases, if the student is contacted, he/she will leave the classroom/library to have the conversation. Cell phones and pagers are not allowed within the testing rooms of the Test Center at any time.

Computer and Network Use Policy
Bellevue University has the responsibility for securing its computing and networking systems (both academic and administrative) to a reasonable and economically feasible degree against unauthorized access, while making the systems accessible for legitimate and innovative uses. This responsibility includes informing persons who use the Bellevue University computer and network systems of expected standards of conduct.

It is important for the user to practice ethical behavior in computing activities because the user has access to many valuable and sensitive resources, and the user's computing practices can adversely affect the work of others. For the good of all users, improper use and abuse of the computer and network privileges cannot be tolerated. Bellevue University authorizes user accounts solely for use in conducting course-related research and University business.

Internet access is granted to all users for the purpose of business or course-related research. The Internet is comprised of many individual computers connected to a world-wide network. This network provides each user access to millions of pages of information that are outside the University. Individuals accessing the Internet via a computer located within the University’s network are warned that the University has no control over what quality content may be found through even the simplest search of the Internet and that many of the available pages may contain offensive, sexually explicit, or inappropriate material. The University does not condone intentionally accessing this information via the Internet connection.

Any person using the computer or network resources does so within the bounds of this authorization. Persons who violate this policy will lose their access privileges to Bellevue University’s computing systems pending an evaluation of the alleged violations.

For additional information, a complete copy of the policy statement discussing computer and network use is posted on the bulletin board located in the student computer labs.

Copyright Protection Policy
It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the “fair use” doctrine, which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitations take the form of a “compulsory license” under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions. For further information about the limitations of any of these rights, consult the copyright law or write to the U.S. Copyright Office.

Drug/Alcohol Policy

Bellevue University strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. The University will impose disciplinary sanctions on students and employees (consistent with local, state and federal law), up to and including dismissal from the University or termination of employment and referral for prosecution, for violation of these standards of conduct. Disciplinary sanctions may include the completion of an appropriate rehabilitation program.

Alcohol is medically classified as a depressant drug and is just as dangerous as illegal drugs. Its effects are swift in the short term, and it also can cause long-term problems. In the State of Nebraska, possession or use of alcohol as a beverage by an individual under the age of 21 is illegal.

Possession or use of alcohol by any student in University facilities or in University apartments is prohibited. Empty or partially empty containers, caps, or alcohol related items would be considered possession. All alcohol found in University facilities will be confiscated.

The above policy is included in all pertinent school publications, including faculty, staff, and student handbooks. Members of the University community who may need drug or alcohol abuse counseling may contact the Human Resources Department or Academic Services for appropriate referral.

Family Educational Rights and Privacy Act
Annual Notification to Students (FERPA)
Section 99.7 of the Family Educational Rights and Privacy Act (FERPA) requires students be informed of their rights under the FERPA regulations. These student rights include the following:

1. The right to inspect and review the student’s education records.
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and regulations in this part authorize disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint under Section 99.4 concerning alleged failures by the University to comply with the regulations of the Act and this part.
5. The right to obtain a copy of the policy adopted under Section 99.6 of the FERPA regulations. Students may obtain a copy of the University’s FERPA policy from the Registrar, the Director of Student Financial Services, or the Executive Assistant to the President.
6. The following has been identified as Directory Information and may be released without the student’s written consent:
   - Student name
   - Major field of study
   - Participation in recognized activities and sports
   - Height and weight of members of athletic teams
Bellevue University does not warrant that the functions or information contained in the online environment will meet any requirements or needs the student or user may have. Furthermore, the University does not warrant that Bellevue University Online will operate error free, or in an uninterrupted fashion, or that any defects or errors in Bellevue University Online will be corrected, or that Bellevue University Online is compatible with any particular platform. Bellevue University provides the online classroom environment under agreements with software, hardware, or Internet service providers.

In no event will Bellevue University be liable to students or other users for any incidental or consequential damages (including, without limitation, indirect, special, punitive, or exemplary damages) out of any use of or inability to use Bellevue University Online, or for any claim by any party, even if Bellevue University had been advised of the possibility of such damages. Bellevue University’s total liability with respect to Bellevue University Online shall not exceed the tuition paid by students or users for online courses or training.

Personal Conduct Policy
In matters of personal conduct, the University expects students to be governed principally by a sense of discretion and a regard for the interests and dignity of others. Students who are unable or unwilling to participate in the University community in a mature, responsible manner reflecting the University’s mission may be asked to withdraw, refused the privilege of re-registration, or suspended or expelled from the University. The rights and privileges of Bellevue University students, with respect to conduct, are described in this section.

Bellevue University complies with the requirements of the Title II of Public Law 101-542, as amended, also known as the Crime Awareness and Campus Security Act of 1990. The University Controller is responsible for administering this Act.

Harassment Policy
It is Bellevue University policy to prohibit any act of harassment against any individual associated with the University. In keeping with the educational mission of the University, we will foster open learning and working environments. To meet its moral as well as legal obligations, procedures have been developed that will protect students and employees from harassment, as well as establish an environment in which such unacceptable behavior will not be tolerated. These procedures are published in the Student Handbook.

Any student exhibiting potential harm to self or others may be removed from campus and/or classes and may be required to seek professional help. The student must submit a petition to the Dean of Academic Services/Dean of Students for consideration in returning to classes.

The ethical obligation to provide an environment that is free from harassment and from the fear that it may occur is implicit. The entire collegiate community suffers when harassment is allowed to pervade the academic atmosphere through neglect or through the lack of educational programs designed to clarify appropriate professional behavior and promote understanding of what constitutes harassment.

Plagiarism Policy
Plagiarism shall be defined as appropriation of the words, or ideas, or creations of another without crediting the source.

In case of academic dishonesty or plagiarism, the instructor shall attempt to discuss the matter with the student prior to consultation with the Dean of Academic Services/Dean of Students. The instructor may take action as severe as giving the offending student a failing grade in the assignment or course, or filing a written request for suspension or expulsion with the Dean of Academic Services/Dean of Students.

Student Conduct Code, Sexual Harassment Policy, student records policies, or any other existing formal procedure under which a complaint may fall.

Students are encouraged to attempt to resolve the issue directly with the member of the faculty, staff or administration involved in an informal manner. If a satisfactory resolution cannot be reached informally, a student’s complaint must be submitted to the student’s academic advisor. The Academic Advisor is a student’s liaison in the complaint process. Academic advisors will document, communicate, and follow up with the department/area under which the complaint falls and the student to ensure complaints are resolved.

If satisfactory resolution is not reached with the department, a student or their Academic Advisor may submit his/her complaint in writing to the Dean of Students for review. If satisfactory resolution is still not reached, a student may submit his/her complaint in writing to the Provost of the University, whose decision will be final.

Student Email Policy
Email is an official means for communication within Bellevue University. Therefore, the University has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely fashion.

Official university email accounts are available for all registered students and alumni. Official university communications will be sent to students’ official university email address. Students are expected to check their Bellevue email accounts on a frequent and consistent basis in order to stay current with university-related communications. Faculty may determine how email will be used in their classes. Faculty may expect that students’ official email addresses are being accessed and faculty may use email for their courses accordingly.

The University recommends checking email once a week (at a minimum); in recognition that certain communications may be time-critical. Students must ensure there is sufficient space in their accounts to allow for email to be delivered. Emails that have been in the “trash can” for 30 days or more will automatically be removed. Alumni (and students who are not registered) with
email accounts that are inactive for more than 12 months will have their accounts terminated in the system. For reinstatement of the account, students must register and alumni must contact the Foundation for assistance.

A student may have email electronically redirected to another email address. If a student wishes to have email redirected from his or her official address to another email address (e.g., @aol.com, @hotmail.com), they may do so, but at his or her own risk. The University will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with communication sent to his or her official email address.

In general, email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.

- Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.
- Email shall not be the sole method for notification of any legal action. While incidental personal use of email is acceptable, conducting business for profit using University resources is forbidden.

Examples of Inappropriate Use

Any inappropriate email (some examples of which are described below and elsewhere in this policy) is prohibited. Users receiving such email should immediately contact the University Helpdesk.

- The creation and exchange of messages that are harassing, obscene or threatening.
- The unauthorized exchange of proprietary information or any other privileged, confidential sensitive information.
- The creation and exchange of advertisements, solicitations, chain letters and other unofficial, unsolicited email.
- The creation and exchange of information in violation of any laws, including copyright laws, or University policies.
- The knowing transmission of a message containing a computer virus.
- The misrepresentation of the identity of the sender of an email.
- The use or attempt to use the accounts of others without their permission.

Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other form of electronic communications. If a student engages in this type of behavior it will be considered a violation of the policy and may result in disciplinary action; including termination of the student email account. For additional information regarding disciplinary actions and appeals, please consult the student handbook.

Student Rights and Responsibilities

The following particular rights of the student are recognized as those which the University has a duty to foster and protect:

1. The right to pursue educational goals and activities consistent with the mission of the University.
2. The right to bring forth complaints per the guidelines set by University policies listed within this catalog or most recent student handbook.
3. The equal right with others to appropriate, available services of the faculty, administrative offices, and counseling agencies of the University.
4. The right to fair and impartial evaluation of the student’s academic work.
5. The right to due process in the University’s appeal and disciplinary procedures.
6. The right to have the University maintain and protect the confidential status of the student’s academic conduct and counseling records. Except under legal compulsion, information contained in such records with the exception of name, major field of study, participation in recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degree and awards received, and most recent previous school attended shall not be released to agencies outside the University without the expressed consent of the student. The student shall specify what categories, if any, of his or her records are excluded from such permission; otherwise the permission will be deemed to be general. If the permission is limited, this fact may be noted on the release.

Recognition of this right of confidence shall not, however, infringe on the right of an individual to express his or her unofficial personal judgment within a professional framework as to the ability and character of a student based on personal knowledge and the public reputation the student has made for himself or herself in the University community. Students may obtain a copy of the University’s FERPA policy from the Registrar, the Director of Student Financial Services, or the Dean of Academic Services/Dean of Students.

Examples of Inappropriate Use

The following are among the responsibilities recognized as incumbent upon every student:

1. The responsibility to exercise initiative in contributing to and maintaining standards of academic performance as established by the faculty and governing authorities of the University.
2. The personal responsibility for acting in such a manner as to promote and ensure for fellow students and members of the University family the rights outlined above.
3. Individual responsibilities for his or her actions with respect to University rules and regulations.
4. Individual responsibility for his or her actions with respect to the provisions of local, state, and federal laws.
5. Responsibility for conducting himself or herself in a manner that helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.
6. Responsibility to refrain from individual and group action that causes loss or damage to property and rights therein of the University, fellow students, or any other member of the University community.
7. The student is expected to attend all class sessions or to actively participate in online classes except in cases of significant circumstances (i.e. illness or death in the family). The student is to notify the faculty as soon as potential absences may occur.
8. Students are bound by all rules, regulations, and processes of the Student Handbook that is effective during the terms of enrollment.
9. Students are obligated to follow and be knowledgeable of the rules, regulations, processes and requirements listed within their applicable catalog and Student Handbook.
## Undergraduate Degrees Offered

<table>
<thead>
<tr>
<th>Major</th>
<th>Degree</th>
<th>Accelerated</th>
<th>Online</th>
<th>Cohort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>BS</td>
<td>✔</td>
<td>✔</td>
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</tr>
<tr>
<td>Adult Education</td>
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<tr>
<td>Advertising Management</td>
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<tr>
<td>Art Management</td>
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<tr>
<td>Studio Art</td>
<td>BA/BFA</td>
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<tr>
<td>Behavioral Science</td>
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<tr>
<td>Biology</td>
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<tr>
<td>Business</td>
<td>BS</td>
<td>✔</td>
<td>✔</td>
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</tr>
<tr>
<td>Business Administration</td>
<td>BS</td>
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<tr>
<td>Business Information Systems</td>
<td>BS</td>
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<tr>
<td>Communication Arts</td>
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<tr>
<td>Computer Information Systems</td>
<td>BS</td>
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<td>✔</td>
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</tr>
<tr>
<td>Computer Information Systems in Business</td>
<td>BS</td>
<td></td>
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<tr>
<td>Corporate Communication</td>
<td>BS</td>
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<tr>
<td>Corrections Administration and Management</td>
<td>BS</td>
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<tr>
<td>Criminal Justice Administration</td>
<td>BS</td>
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<tr>
<td>Culinary Arts</td>
<td>BS</td>
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<tr>
<td>Gaming and Simulation</td>
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<tr>
<td>Graphic Design</td>
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<tr>
<td>Graphic Design – Print</td>
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<tr>
<td>Graphic Design – Web</td>
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<td>Healthcare Management</td>
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<tr>
<td>Health and Human Performance (Physical Education)</td>
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<td>Health Science</td>
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<td>History</td>
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<tr>
<td>Human and Social Services Administration</td>
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<tr>
<td>Information Technology</td>
<td>BS</td>
<td></td>
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<tr>
<td>Investigations</td>
<td>BS</td>
<td>✔</td>
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<tr>
<td>Leadership</td>
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<td>Legal Studies</td>
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<td>Logistics Management</td>
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<td>Long Term Care Administration</td>
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<td>Management</td>
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<td>Management of Health Informatics</td>
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<td>Management of Human Resources</td>
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<td>Management Information Systems</td>
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<td>Marketing Management</td>
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<tr>
<td>Organizational Systems Management</td>
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<tr>
<td>Psychology</td>
<td>BS/BA</td>
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<td>Security Management</td>
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<tr>
<td>Sociology</td>
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<td>Software Development</td>
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<td>Sports Management</td>
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<td>Systems and Network Administration</td>
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<td>BAS/BS</td>
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</tbody>
</table>

For more information on program offerings, see page 41

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- BA - Bachelor of Arts
- BAS - Bachelor of Applied Science
- BS - Bachelor of Science
- BFA - Bachelor of Fine Arts
- BA = Accelerated Offering
- BAS = Bachelor of Applied Science
- BS = Bachelor of Science
- BAS/BS = Cohort Offering
- BAS/BS = Batch Offering
# Graduate Programs in Business

<table>
<thead>
<tr>
<th>Major</th>
<th>Degree</th>
<th>Accelerated</th>
<th>Online</th>
<th>Cohort</th>
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</thead>
<tbody>
<tr>
<td>Acquisition and Contract Management</td>
<td>MS</td>
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<tr>
<td>Executive Master of Business Administration</td>
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<td>Human Capital Management</td>
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<tr>
<td>Management</td>
<td>MA</td>
<td>✔️</td>
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<td>⚫️</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td>MBA</td>
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<tr>
<td>– Interdisciplinary Business concentration</td>
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<td>– Accounting concentration</td>
<td>MBA</td>
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<tr>
<td>– Acquisition and Contract Management</td>
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<tr>
<td>– Executive Coaching concentration</td>
<td>MBA</td>
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<td>⚫️</td>
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<tr>
<td>– Finance concentration</td>
<td>MBA</td>
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<tr>
<td>– Healthcare concentration</td>
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<tr>
<td>– Human Resource Management concentration</td>
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<td>– International Management concentration</td>
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<tr>
<td>– Management Information Systems concentration</td>
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<td>– Marketing concentration</td>
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<td>– Supply Chain Management concentration</td>
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</table>

MA - Master of Arts  
MS - Master of Science  
MBA - Master of Business Administration  
✔️ = Accelerated Offering  
☯ = Online Offering  
蹉 = Cohort Offering

# Graduate Programs

<table>
<thead>
<tr>
<th>Major</th>
<th>Degree</th>
<th>Accelerated</th>
<th>Online</th>
<th>Cohort</th>
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</thead>
<tbody>
<tr>
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<td>Computer Information Systems</td>
<td>MS</td>
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<td>⚫️</td>
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<tr>
<td>– Business Administration concentration</td>
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<tr>
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<tr>
<td>– Computer Information Systems concentration</td>
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<tr>
<td>– Healthcare concentration</td>
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<td>– Information Security concentration</td>
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<td>⚫️</td>
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<tr>
<td>Master of Healthcare Administration</td>
<td>MHA</td>
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<td>Human Services</td>
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<tr>
<td>– Clinical Counseling</td>
<td>MS</td>
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<tr>
<td>Instructional Design and Development</td>
<td>MS</td>
<td>✔️</td>
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<td>Master of Public Administration</td>
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<td>Master of Public Health</td>
<td>MPH</td>
<td>✔️</td>
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<tr>
<td>Security Management</td>
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</table>

MA - Master of Arts  
MS - Master of Science  
MBA - Master of Business Administration  
✔️ = Accelerated Offering  
☯ = Online Offering  
蹉 = Cohort Offering
Federal Disclosure Information

According to Federal Regulations, institutions must disclose certain information to enrolled students, prospective students, parents, and employees. Below is a list of available disclosures, a brief description, contact, department, phone number, or where you can locate detailed information.

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Description</th>
<th>Contact</th>
<th>Department</th>
<th>Phone</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rights Under Family Education Rights and Privacy Act (FERPA)</td>
<td>Student’s right to review educational records</td>
<td>Michelle Eppler</td>
<td>Academic Services</td>
<td>(402) 557-7010</td>
<td>University Catalog</td>
</tr>
<tr>
<td>FFE/Dict Loan deferments for Peace Corps or volunteer services</td>
<td>Eligibility to defer loan payments for services performed in these areas</td>
<td>Jon Dotterer</td>
<td>Student Financial Services</td>
<td>(402) 557-7320</td>
<td>Student Financial Services Office</td>
</tr>
<tr>
<td>Available Financial Assistance</td>
<td>Types of Financial Aid Programs available at BU</td>
<td>Jon Dotterer</td>
<td>Student Financial Services</td>
<td>(402) 557-7320</td>
<td>University Catalog Financial Aid Web Page</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>(402) 557-7320</td>
<td>Financial Aid Brochure</td>
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<tr>
<td>Institutional Information</td>
<td>Information about schools costs, policies and procedures</td>
<td>Gerald Blasig Dr. Mary Hawkins Jon Dotterer</td>
<td>Business Office: Provost Student Financial Services</td>
<td>(402) 557-7075, (402) 557-7005, (402) 557-7320</td>
<td>University Catalog Student Handbook</td>
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<tr>
<td></td>
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<td>Inge Jacobs</td>
<td>Provost Office</td>
<td>(402) 557-7008</td>
<td>Provost Office</td>
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<tr>
<td>Completion Rate, Graduation Rate, Transfer Out Rate</td>
<td>Statistics on the completion graduation rate and transfer rates of BU students</td>
<td>Jerry Mosser</td>
<td>Athletic Director</td>
<td>(402) 557-7050</td>
<td>Provost Office</td>
</tr>
<tr>
<td>Athletic Program Participation Rates and Financial Support Data</td>
<td>Statistics/student gender, Operating expenses, Gender/head coach, Full/part time for both students and coach</td>
<td>Jerry Mosser</td>
<td>Athletic Director</td>
<td>(402) 557-7050</td>
<td>Provost Office</td>
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<tr>
<td>Athletic Program Completion Graduation Rates, Transfer Out Rate</td>
<td>Statistics on the completion, graduation and transfer rates of BU students by gender and race</td>
<td>Jerry Mosser</td>
<td>Athletic Director</td>
<td>(402) 557-7050</td>
<td>Provost Office</td>
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<tr>
<td>Campus Security Report</td>
<td>Crime Statistics of Bellevue University</td>
<td>Mike Damato</td>
<td>Safety Administrator</td>
<td>(402) 557-7079</td>
<td>Campus Security Brochure University Website</td>
</tr>
</tbody>
</table>
South Omaha Outreach Program

South Omaha Outreach is a program initiative by Bellevue University to enroll, retain, and educate residents of South Omaha and Bellevue, a culturally and economically diverse section of the greater Omaha area that includes many Latino and low-income families. Bellevue University’s main campus is located just a few miles from South Omaha, providing a small-school atmosphere close to home, work, and family.

Services Provided

Advising – Prospective students receive one-on-one advising in both English and Spanish throughout the admissions and financial aid process. Once enrolled, the personal attention continues (mandated for scholars) as students’ individual academic progress is closely monitored to ensure successful completion of degree and certificate programs.

Tuition and emergency financial aid – Significant scholarship support is available for traditional, non-traditional and accelerated degree students. Grants may be awarded to non-traditional students to offset child-care and transportation cost barriers.

Language instruction – Students who need to improve their knowledge of the English language before enrolling in college-level courses may take advantage of superior English as a Second Language instruction. For more information, please contact the Director of Outreach at (402) 557-7273 or gina.ponce@bellevue.edu.

Associate Degree Transfer Agreements

Bellevue University has articulation agreements with several U.S. colleges and institutions and with universities abroad. These agreements allow students graduating with transfer courses or degrees in technical, career, or liberal arts fields to transfer directly to Bellevue University to complete a bachelor’s degree program.

Under agreements with two-year colleges, the student receives maximum program flexibility at a minimum cost, to receive full academic value for the associate-level degree. If previously earned Bellevue University credit hours are included in the associate’s degree, they are not counted in the total number of transfer hours. The student admitted under these programs must complete the remaining specified coursework to obtain the bachelor’s degree.

International institutions with articulation agreements include:

- Galilee College
- Hiroshima College of Foreign Languages
- Osaka College of Foreign Languages and International Business
- Senzoku Gakuen College
- Syrian Virtual University

Community colleges with articulation agreements include:

- Alexandrai Technical College – Minnesota
- Austin Community College – Texas
- Central Community College – Nebraska
- Central Texas College – Texas
- Community College of the Air Force
- Defense Language Institute – California
- Des Moines Area Community College – Iowa
- Florida Community College at Jacksonville – Florida
- Fox Valley Technical College – Wisconsin
- Hamilton College – Iowa
- Iowa Lakes Community College – Iowa
- Iowa Western Community College – Iowa
- Johnson County Community College – Kansas
- Kaplan College – Florida
- Kirkwood Community College – Iowa
- Madison Area Technical College – Wisconsin
- Metropolitan Community College – Kansas
- Metropolitan Community College – Nebraska
- Mid-Plains Community College Area – Nebraska
- Nebraska Indian Community College – Nebraska
- North Harris Montgomery Community College District – Texas
- Northeast Community College – Nebraska
- Northwest Iowa Community College – Iowa
- Oakland Community College – Ohio
- Pensacola Junior College – Florida
- Pike’s Peak Community College – Colorado
- Pulaski Technical College – Arkansas
- Sinclair Community College – Ohio
- Southeast Community College – Nebraska
- Southeast Technical Institute – South Dakota
- Southwestern Community College – Iowa
- Vatterott College – Missouri
- Western Iowa Tech Community College – Iowa
- Western Nebraska Community College – Nebraska
- Wisconsin Indianhead Technical College – Wisconsin

See www.bellevue.edu for complete information.

Transfer students and graduates who have received an Associate of Science (A.S.), Associate of Arts (A.A.), or Associate of Applied Science (A.A.S.) degree from other community colleges may be admitted to Bellevue University under the same transfer arrangements.

Bachelor Degree Transfer Agreements

Four-year colleges with articulation agreements include:

- Buena Vista University – Iowa
- Bob Jones University – South Carolina
- Defense Acquistion University – Virginia
Bellevue University has a 3+1 program with Buena Vista University in Iowa. Bellevue University students can receive a bachelor’s degree with teacher certification in secondary education from Buena Vista University. Enrollment Management staff can arrange for an individual meeting with an academic advisor from Buena Vista University.

Community College Advantage Partnership

Bellevue University’s Community College Advantage Partnership makes it possible for community college students to earn bachelor’s degree with just one additional year of study. Bellevue University works with Advantage Partner schools, ensuring students complete the necessary elements in their associate’s degrees to quickly complete their bachelor’s degrees.

Students with associate’s degrees, who have at least 82 credit hours, may begin Bellevue University’s 2+ONE™ program immediately. Bellevue University works with 2+ONE™ students to plan the incremental elective credit hours needed from their community colleges to complete their bachelor’s degree. For students who have already graduated with associate’s degrees with fewer than 82 credit hours, a special financial credit against their Bellevue University tuition expenses can be arranged to offset the cost of additional community college courses. Details on transfer opportunities may be obtained from Community College Admissions at Bellevue University and are available at www.bellevue.edu.

Military Students

Active duty military, retired military, and their spouses and dependents are welcome at Bellevue University. Students may use the Offutt Air Force Base Education Office for assistance in continuing their education at Bellevue University. The University’s representative at Offutt can assist with registration for classes offered either on base, on campus, or online.

The representative can help determine educational options, select courses, evaluate potential transfer credits, and counsel students on programs, including the Community College of the Air Force/Bellevue University articulation agreement. Forms for tuition assistance are available at the Base Education Office. These forms can be processed on base or online. All parts of the registration process can be completed in one stop.

Students also can use the GI Bill, either in-service or out-of-service, and U.S. military education benefits. The Veteran Services Representative is located in the Student Financial Services Office on the Bellevue University campus. Military and military-related students are welcome to use all of the student services available at Bellevue University, whether they are taking courses on base, on campus, or online. These services include, but are not limited to, the library, recreation rooms, gym, student center, and University activities.

Military Education and Training

Bellevue University has a long standing tradition of supporting students in the military. As a part of this tradition, Bellevue University has entered into numerous agreements and joined the following military educational initiatives: eArmyU; goarmy.edu; Servicemembers Opportunity College; and AUABC to support our students. Credit is awarded for past military experience. Visit www.bellevue.edu for complete information on ways of earning credit.

On-Base Counseling

For information, contact the Offutt Air Force Base Education Office, (402) 291-8853, or Enrollment Management, (402) 293-2000. Tuition for on-base courses is the same as on-campus courses.

DSST Memorandum of Understanding (MOU)

Bellevue University’s online programs are approved DSST distance learning programs. The MOU applies to active duty and reserve component military personnel who enroll by paying their own tuition and fees, or who receive VA reimbursement, or who receive tuition assistance (whether reimbursed by DSST, the service, or funded up-front by the service). DSST processes tuition reimbursements for active-duty Army National Guard, and Navy. Prior to enrolling, service members must receive counseling from their local Education Counselors regarding service-specific policies. For more information, contact the Bellevue University office on Offutt AFB, contact DSST at (877) 471-9860, or visit www.getcollegecredit.com

Servicemembers Opportunity College

Bellevue University is a member of the Servicemembers Opportunity College (SOC), a consortium of national higher education associations with more than 400 institutional members. The SOC consortium functions, in cooperation with the Department of Defense (DOD) and the military services, help meet the voluntary higher education needs of service members. As a SOC member, Bellevue University recognizes the educational needs of members of the military and has developed policies to ensure convenient transfer of credit from other institutions and to allow students to complete the degree by taking their final courses at other institutions. Bellevue University also awards credit for learning that occurs in extra-institutional and non-instructional settings and for specialized military training and occupational experiences.

Full details on SOC and on the benefits accorded to students as a result of Bellevue University’s association with SOC are available from the Dean of Academic Services/Dean of Students.

ROTC: Air Force-Aerospace Studies Army-Military Science

Students may participate in Air Force ROTC through cross enrollment with the University of Nebraska at Omaha or Army ROTC through cross enrollment with Creighton University. For further information, contact Admissions at Bellevue University.

Military Tuition Assistance

Students using Government Tuition Assistance may do so by submitting an approved Tuition Assistance Form to the Student Financial Services Department. Students are responsible for payment of books, fees, and tuition not covered by Tuition Assistance. Students using tuition assistance are responsible for turning in their Tuition Assistance Form. Failure to do so may result in Tuition Assistance not getting approved after the class/module begins. Students will
Veteran Services

General Information
Veteran advising is available in the Veteran Services Office, Monday through Friday, from 8 a.m. to 5 p.m. Central Time to assist veteran students, by phone or in person, with any University or veteran educational benefit matter. The Veteran Services Office is located in the Student Financial Services Office in the Educational Services Building. The Veteran Services Office provides certification of enrollment and helps arrange for tutorial assistance, part-time employment of veterans, and other special programs and services as needed. Payment of tuition is not contingent upon receipt of Veterans Administration (VA) benefits.

Veteran Work-Study Program
Some veteran students qualify for the VA Work-Study program, which provides funds for part-time positions at various locations on campus, serving veterans. Any questions should be directed to the Veteran Services Office.

Veteran Enrollment Status
Students should check with the Veteran Services Office if they are not sure of enrollment status. As a general rule for VA purposes, the following applies:

Undergraduate (Traditional)
- **Day Students**
  - Full-time = 8 credit hours
  - 3/4 Time = 6 credit hours
  - 1/2 Time = 4 credit hours
- **Evening Students**
  - Full-time = 8 credit hours
  - 3/4 Time = 6 credit hours
  - 1/2 Time = 4 credit hours

Note: Saturday classes count as evening enrollment.

Graduate (Traditional)
- Full-time = 6 graduate credit hours
- 1/2 Time = 3 graduate credit hours

Advance Payment for Veterans
An advance payment may be authorized for students admitted to school who have expressed their intention to enroll at half time or more. The advance payment check, sent to the school, includes payment for the first month, or portion thereof, and the second month of enrollment. Application for “advance payment” must be made at least 45 days prior to commencement of classes. Contact the Veteran Services Office for the proper application form.

Use of Military Tuition Assistance (TA), TA Top-Up (TATU) & the VA Educational Benefit (GI Bill)
An active-duty military member has the option of using Tuition Assistance (TA), TA Top-Up (TATU) or GI Bill. A student may use TA or TATU for one class and the GI Bill for another. Military TA currently has certain restrictions, depending upon which branch of service, i.e., an aggregate limit of $4,500 per fiscal year and a cap of $250 per credit hour, that must be considered when exploring which option to use. Contact the Veteran Services Office for an explanation of advantages for each option.

Pre-Professional Programs
Bellevue University’s pre-professional programs offer a number of the foundation courses required by most professional programs, including: Allied Health; Architecture; Chiropractic Medicine; Dentistry; Divinity; Engineering; Law; Medicine; Mortuary Science; Nursing; Occupational Therapy; Optometry; Pharmacy; Physical Therapy; and Veterinary Medicine. Students are encouraged to directly follow the catalogs of professional schools to ensure that specific degree requirements are met. Enrollment Management counselors will assist students in coordinating programs between institutions.
Academic Honesty

Bellevue University is committed to academic excellence. Academic honesty from all University members is essential in achieving that objective. Academic honesty includes adherence to guidelines established by the instructor in a particular course. It prohibits representing the work of others to be one's own (plagiarism); tampering with library, computer or student materials; or facilitating dishonesty by others. Penalties for academic dishonesty may range from a grade of “F” on the work in question or for the course to expulsion from the University. The Student Handbook provides detailed information pertaining to academic dishonesty, including procedures for determining disciplinary action.

Course Information

Academic Classification

The number of semester credit hours earned determines a student's academic classification.

<table>
<thead>
<tr>
<th>Freshman</th>
<th>0-29 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td>30-59 hours</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89 hours</td>
</tr>
<tr>
<td>Senior</td>
<td>90 hours and above</td>
</tr>
</tbody>
</table>

Course Numbers

- 100-199 — lower-division courses for freshmen and other students satisfying prescribed curricular requirements.
- 200-299 — lower-division courses for sophomores, freshmen of proven ability, and juniors and seniors satisfying prescribed curricular requirements.
- 300-499 — upper-division courses for juniors, seniors, and qualified lower-classmen of proven ability.
- 500-699 — upper-division courses for students enrolled in graduate-level studies.

NOTE: Regardless of delivery method, there is only one course number assigned per individual course.

Class Load

Undergraduate and Graduate Traditional Programs

The normal class load for undergraduate students is 12 credit hours per session. Students wishing to carry more than the maximum without permission at any given time, must obtain the written permission of their advisors and the dean of their college, or designated representative, prior to registration.

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Day</th>
<th>Evening</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time status*</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Normal class load</td>
<td>12</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Max. without permission</td>
<td>15</td>
<td>12</td>
<td>12</td>
</tr>
</tbody>
</table>

* To be considered full-time status, students must be enrolled in at least eight credits Day or Evening or a combination between the two sessions must equal eight.

International students enrolled in English as a Second Language (ESL) courses have different criteria for full-time status. International Students must be registered for a full-time course load in ESL. International students should contact the International Programs for guidelines.

Students should keep in mind that most courses require an average of two hours of study outside the classroom for every hour in-class.

Students enrolled in Master of Business Administration, Master of Science in Computer Information Systems, Master of Science in Human Capital Management, Master of Science in Human Services, or Master of Science in Management Information Systems courses carrying six credit hours or more per session are considered full-time students. Students wishing to carry more than six hours at any time must obtain written permission from their college dean.

Undergraduate and Graduate Accelerated, Cohort-Based Programs

Students enrolled in an undergraduate or graduate accelerated or cohort-based program are considered full-time students.

Change of Schedule

Students are advised to keep any schedule changes to a minimum. Any change must be accomplished on a Drop/Add Form obtained from and returned to the Registrar or process the add/drop through B.R.U.I.N. A fee will be assessed in accordance with the fee schedule. International students must ensure they maintain full-time status.

Students in the Accelerated Bachelor’s Degree Completion Programs may accomplish a change of schedule through the drop/add method. Students who believe a change of schedule is necessary should confer with their major professor and should work closely with their academic advisor.

Students in the graduate cohort degree programs who wish to drop/add should work with the dean of the appropriate college.

Changes of schedule may affect the student’s financial aid. The student must work closely with the Student Financial Services Office and the Business Office to minimize the impact of the rescheduling upon financial aid and tuition payment schedules. Written authorization from the Business Office indicating prior financial arrangements for tuition payment will be required for completion of the rescheduling process. Tuition for courses following the reschedule is assessed at the current tuition rate. Please see the Education Costs and Policies section on page 27.

Withdrawal/Dropping a Course

Students are encouraged to seek solutions to academic problems by utilizing the advising resources. When considering withdrawal from the University, students should consult with their instructors and academic advisor to determine if this is the best course of action. Withdrawals usually impact the students’ accounts, financial aid, tuition assistance, and Veterans’ benefits status, thus students are encouraged to consult with their student financial counselor prior to withdrawal.
**Responsibility for Withdrawal**

Students are responsible for ensuring the withdrawal process is complete. Students should seek verification of withdrawal when they do not personally complete the form or when they process a withdrawal through the B.R.U.I.N. system (and do not receive an auto-response).

International students must secure authorization from an academic advisor prior to any course load adjustment.

Students wishing to withdraw from a class after the “Last day to withdraw or change to audit” must obtain dean’s approval.

**Withdrawal from a Program**

Students must have a GPA of 2.0 or greater in their major after completion of the first 18 credit hours of an accelerated cohort program or the student will be academically withdrawn.

Students who withdraw from accelerated, cohort-based programs will follow the withdrawal schedule as stipulated by contract. Students enrolled in a degree program have made a commitment to complete the academic major through intensive learning within the specified time period. Graduate students must submit a letter or an email to the appropriate dean stating their reasons for withdrawing from the program.

If a student experiences dramatic changes in work or life during the year, the academic goal may be affected. Students are encouraged to meet with their major professor, and with their academic advisor, to discuss alternatives. Students with medical or family health issues are encouraged to contact Disability Services.

If withdrawal is necessary, the student must complete the appropriate withdrawal form(s) as provided by the academic advisor, Student Financial Services, or Registrar. The Business Office or Student Financial Services will inform the student of the associated financial and contractual implications.

**Attendance**

All academic programs require the utmost participation of all students. Absence from academic programs is a very serious matter. It is understandable that sometimes events are beyond the control of the individual student. Should absences become excessive because of illness or outstanding job duties, the student must meet with their professor or advisor to develop a plan of action. Documentation of the cause of excessive absences will be requested from the student. Students experiencing medical issues or family health issues should contact Disability Services.

Unexcused absences are never acceptable and could result in a significantly lower grade for the course. Attendance standards for international students are established by federal regulation, and Bellevue University complies with these regulations.

Note: Missing two or more classes without approval from the instructor could be grounds for dismissal from a graduate program.

**Administrative Withdrawals**

An instructor may recommend administrative withdrawal of any student whose failure to attend class threatens his or her academic progress. Administrative withdrawal is an academic, not a disciplinary matter, and therefore is governed by the established procedures described in the appropriate policy statements of the University.

**Grading Systems and Policies**

**Grading System**

Instructors use the grading system below when reporting a student’s final grade in each course. The faculty report final grades to the Registrar at the end of each course. They become part of the student’s permanent record and are included in the computations of grade points earned and the grade point average.

*Letter grades for courses with their respective grade point equivalence, are:*

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade Point Equivalence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Work of exceptional character.</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Superior work and distinctly above average.</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Work of average quality.</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Work falls below average, but clearly above failure.</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Work fails to meet minimum requirements. No academic credit awarded.</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Used on a limited basis for specified courses. It is not calculated in the student’s GPA</td>
</tr>
<tr>
<td>N</td>
<td>No Pass</td>
<td>Work fails to meet minimum requirements. No academic credit awarded.</td>
</tr>
<tr>
<td>W</td>
<td>Official Withdrawal</td>
<td>Indicates official withdrawal from the course. It is not calculated in the student’s GPA</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>No academic credit awarded.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>This is not calculated in the student’s GPA. The grade of “I” or Incomplete is neither a final grade, nor a grade that  reflects issues of attendance. It is a temporary grade given only once at the end of the course to reflect that the student justifiably has not completed the required coursework for cause as determined by the faculty member. It also reflects that it is possible to complete the required work within a reasonable period of time – up to 12 weeks after the end of the class in which the “I” was given. If the work has not been fulfilled according to the time frame specified by the faculty member, a grade of “F” will be officially recorded.</td>
</tr>
</tbody>
</table>

Note: Faculty have one year after the end of a course to change a grade.

**Pass/No Pass Courses**

Students may elect to take specified courses on a Pass/No Pass basis. Pass/No Pass courses count toward the 127 credit hours for graduation and toward the 30 credit hour residency requirement. However, Pass/No Pass courses do not count toward graduation honor calculations because no grade points are assigned.

*Additional limitations on student elected Pass/No Pass courses are:*

1. Courses elected on a Pass/No Pass basis are limited to those outside the General Education Core Curriculum (elective courses only) and to courses outside the student’s major and/or minor, with the exception of
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Academic Standards of Progress

Each student is expected to maintain the Standard of Progress stipulated in this catalog. The academic stipulations of the catalog will remain in effect for seven years from the date of matriculation of the students enrolled under it. All students who have not graduated in this seven-year period will be subject to the provisions of a later catalog.

Grade Point Average (GPA)

Student academic performance is measured by computation of the Grade Point Average (GPA). The GPA is determined by multiplying the grade point value earned in each course by the number of credits assigned to each course, summing the products of the courses attempted, and dividing by the total number of credits attempted. The average is computed only on academic work completed at Bellevue University.

The effect of an “F” grade on the cumulative GPA can be changed by successfully repeating the course at Bellevue University, but will remain on the transcript as an “FX.” A student may repeat a course (failed at Bellevue University) at another institution, and transfer that course to Bellevue University. However, the original grade of “F” will remain on the student’s record, and the Bellevue University GPA will not be adjusted.

An undergraduate student must achieve a GPA of 2.0 or above in overall coursework and a 2.5 GPA in courses taken in the major (Accounting, English, Criminal Justice, etc.) to be eligible for a bachelor’s degree (diploma).

Graduate students must maintain a GPA of 3.0 or above. In addition, no course in which a grade is less than 2.0 may be used to graduate.

Note: Transfer credit, ELA credit, CLEP/DST, and proficiency tests are not computed into the Bellevue University grade point average.

Undergraduate Deans’ List

Bellevue University believes in rewarding excellence for a degree-seeking student’s academic performance in undergraduate programs. The Deans’ List recognizes undergraduate students who achieve high academic standards. For the Deans’ List, degree-seeking students must fulfill the following conditions:

Traditional Programs – Deans’ List

The degree-seeking student is eligible for the Deans’ List, on a semester by-semester basis, based on 8 completed credit hours for day session, six completed credit hours an evening session, or six completed credit hours for each summer semester, based on 8 completed credit hours for day session, six completed credit hours for each summer semester. A student must declare a major in order to be eligible for the Deans’ List. Undecided or non-degree seeking students are not eligible for the Deans’ List.

Accelerated Programs – Deans’ List

A degree-seeking student is eligible for the Deans’ List based on a grade point average of 3.5 per semester (18 credit hours). Students who complete academic work from October 1 through March 31 and for academic work completed from April 1 through September 30 will be eligible for the Deans’ List. An incomplete grade in either selected term of eligibility will disqualify the student. Regardless of GPA, a grade of “F” in either selected term also will disqualify the student from the Deans’ List. A student may be placed on the Deans’ List twice a year, and also may be eligible for Deans’ List if taking enough traditional credit hours to qualify.

If students’ status changes to non-degree for financial or academic issues, they are not eligible for the Deans’ List during the semester, unless the situation is rectified before the cut-off date of March 31 or September 30.

Repetition of Courses

A student may repeat a course to raise a previously earned grade. Students will have to register for the course and will be responsible for tuition, fees, and books. Students may not repeat an individual course after three failures (grade of “F” undergraduate “C” or below Graduate). Only the highest grade earned is computed in the Grade Point Average (GPA), and course credits are counted only once toward the required hours for graduation. Only coursework for undergraduate traditional programs, completed at Bellevue University is considered in the GPA for repeated courses. Courses taken at other institutions are accepted for replacement of courses taken at Bellevue University, for which a grade of “A” through “D” has been earned. A student may repeat a course that was failed at Bellevue University, at another institution. However, the original grade of “F” will remain on the student’s Bellevue University record and the Bellevue University GPA will not be adjusted.

Grade Appeals

Undergraduate & Graduate Students

Students have the responsibility and right to call to the attention of a professor any grade that the student believes to be in error. Before filing an official appeal to the administration, the student must first meet with the professor. If the professor is no longer with the University, the student must meet with the professor’s director to seek clarification of the grade. If the grade is correctly recorded and the student wishes to appeal it, the initial written appeal of the professor’s grade must be submitted to the respective college dean within 60 calendar days of the posting of grades in B.R.U.I.N. following the procedures described in the Student Handbook. Generally, the written appeal must be submitted to the dean of the appropriate College after first discussing the grade in question with the instructor. The dean may choose to convene a grade appeals committee consisting of three faculty members to render a final decision for the college on a grade appeal. The dean will provide the committee with appropriate documentation from the student and the instructor. The grade appeals committee has the authority to raise or lower the original grade that was assigned.

Professional seminars and workshops offered for credit may be awarded a grade of Pass/No Pass.

Pass/No Pass classes. The Pass grade will count toward hours for graduation but will not be included in the GPA calculation.

The Pass grade indicates performance at a “C” level or above in all Pass/No Pass classes. The Pass grade will count toward hours for graduation but will not be included in the GPA calculation.

4. The Pass grade indicates performance at a “C” level or above in all Pass/No Pass classes. The Pass grade will count toward hours for graduation but will not be included in the GPA calculation.

5. Professional seminars and workshops offered for credit may be awarded a grade of Pass/No Pass.

Academic Standards of Progress

Each student is expected to maintain the Standard of Progress stipulated in this catalog. The academic stipulations of the catalog will remain in effect for seven years from the date of matriculation of the students enrolled under it. All students who have not graduated in this seven-year period will be subject to the provisions of a later catalog.

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Undergraduate Minimum Standards of Progress

The minimum Standard of Progress is defined as follows:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-29</td>
<td>1.4</td>
</tr>
<tr>
<td>30-44</td>
<td>1.6</td>
</tr>
<tr>
<td>45-59</td>
<td>1.8</td>
</tr>
<tr>
<td>60 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

To complete the requirements for degree conferral, a student must maintain a grade point average that meets or exceeds a minimum Standard of Progress.

Graduate Academic Performance Standards

The completion of a master's degree requires that the student maintain an overall GPA of 3.0 or better in the graduate program, and no individual course below a 2.0 will count toward graduation. Guidelines may be obtained from the specific graduate college.

Maintaining Program Standing

Class attendance is critical to the interactive learning experience. Missing two or more classes without the approval of your instructor could be grounds for dismissal from the program. The integrated nature of the programs requires that students remain current in their assignments. A student who misses one or more classes is responsible for arranging with the instructor to submit work prior to the class meeting. Late homework and assignments will not be accepted.

Academic Warning

Undergraduate Traditional Programs

Students completing an academic session with a cumulative grade point average (GPA) less than the 2.0 required for graduation, but more than the applicable minimum Standard of Progress, will be placed on Academic Warning. This action is taken to remind the student that graduation is impossible unless the academic record is improved. As long as the student's GPA remains in this range, Academic Warning will continue. A student raising the GPA up to or above a 2.0 is removed from Academic Warning and placed in Good Standing.

Academic Probation

Undergraduate Traditional Programs

An undergraduate student completing an academic session in which the cumulative GPA is less than the applicable minimum Standard of Progress is placed on Academic Probation by the Dean of Academic Services/Dean of Students. A student on Academic Probation is not permitted to participate in any organized activities of Bellevue University except as part of class work. A student who misses one or more classes is responsible for arranging with the instructor to submit work prior to the class meeting. Late homework and assignments will not be accepted.

Academic Information

Bellevue University is below 2.0, or if the student receives a third grade of Incomplete. A student placed on probation may elect to withdraw from the academic program, i.e. the major.

Graduate Programs

A graduate student who completes an academic term in which either the cumulative GPA or the GPA for the term falls below a 3.0 will be placed on academic probation. Graduate students on academic probation must raise their cumulative GPA to a 3.0 in order to qualify for graduation. Only courses in which the graduate student earns a 2.0 or better will be used to meet graduate degree requirements. A student on Academic Probation may not register for more than the minimum number of hours recognized by the University as constituting full-time status for a session. A student on probation has nine credit hours to raise his or her GPA to acceptable standards or be placed on suspension.

Academic Suspension

Undergraduate

An undergraduate student on Academic Probation is suspended by the Dean of Academic Services/Dean of Students if the behavior that generated the probation is not corrected after taking eight additional hours of coursework. Students suspended from Bellevue University will not be re-admitted for a period of 12 months. This one-year period begins at the end of the student's last session of enrollment prior to suspension.

Graduate

Students placed on Academic Probation who fail to raise their GPA to 3.0 or higher during the probation period will be placed on Academic Suspension by their academic college dean. Students placed on Academic Suspension may not enroll in any graduate courses in the College of Arts and Sciences, College of Business, College of Information Technology or the College of Professional Studies for 12 months.

Return to Academic Good Standing

A student's status may be upgraded according to the following guidelines. To initiate review and possible status upgrading, the student or student's advisor/major professor should request review by the dean of the appropriate college or the Dean of Academic Services/Dean of Students.

- From “Warning” to “Good Standing” occurs when the condition that led to Warning has been rectified.

- From “Probation” to “Warning” or “Good Standing” occurs when the condition that led to Probation has been rectified.

- From “Suspension” to “Good Standing” occurs when the condition that led to suspension is rectified. Students are advised to meet with their academic advisor for assistance. The notations of Academic Warning, Probation and Suspension become a permanent part of the student’s record. These notations are not removed after a student earns an upgrade in status.
Appeals – Regarding Academic Standing
A student may appeal any decisions made regarding academic status as defined by this Catalog. Students who wish to appeal their academic standing must file a written appeal 15 days from the date of written notification from the dean of the college or Dean of Academic Services/Dean of Students. A detailed statement explaining the basis for the appeal must be submitted to the appropriate Dean. The Dean will inform the student of a decision within 15 days of receipt of the appeal. A final appeal may be made to the Chief Academic Officer – the University Provost, within 15 days of the Dean’s response. The Provost’s decision is final.

Auditing of Courses
Students may audit a traditional undergraduate course by registering for the course as an “Audit” at the time of registration. A student who audits a course is not required to participate in class recitation, turn in papers, or take examinations but is expected to attend class meetings. Students may be asked to join group discussions to maintain the flow of the course. Academic credit is not awarded for an audited course. The tuition and fees for auditing are the same as regular course tuition and fees.

A student may request that his or her registration be changed from “credit” to “audit” at any time until the end of week eight of a day evening, or summer session. The change must be approved, in writing, by the instructor of the course and the Registrar.

Students enrolled in cohort programs, graduate programs, or international students, may not audit courses.

Degree Conferral
As of April 2008, Bellevue University confers degrees monthly. The conferral of degrees becomes effective the last day of each month. Students must clear all obligations to the University prior to graduation. Diplomas will be sent four to six weeks after a student’s degree has been conferred. For more information regarding degree requirements, please see page 41 for Undergraduate degrees and page 43 for Graduate degrees.

Honors – Undergraduate Only
To be eligible for honors at graduation, undergraduate students must complete a minimum of 60 credit hours at Bellevue University. Credit hours earned with grades of pass/fail do not count toward graduation honors. CLEP/DSST, ELA, or any other transfer credits also do not count toward honors. Degrees with honors are awarded to candidates whose cumulative grade point average in courses taken at Bellevue University fall within the following limits:

<table>
<thead>
<tr>
<th>Honors Level</th>
<th>GPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.95 and above</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.88 through 3.94</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.76 through 3.87</td>
</tr>
<tr>
<td>With Distinction</td>
<td>3.60 through 3.75</td>
</tr>
</tbody>
</table>

Commencement Ceremony
A student will be allowed to participate in only one commencement ceremony. A student’s degree does not have to be conferred prior to participating. Students are required to register by specific deadlines in order to participate in a commencement ceremony:
- The deadline for registering to participate in the Winter Commencement is October 1.
- The deadline for registering to participate in the Spring Commencement is March 1.

Academic Regalia
The approved “regalia” consists of a black cap, a black gown for both men and women, and a tassel. Graduates receiving master’s degrees wear a master’s hood. Undergraduates meeting the criteria also will wear honor sashes. Graduates who wish to wear items other than the approved regalia must have those items approved by the full Board of Directors of Bellevue University. Requests in writing to the Provost must be made 60 days prior to the commencement ceremony. Students who fail to comply with standards for regalia will not be allowed to participate in commencement exercises.

Commencement Dates (subject to change)
- 2008 Spring Commencement
  Saturday, June 7, 2008, 9:30 a.m.
- 2009 Winter Commencement
  Saturday, January 31, 2009, 9:30 a.m.
- 2009 Spring Commencement
  Saturday, June 6, 2009, 9:30 a.m.
- 2010 Winter Commencement
  Saturday, January 30, 2010, 9:30 a.m.
- 2010 Spring Commencement
  Saturday, June 5, 2010, 9:30 a.m.
- 2011 Winter Commencement
  Saturday, January 29, 2011, 9:30 a.m.
- 2011 Spring Commencement
  Saturday, June 4, 2011, 9:30 a.m.

Alumni Benefits
Alumni can take advantage of a variety of programs and services designed to help stay in touch with Bellevue University. Information about alumni programs and services is available at www.bellevue.edu.

Bellevue University alumni are entitled to the following benefits: free lifetime access to the University’s extensive library databases and services, career assistance, and merchandise available from the campus bookstore. Alumni are also entitled to free admission to home athletic events and a 50 percent tuition discount on selected undergraduate classes, up to six credit hours per academic year. (The tuition discount is not available for accelerated classes/programs, minors in accelerated programs, and independent study). Also, application fees for Graduate Programs at the University are waived for alumni.

Alumni also receive quarterly issues of the University’s alumni newsletter, The VIEW, and alumni who have email addresses also receive the AlumniLinkOnline email newsletter four times a year. An important part of the alumni effort is recognition of dedicated and notable alumni, and selected alumni can receive either the University’s prestigious Alumni Achievement Award or the Alumni Service Award.

The Bellevue University Alumni Office is dedicated to staying connected with alumni as they move forward through life. Alumni are encouraged to share their interests by using the Alumni Interest Survey located on the University website. Once a year, alumni can also expect to receive a phone call from a student caller during the annual alumni fund drive. In addition to soliciting financial help from alumni, the Alumni Office is interested in verifying alumni addresses and other database information. Alumni also can update their own records at any time on the alumni website. Questions or comments can be directed to the Alumni Office at (402) 557-7293 or by visiting www.bellevue.edu.
Undergraduate Admission Requirements

1. All applicants for admission to Bellevue University are required to submit an Application for Admission accompanied by a one-time application fee of $50 for undergraduate programs. (International students, please see following section)

2. Submit official documentation of high school completion (official high school transcript, GED transcript, home school letter of completion or student certification of high school completion).

An applicant transferring from another institution of higher education also must satisfy the following requirements:

3. Submission of an official transcript from each accredited institution previously attended. (The transcript must be mailed directly from the previous institution to the Bellevue University Registrar) Transcripts must be submitted even though credit may not have been earned at the previous institution, and even though transfer credit may not be granted.

Foreign Credential Evaluation Process

All potential Bellevue University students with foreign academic documentation will need to have that documentation evaluated by World Education Services (WES) prior to being accepted and matriculated at Bellevue University. Students with foreign academic documents need to order course by course evaluations by WES.

WES will verify institutional accreditation status and complete a course-by-course evaluation containing the following: a description of credentials, including name, year awarded, name of institution attended, and major of field of study. It also provides the U.S. equivalent for each credential and lists all post-secondary subjects with their corresponding value expressed in the terms of U.S. semester credit and grade equivalents.

Those interested can order a WES evaluation/transcript at www.wes.org. Its website explains exactly what the student must provide and how much the student will be charged.

4. Transfer in good standing from the last institution of higher education attended. No individual course will be accepted for transfer when it carries a grade below “C-.” Associate’s and bachelor’s degrees, however, are transferred in full.

Note: To satisfy minimum residency degree requirements, transfer students must complete a minimum of 30 hours in residence at Bellevue University, including at least 12 hours in upper-level courses in each of their major areas (except for Business Administration majors that require 21 upper-level hours, and Accounting majors that require 24 upper-level hours).

5. Students dismissed from another institution during the previous five years for academic or disciplinary reasons will be accepted for admission after one year has elapsed since dismissal from that institution. Dismissed students will be accepted only in academic probation status. On occasion, students may make special application to the appropriate college dean and the Dean of Academic Services/Dean of Students, respectively, for provisional admission before completion of the one-year suspension.

6. In all cases of transfer, the credit evaluation is completed by the Registrar using guidelines set forward by the Council for Higher Education Accreditation (CHEA).

Admission of International Students to Undergraduate Programs

(402) 557-7283

These guidelines and regulations apply to international students planning to study in the United States. Online international students should refer to the general undergraduate admissions requirements (see above), and may not be in the United States to take online classes if status is F-1.

Bellevue University is authorized by the Citizenship and Immigration Services to issue the student Certificate of Eligibility Form I-20 for study in the United States. In compliance with The United States Citizenship and Immigration Service (USCIS) Regulations, international students must be enrolled full time. International students planning to attend on campus must apply for admission to Bellevue University as full-time students, transfer students or graduate students. The United States Citizenship and Immigration Services requires full-time attendance for all international students.

A student who scores less than 500 on the TOEFL paper-based test, 173 on the computer-based TOEFL, or 61 on the Internet-based TOEFL may enter the English as a Second Language (ESL) Program. For more information on the ESL program, please see page 64. Again, all international students applying for admission to the University’s undergraduate degree programs, including the ESL program, should contact International Program Admissions. For specific information about admissions to graduate programs, please see the graduate programs section on page 26.

Interested students can visit www.bellevue.edu for information and application requirements. The application fee for international students is $75 (U.S.) Bellevue University is committed to serving international students and has established an International Programs Office to process applications for admissions.

To apply for admission, the following must be submitted:

1. Completed Application Form
2. Affidavit of Support Form, with verification of funds, to include originals or certified copies of bank statements or statements of sponsorship (needed to complete eligibility for an I-20)
3. Official WES transcript (see Foreign Credential Evaluation Process information on this page)
Admission of International Students to Graduate Programs

To apply for admission into the graduate programs, the following must be submitted:

1. Completed Application Form
2. Affidavit of Support Form, with verification of funds, to include original or certified copies of bank statements or statements of sponsorship (needed to complete eligibility for an I-20)
3. Official WES transcript
4. TOEFL test results (required)
5. $75 U.S. Application Fee, which is non-refundable
6. GRE or GMAT is not required. International students are required to be in full-time attendance during the academic year, which does not include the summer sessions. International students enrolled in the English as a Second Language (ESL) Program for four credit hours are considered full-time students.

Note: ESL courses are explained on page 64.

International students, who have been awarded a bachelor’s degree from a regionally accredited U.S. institution of higher education, may apply for direct admission into graduate degree programs. Students must follow general admissions requirements for the specific graduate program, including WES transcripts. An affidavit of support form with supporting documentation is required. TOEFL test results are required for graduate admission. TOEFL test results are not required of students from select English-speaking countries. Contact the International Programs Office for more information on the admission requirements for international students.

It is possible for students with very different levels of language ability and academic backgrounds to be admitted directly into a graduate degree program. International students with a bachelor’s degree at a non-U.S. institution of higher education are able to apply for admission into the Master of Arts in Leadership, Master of Arts in Management, Master of Business Administration (MBA), Master of Science in Human Capital Management, Master of Science in Human Services, Master of Science in Computer Information Systems, or Master of Science in Management of Information Systems. International students with degrees from specified institutions in English-speaking foreign countries may qualify for direct admission to graduate programs.

Bellevue University acknowledges the difference in grading systems and standards outside the United States. A minimum grade point average of 2.0 in the undergraduate degree program is required to be admitted. A minimum grade point average of 2.5 is required for admissions before beginning the graduate-level courses. The TOEFL or Michigan Test of English Proficiency test score is used to determine a student’s level. A student who scores less than 520 on the TOEFL paper-based test, 190 on the computer-based TOEFL, or 68 on the Internet-based TOEFL may enter the English as a Second Language (ESL) Program. For more information on the ESL program, please see page 64.

Degrees Available Online
(Please see degree listing on pages 14-15)
Bellevue University reserves the right to modify all charges should such action be required. The following schedules for tuition and fees are effective for the 2008-2009 fiscal year. Please note, all costs and policies for the Ph.D. in Human Capital Management are included in the doctorate bulletin.

**Tuition for Undergraduate and Graduate Term-Based Programs**

**Undergraduate Tuition – Classroom**
- Tuition per credit hour: $220
- ARCT/CIS/Cluster Tuition per credit hour: $250
- ELA Fee per portfolio submission: $200
- Audit Tuition per credit hour: 100% course tuition

**Undergraduate Tuition – Online**
- Tuition per credit hour: $330

**Master’s Degree Tuition**
- Tuition – Classroom and Online per credit hour: $405

**Tuition for Undergraduate and Graduate Cohort-Based Programs**

**Undergraduate Programs**
- Tuition-Classroom and Online per credit hour: $330

**Undergraduate Minor in Cohort Program**
Students who have completed or are near completion of their major are eligible.
- Tuition – Classroom and Online per credit hour: $330

**Master’s Degree Cohort-Based Programs**
- Tuition – Classroom and Online per credit hour: $405

**eMBA Program**
- Tuition: $25,000

**Tuition & Fees for Special Programs – visit www.bellevue.edu**

**Fees**

**Application Fee**
The fee applies to all students and programs and is non-refundable.
- Undergraduate: $50
- Graduate (waived for Bellevue University alumni): $75
- International Student (Undergraduate and Graduate): $75

**General College Fee**
General College Fees for academic and administrative support services and student activities.
- Term Based (per term): $45
- Cohort Based Program: $150

**Additional Fees**

- Graduation Fee: $100
- Reissue of diploma: $35
- Academic Transcript: $3 per transcript
- Returned Check Fee: $30
- Change of Schedule (Per transaction): $5

**Late Payment Fee***: $15

**Finance Charge****: 1.25% each month once classes begin

*Assessed at close of business on the 20th day each month on delinquent accounts

**15% annual percentage rate

**Specialized Instruction Fees**
These fees generally cover equipment, supplies and access to all laboratories and are listed in the Schedule of Classes with the course listing. Some courses may require additional expenditures for materials.

**Refund Schedule for Term-Based Programs**
The following refund schedules will be used to calculate refunds for all students who withdraw from class(es).

**Note:** Refunds are based upon the official start of the term/program (usually a Monday) and not the first day of class.

**10-Week Term/Session**

- Prior to start of term: 100%
- 1st week of term: 100%
- 2nd week of term: 80%
- 3rd week of term: 70%
- 4th week of term: 60%
- 5th week of term: 50%
- 6th week of term: 40%
- 7th through 10th week of term: 0%

**12-Week Term/Session**

- Prior to start of term: 100%
- 1st week of term: 100%
- 2nd week of term: 80%
- 3rd week of term: 70%
- 4th week of term: 60%
- 5th week of term: 50%
- 6th week of term: 40%
- 7th through 12th week of term: 0%

**Refund Schedule for Cohort-Based Programs**

- 1st Class – 100% refund if withdrawn before or during the first week of program start, 0% refund thereafter
- Remaining classes – 100% refund prior to class start, 0% refund thereafter

**Payment Options**

A student becomes financially liable for all tuition and fees incurred upon registration regardless of which payment option is used. Students have a number of options, including payment on campus or payment via Bellevue Real-Time User Information Network (B.R.U.I.N.). The University provides a payment plan option that is described below. Financial aid, scholarships, workforce development, veteran benefits, and military and corporate tuition assistance are accepted and processed by the University. For additional information, refer to the Student Financial Services section of this catalog.
Pre-Registration

Sessions eligible for pre-registration are fall, winter, spring and summer terms and are listed in the Schedule of Classes. Pre-Registration begins when registration opens and closes 30 days prior to start date of term. Students who register during the pre-registration period may do so under the following payment provisions:

1. Pay $50 during the pre-registration period. This will be applied in full to the final tuition charges upon finalization of pre-registration.

2. If the student's course is more than 10-weeks in length, he or she must finalize their pre-registration by paying one-third of tuition and fees, or one half of their tuition and fees if their class is 10 weeks or shorter in duration two-weeks prior to the first day in session. Students who fail to finalize their pre-registrations will be withdrawn from all classes and forfeit their $50 payments.

Deferred Tuition Payment Plan

Students may elect to pay tuition through a deferred tuition payment plan. Although students are not required to pay the entire balance upon registration, they must recognize their financial obligation for all tuition and fees at the time of registration. The Deferred Tuition Payment Plan is offered as a privilege to the individual student. Any failure to make payments promptly may cause denial of the Deferred Tuition Payment Plan in the future.

Fall, Winter, Spring, and Summer Terms

When registering for sessions 12 weeks in length and utilizing the Deferred Tuition Payment Plan, a student must pay one-third of his/her tuition and fees, with the balance due in two equal monthly payments to begin on the fifth of the month following the commencement of classes. When registering for sessions 10 weeks or less in length and utilizing the Deferred Tuition Payment plan, a student must pay one-half of his/her tuition and fees, with the balance due on the fifth of the month following the commencement of classes.

Cohort & Special Programs

Students using the deferred payment plan in Cohort Programs may do so by paying the first payment at the start of their program. The remaining payments are due as stipulated in the financial worksheet.

International Students

International students also may use the deferred payment plan; however, if they have an international draft drawn on a bank outside of the continental United States in excess of their cost, the draft will be posted to their student account. Any excess funds they may have once their account is paid, will be refunded less any bank service charges once their check has been paid by the bank. If the draft is drawn on a bank inside the continental United States in excess of their cost, their refund will be issued according to the University’s refund policy.

Financial Aid for Undergraduate and Graduate

Students who register using Financial Aid equal to or greater than their first payment may do so in lieu of paying their first installment. If the Financial Aid does not cover the entire cost, the student will be required to pay the remainder of tuition and fees following the Deferred Payment Plan.

Finance Charge for Undergraduate and Graduate

Students who use the Deferred Tuition Payment Plan will be charged a 1.25% finance charge each month (15% annual percentage rate) on the unpaid balance for charges for current or past sessions. The 1.25% charge will be computed starting the 20th day of the month in which classes commence and will be charged on the 20th day of each month thereafter on the unpaid balance until the balance is paid in full.

Late Payment Fee for Undergraduate and Graduate

Payments become past due after the fifth day of the month and delinquent after the 20th day of the month. A late payment fee of $15 will be charged on the 20th day of each month on the delinquent amount of money due. A student may be administratively withdrawn from all classes if any amount becomes past due or delinquent.

A student is responsible for informing the University or its Assignee of any change of address. The Deferred Tuition Payment Plan is offered as a privilege to the individual student. Any failure to make payments promptly may cause denial of the Deferred Tuition Payment Plan in the future.

Military Tuition Assistance

Please see the military information on page 18.

Corporate Tuition Assistance/Company Billing

Students using Corporate Tuition Assistance (where the company pays Bellevue University directly) may do so by providing Student Accounts with an official letter of credit from their employer on official letterhead. This letter should explain exactly what the employer is willing to pay (tuition, books, and fees) and stipulate when payments will be sent directly to Bellevue University, and if/when Bellevue University should bill the company. If the company pays in full, the student will not be required to make any payment. The student is responsible to pay any portion not covered by his/her employer based upon the applicable payment schedule.

All students who use Corporate Tuition Assistance will be required to sign a Third Party Billing Agreement that states the student is ultimately responsible for payment in full if their company does not pay.

Reimbursement Payment Option

Students may use the Reimbursement Payment Option if the student receives reimbursement from corporations, businesses, and/or the Montgomery GI Bill of at least 70% of the total cost of tuition and fees. Bellevue University requires an authorization indicating you are eligible to participate in your organization’s reimbursement program, and some additional conditions apply. Bellevue University will defer tuition and fee payment for 45 days from the end of classes. At the time of signing or submitting the reimbursement agreement, the student will have to furnish Bellevue University with a valid credit card number and if payment is not made within the 45 days from the end of their class, the credit card will be charged the full amount due. The student understands that participation is voluntary and that the terms and conditions of the reimbursement agreement are not contingent upon the receipt of a grade or reimbursement by student’s employer. If the student drops a course and the session has begun, tuition payment is due immediately, and will be charged to the credit card number furnished. Under all circumstances, the student is solely responsible for all tuition and fees due and understands that if the terms of the reimbursement agreement are not met, a $30 declined credit card fee/late payment charge (if applicable) will be assessed. Until the outstanding balance of the student account is paid, students will be ineligible for future participation in the reimbursement program and continuation in their course of study. Bellevue University does not accept debit cards for this payment option.

Additional Policies

Completing Registration

Students who do not complete registration by finalizing the necessary paperwork with Student Financial Services or the Cashier will be dis-enrolled immediately. If the student is dis-enrolled, it will be the student’s responsibility
to re-register for his/her class(es). The University does not guarantee the re-entry into the class(es).

**Dropping or Withdrawal – Term-Based**

A Student’s Account (Refund/Credit/Obligation) may be impacted when a student withdraws. The amount of credit to be refunded or obligation to be paid by the student will be determined by the tuition credit/refund policy in effect at the time of the drop or withdrawal action. See page 32 for withdrawal information.

**Dropping or Withdrawal – Cohort-Based**

Students who need to interrupt their commitment (financial and academic) after the cohort program has begun may be able to recapture some of the investment through the Drop/Add Process. This allows students to re-enroll with a later cohort group, continuing their studies at the point at which they were interrupted. This is usually done at the semester/term break in the program, but may be done at another point in the program with special permission from the Dean of Academic Services/Dean of Students. The financial consequences will vary from student to student, depending on the point at which withdrawal from the first commitment/program is necessary, and on current federal financial aid regulations.

If a student needs to withdraw from the initial commitment because of work-related reasons, the first step should be to contact the primary professor and/or academic advisor. If a student needs to withdraw from the initial commitment because of health-related reasons, the first step should be to contact their academic advisor or Disability Services to discuss if they qualify for a medical withdrawal.

**Refund Policy**

Refunds are based upon the official start of the session/program (usually a Monday) and not the first day of class. Students eligible to receive a refund based on excess financial aid (for living expenses), corporate or military tuition assistance or withdrawal from class will be issued a refund from Bellevue University. If students receive their financial aid disbursement prior to tuition assistance, all tuition, fees and books will be deducted out of the financial refund first. If Bellevue University refunds more money than a student is eligible to receive, the student is responsible for payment back to Bellevue University.

**Refund Appeal Process**

Students who believe that an individual circumstance may warrant an exception from the published University refund policy should send their appeal, including all necessary documentation to:

Cathey Hanson, Director of Student Accounts
Bellevue University
1000 Galvin Road South
Bellevue, NE 68005 - 3098

**Credit Balance Policy**

Students who have a credit balance on their account will automatically be refunded on a weekly basis. Students who wish to leave their credit balance on their account may do so by completing an Authorization Statement Form at the Cashier’s Window in the Student Accounts Office. This Authorization Statement is good for the fiscal year it is signed; a new form must be signed each year. Refund checks not cashed within six months of the date issued may be deemed unclaimed property and submitted to the State of Nebraska.

**Request for Statement of Account**

Students requesting a Statement of Account from Student Accounts may do so by filling out a Statement of Account Request Form. Student Accounts will process the request within three to five working days. Requests also may be made by phone at (402) 557-7108, by email to stuacct@bellevue.edu, or through BRUIN by selecting e-forms.

**Stop Payment Charge**

Bellevue University is not responsible for refund checks lost in the mail. In the event you do not receive your refund check and you wish Bellevue University to re-issue a new check, a stop payment fee (currently, $25) will be deducted from your student account prior to issuing a new check.

**Financial Obligations**

All financial obligations to Bellevue University must be paid in full before grades or diplomas are released or transcripts issued. Student with outstanding balances on their accounts may not be allowed to participate in their commencement ceremonies. Students who are past due may be denied continuation of their classes/program and will not be allowed to enroll in future sessions.
Student Financial Services

Financial Aid

Financial aid is money available to assist students with the costs of attending college. This assistance comes from the federal and state government, the institution and private sources. Financial aid includes grants, scholarships, work-study programs, and student loans. Grants and scholarships do not have to be repaid.

Federal Work-Study allows a student to work and earn money. Student loans and loans to parents for the student must be repaid. In general, all U.S. citizens and eligible non-citizens enrolled in an approved degree program may apply for financial aid. Refer to the student eligibility criteria listed on the front of the Free Application for Federal Student Aid (FAFSA). Some scholarships are available to students who may not qualify for other forms of financial aid. The University uses the federal methodology formula to determine financial need. Students are encouraged to submit a FAFSA as early as possible after January 1.

Financial assistance disclosure information is available from any staff member of the Student Financial Services Office, Monday through Friday, during normal operating hours. This information also is available on the University website. The Student Financial Services Office prepares a personalized need analysis for each student interested in receiving aid. Individualized need analysis assures students of full consideration for all types of assistance for which they may qualify.

Determination of sources and amounts of financial assistance for each student is made through a calculation of:

- Expected student/family contribution
- Estimated educational expenses
- Other aid available to the student

The difference between student/family contribution and any other aid and educational expenses is the amount of unmet need. The financial aid package explains all sources of financial assistance for which a student may be eligible including Title IV programs, government grants, and University funded programs.

Financial aid materials are contained on the Bellevue University website and also are available from Student Financial Services/Veteran Services in the Educational Services Building. The application process for financial aid should be started eight to twelve weeks prior to the start date of the desired program. For additional information, please contact the Student Financial Services Office at (800) 756-7920, ext. 7326, (402) 557-7326 or www.bellevue.edu.

Philosophy

The fundamental philosophy guiding Bellevue University Student Financial Services is that no student should be denied an education due to the lack of financial resources. Financial need is determined and awards are made without regard to race, color, religion, sex, national origin, age, or disability. Bellevue University is committed to assisting each student in obtaining financial assistance sufficient to meet primary financial need (tuition, books, fees, and transportation). Secondary costs of education (room, board, and personal expenses) may be considered in financial aid packages based on the availability of funds.

In determining specific priorities for the award of University-based funded scholarships, the following guidelines are used:

1. Students entering as a first-time freshman or a first-time transfer student.
2. Students meeting the specific criteria of academic achievement and/or special abilities or talent, as established for the particular financial assistance program for which they qualify.
3. Students who matriculate on a full-time basis.

Federal Work-Study Program

This program provides financial assistance to students through part-time employment on and off campus. Students with documented unmet need may participate in the work-study program. A work-study award is the total amount of money that a student may earn during the school year. If a student is hired in a work-study position, his or her earnings are drawn from the work-study award. Depending on hours worked during the year, a student may or may not earn the total amount awarded. Federal Work-Study offers off-campus community service job opportunities in a variety of fields and locations. Students eligible for work-study assistance are encouraged to contact the Student Financial Services Office early in the school year. Positions are limited.

Scholarships

The scholarship program at Bellevue University recognizes outstanding academic achievement of incoming freshmen, transfer students, and current students. Academic scholarship requirements vary by the source of funding; however, awards are generally based upon scholastic achievement. Other considerations may include extracurricular activities, personal recommendations, and financial need. For scholarship consideration that requires financial need, applicants must process a FAFSA. These applications are available through the Student Financial Services Office and online through the Student Financial Services Office homepage. The deadline for scholarship consideration is July 1 (Fall Cycle) and January 1 (Spring Cycle). Bellevue University endowed scholarship programs recognize academic achievement, special abilities and other qualities. These scholarships are for students registering at Bellevue University who otherwise may not enroll without such assistance. For these awards, the recipient is expected to maintain full-time status and continue to achieve academic or special ability performance.

In determining specific priorities for the award of University-based/funded scholarships, the following guidelines are used:

1. Students entering as a first-time freshman or a first-time transfer student.
2. Students meeting the specific criteria of academic achievement and/or special abilities or talent, as established for the particular financial assistance program for which they qualify.
3. Students who matriculate on a full-time basis.

Freshman Academic Achievement Scholarship

The Freshman Scholarship at Bellevue University recognizes outstanding academic achievement of incoming freshmen who have just graduated from high school. It is a 4-year renewable scholarship based strictly on academic achievement as determined by the following criteria:

- Students who are first time freshman enrolling at Bellevue University who have just graduated from high school.
- Students that meet the specific academic requirements for this scholarship.
- Students who enroll on a full-time basis and remain enrolled on a full-time basis for each term within each academic year at Bellevue University.

The deadline for scholarship consideration is August 1 (fall cycle), November 1 (winter cycle), and March 1 (spring cycle).
Financial Aid Policies

Class Attendance
Federal regulations require the University to verify that students receiving federal financial aid attend at least one of each of their classes during the term in which they receive the aid. If attendance cannot be verified, all disbursed Title IV funds (Pell Grants, student loans and other grants or scholarships) must be returned. In the event students receiving financial aid do not continue attending classes (family emergency, illness, etc.), they must notify their financial counselor and an academic advisor immediately.

Academic Transcripts
All academic transcripts from each institution previously attended must be promptly forwarded directly to the Bellevue University Registrar for formal evaluation. Failure to do so may result in a change to non-degree status and termination of financial aid eligibility (see Degree Status below).

Overlapping Enrollment
The financial aid rules for overlapping enrollment periods are complex. If you have an overlapping enrollment period (even one day) it can severely impact your financial aid eligibility. Please contact your financial counselor with questions about overlapping enrollment periods.

Degree Status
To be eligible for financial aid at Bellevue University, students must be degree seeking and may not receive Pell Grant funds from more than one institution at a time.

Enrollment Status
Any changes in enrollment status may affect your financial aid status and should be reported to the Student Financial Services Office. Students failing to do so may be required to return financial aid that was previously disbursed. The Bellevue University Student Financial Services Office determines enrollment status as follows:

Undergraduate (Traditional)

Day Students
- Full-time = 8 credit hours
- 3/4 Time = 6 credit hours
- 1/2 Time = 4 credit hours

Evening Students
- Full-time = 8 credit hours
- 3/4 Time = 6 credit hours
- 1/2 Time = 4 credit hours

Graduate (Traditional)

Evening Students
- Full-time = 6 graduate credit hours
- 1/2 Time = 3 graduate credit hours

Dual enrolled students (day and evening) should check with Student Financial Services to determine status. Federal guidelines state that students must be continually enrolled at the status at which they were awarded. ELA/CLEP/DSST credits do not count toward enrollment status for financial aid purposes.

Enrollment status (full, 3/4, 1/2) determines eligibility for grant and loan money. Financial need is determined by subtracting expected family contribution plus other financial aid from cost of attendance. Cost of attendance is determined by enrollment status.

The following are examples of cost of attendance budgets and are provided for information only (figures are rounded for these examples). These examples may not reflect your individual case.

Independent* Student Full-time Example

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Fees, Books</td>
<td>$8,000</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$8,000</td>
</tr>
<tr>
<td>Total Cost of Attendance</td>
<td>$16,000</td>
</tr>
<tr>
<td>Expected Family Contributions (EFC)</td>
<td>$2,000</td>
</tr>
<tr>
<td>Financial Aid (Pell Grant)</td>
<td>$4,000</td>
</tr>
<tr>
<td>Financial Aid (Scholarship)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$9,000</td>
</tr>
</tbody>
</table>

This example means this student may have loan eligibility of $9,000

Independent* Student Half-time Example

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Fees, Books</td>
<td>$4,000</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$4,000</td>
</tr>
<tr>
<td>Total cost of attendance</td>
<td>$8,000</td>
</tr>
<tr>
<td>Expected Family Contributions</td>
<td>$50</td>
</tr>
<tr>
<td>Financial Aid (Pell Grant)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Financial Aid (Scholarship)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

This example means this student may have loan eligibility of $4,000

Dependent* Student Full-time Example

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Fees, Books</td>
<td>$8,000</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$4,000</td>
</tr>
<tr>
<td>Total cost of attendance</td>
<td>$12,000</td>
</tr>
<tr>
<td>Expected Family Contributions</td>
<td>$5,000</td>
</tr>
<tr>
<td>Financial Aid (Scholarship)</td>
<td>$2,000</td>
</tr>
<tr>
<td>Financial Aid (Pell Grant)</td>
<td>$4,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

This example means this student may have loan eligibility of $5,000

Dependent* Student Half-time Example

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Fees, Books</td>
<td>$4,000</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$2,000</td>
</tr>
<tr>
<td>Total cost of attendance</td>
<td>$6,000</td>
</tr>
<tr>
<td>Expected Family Contributions</td>
<td>$4,000</td>
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<tr>
<td>Financial Aid (Scholarship)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

This example means this student may have loan eligibility of $1,000

* The federal definition of an Independent Student is one who meets at least one of the following:
  - is 24 years of age
  - is a veteran of the U.S. Armed Forces
  - is serving on active duty in the U.S. Armed Forces for purposes other than training
  - is enrolled in a graduate program
  - is married
  - is a ward of the court/orphan
  - has children who receive more than half of their support from the student
  - has dependents (other than children or spouse) who live with the student and who receive more than half of their support from him or her

Note: Loan amounts are determined by grade-level (freshman, sophomore, etc.).

Accelerated Undergraduate Enrollment Information
These programs can start every month; therefore, the payment period will be specified by a separate calendar. If the academic year spans two financial aid award years, the start date of the program/academic determines which financial aid form the student will complete. The Student Aid Reports that result
Federal Family Education Loan Program (Student Loans)

Loan applications require three working days to process. Students should ensure that the necessary documentation is completed. All academic transcripts must be on file and evaluated by the Registrar. Provisionally admitted students, including students academically suspended or dismissed from another institution (See Academic Information section) need to complete one full semester with a full-time course load and with a satisfactory Grade Point Average to qualify for Title IV loans. For problems or questions about student loans, students should contact their lender or their guarantee agency. For unresolved disputes, contact the Department of Education Student Loan Ombudsman at (877) 557-2575 or www fsahelp ed gov.

Deferment

A deferment allows a borrower to postpone loan repayment. The federal government pays the interest charges during the deferment period on subsidized loans. Students with unsubsidized loans are responsible for the interest accrued during deferment. Students may delay paying interest charges by capitalizing the interest, thereby increasing the loan amount. Most federal loan programs allow students to defer loans while attending school a minimum of half time. Deferrals of principal and interest also are available for service under the Peace Corps Act, service under the Domestic Volunteer Service Act of 1973, or comparable service as a volunteer for a tax exempt organization of demonstrated effectiveness in the field of community service (deferment forms are available from your lender, servicer, guarantee agency, or the Student Financial Services Office). Deferment is not permitted for loans in default.

Forbearance

A forbearance is the temporary postponement or reduction of student loan repayment while interest charges continue to accrue, even on subsidized loans. The borrower must pay the interest charges during the forbearance period. Forbearances are granted at the lender’s discretion, usually in cases of extreme financial hardship or other unusual circumstances when the borrower does not qualify for a deferment. Forbearance is not permitted for loans in default.

Entrance Interview Process

This one-on-one counseling to discuss the borrower’s rights, responsibilities, and repayment options is required for all first-time borrowers. This option is available online or in person.

Exit Counseling Process

Exit briefings are mandatory for graduating students, transferring students, or students who stop attending Bellevue University on a minimum half-time basis. Exit briefings may be conducted by mail, online, or in person. For problems or questions about student loans, students should contact their lender, servicer, or guarantee agency. For serious problems/unsolved disputes contact the Department of Education Student Loan Ombudsman at (877) 557-2575 or www fsahelp ed gov.

Student Loan Disbursement

Federal regulations require student loans to be disbursed equally during the enrollment period (three during the traditional day/evening terms (12-week terms) and twice during an undergraduate cohort program). Disbursement dates are determined by the program or semester in which the student is enrolled. Normally, disbursement dates are approximately two weeks after the beginning of each semester to allow time for class attendance verification. First disbursements will be delayed for 30 days for first-time, first-year borrowers. Contact the Student Financial Services Office for more information on specific dates. Students are notified in writing when student loan money arrives at Bellevue University. In accordance with the Family Education Rights and Privacy Act (FERPA), information regarding arrival of loan proceeds will be used to determine student loans for the entire program. Federal gift aid eligibility also will be determined using these Student Aid Reports with the following exception: if the second term (semester) starts in a new financial aid year (after July 1), the student will be required to file a new FAFSA for the appropriate year to determine second term (semester) gift aid eligibility. If a student, because of ineligibility or personal choice, decides not to use financial aid for the first term (semester) they may qualify for the second term (semester) only, using the appropriate FAFSA for the current award year. The cost of attendance (COA) will be reduced according to current regulations. Repeats for the program generally do not qualify for financial aid. Consult your financial counselor for more information.

Verification Process

Additional information may be needed to process a student’s financial aid request. Students selected for this verification process must provide the requested information within 14 days, or the Student Financial Services Office will not process the Financial Aid Application. The information requested may be tax returns and/or other financial/family information. No financial aid disbursements will be made until the verification process is complete.

Co-Enrollment

You may receive financial aid at Bellevue University while taking classes at both Bellevue University and another regionally accredited post secondary school. Bellevue University must have a consortium agreement with the other school, and the classes must count toward your degree requirements at Bellevue University. Documentation must be obtained from the Student Financial Services Office to complete this process. Students are responsible for completing the documentation. Co-enrolled means the student is taking classes at both schools, for example, six hours at Bellevue University during the Fall Eve term and six hours at Metro Community College during the Fall Eve term, for a total of 12 hours during the Fall Eve term.

Co-enrollment allows a borrower to postpone loan repayment. The federal government pays the interest charges during the deferment period on subsidized loans. Students with unsubsidized loans are responsible for the interest accrued during deferment. Students may delay paying interest charges by capitalizing the interest, thereby increasing the loan amount. Most federal loan programs allow students to defer loans while attending school a minimum of half time. Deferrals of principal and interest also are available for service under the Peace Corps Act, service under the Domestic Volunteer Service Act of 1973, or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service (deferment forms are available from your lender, servicer, guarantee agency, or the Student Financial Services Office). Deferment is not permitted for loans in default.

Forbearance

A forbearance is the temporary postponement or reduction of student loan repayment while interest charges continue to accrue, even on subsidized loans. The borrower must pay the interest charges during the forbearance period. Forbearances are granted at the lender’s discretion, usually in cases of extreme financial hardship or other unusual circumstances when the borrower does not qualify for a deferment. Forbearance is not permitted for loans in default.

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Co-Enrollment

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Refund/Return of Title IV Policy
(Return of Federal Funds & Unclaimed Refunds)
For detailed information, please see the Costs & Policies Refund section on page 29.

Official Withdrawals
(See Withdrawing or Dropping Classes, page 32)
When a student officially withdraws from all classes for the term, the Student Financial Services Office will perform three steps in calculating how much of a student’s Federal Financial Aid must be returned to the U.S. Department of Education or a student loan lender. This process is not related to the institutional refund policy that may be in effect at the time of the student’s withdrawal.

- **Step 1** – Determine how much aid the student is entitled to, or has “earned” by attending classes.
  The student starts the withdrawal process and drops all classes is the official withdrawal date and will be used to calculate the percentage of time the student was enrolled in the term and how much aid the student is entitled to receive or has “earned.” The calculation used for this policy will use the total number of calendar days the student attended divided by the total number of calendar days of the enrollment period (minus authorized breaks of five days or more). The amount of aid includes funds actually disbursed plus those funds authorized but not disbursed at the time the student withdrew.

- **Step 2** – Determine how much of the federal aid must be returned.
  The earned percentage is subtracted from 100 percent and determines the “unearned” amount of federal aid. This percentage called “earned aid” shall be subtracted from 100 percent, and the results called “unearned aid” shall be used to determine the amount of Title IV money that Bellevue University must return from institutional costs to the Title IV programs. Institutional costs are defined as charges that Bellevue University assesses a student for education expenses that are paid to Bellevue University directly. The following education expenses are considered institutional costs: tuition, lab fees, and book charges. If a student drops after the 60 percent point in the enrollment period, the percentage of Title IV funds earned is 100 percent. There is no institutional refund, nor is there a calculation of Return of Title IV funds. Prior to the 60 percent point, Bellevue University must determine the percentage of Title IV funds earned. Bellevue University shall return the unearned amount of aid to all aid programs in a timely manner and in a specified order.

- **Step 3** – Determine who must return the unearned aid.
  This could be the University, the student, or in some cases, both the University and the student. The unearned percentage also is used to determine, if necessary, how much the University must return of the federal funds it received as payment for tuition, fees, and bookstore charges. In the case where a student receives Title IV funds greater than the “earned aid” amount, the student may receive a student loan with the proceeds according to the terms of the promissory note.

**Loan proceeds** – The student (or parent, in the case of PLUS loan), repays the proceeds according to the terms of the promissory note.

**Federal grants (Pell/SEOG)** – Fifty percent of the amount due in the return calculation is expected to be returned to the appropriate grant program. These funds must be repaid to Bellevue University within 45 days of notification or arrangements for repayment must be made with the U.S. Department of Education. After 45 days, the student will be placed in overpayment status and not be eligible for further Title IV funds until this situation is resolved. Once the returned amount is determined, the federal funds must be returned in an order specified by law. This order is: Unsubsidized Federal Stafford loan, Subsidized Federal Stafford loan, Federal Perkins loan, Federal PLUS loan, Federal Pell Grant, and Federal SEOG, and other Title IV Programs. Federal Work-Study earnings are not affected. Below are two examples of the Return of Federal Funds procedures for students who officially withdraw. Copies of these and other samples of Return of Title IV Funds calculations are available from the Student Financial Services Office.

**Example #1 (12-Week Session)**
Student A has total institutional charges of $1,900, which include $1,619 in tuition and lab fees and $281 in books and supplies charged at the bookstore. The student enrolled in the Fall 12-Week session but withdraws from all classes after attending for 34 days. The 12-Week session is 83 calendar days long. The student received a student loan for $2,000 and was awarded an $800 Federal Pell Grant.

- **Step 1** – The student has earned 41 percent (34 days/83 days = 41 percent) of the financial aid that he/she already received. The amount of aid the student received was $900 (Total aid was $2,800 minus institutional charges of $1,900 leaves $900). The institution has earned the same 41 percent of the $1,900 it kept.

- **Step 2** – The unearned percentage is 59 percent (100 percent - 41 percent = 59 percent). This is the percentage of federal funds that must be returned to the Title IV programs. The total to be repaid to the Title IV programs is $1,652 (Total Federal Aid is $2,800 times 59 percent equals $1,652). The amount of unearned aid, which must be returned by Bellevue University is $1,121 ($1,900 institutional charges times 59 percent equals $1,121). The amount of unearned aid that must be returned by the student is $531 ($900 refunded to student times 59 percent equals $531).

- **Step 3** – The institution must return the $1,121 to the student loan lender because student loans have the highest priority in the Return of Federal Funds order. The student must repay his or her portion to their student loan lender under the terms and conditions of their promissory note.

**Example #2 (20-Week Session)**
Student C has total institutional charges of $5,460, which include $4,680 of tuition and lab fees and $780 in books and supplies charged at the bookstore. The student enrolled in the Accelerated Undergraduate Degree Completion Program 20-Week session but withdraws from all classes after attending for 19 days. The 20-Week session is 140 calendar days long. The student received student loans totaling $5,092.50.

- **Step 1** – The student has earned 13.6% (19 days/140 days = 13.6%) of the financial aid disbursed (13.6% x 5,092.50 = $692.58). Therefore, the amount of aid to be returned is $4,399.92 ($5,092.50 - $692.58 = $4,399.92).

- **Step 2** – The unearned percentage is 86.4% (100%-13.6% = 86.4%). Institutional charges were $5,460. The unearned portion is $4,717.44 (86.4 x $5,460). We are required to return the lesser of the amount the student unearned amount or the institutions unearned amount. That amount is $4,399.92 and is to be returned to the student loan programs.

- **Step 3** – The institution must return the $4,399.92 to the student loan lender because student loans have the highest priority in the Return of Federal Funds order.

**Attendance Verification Policy**
Prior to release of financial aid funds, the University must, by regulation, verify that each student has attended at least one of each of the classes in which the
Standards of Progress
The U.S. Department of Education regulations require not only that a student maintain a satisfactory Grade Point Average but also complete a satisfactory number of credit hours each academic year. The student must do quality work and produce a sufficient quantity of credit hours to demonstrate that a degree will be earned within a set time. These standards apply to all periods of enrollment, including those in which financial aid was neither applied for nor received. These standards must be met for the student to be eligible for any of the Federal Title IV student aid programs. The Federal Title IV Programs governed by this policy include: Federal Pell Grant, Federal Perkins Loans, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Stafford (Subsidized and Unsubsidized) Loans, and the PLUS (Parental Loans for Students). The state grant program governed by this policy is the Nebraska State Grant Program (NSG).

Undergraduate Students Minimum Standards of Progress
A student must maintain the following minimum Grade Point Average:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-29</td>
<td>1.4</td>
</tr>
<tr>
<td>30-44</td>
<td>1.6</td>
</tr>
<tr>
<td>45-59</td>
<td>1.8</td>
</tr>
<tr>
<td>60 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Graduate Students Minimum Standards of Progress
A student in a graduate program must maintain a 3.0 GPA or better to meet minimum standards.

Academic Progress
To be eligible for financial aid, a student must have a financial need. To continue receiving financial aid, a student must demonstrate satisfactory progress toward completion of a degree program. The Standards of Progress are reviewed each term and each time a student applies for a loan. If Standards of Progress are not met, the student is notified in writing that they are ineligible for all aid, including student loans, until the standards are again met or exceeded on a cumulative basis. Exceptions may be made for mitigating circumstances, such as serious illness or a death in the family. In this case, the student is required to provide appropriate documentation. Students must complete, with a passing grade, two-thirds of all hours attempted during the school year (school year will consist of Fall Term through Spring Term). Hours attempted are those that a student is registered for at the start date of a session, plus hours added during late registration. Hours dropped after the start date of a session will be counted as hours attempted. This is monitored every July, so that students affected may appeal before the start of the next school year. Students not meeting minimum requirements are suspended from receiving financial aid. They are notified by letter and given the opportunity to appeal the decision to deny aid (see Appeals of Financial Aid Suspension).

Standards of Progress will be reviewed as follows:

1. Prior to issuing any aid, i.e. Pell, FSEOG (Federal Grants), LEAP (State Grants), FFELP (Student Loans), an academic history is reviewed to determine the student’s status.
2. At the end of each session, the Registrar reviews all students to determine if the applicant is making satisfactory progress toward degree completion. If applicants earn 144 hours (including transfer hours) or more, they will be placed on financial aid suspension until an appeal is submitted to the Financial Aid Appeal Committee.
3. Although a maximum number of terms for completion of a degree is stated (see Maximum Time Limits below), all applications for aid are reviewed to determine if the student is making satisfactory progress toward degree completion. If students exceed 144 semester hours (six years times 24 credit hours = 144 credit hours), 2. Aid is denied to students who repeatedly drop courses or withdraw from the University (see Appeals of Financial Aid Suspension below).

Appeals of Financial Aid Suspension
Any student has the right to appeal. The appeal must be in writing and addressed to the Financial Aid Appeal Committee (FAAC) stating the reason for failure to make satisfactory progress. Appeals take seven working days to process. The student is notified in writing of the committee’s final decision. If the FAAC determines that mitigating circumstances exist, it reinstates the student’s financial aid and informs the student of any special restrictions.

Maximum Time Limits
Undergraduate Traditional Programs
The completion of these undergraduate programs will take no longer than six years of full-time attendance. A half-time student will take no longer than 12 years to complete an undergraduate program. An explanation is required of students who exceed 144 semester hours (six years times 24 credit hours = 144 credit hours).

Accelerated Undergraduate Programs
The completion of these undergraduate programs will take no longer than two years of full-time attendance.

Graduate Programs
The completion of these programs will take no longer than three years of full-time attendance.

Note: Any students exceeding the above stated time limits are required to submit an explanation of the mitigating circumstances to the Financial Aid Appeals Committee. Students meeting degree requirements but choosing not to apply for graduation will be denied further Federal Title IV financial aid.
These standards apply to all periods of enrollment, including those in which financial aid was neither applied for nor received. These standards must be met for the student to be eligible for any of the Federal Title IV Student Aid Programs.

**Effects of Audit, Withdrawal, Repeat, and Incomplete Grades on Financial Aid**

**Audit (AU)**
No financial aid is given for classes taken in this status. No credit is earned toward completion of degree requirements; therefore, the student is not eligible for financial aid.

**Withdrawal (W)**
Official withdrawal from the course. These hours are counted toward the two-thirds completion rate for the year. No after-the-fact financial aid is paid for classes in which a grade of “W” is assigned.

**Repeat**
Financial aid is paid for classes a student chooses to repeat, as long as these classes count toward completion of the degree program. It may be academically sound for a student to repeat certain classes to bring his/her GPA up to acceptable standards. Accelerated bachelor’s degree completion students generally do not qualify for financial aid for repeats that occur during completion of their major. See Financial Aid for further information.

**Incomplete (I)**
This is not a final grade. The Student Financial Services Office considers the grade of “I” as a “soft” “F” or failure. This means that unless the student completes the coursework within the appropriate time frame, the grade will change to an “F”. Please see Grading System on page 21 for more information.

**Study Abroad**
Students with the intent to study abroad must contact the Student Financial Services Office. The student will provide Student Financial Services with documentation of their application for admission and acceptance to their choice of a study abroad school. This documentation will indicate class(es) to be taken, enrollment period, and relevant cost for the program. The student will provide written confirmation from the appropriate faculty/Dean that their study abroad classes will transfer to Bellevue University toward their degree completion. The student will complete and submit to the Student Financial Services Office a Bellevue University Certificate for Dual Enrolled Students. Financial Aid will prepare a consortium agreement as the Home institution with the student’s visiting institution for the purposes of eligibility for Title IV Federal Aid. The student will make arrangements with the Business Office to have the financial aid applied to their account and any credit balances mailed to an address of their choice.
Bellevue University provides services to meet the many academic and non-academic needs of its diverse student body. Whether students are entering Bellevue University directly from high school, transferring to Bellevue University, or as adult students returning to earn degrees (in-class or online), the Academic Services offices are focused on student success. Below are the functions and services they provide to Bellevue University students.

**Academic Services**

**Academic Advising**

Academic Advising at Bellevue University is an ongoing, designed educational partnership dedicated to student academic success. The University is committed to an academic advising system that guides students to discover and pursue life goals, teaches students to become engaged, self-directed learners, competent decision-makers, and independent, productive and responsible citizens.

Bellevue University offers advising to all students, regardless of location. It is important that students meet with their advisor on a regular basis, at least once during a term. If students are unable to visit in person, they should take advantage of our online support.

Academic Advising offers a variety of services, with qualified staff to answer student questions and resolve problems. Students can expect to assistance with:

- Degree completion planning;
- Career planning;
- Filing and addressing concerns, appeals, and complaints;
- Referral to academic support services;
- Utilizing BRUIN and DegreeWorks;
- Transfer credit, and prior learning assessment options; and
- Conferral and Commencement registration.

For more information about Academic Advising services or for a listing of advisors, please review the Student Handbook or visit www.bellevue.edu

**Career Services**

Partnering with Academic Advising, Career Services offers a variety of programs, activities, and services to help students who are unsure of what career or academic major to pursue, are considering a career change, or are seeking that “right” job. Career Services also partners with our Community Outreach department to assist students in finding internships, volunteer or part-time opportunities to enhance and strengthen their academic programs. Individual career counseling is available, along with up-to-date job listings, and the career library offers a wealth of career-related information and resources. In addition, Career Services brings employers and students together through its annual career fair, on-campus recruiting programs and an online recruiting system, offered in partnership with MonsterTRAK and the Nebraska Interview Consortium. Many of these resources are available through the Career Services website on www.bellevue.edu.

**Disability Services**

Bellevue University is committed to ensuring equal access to all programs for people with disabilities. Wherever possible, the University exceeds mere compliance with the civil rights laws of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The Disability Services Office (under the direction of the Dean of Academic Services/Dean of Students) provides appropriate accommodations to all students with documented disabilities. We are here to assist in arranging for accommodations, as well as working with faculty and staff to ensure a student’s needs are reasonably met throughout their college career. Students are encouraged to register with the Disability Services Office as early as possible. Eligibility must be established before services can be provided. No services can be provided until registration occurs and it is confirmed that the documentation meets required standards. Accommodations are not retroactive.

Students can secure more information about Disability Services by reviewing the Student Disability Guide found within the Student Handbook, by visiting the Disability Services’ webpage at www.bellevue.edu (under the “Current Students/Disability Services” section), or by visiting our office on Bellevue University’s main campus.

**Disability Services Office/Information:**
- R. Joe Dennis Learning Center, Room 522
- Phone: (402) 557-7417 Fax: (402) 557-5432
- Email: disability@bellevue.edu

**Writing Center**

The Writing Center of Bellevue University serves all students, faculty, staff and alumni. Writing assistance is available in the Humanities Center on the main Campus, online through the Bellevue University webpage, and by telephone or chat. Writing Center consultants are not proofreaders; they focus on developing the skills in the writer that will lead to successful writing in the future. For more information, email writing@bellevue.edu, call (402) 557-5449, or visit www.bellevue.edu.

**Library**

Renovated in 2002, the Freeman/Lozier Library houses the library’s collection of approximately 105,000 volumes, 5,200 current periodical subscriptions, an Integrated Media Center, Collaborative Learning/Study Areas, and the Bellevue University Foundation. The Integrated Media Center provides student access to computerized and Web-based resources along with the training facilities to teach students how to effectively use these resources. Bellevue University and its professional librarians provide the academic services necessary to support and maintain quality undergraduate, graduate and online education. Access to the library’s entire collection is available electronically through an online catalog (iLink), along with nine other Nebraska Independent Library Collections. Online access to information is provided free of charge to all students and faculty of Bellevue University through various databases. For a listing of our Internet databases, please see the Student Handbook or view library information at www.bellevue.edu

**Additional valuable services and resources are:**

**Copyright Center** — The Bellevue University Copyright Center was established in the spring of 2007 to provide the community with information such as the University’s copyright policy, links to copyright websites, copyright permission request form, process flowchart, FAQs, and informative articles. This office is available on the library’s website at www.bellevue.edu

**Virtual Reference Librarian (VRL)** — Students can converse directly with reference librarians online in real-time, as well as reply to questions
in a variety of formats, including on-campus, online chat and telephone reading, and test-taking strategies. Tutoring and study skills assistance is offered in a variety of study skills resources are available in topics such as time management, effective note-taking, reading efficiency, organizing of textbook reading, and test-taking strategies. Tutoring and study skills assistance is offered in a variety of formats, including on-campus, online chat and telephone appointments, and via email. Appointments may be scheduled by emailing the Tutor Center at tutor@bellevue.edu, or by calling (800) 756-7920, ext. 7430. For more information about the Tutor and Study Skills Program, please visit www.bellevue.edu/tutoring.

**Test Center**

The Bellevue University Test Center is a National Test Center that offers CLEP, DSST, and Computer Proficiency tests to earn college credit. Additionally, the Test Center staff administers make-up exams, online tests, Math and English placement exams, the MAT, and correspondence tests. Test appointments may be scheduled by emailing the Test Center at testing@bellevue.edu, or by calling (800) 756-7920, ext. 7428. The Test Center also provides support for online courses requiring proctored exams. Students residing in the Omaha area who are required to take proctored exams must take their exams through the Test Center at the Bellevue University main campus, Lozier campus or Lakeside campus. Students living outside the Omaha area are responsible for nominating qualified proctors, in accordance with the Bellevue University Test Center guidelines. For more information about the Test Center, please visit www.bellevue.edu/testcenter.

**Student Resources**

**Bookstore**

Bellevue University's new Baright Bookstore opened in February 2008. Thanks to the generosity of the Hollis and Helen Baright Foundation and Follett Corporation, the 6,700-square-foot building provides nearly twice the usable space as the former bookstore. The new facility also includes a mural art studio. The store, operated by Follett, specializes in textbooks, school supplies, and promotional items. For students enrolling in online programs, the bookstore maintains a website at www.efollett.com that offers online ordering of required texts and materials.

**B.R.U.I.N. – Bellevue Real-Time User Information Network**

B.R.U.I.N. is the Bellevue Real-Time User Information Network – a secure, online access to account information and Web services at Bellevue University. Upon inquiring at Bellevue University, a B.R.U.I.N. account is created. As students progress through admissions, becoming a student, and graduating, B.R.U.I.N. Web services change to meet their needs. See the Student Handbook or www.bellevue.edu for more information.

**Student Email Accounts**

Registered students will be issued a personal Bellevue University email account accessible via the Web. The primary purpose of the email account is to ensure students have the tools available to enhance course-work activities and to enable Bellevue University to send formal communications of important information to our students in a timely fashion. Student Financial Services deadlines, student account status, and registration information are some examples of communications we may send to student email accounts. The University email account usage is subject to policies outlined in the student handbook, and the policies section of this catalog.

**Venteicher Wellness Center**

The Venteicher Wellness Center facility is committed to providing events and education that meet the needs of the Bellevue University community, including health, fitness, and student activities. The facility is open free of charge to all students with a Bellevue University student ID.


Student Activities

Student Center
The Margre H. Durham Student Center is a focal point for student activities. The building accommodates the social, recreational, and leisure-time needs and interests of students attending Bellevue University. The Student Center is the main location for functions sponsored by the Student Advisory Council. The following facilities and offices are located in the Student Center: Student Activities Office, Game Room, Atrium, Quiet Lounge, Faculty Resource Center, and Cafeteria.

Center Rental
The building can be reserved for any student, faculty, or staff group, as well as for off-campus groups. The facility seats persons requiring a convenient place where social functions can be conducted. Facilities may be rented for meetings, training sessions, or private functions. For information, call (402) 557-7372.

Student Clubs and Organizations
The Student Activities Coordinator in conjunction with the student leaders of Bellevue University student clubs and organizations, Student Advisory Council (SAC), sponsor special events throughout the year to support students interested in participating actively in events that support the mission and vision of the institution. Current active student clubs and organizations are as follows: Alpha Chi, American Marketing Association, Anime Club, Campus Crusade for Christ, Conservation Club, Delta Epsilon Chi, Institute of Management Accountants (IMA), International Club, Multicultural Council, Pi Gamma Mu, Sports Management Club, and Student Advisory Committee. For more information regarding the listed student clubs, organizations or about upcoming events, please see the Student Handbook or visit www.bellevue.edu for more information.

New Student Orientation
Orientation programs are provided in the fall and spring for new Bellevue University students to acquaint them with educational opportunities and services. The program eases the transition to higher education and is valuable to all students. Items discussed during new student orientation include academic and career counseling, financial services, computer services, disability services, the library, and all other available student services. During orientation, students may make arrangements for diagnostic tests of mathematics and English skills. Orientation for students enrolled in cohort-based and graduate programs is conducted at the start of the program. These in-depth classroom orientation sessions are conducted during the third week of the program.

Intercollegiate Athletics
Bellevue University is a member of the National Association of Intercollegiate Athletics (NAIA), an organization of small colleges and universities. The University also is a member of the Midlands Collegiate Athletic Conference (MCAC). The MCAC includes colleges in Nebraska, Kansas, Oklahoma, and Missouri. The University’s mascot is the Bruin Bear.

The University competes in men’s basketball, baseball, and soccer and women’s volleyball, soccer, and softball. To participate in athletics, a freshman student must meet two of the three requirements listed below:

- ACT score of 18
- Upper half of high school graduating class
- 2.0 cumulative grade point average (on a 4.0 scale)

A transferring or continuing student must accumulate a minimum of 24 institutional credit hours the two immediately previous terms of attendance and maintain a 2.0 grade point average to participate in athletics.

The University’s mascot is the Bruin Bear. The Bruin basketball team has qualified for the NAIA Division II national tournament nine times since its first appearance in 1998, finishing as the national runner-up in 2004 and 2008. In 2007, the Bruins completed their most successful season posting a 32-2 record and finishing the regular season ranked No. 1 in the country — a first for a Bellevue University athletic team.

Basketball
The Bruin basketball team has qualified for the NAIA Division II national tournament nine times since its first appearance in 1998, finishing as the national runner-up in 2004 and 2008. In 2007, the Bruins completed their most successful season posting a 32-2 record and finishing the regular season ranked No. 1 in the country — a first for a Bellevue University athletic team.

Softball
Bellevue University’s baseball program began in 1968 and since has emerged as a national powerhouse. The Bruins have won the national tournament eleven of the past thirteen years since winning the NAIA World Series in 1995. The 1995 championship was the first of its kind for any Bellevue University athletic program, and remains the only to this day.

Baseball
Bellevue University’s baseball program began in 1968 and since has emerged as a national powerhouse. The Bruins have won the national tournament eleven of the past thirteen years since winning the NAIA World Series in 1995. The 1995 championship was the first of its kind for any Bellevue University athletic program, and remains the only to this day.

Volleyball
Bellevue University’s volleyball program began in the mid-80s as a club team and was added as an intercollegiate program in the early 1990s. The program won two consecutive conference tournament titles (2006, 2007) and recorded its first-ever regular-season conference title in 2007. In 2008, the volleyball team made its first national tournament appearance, reaching the “Elite Eight” and finished the season ranked No. 5 nationally.

Women’s Soccer
Since its inception in 1994, the Bruin women’s soccer program has enjoyed its most success in recent years. In 2006, the team won its first-ever conference tournament title, tying a school record with 16 victories and being ranked as high as No. 10 in the country. In 2007, the program laid claim to its first regular-season conference title.
Courses, Degrees, & Programs

Methods of Earning Credit Toward All University Programs

Bellevue University Courses
The following are all credit courses offered by Bellevue University, including:
- Face-to-face delivery on a Bellevue University campus, satellite or outreach center, corporate location, or other college site;
- Online delivery via Bellevue University's online learning platform;
- Blended delivery combining face-to-face and online modes.
Other options for earning credit are described below.

Flexible Study Options

Transfer Of Undergraduate Credits or Degrees
Transfer may be done on a course-by-course basis or by transferring a complete degree. Course transfer guides and articulation agreement information can be found on the University website and are available in the Enrollment Management Department. The Admissions staff completes tentative evaluations of transfer credits, along with a degree plan. Unofficial transcripts may be used to complete a tentative evaluation. The evaluation is useful in understanding what a prospective student will need to complete a Bellevue University degree and in making a decision on a major.

Acceptance of Associate’s and Prior Bachelor’s Degrees
Students with an associate's degree or a bachelor's degree from any accredited institution may enter into degree programs under the following conditions:
- If a student has an associate's or bachelor's degree from another accredited institution, all credits earned under the degree, by the time of that degree's completion, are accepted for matriculation at Bellevue University.
- Students must take those courses comprising the major concentration and any prerequisites to that concentration and meet all other degree completion requirements.

Specific articulation requirements between the first and second degree include:

Associate’s Degrees – Students who hold an associate's degree in any field may enter a BA, BS, BFA, or BS degree program at Bellevue University and have no General Education Core Curriculum requirements to meet but must satisfy Kirkpatrick Signature Series requirements.

Bachelor’s Degrees – Students who hold a bachelor’s degree may enter a second bachelor’s degree program at Bellevue University and have no General Education Core Curriculum or Kirkpatrick Signature Series requirements to meet.

Transfer of Graduate Credits
Graduate students who have successfully completed coursework at other accredited institutions may request an evaluation of these credits. A maximum of six graduate credits may be transferred to Bellevue University. Because the Master of Arts in Leadership, Master of Arts in Management, Executive Master of Business Administration, Master of Healthcare Administration and Master of Security Management are cohort-based programs, all credits must be completed in-residence, i.e., no transfer credits are accepted.

Application of Transfer Credit and Credit for Non-traditional Learning
Bellevue University students may earn academic credit for learning they have acquired through sources other than college classes. Students may be granted credit for college-level learning acquired outside of a regionally accredited college setting. Assessment of such learning will be conducted or validated by Bellevue University based on the standards promulgated by nationally recognized educational agencies such as the American Council on Education (ACE), the Council of Adult and Experiential Learning (CAEL), the North Central Association of Colleges and Schools-Higher Learning Commission (NCAS-HLC) and the Council for Higher Education Accreditation (CHEA).

In addition to satisfying the General Education Core, all students must complete the Kirkpatrick Signature Series.

Credits toward General Education Core Curriculum, majors, and electives may be earned through:

1. Bellevue University courses offered by the College of Arts and Sciences, the College of Business, the College of Professional Studies, or the College of Information Technology;
2. Transfer credit from other accredited institutions of higher education completed with a grade of “C-” or higher, or earned as part of an associate degree. The Kirkpatrick Signature Series courses must be completed in-residence, in-class or online;
3. Credits from CLEP, DSST, or ACT/RCE testing (see chart on page 45);
4. Credits through Experiential Learning Assessment (ELA);
5. Credit earned through non-college learning as authorized by the guide of the American Council on Education (ACE), by articulation agreement with Bellevue University or other accredited and approved forms of college-level learning. This includes ACE high school Advanced Placement tests;
6. Military experience and training;
7. Other accredited and approved forms of college-level learning

Note: Transfer credit, ELA credit, CLEP/DSST, and Proficiency tests are not computed into the Bellevue University grade point average.

CLEP/DSST Testing
CLEP and DSST (formerly known as DANTES) tests offer more than 80 opportunities to earn college credit for advanced learning without attending class, thereby saving time and money. CLEP and DSST testing refers to the College-Level Examination Program (CLEP) administered by the College Entrance Examination Board, and to the DSST testing program sponsored by the Educational Testing Service. Bellevue University is a National Testing Center for CLEP and DSST testing, held regularly at the Test Center in the R. Joe Dennis Learning Center on designated dates. Students may contact the Test Center, Enrollment Management, or Academic Advising offices for information regarding these testing programs and associated credit. In addition, ACT/RCE testing credit that students have earned may apply toward the degree.

The academic area responsible for each major determines application of transfer credits toward major requirements (including major electives). The academic area responsible for general education will determine application of transfer credits toward general education requirements. Decisions of
applicability are subject to approval of the appropriate dean. Transfer credits not applicable toward the major or toward general education will be accepted as unclassified electives.

CLEP and DSST listings, available at www.bellevue.edu/testcenter or by emailing testing@bellevue.edu, show the whole battery of tests offered, the amount of credit one may earn at Bellevue University for specific tests, and passing requirements. Bellevue University library professionals will assist students in searching for materials needed to successfully prepare for CLEP and DSST testing. CLEP and DSST scores are Pass or Fail; they do not affect GPA.

CLEP and DSST tests contain multiple choice questions that are answered directly on a computer. Upon completion, students immediately receive their results. Each CLEP test is timed for 90 minutes and each DSST test is timed for two hours. DSST fact sheets give helpful information on the content of these tests, sample questions, and books recommended for review. For detailed information and important links to the CLEP and DSST sites, please visit www.bellevue.edu/testcenter

**Experiential Learning Assessment**

Experiential Learning Assessment (ELA) is a directed method through which students may earn credit for college-level learning achieved through work, outside activities, and life experiences. Credit granted for non-traditional learning will not apply toward the residency requirement, nor will credits be computed into the Bellevue University grade point average. This learning can be evaluated for credit through testing or Experiential Learning Assessment.

ELA students present their experiences in the form of a written ELA portfolio. Before preparing portfolios for ELA evaluation, students must complete the two-credit course, ELA 201 Experiential Learning Assessment Seminar. This course is offered online each academic term. Students should contact Undergraduate Academic Advising for further information.

The Registrar, in accordance with University policy, will determine whether such credits satisfy major, core, or general elective requirements toward a bachelor’s degree. For more information, contact the ELA Program Coordinator at: (402) 557-7013 or ela@bellevue.edu, or by visiting www.bellevue.edu/ela.

**ELA 201 Experiential Learning Assessment Seminar**

This course provides instruction in the preparation of a portfolio documenting college-level learning that is acquired through life experiences. The focus is on examining learning gained through experience, identifying college-level content, and preparing an experiential learning portfolio. (2 credit hrs)

**Independent Study**

Under the Independent Study option, students may obtain a maximum of 18 undergraduate credit hours (or six graduate credit hours) through special arrangement with individual faculty members. This option allows students to contract (under certain circumstances) to take courses in the Bellevue University Catalog on an individual basis. To register for Independent Study courses, students must contact an appropriate instructor to serve as a sponsor, initiate a Request for Independent Study form, and obtain written permission from the faculty sponsor, the center or program director, and the dean of the college in which the course is offered. Courses regularly scheduled during a student’s normal matriculation usually will not be approved for Independent Study. In most cases, approval for an Independent Study course must be received, and the student must be registered, prior to the last day for late registration. The dean of the sponsoring college must approve any deviation from this procedure.

**Topics Courses**

Each area of study has an experimental course labeled “Topics” for use in exploring a particular area of interest in the form of a directed reading, practicum, internship, thesis, or other independently arranged course not otherwise offered at Bellevue University. Courses are identified by the selected area of study (CA, BA, MGTC, etc.), followed by the number 399 or 499. Course titles are formatted as “Topics in ___ (area of study).” Each course is assigned its own unique designation.

The student selects course content in conjunction with the sponsoring faculty member if offered as Independent Study, or by a full-time faculty member planning an experimental course if offered as a class. A brief syllabus or course outline must be approved by the appropriate college dean, and forwarded to the Registrar for inclusion in the University’s schedule master.

A topics course may be offered two times under the conditions of this policy. Should the course be requested for a third time, it must be approved by the Provost, and it must follow the established procedures for adding a new course on a permanent basis to the University curriculum/catalog.

**Course Clusters**

Course clusters offer an intensive, interdisciplinary examination of a particular subject from interlocking perspectives or an integrated view of a particular time in history from literary, social, historical, or other relevant perspectives. The goal of a course cluster is to link these perspectives holistically to encourage real-world thinking about complex topics, and to broaden student’s comprehensive knowledge of the chosen content area or the historical significance of events and developments. Course clusters also may include a skills-based and an application course that, offered together, provide a more meaningful learning experience. Generally, course clusters are six to nine credit hours and are used to meet general education and elective course requirements.

See page 48 for listing of Course Clusters

**Online Courses and Programs**

Online education is about obtaining all class materials and earning a degree through the Internet. With Internet access, students go online, take classes, participate in discussions with students and professors, conduct research at the online library, and talk to their online advisor. Online classes are small to give the active-learning advantage that characterizes Bellevue University. The University has developed a Cyber-Active® Learning environment that:

- provides a highly interactive learning experience;
- utilizes assessment technology with student, peer, and instructor feedback;
- integrates applied rather than theoretical concepts in the learning process;
- sets and monitors participation levels for students and instructors;
- treats the classroom as a dynamic, resource-rich environment in which students reach beyond the limits of traditional classroom walls to become information-age learners.

By using the easy-to-follow links, students can attend class, meet with fellow students, discuss lessons with instructors, complete assignments, and conduct research. Students may log on 24 hours a day, seven days a week from most anywhere in the world (all courses are conducted in English), email professors, meet with students for discussion and group study – all while earning a degree on their own schedule.

Online courses count toward the 21-credit-hour residency requirement. There is no requirement to come on campus.
Undergraduate Degree Requirements

Undergraduate Degrees
- Bachelor of Arts (BA)
- Bachelor of Applied Science (BAS)
- Bachelor of Science (BS)
- Bachelor of Fine Arts (BFA)

The purpose of earning a degree at Bellevue University is to enable students to pursue the careers of their choice.

Bellevue University offers four undergraduate degrees: the Bachelor of Arts, the Bachelor of Applied Science, the Bachelor of Science and the Bachelor of Fine Arts. Programs are offered in a traditional term-by-term format and in an accelerated, cohort-based format. The degree requirements for traditional and accelerated degree programs are explained below. All degree programs are designed to provide both breadth and depth in academic experience. Students are required to complete the General Education Core providing background and foundation knowledge to build academic excellence and career flexibility.

In addition to the General Education Core, students complete a major in at least one academic area. Courses taken in a major area are accepted, where applicable, in meeting the requirements of the General Education Core. A minimum of 124 credit hours is required for a Bachelor of Applied Science, 127 credit hours is required for a Bachelor of Arts or Bachelor of Science and 132 credit hours for a Bachelor of Fine Arts.

It is highly recommended that students complete as many of the General Education Core courses as possible during the freshman and sophomore years. This will provide the educational background, knowledge, and skills to assist in assimilation of content of upper-level courses.

Traditional
Traditional programs are offered in a format following the conventional Fall, Winter, Spring, and Summer terms. The programs leading to a Bachelor of Arts are offered in the humanities and related disciplines. The Bachelor of Science degree programs place more emphasis on research and scientific method. The Bachelor of Applied Science is offered for students who have completed a technical career focus and have an Associate of Applied Science degree or Associate of Applied Technology degree.

The Bachelor of Fine Arts degree is offered in studio areas in Art and Graphic Design. The BFA degree requires a greater concentration of courses in the major area and is intended for students who wish to follow a more extensive program of study in the arts or who plan to do graduate work in the arts. A minimum of 132 hours is required for a Bachelor of Fine Arts. Courses are offered in class and online; online programs are indicated by the mouse icon (��)

Cohorts
All Bellevue University accelerated and some non-accelerated programs are offered in the cohort-based format. A cohort is a group that works together to complete a degree; the student completes each of his or her courses with the individuals in his or her cohort.

Accelerated
The accelerated programs are offered in the cohort-based format that emphasizes applied, active learning. Programs are offered in class and online; online programs are indicated by the mouse icon (��).

Requirements allow flexibility in sources of learning and specific coursework. This benefits students who tailor their bachelor’s education to take account of personal career or life goals, constraints of time or schedule, or credits previously earned.

Bachelor’s Degree Requirements
- General Education Core
- Kirkpatrick Signature Series
- Major Requirements
- Electives (as needed)

Total Requirement of 124 semester credit hours. All credit hours are stated in semester hours for BAS Degrees.

Total Requirement of 127 semester credit hours All credit hours are stated in semester hours for BA and BS Degrees.

Total Requirement of 132 semester credit hours All credit hours are stated in semester hours for BFA Degrees.

All graduating BAS, BA, BS, BFA students must:
1. Provide certification of high school completion or the equivalent;
2. Complete a minimum of 127 credit hours (Bachelor of Science, Bachelor of Arts) and have an overall grade point average of 2.0 or higher in courses taken at Bellevue University; the Bachelor of Fine Arts requires 132 hours; the Bachelor of Applied Science requires 124 hours;
3. Complete the General Education Core, including the Kirkpatrick Signature Series;
4. Complete the requirements for a major in at least one academic area and have a grade point average of 2.5 or higher in the major area courses;
5. Complete at least 12 hours of upper-level major credit in-residence, 24 for Accounting; 21 for Business Administration;
6. Complete at least 30 hours of upper-level credit; and
7. Meet residence requirements of 30 hours at Bellevue University.

Second Bachelor’s Degree
Bellevue University undergraduate alumni seeking a second bachelor’s degree must meet the following requirements:
1. Complete all requirements of the first bachelor’s degree;
2. Apply for and receive the first bachelor’s degree; and
3. Complete all GPA, major, and other academic and procedural requirements in effect at the time of enrollment in a second bachelor’s degree and earn a minimum of 157 semester credit hours.

Two degrees of any type may not be awarded simultaneously.

Non-Degree Status
Students who desire to transfer credits from Bellevue University to another university, for personal or career enhancement, may enroll as non-degree students. Certain high school students may apply to take courses while attending high school. Applications must be accompanied by written parental permission and certification from an appropriate high school official stating that the high school official agrees to the student’s enrollment.

A student changing status from a “non-degree student” to “degree-seeking” must complete a degree-seeking application in Enrollment Management. A student will be subject to the requirements for graduation contained in the Bellevue University Course Catalog in effect at the time the student becomes “degree-seeking.” If the evaluation and review of a student’s credentials
Academic Credit Evaluation

The Registrar conducts initial evaluations of incoming students’ academic records, to ensure all required academic documentation is on file, and to apply transfer credit to Bellevue University degree programs in accordance with established policies. Complete reevaluations of these records are conducted only when students change degree programs, majors, and/or when they change University catalogs.

A final audit of a student’s academic records is conducted by the Registrar. The Registrar’s audit ensures all required academic documentation is on file, and all degree requirements are completed prior to issuing a Bellevue University diploma.

Undergraduate Degree Residence Requirements

Residency in the State of Nebraska is not required. The only residence requirements relate to courses taken through Bellevue University.

1. To earn a degree, students must have at least 30 credit hours of in-residence courses at Bellevue University, including a minimum of 12 hours in upper-level (300-400) courses in their major area (24 hours for Accounting and 21 hours for Business Administration Majors).

Bellevue University online and in-class courses count toward residence hours; ELA credits, transfer hours, or credits earned through testing do not count toward residence.

2. For a second degree, residence requirements dictate students complete an additional 30 credit hours in-residence, earned after conferral of first degree.

Declaring a Major

Each candidate for graduation must select a major. It is strongly recommended that this selection be made by the end of the sophomore year. A decision will facilitate Academic Advising for the junior and senior year program. A student should officially declare a major field of concentration by the time he or she has completed 60 credit hours.

Majors are classified in two ways:

- Single – The student majoring in a single area of study must complete all the courses specified by that area in addition to the General Degree Requirements.

- Multiple – The student desiring a degree with a concentration in more than one area of study must fulfill the General Degree Requirements and the requirements of each major field selected. The permanent records will reflect each major area. Because of the nature of the accelerated degree completion, cohort curriculum, students may select only a single major.

Prerequisite for the Accelerated Major

Bellevue University offers accelerated degree completion programs for working adult students who have completed an associate’s degree or a minimum of 60 semester hours of transferable credit from regionally accredited institutions of higher education. Prior to beginning the cohort-based major, the student must:

1. Possess an associate’s degree or 60 semester hours completed with a grade of “C-” or higher from an accredited institution of higher learning.

2. Currently be employed in a work setting where the academic content of the major can be applied;

3. Possess three years of significant work experience relevant to the major; and

4. Submit an Application for Admission, completed, signed, and accompanied by the $50 processing fee

Note: Specific majors may have additional requirements.

Students meeting these qualifications will be granted full admittance. Applicants not meeting the qualifications for full academic acceptance will be considered by the Admissions and Standards Committee, which may approve exceptions on an individual basis. All applicants will be notified of the committee’s decision.

Minors

Selection of a minor is not a graduation requirement. A student must complete nine credit hours in-residence to have the minor posted to a Bellevue University transcript.

Declaring a Minor

Bellevue University makes the academic minor available to enrich an undergraduate student’s educational focus. A minor is a recognized group of courses in a specific discipline that enhances general learning, complements the student’s major, or improves the prospects for employment. Selection of a minor should be arranged in consultation with a faculty advisor from the appropriate area of study.

Minors typically require between 18 and 24 credit hours to complete. All minors require a minimum GPA of 2.5 and nine upper-division credit hours and three courses (nine credit hours) in-residence at Bellevue University. Six of the residence credit hours must be upper-level courses. Students in Accelerated Bachelor’s Degree Completion Programs are not permitted to choose minors.

Emphases

At the undergraduate level, emphases provide an area of focus and a choice of options for more in-depth study within a bachelor’s degree program. Emphases are generally nine to twelve credit hours (less than the requirements of a minor) and are designed to provide students with choices in a disciplinary area of interest. Students should consult with their academic advisors in order to effectively design a degree plan that integrates one or more emphases in their degree program.

Certificates

Certificates are awarded for completion of a set of courses that define a specialization that is generally recognized in the workplace. A certificate is not an academic award, but rather an acknowledgement or recognition of student learning in a content domain. The courses will be included on a student’s transcript, and upon request, on a printed certificate of completion.

The General Education Core and The Kirkpatrick Signature Series

Mission

The General Education Core is central to the mission of Bellevue University. It serves to develop the broad knowledge, skills, values, and attitudes commonly held by educated people, and necessary to the full participation in the responsibilities of citizenship.
Purpose
The Bellevue University General Education Core courses help the student acquire the skills, conceptual and factual knowledge, and ability to conduct structured inquiry as a foundation to all the areas of knowledge commonly held by educated persons, and that permit full understanding of the material presented in the various major courses of study offered by the University. They furthermore provide the necessary foundation for lifelong learning.

General Education Core (36 credit hours)
All credit hours are stated in semester hours.

Basic Communication (BC) (9 credit hours)
- Composition I
- Composition II and Fundamentals of Speech Communication or Oral Communication Skills

Human Behavior (HB) (6 credit hours)
- Anthropology (any transfer course 100 level or above)
- Psychology (any course/s)
- Sociology (any course/s)

Human Civilization (HC) (6 credit hours)
- Archeology (any course/s)
- Culture (any course/s)
- Geography (any course/s)
- History (any course/s)
- Global Studies (any course/s)
- Political Science (any course/s)
- Women’s Studies (any course/s)

Human Expression (HE) (6 credit hours)
- American Sign Language (any transfer course 100 level or above)
- Art (any course/s)
- Art History (any course/s)
- Communication (any course/s 200-level or higher)
- Graphic Design (ARCT) (any course/s)
- Drama (any transfer course 100 level or above)
- Foreign Languages (any course/s)
- Humanities (any course/s)
- Literature (any course/s)
- Music (any transfer course 100 level or above)

Human Thought (HT) (3 credit hours)
- Economics (any course)
- Philosophy (any course)
- Religion (any course)

Science (NS) (3 credit hours)
- Any Science Course or GE 105, GE 305, GE 410

Mathematics (MA) (3 credit hours)
- Intermediate Algebra (excluding MA 140) or a more advanced mathematics course

The Kirkpatrick Signature Series
(9 credit hours)
- LA 400 American Vision and Values
- LA 410 Tradition and Change
- LA 420 Freedom and Responsibility

The substitution of transfer courses and the use of Experiential Learning Assessment (ELA) credit is made as designated by the office of the appropriate college dean. There is a designated CLEP/DSSST examination or in-house examination available for each of the General Education Core requirements, except for the Kirkpatrick Signature Series requirement. There are no substitution, ELA, or transfer courses for the Kirkpatrick Signature Series.

General Education Packaged Core
To help students complete the requirements of the General Education Core, Bellevue University has streamlined and packaged its Core requirements into four nine-credit online cluster courses, the General Education Packaged Core.

Creative Communication (9 credit hours)
- CA 109 Oral Communication Skills (BC)
- EN 101 Composition I (BC)
- EN 260 Comedy on Stage and Screen: A Serious Look at What Makes Us Laugh (HE)

Writing and Recreation: Work and Play in Modern America (9 credit hours)
- EN 102 Composition II (BC)
- IGEN 204 Work vs. Play: How to Make a Living and Still Have Fun (HB)
- IGEN 214 The Depiction of Work and Play in the Arts (HE)

Nobel Wouldn’t Have Won His Own Prize and Polar Bears Aren’t White: The History, Philosophy, and Practice of Science (9 credit hours)
- IGEN 203 History of Science (HC)
- IGEN 213 Philosophy of Science (HT)
- IGEN 223 Nature, Ecology, Genetics, and Environment (NS)

MathWorld (9 credit hours)
- IGEN 205 Math in History, Philosophy, and Ethics (HC)
- IGEN 215 Math and Society (HB)
- MA 101 Intermediate Algebra (MA)

Graduate Degree Requirements

Master’s Degrees
- Master of Arts (MA)
- Master of Science (MS)
- Master of Business Administration (MBA)
- Master of Healthcare Administration (MHA)
- Master of Public Administration (MPA)
- Master of Public Health (MPH)

Please refer to doctorate bulletin for the Ph.D. in Human Capital Management requirements

All credit hours are stated in semester hours.

All graduating students must:
1. Meet all admission requirements;
2. Complete all curriculum requirements listed in the assigned University Catalog;
3. Pass all degree-required graduate courses with a grade of “C” or better;
4. Attain an overall GPA of 3.0 or higher.

Master’s Degree Residence Requirements
1. Have at least 30 credit hours in-residence courses at Bellevue University (online courses are in-residence);
2. For a second degree, students must complete an additional minimum 18 credit hours in-residence – earned after conferral of first degree.

**Second Graduate Degree**

A student awarded a graduate degree from Bellevue University who would like to earn a second graduate degree must:

1. Complete all requirements of the first graduate degree;
2. Apply for and receive the first graduate degree;
3. Complete a minimum of 18 additional graduate credit hours from Bellevue University, with the exception of the Master of Science in Clinical Counseling (MSCC), which requires a minimum of 12 additional graduate credit hours – only for MSHS 48 credit hour degree from Bellevue University;
4. Complete all GPA and other academic procedural requirements in effect at the time of enrollment in a second graduate degree program.

*Two graduate degrees may not be awarded simultaneously.*

**Concentrations**

Concentrations provide an area of focus for graduate students and a choice of various options in content areas for in-depth study within a master’s degree program. Concentrations are generally nine credit hours and may be taken in addition to the master’s degree requirements or, in some degree programs, they may be taken as part of the required credit hours.
## General Education Core*

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>Transfer Equivalent</th>
<th>CLEP Equivalent</th>
<th>DSST Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Communication (BC) (9 semester hours)</strong></td>
<td>(Only) Composition I</td>
<td>English Composition (3 credit hours – meets requirements only for Comp I and 3 elective credit hours)</td>
<td>Composition – None</td>
</tr>
<tr>
<td>Composition I (EN 101)</td>
<td>Composition II</td>
<td>Freshman College Composition (6 credit hours – meets requirements for both Comp I and Comp II)</td>
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</tr>
<tr>
<td>Composition II (EN 102)</td>
<td>Fundamentals of Speech Communication or Oral Communication Skills</td>
<td>Speech – None</td>
<td>Principles of Public Speaking</td>
</tr>
<tr>
<td><strong>Human Behavior (HB) (6 semester hours)</strong></td>
<td>Any course in the 3 specific areas</td>
<td>Human Growth and Development, Intro to Educational Psychology, Intro to Psychology, Intro to Sociology</td>
<td>Criminal Justice, Drug and Alcohol Abuse, Foundation of Education, Fundamentals of Counseling, Gen. Anthropology, Intro to Law Enforcement, Lifespan Developmental Psychology</td>
</tr>
<tr>
<td>Anthropology (any course/s)</td>
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<td>Psychology (any course/s)</td>
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<tr>
<td>Sociology (any course/s)</td>
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<tr>
<td><strong>Human Civilization (HC) (6 semester hours)</strong></td>
<td>Any course in the 7 specific areas</td>
<td>Social Science and History, American Government, History of the US I, History of the US II, Western Civilization I, Western Civilization II</td>
<td>Civil War and Reconstruction, Western Europe since 1945, History of the Vietnam War, Human and Cultural Geography, Introduction to Modern Middle-East, Rise and Fall of the Soviet Union</td>
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<tr>
<td>Archeology (any course/s)</td>
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<tr>
<td>Culture (any course/s)</td>
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<td>Geography (any course/s)</td>
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<td>History (any course/s)</td>
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<tr>
<td>International Studies (any course/s)</td>
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<td>Political Science (any course/s)</td>
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<tr>
<td>Women’s Studies (any course/s)</td>
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<tr>
<td><strong>Human Expression (HE) (6 semester hours)</strong></td>
<td>Any course in the 10 specific areas and CA 200 or higher</td>
<td>Humanities, American Literature, Analyzing/Interpreting Literature, College Level French, College Level German, College Level Spanish, English Literature</td>
<td>Art of the Western World, Technical Writing</td>
</tr>
<tr>
<td>American Sign Language (any course/s)</td>
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<tr>
<td>Art (any course/s)</td>
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<tr>
<td>Art History (any course/s)</td>
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<tr>
<td>Communication (any course/s)</td>
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<tr>
<td>Computer Graphics (any course/s)</td>
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<tr>
<td>Drama (any course/s)</td>
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<tr>
<td>Foreign Languages (any course/s)</td>
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<tr>
<td>Humanities (any course/s)</td>
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<td>Literature (any course/s)</td>
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<tr>
<td>Music (any course/s)</td>
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<tr>
<td><strong>Human Thought (HT) (3 semester hours)</strong></td>
<td>Any course in the 3 specific areas</td>
<td>Principles of Macroeconomics, Principles of Microeconomics</td>
<td>Ethics in America, Introduction to World Religions, Money and Banking</td>
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<tr>
<td>Economics</td>
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<tr>
<td>Philosophy</td>
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<td>Religion</td>
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<tr>
<td><strong>Natural Science (NS) (3 semester hours)</strong></td>
<td>Any Natural Science course</td>
<td>Natural Sciences, General Biology, General Chemistry</td>
<td>Astronomy, Environment and Humanity, Here’s to Your Health, Physical Geology, Principles of Physical Science I</td>
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<tr>
<td>Any Natural Science Course</td>
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<tr>
<td>(Biology, Chemistry, Geology, Physics)</td>
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<tr>
<td><strong>Mathematics (MA) (3 semester hours)</strong></td>
<td>Intermediate Algebra or any more advanced skill level mathematics course</td>
<td>College Mathematics, College Algebra, Precalculus</td>
<td>Fundamentals of College Algebra, Principles of Statistics</td>
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<tr>
<td>Intermediate Algebra or any more advanced mathematic course</td>
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<tr>
<td>Not – MA 100</td>
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<tr>
<td>Not – MA 140</td>
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<tr>
<td><strong>The Kirkpatrick Signature Series (9 semester hours)</strong></td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Must be taken through Bellevue University</td>
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<tr>
<td>May not be applied to any other area of the Core</td>
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<tr>
<td>LA 400</td>
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<td>LA 410</td>
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<tr>
<td>LA 420</td>
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</tbody>
</table>

*The substitution of transfer courses and the use of Experiential Learning Assessment (ELA) credit will be made as designated by the Dean, College of Arts and Sciences. There are designated CLEP/DSST examinations available for all General Education Core requirements except the Kirkpatrick Signature Series. Each approved core course, transfer course or CLEP/DSST examination may be designated and applied to only one area of the core.

Additional Note: Students already holding a bachelor’s degree, who matriculate at Bellevue University to earn a second bachelor’s degree are exempt from the General Education Core and the Kirkpatrick Signature Series requirements.
## Undergraduate Degrees Offered

<table>
<thead>
<tr>
<th>Major</th>
<th>Degree</th>
<th>Accelerated</th>
<th>Online</th>
<th>Cohort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>BS</td>
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<tr>
<td>Adult Education</td>
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<tr>
<td>Advertising Management</td>
<td>BS</td>
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<tr>
<td>Art Management</td>
<td>BA</td>
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<tr>
<td>Studio Art</td>
<td>BA/BFA</td>
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<tr>
<td>Behavioral Science</td>
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<tr>
<td>Biology</td>
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<tr>
<td>Business</td>
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<tr>
<td>Business Administration</td>
<td>BS</td>
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<tr>
<td>Business Information Systems</td>
<td>BS</td>
<td>✔</td>
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<tr>
<td>Communication Arts</td>
<td>BA</td>
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<tr>
<td>Computer Information Systems</td>
<td>BS</td>
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<tr>
<td>Computer Information Systems in Business</td>
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<tr>
<td>Corporate Communication</td>
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<td>Corrections Administration and Management</td>
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<td>Criminal Justice Administration</td>
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<tr>
<td>Culinary Arts</td>
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<td>Gaming and Simulation</td>
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<tr>
<td>Graphic Design</td>
<td>BFA</td>
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<tr>
<td>Graphic Design – Print</td>
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<td>Graphic Design – Web</td>
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<tr>
<td>Healthcare Management</td>
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<tr>
<td>Health and Human Performance (Physical Education)</td>
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<tr>
<td>Health Science</td>
<td>BA</td>
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<tr>
<td>History</td>
<td>BA</td>
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<tr>
<td>Human and Social Services Administration</td>
<td>BS</td>
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<tr>
<td>Information Technology</td>
<td>BS</td>
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<tr>
<td>Investigations</td>
<td>BS</td>
<td>✔</td>
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<tr>
<td>Leadership</td>
<td>BA</td>
<td>✔</td>
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<tr>
<td>Legal Studies</td>
<td>BS</td>
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<tr>
<td>Liberal Studies</td>
<td>BA</td>
<td>✔</td>
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<tr>
<td>Logistics Management</td>
<td>BAS/BS</td>
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<td>Long Term Care Administration</td>
<td>BS</td>
<td>✔</td>
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<tr>
<td>Management</td>
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<tr>
<td>Management of Health Informatics</td>
<td>BS</td>
<td>✔</td>
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<tr>
<td>Management of Human Resources</td>
<td>BS</td>
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<tr>
<td>Management Information Systems</td>
<td>BS</td>
<td>✔</td>
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<tr>
<td>Marketing Management</td>
<td>BS</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Organizational Systems Management</td>
<td>BS</td>
<td>✔</td>
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<tr>
<td>Psychology</td>
<td>BS/BA</td>
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<tr>
<td>Security Management</td>
<td>BS</td>
<td>✔</td>
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<tr>
<td>Sociology</td>
<td>BS/BA</td>
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<tr>
<td>Software Development</td>
<td>BS</td>
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<tr>
<td>Sports Management</td>
<td>BA</td>
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<tr>
<td>Systems and Network Administration</td>
<td>BS</td>
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<tr>
<td>Technical Sales</td>
<td>BS</td>
<td>✔</td>
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<tr>
<td>Web Technologies</td>
<td>BS</td>
<td></td>
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<tr>
<td>World Security and Strategic Studies</td>
<td>BAS/BS</td>
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</tbody>
</table>

For more information on program offerings, see page 41

- **BA** - Bachelor of Arts
- **BAS** - Bachelor of Applied Science
- **BS** - Bachelor of Science
- **BFA** - Bachelor of Fine Arts
- **= Accelerated Offering**
- **= Online Offering**
- **= Cohort Offering**
Undergraduate Programs

ARTS & SCIENCES

COURSE CLUSTERS
College of Arts and Sciences

Course Clusters offer an examination of a particular subject from three interlocking perspectives. The goal is to link these three perspectives holistically to encourage real-world thinking about complex topics and to broaden students’ comprehensive knowledge of the chosen subject. Because of the intensive, accelerated nature of a course cluster, it is recommended that students successfully complete nine credit hours prior to enrolling in a course cluster and complete 40 credits prior to enrolling in the Kirkpatrick Signature Series cluster.

Course Clusters

Individual courses are 3 credit hours

- **America: Where We Were, Where We Are, Where We Want to Be**
  - An interdisciplinary course cluster that tries to do what its title says. It first provides students with a refresher on American history (focusing on the founding), reviewing key events and documents. It then explores, through significant contemporary analyses, the present social, political, cultural, and educational state of the union. It concludes by examining present problems in historical contexts in an attempt to arrive at solutions for the future. The student’s personal and professional life are integrated into the course’s objectives, assignments, and assessments. This class is offered in a seminar format, focusing on discussion rather than lecture.

- **ISPS 350 What Is Postmodernism?**
  - Designed to examine cultural changes in American life that have been called postmodern. This course provides a perspective on late capitalist consumerism and illustrates the relationships between consumer desire, mall culture, advertising and media.

- **ISPS 385 American Culture: Now and Tomorrow**
  - Discussion of current and future American culture. Participants examine their own beliefs and opinions and formulate new solutions to the problems and possibilities facing us.

- **Are You Going to Win, Lose, or Tie? Using Social Influence and Social Identity in Today’s Competitive World**
  - This course cluster explores the role of social identity and social influence in today’s competitive world. Topics include the development of a sense of self, the development of social identity—how we understand our self and the image of our self that we present to others—and how social identity can be used to negotiate the everyday world of work, recreation, and family. Also considered are methods of social influence—getting others to do what we want—and how social influence can be used to create and maintain a social identity. This course cluster includes the study of famous people and how they use identity and social influence.

- **igen 303 Social Identity: Who Am I? How Do Others View Me?**
  - This course defines and provides examples of social identity—which is the image we have of ourselves and the image(s) we present to others. Several issues are addressed concerning social identity in everyday life. Students should be able to answer these questions at the completion of the course: What are the origins and consequences of an identity? Who am I? What is my niche in the social world? What is the value of self-help material in defining who I am? What are the consequences of discrepancies between how I see myself and how others see me? The course also examines identity changes over the life span caused by marriage, divorce, illness, and other life events that force identity change(s).

- **igen 313 Social Influence: How Do I Influence Others? How Do They Influence Me?**
  - This course defines and provides examples of social influence—which is the art and practice of getting others to do what you want. Several issues are addressed concerning social influence in everyday life: What are some common influence strategies? How do you know which strategy to use? How do you know when you are being influenced? How can you resist social influence?

- **igen 323 Winners, Losers and Also-rans: Case Studies in Identity and Social Influence**
  - Examines how identity and social influence, as exemplified in the lives of famous public figures, are intertwined to construct the fabric of social life.

- **Communication in Everyday Life**
  - This course cluster focuses on much of the communication used every day. Students will study the influence of mass media and popular culture on the family, models of healthy family communication, and typical means of expression in both personal and public contexts. Direct application of health communication concepts and models will be explored, beginning with the interpersonal (family communication) and ending with an online research project (mass media).

- **CA 203 Understanding Mass Media**
  - Introduces models, theories, and concepts related to various mass media. Provides active learning opportunities directed toward various strategies of news development. Presents case studies that focus on ethics in the media. Competencies in the areas of critical thinking, innovation, adaptability and ethics are addressed.

- **CA 315 Health Communication**
  - Theory and practice of health communication at many levels of society. Integrates direct application of skills needed to effectively communicate health issues at the personal, social, institutional, public and mass communication levels. Competencies in the areas of critical thinking, intrapersonal communication, interpersonal communication, decision making, ethics, and conflict are addressed.

- **CA 320 Family Communication**
  - Introduces concepts and case studies of communication related to the family. Provides wide range of family communication models and theories related to functional families and positive communication. Competencies in the areas of conflict, interpersonal communication, ethics, and leadership are addressed.

- **Communication: Introduction to Writing and Speaking**
  - **CA 109 Oral Communication Skills**
    - Introduces concepts, models, and theories related to basic communication skills needed at the interpersonal, small group, organizational and public levels. Direct application of course material provides opportunities for assessing individual communication strengths and weaknesses. Competencies in the areas of managing self, facilitating, social interaction, and organization of thought are addressed.

- **EN 101 Composition I**
  - Principles of written communication and practice in writing, with emphasis on paragraph construction and the essay form.
■ Consumer Nation: Why We Shop Until We Drop

Traces the rise of American consumer culture from its origins in the Protestant Reformation, to the time of our nation’s founding, through the Industrial Revolution, to its present expression in the shopping mall. Using interdisciplinary texts, the course explores the historical, economic, philosophic, social, cultural, and behavioral implications of this vital and dynamic economy. Topics include consumerism in world and American history, the cultural and social history of shopping, the rise of the department store and the shopping mall, the commodification of value, and the transformation of American culture.

IGEN 301 The Origins of American Consumerism

Explores the origins of American consumerism—how our nation achieved one of the world’s highest standards of per capita wealth by the time of its founding and today enjoys the highest standard of living in the world. The course identifies and analyzes economic, intellectual, historical, and philosophical influences that have shaped our consumer culture.

IGEN 311 The New Consumer Culture: The Department Store and the Dawn of Modern Advertising

Traces the development of the new consumer culture from the Industrial Revolution to the birth of the department store, modern advertising, and the modern consumer economy. Investigates the story of this transformation of American culture by examining the historical, economic, philosophic, religious, and literary record.

IGEN 321 A Nation of Consumers: The “Malling” of America

Investigates the shopping mall as an economic reality, as well as a transformational agent of American culture. The course traces the origins and growth of the American shopping mall as an agent and response to our vital consumer culture and examines the story of the shopping mall in the light of historical, economic, philosophical, and literary texts.

■ Creative Communication

This course cluster introduces students to the concepts, models, and theories relevant to communication at the interpersonal, small group, organizational and public levels by having them analyze the most hilarious and original manifestations of comedy in the theater, in movies, and on TV. Competencies in written communication, managing self, facilitating, social interaction, and organization of thought are addressed and developed.

EN 101 Composition I

This course offers students instruction in the principles of written communication and practice in writing, with emphasis on paragraph construction and the essay form.

CA109 Oral Communication Skills

This course introduces concepts, models, and theories related to basic communication skills needed at the interpersonal, small group, organizational and public levels. Direct application of course material provides opportunities for assessing individual communication strengths and weaknesses. Competencies in the areas of managing self, facilitating, social interaction, and organization of thought are addressed.

EN 260 Comedy on Stage and Screen: A Serious Look at What Makes Us Laugh

This course analyzes the genre of comedy in its most hilarious and original manifestations in the theater, in movies, and on TV. Classic and contemporary works are examined.

■ Diversity at Work: Gender Issues in Personal and Professional Relationships

Diversity at Work uses interdisciplinary texts and films to investigate perplexing and enduring questions of gender difference. Initial readings frame the debate and propose and dispute the notion of difference; subsequent readings provide clarification. Biological, psychological, cultural, and economic explanations are read, analyzed, and evaluated. Examples from philosophy, literature, and film also are examined. The course examines historical, contemporary, and scientific ideas about gender roles, and, with this information, explores assumptions of present-day gender diversity programs, at work as well as in school. This class is offered in a seminar format, focusing on discussion rather than lecture.

BPUE 280 Seminar in Professional Studies

Analysis of recent books on business, management, and leadership that challenge the wisdom of current practices. The course updates students while challenging assumptions on fundamental issues.

BPUE 300 Working Women: Sex, Power, and Leadership

The course addresses issues that confront women in their personal and professional lives. Topics include equity, pay parity, glass ceiling, corporate culture, dual career, feminism, child care, demands of two income family, time management, personal fulfillment, priorities, marriage and children, gender roles, and definitions of success.

ISPS 380 Men Are from Mars; Women Are from Venus: An Interdisciplinary Course on Gender Difference

A course which uses literary, philosophical, scientific, historical, and business texts, as well as films, to investigate perplexing and enduring questions of gender difference. Initial readings examine the notion of difference; subsequent readings propose explanations. Biological, psychological, cultural, and economic accounts are read, analyzed, and evaluated.

■ Dying, Death, and Grief

This cluster emphasizes the practical and theoretical aspects of dying, death, and grief, including the facts, ideas, beliefs, practices, experiences, and feelings of dying, death, and grief.

PH 351 The Art of Dying

This course is an investigation into the nature and manner of human dying, emphasizing the experiences of dying persons, how they have dealt with their dying, and what we can learn from them.

PH 352 The Meaning of Death

This course is an introduction to the study of human death, emphasizing the human attempt to make sense of death and incorporate it into our understandings of life.

PH 353 Grief and Bereavement

This course is an examination of grief and bereavement, emphasizing on the practical and theoretical aspects of loss, bereavement, mourning, and grief.

■ Effectively Communicating Yourself

These courses combine to create opportunities for students to directly apply course material on how to communicate effectively with individuals and in group situations. Emphasis is placed on sensitivity to non-verbal message exchange in formal and informal professional situations. A number of communication events that require direct questioning will be reviewed to help students increase their interviewing skill. Presentation requirements will be addressed to assist students to formally present themselves and their message to both small and large audiences. Throughout the cluster students will be guided to improve their performance in any communication event by focusing on intrapersonal, interpersonal, and audience-involving situations.

CA 303 Nonverbal Communication

Theory and application of nonverbal communication theories directed toward improved understanding of self and other in a variety of communication contexts. Presents terminology, concepts, and models of nonverbal communication. Competencies in the areas of effective social interaction, intercultural awareness, conversational adaptability, self-awareness, and relational communication are addressed.

CA 401 Professional Communication

Provides instruction on strategies, techniques and models of professional communication. Develops and applies speaking skills at various communication levels and in a variety of contexts. Integrates course material into work place
environments. Addresses competencies in the areas of persuasive speaking, organization of thought, planning and organizing, and ability to conceptualize.

**CA 404 Interviewing**
Provides instruction of effective interviewing techniques and strategies. Addresses models and concepts relevant to interviewing and introduces opportunities for direct application of course material. Addresses competencies in the areas of managing conflict, decision making, ethics, listening, interpersonal communication, and problem solving.

**Is Rush Right? Seminar in Advanced Conservative Studies**
Traces the origins and political, social, and cultural influences of the American conservative movement. Students read seminal documents of conservative thought and become familiar with leading conservative thinkers, from the Founding to the present. In doing so, students analyze and evaluate influences of the American conservative tradition on issues facing our civic and cultural life today.

**ISPS 391 Conservative Philosophy**
The course traces the origins and ideas of notable authors in the conservative intellectual tradition as well as the origins of our nation’s founding. Conservative thinking on natural rights, personal responsibility, individual liberty, private property, the role of government, the efficacy of free markets, and the roles of tradition, authority, religious toleration, and freedom of choice are explored and evaluated in political and cultural contexts.

**ISPS 392 History of Conservatism**
The course traces the historical development and evolution of American conservatism and the classical roots of conservative thought. Besides reading seminal documents of conservative thought, students will become familiar with leading conservative voices today discussing cultural, economic, social and political issues.

**ISPS 393 Conservative Economics**
The course focuses on the principles and processes of economic activity based on private ownership, entrepreneurship, free markets and U.S. Constitutional government through the works of Nobel laureate Friedrich Hayek, Henry Hazlitt, Thomas Sowell, Noble laureate Milton Friedman, and other authors in the conservative economic tradition. The course also seeks to analyze the processes and principles of socialism and hampered market economies.

**The Kirkpatrick Signature Series**
The Kirkpatrick Signature Series is the intellectual linchpin of the General Education component of Bellevue University’s institutional mission. The series focuses on the institutions and traditions of Western Civilization that have achieved unprecedented success in the United States, and it finds ground for intellectual, social and cultural progress in the productive tensions between tradition and change, and freedom and responsibility. It highlights the importance of active citizenship in a rapidly changing world, one in which popular government, the Western tradition, and American values are sometimes severely tested. The series emphasizes intense student involvement in active intellectual and experiential learning—affirming the values of limited government, popular rule, entrepreneurial processes, and reflective inquiry. The Kirkpatrick Signature Series fits an information-age philosophy and reflects a dynamic approach to the complex realities of life in the 21st Century.

**LA 400 American Vision and Values**
Focuses on the political and philosophical traditions of the western world, especially as they are found in the American vision and embedded in the values, traditions, documents, and institutions of the United States.

**LA 410 Tradition and Change**
Begins with world traditions and investigates how social, economic, intellectual, and moral forces of change act against them. The course focuses on the tensions between tradition and change in the production of intellectual, social, and cultural progress. The course emphasizes intense student involvement in a comprehensive learning experience, culminating in a formal written thesis that confronts the values of limited government, popular rule, entrepreneurial processes, and reflective inquiry.

**LA 420 Freedom and Responsibility**
Focuses on the institutions and traditions of Western civilization that are found at the core of American democracy. Central focus is on the balanced relationship between freedom and the responsibilities involved in the ongoing maintenance of freedom in a just and productive society.

**Love and Sex: Perspectives on Passion and Pleasure**
Examines the history of love and sex, how they have been depicted in the arts, and how the world of advertising has used sexual imagery to sell many different products.

**IGEN 302 The History of Love and Sex**
Examines the differing manners in which love and sex have been viewed throughout recorded history.

**IGEN 312 Love and Sex in the Arts**
Examines the depictions of love and sex in movies, television, the visual arts, and works of literature.

**IGEN 322 Sex Sells: Advertising and the Erotification of the American Mind**
Examines the ways in which sexual imagery has been used in advertising to sell many different products and what this reveals about our cultural values.

**Making Positive Life Choices**
Addresses adult developmental questions by involving students in the selection and analysis of personally useful models and theories in the areas of identity, happiness, achievement, performance, creativity, and wisdom. A secondary concern of the course is to help students learn how to judge the value of the many popular self-help books on the market. The main task that ties together all the themes of this course cluster is a life vision portfolio that includes analysis of a variety of models, theories, stories, and examples (e.g. psychological, philosophical, literary) as a basis for assessing their own skills and life situation. On the basis of their conclusions, students propose important areas for challenging themselves in the future.

**HS 452 Positive Models of Self-Determination and Happiness**
This course addresses the topics of self-determination and happiness within the theoretical area of psychology referred to as “positive psychology.” Students explore issues such as how managing the quality of one’s emotional life is a foundation for self-determination. Traditional developmental and personality theories are integrated with positive psychology strategies to support efforts to apply the theoretical and empirical models of self-determination and happiness to their own lives.

**HS 453 Positive Models of Achievement and Performance**
This course addresses the topics of achievement and performance within the theoretical area of psychology referred to as “positive psychology.” Traditional trait or aptitude theories of achievement are contrasted with theories grounded in attitude and performance changes that involve active pursuit of important life goals. Performance quality is analyzed as the foundation of achievement and a strengths-based perspective is used to guide students’ applications of the positive psychology theoretical and empirical models of performance and achievement to their own lives.

**HS 454 Positive Models of Creativity and Wisdom**
This course addresses the topics of creativity and wisdom within the theoretical area of psychology referred to as “positive psychology.” Traditional trait or personality theories of creativity and wisdom are contrasted with theories of active skill development. A strengths-based perspective is used to guide students’ applications of the positive psychology theoretical and empirical models of creativity and wisdom to their own lives.
Math World

This course cluster is an application-oriented course introducing mathematical concepts that pertain to areas of Humanities and Social Sciences and examining their relation to philosophical views from ancient Babylonia to the present.

MA 101 Intermediate Algebra
Development of basic algebraic skills. Includes the real number system; operations for polynomials and rational expressions; solutions and applications of linear and quadratic equations; and the solution of inequalities, systems of linear equations and radical equations. Prerequisite: MA 099, MA 100, High School Algebra or satisfactory score on the Math Placement Exam.

IGEN 205 Math in History, Philosophy, and Ethics
This course helps students understand why mathematics developed the way it did, why certain discoveries were made and others were missed, and why mathematicians chose particular lines of investigation and thought about mathematics as they did.

IGEN 215 Math and Society
This course allows students to perceive the essential role that mathematics plays in the world. The topics are either applied, so that students can appreciate their practicality, or theoretical, representing the beauty and fun of mathematics.

Monsters and Writing: Composition II and Stephen King
This course cluster uses the novels and short fiction of Stephen King as the subject of summary, critique, synthesis, and research writing.

IGEN 291 The Fiction of Stephen King
This course examines the novels and short fiction of Stephen King, as part of the Gothic, horror, science fiction, fantasy, and realistic traditions in literature, as reflections (and shapers) of American popular culture in the late 20th century, and as works of literary art.

EN 102 Composition II
This course instructs students in the application of writing techniques and strategies; it includes library research and the documented research paper.

Nobel Wouldn’t Have Won His Own Prize and Polar Bears Aren’t White: The History, Philosophy, and Practice of Science
This course studies current relevant topics and problems in ecology, exploration of nature and the environment, diverse aspects of the living components of the natural environment, significant achievements of scientists from ancient civilization through the twentieth century, and the philosophy of science and the impact of science on Western thought.

IGEN 223 Nature, Ecology, and Environment
This course studies current relevant topics and problems in ecology, exploration of nature and the environment and various diverse aspects of the living components of the natural environment.

IGEN 203 History of Science
This course studies the significant achievement of scientists from ancient civilization through the twentieth century and the impact of those in changing the lives of people.

IGEN 213 Philosophy of Science
This course studies the philosophy of science by exploring science history, the scientific method, key philosophers and scientists, and the impact of science on Western thought.

One World: Many People, Many Faiths
IGEN 231 One World: Many People
This course is an introduction to the many peoples and cultures of the world. Special attention will be given to the geography and identity of the major human communities on the planet.

IGEN 232 One World: Many Stories
This course considers the variety of experiences and stories of the world’s people. Special attention will be given to autobiographical accounts of individuals as they deal with the traditions and lifestyles of their unique cultures.

IGEN 233 One World: Many Faiths
This course examines the major religious faiths of the world. Special attention will be given to the beliefs, practices, stories, writings, and ethics of the world’s largest religious traditions.

Perspectives of Human Communication
Weaves together communication theories and principles that cover many areas of life (personal, work, social) and provides opportunities to improve communication skills in a variety of contexts. Students will directly apply course material, address areas for personal improvement, and expand their range of appropriate and successful communication behaviors.

CA 204 Interpersonal Communication
Introduces concepts and basic theories of interpersonal communication. Provides opportunities to identify areas for personal improvement and to increase one’s repertoire of communication behavior choices. Competencies in the areas of listening, perceiving, integrating, and conveying information are addressed.

CA 304 Gender Communication
Provides a comprehensive view of gender communication as it relates to its prevalence and impact in society. Research of gender communication serves to enhance greater understanding of the oppressive nature of gender communication and its influence on society. Competencies in the areas of perception, adaptability, critical thinking, and innovation are addressed. Prerequisite: CA 109 or CA 109.

CA 317 Psychology of Communication
Introduces theories and concepts that connect psychology and communication. Presents terminology, research opportunities, and direct application of social cognition skills required to be a competent communicator in an ever changing world. Competencies in the areas of critical thinking, identifying manipulation and influence, detecting deception, and managing conflict are addressed. Prerequisite: CA 103 or 109.

Persuasion in Media Writing and Public Relations
This course cluster provides active learning opportunities to use successful persuasion techniques and strategies in media writing and public relations (PR). It includes the study and practice of oral presentations, audience analyses, critical thinking, problem solving, and persuasive messaging.

CA 228 Writing for Media
Examines various writing forms in the media. Emphasizes articles of scripts suitable for publication or broadcast. Introduces computer technology. Provides opportunities for active learning. Competencies in the areas of audience analysis, critical thinking, persuasion, and organization of thought are addressed. Prerequisite: EN 101.

CA 301 Persuasion
Theory and practice of persuasive speaking designed to enhance speaking skills and sound reasoning in a variety of contexts. Provides instruction on organization of thought and effective argumentation skills. Competencies in the areas of audience analysis, organized thinking, motivation, and persuasiveness are addressed. Prerequisite: CA 103 or CA 109.

CA 323 Public Relations
Theory and practice of public relations processes and practices. Review and integration of case studies and direct application of theories through research and assessment. Addresses competencies in the areas of coordinating, managing conflict, planning and organizing, ethics, and public speaking. Prerequisite: CA 103 or CA 109.
Practical Communication Skills

These courses combine to create opportunities for students to directly apply course material in a small group, and with diverse others. Students taking this course cluster will address difficult topics and issues that are prevalent in the workplace.

CA 202 Small Group Interaction

Development and application of small group communication theories designed to enhance communication skills needed in the workplace and in various social environments. Competencies in the areas of effective communication, adaptability, conveying information, managing conflict, organized thinking, and problem solving are addressed.

CA 309 Communication: Putting Theory into Practice

Provides a wide range of communication theories with a special emphasis on direct application. Introduces models/concepts designed to improve communication skills in a variety of contexts and communication environments. Competencies in the areas of relationship development, listening, socialization, cognitive processing, reducing uncertainty, and dealing with conflict are addressed. Prerequisite: CA 103 or CA 109

CA 450 Diversity and Communication

Introduces theories, models, case studies, and processes relevant to the study of diversity and communication. Provides opportunity for direct application of course material to enhance communication skills with diverse others and in a variety of contexts. Competencies that are addressed include: critical thinking, leadership and influence, ethics, listening, managing conflict, and emotional intelligence. Prerequisite: CA 103 or CA 109

Principles of Economics

A study of both the theory and behavior of consumers, businesses, and government fiscal and monetary policies, the latter addressing the causes and consequences of inflation, unemployment, and business cycles. The entrepreneurial competitive process and the public policies appropriate for dealing with major economic problems are examined.

EC 201 Principles of Macroeconomics

Study of the behavior of the macroeconomy, including causes and consequences of inflation, unemployment, and the business cycle. Monetary, fiscal, and supply side policies for dealing with macroeconomic problems are examined. Accounting and Business Administration major requirement. Prerequisites: Sophomore standing and an understanding of basic math, or permission of instructor

EC 202 Principles of Microeconomics

Investigation of the economic behavior of consumers, businesses, and government. Emphasis is on price and output determination under various market structures and on the entrepreneurial competitive process. Business Administration major requirement. Prerequisites: Sophomore standing and an understanding of basic math, or permission of instructor

Professional Communication

This course cluster combines three communication courses that are all closely related to effective communication in organizations. The cluster emphasizes oral and written skills and application of those skills across various communication situations and contexts that could be encountered in an organization.

CA 208 Critical Thinking and Communication

Introduces models and theories to develop and apply critical thinking skills needed for effective communication in work, social, and personal areas of life. Presents terminology, techniques, and communication processes to enhance reasoning and improve communication skills. Competencies in the areas of argumentation, reasoning, persuasion, and critical thinking are addressed.

CA 308 Business Communication

Theory and practice of written and oral communication skills needed in the business and work place. Presents models, concepts, and case studies relevant to the workplace. Competencies in the areas of writing, oral communication, organization of thought, creativity, and decision making are addressed.

CA 325 Organizational Communication

Addresses concepts and models of successful organizations. Examines positive and negative case studies and provides opportunities for direct application of material. Addresses competencies in the areas of interpersonal communication, listening, social cognition, decision making, managing conflict, and leadership.

The Real Bottom Line: Money and the Meaning of Life

The Real Bottom Line: Money and the Meaning of Life is an interdisciplinary course cluster. Through careful reading and thoughtful analysis of literature, philosophical and economic texts, films, and case studies, students will identify and evaluate some of the central ethical, social, and personal meanings of money. The course explores what we will do for money and what, by its presence or absence, it does to us. Students will investigate money’s role in the creation of individual and group identities; in the functioning of personal, social, political, and business relationships; and in the formulation of personal and public codes of ethics. This class is offered in a seminar format, focusing on discussion rather than lecture.

BPUE 280 Seminar in Professional Studies

Analysis of recent books on business, management, and leadership that challenge the wisdom of current practices. The course attempts to bring students up to date while challenging assumptions on fundamental issues.

ISPS 290 Money and Morality

An interdisciplinary course, topics include postmodernism, consumerism, free market economics, Keynesianism, Marxism, shopping malls, whistle blowing, insider trading, corporate responsibility, and more.

LITC 297 Literature and the Marketplace

Explores economic themes in English and American literature, using critical approaches (Marxist, feminist, post-structural, psychoanalytical) to come to terms with the texts. The course includes such works as Shakespeare’s Merchant of Venice, Jane Austen’s Pride and Prejudice, Henry James’ Washington Square, and Arthur Miller’s Death of a Salesman.

Scaring You to Death: Stephen King and the Art and History of Horror

Examines the novels of Stephen King, classic horror fiction, and classic horror films as parts of various traditions in the arts, as reflections (and shapers) of American popular culture in the late 20th century, and as works of literary or cinematic art.

EN 340 Stephen King

Examines the novels of Stephen King, as part of the Gothic, horror, science fiction, fantasy, and realistic traditions in literature, as reflections (and shapers) of American popular culture in the late 20th century, and as works of literary art.

EN 341 The History of Horror

Examines horror fiction as a major type of the popular novel, with its roots in the Gothic and psychological realist traditions of literature; attention is paid to how horror fiction reflects and shapes popular culture.

EN 342 The Horror Film

Examines horror film as a major type of popular cinema, with its roots in the German expressionist and psychological realist traditions of cinematic art; attention is paid to how horror film reflects and shapes popular culture.

Shakespeare, CEO

An intensive examination of Shakespeare’s plays for what they can teach us about management and leadership. The historical context of Shakespeare’s ideas and ideas about drama, as well as film adaptation of dramatic works, also are emphasized.

EN 302 Shakespeare

Study of Shakespeare’s lyric poetry and representative histories, comedies, and tragedies.

EN 331 Shakespeare and Business

Study of Shakespeare’s plays from the perspective of business and leadership.
EN 332 Shakespeare and Film
Study of Shakespeare’s plays as they have been adapted for film. Emphasis is placed on film as a means of interpreting drama.

- **Socrates Meets Seinfeld and the Simpsons**
  This course cluster examines three fundamental questions: What can we learn about ourselves and the culture in which we live from popular culture satire as presented in the media, especially television? What perspective does the history of human intellectual and technological achievement provide for our lives in the present? Finally, how can we use the answers to the two questions above to help us live more fulfilling lives?

- **IGEN 201 The Wisdom of the Simpsons (and the End of Western Civilization)**
  Using the popular show The Simpsons as a springboard, this course asks basic questions about human life, society, and contemporary values. It examines the use of satire as presented through popular culture as a means of understanding changes in our culture and thinking.

- **IGEN 211 From Socrates to Seinfeld: The Development of Human Thought**
  This course is an investigation of the pivotal events, people, and achievements from the Greeks to a Twentieth Century show about “nothing.” The course examines the record of intellectual milestones and technological achievements from the Greeks and Romans, through the Renaissance, and up through the present, viewing the Seinfeld show as a recent satirical commentary on contemporary times.

- **IGEN 221 Real Morals for Real People**
  This course examines the issues arising from the ongoing conflict between popular culture and serious traditional cultures. It does this by addressing examples raised by an overview of the TV programs The Simpsons and Seinfeld and the writings of the great philosophers. This course teaches students how to put real-life decisions into context and make informed choices.

- **Staying Human in a Digital World**
  IGEN 230 Digital Storytelling
  This course examines the processes and tools used in combining digital imagery and narration into a visual story. The application of storyboards, introductory level software, and the development of a personal voice will be used to develop a concept into a finished project.

- **IGEN 330 Societies in the Digital Age**
  The information age has brought fundamental changes in how people live, work, and play. This course provides students with a much-needed framework for understanding the ways in which technologies transform and are transformed by societies. Students will explore the impact of technologies, both past and present, on our human relationships and cultural institutions.

- **IGEN 331 Ethics, Privacy, and Quality of Life in a Digital World**
  Technological innovations should prompt us to pause and consider questions of ethics, privacy, and quality of life before the innovations are embraced or rejected at home or at work. Accordingly, classroom activities, discussions, and assignments will prompt students to connect professional codes of ethics to the use of current and emerging technologies and reflect on the ethical and social issues being raised.

- **Successful Communication in Social Contexts**
  This course cluster covers a wide range of communication-based knowledge directly applicable to social contexts. Areas under study include friendships, family relationships, small groups, social groups, and work place relationships. Students are provided opportunities to identify areas needing improvement and strategies for handling conflict and creating successful communication outcomes.

- **CA 235 Communication in Social Relations**
  This course examines theories, models, and principles of social communication across a range of contexts, such as friendships, family relationships, small groups, and the work place. The course develops and applies skills needed to be a successful communicator in various social contexts and situations. It also develops competencies in the areas of oral communication, conflict resolution, and critical thinking.

- **CA 305 Conflict and Communication**
  Introduces concepts and theories pertaining to conflict communication, conflict styles, and problem solving techniques. Develops and applies skills needed to resolve conflict in work, social and personal arenas. Competencies in the areas of argumentation, reasoning, persuasion, and critical thinking are addressed.

- **CA 358 Communicating with Emotional Intelligence**
  Introduces concepts and models dealing with the emotions as they relate to effective communication in a variety of social contexts. Presents terminology, processes, and case studies. Competencies in motivation of self, dealing with difficult others, managing conflict and emotional expression are addressed.

- **Triumph of the Nerds: Are Computers Destroying Our Culture and Stripping Us of Our Humanity — Or Not**
  An interdisciplinary course cluster for both technical and non-technical students, Triumph of the Nerds: Are Computers Destroying Our Culture and Stripping Us of Our Humanity — Or Not? provides students with a history of the PC, using as its basis the PBS video series, Triumph of the Nerds, and Robert X. Cringely’s companion text, Accidental Empires: How the Boys of Silicon Valley Made Their Millions, Battle Foreign Competition, and Still Can’t Get a Date. The course then investigates works of literature dealing with technology and its inevitable ethical concerns, and concludes with works that explore the personal, cultural, and social implications of computers and their accompanying technology. This class is offered in a seminar format, focusing on discussion rather than lecture.

- **HISC 298 Technology and Social History**
  Study of societal development through technological changes. Inventions and processes in a historical timeline are studied to evaluate the influence each has had on humanity, culture, and social institutions.

- **ISPS 250 Triumph of the Nerds: An Irreverent History of the PC**
  A self-study, video course (based on the PBS series) in which students explore the history and development of the PC, learn about the key players, companies, and technologies; appreciate the market forces at play; and identify and analyze the effects of computers on people and society. The course is designed for both technical and non-technical students.

- **LITC 298 Literature and Technology**
  Explores the constructive and destructive potentials of technology and the manager's ethical responsibilities as liaison between technical and humanistic constituencies. The course includes such works as Mary Shelly's Frankenstein, Kurt Vonnegut's Cat's Cradle and Player Piano, Anthony Burgess' Clockwork Orange, and Jerzi Kosinski's Being There.

- **Wizards and Words: Composition I and Harry Potter**
  This course cluster offers students instruction in the principles of written communication and practice in writing, using the Harry Potter books of J. K. Rowling as subject matter for essays.

- **EN 101 Composition I**
  This course offers students instruction in the principles of written communication and practice in writing, with emphasis on paragraph construction and the essay form.

- **IGEN 290 The Fiction of J. K. Rowling**
  This course examines the fiction of J.K. Rowling (the Harry Potter series) for its characterization, its thematic concerns, and its literary quality.
Anthropology
College of Arts and Sciences

Anthropology is the scientific and humanistic study of the human species. The study of anthropology helps students learn about the fallacies of racial and cultural superiority, the anatomy and physiology of humans, and the distinctive forms of human relationships in all places and times.

Courses
All courses are 3 credit hours.

AN 101 Introduction to Anthropology
Introduction to scientific and humanistic study of the human species. This course focuses on four dimensions of anthropology: Cultural Anthropology examines cultural diversity of the present and recent past; Archaeology reconstructs past behavior by studying material remains; Biological Anthropology focuses on the study of human fossils, genetics, bodily growth, and non-human primates; Linguistic Anthropology considers how speech varies with social factors and time.

AN 331 Cultural Anthropology
Study of contemporary and historically recent human societies and cultures. The main focus is on studying the ways of living of particular groups, comparing diverse cultures to one another to look for universal principles in human culture, to understand how various dimensions of human life – economics, family, religion, art, communications, etc. – relate to one another in different cultures, and to try to understand the causes and consequences of cultural change. Major requirement for a BA in Sociology. Prerequisite: SO 101 or written permission from instructor.

Art Management (BA)
(127 credit hours – See Degree Requirements page 41)

Art Management Major
Requirements (39 credit hours)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>AR 111</td>
<td>Introduction to Drawing</td>
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<tr>
<td>AR 112</td>
<td>Design Fundamentals</td>
</tr>
<tr>
<td>AR 197</td>
<td>Introduction to Art Management</td>
</tr>
<tr>
<td>AR 210</td>
<td>Beginning Photography</td>
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<tr>
<td>AR 360</td>
<td>Grants Development and Administration</td>
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<tr>
<td>AR 490</td>
<td>Professional Project/Internship</td>
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<td>AC 205</td>
<td>Financial Accounting</td>
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<td>BA 232</td>
<td>Principles of Management</td>
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<tr>
<td>BA 252</td>
<td>Principles of Marketing</td>
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<tr>
<td>BA 265</td>
<td>Legal Environment of Business</td>
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Plus 9 credit hours in Art History courses.

Studio Art (BA)
(127 credit hours – See Degree Requirements page 41)

Studio Art Major Requirements (42-45 credit hours)

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<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>AR 101</td>
<td>Survey of Western Art to 1400</td>
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<tr>
<td>AR 102</td>
<td>Survey of Western Art since 1400</td>
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<tr>
<td>AR 111</td>
<td>Introduction to Drawing</td>
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<td>AR 112</td>
<td>Design Fundamentals</td>
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<td>ARCT 102</td>
<td>Bitmap Software Applications</td>
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<tr>
<td>AR 204</td>
<td>Introduction to Painting</td>
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<td>AR 206</td>
<td>Introduction to Sculpture</td>
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<td>AR 208</td>
<td>Introduction to Ceramics</td>
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<tr>
<td>AR 365</td>
<td>The Business of Art</td>
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<tr>
<td>AR 450</td>
<td>Seminar in Art History</td>
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<tr>
<td>AR 498</td>
<td>BA Thesis</td>
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Plus 3 additional credit hours in upper-level Art History
Plus completion of courses in one of the following areas of emphasis:
Studio Art (BFA)  
(132 credit hours – See Degree Requirements page 41)  

Studio Art Major Requirements (57-60 credit hours)  
- AR 101 Survey of Western Art to 1400  
- AR 102 Survey of Western Art since 1400  
- AR 111 Introduction to Drawing  
- AR 112 Design Fundamentals  
- ARCT 102 Bitmap Software Applications  
- AR 204 Introduction to Painting  
- AR 206 Introduction to Sculpture  
- AR 208 Introduction to Ceramics  
- AR 209 Life Drawing  
- AR 210 Beginning Photography  
- AR 219, 321 Drawing  
- AR 304, 404 Painting  
- AR 306, 346, 406 Sculpture  
- AR 308, 338, 408 Ceramics  
- AR 310, 340, 410 Photography  

Minors in Art  

Studio Art Minor Requirements  
(27 credit hours; 9 credit hours upper-level)  
- AR 101 Survey of Western Art to 1400  
- AR 102 Survey of Western Art since 1400  
- AR 104 Understanding Art  
- AR 111 Introduction to Drawing  
- AR 112 Design Fundamentals  

Plus 12 credit hours to be selected from AR courses – of which 9 of these hours need to be upper-level  

Art History Minor Requirements (18 credit hours)  
- AR 101 Survey of Western Art to 1400  
- AR 102 Survey of Western Art since 1400  
- AR 112 Design Fundamentals  

Plus 9 credit hours in upper-level Art History courses.  

Courses  

Unless noted, all courses are 3 credit hours.  

AR 101 Survey of Western Art to 1400  
Surveys the major developments in painting, sculpture, and architecture in the Western world, including Stone Age, Mesopotamia, Egypt, Aegean, Greek, Roman, Early Christian, Byzantine, Migration, Romanesque, and Gothic.  

AR 102 Survey of Western Art since 1400  
Surveys the major developments in painting, sculpture, and architecture in the Western world, including Early and High Renaissance in Italy and the North; Baroque; Rococo; 19th century Romanticism, Realism, Impressionism, and Post-Impressionism; and into the 20th century.  

AR 104 Understanding Art  
This is a comprehensive slide and lecture survey introducing students to design elements and principles and to critical analysis of artworks, themes and purposes of art. Two- and three-dimensional media and notable artwork and people in the history of art are examined.  

AR 111 Introduction to Drawing  
This course acquaints the beginning art student with media and techniques of drawing and explores the concept of composition. The emphasis is on drawing from observation.  

AR 112 Design Fundamentals  
In this studio course, students learn to identify and use basic design elements and principles in creating visual compositions.  

AR 190 Contemporary Mural Painting  
This course is a study of the principal artists of the Mexican muralist tradition and of contemporary murals. The course will include designing and executing a large scale mural.  

AR 197 Introduction to Art Management  
This course is an overview of arts organizations and their management processes. Trends, leadership fundamentals, and career opportunities will be highlighted.  

AR 199 Topics in Art  
This course explores particular topics in studio art and in art history, theory, and criticism that are not explored or are explored only briefly in other courses. Specific topics offered under this heading are listed in the course schedules for the sessions in which they are offered.  

AR 203 Papermaking  
This course covers the history and preparation of Western handmade paper and explores the technical processes and creative possibilities of paper. Students will investigate innovative approaches to papermaking as a means of personal expression. May be taken twice for a maximum of six credit hours.  

AR 204 Introduction to Painting  
Exploration of oil or acrylic media using traditional and experimental techniques. Color theory and basic technique create a platform for independent projects and the inherent potential for self-expression. Covers preparation of canvas and other painting supports.  

AR 205 Watercolor  
Basic technique and color theory and completion of several images during the term. Explores paper stretching, mixed media, diverse subjects, and narrative. May be taken twice for a maximum of six credit hours.  

AR 206 Introduction to Sculpture  
This course explores the media techniques of modeling, carving, and constructivism. Topics include naturalism, abstraction, history, and social issues.  

AR 208 Introduction to Ceramics  
This course develops the basic hand-building processes and wheel-throwing techniques used in contemporary ceramics. The development of shapes and application of glazes is emphasized.  

AR 209 Life Drawing  
Drawing from live models, with emphasis on proportion, contour, and gesture. May be taken twice for a maximum of six credit hours. Prerequisite: AR 111  

AR 210 Beginning Photography  
Students will work with their own digital camera to learn basic camera techniques and photographic composition. Photographic fundamentals applicable to all types of photography will be taught in lecture and demonstration. The basic principles of capturing, correcting and outputting digital images will be taught. Principles of visual communication and esthetics will be taught. Assignments will be given to teach technical competency and visual literacy. Students must have their own “Point & Shoot” or a Digital SLR camera.
AR 219 Illustration
This course is organized into projects designed to utilize drawing skills to produce visual images based on specific themes.

AR 230 Silkscreen Printing
Silkscreen Printing is a survey of techniques in serigraphy, using low-toxicity products. It is a fast-paced, production-oriented course.

AR 304 Intermediate Painting
Exploration of traditional media continues with an emphasis on self-expression. Independent projects allow students flexibility in style and content. Students work with the instructor to discuss progress and technical problems. Prerequisite: AR 204

AR 306 Intermediate Sculpture Casting and Carving
This course begins with clay modeling techniques for developing three-dimensional images. These images are fully developed by the process of casting in metal, including chasing and patination. Other images will be carved from wood and stone. Prerequisite: AR 206

AR 308 Intermediate Wheel-Thrown Ceramics
This course emphasizes the development of wheel-throwing skills on a wide variety of vessel forms. Techniques to enhance the forms with surface decorative textures and glazing also are developed. Prerequisite: AR 208

AR 310 Intermediate Photography
Students will work with their own Digital SLR camera to advance their photographic technique and improve their ability to communicate through photographs. Utilizing natural light and controlling supplemental lighting, such as a “flash”, will be taught. Controlling image quality will be emphasized. Digital manipulation software, such as Photoshop, will be used extensively. A variety of assignments will be given to acquaint students with the many types of photography, such as portraiture, photojournalism, advertising, fine art, etc. Student must have a Digital SLR camera. Prerequisite: AR 210

AR 320 Egyptian Tombs and Treasures
This course is a study of visual art in ancient Egypt, with emphasis on architecture, painting, sculpture, and the minor arts. The course examines why the ancient Egyptians invested such wealth and effort in the production of art and ways in which social, religious, and historical changes relate to change in that art. Not offered every year.

AR 321 Advanced Drawing
This course allows the art student to experience further a more personal style of drawing. Conceptual and thematic originality is emphasized. Prerequisite: AR 221

AR 322 Classical Art: Greece and Rome
This course is a study of architecture, painting, sculpture, and the minor arts of the ancient world. It includes the artistic achievements of Greece and Rome, such as the Parthenon, the Colosseum, and Pompeian paintings, with emphasis on what they meant to their makers and what they mean to the Western world. Not offered every year.

AR 326 Masters of the Italian Renaissance
This course is a study of the major artists and complex monuments of 15th and 16th century Italy. The course examines the decisive achievements of the great artists, including Botticelli, Da Vinci, Michelangelo, Bramante, Raphael, and Titian. Not offered every year.

AR 327 Art and Architecture from 1750 to 1900
This course examines the complex monuments and decisive achievements of the great artists and architects of the later 18th and 19th centuries in Europe, including David, Delacroix, Gourbet, Manet, Monet, Cezanne, Van Gogh, Gauguin, and Toulouse-Lautrec. Not offered every year.

AR 328 Modern to Post-Modern: Painting and Sculpture
This course is an historical analysis of art movements in the 20th and 21st centuries. There will be given to acquaint students with the many types of modern art and movements. Not offered every year.

AR 329 Modern Movements in Architecture
This course is a survey of Western architecture of the 20th century through selected examples primarily from the United States and Europe. The course examines the growth of the modern tradition and major works by individual architects including Le Corbusier, Wright, and Kahn, and includes outstanding recent achievements. Not offered every year.

AR 330 History of Graphic Design
A survey of graphic design from prehistory to today. The course emphasizes the evolution of graphic communication and places contemporary design in historical context.

AR 332 History of Graphic Design
This course examines the development of hand-building skills in a wide variety of object and sculptural forms. Clay body formulation, glaze and staining techniques, and diversity in firing techniques are explored. Prerequisite: AR 208

AR 340 Digital Enhancement Photography
Students with an understanding of the basic fundamentals of photography and Photoshop will learn to expand their skills to produce creative, dramatic images. Projects will be given which require blending of traditional photographic techniques with advanced digital enhancement techniques. Prerequisites: AR 210 or AR 310 and ARCT 102. Students must have their own Digital SLR camera.

AR 343 Traditional Film Photography
Traditional film photography offers certain visual qualities or techniques that are difficult or not possible to achieve using contemporary Digital SLR cameras. Film characteristics, developing and printing will be taught in this course. All chemical mixing and darkroom maintenance will be done by students. Black and white film will be the primary film used, although color negative and transparency films will also be studied. Some course projects will use medium and large format film cameras. This class can be repeated one time for additional credit. Students must provide their own 35mm film camera. Prerequisite: AR 210

AR 346 Intermediate Constructivist Sculpture
This course builds on the constructivist tradition of welded metal and expands the technique into multi-media assemblage. Thematic development will be explored. Prerequisite: AR 206

AR 348 Commercial Design
This course is a study of design as practiced in advertising and other fields. An emphasis is placed on the development of a personal style within one medium. Theme and narrative are explored or explored only briefly in other courses. Specific titles of courses offered every year.

AR 350 Advanced Printmaking
This course is designed to introduce the career-minded student to professional practices in marketing, pricing, and managing client and agency relations. Students will learn about the realities of setting up and operating a studio in a given specialty or market by applying proper financial and legal principles.

AR 351 Illustration
This course is an introduction to the role of the illustrator. Students with an understanding of the basic fundamentals of art and design will learn the styles, techniques, and applications of illustration in advertising, editorial, book cover, and comic design. Students will work with their own Digital SLR camera.

AR 353 Persuasive Design
This course explores the process of designing visually effective presentations and arguments. It examines various issues involved in the creation of visual communication and focuses on the development of persuasive strategies. Students will learn to use software, such as Photoshop, to create images. Prerequisite: AR 206

AR 355 Advanced Ceramics
This course emphasizes the development of hand-building skills in a wide variety of object and sculptural forms. Clay body formulation, glaze and staining techniques, and diversity in firing techniques are explored. Prerequisite: AR 210 or AR 310 and ARCT 102. Students must have their own Digital SLR camera.

AR 356 Advanced Ceramics
This course is a study of the major artists and complex monuments of 15th and 16th century Italy. The course examines the decisive achievements of the great artists, including Botticelli, Da Vinci, Michelangelo, Bramante, Raphael, and Titian. Not offered every year.

AR 357 Advanced Ceramics
This course emphasizes the development of hand-building skills in a wide variety of object and sculptural forms. Clay body formulation, glaze and staining techniques, and diversity in firing techniques are explored. Prerequisite: AR 210 or AR 310 and ARCT 102. Students must have their own Digital SLR camera.

AR 358 Advanced Ceramics
This course is a study of the major artists and complex monuments of 15th and 16th century Italy. The course examines the decisive achievements of the great artists, including Botticelli, Da Vinci, Michelangelo, Bramante, Raphael, and Titian. Not offered every year.

AR 360 Advanced Printmaking
This course is designed to introduce the career-minded student to professional practices in marketing, pricing, and managing client and agency relations. Students will learn about the realities of setting up and operating a studio in a given specialty or market by applying proper financial and legal principles.

AR 365 The Business of Art
This course is designed to introduce the career-minded student to professional practices in marketing, pricing, and managing client and agency relations. Students will learn about the realities of setting up and operating a studio in a given specialty or market by applying proper financial and legal principles.

AR 366 The Business of Art
This course is designed to introduce the career-minded student to professional practices in marketing, pricing, and managing client and agency relations. Students will learn about the realities of setting up and operating a studio in a given specialty or market by applying proper financial and legal principles.

AR 370 Mural Workshop
This course provides students with the opportunity to work collaboratively in the production of murals that positively impact the community.

AR 395 Independent Study in Art
Provides opportunity to explore a particular area of individual interest not otherwise offered at Bellevue University. The content is determined in conference by the student and instructor; and an individualized course of study developed. See Academic Information Section. Prerequisite: Permission of instructor and Area Chair

AR 399 Topics in Art
In-depth exploration of particular art historical subjects or studio media not explored or explored only briefly in other courses. Specific titles of courses offered under this heading are listed in the course schedules for the sessions during which they are offered.

AR 404 Advanced Painting
Development of a personal style within one medium. Theme and narrative are explored through development of a cohesive portfolio of work. Experimentation with media becomes critical in furthering the artistic discovery of painting as a form. Prerequisite: AR 304
AR 406 Advanced Sculpture
Advanced work in three-dimensional forms, stressing experimentation and a developed aesthetic. Prerequisite: AR 306 or AR 346

AR 408 Advanced Ceramics
This course emphasizes the development of a personal vision through techniques of shape forming. Glazing and firing processes are perfected. Prerequisite: AR 308 or AR 338

AR 410 Advanced Photography
Students continue to refine their photographic technique and create more dramatic photographs. Assignments will include specialty topics such as: macro photography, product illustration, advance portraiture, location lighting, etc. Art quality digital printing, archival mounting and matting and portfolio development will be taught. Student must have a Digital SLR camera. Prerequisite: AR 310 or AR 340

AR 440 Seminar in Art History
This course offers an opportunity for innovative and intensive group study of selected topics in art history. Current topics are American Art, Contemporary Artists, History of Omaha Architecture, History of Photography, Southeast Asian Art, and Visualizing the Sacred. The seminar will use lectures, discussion, research, reports, and papers to examine a particular problem, theme, or period. Field trips may be required. The seminar may be repeated as topics vary.

AR 450 Senior Seminar
The capstone course for art majors, with discussion and analysis of the contemporary art world and the student’s place in it. The course draws upon and relates previous coursework taken in the major. It includes the study and writing of art criticism, and students are expected to develop personal statements of their philosophy of art. Emphasis is placed upon the professional role of the artist, art-related occupations, ethics, and business knowledge for the artist. Students are responsible for preparation of a professional portfolio and resume. Not offered every year. Prerequisite: Art Major with upper-class standing

AR 490 Professional Project/Internship
This course allows students an opportunity to gain experience in a professional setting. Knowledge from coursework is applied in various professional settings or through a professional project. Students will locate a host organization or sponsor and will pursue the internship or professional project on an Independent Study basis. This course is designed to be taken toward the end of the student’s program. (May be repeated for a maximum of 12 credit hours) Prerequisite: Enrollment in Studio Art or Art Management Program

AR 496 Technical Problems I
Advanced in-depth study in the student’s major area after all regular coursework has been completed in that area of emphasis. Work will involve individual projects or studies arranged by the instructor. Prerequisite: Permission of Art Area of Study Chair

AR 497 Technical Problems II
Additional work in the major area if deemed necessary by the major advisor, or desired by the advanced student. Prerequisite: AR 496 (1 to 6 credit hrs)

AR 498 BA Thesis
A terminal course for BA art majors involving independent work in the student’s major area of emphasis. Studio majors participate in a thesis show consisting of selected studio work. Prerequisite: Permission of Art Area Chair (3 to 6 credit hrs)

AR 499 BFA Thesis
Designed as a terminal course for BFA art majors involving independent work in the student’s major area of emphasis. Students participate in a thesis show consisting of selected studio work. Prerequisite: Permission of Art Area Chair and AR 496 (3 to 6 credit hrs)

BEHAVIORAL SCIENCE
See Human Services

BIOLOGY
College of Arts and Sciences

The Biology program provides students with a fundamental knowledge of the principles and practices of the biological sciences. A variety of courses are offered, including courses that support the General Education Core Curriculum. Students with a Biology major have the foundation to continue on to professional or graduate schools and to pursue careers in the allied health fields.

In addition, the following are required:

- CH 115 General Chemistry I
- CH 116 General Chemistry II
- CH 210 Organic Chemistry I
- CH 211 Organic Chemistry II
- BI 306 Biochemistry
- PC 101 Introduction to Physics
- MA 200 Calculus for Management, Social and Life Sciences
- MA 240 Applied Statistics

Bellevue University students anticipating careers in:

- Medicine
- Dentistry
- Forensic Science
- Pharmacy
- Medical Technology
- Clinical Perfusion
- Nursing
- Optometry
- Mortuary Science
- Physical Therapy
- Physician Assistant
- Respiratory Care
- Veterinary Medicine
- Osteopathic Medicine
- Occupational Therapy
- Chiropractic Medicine
- Radiation Science Technology

Most of the above programs require either a bachelor’s degree or 60 to 90 credit hours of basic sciences and core courses before entry. Students should consult faculty in the Natural Science Area about specific course requirements necessary for application to each, and for recommendations. Students interested in such programs should pursue a Biology major curriculum with a Chemistry minor.

Biology Major Requirements (38 credit hours)

BI 101 General Biology I
BI 201 Anatomy & Physiology I
BI 202 Anatomy & Physiology II
BI 204 Human Genetics
BI 210 Zoology
BI 211 Botany
BI 303 Microbiology
BI 310 Immunology
BI 410 Developmental Biology
BI 480 Senior Thesis in Biology

In addition, the following are required:

- AR 406 Advanced Sculpture
- AR 408 Advanced Ceramics
- AR 440 Seminar in Art History
- AR 450 Senior Seminar
- AR 490 Professional Project/Internship
- AR 496 Technical Problems I
- AR 497 Technical Problems II
- AR 498 BA Thesis
- AR 499 BFA Thesis

Biology Minor Requirements (20 credit hours)

BI 101 General Biology I
BI 102 General Biology II
BI 204 Human Genetics

Plus 9 credit hours of 300-400-level courses in Biology
Courses

Unless noted, all courses are 3 credit hours.

BI 101 General Biology I
Study of cell structure, function, and metabolism. Surveys the three major areas of modern biological science: genetics and molecular biology, evolution, and ecology. (3 credit hrs lecture; 1 credit hr lab)

BI 102 General Biology II
Survey of biological diversity in the five kingdoms of living organisms, including study of organ systems in animals with emphasis on the human body. Survey of plant structure, function, and diversity. BI 101 is not required as a prerequisite, but is recommended. (3 credit hrs lecture; 1 credit hr lab)

BI 201 Anatomy and Physiology I
Structure and function of the human body, includes basic concepts, terminology, the cell, histology, the integumentary, skeletal, muscular, cardiovascular, and immune systems. Required for nursing students, recommended for students pursuing teacher certification in Physical Education. (3 credit hrs lecture; 1 credit hr lab)

BI 202 Anatomy and Physiology II
Continuation of BI 201 includes nervous, sensory, endocrine, digestive, respiratory, urinary, and reproductive systems. Required for nursing students; recommended for Sociology and Psychology Majors. Prerequisite: BI 201 or equivalent, or permission of instructor (3 credit hrs lecture; 1 credit hr lab)

BI 204 Human Genetics
Mendelian and modified Mendelian inheritance including genotypic and phenotypic variability, DNA replication, protein synthesis and genetic abnormalities.

BI 206 Nutrition Through the Life Span
Studies specific nutrients, their food sources, utilization, and importance for the maintenance of optimum health through the life span and also involves a diet self-study and analysis.

BI 210 Zoology
Invertebrate and vertebrate zoology including: classification, development, morphology, anatomy, and physiology of the animal phyla. (3 credit hrs lecture; 1 credit hr lab)

BI 211 Botany
Anatomy and physiology of plants; major emphasis on the plant body, stems, leaves, roots, flowers, seeds and wood; classification and survey of major groups. (3 credit hrs lecture; 1 credit hr lab)

BI 215 Controversies in Science and Medicine
Exploration of current concerns, debates, and innovations in science and medicine, including ecology, application of the scientific method, DNA technology, scientific models, and medical technologies.

BI 303 Microbiology
General, medical, ecological, and applied microbiology including: bacteria, viruses, fungi, protozoa, and helminthic organisms. Prerequisites: BI 101 and BI 102 or BI 201 and BI 202 or equivalent (4 credit hrs lecture; 1 credit hr lab)

BI 310 Immunology
Cellular and humoral mediated immunity mechanisms including: structure of immunoglobulins and cellular mediators, autoimmunity, tissue transplantation, tumor immunology, and the immunological basis of diagnosis and therapeutics. Prerequisite: BI 101 or permission of instructor – BI 303 recommended

BI 320 Environmental Science
Interrelationships of matter, energy, living organisms, ecosystems, and the biosphere with emphasis on ecological principles, environmental problems, and the effect of human activity.

BI 323 Evolution
Operating principles and processes of organic evolution; includes natural selection, macro and micro evolution, the phylogeny of major life forms, with an emphasis on vertebrates and humans. Prerequisite: BI 101 and BI 102, or permission of instructor

BI 335 Ecology
Interrelationships of organisms with their living and non-living environment; includes populations, communities, ecosystems and biomes. Prerequisite: BI 101 or permission of instructor (4 credit hrs lecture; 1 credit hr lab)

BI 340 Biology of Women
The anatomy and physiology of women throughout their life span including issues relating to their health, nutrition, health-care, and specific disorders and diseases relating to women.

BI 390 Problems in Biology
An experimental course covering topics not considered elsewhere in the Biology Area of Study. Specific titles of courses offered under this heading will be listed in the course schedule for the sessions in which they are offered. Not offered every year.

BI 410 Developmental Biology
Embryological development including: fertilization, cellular division, early development, differentiation and precocious growth of multicellular organisms. Prerequisites: BI 101, BI 210, junior or senior standing (3 credit hrs lecture; 1 credit hr lab)

BI 480 Senior Thesis in Biology
A project developed by student and instructor culminating in a written and oral report to the faculty. Project may involve lab and/or field research and/or an extensive investigation of current scientific literature in a specified area of Biology. Prepares students for presentations in the workforce. Prerequisites: Senior standing and permission of the instructor

CHEMISTRY

College of Arts and Sciences

The Chemistry area supports the General Education Core Curriculum by offering basic courses in chemistry. Courses provide general knowledge of chemical principles and laboratory techniques for liberal arts students as well as students in the allied health and science fields.

Chemistry Minor Requirements
(21 credit hours; 9 credit hours upper-level)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 115</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>CH 116</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>CH 210</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>CH 211</td>
<td>Organic Chemistry II</td>
</tr>
<tr>
<td>CH 306</td>
<td>Biochemistry</td>
</tr>
</tbody>
</table>

Plus 9 additional credit hours from upper-level courses.

Courses

Unless noted, all courses are 3 credit hours.

CH 104 Chemistry for the Consumer
Principles of the chemistry and how they affect one’s everyday life. Primarily for non-science majors. (3 credit hrs lecture; 1 credit hr lab)

CH 115 General Chemistry I
Studies chemical reactions, stoichiometry, thermochemistry, atomic and molecular structure, bonding, measurements, the Periodic Table, solids, liquids, gases, and solutions. Also includes qualitative and quantitative analysis. For students majoring in science or in pre-professional programs or allied health fields. Prerequisite: High School Algebra (5 credit hrs lecture; 1 credit hr lab)

CH 116 General Chemistry II
Continuation of CH 115. Includes the study of acids, bases, chemical equilibrium, thermodynamics, kinetics, electrochemistry, nuclear chemistry, hydrogen and its
degrees, nonmetals, metalloids, metals and their compounds. Prerequisite: CH 115 (3 credit hrs lecture; 1 credit hr lab)

CH 210 Organic Chemistry I
Includes a study of the structure and functions of the many functional groups of organic chemicals. Includes: Hydrocarbons, hybridization, nomenclature, N and O-containing organic compounds, stereochemistry, infrared, uv and light spectroscopy, NMR, mechanisms of reaction. Prerequisites: CH 115 and CH 116, or permission of instructor (3 credit hrs lecture; 1 credit hr lab)

CH 211 Organic Chemistry II
Continuation of CH 210. Includes a study of addition, elimination, and substitution reactions, carbon-skeletal rearrangements, multi-step synthesis, polymers, SN1, SN2, E1, E2 mechanisms, biological molecules, noncovalent interactions between organic molecules, catalysts, and the molecular basis of drug action. Prerequisites: CH 210 or permission of instructor (3 credit hrs lecture; 1 credit hr lab)

CH 306 Biochemistry
Fundamentals of modern biochemistry including such topics as molecular biology, the synthesis and metabolism of carbohydrates, proteins, lipids, nucleic acids, the study of energy metabolism, enzymes, genetic coding, and other topics in the field. Prerequisite: CH 210 and 211 or equivalent (4 credit hrs lecture; 1 credit hr lab)

COMMUNICATION ARTS
College of Arts and Sciences
Communication Arts students develop essential communication skills necessary for success in our society. Central to the communication discipline is the understanding and application of theory required for effective oral and written discourse. A major in Communication Arts provides a firm foundation for careers requiring strong communication skills. A minor in Communication Arts complements and strengthens virtually every selected field of study.

Students should complete the General Education Core Curriculum requirements of CA 103 or CA 109, EN 101, and EN 102, in the first 30 credit hours of study at Bellevue University. The dynamic communication skills that these General Education Core Curriculum courses provide enhance the student's performance throughout the educational process.

Communication Arts (BA)
(127 credit hours – See Degree Requirements page 41)

Communication Arts Major Requirements (33 credit hours)
The following two courses may be taken only after completion of any 12 credit hours in Communication courses (including CA 103 or CA 109). This requirement can only be waived by written permission from Area Chair.

Required courses (6 credit hours)
CA 208 Critical Thinking and Communication
CA 309 Communication: Putting Theory into Practice

Select any additional nine Communication Arts courses (27 credit hours; 9 hours must be upper-level) to complete the major requirements (excluding CA 103 and CA 109).

Communication Arts Major with an Emphasis in Mass Media Requirements (33 credit hours)
CA 203 Understanding Mass Media
CA 228 Writing for Media
CA 323 Public Relations

Select any additional eight Communication Arts courses (24 credit hrs) to complete the major requirements. 9 of these hours must be upper-level.

Communication Arts Minor Requirements (18 credit hours)
Required courses (9 credit hours)
CA 204 Interpersonal Communication
CA 208 Critical Thinking and Communication
CA 309 Communication: Putting Theory into Practice

Elective Courses: 6 credit hours in Communication Arts
Total must include 9 credit hours of upper-level communication courses

Organizational Communication
Minor Requirements (18 credit hours)
Required courses (9 credit hours)
CA 103 Fundamentals of Speech Communication
CA 109 Oral Communication Skills
CA 308 Business Communication
CA 325 Organizational Communication

Elective Courses: 9 credit hours in Communication Arts
Total must include 9 credit hours of upper-level communication courses

Courses
All courses are 3 credit hours.

CA 103 Fundamentals of Speech Communication
Development and application of the skills needed for effective, well organized speeches. Provides instruction in the preparation and delivery of informative and persuasive speeches. Addresses competencies in the area of critical thinking, organization of thought, creativity, planning and organizing, and public speaking.

CA 109 Oral Communication Skills
Introduces concepts, models, and theories related to basic communication skills needed at the interpersonal, small group, organizational and public levels. Direct application of course material provides opportunities for assessing individual communication strengths and weaknesses. Competencies in the areas of managing self, facilitating, social interaction, and organization of thought are addressed.

CA 202 Small Group Interaction
Development and application of small group communication theories designed to enhance communication skills needed in the workplace and in various social environments. Competencies in the areas of effective communication, adaptability, conveying information, managing conflict, organized thinking, and problem solving are addressed.

CA 203 Understanding Mass Media
Introduces models, theories, and concepts related to various mass media. Provides active learning opportunities directed toward various strategies of news development. Presents case studies that focus on ethics in the media. Competencies in the areas of critical thinking, innovation, adaptability and ethics are addressed.

CA 204 Interpersonal Communication
Introduces concepts and basic theories of interpersonal communication. Provides opportunities to identify areas for personal improvement and to increase one’s repertoire of communication behavior choices. Competencies in the areas of listening, perceiving, integrating, and conveying information are addressed.

CA 208 Critical Thinking and Communication
Introduces models and theories of critical thinking. Through the use of case studies, students learn how to apply these skills to everyday situations. Competencies in the areas of argumentation, reasoning, persuasion, and critical thinking are addressed.

CA 210 Topics in Communication
Special topics courses in communication designed to address contemporary topics relevant to communication.

CA 228 Writing for Media
Examines various writing forms in the media. Emphasizes preparation of articles or scripts for publication or broadcast. Provides opportunities for active learning. Competencies in the areas of audience analysis, critical thinking, persuasion, and organization of thought are addressed. Prerequisite: EN 101
CA 358 Communicating with Emotional Intelligence
Introduces concepts and models dealing with the emotions as they relate to effective communication in a variety of social contexts. Presents terminology, processes, and case studies. Competencies in motivation of self, dealing with difficult others, managing conflict and emotional expression are addressed.

CA 401 Professional Communication
Provides instruction on strategies, techniques and models of professional communication. Develops and applies skills at various communication levels and in a variety of contexts. Integrates course material into work place environments. Addresses competencies in the areas of persuasive speaking, organization of thought, planning and organizing, and ability to conceptualize.

CA 404 Interviewing
Provides instruction in effective interviewing techniques and strategies. Addresses models and concepts relevant to interviewing and introduces opportunities for direct application of course material. Addresses competencies in the areas of managing conflict, decision making, ethics, listening, interpersonal communication, and problem solving. Prerequisite: CA 103 or CA 109

CA 410 Topics in Communication
Special topics courses in communication designed to address contemporary topics relevant to communication. Prerequisite: CA 105 or CA 109

CA 415 Internship in Communication
Provides students the opportunity to directly apply communication theory in a work place environment. Requires self-motivation and specific focus of study. Competencies that are addressed will vary depending on the goals of the student. Prerequisite: CA 103 or CA 109

CA 450 Diversity and Communication
Introduces theories, models, case studies, and processes relevant to the study of diversity and communication. Provides opportunity for direct application of course material to enhance communication skills with diverse others and in a variety of contexts. Competencies that are addressed include: critical thinking, leadership and influence, ethics, listening, managing conflict, and emotional intelligence. Prerequisite: CA 105 or CA 109 (Self-Study available)
CORPORATE COMMUNICATION
College of Arts and Sciences
(Accelerated Program)

The Corporate Communication curriculum emphasizes the development of a broad range of communication skills, and the application of those skills to communicating with internal and external stakeholders. All Communication Arts curricula develop communication practitioners who can apply their communication skills to a full spectrum of corporate communication problems. The curriculum emphasizes self-knowledge and improvement, competence in a variety of communication settings, and a strong foundation in analytical and ethical principles. Students are encouraged to look at the big picture within and outside their organization, and to consider the many communication processes that can help or hinder the ability of their organization to meet its objectives. The unique role that communication plays in influencing the culture and level of innovation within an organization is stressed throughout the program. Extensive use is made of case studies and examples that emphasize the practical applications and effects of communication practices. Students are encouraged to appreciate the interdependency of communication, organizational adaptiveness, productivity, and the work environment.

The curriculum is presented in a non-traditional, accelerated format. Students earn a total of 36 credit hours in approximately 40 weeks. In addition to participating in classroom activities, students should be prepared to spend twelve to sixteen hours each week in class preparation. Students also complete a capstone project that provides an opportunity to apply their learning to a real life organizational communication problem.

Corporate Communication (BS) (127 credit hours – See Degree Requirements page 41)

Corporate Communication
Major Requirements (36 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCOM 301</td>
<td>Introduction to Corporate Communication</td>
</tr>
<tr>
<td>CCOM 311</td>
<td>Intercultural Communication</td>
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Courses
Unless noted, all courses are 3 credit hours.

CCOM 301 Introduction to Corporate Communication
This course is designed to provide instruction in basic corporate communication skills. Provides students with a foundation for understanding corporate communication. This course orient students to essential features of communication and develop competencies in the areas of ability to conceptualize, oral and written communication, and problem solving. Prerequisite: Acceptance into the Corporate Communications Accelerated Degree Completion Program

CCOM 311 Intercultural Communication
This course is an overview of intercultural communication and touches on gender and diversity issues. Provides an overview of intercultural communication as it relates to its prevalence and impact on organizations. Examination of research on intercultural communication serves to enhance greater understanding of the nature of intercultural communication and its influence on society. Competencies in the areas of perception, adaptability, critical thinking, and innovation are addressed. Prerequisite: Acceptance into the Corporate Communications Accelerated Degree Completion Program

CCOM 315 Research I
Introduces students to the process of designing an independent research project from identification of a suitable research topic through the development of a research design. Develops competencies in the areas of written communication, ability to conceptualize, and decision making. Prerequisite: Acceptance into the Corporate Communications Accelerated Degree Completion Program

CCOM 321 Team Building
This course provides an introduction to the fundamentals of team building and leadership including group dynamics, group productivity, intergroup relations, and conducting meetings. Prerequisite: Acceptance into the Corporate Communications Accelerated Degree Completion Program

CCOM 331 Training and Development
Introduction to principles and practices of training and development. This course examines an array of basic skills needed in planning, organizing, and conducting corporate training. Students will apply, practice, and utilize training principles in various corporate communication situations using communication scenarios, case studies, and group projects. Prerequisite: Acceptance into the Corporate Communications Accelerated Degree Completion Program

CCOM 400 Crisis Communication
Corporations must have crisis communication plans in place before a crisis happens. Crisis management skills result in better relations for your organization with the public and/or the media. In this course students learn to create a crisis communication plan or update a current one. Students learn how to manage any emergency by having an around-the-clock plan. Case studies, lectures, and exercises cover topics that include: preparation and strategies, developing a plan, answering questions, dealing with the media, forming a response team, selecting and training spokespersons, managing employees, community and public attitudes, holding a briefing, and litigation issues. Prerequisite: Acceptance into the Corporate Communications Accelerated Degree Completion Program

CCOM 411 Communicating with External Stakeholders
Introduction to principles and practices of public relations including advocacy for their organizations, informing and persuading key publics about the goals, programs, products, and issues associated with their organization, maintaining favorable public opinion of the organization, promoting understanding, managing conflict, and building relationships between their organization and the public. Also covered are media relations, with specific attention to media/information management through strategic initiatives targeted at business/financial, electronic, and print media. Prerequisite: Acceptance into the Corporate Communications Accelerated Degree Completion Program

CCOM 421 Managing Internal Communication
Introduction to principles and practices of communicating with internal stakeholders—specifically employees. Emphasis is on interactive employee communication programs, strategies and the manager’s role in establishing an environment that encourages dialogue and the flow of information. Prerequisite: Acceptance into the Corporate Communications Accelerated Degree Completion Program (2 credit hrs)

CCOM 425 Research II
Provide hands-on experience for students in gathering and analyzing research data. Students learn the basics of surveys, research interviewing, and gathering data through observation. Develops competencies in the areas of written communication, ability to conceptualize, and decision making. Prerequisite: Acceptance into the Corporate Communications Accelerated Degree Completion Program

CCOM 430 Technology and Corporate Communication
This course offers a frame of reference from which to evaluate the various claims being made about developments in communication technology. This course helps students build a perspective on communication and technology by introducing both
the analytical and technological skills needed to navigate through an information saturated society. Students will learn to understand the impacts of information technologies on message delivery. Students will become conversant with scholarship addressing the significance of information technology to organizational communication. Students will learn how to use the Internet effectively as a resource for research and information purposes. Students also will learn how to design webpages and create persuasive Web-based documents. *Prerequisite: Acceptance into the Corporate Communications Accelerated Degree Completion Program (4 credit hrs)

CCOM 440 Building Effective Organizations
This course focuses on training the competent communicator to train others in the organization to communicate competently. This course also is designed to help the competent communicator build effective communication practices in the organization. Emphasizes development of skills necessary to design and implement changes in communication practices. *Prerequisite: Acceptance into the Corporate Communications Accelerated Degree Completion Program

CCOM 450 Capstone Project Presentations
The capstone for the entire major. Students present their individual projects to the class and showcase both their analytic and presentation skills. Competencies include oral and written communication, and ability to conceptualize. *Prerequisite: Acceptance into the Corporate Communications Accelerated Degree Completion Program

CULTURE AND LANGUAGES
College of Arts and Sciences

Courses in foreign cultures are designed to satisfy the General Education Core Curriculum.

Spanish courses emphasize development of the four language skills — reading, writing, listening and speaking, and emphasize cultural awareness and multicultural preparedness. Due to their interactive nature, Spanish courses may not be audited.

Courses
All courses are 3 credit hours.

CU 100 An International Student’s Introduction to American Culture
This course is a study of American culture for international students. It will examine some of the various aspects, beliefs, actions, and values of Americans.

CU 101 Introduction to International Studies
This course introduces students to a wide range of global issues, with a practical knowledge for living and working in an increasingly changing world.

CU 102 French Culture
Introduction to French and Belgian cultures including elements of history, geography, political science, language, anthropology, sociology, religion, art, music, and literature. Discussions of factors that cause cultural unity and those that cause cultural diversity.

CU 103 German Culture
Introduction to German and Austrian culture including elements of history, geography, political science, language, anthropology, sociology, religion, art, music, and literature. Discussions of factors that cause cultural unity and those that cause cultural diversity.

CU 106 American Hispanic Culture
This course is an introduction to the cultural contributions of Hispanics in the United States.

CU 107 Italian Culture
Introduction to the cultures and cultural mores of Italy and Italian sections of Switzerland. Studies the various elements that make this culture unique and dynamic, including language, literature, geography, history, and culinary arts.

CU 110 European Union Culture
An introduction to the countries in the European Union and their cultures. Factors that cause cultural unity and those that cause cultural diversity are discussed.

CU 120 Latin American Culture
An introduction to Latin American culture. Factors that cause cultural unity and those that cause cultural diversity are discussed.

CU 301 Global Cultures and Contemporary Issues
This course discusses the cultural metaphor for understanding and comparing cultures around the globe. The metaphor represents the underlying values expressive of the culture itself.

CU 309 Cultures in Conflict
This course is designed for students who seek an understanding of the causes and effects for strategically important conflicts in the world today. The course fosters discussion and dialogue as students gain an appreciation for the complexity of cultural conflicts which have deep, varied, and often conflicting roots.

SP 101 Elementary Spanish I
Interactive course designed to deliver fundamentals of Spanish. Shows how grammatical forms and structures fit what is to be communicated. Develops reading, writing, speaking, and understanding of practical Spanish. *Prerequisite: SP 101 or permission of instructor

SP 102 Elementary Spanish II
Interactive course designed to enhance communication skills in Spanish. Shows how grammatical forms and structures fit what is to be communicated. Further develops reading, writing, speaking, and understanding of practical Spanish. *Prerequisite: SP 101 or permission of instructor

SP 201 Intermediate Spanish I
Review of grammar and language skills with a continuation of oral-aural practice. Selected readings concerning the civilization, culture, and literature of Spain and/or Latin America. *Prerequisite: SP 102 or permission of instructor

SP 202 Intermediate Spanish II
Continued review of grammar and language skills with selected readings concerning the culture and literatures of Spanish-speaking countries. *Prerequisite: SP 201 or permission of instructor

ECONOMICS
College of Arts and Sciences

Economics only is available as a minor. Introductory classes, including Macroeconomics and Microeconomics, emphasize fundamental principles and relationships explaining the processes and workings of the market economy. Upper-level Economics classes provide in-depth specialized training in contemporary economic topics and issues of importance to everyone.

Economics Minor Requirements (18 credit hours)

EC 201 Macroeconomics
EC 202 Microeconomics
EC 301 Money and Banking

Plus 9 credit hours selected from the following classes:

EC 332 Comparative Economic Systems
EC 333 History of Economic Thought
EC 334 Economics from a Biblical Perspective
EC 399 Topics in Economics
ES 200 Fundamentals of Entrepreneurship
GE 312 World Economic Geography
ISPS 393* Conservative Economics

*Taught as a 3 credit hour class component in the 9-hour online cluster class, Is Rush Right? Seminar in Advanced Conservative Studies.
Courses

**EC 201 Macroeconomics**
Study of the behavior of the macroeconomy, including causes and consequences of inflation, unemployment, and the business cycle. Monetary, fiscal, and supply-side policies for dealing with macroeconomic problems are examined. Accounting and Business Administration major requirement. **Prerequisite:** Sophomore standing and an understanding of basic math, or permission of instructor.

**EC 202 Microeconomics**
Investigation of the economic behavior of consumers, businesses, and government. Emphasis is on price and output determination under various market structures and on the entrepreneurial competitive process. Business Administration major requirement. **Prerequisite:** Sophomore standing and an understanding of basic math, or permission of instructor.

**EC 301 Money and Banking**
Study of the history and theory of money and banking. Emphasizes the role of the Federal Reserve System and the U.S. Treasury in the money creation process, inflation and business cycles, and international finance. Not offered every year. **Prerequisites:** EC 201 and EC 202.

**EC 332 Comparative Economic Systems**
Analysis of systems for organizing economic activity. Socialist methods of economic management are compared with the operation of the free-market economy and of government intervention into market relationships. Marxian thought also is analyzed in-depth. Not offered every year.

**EC 333 History of Economic Thought**
Development of economic doctrine by discussing schools of thought in historical order. Topics include: ancient economic thought, scholastic philosophers, mercantilists, physiocrats, the classical economists, Institutionalism, Marxian economics, Keynesianism, Monetarist economics, Supply-Side economics, an Austrian economics. Not offered every year.

**EC 334 Economics from a Biblical Perspective**
Examination of an economic world view that has developed since 1950. The course covers the literature and debate over the legitimacy of Biblical Economics, the methodology and premises that form its paradigm, and numerous Biblical passages that, together with the paradigm, produce a body of interdependent economic and moral principles. These principles are applied to contemporary economic issues to reveal a distinct set of conclusions for economic policy that is uniquely Judeo-Christian. Not offered every year.

**EC 399 Topics in Economics**
In-depth exploration of particular economic subjects on issues not treated or treated only briefly in other courses. Specific titles offered under this heading will be listed in the course schedule for the session in which they are offered.

**ES 200 Fundamentals of Entrepreneurship**
Designed to cover all of the major steps that must be mastered for successful startup of a new business venture. The course emphasizes the development of an entrepreneurial perspective to assess, evaluate and act on market opportunities, and the creation of a business plan.

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**ENGLISH**

**College of Arts and Sciences**

Courses in the English Area help students develop writing proficiency and apply critical thinking and analytical skills to works of literature.

**Courses**

**EN 100 Developmental Composition**
Intensive review of the fundamentals of English composition; includes the writing of several brief essays. This preparatory course is designed for those students whose skills in English usage and writing require strengthening.

**EN 101 Composition I**
Principles of written communication and practice in writing, with emphasis on prewriting and the writing process, as well as rhetorical strategies for writing.

**EN 102 Composition II**
Application of writing techniques and strategies in the areas of summary, critique and synthesis; includes library research and the documented research paper. **Prerequisite:** EN 101.

**EN 110 Introduction to Literature**
Study of the fundamentals of literature and literary critical approaches, including discussions of the short story, poetry and drama.

**EN 115 Literature of the Western World**
Historical survey of European literary classics; intended to aid students in appreciating our literary heritage.

**EN 203 The Short Story**
History and craft of the short story, with emphasis on both classic and modern stories from around the world.

**EN 210 Topics in Literature**
Exploration of subject and form, for example: African-American Literature, Native American Literature, and War and Peace in Literature.

**EN 220 Introduction to Film**
History and craft of film through examination of works of major filmmakers, such as Griffith, Einstein, Welles, Hitchcock, Bergman, Truffaut, Fellini, Spielberg, Scorsese, Tarrentino, and Campion.

**EN 235 American Literature I**
Study of the development of American literary thought, from Native American and Puritan literature through Poe, Hawthorne, Melville, Emerson, Whitman, and Thoreau.

**EN 236 American Literature II**
Study of American literature from the Civil War to the present, including such major writers as Dickens, Twain, Crane, Chopin, Cather, Fitzgerald, Hemingway, Faulkner, Ellison, Bellow, and Momaday.

**EN 265 Women in Literature**
Study of literature by and/or about women, focusing on representations of gender and how gender relations are depicted in fiction, autobiography, poetry, and drama. Includes some discussion of issues pertinent to literary feminism.

**EN 302 Shakespeare**
Study of Shakespeare’s lyric poetry and representative histories, comedies, and tragedies.

**EN 310 Twentieth Century American Literature**
Selective study of modern American prose, poetry, and drama, including the works of such writers as Cather, Hemingway, Fitzgerald, Faulkner, Porter, Frost, Stevens, Ellison, Wright, Welty, Hayden, Bishop, Lowell, Plath, Morrison, Dove, Erdrich, Williams, Miller, Albee, and Hwang.
EN 321 Business Communication: Professional Writing, Speaking, and Research
This course offers students practical application of the best principles of workplace communication, including the many different types of writing required in the modern business environment, professional presentations, and research. Prerequisites: EN 101 and EN 102

ENGLISH AS A SECOND LANGUAGE
College of Arts and Sciences

The English as a Second Language program offers beginning through advanced-level classes for undergraduate and graduate students. These classes emphasize practical use of English to succeed in college. Students receive instruction in English grammar, vocabulary, composition, reading, listening, and speaking.

Courses
All courses are 3 credit hours.

ESL 130 English as a Second Language – Beginning Grammar
This course is designed to help students with very little English proficiency understand and use basic English grammar correctly in both written and spoken communication. Students develop control of fundamental grammatical structures, including basic tense, parts of speech and their function. Prerequisite: English Placement Test

ESL 140 English as a Second Language
– Beginning Speaking and Listening
This course is designed to help students with very little English proficiency develop oral fluency and accuracy by integrating speaking, listening and pronunciation skills. The course focuses on various aspects of pronunciation, including stress, sounds, rhythm and intonation so students can understand and practice basic language functions in oral communication. Prerequisite: English Placement Test

ESL 150 English as a Second Language
– Beginning Reading and Writing
This course is designed to help students with very little English proficiency develop and practice essential reading skills and strategies, including extensive vocabulary practice. Students acquire writing skills on the paragraph level with the emphasis on accurate grammatical usage and spelling. Prerequisite: English Placement Test

ESL 230 English as a Second Language
– Low Intermediate Grammar
This course is a continuation of Beginning Level Grammar and introduces more refined grammatical structures, including modals, present perfect tense and questions. The course emphasizes direct application of the learned rules of grammar to improve oral and written communication. Prerequisite: ESL 130 or English Placement Test

ESL 240 English as a Second Language
– Low Intermediate Speaking and Listening
This course is a continuation of Beginning Level Speaking and Listening for improving oral communication and active listening skills and strategies necessary for academic study. The course focuses on academic lecture comprehension, note taking skills, discussion based on lecture information, TOEFL listening and speaking exercises. Prerequisite: ESL 140 or English Placement Test

ESL 250 English as a Second Language
– Low Intermediate Reading and Writing
This course is a continuation of Beginning Level Reading and Writing and is intended to increase reading speed and comprehension through building up academic vocabulary by working with various academic texts. Students expand their abilities to write descriptive and comparison paragraphs. Prerequisite: ESL 150 or English Placement Test

ESL 330 English as a Second Language – Intermediate Grammar
This course is intended to further develop a student’s understanding of the form, meaning and usage of grammatical structures, including: passive voice, noun clauses, adjective clauses and adverbial clauses. The course helps students apply grammatical complexity and accuracy to their writing and speaking. Prerequisite: ESL 230 or English Placement Test

ESL 340 English as a Second Language
– Intermediate Listening and Speaking
This course is designed to develop the oral and aural skills of intermediate level English proficiency students. Giving in-class presentations and participating in class discussions, TOEFL listening and speaking exercises are the focus of the course. Prerequisite: ESL 240 or English Placement Test

ESL 350 English as a Second Language
– Intermediate Reading and Writing
This course builds on the reading and writing skills the students have developed in ESL 250. Students continue to expand their academic vocabulary and learn how to organize, paraphrase and summarize academically written English. The writing component focuses on essay writing and its organization. Prerequisite: ESL 250 or English Placement Test

ESL 430 English as a Second Language – Advanced Grammar
The course is designed for students who have already attained intermediate level English grammatical structures. Students develop skills in understanding form, meaning and usage of complex sentence structures, including gerund and infinitive usages, conditional sentences, and reduction of adverbial clauses. Prerequisite: ESL 330 or English Placement Test

ESL 440 English as a Second Language – TOEFL Preparation
This course is designed for advanced level students to strengthen their English proficiency while becoming familiar with the TOEFL Test questions and test taking strategies. The course provides practice for the integrated skills in reading, listening, speaking and writing. Prerequisites: ESL 530, ESL 540, ESL 550 or English Placement Test

ESL 450 English as a Second Language
– Advanced Reading and Writing
This course is designed to help advanced level students develop the ability to interpret and critically analyze written academic English. Students are engaged in more complex and lengthy writing in comparison-and-contrast, argument and cause-and-effect essays. They learn to use the convention of quotation, citation and paraphrasing. Prerequisite: ESL 350 or English Placement Test

GEOGRAPHY
College of Arts and Sciences

Courses support the General Education Core and other programs.

Courses
All courses are 3 credit hours.

GE 101 World Regional Geography
Regional geographic study of humankind, the geopolitical world, global issues, and physical geography; discussion of fundamental principles of human and physical geography.

GE 120 Geography of Tourism
This course addresses the tourism potential of regional geographic areas, focusing on basic concepts of tourism, travel economics, perceptions of the world, and unique physical and cultural aspects of each region.

GE 312 World Economic Geography
Examination of world resources, industries, infrastructure, trade, and current economic and business trends from geographic perspective.
GEOLOGY
College of Arts and Sciences

Courses
All courses are 3 credit hours.

GL 105 Physical Geology
Development of a model of Earth’s internal structure and evolution through time, as well as the theory of plate tectonics (the unifying theory in geology), through geochemical and geophysical principles, the study of minerals and rocks, and the analysis of external and internal Earth processes. Applicable to Natural Sciences General Education Core Curriculum requirement.

GL 204 History of the Earth
Investigation of chronology of biological and geological events comprising 4.6 billion years of Earth history; discussions of the nature of the fossil record, development of the geologic time scale, interpretation of sedimentary rocks and their structures, and the evolution of life.

GLOBAL STUDIES
See World Security and Strategic Studies

GRAPHIC DESIGN
College of Arts and Sciences
Graphic Design is a multidisciplinary program in which students gain a solid understanding of the fundamentals of design and develop creative visualization, problem-solving and critical thinking skills. Using industry-standard software and hardware, students build diverse portfolios with a wide range of print and Web projects. The global, social, and ethical issues of graphic design are explored at each stage of the program.

Graphic Design (BFA)
(132 credit hours – See Degree Requirements page 41)

Graphic Design Major
Requirements (72 credit hours)

AR 111 Introduction to Drawing
AR 112 Design Fundamentals
ARCT 101 Vector Software Applications
ARCT 102 Bitmap Software Applications
ARCT 103 Page Layout Software Applications
ARCT 104 HTML Web Development Software Applications
ARCT 105 Flash Web Development Software Applications
AR 210 Beginning Photography
ARCT 230 Web Design Fundamentals
ARCT 235 Web Design I
ARCT 250 Typography
ARCT 265 Print Design I
ARCT 335 Web Design II
ARCT 360 Digital Illustration
ARCT 365 Print Design II
ARCT 435 Web Design III
ARCT 465 Print Design III
ARCT 495 Portfolio Development

Graphic Design–Print (BA)
(127 credit hours – See Degree Requirements page 41)

Graphic Design Major
Requirements (45 credit hours)

AR 111 Introduction to Drawing
AR 112 Design Fundamentals
ARCT 101 Vector Software Applications
ARCT 102 Bitmap Software Applications
ARCT 103 Page Layout Software Applications
ARCT 104 HTML Web Development Software Applications
ARCT 250 Typography
ARCT 265 Print Design I
AR 210 Beginning Photography
AR 332 History of Graphic Design
AR 340 Digital Enhancement Photography
ARCT 360 Digital Illustration
ARCT 365 Print Design II
ARCT 465 Print Design III
ARCT 495 Portfolio Development

Graphic Design–Web (BA)
(127 credit hours – See Degree Requirements page 41)

Web Design Major Requirements (45 credit hours)

AR 111 Introduction to Drawing
AR 112 Design Fundamentals
ARCT 101 Vector Software Applications
ARCT 102 Bitmap Software Applications
ARCT 104 HTML Web Development Software Applications
ARCT 105 Flash Web Development Software Applications
AR 210 Beginning Photography
ARCT 230 Web Design Fundamentals
ARCT 235 Web Design I
ARCT 250 Typography
ARCT 335 Web Design II
ARCT 360 Digital Illustration
ARCT 365 Print Design II
ARCT 435 Web Design III
ARCT 465 Print Design III
ARCT 495 Portfolio Development

Graphic Design Applications Certificate (15 credit hours)

ARCT 101 Vector Software Applications
ARCT 102 Bitmap Software Applications
ARCT 103 Page Layout Software Applications
ARCT 104 HTML Web Development Software Applications
ARCT 105 Flash Web Development Software Applications

Print Design Certificate (18 credit hours)

ARCT 250 Typography
ARCT 265 Print Design I
ARCT 360 Digital Illustration
ARCT 365 Print Design II
ARCT 465 Print Design III
ARCT 496 Graphic Design Technical Problems I
Courses

All courses are 3 credit hours.

**ARCT 101 Vector Software Applications**
This course provides a comprehensive introduction to the vector software application Adobe® Illustrator®. Through the use of exercises and projects, students will develop an extensive understanding of the tools and methods associated with the software. Real-world issues will be addressed to build problem-solving and critical thinking skills necessary for advanced coursework. **Prerequisite:** Basic computer literacy

**ARCT 102 Bitmap Software Applications**
This course provides a comprehensive introduction to the bitmap software application Adobe® Photoshop®. Through the use of exercises and projects, students will develop an extensive understanding of the tools and methods associated with the software. Real-world issues will be addressed to build problem-solving and critical thinking skills necessary for advanced coursework. **Prerequisite:** Basic computer literacy

**ARCT 103 Page Layout Software Applications**
This course provides a comprehensive introduction to the page layout software application Adobe® InDesign®. Through the use of exercises and projects, students will develop an extensive understanding of the tools and methods associated with the software. Real-world issues will be addressed to build problem-solving and critical thinking skills necessary for advanced coursework. **Prerequisite:** Basic computer literacy

**ARCT 104 HTML Web Development Software Applications**
This course provides a comprehensive introduction to the HTML-based Web development software application Adobe® Dreamweaver®. Through the use of exercises and projects, students will develop an extensive understanding of the tools and methods associated with the software. Real-world issues will be addressed to build problem-solving and critical thinking skills necessary for advanced coursework. **Prerequisite:** Basic computer literacy

**ARCT 105 Flash Web Development Software Applications**
This course provides a comprehensive introduction to the Web development software application Adobe® Flash®. Through the use of exercises and projects, students will develop an extensive understanding of the tools and methods associated with the software. Real-world issues will be addressed to build problem-solving and critical thinking skills necessary for advanced coursework. **Prerequisite:** Basic computer literacy

**ARCT 230 Web Design Fundamentals**
This course will provide a theoretical overview of issues relating to Web design. Topics will include: Web standards; design issues that relate to Web design; accessibility/usability; hosting; etc. Projects will be based on research and presentations rather than technical applications—providing students with the needed information to continue onto Web Design I. **Prerequisites:** ARCT 102, ARCT 104, and ARCT105, or permission of Area Chair

**ARCT 235 Web Design I**
This course introduces the fundamental concepts to Web design with focus on XHTML-based design that follows current Web design standards. All aspects relating to developing a website will be explored with the development of a simple website project. Problem-solving and critical thinking skills also will be addressed as they relate to Web development. **Prerequisite:** ARCT 230 or permission of Area Chair

**ARCT 250 Typography**
This course offers an extensive study of how typography is used properly and effectively in graphic design. Emphasis on understanding the terminology associated with typography. The typographic relationships with other graphic elements inherent with symbolic communication are explored with various two-dimensional projects. **Prerequisites:** ARCT 101, ARCT 102, and ARCT 103, or permission of Area Chair

**ARCT 265 Print Design I**
This course introduces the fundamental concepts of graphic design through the creation of projects ranging from logo development to poster design. The use of project appropriate software applications will be established. A strong focus will be placed on problem-solving, brainstorming techniques, and creativity. **Prerequisites:** ARCT 101, ARCT 102, ARCT 103, AR 111 and AR 112, or permission of Area Chair

**ARCT 335 Web Design II**
This course will build on the material presented in Web Design I with topics such as advanced CSS positioning, and an introduction to Flash-based Web development. Students will explore the use of standards further to ensure the development of fully accessible websites. The introduction of Flash-based Web design will prepare students for Web Design III. **Prerequisite:** ARCT 235 or permission of Area Chair

**ARCT 360 Digital Illustration**
This course provides an exploration into various illustration methods and styles utilizing industry standard graphic design software and hardware. Problem-solving and critical thinking skills will be addressed through the use of real-world styled projects. **Prerequisites:** ARCT 101, ARCT 102, AR 111, and AR 112, or permission of Area Chair

**ARCT 365 Print Design II**
This course offers a further exploration of more advanced methods and techniques with a focus on page layout. The full range of industry standard hardware and software applications will be utilized. Projects ranging from stationary systems to publication design enable students to further develop their problem-solving skills and critical thinking abilities. **Prerequisite:** ARCT 265 or permission of Area Chair

**ARCT 435 Web Design III**
This course will build on the introduction of Flash-based Web design presented in Web Design II. The use of ActionScript will be addressed extensively. Topics relating to Flash will be explored extensively. Projects ranging from simple banner-style advertising to full website development. Problem-solving and critical thinking skills will be further developed. **Prerequisite:** ARCT 335 or permission of Area Chair

**ARCT 465 Print Design III**
This course will focus on designing brand identity. Students will be immersed in large-scale projects relating to branding strategy development and implementation. Two- and three-dimensional projects will provide a means to demonstrate the theories and principles of brand identity. Presentation techniques will be stressed and developed. **Prerequisite:** ARCT 365 or permission of Area Chair

**ARCT 490 Internship/Practicum**
Students in this course gain invaluable real-world experience in graphic design. Students locate a host organization and complete the internship on an individual-study basis under the supervision of a member of the graphic design faculty.

**ARCT 495 Portfolio Development**
The capstone course for students majoring in graphic design. Students prepare a finished portfolio of work for potential employment in the graphic design industry.

**ARCT 496 Graphic Design Technical Problems I**
Advanced study in the student’s concentration for the purpose of learning a specific concept in graphic design. Work involves individual projects or studies arranged by the instructor and the student. **Prerequisites:** Completion of all major coursework and permission of Area Chair

**ARCT 497 Graphic Design Technical Problems II**
Develops additional work in the major area if deemed necessary by the major advisor or desired by the advanced student. Course content is developed by the student and instructor to cover any deficiencies in the student’s work. **Prerequisites:** Completion of all major coursework, ARCT 496, and permission of Area Chair
### Courses

*Unless noted, all courses are 3 credit hours.*

**HHP 107 Beginning Bowling**
Bowling is a general course dealing with the history, rules, skills, fundamentals, and game strategies, which will serve as the foundation for leisure activity. (1 credit hr)

**HHP 108 Advanced Bowling**
This course of bowling is an advanced course that will apply more difficult skills, and game strategies that will serve as the foundation for leisure time activities. (1 credit hr)

**HHP 109 Golf I**
This course will examine the fundamental skills, mechanics in executing proper performance, terminology, scoring, and practical application (practice) in the game of golf. The instructor in charge of the course will be assisted by a golf pro. This activity class has a course fee. (1 credit hr)

**HHP 110 Golf II**
This advanced course will include more individualized instruction and additional playing time on the golf course with evaluations from the instructor and the golf pro. This activity class has a course fee. (1 credit hr)

**HHP 117 Weight Training I**
Weight training permits participants, regardless of their physical capacity, to train at their own levels. It is an excellent activity that promotes muscle tone and improved body definition. (1 credit hr)

**HHP 118 Weight Training II**
Weight training permits participants, regardless of their physical capacity, to train at their own levels. This course allows students to design individual programs and continue to pursue successful training programs. (1 credit hr)

**HHP 119-122 Varsity Sports**
These courses are designed to help the student/athlete learn team conduct, sportsmanship and academic standards at Bellevue University; these attributes will be beneficial for leadership development. (1 credit hr)

**HHP 125 Sports Officiation**
Designed to educate students about the rules and regulations of interscholastic and intercollegiate sports including: basketball, football, volleyball, and softball. (5 credit hrs)

**HHP 140 Concepts of Athletic Training**
Internship providing a better understanding of sports medicine and athletics. Forty hours of activities in the training room are required to receive full credit for this course. (1 credit hr)

**HHP 197 Walking and Exercise for Health**
This course is designed to insure a lifetime of physical well being through regular participation in exercise, utilizing an individualized program of walking. An understanding of fitness concepts and how our bodies adapt to exercise is an essential and integral part of our daily living. (1 credit hr)

**HHP 204 Wellness for Life**
This course is designed to educate students about the importance of lifetime wellness. Students will learn the value of nutrition, weight management, stress management, and exercise. The main emphasis is for the students to take control of personal health and to achieve their highest potential for well-being. (1 credit hr)

**HHP 205 Foundations of Health, Physical Education, and Recreation**
Designed to introduce students to the history of physical education and provide new knowledge of the social and psychological foundations of physical education. Students will be introduced to the components of exercise physiology, fitness and benefits of physical activity. (1 credit hr)

**HHP 240 Management and Treatment**
Proper wound and injury care, emergency management, and the different types of treatments for such injuries. Forty hours are required in the Training Room to receive full credit. (1 credit hr)
HHP 252 American Red Cross: Responding to Emergencies
Provides the citizen responder with the knowledge and skills necessary in an emergency to help sustain life and minimize pain and the consequences of injury or sudden illness until medical help arrives. Upon completion of this course the students may receive an American Red Cross First Aid Card and Adult, Child, and Infant CPR Card. Automated External Defibrillator certification also is included.

HHP 270 Care and Prevention of Athletic Injuries
Study of the management of athletic training facilities and responsibilities, the evaluation and recognition of injuries, training methods, and taping techniques in the prevention and care of injuries.

HHP 300 Organization and Administration of Physical Education
Theoretical and practical analysis of the program of physical education in elementary and secondary schools. Prerequisite: HHP 205

HHP 303 Tests and Measurements
This course is designed to present the theory and application of tests and measurements used in the physical education and exercise science fields to evaluate human performance. Appropriate test selection, administration and the interpretation of the results from both field and laboratory tests are areas of emphasis for the course. Prerequisite: BI 201

HHP 310 Exercise Physiology
Study of the major physiological systems of the human body and their response to exercise and the exercise programs. Includes application of physiological concepts to physical training and conditioning.

HHP 320 Adapted Physical Education
The methods used in helping students unable to participate in regularly scheduled physical education activities.

HHP 330 Physical Education for Elementary Schools
Theory and practice of rhythms, games, and self-testing activities for elementary school children.

HHP 340 Organization and Administration of Athletic Training
Budgetary concerns, legal considerations, and design of a modern athletic training facility. (1 credit hr)

HHP 345 Advanced Athletic Training
Enhances skills in use of modalities and rehabilitation techniques. Emphasis on ultrasound, muscle stimulation, cryotherapy, and hydrotherapy.

HHP 350 Kinesiology and Body Movement
Anatomical and biomechanical analysis of human movement and its application in sports and daily activities.

HHP 362 Internship in Strength and Conditioning
Enhances students application skills. Students will be required to attend a weight training/fitness facility for a minimum of 40 hours for each academic credit hour granted. During this experience, students are required to assist the weight trainers/personal trainers in construction of program prescriptions for potential clients.

HHP 375 Motor Learning
The course is a study of motor growth and development in prenatal to preadolescent aged children. The course will encompass perceptual-motor development, fundamental motor patterns, and a basic understanding of activities to facilitate growth and development of children. In addition, the course will study techniques in adapting health and physical education curriculum needs of special populations.

HHP 399 Topics in Physical Education
Special or experimental topics not considered elsewhere in the Physical Education Area. Not offered every year. (4 credit hrs)

HHP 410 Coaching of Volleyball
This course is designed to give students both practical and theoretical insights into the coaching and the administrative aspects of the sport of volleyball.

HHP 411 Coaching of Basketball
This course is designed to give students both practical and theoretical insights into the coaching and administrative aspects of the sport of basketball.

HHP 412 Coaching of Baseball
This course is designed to give students both practical and theoretical insights into the coaching and administrative aspects of baseball.

HHP 413 Coaching of Individual Sports
This course is designed to give students both practical and theoretical insights into the coaching and administrative aspects of individual sports.

HHP 415 Coaching of Soccer
This course teaches practical insights for coaching soccer. Both developmental applications and advanced tactical theories are explored.

HHP 430 Practicum in Physical Education – Elementary
Advanced-level project in physical education, athletics or recreation, possibly including a coaching internship or teacher aid in an area school. Prerequisite: Permission of Area Chair (4 credit hrs)

HHP 431 Practicum in Physical Education – Secondary
Instructional strategies in teaching team and individual sports. Practical experience in teaching activity classes by assisting instructors. Prerequisite: Permission of Area Chair (4 credit hrs)

HHP 440 Clinical Athletic Training
Hands-on experience at a local physical therapy/sports medicine clinic. Students assist physical therapists and athletic trainers on a daily basis, learning proper patient care.

HHP 451 Research Methods in Physical Education
Survey of research and literature in HPER for the purpose of orienting students to possible areas of research and developing an understanding of an appreciation for writing HPER.

HEALTH SCIENCE
College of Arts and Sciences
The Health Science major provides a foundational degree for students interested in pursuing a professional career in the health sciences and allied health professions, specifically nursing. Students who have earned the Health Science degree can enter an accelerated nursing program and complete their Bachelor's of Science in Nursing (BSN) in 12 months (not offered at Bellevue University). Students interested in pursuing other health related careers can add courses to this foundational degree to meet the admission requirements for their desired profession.

Health Science (BA)
(127 credit hours – See Degree Requirements page 41)

Health Science Major Requirements (42 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 115</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CH 116</td>
<td>General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>SO 131</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>CA 315</td>
<td>Health Communication</td>
<td>3</td>
</tr>
<tr>
<td>SO 420</td>
<td>Sociology of Healthcare and Medicine</td>
<td>3</td>
</tr>
<tr>
<td>HS 460</td>
<td>Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

To fulfill the admission requirements for accelerated nursing, core courses would include:
History courses examine the human experience in all its variety, richness, and unpredictability. Students focus on the process of development as both change and continuity, and on understanding experience within a particular context. Courses accommodate the career interests of students. Topics are directed toward developing student appreciation of the past’s impact on the present and future. Students develop skills in problem definition, information gathering, application and evaluation, and problem solution. Students develop the ability to read, think, and write critically, and communicate results clearly. The study of history emphasizes acquisition of attitudes or habits of mind that emphasize empathy, objectivity, and ease with ambiguity. The history major is designed to prepare students for either graduate study or for careers in a number of fields.

History (BA)

(127 credit hours – See Degree Requirements page 41)

History Major Requirements (33 credit hours)

Required courses (15 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 101</td>
<td>History of Western Civilization I</td>
</tr>
<tr>
<td>HI 102</td>
<td>History of Western Civilization II</td>
</tr>
<tr>
<td>HI 151</td>
<td>American History to 1877</td>
</tr>
<tr>
<td>HI 152</td>
<td>American History Since 1877</td>
</tr>
<tr>
<td>HI 418</td>
<td>Senior Thesis in History</td>
</tr>
</tbody>
</table>

Plus 18 credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 313</td>
<td>Era of the American Revolution: 1763-1789</td>
</tr>
<tr>
<td>HI 314</td>
<td>Ancient History</td>
</tr>
<tr>
<td>HI 323</td>
<td>Civil War and Reconstruction</td>
</tr>
<tr>
<td>HI 324</td>
<td>Medieval History</td>
</tr>
<tr>
<td>HI 334</td>
<td>Renaissance and Reformation</td>
</tr>
<tr>
<td>HI 343</td>
<td>The Jazz Age and the Great Depression</td>
</tr>
<tr>
<td>HI 348</td>
<td>The French Revolution</td>
</tr>
<tr>
<td>HI 353</td>
<td>America Since 1945</td>
</tr>
<tr>
<td>HI 356</td>
<td>The Rise and Fall of the Third Reich</td>
</tr>
<tr>
<td>HI 366</td>
<td>The Holocaust in History</td>
</tr>
<tr>
<td>HI 367</td>
<td>The Holocaust in Film</td>
</tr>
<tr>
<td>HI 375</td>
<td>The Second World War</td>
</tr>
<tr>
<td>HI 381</td>
<td>America at the Movies: The 1930s</td>
</tr>
<tr>
<td>HI 382</td>
<td>America at the Movies: The 1940s</td>
</tr>
<tr>
<td>HI 383</td>
<td>America at the Movies: The 1950s</td>
</tr>
<tr>
<td>HI 384</td>
<td>Baseball and the American Experience</td>
</tr>
<tr>
<td>HI 386</td>
<td>Gettysburg</td>
</tr>
<tr>
<td>HI 388</td>
<td>Lost Civilizations</td>
</tr>
<tr>
<td>HI 389</td>
<td>The Great War (World War I) and the Shaping of the 20th Century</td>
</tr>
</tbody>
</table>

Courses listed with 380 prefixes are either online or film history courses. Students majoring in History may take no more than 9 credit hours in these courses to satisfy their major requirements. Students planning to pursue graduate studies are advised to take an additional 9 credit hours in History.

History Minor Requirements (21 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 101</td>
<td>History of Western Civilization I</td>
</tr>
<tr>
<td>HI 102</td>
<td>History of Western Civilization II</td>
</tr>
<tr>
<td>HI 151</td>
<td>American History to 1877</td>
</tr>
<tr>
<td>HI 152</td>
<td>American History Since 1877</td>
</tr>
</tbody>
</table>

Plus 9 additional credit hours from upper-level courses.

Courses

All courses are 3 credit hours.

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HI 101</td>
<td>History of Western Civilization I</td>
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<tr>
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<td>The Holocaust in History</td>
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<td>HI 375</td>
<td>The Second World War</td>
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<td>America at the Movies: The 1930s</td>
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<td>Gettysburg</td>
</tr>
<tr>
<td>HI 388</td>
<td>Lost Civilizations</td>
</tr>
<tr>
<td>HI 389</td>
<td>The Great War (World War I) and the Shaping of the 20th Century</td>
</tr>
</tbody>
</table>

Study of political, social, economic, cultural, intellectual, and diplomatic developments in America between the end of the World War I and American involvement in World War II. Primary emphasis on cultural conflict, the disillusionment of the wartime generation, isolationism, the Jazz Age, the collapse of American capitalism, and the emergence of the welfare state.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 343</td>
<td>The Jazz Age and the Great Depression</td>
</tr>
</tbody>
</table>

Study of political, social, economic, cultural, intellectual, and diplomatic developments in America since 1945. Focus on the origins of the Cold War, McCarthyism, the Warren Court, the Civil Rights Movement, and the turbulent 1960s.
HI 356 The Rise and Fall of the Third Reich
Examines cultural, ideological, and political origins of National Socialism in Germany; the role and ideas of Adolf Hitler; the National Socialist state system; and the place of the Holocaust in historical and contemporary thought.

HI 366 The Holocaust in History
In-depth analysis of the attempt to exterminate an entire people. Though many groups of people — Gypsies, Poles, Homosexuals, and others — were subject to an official policy of liquidation in National Socialist Germany between 1933 and 1945, the focus of the course will be on the Jewish experience, for as Elie Wiesel put it — Not all victims were Jews, but all Jews were victims. Significant attention is directed to the Holocaust experience, the context of that experience, and the response to the Holocaust and its implications for our understanding of the human condition.

HI 367 The Holocaust in Film
Examines the ways in which the Holocaust has been represented, portrayed, examined and understood through the medium of film. Focuses on the difficulties faced by filmmakers in dealing with this topic and the difficulties faced by audiences in responding to the visualization of the experience.

HI 375 The Second World War
Extensive examination of World War II from an international perspective. The course focuses on such topics as collaboration and resistance, economic mobilization, social change, the Holocaust, diplomatic relations, and the course of the war. Greater emphasis is placed on the European Theater.

HI 381 America at the Movies: The 1930s
Provides students the opportunity to view American History through the lens of Hollywood's motion picture industry. This course provides one method of understanding how movies demonstrated our attempt to deal with or escape the hardships of the Great Depression.

HI 382 America at the Movies: The 1940s
Provides students the opportunity to view American History through the lens of Hollywood's motion picture industry. This course provides one method of understanding how movies demonstrated our attempt to deal with our involvement in World War II and our adjustments to the post-war world.

HI 383 America at the Movies: The 1950s
Provides students the opportunity to view American History through the lens of Hollywood's motion picture industry. This course provides one method of understanding how movies demonstrated our attempt to deal with the problems associated with the Cold War and social issues during an era of affluence.

HI 384 Baseball and the American Experience
Examination of the development of professional baseball and the role it has played in the American experience. The course asks students to examine a feature of American sport/entertainment/business as a means of understanding societal and cultural developments in general.

HI 386 Gettysburg
Drawing on Michael Shaara’s Pulitzer Prize-winning novel, The Killer Angels, and the epic film, Gettysburg (adapted from Shaara’s novel), this course chronicles the clash of Union and Confederate arms at Gettysburg July 1-3, 1863. The roles of notable participants such as Lee, Longstreet, Chamberlain, Meade, and Buford are examined, as is the outcome of this critical battle and its influence on the destinies of the Nation.

HI 388 Lost Civilizations
Focus on five ancient civilizations: Mesopotamia, Egypt, the Aegean, Greece, and Rome. Students explore the enduring legacies of these civilizations through assigned articles and a video series.

HI 389 The Great War (World War I) and The Shaping of the 20th Century
This course looks at how “the war to end all wars” shaped the 20th Century. Students examine through an excellent video series and textbook, how weapons such as the machine gun and lethal gas were put to use on World War I battlefields, gauge the depth of suffering through autobiographical accounts of those at Verdun and the Somme, and assess the horror of the war through contemporary paintings and poetry.

HI 418 Senior Thesis in History
Provides students with the opportunity to engage in research in an area or subject matter of particular interest or related to their career goals. This research leads to the production of a research proposal, abstract, first draft, and final draft of a major paper. Topics for research are agreed upon between the instructor and the student.

HUMANITIES
College of Arts and Sciences

The HU designation in the course number is used to indicate interdisciplinary Humanities courses.

Courses
All courses are 3 credit hours.

HU 101 Introduction to the Humanities
Focuses on basic concepts in the Humanities as they relate to everyday life and affect our choices and personal decisions. Examines how artists and thinkers make and convey meaning, how humans make sense of their life experiences, and how we define and shape values in relation to others.

HU 105 Experiencing the Humanities through the Arts
Introduces the Humanities through experiences in the fine arts. This class involves attending performances or presentations of the fine and performing arts. There is a student fee for tickets.

HU 110 Western Humanities I
Historical survey of humanities from the beginning of civilization to the Middle Ages. Designed to help students appreciate the humanities as they developed within cultures, integrating history, philosophy and the arts (particularly literature, sculpture, architecture, painting, and music).

HU 120 Western Humanities II
Historical survey of the humanities from the Renaissance to the present through the arts and philosophy, emphasizing the relationships between the arts and the ideas which defined Western cultures and affected the lives of human beings. The course helps students comprehend values derived from reason and emotions in a world of increasing intellectual uncertainty. The arts studied include literature, music, painting, sculpture, architecture, photography, and film.

HUMAN SERVICES
(BEHAVIORAL SCIENCE)
College of Arts and Sciences
(Accelerated Program)

The Behavioral Science accelerated major is a cohort program alternative to the traditional B.A./B.S. for students interested in the M.A. or M.S. in Human Services or other graduate programs designed for licensure preparation in mental health fields. The program incorporates a full range of “learning skills” needed by all professionals and involves students in assessment processes that lead to quality “integrated” performances that are documented in a program learning...
outcomes portfolio. The emphasis on activities, assignments, and projects that lead to transferable learning outcomes is a significant educational feature that prepares students for future opportunities. The foundation knowledge includes major concepts and theories of psychology, sociology, and counseling with emphasis on applications to examples in human services or personal areas of improvement. Applied experience is a vital component that helps students to deepen their reflective understanding of themselves, diverse populations of clients, and agencies that provide services. Because self-knowledge is essential to full understanding of the ethical and relationship aspects of work in the human services, the program includes a formal “life vision” portfolio project in addition to multiple opportunities for reflection on learning and experiences.

**Behavioral Science (BS)**

(127 credit hours — See Degree Requirements page 41)

**Behavioral Science**

**Major Requirements (36 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 301</td>
<td>Life Vision Portfolio</td>
</tr>
<tr>
<td>HS 310</td>
<td>Applied Psychology</td>
</tr>
<tr>
<td>HS 311</td>
<td>Introduction to Human Services Fields</td>
</tr>
<tr>
<td>HS 312</td>
<td>Counseling Microskills for Human Service Professionals</td>
</tr>
<tr>
<td>HS 320</td>
<td>Research and Data Analysis</td>
</tr>
<tr>
<td>HS 325</td>
<td>Sociological Perspectives for Human Services</td>
</tr>
<tr>
<td>HS 330</td>
<td>Introduction to Applied Behavior Analysis</td>
</tr>
<tr>
<td>HS 335</td>
<td>Introduction to Counseling Theories</td>
</tr>
<tr>
<td>HS 340</td>
<td>Treatment Strategies</td>
</tr>
<tr>
<td>HS 401</td>
<td>Applied Experiences and Projects</td>
</tr>
</tbody>
</table>

**Courses**

Unless noted, all courses are 4 credit hours.

**HS 301 Life Vision Portfolio**

A life vision portfolio involves a series of reflective essays related to identity, values, interests, goals, and legacy. Students increase their insights about emotions, behaviors, patterns, and ways of integrating experiences from their own lives. Their personal learning from the life vision portfolio can be transferred to human services contexts in which personal feelings must be handled in consciously consistent ways in order to manage ethical conflicts. *Prerequisite: Acceptance into the Behavioral Science Accelerated Degree Completion Program (2 credit hrs)*

**HS 310 Applied Psychology**

A wide range of psychological theories and principles are surveyed with emphasis on application. Includes use of cooperative learning activities that emphasize communication and teamwork. Topics include motivation, learning, personality, brain functions, consciousness, sensation and perception, decision-making, stress, stereotypes, intelligence, and many others. *Prerequisite: Acceptance into the Behavioral Science Accelerated Degree Completion Program*

**HS 311 Introduction to Human Services Fields**

Each of the many professions involved in human services approaches client and community needs from its own specialized perspectives and uses tools of assessment and treatment that vary from uses of media to prescription medications. This course prepares students for future interactions with social workers, counselors, psychologists, psychiatrists, and other professionals. *Prerequisite: Acceptance into the Behavioral Science Accelerated Degree Completion Program*

**HS 312 Counseling Microskills for Human Service Professionals**

This course provides opportunities to practice a basic set of interviewing and helping skills commonly used in individual and group counseling. An integrative approach will be used which allows students to learn, understand, and use skills taken from major counseling approaches, and to integrate these into a sequential process that maximizes the possibility of facilitating change in clients. *Prerequisite: Acceptance into the Behavioral Science Accelerated Degree Completion Program*

**HS 320 Research and Data Analysis**

All human services professionals must be able to find and accurately use information published in journals and scholarly books. This course puts emphasis on learning to recognize the types of research being reported in articles from library journals relevant to human services and to use tools such as article analysis forms to extract key information. Examples of case study, correlation, time series, behavioral single-subject, quasi-experimental, and experimental designs are examined. This course also will facilitate learning of basic descriptive statistics and graphing techniques, including use of standardized scores (e.g., z scores, percentile rank) in measurement. *Prerequisite: Acceptance into the Behavioral Science Accelerated Degree Completion Program*

**HS 325 Sociological Perspectives for Human Services**

Human services approaches are influenced by sociological variables such as age, geographical location, ethnicity, gender, socio-economic status, and disability. This course provides a review of the sociological perspective with emphasis on the social institutions most relevant to human services professionals. It also provides an opportunity to examine social policies related to child abuse, foster care, mental health, aging, disabilities, and care of the chronically or terminally ill. *Prerequisite: Acceptance into the Behavioral Science Accelerated Degree Completion Program*

**HS 330 Introduction to Applied Behavior Analysis**

Behavioral principles are the basis of many of the most effective strategies used by human services professionals at all levels. This course covers the basic principles of operant and Pavlovian conditioning. Students will learn to accurately identify information from published articles to support their knowledge of empirically valid ways to apply behavioral principles for a variety of client problems from child management to anxiety. *Prerequisite: Acceptance into the Behavioral Science Accelerated Degree Completion Program*

**HS 335 Introduction to Counseling Theories**

Counseling theories are useful guides for human services professionals because they identify key factors in assessment and treatment. This course introduces “traditional” theories such as psychodynamic, humanistic, and cognitive-behavioral. Other more specialized counseling theories and techniques are helpful for ethnic identity issues, family problems, and recovery from substance abuse. *Prerequisite: Acceptance into the Behavioral Science Accelerated Degree Completion Program*

**HS 340 Treatment Strategies**

Human services professionals will be most effective if the strategies they use are validated by clinical research. A range of validated methods are analyzed in areas such as clinical assessment, empathy, parenting, depression, anxiety, phobias, and pain management. *Prerequisite: Acceptance into the Behavioral Science Accelerated Degree Completion Program*

**HS 401 Applied Experiences and Projects**

The Behavioral Science major culminates with this capstone course, which requires students to write a major research paper that incorporates significant aspects of the major, including a literature review, sociological perspectives, case studies, data analysis, and treatment strategies. *Prerequisite: Acceptance into the Behavioral Science Accelerated Degree Completion Program (2 credit hrs)*
LIBERAL STUDIES
College of Arts and Sciences

The Liberal Studies major is a cross-disciplinary program designed to provide a broad education and to help develop the skills that will lead to success in lifelong learning and professional advancement. Emphasis is placed on self-assessment, strong written and verbal communications skills, problem solving and group processes, and creation and innovation essential to a rapidly changing world.

Liberal Studies (BA) (127 credit hours – See Degree Requirements page 41)

Liberal Studies Major Requirements (36 credit hours)

Staying Human in a Digital World (Cluster course – 9 credit hours)
- IGEN 230 Digital Storytelling
- IGEN 330 Societies in the Information Age
- IGEN 331 Ethics, Privacy and Quality of Life in a Digital World

Liberal Arts Core (27 credit hours)
- One course in Business (3 hours)
- One upper-level course in History
- One course in Art History
- One course in Culture
- One course in Philosophy
- One upper-level course in Psychology
- One upper-level course in Sociology
- One upper-level course in Global/Political Studies
- One upper-level course in Communication

Note: Courses taken as requirements in the Liberal Studies major may not be applied to fulfill both the Bellevue University General Education Core Curriculum and that major.

LIBERAL ARTS
College of Arts and Sciences

The mission of the Liberal Arts Area is to provide students elective courses designed to build a strong academic foundation and to help students attain skills for lifelong learning and employability.

Courses

Unless noted, all courses are 3 credit hours.

LA 105 Success in Higher Education
This course provides information and skills for the student’s success in college and learning, in general. Time management, active learning and reading and writing skills are taught and modeled by different departments at the university and practiced by students. (1 credit hr)

LA 299 International Study
Designed as a transition course for students initially entering a university. Through this course, students may earn college credit for approved international study. This course serves as a shell through which the University provides specific international study options. (1-15 credit hrs)

MATHMATICS
College of Arts and Sciences

Students in the Mathematics program acquire the knowledge of basic math skills needed to successfully complete a variety of courses in their particular discipline.

Mathematics courses are designed to develop the analytical and problem-solving skills that are the hallmark of leaders in many areas of our society today. These skills, along with demonstrated ability to communicate effectively, enhance employment opportunities.

Courses

Unless noted, all courses are 3 credit hours.

MA 100 Introduction to Algebra
Development of mathematics skills needed for practical problem solving important in our society today. Students also have the opportunity to acquire and demonstrate skills needed for follow-on courses in algebra or descriptive statistics. Topics include: arithmetic and problem-solving, basic units of measure, geometric applications and elements of algebra. MA 100 does not apply to General Education Core Curriculum requirement for the major, but does apply to minimum graduation requirements.

MA 101 Intermediate Algebra
Development of basic algebraic skills. Includes the real number system; operations for polynomials and rational expressions; solutions and applications of linear and quadratic equations; and the solution of inequalities, systems of linear equations and radical equations.
MA 102 College Algebra
Expansion and follow-up of intermediate algebra including higher order polynomials and nonlinear inequalities, and use of matrices and determinants to solve systems of equations. Introduction to function, inverse function, theory of equations and exponential and logarithmic functions. Prerequisite: MA 101

MA 103 Trigonometry and Analytic Geometry
Tailored for the needs of the pre-calculus student, it includes development of trigonometric functions. Applications of trigonometry including equations, triangles, polar coordinates and complex numbers. Conic sections and their applications. Sequences and series are introduced.

MA 200 Calculus for Management, Social, and Life Sciences
Differential and integral calculus and application to solutions of real problems involving rate of change, optimization, revenue, cost, marginal analysis, demand and profit functions, and economic growth rate. Application of calculus in social and life sciences includes population growth, learning curves, work curves, marginal utilities, bacterial growth, and the spread of epidemics. Prerequisite: MA 102

MA 240 Applied Statistics
Provides the theoretical basis and the problem solving experience needed to apply the techniques of descriptive and inferential statistics, to evaluate such daily inputs as organizational reports and to improve decision making over a wide range of areas. Topics include: Descriptive Measures; Distribution Shapes; Concepts of Probability of Discrete and Continuous Random Variables; Hypothesis Testing of One, Two Samples; Chi-Square and F-Test; Regression; Anova; Using Excel, Minitab, TI 83+ or SPSS for solving & Interpreting Statistical Problems. Prerequisite: MA 101 (4 credit hrs)

PHILOSOPHY
College of Arts and Sciences
Humans have sought answers to basic questions such as: Which things are real? Which are not? Why do things happen the way they do? How can we know anything to be true? Which things are worth experiencing in life? What is good reasoning and what is not? And what is a life worth living? Philosophy is the area of study that carefully examines these questions and the answers that have been given to them. Students are encouraged to seek their own answers to these questions as well.

Courses
All courses are 3 credit hours.

PH 101 Introduction to Philosophy
Introduction to Philosophy examines central questions about the meaning of life, the nature of things, knowledge, and values.

PH 105 For the Love of Wisdom?
This course focuses on the basic questions that confront humans throughout their lives — Who am I? What is real? How does the world work? How do we know? What has value?

PH 110 Ethics: An Introduction
This course probes the major viewpoints and considerations of what constitutes a good person, a good action, and a good life.

PH 115 Ethics in America
This course inspects the main ethical issues in modern American life and the perspectives that can be applied to them.

PH 120 Beliefs and Believers
This course investigates the basic beliefs and practices of the world’s best-known faiths.

PH 125 Experiencing Religion in America
This course explores the variety of religious practices in one's own community. This course includes visiting several religious services.

PH 210 Dying and Death
This course looks at the many aspects of dying and death, including current views of grief, dying, funeral practices, the law, and costs. Speakers and field trips are regularly scheduled as part of this course.

PH 225 World Religions
This course investigates the culture, beliefs, and practices of the great world religions.

PH 230 Christianity: Its History, Practices and Beliefs
This course introduces students to the basic elements of the Christian religion.

PH 235 Hinduism: Its Religion and Culture
This course explores the beliefs, people, and practices of one of the world’s oldest and largest religions.

PH 240 Buddhist Thought and Practice
This course examines Buddhism from the perspectives of history, development, doctrine, practice and impact on the host culture. Through the study of Buddhism, this course develops a general understanding of philosophy and different cultures.

PH 301 Philosophy
This course is a study of particular topics of philosophic interest. The specific topic for study is announced with the course offering in the class schedule. Not offered every year.

PHYSICAL EDUCATION
See Health and Human Performance

PHYSICS
College of Arts and Sciences
The mission of the Physics Area is to provide general knowledge of the major areas of Physics for Biology, Environmental Science, and CIS majors/minors.

Courses
PC 101 Introduction to Physics
Includes the study of mechanics, heat, light, sound, electricity, magnetism, the atom and nuclear physics. Prerequisite: High school algebra and MA 101, or permission of the Instructor. (3 credit hrs lecture; 1 credit hr lab)

POLITICAL SCIENCE
College of Arts and Sciences
The area of political science involves students in the search for answers to some of the most challenging issues that communities of peoples face, questions about how to allocate limited resources fairly and effectively; about whose values should predominate in a society; about how to balance minority vs. majority rights and obligations; and about how to use compromise, bargaining, and negotiation to resolve domestic and international conflicts. Students carefully examine these questions and search theories, models, and paradigms for explanation and prediction of political behaviors.

Courses
All courses are 3 credit hours.

PS 101 Introduction to Government and Politics
Basic survey course designed to acquaint the college student with various governmental structures as well as theories of the state. Topics covered include state
functions, sovereignty, concepts of law, current governmental systems, and the relationship of the state to the individual.

**PS 201 American Government**
Introduction to American Government at the national level, examining origins of the United States Constitutional system of federal government, the structure, role and functions of the Presidency, Congress, the Federal Judicial System and other American institutions.

**PS 303 The Presidency**
Analysis of the office and powers of the Presidency and the use of these powers for the adoption and implementation of domestic and foreign policies. Not offered every year.

**GS/PS 305 International Relations**
Survey of the various international political systems with emphasis on the basic factors affecting positions and policies of states, the formulation and shaping of foreign policy, and the instruments and patterns of foreign policy.

**PS 307 American Constitutional Law**
The role of the Supreme Court in the governmental process; development of the constitutional principles of the separation of powers and of federalism; unification through commerce power, and development of civil rights and liberties.

**GS/PS 309 Comparative Politics**
Comparative study of the developed and developing governments with an analysis of political parties, bureaucracies, legislatures, and executives; political development, system stability, military intervention and performance; and political culture and socialization.

**PS 316 Contemporary Political Issues**
Study of major contemporary political issues considering institutional and policy perspectives. Issues may include term limits, item veto power, congressional committee reform, gun control, abortion, and national healthcare. Examined for pros and cons and an understanding of philosophical foundations, major assumptions, and conflicting values.

**GS/PS 319 Topics in Global and Political Studies**
In-depth exploration of particular political subjects or issues not treated or treated only briefly in other courses. Specific titles of courses offered under this heading will be listed in the course schedules for the sessions in which they are offered. Not offered every year.

**PS 405 Threats of Terrorism**
This course covers both international and domestic terrorism, as well as domestic extremist groups in the United States. Topics include a brief historical review of terrorism and effective terrorism countermeasures.

**GS/PS 409 Independent Research and Fieldwork Projects**
Under the guidance of the instructor, students design a program of study to fit their own needs and interests. In general, these programs are available: (a) readings and written report in a special area of interest, e.g., local government, state government, American national government, comparative governments, international relations, public law, public administration, political theory; (b) readings, practical work experience within a government or civic agency; and a research paper based upon some facet of work experience and readings.

**PSYCHOLOGY**

**College of Arts and Sciences**

Psychology majors learn about human behavior from a variety of theoretical and applied orientations—both traditional and contemporary. The major is designed for students planning to pursue graduate school, as well as for those who plan to enter careers in psychology and the human services following their bachelor's degree work. Emphasis is placed on developing the ability to understand and apply research design and to evaluate psychological concepts and applications. Students conduct their own empirical or scholarly research in preparation for graduate study and as a means to demonstrate good evidence-based practice skills. Students may also choose to work in internship settings as a way to learn more about applications of psychology in human service agencies or other settings. All psychology majors and minors are encouraged to seek advising on all aspects of their future careers from the psychology faculty.

Many of our students present their research at conferences sponsored by the Nebraska Psychological Society, the Nebraska Psychological Association, and regional organizations. These conferences provide opportunities for undergraduates to not only present their work, but to interact and network with students and faculty from other colleges and universities in Nebraska and nearby states. Bellevue University psychology majors have also had their research published in the Journal of Psychological Inquiry, one of only three journals in the United States dedicated to undergraduate research.

**Psychology (BA)**

(127 credit hours – See Degree Requirements page 41)

**Psychology Major Requirements (34 credit hours)**

**Foundation Courses (22 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>PY 101</td>
<td>Introduction to Psychology</td>
<td></td>
</tr>
<tr>
<td>PY 200</td>
<td>Careers in Psychology</td>
<td></td>
</tr>
<tr>
<td>PY 250</td>
<td>Statistics for the Behavioral Sciences</td>
<td></td>
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<tr>
<td>PY 340</td>
<td>Culture and Psychology</td>
<td></td>
</tr>
<tr>
<td>PY 353</td>
<td>Introduction to Psychological Research</td>
<td></td>
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<tr>
<td>PY 354</td>
<td>Experimental Psychology</td>
<td></td>
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<tr>
<td>PY 400</td>
<td>Advanced Studies in Psychology</td>
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</tr>
</tbody>
</table>

**Selected Courses (12 credit hours)**

**Group A—Select one (1) course from the following**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>PY 211</td>
<td>Human Development</td>
<td></td>
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<tr>
<td>PY 222</td>
<td>Human Sexuality</td>
<td></td>
</tr>
<tr>
<td>PY 235</td>
<td>Fundamentals of Guidance and Counseling</td>
<td></td>
</tr>
</tbody>
</table>

**Group B—Select one (1) course from the following**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 311</td>
<td>Abnormal Psychology</td>
<td></td>
</tr>
<tr>
<td>PY 321</td>
<td>Psychological Assessment</td>
<td></td>
</tr>
<tr>
<td>SO 345</td>
<td>Social Psychology</td>
<td></td>
</tr>
<tr>
<td>PY 382</td>
<td>Psychology of Women</td>
<td></td>
</tr>
<tr>
<td>PY 444</td>
<td>Psychology of Religion</td>
<td></td>
</tr>
</tbody>
</table>

**Group C—Select two (2) courses from the following**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 301</td>
<td>Personality Theory</td>
<td></td>
</tr>
<tr>
<td>PY 320</td>
<td>Human Memory and Cognition</td>
<td></td>
</tr>
<tr>
<td>PY 368</td>
<td>Learning Theory</td>
<td></td>
</tr>
<tr>
<td>PY 371</td>
<td>Biological Psychology</td>
<td></td>
</tr>
<tr>
<td>PY 375</td>
<td>History of Psychology</td>
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</tr>
</tbody>
</table>

Students choosing to complete a BA in Psychology must also complete the following courses (can be completed as part of the CORE requirements):

- **PY 304 Human Genetics**
- **BI 206 Nutrition through the Life Span**
- **SP 101 Elementary Spanish I or a culture course**

**Psychology (BS)**

(127 credit hours – See Degree Requirements page 41)

**Psychology Major Requirements (34 credit hours)**

**Foundation Courses (22 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 101</td>
<td>Introduction to Psychology</td>
<td></td>
</tr>
<tr>
<td>PY 200</td>
<td>Careers in Psychology</td>
<td></td>
</tr>
<tr>
<td>PY 250</td>
<td>Statistics for the Behavioral Sciences</td>
<td></td>
</tr>
<tr>
<td>PY 340</td>
<td>Culture and Psychology</td>
<td></td>
</tr>
</tbody>
</table>
PY 353  Introduction to Psychological Research
PY 354  Experimental Psychology
PY 400  Advanced Studies in Psychology

Selected Courses (12 credit hours)

Group A—Select one (1) course from the following
PY 211  Human Development
PY 222  Human Sexuality
PY 235  Fundamentals of Guidance and Counseling

Group B—Select one (1) course from the following
PY 311  Abnormal Psychology
PY 321  Psychological Assessment
SO 345  Social Psychology
PY 382  Psychology of Women
PY 444  Psychology of Religion

Group C—Select two (2) courses from the following
PY 301  Personality Theory
PY 320  Human Memory and Cognition
PY 368  Learning Theory
PY 371  Biological Psychology
PY 375  History of Psychology

Students choosing to complete a BS in Psychology must also complete the following course (can be completed as part of the CORE requirements):
MA 102  College Algebra

One laboratory science course in Biology or Chemistry

Suggested electives for both the BA and BS degrees in Psychology:

Students who desire to organize their general elective credits in a cohesive way are encouraged to either double major or minor in one of the following disciplines (depending on future career goals):
Biology; Communications; and/or Sociology.
Additional language courses are highly recommended for students planning on becoming counselors or therapists.
Students interested in attending a research intensive graduate program as part of their career goals are encouraged to take additional math and science courses, as well as taking PY 450 Psychology Research.

Psychology Minor Requirements (19 credit hours)

PY 101  Introduction to Psychology
PY 353  Introduction to Psychological Research

Plus one of the following courses:
PY 301  Personality Theory
PY 320  Human Memory and Cognition
PY 368  Learning Theory
PY 371  Biological Psychology
SO 345  Social Psychology

In addition, three more psychology courses — of which 3 credit hours must be at 300-400-level

Courses

Unless noted, all courses are 3 credit hours.

PY 101 Introduction to Psychology

Introduction to the scientific foundations of the study of behavior and a survey of basic topics of psychology such as sensation and perception, the brain and nervous system, learning and memory, language and thinking, intelligence, motivation, emotions, personality, development, stress, and abnormal behavior. This course is a prerequisite for all other courses in Psychology except PY 200, PY 211, PY 222 and PY 250.

PY 211 Human Development

Study of the principles of human growth and development from conception to death. Includes methods of child study, consideration of individual differences, and analysis of patterns and sequences of development.

PY 200 Careers in Psychology

Introduction to the wide variety of careers available to students majoring in psychology. Topics will include, but not be limited to: writing resumes and cover letters, applying to graduate/professional programs, and issues important in deciding upon an area of specialization. Students will learn about the various careers in psychology through presentations with professionals in the field and exploring information available on Internet sites, such as that of the American Psychological Association (1 credit hr)

PY 222 Human Sexuality

Consideration of biological, cultural, developmental, and psychological aspects of human sexuality, emphasizing class discussion of relevant issues. Among topics covered are AIDS, romantic love, sexual practices, and sexual orientation.

PY 235 Fundamentals of Guidance and Counseling

Introduction to concepts and theories of guidance and counseling with special attention to multi-cultural, gender, and developmental issues. Emphasis on improving listening and attending skills. Prerequisite: PY 101

PY 250 Statistics for the Behavioral Sciences

Introduction to and application of statistics and research designs used in experimental psychological research. Statistical software will be used to analyze psychological data collected by the students using both descriptive and inferential statistics. Specific types of statistical tests include: measures of central tendency and variability, correlation, multiple regression, z-tests, t-tests for both independent and correlated samples, analysis of variance/covariance, and various non-parametric tests. Prerequisite: MA 101 (3 credit hrs lecture, 1 credit hr lab)

PY 301 Personality Theory

Covers major psychodynamic, behavioristic, trait, humanistic and cognitive theories of personality. Recent research on situational and biological influences, traits and cognition, sex differences, and other contemporary controversies are discussed. Application of personality theory to the understanding of individual lives is encouraged. Prerequisite: PY 101

PY 311 Abnormal Psychology

Consideration of the major theoretical and therapeutic approaches to psychological disorder. The classification, origin, description, and treatment of the chief psychiatric problems are included. Prerequisite: PY 101

PY 320 Human Memory and Cognition

Addresses the ways in which people gain knowledge about their world and about self. Topics covered include: memory and forgetting, language, thought processes, and creativity. Prerequisite: PY 101

PY 321 Psychological Assessment

Introduces concepts of testing and measurement. Students examine a variety of psychological tests, learn the basics of measurement statistics and consider assessment approaches such as rating scales and behavior observation. Lab time is for activities such as test self-administration, demonstrations of test administration, writing items for a scale and analyzing test data from both group and individual perspectives. Prerequisites: PY 101 and PY 250 (PY 250 may be taken concurrently)

PY 340 Culture and Psychology

Covers major concepts and research of cross-cultural psychology, including cross-cultural aspects of ethnocentrism, developmental processes, gender differences, emotion, language, personality and other topics. Applications of cross-cultural knowledge to understanding one’s own culture and the effects of culture on individual lives are included. Prerequisite: PY 101

PY 353 Introduction to Psychological Research

Examination of research design issues in psychology and related disciplines with emphasis on accurate reading of published articles. Students write a research proposal including a literature review, an operationally stated hypothesis, and data-gathering procedures. Students continuing on to PY 354 Experimental Psychology may carry out their research proposals. Enhancements for PY 353 provide instruction in American Psychological Association manuscript style. Prerequisites: PY 101 and PY 250 (PY 250 may be taken concurrently) (3 credit hrs lecture; 1 credit hr lab)
**PY 354 Experimental Psychology**  
Study and application of experimental techniques for investigating psychological issues. Students replicate experiments or design their own investigations, write experimental reports, and use computerized statistical analysis. **Prerequisite:** PY 101, PY 250, and PY 353. (3 credit hrs lecture; 1 credit hr lab)

**PY 368 Learning Theory**  
Emphasizes applications of behavioral learning principles in applied contexts. Among the topics are child management, interpersonal communication, self-control and self-management, phobias and depression, addictions, educational achievement, and attention to and persistence with tasks. **Prerequisite:** PY 101

**PY 371 Biological Psychology**  
Study of biological influences on human behavior and mental processes. Includes a survey of brain and nervous system anatomy and how researchers learn about functions of these systems in relation to behavior. Emphasis on normal development, adaptation, and learning but a variety of syndromes and problems also are included. Study of Biology or Anatomy and Physiology are helpful but not required. **Prerequisite:** PY 101

**PY 375 History of Psychology**  
Study of development of psychology in the history of the Western world, including: philosophical basis of modern psychology, the founding fathers of psychology, and development of major theoretical orientations and content areas. **Prerequisite:** PY 101

**PY 382 Psychology of Women**  
Investigation of the differences and similarities in psychological functioning between women and men. Influence of major life events occurring only in women (e.g., menstruation, pregnancy) on psychological functioning are a special focus. **Prerequisite:** PY 101

**WS 101 Introduction to Women's Studies** is highly recommended but not required. **Prerequisite:** PY 101

**PY 399 Topics in Psychology**  
In-depth exploration of particular topics of psychological interest not treated or treated only briefly in other psychology courses. Specific titles of courses offered under this heading are listed in the course selection for the sessions in which they are offered. **Prerequisite:** PY 101

**PY 400 Advanced Studies in Psychology**  
Capstone course for psychology majors focusing on discussion and analysis of significant issues, methods, and bodies of knowledge in psychology. Students are responsible for the content and direction of the course under the guidance of the instructor. Each student prepares and presents a substantive paper to the class. **Prerequisites:** PY 101, PY 250, PY 353, and six additional credit hours of upper-level psychology, or permission of instructor

**PY 444 Psychology and Religion**  
Presents psychological theories and research on religious belief and practices in a seminar format. Insights of Freud, Jung, James, Allport, and others are discussed in a format respectful of both Western and Eastern spirituality. Not offered every year. **Prerequisite:** PY 101

**PY 445 Special Readings in Psychology**  
An opportunity to study topics of personal or professional interest not covered, or covered in a limited way, in regular courses. **Prerequisites:** Psychology major and permission of instructor (Credit arranged individually – maximum of 6 credit hrs)

**PY 450 Research**  
Provides an opportunity to conduct research in an area of psychology of interest to the student. Research is based upon ideas of the student and/or the instructor. Because original research may take more than one semester, the course may be repeated once for credit for a maximum of six credit hours. **Prerequisites:** Psychology major, PY 250, PY 353, PY 354, and permission of instructor

**HS 460 Internship**  
Consists of field placement in an agency, business, or industry environment related to the academic major. The placement should provide firsthand experience which allows students to apply, develop or strengthen classroom theories and skills. Work expectations for each intern are contracted with the faculty sponsor and placement supervisor. See Student Internship Program Guidelines for further details. **Prerequisites:** Junior or senior standing (60 credit hours completed) and 2.5 GPA in the major. Permission of Director of Internships required

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**SOCIOLGY**  
**College of Arts and Sciences**

Sociology is the discipline that studies society using a scientific perspective. Sociology helps us gain a better understanding of ourselves and our social world. The study of sociology promotes understanding and tolerance by enabling each of us to look beyond intuition, common sense, or our personal experiences.

Students may elect to go on to graduate studies in sociology, social work, counseling, criminal justice, gerontology, human services, or public administration. Students who seek employment immediately after graduation have been successful working in child protective services, law enforcement, aging/gerontology, community youth programs, corrections and probation, spouse abuse programs and personnel management in business and government.

The internship program allows students job experience in such fields as adult or juvenile justice, aging/senior citizens programs, urban planning, spouse and child abuse shelters, and community mental health programs. See HS 460 Internship.

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**Sociology (BA)**  
*(127 credit hours – See Degree Requirements page 41)*

**Sociology Major Requirements (27 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>SO 101</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SO 230</td>
<td>Research Methods of the Social Sciences</td>
</tr>
<tr>
<td>SO 310</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SO 322</td>
<td>Social Theory</td>
</tr>
<tr>
<td>AN 331</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>SO 345</td>
<td>Social Psychology</td>
</tr>
</tbody>
</table>

Plus 9 credit hours of sociology courses.

**Sociology (BS)**  
*(127 credit hours – See Degree Requirements page 41)*

**Sociology Major Requirements (30 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>SO 101</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SO 230</td>
<td>Research Methods of the Social Sciences</td>
</tr>
<tr>
<td>MA 240</td>
<td>Applied Statistics</td>
</tr>
<tr>
<td>SO 310</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SO 322</td>
<td>Social Theory</td>
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<tr>
<td>SO 345</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>HS 460</td>
<td>Internship</td>
</tr>
</tbody>
</table>

Plus 9 credit hours of Sociology courses.

**Sociology Minor Requirements (18 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>SO 101</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SO 230</td>
<td>Research Methods of the Social Sciences</td>
</tr>
<tr>
<td>SO 322</td>
<td>Social Theory</td>
</tr>
</tbody>
</table>

Plus an additional 9 credit hours of electives – of which 6 credit hours must be in upper-level courses.
Courses

Unless noted, all courses are 3 credit hours.

SO 101 Introduction to Sociology
The scientific study of human society emphasizing principles of the sociological perspective. Includes society, demography, culture, status, role, socialization, deviance, groups, organizations, stratification, and social change. Introduction to social institutions: family, religion, education, politics, science, technology, medicine, and healthcare.

SO 131 Marriage and Family
Description and analysis of the social institution of the family in society. The course introduces students to such societal norms as courtship, engagement, marriage, child-rearing practices, divorce, and remarriage. The course allows students to review the status of men and women in different cultural environments and to study alternatives to marriage and the family.

SO 141 Minority Relations
Introduction to the problems of minorities in a society. Students are introduced to the concepts of dominance, minority, power, status, conflict, prejudice, and discrimination. The course examines minority groups in American society and the processes of accommodation to the larger society.

SO 205 Sociology of Work
Sociological interpretation of people at jobs in the office, small businesses, field, hospital, universities, and government. Investigates the interrelationship between work and behavior of the individual and other aspects of his or her social roles as related to making a living. The emerging role of leisure as related to professions is examined. Not offered every year. Prerequisite: SO 101

SO 230 Research Methods of the Social Sciences
Gathering, arranging, and presenting data of the social sciences, including surveys, participant observation, experiments, and content analysis. Includes elementary statistical concepts such as descriptive tests of significance. Students design empirical research studies to acquire practical understanding of scientific thinking. A lab provides the opportunity for computerized data analysis. Computer-assisted. Prerequisite: SO 101 or permission of instructor

SO 250 Women in American Society
Focus on how a society prescribes and assigns norms according to gender. Emphasis will be put on how major social institutions (family, government, religion, the media, economics, and medicine) define sex roles and stress differences among men and women instead of similarities. Because of this we ask: Do women have minority status in American society?

SO 260 World Population Problems
Scientific study of population change, including fertility, migration, mortality, and theories of population change. Discussions of data collection methods, analysis of population data, and contemporary population problems. Prerequisite: SO 101 or permission of instructor

SO 280 Sociology of Urban Life
Introduction to the study of the city in historical and cross-cultural perspective with an emphasis on urbanization in the United States. Analyzes the structure of the city, the ecology of cities, social class systems in urban areas, suburban growth, housing, social psychological adaptation, and political processes of urban areas. Not offered every year. Prerequisites: SO 101, PS 101, or GE 101, or permission of area of study chair.

SO 300 Society and the Environment
Examination of the interactions between the physical environment in which we live and the human society we have created. The mix of population, social organization, and technology has an impact on the resource base and environmental conditions on which human and non-human society ultimately depend. Topics covered include energy sources, hazardous wastes, environmental accidents, endangered species, the environmental movement, tropical and temperate deforestation, limits to economic growth, population growth, and alternative views of the future.

SO 310 Social Problems
Introduction to major social problems in American society, including poverty, deviance, population change, urbanization, chemical dependency, suicide, family stability, and economic change. Offered once a year, alternating between day and evening programs. Prerequisite: SO 101 or permission of instructor

SO 322 Social Theory
Survey of the major sociological theorists who develop propositions and laws about the nature of society and the individual. Introduces the leaders of European and American theories in the conflict, symbolic interaction, and structural functional perspectives. Offered once a year, alternating between day and evening programs. Prerequisite: SO 101 or permission of instructor

SO 335 Crime and Society
Five major issues of criminology, including the field of criminology, the nature of criminal law and criminal defenses; explanations of criminal behavior from a biological, psychological, social structural, and social process perspective; types of crimes including crimes of violence, property crimes, organized crime, white collar crime and terrorism; an overview of the criminal justice system; and social reaction to crime: prisons, jails, probation. This course also provides an opportunity for students to consider careers in the field of criminal justice. Prerequisite: SO 101 or permission of instructor

SO 340 Social Gerontology
Process of aging in human society and the adaptations of groups and individuals to the aging process. Reviews theories of aging, demographics of aging, living patterns of the elderly, physical and mental health of the elderly, self-perception, and development of policies for providing services to the elderly. Prerequisite: SO 101 or permission of instructor

SO 345 Social Psychology
Psychological and sociological principles that affect the behavior of individuals as members of groups. Representative topics include the biological foundations of behavior, prejudice, culture and personality, leadership, small group interaction, crowd behavior, mass media, childhood, adolescence and old age. Offered once a year, but alternates between day and evening programs. Prerequisites: SO 101 and PS 101, or permission of instructor

SO 410 Independent Study
Development of a facility for independent sociological thought and research. The student and the professor involved determine the format and content, which may not duplicate a course currently part of the Sociology curriculum. The course may be taken twice but not more than four hours may be credited, and it cannot be used as a student internship. Prerequisites: Six credit hours of Sociology, junior or senior standing, along with permission of instructor (1 to 4 credit hrs)

SO 412 Collective Behavior
The sociological bases of panic, riots, mobs, fads, fashions and revolutions are examined. Collective behavior is looked at as the basis of social change. Different types of social deprivation leading to mass movement are investigated. Social movements and their origin in discontent are examined. An analysis of some contemporary social movements and the bases of cleavage and conflict in contemporary America is included. Not offered every year. Prerequisite: SO 101 or permission of instructor

SO 420 Sociology of Healthcare and Medicine
This course involves the analysis of contemporary issues of health care and medicine using the concepts and theories of medical sociology and critical analysis. Topics include the sick role and labeling perspectives, analysis of medical practitioners, the social organization of medical care, environmental and occupational health, issues of gender, race, ethnicity, and class as related to health care, and contemporary critical debates in the field of health care and medicine. Prerequisite: SO 101 or permission of instructor

SO 435 Seminar in Sociology
A course designed to permit interested students to explore subjects pertinent to the discipline and to gain a broadened sociological perspective. Not offered every year. Prerequisite: SO 101 or permission of instructor
HS 460 Internship

Consists of field placement in an agency, business, or industry environment related to the academic major. The placement should provide firsthand experience which allows students to apply, develop or strengthen classroom theories and skills. Work expectations for each intern are contracted with the faculty sponsor and placement supervisor. See Student Internship Program Guidelines for further details. Prerequisite: Junior or senior standing (60 credit hours completed) and 2.5 GPA in the major – Permission of Director of Internships required.

Sports Management (BA)

College of Arts and Sciences

(127 credit hours – See Degree Requirements page 41)

The Health and Human Performance department offers a BA degree in Sports Management. This program is designed to enhance the student’s critical thinking skills, required to be successful in today’s sports environments. Students who complete the Business Core will have additional skills to pursue business related careers. The department also offers a minor in Sports Communication for those students interested in a profession requiring broadcasting or sports writing skills.

Students may choose minors in Strength and Conditioning/Personal Training or Coaching Theory.

Sports Management Major

Requirements (36 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>SM 231</td>
<td>Sports Communication</td>
</tr>
<tr>
<td>HHP300</td>
<td>Organization and Administration of Physical Education</td>
</tr>
<tr>
<td>SM 315</td>
<td>Sports Statistics and Technology</td>
</tr>
<tr>
<td>SM 349</td>
<td>Sports Public Relations and Fund Raising</td>
</tr>
<tr>
<td>SM 365</td>
<td>Sports Law</td>
</tr>
<tr>
<td>SM 407</td>
<td>Sports Marketing</td>
</tr>
<tr>
<td>SM 404</td>
<td>Sports Management</td>
</tr>
<tr>
<td>HHP 451</td>
<td>Research Methods</td>
</tr>
<tr>
<td>SM 461</td>
<td>Sports Facility Management</td>
</tr>
<tr>
<td>SM 481</td>
<td>Internship in Sports Management</td>
</tr>
</tbody>
</table>

Complete 6 credit hours of the following electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCT 102</td>
<td>Bitmap Software Applications</td>
</tr>
<tr>
<td>ARCT 104</td>
<td>HTML Web Development Software Applications</td>
</tr>
<tr>
<td>SM 361</td>
<td>Contemporary Issues in Sports</td>
</tr>
</tbody>
</table>

Business Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 205</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>BA 232</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BA 252</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>BA 265</td>
<td>Legal Environment of Business</td>
</tr>
</tbody>
</table>

Sports Communication Minor Requirements (21 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SM 231</td>
<td>Sports Communication</td>
</tr>
<tr>
<td>SM 361</td>
<td>Contemporary Issues in Sports</td>
</tr>
<tr>
<td>SM 407</td>
<td>Sports Marketing</td>
</tr>
<tr>
<td>SM 475</td>
<td>Internship in Sports Information</td>
</tr>
</tbody>
</table>

Complete three of the following electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCT 102</td>
<td>Bitmap Software Applications</td>
</tr>
<tr>
<td>ARCT 104</td>
<td>HTML Web Development Software Applications</td>
</tr>
<tr>
<td>SM 349</td>
<td>Sports Public Relations and Fund Raising</td>
</tr>
<tr>
<td>SM 481</td>
<td>Internship in Sports Management</td>
</tr>
</tbody>
</table>

Courses

All courses are 3 credit hours.

SM 231 Sports Communication

Broad background in the field of sports communications. Emphasis on the skills and knowledge to be an effective communicator and marketer in the college, university, or professional sports setting.

SM 315 Sports Statistics and Technology

Provide a broad background in the field of sports statistics, technology, budgeting, and finance. This course will apply latest technology and demonstrate practical applications in budgeting and finance.

SM 349 Sports Public Relations and Fund Raising

Provides students with theories on public relations in multiple institutions, including college, corporate and sports fitness facilities. This course also presents fund raising techniques in sports related venues.

SM 361 Contemporary Issues in Sports

Exploration of the current status, problems and controversies in modern sports. The students learn to apply possible solutions or alternatives to existing controversies and evaluate values in sports. The course examines the interpretations of sports authorities as they relate to sports.

SM 365 Sports Law

Explanation of the legal background of sports and recreational activities in such a manner as to be understandable not only to attorneys but to students, administrators, and others involved with sports activities.

SM 404 Sports Management

Introduction to principles of sports management. Covers organizational structure, project planning, quantitative methods of decision-making and task orientation. Principles and procedures relating to personnel, training, team structure, leadership, and administrative function.

SM 407 Sports Marketing

Comprehensive introduction to the field of sports marketing. Covers current sports marketing concepts and practical applications including the functions of research, development, strategy, and implementation.

SM 461 Sports Facility Management

The basic skills necessary to develop and implement various programs in sports, fitness, and recreation. Emphasis on management, facility development, programming, and leadership procedures. Prerequisite: HHP 205 or upper-class standing.

SM 475 Internship in Sports Information

Focus on the specific responsibilities of the sports information profession, including the daily activities as assigned by the sports information director. Examples include archiving sports related information, hosting media, scheduling pre- and post-game interviews, developing and writing post-game media releases, and becoming proficient with athletic statistics. Students are required to complete 40 hours for each academic credit hour granted.

SM 481 Internship in Sports Management

Students complete 40 hours of internship experiential learning with the host organization for each hour of academic credit granted. Students are involved in meaningful projects and ongoing operations with the host organization. They learn the organizational structure and operations of the organization. Specific content requirements are developed for each internship through a memorandum of agreement between the student, host organization, and the supervising faculty member. Prerequisites: Sports Management major, junior or senior standing, or permission.
Women’s Studies
College of Arts and Sciences

The minor in Women’s Studies enables students to develop an understanding of women in society in the past, present, and future from a multidisciplinary perspective, by focusing on women’s experiences. The area of Women’s Studies creates a new opportunity in the education of women and men, an opportunity to round out our understanding of human beings by exploring the other half of the human experience. Students can apply their knowledge of gender issues not only in their daily lives, but also to help in understanding how gender impacts behavior and decisions in work settings. Students who minor in Women’s Studies will be well qualified to work in areas such as human resources or EEOC settings, as well as the human services.

Women’s Studies Minor Requirements (18 credit hours)

- WS 101 Introduction to Women’s Studies
- WS 401 Women’s Studies Seminar

Plus at least 6 credit hours from the following courses:

- BI 340 Biology of Women
- CA 304 Gender Communication
- PY 382 Psychology of Women
- SO 250 Women in American Society

Or

Minor may include other Women’s Studies courses as designated by the Area Chair.

Plus no more than 6 credit hours from:

- BI 204 Human Genetics
- BI 206 Nutrition Through the Life Span
- PY 211 Human Development
- PY 222 Human Sexuality
- SO 131 Marriage and Family
- SO 141 Minority Relations
- SO 310 Social Problems

Nine of the credit hours for the minor must be upper-level courses.

Courses

All courses are 3 credit hours.

WS 101 Introduction to Women’s Studies

Introduction to the history and theories of feminism from a multidisciplinary perspective. Gender issues will be explored from a number of different perspectives, including: historical, psychological, anthropological, political, and religious perspectives.

WS 399 Issues in Women’s Studies

Exploration of topics not treated or only briefly treated in other courses. Specific titles of courses are listed in the course schedule. Not offered every year. Prerequisite: WS 101 or permission of instructor.

WS 401 Women’s Studies Seminar

In-depth exploration and analysis of significant issues in women’s and gender studies. Content and direction of the course is the responsibility of the students under the guidance of the instructor. Prerequisite: 12 credit hrs in the Women’s Studies minor, including WS 101.

WORLD SECURITY AND STRATEGIC STUDIES
College of Arts and Sciences

An exploration of world security and strategic studies provides students with theoretical and practical knowledge for living and working in an ever-changing, interdependent security environment. This degree program takes an innovative, interdisciplinary approach through business, cultural, economic, geographic, historical and political influences that have shaped our world security and strategic challenges. All coursework can be completed online.

World Security and Strategic Studies (BS) ⌈

(127 credit hours – See Degree Requirements page 41)

World Security and Strategic Studies
Major Requirements (36 credit hours)

- SO 230 Research Methods for Social Sciences
- IGEN 231 One World Many People
- CU 301 Global Culture and Contemporary Issues
- CU 309 Cultures in Conflict
- GS/PS 305 International Relations
- GS/PS 309 Comparative Politics
- GE 312 World Economic Geography
- CA 401 Professional Communication
- PS 405 Threats of Terrorism
- GS/PS 409 Special Independent Research Project
- SO 412 Collective Behavior
- BA 467 International Law

World Security and Strategic Studies (BAS) ⌈

(124 credit hours – See Degree Requirements page 41)

This degree has been established to serve students who have completed a technical career focus and have an Associate of Applied Science degree or Associate of Applied Technology degree.

World Security and Strategic Studies Bachelor of Applied Science major requirements are identical to the Bachelor of Science degree. (See above)
ACCOUNTING
College of Business

The Accounting area provides students with a broad foundation in accounting procedures and theory. The specialized accounting program, when combined with required courses in liberal arts, sciences, and business administration, prepares students for careers in the accounting field. The program also enables graduates to pursue advanced degrees.

Accounting (BS)

(127 credit hours – See Degree Requirements page 41)

Accounting Major Requirements (73 credit hours)

Students must complete the Common Professional Component, the General Education Core Curriculum and the Accounting requirements listed below. A minimum of 24 credit hours in the major must be taken in-residence. Upper-level credit hours in the Common Professional Component may not be used to fulfill the 24 credit hour residency requirement.

Common Professional Component Requirements (27 credit hours)

The following nine courses are designated as the Common Professional Component (CPC) and are required for the Accounting Major.

- AC 205 Financial Accounting
- AC 206 Managerial Accounting
- BA 232 Principles of Management
- BA 252 Principles of Marketing
- BA 265 Legal Environment of Business
- BA 312 Principles of Finance
- BA 323A Introduction to Management Science
- BA 450 Business Ethics
- BA 439 Business Policy and Strategy*

* Must be taken in-residence

Accounting Major Requirements (27 credit hours)

AC 311 Intermediate Accounting I
AC 312 Intermediate Accounting II
AC 321 Cost Accounting I
AC 331 Income Tax Accounting
AC 341 Accounting Information Systems
AC 416 Advanced Accounting Problems I
AC 442 Financial Auditing

Plus an additional 6 hours of upper-level accounting

AC 396 Internship in Accounting
AC 418 Accounting Theory
AC 419 International Accounting
AC 424 Advanced Cost Accounting
AC 432 Advanced Tax Accounting
AC 443 Advanced Auditing
AC 452 Accounting for Governmental and Non-Profit Entities
AC 499 Topics in Accounting

Other Accounting Requirements

BA 222 Intermediate Computer Concepts and Applications
BA 465A Business Law

EN 321 Business Communication: Professional Writing, Speaking and Research
EC 201 Macroeconomics
EC 202 Microeconomics
MA 240 Applied Statistics

4 + 1 Accounting Program

(150 minimum credit hours)

Note: Before entering into the accounting (BS) program, students must coordinate a degree plan with the Director of Accounting.

The 4 + 1 Accounting program is designed to provide a smooth transition from the undergraduate degree in Accounting to the MBA with the Accounting Concentration. The program may allow students to reduce the number of hours needed in-residency in their major in order to grant them early placement in the MBA program.

Students wishing to gain admittance to the program must complete the application form, and complete the following requirements. A degree completion program will be completed with an Accounting advisor and approved by the Director of Accounting during the student’s junior or senior year at Bellevue University. Upon completion of the 4 + 1 degree undergraduate requirements, students will be admitted to the MBA with Accounting Concentration program. Under the 4 + 1 program, students may apply for the undergraduate diploma after completing six hours of graduate coursework in accounting as approved by the Director of Accounting.

Candidates must complete the following undergraduate requirements prior to formal admission to the MBA program. See the MBA degree for additional general admission requirements.

Undergraduate Requirements

1. Gain admission to the 4 + 1 program
2. Have completed the requirements for the undergraduate core
3. Have maintained a GPA of 2.5 or better in accounting courses and an overall minimum GPA of 2.0
4. Have completed 18 credit hours in accounting in-residence
5. Have completed a total of 127 hours of undergraduate work
6. Have completed the CPC in the College of Business

Accounting Minor Requirements (15 credit hours)

Requires 12 credit hours in-residency and not applicable to Accounting majors. All prerequisites must be met.

Required courses

AC 311 Intermediate Accounting I
AC 312 Intermediate Accounting II
AC 321 Cost Accounting I

Plus two additional accounting courses from the following:

AC 331 Income Tax Accounting
AC 341 Accounting Information Systems
AC 424 Advanced Cost Accounting
AC 432 Advanced Tax Accounting
AC 452 Accounting for Governmental and Non-Profit Entities
Information about CPA Exams

Students planning to sit for the Uniform CPA Examination in Nebraska are required to complete an undergraduate or higher degree containing, at a minimum, 150 semester hours. The degree should show post-secondary education covering the following subjects: financial accounting theory and problems; cost and managerial accounting; tax preparation and planning; auditing; information systems; governmental and non-profit accounting; macroeconomics and microeconomics.

In addition, business law, marketing, management, finance, business communication, business ethics, quantitative applications in business, and principles of accounting must have been covered.

Bellevue University offers all of the courses necessary to fulfill these requirements. For additional information, contact an Accounting Faculty Advisor.

Courses

Some accounting courses are cross listed as both 400- and 600-level and may be taken as part of either the undergraduate or graduate programs. If a student has completed a cross listed course at the 400-level, additional credit will not be granted at the 600-level.

Unless noted, all courses are 3 credit hours.

AC 205 Financial Accounting

This course is an introduction to accounting concepts and the elements of financial statements. It includes basic accounting vocabulary, analysis of business transactions from an accounting viewpoint, how to recognize, record, and classify new accounting data. Emphasis is placed on corporate accounting. Introductory financial statement analysis and interpretation are covered.

AC 206 Managerial Accounting

Managerial accounting is designed to introduce the fundamentals of managerial accounting to both accounting and non-accounting majors. It covers accounting and management decision making, cost concepts, classifications, and behavior; short-term, long-term, strategic, and operational planning; responsibility accounting; control of cost centers; the concepts of Just-in-Time, activity-based costing, quality costing; and ethical behavior of the managerial accountant. Prerequisite: AC 205

AC 311 Intermediate Accounting I

This course is designed for students pursuing an accounting or business career and who are interested in gaining a more thorough knowledge of accounting principles and procedures to analyze financial data. Topics include concepts of future and present value, conceptual framework of accounting, study of cash and receivables, inventory measurement and valuation, and tangible operational assets as well as intangible assets. Prerequisites: AC 205 and BA 222

AC 312 Intermediate Accounting II

This course is a continuation of AC 311 and is designed for those interested in gaining a more thorough knowledge of financial accounting principles and procedures. Topics include income recognition, long-term liabilities, shareholder equity and retained earnings, investments, leases, pensions, and derivatives. Prerequisite: AC 311

AC 321 Cost Accounting I

This course will examine the theory and practice of cost accounting. Topics covered include cost accounting system, responsibility accounting, job order costing, process costing, variable costing, budgeting, cost variance, cost behavior analysis and decision-making processes. Students will have opportunities to experience how cost accounting is used within an organization through problem and case analyses. Prerequisites: AC 206 and BA 222

AC 331 Income Tax Accounting

This course focuses on federal income tax provisions and procedures used to compute tax liability for individuals. Included in the course are the concepts of income tax determination, problems of computing gross income, deductions and losses, alternative minimum tax and tax credits, non-taxable exchanges, capital gains and losses, tax liability and preparation of tax returns. Students will be expected to prepare basic tax forms and research tax issues using appropriate research materials. Prerequisite: AC 205

AC 341 Accounting Information Systems

This course provides an introduction to a systems view of accounting through accounting information systems (AIS) and how technology is used in AIS. Students will examine the process of developing information systems and develop knowledge of computer-based control and audit issues. Also included is the study of the five cycles of AIS and how the cycles are implemented in computer-based systems. Prerequisites: AC 206 and BA 222

AC 396 Internship in Accounting

This course provides students with an opportunity to receive practical training in accounting. Prerequisites: 12 hours in accounting beyond the principles level, a minimum of nine hours in residency at Bellevue University. Faculty approval is required. (1 to 3 credit hrs)

AC 416 Advanced Accounting Problems I

This course covers advanced topics in financial accounting, such as business combinations, partnership accounting, and fiduciary accounting. The course is designed to develop an understanding of purchase method of consolidation before introducing students to worksheet procedures for the preparation of consolidated financial statements. Prerequisite: AC 312

AC 418 Accounting Theory

Accounting theory looks at the development of accounting theory and explores its impact on past and current accounting practices. Emphasis will be placed on accounting research of FASB pronouncements and how this research can assist the users in developing skills to be used in finding solutions to the proper application of FASB pronouncements. Other areas of discussion will include the policy-making process, contemporary accounting issues, and international accounting. Prerequisite: 12 credit hours of accounting to include AC 312

AC 419 International Accounting

This course focuses on the study of current standards of practice in international financial accounting and a comparison of U.S. GAAP to practices in other countries. Emphasis is also placed on understanding the importance of the harmonization of accounting and auditing standards, the role international accounting standards play in the global market place, and the impact of these standards on U.S. GAAP. The course also covers issues related to management decision-making in the global marketplace including transfer pricing, taxation, strategic planning and control. Students will have opportunities to experience how international accounting is used to develop financial statements in multinational companies through problem and case analyses. Prerequisite: AC 312

AC 424 Advanced Cost Accounting

This is a course in advanced managerial and cost accounting. Discussion topics will include current managerial and cost accounting issues such as JIT, Balanced Scorecard, ABC accounting, strategic cost management, meaningful report writing for management, and quality and performance measurement. This course uses a “hands-on approach” encouraging participation and interaction through the use of computer projects, case studies, and classroom discussions. Prerequisite: AC 321

AC 432 Advanced Tax Accounting

The course introduces students to specialized areas of taxation, emphasizing business income tax procedures for partnerships, corporations and S corporations, as well as the estate tax, gift tax and income taxation of estates. Sources and applications of federal tax law are also covered. Students will be expected to prepare basic business tax forms and research tax issues using appropriate research materials. Prerequisite: AC 331

AC 442 Financial Auditing

The course covers auditing techniques and procedures as prescribed by the Auditing Standards Board. Emphasis is placed on developing audit evidence, evaluating audit risks, and preparing audit reports. Also covered are other attest and non attest engagements such as reviews and compilations. The course also covers professional
ethics, legal liability of the auditor and the impact of the PCAOB on the development of professional standards. Students will apply their understanding of the audit function in an in class case. Prerequisite: 12 credit hours of accounting to include AC 312

AC 443 Advanced Auditing

AC 443 looks at topics beyond those covered in basic auditing classes including in-depth study of current standards of practice such as fraud detection and specialized attestation engagements. The course also emphasizes the ethical, legal, and regulatory environment of auditing. Prerequisite: AC 442

AC 452 Accounting for Governmental and Non-Profit Entities

Accounting for Governmental and Non-Profit Entities covers governmental accounting and the various funds associated with non-profit enterprises. This course is a study of accounting techniques as applied to federal and state governmental units, public school systems, colleges and universities, hospitals, voluntary and welfare organizations, and other non-profit organizations. Students will be expected to prepare basic financial statements for a sample government using a dual-track computerized accounting software package. Prerequisite: AC 312

AC 499 Topics in Accounting

This course explores(s) a special topic(s) not treated or briefly treated in other accounting courses. This course can be used to add a career component for your major. Prerequisite: Permission from Accounting Director and a minimum of 12 hours in accounting (1 to 3 credit hrs)

**BUSINESS ADMINISTRATION**

**College of Business**

The Business Administration major, residential and online, is an interactive program that inspires learning of fundamental as well as emerging business principles, concepts, and applications. Dynamic and interactive class experiences engage learners in real-world business applications that enhance decision making skills and career development. Students are actively engaged in a lifelong process of building value added business knowledge and understanding, effective decision-making skills, team skills, oral and written communication skills, leadership skills, and other skills critical for one’s career development and for being a valued contributor to the successful and efficient operation of business and society. The program develops knowledge of and experience with the applications of quantitative techniques, accounting, financial analysis and environments, organizational behavior, production and distribution systems, operations analysis, human resources, marketing, business law, and applied business research. Together with the University’s General Education requirements, the Business Administration major prepares students to be effective and valued decision makers in business and society. The major prepares students for career advancement as well as advanced graduate business studies.

**Business Administration (BS)**

(127 credit hours – See Degree Requirements page 41)

**Business Administration Major Requirements (66 credit hours)**

The following degree is Servicemembers Opportunity College (SOC) Approved.

Students must complete the Common Professional Component (9 courses, 27 credit hours), the Business Administration requirements (7 courses, 21 credit hours), and Other Requirements (6 courses, 18 credit hours) if they are not taken in the General Education Core Curriculum. Residency Requirement: A minimum of 21 upper-level credit hours in the major (BA courses) must be taken from Bellevue University. Upper-level credit hours in the Common Professional Component may be used to fulfill the 21 credit hour residency requirement. As part of their major, students also may select an area of emphasis in Finance, Human Resource Management, Management, or Marketing. This program is offered in-class and online.

**Common Professional Component (27 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>AC 205</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>AC 206</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BA 232</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BA 252</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>BA 265</td>
<td>Legal Environment of Business</td>
</tr>
<tr>
<td>BA 312</td>
<td>Principles of Finance</td>
</tr>
<tr>
<td>BA 323A</td>
<td>Introduction to Management Science</td>
</tr>
<tr>
<td>BA 450</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>BA 439</td>
<td>Business Policy and Strategy*</td>
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</tbody>
</table>

* Must be taken from Bellevue University

**Business Administration Major Requirements (21 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>BA 412A</td>
<td>Intermediate Finance</td>
</tr>
<tr>
<td>BA 426</td>
<td>Managing Operations in a Changing Economy</td>
</tr>
<tr>
<td>BA 433</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>BA 465A</td>
<td>Business Law</td>
</tr>
</tbody>
</table>

Plus an additional three courses (9 credit hours) of BA courses selected from any upper-level courses not already required

**Other Requirements (18 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 222</td>
<td>Intermediate Computer Concepts and Applications</td>
</tr>
<tr>
<td>BA 240</td>
<td>Critical Thinking and Decision Making Skills</td>
</tr>
<tr>
<td>EC 201</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>EC 202</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>EN 321</td>
<td>Business Communication: Professional Writing,</td>
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<td></td>
<td>Speaking and Research</td>
</tr>
<tr>
<td>MA 240</td>
<td>Applied Statistics</td>
</tr>
</tbody>
</table>

**Business Administration Major Emphasis Options (9 credit hours)**

The Emphasis Options below provide students with an opportunity to focus their studies in a career component area of particular interest.

**Finance Emphasis**

Three of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 402</td>
<td>Risk Management</td>
</tr>
<tr>
<td>BA 416A</td>
<td>Investments</td>
</tr>
<tr>
<td>BA 417</td>
<td>International Finance</td>
</tr>
<tr>
<td>BA 420</td>
<td>Cash Management</td>
</tr>
</tbody>
</table>

**Human Resource Management Emphasis**

Three of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 333</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>BA 436</td>
<td>Compensation and Performance Management</td>
</tr>
<tr>
<td>BA 438</td>
<td>Human Resource Law</td>
</tr>
<tr>
<td>BA 446</td>
<td>Strategies for Recruitment and Selection of Human Resource</td>
</tr>
</tbody>
</table>

**Management Emphasis**

All three of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 333</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>BA 434A</td>
<td>Organization Management &amp; Theory</td>
</tr>
<tr>
<td>BA 437</td>
<td>International and Global Business</td>
</tr>
</tbody>
</table>
Marketing Emphasis
Three of the following:
BA 452A  Marketing Strategy Concepts and Processes
BA 455  Internet Marketing
BA 456  International Consumer Analysis
BA 458  Sales Management
BA 463  Global Brand Marketing

Business Administration Minor Requirements
(21 credit hours; 9 credit hours upper-level)
Requires 12 credit hours in-residency and not applicable to Accounting majors or Business Administration majors.
AC 205  Financial Accounting
AC 206  Managerial Accounting
BA 232  Principles of Management
BA 252  Principles of Marketing
BA 265  Legal Environment of Business
BA 312  Principles of Finance
BA 323A  Introduction to Management Science

Courses
Unless noted, all courses are 3 credit hours.

BA 222 Intermediate Computer Concepts and Applications
This course is designed for College of Business students who have basic file management and office software skills. Course projects are designed for business problem solving and include document management, using spreadsheets for information processing, design and management of personal databases for automated data management, presentation, and integrating business communications. Prerequisite: CIS 101

BA 232 Principles of Management
This course examines the fundamental concepts, theories, principles, and techniques of management by integrating classical and modern perspectives with real-world experiences. Students are introduced to both traditional and contemporary views along the management functions of planning, organizing, leading, and controlling. Management domains such as business ethics, business law, international management, organizational behavior, human resource management, operations management, organizational development and change, entrepreneurship, management information systems, and strategic management are also introduced, and their implications on students' careers as managers are explored.

BA 240 Critical Thinking and Decision Making Skills
This course teaches critical thinking skills for lifelong development of the individual. The course examines individual critical thinking in its elements of rational reasoning, logic, intuition, experience, and reflection. (2 credit hrs)

BA 252 Principles of Marketing
This course provides a comprehensive introduction to the field of marketing. It covers the current marketing concepts and practical applications that will allow students to enter the business world with the tools to understand the marketing function and the opportunities available to the career marketer. The functions of price, product, promotion, and place, as well as global and domestic marketing will be emphasized.

BA 265 Legal Environment of Business
This course is designed to introduce students to the legal and regulatory process in which business decisions are made. The application of legal constraints to management decision making is examined through cases, hypothetical scenarios, and practical examples. While applying these concepts to business decisions, special emphasis is placed on the ethical issues faced by a decision maker.

BA 312 Principles of Finance
This course covers the basic principles, techniques, and institutional aspects of financial management in order to provide students applications of finance content similar to those encountered in a finance career. Topics include financial markets and environment, time value of money, bond and stock valuation, risk and return, financial statement ratio analysis, capital budgeting, financial planning and control, capital structure, dividend policy, and other fundamental finance issues. Prerequisites: AC 206, MA 240, and MA 102 or MA 120

BA 323A Introduction to Management Science
This course introduces quantitative models appropriate for business applications. Emphasis is on analytical thinking, applied business decision-making, and practical real-life problem solving. The course starts with an introduction to models and mathematical model building. Specific models and applications include: linear programming and its transportation, transshipment, and assignment topics; project management; deterministic models of inventory control; queuing theory and economic analysis of waiting lines; and forecasting, with emphasis on time-series and causal models. Software will be applied, as appropriate, in solving large-scale problems. Prerequisites: MA 102 or MA 120 and MA 240

BA 333 Human Resource Management
This course teaches the roles and functions of human resources management within modern business organizations. The course provides description, analysis, and application of integrated HR functions and roles as well as specialized HR functions and roles as they apply to operational and strategic levels of the firm. The course teaches principles and procedures relating to such topics as recruitment, selection, placement, and training; performance management; compensation management; career development; legal compliance; leadership; labor relations and law; human resource information and planning systems; and human resource information systems. This course also examines human resource contributions to organizational change, re-formulation, and social responsibility. Students learn, apply, and/or create specific tools such as job descriptions, performance appraisal instruments, job evaluation measures, valid interview questions, compensable factor measures, employee survey questions, and legally required compliance documents. Prerequisite: BA 232

BA 341 Computers in Management
This course is designed to provide students with core concepts and principles of information systems. A comprehensive introductory course targeted at undergraduate students majoring in CIS with a business emphasis who have little or no background in business computing issues. Students will examine the process of developing information systems and develop knowledge of computer-based control and issues pertaining to security. Prerequisite: BA 222

BA 380 Shaping Smart Business Arrangements
Students will develop professional skills for making business decisions and for advising other acquisition team members in successfully meeting customers’ needs. Students will learn about the different Department of Defense (DoD) mission areas and the procurement alternatives for each. Knowledge management and information systems will be introduced as well. Small group exercises will prepare the students to provide contracting support within the overarching business relationships of government and industry.

BA 384 Mission Focused Contracting
This course engages the students in the entire acquisition process from meeting with the customer to completing the contract closeout process. Students will learn and apply leadership, problem-solving, and negotiation skills. Using an integrated case study approach, students apply the knowledge and skills gained in previous courses. Prerequisite: BA 380 or equivalent CON courses

BA 402 Risk Management
Fundamental principles and practices of risk management and insurance are addressed with an applied focus on risk management processes, rather than institutional and contractual details of the insurance industry. Topics include fundamental principles of risk management, such as risk identification; risk characterization; pricing of risk reduction techniques; risk retention; regulatory, legal, and tax implications; insurance; and other hedging strategies. Additionally, personal, business, and public policy perspectives concerning life, health, property, and liability risk management and insurance are addressed. Prerequisite: BA 512
BA 412A Intermediate Finance
This course builds upon the introductory finance course. It addresses advanced applications and analysis of financial theory and practice. Aspects of the following topics are addressed: financial environments, financial analysis, cash flow, incentive theory and practice, time value of money, security valuation, risk analysis, portfolio theory and practice, capital budgeting, capital structure, dividend policies, options, global financial concerns, and contemporary financial issues. The course is designed to encourage the application of diverse conceptual and contemporary issues.
Prerequisite: BA 312

BA 416A Investments
Investment principles and practices are studied in the context of individuals or organizations operating in well-developed financial markets. The course will integrate accepted economic relationships and practices to provide students with an understanding of the current investment environment. Additionally, the course will survey the institutions and securities that make up the investment environment. Students will have an opportunity to understand and experience how individuals trade financial instruments, including: stocks, options, bonds, futures, and other derivative securities. Prerequisite: BA 312

BA 417 International Finance
This course will focus on international financial tools, applications and concepts. Topics covered include fundamental international financial relationships and their application to firms and individuals, international transactions, tax issues, and multinational corporations. The course will cover many essential elements of transacting in an international market place. The course also will address the fundamental risks inherent in international business and the use of financial securities to hedge these risks. Prerequisite: BA 312

BA 420 Cash Management
Also known as treasury management, working capital management, or short-term financial management, cash management addresses fundamental principles and practices concerning cash management. Topics include the role of cash management; credit, accounts receivable, and collection management; accounts payable and disbursement management; electronic commerce; information and technology needs for cash management; forecasting; short-term investments and borrowing; international cash management; relevant relationship management; and contemporary issues. Prerequisite: BA 312

BA 423 Business Modeling and Planning
This course introduces modeling as a tool for decision making and planning. It provides the foundation to understand various analytical models and prepares the student to utilize models, network models, inventory control, waiting lines, decision theory and multi-criteria decision models. Large-scale problem solving is facilitated through software applications. Prerequisite: BA 323A

BA 426 Managing Operations in a Changing Economy
This course will examine the operations component of the organization. Cases in operations settings will be examined that require the use of quantitative methods and approaches to decision-making within an environment of scarce/limited resources. Additional topics such as product/process design, quality management, supply chain management, lean operations, technology and automation, and facility location and layout are studied. The students will have numerous opportunities to experience the critical role of operations within a company through a variety of activities such as tours of companies, presentations by business leaders, exploration of operations management careers and other activities. Prerequisite: BA 323A or BA 423

BA 433 Organizational Behavior
This course is designed to encourage the application of diverse conceptual and theoretical perspectives to the analysis and control of behavior in organizations. Course will focus on problems related to perception, motivation, leadership, cultural diversity, interpersonal and group conflict, stress, influence, decision making, work/family balance, ethics, international management issues, and change. Prerequisite: BA 232

BA 434A Organization Management and Theory
This course examines how the design and context of organizations influence the functions within them. It will cover the historical background and methodologies for studying organization characteristics and environmental conditions that impact the formation, growth, survival and decline of organizations. It includes the study of how size, structure, technology, life cycle, and organizational culture affect a firm’s ability to change and develop. Career implications of these topics are also explored. Prerequisite: BA 232

BA 436 Compensation and Performance Management
This course examines current theory, research and practice necessary to make effective strategic decisions in managing compensation and performance issues. Included in this course will be a detailed look at contemporary compensation systems and strategies, job analyses and performance evaluations. Also includes how to design wage and salary structures and benefit packages in order to be competitive in today’s organizations. Prerequisite: BA 232

BA 437 International and Global Business
This course surveys international and global business issues, processes, and strategies. The course describes and assesses (a) issues that surround business and market opportunities, such as cultural, economic, legal, political, and technological differences, (b) international trade and monetary systems, and (c) strategies, structures, and processes used by successful international and/or global businesses and organizations. Prerequisites: BA 232 and BA 252

BA 438 Human Resource Law
This course describes, analyzes, and evaluates legal foundations, cases, and applications of human resource laws. Areas of law covered will include equal employment opportunity law, labor relations law, fair employment practices law, and compensation-benefits law. Human resource management practices will be considered within analysis and evaluation of laws, cases, and settlements. Prerequisite: BA 265

BA 439 Business Policy and Strategy
This course is the capstone undergraduate course in business administration. The course examines the nature and purpose of strategic decision-making and business policy processes. Emphasis is placed on research, integration and application of macro socio-economic information with the business organization’s purpose, domain, mission, goals, strategies, objectives, and self-assessment. Through the use of a comprehensive and business-practice project, Students will integrate knowledge acquired from core functional business courses and demonstrate how the functional disciplines of an organization are interrelated and how each area contributes to the overall organization from a broader view. The course must be taken in residence. Prerequisite: Senior standing (preferably, this course should be taken in the student’s final semester)

BA 444 Service Learning
This course provides an opportunity for students to use their talents as professionals to perform meaningful community service. It is designed to help managers develop the skill sets and mind sets necessary to be effective stewards of a moral society, i.e., to enjoy the fruits of capitalism while actively seeking justice, fairness, and ecological sustainability. It seeks to improve their moral performance as future business managers by encouraging them to actively promote community welfare, thus bettering themselves, their communities, and their country.

BA 446 Strategies for Recruitment and Selection of Human Resources
This course is designed for students who desire to understand and master the intricacies associated with the recruitment and selection of human resources and practices, validity and reliability in testing, legal and regulatory factors affecting selection practices, making employment offers, and practices to ensure equal employment opportunity and affirmative action. A key feature of this class will be an ongoing simulation in which students must employ their newly acquired knowledge and skills to address a real world business problem involving recruitment and selection of human resources. Prerequisite: BA 232
BA 450 Business Ethics

This course examines the fundamental concepts, theories, principles and practices of ethics in management by integrating classical and modern perspectives with real-world experiences. Students are introduced to traditional and contemporary ethical views along with opportunities for practical application. Ethical domains such as utilitarianism, Kantianism, feminist ethics, subjective ethics and corporate ethical practices will be discussed. Special examination will be made of global ethical practices in today's business environment. Prerequisite: Senior standing

BA 452A Marketing Strategy Concepts and Processes

This course examines the development of marketing strategy from a practical managerial perspective. Emphasis is placed on development of marketing-mix strategies, strategy and competitive advantage, new product strategy implementation and control. Students gain career experience by examining cases which contain the many components of a market-driven strategy demonstrating how real companies build and implement effective strategies. Prerequisites: BA 232 and BA 252

BA 455 Internet Marketing

This course examines the nature, characteristics, and culture of the online environment to understand, develop, and implement marketing strategies and tactics for conducting effective online commerce. Emphasis is on the hardware/software tools necessary for Internet-based commerce, encompassing the basic marketing principles that allow marketing professionals to execute marketing strategy in the dynamic computer mediated environment. Prerequisite: BA 252

BA 456 International Consumer Analysis

Review of the classical areas of perceptions, cognition, attitudinal formation, and cultural influences that affect individual and group purchasing behaviors. Emphasis is placed on understanding marketplace dynamics, market segmentation, and understanding the importance of psychographics in market planning analysis. Prerequisites: BA 232 and BA 252

BA 458 Sales Management

This course examines development, structure, and implementation of an effective and profitable sales force across substantially different environmental conditions. Strategies involving various markets, sales person characteristics, sales program design, and quantitative measurements are emphasized. Prerequisite: BA 252

BA 463 Global Brand Marketing

This course provides a framework for defining brand equity and identifying sources and outcomes of brand equity along with developing a tactical guideline for building, measuring, and managing brand equity. Emphasis is on building a common denominator to interpret the potential effects and trade-offs of various strategies and tactics for brands. Managing brand equity between what happened to the brand in the past and what should happen to it in the future is explored. Students gain career experience by creating brand strategies and developing a strategic brand audit. Prerequisite: BA 252

BA 465A Business Law

The emphasis of this course is placed on the laws relevant to business, its impact on day-to-day business decisions, and corporate, strategic decision making. Topics covered include a review of the legal environment of business, in-depth coverage of contracts, sales and lease contracts, debtor-creditor relationships, government regulations, property and its protection. Through class discussion and practice-based projects, students will demonstrate critical thinking and communication skills by interpreting, analyzing, and applying the law to complex hypothetical and real factual scenarios to arrive at calculated decisions or conclusions. In addition to achieving an understanding of business law, students will be assisted in their preparation for the CPA examination. Prerequisite: BA 252

BA 467 International Law

This course examines the basic categories of regulations and laws to develop the framework within which organizations operate in the global economy. The international framework will be contrasted with the one constraining domestic operations. Skills in making ethical, strategic decisions within this framework will be developed through comprehensive international case problems. Ethical and moral analyses will examine issues in human rights, environmental considerations, investment and social responsibility considerations.

BA 482 Intermediate Contracting for Mission Support

This course is a case study wherein students apply the knowledge and skills learned in the previous contracting courses. Students demonstrate their ability to develop and execute business strategies to meet customer requirements. This case helps to develop critical thinking, customer needs analysis, procurement strategy development, and source selection skills necessary for successful contract performance. Prerequisites: BA 380 and BA 384 or CON equivalent courses

BA 484 Advanced Contracting for Mission Support

Students participate in practical application of acquisition planning, cost analysis, negotiation and contract administration. Topics include supply case, cradle to grave, incentive contract, cost analysis, negotiations, presentations, legal issues, and contract management. Prerequisite: BA 482 or CON equivalent courses

BA 485 Internship in Business Administration

This course provides an opportunity for students to expand their learning by gaining experience in the workplace. The learning objectives and specific program of study must be developed in consultation with, approved and sponsored by a full-time College of Business faculty member and the work supervisor of the intern prior to the start of the internship. Prerequisite: 18 hours of BA related courses (1 to 3 credit hrs)

BA 489 Advanced Business Solutions for Mission Support

Through realistic scenario-based learning, students work in teams to practice developing sound business solutions as a valued strategic and expert business advisor. Coursework is designed to contribute to senior leadership and local supervisors and to provide resources for the contracting career field via the course community of practice. Prerequisite: Level II certification or CON equivalent courses

BA 499 Topics in Business Administration

Exploration of special topics not treated or treated only briefly in other courses. This course can be used to add a career component to your major. Prerequisite: Junior or senior standing (1 to 3 credit hrs)

CULINARY ARTS

College of Business

The Bachelor of Science in Culinary Arts, in-class and online, is designed to enhance the professionalism within the multifaceted food industry through education based in practice, science, and a strong regard for tradition and quality. The major requires 45 credit hours of coursework. The schedule of course offerings permits an individual working full-time to complete all the requirements for the major in seven semesters (two classes per term). An Associate’s degree in Culinary Arts or equivalent is required to enter the major.

Culinary Arts Major Requirements (45 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>AC 208</td>
<td>Accounting for Culinary Arts</td>
</tr>
<tr>
<td>BA 252</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>BA 433</td>
<td>Organizational Behavior</td>
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<tr>
<td>CLA 350</td>
<td>Property Management</td>
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<td>CLA 352</td>
<td>Facilities Design</td>
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<tr>
<td>CLA 370</td>
<td>Ethnic Foods of the World I</td>
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<td>CLA 371</td>
<td>Ethnic Foods of the World II</td>
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<tr>
<td>CLA 426</td>
<td>Operations Management for Culinary Arts</td>
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<tr>
<td>CLA 430</td>
<td>Advanced Cuisines</td>
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<tr>
<td>CLA 438</td>
<td>Marketing Strategy</td>
</tr>
<tr>
<td>CLA 439</td>
<td>Strategic Management for Culinary Arts</td>
</tr>
<tr>
<td>CLA 499</td>
<td>Advanced Internship</td>
</tr>
</tbody>
</table>
Courses

Unless noted, all courses are 3 credit hours

AC 208 Accounting for Culinary Arts
This course is for Culinary Arts students only as an introduction to financial and managerial accounting concepts and applications. Special emphasis will be on using financial information for the business decision-making process. This course includes basic accounting vocabulary, analysis of business transactions from an accounting viewpoint, and basic financial statement analysis. Additional topics include long- and short-term planning processes, budgeting, cost-volume-profit analysis, product costing including application of overhead, responsibility costing, Activity Based Costing, and Just-in-Time.

BA 252 Principles of Marketing
This course provides a comprehensive introduction to the field of marketing. It covers the current marketing concepts and practical applications that will include the functions of product, price, place, promotion, and positioning. Additional emphasis will be given to multicultural and global marketing in the United States and internationally.

BA 433 Organizational Behavior
This course encourages the application of diverse conceptual and theoretical perspectives to the analysis and control of behavior in organizations. The course will focus on problems related to perception, motivation, leadership, cultural diversity, interpersonal and group conflict, stress, influence, decision-making, work-family balance, ethics, international management issues, and change.

CLA 350 Property Management
This course will enable students to make effective decisions regarding the location of a new restaurant. Students will learn how to determine local economic development conditions, zoning regulation impact, and buyer/seller relationships.

CLA 352 Facilities Design
This course is specialized for those who want to own, manage, or supervise a restaurant or institutional foodservice facility. Topics include concept development, projecting sales and costs, equipping the kitchen, building layout, marketing, staffing, and customer relations.

CLA 370 Ethnic Foods of the World I
Students will prepare food from different areas of the globe while studying the culture and history of that region. Use of regional spices, herbs, and ingredients will be emphasized. The food will be prepared and served to guests.

CLA 371 Ethnic Foods of the World II
Students will prepare food from different areas of the globe while studying the culture and history of that region. Use of regional spices, herbs, and ingredients will be emphasized. The food will be prepared and served to guests.

CLA 426 Operations Management for Culinary Arts
The study of operations management allows one to understand the fundamental principles supporting the creation of goods and services. Topics include design of products and services, types of food service, quality management, process design, process capacity, location, layout, supply chain management, inventory, intermediate and short-term scheduling, and preventive maintenance.

CLA 430 Advanced Cuisines
Students will devise contemporary fine dining menus and implement them to be served in an a la carte kitchen with emphasis placed on menu design, timing of the food to meet guest needs, and preparation methods. (6 credit hrs)

CLA 438 Marketing Strategy
This course examines development and implementation of marketing mix strategies that are sound, adaptable, and effective across substantial environmental conditions. This course involves development of a marketing plan resulting in strategic price, place, and product decisions, their implementation, and control.

CLA 439 Strategic Management for Culinary Arts
This course is the capstone course in culinary arts. The course examines the nature and purpose of strategic decision-making. Emphasis is placed on the preparation of a business plan for a new foodservice business or expansion of an existing business. This course must be taken in residence. Prerequisite: Senior standing (preferably, this course should be taken in the student’s final semester)

CLA 499 Advanced Internship
This course is an in-depth, practical learning experience with emphasis on immersion into a specialty area or industry concept chosen by the student. Proficiency in culinary technique is expected by employing competencies gained through prior coursework. Independent and creative problem solving will be articulated through utilization of communication technologies and written projects. Students will prepare a self assessment of personal standards of quality performance with respect for guest service, kitchen culture and cuisine. Students will complete 250 hours of internship, being involved in various worksites and duties. These duties will be working at various food related businesses, as well as projects as designated by the instructor. (9 credit hrs)
ADULT EDUCATION
College of Professional Studies
(Accelerated Program)

This program prepares students for instructional responsibilities in professional education settings, such as vocational education, adult education, and training. Students will understand how continuing education and training leads to improved performance in the classroom and the workplace. Students will develop an awareness of the surrounding environment and will learn to develop, enhance, and deliver curriculum effectively to meet the needs of that environment. This program is ideal for professionals teaching at the college level (community or technical colleges), people who provide vocational education, or students who wish to go into training and development positions.

Adult Education (BS)
(127 credit hours – See Degree Requirements page 41)

Adult Education Major
Requirements (36 credit hours)

- AEDU 300 Foundations of Continuing Education and Training
- AEDU 310 Adult Learning Theory
- AEDU 320 Curriculum Development
- AEDU 330 Learning Styles Fundamentals
- AEDU 340 Critical Thinking and Evaluation
- AEDU 350 Electronic Instructional Methods and Delivery
- AEDU 400 Classroom Instructional Methods and Delivery
- AEDU 410 Research Methods for Educational Assessment
- AEDU 420 Capstone Project
- AEDU 430 Learning Assessment and Evaluation
- AEDU 440 Interpersonal and Group Communication
- AEDU 450 Diversity and Inclusion in Adult Learning

Courses
Unless noted, all courses are 3 credit hours.

- AEDU 300 Foundations of Continuing Education and Training
  Explores the professional roles and skills in training and adult education. Looks at the historical and social aspects of continuing education and training in formal and informal settings and how these concepts relate to an organization’s goals. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

- AEDU 310 Adult Learning Theory
  Examines adult learning theory as it applies to factors that influence and facilitate adult participation and learning. Explores how generational differences influence learning, motivation, and curriculum development. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

- AEDU 320 Curriculum Development
  Students will learn to determine the most appropriate methods necessary for designing educational/training processes to maximize the learning experiences and performance outcomes. This course will focus on assessing and improving teacher performance through instructional and non-instructional methods, utilizing active learning techniques, and engaging the students both in class and online. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

- AEDU 330 Learning Styles Fundamentals
  Examination of the research related to learning styles and implications for curriculum and instruction. Students will gain insights to their own learning styles and will develop an understanding of various learning styles and how they relate to their own teaching style. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

- AEDU 340 Critical Thinking and Evaluation
  Challenges students to become more aware of their thought processes, helps them develop those processes, and helps them hone the skills necessary to engage in critical thinking behavior. Students will gain knowledge regarding their own critical thinking capabilities, as well as develop skills to help their constituents engage in critical thinking. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

- AEDU 350 Electronic Instructional Methods and Delivery
  Provides an overview of the most recent technologies that are available to design and deliver effective learning programs for adults. Explores the benefits and limitations of various online learning techniques utilizing different online teaching instruction, and helps students determine the most appropriate applications for their forum. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

- AEDU 400 Classroom Instructional Methods and Delivery
  This course will provide an overview of delivery and facilitation skills necessary when working with small and large groups. Looks at how to develop and deliver successful learning outcomes and presentations utilizing various methods and approaches. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

- AEDU 410 Research Methods for Educational Assessment
  Basic research skills are developed, exposing students to the various assessment and evaluation tools used in adult education. Students will explore rubrics, and direct and indirect measurements to determine the best resources for evaluation. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

- AEDU 420 Capstone Project
  Students will be responsible for one of two projects: redesign or creation of a new course or training session. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

- AEDU 430 Learning Assessment and Evaluation
  Students will discover more about the evaluation process. They will engage in developing learning outcomes and objectives and will develop processes to assess and evaluate their curriculum to determine if their learning objectives and outcomes have been reached. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

- AEDU 440 Interpersonal and Group Communication
  Explores effective communication, both face-to-face and electronic. Verbal, non-verbal, problem solving and conflict resolution will all be examined as they relate to learning performance, using groups effectively, and curriculum delivery. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

- AEDU 450 Diversity and Inclusion in Adult Learning
  This course will explore the ever-changing student population in terms of its diversity, to include ethnicity, culture, gender, language, disability, and sexual orientation. Focus will be on the impact that diversity has on how an educator manages, organizes, and teaches in order to provide a more comprehensive approach that supports diversity and motivates every student. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program
ADVERTISING MANAGEMENT
College of Professional Studies
(Accelerated Program)

This degree provides graduates the skills and disciplines needed to understand the steps of an effective advertising management process, review the steps of efficient advertising campaign management programs, and analyze the functions performed by the advertising creative in preparing an advertising campaign. The curriculum is designed to analyze target markets, examine how advertising affects consumer behavior, utilize research in decision-making, and evaluate how copy, communication, media, and brand management are utilized to increase net worth.

Advertising Management (BS)
(127 credit hours – See Degree Requirements page 41)

Advertising Management Major Requirements (36 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ADMC 300</td>
<td>Management</td>
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<tr>
<td>ADMC 310</td>
<td>Principles of Marketing</td>
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<tr>
<td>ADMC 320</td>
<td>Research &amp; Statistics</td>
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<tr>
<td>ADMC 330</td>
<td>Consumer Behavior</td>
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<td>ADMC 340</td>
<td>Advertising</td>
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<td>ADMC 350</td>
<td>Public Relations</td>
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<td>ADMC 400</td>
<td>Brand Management</td>
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<td>ADMC 410</td>
<td>Managerial Finance</td>
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<tr>
<td>ADMC 420</td>
<td>Copy and Communications Management</td>
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<tr>
<td>ADMC 430</td>
<td>Media Management</td>
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<tr>
<td>ADMC 440</td>
<td>Law &amp; Ethics</td>
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<tr>
<td>ADMC 450</td>
<td>Advertising Management Capstone Program</td>
</tr>
</tbody>
</table>

Courses

All courses are 3 credit hours.

ADMC 300 Management
This course analyzes the environment of management, the functions of management including planning, organizing, leading, controlling, evaluating and incorporating customer focus, global issues, diversity, ethics, information technology, entrepreneurship, work teams, the service economy, and small business. Prerequisite: Acceptance into the Advertising Management Accelerated Degree Completion Program.

ADMC 310 Principles of Marketing
This course provides students with marketing fundamentals and the marketing process, understanding the marketplace and consumers, designing a customer-driven marketing strategy, marketing mix, extending marketing through creating competitive advantage, marketing in the digital age, the global marketplace, and marketing ethics and social responsibility. Prerequisite: Acceptance into the Advertising Management Accelerated Degree Completion Program.

ADMC 320 Research & Statistics
This course explores advertising research including planning, development, and evaluation of the research instrument. The research process, incorporating secondary sources of information, data gathering, analysis of quantitative data, and recommendations will be examined. Prerequisite: Acceptance into the Advertising Management Accelerated Degree Completion Program.

ADMC 330 Consumer Behavior
This course is an introduction to the basic concepts, principles, and theories in consumer behavior. Consumer decision-making, motivation, influences, and actions involved in obtaining, consuming, and disposing of products will be explored. Students will explore and analyze the benefit of the organization or company. Prerequisite: Acceptance into the Advertising Management Accelerated Degree Completion Program.

ADMC 340 Advertising
A study of the fundamental aspects of advertising, including the evolution of advertising, the current state of advertising, crafting advertising strategies, integrating advertising with other elements of the communication mix, creative strategy and the creative process, creative execution, producing ads for print, electronic, and digital media, and using advertising media. Students will create an Advertising Plan that will be presented for the Capstone course. Prerequisite: Acceptance into the Advertising Management Accelerated Degree Completion Program.

ADMC 350 Public Relations
This course explores the field of public relations including: the communications process, publicity, media relations and selection, promotion, community relations and planning, tools used in developing public relations and publicity improving customer satisfaction, relationship-building strategies and ethics. Students will analyze strategies and tactics, theories, processes, and techniques involved in researching, planning, scheduling, implementing, and measuring programs designed to influence public opinion and human behavior. Prerequisite: Acceptance into the Advertising Management Accelerated Degree Completion Program.

ADMC 400 Brand Management
This course examines brands and brand management focusing on three primary functions including building brand equity, measuring brand equity, and managing brand equity. The course focuses include brand positioning, choosing brand elements, designing marketing programs, integrating marketing communications, leveraging secondary brand knowledge, measuring brand equity, developing a brand equity measurement and management system, measuring sources and outcomes, design and implementing strategies. Additional areas of study include introducing and naming new products and brand extensions, managing brands over time, geographical boundaries, and market segments. Prerequisite: Acceptance into the Advertising Management Accelerated Degree Completion Program.

ADMC 410 Managerial Finance
This course explores the universal function of finance and accounting that all businesses and organizations must perform. The course focuses on a broad review of the fundamentals used by managers to support decision-making within their own organizations. The course emphasizes familiarizing students with financial management, tax environment, capital budgeting, financial statement reading and preparation, forecasting, and working capital management. Prerequisite: Acceptance into the Advertising Management Accelerated Degree Completion Program.

ADMC 420 Copy and Communication Management
This course examines managing copy and communication through an advertising communication foundation including constructing message strategies, execution frameworks, advertising media selection, promotional tools, and strategies for advertising. Prerequisite: Acceptance into the Advertising Management Accelerated Degree Completion Program.

ADMC 430 Media Management
This course examines the skills in media planning and buying and covers the media, their differences, how they are used in advertising, information resources, and strategies for using media. Students learn how to select which media are best suited to an advertisers message, strategy, how to prepare a media plan, evaluating and selecting media for both the local and national advertising venues. Prerequisite: Acceptance into the Advertising Management Accelerated Degree Completion Program.

ADMC 440 Law & Ethics
This course examines the most relevant mass media legal decisions, from the Constitution to the most recent Supreme Court sessions, in relation to their relevance to American law. From the Internet to political advertising laws, this course analyzes Mass Media Law and the current issues that are shaping the United States’ legal system and the ethics involved. Topics include current media law concerns, as well as the right of reporters to protect their sources, censorship problems related to terrorism, file sharing, and the law of privacy and ethics. Prerequisite: Acceptance into the Advertising Management Accelerated Degree Completion Program.

ADMC 450 Public Relations
This course explores the field of public relations including: the communications process, publicity, media relations and selection, promotion, community relations and planning, tools used in developing public relations and publicity improving customer satisfaction, relationship-building strategies and ethics. Students will analyze strategies and tactics, theories, processes, and techniques involved in researching, planning, scheduling, implementing, and measuring programs designed to influence public opinion and human behavior. Prerequisite: Acceptance into the Advertising Management Accelerated Degree Completion Program.
ADMC 450 Advertising Management Capstone Presentation  
Advertising Plans are presented as the major research project to colleagues and the Capstone Project is submitted for final evaluation. **Prerequisite:** Acceptance into the Advertising Management Accelerated Degree Completion Program

**BUSINESS**  
**College of Professional Studies**  
**Accelerated Program**

The Business program is offered in the accelerated, cohort-based format. The program emphasizes techniques, procedures, and methods for managing the technical functions of business. Courses include information management; operations and production; economics and marketing; finance and accounting; and law and ethics. The program is offered in-class and online.

**Business (BS)**

(127 credit hours – See Degree Requirements page 41)

**Business Major Requirements (36 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUSC 301</td>
<td>Introduction to Research</td>
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<tr>
<td>BUSC 313</td>
<td>Business Communications</td>
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<tr>
<td>BUSC 322</td>
<td>Business Accounting</td>
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<tr>
<td>BUSC 323</td>
<td>Business Finance</td>
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<tr>
<td>BUSC 330</td>
<td>Marketing Essentials</td>
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<tr>
<td>BUSC 342</td>
<td>Management Theory</td>
</tr>
<tr>
<td>BUSC 402</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>BUSC 412</td>
<td>Business Economic Theory</td>
</tr>
<tr>
<td>BUSC 421</td>
<td>Management of Information Systems</td>
</tr>
<tr>
<td>BUSC 430</td>
<td>Service Operations Management</td>
</tr>
<tr>
<td>BUSC 443</td>
<td>Legal and Ethical Environments of Business</td>
</tr>
<tr>
<td>BUSC 470</td>
<td>Portfolio</td>
</tr>
</tbody>
</table>

**Courses**

All courses are 3 credit hours.

**BUSC 301 Introduction to Research**  
The ability to research, synthesize, and write clearly is an essential business task. The purpose of this course is to enable students to select a topic for the Portfolio project, conduct research, and write a paper. This allows for students to research and utilize all course materials for the Portfolio project. Students will learn how to conduct both online and library-based research and to organize, develop, and edit their work to complete the Portfolio project. **Prerequisite:** Acceptance into the Business Accelerated Degree Completion Program

**BUSC 313 Business Communications**

Theory and practice of written and oral communication skills needed in the business and workplace. Students will be presented with models, concepts, and case studies relevant to the workplace. Competencies in areas of writing, oral communication, organization of thought, creativity, and decision-making are addressed. Students will use course material to improve communication through email, letters, resumes, and other business correspondence. **Prerequisite:** Acceptance into the Business Accelerated Degree Completion Program

**BUSC 322 Business Accounting**

Business accounting is designed to introduce students to the fundamentals of managerial accounting. The course covers accounting and management decision-making, cost concepts, long- and short-term strategic and operational planning, and control of cost. Ethical behavior and management’s responsibility to the business will be covered. **Prerequisite:** Acceptance into the Business Accelerated Degree Completion Program

**BUSC 323 Business Finance**

This course examines the basic principles, techniques, and institutional aspects of financial management and the successful and efficient operation of businesses. Topics will include financial markets and environments; time value of money; bond and stock valuation; risk; financial statement analysis; budgeting; financial planning and control; capital; and other management financial areas. **Prerequisite:** Acceptance into the Business Accelerated Degree Completion Program

**BUSC 330 Marketing Essentials**

This course provides a comprehensive introduction to marketing. It covers current marketing concepts and practical application that will include the functions of product, price, place, and promotion. Additional emphasis will be given to global markets, the Internet, and multi-cultural marketing. **Prerequisite:** Acceptance into the Business Accelerated Degree Completion Program

**BUSC 342 Management Theory**

This course examines the process of achieving desired results through the efficient use of human and material resources. An overview of theory and practice of management is presented covering the basic functions: planning, organizing, leading, and controlling; and issues related to teams, groups, empowerment, and change. **Prerequisite:** Acceptance into the Business Accelerated Degree Completion Program

**BUSC 402 Organizational Behavior**

The course is designed to encourage the application of diverse conceptual and theoretical perspectives to the analysis and control of behavior in organizations. The course will focus on problems related to perception, motivation, leadership, cultural diversity, interpersonal and group dynamics, stress, influence, decision-making, ethics, international management issues, and change. **Prerequisite:** Acceptance into the Business Accelerated Degree Completion Program

**BUSC 412 Business Economic Theory**

A study of the behavior of the macro economy as it applies to business. The course will cover the causes and consequences of inflation, unemployment, and the business cycle. Monetary, fiscal, and economic theory will be presented and utilized within the course to effectively address macroeconomic problems. **Prerequisite:** Acceptance into the Business Accelerated Degree Completion Program

**BUSC 421 Management of Information Systems**

This course is an introduction to use of information systems within the business environment. Students will examine the process of developing and utilizing information systems. Cases will be introduced to show the application of information systems within business and issues relating to security and data management. **Prerequisite:** Acceptance into the Business Accelerated Degree Completion Program

**BUSC 430 Service Operations Management**

This course will examine the operations component of the organization. The service industry will be used as a model for constructing a business strategy and implementation. Quantitative methods and approaches of decision-making will be utilized in order to meet the needs of the organization competing for limited resources. Production technology, product and process design, facilities, quality control, Six Sigma, and material management will be presented. **Prerequisite:** Acceptance into the Business Accelerated Degree Completion Program

**BUSC 443 Legal and Ethical Environments of Business**

Students examine current legal and ethical issues shaping the interrelationships among businesses, government, and society. Coverage includes ethics theories and philosophies, legal terminology, business laws, legal research, social responsibility, and government regulations. Classic case studies will enhance understanding of consumer liability, environmental protection, fair competition, workplace rights, and related issues. **Prerequisite:** Acceptance into the Business Accelerated Degree Completion Program

**BUSC 470 Portfolio**

Students present a formal Portfolio project covering the material presented throughout the previous courses in both a written and oral format. This course allows students to synthesize their knowledge into a comprehensive paper. **Prerequisite:** Acceptance into the Business Accelerated Degree Completion Program
CORRECTIONS ADMINISTRATION AND MANAGEMENT
College of Professional Studies
(Accelerated Program)

This program is offered in the accelerated, cohort-based format. The Corrections Administration and Management major offers the student the knowledge, skills, and activities that are necessary for the professional oversight of modern correctional programs. This includes history and philosophy of corrections; research; management principles; strategic fiscal and resource management; risk management; effective system intervention; and an examination of the contemporary issues of concern to corrections professionals. The emphasis is on the integration of theory and practice, as well as synthesis with the student's professional experience in the field of corrections.

Corrections Administration and Management (BS)

(127 credit hours – See Degree Requirements page 41)

Corrections Administration and Management Major Requirements (36 credit hours)

CAMC 301 Introduction to the Criminal Justice System for the Corrections Professional
CAMC 302 History and Philosophy of Corrections
CAMC 303 Principles of Management and Administration in Corrections
CAMC 305 Ethics, Policy, and Administrative Law in Corrections
CAMC 308 Research and Statistics for Effective Practice in Corrections
CAMC 311 Resource Allocation in Corrections: Equipment, Facilities, and Personnel
CAMC 422 Information Systems in Corrections
CAMC 423 Strategic and Fiscal Planning in Corrections
CAMC 426 Effective Interventions in Corrections
CAMC 431 Restorative Justice and the Community
CAMC 441 Contemporary Issues in Corrections
CAMC 451 Corrections Administration and Management Capstone Project

Courses

All courses are 3 credit hours.

CAMC 301 Introduction to the Criminal Justice System for the Corrections Professional
This course provides an historical and contemporary review of the administration of criminal justice in American society. The historical development of the criminal justice system, together with its contemporary response to social issues, provides a framework for the understanding of future directions in the criminal justice system. A framework for the program capstone project also is developed. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

CAMC 302 History and Philosophy of Corrections
This course provides a review of the historical and philosophical foundations to corrections within the criminal justice system of the U.S. The historical development of approaches to punishment, penitence, and rehabilitation, together with the contemporary reflection of those philosophical approaches, provide a framework for understanding future directions that corrections will take in our society. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

CAMC 303 Principles of Management and Administration in Corrections
This course provides an examination of, and opportunity to develop, the skills necessary to administer and manage correctional institutions at all levels. The administration and management of correctional facilities may be the single greatest challenge that any leader could face, simply because of the complexity of the tasks, the diversity of the constituencies, and the intricacies of the mandates, so the examination of these issues in detail are critical to successful entry and/or development within the field of corrections. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

CAMC 305 Ethics, Policy, and Administrative Law in Corrections
Law, policy, ethics, and morality are fundamental to everything within corrections. A thorough examination of the key ethical issues, therefore, is basic to professionalism within the field. Law and policy are studied, and related to ethical principles that lay at the foundation of the U.S. Constitution. Case studies will allow students to examine ethical issues within corrections, including those related to appropriate use of discretion, and to discuss their relationship to policy development and administrative law. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

CAMC 308 Research and Statistics for Effective Practice in Corrections
This course examines the research processes available to obtain new data that can be transformed into useful information for guiding planned change in corrections. Several research tools that help to transform research data into useful information, including statistics, are explored with a particular emphasis on their use in the field of corrections. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

CAMC 311 Resource Allocation in Corrections: Equipment, Facilities, and Personnel
This course examines the unique problems that the professional will face in the allocation of resources, in the corrections operations. Particular attention is paid to the key issues in human resource management. Case studies and an examination of current applications will be central to the course. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

CAMC 422 Information Systems in Corrections
This course reviews Information Systems (IS) in general, and develops a broad understanding of IS. This will include an examination of local area networks (LANs), as well as management information systems (MIS). This course will analyze IS with respect to managing operational information. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

CAMC 423 Strategic and Fiscal Planning in Corrections
This course examines the strategic and fiscal planning processes in Corrections. Particular attention is paid to the principles involved in developing and managing budgets in Corrections. Using information from interviews conducted with correctional practitioners, the course culminates in applying the materials and discussions to a real world application. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

CAMC 426 Effective Interventions in Corrections
This course reviews the various strategies, plans, actions, and activities that are used in corrections programs to manage offender behavior, both individually and collectively. It specifically examines the programs designed to rehabilitate, as well as those designed to manage collective behavior, whether constructive or disruptive, within a correctional program. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

CAMC 431 Restorative Justice and the Community
This course reviews the evolution and development of what has come to be known as Restorative Justice. It also examines specific models and programs that are
Criminal Justice Administration (BS) (127 credit hours – See Degree Requirements page 41)

Criminal Justice Administration
Major Requirements (36 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJAC 306</td>
<td>The Criminal Justice System and Society</td>
</tr>
<tr>
<td>CJAC 308</td>
<td>Research and Statistics in Criminal Justice</td>
</tr>
<tr>
<td>CJAC 309</td>
<td>Criminal Behavior</td>
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<tr>
<td>CJAC 311</td>
<td>Fundamentals of Personal Administration in</td>
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<tr>
<td></td>
<td>Criminal Justice</td>
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<tr>
<td>CJAC 312</td>
<td>Management Principles for Criminal Justice</td>
</tr>
<tr>
<td>CJAC 313</td>
<td>Ethics, Policy, and Administrative Law in</td>
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<tr>
<td></td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>CJAC 410</td>
<td>Criminal Justice Strategic and Fiscal Planning</td>
</tr>
<tr>
<td>CJAC 426</td>
<td>Training in Criminal Justice Organizations</td>
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<tr>
<td>CJAC 432</td>
<td>Community Policing</td>
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<tr>
<td>CJAC 435</td>
<td>Operations Management in Criminal Justice</td>
</tr>
<tr>
<td>CJAC 445</td>
<td>Contemporary Issues in Criminal Justice</td>
</tr>
<tr>
<td>CJAC 451</td>
<td>Criminal Justice Capstone Project</td>
</tr>
</tbody>
</table>

Undergraduate – Business & Professional Studies

Criminology and Justice Administration (Accelerated Program)
The Criminal Justice Administration program is offered in the accelerated, cohort-based format, concentrating on managing the unique set of constraints and opportunities provided in the criminal justice system. The program is designed for individuals working in, or closely associated with, the criminal justice system, and presents a focused set of managerial techniques, theories, and methods for the professional in that field. This program is offered in-class and online.

Courses
All courses are 3 credit hours.

CJAC 306 The Criminal Justice System and Society
Provides a historical and contemporary view of criminal justice administration in American society. The historical development of criminal justice/law enforcement and contemporary response to societal issues provides a framework for future developments in criminal justice. A framework for the Capstone Project is developed. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 308 Research and Statistics in Criminal Justice
This course examines the processes available to obtain empirical data. Statistics and the analysis of statistics and their use in the criminal justice field are examined. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 309 Criminal Behavior
This course examines the fundamental reasons for criminal behavior in American society. Particular attention will be paid to why people become criminals with specific emphasis on environmental vs genetic reasons, how criminals rationalize, threat assessment and the general topic of deviant behavior. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 310 Fundamentals of Personnel Administration in Criminal Justice
This course examines the allocation of personnel and equipment resources in organizational structures. Particular attention is paid to the evaluation of performance, collective bargaining, and the development of organizational priorities. Includes case studies and current world applications. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 311 Management Principles for Criminal Justice
This course examines current management practice and philosophy. Self-assessment of the student’s leadership style for the development of additional skills is examined. Leadership styles and management philosophies are reviewed in depth. Analysis of conflict resolution methodologies and the “police culture” is conducted. Includes study of theory and current case applications. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 312 Ethics, Policy, and Administrative Law in Criminal Justice
Through the study of theory and using current case applications, students examine issues related to ethics and discretion. The development of ethics and limiting discretion is addressed through policy development and administrative law. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 410 Criminal Justice Strategic and Fiscal Planning
This course examines the budgeting process in a public sector organization. Links budget preparation with the organization’s strategic planning process. Additional fiscal planning alternatives are examined, such as outsourcing, sub contracting, “civilization”, and grant writing. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 426 Training in Criminal Justice Organizations
This course examines the advantages of in-depth training to respond to contemporary law enforcement issues. The focus is placed on law enforcement training and contingency preparations, extensive use of case studies and real world applications. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 432 Community Policing
An examination of the contemporary system of law enforcement known as community oriented policing. Examines this philosophical approach to law enforcement in modern day society. Through the extensive use of case studies and

CJAC 435 Operations Management in Criminal Justice Organizations

CJAC 445 Contemporary Issues in Criminal Justice

CJAC 451 Criminal Justice Capstone Project

Currently being explored in a variety of correctional programs, with an emphasis on assisting students to develop and implement similar correctional programs in Restorative Justice. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

CJAC 441 Contemporary Issues in Corrections
This course takes an in-depth look at contemporary issues facing corrections administrators, such as privatization, incarceration for “victimless” crimes, sentencing “juveniles as adults,” as well as “three-strikes-and-you’re-out” legislation. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

CJAC 451 Corrections Administration
The Capstone Course will help students demonstrate competency as a manager, administrator, and leader in the professional field of corrections by conducting an analysis of a topic germane to a corrections agency. The project must consider the agency’s legal/social/political mandate, mission, critical success factors, and financial/legal/political constraints. It should also consider the organization’s structure and dynamics, technology, and other key issues that may be unique to the selected agency. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

CJAC 306 The Criminal Justice System and Society
Provides a historical and contemporary view of criminal justice administration in American society. The historical development of criminal justice/law enforcement and contemporary response to societal issues provides a framework for future developments in criminal justice. A framework for the Capstone Project is developed. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 308 Research and Statistics in Criminal Justice
This course examines the processes available to obtain empirical data. Statistics and the analysis of statistics and their use in the criminal justice field are examined. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 309 Criminal Behavior
This course examines the fundamental reasons for criminal behavior in American society. Particular attention will be paid to why people become criminals with specific emphasis on environmental vs genetic reasons, how criminals rationalize, threat assessment and the general topic of deviant behavior. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 310 Fundamentals of Personnel Administration in Criminal Justice
This course examines the allocation of personnel and equipment resources in organizational structures. Particular attention is paid to the evaluation of performance, collective bargaining, and the development of organizational priorities. Includes case studies and current world applications. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 311 Management Principles for Criminal Justice
This course examines current management practice and philosophy. Self-assessment of the student’s leadership style for the development of additional skills is examined. Leadership styles and management philosophies are reviewed in depth. Analysis of conflict resolution methodologies and the “police culture” is conducted. Includes study of theory and current case applications. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 312 Ethics, Policy, and Administrative Law in Criminal Justice
Through the study of theory and using current case applications, students examine issues related to ethics and discretion. The development of ethics and limiting discretion is addressed through policy development and administrative law. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 410 Criminal Justice Strategic and Fiscal Planning
This course examines the budgeting process in a public sector organization. Links budget preparation with the organization’s strategic planning process. Additional fiscal planning alternatives are examined, such as outsourcing, sub contracting, “civilization”, and grant writing. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 426 Training in Criminal Justice Organizations
This course examines the advantages of in-depth training to respond to contemporary law enforcement issues. The focus is placed on law enforcement training and contingency preparations, extensive use of case studies and real world applications. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 432 Community Policing
An examination of the contemporary system of law enforcement known as community oriented policing. Examines this philosophical approach to law enforcement in modern day society. Through the extensive use of case studies and

real-world applications, students link philosophy with practice. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

**CJAC 435 Operations Management in Criminal Justice Organizations**
This course will examine the operations management function in a criminal justice organization. Students will examine various qualitative and quantitative approaches to scheduling, planning, resource allocation and process analysis as components of operations strategies. Emphasis will be placed on modeling and decision-making techniques as aids in determining the best operational strategies for organizations to use. The use of case studies and current applications will be a primary learning tool in the course. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

**CJAC 445 Contemporary Issues in Criminal Justice**
Presents students with the opportunity to examine in-depth contemporary issues faced by law enforcement administrators. The in-depth examination of issues such as hiring and termination, deadly force, and pursuits, is conducted. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

**CJAC 451 Criminal Justice Capstone Project**
Students are asked to demonstrate competency from the perspective of a police manager/leader in conducting an analysis of a topic germane to a law enforcement career. The in-depth examination of issues such as hiring and termination, deadly force, and pursuits, is conducted. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

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**HEALTHCARE MANAGEMENT**

**College of Professional Studies**

(***Accelerated Program*)

The Healthcare Management program is offered in the accelerated, cohort-based format, concentrating on the knowledge necessary for managing healthcare services and providing organizational leadership. Emphasis is on integrating organizational systems in a highly regulated environment with the larger healthcare community focusing on building community coalitions for the purpose of maintaining health service access, quality, and cost containment.

**Healthcare Management (BS)**

(127 credit hours – See Degree Requirements page 41)

**Healthcare Management**

**Major Requirements (36 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BHMC 306</td>
<td>Principles of Organizational Communication</td>
</tr>
<tr>
<td>BHMC 310</td>
<td>Using Information Technology in Healthcare</td>
</tr>
<tr>
<td>BHMC 316</td>
<td>BioData Analysis</td>
</tr>
<tr>
<td>BHMC 322</td>
<td>Marketing Healthcare Services</td>
</tr>
<tr>
<td>BHMC 338</td>
<td>Operations Management in Healthcare</td>
</tr>
<tr>
<td>BHMC 404</td>
<td>Implementing Quality Healthcare Services</td>
</tr>
<tr>
<td>BHMC 414</td>
<td>Fiscal Management in Healthcare</td>
</tr>
<tr>
<td>BHMC 426</td>
<td>Human Resource Issues for the Healthcare Industry</td>
</tr>
<tr>
<td>BHMC 444</td>
<td>Legal and Regulatory Issues in Healthcare</td>
</tr>
<tr>
<td>BHMC 446</td>
<td>Leadership in Healthcare</td>
</tr>
<tr>
<td>BHMC 450</td>
<td>Leading Change in Healthcare</td>
</tr>
<tr>
<td>BHMC 454</td>
<td>Capstone Project</td>
</tr>
</tbody>
</table>

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**Courses**

*All courses are 3 credit hours.*

**BHMC 306 Principles of Organizational Communication**
This course introduces the dynamics of communication associated with interpersonal, small group, organizational, and the external public. Specific strategies are shared as to how to influence various agencies related to healthcare, focusing on the overriding common goal of providing clear communication. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

**BHMC 310 Using Information Technology in Healthcare**
This course provides students with the knowledge and skills needed to efficiently and effectively use information technology for recording and accessing key information needed in healthcare delivery. Use of word processing software, spreadsheets, presentation software, and Internet usage are addressed. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

**BHMC 316 BioData Analysis**
This introductory statistics course assists managers in applying data gleaned from journal articles and administrative reports, toward better management decision-making. Students will use statistics to interpret data collected. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

**BHMC 322 Marketing Healthcare Services**
The course introduces the basic principles of marketing, e.g., the four P’s—product, pricing, promotion, and placement—which guide organizational marketing of healthcare services. A focus is on how market research and consumer “buying behavior” lays the foundation for pricing and promotional decisions. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

**BHMC 338 Operations Management in Healthcare**
Basic strategic, tactical, and operational planning techniques are studied as a way to guide students into the manager role. The management concepts of planning, organizing, directing, and controlling are explored as students take on new responsibilities as managers. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

**BHMC 404 Implementing Quality Healthcare Services**
Using a systems approach, the focus of this course is to demonstrate to managers the impact decisions have on the total organizational systems, not just individual departments. Process improvement strategies, gleaned from continuous quality improvement literature, are introduced, detailing how managers are held accountable for both internal and external customer satisfaction measures. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

**BHMC 414 Fiscal Management in Healthcare**
This course introduces fundamental finance terms, concepts, and terminology, necessary for healthcare managers to build and maintain control of operational budgets. The use of non-sensitive financial reports are used as a basis for exploration of meeting legal, ethical, operational, and organizational needs. Potential financial sources through fundraising and grant writing activities will be included. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

**BHMC 426 Human Resource Issues for the Healthcare Industry**
This course addresses recruitment, selection, and retention of quality healthcare professionals. Various approaches, such as mock selection interviews, training, and facilitated mentoring approaches, are studied. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

**BHMC 444 Legal and Regulatory Issues in Healthcare**
This course helps students identify the complex health legal system and multiple...
legal issues, that affect healthcare managers. It assists students in finding solutions and making decisions tailored to the patient/client, when ethical dilemmas arise from regulatory compliance. The focus is on the legal, moral, and ethical parameters posed by unique patient care situations. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

BHMC 446 Leadership in Healthcare
Emphasizing the importance of establishing an empowering work culture, students will learn leadership principles and practice underlying effective team deployment in any healthcare setting. This course focuses on the dynamics of small group work behaviors, effective meeting leadership, and establishing sound “codes of conduct” for the work team. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

BHMC 450 Leading Change in Healthcare
This course is designed to assist students in developing insight into the importance of a systems approach to the management of organizational change, to identify aspects indicative of an organizational need to change, and to provide a systematic approach to the implementation of change. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

BHMC 454 Capstone Project
This course includes a major research project on a relevant healthcare management topic. A final paper and PowerPoint® presentation is submitted to colleagues and instructor. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

Human and Social Services Administration (BS)

(127 credit hours – See Degree Requirements page 41)

Human and Social Services Administration Major Requirements (36 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSSA 300</td>
<td>Essential Management Skills for Human and Social Services</td>
</tr>
<tr>
<td>HSSA 302</td>
<td>Research Methods for Human and Social Service Practitioners</td>
</tr>
<tr>
<td>HSSA 305</td>
<td>Managing Change in Social Service Systems</td>
</tr>
<tr>
<td>HSSA 310</td>
<td>Human Resource Management in Human and Social Services</td>
</tr>
<tr>
<td>HSSA 315</td>
<td>Strategic Thinking in Non-Profit Organizations</td>
</tr>
<tr>
<td>HSSA 320</td>
<td>Financial Management for Non-Profit Organizations</td>
</tr>
<tr>
<td>HSSA 400</td>
<td>Ethical and Legal Issues in Human and Social Services</td>
</tr>
<tr>
<td>HSSA 405</td>
<td>Government, Bureaucracies, and Politics of Human and Social Service Administration</td>
</tr>
<tr>
<td>HSSA 409</td>
<td>Management Information Systems in Human Services</td>
</tr>
<tr>
<td>HSSA 411</td>
<td>Grant Writing and Documentation</td>
</tr>
<tr>
<td>HSSA 420</td>
<td>Special Issues for Non-Profit Organizations (Marketing, Community Relations, and Minority Relations)</td>
</tr>
<tr>
<td>HSSA 460</td>
<td>Human and Social Services Capstone Presentation</td>
</tr>
</tbody>
</table>

Courses

All courses are 3 credit hours.

HSSA 300 Essential Management Skills for Human and Social Services
This course provides the foundation for personal, technical and conceptual skills requisite when assuming the role of an effective human and social services administrator. Basic management skills, including time and stress management, oral and written communications, along with power and influence in organizations, will be covered. The frameworks of legislation, policy, human resource and client relations are presented and discussed. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

HSSA 302 Research Methods for Human and Social Service Practitioners
This course provides the knowledge and skills needed to conduct scholarly research for the development of a Capstone Project, which will be an ongoing project throughout the program and presented in the final course. Library resources, research methods, writing skills, and APA guidelines will be presented. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

HSSA 305 Managing Change in Social Service Systems
This course explores external and internal factors that influence and contribute to organizational change. Theories and practices for managing change in organizations, particularly in the non-profit sector, will be examined. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

HSSA 310 Human Resource Management in Human and Social Services
This course covers theory and current practice in key human resource areas of organizational behavior, staffing, compensation and benefits, training and development, and employee and labor relations. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

HSSA 315 Strategic Planning for Non-Profit Organizations
This course explores the concept of applying traditional business models of strategic planning to non-profit organizations. Students develop and analyze strategic plans for their own organizations or case study organizations. The roles of the manager and organizational cultures in the strategic planning process are discussed in depth. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

HSSA 320 Financial Management for Non-Profit Organizations
This course presents basic financial management principles that apply to non-profit agencies. Budget development, financial accountability and relations with funding sources are emphasized. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

HSSA 400 Ethical and Legal Issues in Human and Social Services
In this course, students will develop a foundation in ethical principles and are challenged to assess their own principles by evaluating the human, ethical, and legal considerations for various human services scenarios. Emphasis is on ethical approaches to problem solving, communication, managing people, and privacy and accuracy of information. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

HSSA 405 Government, Bureaucracies, and Politics of Human and Social Service Administration
This course assists students in assimilating the notion of bureaucratic organizations
into the appropriate political realm by exploring the political process as a vehicle for the allocation of resources from local, state, and federal funding sources. The power of politics and governments in a democratic society also are discussed. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

**HSSA 409 Management Information Systems in Human Services**  
This course examines the ways in which information systems impact agency and administrative systems. This course is designed for direct application of information systems to social service structures. Various database and decision support systems are examined and applied. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

**HSSA 411 Grant Writing and Documentation**  
This course provides students with the knowledge and skills necessary to write grants that are based upon clearly defined needs analysis and project goals. Students research possible funding sources, identify goals and objectives, and develop a program evaluation and timeline for a mock proposal to provide students with real-life grant writing experience. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

**HSSA 420 Special Issues for Non-Profit Organizations**  
(Marketing, Community Relations, and Minority Relations)  
This course provides current legal and human resource perspectives on select organizational issues. Strategic marketing of human services is viewed as a process of needs analysis in target markets, customer service and exchange. Community relations are examined from potentially differing perspectives of agency and community ideologies, as well as goal and outcome expectations. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

**HSSA 460 Human and Social Services Capstone Presentation**  
This course is the presentation of the results of students’ major research projects. Topics are chosen from the diverse realm of human and social services. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

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**INVESTIGATIONS**  
College of Professional Studies  
(Accelerated Program)

The accelerated Bachelor of Science in Investigations degree assists students in developing the necessary insight, philosophy, knowledge, and skills required to be successful in the field of investigations. The student will be prepared to pursue investigative careers in either the public or private sector.

**Investigations (BS)**  
(127 credit hours – See Degree Requirements page 41)

<table>
<thead>
<tr>
<th>Courses</th>
<th></th>
</tr>
</thead>
<tbody>
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<td><strong>HSSA 409 Management Information Systems in Human Services</strong></td>
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</tr>
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<td><strong>HSSA 420 Special Issues for Non-Profit Organizations</strong></td>
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</tr>
<tr>
<td><strong>HSSA 460 Human and Social Services Capstone Presentation</strong></td>
<td>This course is the presentation of the results of students’ major research projects. Topics are chosen from the diverse realm of human and social services. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program</td>
</tr>
</tbody>
</table>

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**Courses**

All courses are 3 credit hours.

**INVS 300 Introduction to Public and Private Investigations**  
This course will cover the personal attributes of the investigator, the history of the modern fact-finder, and roles, duties, and obligations of the professional, as well as a comprehensive examination of the successful approach called The Process of Investigation. It will also introduce the important investigatory “art” of recognizing telltale nuances of language and gestures of others. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 310 Fact-finding and Information Gathering**  
This course will cover the basic methods of investigation used to gather information as well as the essential role of the Internet in modern investigations. The investigatory methods covered include physical and electronic surveillance, research and audit, forensic analysis, undercover, interviewing and interrogation. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 320 Project Management and Case Development**  
This course examines the basic management of information and resources, introduces essential organizational skills, and focuses on proper and thorough documentation, note-taking and effective report writing. The course addresses the necessity of understanding concepts of probability and uncertainty, coincidences, and parsimony. The course also examines techniques for recognizing distortion, limits of accuracy, and use of critical thinking, creativity, logic and scientific methodology in robust investigations. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 330 Civil, Criminal, and Employment Law**  
This course will cover the legal aspect of investigations as well as U.S. Constitutional protections, the relevance of the Bill of Rights, the judicial system, privacy, and the rights of the accused. Also covered will be service of process, judgment collection, and litigation support services by investigators. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 340 Crime Scenes, Forensics, and Evidence**  
This course will cover the forms of evidence, the chain of custody, the Federal Rules of Evidence, and detail testimonial, latent fingerprints, questioned documents, bloodstain patterns, DNA, firearms, explosives and incendiary devices, tool marks, footwear and tire tracks, fibers and other trace particles and chemicals, polygraph tests, human scent, and the use of photography. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 350 Investigations in the Private Sector**  
This course will cover workplace misconduct and corporate investigations, pre-employment screening and background investigations, as well as investigating theft, substance abuse, sabotage, harassment, discrimination, and threats of violence in the workplace. Other topics will cover workers’ compensation, fraud, and theft of intellectual property. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 400 Investigations in the Public Sector**  
This course will cover the responsibilities, strategies, and procedures that apply to investigations conducted by criminal justice practitioners, including Federal, State, and Local Law Enforcement. Areas of focus include: Crimes Against Persons (homicide, sexual assault, robbery, child abuse, and domestic violence), Crimes Against Property (burglary, auto theft, fraud, identity theft, and arson), White Collar Crimes (scams, public trust schemes, commercial bribery and extortion, and corporate fraud), and other cases typically handled in the public sector. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 410 Applied Investigative Strategies**  
This course will cover the concepts of physical and cyber security, terrorism, asset protection and loss prevention, and the application of modern investigative efforts and techniques used to solve crimes and bring criminals to justice. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program
INVS 420 The Criminal Mind
The course will cover various topics in forensic psychology, such as why people become criminals, how criminals rationalize, threat (dangerousness) assessment, deviant behavior, and nature-versus-nurture (genetics-versus-environment) causes for criminality, as well as other crime causation theories. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

INVS 430 Investigative Ethics
The course will cover the importance of professionalism, the evolution of contemporary ethics, the use of pretexts, and appropriate professional responsibility, conduct, and behavior. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

INVS 440 Investigative Results
This course will cover the future of the investigative field and the value of hindsight and continuous professional training, and also show how fact-finders can measure their results/success and increase the return on their investment in every case conducted. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

INVS 450 Capstone
Students will conduct a real fact-finding investigation with a reasonable conclusion and continuous professional training, and also show how fact-finders can measure their results/success and increase the return on their investment in every case conducted. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

LEADERSHIP
College of Professional Studies
(Accelerated Program)

The undergraduate Leadership Major provides students with knowledge and skills that enhance their understanding and practice of leadership as it relates to individuals, groups, and organizations. Students will learn how to diagnose leadership problems and recommend appropriate solutions that are based on sound theoretical concepts and practitioner level principles. This is accomplished through the study of personal power, interpersonal dynamics, decision-making, communication, and social psychology. Students also will be exposed to frameworks for promoting and developing ethical leadership in personal and organizational contexts.

Leadership (BA)
(127 credit hours – See Degree Requirements page 41)

Leadership Major Requirements (36 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR 310</td>
<td>Principles of Leadership</td>
</tr>
<tr>
<td>LDR 311</td>
<td>Research Methods in Leadership</td>
</tr>
<tr>
<td>LDR 331</td>
<td>Case Studies in Leadership</td>
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<tr>
<td>LDR 333</td>
<td>Interpersonal Leadership</td>
</tr>
<tr>
<td>LDR 340</td>
<td>Organizational Leadership</td>
</tr>
<tr>
<td>LDR 360</td>
<td>Leadership Ethics</td>
</tr>
<tr>
<td>LDR 400</td>
<td>Leading Change in Organizations and Communities</td>
</tr>
<tr>
<td>LDR 410</td>
<td>Global Leadership</td>
</tr>
<tr>
<td>LDR 431</td>
<td>Social Psychology of Leadership</td>
</tr>
<tr>
<td>LDR 441</td>
<td>Leadership Communication</td>
</tr>
<tr>
<td>LDR 445</td>
<td>Introduction to Work Teams and Groups</td>
</tr>
<tr>
<td>LDR 475</td>
<td>Leadership Capstone Presentation</td>
</tr>
</tbody>
</table>

Courses
All courses are 3 credit hours.

LDR 310 Principles of Leadership
This course introduces the Leadership major by focusing on definitions of leadership, fundamental leadership theory, roles of leaders in various contexts, and an overview of foundational skills required for successful leadership. Prerequisite: Acceptance into the Leadership Accelerated Degree Completion Program

LDR 311 Research Methods in Leadership
This course provides the knowledge and skills needed to conduct scholarly research for the development of the Leadership Capstone Project, which will be an ongoing project throughout the program and presented in the final course. Library resources, research methods, writing skills, and APA guidelines will be presented. Prerequisite: Acceptance into the Leadership Accelerated Degree Completion Program

LDR 331 Case Studies in Leadership
This course integrates major leadership theories with case study analyses of notable military, political, religious, civil-rights and business leaders. Debate and discussion of the case studies also will be used to enhance the understanding of leadership theory and application. Prerequisite: Acceptance into the Leadership Accelerated Degree Completion Program

LDR 333 Interpersonal Leadership
This course focuses on developing leadership skills at the individual level by exploring such topics as self-concept, self-efficacy, personal values, time and stress management, conflict resolution, and gender issues. Prerequisite: Acceptance into the Leadership Accelerated Degree Completion Program

LDR 340 Organizational Leadership
This course examines the attitudes and actions that people exhibit in organizations by providing an overview of such topics as organizational structure, personality and emotion, power and politics, and motivation in the workplace. Prerequisite: Acceptance into the Leadership Accelerated Degree Completion Program

LDR 360 Leadership Ethics
This course investigates the pressing ethical issues and decision-making problems facing contemporary leaders. Emphasis is on ethical approaches to problem solving, communication, and managing people. The impact that various leadership styles have on organizations and communities also will be presented. Prerequisite: Acceptance into the Leadership Accelerated Degree Completion Program

LDR 400 Leading Change in Organizations and Communities
This course examines the leader’s role in facilitating and directing change, and considers the ways in which leaders promote and manage change in a variety of business, government, community and organizational contexts. Prerequisite: Acceptance into the Leadership Accelerated Degree Completion Program

LDR 410 Global Leadership
This course helps students acquire an understanding of the predominant global business leadership theories and applications for the promotion of democracy, economic development, and entrepreneurship. Cross-cultural communication and management also will be explored. Prerequisite: Acceptance into the Leadership Accelerated Degree Completion Program

LDR 431 Social Psychology of Leadership
This course examines the social and psychological underpinnings of leadership, as well as the ways in which leaders influence social groups. Examines such topics as conformity, impression management, conflict, and social cognition. Prerequisite: Acceptance into the Leadership Accelerated Degree Completion Program

LDR 441 Leadership Communication
This course demonstrates communication techniques used by effective leaders by analyzing speeches, correspondence, and other vehicles of communication. Provides students with the opportunity to develop and practice their own communication skills. Prerequisite: Acceptance into the Leadership Accelerated Degree Completion Program
LDR 445 Introduction to Work Teams and Groups
This course presents an historical overview of work teams and group development in organizations. Techniques and strategies used to select teams, increase team efficiency, and promote collaboration also will be examined. Prerequisite: Acceptance into the Leadership Accelerated Degree Completion Program

LDR 475 Leadership Capstone Presentation
In this course students will submit a final version of the Capstone paper on a relevant leadership topic selected in LDR 311 and present a summary of their research and analysis to colleagues and instructor. Prerequisite: Acceptance into the Leadership Accelerated Degree Completion Program

LEGAL STUDIES
College of Professional Studies
(Accelerated Program)

The accelerated Bachelor of Science in Legal Studies degree allows students to increase their knowledge of the American legal system, as well as the means with which to advance their careers within a legal environment or framework.

Students who complete the Bachelor of Science in Legal Studies program will be able to formulate various legal documents, incorporate critical thinking skills and academic research into practical legal applications, evaluate elements of specific legal disciplines, examine the complexities of the American legal system, and analyze various legal issues and concepts.

Legal Studies (BS)
(127 credit hours – See Degree Requirements page 41)

Legal Studies Major Requirements (36 credit hours)
LGLS 300 Research Techniques for Law & Government Information Resources
LGLS 310 Legal Writing
LGLS 320 Law and the Judicial Process
LGLS 330 Critical Thinking
LGLS 340 Torts
LGLS 350 Contracts
LGLS 400 Criminal Law
LGLS 410 United States Legal System
LGLS 420 Research Project
LGLS 430 United States Constitutional Law
LGLS 440 Civil Procedure
LGLS 450 Legal Ethics & Professional Responsibility

Courses
All courses are 3 credit hours.

LGLS 300 Research Techniques for Law & Government Information Resources
This course enables students to explore multiple resources of legal information and prepares them to utilize these resources for workplace and academic research. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 310 Legal Writing
Students design and produce documents such as legal briefs, memorandums, and letters. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 320 Law and the Judicial Process
Students apply the research and writing techniques covered in LGLS 300 and LGLS 310 to develop and present a project based on how the Department of Justice works within the United States Government. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 330 Critical Thinking
Students learn about various methods of incorporating reasoning and logic into thought processes, as well as how to utilize analytical and evaluative techniques to improve their mental efficiency. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 340 Torts
Students analyze the various tort actions, such as negligence, breach, trespass, defamation, false imprisonment, and products liability in order to better understand their use and application in the American legal system. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 350 Contracts
Students identify the essential elements of a contract and research the origins of contractual law. Topics include offer and acceptance, consideration, estoppel, uncertainty, severance, incompleteness, and contractual terms. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 400 Criminal Law
Students investigate aspects of both common and statutory criminal law focusing on matters of public concern and issues raised by the states. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 410 United States Legal System
Students examine the roles and responsibilities of the various levels of the U.S. legal system with special consideration given to how the U.S. legal system differs from other legal systems of similar origins. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 420 Research Project
Students analyze a current legal issue using various research tools and sources, and create a legal memo based on this issue. Students will then develop a presentation outlining their research techniques and legal analysis. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 430 United States Constitutional Law
Students examine the history and origin of the U.S. Constitution with special emphasis on the Bill of Rights and how it influenced the U.S. legal system. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 440 Civil Procedure
Students compare and contrast the processes that courts follow when presiding over civil cases. Specific topics include service of process, disclosure, discovery, judgment, and motions. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 450 Legal Ethics and Professional Responsibility
Students critique appropriate and inappropriate behavior in the legal profession, such as conflicts of interest, incompetence, bribery, coercion, communications with jurors, and coaching witnesses in order to evaluate various disciplinary actions that can be taken against those engaging in these behaviors. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LOGISTICS MANAGEMENT
College of Professional Studies
(Accelerated Program)

This degree program is designed to help students understand logistics and supply chain management. Students will develop the analytical and problem-solving skills necessary for a variety of logistical problems. Topics include inventory management, transportation, procurement, and warehousing. Leading-edge supply chain strategies including global logistics management and RFID are also explored. Students will have the opportunity to develop skills in management, marketing, economics and organizational behavior.
The program also is available as a Bachelor of Applied Science to serve students who have completed a technical career focus and have an Associate of Applied Science degree or Associate of Applied Technology degree.

**Logistics Management (BS)**

(127 credit hours – See Degree Requirements page 41)

Logistics Management Major Requirements (36 credit hours)

- LGMC 300 Management Fundamentals
- LGMC 310 Introduction to Research
- LGMC 320 Management and the Organization
- LGMC 330 Transportation Analysis
- LGMC 340 Customer Satisfaction in a Service Environment
- LGMC 350 Introduction to Transportation and Logistics
- LGMC 400 Supply Chain/Inventory Management
- LGMC 410 Business Logistics System Analysis
- LGMC 420 Transportation Economics and Legal Issues
- LGMC 430 Global Logistics Management
- LGMC 440 Current Issues in Transportation Logistics
- LGMC 450 Capstone Presentation

Logistics Management (BAS)

(124 credit hours – See Degree Requirements page 41)

This degree has been established to serve students who have completed a technical career focus and have an Associate of Applied Science degree or Associate of Applied Technology degree.

Logistics Management Bachelor of Applied Science major requirements are identical to the Bachelor of Science degree. (See above)

**Courses**

Unless noted, all courses are 3 credit hours.

**LGMC 300 Management Fundamentals**

This course assists students in analyzing personal strengths and areas for improvement with respect to self-awareness and principles of effective management. The course also examines time and stress management, communication skills, and conflict resolution, all critical to today's manager. **Prerequisite:** Acceptance into the Logistics Management Accelerated Degree Completion Program

**LGMC 310 Introduction to Research**

This course will facilitate students in their development of research and planning methods by conducting an analysis of a topic germane to the student's professional interests. The methodology for research and planning will be explored and utilized to develop a proposal for the Capstone Project. **Prerequisite:** Acceptance into the Logistics Management Accelerated Degree Completion Program

**LGMC 320 Management and the Organization**

This course presents and explores the skills necessary for effective management of any organization in today's complex environment, including a review of the principles of planning, organizing, staffing, controlling, and directing, with particular emphasis on the issues of ethics, motivation, leadership, and group dynamics. **Prerequisite:** Acceptance into the Logistics Management Accelerated Degree Completion Program

**LGMC 330 Transportation Analysis**

This course presents the concepts and methodology required to conduct research and analysis in the logistics career. The research process and an overview of various statistical methods will be presented as the basis for making logical business decisions. **Prerequisite:** Acceptance into the Logistics Management Accelerated Degree Completion Program

**LGMC 340 Customer Satisfaction in a Service Environment**

This course will provide an overview of the impact of customer/service relationship strategies on cost/service decisions within the distribution channel. Topics covered are: customer satisfaction programs, methods of establishing customer service metrics, and problems associated with customer satisfaction strategies. **Prerequisite:** Acceptance into the Logistics Management Accelerated Degree Completion Program

**LGMC 350 Introduction to Transportation and Logistics**

This course discusses the various modes of transportation and their application, rate development and negotiation, shipping documents – their purpose and use, domestic and international terms of sale/freight, export regulatory and document requirements, warehouse fundamentals, inventory management principles, warehouse technology, and an overview of information technology within logistics. **Prerequisite:** Acceptance into the Logistics Management Accelerated Degree Completion Program

**LGMC 400 Supply Chain/Inventory Management**

This course will teach students to have an overall understanding of the principles of inventory management. This course also will illustrate the principles of managing inventory effectively and accurately while introducing supply chain management concepts. Supply chain processes, supply chain management, and supply chain partnerships will be discussed. **Prerequisite:** Acceptance into the Logistics Management Accelerated Degree Completion Program

**LGMC 410 Business Logistics System Analysis**

The topics covered in the course are logistics relationships and third party logistics, supply chain finance, performance management, transportation management, network design, global logistics, and warehousing management. Upon successful completion of this course, students will be able to understand the overall logistics system and interrelated functional areas, develop analytical and problem-solving skills necessary for a variety of logistical problems, and learn leading-edge logistics strategies. **Prerequisite:** Acceptance into the Logistics Management Accelerated Degree Completion Program

**LGMC 420 Transportation Economics and Legal Issues**

This is a course on both economics and transportation. The main emphasis is on demonstrating the application of economic theory and methods of analysis to understand the transportation sector in a modern economy, as well as its influence on economic and social well-being, e.g., legal concerns. **Prerequisite:** Acceptance into the Logistics Management Accelerated Degree Completion Program

**LGMC 430 Global Logistics Management**

Topics covered in the course are government’s role in global logistics; the global logistics environment; ocean and air transportation; transportation to Canada and Mexico; intermediaries; documentation; insurance; exporting and importing. **Prerequisite:** Acceptance into the Logistics Management Accelerated Degree Completion Program

**LGMC 440 Current Issues in Transportation Logistics**

This course will use a combination of readings, Internet searches, lectures, and guest speakers to explore relevant concepts, choices, and strategies to design and redesign business processes that are transaction-intensive, frequently inter-organizational in nature, and highly dependent on information flow. **Prerequisite:** Acceptance into the Logistics Management Accelerated Degree Completion Program

**LGMC 450 Capstone Presentation**

Students will demonstrate competency as a manager in the professional field of Logistics by conducting an analysis of a topic related to the Logistics career. Using the results of this analysis students will then prepare a professionally written report and oral presentation of their findings. **Prerequisite:** Acceptance into the Logistics Management Accelerated Degree Completion Program
LONG TERM CARE ADMINISTRATION
College of Professional Studies (Accelerated Program)

The Bachelor of Science in Long Term Care Administration accelerated degree completion program prepares students as leaders and culture change advocates throughout the long term care continuum. This program is offered in-class and online.

Long Term Care Administration (BS)

(127 credit hours – See Degree Requirements page 41)

Long Term Care Administration
Major Requirements (36 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTCA 300</td>
<td>Using Information Technology in Long Term Care</td>
</tr>
<tr>
<td>LTCA 310</td>
<td>Organization and Delivery Systems in Long Term Care</td>
</tr>
<tr>
<td>LTCA 320</td>
<td>Leadership in Long Term Care</td>
</tr>
<tr>
<td>LTCA 330</td>
<td>Marketing and Public Relations in Long Term Care</td>
</tr>
<tr>
<td>LTCA 340</td>
<td>Human Resource Management in Long Term Care</td>
</tr>
<tr>
<td>LTCA 350</td>
<td>Principles of Quality Resident Care</td>
</tr>
<tr>
<td>LTCA 400</td>
<td>Quality of Life and Psychosocial Aspects in Long Term Care</td>
</tr>
<tr>
<td>LTCA 410</td>
<td>Medicare/Medicaid Concepts in Long Term Care</td>
</tr>
<tr>
<td>LTCA 420</td>
<td>Capstone Project</td>
</tr>
<tr>
<td>LTCA 430</td>
<td>Long Term Care Financial Management</td>
</tr>
<tr>
<td>LTCA 440</td>
<td>Physical Environment Compliance and Design</td>
</tr>
<tr>
<td>LTCA 450</td>
<td>Long Term Care Survey Process</td>
</tr>
</tbody>
</table>

Courses

Unless noted, all courses are 3 credit hours.

LTCA 300 Using Information Technology in Long Term Care
This course provides students with the knowledge and skills needed to efficiently and effectively use information technology for recording and accessing key information needed in long term care delivery. Use of word processing software, spreadsheets, presentation software, and Internet usage are addressed. Prerequisite: Acceptance into the Long Term Care Administration Accelerated Degree Completion Program

LTCA 310 Organization and Delivery Systems in Long Term Care
This course presents an overview of the long term care continuum. Interaction between and among levels of the continuum will be examined. Communication processes, including interpersonal, small group, diversity, organizational, and the external public, will be studied. Prerequisite: Acceptance into the Long Term Care Administration Accelerated Degree Completion Program

LTCA 320 Leadership in Long Term Care
This course emphasizes the importance of establishing an empowering work culture. Students will learn leadership principles and skills which promote effective team deployment necessary for long term care leaders. Students will develop insight into the importance of a systems approach to the management of organizational change. Prerequisite: Acceptance into the Long Term Care Administration Accelerated Degree Completion Program

LTCA 330 Marketing and Public Relations in Long Term Care
This course will examine various marketing and public relations techniques to promote resident and family satisfaction with quality of care and create a positive public image in the community. Prerequisite: Acceptance into the Long Term Care Administration Accelerated Degree Completion Program

LTCA 340 Human Resource Management in Long Term Care
This course addresses human resource issues and methods in the areas of development, implementation, recruitment, evaluation, and retention of employees to provide quality resident care and services. Documentation and ethics will be emphasized as it relates to employment in long term care. Prerequisite: Acceptance into the Long Term Care Administration Accelerated Degree Completion Program

LTCA 350 Principles of Quality Resident Care
In this course, students will gain insight to the physiological and nutritional needs of the aged. Basic medical terminology and specialty medical services will be explored. Confidentiality, ethics, and safeguarding the clinical record will be studied. Prerequisite: Acceptance into the Long Term Care Administration Accelerated Degree Completion Program

LTCA 400 Quality of Life and Psychosocial Aspects in Long Term Care
This course will focus on various topics addressing the psychological aspects of the aging process. Exploration of residents rights, advanced directives, chemical and physical restraints, death, dying and the grieving process, and interpersonal communication will be covered. Prerequisite: Acceptance into the Long Term Care Administration Accelerated Degree Completion Program

LTCA 410 Medicare/Medicaid Concepts in Long Term Care
This course addresses the differences between the Medicare and Medicaid programs and discusses how each affects individuals receiving these services. Compliance rules for both programs will be discussed, as well as key principles for managing both programs. Prerequisite: Acceptance into the Long Term Care Administration Accelerated Degree Completion Program

LTCA 420 Capstone Project
Students will develop a project based on one subject or a combination of subjects from the program. The focus of the project is to allow students to investigate areas of personal and professional interest through a project of their own design as agreed upon with the instructor. This project can include research on administrator in training (AIT) program requirements. Prerequisite: Acceptance into the Long Term Care Administration Accelerated Degree Completion Program

LTCA 430 Long Term Care Financial Management
This course is designed to give students a basic introduction to the financial operation, planning, and budgeting of a long term care facility. Basics of accounting principles, payroll, accounts payable and receivable will be addressed. Students will learn revenue sources, purchasing, inventory controls, how to forecast revenues and expenses, and how to evaluate budget variance. Prerequisite: Acceptance into the Long Term Care Administration Accelerated Degree Completion Program

LTCA 440 Physical Environment Compliance and Design
This course is designed to ensure that systems are in place for maintaining and improving buildings, grounds and equipment for long term care facilities. Adherence to the applicable federal standards and regulations will be evaluated. Establishment of a home like environment for residents and their families will be emphasized. Prerequisite: Acceptance into the Long Term Care Administration Accelerated Degree Completion Program

LTCA 450 Long Term Care Survey Process
This course will examine the Long Term Care Survey Process. Students will learn the rules and regulations necessary for survey compliance, how to conduct administrative review of survey outcomes, and how to develop appropriate responses for the plan of correction. Prerequisite: Acceptance into the Long Term Care Administration Accelerated Degree Completion Program
This program is offered in the accelerated, cohort-based format. This program provides students a comprehensive background in the skills, methods, and theories that undergird all effective management. The program is offered in-class and online.

Management (BS) 🏩

(127 credit hours – See Degree Requirements page 41)

Management Major Requirements (36 credit hours)

MGTC 303 Introduction to Research
MGTC 312 Human Resource Management
MGTC 340 Developing Management Skills
MGTC 350 Essentials of Management
MGTC 360 Introduction to Statistics
MGTC 410 Fiscal Management
MGTC 411 Strategic Management
MGTC 420 Essentials of Marketing
MGTC 430 Organizational Behavior
MGTC 450 Legal and Ethical Issues in Management
MGTC 461 Capstone Presentation
MGTC 480 Managerial Economics

Courses

Unless noted, all courses are 3 credit hours.

MGTC 303 Introduction to Research 🏩
The ability to research, synthesize, and write clearly is an essential management task. The purpose of this course is to enable students to select a topic for a professional project, do scholarly research, and write a paper. This represents a capstone to all the coursework in the Management major. Students learn how to conduct both online- and library-based research, and to organize, develop, and edit a proposal to complete the professional project during the program. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 312 Human Resource Management 🏩
Exposes students to issues affecting the management of human resources, including basic legal concepts governing human resource management and fundamental practices such as job analysis, writing a job description, and defining job specifications. In addition, the course covers diversity management, training and development testing, selection, and compensation. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 340 Developing Management Skills 🏩
Designed to be an introduction to the role of the manager and to allow students to focus on their own careers and what it takes in terms of management skills to meet their career goals. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 350 Essentials of Management 🏩
Studies the process of achieving desired results through efficient utilization of human and material resources. This is an introductory course designed as an overview of the theory and practice of management. The concept of management is presented as a discipline as well as a process, covering the basic functions of management: planning, organizing, leading, and controlling, as well as the developing issues of teams, empowerment, and change management. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 360 Introduction to Statistics 🏩
The research process and analysis of data. In-depth study of statistical methods and processes as a basis for logical business decision making. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 410 Fiscal Management 🏩
A study of the “dollars and cents” language of business. Students learn how to compute financial actions and conduct a financial analysis of a company, as well as read and interpret balance sheets, financial statements, and annual reports. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 411 Strategic Management 🏩
Effective application of strategic planning in organizations and the role of the manager. Students do case analysis of business in a variety of industries in order to understand similarities and differences in companies across industries. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 420 Essentials of Marketing 🏩
Covers skills and techniques associated with sale of products and services. Topics include market segmentation and targeting, product positioning, advertising and promotion, quality, and distribution. Students develop marketing plans and complete case studies to enhance their understanding of marketing. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 430 Organizational Behavior 🏩
An experiential approach to learning about the essentials of organizational behavior. Examines (1) the individual in organizations; (2) the skill-building needed to develop effective work relationships and teams; (3) the skills needed for leadership and the critical leadership functions in the managerial role, including creating, maintaining, and changing organizational culture, decision-making, power and influence, coaching, empowerment, and performance appraisals; and (4) the management of effective organizations. During this course, students learn group facilitation. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 450 Legal and Ethical Issues in Management 🏩
Examines management’s responsibility to customers, employees, and society at large, and how successful managers maintain awareness of key issues in business legislation, regulation, and ethical standards. Also examined are EEO/AA, staffing, training and development, labor unions, consumer protection and environmental issues, planning, presenting, and developing an executive report. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 461 Capstone Presentation 🏴
Students present an integrated summary of course topics via an oral and written capstone project presentation. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 480 Managerial Economics 🏴
Develops an understanding of the fundamental principles of economics and how they influence the science of management. Students review industry as an economic entity. The course examines how markets, organizations, ownership, structure, and control in business influence the global economy. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MANAGEMENT OF HEALTH INFORMATICS

College of Professional Studies (Accelerated Program)

The mission this program is to prepare confident, innovative, and contributing professionals in the Health Informatics field. The program will equip the student with the information resources, technologies, and skills necessary to create self-directed learners and managers.
Management of Health Informatics (BS)

(127 credit hours – See Degree Requirements page 41)

Management of Health Informatics
Major Requirements (36 credit hours)

MGHI 310 Management Tools in Health Informatics
MGHI 320 Health Services Organization & Delivery
MGHI 330 Health Data Management
MGHI 340 Management of Health Informatics Infrastructure
MGHI 350 Clinical Informatics Management
MGHI 360 Quality in EHR Migration
MGHI 410 Strategic EHR Planning
MGHI 420 Management of Systems Analysis & Design
MGHI 430 Ethical, Legal & Social Issues
MGHI 440 Financial & Resource Management
MGHI 450 Synthesis of Health Informatics
MGHI 460 Capstone Project

Courses

All courses are 3 credit hours.

MGHI 310 Management Tools in Health Informatics
This course provides students a working knowledge in organizational behavior, team management, negotiation techniques, problem solving and decision methodology, and communication skills. Prerequisite: Acceptance into the Management of Health Informatics Accelerated Degree Completion Program

MGHI 320 Health Service Organization & Delivery
This course introduces students to how information is delivered between internal and external customers. Topics include NHII, CMS, standardization, governance, and HIPAA. It addresses the roles that healthcare organizations play such as AHIMA, HMSS, WEDI, SNIP play in driving evolving technology. Prerequisite: Acceptance into the Management of Health Informatics Accelerated Degree Completion Program

MGHI 330 Health Data Management
This course provides an overview of Data Infrastructure through databases, data repositories, data quality management. Topics addressed include controlled vocabularies, standards, terminology, nomenclature, classification and code sets. Databases studied include ICD-9-CM, ICD-10, HCPCS, SNOMED, LOINC, UMLS, OASIS, HEVS, ORYX, PCDS, and MDS. Prerequisite: Acceptance into the Management of Health Informatics Accelerated Degree Completion Program

MGHI 340 Management of Health Informatics Infrastructure
An overview of EHR system architecture through analysis of hardware, storage, topologies, and networking configuration, components, and protocols are addressed. Also included is a look at ANSI, X12, XML, HL7 and emerging technologies.

MGHI 350 Clinical Informatics Management
This course addresses EHR functional requirements through a look at interoperability, imaging, voice recognition, storage, data display, data capture, clinical decision support systems. Information on CPOE, care plans, clinical guidelines, and protocol will also be introduced. Prerequisite: Acceptance into the Management of Health Informatics Accelerated Degree Completion Program

MGHI 360 Quality in EHR Migration
This course addresses the EHR pathway through various quality methodologies. The quality concepts of Six Sigma, Balanced Scorecard, and performance improvement are addressed as well as governmental influenced by both federal and local agencies such as AHRQ, and QIO’s. Prerequisite: Acceptance into the Management of Health Informatics Accelerated Degree Completion Program

MGHI 410 Strategic EHR Planning
Emphasizing the importance of strategic planning, this course will determine EHR interest, critical success factors, functional technical and implementation strategies in different healthcare settings. Process assessment, work flow design, focus on change, data flow diagrams, and charts are addressed. Prerequisite: Acceptance into the Management of Health Informatics Accelerated Degree Completion Program

MGHI 420 Management of Systems Analysis & Design
Identified in this course will be the skills required to complete a system analysis. Through integration of ancillary and clinical processes the flow of information throughout the healthcare facility will be addressed. A needs analysis will be completed through a focus on appropriate use of firewalls, interfaces, process mapping, flow chart diagramming, alternative options, and ongoing maintenance to allow for efficient decision-making by the organization. Prerequisite: Acceptance into the Management of Health Informatics Accelerated Degree Completion Program

MGHI 430 Ethical, Legal & Social Issues
Basic ethical, legal and social issues in EHR implementation and maintenance will be addressed. Application of HIPAA Security & Privacy standards, as well as other federal mandates will be utilized. Prerequisite: Acceptance into the Management of Health Informatics Accelerated Degree Completion Program

MGHI 440 Financial & Resource Management
This course addresses impact analysis, new initiative, benefits data, cost-benefit analysis. Topics of focus will be ROI modeling, sources of funding, EHR selection, origination of an RFP and applied methods utilized in contract vendor negotiations. Prerequisite: Acceptance into the Management of Health Informatics Accelerated Degree Completion Program

MGHI 450 Synthesis of Health Informatics
This course examines the critical role of leaders in healthcare organizations play when dealing with the ever changing roles of electronic health data. Scientific writing for professional publication is addressed. Other emerging topics in health informatics not already addressed in other courses, will be highlighted. Prerequisite: Acceptance into the Management of Health Informatics Accelerated Degree Completion Program

MGHI 460 Capstone Project
This course focuses on the effective development of a Capstone Research Project. It primarily consists of the development of the evaluation and assessment of an organizational issue within a selected facility. The final document should be based on an actual healthcare facility, preferably the students’ own organization, and its provision of service excellence. The study should incorporate the topics discussed during the program using an integrated approach. Prerequisite: Acceptance into the Management of Health Informatics Accelerated Degree Completion Program

Management of Human Resources
College of Professional Studies
(Accelerated Program)

This program is offered in the accelerated, cohort-based format and covers the methods and practices of the human resource management professional. Coursework emphasizes the mastery of knowledge and skills associated with human resource planning and analysis, Equal Employment Opportunity compliance; staffing; human resource development, compensation; benefits; and employee and labor/management relations. This program prepares students for the Professional in Human Resource (PHR) Certification examination. The program is offered in-class and online.
Management of Human Resources (BS)  
(127 credit hours – See Degree Requirements page 41)

Management of Human Resources  
Major Requirements (36 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHRC 310</td>
<td>Assessing, Evaluating, and Documenting Information in a Virtual Environment</td>
</tr>
<tr>
<td>MHRC 320</td>
<td>Human Resource Management in the New Millennium</td>
</tr>
<tr>
<td>MHRC 330</td>
<td>Recruitment, Selection, and Placement of Human Resources</td>
</tr>
<tr>
<td>MHRC 340</td>
<td>Organizational Behavior and Communication</td>
</tr>
<tr>
<td>MHRC 350</td>
<td>Fundamentals of Human Resource Management</td>
</tr>
<tr>
<td>MHRC 360</td>
<td>Health, Safety, and Security in the Workplace</td>
</tr>
<tr>
<td>MHRC 410</td>
<td>Employee and Labor Relations</td>
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<tr>
<td>MHRC 430</td>
<td>Statistics for Human Resource Managers</td>
</tr>
<tr>
<td>MHRC 440</td>
<td>Compensation Administration</td>
</tr>
<tr>
<td>MHRC 450</td>
<td>Benefits Administration</td>
</tr>
<tr>
<td>MHRC 481</td>
<td>Training and Development of Human Resources</td>
</tr>
<tr>
<td>MHRC 490</td>
<td>Capstone Project</td>
</tr>
</tbody>
</table>

Courses  
All courses are 3 credit hours.

**MHRC 310 Assessing, Evaluating, and Documenting Information in a Virtual Environment**  
This course introduces students to electronic and manual retrieval of information critical to human resource professionals and provides students with parameters for evaluating the accuracy and usefulness of such information in making human resource decisions. Further, the course establishes the guidelines for scholarly discourse throughout the remainder of the program. **Prerequisite:** Acceptance into the Management of Human Resources Accelerated Degree Completion Program

**MHRC 320 Human Resource Management in the New Millennium**  
This course will address contemporary issues in the management of human resources. Such issues will include, but not be limited to: (a) the changing nature of human resource management, (b) strategic human resource planning, (c) the new work contract, and (d) international HR management. **Prerequisite:** Acceptance into the Management of Human Resources Accelerated Degree Completion Program

**MHRC 330 Recruitment, Selection, and Placement of Human Resources**  
This course addresses critical issues in the selection and placement of human resources. Concepts addressed include, but are not limited to, legal and regulatory factors affecting selection and placement of human resources, recruiting practices, selection practices, and equal employment opportunity/affirmative action practices. **Prerequisite:** Acceptance into the Management of Human Resources Accelerated Degree Completion Program

**MHRC 340 Organizational Behavior and Communication**  
This course analyzes the dynamics of interpersonal behavior and communication within an organization. The focus is on applying organizational behavior and communication theories to individual and group situations from a Human Resource perspective. **Prerequisite:** Acceptance into the Management of Human Resources Accelerated Degree Completion Program.

**MHRC 350 Fundamentals of Human Resource Management**  
This course addresses the critical concepts related to personnel administration. Concepts addressed include, but are not limited to: influence of the law on personnel functions, law and the personnel function, job analysis, job description, job specifications, and job evaluation. **Prerequisite:** Acceptance into the Management of Human Resources Accelerated Degree Completion Program

**MHRC 360 Health, Safety, and Security in the Workplace**  
This course focuses on crucial issues surrounding the health and safety of employees. Concepts addressed include, but are not limited to: legal and regulatory factors affecting employee health, safety and security, employer practices to guarantee employee health, employer practices to guarantee employee safety, and practices to ensure employee security. **Prerequisite:** Acceptance into the Management of Human Resources Accelerated Degree Completion Program

**MHRC 410 Employee and Labor Relations**  
This course addresses critical concepts involved with employee and labor relations. Concepts addressed include, but are not limited to legal and regulatory factors affecting employee rights and discipline, performance management, legal and regulatory factors affecting employee and labor relations, unfair labor practices, collective bargaining practices, grievance management. **Prerequisite:** Acceptance into the Management of Human Resources Accelerated Degree Completion Program

**MHRC 430 Statistics for Human Resource Managers**  
This course addresses the basics of descriptive statistics and its use in human resource management. Concepts addressed will include, but not be limited to: generation of samples, measurement, description of distributions, and relationships. **Prerequisite:** Acceptance into the Management of Human Resources Accelerated Degree Completion Program

**MHRC 440 Compensation Administration**  
This course addresses critical concepts involved with development and administration of compensation and benefits. Concepts addressed include, but are not limited to: (a) legal and regulatory factors affecting compensation strategies, (b) types, characteristics, and advantages of compensation strategies, (c) the strategic nature of compensation strategies, and (d) performance management. **Prerequisite:** Acceptance into the Management of Human Resources Accelerated Degree Completion Program

**MHRC 450 Benefits Administration**  
This course addresses critical concepts involved with development and administration of compensation and benefits. Concepts addressed include, but are not limited to: (a) strategic nature of benefits, determining benefits, (b) legally required benefits, (c) retirement benefits, (d) medical and medically related benefits, (d) benefits and the contingent worker, and (e) administering a benefits program. **Prerequisite:** Acceptance into the Management of Human Resources Accelerated Degree Completion Program

**MHRC 481 Training and Development of Human Resources**  
This course looks at training and development as avenues to strategic competitive advantage. Concepts addressed include, but are not limited to legal and regulatory factors affecting training, training needs analysis, training, and development practices, and evaluation of training and development programs. **Prerequisite:** Acceptance into the Management of Human Resources Accelerated Degree Completion Program

**MHRC 490 Capstone Project**  
This course is designed to incorporate all aspects of Human Resource Management into strategic career planning for Human Resource Professionals. Students will conduct in-depth research of the Human Resource field as well as prepare material designed to aid them in their careers. **Prerequisite:** Acceptance into the Management of Human Resources Accelerated Degree Completion Program
MARKETING MANAGEMENT

College of Professional Studies
(Accelerated Program)

This program in the accelerated, cohort based format emphasizes the techniques and methods of managing and planning for marketing. Students proceed through the curriculum in a planned sequence that culminates with the development of a marketing plan. The program focuses on proven practices and application of theory covering research, the nature of consumers, sales management, advertising, quality management, law and ethics in the marketing environment. This program is offered in-class and online.

Marketing Management (BS)

(127 credit hours – See Degree Requirements page 41)

Marketing Management Major
Requirements (36 credit hours)

MKMC 311 Management Skills
MKMC 325 Basic Principles of Marketing
MKMC 333 Market and Strategic Plans
MKMC 342 Market Research
MKMC 350 Consumer Behavior
MKMC 370 Advertising, Promotions, and Communications
MKMC 419 Sales and Distribution Management
MKMC 435 Finance for Marketing
MKMC 441 Operations and Quality Management
MKMC 452 Public Relations
MKMC 461 Marketing Law and Ethics
MKMC 475 Marketing Management Capstone Presentation

Courses

All courses are 3 credit hours.

MKMC 311 Management Skills

This course analyzes principles of effective management, time, stress, and goal-setting, and explores communications skills required by today’s manager. Topics covered include self-awareness, interpersonal skills, effective communication, conflict resolution, time and stress management, and active listening. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program

MKMC 325 Basic Principles of Marketing

This course discusses and explores the market that the organization utilizing market segmentation, targeting, development of marketing strategy to include positioning, advertising, product, promotion, pricing, distribution decisions, and ethical considerations that face the marketing manager of the organization. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program

MKMC 333 Market and Strategic Plans

The course examines how the marketing plan complements a corporate strategic plan. This class examines the essentials of developing a marketing plan, which include the marketplace environment, including competitors, politics, law, regulations, business conditions, state of technology, forecast demand, social, cultural, and demographic characteristics of the market and company. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program

MKMC 342 Market Research

This class presents principles and methods of research design, analysis, market research techniques, forecasting, trend analysis, and development of research projects with special emphasis placed on designing and implementing valid research instruments and processes for gathering data. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program

MKMC 350 Consumer Behavior

This class focuses on factors influencing customer behavior buying habits, attitude formation, attitude change, analyzing consumer markets, organizational markets, and related ethical issues. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program

MKMC 370 Advertising, Promotions, and Communications

The class overviews the role of advertisements, promotions, and integrated communications in the marketplace. The students analyze the communications process that integrates programs into the goals of the organization. Special emphasis includes the promotional mix and measurement tools. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program

MKMC 419 Sales and Distribution Management

This course examines the function of the sales and distribution process through the managerial perspective. The course reviews sales management, staffing and recruiting, compensation, sales leadership, performance evaluation, and the function of sales in an organization. Special emphasis includes using sales and distribution to obtain a competitive advantage. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program

MKMC 435 Finance for Marketing

This course provides students with general knowledge of the principles, as well as relationships, among corporate finance cost accounting, managerial accounting, pricing decisions, and market positioning. It explores the universal function of finance and accounting that all businesses and organizations must perform. The course focuses on a broad review of the fundamentals used by managers to support decision-making within their own organizations. The course flows and emphasizes familiarizing students with financial management, budgeting, financial statement reading and preparation, forecasting, and working capital management. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program

MKMC 441 Operations and Quality Management

The course provides an introduction into operations management within service and manufacturing corporations. Topics discussed include product, service, and process design, planning, scheduling, quality management, inventory control methods, capacity planning, layout strategy, location strategies, global environments, project management, and productivity improvement. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program

MKMC 452 Public Relations

This course examines the field of public relations as it relates to marketing management and the integrated marketing plan. Topics include: the history of public relations, the communications process, publicity, media relations and selection, promotion, community relations, and ethics. Students analyze theories, strategies, and tactics involved in researching, planning, scheduling, implementing and measuring programs designed to influence public opinion. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program

MKMC 461 Marketing Law and Ethics

This course examines current legal and ethical issues affecting the marketing functions. The course will examine the interrelationships among business, government, and society. Coverage includes legal terminology, overview of marketing legal issues, social responsibility, and government regulations. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program

MKMC 475 Marketing Management Capstone Presentation

This course is used for the presentation of the results of the students’ major research project. Marketing plans and case studies are presented to colleagues via PowerPoint® presentation and the Capstone Project is submitted for final evaluation. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program
ORGANIZATIONAL
SYSTEMS MANAGEMENT

College of Professional Studies
(Accelerated Program)

This interdisciplinary degree provides the knowledge and skills necessary for a broad range of organizational supervisory positions rather than a single particular career. Students will understand and participate as an improved manager in his/her organization. Students will learn management approaches that enable them to perceive, assess, and make competent decisions in organizational situations. The program is available to students who have completed 12-24 credit hours in another accelerated cohort program.

Organizational Systems Management (BS) (127 credit hours – See Degree Requirements page 41)

Organizational Systems Management Major Requirements (36 credit hours)

Required Core Courses (18 credit hours)
- OSMG 300 Introduction to Research
- OSMG 310 Management Fundamentals
- OSMG 320 Organizational Behavior
- OSMG 400 Introduction to Statistical and Numerical Methods
- OSMG 420 Information Management
- OSMG 450 Capstone Presentation

Elective Courses (18 credit hours)
- OSMG 330 Financial Management
- OSMG 340 Marketing Essentials
- OSMG 350 Managerial Economics
- OSMG 410 Project Management
- OSMG 430 Applied Business Ethics
- OSMG 440 Strategic Thinking

Courses
All courses are 3 credit hours.

OSMG 300 Introduction To Research
- This course will facilitate students in their development of research and planning methods by conducting an analysis of a topic germane to the student’s professional interests. The methodology for research and planning will be explored and utilized to develop a proposal for the Capstone Presentation. Prerequisite: Acceptance into the Organizational Systems Management Accelerated Degree Completion Program

OSMG 310 Management Fundamentals
- This course assists students in analyzing personal strengths and areas for improvement with respect to self-awareness and principles of effective management. The course also examines time and stress management, communication skills, and conflict resolution. Prerequisite: Acceptance into the Organizational Systems Management Accelerated Degree Completion Program

OSMG 320 Organizational Behavior
- This course presents, explores and develops the skills necessary for effective management of any organization in today’s complex environment, including a review of the principles of planning, organizing, staffing, controlling, and directing, with particular emphasis on the issues of ethics, motivation, leadership, and group dynamics. Prerequisite: Acceptance into the Organizational Systems Management Accelerated Degree Completion Program

OSMG 330 Financial Management
- Students will explore fundamental elements of finance and accounting used by managers to support long- and short-term decisions. Tools necessary for planning and performance analysis will be investigated. Prerequisite: Acceptance into the Organizational Systems Management Accelerated Degree Completion Program

OSMG 340 Marketing Essentials
- This course focuses on basic market principles, concepts, and terminology associated with the marketing of products. Topics include market segmentation, targeting, product positioning, advertising and promotion. Students develop marketing plans and complete case studies to enhance their understanding of the role of consumers in developing effective marketing campaigns. Prerequisite: Acceptance into the Organizational Systems Management Accelerated Degree Completion Program

OSMG 350 Managerial Economics
- This course will provide students with an understanding of the fundamental principles of economics and how economics influences the science of management. This course examines how markets, organizations, ownership, structure, and control in business influence the global economy. Prerequisite: Acceptance into the Organizational Systems Management Accelerated Degree Completion Program

OSMG 400 Introduction to Statistical and Numerical Methods
- This course presents and explores the concepts and methodology required to conduct research and analysis. The research process and an overview of various statistical methods will be presented as the basis for making logical business decisions. Prerequisite: Acceptance into the Organizational Systems Management Accelerated Degree Completion Program

OSMG 410 Project Management
- This course examines current trends in project management. Cost analysis and time structures are examined, focusing on issues that arise during project planning and implementation. Limited resources, critical time constraints, project selection, management, organization, planning, conflict and negotiation, budgeting, scheduling, control of the project and termination of the project will be examined. Prerequisite: Acceptance into the Organizational Systems Management Accelerated Degree Completion Program

OSMG 420 Information Management
- Includes an overview of the role and function of information in organizations. Organizational environment and its influence on internal and external information management methodologies will be explored. An emphasis will be placed on transforming data into knowledge and how that knowledge should be shared to support business operations. Prerequisite: Acceptance into the Organizational Systems Management Accelerated Degree Completion Program

OSMG 430 Applied Business Ethics
- In this course, students develop a foundation in ethical principles and are challenged to assess their own principles by evaluating the human, ethical, and legal considerations of various business scenarios. Emphasis is on ethical approaches to problem solving, communication, managing people, and privacy and accuracy of information. Prerequisite: Acceptance into the Organizational Systems Management Accelerated Degree Completion Program

OSMG 440 Strategic Thinking
- Strategy requires an individual to look to the future, use creative thought, and be flexible in decision-making. This course will expose students to methods and tools within the context of strategic thinking and can help organizations create their future, thrive, manage change, and improve performance and productivity. Prerequisite: Acceptance into the Organizational Systems Management Accelerated Degree Completion Program

OSMG 450 Capstone Presentation
- Students will demonstrate competency by conducting an analysis of a topic related to their year of study. Using the results of this analysis, students will then prepare a professionally written report and oral presentation of their findings. Prerequisite: Acceptance into the Organizational Systems Management Accelerated Degree Completion Program
SECURITY MANAGEMENT
College of Professional Studies
(Accelerated Program)

The Security Management program is offered in the accelerated, cohort-based format, concentrating on managing the challenging set of issues and situations faced by individuals working in private and industrial security. The program is designed for individuals working in the security industry and presents a focused set of managerial techniques, theories, and methods applicable to the professional in the field. The program is offered in-class and online.

Security Management (BS)  
(127 credit hours – See Degree Requirements page 41)

Security Management Major
Requirements (36 credit hours)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>SMGT 301</td>
<td>Introduction to Security Management</td>
</tr>
<tr>
<td>SMGT 306</td>
<td>Risk Analysis and Security Surveys</td>
</tr>
<tr>
<td>SMGT 312</td>
<td>Physical Security Methods</td>
</tr>
<tr>
<td>SMGT 317</td>
<td>Security Administration and Management</td>
</tr>
<tr>
<td>SMGT 323</td>
<td>Legal and Ethical Aspects of Security</td>
</tr>
<tr>
<td>SMGT 328</td>
<td>Maintaining Security of Information</td>
</tr>
<tr>
<td>SMGT 402</td>
<td>Fundamentals of Homeland Security</td>
</tr>
<tr>
<td>SMGT 407</td>
<td>Effective Security Investigations</td>
</tr>
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<td>SMGT 413</td>
<td>Threats of Terrorism</td>
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<td>SMGT 418</td>
<td>Contemporary Issues in Security Management</td>
</tr>
<tr>
<td>SMGT 424</td>
<td>Principles and Practices of Effective Emergency Planning</td>
</tr>
<tr>
<td>SMGT 429</td>
<td>Security Management Capstone Project</td>
</tr>
</tbody>
</table>

Courses
All courses are 3 credit hours.

SMGT 301 Introduction to Security Management  
This course includes an overview of the responsibilities of individuals engaged in private and public security. It focuses on the latest trends, concerns, and issues in the security industry today. This includes, but not limited to, security function, fundamentals of defense, and specific threat analysis. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 306 Risk Analysis and Security Surveys  
This course reveals how to identify an organization’s vulnerabilities and threats, as well as how to measure the effectiveness of security programs. It examines surveys, audits, questionnaires, and procedural guidelines that are utilized by security professionals to aid in countering risks. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 312 Physical Security Methods  
Effective physical security is founded on a comprehensive assessment of threats followed by the implementation of a layered system of physical and electronic protection. Topics include designing security, security surveys, Crime Prevention Through Environmental Design (CPTED), barriers, locks, security lighting, alarms, entry control, Closed Circuit Television (CCTV) and digital recording systems, and contraband detection. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 317 Security Administration and Management  
This course will merge the latest concepts from social sciences and business literature into the field of security management. Topics include specific aspects of effective and efficient operations administration, ranging from leadership, supervision to recruitment and selection of employees, training, performance appraisal, and other issues including labor relations and the future of the private security industry. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 323 Legal and Ethical Aspects of Security  
This course provides a comprehensive focus on the legal and ethical dilemmas faced by security professionals. Historical foundations of private security, regulation, licensing, and education and training are reviewed. Students will examine the civil liability that security officers, corporations, partnerships, and individually owned businesses are exposed to while protecting life, facilities and property. The law of arrest, search and seizure, detention, surveillance and legal consequences are some of the areas explored. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 328 Maintaining Security of Information and Information Systems  
This course provides knowledge of how to successfully defend and protect today's valuable resources – information and information systems. It offers a systematic and practical approach for establishing, managing and operating a comprehensive information assurance program. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 402 Fundamentals of Homeland Security  
This course concentrates on an interdisciplinary group of topics associated with homeland security. Areas of coverage include critical infrastructure protection, weapons of mass destruction planning and response, national security, and public management. This course also examines issues and challenges between government agencies and private entities. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 407 Effective Security Investigations  
The course provides practical and theoretical fundamentals for security practitioners that are confronted by public and private sector investigative challenges. How to develop an investigation plan, take effective and accurate field notes, conduct an interview, perform surveillance, and prepare a professional report are examined. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 413 Threats of Terrorism  
The course covers both international and domestic terrorism, as well as domestic extremist groups in the United States. Topics include a brief historical review of terror and effective terrorism countermeasures. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 418 Contemporary Issues in Security Management  
This course offers an examination of contemporary issues in security management. The course will concentrate on such topical issues as workplace violence, measuring security operational performance, personnel security, security guidelines/standards, industrial/economic espionage and crime prevention. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 424 Principles and Practices of Effective Emergency Planning  
This course focuses on the development and execution of an effective emergency management plan to sustain business continuity during a natural or man-made disaster. Topics include threat assessment, risk analysis, plan formulation, training, coordinating with support agencies and the actual overall management of the disaster. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 429 Security Management Capstone Project  
This course requires students to present a comprehensive security protection plan for an actual organization that draws on the relevant components of previous coursework. The presentation must include an executive summary, a detailed organizational security analysis, a conclusion and recommendations. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program
Undergraduate Programs

COMPUTER AND INFORMATION TECHNOLOGY

BUSINESS INFORMATION SYSTEMS

College of Professional Studies
(Accelerated Program)

This program is offered in the accelerated, cohort-based format. The Business Information Systems program prepares students, who do not have computer technology degrees or coursework, for project management, management within Information Technology, and positions within industries with technical applications. The degree focuses on the broad concepts of information systems within business today. Focus will be on providing the student a foundation of technology, as well as emerging concepts such as the internet, telecommunications, and networks used in business applications.

Business Information Systems (BS) 🎓

(127 credit hours – See Degree Requirements page 41)

Business Information Systems

Major Requirements (36 credit hours)

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Courses

Unless noted, all courses are 3 credit hours.

BISC 303 Fundamentals of Systems Theory
This course examines open and closed systems within the context of several environmental models. Specifically, information systems, global systems, and common business systems will be examined. Additionally, communication, behavioral, and change systems will be examined. Prerequisite: Acceptance into the Business Information Systems Accelerated Degree Completion Program

BISC 306 Computer Essentials
This course provides a common foundation for current technology. It presents computers, systems, and technology that are currently available in the business community. Computer Essentials looks at the history of computers to the current state and emphasizes building a foundation of knowledge of basic computer technology. Prerequisite: Acceptance into the Business Information Systems Accelerated Degree Completion Program

BISC 312 Systems Analysis and Design
This course examines a six-phase problem-solving procedure for examining and improving information systems. The course emphasizes analysis, design, and implementation of systems. The design of a simple system is implemented, and current issues facing companies in the design and maintenance of systems will be explored. Prerequisite: Acceptance into the Business Information Systems Accelerated Degree Completion Program

BISC 321 Computer Networking
This course provides a complete introduction to telecommunications and data communications terminology, concepts, components and systems. Also included is the history of and recent developments in the telecommunications industry, its regulation and technologies, domestic and international practices, media, and devices. Detailed coverage is devoted to the ISO-OSI model as a framework for protocol analysis, as well as Local Area Networks, wireless communications and frame and cell relay transmission modes. An integral part of the course is the use of the internet as an information resource and platform for electronic commerce. Prerequisite: Acceptance into the Business Information Systems Accelerated Degree Completion Program

BISC 326 Introduction to Research
This course provides the knowledge and skills needed to conduct scholarly research for the development of a Capstone Project, which will be an ongoing project throughout the program and presented in the final course. Library resources, research methods, writing skills, and APA guidelines will be presented. Prerequisite: Acceptance into the Business Information Systems Accelerated Degree Completion Program

BISC 344 Structured Programming Logic
This course examines structured programming logic. Programming logic projects will be implemented using schema and implementation described in the text. Students will be expected to understand and document programming logic both for homework assignments and during classroom discussion. Students will be expected to discuss and explain the logic and constructs used. Prerequisite: Acceptance into the Business Information Systems Accelerated Degree Completion Program

BISC 403 Organizational Behavior
This course examines the issues of management styles and techniques as they relate to information technology workers. The effects of worker shortages and the current trends of technology employment will be looked at from a managerial view. Strategic management plans will be studied and implemented with regard to current technology issues. Prerequisite: Acceptance into the Business Information Systems Accelerated Degree Completion Program

BISC 432 Legal and Ethical Issues in Business Information Systems
This course examines human, ethical, and legal issues resulting from the current technological revolution, and stresses the role of ethics in effective leadership. Students will receive a foundation in ethical principles, and then be challenged to assess their own principles by evaluating the human, ethical, and legal considerations of various business scenarios covering topics such as privacy and accuracy of information, human vs. machine-centered design, and property rights to information. The course also covers the difficulties inherent in legislating the uses of information and technology. Prerequisite: Acceptance into the Business Information Systems Accelerated Degree Completion Program

BISC 445 Management of Information Systems
This course introduces and explores how accurate, timely, and instantaneous information retrieval is used to support all organizational activities. This course emphasizes various managerial support systems, such as transaction processing, structured decision support and knowledge systems. Prerequisite: Acceptance into the Business Information Systems Accelerated Degree Completion Program

BISC 454 Design Support Systems
This course explains the fundamentals of artificial intelligence and expert systems, and how these systems process data through logical programming. Prerequisite:
Acceptance into the Business Information Systems Accelerated Degree Completion Program

**BISC 460 Business Information Systems**

This course applies the concepts of the Systems Development Life Cycle to business information systems. Emphasis is placed on the need for information security, analysis, design, implementation, and information security program maintenance. **Prerequisite:** Acceptance into the Business Information Systems Accelerated Degree Completion Program

**BISC 470 Capstone Project**

This course applies the concepts of the Systems Development Life Cycle as it relates to business information systems. Emphasis is placed on the need for information security, analysis, design, implementation, and information security program maintenance. **Prerequisite:** Acceptance into the Business Information Systems Accelerated Degree Completion Program

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**COMPUTER INFORMATION SYSTEMS**

**College of Information Technology**

The Computer Information Systems Bachelor of Science Degree provides academic breadth and depth with an emphasis in the technology disciplines. The program provides the background and foundation knowledge to build academic excellence and vocational flexibility. This degree program prepares students for an information technology career and gives them a foundation to pursue graduate studies. There are three Majors available — Bachelor of Science in Computer Information Systems; Bachelor of Science in Information Technology; and Bachelor of Science in Gaming and Simulation. For each Major, students must complete the required CIS coursework and other requirements as listed below. We also offer four cohort programs that lead to a Bachelor of Science in Computer Information Systems (Business Information Systems Accelerated Degree Completion Program; CIS in Web Technologies; CIS in Software Development (a programming degree); CIS in Systems & Network Administration Program (a networking degree); and CIS in Business (a business degree with IT emphasis).

Students must complete all general catalog requirements for residence and upper-level credits. In addition, students must complete 36 credits in the major with at least 21 major credits in-residence to qualify for a CIS degree of any type.

**Certifications**

Bellevue University recognizes that certifications are an important part of your IT portfolio. They help validate your skills and demonstrate your desire to excel. At Bellevue University, certifications may substitute for lower level (100-200) courses if they follow the same curriculum and have similar objectives. Up to 16 hours of certification credits may be substituted for lower level courses or taken as electives towards the total credit hour requirement in the CIT degrees.

For the most up to date information or for questions, see our webpage at www.bellevue.edu or contact us at CISProgram_Info@bellevue.edu.

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**Computer Information Systems in Business (BS)**

(Cohort Program)

(127 credit hours — See Degree Requirements page 41)

The Computer Information Systems in Business (CITB) program is designed for students who possess an interest in the business applications of technology. This program provides a broad understanding of both business and technology and bridges the gap between both sides. Topics range from programming, databases, telecommunications, project management, and business accounting. Students become IT professionals through the intensive use of electronic tools and techniques, which reinforce business and technical concepts for immediate applicability in the real world.

The following degree is Servicemembers Opportunity College (SOC) Approved.

As a minimum, students must have 30 credit hours in upper-level courses, of which 12 credit hours are in the major, and 30 credit hours in-residence.

For the most up to date information or for questions, see our webpage at www.bellevue.edu or contact us at CISProgram_Info@bellevue.edu.
(CITB) Cohort Program Requirements

Courses taken outside the Cohort (9 credit hours)
- CIS 242 Introduction to Programming Using Java
- CIS 237 Elementary Web Scripting
- CIS 310 Information Systems

Courses taken within the Cohort (30 credit hours)
- CIS 305 Management and Design of Database Systems
- CIS 321 Structured Analysis and Design
- CIS 340A Business Telecommunications
- CIS 405 E-Commerce
- CIS 406 Information Security
- CIS 433 Information Technology Project Management
- CIS 468 IT Accounting

The Kirkpatrick Signature Series (see page 42 for details)

Recommended Electives
- MA 241 Inferential Statistics and Data Analysis
- BA 252 Principles of Marketing
- BA 265 Legal Environment of Business
- CIS 240 Introduction to UNIX
- CIS 436 Ethics for IT Professionals
- CIS 445 Introduction to Software Engineering

Software Development (BS) (Cohort Program)

(127 credit hours – See Degree Requirements page 41)

The Computer Information Systems – Software Development program is a cohort major that cross-trains mainframe and other specialties to competency in Web-based technologies. The program is a 54-week package that applies previous experience, previous college credits and/or the Bellevue University College of Professional Studies general education requirements as a foundation for completing the 36 credit hour program.

Foundation Requirements

A candidate for the Software Development program must have, through formal coursework or experience, an understanding of the basic concepts, components, functions, tools and processes that form computer information systems. In addition, the candidate must have basic Office® productivity software experience, including using Word®, PowerPoint®, Excel®, and Internet Explorer®.

Software Development Major Requirements (36 credit hours)

TERM 1
- CIS 242 Introduction to Programming Using Java
- CIS 340A Business Telecommunications

TERM 2
- CIS 321 Structured System Analysis and Design
- CIS 251 Object Oriented Programming

TERM 3
- CIS 406 Information Security
- CIS 434 ASP.NET

TERM 4
- CIS 433 Information Technology Project Management
- CIS 337 Web Scripting

TERM 5
- CIS 305 Management and Design of Database Systems
- CIS 402A Intermediate Java Programming

TERM 6
- CIS 308 Intermediate Database and Database Connectivity
- CIS 404 Advanced Networking Using Java

Systems and Network Administration Program (BS) (Cohort Program)

(127 credit hours – See Degree Requirements page 41)

SNAP is designed to cross-train mainframe and other specialties to competency in Microsoft and Unix systems administration and network administration. Students who successfully complete SNAP will gain 36 semester hours of credit and satisfy the major, upper level and in-residence requirements for a CIS Networking degree. Students must also satisfy the General Education Core Curriculum, Signature Series requirement, and overall degree requirements to graduate. Students can use transfer credit to satisfy general education and degree requirements that are outside of the major.

For the most up to date information or for questions, see our webpage at www.bellevue.edu or contact us at CISProgram_Info@bellevue.edu.

System and Network Administration Major Requirements (36 credit hours)

- CIS 240 Introduction to UNIX
- CIS 305 Management and Design of Database Systems
- CIS 306 Advanced UNIX Administration
- CIS 321 Structured System Analysis and Design
- CIS 340A Business Telecommunications
- CIS 341A Cisco Networking
- CIS 348B Implementing and Managing Network Infrastructures
- CIS 349B Implementing and Maintaining Active Directory Structures
- CIS 352 Administration of SQL Databases
- CIS 357 Operating System Administration
- CIS 406 Information Security
- CIS 408 Oracle Administration

Courses

Unless noted, all courses are 3 credit hours.

CIS 101 Computer Concepts and Applications

This course introduces the concepts of file management and the use of end-user application software. Lab projects include preparation of written documents with a word processing package, note-taking software, design and use of electronic spreadsheets in business problems, the use of a microcomputer Database Management System (DBMS) package, and presentation software.

CIS 237 Elementary Web Scripting

This course instructs students in the process of writing scripts which will be used to support a Web server environment. Web scripts may take advantage of several kinds of supporting applications, so the installation and configuration of those applications is covered during the early stages of the course. Students learn to create Web forms, to collect and process information obtained from them, and to retrieve and update information contained in databases. Prerequisite: A working knowledge of HTML.
CIS 240 Introduction to UNIX
This course is designed to teach the fundamental concepts required for effective use of a UNIX operating system. During this course students learn to log in and out, navigate the file system, manipulate files, redirect and pipe the input and output of commands, handle file permissions, work with external devices, backup and restore of information, script in Bourne-again and C-shells, and the configuring of network services. Hands-on demonstration and practical application play a prominent role in the course.

CIS 242 Introduction to Programming Using Java
This course is designed to introduce the concepts of structured programming using Java. This course will cover the basics of the Java programming language syntax, to include designing, coding, documenting, and debug programs. Additional topics covered will be elementary data structures, input/output statements, selection, iteration, methods, and one-dimensional arrays. Students will write programs using all of the before-mentioned topics. Prerequisite: CIS 101

CIS 251 Object Oriented Programming
This course builds upon an introductory programming class. Students will be immersed in language syntax and the interactive PC environment. Emphasis will be on solving problems by deriving appropriate algorithms and implementing them by applying concepts of object oriented programming. Prerequisite: CIS 242

CIS 295/395 Independent Study in Computer Information Systems
This provides an opportunity for students to customize their CIS experience by specifically studying other important topics. (1 to 6 credit hrs)

CIS 299/399 Topics in Computer Information Systems
In-depth exploration of special topics not treated or treated only briefly in other courses. Specific titles of courses offered under this heading will be listed in the course schedules for the sessions in which they are offered.

CIS 305 Management and Design of Database Systems
The major focus of the course will be the relational model with a brief discussion of the hierarchical and network models. Database design using E-R Diagrams will be presented. Relational terminology and theoretical concepts of the model, such as normalization, will be discussed. The Sequel Query Language (SQL) will be used to manipulate the model. Students will prepare a small application using a Commercial RDBMS.

CIS 306 Advanced UNIX Administration
This course is designed to teach the principles of UNIX from an administrator standpoint. Hands-on demonstration and practical application of UNIX system administration will be a significant feature of the course. Security, networking, application installation, file system configuration, mounting and un-mounting devices, printing, permission, auditing, ethics and X Terminal administration will be covered.

CIS 308 Intermediate Database and Database Connectivity
The subject of database management will be approached in its role as the back end of client/server technology. The focus will be relational database theory and design with specific emphasis given to the use of relational database as an enabling technology in the area of Online Transaction Processing and Online Analytical processing. The use of the Structured Query Language (SQL) will be a significant subject. Issues of distributed databases including concurrency also will be covered. Prerequisite: CIS 305 or equivalent

CIS 310 Information Systems
This course provides a foundation for the managerial considerations of acquiring and operating information systems. Students are introduced to existing and emerging information systems and their impact on competitive advantage, reengineering business processes, and decision making.

CIS 321 Structured System Analysis and Design
A project-based course which focuses on the use of tools and methodologies applied to structured system analysis and design. Emphasis is placed on the traditional approaches, for example, system flowcharting and entity relationship diagrams. Students will complete a variety of analysis design specifications and a project implementation plan for a simulated business system.

CIS 337 Web Scripting
This course provides a broad coverage of Web tools needed to create well designed websites that interface with a database while emphasizing vendor-neutral Web standards.

CIS 340A Business Telecommunications
Students learn the fundamental technical principles of telecommunications and computer networks and then examine the business challenges of managing communications resources.

CIS 341A Cisco Networking
This course introduces Internetworking through the study of Cisco routing and switching. Students will learn how to install, configure, operate, and optimize networks that use Ethernet, TCP/IP, Wide Area Network protocols, and Cisco network hardware. This course follows the Cisco curriculum leading to testing for the Cisco Certified Network Associate certification. Prerequisite: CIS 340A or CIS 351

CIS 348B Implementing and Managing Network Infrastructures
This course provides students with the skills and knowledge necessary to configure and manage a computer to operate within a client-server networking infrastructure. This class introduces the concepts of implementing, managing, and maintaining server networking technologies. These skills will include implementing routing, implementing, managing, and maintaining automatic addressing, domain and NetBIOS naming servers, securing traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access of local and wide area networks. Prerequisite: CIS 357

CIS 349B Implementing and Maintaining Active Directory Structures
This is the fourth class in the Microsoft MCSE (Microsoft Certified Systems Engineer) program. In this course students will learn to successfully plan, implement, and troubleshoot a Microsoft Windows Server™ 2003 Active Directory™ directory service infrastructure. Students will work with a Windows Server 2003 directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. Students also will learn how to manage computer services structures within an organization and become familiar with human to computer interaction. Prerequisite: CIS 357

CIS 351 Networking Structures and Desktop Operating Systems
This course provides a foundation networking concepts, describing networking hardware and communication terminology and contrasts the different types of networking structures. This class introduces the concepts of address, network traffic, and administration of local and wide area networks.

CIS 352 Administration of SQL Databases
This course provides the knowledge and skills required to install configure, administer, and troubleshoot the client/server database management system of Microsoft Structured Query Language (SQL) Server™. This class introduces the concepts of databases, database management systems, and administration of databases in local and wide area networks.

CIS 357 Operating Systems Administration
This course provides the knowledge and skills required to administer small to medium-sized networks in server environments. Hands-on demonstration and practical application of administrative tools, utilities, and configurations in server environments will be the most significant feature of the course. Issues dealing with security, troubleshooting, and configuration will be presented, discussed, and applied by the students in the classroom.

CIS 402A Intermediate Java Programming
This course is designed to teach principles of Object-Oriented (OO) programming using Java. This course will cover the Java programming language syntax and OO concepts, as well as more sophisticated features of the Java runtime environment. Additional topics addressed will be the Java programming language’s
implementation of graphical users interfaces (GUIs), multithreading and networking. This course is offered as part of the SUN Authorized Educational Alliance. **Prerequisite:** CIS 242 or CIS 251

**CIS 403 XML Programming**
This course is designed to teach principles of programming on the World Wide Web using the Extensible Markup Language (XML). This course explores the use of XML as the primary development language for Web information portals. Students will have their own website and will be expected to develop it into a useful information portal using the tools demonstrated in this class. **Prerequisite:** Intermediate programming course or prior approval from advisor.

**CIS 404 Advanced Networking Using Java**
This course is a programming-based learning experience that focuses on the advanced principles of programming for the World Wide Web using Java technologies. The Java 2 Platform Enterprise Edition (J2EE) specification governing these principles will be examined in detail. **Prerequisite:** CIS 402A or practical experience in Java programming

**CIS 405 E-Commerce**
This course is designed for both technical and business students. Students will explore the core technologies and business practices that support commerce using the Internet. The course equips students with the knowledge necessary to understand and evaluate electronic commerce business models and projects.

**CIS 406 Information Security**
This course is designed to provide an introduction to information security. Current trends in information security will be explored. Students will be introduced to sources of threats and vulnerabilities as well as methods for optimizing system security. Legal and ethical issues associated with information security will be examined, as well as how those issues are addressed within the context of an organization.

**CIS 408 Oracle Administration**
This course is designed to teach the principles of Oracle database administration. Students will explore the installation and management of an Oracle Database Management System using the latest software and tools. Database creation, configuration, networking, user management, database tuning, database backup and recovery, and security will be covered.

**CIS 409 Advanced Java Using Struts and MVC**
This course is designed for Java programming language developers with skills equivalent to that of a Sun Certified Java Developer, who are creating Web components (such as Servlets and custom tags) used in the assembly and generation of dynamic Web content. Creating applications using the Jakarta Struts Framework and the Model View Controller (MVC) paradigm will be a significant part of the course. **Prerequisite:** CIS 404 or practical experience in Java programming using Servlets and Java Server Pages.

**CIS 433 Information Technology Project Management**
This course provides students with an introduction to program management as it relates to Information Technology. Students develop formal project plans based on actual problems provided by industry. Emphasis is placed on the nine knowledge areas specified by the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK). Both discovery-based and team-based activities are used to focus on program management as a discipline.

**CIS 434 ASP.NET**
This course explores concepts of building data-driven websites using Microsoft's .NET technologies. C#, VB.NET and other technologies will be used to demonstrate a broad range of Internet disciplines. **Prerequisite:** Intermediate programming course or prior approval from advisor.

**CIS 436 Ethics for IT Professionals**
This course discusses ethical issues inherent in the field of information technology. Topics covered focus on the balance between the individual and society, including computer privacy and security, computer crime, software piracy, intellectual property, patent and copyright law, and social issues such as free speech and expression, as well as netiquette. The course also discusses moral responsibility for computer professionals.

**CIS 445 Introduction to Software Engineering**
The purpose of the course is to introduce students to the basic concepts and major issues of software engineering. The most current tools and techniques of software engineering are introduced as the basis for analysis, design, development, maintenance, and evaluation of software systems. An introduction to project management principles and practices in support of software systems development form an integral element of this course. **Prerequisite:** CIS 251

**CIS 456 Service Component**
This course is designed to provide students with a monitored structure which can be used to apply the concepts and technologies acquired throughout their course of study to a real-world problem or situation that will be proposed and developed by each student. This can be accomplished by way of a faculty approved project, research study, certification or internship. The faculty sponsor will evaluate and approve a student's proposal and objectives prior to any work being done. Each student will develop and prepare a plan for completion of the approved component and will document the attainment of the objectives by way of milestones, oral or written reports, specified deliverables or satisfactory reports on completion of objectives by the manager of an intern. Students may accomplish the Service Component when they have completed 24 credit hours of the required CIS and required courses within their area of emphasis. At least six of these 24 credit hours must be courses required in their selected area of emphasis.

**CIS 468 IT Accounting**
This course is designed to provide an introduction to business issues associated with Information Technology. The course includes an introduction to financial and managerial accounting concepts as they apply to IT issues, including budgeting, costing, budgeting control, and performance evaluation. **Prerequisite:** Acceptance into a CIS degree program.

**CIS 485 Internship in Computer Information Systems**
Designed to expand the learning environment to include the actual workplace. Successful performance in an internship program also can lead to follow-on full time employment. Students will spend time on-the-job equivalent to that spent in the classroom. The learning objectives to be met in the internship and the intern’s ability to meet those objectives must be evaluated and approved by a faculty sponsor and the work supervisor of the intern prior to the start of the internship. These objectives will be documented through oral or written reports as required by the faculty sponsor. An internship can be taken at any time after a student has completed 65 credit hours including 18 hours in CIS-related courses.

**GAMING AND SIMULATION**

**College of Information Technology**
The Gaming and Simulation program is a broad based degree completion program including the fundamentals of game and simulation design for virtual reality, marketing applications, manufacturing, architecture, and education. Topics include an introduction to game play, game design production processes, concept pitches and production documents, art bibles, story development, character design and development, environment design and development, and character and environment concept art. Students will explore the components of gaming and simulation authoring through hands-on projects.

For the most up to date information or for questions, see our webpage at www.bellevue.edu or contact us at CISProgram_Info@bellevue.edu.
Courses

Unless noted, all courses are 3 credit hours.

CGAS 101 Introduction to Game and Simulation Design
This course introduces the fundamentals of game and simulation design for virtual reality, engineering, manufacturing, architecture, education and marketing applications. Topics include introduction to game play, game design production processes, concept pitches and production documents, art bibles, story development, character design and development, environment design and development, and character and environment concept art.

CGAS 102 Introduction to Game and Simulation Prototyping
This course is intended for students that are interested in prototyping games for virtual reality, simulations, education and marketing. Hands-on topics covered in this course: the Virtuools workspace, characters and levels, cameras and rendering, behavior building blocks, collision management, particles, interactivity, creating interfaces, data management, and how to export your games.

CGAS 103 Digital Imaging
This course provides beginning through intermediate concepts in digital imaging. Concepts covered include unified principles of design, original creation of composite images, drawing and painting original digital artwork, and the creation of game textures. Students will incorporate basic design principles in their texture designs and compositions.

CGAS 104 Career Planning and Portfolio Development
This course covers how to create and present an industry quality portfolio of skills obtained in the fields of Serious Game and Simulation Design. Topics include creating printed portfolio, developing CD portfolio, portfolios for the Web, creating demo reels, blogs, business cards, letters of introduction, resumes, job searching and interviewing.

CGAS 205 Production Art
This course examines the principles of character and environment design, with an emphasis on using digital tools to produce concept art and preproduction materials for Serious Game and Simulation Design. Students will explore the processes of character development and design, environment design and layout, and storyboarding.

CGAS 206 Principles of Digital Animation
This course investigates the fundamental principles of digital animation. Students will survey the historical development of the animated film and develop basic skills in preproduction, digital modeling and the basics of digital animation.

CGAS 207 Introduction to Game Programming
This course explores structured programming in Serious Game and Simulation production. Course topics include languages, programming techniques, algorithms, game testing, game logic, real-time 3D rendering, asset control and pipeline management. Students gain sufficient knowledge to repurpose or extend existing programs and scripting.

CGAS 208 Game Environment Art
This course uses a guided digital studio approach in a close analysis of the practical production skills and techniques in creating game environments. Students will complete a combination of exercises, individual and group projects in modeling man-made scenes, principles of photorealism applied, creating environmental lighting effects, advanced textures, project workflow and management, rendering, photorealistic shots, optimization for real-time game engines.

CGAS 310 Interactivity and Interface Design for Serious Games
This provides an in-depth study of game interactivity, including the psychology of user interaction and methods for designing and developing effective navigational interfaces. Combining their previous knowledge of game design and digital imaging with the concepts in this class, students will create portfolio-quality game interface designs.

CGAS 312 Game Character Art
This course is an advanced study in digital character animation for games and simulation production. This course explores the relationships among; anatomy, motion, weight, and timing through a balanced combination of exercises and individual and group projects. Students will develop advanced skills in preproduction, modeling, rigging, weight mapping and texturing game characters.

CGAS 414 Game Simulations and Dynamics
This course examines the advanced techniques used to produce animated special effects using simulations and dynamics. Course topics include the simulation of natural phenomena such as rain, snow and fire using particle systems, the dynamics of rigid and soft bodies, and the use of game physics to produce effects and dynamics in real-time applications.

CGAS 416 Serious Game and Simulation Production
This is a course in Serious Game and Simulation project planning and production through hands-on experience. Students will work in teams to design and complete a game project, providing each student with portfolio preparation and production experience.

INFORMATION TECHNOLOGY

College of Information Technology

The Bachelor of Science in Information Technology is a broad based degree completion program in traditional format. This program focuses mainly on networking, webpage development, security, database management, and commonly used technologies. At the end of the program, the student will be required to publicly certify in two different technical fields. Students may choose between the Certified Internet Web Master Track, the Microsoft Certified Systems Administer Track, the Microsoft Certified Systems Engineer Track, and several others.

For the most up to date information or for questions, see our webpage at www.bellevue.edu or contact us at CISProgram_Info@bellevue.edu.
Choose nine courses (36 credit hours) from the following:

- CBAS 100 Beginning Internet Web Master
- CBAS 110 Managing a Windows Server Environment and Infrastructure
- CBAS 140 Introduction to A+ Certification
- CBAS 145 Introduction to A+ Remote Technician Certification
- CBAS 150 Oracle Database Concepts
- CBAS 200 Intermediate Internet Web Master 1
- CBAS 201 Intermediate Internet Web Master 2
- CBAS 211 Managing an Exchange Server
- CBAS 212 Implementing Security on Microsoft Servers
- CBAS 213 Installing a Microsoft Systems Management Server
- CBAS 220 Introduction to Server+ Certification
- CBAS 230 Introduction to Security+ Certification
- CBAS 250 Advanced Oracle Database Concepts
- CBAS 270 Installing, Configuring, and Administering MS Operating Systems
- CBAS 293 Planning and Maintaining an MS Windows Server Network Infrastructure
- CBAS 294 Planning, Implementing, and Maintaining an MS Windows Server Active Directory Infrastructure

Courses

Unless noted, all courses are 4 credit hours.

CBAS 100 Beginning Internet Web Master
This course includes networking fundamentals including a basic understanding of servers and multi-tiered data networks on the Web. Information security basics and website development basics are also included. Where possible, course materials are aligned with coursework that prepares students for both the Internet Web Master certification exam and the A+ certification exam from CompTIA.

CBAS 110 Managing a Windows Server Environment and Infrastructure
This course introduces students to the basic knowledge and skills that are required to manage accounts and resources, monitor server performance and safeguard data in a Windows Server environment. Where possible, course materials are aligned with the Microsoft certification objectives for Windows Server.

CBAS 140 Introduction to A+ Certification
This course introduces students to knowledge and skills related to software, hardware and operating systems concepts. The course prepares students for the A+ Essentials certification exam from CompTIA.

CBAS 145 Introduction to A+ Remote Technician Certification
This course introduces students to knowledge and skills related to optimizing and troubleshooting computer components, understanding and supporting networks, managing operating systems, and implementing IT security. The course prepares students for the A+ Remote Technician certification exams from CompTIA. (2 credit hrs)

CBAS 150 Oracle Database Concepts
This course introduces students to knowledge and skills related to the basics of installing and administering of an Oracle 10g database management system. Where possible, course materials are aligned with coursework that prepares students for the Oracle Certified Associate certification exam.

CBAS 200 Intermediate Internet Web Master 1
The first half of a two-part course, this is a design course that emphasizes tools and basic website constructions. Popular tools like HTML and FrontPage will be explored along with beginning graphics, animation methods, and sound file differences. Where possible, course materials are aligned with coursework that prepares students for the Internet Web Master certification exam.

CBAS 201 Intermediate Internet Web Master 2
The second half of a two-part course, this is a design course that emphasizes tools and basic website constructions. Popular tools like Dreamweaver and Flash MX will be explored along with beginning graphics, animation methods, and sound file differences. Where possible, course materials are aligned with coursework that prepares students for the Internet Web Master certification exam.

CBAS 211 Managing an Exchange Server
This course introduces students to knowledge and skills related to the most current version of Microsoft Exchange Server. Students learn to configure and manage a scalable messaging environment that can be used to create, store, and share information. Where possible, course materials are aligned with the Microsoft certification objectives for Exchange.

CBAS 212 Implementing Security on Microsoft Servers
This course introduces students to knowledge and skills related to implementing security for wireless, IPSEC and certificate servers. It also discusses the configuration of an Internet Security and Acceleration (ISA) server. Where possible, course materials are aligned with coursework that prepares students for the Microsoft certification exam for Implementing and Administering Security in a Microsoft Windows Network.

CBAS 213 Installing a Microsoft Systems Management Server
This course introduces students to knowledge and skills related to the basics of installing a Microsoft Systems Management Server (SMS) and designing the security for a Microsoft Windows network. It discusses the features and infrastructure of Systems Management Server (SMS) 2003 and how it relates to management and administration of security on a Microsoft Server network. Where possible, course materials are aligned with coursework that prepares students for the Microsoft certification exam for Planning, Deploying, and Managing Microsoft Systems Management Server 2003 and Designing Security for a Microsoft Windows Network.

CBAS 220 Introduction to Server+ Certification
This course introduces students to knowledge and skills related to installing, configuring, diagnosing, and troubleshooting servers, including server hardware, general storage, upgrades, maintenance, and disaster recovery. The course prepares students for the Server+ certification exam from CompTIA.

CBAS 225 Advanced Oracle Database Concepts
This course allows students to explore advanced topics in database administration, including database security, backup and recovery activities, administering users, and database monitoring and maintenance. The course in conjunction with CBAS 150 prepares students for the Oracle Certified Associated (OCA) certification exam from Oracle.

CBAS 270 Installing, Configuring, and Administering MS Windows Operating Systems
This course introduces students to knowledge and skills related to maintaining the most current version of the Microsoft Windows Operating System. Where possible, course materials are aligned with coursework that prepares students for the Microsoft certification exam for Installing, Configuring, and Administering MS Windows Operating Systems.

CBAS 293 Planning and Maintaining an MS Windows Server Network Infrastructure
This course introduces students to knowledge and skills related to maintaining the most current version of the Microsoft Windows network infrastructure. Where possible, course materials are aligned with coursework that prepares students for the Microsoft certification exam for Planning and Maintaining an MS Windows Server Network Infrastructure.
CBAS 294 Planning, Implementing, and Maintaining an MS Windows Server Active Directory Infrastructure
This course introduces students to knowledge and skills related to maintaining the most current version of the Microsoft Windows Active Directory infrastructure. Where possible, course materials are aligned with coursework that prepares students for the Microsoft certification exams. Students will be able to demonstrate knowledge and skills when the course is completed. Prerequisite: Acceptance into the Management Information Systems Accelerated Degree Completion Program

CBAS 499 Certification Capstone
Under the guidance of the instructor, students design a program of study to suit his or her individual needs and interests, culminating in the completion of two technical certifications. Accepted certifications include Microsoft Certified Professional, A+, Server+, and Security+. (6 credit hrs)

Management Information Systems (BS)
College of Professional Studies
(Accelerated Program)
This program is offered in the accelerated, cohort-based format. The Management Information Systems program provides a quality educational experience that prepares its graduates to successfully integrate their prior knowledge and experience in computer technology with sound business practices and management skills. The Management Information Systems curriculum develops professionals who can apply information technology tools to the full spectrum of business problems: marketing, production, financial, and other business related areas; and builds on technical (programming) competence gained through an associate’s degree. Through the Management Information Systems major, students acquire knowledge of business functions, values, decision-making abilities, and management skills that enable them to serve the MIS needs of companies in their local community and abroad.

Prerequisite Coursework
Students seeking a Bachelor of Science degree in MIS must have a minimum of 15 semester credit hours of computer curriculum courses and three years of work experience in a related career field or equivalent in Information Systems certifications.

Management Information Systems (BS)
(127 credit hours – See Degree Requirements page 41)
Management Information Systems
Major Requirements (36 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISC 305</td>
<td>Management Essentials</td>
</tr>
<tr>
<td>MISC 321</td>
<td>Business Communication Skills</td>
</tr>
<tr>
<td>MISC 342</td>
<td>Information Systems Planning and Management</td>
</tr>
<tr>
<td>MISC 350</td>
<td>Information Security</td>
</tr>
<tr>
<td>MISC 366</td>
<td>Managerial Finance and Accounting Part I</td>
</tr>
<tr>
<td>MISC 367</td>
<td>Managerial Finance and Accounting Part II</td>
</tr>
<tr>
<td>MISC 402</td>
<td>Operations Management and Quantitative Methods</td>
</tr>
<tr>
<td>MISC 410</td>
<td>Project Management Part I</td>
</tr>
<tr>
<td>MISC 412</td>
<td>Project Management Part II</td>
</tr>
<tr>
<td>MISC 426</td>
<td>Internet Marketing</td>
</tr>
<tr>
<td>MISC 446</td>
<td>Cyber Ethics</td>
</tr>
<tr>
<td>MISC 461</td>
<td>Capstone Project in Information Systems</td>
</tr>
</tbody>
</table>

Courses
Unless noted, all courses are 3 credit hours.

MISC 305 Management Essentials
This course provides students with a foundation for managing themselves and others. In addition to personal productivity and effectiveness, the course covers four functions necessary for managing others: planning, directing, productivity, and effectiveness. Students will gain valuable insight from case studies and other required reading assignments. Project management skills will be covered during this module. Prerequisite: Acceptance into the Management Information Systems Accelerated Degree Completion Program

MISC 321 Business Communication Skills
This course covers forms, styles, and methods used in business communication. The course includes practice of oral communication and listening skills, as well as written correspondence. Students will be able to demonstrate good oral and written communication skills when the course is completed. Prerequisite: Acceptance into the Management Information Systems Accelerated Degree Completion Program

MISC 342 Information Systems Planning and Management
This course takes students through the process of developing and implementing information systems plans at both the strategic and tactical levels, including systems development concepts, methodologies, and tools and techniques. Students will begin their capstone project here with the practice of good project management techniques. Prerequisite: Acceptance into the Management Information Systems Accelerated Degree Completion Program

MISC 350 Information Security
This course covers a broad review of the entire field of information security, background on many related elements, and details to facilitate understanding of this vast field. It covers terminology, history, and overview of how to manage an information security program. Students will be able to correlate ideas and facts to practice good information security along with project management skills. Prerequisite: Acceptance into the Management Information Systems Accelerated Degree Completion Program

MISC 366 Managerial Finance and Accounting Part I
This course is divided in two parts. Part I explores the key elements of finance and accounting used by managers to support long and short-term decisions, including balance sheets, income statements, and cash flow. Project management budgets will be covered in detail as well as resource and expense utilization. Prerequisite: Acceptance into the Management Information Systems Accelerated Degree Completion Program

MISC 367 Managerial Finance and Accounting Part II
This course is the second part of Managerial Finance and Accounting and explores the key elements of finance and accounting used by managers to support long and short-term decisions, including capital budgeting, capital management, and performance measures. Project management budgets will be covered in great detail as well as resource and expense utilization. Prerequisite: Acceptance into the Management Information Systems Accelerated Degree Completion Program

MISC 402 Operations Management and Quantitative Methods
This course examines how organizations structure and manage work to maximize efficiency of internal operations. The students will be able to perform several types of calculations using software to analyze various scenarios that businesses will utilize to evaluate their internal processes. Additional coverage of Work Breakdown Structures (WBS), (PERT), (CPM) and how to determine multiple project values will be covered. Microsoft Project Management will be required during this course. Prerequisite: Acceptance into the Management Information Systems Accelerated Degree Completion Program

MISC 410 Project Management Part I
This course is divided in two parts. Part I examines current trends in project management. Cost analysis and time structures will be examined to review issues that arise during project planning and implementation. Experience with Gantt and PERT charts will illustrate methods used to implement and successfully complete
MISC 412 Project Management Part II
This course is the second part of Project Management and examines current trends in project management. Cost analysis and time structures will be examined to look at issues that arise during project planning an implementation. Experience with Gantt and PERT charts will illustrate methods used to implement and successfully complete technological projects. Project management issues will be discussed throughout the class and use of Microsoft Project Management will be required during this course. Prerequisite: Acceptance into the Management Information Systems Accelerated Degree Completion Program

MISC 426 Internet Marketing
This course examines the current marketing of products and services through the internet. E-Commerce trends will be examined and the use of the internet as a storefront versus brick-and-mortar stores will be addressed. Students will research and examine current issues regarding the Internet as a marketing tool. Project management also will have ties to this course in marketing of a project and how to gain acceptance of projects through good marketing techniques. Prerequisite: Acceptance into the Management Information Systems Accelerated Degree Completion Program

MISC 446 Cyber Ethics
This course examines human, ethical, and legal issues resulting from the current technological revolution, and stresses the role of ethics in effective leadership. The students will study the current event issues researched from the internet and other sources to demonstrate the current trends of ethics in management. Project management will be explored from an ethical standpoint and case studies based on ethical issues facing IT workers today. Prerequisite: Acceptance into the Management Information Systems Accelerated Degree Completion Program

MISC 461 Capstone Project in Information Systems Management
In this course, students are asked to think from the perspective of a new information systems manager in analyzing their company’s mission, critical success factors, information systems infrastructure, and at least one of the following: financial position, marketing strategy, production operations, or anticipated changes resulting from new technology, competition, or regulation. Students will build a project, identify milestones, create timelines, complete a SWOT analysis, identify critical success factors and detail certain financial analysis to bring the project to a successful completion. Prerequisite: Acceptance into the Management Information Systems Accelerated Degree Completion Program

TECHNICAL SALES
College of Information Technology
(Cohort Program)
This accelerated cohort program emphasizes communication, critical thinking and problem-solving skills essential to the effective application of basic business and technical sales competencies. These competencies are developed through projects and case studies, team projects, Web-oriented projects, and simulated exercises in computer applications for technical sales. A student shall gain skills in organizing, communicating and selling technical products that are common in the corporate marketplace. Throughout the program, the student will address issues of customer service, technological terms and products, and ethics in negotiation of selling contracts. The program finishes with a capstone project in Technical Sales.

For the most up to date information or for questions, see our webpage at www.bellevue.edu or contact us at CISProgram_Info@bellevue.edu.

Technical Sales (BS) (127 credit hours – See Degree Requirements page 41)

Technical Sales Major Requirements (36 credit hours)
- TSAT 300 Office Applications and Presentation Techniques
- TSAT 310 Communication Strategies for Leaders
- TSAT 320 Encountering Technology in Today’s Market
- TSAT 325 Advertising and Promotions
- TSAT 335 Ethics in Sales and Conflict Management
- TSAT 345 Technical Sales and Marketing Strategies
- TSAT 350 Consumer Behavior Principles
- TSAT 400 Advanced Applications for Sales
- TSAT 405 Customer Service and Quality Management
- TSAT 420 E-Commerce and Internet Sales
- TSAT 450 Advanced Consumer Behavior
- TSAT 470 Capstone Project in Technical Sales

Courses
Unless noted, all courses are 3 credit hours

TSAT 300 Office Applications and Presentation Techniques
This course provides an in-depth study of the Microsoft Office Suite. Course content includes the usage of Word, Excel, and PowerPoint to develop technical documents. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 310 Communication Strategies for Leaders
This course focuses on fundamental communication skills needed by all leaders. It is designed to help managers become effective leaders by being better communicators. Course content includes communicating through writing, speaking, analyzing your target audience, developing communication strategies, and leading small groups. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 320 Encountering Technology in Today's Market
This course provides a common foundation for current technology. It presents computers, systems, and technology that are currently available in the technical sales community. Course content includes an introduction to computers, the Internet, the World Wide Web, application software, communications and networks, database management, security, and ethics. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 325 Advertising and Promotions
This course is designed to provide students with the skills and disciplines needed to understand the steps of an effective advertising management process, review the steps of efficient advertising campaign management programs, and analyze the functions performed by the advertising creativity needed in preparing an advertising campaign for technology products and services. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 335 Ethics in Sales and Conflict Management
This course is designed to help students understand ethics on the job while managing conflict in the workplace. In this course, students are introduced to the basic principles of conflict management, discover new strategies for managing conflict, and practice ethical treatment of peers, supervisors and subordinates in business situations. This class will address the salesperson’s responsibility to customers, employees, and society at large. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 345 Technical Sales and Marketing Strategies
This course is designed to discuss the basic concepts and major issues in sales and marketing in the Information Technology (IT) industry. It will describe the current tools and techniques for sales, which provide a basis for the sales process, developing the student as a salesperson, knowing the current market, and marketing products in the IT industry. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program
TSAT 350 Consumer Behavior Principles
This course provides a common foundation for understanding information technology’s consumer behavior. Focus is on marketing strategies for customer-centric organizations and the consumer decision process before, during, and after sales. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 400 Advanced Applications for Sales
This course is designed to give further practice with applications used in the sales industry. The students will build upon basic understanding of Microsoft Word, Excel, PowerPoint, Access, and Outlook to help them succeed in the Technical Sales industry. Creating documents in different applications and merging the features together to form a seamless sales approach will be taught. Students will examine applications from a sale perspective and build output to improve their skills through challenges.

TSAT 405 Customer Service and Quality Management
This course provides a detailed examination of the characteristics of technical customer support and the business skills, soft skills, and self-management skills needed to deliver consumer service and quality management. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 420 E-Commerce and Internet Sales
This course is designed to help students understand E-Commerce trends and the public’s use of the Internet as a virtual store-front versus a brick-and-mortar store. Students will research and examine current issues regarding the Internet as a marketing tool. Students will discuss the pros and cons of utilizing the Internet as a sales system for technical products. Customer issues for using the Internet to purchase goods will also be discussed. Sales methodologies for technical products on the Internet will be introduced and practiced. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 450 Advanced Consumer Behavior
This course focuses on why as well as how customers make specific decisions and behave in certain ways. Course content includes individual determinants, environmental influences, and customer-centric organizational influences. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 470 Capstone Project in Technical Sales
Students are asked to think from the perspective of a job seeker in the field of Technical Sales. The capstone project will include developing and maintaining a valid resume and experience, selecting potential employers, seeking and setting appointments for a job interview in the field, and analyzing the results from meeting interviewers for the job they seek. Project output will be in the form of analytical research on the resume and application process, the interview, and job requirements in the field of Technical Sales. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

WEB TECHNOLOGIES
College of Information Technology
(Cohort Program)

The Web Technologies degree program is designed for students who possess a background in information technology (IT) and are looking to complete their bachelor’s requirements. This program provides a comprehensive study of the Information Technology industry. Topics are included in an integrated format built around a common project management theme. The program is offered as a cohort, with an accelerated, online format that covers a 48-week period of continuous study. Students become Information Technology practitioners through the intensive use of electronic tools and techniques, which reinforce business and technical concepts for immediate applicability in the real world.

The program consists of six eight-week terms. In each term there are two classes, each worth three credit hours, that are conceptually related areas of concentration. It incorporates Bellevue University’s Cyber-Active® Learning model, emphasizing interaction among students and the instructor in an online environment. Each cohort, consisting of up to 25 students, will complete the classes in sequence. Students can anticipate spending at least eight hours a week online per class. Students will be expected to read material beyond the texts in order to become familiar with professional sources for knowledge and issues relating to IT. The six credit hours per term will qualify the student as full-time. Therefore, based upon the previous year’s income, the student could be eligible for financial aid. The Dean of the College of Information Technology is responsible for the overall academic coordination of each program.

For the most up-to-date information or for questions, see our webpage at www.bellevue.edu or contact us at CISProgram_Info@bellevue.edu.

Web Technologies (BS)
(127 credit hours – See Degree Requirements page 41)

Web Technologies Major Requirements (36 credit hours)

TERM 1 – WEB DESIGN AND MULTIMEDIA
ISTT 235 HTML and Dynamic Web Pages
ISTT 236 Web Programming

TERM 2 – OPERATING SYSTEMS
ISTT 265 UNIX
ISTT 266 Current Windows Server Operating System

TERM 3 – NETWORKING AND SCRIPTING
ISTT 336 Internetworking
ISTT 337 Perl, ASP, and PHP Scripting

TERM 4 – PROGRAMMING AND NETWORK SECURITY
ISTT 336 Java Programming and Scripting
ISTT 367 Network Security

TERM 5 – ANALYSIS AND DESIGN
ISTT 437 Database Design
ISTT 438 Systems Analysis and Design

TERM 6 – BUSINESS ISSUES
ISTT 467 Information Technology Project Management
ISTT 468 IT Accounting

Prerequisite Coursework
Computer Concepts and applications (CIS 101 or equivalent) and one of the following:
- Database (Access, Oracle, DB2, MSSql, Informix, etc.)
- Networking (Telecommunication, Novell, Cisco, etc.)
- Programming (C, C++, C#, or Java)
- MCSE Certification
- CCNA Cisco Certification
- CompTIA I-Net+ Certification 126

OF
and training. Students will learn to critically evaluate webpages and websites for technological business, and artistic merit. Legal and ethical issues will be explored to enable students to gain a perspective for recent developments in copyright and intellectual property rights.

**ISST 236 Web Programming**
An introduction to the programming techniques needed to interact with corporate clients on the World Wide Web. Included are techniques for establishing privacy, collecting, recording, and distributing database information, making interactive webpages. JavaScript, Visual Basic Scripting, Dynamic HTML and Cascading Style Sheets will be covered.

**ISST 265 UNIX**
This course presents UNIX as a network operating system. It covers installing, configuring, and managing a UNIX server, and network operations. Commands necessary to navigate a UNIX system also will be covered.

**ISST 266 Current Windows Server Operating System**
Students will study planning, designing, installing, configuring, and managing a current Microsoft Windows operating system. Network structures, directory services, and security will be covered, as well as configuration and administration of a Local Area Network (LAN).

**ISST 336 Java Programming and Scripting**
This course introduces Java programming as a Web language. It briefly introduces the concepts of the Java language and then continues on using Java Server Pages (JSP) in implementing a Web based application. More advanced topics such as Java Beans and Servlets will be reviewed and sample programs will be implemented.

**ISST 337 Perl, ASP, and PHP Scripting**
This course uses Web based programming and scripting. It explains how to implement scripts in the Common Gateway Interface, as a client process, and as a server specific scripting language. Practical Extraction and Reporting Language (PERL), Active Server Pages (ASP), and PHP scripting languages will be used.

**ISST 366 Internetworking**
This course provides students with the knowledge and skills necessary to design small, medium, and enterprise networks. Students will examine Internetworking through the study of telecommunications networks and their management. Major topics include fundamental communications concepts, network design and configuration, network security, encryption, intranets, extranets, the Internet, hardware and software standards, and distributing and sharing network resources.

**ISST 367 Network Security**
This course provides students with the knowledge and skills necessary to secure small, medium and enterprise networks that are connected to the Internet. The course covers all main areas of network security, including identification, authentication, authorization, auditing, security boundaries, encryption, firewalls, and proxy servers.

**ISST 437 Database Design**
The hierarchical and network models will be briefly discussed. The major focus of the course will be the relational model. Database design using Entity Relationship Diagrams will be presented. Relational terminology and the theoretical concepts of the model, such as normalization, will be discussed. The query languages, Structured Query Language (SQL) and Query By Example (QBE), will be used to manipulate the model. Students will prepare a small application using a PC-based Database Management System (DBMS).

**ISST 438 Systems Analysis and Design**
A project-based course, which focuses on the use of tools and methodologies applied to structured system analysis and design. Emphasis is placed on traditional approaches including enterprise analysis, workflow analysis, data flow analysis, system flowcharting and entity relationship diagramming. Students will complete a feasibility analysis, risk analysis, design specification, and a project implementation plan for a simulated business system.

**ISST 467 Information Technology Project Management**
This course addresses the complex and unique issues related to effectively managing projects in an Information Technology context. Emphasis is placed on the nine knowledge areas specified by the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK). Team-based and discovery-based learning methods are stressed. A formal software project management plan detailing the process groups of initiating, planning, executing, controlling, and closing will be developed.

**ISST 468 IT Accounting**
This course is designed to provide an introduction to business issues associated with Information Technology. The course includes an introduction to financial and managerial accounting concepts as they apply to IT issues, including budgeting, costing, control, and performance evaluation.
## Graduate Programs in Business

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<thead>
<tr>
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<th>Degree</th>
<th>Accelerated</th>
<th>Online</th>
<th>Cohort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition and Contract Management</td>
<td>MS</td>
<td>✓</td>
<td>⬤</td>
<td>⬤</td>
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<td>Executive Master of Business Administration</td>
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<tr>
<td>Human Capital Management</td>
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<tr>
<td>Management</td>
<td>MA</td>
<td>✓</td>
<td>⬤</td>
<td>⬤</td>
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<tr>
<td>Master of Business Administration</td>
<td>MBA</td>
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<tr>
<td>- Interdisciplinary Business concentration</td>
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<td></td>
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<tr>
<td>- Accounting concentration</td>
<td>MBA</td>
<td>⬤</td>
<td></td>
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<tr>
<td>- Acquisition and Contract Management</td>
<td>MBA</td>
<td>⬤</td>
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<tr>
<td>- Executive Coaching concentration</td>
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<tr>
<td>- Finance concentration</td>
<td>MBA</td>
<td>⬤</td>
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<tr>
<td>- Healthcare concentration</td>
<td>MBA</td>
<td>⬤</td>
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<tr>
<td>- Human Resource Management concentration</td>
<td>MBA</td>
<td>⬤</td>
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<tr>
<td>- International Management concentration</td>
<td>MBA</td>
<td>⬤</td>
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<tr>
<td>- Management Information Systems concentration</td>
<td>MBA</td>
<td>⬤</td>
<td></td>
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<tr>
<td>- Marketing concentration</td>
<td>MBA</td>
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<tr>
<td>- Management (MAM) concentration</td>
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<tr>
<td>- Supply Chain Management concentration</td>
<td>MBA</td>
<td>⬤</td>
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</tbody>
</table>

MA - Master of Arts  MS - Master of Science  MBA - Master of Business Administration
✓ = Accelerated Offering  ⬤ = Online Offering  ⬤ = Cohort Offering

## Graduate Programs

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td>MA</td>
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<tr>
<td>- Business Administration concentration</td>
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<tr>
<td>Management of Information Systems</td>
<td>MS</td>
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<td>- Business Administration concentration</td>
<td>MS</td>
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<td>- Computer Information Systems concentration</td>
<td>MS</td>
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<tr>
<td>- Healthcare concentration</td>
<td>MS</td>
<td>⬤</td>
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<tr>
<td>- Information Security concentration</td>
<td>MS</td>
<td>⬤</td>
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</tr>
<tr>
<td>Master of Healthcare Administration</td>
<td>MHA</td>
<td>✓</td>
<td>⬤</td>
<td>⬤</td>
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<tr>
<td>Human Services</td>
<td>MA/MS</td>
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<tr>
<td>- Clinical Counseling</td>
<td>MS</td>
<td>⬤</td>
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<tr>
<td>Instructional Design and Development</td>
<td>MS</td>
<td>✓</td>
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<tr>
<td>Master of Public Administration</td>
<td>MPA</td>
<td>✓</td>
<td>⬤</td>
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<tr>
<td>Master of Public Health</td>
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<td>✓</td>
<td>⬤</td>
<td>⬤</td>
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<tr>
<td>Organizational Performance</td>
<td>MS</td>
<td>⬤</td>
<td></td>
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<tr>
<td>Security Management</td>
<td>MS</td>
<td>⬤</td>
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MA - Master of Arts  MS - Master of Science  MBA - Master of Business Administration
✓ = Accelerated Offering  ⬤ = Online Offering  ⬤ = Cohort Offering
Graduate Programs
Graduate Programs
IN BUSINESS

Master of Science in Acquisition and Contract Management

College of Business

The Master of Science in Acquisition and Contract Management enables members of the federal acquisition community and its contracting partners to enhance their acquisition managerial practices. Additional emphasis is placed on the understanding of the acquisition processes, as well as statutory and regulatory requirements. The program requires 36 graduate-level credit hours to complete the degree. The schedule of course offerings permits an individual working full time to complete all the requirements for the Masters degree in 18 months (two classes per term).

Major Requirements (36 credit hours)

Foundation

MA 522 Data Analysis for Effective Decision Making
MA 541 Survey of Accounting and Information Systems

Note: Students who have an undergraduate degree in business normally will have met all or most of the Foundation requirements. The boards made available by this preparation must be met with graduate-level electives. The program requires 36 graduate credit hours of coursework. No undergraduate courses will count toward the MAQC.

Core

MA 633 Advanced Organizational Behavior
MA 642 Managerial Accounting and Information Systems
MA 626 Operations Management Strategies in a Global Context
MA 670 Essentials of Supply Chain Management in a Global Environment
MA 677 Logistics Management
MA 639 Strategic Management*
MAQC 660 Business Decision for Contracting+
MAQC 670 Legal Considerations in Contracting+
MAQC 675 Cost Analysis and Negotiation Techniques+
MAQC 620 Project Management

* Must be taken by all students during the last term of coursework
+ A Level 2 DAWIA certification for the contracting career field through DAU/FAI may be used to transfer 9 credit hours to the MAQM degree.

Courses

Unless noted, all courses are 4 credit hours.

MAQC 620 Project Management
Students will interpret the role of professional responsibility in project management and evaluate the application of the proper project management tools and techniques to create a project plan. The course also will allow students to determine the necessary components to create a project schedule including critical path, PERT and Gantt charts. Prerequisites: MBA 522 and MBA 541

MAQC 660 Business Decision for Contracting
Students will focus on the pre-award business and contracting knowledge necessary to process complex procurement with an emphasis on the following topics: business relationship, strategic sourcing, risk management, contract financing, subcontracting plans, source selection and contractor responsibility. Students apply the knowledge learned to practical exercises involving acquisition planning, source selection and award of technical support service contracts. Additional topics include service case communication, teaming and leadership, customer analysis, spend analysis, multiple award IDIQ and formal source selection. Prerequisites: MBA 522 and MBA 541

MAQC 670 Legal Considerations in Contracting
Students learn the legal considerations in the procurement process with an emphasis on contract law, fiscal law, protests, assignment of claims, subcontracting, dispute and claims, fraud, debt and terminations. Prerequisites: MBA 522 and MBA 541

MAQC 675 Cost Analysis and Negotiation Techniques
Students focus on cost analysis and negotiation techniques and topics including cost analysis, quantitative techniques, indirect cost, accounting and est. systems audits, FCCM, profit analysis and negotiations. of acquisition planning, cost analysis, negotiation and contract administration. Prerequisites: MBA 522 and MBA 541

MAQC 622 Data Analysis for Effective Decision Making
This course covers data analysis and selected models which are essential for sound business decision-making. The art of collecting, summarizing, analyzing, and describing data using descriptive tools is introduced. Graphical, tabular, and numerical summaries are included. Students will learn the concept of probability and selected probability distributions. As an introduction to analytical modeling, forecasting and project management topics are covered. In addition to time series analysis, simple- and multiple-regression are introduced as forecasting methods. PERT, CPM, and time-cost trade-offs are studied for managing projects. Appropriate computer software is used to facilitate learning.

MA 541 Survey of Accounting and Information Systems
This course is designed to provide students with an overall understanding of the manner in which a business gathers, processes, and uses information. Students are introduced to basic accounting and computer concepts and procedures through case studies and computer projects. Emphasis is placed on developing an understanding of basic accounting processes and principles, on data management in a computerized environment, and on basic financial statements. Students also are expected to develop an appreciation of the needs for internal controls in a business. Issues relating to internal control procedures, computer security, privacy issues and ethics will be introduced through readings and case studies.

MA 612 Financial Strategy
Fundamental principles and practices relevant to a firm’s financial strategy are addressed. Emphasis is on conceptual foundations and analysis of how financial fundamentals impact corporate financial strategies and the efficient allocation of wealth resources. Topics include key elements of financial environments, market efficiency, financial analysis, cash flow, incentive theory and practice, agency problems, time value of money, security valuation, risk analysis, portfolio theory and practice, capital budgeting, capital structure, dividend policies, options, global financial concerns, and contemporary financial issues. Prerequisites: MBA 522 and MBA 541

MA 626 Operations Management Strategies in a Global Context
This course deals with the problems of producing and delivering goods and services. This course also covers the application of problems such as production scheduling, sequencing from a managerial viewpoint. Case studies will be used to improve skills appropriate to solve the problem at hand. Prerequisites: MBA 522 and MBA 541

MA 633 Advanced Organizational Behavior
This course encourages the application of advanced conceptual and theoretical perspectives to the analysis and control of behavior in organizations. Students will practice diagnosing and resolving behavioral and organizational problems related to management functions, individual differences, group and interpersonal conflict, and work-life interface. Includes emphasis on perception, motivation, leadership,
MBA 639 Strategic Management
This course describes, analyzes, and evaluates components and processes of business strategy and policy. Issues and topics are examined at the corporate, business, and product/service levels. Quantitative and qualitative assessment tools are examined and applied in cases, exercises, and research materials (by traditional or online publication). Component research is conducted concerning specific issues in stakeholder analyses, social responsibility, competitive actions, internal integration, and strengths, weaknesses, opportunities, and threats (SWOT) assessment. Prerequisite: Must be taken by MBA students during the last term of coursework.

MBA 642 Managerial Accounting and Information Systems
Provides an understanding of management information systems used in decision-making processes. Designed with a hands-on approach, encourages participation and interaction through the use of computer projects, case studies, and classroom discussions. Topics include basic cost accounting concepts and terminology, product costing and pricing, planning and controlling a business operation through budgets and variance analysis, and managerial decision-making using such techniques as cost-volume-profit analysis and variable costing. Computers and appropriate computer software will be used. Prerequisite: MBA 522 and MBA 541.

MBA 670 Essentials of Supply Chain Management in a Global Environment
This course examines classical and contemporary issues in managing supply chains in domestic and global environments. The capabilities that a supply chain must have to support a firm’s business strategy are studied. Students learn to analyze and assess the strategic role of the supply chain and the fundamental issues in managing them. Methodologies for designing and planning a supply chain are introduced and methods to apply them in supply chain activities are learned. Prerequisites: MBA 522 and MBA 541.

MBA 676 Logistics Management
The course provides students with a thorough overview of the Logistics Management concepts and their interface with other functional areas. Students will learn about activities involved in moving and storing materials and information through the supply chain. Course activities include developing and integrating models of procurement, transportation, warehousing, materials handling and information storage. Problem solving projects and assignments require basic knowledge of Excel and Access. Prerequisites: MBA 522 and MBA 541.

Executive Master of Business Administration (eMBA)  
College of Business
Mid- to senior managers with direct profit and loss responsibility, and a desire to engage with others at the same level globally, can enroll in this leading edge executive MBA program. All courses are taught 100 percent online in a cohort format – a small, dedicated group of students go through the program together allowing them to interact and learn from each other, as well as the faculty, share real world management concepts and gain valuable networking experiences. The eMBA focuses on courses that reflect today’s dynamic business environment.

Admission Requirements
All persons applying are required to submit an Application for Admission, a current resume and a non-refundable application fee. Candidates for admission must meet the following admission requirements:

1. Possess a bachelor’s degree from a regionally accredited college or university, or a U.S. equivalent bachelor’s degree from a nationally or internationally accredited college or university;
2. Have maintained a G.P.A. of 2.5 or better from the most recent 60 credits of coursework earned toward the bachelor’s degree;
3. Have a cumulative G.P.A. of 3.0 or better for prior graduate work;
4. 5 years of managerial or entrepreneurial experience including profit and loss responsibility;
5. Provide two letters of recommendation – one from a senior executive with their current employer or for an entrepreneur two letters of recommendations from business contacts. The College of Business Admissions and Standards Committee reviews all completed applications. In special circumstances, the Committee may recommend a conditional admission to a student who has not yet been able to complete or fully satisfy all requirements. The Admissions and Standards Committee may interview candidates prior to a final admission decision should additional information be deemed necessary.

Executive MBA (eMBA)
Major Requirements (36 credit hours)

EMBA 650 Human and Social Capital Management
EMBA 655 Applied Economics for Business Decision Making
EMBA 660 Powerful Marketing for Customer Engagement
EMBA 665 Accounting and Business Decision Processes
EMBA 670 Creating a Positive Workplace through Psychological Capital
EMBA 675 Managing Total Quality for Competitiveness
EMBA 680 Supply Chain Management: Gaining the Advantage
EMBA 685 Applied Financial Management: Managing for Value
EMBA 695 Strategic Thinking and Value Added Change: Achieving Industry Significance
EMBA 699 Abstraction to Reality: Integration, Application, and Discovery

Courses
Unless noted, all courses are 3 credit hours; 6 weeks

EMBA 650 Human and Social Capital Management
The purpose of this course is to provide a framework for business learners to become more proficient in recognizing, understanding, predicting and controlling the behavior of individuals, independently or in groups, in organizational settings such as corporations, governmental institutions, health care facilities, educational institutions, small businesses, and private firms, for profit or non-profit; to acquire and understand practical tools and methods used to measure behavior; and to better understand and apply the processes that influence making behavioral decisions. Learners will practice diagnosing and resolving behavioral and organizational problems related to management functions, individual differences, group and interpersonal conflict, and work-life interface. Topics include perception, motivation, leadership, influence, work-family balance, stress, diversity, organizational learning, ethics, and change.

EMBA 655 Applied Economics for Business Decision Making
This course presents fundamental micro economic concepts relevant to managers and other policymakers in business and government. Students are challenged to recognize, apply, and assess these concepts to decision making in business management and public policy. Topics considered include consumer choice and how firms make pricing, production, and investment decisions. The course also seeks to expose students to basic macro-economic principles and issues facing the firm.

EMBA 660 Powerful Marketing for Customer Engagement
Powerful Marketing for Customer Engagement is an applications oriented course that emphasizes well-conceived marketing practices for building and maintaining engaged customers. A marketing-oriented approach yielding strong customer
relationships by applying guiding principles of customer engagement serves as the basis for this course. Further, how to articulate, apply, build and increase customer engagement in organizations is emphasized. Cultivating intense customer relationships consistent with delivering lifetime value, loyalty and satisfaction are key components that will be addressed in Powerful Marketing for Customer Engagement.

**EMBA 665 Accounting and Business Decision Processes**

This course is an examination of the decision-making processes needed when evaluating and analyzing accounting information. The course emphasizes the accounting methods as they relate to the organization’s business environment. Included in this course will be usage of accounting application in real world problems. Students will explore how companies use financial modeling in the decision making process. Managerial planning and performance evaluation approaches will be examined as they relate to the strategic goals of the company.

**EMBA 670 Creating a Positive Workplace through Psychological Capital**

Managers have traditionally tended to focus on what is wrong with their associates and how to fix their weaknesses and dysfunctional behaviors. The emerging positive psychology movement has broadened the perspective beyond what’s wrong with people, toward optimal functioning, flourishing, and reaching human potential. Building upon this movement, this course covers a variety of work-related positive perspectives to gaining competitive advantage through people, especially tapping the unprecedented potential of investment and development of psychological capital (PsyCap). It integrates recent theory-building, empirical findings, and practical applications on positively-oriented human resource strengths and psychological capacities that can be measured, developed, and effectively managed for performance improvement in today’s workplace. The course also provides positively-oriented applications of a variety of mainstream organizational behavior topics presented in the “Human and Social Capital Management” course, including leadership, group dynamics, organizational culture, and others.

**EMBA 675 Managing Total Quality for Competitiveness**

The concept of quality and the importance of managing it are explored in this course, with a focus on achieving “total” quality in organizations. The course provides a comprehensive study of quality management including its role in global competitiveness, and its strategic planning. Focus is on concepts rather than mechanics of managing quality. Topics included are: frameworks for managing quality, organization’s culture and practices, planning and leading quality initiatives, workplace communication and conflict, teamwork, benchmarking, reengineering, and process improvement.

**EMBA 680 Supply Chain Management: Gaining the Advantage**

This course examines classic and contemporary topics in supply chain management and strategy. This course develops a framework to examine what capabilities a supply chain must have to support a firm’s business strategy. Topics include the strategic role of the supply chain, methodologies for designing and planning a supply chain, and the role of information systems throughout the supply chain.

**EMBA 685 Applied Financial Management: Managing for Value**

This course challenges students to investigate, understand and apply financial management principles and practices with an emphasis on how financial management concepts can be applied to enhance strategic business decision making and to achieve value maximization in organizations. Topics considered include: key elements of financial environments, market efficiency, financial statements and analysis, cash flow, valuation and value creation fundamental concepts, agency problems, time value of money, security valuation, risk analysis, capital budgeting, capital structure, and option concepts, along with contemporary financial issues.

**EMBA 690 Business Law:**

**Society Rules and Economic Transactions**

This course provides students with a framework for understanding legal mechanisms and principles affecting business operations and practices. Topics include the nature and function of law, an overview of the American legal system, contracts, commercial law, intellectual property law, consumer protection, employment and agency relationships, corporate governance, securities regulation, international law, and dispute resolution. Exploring how the legal environment and ethical considerations impact business decision making and implementation will be emphasized.

**EMBA 695 Strategic Thinking and Value Added Change:**

**Achieving Industry Significance**

This course examines how strategists formulate, implement, evaluate, and adapt missions, goals, and strategies that give meaning and add value to customers, stakeholders, society, and the organization. The course addresses how firms achieve distinctive competencies, competitive advantages, and value-added growth through the analyses of social, economic, technological, cultural, and global forces and corresponding strategic developments and applications. Theory driven models and practices are considered including industrial economic theory, resource/environmental theory, competitive advantage theory, and value-chain theory.

**EMBA 699 Abstraction to Reality:**

**Integration, Application, and Discovery**

This capstone experience will provide opportunities for students to reflect upon, integrate and apply previous course materials in a comprehensive simulation and business plan; or to participate in a structured international travel experience. Students will conduct some research where appropriate and be required to prepare a professional, virtual presentation of the results of their experiences. (6 credit hrs; 12 weeks)

### Master of Science in Human Capital Management

**College of Business**

The Master of Science in Human Capital Management, in-class and online, is designed to equip graduates to be more effective in designing human capital development programs and measuring the effectiveness of investment in human capital resources within the corporate setting.

The program requires 36 graduate-level credit hours of coursework. The schedule of course offerings permits an individual working full time to complete all the requirements for the Masters degree in 18 months (two classes per term). Students who do not have an undergraduate degree in human resources, economics, psychology, business or business related degrees will generally take the Foundation (6 credit hours), and the Core (30 credit hours). Students with an undergraduate degree in business normally have met all or most of the Foundation requirements; thus, they will complete six hours of select graduate business or Human Resource electives (instead of the Foundation).

The College of Business Dean’s office will develop an education plan for students that show the courses needed to complete the degree program.

### Major Requirements (36 credit hours)

**Foundation**

*May be satisfied with specified equivalent undergraduate coursework*

- MBA 522 Data Analysis for Effective Decision Making
- MBA 541 Survey of Accounting and Information Systems
Core
Must be satisfied with graduate-level courses

- MBA 611 Economics
- MBA 612 Financial Strategy
- MBA 634 Advanced Organizational Management and Theory
- MBA 642 Managerial Accounting and Information Systems
- MCAP 601 Human Capital Management
- MCAP 646 System Design from the Micro-Level
- MCAP 648 Managing Change and Innovation
- MCAP 649 Introduction to Inferential Statistics and Research Methods
- MCAP 658 Designing a Measurement System
- MCAP 659 Aligning Human Capital Development with Strategy

Courses
All courses are 3 credit hours.

MBA 522 Data Analysis for Effective Decision Making
This course covers data analysis and selected models which are essential for sound business decision-making. The art of collecting, summarizing, analyzing, and describing data using descriptive tools is introduced. Graphical, tabular, and numerical summaries are included. Students will learn the concept of probability and selected probability distributions. As an introduction to analytical modeling, forecasting and project management topics are covered. In addition to time series analysis, simple- and multiple-regression are introduced as forecasting methods. PERT, CPM, and time-cost trade-offs are studied for managing projects. Appropriate computer software is used to facilitate learning. Prerequisite: Graduate standing

MBA 541 Survey of Accounting and Information Systems
This course is designed to provide students with an overall understanding of the manner in which a business gathers, processes, and uses information. Students are introduced to basic accounting concepts and procedures through case studies and computer projects. Emphasis is placed on developing an understanding of basic accounting processes and principles, on data management in a computerized environment, and on basic financial statements. Students also are expected to develop an appreciation of the needs for internal controls in a business. Issues relating to internal control procedures, computer security, privacy issues and ethics will be introduced through readings and case studies. Prerequisite: Graduate standing

MBA 611 Economics
This course challenges students to recognize, assess, and apply fundamental economic concepts and their implications to decision making in business management and public policy. Business management issues regarding the fundamental economic concept of efficient and effective allocation and decision making are addressed within a market supply-and-demand framework. Topics such as market dynamics, resource allocation, property rights, elasticity, scarcity, economic costs, marginal analysis, and many others are addressed. Prerequisite: Graduate standing

MBA 612 Financial Strategy
Fundamental principles and practices relevant to a firm’s financial strategy are addressed. Emphasis is on conceptual foundations and analysis of how financial fundamentals impact corporate financial strategies and the efficient allocation of wealth resources. Topics include: key elements of financial environments, market efficiency, financial analysis, cash flow, incentive theory and practice, agency problems, time value of money, security valuation, risk analysis, portfolio theory and practice, capital budgeting, capital structure, dividend policies, options, global financial concerns, and contemporary financial issues. Prerequisites: MBA 522 and MBA 541

MBA 634 Advanced Organization Management and Theory
This class encourages the application of advanced conceptual and theoretical perspectives to the design of organizations and the linkage mechanisms that organizations must develop to manage their environments. Learners will practice diagnosing and resolving organizational problems related to the growth, survival, and decline of organizations. Research emphasis will be placed on how size, structure, technology, and organizational culture impacts operations, strategic contingencies, and competitive advantage. Prerequisites: MBA 522 and MBA 541

MBA 642 Managerial Accounting and Information Systems
Provides an understanding of management information systems used in decision-making processes. Designed with a hands-on approach, encourages participation and interaction through the use of computer projects, case studies, and classroom discussions. Topics include basic cost accounting concepts and terminology, product costing and pricing, planning and controlling a business operation through budgets and variance analysis, and managerial decision making using such techniques as cost-volume-profit analysis and variable costing. Computers and appropriate computer software will be used. Prerequisites: MBA 522 and MBA 541

MCAP 601 Human Capital Management
This survey course first performs a macro-economic overview detailing what has changed in this generation of work that is forcing organizations to develop talent internally. This changes stem primarily from globalization and technology. The course then shifts the focus to the individual, micro-level. Students are introduced to various foundational areas in managing human capital, including strategic human resource management, organizational behavior, and organizational theory. Prerequisite: Graduate standing

MCAP 646 System Design from the Micro-Level
Previous courses focus on how the individual represents a unique investment opportunity. This is because the organization does not “own” the asset, and humans have free-will. This course will give you the tools and techniques to manage individuals. The focus will be on understanding the psychological issues associated with human behavior. Prerequisites: MBA 522, MBA 541, and MCAP 601

MCAP 648 Managing Change and Innovation
Organizations are often hampered by individuals and structures that inhibit change. This problem is magnified when an organization is trying to change its culture to one of innovation. This course will analyze the factors that stop organizations from changing, with an emphasis on how to successfully implement change. This will be done through case studies of successful innovative organizations, such as Apple, Google, and 3M. Prerequisites: MBA 522, MBA 541, and MCAP 601

MCAP 649 Introduction to Inferential Statistics and Research Methods
This course introduces students to inferential statistics and various inferential tests used in problem solving. The course also provides an overview of research methods, and some elementary topics required for understanding qualitative and quantitative research. Prerequisites: MBA 522, MBA 541, and MCAP 601

MCAP 658 Designing a Measurement System
Many management programs fail because of poor metrics. We have mastered the art of ROI with regards to tangible investments, but often times fail short when trying to measure human performance. This course will introduce participants to the concept behind designing a system that can measure performance and ROI. Prerequisite: MBA 522, MBA 541, and MCAP 601

MCAP 659 Aligning Human Capital Development with Strategy
This course blends the human resource management function with the strategy of the organization. The focus, however, is on the development aspect of the HR function, and also examines how a corporate university can enhance the outcomes of this function. Prerequisite: Must be taken by MCAP students during the last term of coursework
Master of Arts in Management

College of Professional Studies

The Master of Arts in Management degree is focused on students who aspire to move into senior management positions in medium or large-sized organizations. Many students are currently in mid-management positions and want to learn more about “the business of business.” The curriculum covers most aspects of managerial decision-making, including operations management, marketing analysis, human resource management, financial analysis, organizational behavior, and ethical issues.

The Master of Arts in Management employs a cohort format to maximize the use of time. Students proceed through the curriculum in a planned sequence, completing the degree in 18 months.

Master of Arts in Management Transfer Credits

Due to the integration, cohort-based nature, and unique objectives of the program, transfer credits are not accepted to replace any part of the curriculum.

Major Requirements (36 credit hours)

TERM 1
- MAM 500 Organizational Behavior
- MAM 510 Applied Management Research
- MAM 520 Ethical Decision Making

TERM 2
- MAM 530 Organizational Design
- MAM 540 Human Resource Management
- MAM 550 Accounting Information Analysis

TERM 3
- MAM 600 Operations Management
- MAM 610 Marketing for Managers
- MAM 620 Financial Methods for Managerial Decision-Making

TERM 4
- MAM 630 Crafting a Strategic Vision
- MAM 640 Applied Leadership Dynamics
- MAM 650 Management Project Practicum

Courses

All courses are 3 credit hours.

MAM 500 Organizational Behavior

This course provides learners with a framework for understanding and applying the cognitive, behavioral, and social learning fundamentals of organizational behavior. The focus is on learning how personality, cognition, and environmental forces contribute to behavior in organizations. Prerequisite: Acceptance into the Master of Arts in Management Program

MAM 510 Applied Management Research

This course deals with the general art of collection, analysis, and transformation of data into information for the purpose of decision-making. Descriptive methods are introduced for graphical, tabular, and numerical summarization of data. In particular, surveys are emphasized as a tool to collect data and generate information to improve organizational decisions and performance. Prerequisite: Acceptance into the Master of Arts in Management Program

MAM 520 Ethical Decision-Making

This course investigates, examines, and interprets ethical decision-making issues within modern organizations. While the orientation of topics is that of democratic and market-based societies, ethical topics are approached through several philosophical, moral, socio-economic, and cultural foundations. Examination of these foundations provides perspectives of the basic approaches taken in ethical decision-making. Topics in collective oral reasoning, business/organization social responsibility, socio-cultural beliefs and values, personal values, and related legal systems provide frameworks to describe, examine, and interpret specific ethical decisions within their contexts. Prerequisite: Acceptance into the Master of Arts in Management Program

MAM 530 Organizational Design

This class encourages the application of advanced conceptual and theoretical perspectives to the design of organizations and the linkage mechanisms that organizations must develop to manage their environments. Learners practice diagnosing and resolving organizational problems related to the growth, survival and decline of organizations. Research emphasis is placed on how size, structure, technology, and organizational culture impacts operations, strategic contingencies, and competitive advantage. Prerequisite: Acceptance into the Master of Arts in Management Program

MAM 540 Human Resource Management

This course investigates, examines, and assesses selected critical human resource issues, functions, and approaches that practicing managers use. Course emphasis includes human resource issues and methods in the areas of: planning; recruitment; selection; fair-employment and related legal compliance; performance appraisal; compensation; training/development; mentoring/empowerment; data; and information systems. Prerequisite: Acceptance into the Master of Arts in Management Program

MAM 550 Accounting Information Analysis

The course introduces students to basic accounting terminology, concepts, and applications needed to understand how to interpret financial information to make basic management decisions. Students are introduced to the basic terms and concepts used to develop financial information used in both the external and internal reports. Basic accounting reports that aid managers in making decisions about how to interpret information related to planning, controlling, and evaluating performance are introduced. Prerequisite: Acceptance into the Master of Arts in Management Program

MAM 600 Operations Management

This course covers the subject of production and operations and the used in their management. This course also examines the interaction of the operations function with other primary functions, such as marketing and finance. The primary techniques are covered, including process and product design, JIT manufacturing, allocation of scarce resources, e-commerce, and quality management principles. Prerequisite: Acceptance into the Master of Arts in Management Program

MAM 610 Marketing for Managers

This course is concerned with developing, presenting, and marketing oneself and new products/services that are essential both to personal and organizational survival and growth. Students learn to effectively present, market and sell their ideas to superiors, peers, subordinates, customers and other stakeholders. This course focuses on the importance for managers to develop sound presentation and communication skills so they may more effectively persuade, negotiate, convince, and sell various internal and external stakeholders on their tangible and intangible ideas and the products/services of the organization. Prerequisite: Acceptance into the Master of Arts in Management Program

MAM 620 Financial Methods for Managerial Decision-Making

This course provides learners an understanding of why financial management is important and how it integrates with managerial decision-making. Principles and techniques essential to an understanding of financial management and its application to effective decision-making are taught. Topics of study include the financial principles, financial statements and their analysis, cash flow analysis, time value of money, capital budgeting and valuation principles, risk and return principles, and other fundamental finance issues. Prerequisite: Acceptance into the Master of Arts in Management Program

MAM 630 Crafting a Strategic Vision

This course assists students in developing an understanding of how strategies are formulated and implemented within the business organization. The integration of the functional areas of management and how to deal with the various trade-offs
from the perspective of management are considered. Emphasis is placed on the role of strategy development of sustainable competitive strategy through the use of case studies. Prerequisite: Acceptance into the Master of Arts in Management Program

MAM 640 Applied Leadership Dynamics
This course provides a framework for business learners to become more proficient in recognizing, understanding, predicting and controlling the dynamics and outcomes of organizational behavior. The focus will be learning how to manage and lead for high performance. Topics include leadership, communication, conflict resolution, stress, decision-making, group management, power and politics, job design, ethics, work-life interface, and implementing change. Prerequisite: Acceptance into the Master of Arts in Management Program

MAM 650 Management Project Practicum
This practicum allows students to complete a management project within their own or a selected organization, providing a venue for application of previous coursework. The practicum will be conducted under the advisement of an approved mentor in the organization. Prerequisite: Acceptance into the Master of Arts in Management Program

Master of Business Administration (MBA)

The Master of Business Administration (MBA), in-class and online, covers the tools and methods required to run a business. The program requires 36 graduate-level credit hours to complete the degree. The schedule of course offerings permits an individual working full time to complete all the requirements for the MBA degree in 18 months, two classes per term. Students who do not have an undergraduate degree in business will generally take the Foundation (9 credit hours), the Core (18 credit hours), and a concentration (9 credit hours) to complete the degree. Students with an undergraduate degree in business normally have met all or most of the Foundation requirements; thus, they will take the Core (18 credit hours), a concentration (9 credit hours), and will complete nine hours of graduate business electives (instead of the Foundation), which may be composed of a second MBA concentration. Undergraduate business courses may not be substituted for graduate courses. The MBA concentration provides the MBA student with an opportunity to focus their studies in a specialized business area of interest.

The College of Business Dean's office will develop an education plan for students that show the courses needed to complete the degree program.

MBA Curriculum

Foundation
May be satisfied with specified equivalent undergraduate coursework

- MBA 505 Survey of Business Functions
- MBA 522 Data Analysis for Effective Decision Making
- MBA 541 Survey of Accounting and Information Systems

Note: Students who have an undergraduate degree in business normally will have met all or most of the Foundation requirements. The hours made available by this preparation must be met with graduate-level electives and may be used to develop a second concentration in Interdisciplinary Business, Accounting, Executive Coaching, Finance, Healthcare, Human Resources Management, International Management, Management Information Systems, Marketing, or Supply Chain Management. The program requires 36 graduate credit hours of coursework. No undergraduate courses apply toward the MBA.

Core
Must be satisfied with graduate-level courses

- MBA 652 Marketing Strategy
- MBA 633 Advanced Organizational Behavior
- MBA 642 Managerial Accounting and Information Systems

MBA 626 Operations Management Strategies in a Global Context
MBA 612 Financial Strategy
MBA 639 Strategic Management*

* Must be taken by all students during the last term of coursework

MBA Program Sequence
To enhance the quality and value of the MBA experience, it is essential that all 500-level requirements are completed as soon as possible in your program of study. Complete the prerequisites. They will not be waived if taken out of sequence.

- MBA 505 Survey of Business Functions
- MBA 541 Survey of Accounting and Information Systems
- MBA 522 Data Analysis for Effective Decision Making
- MBA 652 Marketing Strategy
- MBA 633 Advanced Organizational Behavior
- MBA 642 Managerial Accounting and Information Systems
- MBA 626 Operations Management Strategies in a Global Context

Concentration Course 1

Concentration Course 2

Concentration Course 3

Concentrations

Interdisciplinary Business (Traditional MBA)
The Interdisciplinary Business Concentration is primarily oriented toward managerial practice and provides a generalist perspective across traditional MBA curricula. Students will learn how to integrate theory and practice, apply basic concepts, and establish the analytical tools needed to manage a business in an evolving global environment. The Economics and Business Modeling and Planning courses in the concentration, in conjunction with the core courses, will help prepare students interested in taking the MBA certification exam.

Students must select a minimum of 9 credit hours from the following:

- BA 623 Business Modeling and Planning
- MBA 611 Economics
- MBA 634 Advanced Organization Management and Theory
- MBA 665 Advanced Law

Accounting Concentration
The Accounting Concentration is designed to provide students the opportunity to explore advanced topics in the accounting field. All those wishing to take the accounting concentration should contact a major professor in the accounting area to assist them in designing a concentration.

Students must select a minimum of 12 credit hours from the following and must satisfy prerequisites for each course:

- AC 618 Accounting Theory
- AC 619 International Accounting
- AC 624 Advanced Cost Accounting
- AC 632 Advanced Tax Accounting
- AC 643 Advanced Auditing
- AC 652 Accounting for Governmental and Non-profit Entities
- AC 661 Seminar in Contemporary Accounting

This concentration alone will not qualify students to sit for the CPA exam. Students planning to sit for the CPA examination should check with their faculty advisor to ensure that they will have completed the requirements as outlined by the respective state boards of accountancy. Students may take the accounting electives without pursuing the entire concentration.
Acquisition and Contract Management Concentration

The Acquisition and Contract Management concentration enables members of the federal acquisition community and its contracting partners to enhance their acquisition managerial practices. Additional emphasis is placed on understanding the acquisition process, as well as statutory and regulatory requirements.

*Note:* A Level 2 or Level 3 DAWIA certification for the contracting career field through DAU/FIU may be used to transfer 9 credit hours to the MBA Acquisition and Contract Management Concentration.

All courses are 4 credit hours (See page 135 for course descriptions)

Students will be required to take the following 12 credit hours:

- MCL 650 Ethical and Professional Principles of Executive Coaching
- MCL 651 Executive Coaching Communication Skills and Assessment
- MCL 652 The Role and Relationship Dynamics of Executive Coaching
- MCL 653 Executive Coaching Internship
- BA 637 Compensation and Performance Management
- BA 638 Human Resource Law
- BA 646 Strategies for Recruitment and Selection of Human Resource
- MAQC 660 Business Decision for Contracting
- MAQC 670 Legal Considerations in Contracting
- MAQC 675 Cost Analysis and Negotiation Techniques

Executive Coaching Concentration

The Executive Coaching Concentration will teach the fundamental skills required to coach business leaders and managers. These coaching principles can be applied in a variety of contexts and settings such as business leadership and management. The concentration provides an overview of the foundational concepts needed to prepare students to actively facilitate the identification, selection and accomplishment of business goals. The courses are offered online including a weekly one hour telephone call. The successful completion of the three courses (MCL 650, MCL 651, and MCL 652) including a one credit hour internship (MCL 653) taken simultaneously with each course will result in a graduate certificate in executive coaching.

External Professional Standards

Bellevue University is an institutional member of the Graduate School Alliance for Executive Coaching (GSAEC). The mission of GSAEC is to establish and maintain standards for education and training provided by academic institutions for the discipline and practice of executive and organizational coaching.

Unless noted, all courses are 3 credit hours

(See page 141 for course descriptions)

Students must take all three courses, plus 1 credit hour of MCL 653 to be taken simultaneously with each course.

- MCL 650 Ethical and Professional Principles of Executive Coaching
- MCL 651 Executive Coaching Communication Skills and Assessment
- MCL 652 The Role and Relationship Dynamics of Executive Coaching
- MCL 653 Executive Coaching Internship

Finance Concentration

Financial knowledge and understanding is highly valued in the marketplace and the Finance concentration provides an opportunity for students to further develop their knowledge and practical application skills in several key finance areas. Prior study is not required to pursue the Finance concentration and students may take any of the finance electives without pursuing the entire concentration. Students interested in this concentration should contact a major professor in the MBA area to assist them. Students may take the finance electives without pursuing the entire concentration.

Students must select a minimum of 9 credit hours from the following:

- BA 602 Risk Management
- BA 616A Investments
- BA 617 International Finance
- BA 620 Cash Management

Healthcare Concentration

The Healthcare concentration provides the non-healthcare professional graduate student with general healthcare knowledge. The intent of this concentration is to assist personnel, in areas other than patient care, to understand and be familiar with certain healthcare terminology and requirements. This concentration is recommended for students who work in fields related to the healthcare industry. Students may take the healthcare electives without pursuing the entire concentration.

Students will be required to take the following 9 credit hours:

- MBA 613 Healthcare Finance
- MBA 621 Healthcare Organizational Design and Delivery Systems
- MBA 668 Legal and Regulatory Compliance Issues in Healthcare

Human Resource Management Concentration

The Human Resource Management concentration examines theory and applications in all levels of organizational strategy, culture, and practice. Topic areas include human resource management roles and contributions in business planning and strategy, job value analyses, alternative work systems, recruitment and selection, fair employment practices, performance appraisal and management, compensation design and management, job evaluation systems, career development, health and safety, and employee rights. The topics include the study of specific quantitative and qualitative theories and methods used to collect reliable and valid human resource management data for decision purposes. Students may take the human resource management electives without pursuing the entire concentration.

Students will be required to take the following 9 credit hours:

- BA 636 Compensation and Performance Management
- BA 638 Human Resource Law
- BA 646 Strategies for Recruitment and Selection of Human Resource

International Management Concentration

The International Management concentration provides the graduate student with key topics, theories, and applications that managers and professionals understand and use in pursuing international business goals and activities. Students interested in pursuing this concentration should contact a major professor in the MBA area to assist them. Students may take any of the international management electives without pursuing the entire concentration.

Students must select a minimum of 9 credit hours from the following:

- BA 617 International Finance
- BA 637 International and Global Business
- BA 656 International Consumer Analysis
- MBA 667 Regulation and Ethics for International Business

Management Information Systems Concentration

The Management Information Systems concentration is designed to provide MBA students the opportunity to explore topics in the Computer Information Systems (CIS) field. Non-CIS undergraduate majors, with limited coursework in CIS at the undergraduate level, can enhance their understanding of the CIS area through this concentration. All those wishing to take the Management Information Systems concentration should contact a major professor in the MBA or CIS area to assist them. Students may take the management information systems electives without pursuing the entire concentration.

All courses are 3 credit hours (See page 135 for course descriptions)

Students must select a minimum of 9 credit hours from the following:

- CIS 520 Survey of System Development
- CIS 540 Survey of Voice and Data Communications and the Internet

All concentrations are open to undergraduate students at the discretion of the department.
Management (MAM) Concentration

This concentration is only for Master of Arts in Management who completed their programs prior to September 2008. MAM students are required to complete 18 hours for a second Master’s degree. Students may take the management electives without pursuing the entire concentration. Students will be required to take MBA 541, MBA 612, MBA 626, MBA 642, MBA 652, and one elective.

Students will be waived from MBA 505, MBA 522, MBA 633 and MBA 639

Students will be required to take the following 15 credit hours:

- MBA 541 Survey of Accounting and Information Systems
- MBA 612 Financial Strategy
- MBA 626 Applied Production and Operations Management
- MBA 642 Managerial Accounting and Information Systems
- MBA 652 Marketing Strategy

Plus one 600-level elective

Marketing Concentration

The Marketing concentration is designed to provide MBA students the opportunity to explore global topics in the marketing field. Students interested in pursuing this concentration should contact a major professor in the MBA area to assist them. Students may take any of the marketing electives without pursuing the entire concentration. MBA 652 is a prerequisite to all Marketing concentration courses. Students may take the marketing electives without pursuing the entire concentration.

Students must select a minimum of 9 credit hours from the following:

- BA 655 Internet Marketing
- BA 656 International Consumer Analysis
- BA 658 Sales Management
- BA 663 Global Brand Marketing
- MBA 664 Marketing Research

Supply Chain Management Concentration

Companies of all types are interested in individuals who have solid business skills, decision-making capabilities and a good understanding of the latest information technology developments. They are looking for leaders who have the confidence and capability to bring new ideas in the search for greater organization efficiency. As part of the MAM program, students can complete the Supply Chain Management concentration. This concentration involves the integration of business processes across organizations, from material sources and suppliers through manufacturing and processing to the final customer. The concentration provides students with an understanding of the role that the supply chain provides in enterprise competitiveness and overall strategy. The concentration helps prepare students for careers with manufacturers, distributors, logistics service providers, and consulting firms. The curriculum provides the required theoretical/conceptual bases and analytical methods for making sound operational and strategic business decisions. Students may take the supply chain management electives without pursuing the entire concentration.

Students must select a minimum of 9 credit hours from the following:

- MBA 670 Essentials of Supply Chain Management in a Global Environment
- MBA 672 Models in Supply Chain Management
- MBA 674 Emerging Topics in Supply Chain Management
- MBA 676 Information Technology Practices for Managing the Supply Chain
- MBA 677 Logistics Management

AST&L (American Society of Transportation and Logistics) is the premier professional organization that develops and administers the Certification in Transportation Logistics. AST&L began the CTL Certification Program in 1948, known as the CPA of the transportation/logistics industry. Normally, to qualify an individual must be active member of AST&L and have a four year undergraduate degree or three years of professional experience. The certification is granted to individuals who successfully complete an extensive series of exams covering logistics, transportation, and supply chain. Students meeting specific academic requirements are eligible to receive the CTL without further examinations. Bellevue University is authorized to offer this academic blanket waiver. To qualify, students must meet the following requirements:

1. The student must have a BSBA (Bachelor of Science Business Administration) or BSA (Bachelor Science Accounting) undergraduate degree
2. The student must have received Bellevue University's MBA with the Supply Chain Management Concentration
3. In addition to the nine credit hour Supply Chain Management concentration, the student must have successfully passed Bellevue University's MBA 677 Logistics Management course with a “C” or higher. This course is a logistics course with a transportation emphasis.
4. The student must meet all other AST&L requirements for the waiver which includes membership in AST&L
5. The student must apply for the waiver within six months of graduation

Courses

Some Master of Business Administration and accounting courses are cross listed as both 400- and 600-level and may be taken as part of either the undergraduate or graduate programs. If a student has completed a cross listed course at the 400-level, additional credit will not be granted at the 600-level.

Unless noted, all courses are 3 credit hours.

AC 618 Accounting Theory

Accounting Theory is a course in basic accounting theory. It looks at the development of accounting theory and explores its impact on past and current accounting practices. Emphasis will be placed on basic accounting concepts, including the conceptual framework, APB # 4 and ASOBA18. Other areas of discussion will include the policy-making process, contemporary auditing issues, and international accounting. Prerequisites: AC 312, MBA 505, MBA 522, and MBA 541.

AC 619 International Accounting

In-depth study of current standards of practice in international accounting and a comparison of U.S. GAAP to practices in other countries. Emphasis also is placed on understanding the importance of the harmonization of accounting and auditing standards, the role international standards play in the global market place, and the impact of these standards on U.S. GAAP. Prerequisites: AC 312, MBA 505, MBA 522, and MBA 541.

AC 624 Advanced Cost Accounting

Discussion topics include current managerial and cost accounting issues, such as JIT, balanced scorecard, ABC accounting, strategic cost management, meaningful report writing for management, and quality and performance measurement. This course uses a “hands-on approach” encouraging participation and interaction through the use of computer projects, case studies, and classroom discussions. Prerequisite: MBA 505, MBA 522, MBA 541, and MBA 642.

AC 632 Advanced Tax Accounting

The course introduces students to specialized areas of taxation, emphasizing business income tax procedures for partnerships, corporations and S corporations, as well as the estate tax, gift tax and income taxation of estates. Sources and applications of federal tax law are also covered. Students will be expected to prepare basic business tax forms and research tax issues using appropriate research materials. Prerequisites: AC 331, MBA 505, MBA 522, and MBA 541.
AC 643 Advanced Auditing
This course is designed to look at topics beyond those covered in basic auditing classes. Students study in-depth current standards of practice in areas such as fraud detection, internal and external auditing, and specialized attestations engagements. Also emphasizes the ethical, legal, and regulatory environment of auditing and theoretical issues. Prerequisites: AC 442, MBA 505, MBA 522, and MBA 541.

AC 652 Accounting for Governmental and Non-Profit Entities
Accounting for Governmental and Non-Profit Entities covers governmental accounting and the various funds associated with non-profit enterprises. This course is a study of accounting techniques as applied to federal and state governmental units, public school systems, colleges and universities, hospitals, voluntary and welfare organizations, and other non-profit organizations. Students will be expected to prepare basic financial statements for a sample government using a dual-track computerized accounting software package. Prerequisites: AC 312, MBA 505, MBA 522, and MBA 541.

AC 661 Seminar in Contemporary Accounting: Selected Topics
This course covers special topics of financial accounting, auditing, tax, or managerial accounting. The specific topic(s) offered will be listed in the course schedules for the session during which the seminar is offered. This class is offered in a seminar format, focusing on discussion rather than lecture. Prerequisites: 12 hours of accounting, MBA 505, MBA 522, and MBA 541.

BA 602 Risk Management
Fundamental principles and practices of risk management and insurance are addressed with an applied focus on risk management processes, rather than institutional and contractual details of the insurance industry. Topics include fundamental principles of risk management, such as risk identification; risk characterization; pricing of risk reduction techniques; risk retention; regulatory, legal and tax implications; insurance; and other hedging strategies. Additionally, personal, business, and public policy perspectives concerning life, health, property, and liability risk management and insurance are addressed. Prerequisites: MBA 505, MBA 522, and MBA 541.

BA 616A Investments
Investment principles and practices are studied in the context of individuals and organizations. The course will integrate economic relationships and practices for an understanding of the current investment environment. Additionally, the course will survey the institutions and securities that make up the investment environment to provide students a history of how Wall Street operates. Students will understand and experience how individuals trade financial instruments, including stocks, options, bonds, futures, and other derivative securities. Prerequisites: MBA 505, MBA 522, and MBA 541.

BA 617 International Finance
This course will focus on international financial tools, applications, and concepts. Topics include fundamental international financial relationships and their application to firms and individuals, international transactions, tax issues, and multinational corporations. It will cover essential elements of transacting in an international marketplace. It will also address the fundamental risks inherent in international business and the use of financial securities to hedge these risks. Prerequisites: MBA 505, MBA 522, and MBA 541.

BA 620 Cash Management
Also known as treasury management, working capital management, or short-term financial management, cash management addresses fundamental principles and practices concerning cash management. Topics include the role of cash management, credit, accounts receivable and collection management, accounts payable and disbursement management, electronic commerce, information and technology needs for cash management, forecasting, short-term investments and borrowing, international cash management, relevant relationship management, and contemporary issues. Prerequisites: MBA 505, MBA 522, and MBA 541.

BA 623 Business Modeling and Planning
This course introduces modeling as a tool for decision-making and planning. It provides the foundation to understand various analytical models and prepares students to apply them to manage and solve real-life business problems. Topics include: optimization models, network models, inventory control, waiting lines, decision theory and multi-criteria decision models. Large-scale problem solving is facilitated through software applications. Prerequisites: MBA 505, MBA 522, and MBA 541.

BA 636 Compensation and Performance Management
This course examines current theories, research, and practice necessary to make effective strategic decisions in managing compensation and performance issues. Included in this course is a detailed look at contemporary compensation systems and strategies, job analysis, and performance evaluations. Also includes how to design wage and salary structures and benefit packages in order to be competitive in today’s organizations. Prerequisites: MBA 505, MBA 522, and MBA 541.

BA 637 International and Global Business
This course surveys international and global business issues, processes, and strategies. The course describes and assesses (a) issues that surround business and market opportunities, such as cultural, economic, legal, political, and technological differences, (b) international trade and monetary systems, and (c) strategies, structures, and processes used by successful international and/or global businesses and organizations. Prerequisites: MBA 505, MBA 522, and MBA 541.

BA 638 Human Resource Law
Describes, analyzes, and evaluates legal foundations, cases, and applications of human resource law. Areas of law covered will include, but are not limited to, equal employment opportunity law, labor relations law, fair employment practices law, and compensation-benefits law. Human resource management practices will be considered within analysis and evaluation of laws, cases, and settlements. Prerequisites: MBA 505, MBA 522, and MBA 541.

BA 644 Service Learning
This course provides an opportunity for students to use their talents as professionals to perform meaningful community service. It is designed to help managers develop the skill sets and mind sets necessary to be effective stewards of a moral society, i.e., to enjoy the fruits of capitalism while actively seeking justice, fairness, and ecological sustainability. It seeks to improve their moral performance as future business managers by encouraging them to actively promote community welfare, thus bettering themselves, their communities, and their country. Prerequisite: Graduate standing.

BA 646 Strategies for Recruitment and Selection of Human Resources
This course is designed for students who desire to understand and master the intricacies associated with the recruitment and selection of human resources. Concepts addressed include, but are not limited to staffing plans, recruiting theories and practices, selection theories and practices, validity and reliability in testing, legal and regulatory factors affecting selection practices, making employment offers, and practices to ensure equal employment opportunity and affirmative action. A key feature of this class will be on ongoing simulation in which students must employ their newly acquired knowledge and skills to address a real world business problem involving recruitment and selection of human resources. Prerequisites: MBA 505, MBA 522, and MBA 541.

BA 655 Internet Marketing
This course examines the nature, characteristics, and culture of the online environment to understand, develop, and implement marketing strategies and tactics for conducting effective online commerce. Emphasis is on the hardware/software tools necessary for Internet-based commerce, market segmentation identification, product development, pricing, direct marketing, global marketing, and the methodology to execute marketing strategy in a computer mediated environment. Prerequisites: MBA 505, MBA 522, MBA 541, and MBA 652.

BA 656 International Consumer Analysis
Review of the classical areas of perceptions, cognition, attitudinal formation, and cultural influences that affect individuals and group purchasing behaviors. Emphasis is placed on understanding marketplace dynamics, market segmentation, and understanding the importance of psychographics in market planning analysis. Prerequisites: MBA 505, MBA 522, MBA 541, and MBA 652.
BA 658 Sales Management
Examines development, structure, and implementation of an effective and profitable sales force across substantially different environmental conditions. Strategies involving various markets, sales person characteristics, sales program design, and quantitative measurements are emphasized. Prerequisites: MBA 505, MBA 522, MBA 541, and MBA 652

BA 663 Global Brand Marketing
This course provides a framework for defining brand equity and identifying sources and outcomes of brand equity along with developing a tactical guideline for building, measuring, and managing brand equity. Emphasis is on building a common denominator to interpret the potential effects and trade-offs of various strategies and tactics for brands. Managing brand equity between what happened to the brand in the past and what should happen to it in the future is explored. Students gain career experience by creating brand strategies and developing a strategic brand audit. Prerequisites: MBA 505, MBA 522, MBA 541, and MBA 652

MBA 505 Survey of Business Functions
The course surveys the essential functions of modern business organizations. It is designed for the graduate student whose undergraduate degree is in a non-business area. The course emphasizes specific business knowledge in core areas and functions including organizational design, marketing, finance, accounting, management, and operations. The course uses both focused and integrative analyses of business areas and functions. Course materials include scholarly and professional articles, cases, and exercises. Prerequisite: Graduate standing

MBA 522 Data Analysis for Effective Decision Making
This course covers data analysis and selected models which are essential for sound business decision-making. The art of collecting, summarizing, analyzing, and describing data using descriptive tools is introduced. Graphical, tabular, and numerical summaries are included. Students will learn the concept of probability and selected probability distributions. As an introduction to analytical modeling, forecasting and project management topics are covered. In addition to time series analysis, simple- and multiple-regression are introduced as forecasting methods. PERT, CPM, and time-cost trade-offs are studied for managing projects. Appropriate computer software is used to facilitate learning. Prerequisite: Graduate standing

MBA 541 Survey of Accounting and Information Systems
This course is designed to provide students with an overall understanding of the manner in which a business gathers, processes, and uses information. Students are introduced to basic accounting and computer concepts and procedures through case studies and computer projects. Emphasis is placed on developing an understanding of basic accounting processes and principles, on data management in a computerized environment, and on basic financial statements. Students also are expected to develop an appreciation of the needs for internal controls in a business. Issues relating to internal control procedures, computer security, privacy issues and ethics will be introduced through readings and case studies. Prerequisite: Graduate standing

MBA 611 Economics
This course presents fundamental micro and macro-economic concepts relevant to managers and other policymakers in business and government. Students are challenged to recognize, apply, and assess these concepts to decision making in business management and public policy. Students address the applicability of economic concepts to themselves, businesses, and society. Concepts and implications fundamental to the market supply and demand economic framework are addressed with an emphasis on their application to the firm and individual. Additionally macro-economic concepts, including an overall aggregate model of the economy are addressed. Students are encouraged to take a holistic view of how economic concepts impact the firm. Prerequisites: MBA 505, MBA 522, and MBA 541

MBA 612 Financial Strategy
Fundamental principles and practices relevant to a firm’s financial strategy are addressed. Emphasis is on conceptual foundations and analysis of how financial fundamentals impact corporate financial strategies and the efficient allocation of wealth resources. Topics include: key elements of financial environments, market efficiency, financial analysis, cash flow, incentive theory and practice, agency problems, time value of money, security valuation, risk analysis, portfolio theory and practice, capital budgeting, capital structure, dividend policies, options, global financial concerns, and contemporary financial issues. Prerequisites: MBA 505, MBA 522, and MBA 541

MBA 613 Healthcare Finance
This course is an introduction to financial management in the healthcare industry. The course includes general accounting principles, analysis of financial statements, financial planning, and variance analysis as well as an introduction to the economics of today’s healthcare environment including fund flows, markets and marketing, productivity, strategic planning, cost effectiveness, and capital finance/structure. Prerequisites: MBA 505, MBA 522, and MBA 541

MBA 621 Healthcare Organizational Design and Delivery Systems
This course introduces students to healthcare organizational structures with an emphasis on the topics of governance, structure, networks, and employee performance. The issues of healthcare costs, access, and quality, within managed care systems and collaborator networks will be addressed. Prerequisites: MBA 505, MBA 522, and MBA 541

MBA 626 Operations Management Strategies in a Global Context
This course deals with the problems of producing and delivering goods and services. This course also covers the application of problems such as production scheduling, smooth work flow, quality control, inventory control, facility layout, and proper task sequencing from a managerial viewpoint. Case studies will be used to improve skills in problem identification; mathematical and computer tools will be used when appropriate to solve the problem at hand. Prerequisites: MBA 505, MBA 522, and MBA 541

MBA 633 Advanced Organizational Behavior
This course encourages the application of advanced conceptual and theoretical perspectives to the analysis and control of behavior in organizations. Students will practice diagnosing and resolving behavioral and organizational problems related to management functions, individual differences, group and interpersonal conflict, and work/role interface. Includes emphasis on perception, motivation, leadership, influence, work/family conflict, stress, decision-making, diversity, organizational learning, ethics, global issues and change. Prerequisite: Graduate standing

MBA 634 Advanced Organization Management and Theory
This class encourages the application of advanced conceptual and theoretical perspectives to the design of organizations and the linkage mechanisms that organizations must develop to manage their environments. Students will practice diagnosing and resolving organizational problems related to the growth, survival, and decline of organizations. Research emphasis will be placed on how size, structure, technology, and organizational culture impacts operations, strategic contingencies, and competitive advantage. Prerequisites: MBA 505, MBA 522, and MBA 541

MBA 639 Strategic Management
This course describes, analyzes, and evaluates components and processes of business strategy and policy. Issues and topics are examined at the corporate, business, and product/service levels. Quantitative and qualitative assessment tools are examined and applied in cases, exercises, and research materials (by traditional or online publication). Component research is conducted concerning specific issues in stakeholder analyses, social responsibility, competitive actions, internal integration, and strengths, weaknesses, opportunities, and threats (SWOT) assessment. Prerequisite: Must be taken by MBA students during the last term of coursework

MBA 642 Managerial Accounting and Information Systems
Provides an understanding of management information systems used in decision-making processes. Designed with a hands-on approach, encourages participation and interaction through the use of computer projects, case studies, and classroom discussions. Topics include basic cost accounting concepts and terminology, product costing and pricing, planning and controlling a business operation through budgets and variance analysis, and managerial decision-making using such techniques as cost-volume-profit analysis and variable costing. Computers and appropriate computer software will be used. Prerequisites: MBA 505, MBA 522, and MBA 541
MBA 652 Marketing Strategy
This course examines the key concepts and issues in developing and selecting a marketing strategy. Developing and implementing dynamic marketing strategies that are adaptable to changing conditions are emphasized. It examines processes that enable the domestic and/or international organization to continually learn from competitors, customers and other stakeholders with the objectives of developing marketing strategies that are essential to both obtaining and sustaining a competitive advantage. Students gain career experience in marketing by analyzing various corporate dilemmas and developing strategies throughout the course along with creating a marketing plan. Prerequisites: Graduate standing.

MBA 664 Marketing Research
This course is designed to provide students with a means to obtain information for more effective marketing decisions. The essential concepts of marketing research and methods used to conduct research to help solve marketing problems will be emphasized. Both quantitative and qualitative research methods will be covered in the course and how these two approaches are best utilized to address a variety of marketing problems. Students will obtain marketing research data and apply it to a variety of actual marketing problems. Prerequisites: MBA 505, MBA 522, MBA 541, and MBA 652.

MBA 665 Advanced Law
This course is a comprehensive and technical study of law and its application in business operations. This course examines the influence of political, social, regulatory, environmental, and technical issues on the formation and interpretation of the law. Topics include Uniform Commercial Code, bankruptcy, agency and employment relationships, mortgages and property concepts, contracts, torts, criminal law, constitutional law, and dispute resolution. Emphasis is placed on applying these concepts to business decisions while considering both ethical and global perspectives. Students completing Advanced Law should be well prepared for the law areas covered in the CPA exam. Prerequisites: MBA 505, MBA 522, and MBA 541.

MBA 667 Regulation and Ethics for International Business
An examination of the basic categories of regulations and laws to develop the framework within which organizations operate in the global economy. The international framework will be contrasted with the one constraining domestic operations. Skills in making ethical, strategic decisions within this framework will be developed through comprehensive international case problems. Ethical and moral analysis will examine issues in human rights, environmental considerations, investment, and social responsibility considerations. Prerequisites: MBA 505, MBA 522, and MBA 541.

MBA 668 Legal and Regulatory Compliance Issues in Healthcare
This course provides an overview of federal and state regulations that affect and influence the healthcare industry. Topics include Medicare, Medicaid, privacy laws, medical malpractice, licensure and certification, institutional and personal liability, and ethical issues. Prerequisites: MBA 505, MBA 522, and MBA 541.

MBA 670 Essentials of Supply Chain Management in a Global Environment
This course examines classical and contemporary issues in managing supply chains in domestic and global environments. The capabilities that a supply chain must have to support a firm’s business strategy are studied. Students learn to analyze and assess the strategic role of the supply chain and the fundamental issues in managing them. Methodologies for designing and planning a supply chain are introduced and methods to apply them in supply chain activities are learned. Prerequisites: MBA 505, MBA 522, and MBA 541.

MBA 672 Models in Supply Chain Management
This course introduces models to frame, structure, and solve decisions which pertain to various aspects of supply chain management. Students will learn how to apply these models and how to use the solutions in decision-making from a cross-functional business perspective. Through the examination of various models and benchmark cases, students will learn to recognize, structure, analyze, and develop decisions which have supply chain implications. Prerequisites: MBA 505, MBA 522, and MBA 541.

MBA 674 Emerging Topics in Supply Chain Management
With the business environment constantly changing, new strategies and topics in supply chain management emerge continuously. This course is devoted to bring such topics to the forefront. It examines the emerging issues by evaluating their immediate and long-term impact on traditional supply chain management theories as well as other business disciplines and practices. Contemporary readings and guest speakers supplement traditional academic literature and textbooks as the topics are fluid and very dynamic. Prerequisites: MBA 505, MBA 522, and MBA 541.

MBA 676 Information Technology Practices for Managing the Supply Chain
This course examines the importance of various technology-driven practices which affect the performance of supply chains, such as timely information sharing, reducing lead times, and reducing inventory levels, are examined. Software and products used in managing supply chains, such as Vendor Managed Inventory (VMI), are introduced. The advantages and disadvantages of each are analyzed, and students learn how they benefit the enterprise and how to propose choices for various industries. Prerequisites: MBA 505, MBA 522, and MBA 541.

MBA 677 Logistics Management
The course provides students with a thorough overview of the logistics management concepts and their interface with other functional areas. Students will learn about activities involved in moving and storing materials and information through the supply chain. Course activities include developing and integrating models of procurement, transportation, warehousing, materials handling, and information storage. Problem-solving projects and assignments require basic knowledge of Excel and Access. Prerequisites: MBA 505, MBA 522, and MBA 541.

MBA 685 Internship in Business Administration
This course provides an opportunity for students to expand their learning environment by including the actual workplace. Students will spend an amount of time on-the-job equivalent to that spent in the classroom. The learning objectives and specific program of study must be developed in consultation with, approved and sponsored by a full-time College of Business faculty member and the work supervisor of the intern prior to the start of the internship. These objectives will be documented through oral or written reports as required by the faculty sponsor. Prerequisites: MBA 505, MBA 522, and MBA 541 (1 to 6 credit hrs).

MBA 699 Topics in Business Administration
This course provides an opportunity for students to customize their business administration degree curriculum by pursuing in more depth advanced work in topic areas not addressed or only briefly addressed in other business courses. Specific programs of study must be developed in consultation with, approved and sponsored by a full-time College of Business faculty member. Emphasis will be placed on advanced research in current business issues. Prerequisites: MBA 505, MBA 522, and MBA 541 (1 to 6 credit hrs).
MLDR 600 Leadership Theories and Practices
This course explores the various theories of leadership by examining their practice within diverse organizational and situational contexts. Students study past and current leaders in order to effectively analyze their roles, styles, actions, reputations, and levels of success in relationship to the theories presented. Prerequisite: Acceptance into the Master of Arts in Leadership Program

MLDR 610 Organizational Leadership
In this course, students focus on the roles leaders play in a variety of organizations. Students explore the practice of leadership theories within the context of the goals and functions of various organizations, the expectations of society, and the personal goals of the leader. Students will analyze the level of success of both organizations and leaders based on a variety of factors. Prerequisite: Acceptance into the Master of Arts in Leadership Program

MLDR 615 Qualitative and Quantitative Research Methods for Leaders
This course introduces students to a variety of qualitative and quantitative research methods. Students learn how the method of research affects how data is collected and analyzed. The focus of the course is to prepare students to select and utilize a research method appropriate for collecting and analyzing data relevant to his/her leadership project. Qualitative and quantitative research methods also are discussed in relation to the types of research and data collection/analysis leaders may perform in a variety of organizational settings. Prerequisite: Acceptance into the Master of Arts in Leadership Program

MLDR 620 Strategic Leadership
Students explore how leaders strategically create and affect organizational missions, goals, and objectives. Students study the role a leader plays with regard to inspiring, empowering, and leading organizational stakeholders through planning and implementing strategic organizational initiatives. Prerequisite: Acceptance into the Master of Arts in Leadership Program

MLDR 631 Team and Group Dynamics
This course examines the need for leaders to understand group dynamics, as well as the leader's role in facilitating the success of teams or groups in a given organization. Students explore the processes of team building, interpersonal and group relations, effective problem solving, decision-making skills, and managing changes within the group setting. The emphasis is placed on the actions of individuals within a group, the relation between groups and their organizations, and the relationship between groups and their leaders. Prerequisite: Acceptance into the Master of Arts in Leadership Program

MLDR 635 Organizational Change and Human Development
Students learn how to lead purposeful change within organizations through appropriate motivational methods and the education, training, and development of human resources. Students explore the roles of leaders in relation to implementing and facilitating changes within organizations. In addition, students learn how leaders motivate, mentor, coach, and develop others to be active participants and leaders of strategic changes with their organizations. Prerequisite: Acceptance into the Master of Arts in Leadership Program

MLDR 640 Ethical Leadership
This course introduces students to the principles and practices of ethical behaviors at individual, organizational, and social levels. Students study the effects of ethical and unethical behaviors and decisions made by past and current leaders. Leadership theories learned earlier in the program are reviewed in relation to the ethical behaviors expected of leaders in various organizations within today's society. Prerequisite: Acceptance into the Master of Arts in Leadership Program

MLDR 670 Twenty-first Century Leadership
Having a solid understanding of leadership theories and practices studied earlier in the program, in this course the students explore social, organizational, and technological changes that may influence the traits and abilities individuals will need to be effective local and global leaders in the twenty-first century. Students utilize the knowledge from their other classes in the program to create a description of the different types of leaders needed in the twenty-first century.

MLDR 681 Leadership Project
The project course allows students to conduct an in-depth exploration of a leadership topic of personal and/or professional interest. Students learn how to conduct research in order to review and study what experts have said about their leadership topics. Students then determine and develop a method of research appropriate for the study they wish to conduct in order to collect and analyze data to complete their leadership project. The course is continued in all four terms with one credit earned each term. One instructor is dedicated to this course for all four terms to help the student develop his/her thesis project. Prerequisite: Acceptance into the Master of Arts in Leadership Program
**Master of Science in Computer Information Systems**

*College of Information Technology*

The Master of Science in Computer Information Systems is designed for computer professionals who desire an advanced Information Systems degree as a key component of their professional growth. The tools they need to go forward into technical and management positions in Information Systems. The curriculum covers every important aspect of the IT profession: networking, telecommunications, database management, E-Commerce, project management, and IT accounting. To complete this 36-credit hour degree program, students will take 12 semester hours of foundation courses and 24 semester hours of core courses. Students with no previous computer courses also may be required to take additional prerequisites. Electives may be substituted for foundation courses in cases where students have previous coursework that maps to the foundation.

For the most up to date information or for questions see our webpage at www.bellevue.edu or contact us at CISProgram_Info@bellevue.edu

**Prerequisites**

CIS 242 Introduction to Programming Using Java

**Major Requirements (36 credit hours)**

**Foundation**

CIS 520 Survey of System Development
CIS 525 Business System Programming
CIS 535 Management and Design of Database Systems
CIS 540 Survey of Voice and Data Communications and the Internet

**Core**

CIS 600E E-Commerce Enterprise
CIS 605 Advanced Database Management
CIS 621 Applied System Development and Design
CIS 633 Information Technology Project Management
CIS 635 Principles of Human Computer Interface Design
CIS 640 Advanced Telecommunications
CIS 647 Network Systems
CIS 650 Accounting for IT Professionals

**Business Administration Concentration**

The Business Administration Concentration, in-class and online, is designed to provide MSCIS students the opportunity to explore emergent as well as traditional business theories, concepts, and applications in the areas of Finance, Management, and Marketing.

*Students must take CIS 650 prior to enrolling in the following business courses:*

MBA 612 Financial Strategy
MBA 633 Advanced Organizational Behavior
MBA 652 Marketing Strategy

**Computer Information Systems Concentration**

Select three of the following:

CIS 602A Intermediate Java Programming
CIS 603 XML Programming
CIS 604 Advanced Networking Using Java
CIS 605 Advanced Database Management
CIS 609 Advanced Java Using Struts and MVC
CIS 621 Applied System Development and Design
CIS 634 ASP.NET
CIS 635 Principles of Human Computer Interface Design
CIS 640 Advanced Telecommunications
CIS 645 Introduction to Software Engineering
CIS 647 Network Systems
CIS 650 Accounting for IT Professionals

**Healthcare Concentration**

MBA 613 Healthcare Finance
MBA 621 Healthcare Organizational Design and Delivery Systems
MBA 668 Legal and Regulatory Compliance Issues in Healthcare

**Information Security Concentration**

*Students must take CIS 666 prior to enrolling in the following security courses:*

CIS 607 Computer Forensics
CIS 608 Information Security Management
CIS 636 Database Security
Courses

All courses are 3 credit hours.

CIS 512 Survey of Information Technology Management
This course provides an introduction to the broad range of skills necessary for successful management of information systems at the enterprise level. Topics include: accounting, communication, statistics, management principles, configuration management as well as additional issues topical to the current information systems environment.

CIS 520 Survey of System Development
This course introduces the concepts for information systems analysis and design with an emphasis on structured development combined with an introduction to object-oriented analysis and design principles.

CIS 525 Business System Programming
This course builds upon the introductory programming class. Students will be immersed in language syntax and the interactive PC environment. Emphasis will be on solving problems by deriving and implementing appropriate algorithms using Object Oriented concepts. Students will accomplish a programming project that will apply the concepts covered in the course. Prerequisite: CIS 242

CIS 535 Management and Design of Database Systems
The major focus of the course will be the relational model with a brief discussion of the hierarchical and network models. Database design using E-R Diagrams will be presented. Relational terminology and the theoretical concepts of the model, such as normalization, will be discussed. The Sequel Query Language (SQL) will be used to manipulate the model. Students will prepare a small application using a Commercial RDBMS.

CIS 537 Introduction to Cyber Ethics
This course provides a brief overview of the field of ethics, computer privacy and security, computer crime and software piracy, intellectual property and information ownership, computers and gender, computers and social justice, and civil liberties in cyberspace. Additionally, ethical questions concerning professional codes of conduct and issues of moral responsibility for computer professionals are presented.

CIS 540 Survey of Voice and Data Communications and the Internet
Students learn the fundamental technical principles of voice communications, data communications, and protocols which support the Internet. Then, students examine the business challenges of managing telecommunication resources.

CIS 599 Topics in Computer Information Systems
In-depth exploration of special topics not treated or treated only briefly in other courses. Specific titles of courses offered under this heading will be listed in the course schedules for the sessions in which they are offered.

CIS 600 E-Commerce Enterprise
This course explores how electronic commerce technologies are being used by organizations. It discusses issues of identifying opportunities for electronic commerce, strategies for conducting electronic business, and Internet technologies that thrive in the new economy in large and small companies alike. This course aims to integrate various electronic commerce development tools and technologies and develop strategies for their effective use through business organizations. It equips students with hands-on assignments, to evaluate and implement electronic commerce business models and projects. Prerequisite: CIS 525

CIS 602A Intermediate Java Programming
This course is designed to teach principles of Object-Oriented (OO) programming using Java. This course will cover the Java programming language syntax and OO concepts, as well as more sophisticated features of the Java runtime environment. Additional topics addressed will be the Java programming language’s implementation of graphical user interfaces (GUIs), multithreading and networking. This course is offered as part of the SUN Authorized Educational Alliance. Prerequisite: CIS 242, CIS 251 or CIS 525

CIS 603 XML Programming
This course is designed to teach principles of programming on the World Wide Web using the Extensible Markup Language (XML). This course explores the use of XML as the primary development language for Web information portals. Each student will have their own website and will be expected to develop it into a useful information portal using the tools demonstrated in this class. Prerequisite: CIS 525

CIS 604 Advanced Networking Using Java
This course is a programming-based learning experience that focuses on the advanced principles of programming for the World Wide Web using Java technologies. The Java 2 Platform Enterprise Edition (J2EE) specification governing these principles will be examined in detail. Prerequisite: CIS 602A or practical experience in Java programming

CIS 605 Advanced Database Management
The subject of database management will be approached in its role as the back end of client/server technology. The focus will be on using a relational database as an enabling technology in the area of Online Transaction Processing and Online Analytical Processing. The use of the PL/SQL as it relates to database administration and development will be studied. Issues of database security will be a secondary emphasis. Prerequisite: CIS 535

CIS 606 Information Security
This course is designed to provide an introduction to information security. Current trends in information security will be explored. Students are introduced to sources of threats and vulnerabilities as well as methods for optimizing system security. Legal and ethical issues associated with information security will be examined, as well as how those issues are addressed within the context of an organization.

CIS 607 Computer Forensics
This course is designed as an overview of the investigative methods and tools associated with computer forensics. Topics include: processing crime and incident scenes, digital evidence controls, recovery of information, network forensics, data acquisition, and legal and ethical issues associated with investigations.

CIS 608 Information Security Management
This course addresses the issues relating to successful information security management. Topics include access control systems, network and software security, management practices, risk management, protection mechanisms, business continuity planning, and legal and ethical issues. This course will allow for analysis of current security management models.

CIS 609 Advanced Java Using Struts and MVC
This course is designed for Java programming language developers with skills equivalent to that of a Sun Certified Java Developer, who are creating Web components (such as Servlets and custom tags) used in the assembly and generation of dynamic Web content. Creating applications using the Jakarta Struts Framework and the Model View Controller (MVC) paradigm will be a significant part of the course. Prerequisite: CIS 604 or practical experience in Java programming using Servlets and Java Server Pages

CIS 620 Management Information Systems
This course presents an overview of contemporary information systems challenges and possible responses to those challenges. The course surveys technologies related to computers, telecommunications, office systems, knowledge management, and computer-aided collaborative work. Emphasis is placed on the discussion of topics directly related to the effective provisioning of information services within organizational contexts, and focuses on areas with the greatest potential for application of current and emerging technologies to contemporary problems.

CIS 621 Applied System Development and Design
This course addresses the complex and evolving issues of effective systems development. Extends concepts introduced to students in CIS 520 regarding all phases of the system development lifecycle. Team-based and discovery-based learning methods are stressed. Development projects will reflect actual problems provided by local industry. A formal software project management plan and schedule will be developed for the implementation and integration phases. Prerequisite: CIS 520
CIS 631 E-Commerce Management
This course explores key business and technology elements of electronic commerce. It discusses issues of identifying opportunities for electronic commerce, strategies for conducting electronic business, and Internet technologies. This course also addresses legal, ethical, and security issues in an E-Commerce environment.

CIS 633 Information Technology Project Management
This course addresses the complex and unique issues related to effectively managing projects in an Information Technology context. Emphasis is placed on the nine knowledge areas specified by the Project Management Institute (PMI®) in the Project Management Body of Knowledge (PMBOK®). Team-based and discovery-based learning methods are stressed. Development projects reflect actual problems provided by industry. A formal software project management plan detailing the process groups of initiating, planning, executing, controlling, and closing will be developed.

CIS 634 ASP.NET
This course explores concepts of building data-driven websites using Microsoft's .NET technologies. Of, VB.NET and other technologies will be used to demonstrate a broad range of Internet disciplines. Prerequisite: CIS 525

CIS 635 Principles of Human Computer Interface Design
The practice of effective Graphical User Interface (GUI) design will be a foundation of this course. Various GUI operating systems and environments will be explored. Visual Basic will be used to demonstrate elements of the curriculum. Other visual front-end design tools will be discussed. The overall focus of this course will be the visual front-end portion of the multi-tiered systems. Prerequisite: CIS 525

CIS 636 Database Security
This course is designed to introduce the concept of database security to include: Architecture, Password Policies, Virtual Private Databases, Auditing, Privileges, and Roles Administration. This course will supplement other Information Security Classes and emphasize those areas unique to database security. Students will be provided the opportunity to administer and secure a database.

CIS 640 Advanced Telecommunications
This problem-solving course addresses design, system engineering, and integration issues associated with the development, deployment and use of systems which incorporate advanced and emerging telecommunication technologies. Typical problem scenarios will address increasing bandwidth needs, fiber optic technologies, new communications transfer modes, and mobile communications. Whenever possible, design problems will reflect real world problem situations provided by local industry. Prerequisite: CIS 540

CIS 647 Network Systems
This course explores network operating systems and network technologies using the latest products by Microsoft, Sun, Linux Project, and others. Prerequisite: CIS 540

CIS 650 Accounting for IT Professionals
This course is designed to provide an introduction to business issues associated with Information Technology. The course includes an introduction to financial and managerial accounting concepts as they apply to IT issues, including budgeting, costing, control, and performance evaluation.

CIS 653 Enterprise Resource Planning
This course explores the scope of Enterprise Resource Planning (ERP) from a project management perspective. Fundamental issues of ERP implementation, operation, and management will be addressed. The course also identifies competitive advantages of using ERP systems.

CIS 699A Topics in Master of Science in Computer Information Systems
This course provides an opportunity for students to customize their degree by specifically studying one of the many rapidly changing topics in business technology that are not covered in the standard curriculum. Areas of study include, but are not limited to: networking, E-Commerce/ E-Business, webpage development, new computer languages, database models, and other subjects that will arise as technology changes. Prerequisite: All required foundation courses

Master of Healthcare Administration
College of Professional Studies
The Master of Healthcare Administration program is designed to develop within each student a specific set of competencies deemed critical for contributing to the viability and success of organizations within the healthcare industry. The competencies are reflective of knowledge and skills identified by The Healthcare Leadership Alliance (HLA) as desirable for ensuring quality healthcare delivery within a changing and dynamic industry.

Program Characteristics (39 credit hours)
- 3 credit hour capstone project
- Completed in 18 months, including a 3 credit hour practicum
- Adult active-learner model
- Accelerated cohort format
- Complete 12-16 hours per week outside of classroom in course-related activities
- Available entirely online or in a blended format (online with some classroom)

Member of Association of University Programs in Health Administration (AUPHA)
Member of Higher Education Network of the American College of Healthcare Executives

Major Requirements (36 credit hours)

TERM 1
MHA 601 Information Technology in Healthcare
MHA 647 Leadership & Team Development in Healthcare
MHA 623 Legal, Ethical, and Compliance Issues in Healthcare

TERM 2
MHA 625 Organizational Design and Delivery Systems in Healthcare
MHA 610 Evaluation Research for Healthcare
MHA 605 Applied Data Management in Healthcare
MHA 680-1 Capstone Project

TERM 3
MHA 630 Quality Management in Healthcare Operations
MHA 660 Healthcare Finance and Economics
MHA 675 Human Resource Management in Healthcare
MHA 680-2 Capstone Project

TERM 4
MHA 665 Decision Support Systems in Healthcare Administration
MHA 670 Strategic Visioning for Healthcare Organizations
MHA 680-3 Capstone Project
MHA 690 Professional Practicum

Courses
All courses are 3 credit hours.

MHA 601 Information Technology in Healthcare
This course introduces students to the application of current technologies to strategic organizational goals in healthcare. The course moves students from a rudimentary knowledge of information systems as a general supporting infrastructure for common organizational processes, to the specifics of strategic information system use and application. Course discussion centers on the use of the Internet as a research tool, the use of the Cyber-Active® platform, and it elaborates
importance of integrating these challenges and opportunities into the future applications of technological development. Prerequisite: Acceptance into the Master of Healthcare Administration Program

MHA 605 Applied Data Management in Healthcare
This course examines methods for practical application of descriptive statistics and exposes students to the basic principles of inferential statistics. The course presents a variety of statistical tests, along with their intended applications, and introduces students to a statistical software package. Prerequisite: Acceptance into the Master of Healthcare Administration Program

MHA 610 Evaluation Research for Healthcare
In this course, an understanding of appropriate research methods, including the literature search, experimental design, evaluation methods, and report development, is provided. Practical research problems are discussed and management studies are conducted in applied settings. Prerequisite: Acceptance into the Master of Healthcare Administration Program

MHA 623 Legal, Ethical, and Compliance Issues in Healthcare
This course presents and analyzes the myriad of healthcare laws, legal and compliance issues associated with managing and leading healthcare organizations. The complexity of ethical issues, both administrative and biomedical, is addressed through applied problem-solving methods. Prerequisite: Acceptance into the Master of Healthcare Administration Program

MHA 625 Organizational Design and Delivery Systems in Healthcare
This course analyzes healthcare organizations with an emphasis on organizational structure and strategy. Topics discussed include governance, adaptation, design, networks, and organizational performance. The issues of cost, access, and quality within healthcare configurations, integrated systems, and collaborated networks, are addressed.

MHA 630 Quality Management in Healthcare Operations
A general systems perspective and introduction to the team management skills necessary to integrate quality management strategies are examined in this course. The course examines methods to assist organizations with rapid response to healthcare quality challenges. Prerequisite: Acceptance into the Master of Healthcare Administration Program

MHA 647 Leadership and Team Development in Healthcare
The critical role leaders face in realizing change within complex organizations is a focus in this course. Students will be exposed to a set of skills critical to guiding the organization to a successful future, including creative problem-solving and innovation. In this course the development of teams within the industry, including skills such as collaboration, conflict management, empowering others, and program development and evaluation, is examined. Prerequisite: Acceptance into the Master of Healthcare Administration Program

MHA 660 Healthcare Finance and Economics
An introduction to finance, including management control process, financial statement analysis, ratio analysis, variance analysis, capital structure, is the focus of this course. Students also will receive an introduction to the economics of today’s healthcare environment. Prerequisite: Acceptance into the Master of Healthcare Administration Program

MHA 665 Decision Support Systems in Healthcare Administration
This course applies principles and techniques of decision-making to the solution of a variety of health-related problems. The course explores the use of information technology through quantitative and qualitative analysis in decision-making, and assists students in the development and application of data gathering and information retrieval skills. Prerequisite: Acceptance into the Master of Healthcare Administration Program

MHA 670 Strategic Visioning for Healthcare Organizations
This course assesses the leadership challenges for healthcare organizations in the context of global healthcare trends, the local market, and the challenges and opportunities of the individual organization. Course emphasis will be placed on the importance of integrating these challenges and opportunities into the organizational strategic planning process. Prerequisite: Acceptance into the Master of Healthcare Administration Program

MHA 675 Human Resource Management in Healthcare
An overview of human resource management practices in healthcare organizations are provided in this course. The course examines changing work force demographics, work design and reengineering, emerging technologies, and personnel law and regulations. Prerequisite: Acceptance into the Master of Healthcare Administration Program

MHA 680 Capstone Project
This is the culminating experience of the formal course of study. During formal coursework, participants are engaged in addressing a work related organizational problem under the tutelage of an experienced instructor. The capstone project provides opportunity to demonstrate application of theory to a specific real-life problem in healthcare. The course is continued in terms two, three, and four with one credit earned each term. One instructor is dedicated to this course for all three terms to help the student develop his/her capstone project. Prerequisite: Acceptance into the Master of Healthcare Administration Program

MHA 690 Professional Practicum
The practicum follows completion of all formal coursework and the capstone project. It provides opportunity for hands-on participation in implementing an agreed upon project, preferably in the student’s own healthcare organization, under the advisement of an agreed upon mentor in the organization. Prerequisite: Acceptance into the Master of Healthcare Administration Program

MASTER OF ARTS IN HUMAN SERVICES
College of Arts and Sciences
Non-licensure

Candidates for graduate programs in Human Services must satisfy prerequisite requirements of 6 credit hours in in the behavioral sciences and 3 credit hours in elementary statistics.

The Master of Arts in Human Services is a degree designed for individuals already employed in the human services field or planning on a career in the human services profession. This program is a non-licensure degree, and is not intended for those seeking mental health licensure or the practice of mental health counseling. This applied degree program is designed to enhance personal communication and leadership skills as well as provide an introduction to the variety of functions that are required of leaders in the human services arena.

Master of Arts in Human Services

Major Requirements (36 credit hours)

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<tr>
<th>Course</th>
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<td>Career Development</td>
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<td>Capstone Project in Human Services</td>
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**Bellevue University Course Catalog 2008/10**

**Master of Science in Human Services**
Licensure (48 credit hours)

**Master of Science in Clinical Counseling**
Licensure (60 credit hours)

**College of Arts and Sciences**

Candidates for graduate programs in Human Services must satisfy prerequisite requirements of 6 credit hours in the behavioral sciences and 3 credit hours in elementary statistics.

The Master of Science Degree is offered in two options: a 48-credit hour Human Services program for those interested in obtaining the provisional LMHP (Nebraska) or equivalent licensure as a mental health practitioner; and a 60-credit hour Clinical Counseling program for those interested in obtaining the provisional LMHP (Nebraska) or equivalent licensure as an “independent” mental health practitioner. The 60-credit hour option affords graduates the opportunity to gain supervision for treating major mental disorders (as defined by regulations). Students who complete the Bellevue University 48-credit hour Master of Science in Human Services (MSHS) have the option to achieve the 60-credit hour Master of Science in Clinical Counseling (MSCC) as a second master's degree upon completing an additional minimum 12 credit hours in residence.

Both the 48 and 60-credit hour programs require a professional growth portfolio and completion of a comprehensive exam.

An elective Life Coaching Certificate can be earned by successfully completing HS 550, HS 551, and HS 552. Those interested in pursuing the Nebraska chemical dependency counseling license (provisional LADC) must take the three electives HS 335, HS 336, and HS 337 — or their equivalent, complete at least 300 hours of internship to obtain the required competencies under a dually-licensed practitioner; and successfully apply for the provisional LMHP before applying for the PLADC.

**Master of Science in Human Services**

**Major Requirements (48 credit hours)**

**Foundation Courses**
- HS 500: Helping Relationships
- HS 510: Research Methods in Human Services
- HS 513: Theories of Psychopathology
- HS 515: Professional Ethics and Legal Issues in the Human Services
- HS 528: Applied Counseling Theory

**Framework Courses**
- HS 516: DSM Diagnosis for Children, Adolescents, and Adults
- HS 521: Theories of Human Development
- HS 524: Group Process and Facilitation
- HS 531: Psychological Assessment
- HS 538: Multicultural Counseling
- HS 546: Family Therapy
- HS 547: Health Psychology Applications
- HS 585: Career Development
- HS 610: Counseling Practices
- HS 615: Clinical Internship
- HS 620: Advanced Clinical Internship

**Substance Abuse Counseling**

**Certificate Requirements (9 credit hours)**
- HS 535: Alcohol/Drug Assessment, Case Planning, and Management
- HS 536: Medical and Psychosocial Aspects of Alcohol/Drug Use
- HS 537: Clinical Treatment Issues in Chemical Dependency

**Graduate Executive Coaching**

**Certificate Requirements (12 credit hours)**

All courses are 3 credit hours

Students must take all three courses — plus 1 credit hour of MCL 653 to be taken simultaneously with each course.

- MCL 650: Ethical and Professional Principles of Executive Coaching
- MCL 651: Executive Coaching Communication Skills and Assessment
- MCL 652: The Role and Relationship Dynamics of Executive Coaching
- MCL 653: Executive Coaching Internship


Bellevue University/Boys Town Articulation Program
The mission of the articulation program is to provide Boys Town master’s level students with courses that parallel selected required or elective courses, and to provide elective options customized for Boys Town professional development needs.

All Boys Town students articulating coursework must have prior approval from the Boys Town Continuing Education Department. Approval for articulated coursework will be based on experience, prior coursework, and subject knowledge.

Master of Science in Family and Youth Services
(48 credit hours)
— For Boys Town Employees Only —
Bellevue University and Boys Town partner to offer a 48 hour Master of Science in Family and Youth Services. The program allows students to complete their entire degree through a combination of on-site experiences with Boys Town and online coursework through Bellevue University.

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<td>HS 635</td>
<td>Non-Profit Administration</td>
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Courses
Unless noted, all courses are 3 credit hours.

**HS 500 Helping Relationships**
This course guides students through the core elements of the helping relationship process. The major focus of this course is on the attending behaviors utilized in the helping relationship. This course also will orient students to the graduate school process as well as encourage the development of a professional mindset and an attitude of lifelong learning as a human services professional.

**HS 510 Research Methods in Human Services**
Consideration of major research models in the human services. This course will emphasize a multi-method approach to behavioral science research, including both quantitative and qualitative methods, e.g., experimentation, survey design, case study, content analysis. Students will learn to critically evaluate human services research. Students also will apply their knowledge and skills in the writing of a research proposal.

**HS 512 Program Evaluation**
An introduction to the basic concepts and models of program evaluation as applied to the human services. Topics will include: planning an evaluation; selecting criteria and setting standards; basic measurement principles and tools; ethical considerations in conducting a program evaluation; and the presentation of the results of an evaluation.

**HS 513 Theories of Psychopathology**
An examination of the evidence-based understanding of both normal and disordered mental states will be conducted. The etiology, development, manifestation, and potential treatment of mental disorders in infants, children, adolescents, and adults will be emphasized. Current theoretical and evidence-based models will be explored including bio-medical, behavioral, cognitive, developmental, humanistic, interpersonal, personologic, psychoanalytic, and trait models.

**HS 515 Professional Ethics and Legal Issues in the Human Services**
Consideration of theoretical and practical standards for ethically dealing with individuals and information about them in a variety of human service settings. Emphasis will be on American Psychological Association ethical statements and case examples.

**HS 516 DSM Diagnosis for Children, Adolescents, and Adults**
The taxonomy and nosology of psychopathology will be reviewed using the structure of the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM); examining the disorders of infancy, childhood, adolescence, and adulthood. The emphasis will be on differential diagnosis for the purposes of case formulation and treatment planning.

**HS 521 Theories of Human Development**
An introduction to the major theories of human development as they apply to the human services. Students will be presented with the basic concepts of theory construction and evaluation. A variety of theoretical perspectives will be discussed with an emphasis on those theories that take a life-span perspective. The ways in which the various theories can be used to help understand human behavior also will be emphasized.

**HS 523 Applied DSM Diagnosis for Case Management**
An overview of DSM diagnoses will be provided, with a focus on understanding the role of diagnosis in treatment planning and delivery. The implications for case management, treatment delivery, and treatment evaluation will be emphasized.

**HS 524 Group Process and Facilitation**
Investigation of major issues of group processes for mental health and organizational improvement. A workshop environment will be used to demonstrate techniques and to ensure individual skill development. Students develop ability to assess how their own methods and dynamics of groups interact to facilitate cognitive, emotional, and behavioral change.

**HS 528 Applied Counseling Theory**
This course focuses on learning to integrate insights and principles from counseling theories to clinical applications commonly encountered in human services roles. Content includes major traditional counseling theories, including psychoanalytic, cognitive/behavioral, humanistic/existential, and family systems. Contemporary approaches include Dialectical Behavior Therapy, Acceptance and Commitment Therapy, and Functional Analytic Psychotherapy. Students learn to evaluate selected research that supports and enhances the validity and application of each theory, and they gain insights into how to apply each theory in a manner appropriate to the complexity of problems presented by clients. Multi- and cross-cultural implications and adaptations are addressed, as well as ethical and risk assessment methods. This course provides important preparation for internship experiences.

**HS 531 Psychological Assessment**
Introduces testing and measurement with emphasis on clinical assessment applications. Students examine a variety of psychological tests, learn the basics of measurement statistics, and consider assessment methods, such as standardized instruments, behavior checklists, and projective techniques.
HS 535 Alcohol/Drug Assessment, Case Planning, and Management
Addresses clinical assessment, case planning, and case management of clients with drug and alcohol addictions. Students learn basic principles of measurement by examining a variety of instruments used in chemical dependency counseling settings. Analysis of sample cases will provide an active-learning approach for addressing the full range of services used in managing cases in an ethical and professionally effective manner. Students planning to apply for Nebraska PLADC (Provisional Licensed Alcohol and Drug Counselor) status must take this course if the material has not been previously learned through other approved educational options. (This course fulfills only one of several special requirements for this license)

HS 536 Medical and Psychosocial Aspects of Alcohol/Drug Use
Addresses the physiological, psychological, and sociological aspects of alcohol/drug use, abuse and dependence, including signs, symptoms, and behavior patterns often seen. The basic classifications and pharmacological action of drugs on human body systems will be covered, as well as the etiological, behavioral, cultural, and demographic aspects and belief systems associated with alcohol/drug use. Learning to role-play facilitation of the use of alcohol/drug information in educational groups will provide an active learning opportunity to demonstrate integration of the knowledge base. Students planning to apply for Nebraska PLADC status must take this course if the material has not been previously learned through other approved educational options. (This course fulfills only one of several special requirements for this license)

HS 537 Clinical Treatment Issues in Chemical Dependency
Addresses treatment issues specific to alcohol/drug disorders, including dual diagnosis and the impact of physical and mental health disorders on treatment. Other treatment topics include genetic and generational influences; enabling and disease concepts; role of Alcoholics Anonymous, Narcotics Anonymous, and other 12-step programs; and unique issues related to special populations. Students planning to apply for Nebraska PLADC status must take this course if the material has not been previously learned through other approved educational options. (This course fulfills only one of several special requirements for this license)

HS 538 Multicultural Counseling
Addresses cultural, social, and economic factors applicable with specific cultural, ethnic, and minority populations including Native Americans, African Americans, Hispanics, recent immigrants from Africa and Asia, as well as other groups. The main purpose is to learn insights about counseling approaches that will be sensitive to the many differences in these populations while also providing effective chemical dependency and mental health services. Traditional counseling theories (psychodynamic, cognitive behavioral, humanistic), as well as more recent approaches by professionals within culture groups, will be analyzed for ethical and practical implications.

HS 546 Family Therapy
The goal of this course is to help students comprehend the theoretical concepts and intervention techniques in the field of family therapy. Patterns of developmental and societal changes that impact families also will be studied. Students will acquire basic knowledge of the concepts of family systems theory and utilize these concepts in developing hypotheses as to possible treatment planning for dysfunctional families. The range and types of therapeutic interventions that are common to family therapy and family systems approaches will be addressed with particular emphasis on communications, structural, and strategic family therapy concepts and methods. Students will be prepared with entry professional skills for supervised interventions with families.

HS 547 Health Psychology Applications
This course will introduce students to the relationships between human behavior, emotional functioning, and physical health. The focus is on issues that human-service providers are likely to observe in their professional work with a variety of client populations. Assessment and treatment of obesity, smoking, high-risk sexual behavior, alcohol abuse, and coping with chronic illnesses will be addressed. The individual and societal impact of these problems will be reviewed, as well as how human service providers can contribute to the prevention of health problems caused or exacerbated by behavioral choices.

HS 549 Applied Neuroscience and Psychopharmacology
This overview and introduction to the role and function of the Central Nervous System in psychopathology, and its pharmaceutical treatment, will prepare the mental health professional to both have a basic understanding of psychopharmacology, and to work with prescribing physicians.

HS 550 Experiential Life Coaching
The focus of this course is on providing a personal experience with the process of life coaching. Understanding one’s own attitudes, values, and goals is essential for full realization of how to help others in the life coaching process. Emphasis is on learning self-assessment tools and reflective resources to create a life vision portfolio that will be an exemplar to help transfer learning to the subsequent courses in the life coaching certificate. Students explore alternative coaching models through directed learning activities that include telephone opportunities for role-play demonstrations and performance assessments.

HS 551 Life Coaching Competencies
An introduction to Life Coaching theory and practice. Emphasis will be placed upon the characteristics of a coaching relationship, ethical guidelines, and the knowledge that one must possess to become an effective Life Coach. The competencies to be addressed include following ethical guidelines, initiating the coaching agreement, establishing trust and intimacy, and maintaining the coaching relationship. Prerequisite: HS 530

HS 552 Advanced Life Coaching Competencies
Emphasis will be placed upon the characteristics of a professional coaching relationship, ethical guidelines, and knowledge related to business and personal coaching methods, and facilitation skills one must possess as a certified Life Coach.

HS 553 Strength Based Leadership
The focus of this course is both personal and professional. Students will be provided with an opportunity to discover his/her own strength based leadership style as well as be given tools to assist in providing strength based leadership opportunities to peers and subordinates. Specific application will be given to utilize these leadership dynamics in the human services professional arena.

HS 554 Introduction to Financial Principles
This course serves as an overview of the financial and budgeting processes applicable to human service agencies and organizations. The purpose of the course is to familiarize students with the basic characteristics and features of budgets and enable them to deal competently with them. Topics include planning and delivering human services within political and financial structures, types of financing, budget methods and practices, and program evaluation.

HS 555 Human Resource Principles
This course investigates, examines, and assesses selected critical human resource issues, functions, and approaches of human service organizations. Course emphasis includes human resource issues and methods in the areas of planning, recruitment, selection, fair-employment and related legal compliance, performance appraisal, compensation, training/development, and mentoring/empowerment.

HS 560 Internship/Fieldwork
This internship course is designed for the Master of Arts in Human Services 36-credit hour program. Students apply their knowledge in a supervised human services context. The supervisor for the 300 clock-hours required need not be licensed and/or certified; however, the supervisor must have appropriate professional skills and be approved by the university. The setting need not involve a comprehensive service program or practice setting. Prerequisites: Professional liability insurance and permission of instructor

HS 585 Career Development
This course introduces students to the theories of career counseling and to the assessment tools and counselor practices associated with helping clients achieve congruence in their career development pattern.

HS 591 Capstone Project in Human Services
This course prepares students to apply knowledge and skills gained over the course of their graduate studies to real human service issues. Students will complete a written project that has practical application to an issue in the field of human services.
services. A variety of topics may be chosen including, but not limited to, leadership, communication, and management. The final project must be a published or publishable document or formal presentation appropriate for a professional setting.

**HS 610 Counseling Practices**

This course prepares students for interviewing, communicating, clinical data gathering, clinical recording, basic intervention, and self-awareness journalling skills needed for the required internships (HS 615 and HS 620). They will be required to engage in activities designed to enhance self-awareness and self-assessment as preparation for HS 615 supervised internship experiences.

**HS 615 Clinical Internship**

Together with HS 620, this course is designed to meet the needs of students in the Community Counseling (48-credit hour) and Mental Health Counseling (60-credit hour) programs. It is an opportunity for students to apply their knowledge in a supervised Mental Health Practitioner context. The site supervisor for the required 250 clock hours must be licensed and the setting must involve an appropriate range of clinical services. Emphasis is on gaining experience with basic interviewing, observation, and assessment skills. Students will be required to present an audio- or videotaped interview with a report on results of assessments by the site supervisor, the instructor, and self. Prerequisites: HS 515, HS 519, HS 528, and HS 610, or permission of instructor. Students must provide proof of professional liability insurance.

**HS 620 Advanced Clinical Internship**

This course, together with HS 615, is designed to meet the needs of students in the Mental Health Practitioner (48-credit hour) option. It is an opportunity for students to apply their knowledge in a supervised Mental Health Practitioner and/or Chemical Dependency counseling services context. The site supervisor for the required 250 clock hours must be licensed and the setting must include an appropriate range of clinical services. Emphasis is on extending clinical experiences and learning to benefit from supervision. Students will be required to present a full clinical case write-up as part of the academic requirements. Prerequisites: HS 515, HS 519, HS 528, and HS 610, or permission of instructor. Students must provide proof of professional liability insurance.

**HS 625 Advanced Mental Health Clinical Internship**

This course, together with HS 615 and HS 620, is designed to meet the needs of MSHS students in the Mental Health Counseling (60-credit hour) option. Students apply their knowledge in a supervised Mental Health Practitioner and/or Chemical Dependency counseling services site. The agency supervisor for the required 250 clock hours must be licensed and the setting must include an appropriate range of clinical services applicable to advanced student mental health practice. Students will be required to present a full clinical case write-up as part of the academic requirements. Prerequisites: HS 615 and HS 620. Students must provide proof of professional liability insurance.

**HS 630 Treatment of Child and Adolescent Disorders**

Treatment methods for children and adolescents that are well established and/or based upon evidentiary support are reviewed, and the application of the specific techniques examined and applied in the internship. Included are cognitive-behavioral therapy, behavior modification, token economy programs, habit reversal and control, parent training programs, and play therapy. The pros and cons of “manualized treatment” for children and adolescents will be examined.

**HS 635 Non-Profit Administration**

This course provides future leaders with an overview of some of the complex issues they may encounter in the workplace. Students will be exposed to specific leadership and communication tools to enable effective sharing of goals, ideas, and problem solving skills for the promotion of team development and organization success.

**HS 640 Treatment of Adult Disorders**

Evidence-based counseling methods will be examined and applied in the classroom, as well as in the internship. Specific attention will be paid to cognitive, cognitive-behavioral, constructivist, interpersonal, and personologic approaches. The value of “manualized treatment” will be reviewed and discussed.

**MCL 650 Ethical and Professional Principles of Executive Coaching**

This course covers the ethical guidelines for professional coaches and professional practice standards. Topics covered include record keeping, dual relationships and the current professional context and dynamics of the coaching field.

**MCL 651 Executive Coaching**

**Communication Skills and Assessment**

This course addresses the academic theories that executive coaching is founded on. These include the coaching relationship process and associated communication skills. It will also cover various assessment tools utilized in executive coaching. These factors will also be examined.

**MCL 652 The Role and Relationship**

**Dynamics of Executive Coaching**

This course will cover the role of executive coaches as well as the coaching relationship dynamics. A general model of the executive coaching process will be introduced and utilized throughout the course.

**MCL 653 Executive Coaching Internship**

This course provides an opportunity for students to expand their learning in an executive coaching context. The learning objectives and specific program of study will be jointly determined by the instructor and the site supervisor in conjunction with the educational and professional goals of the student. The successful completion of the three Executive Coaching courses including this one credit hour internship taken simultaneously with each course will result in a graduate certificate in executive coaching. (1 credit hr)

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**Master of Science in Instructional Design and Development**

**College of Professional Studies**

The Masters of Instructional Technology program currently is under revision. Please check the Bellevue University website for updated information on this program – www.bellevue.edu.

This graduate degree is designed for instructors and trainers at all levels. The program emphasizes the integration of educational technologies and active learning principles. The culmination of the program consists of final project or practicum experience. This program consists of 36 credits, each course covering material in six weeks.

**Program Design**

Active learning is part of the curriculum, and the principles of active learning are integral to the design and implementation of the program itself. Participants should expect a highly interactive environment with frequent feedback. The program emphasizes the application of learning to actual classroom and training practice. Traditional lectures are not part of the program.

*Students who complete this program should be able to:*

- Apply principles of active learning to instructional design
- Communicate information effectively to students and other education stakeholders
- Use desktop applications to enhance communications and instructor/facilitator efficiency
- Examine the impact of new technologies on educational curriculum
- Design effective courses and supporting educational materials
- Implement instructional technologies in educational/training settings
- Compare and contrast various approaches to curriculum development
- Apply theories of human development to specific teaching practices
- Teach courses using distance learning technologies
- Assess student progress toward course, program, and institutional objectives
- Act ethically as members of the education profession.
Master of Science in Organizational Performance  
College of Professional Studies

The accelerated Master of Science in Organizational Performance degree prepares students for the changing roles and demands of management and prepares them to become effective managers, leaders, and facilitators of individual performance improvements, organizational development, and change.

Program Characteristics
- Fifty percent of the coursework may be custom designed by Bellevue University with the organization
- The program length is customizable

Major Requirements (36 credit hours)
- MSOP 501 Performance Management
- MSOP 510 Designing and Conducting Performance Improvement Interventions
- MSOP 520 Coaching and Mentoring for High Performance
- MSOP 530 Leading for Innovations
- MSOP 540 Leading Organizational Change
- MSOP 550 Stimulating Creativity in Organizations
- MSOP 560 Organizational Design
- MSOP 565 Human Resources Management
- MSOP 570 Applied Management Research
- MSOP 575 Ethical Decision Making
- MSOP 635 Crafting a Strategic Vision
- MSOP 685 Applied Project

Courses
All courses are 3 credit hours.

MSOP 501 Performance Management
In this course, students learn how to develop an effective performance management system that will maximize employee performance by aligning individual and group performance with organizational goals. Course topics include the history of and status on performance management, systems thinking, objectives, problem solving, providing feedback and developing, communicating and linking organizational goals.

MSOP 510 Designing and Conducting Performance Improvement Interventions
This course will give students the opportunity to learn how to apply performance improvement interventions to improve output. Course topics include conducting and analyzing needs assessments, organizational design choices, and selecting, implementing, and evaluating performance improvement interventions.

MSOP 520 Coaching and Mentoring for High Performance
In this course, students learn about coaching and mentoring in relation to helping each employee improve and maintain performance for maximum output. Students learn about the differences between coaching and mentoring and identify which is useful and appropriate when interacting with employees.

MSOP 530 Leading for Innovations
In this course, students learn the importance of innovation as a fundamental source with which organizations achieve competitive advantage. The focus of the course is learning how to systematically foster innovation within an organization.

MSOP 540 Leading Organizational Change
In this course, students learn how to develop and promote cultures within their organizations that not only accept but embrace change. Students also learn how to proactively drive development in order to enable their organizations to remain competitive and relevant in the global market.

MSOP 550 Stimulating Creativity in Organizations
In this course, students learn how to develop an environment that promotes and develops creativity within an organization.

MSOP 560 Organizational Design
This course encourages the application of advanced conceptual and theoretical perspectives to the design of organizations and the linkage mechanisms that organizations must develop to manage their environments. Learners practice diagnosing and resolving organizational problems related to the growth, survival, and decline of organizations. Research emphasis is placed on how size, structure, technology, and organizational culture impacts operations, strategic contingencies, and competitive advantage.

MSOP 565 Human Resource Management
This course investigates, examines, and assesses selected critical human resource issues, functions, and approaches that managers use. Course emphasis includes human resource issues and methods in the areas of planning, recruitment, selection, fair-employment and related legal compliance, performance appraisal, compensation, training/development, mentoring/empowerment, data and information systems.

MSOP 570 Applied Management Research
This course deals with the general art of collection, analysis, and transformation of data into information for the purpose of decision making. Descriptive methods are introduced for graphical, tabular, and numerical summarization of data. In particular surveys are emphasized as a tool to collect data and generate information to improve organizational decisions and performance.

MSOP 575 Ethical Decision Making
This course investigates, examines, and interprets ethical decision-making issues within modern organizations. While the orientation of topics is that of democratic and market-based societies, ethical topics are approached through several philosophical, moral, socio-economical, and cultural foundations. Examination of these foundations provides perspective of the basic approaches taken in ethical decision making. Topics in collective moral reasoning, business/organizational social responsibility, socio-cultural beliefs and values, personal values, and related legal systems provide frameworks to describe, examine, and interpret specific ethical decision within their context.

MSOP 635 Crafting a Strategic Vision
This course helps students develop an understanding of how strategies are formulated and implemented within the business organization. The integration of the functional areas of management and how to deal with the various trade-offs from the perspective of management are considered. Emphasis is placed on the role of strategy development in unifying the organization in its development of sustainable competitive strategy through the use of case studies.

MSOP 685 Applied Project
This course allows students complete a project within their own or selected organization, providing a venue for application of previous coursework. The practicum will be conducted under the advisement of an approved mentor in the organization.
Master of Public Administration

College of Professional Studies

The accelerated Master of Public Administration degree prepares students to become outstanding managers and leaders prepared to handle the complexities and challenges present in the public sector. The student will learn intricacies of working in the public sector with regard to management, organizational and financial issues specific to government, non-profit, and other public organizations.

Program Characteristics
- Completed in 16 months
- Available entirely online or in the classroom
- 36 credit hours, completed in four consecutive terms
- Accelerated cohort format

Major Requirements (36 credit hours)

TERM 1
- MPA 600 Foundation in Public Administration
- MPA 605 Communication in the Public Sector
- MPA 615 Public Administration Term 1 Project

TERM 2
- MPA 620 Organizational Modeling & Decision Theories
- MPA 625 Human Resources & Organizational Effectiveness
- MPA 635 Public Administration Term 2 Project

TERM 3
- MPA 640 Strategic Planning & Policy Development
- MPA 645 Finance for the Public Administrator
- MPA 655 Public Administration Term 3 Project

TERM 4
- MPA 660 Contemporary Issues in Public Administration
- MPA 665 Public Administration Leadership
- MPA 675 Public Administration Term 4 Project

Courses

Unless noted, all courses are 4 credit hours.

MPA 600 Foundation in Public Administration
This course examines the economic, political, cultural, and social aspects of the public sector and the roles of the various actors with regard to public administration and the public policy process. Styles and theories relevant to the dynamic orientation of public organization also will be analyzed. Prerequisite: Acceptance into the Master of Public Administration Program

MPA 605 Communication in the Public Sector
Students will realize various aspects of communication within a public organization. Topics include written and oral presentations, internal communication, grant writing, public and media relations and technological issues associated with communicating in the public sector.

MPA 615 Public Administration Term 1 Project
Students will be asked to apply communication styles and techniques to research and explain various aspects of the funding for a public organization. In this course students learn how to conduct both online and library-based research. They will learn how to organize, develop and edit a letter of intent, and to complete a funding project the program. Prerequisite: Acceptance into the Master of Public Administration Program (1 credit hr)

MPA 620 Organizational Modeling & Decision Theories
Students explore various public administration models and decision-making theories that can be used to lead and manage public organizations and to affect public policy. Students will evaluate the potential effectiveness of the models and theories studied in relation to their own organizations and/or case studies of public organizations and public policies. Prerequisite: Acceptance into the Master of Public Administration Program

MPA 625 Human Resources & Organizational Effectiveness
Students examine a variety of human resource topics from a public administration perspective including how human resource issues might impact organizational effectiveness. Prerequisite: Acceptance into the Master of Public Administration Program

MPA 635 Public Administration Term 2 Project
Students develop and present a project based on one subject or a combination of subjects from the two courses in Term 2 of the MPA Program; MPA 620 Organizational Modeling & Decision Theories and MPA 625 Human Resources and Organizational Effectiveness. Prerequisite: Acceptance into the Master of Public Administration Program (1 credit hr)

MPA 640 Strategic Planning & Policy Development
This course highlights the organizational planning and management within public and non-profit institutions that enable an organization to position and maintain itself as a viable entity. The process of aligning policy, funding sources and planning goals will be examined as well as an overview of the general planning process. Prerequisite: Acceptance into the Master of Public Administration Program

MPA 645 Finance for the Public Administrator
This course serves as an overview of the budgeting process as a political process within the public sector. Topics include budget methods and practices, capital budgeting, budget structure and project evaluation. Prerequisite: Acceptance into the Master of Public Administration Program

MPA 655 Public Administration Term 3 Project
Students consider the role of the public administrator in the research, application, procurement, and disbursement of public and quasi-public funds. They will learn the methods and techniques upon a jurisdiction utilizing these sources of funds. Students will study the characteristics and advantages of various forms of bonds, loans, grants, and incentives available and the requirements of each. Prerequisite: Acceptance into the Master of Public Administration Program (1 credit hr)

MPA 660 Contemporary Issues in Public Administration
Students explore a variety of contemporary issues in public administration through an analysis of related case studies. Topics may include issues such as homeland security, emergency management, disaster response, use of technology, and diversity management. Prerequisite: Acceptance into the Master of Public Administration Program

MPA 665 Public Administration Leadership
Students examine various leadership theories to analyze the styles, traits, and behaviors and associate them with effective leadership in public administration. Students use their knowledge of leadership theories to evaluate past and current public leaders as well as themselves as potential leaders. Prerequisite: Acceptance into the Master of Public Administration Program

MPA 675 Public Administration Term 4 Project
Students develop a project based on one subject or a combination of subjects from either courses in this term or a combination of the two courses. The focus of the project is to allow students to investigate areas of personal and professional interest through a project of their own design as agreed upon with the instructor. Students will determine an appropriate depth and breadth to the project, as well as will determine an appropriate deadline for submitting the project prior to the end of the term. Prerequisite: Acceptance into the Master of Public Administration Program (1 credit hr)
The Master of Public Health degree program helps students develop competencies critical for contributing to the viability and success of the many organizations in the field of public health. The competencies are reflective of knowledge and skills identified by the curricula of the Graduate Schools of Public Health over many decades of education and research, which have gained the respect and gratitude of professionals in the field. In addition, the course curriculum is designed to comply with the accrediting body of public health education programs.

**Program Characteristics**
- 3-credit hour courses, including the capstone
- 42 credit hour, 78 total week program
- Adult active-learner model
- Accelerated cohort format
- Available entirely online or blended

**Major Requirements (48 credit hours)**

**TERM 1**
- MPH 601 Introduction to Technology in Public Health
- MPH 602 Public Health Services Administration
- MPH 603 Principles of Epidemiology

**TERM 2**
- MPH 604 Environmental Health Issues and Services
- MPH 605 Public Health Law, Rules, and Regulations
- MPH 606 Bio-Statistical Methodology

**TERM 3**
- MPH 607 Medical/Public Health Sociology
- MPH 608 Financial Management of Public Health Services
- MPH 609 Human Resource Management in Public Health
- MPH 614 Part 1 – Capstone

**TERM 4**
- MPH 610 Public Health Issues of Homeland Security
- MPH 611 Quality Monitoring and Management in Public Health Services
- MPH 614 Part 2 – Capstone

**TERM 5**
- MPH 612 Strategic Planning for Public Health Services
- MPH 613 Legal, Moral and Ethical Issues in Public Health
- MPH 614 Part 3 – Capstone

**Courses**

*Unless noted, all courses are 3 credit hours.*

**MPH 601 Introduction to Technology in Public Health**
This course is designed to introduce students to the application of current information technologies in public health. Course coverage moves students from understanding principles of analysis, design, evaluation, selection, acquisition, and utilization of information systems in their organizations to actual use and application. Discussion centers on state of the art information technology and describes how information systems can support high-quality patient care, and improve management decisions in healthcare organizations. **Prerequisite:** Acceptance into the Master of Public Health Program

**MPH 602 Public Health Services Administration**
This course enables students to explore the use of the Internet as a research tool and the use of Blackboard as an exemplary collaboration system. Students also investigate technology in general in relation to meeting the challenges faced by public health service organizations. **Prerequisite:** Acceptance into the Master of Public Health Program

**MPH 604 Environmental Health Issues and Services**
A significant portion of the role of public health services in the community revolves around environmental controls of food, water, waste disposal, rodent and insect control, and other aspects of community life. **Prerequisite:** Acceptance into the Master of Public Health Program

**MPH 606 Bio-Statistical Methodology**
The use of statistical methods to determine the relationships of cause and effects of communicable diseases and chronic illnesses is the primary subject matter of this course. Students will utilize biostatistics to determine program objectives and resource allocations in public health services. **Prerequisite:** Acceptance into the Master of Public Health Program

**MPH 607 Medical/Public Health Sociology**
Public health programs must identify and overcome social and cultural barriers to the proper utilization of health services. Too often individuals or groups avoid appropriate health care because of social or cultural factors negatively influencing their actions. Students examine those factors and recommend program actions to compensate for them. **Prerequisite:** Acceptance into the Master of Public Health Program

**MPH 608 Financial Management of Public Health Services**
Public health programs are primarily tax-supported organizations, but are supplemented by grants and contracts from numerous sources. The expenditure of these funds must meet all public scrutiny requirements while providing for organizational needs. **Prerequisite:** Acceptance into the Master of Public Health Program

**MPH 609 Human Resource Management in Public Health**
Health departments have public employees, (as opposed to private employees) and as such, are affected by numerous federal and state rules and regulations. In addition to these restraints, personnel and organizational issues which occur in any business are common to health departments, and must be dealt with on a daily basis. **Prerequisite:** Acceptance into the Master of Public Health Program

**MPH 610 Public Health Issues of Homeland Security**
Since 9/11, public health has become a first-responder organization, alongside police, fire and other emergency services. The specific role is to deal with the use of
biological weapons systems, which have been identified as a major factor in the biological, chemical, radiation and explosives terrorist threats. Students analyze these specific weapons systems and local, state and federal incident command responses. Prerequisite: Acceptance into the Master of Public Health Program

**MPH 611 Quality Monitoring and Management in Public Health**

The quantity and quality of programs must be balanced if public health organizations are to provide appropriate and meaningful services to the community. In this course, students formulate a team concept to integrate quality management into the everyday workplace, to present measurable goals and milestones and to prepare for a rapid response to public health quality challenges. Prerequisite: Acceptance into the Master of Public Health Program

**MPH 612 Strategic Planning for Public Health Services**

Any type of planning for community health services must include both health departments and voluntary agencies if finite resources are to be utilized in the most efficient manner. Duplication of services must be avoided and short and long term goals must be realistic and measurable. Efficient planning must include all those who may be for or against specific programs, so that community goals may be correctly addressed. Students compare and contrast these techniques in this course. Prerequisite: Acceptance into the Master of Public Health Program

**MPH 613 Legal, Moral, and Ethical Issues in Public Health**

Students debate the differences between moral and ethical issues with regard to legal actions and the subsequent clashes within the public health field. The students evaluate the impact these conflicts have on community health organizations and design solutions to resolve potential misuses of health services that these problems may create. Prerequisite: Acceptance into the Master of Public Health Program

**MPH 614 Capstone**

Each student conducts individual research to develop a capstone project/paper. The final work represents the student’s knowledge of a current topic or issue, a discussion of all aspects of the problem, and the student’s evaluation with regard to proposals about potential solutions. Bellevue University protocols must be followed in data collection and paper written in APA format. Prerequisite: Acceptance into the Master of Public Health Program

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**Master of Science in Security Management**

**College of Professional Studies**

The Master of Science in Security Management degree program will utilize an active-learning format through the use of course and assessment development. This allows the graduate to develop a leadership style consistent with the principles and practices necessary for security management methods, as well as emergency preparedness. The graduate will be prepared to utilize the Homeland Security philosophy through their management skills within an organization.

**Program Characteristics**

- The program is delivered in an accelerated format and lasts approximately 16 months.
- Students join a group of approximately 20 students working together for the duration of the program.
- One credit hour is earned each term through work on a directed security project. Each student’s research is directed by an assigned faculty member during the final three terms of the program.
- Nine credit hours per term qualify students as full time. Therefore, based upon the previous year’s income, students may be eligible for financial aid.

**Major Requirements (36 credit hrs)**

**TERM 1**

- MSGM 501 Homeland Security Principles and Practices
- MSGM 506 Terrorism and Homeland Defense Fundamentals
- MSGM 512 Homeland Security Project One

**TERM 2**

- MSGM 517 Critical Infrastructure: Analysis and Strategies
- MSGM 523 Emergency Preparedness and Management
- MSGM 528 Homeland Security Project Two

**TERM 3**

- MSGM 602 Principles and Theories of Security Management
- MSGM 607 Cyber-Security and Information Protection
- MSGM 613 Security Management Project One

**TERM 4**

- MSGM 618 Evaluation of Security Programs
- MSGM 624 Vulnerability Assessment and Risk Analysis
- MSGM 629 Security Management Project Two

**Courses**

Unless noted, all courses are 4 credit hours.

**MSGM 501 Homeland Security Principles and Practices**

This course provides a comprehensive account of past and current homeland security reorganization and practices, policies and programs in relation to the government restructure. Also covered are the actions taken in the aftermath of 9/11 in the areas of legislation, government organization, communications, technology and emergency management. Current organizational structure and responsibilities of the new Department of Homeland Security are reviewed. Case studies and best practices are examined, as well. Prerequisite: Acceptance into the Master of Science in Security Management Program

**MSGM 506 Terrorism and Homeland Defense Fundamentals**

This course introduces students to significant issues in global terrorism. The history and development of terrorism, as well as the psychology, financing, structure, and dynamics of terrorist groups, are examined. It discusses a variety of new indicators, warning methodologies, and analytical tools available to assess and forecast terrorism in its ever-changing form, as well as reviews the proactive defenses for the long-term protection of our country. Prerequisite: Acceptance into the Master of Science in Security Management Program

**MSGM 512 Homeland Security Project One**

Students will complete a homeland security project that outlines and thoroughly explains the homeland security and terrorist threats to their local and state areas. Prerequisite: Acceptance into the Master of Science in Security Management Program

**MSGM 517 Critical Infrastructure: Analysis and Strategies**

This course provides information on key sectors of society known as “critical infrastructure.” These key sectors are identified as targets for those that wish to harm our national security. The origins of threats are identified from individuals, groups or nation states. Critical infrastructure such as electric power supplies, gas and oil, telecommunications, banking and finance, transportation, water supply systems, emergency services, civil defense, food supply, information distribution, military defense and continuity of government are identified and discussed. The role of the U.S. Department of Homeland Security and national organizations are examined as to how they protect against internal or external threats to critical infrastructure. Intelligence collection and alert systems created to prevent and warn against infrastructure attacks also are examined. Prerequisite: Acceptance into the Master of Science in Security Management Program

**MSGM 523 Emergency Preparedness and Management**

This course focuses on the role of emergency management in government, community and organizations. The types of threats and the process of preparing, mitigating, responding, and recovering from emergencies and disasters are covered.
The importance of continuity of operations to sustain business and operations during natural and man-made disasters also are discussed. Topics include threat assessment, risk analysis, formulating a comprehensive plan, training, coordinating with support agencies, and the actual overall management of an emergency or disaster. **Prerequisite:** Acceptance into the Master of Science in Security Management Program

**MSSM 528 Homeland Security Project Two**
The students will prepare a crisis management plan for a fictional local or county government. **Prerequisite:** Acceptance into the Master of Science in Security Management Program

**MSSM 602 Principles and Theories of Security Management**
This course is an overview of the principles and issues in business and organizational security management. Students will comprehensively review current, experience-proven business practices applicable to security operations. The vital topics of leadership style for the 21st century; managing in times of change, uncertainty and risk; target-hardening against crime and terrorism; and taking advantage of available technology are all covered to ensure students have a comprehensive knowledge base of security management and its role in government and private organizations. **Prerequisite:** Acceptance into the Master of Science in Security Management Program

**MSSM 607 Cyber-Security and Information Protection**
The course provides knowledge of how to successfully defend and protect today's valuable resources—information and information systems. It covers a systematic and practical approach for establishing, managing and operating a comprehensive information assurance program. The risk of conducting e-commerce will be thoroughly explored. **Prerequisite:** Acceptance into the Master of Science in Security Management Program

**MSSM 613 Security Management Project One**
Students will prepare a comprehensive Information Assurance policy to protect a fictional organization. **Prerequisite:** Acceptance into the Master of Science in Security Management Program

**MSSM 618 Evaluation of Security Programs**
Evaluation of Security Programs is designed to provide students with a solid knowledge of industry standards, practices and methods that will aid in determining the adequacy of security management programs. It also directs students through the complete process of security system design, integration and evaluation. Moreover, this course explores the interplay of management structures, functions and processes, as well as examines state-of-the-art management techniques. **Prerequisite:** Acceptance into the Master of Science in Security Management Program

**MSSM 624 Vulnerability Assessment and Risk Analysis**
This course reveals how to recognize security vulnerabilities and analyze risks. Students learn a systematic approach to acquiring and analyzing the information necessary to support decision-makers in the protection of assets and the allocation of security resources. **Prerequisite:** Acceptance into the Master of Science in Security Management Program

**MSSM 629 Security Management Project Two**
Students will conduct a vulnerability study and threat assessment with risk management recommendations at an actual facility or organization. **Prerequisite:** Acceptance into the Master of Science in Security Management Program
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M.S. Michigan State Univ., 1988
Ph.D. Michigan State Univ., 1992

Charles E. Benish
Asst. Professor, Law and Strategy
College of Business
B.S.B.A. Univ. of Nebraska-Omaha, 1997
M.B.A. Univ. of Nebraska, 2000
J.D. Creighton Univ., 2000

Robin R. Bernstein
Asst. Professor
B.A. Bellevue Univ., 1982
M.L.S. Emporia State Univ., 1994

Matthew D. Briggs
Instructor, Physical Education
College of Arts and Sciences
B.S. Bellevue Univ., 2006

Douglas L. Brown
Asst. Professor, Marketing
College of Business
A.A. Montgomery College, 1965
B.S. Univ. of Maryland, 1967
M.B.A. Univ. of Maryland, 1969
D.B.A. California Western Univ., 1978

Janice L. Brown
Assoc. Professor, B.S. Healthcare Administration
College of Professional Studies
B.S. St. Joseph’s College, 1981
M.S. Central State Univ., 1982

Leslie J. Bruning
Professor, Art
College of Arts and Sciences
B.A. Nebraska Wesleyan Univ., 1970
M.F.A. Syracuse Univ., 1972

Michael T. Butera
Asst. Professor, Investigations
College of Professional Studies
B.S. Univ. of Nebraska-Omaha, 1979
M.S. Univ. of Nebraska-Omaha, 1989

David T. Byers
Asst. Professor, M.A. Leadership
College of Professional Studies
B.A. Univ. of Colorado-Denver, 1985
M.A. Univ. of Phoenix, 1995
Ph.D. Capella Univ., 2005

Karla K. Carter
Asst. Professor
Computer Information Systems
College of Information Technology
B.A. Univ. of Nebraska-Lincoln, 1986
M.A. Univ. of Nebraska-Lincoln, 1990

Phillip E. Chapman
Asst. Professor
B.A. Bellevue Univ., 1988
M.A.M. Bellevue Univ., 1993

Anthony J. Clarke
Assoc. Professor, Finance
College of Business
B.S. Wesleyan Univ., 1994
Ph.D. Univ. of Nebraska-Lincoln, 2000

Charles A. Collins
Asst. Professor, Computer Information Systems
College of Information Technology
B.S. College of William and Mary, 1989
Ph.D. Massachusetts Institute of Technology, 1996

Robert W. Cook
Asst. Professor, Criminal Justice Administration
College of Professional Studies
B.S. United States Air Force Academy, 1972
M.S. Air Force Institute of Technology, 1979
Ed.D. Nova-Southeastern Univ.*

Danny J. Creagan
Asst. Professor, Computer Information Systems
College of Information Technology
B.A. Univ. of Maryland, 1974
M.S. Air Force Institute of Technology, 1983

Julia M. Cronin-Gilmore
Asst. Professor, Marketing
College of Business
B.S. Bellevue Univ., 2000
M.A. Bellevue Univ., 2004
Ph.D. Northcentral Univ.*

Pamela S. Dinville
Assoc. Professor, Accounting
College of Business
B.S. Iowa State Univ., 1972
M.A. Univ. of Northern Iowa, 1974
B.S. Northwest Missouri State, 1983
M.B.A. Northwest Missouri State, 1983

Todd J. Eisner
Asst. Professor, Physical Education
College of Arts and Sciences
B.S. Creighton Univ., 1991
M.S.S. United States Sports Academy, 2007

Cleveland K. Evans
Assoc. Professor, Psychology
College of Arts and Sciences
B.A. Duke Univ., 1973
M.A. Univ. of Michigan, 1976
Ph.D. Univ. of Michigan, 1985

Michael F. Evans
Asst. Professor, Physical Education
College of Arts and Sciences
B.S. Univ. of Nebraska-Omaha, 1971
M.S. Creighton Univ., 1979

Steven Farner
Assoc. Professor
College of Business
B.A. Iowa State Univ., 1988
M.B.A. Creighton Univ., 1992
Ph.D. Univ. of Nebraska-Lincoln, 1999

Phillip T. Fitzpatrick
Asst. Professor, Computer Information Systems
College of Information Technology
B.A. Briar Cliff College, 1989
M.S. Bellevue Univ., 2005

* degree in progress
Lucinda J. Franks  
Assoc. Professor, Management  
College of Professional Studies  
B.A. Univ. of Nebraska-Omaha, 1976  
M.A. Univ. of Nebraska-Omaha, 1978  
Ph.D. Univ. of Nebraska-Lincoln, 1998

Zergun Gonlubol  
Asst. Professor, Mathematics  
College of Arts and Sciences  
B.S. Middle East Technical Univ., 1984  
M.S. Univ. of Nebraska-Omaha, 1997

Robert E. Gregory  
Asst. Professor, Management Information Systems  
College of Professional Studies  
B.S. Univ. of Northern Colorado, 1983  
M.B.A. Bellevue Univ., 2000  
Ph.D. Capella Univ.*

Edward M. Hackman  
Asst. Professor  
College of Professional Studies  
B.A. Illinois College, 1966  
M.A. Univ. of Illinois, 1975  
M.A. Univ. of Nebraska-Lincoln, 1976  
Ph.D. Univ. of Nebraska-Lincoln, 1979

Robert B. Hankin  
Asst. Professor, Computer Graphic Design  
College of Arts and Sciences  
B.G.S. Univ. of Nebraska-Omaha, 1993  
M.A. Bellevue Univ., 2005

Victor O. Harms  
Asst. Professor, Human Services  
College of Arts and Sciences  
B.S. Grace Bible Institute, 1971  
M.A. Univ. of Nebraska-Omaha, 1988  
Ph.D. Univ. of Nebraska-Lincoln, 1994

Mary B. Hawkins  
Professor, Business  
B.S. Univ. of Arizona, 1980  
M.S. Univ. of California-Davis, 1982  
Ph.D. Univ. of Nebraska-Lincoln, 1998

Edward T. Haynes  
Assoc. Professor  
College of Professional Studies  
B.A. Purdue Univ., 1981  
M.S. Embry-Riddle Aeronautical Univ., 1989  
M.S. Bellevue Univ. 2000  
Ph.D. Northcentral Univ.*

Jeffrey L. Henriksen  
Assoc. Professor, Natural Sciences  
College of Arts and Sciences  
B.S. Eastern Washington Univ., 1988  
M.N.S. Univ. of South Dakota, 1990  
Ph.D. Creighton Univ. School of Medicine, 1997

Jeffrey J. Hug  
Asst. Professor, Computer Graphic Design  
B.S. Bellevue Univ., 1999  
M.A. California State Univ., 2003  
Ph.D. Northcentral Univ.*

Pamela R. Imperato  
Asst. Professor, Public Administration  
College of Professional Studies  
B.S. Emmanuel College-Boston, 1984  
M.A. Univ. of Massachusetts-Boston, 1990  
Ph.D. Univ. of Nebraska-Lincoln, 1997

Antoni T. Jasnowski  
Assoc. Professor, English  
College of Arts and Sciences  
B.A. Univ. of Dallas-Irving, 1976  
M.A. Univ. of Nebraska-Lincoln, 1980  
Ph.D. Univ. of Nebraska-Lincoln, 1991

Charles D. Kater  
Assoc. Professor  
College of Professional Studies  
A.A. Hutchinson Community Junior College, 1975  
B.S. Pittsburg State Univ., 1976  
M.S. Pittsburg State Univ., 1977  
Ph.D. Univ. of Missouri-Columbia, 1990

Jon B. Kayne  
Professor, Human Services  
College of Arts and Sciences  
B.A. Univ. of Colorado, 1973  
M.S.W. Univ. of Denver, 1975  
Ph.D. Univ. of Northern Colorado, 1978

Clement N. Klapathke  
Assoc. Professor, Sociology  
College of Arts and Sciences  
B.S. St. Cloud State Univ, 1965  
M.A. Univ. of Northern Colorado, 1971

John C. Leber  
Asst. Professor  
College of Professional Studies  
B.S. Virginia Polytechnics Institute, 1959  
M.S. Univ. of North Dakota, 1970

Cyril J. Leise  
Professor, Human Services and Psychology  
College of Arts and Sciences  
B.A. Conception College, 1967  
M.S. Creighton Univ., 1970  
Ph.D. Univ. of Nebraska-Lincoln, 1981

Gloria K. Lessmann  
Asst. Professor, English  
College of Arts and Sciences  
B.A. Wayne State College, 1973  
M.A.E. Wayne State College, 1984

David L. Levy  
Professor, Decision Sciences and Supply Chain Management  
College of Business  
B.S. Univ. of Texas-Arlington, 1971  
M.S. Purdue Univ., 1973  
Ph.D. Purdue Univ., 1978

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B.S. Univ. of Nebraska-Lincoln, 1994  
M.B.A. Drake Univ., 2000

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B.S. Univ. of South Dakota, 2000  
M.B.A. Univ. of South Dakota, 2003  
J.D. Univ. of South Dakota School of Law, 2004

Tory L. Lucas  
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B.A. Culver-Stockton College, 1992  
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L.L.M. Univ. of Missouri-Kansas City, 2004

Edward L. Markel  
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B.A. Univ. of New Mexico, 1977  
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M.A. Bellevue Univ., 2008

* degree in progress
K. Clifton Mason  
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B.A. Univ. of South Dakota, 1973  
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B.S. Creighton Univ., 1980  
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M.B.A. Creighton Univ., 1983

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B.S. Wayland Baptist Univ., 1980  
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B.A. Univ. of Colorado-Boulder, 1981  
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Therese Michels  
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B.A. Univ. of Nebraska-Lincoln, 1986  
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Ph.D. Univ. of Nebraska-Lincoln, 2006  
M.A. Univ. of Nebraska-Lincoln, 2007

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B.S. Idaho State Univ., 1968  
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B.A. Univ. of Rochester, 1962  
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Ph.D. Purdue Univ., 1975

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B.S./M.S. Univ. of Tehran, 1992  
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B.S. Univ. of Wisconsin-Superior, 1977  
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B.A. Baldwin Wallace College, 1953  
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B.S. Univ. of Nebraska-Omaha, 1994  
M.S. Univ. of Nebraska-Omaha, 1998  
Ph.D. Univ. of Nebraska-Omaha*

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Professor, Economics  
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B.S. Grove City College, 1970  
M.A. Youngstown State Univ., 1972  
M.Phil. Univ. of St. Andrews, 1980  
Ph.D. International College, 1982

Darrell L. Payne  
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B.S. Bellevue Univ., 2000  
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Paul P. Poppler  
Professor, Management and Strategy  
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B.A. Univ. of St. Thomas, 1975  
M.A. Univ. of Minnesota, 1981  
Ph.D. Univ. of Nebraska-Lincoln, 1992

Edward A. Rauchut  
Assoc. Professor, Signatures Series, Grewcock Chair  
B.A. York College (CUNY), 1973  
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Ph.D. The Graduate Center (CUNY), 1984

Laura L. Render  
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B.A. Univ. of Nebraska-Omaha, 1971  
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Ph.D. Univ. of Nebraska Medical Center, 1985

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Ph.D. Univ. of Pittsburgh, 1998

Renee’ A. Rowell  
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A.A. Missouri Western State College, 1997  
B.S. Peru State College, 1994  
M.S. Clarkson College, 1997

John R. Russell, Jr.  
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B.S. Southern Illinois Univ.-Carbondale, 1977  
M.S. Bellevue Univ., 2003

Kevin S. Schieuer  
Professor, Finance  
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B.S. Morningside College, 1986  
M.S. Univ. of Utah, 1990  
D.E. Univ. of Utah, 1990  
M.B.A. Univ. of Nebraska-Lincoln, 1992  
Ph.D. Univ. of Nebraska-Lincoln, 1999

Jacqueline Bifano Scholar  
Professor, Natural Sciences  
College of Arts and Sciences  
B.A. Seton Hill College, 1962  
Ph.D. Univ. of Illinois Medical School, 1967

* degree in progress
Jena Shafai
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College of Business
B.A. Texas A&M, 1980
M.S. Texas A&M, 1982
Ph.D. Texas A&M, 1989

Ernest E. Stark
Professor, Human Resources
College of Business
B.S.E. Emporia State Univ., 1966
M.S. Kansas State Univ., 1970
M.S. Iowa State Univ., 1989
Ph.D. Univ. of Nebraska-Lincoln, 1994

Daniel C. Warren
Asst. Professor, Communication Arts
College of Arts and Sciences
B.A. Univ. of Kansas, 1973
M.A. Univ. of Illinois, 1976
Ph.D. Univ. of Illinois, 1997

Patricia A. Siedlik
Instructor, Physical Education
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B.A. College of Saint Mary, 1999

Stephanie M. Weigel
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B.S. Washburn Univ., 1992
M.A. Washburn Univ., 1994
Ph.D. Univ. of Nebraska-Lincoln*

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B.S. Bellevue Univ., 1995
M.A. Bellevue Univ., 1999
Ph.D. Northcentral Univ.*

Joyce N. Wilson
Professor, Art
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B.F.A. Univ. of Nebraska-Omaha, 1964
M.A. Univ. of Iowa, 1965
Ph.D. Univ. of Nebraska-Lincoln, 1987

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Assoc. Professor, Computer Information Systems
College of Information Technology
B.A. ZhangZhou Teacher’s College, 1981
B.A. Bellevue Univ., 1992
M.S. Bellevue Univ., 2000
Ph.D. Northcentral Univ.*

Del E. Stites
Assoc. Professor, Philosophy
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B.A. Tarkio College, 1966
M.A. Univ. of Nebraska-Lincoln, 1969

Richard J. Stutte
Asst. Professor, Computer Information Systems
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B.S. Univ. of Nebraska-Lincoln, 1976
M.S. Bellevue Univ., 2002

Ph.D. Michigan State Univ., 1984

Louis Soukup, III
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B.A. Univ. of Nebraska-Omaha, 1977
M.S. Univ. of Nebraska-Omaha, 1979
M.B.A. Creighton Univ., 1982
Ph.D. Northcentral Univ.*

Roxanne L. Sullivan
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B.A. Univ. of Iowa, 1977
M.S. Purdue Univ., 1979
Ph.D. Michigan State Univ., 1984

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College of Professional Studies
B.S. Gustavus Adolphus College, 1965
M.S. Minnesota State Univ., 2000

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Asst. Professor, Accounting
College of Business
B.A. Indiana Univ., 1971
M.S. Indiana Univ., 1973
B.S. Univ. of Nebraska-Omaha, 1987
M.P.A Univ. of Nebraska-Omaha, 1995

Carolyn M. Youssef
Asst. Professor, Management
College of Business
B.A. American Univ.-Cairo, 1998
M.B.A. American Univ.-Cairo, 2000
Ph.D. Univ. of Nebraska-Lincoln, 2004

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Professor, History
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B.A. Columbia Univ., 1964
J.D. Univ. of Florida, 1967
L.L.M. New York Univ., 1968
M.A.T. Univ. of Florida, 1973
Ph.D. Univ. of Florida, 1978

Emeritus Faculty

Joseph J. Wydeven
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B.A. Indiana Univ., 1965
M.A. DePaul Univ., 1972
Ph.D. Purdue Univ., 1979

* degree in progress
Undergraduate and Graduate Accelerated Programs

Undergraduate and graduate accelerated programs are in a cohort format and do not follow the traditional schedule. The schedule for these programs can be found at www.bellevue.edu. Once at the website, click on the “Schedule of Classes” tab at the bottom of the opening page. When viewing the accelerated calendar, please note the location because a program can start online or at any of our campuses in five states. You can also find this information in the printed class schedule or by contacting the Enrollment Management Office.

TRADITIONAL CALENDAR

FALL 2008 CLASSES
12-Week Sessions

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Registration</th>
<th>Classes Begin</th>
<th>Last Day for Late Registration/Adding a Class</th>
<th>Labor Day – University Closed</th>
<th>Last Day to Drop a Class or Change to “Audit”</th>
<th>Fall Session Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Session</td>
<td>March 31 – August 23, 2008</td>
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<td>August 25, 2008</td>
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<td>August 31, 2008</td>
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<td>September 1, 2008</td>
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<td>October 19, 2008</td>
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<td>November 15, 2008</td>
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<td><strong>Graduation conferrals occur monthly throughout the year.</strong></td>
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<tr>
<td>Fall II Session</td>
<td>March 31 – September 27, 2008</td>
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<td>September 29, 2008</td>
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<td>October 5, 2008</td>
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<td>November 23, 2008</td>
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<td>November 27, 2008</td>
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<td>December 20, 2008</td>
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<td><strong>Graduation conferrals occur monthly throughout the year.</strong></td>
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</tbody>
</table>

WINTER 2008-2009 CLASSES
12-Week Session

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Registration</th>
<th>Classes Begin</th>
<th>Thanksgiving Day – University Closed</th>
<th>Last Day for Late Registration/Adding a Class</th>
<th>Winter Commencement Ceremony</th>
<th>Last Day to Drop a Class or Change to “Audit”</th>
<th>Winter Session Ends</th>
</tr>
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<tbody>
<tr>
<td>Winter Session</td>
<td>September 8 – November 22, 2008</td>
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<td>November 24, 2008</td>
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<td>November 27, 2008</td>
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<td>November 30, 2008</td>
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<td>December 21, 2008</td>
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<td>Holiday Break Begins at 8:00 a.m.</td>
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<tr>
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<td>January 5, 2009</td>
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<td>Classes Resume</td>
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<tr>
<td></td>
<td>January 31, 2009</td>
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<td>Winter Commencement Ceremony</td>
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<td>February 1, 2009</td>
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<td>Last Day to Drop a Class or Change to “Audit”</td>
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<tr>
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<td>February 28, 2009</td>
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<td>Winter Session Ends</td>
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</tbody>
</table>
SPRING 2009 CLASSES
12-Week Session

Spring Session
Registration
March 9, 2009
Classes Begin
March 15, 2009
Last Day for Late Registration/Adding a Class
May 3, 2009
Last Day to Drop a Class or Change to "Audit"
May 25, 2009
Memorial Day – University Closed
May 30, 2009
Spring Session Ends
June 6, 2009
Spring Commencement Ceremony

Graduation conferrals occur monthly throughout the year.

SUMMER 2009 CLASSES
10-Week Session

Summer Session
March 23 – June 6, 2009
Registration
June 8, 2009
Classes Begin
June 14, 2009
Last Day for Late Registration/Adding a Class
July 4, 2009
Independence Day – University Closed
July 26, 2009
Last Day to Drop a Class or Change to "Audit"
August 15, 2009
Summer Session Ends

Graduation conferrals occur monthly throughout the year.

FALL 2009 CLASSES
12-Week Sessions

Fall Session
March 30 – August 29, 2009
Registration
August 31, 2009
Classes Begin
September 6, 2009
Last Day for Late Registration/Adding a Class
September 7, 2009
Labor Day – University Closed
October 25, 2009
Last Day to Drop a Class or Change to "Audit"
November 21, 2009
Fall Session Ends

Graduation conferrals occur monthly throughout the year.

Fall II Session
March 30 – September 26, 2009
Registration
September 28, 2009
Classes Begin
October 4, 2009
Last Day for Late Registration/Adding a Class
November 22, 2009
Last Day to Drop a Class or Change to "Audit"
November 26, 2009
Thanksgiving Day – University Closed
December 19, 2009
Fall II Session Ends

Graduation conferrals occur monthly throughout the year.
WINTER 2009-2010 CLASSES
12-Week Session

Winter Session
September 14 – November 28, 2009 ............................................................... Registration
November 30, 2009 ............................................................... Classes Begin
December 6, 2009 ............................................................... Last Day for Late Registration/Adding a Class
December 20, 2009 ............................................................... Holiday Break Begins at 8:00 a.m.
January 4, 2010 ............................................................... Classes Resume
January 30, 2010 ............................................................... Winter Commencement Ceremony
February 7, 2010 ............................................................... Last Day to Drop a Class or Change to “Audit”
March 6, 2010 ............................................................... Winter Session Ends

Graduation conferrals occur monthly throughout the year.

SPRING 2010 CLASSES
12-Week Session

Spring Session
Dec. 7, 2009 – Mar. 13, 2010 ............................................................... Registration
March 15, 2010 ............................................................... Classes Begin
March 21, 2010 ............................................................... Last Day for Late Registration/Adding a Class
May 9, 2010 ............................................................... Last Day to Drop a Class or Change to “Audit”
May 31, 2010 ............................................................... Memorial Day – University Closed
June 5, 2010 ............................................................... Spring Session Ends
June 5, 2010 ............................................................... Spring Commencement Ceremony

Graduation conferrals occur monthly throughout the year.

SUMMER 2010 CLASSES
10-Week Session

Summer Session
March 29 – June 5, 2010 ............................................................... Registration
June 7, 2010 ............................................................... Classes Begin
June 13, 2010 ............................................................... Last Day for Late Registration/Adding a Class
July 4, 2010 ............................................................... Independence Day – University Closed
July 25, 2010 ............................................................... Last Day to Drop a Class or Change to “Audit”
August 14, 2010 ............................................................... Summer Session Ends

Graduation conferrals occur monthly throughout the year.

FALL 2010 CLASSES
12-Week Sessions

Fall Session
March 29 – August 28, 2010 ............................................................... Registration
August 30, 2010 ............................................................... Classes Begin
September 5, 2010 ............................................................... Last Day for Late Registration/Adding a Class
September 6, 2010 ............................................................... Labor Day – University Closed
October 24, 2010 ............................................................... Last Day to Drop a Class or Change to “Audit”
November 20, 2010 ............................................................... Fall Session Ends

Graduation conferrals occur monthly throughout the year.
**Fall II Session**

March 29 – September 25, 2010 ................................................................. Registration
September 27, 2010 ................................................................................ Classes Begin
October 3, 2010 ....................................................................................... Last Day for Late Registration/Adding a Class
November 21, 2010 .............................................................................. Last Day to Drop a Class or Change to “Audit”
November 25, 2010 .............................................................................. Thanksgiving Day — University Closed
December 18, 2010 ................................................................................ Fall II Session Ends

Graduation conferrals occur monthly throughout the year.

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**WINTER 2010-2011 CLASSES**

**12-Week Session**

**Winter Session**

September 13 – November 27, 2010 ................................................................. Registration
November 29, 2010 ................................................................................ Classes Begin
December 5, 2010 ....................................................................................... Last Day for Late Registration/Adding a Class
December 22, 2010 ..................................................................................... Holiday Break Begins at 8:00 a.m.
January 5, 2011 ....................................................................................... Classes Resume
January 29, 2011 ..................................................................................... Winter Commencement Ceremony
February 6, 2011 ...................................................................................... Last Day to Drop a Class or Change to “Audit”
March 5, 2011 ........................................................................................ Winter Session Ends

Graduation conferrals occur monthly throughout the year.

---

**SPRING 2011 CLASSES**

**12-Week Session**

**Spring Session**

Dec. 6, 2010 – Mar. 12, 2011 ................................................................. Registration
March 14, 2011 ................................................................................ Classes Begin
March 20, 2011 ................................................................................ Last Day for Late Registration/Adding a Class
May 8, 2011 ........................................................................................ Last Day to Drop a Class or Change to “Audit”
May 30, 2011 ........................................................................................ Memorial Day — University Closed
June 4, 2011 ........................................................................................ Spring Session Ends
June 4, 2011 ........................................................................................ Spring Commencement Ceremony

Graduation conferrals occur monthly throughout the year.

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**SUMMER 2011 CLASSES**

**10-Week Session**

**Summer Session**

March 28 – June 4, 2011 ................................................................................ Registration
June 6, 2011 ........................................................................................ Classes Begin
June 12, 2011 ........................................................................................ Last Day for Late Registration/Adding a Class
July 4, 2011 ........................................................................................ Independence Day — University Closed
July 24, 2011 ........................................................................................ Last Day to Drop a Class or Change to “Audit”
August 13, 2011 ................................................................................ Summer Session Ends

Graduation conferrals occur monthly throughout the year.
FALL 2011 CLASSES
12-Week Sessions

Fall Session
March 28 – August 27, 2011 .................................................. Registration
August 29, 2011 ................................................................. Classes Begin
September 4, 2011 ............................................................... Last Day for Late Registration/Adding a Class
September 5, 2011 ............................................................... Labor Day – University Closed
October 23, 2011 ............................................................... Last Day to Drop a Class or Change to “Audit”
November 19, 2011 ........................................................... Fall Session Ends

Graduation conferrals occur monthly throughout the year.

Fall II Session
March 28 – September 24, 2011 ................................................ Registration
September 26, 2011 ............................................................. Classes Begin
October 2, 2011 ............................................................... Last Day for Late Registration/Adding a Class
November 20, 2011 .............................................................. Last Day to Drop a Class or Change to “Audit”
November 24, 2011 .......................................................... Thanksgiving Day – University Closed
December 17, 2011 ........................................................... Fall II Session Ends

Graduation conferrals occur monthly throughout the year.

WINTER 2011-2012 CLASSES
12-Week Session

Winter Session
September 12 – November 26, 2011 ................................................ Registration
November 28, 2011 ............................................................. Classes Begin
December 4, 2011 ............................................................... Last Day for Late Registration/Adding a Class
December 21, 2011 ........................................................... Holiday Break Begins at 8:00 a.m.
January 4, 2012 ............................................................... Classes Resume
January 28, 2012 ............................................................... Winter Commencement Ceremony
February 5, 2012 ............................................................... Last Day to Drop a Class or Change to “Audit”
March 3, 2012 ................................................................. Winter Session Ends

Graduation conferrals occur monthly throughout the year.

SPRING 2012 CLASSES
12-Week Session

Spring Session
Dec. 5, 2011 – Mar. 10, 2012 ......................................................... Registration
March 12, 2012 ............................................................... Classes Begin
March 18, 2012 ............................................................... Last Day for Late Registration/Adding a Class
May 6, 2012 ............................................................... Last Day to Drop a Class or Change to “Audit”
May 28, 2012 ............................................................... Memorial Day – University Closed
June 2, 2012 ................................................................. Spring Session Ends
June 2, 2012 ................................................................. Spring Commencement Ceremony

Graduation conferrals occur monthly throughout the year.
Summer Session
March 26 – June 2, 2012
June 4, 2012
June 10, 2012
July 4, 2012
July 22, 2012
August 11, 2012
Graduation conferrals occur monthly throughout the year.
1. Durham Administration Center
2. Freeman / Lozier Library
3. Riley Technology Center
4. R. Joe Dennis Learning Center
5. Margre H. Durham Student Center
6. Hitchcock Humanities Center
7. Gordon Lozier Athletic Center
8. Venteicher Wellness Center
9. Hollis and Helen Baright Bookstore
10. Educational Services Building
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