Letter from the President

There has never been a more exciting time to be a part of Bellevue University. Our name resonates across the nation, in online classrooms and corporate boardrooms. We receive accolades for our ability to service students in the classroom, online, and through our growing corporate partnerships.

While we continue to make significant strides after more than 40 years of serving students, we never lose sight of our guiding principle which is to positively impact the lives of our students. Our focus on the student is the key to our mutual success.

Higher education continues to evolve and Bellevue University continues to play a dynamic role in that evolution. Our Accelerated Bachelor’s Degree Completion Programs are more popular than ever. We enroll more students in select healthcare and security management bachelor’s and master’s degrees than any other university in the nation. Our MBA program is larger than the programs of all other colleges and universities in the state of Nebraska combined. We have developed the nation’s first and only Ph.D. in Human Capital Management and re-engineered our traditional bachelor’s degree program to allow those with career experience to earn their degrees in as little as three years. These award-winning programs exemplify our forward-thinking approach to learning. These initiatives provide real value because their development was based on how the offerings would impact students’ lives and careers.

Our recent growth and ever-expanding recognition within academic and business communities validate our student-focused approach. Our response to this growth demonstrates our commitment to the community and our students as we continue to invest in campus facilities. Just a few years removed from the construction of our Educational Services Building, we have already begun construction on a 128,000 square-foot addition to the campus making it the largest construction project in the storied history of our University.

This 2010/2012 course catalog is more than a listing of requirements and course descriptions. These pages provide a roadmap to Real Learning for Real Life. Our graduates tell us repeatedly that attending Bellevue University is among the best choices they have ever made. They tell us how much they appreciate the difference their education has made in their personal and professional lives.

We at Bellevue University are honored to provide the opportunities and support you need to reach your goals.

— Mary B. Hawkins, Ph.D.
President, Bellevue University
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Program title will change to Business Information Management/ Business Analysis and Management

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<tr>
<td>Computer Information Systems</td>
<td>BS/BAS</td>
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<tr>
<td>Computer Information Systems in Business</td>
<td>BS/BAS</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>
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<tr>
<td>Early Childhood Program Management</td>
<td>BS</td>
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<tr>
<td>Gaming and Simulation</td>
<td>BS</td>
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<tr>
<td>Graphic Design</td>
<td>BA/BFA</td>
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<tr>
<td>Healthcare Management</td>
<td>BS</td>
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<tr>
<td>Health and Human Performance</td>
<td>BS</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 Admin</td>
<td>BS</td>
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<tr>
<td>Information Technology</td>
<td>BS</td>
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<tr>
<td>International Security and Intellige Studies</td>
<td>BS/BAS</td>
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<tr>
<td>Investigations</td>
<td>BS</td>
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<tr>
<td>Leadership</td>
<td>BA</td>
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<tr>
<td>Legal Studies</td>
<td>BS</td>
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<tr>
<td>Liberal Studies</td>
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<tr>
<td>Logistics Management</td>
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<tr>
<td>Management</td>
<td>BS</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>
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<tr>
<td>Marketing Management</td>
<td>BS</td>
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<tr>
<td>Organizational Systems Management</td>
<td>BS</td>
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<tr>
<td>Project Management</td>
<td>BS</td>
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<tr>
<td>Psychology</td>
<td>BA/BAS</td>
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<tr>
<td>Public Art</td>
<td>BFA</td>
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<tr>
<td>Security Management</td>
<td>BS</td>
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<tr>
<td>Sociology</td>
<td>BA/BS</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>Web Technologies</td>
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### 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>Management (This program is under review)</td>
<td>MA</td>
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<tr>
<td>Master of Business Administration</td>
<td>MBA</td>
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<tr>
<td>-- Interdisciplinary Business (traditional MBA)</td>
<td>MBA</td>
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<tr>
<td>-- Accounting</td>
<td>MBA</td>
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<tr>
<td>-- Acquisition and Contract Management</td>
<td>MBA</td>
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<tr>
<td>-- Executive Coaching</td>
<td>MBA</td>
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<tr>
<td>-- Finance</td>
<td>MBA</td>
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<tr>
<td>-- Healthcare</td>
<td>MBA</td>
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<tr>
<td>-- Human Capital Management</td>
<td>MBA</td>
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<tr>
<td>-- Human Capital Management (specialization)</td>
<td>MBA</td>
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<tr>
<td>-- Human Resource Management</td>
<td>MBA</td>
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<tr>
<td>-- Information Security Management</td>
<td>MBA</td>
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<tr>
<td>-- International Management</td>
<td>MBA</td>
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<tr>
<td>-- Management (MAM)</td>
<td>MBA</td>
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<tr>
<td>-- Management Information Systems</td>
<td>MBA</td>
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<tr>
<td>-- Marketing</td>
<td>MBA</td>
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<tr>
<td>-- Supply Chain Management</td>
<td>MBA</td>
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### Graduate Professional 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>
<td>Clinical Counselling (60 credit hours)</td>
<td>MS</td>
<td></td>
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<tr>
<td>Computer Information Systems</td>
<td>MS</td>
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<tr>
<td>-- Business Administration</td>
<td>MS</td>
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<tr>
<td>Human Services</td>
<td>MA</td>
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<tr>
<td>Instructional Design and Development</td>
<td>MS</td>
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<tr>
<td>Justice Administration and Crime Management</td>
<td>MS</td>
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<tr>
<td>Leadership</td>
<td>MA</td>
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<tr>
<td>Managerial Communications</td>
<td>MA</td>
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<tr>
<td>-- Business</td>
<td>MA</td>
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<tr>
<td>-- Computer Information Systems</td>
<td>MA</td>
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<tr>
<td>-- Executive Coaching</td>
<td>MA</td>
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<tr>
<td>-- Human Resource Management</td>
<td>MA</td>
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<tr>
<td>Management of Information Systems</td>
<td>MS</td>
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<td></td>
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<tr>
<td>-- Business Administration</td>
<td>MS</td>
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<td></td>
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<tr>
<td>-- Computer Information Systems</td>
<td>MS</td>
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<tr>
<td>-- Healthcare</td>
<td>MS</td>
<td></td>
<td></td>
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<tr>
<td>-- Information Security</td>
<td>MS</td>
<td></td>
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<tr>
<td>-- IT Project Management</td>
<td>MS</td>
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<tr>
<td>-- Solutions Architect</td>
<td>MS</td>
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<tr>
<td>Master of Healthcare Administration</td>
<td>MHA</td>
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<tr>
<td>Master of Public Administration</td>
<td>MPA</td>
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<tr>
<td>Organizational Performance</td>
<td>MS</td>
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<tr>
<td>Security Management</td>
<td>MS</td>
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</tbody>
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For more information on program offerings, see page 38

BA = Bachelor of Arts
BS = Bachelor of Science
BA/BAS = Bachelor of Applied Science
BFA = Bachelor of Fine Arts
MA = Master of Arts
MBA = Master of Business Administration
MS = Master of Science
MHA = Master of Healthcare Administration
MPA = Master of Public Administration
MA = Master of Science

Accelerated Offering =
Online Offering =
Cohort Offering =

* This catalog also includes information on certificates of completion and corporate offerings (listed under restricted registration). Please consult the Table of Contents to locate this information.
2010/2012

Bellevue University
Course Catalog

This catalog contains official announcements of courses for the academic years 2010 - 2012, effective July 1, 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. If you are currently enrolled under previous catalogs, you 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.

You are 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. If you have not graduated in this seven-year period, you will be subject to the provisions of a later catalog.

As a post-secondary institution of higher education, Bellevue University 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.

If you have inquiries concerning Bellevue University’s compliance with the regulations implementing Title VI, Title IX, or Section 504, contact the Assistant Vice President of Academic Services/Dean of Students at 402-557-7010. You 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.
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 15,000 students from the United States, and around the world. 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 educational institutions in the U.S. and abroad to provide educational programs that meet real needs.

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

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

The College of Business provides the opportunity for students to achieve their full potential honed by a quality and practical business education. Students actively engage in their education to build knowledge, skills, abilities, and global awareness and are fully prepared to make valuable contributions—at work, in life, and in their communities—while they continue their studies. The faculty in the College of Business will challenge you to think critically and exchange ideas enriching your education experience.

The College of Information Technology actively engages you in a quality information technology education. Through its multiple delivery means based on active learning principles and proactive assessment of quality and content, the College of Information Technology provides you with the up-to-date knowledge and skills critical to being a valuable contributor to the information technology professions.

The College of Professional Studies offers Bachelor of Science and Masters degrees with an emphasis on applied application in the workplace. Majors in the College of Professional Studies combine the best of academic theory and knowledge with leading-edge management practices. The college’s curriculum includes majors that are applicable to business and industry in local and global environments.

Mission Statement
Bellevue University will provide world-class learning services for individuals and institutions in a transformative service culture that manages a network of affiliations. Our culture will effectively develop active learning skills, decisions skills, technical and general knowledge, and understanding of the western tradition in experienced learners committed to utilizing these skills and perspectives in the world of civic and commercial affairs. We are committed to offering a comprehensive set of services to our clients: optimal learning environments, delivery modalities, customer service and assessment support plus research, and consultative and strategic services to maximize the real world return for our clients. Preeminence requires offering this excellence efficiently in a common culture at a below market price for comparable quality. This is RealMastery™ for both clients and the University in meeting the exciting challenge of the 21st Century.

Vision Statement
Bellevue University will be the foremost American university in adult education. Our preeminence will rely on our unique combination of Midwestern values, client service, talent management, and transformational culture. We will achieve an unmatched link between learning and real-world performance.

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.

Bellevue University has received specialized accreditation for its business programs: Bachelor of Science in Accounting, Bachelor of Science in Business Administration, and Master of Business Administration degree programs through the International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas.

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 nontraditional 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, degree programs, and certificates of completion at locations in Nebraska, Iowa, and South Dakota, as well as online.

Active Learning Emphasis
The University is committed to your life and career success. We focus particularly on 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 you 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, 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 we began
developing our first online classes, the University has been a leader in using online technology to increase access to courses, degree programs, and support services. The University developed a user-friendly online format, which incorporates text, graphics, video, and interaction with faculty as well as fellow students. More than 80 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 all the time.

Facilities
The University strives to provide a quality physical learning environment. All Bellevue main campus facilities have been built or renovated since 1993. The latest addition to Bellevue University’s main campus is under construction as of the production of this catalog. The six story building will include an estimated 128,000 square feet and rests some 50 feet from the Education Services Building. The addition is the largest construction project in the history of the University. It will contain administrative and academic offices, the University’s educational and research institute, the president’s office, information technology, the Center for American Vision and Values, and training facilities. The building will provide the opportunity to locate various administrative and departmental staff in proximity to one another to foster integration and collaboration.

The Educational Services Building, completed in late 2006, is a 72,000-square-foot, state-of-the-art facility includes space for classrooms, conference rooms, Academic Advising, Student Financial Services, Business Office, Enrollment Management, Student Accounts, the College of Professional Studies, College of Information Technology, and the offices of the Vice President for Academic Affairs and President. 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. The University’s 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 of 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. The bookstore is also accessible if you study online, offering online ordering of required texts and materials at follett.com.

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, you have access to computerized and web-based resources, with training facilities to teach you how to effectively use these resources. The library has a collection in excess of 111,000 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 Ventericher Wellness Center, exercise equipment further enhances our ability to meet the health and recreational needs of our total community, from you, the student, to alumni, 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.

The Margre H. Durham Student Center was dedicated in December 1986. The facility was originally known as the Richard D. Winchell Student Center. This facility was remodeled extensively for the 2004-2005 academic year and now includes expanded areas in support of growing enrollment, and a Faculty Resource Center for adjunct faculty. The building is also available for rental, accommodating meetings, training sessions, or private functions.

The R. Joe Dennis Learning Center was dedicated in 1993 and houses 25 classrooms, more than 30 full-time faculty offices, science, and language lab facilities. The 40,500-square-foot structure provides office space for the majority of the University’s academic functions, including the Learning Assessment Center, Assistant Vice President of Academic Services/Dean of Students, the College of Business, and the College of Arts and Sciences.

The Riley Technology Center and the A.C. Nelsen Computer Labs meet your evolving technology needs. The 12,000-square-foot addition opened in fall 1999 and houses the Computer Services Department, computer classrooms, and labs. The former TK&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 Human Resources, the Registrar, and Marketing and Public Relations, as well as the Bellevue Chamber of Commerce.

In 2009, the University added the Rotert Building and the Educational Technology Building thanks to Alice and Bill Rotert, who donated the land when the University purchased these two buildings. The Rotert Building houses Corporate Enrollment and Corporate Academic Advising. The Educational Technology building is home to the Center for Learning Innovation and the Service Desk.

Additional Locations
West Omaha – Lozier
The 22,000-square-foot Lozier Professional Center, in northwest Omaha, has state-of-the-art technological facilities for progressive education. The facility is designed to meet the needs of technological advances and corporate training. The programs offered at the Bellevue University Lozier Professional Center are directed toward Accelerated Bachelor’s Degree Completion Programs, graduate studies, Information Technology programs, and certificates of completion and corporate training. Annually, the center supports more than 1,500 students and dozens of corporations with training and education.

Lincoln, Nebraska
Bellevue University has offered degree programs in Lincoln since 1999 and in 2005 moved 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. Evening classes are offered 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. As an enrolled Bellevue University student, you 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, you 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 MPCC campus. In addition to Bellevue University’s online library and academic resources, you have access to the MPCC 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, you have access to the IWCC facilities, including the library and computer labs.

Sioux City, Iowa
Bellevue University has offered Accelerated Bachelor’s Degree Completion Programs in the Sioux City area since 1994. We continue to offer these programs on the Western Iowa Tech Community College (WIT) campus. A part-time Bellevue University admissions counselor is in an office on the WIT campus. In addition to Bellevue University’s online library and academic resources, you have access to the WIT facilities, including the library and computer labs.

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, you 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 you are contacted, you will need to 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 worldwide 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. Your use of the bellevue.edu website and affiliated websites is further subject to the Bellevue University website Terms and Conditions of Use.

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 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 on University property is prohibited. Empty or partially empty containers, caps, or alcohol-related items would be considered possession. All alcohol found on 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.

Annual Notification of Student Privacy (FERPA)
Section 99.7 of the Family Educational Rights and Privacy Act (FERPA) requires you be informed of your rights under the FERPA regulations. These student rights include the following:

1. The right to inspect and review your education records. See Inspect and Review of Educational Records.
2. The right to request the amendment of your education records to ensure that they are not inaccurate, misleading, or otherwise in violation of your privacy or other rights. See Amendment of Educational Records.
3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that the Act and regulations in this part authorize disclosure without consent such as University officials with legitimate educational interest.
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. You may obtain a copy of the University’s FERPA policy from the Registrar, the Senior Director of Student Financial Services, or the Dean of Students.

6. The following has been identified as Directory Information and may be released without your written consent:
   - Student name
   - Student address
   - Major field of study
   - Participation in recognized activities and sports
   - Height and weight of members of athletic teams
   - Current employer
   - Current employer location
   - Job title
   - Dates of attendance
   - Degree and awards received
   - Most recent previous school attended

    **NOTE:** All other personally identifiable information is considered Non-Directory Information and will not be released without your written consent.

As a part of FERPA policy, Bellevue University defines legitimate educational interest for University official as:

A person employed by the University in an administrative, supervisory, academic or research, support staff, or a person employed by (or under contract to) the University to perform a special task, such as an attorney or auditor.

**A University official has a legitimate educational interest if the official is:**

1. Performing a task that is specified in her or her position description or by a contract agreement that is related to your education.

2. Performing a service or benefit relating to you or your family such as counseling, job placement, or financial aid.

3. To officials of another school, upon request, in which you seek or intend to enroll.

4. To certain officials of the U.S. Department of Education, the Comptroller General, and state education authorities, in connection with certain state or federally supported education programs.

5. In connection with your request for or receipt of financial aid.

6. If required by a state law requiring disclosure that was adopted before November 19, 1974.

7. To organizations conducting certain studies for or on behalf of the University.

8. To accrediting organizations to carry out their functions.

9. To your parents if they claim you as a dependent for income tax purposes.

10. To comply with a judicial order or a lawfully issued subpoena.

   **Note:** The University will make a reasonable effort to notify you or a parent of the order or subpoena in advance of compliance.

11. To appropriate parties in a health or safety emergency.

The University outsources functions to meet your service expectations during peak times to different organizations (subject to change based on contractual agreements) in support of University educational initiatives, including: Inquiries of prospective students – Colewell Salmon; Financial Aid Packaging – Kenaly Complement; Legal Services – Koley Jessen PC, L.L.O.; Marketing – Zais & Company; Refunds – Sallie Mae; and Research – Corporate Analytics.

**Inspection and Review of Educational Records**

You may inspect and review your education records upon request to the appropriate record custodian. Submit a written request which identifies as precisely as possible the record or records you wish to inspect to the record custodian or an appropriate University staff person. The record custodian or an appropriate University staff member will make the needed arrangements for access as promptly as possible and notify you of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, you may inspect and review only the records which relate to you. Bellevue University reserves the right to refuse to permit you to inspect the following records:

- The financial statement of your parents.
- Letters and statements of recommendation for which you have waived your right of access, or which were place in file before January 1, 1975.
- Records connected with an application to attend Bellevue University if that application was denied.
- Those records which are excluded from the FERPA definition of education records.
- Bellevue University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:
  - You live within commuting distance of Bellevue University.
  - You have an unpaid financial obligation to the University.
  - There is an unresolved disciplinary action against you.

Bellevue University will charge $10 per page as a fee for making copies and actual postage if the copies are to be mailed.

**Types, Locations, and Custodians of Education Records**

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Custodian</th>
</tr>
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<tr>
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<td>Registrar’s Office</td>
<td>Registrar</td>
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<tr>
<td>Cumulative Academic Records</td>
<td>Registrar’s Office</td>
<td>Registrar</td>
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<td>Financial Records</td>
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<tr>
<td>Financial Aid Records</td>
<td>Student Financial Services</td>
<td>Senior Director of Student Financial Services</td>
</tr>
</tbody>
</table>

**Amendment of Educational Records**

You need to ask the appropriate University official (Registrar, Dean of Students, or Chief Academic Officer) to amend a record. You should identify the part of the record you want amended and specify why you believe it is inaccurate, misleading, or in violation of your privacy or other rights. Please note this procedure excludes grades. (See grade appeals on page 18 for more information.)

Bellevue University may comply with the request or decide not to comply. If we decide not to comply, you will receive notification of the decision and advice on your right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of your rights. Upon request to the Chief Academic Officer, the University will arrange for a hearing, and notify you, reasonably in advance, of the date, place, and time of the hearing.

The hearing will be conducted by a hearing officer (who is a disinterested party). The hearing officer may be an official of the institution. You shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend your educational records. Bellevue University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the University decides the challenged information is not inaccurate, misleading, or in violation of your right of privacy, we will notify you that you have a right to submit a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision for placement in the record. The statement will be maintained as part of your education records as long as the contested portion is maintained. If Bellevue University discloses the contested portion of the record, it must also disclose the statement. If Bellevue University decides the information is inaccurate, misleading, or in violation of your right of privacy, we will amend the record and notify you in writing that the record has been amended.

Contact the Registrar or the Dean of Students with questions regarding FERPA or to file a complaint with the University.
The Solomon Amendment

The Solomon Amendment (1998) is a federal law authorizing institutions that receive federal funding to allow the Department of Defense:

- Entry to campus
- Access to students on campus
- Access to lists containing recruiting information on students

The Solomon Amendment identifies certain information that military recruiters may request about you if you are a student aged 17 years or older, and are registered for class(es). This information is known as Student Recruiting Information.

This information includes only:

- Name
- Address
- Telephone number
- Age
- Class level
- Academic major
- Place of birth
- Degrees received
- Most recent educational institution attended
- Email address

If you restrict the release of directory information under FERPA, then the University may not release such information to the military either (FERPA supersedes the Solomon Amendment.) There are additional guidelines for the release of data. The Office of the Registrar authorizes all data release to the requesting units. Please refer any requests to the Registrar.

Online Education Policy

Bellevue University does not warrant that the functions or information contained on bellevue.edu or affiliated websites or online environments will meet any requirements or needs you may have; that such websites will operate error free or in an uninterrupted fashion; that any defects or errors in such websites will be corrected; or that such websites will be compatible with any particular platform. In the event data/documents that are loaded directly to an online classroom or as an attachment to the learning management system are lost or in some way altered, every attempt will be made to recover the original data. However, to the extent such recovery is impossible or not feasible; you agree to hold Bellevue University harmless. You are advised to keep copies of all assignments.

Bellevue University may provide online classroom environments and other educational opportunities under agreements with software, hardware, or Internet service providers. In no event will Bellevue University be liable to you or other users for any incidental or consequential damages (including, without limitation, indirect, special, punitive, or exemplary damages) arising out of any use of 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 you or users for online courses. Please refer to the Bellevue University website Terms and Conditions of Use for further information regarding Bellevue University's online policies.

Personal Conduct Policy

In matters of personal conduct, the University expects you to be governed principally by a sense of discretion and a regard for the interests and dignity of others. If you are unable or unwilling to participate in the University community in a mature, responsible manner reflecting the University's mission, you 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

University policy prohibits any act of harassment against any individual associated with the University. In keeping with our educational mission, we will foster open learning and working environments. To meet moral as well as legal obligations, the University has developed procedures to protect both you 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.

If you exhibit potential harm to yourself or others, you may be removed from the campus and/or classes and may be required to seek professional help. You will be required to submit a petition to the Dean of Students for consideration in returning to classes.

The University's 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, 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 you prior to consultation with the Dean of Students. The instructor may take action as severe as giving you a failing grade in the assignment or course, or filing a written request for suspension or expulsion with the Dean of Students.

Smoking Policy

Bellevue University is a smoke-free institution. Therefore, smoking of any kind is prohibited in any campus building. Smoking is permitted outside of buildings in the areas designated. Smoking is not permitted at building entrances or exits.

Student Complaint Policy

Bellevue University affirms your right to bring forth complaints and is committed to resolving these matters in a fair, equitable, and timely manner, so as to protect the rights of both the individual and the community.

This Complaint Policy applies to your complaints that are not addressed by the Academic Appeals Procedures, Americans with Disabilities Act, Plagiarism, Student Conduct Code, Sexual Harassment Policy, student records policies, or any other existing formal procedure under which a complaint may fall.

You 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, you need to submit the complaint to your Academic Advisor. The Academic Advisor is your liaison in the complaint process. Academic Advisors will help resolve your complaint by documenting and communicating your request, and following up with the department/area under which the complaint falls.

If satisfactory resolution is not reached with the department, you, or your Academic Advisor, you may submit your complaint in writing to the Dean of Students for review. If a satisfactory resolution is still not reached, you may submit your complaint in writing to the Chief Academic Officer 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 you communications via email and the right to expect that those communications will be received and read in a timely fashion.

University email accounts are available for all registered students and alumni. University communications will be sent to your official University email address. You are expected to check your University email account on a frequent and consistent basis to stay current with University-related communications. Faculty may determine how email will be used in their classes. Faculty may expect that your 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. You need to ensure there is sufficient space in your account to allow for email to be delivered. Emails that have been in the “trash can” for 30 days or more will automatically be removed.

You may have email electronically redirected to another email address. If you wish to have email redirected from your official address to another email address (e.g., @aol.com, @hotmail.com), you may do so, but at your 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 you from the responsibilities associated with communication sent to your 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 your 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

Use of the University’s email system for inappropriate purposes is strictly prohibited. Inappropriate uses include, but are not limited to, the following examples:

- The creation and exchange of harassing, obscene, or threatening messages.
- 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.

Users who experience such inappropriate uses or who receive email related thereto, should immediately contact the University Service Desk. Material that is fraudulent, harassing, profane, obscene, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other form of electronic communication. If you engage in this type of behavior, it will be considered a violation of the policy and may result in disciplinary action; including termination of your student email account. For additional information regarding disciplinary actions and appeals, please consult the Student Handbook.

Student Rights and Responsibilities

The University recognizes the following rights as those which the University has a duty to foster and protect for you:

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 your 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 your 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 your expressed consent. You shall specify what categories, if any, of your 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 your ability and character based on personal knowledge and the public reputation you have made for yourself in the University community.

The following are among your recognized responsibilities as a 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 your actions with respect to University rules and regulations.
4. Individual responsibility for your actions with respect to the provisions of local, state, and federal laws.
5. Responsibility for conducting yourself 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. You are 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). Notify faculty as soon as potential absences may occur.
8. You are bound by all rules, regulations, and processes of the Student Handbook that is effective during the terms of enrollment.
9. You are obligated to follow and be knowledgeable of the rules, regulations, processes, and requirements listed within your applicable catalog and Student Handbook, and as provided in the Bellevue University website Terms and Conditions of use.

Federal Disclosure Information

According to Federal Regulations, institutions must disclose certain information to enrolled students, prospective students, parents, and employees.

On the following page (page 14) is a list of available disclosures, a brief description, contact, department, phone number, or where you can locate detailed information.
Federal Disclosure Information

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<thead>
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<td>FFEL/Direct Loan deferment for Peace Corps or volunteer services</td>
<td>Eligibility to defer loan payments for services performed in these areas</td>
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<td>Student Financial Services Office</td>
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<td>Available Financial Assistance</td>
<td>Types of Financial Aid Programs available at BU</td>
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<td>Completion Rate, Graduation Rate, Transfer Out Rate</td>
<td>Statistics on the completion graduation rate and transfer rates of BU students</td>
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<td>Statistics/student gender, Operating expenses, Gender/head coach, Full/part time for both students and coach</td>
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<td>Athletic Director</td>
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<td>President’s Office</td>
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<tr>
<td>Athletic Program Completion Graduation Rates, Transfer Out Rate</td>
<td>Statistics on completion, graduation and transfer rates of BU students by gender and race</td>
<td>Ed Lehotak</td>
<td>Athletic Director</td>
<td>402-557-7050</td>
<td>President’s Office</td>
</tr>
</tbody>
</table>

Outreach and Partnerships

South Omaha Community Scholarship Program
The South Omaha Community Scholarship Program at Bellevue University is designed to enroll, retain, and educate residents of South Omaha and Bellevue. This culturally and economically diverse section of the greater Omaha area has 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. By participating in this program, you receive one-on-one advising throughout your degree and certificate of completion programs. Significant scholarship support and professional career development is available for traditional, non-traditional, and Accelerated Bachelor's Degree Completion Program students.

Associate's 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, you will receive 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. You must complete the remaining specified coursework to obtain your 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
- Nanguo Business College of Guangdong University of Foreign Studies

Community colleges with articulation agreements include:
- Alexandria Technical College — Minnesota
- Austin Community College — Texas
- Central Community College — Nebraska
Central Texas College – Texas
City College of San Francisco – California
Community College of the Air Force
Community College of Baltimore County – Maryland
Dallas County Community College District – Texas
Defense Language Institute – California
Des Moines Area Community College – Iowa
Florida Community College at Jacksonville – Florida
Fox Valley Technical College – Wisconsin
Gwinnett Technical College – Georgia
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
Laramie County Community College – Wyoming
Lassen College – California
Madison Area Technical College – Wisconsin
Metropolitan Community College – Missouri
Metropolitan Community College – Nebraska
Mid-Plains Community College Area – Nebraska
Nebraska Indian Community College – Nebraska
North Central Texas College – Texas
North Iowa Area Community College – Iowa
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
Pima Community College – Arizona
Pulaski Technical College – Arkansas
Sinclair Community College – Ohio
Southeast Community College – Nebraska
Southeast Technical Institute – South Dakota
Southwestern Community College – Iowa
Tarrant County College District – Texas
Texas State Technical College - Marshall – Texas
Valdosta Technical College – Georgia
Vatterott College – Missouri
Western Iowa Tech Community College – Iowa
Western Nebraska Community College – Nebraska
Wisconsin Indianhead Technical College – Wisconsin

See bellevue.edu for complete information.

If you are a transfer student or graduate who has received an Associate of Science (A.S.), Associate of Arts (A.A.), Associate of General Science, or Associate of Applied Science (A.A.S.) degree from other community colleges, you may be admitted to Bellevue University under the same transfer arrangements.

**Bachelor’s Degree Transfer Agreements**

Four-year colleges with articulation agreements include:
- Buena Vista University – Iowa
- Bob Jones University – South Carolina
- Creighton University – Nebraska
- Defense Acquisition University – Virginia
- Grace University – Nebraska
- Grantham University – Missouri
- Nebraska Christian College – Nebraska
- Western Governors University – Utah
- Community College Advantage Partnership

The Community College Advantage Partnership is a program designed for transfer students who started or completed their associate’s degree at a community college and want to continue their education at Bellevue University.

If you have earned an associate’s degree from an accredited institution or have completed close to 60 credit hours, you may begin your accelerated degree program immediately. Courses are offered in class or online in a 36 credit hour format. You also must complete the Kirkpatrick Signature Series, a 9 credit hour cluster course and up to at least 22 credit hours of electives, which can be taken at either Bellevue University or transferred in from another institution. Once you have successfully completed a total of 127 credit hours and met the program requirements, your bachelor's degree is awarded.

**Military Students**

Active duty military, retired military, and your spouse and dependents are welcome at Bellevue University. You may contact either the Military Programs Department on our main campus or the Offutt Air Force Base Education Office for assistance in continuing your education at Bellevue University. Both representatives can assist with registration for classes offered on base, on campus, or online.

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

You also can use the GI Bill, either in-service or out-of-service, and U.S. military education benefits. Veteran Services representatives are located in the Student Financial Services Office on the Bellevue University main campus. If you are military or military-related, you are welcome to use all of the student services available at Bellevue University, whether you 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 longstanding 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 to support you: eArmyU; goarmyedu; Servicemembers Opportunity College, and AUABC. Credit is awarded for past military experience. Visit 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, 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, you must receive counseling from your local Education Counselors regarding service-specific policies. For more information, contact the University office at Offutt AFB, contact DSST at 877-471-9860, or visit getcollege-credit.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 1,800 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 you to complete the degree by taking your final courses at other institutions. We also award 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 your benefits as a result of our association with SOC are available from the Military Programs Department.
ROTC: Aerospace Studies (Air Force) and Military Science (Army)

You 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 our Military Programs Department.

Military Tuition Assistance

You may use Government Tuition Assistance by submitting an approved Tuition Assistance Form to the Student Accounts Department. You are responsible for payment of books, fees, and tuition not covered by Tuition Assistance. If you are using tuition assistance, you are responsible for turning in your Tuition Assistance Form. Failure to do so may result in Tuition Assistance not getting approved after the class/module begins. In this case, you will have to contact your government agency and request reimbursement directly from them. For more information, please contact your Financial Counselor or the staff of the Student Financial Services Department, and consult the Costs and Policies section of this catalog.

Yellow Ribbon Program

Bellevue University is a Yellow Ribbon Program participant. That means you may be eligible for additional funds to cover costs. The Post-9/11 GI Bill pays up to the highest public in-state undergraduate tuition and fees. The Yellow Program helps pay for tuition and fees in excess of that amount. For more information, email MilitaryOutreach@bellevue.edu

Veteran Services

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 with any University or educational benefit matter, by phone or in person. 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. Direct any questions to the Veteran Services Office.

Veteran Enrollment Status

Check with the Veteran Services Office if you are not sure of your enrollment status. As a general rule for VA purposes, the following applies:

Undergraduate Students

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

Graduate (Traditional)

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

Use of Military Tuition Assistance (TA), TA Top-Up (TATU) and the VA Educational Benefit (GI Bill)

If you are an active duty military member, you have the option of using Tuition Assistance (TA), TA Top-Up (TATU), or GI Bill. You may use TA or TATU for one class and the GI Bill for another. Military TA currently has certain restrictions, depending upon 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 the advantages of 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. You are encouraged to directly follow the catalogs of professional schools to ensure that specific degree requirements are met. Enrollment Management counselors will assist you in coordinating programs between institutions.

Academic Information

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 as 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.

Academic Classification

The number of semester credit hours earned determines your academic classification.

Freshman – 0-29 hours

Sophomore – 30-59 hours

Junior – 60-89 hours

Senior – 90 hours and above

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 9 credit hours per session. If you wish to carry more than the maximum at any given time, you must obtain the written permission of your Academic Advisor and the Dean of your college, or designated representative, prior to registration.

Undergraduate

<table>
<thead>
<tr>
<th>Day</th>
<th>Eve</th>
<th>Summer</th>
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<tbody>
<tr>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

International

<table>
<thead>
<tr>
<th>Day</th>
<th>Eve</th>
<th>Summer</th>
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<tbody>
<tr>
<td>9</td>
<td>9</td>
<td>9</td>
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</table>

Normal class load

<table>
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<tr>
<th>Max. w/out permission</th>
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<tbody>
<tr>
<td>15</td>
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<td>12</td>
</tr>
<tr>
<td>12</td>
</tr>
</tbody>
</table>

* To be considered full-time status, you must be enrolled in at least 9 credits Day or Evening, or a combination between the two sessions must equal eight. International students, you must be enrolled in at least 9 credits to be considered full-time.
You should keep in mind that most courses require an average of two hours of study outside the classroom for every hour in class.

If you are enrolled in the Master of Business Administration, Master of Science in Computer Information Systems, Master of Arts in Managerial Communication, Master of Arts in Human Services, Master of Science in Clinical Counseling, or Master of Science in Management Information Systems courses and carrying 6 credit hours or more per session, you are considered a full-time student. If you wish to carry more than 6 hours at any time, you must obtain written permission from your college dean.

**Class Load – Undergraduate and Graduate Cohort-Based Programs**
If you are enrolled in an undergraduate program, you are considered a full-time student when enrolled in 8 semester credit hours or more (International Students – 9 semester credit hours). If you are a graduate student in a cohort-based program, you are considered full-time when enrolled in 6 semester credit hours or more per term.

**Change of Schedule**
You are advised to keep any schedule changes to a minimum. You must make any change by submitting a Drop/Add Form to the Registrar or processing the drop/add through BRUIN. A fee will be assessed in accordance with the fee schedule. Regardless of any schedule change, if you are an international student, you must ensure you maintain full-time status. If you are in an Accelerated Bachelor's Degree Completion Program, you may change your schedule by consulting your major professor, and you should work closely with your Academic Advisor. If you are a graduate student in a cohort degree program and wish to drop/add, you should work with the Dean of your college.

Changes of schedule may affect your financial aid. You must work closely with the Student Financial Services Office and Student Accounts to minimize the impact of the rescheduling on financial aid and tuition payment schedules. Written authorization from Student Accounts 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 22.

**Withdrawal/Dropping a Course**
You are encouraged to seek solutions to academic problems by utilizing Academic Advising resources. When considering withdrawal from the University, you should consult with your instructors and Academic Advisor to determine if this is the best course of action. Withdrawals usually impact your accounts, financial aid, tuition assistance, and Veterans' benefits status; thus you are encouraged to consult with your student financial counselor prior to withdrawal.

**Responsibility for Withdrawal**
You are responsible for ensuring the withdrawal process is complete. You should ask for verification of withdrawal when you do not personally complete the form or when you process a withdrawal through the BRUIN system (and do not receive an auto-response). If you are an international student, you must secure authorization from an Academic Advisor prior to any course load adjustment. If you wish to withdraw from a class after the “Last day to withdraw or change to audit,” you must obtain your Dean’s approval.

**Withdrawal from a Program**
If you withdraw from an accelerated, cohort-based program, you will follow the withdrawal schedule as stipulated by contract. If you are enrolled in a degree program, you have made a commitment to complete the academic major through intensive learning within the specified time period. If you are a graduate student, you must submit a letter or an e-mail to your Dean stating your reasons for withdrawing from the program.

If you experience dramatic changes in your work or life during the year, your academic goals may be affected. You are encouraged to meet with your major professor, and with your Academic Advisor, to discuss alternatives. If you have medical or family health issues, you are encouraged to contact Disability Services.

If withdrawal is necessary, you must complete the appropriate withdrawal form(s) as provided by the Academic Advisor, Student Financial Services, or Registrar. Student Accounts or Student Financial Services will inform you 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 Academic 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.

**Administrative Withdrawals**
An instructor may recommend administrative withdrawal if your failure to attend class threatens your 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. Please see the Student Handbook for more detailed information.

**Medical Hardship/Compassionate Withdrawal Policy**
You may submit a request for a medical hardship withdrawal and/or a compassionate withdrawal in extraordinary cases in which serious illness or injury (medical hardship) or another significant personal situation (compassionate) prevents you from continuing your classes in a particular term, and arrangements with instructors for an extension or incomplete grade are not possible. The medical hardship withdrawal policy is not intended to apply in situations of chronic or ongoing medical, emotional, or psychological distress. To the extent that University policy applies in compliance with the Americans with Disabilities Act, if you have a chronic or ongoing medical, emotional, or psychological condition, you may apply to the Disability Services Specialist for an appropriate accommodation, which may or may not include complete withdrawal from school.

You must submit a Medical Hardship/Compassionate Withdrawal request within one year of the requested term to your Academic Advisor. You will have an additional 30 days following the date of request submission to submit all medical documentation, unless documentation satisfactorily explains a longer time period. You can secure more information about the University’s Medical Hardship and Compassionate Withdrawal Policy within the Bellevue University Student Handbook. Prior to withdrawing, you are strongly encouraged to visit with your Academic Advisor to discuss possible options in lieu of withdrawal.

**Grading Systems and Policies**

**Grading System**
Instructors use the grading system below when reporting your final grade in each course. The faculty report final grades to the Registrar at the end of each course. They become part of your 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>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
</tbody>
</table>

**Note:** Missing two or more classes without approval from the instructor could be grounds for dismissal from a graduate program.
**B** 3.0 – Superior work and distinctly above average

**B-** 2.67

**C+** 2.33

**C** 2.0 – Work of average quality

**C-** 1.67

**D+** 1.33

**D** 1.00 – Work falls below average, but clearly above failure

**D-** 0.67

**F** 0.0 – Work fails to meet minimum requirements. No academic credit awarded

**P** Pass – Used on a limited basis for specified courses. It is not calculated in your GPA

**N** No Pass – Work fails to meet minimum requirements. No academic credit awarded

**W** Official Withdrawal – Indicates official withdrawal from the course. It is not calculated in your GPA

**AU** Audit – No academic credit awarded

**I** Incomplete – If you are assigned a grade of “I” or Incomplete, this is not calculated in your GPA. It is a temporary grade the instructor gives at the end of the course to indicate that you have not completed the required coursework. Your instructor will provide a reasonable period of time to complete the required work – up to 12 weeks after the end of the class. If you do not complete the work according to the time frame specified by the faculty member, you will officially receive a grade of “F.”

**Pass/No Pass Courses**

You 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 your major and/or minor, with the exception of those courses offered only on a Pass/No Pass basis. In all Pass/No Pass courses, prerequisites must be met.

2. Some courses, beyond those discussed in item 1, will not be eligible for a Pass/No Pass basis. For specific exclusions, contact the appropriate Dean.

3. Approval to take a class Pass/No Pass must be obtained from your Academic Advisor and the appropriate director no later than the date to change a course to audit and to drop a course. Approval to change a course from a Pass/No Pass to regular grading must be made within the same time frame.

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.

**Repetition of Courses**

You may repeat a course to raise a previously earned grade. You will have to register for the new course and be responsible for tuition, fees, and books. You may not retake 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, for which a grade of “A” through “C-” has been earned, are accepted for replacement of courses taken at Bellevue University. You may repeat an undergraduate course that was failed at Bellevue University, at another institution; however, the original grade of “F” will remain on your Bellevue University record and the Bellevue University GPA will not be adjusted.

**Grade Appeals**

You have the responsibility and right to call the professor’s attention to any grade that you believe to be in error. Before filing an official appeal to the administration, you must first meet with the professor. If the professor is no longer with the University, you must meet with the professor’s director to seek clarification of the grade. If the grade is correctly recorded and you wish to appeal it, submit the initial written appeal of the professor’s grade to your college Dean within 60 calendar days of the posting of grades in BRUIN following the procedures described in the Student Handbook. Generally, the written appeal must be submitted to the Dean of your college after first discussing the grade in question with the instructor. The Dean may process your appeal in accordance with the colleges appeal procedure. The Dean has the authority to raise or lower the original grade that was assigned.

**Grade Point Average (GPA)**

Your 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 “F.” You may repeat an undergraduate course (failed at Bellevue University) at another institution, and transfer that course to Bellevue University. However, the original grade of “F” will remain on your record, and the Bellevue University GPA will not be adjusted.

As an undergraduate student, you 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.

As a graduate student, you need to maintain a GPA of 3.0 or above. In addition, no course in which a grade is less than 2.0 is allowed in the degree.

*Note: Transfer credit, ERA credit, CLEP/ETS, NTA/Foreign Language Proficiency exams, Computer and other proficiency tests are not computed into the Bellevue University grade point average.*

**Undergraduate Dean’s List**

Bellevue University believes in rewarding excellence for your academic performance as a degree-seeking student in undergraduate programs. The dean’s list recognizes achievement of high academic standards. As a degree-seeking student, you are eligible for the dean’s list, twice per academic year, by completing 16 credit hours for two consecutive terms, and having a grade point average of 3.6 per term (Fall/Winter and Spring/Summer). Regardless of GPA, an “F” during the term of eligibility will disqualify you from making the dean’s list. You need to declare a major to be eligible for the dean’s list. Undecided or non-degree seeking students are not eligible for the dean’s list.

**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, you need to 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 program requires that you 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 your 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 you remain current in your assignments. If you miss one or more classes, you are responsible for making arrangements with your instructor to submit work prior to the class meeting. Late homework and assignments will not be accepted.

Academic Warning – Undergraduate
If you complete 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, you will be placed on Academic Warning. This action reminds you that graduation is impossible unless the academic record is improved. As long as your GPA remains in this range, Academic Warning will continue. Once you raise the GPA up to or above a 2.0, you will be removed from Academic Warning and placed in Good Standing.

Academic Probation – Undergraduate
If you complete an academic session with a cumulative GPA less than the applicable minimum Standard of Progress, you will be placed on Academic Probation by the Dean of Students. As a student on Academic Probation, you are not permitted to participate in any organized University activities except as part of class work. You will not be able to register for more than the minimum number of hours recognized by the University as constituting full-time status for a session. You will need to consult with your Academic Advisor to determine the exact number of hours and GPA needed to bring your record up to the minimum acceptable Standard of Progress before enrolling in the next session. Once you raise the GPA up to or above the applicable minimum of Standard of Progress, you will be moved from Academic Probation or Warning to Good Standing, depending upon the GPA earned. While on probation, you will have 8 credit hours to raise your GPA to acceptable standards, or you will be placed on suspension.

Academic Probation – Graduate
If you complete an academic term in which either the cumulative GPA or the GPA for the term falls below a 3.0, you will be placed on academic probation. As a graduate student on Academic Probation, you must raise your cumulative GPA to a 3.0 to qualify for graduation. Only courses in which you earn a 2.0 or better will be used to meet graduate degree requirements. On Academic Probation, you may not register for more than the minimum number of hours recognized by the University as constituting full-time status for a session. You will have 9 credit hours to raise your GPA to acceptable standards, or you will be placed on suspension.

Academic Suspension – Undergraduate
If you are on Academic Probation and do not correct the behavior that generated the probation after taking 8 additional hours of coursework, you will be suspended by the Dean of Students. 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 your last session of enrollment prior to suspension.

If you have been suspended from any other college, you will not be admitted to Bellevue University for a period of 12 months. If you were dismissed from another institution during the past five years, you may be accepted under the Academic Probation status with the approval of the Dean of Students. Applications from suspended students for re-admission or admission must be submitted to Dean of Students.

Note: See Student Financial Services Section for Financial Standards of Program requirements.

Academic Suspension – Graduate
If you have been placed on Academic Probation and fail to raise your GPA to 3.0 or higher during the probation period, you will be placed on Academic Suspension by your academic college Dean or the Dean of Students. If you are placed on Academic Suspension, you 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
Your status may be upgraded according to the following guidelines. To initiate review and possible status upgrading, you or your Academic Advisor/major professor should request review by the Dean of the appropriate college or the 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. You are advised to meet with your Academic Advisor for assistance. The notations of Academic Warning, Probation, and Suspension become a permanent part of your record. These notations are not removed after you earn an upgrade in status.

Appeals – Regarding Academic Standing
You may appeal any decisions made regarding academic status as defined by this catalog. If you wish to appeal your academic standing, you will need to file a written appeal 15 days from the date of written notification from the Dean of the college or Dean of Students. Submit a detailed statement explaining the basis for the appeal to the appropriate Dean. The Dean will inform you of a decision within 15 days of receipt of the appeal. A final appeal may be made to the Chief Academic Officer—the Vice President for Academic Affairs (VPAA), within 15 days of the Dean’s response. The VPAA’s decision is final.

Auditing of Courses
You may audit a traditional undergraduate course by registering for the course as an “Audit” at the time of registration. When auditing a course, you are not required to participate in-class recitation, turn in papers, or take examinations, but are expected to attend class meetings. You 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.

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

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

Degree Conferral
As of April 2008, Bellevue University confers degrees on a monthly basis. The conferral of degrees becomes effective the last day of each month. You need to clear all financial and academic obligations to the University prior to graduation. Diplomas will be mailed to you six to eight weeks after your degree has been conferred and you have applied and paid the fee for a diploma. For more information regarding degree requirements, please see page 33 for undergraduate degrees and page 55 for graduate degrees.

Honors – Undergraduate Only
To be eligible for honors at graduation, you need to complete a minimum of 60 credit hours at Bellevue University. Credit hours earned with grades of pass/fail do not count toward graduation honors. Computer proficiency tests, CLEP/DSST, NUNU Foreign Language Proficiency Exams, 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 is within the following limits:

- 3.50 for High Honors
- 3.25 for Highest Honors
- 3.00 for Honors
Commencement Dates
All dates subject to change.
- 2011 Winter Commencement — Saturday, January 29, 2011, 9:30 a.m.
- 2011 Spring Commencement — Saturday, June 4, 2011, 9:30 a.m.
- 2012 Winter Commencement — Saturday, January 28, 2012, 9:30 a.m.
- 2012 Spring Commencement — Saturday, June 2, 2012, 9:30 a.m.
- 2013 Winter Commencement — Saturday, January 26, 2013, 9:30 a.m.
- 2013 Spring Commencement — Saturday, June 1, 2013, 9:30 a.m.

Alumni Benefits
After graduating, you can take advantage of a variety of programs and services designed to help stay in touch with Bellevue University. 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. You are also entitled to free admission to regular season 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.

You also will receive quarterly issues of the University’s alumni newsletter, The View, and can submit your email address to receive The View Online quarterly. You will also have access to career and social networking sites such as LinkedIn, Facebook, and Twitter at bellevue.edu/connected.

An important part of the alumni effort is recognition of dedicated and notable alumni. Selected alumni can receive the University’s prestigious Alumni Achievement Award.

The Bellevue University Alumni Office is dedicated to staying connected with you as you move forward through life. You are encouraged to share your interests by using the Alumni Interest Survey on the University website. Once a year, you can also expect to receive a phone call from a current student during the annual alumni fund drive. During the drive, in addition to soliciting financial help, the Alumni Office is interested in verifying your address and other database information. A listing of alumni benefits and opportunities can be found at bellevue.edu/alumni- and-friends. Questions or comments can be directed to the Alumni Office at 402-557-7293.

Admissions
As a new student, Enrollment Management will be your initial point of contact. Staff members are available to provide assistance with the admissions process, provide educational planning to ensure academic success, assist with first term registration, and serve as liaisons during the admissions process for coordinating with other internal offices and departments.

Undergraduate Admission Requirements
1. To apply for admission to Bellevue University, you are required to submit an Application for Admission accompanied by a one-time application fee of $50 for undergraduate programs. (International students, please see section titled, “Admission of International Students to Undergraduate Programs.”)
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).

If you are transferring from another institution of higher education, you also must satisfy the following requirements:
3. Submit 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
If you are a prospective student with foreign academic documentation, you will need to have that documentation evaluated by World Education Services (WES) prior to being accepted and matriculated at Bellevue University. You will 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 and 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 postsecondary subjects with their corresponding value expressed in the terms of U.S. semester credit and grade equivalents.

You can order a WES evaluation/transcript at wes.org. The website explains exactly what you must provide and how much you 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, you must complete a minimum of 30 hours in residence at Bellevue University, including at least 12 hours in upper-level courses in each of your major area (except for Business Administration majors that require 21 upper-level hours, and Accounting majors that require 24 upper-level hours).

5. If you are dismissed from another institution during the previous five years for academic or disciplinary reasons, you will be accepted for admission after one year has elapsed since dismissal from that institution. You will be accepted only in Academic...
Probation status. On occasion, you may be able to make special application to the appropriate college Dean and the Dean of Students, respectively, for provision of admission before completion of the one-year suspension.

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

Admission of International Students to Undergraduate Programs

These guidelines and regulations apply to international students planning to study in the United States. If you are an online international student, refer to the general undergraduate admission requirements (see page 20). You may not be in the United States to take online classes if status is F-1.

Bellevue University is authorized by Citizenship and Immigration Services to issue the student Certificate of Eligibility Form I-20 for study in the United States. In compliance with the Immigration and Nationality Act, international students must be enrolled full time. If you are an international student planning to attend Bellevue University classes in the United States, you will need to apply for admission to Bellevue University as a full-time, transfer, or graduate student. The Immigration and Nationality Act requires full-time attendance for all international students.

You may enter the English as a Second Language (ESL) Program if you score less than 500 on the Test of English as a Foreign Language (TOEFL) paper-based test, or 61 on the Internet-based TOEFL. If you have no TOEFL (or other English Language Placement Exam) score, and declare an intent to study English as a Second Language, you will only be allowed to enroll in English as a Second Language courses. For more information on the ESL program, please see page 50.

Again, if you are an international student applying for admission to the University’s undergraduate degree programs, including the ESL program, you should contact International Program Admissions. For specific information about admissions to graduate programs, please see the graduate programs section on page 35.

You can visit 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 as an international student, you will need to submit the following:

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).
4. TOEFL test results.
5. Non-refundable application fee of $75. Admission is considered when all of the above requirements are met.

Admission Status of Degree-Seeking Students

After you complete the admission requirements, you will be granted full acceptance as a degree-seeking student. Full acceptance is automatically granted when all necessary documents are received, unless you are accepted on Academic Probation status.

Admission Status of Non-Degree Seeking Students

If you do not intend to earn a degree with Bellevue University, you will be asked to self-certify your high school completion. You will be required to provide evidence that course prerequisites are met in full upon registration. In addition, it is important to note, if you change your intent and wish to become a degree-seeking student, you will be required to submit a new application, declare the degree you wish to pursue, meet all of the admission requirements, and submit all official documents (described previously) to be fully accepted as a degree-seeking student.

Graduate Admission Requirements

When applying for admission for a graduate degree program, you are required to submit an Application for Admission and a non-refundable application fee. You also must meet the following admission requirements:

1. Possess an undergraduate degree from a regionally accredited college or university, or a U.S. equivalent degree from a nationally or internationally accredited college or university.
2. Have maintained a GPA of 2.5 or better from the most recent 60 credits of coursework earned toward the bachelor's degree.
3. Have a cumulative GPA of 3.0 or better for prior graduate work.
4. For the Master of Healthcare Administration only, have three years of related work history or equivalent experience.
5. Colleges may require letters of recommendation and essays in certain circumstances. Admission is considered when you have met all requirements, and the University has received official and verified documents. The Director for Graduate Enrollment reviews all completed applications. In special circumstances, the college Dean may recommend a conditional admission if you have 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.

Admission of International Students to Graduate Programs

To apply for admission into the graduate programs, submit the following:

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
5. $75 U.S. Application Fee, which is non-refundable

The GRE or GMAT is not required. As an international student, you are required to be in full-time attendance during the academic year, which does not include the summer sessions. You are considered a full-time student if enrolled in the English as a Second Language (ESL) Program for 9 credit hours.

Note: ESL courses are explained on page 50.

If you are an international student who has been awarded a bachelor’s degree from a regionally accredited U.S. institution of higher education, you may apply for direct admission into graduate degree programs. You need to follow general admissions requirements for the specific graduate program, including a WES evaluation. 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. Complete information can also be found on our website at bellevue.edu.

It is possible for students with very different levels of language ability and academic backgrounds to be admitted directly into a graduate degree program. If you are an international student with a bachelor’s degree at a non-U.S. institution of higher education, you 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 Services, Master of Science in Computer Information Systems, or Master of Science in Management of Information Systems.

Bellevue University acknowledges the differences 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. If you score less than 530 on the TOEFL paper-based test, or 71 on the Internet-based TOEFL, you may enter the English as a Second Language (ESL) Program. For more information on the ESL program, please see page 50.

Admission Requirements for Doctorate Degrees
Please refer to the doctorate bulletin for admission requirements for the Ph.D. in Human Capital Management.

Costs and Policies

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 2009-2010 academic 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 for 2010-2011

Undergraduate Tuition – Classroom
Tuition per credit hour ........................................ $250
ART/CIS/Cluster Tuition per credit hour ................... $250
ELA Fee per portfolio submission ................................ $250
Audit Tuition per credit hour . . . . 100% course tuition

Undergraduate Tuition – Online
Tuition per credit hour ........................................ $350

Master’s Degree Tuition
Tuition – Classroom & Online per credit hour . . . $450

Tuition for Undergraduate and Graduate Cohort-Based Programs

Undergraduate Programs
Tuition – Classroom & Online per credit hour . . . $350

Undergraduate Minor in Cohort Programs
Students who have completed or are near completion of their major are eligible.
Tuition – Classroom & Online per credit hour . . . $350

Master’s Degree Cohort-Based Programs
Tuition – Classroom & Online per credit hour . . . $450

Tuition and Fees for Special Programs – visit 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) ......................................... $50
Cohort Based Program (Per term) ......................... $50

Additional Fees
Graduation Fee ................................................. $100
Reissue of Diploma ............................................. $35
Academic Transcript ................................. $3 per transcript
Returned Check Fee ............................................. $30
Late Registration Fee (Per class) ......................... $2
Late Drop Fee (Per class) * ......................... $2
Late Payment Fee ** ........................................... $15
Payment Plan Fee (Per term), Traditional .............. $25
Payment Plan Fee – Cohort Programs .................. $50

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 on the official start of the term/program (usually a Monday) and not the first day of class.

5-Week Session
Prior to start of term ........................................ 100
1st week of term ................................................. 100
2nd week of term ............................................... 80
3rd week of term ............................................... 60
4th through 5th week of term ......................... 0

10-Week 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 Session
Refund %
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 percent refund if withdrawn before or during the first week of program start, 0 percent refund thereafter
• Remaining classes – 100 percent refund prior to class start, 0 percent refund thereafter

Payment Options
You become financially liable for all tuition and fees incurred upon registration regardless of which payment option is used. You have a number of options, including payment on campus or payment via Bellevue Real-Time User Information Network (BRUIN). The University provides a payment plan option, described below. The University accepts and processes financial aid, scholarships, workforce development, veteran benefits, and military and corporate tuition assistance. For additional information, refer to the Student Financial Services section of this catalog.

Registration
You can register for classes when registration opens. No payment is required at this time but is due the Sunday following the start of the session.

Payment Plans
You may elect to pay tuition through a payment plan. Although you are not required to pay the entire balance upon registration, you must recognize your financial obligation for all tuition and fees at the time of registration. Payment plans are offered as a service to the individual student. Any failure to make payments promptly may cause denial of the payment plans in the future.
Fall, Winter, Spring, and Summer Terms
When registering for sessions 12 weeks in length and utilizing a payment plan, you need to pay one-third of your tuition and fees no later than the Sunday following the start of the session, with the balance due in two equal monthly payments 30 days following your first due date. When registering for sessions 10 weeks or less in length and utilizing the payment plan, you need to pay one-half of your tuition and fees, with the balance due 30 days following their first due date.

Cohort and Special Programs
If you are using a payment plan for a cohort program, you may do so by paying the first payment the Sunday following the start of your program. The remaining payments are due as stipulated in the financial worksheet.

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

Financial Aid – Undergraduate and Graduate
If you register using financial aid equal to or greater than your first payment, you may do so in lieu of paying your first installment. If the financial aid does not cover the entire cost, you will be required to pay the remainder of tuition and fees following your choice of payment options.

Late Payment Fee for Undergraduate and Graduate
Payments become past due one (1) day following their due date and will be assessed a late payment fee of $15. You may be administratively withdrawn from all classes if any amount becomes past due or delinquent. You are responsible for informing the University of any change of address. Payment plans are offered as a service to the individual student. Any failure to make payments promptly may cause denial of payment plans in the future.

Military Tuition Assistance
Please see the military information on page 15.

Corporate Tuition Assistance/Company Billing
If you are using Corporate Tuition Assistance (where the company pays Bellevue University directly), you may do so by providing Student Accounts with an official letter of credit from your 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 the University, and if/when we should bill the company. If the company pays in full, you will not be required to make any payment. You are responsible to pay any portion not covered by your employer based upon the applicable payment schedule.

Reimbursement Payment Option
You may use the Reimbursement Payment Option if you receive reimbursement from corporations, businesses, and/or the Montgomery GI Bill of at least 70 percent of the total cost of tuition and fees. We require an authorization indicating you are eligible to participate in your organization’s reimbursement program, and some additional conditions apply. We will defer tuition and fee payment for 60 days from the end of classes. Your participation is voluntary, and the terms and conditions of the reimbursement agreement are not contingent upon the receipt of a grade or reimbursement by your employer. If you drop a course and the session has begun, tuition payment is due immediately. Under all circumstances, you are solely responsible for all tuition and fees due. Until the outstanding balance of your account is paid, you will be ineligible for future participation in the reimbursement program and continuation in your course of study.

Additional Policies
Completing Registration
If you do not complete registration by finalizing the necessary paperwork with Student Financial Services or Student Accounts, you will be dis-enrolled immediately. If you are dis-enrolled, it will be your responsibility to re-register for your class(es). We do not guarantee the reentry into the class(es).

Dropping or Withdrawal – Term-Based
Your account (Refund/Credit/Obligation) may be impacted if you withdraw. The amount of credit to be refunded or obligation to be paid by you will be determined by the tuition credit/refund policy in effect at the time of the drop or withdrawal action. See page 26 for withdrawal information.

Dropping or Withdrawal – Cohort-Based
If you need to interrupt your commitment (financial and academic) after the cohort program has begun, you may be able to recapture some of your investment through the Drop/Add Process. This allows you to re-enroll with a later cohort group, continuing your studies at the point at which they were interrupted. This is usually done at the term break in the program, but may be done at another point in the program with special permission from the 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.

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

Refund Appeal Process
If you believe that an individual circumstance may warrant an exception from the published University refund policy, send your appeal, including all necessary documentation to:

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

Credit Balance Policy
If you have a credit balance on your account, you will automatically be refunded on a weekly basis. To leave the credit balance on your account, complete 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
To request a Statement of Account from Student Accounts, fill 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.
Stop Payment Charge
The University is not responsible for refund checks lost in the mail. In the event you do not receive your refund check and wish us to 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 need to be paid in full before grades or diplomas are released or transcripts issued. You may not be allowed to participate in your commencement ceremony if you have an outstanding balance on your account. If you are past due, you may be denied continuation of your classes/program and will not be allowed to enroll in future sessions.

Student Financial Services

Financial Aid
Financial aid is money available to assist you 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 you to work and earn money. Student loans and loans to parents for you 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 if you do not qualify for other forms of financial aid. The University uses the federal methodology formula to determine financial need. You 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 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 you full consideration for all types of assistance for which you may qualify.

Determination of sources and amounts of your financial assistance is made through 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 you 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 available from Student Financial Services/Veteran Services in the Educational Services Building. Please begin the application process for financial aid eight to twelve weeks prior to the start date of your desired program. For additional information, please contact the Student Financial Services Office at 800-756-7920, ext. 7326, 402-557-7326, or bellevue.edu.

Philosophy
The fundamental philosophy guiding our Student Financial Services Department is that no student should be denied an education due to lack of financial resources. Financial need is determined and awards are made without regard to race, color, religion, sex, national origin, age, or disability. We are committed to assisting you with 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.

Federal Work-Study Program
This program provides financial assistance through part-time employment on- and off campus. You may participate in the work-study program if you have documented unmet need. A work-study award is the total amount of money that you may earn during the school year. If you are hired in a work-study position, your earnings are drawn from the work-study award. Depending on hours worked during the year, you 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. Please contact the Student Financial Services Office for work-study assistance early in the school year, as positions are limited.

Scholarships
The University scholarship program 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 on scholastic achievement. Other considerations may include extracurricular activities, personal recommendations, and financial need. For scholarship consideration that requires financial need, you will need to process a FAFSA. These applications are available through the Student Financial Services Office and online in the Financial Services section of bellevue.edu. We accept applications from May 1 to April 30. The deadlines for scholarship consideration are August 1 (fall), December 1 (winter), and March 1 (spring). Bellevue University endowed scholarship programs recognize academic achievement, special abilities, and other qualities. These scholarships are recommended if you are registering at Bellevue University, and otherwise may not enroll without such assistance. For those awards, you are 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, we will evaluate you using the following guidelines:
1. You need to be entering the University as a first-time freshman or a first-time transfer student.
2. You need to meet the specific criteria of academic achievement and/or special abilities or talent, as established for the particular financial assistance program for which you qualify.
3. You plan on matriculating on a full-time basis.

Freshman Academic Achievement Scholarship
The Freshman Scholarship recognizes outstanding academic achievement of incoming freshman 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:
- You need to be a first-time freshman enrolling at the University directly after high school.
- You need to meet the specific academic requirements for this scholarship.
- You are enrolling on a full-time basis and will remain enrolled on a full-time basis for each term within each academic year at the University.

The deadlines for scholarship consideration are August 1 (fall), November 1 (winter), and March 1 (spring).

Financial Aid Policies

Class Attendance
Federal regulations require us to verify that you attend at least one meeting of each of your classes during the term in which you 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. If you receive financial aid and do not continue attending classes (family emergency, illness, etc.), you need to notify your financial counselor and an Academic Advisor immediately.

**Academic Transcripts**
Forward all academic transcripts from each institution previously attended 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**
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. Contact your financial counselor with questions about overlapping enrollment periods.

**Degree Status**
To be eligible for financial aid at Bellevue University, you need to be degree seeking. You may not receive Pell Grant funds from more than one institution at a time.

**Enrollment Status**

**Undergraduate Students**

<table>
<thead>
<tr>
<th>Full-time</th>
<th>8 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4 Time</td>
<td>6 credit hours</td>
</tr>
<tr>
<td>1/2 Time</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

**Graduate Students**

<table>
<thead>
<tr>
<th>Full-time</th>
<th>6 graduate credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 Time</td>
<td>3 graduate credit hours</td>
</tr>
</tbody>
</table>

Computer proficiency tests and ELA/CLEP/DST/NTU Foreign Language Proficiency 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 Half-time Example**

| Tuition, Fees, Books | $8,000 |
| Living Expenses      | $8,000 |
| Total Cost of Attendance | $16,000 |
| Expected Family Contributions (EFC) | $2000 |
| Financial Aid (Pell Grant) | $4,000 |
| Financial Aid (Scholarship) | $1,000 |
| Financial Need       | $9,000 |

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

**Independent* Student Full-time Example**

| Tuition, Fees, Books | $8,000 |
| Living Expenses      | $4,000 |
| Total Cost of Attendance | $12,000 |
| Expected Family Contributions (EFC) | $5,000 |
| Financial Aid (Scholarship) | $2,000 |
| Financial Need       | $5,000 |

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

**Dependent* Student Half-time Example**

| Tuition, Fees, Books | $4,000 |
| Living Expenses      | $2,000 |
| Total Cost of Attendance | $6,000 |
| Expected Family Contributions (EFC) | $4,000 |
| Financial Aid (Scholarship) | $1,000 |
| Financial Need       | $1,000 |

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

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

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

**Cohort 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 (July 1 to June 30), you may be required to complete two FAFSA forms. The Student Aid Reports that result will be used to determine student loans for each term during a specific financial aid award year. Federal gift aid eligibility will be determined using the same method. If you, because of ineligibility or personal choice, decide not to use financial aid for the first or second term (semester), you may apply for the third 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 this program generally do not qualify for financial aid. Consult your financial counselor for more information.

**Co-Enrollment**
You may receive financial aid at Bellevue University while also taking classes at 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. You will need to obtain documentation from the Student Financial Services Office to complete this process. You are responsible for completing the documentation. Co-enrolled means you are taking classes at both schools, for example, six hours at Bellevue University and six hours at Metro Community College during the Fall term, for a total of 12 hours during the Fall term.

**Verification Process**
Additional information may be needed to process your financial aid request. If you are selected for this verification process, you will need to 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.

**Federal Family Education Loan Program (Student Loans)**
Loan applications require three working days to process. You should ensure that the necessary documentation is completed. All academic transcripts need to be on file and evaluated by the Registrar. If you are provisionally admitted, including if you have been academically suspended or dismissed from another institution (See Academic Information section), you will 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, contact your lender or guaranty agency. For unresolved disputes, contact the Department of Education Student Loan Ombudsman at 877-557-2575 or fsahelp.ed.gov.

**Deferment**
A deferment allows you to postpone loan repayment. The federal government pays the interest charges during the deferment period on subsidized loans. You are responsible for the interest accrued during deferment on unsubsidized loans. You may delay paying interest charges by capitalizing the interest, thereby increasing the loan amount. Most federal loan
programs allow you 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, guaranteed 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. You 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 you do not qualify for a deferment. Forbearance is not permitted for loans in default.

**Entrance Interview Process**

This one-on-one counselling, which discusses your rights, responsibilities, and repayment options as a borrower, is required for all first-time borrowers. This option is available online or in person.

**Exit Counseling Process**

An exit briefing is mandatory when you graduate, transfer, or stop attending Bellevue University on a minimum half-time basis. You may participate in an exit briefing by mail, online, or in person. For problems or questions about student loans, contact your lender, servicer, or guarantee agency. For serious problems or unresolved disputes, contact the Department of Education Student Loan Ombudsman at 877-557-2575 or fsahelp.ed.gov.

**Student Loan Disbursement**

Federal regulations require student loans to be disbursed equally during the enrollment period (three disbursements during the traditional terms (12-week terms)). Disbursement dates are determined by the program or semester in which you are 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. You will be 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 are not discussed over the phone.

**Withdrawing or Dropping Classes**

You may find it necessary to withdraw/drop from the University before the end of a term. If you drop a class or totally withdraw, you may cease to be eligible for financial aid or for a refund. A portion of the financial aid will be recovered and refunded to the appropriate federal program. Federal regulations may require you to repay part or all of the grant money you were given under the return of Title IV funds rule. You are encouraged to seek solutions to academic problems by utilizing the advising resources available through Dean of Students.

When considering withdrawal from the University, consult with your instructors and Academic Advisor to determine if this is the best course of action. Withdrawals could impact your student account, financial aid, tuition assistance, and veteran benefit status. Your withdrawal date is the date you began the institution’s withdrawal process or officially notified the institution of intent to withdraw; or the midpoint of the period of enrollment if you leave without notifying the institution; or your last date of attendance at a documented academically-related activity. See the Academic Information Section for more information on this process.

**Student Financial Services**

Refund/Return of Title IV Policy (Return of Federal Funds and Unclaimed Refunds) – For detailed information, please see the Costs and Policies Refund section on page 22.

**Official Withdrawals**

(See Withdrawing or Dropping Classes)

When you officially withdraw from all classes for the term, the Student Financial Services Office will perform three steps in calculating how much of your 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 your withdrawal.

**Step 1 – We determine how much aid you are entitled to, or have “earned” by attending classes.**

The date that you start the withdrawal process and drop all classes is the official withdrawal date, and will be used to calculate the percentage of time you were enrolled in the term and how much aid you are entitled to receive. The calculation used for this policy will use the total number of calendar days you 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 you 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 you for education expenses that are paid to the University directly. The following education expenses are considered institutional costs: tuition, lab fees, and book charges. If you drop 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. We 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, you, or, in some cases, both the University and you. 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 you receive Title IV funds greater than the “earned aid” amount, you may be subject to a return of some of the funds.

**There are special rules for the return of money that you have received:**

**Loan proceeds** – You (or your parent, in the case of PLUS loan), repay the proceeds according to the terms of the promissory note.

**Federal grants (Pell/SEOG/ACG/SMART)** – 50 percent of the amount due in the return calculation is expected to be returned to the appropriate grant program. You need to repay these funds to Bellevue University within 45 days of notification, or make arrangements for repayment with the U.S. Department of Education. After 45 days, you will be placed in overpayment status and will 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 is an example of the Return of Federal Funds procedures if you officially withdraw. Copies of this 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 withdrew from all classes after attending for 54 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 multiplied by 59 percent equals $1,652). The amount of unearned aid, which must be returned by Bellevue University is $1121 ($1,900 institutional charges multiplied by 59 percent equals $1,121). The amount if unearned aid that must be returned by the student is $531 ($900 refunded to student multiplied by 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.

**Attendance Verification Policy**

Prior to release of financial aid funds, the University must, by regulation, verify that you have attended at least one meeting of each of the classes in which you are enrolled. Faculty members report attendance status to the Student Financial Services Office during the first two classes. If you fail to attend or the faculty member fails to provide attendance information to the Student Financial Services Office, the University will place your financial aid on hold until verification of attendance can be received. We will notify you of this action and will request that you obtain the faculty member’s verification through the automated system. The Student Financial Services Office must receive the verification notification before financial aid funds can be released. If you are receiving financial aid and do not continue attending classes (family emergency, illness, etc.), you need to notify the Student Financial Services Office and an Academic Advisor immediately.

**Standards of Progress**

The U.S. Department of Education regulations require not only that you maintain a satisfactory Grade Point Average but also complete a satisfactory number of credit hours each academic year. You 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. You need to meet these standards 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), Academic Competitiveness Grant (ACG), Science and Math grant (SMART), Federal Work Study (FWS), Federal Stafford Subsidized and Unsubsidized Loans, and the PLUS (Parental Loans for Students) Program, and Graduate PLUS Program. The state grant program governed by this policy is the Nebraska State Grant Program (NSG).

### Undergraduate Students

**Minimum Standards of Progress**

**You need to 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**

As a student you must have a financial need to be eligible for financial aid. As a student you must demonstrate satisfactory progress toward completion of a degree program to continue receiving financial aid. The Standards of Progress review is conducted each term and each time you apply for a loan. If Standards of Progress are not met, you will be notified in writing that you 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, you are required to provide appropriate documentation. You will need to 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 you are 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 you may appeal before the start of the next school year. If you do not meet minimum requirements, you will be suspended from receiving financial aid. You will be 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 your status.

2. At the end of each session, the Registrar reviews all students to determine their Academic Standards of Progress. This information is provided to the Student Financial Services Office for review to determine which students are receiving financial aid. If you are not meeting Standards of Progress, you will be placed on financial aid suspension until you have submitted an appeal to the Financial Aid Appeal Committee for review.

3. Applicants who have met the requirement for graduation and choose not to apply for graduation are suspended from receiving additional aid. You may appeal the decision to the Financial Aid Appeal Committee, which reviews each applicant on a case-by-case basis.

**Results of Failing to Meet Standards of Progress**

1. If you are routinely placed on probation for one term, you are required to obtain the specific GPA and/or pass all courses attempted for that term. After the probation term, if standards have not been met, you are not eligible for any type of financial aid, unless severe mitigating circumstances exist (see Appeals of Financial Aid Suspension).

2. Aid is denied if you repeatedly drop courses or withdraw from the University (see Appeals of Financial Aid Suspension below).

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 applicant is making satisfactory progress toward degree completion. If you earn 144 hours (including transfer hours) or more, you will be placed on financial aid suspension until an appeal is submitted to the Financial Aid Appeal Committee.

**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. Should you choose to appeal, you would be notified in writing of the committee’s final decision. If the FAAC determines that mitigating circumstances exist, it reinstates your financial aid and informs you of any special restrictions.

**Maximum Time Limits – Undergraduate 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 if you exceed 144 credit hours (six years multiplied by 24 credit hours = 144 credit hours).
Maximum Time Limits — Graduate Programs

The completion of these programs will take no longer than three years of full-time attendance. Note: If you exceed the above stated time limits, you are required to submit a written explanation of the mitigating circumstances to the Financial Aid Appeals Committee. If you meet degree requirements but choose not to apply for graduation, you 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 you 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, you are 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 you choose to repeat, as long as these classes count toward completion of the degree program. It may be academically sound for you to repeat certain classes to bring your GPA up to acceptable standards. Accelerated Bachelor’s Degree Completion students generally do not qualify for financial aid for repeats occurring 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 you complete your unfinished coursework within the appropriate time frame, the grade will change to an “F.” Please see Grading System on page 17 for more information.

Study Abroad

Contact the Student Financial Services Office if you intend to study abroad. You will provide Student Financial Services with documentation of your application for admission and acceptance to your choice of a study abroad school. This documentation will indicate class(es) to be taken, enrollment period, and relevant cost for the program. You will provide written confirmation from the appropriate faculty/Dean that your study abroad classes will transfer to Bellevue University toward your degree completion. You will complete a Certificate for Dual Enrolled Students and submit to the Student Financial Services Office.

Student Financial Services will prepare a consortium agreement as the home institution with your visiting institution for the purposes of eligibility for Title IV Federal Aid. You will make arrangements with Student Accounts to have the financial aid applied to your account and any credit balances mailed to an address of your choice.

Bellevue University provides services to meet the many academic and nonacademic needs of its diverse student body. Whether you are entering Bellevue University directly from high school, transferring, or as an adult student returning to earn your degree (in class or online), the Academic Services offices are focused on your success. Below are the functions and services they provide to you.

Academic Services / Student Resources

Academic Advising

We take an innovative approach to Academic Advising, integrating career-relevant learning into academic planning, to provide the full spectrum of support for your success. The University is committed to an academic advising system that guides you to discover and pursue life goals while encouraging you to become an engaged, self-directed learner, competent decision-maker; and independent, productive, and responsible citizen. We offer advising to all students, regardless of location. It is important that you meet with your Academic Advisor on a regular basis, at least once during a term. If you are unable to visit in person, you should take advantage of our online support.

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

- Degree completion planning;
- Career exploration and job search preparation;
- Using BRUIN and Student Self-Service;
- Filing and addressing concerns, appeals, and complaints;
- Referral to academic support services;
- 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 bellevue.edu.

Career Coaching Center

As part of Academic Advising, the Career Coaching Center offers a variety of programs, activities, and services to assist you at every point in your career progress, whether you are unsure of what career or academic major to pursue, are considering a career change, or are seeking that “right” job. The Career Coaching Center will also help you in finding internship, volunteer, and part-time job opportunities to enhance and strengthen your academic program. Individual career coaching is available, along with up-to-date job listings, and a wealth of career-related information and resources. In addition, the Career Coaching Center brings employers and students together through its annual career fair, on-campus recruiting programs, and online recruiting system, offered in partnership with the Nebraska Interview Consortium. Many of these resources are available through the Career Coaching Center website on bellevue.edu.

Disability Services

Bellevue University is committed to ensuring programs are readily accessible to and usable by people with disabilities, when viewed as a whole. Program access must be assured in the most integrated setting appropriate to the needs of the individual and to the maximum extent feasible. Bellevue University assures that no qualified person with a disability will be denied or limited in participating in educational activities or taking part in the benefits of any programs solely based on a disability. Bellevue University prohibits disability discrimination. We ensure you have equal opportunity to access our institution. Disability Services (under the direction of the Assistant Vice President of Academic Services/Dean of Students) provides appropriate accommodations to all students with documented disabilities. To request disability support services, please submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990/Amendment Act of 2008. Complete and appropriate documentation is necessary to determine eligibility for accommodations, auxiliary aids, and/or services. You are encouraged to register with Disability Services 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.

You can secure more information about Disability Services by reviewing the Student Disability Guide found within the Student Handbook, by visiting the Disability Services section of bellevue.edu, or by visiting
our office on Bellevue University’s main campus.

Disability Services
R. Joe Dennis Learning Center, Room 579
Phone: 402-557-7417 or 402-557-7422
Fax: 402-557-5405
Email: disability@bellevue.edu

Writing Center
The Writing Center serves all students, faculty, and staff. Writing assistance is available in the Humanities Center on the main campus, or by email at writing@bellevue.edu. Writing Center consultants are not proofreaders; they focus on helping you develop skills that will lead to successful writing in the future. For more information, email writing@bellevue.edu, call 402-557-5449, or visit bellevue.edu/writingcenter.

Library
Renovated in 2002, the Freeman/Lozier Library houses the library’s collection of approximately 111,000 volumes, more than 41,000 current periodical subscriptions, an Integrated Media Center, Collaborative Learning/Study Areas, and the Bellevue University Foundation. The Integrated Media Center provides you access to computerized and web-based resources along with the training facilities to teach you 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 you 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 bellevue.edu.

Additional valuable services and resources:

Copyright Center — The Copyright Center was established in the spring of 2007 to provide information including 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 bellevue.edu/library.

24/7 Librarian — Chat or email reference experts live and around-the-clock.

ERes — This is the library’s electronic reserve system. With this powerful and easy-to-use system, you can access reserve materials online any time day or night.

BUILD IT — This online tutorial was developed to introduce you to all the services and resources available from the University library, and guide you through the research process. The five modules each focus on a different aspect of research, and it offers interactive quizzes and database searching.

Journal Holdings — This comprehensive list of the library’s electronic and print periodical titles gives you a simple way to find information from among all our accessible databases and journals.

Simple Search — With a single query, you can search all University databases at once, giving you a simple starting point for research.

LibGuides — These resources, compiled by our librarians, include research assistance and subject guides.

NoodleBib — Create and edit MLA and APA style source lists (i.e. MLA Works Cited Lists, APA Reference Lists, etc.) with this web application.

Internet-Based Tutorials — Explore topics including: 403(b), ADMA, Alcohol and Drug Awareness for Employees, Alcohol and Drug Awareness for Supervisors, Back Safety, Computer Use Policies, Copyright Law for Educators, Cyberbullying, Expectations Over the Course of a Lawsuit, Diversity, FERPA (Family Education Right to Privacy), FLSA, FMLA, Fraud Prevention, General Harassment, HIPAA, Interviewing Skills, Mold Indoor Air Quality, Office Ergonomics, Section 504, Sexual Harassment, Slip and Fall Prevention, State and Federal Laws Review, Steroid Use Awareness, Suicide Prevention, Swine Flu (H1N1) General Overview, Swine Flu (H1N1) — Higher Ed Action Plan, Videoconferencing Success Strategies, and Workplace Violence.

Library Handbook — This online publication enables you to navigate and utilize the library with ease. This resource was designed with you in mind, and is written in easily understandable terms. Topics include resources available, services provided, procedures and policies, etc.

Digital Archives — These print and digital materials were created by the University for students, faculty, staff, and alumni. Items include newsletters, new clippings, books, documents, videotapes, microfilm, photographs, DVDs, and CD’s.

Turnitin.com — In your classes, you may use this web tool, recognized worldwide as the standard in online plagiarism prevention.

Library Research Tutorials — Access these tutorials, complete with screen shots and audio, to learn more about using the various library databases.

You may borrow library materials with your Bellevue University ID card. A reciprocal borrowing agreement allows you to check out materials from 30 other Nebraska college and university libraries if materials are not available at Bellevue University. Community users may obtain borrower’s cards for an annual fee. Staff will assist you with many aspects of information retrieval. Reference librarians provide formal instruction to classes and can help you with your research projects. Materials not owned by the library may be borrowed for a small fee through Interlibrary Loan.

Learning Assessment Center
The Learning Assessment Center was established to align the University’s prior learning assessment and special academic support services to meet the many academic needs of its diverse student population. Services including tutoring, study skills, Experiential Learning Assessment coordination, and the Test Center are located within this department.

Tutor and Study Skills Programs
Tutoring and study skills assistance are available to you, both as a student and as an alumni, in many academic areas including accounting, business, computers, finance, languages, mathematics, science, and statistics. You also have access to a variety of study skills resources in topics like time management, effective note-taking, reading efficiency, organization of textbook reading, and test-taking strategies. Tutoring and study skills assistance is offered in a variety of formats, including on campus, online chat, telephone appointments, and via email. To schedule an appointment, visit rich7.com/bellevue or call 800-756-7920, ext. 7430. Visit bellevue.edu/tutoring for more information about the Tutor and Study Skills Program.

Test Center
The Bellevue University Test Center is a National Test Center that offers CLEP, DSST, NUY Foreign Language Proficiency exams, 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. Email testing@bellevue.edu or call 800-756-7920, ext. 7428 to schedule test appointments. The Test Center also provides support for online courses requiring proctored exams. If you reside in the Omaha area and are required to take proctored exams, you will need to take your exams through the Test Center at our main campus or Lozier location. If you live outside the Omaha area, you are responsible for nominating qualified proctors, in accordance with University Test Center guidelines. Please visit bellevue.edu/testcenter for more information about the Test Center.

Student Resources

Bookstore
The 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 of 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. The bookstore is also accessible if you study online, offering online ordering of required texts and materials at efollett.com.
BRUIN – Bellevue Real-Time User Information Network
BRUIN is the Bellevue Real-Time User Information Network—a secure, online access to account information and web services at the University. Upon inquiring at the University, a BRUI account is created for you. As you progress through admissions, become a student, and graduate, BRUI web services change to meet your needs. See the Student Handbook or bellevue.edu for more information.

Student Email Accounts
You will be issued a personal web-based University email account. The primary purpose of the email account is to ensure you have the tools available to enhance coursework activities and that you receive formal University communications in a timely fashion. Student Financial Services deadlines, student account status, and registration information are some examples of communications we may send to your student email account. University email account usage is subject to policies outlined in the Student Handbook, and the policies section of this catalog.

Wellness Center
The Venterihe 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 you with your student ID.

Student Center
The Margre H. Durham Student Center is a focal point for student activities. The building accommodates your social, recreational, and leisure-time needs and interests. The student center is the main location for functions sponsored by the Student Advisory Council. Facilities and offices located in the student center include the 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, Organizations, and Activities
The Student Activities Coordinator works in conjunction with the student leaders of University student clubs and organizations, Student Advisor Council (SAC). Together, they sponsor special events throughout the year to support your interest in participating in events that support the mission and vision of the institution. Current active student clubs and organizations are as follows: Alpha Chi, American Institute of Graphic Arts (AIGA), American Marketing Association, Anime Club, Campus Crusade for Christ, Conservation Club, Delta Epsilon Chi, Institute of Management Accountants (IMA), Bellevue University International Club (BUIC), Multicultural Club, Multicultural Council, Pi Gamma Mu, Sports Management Club, Student Veterans Organization (SVO), and Student Advisory Committee. For more information regarding the listed student clubs, organizations, or upcoming events, please see the Student Handbook or visit bellevue.edu.

New Student Orientation
We offer orientation programs in the fall and spring to acquaint you with educational opportunities and services. The valuable program eases your transition to higher education. You will learn more about academic and career counseling, financial services, computer services, disability services, the library, and all other available student services. During orientation, you may make arrangements for diagnostic tests of mathematics and English skills. If you are enrolled in a cohort-based or graduate programs, your orientation will be conducted at the start of your program. These in-depth classroom orientation sessions are conducted during the third week of your 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 Bruins bear. The University competes in men’s basketball and baseball, men and women’s soccer, and women’s volleyball and softball. If you are a freshman interested in participating in athletics, you will need to 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)

As a transferring or continuing student, you will need to 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 sports programs are designed to allow student-athletes to participate in athletics while attending classes and working toward a degree in a specific area of study. Athletic scholarships are available at the coach’s discretion for student-athletes planning to be involved with any of the below mentioned intercollegiate sports. For specific information, contact the Athletic Department at 402-557-7058.

Baseball
Bellevue University’s baseball program began in 1968 and since has emerged as a national powerhouse. The Bruins have made the national tournament 12 of the past 15 years since winning the NAIA World Series in 1995, and finished as national runner-up in 1997. The 1995 championship was the first of its kind for any Bellevue University athletic program, and remains the only one to this day.

Basketball
The Bruin basketball team has qualified for the NAIA Division II national tournament 10 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 regular season posting a 32-2 record and finished the regular season ranked No. 1 in the country—a first for a Bellevue University athletic team. The 2009 team advanced to the Elite Eight.

Softball
The Bruin softball program began in 1997, making its first of three national tournament appearances a season later, in 1998. The softball program has reached the regional tournament 11 times, winning six regular- season conference titles and six conference tournament titles. Softball, the newest athletic program, averages more than 35 wins per season.

Men’s Soccer
The men’s soccer program was inducted in 1995, and has since enjoyed great success. The Bruins have won the regular-season conference championship five times and the conference tournament four times — 2005, 2006, 2007, and 2008. In 2008, the Bruins qualified for the national tournament for the first time in school history and finished the regular season ranked No. 6 in the country.

Volleyball
The Bruin volleyball program began in the mid-80s as a club team and was added as an intercollegiate program in the early 1990s. The program has won three consecutive conference tournament titles (2006-2008) and two regular-season conference titles (2007, 2008). The volleyball team has made three national tournament appearances, and finished the 2008 season ranked No. 4 nationally, the highest final ranking for Bellevue volleyball to date.

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, and Programs

Methods of Earning Credit

Toward All University Programs
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 you may need to complete your degree and in deciding on a major.

Acceptance of Associate's and Prior Bachelor's Degrees
Your associate's or bachelor's degree from any accredited institution may enter into Bellevue University degree programs under the following conditions:

- If you have 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.
- You need to 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 – If you hold an associate's degree in any field, you may enter a BA, BAS, 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 – If you hold a bachelor's degree, you 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
If you have successfully completed graduate coursework at other accredited institutions, you may request an evaluation of these credits. A maximum of 6 graduate credits with a minimum grade of B or above may be transferred to Bellevue University. Because the Master of Arts in Leadership, Master of Arts in Management, Master of Science in Justice Administration and Crime Management, Master of Public Administration, Master of Science in Instructional Design and Development, Master of Healthcare Administration, Master of Science in Organizational Performance, and Master of Security Management are cohort-based programs, all credits must be completed in residence—no transfer credits are accepted.

Application of Transfer Credit and Credit for Non-Traditional Learning
You may earn academic credit for learning you acquired through sources other than college classes. You 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, you will be required to complete the Kirkpatrick Signature Series.

You may earn credits toward General Education Core Curriculum, majors, and electives through:

1. 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, NYU Foreign Language Proficiency exams, or ACT/RCE testing (see chart on page 32);
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, NYU Foreign Language Proficiency exams, Credit and other 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 learning gained throughout life, thereby saving time and money. CLEP and DSST testing refers to the College-Level Examination Program (CLEP) administered by the College Board, and to the DSST testing program sponsored by the Educational Testing Service. We are 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. You 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 you 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 bellevue.edu/testcenter or by email request to testing@bellevue.edu, show the whole battery of tests offered, the amount of credit you may earn for specific tests, and passing requirements. University library professionals can help you locate 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, answered directly on a computer. You will immediately receive your results upon completion of the test. Each CLEP test is timed for 90 minutes and each DSST test is timed for two hours. DSST fact sheets provide helpful information on the content of these tests, sample questions, and books recommended for review. Please visit bellevue.edu/testcenter for detailed information and important links to the CLEP and DSST sites.
New York University (NYU) Foreign Language Proficiency Exams
Bellevue University is an authorized test center for NYU Foreign Language Proficiency exams, which offer the opportunity to earn college credit for advanced learning in 49 foreign languages. Languages currently available* include:

Afrikaans
Albanian
Arabic
Armenian
Bengali
Bosnian
Bulgarian
Catalan
Chinese—Cantonese
Chinese—Mandarin (Traditional and Simplified Characters)
Croatian
Czech
Danish
Dutch
Finnish
Greek (Modern)
Gujarati
Haitian Creole
Hebrew
Hindi
Hungarian
Ibo
Icelandic
Indonesian
Irish (Gaelic)
Italian
Japanese
Korean
Latin
Lithuanian
Malay
Norwegian
Persian
Polish
Portuguese (Brazilian)
Punjabi
Romanian
Russian
Serbian
Swahili
Swedish
Tagalog
Thai
Turkish
Ukrainian
Urdu
Vietnamese
Yiddish
Yoruba

*NYU occasionally adds language exams. Please view the link to the most up-to-date language exams at bellevue.edu/testcenter.

Note: French, German, and Spanish are available as CLEP exams and, thus, may not be taken through NYU.

NYU Foreign Language Proficiency exams need to be ordered from NYU by the Test Center. Thus, to take an exam, you will first set up a consultation time with the Test Center by phone, fax, email, or in person at:

Bellevue University Test Center
R. Joe Dennis Learning Center, Room 522
Phone: 402-557-7428
Toll-Free: 800-756-7920 ext. 7428
Fax: 402-557-5433
Email: testing@bellevue.edu

Likewise, NYU also scores each exam, returning results to the Test Center and to you. The entire process of requesting, ordering, administering, scoring, and receiving results may take up to 16 weeks.

Most NYU Foreign Language Proficiency exams consist of four components:

Listening Skills—A brief recorded passage in the language of the examination will be played, followed by a series of questions, which you answer by writing in the language of the exam. The recording is played only once, but may be paused as needed.

Composition—Produce a composition of approximately 150 words in the language of the exam.

Translation to English—Translation of a passage from the test language into English.

Translation from English—Translation of a passage from English into the test language.

All exams are timed and must be completed within two hours.

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. Transfer credits not applicable toward the major or toward general education will be accepted as unclassified electives. NYU Foreign Language Proficiency exams are Pass or Fail; they do not affect GPA. Please see additional information about NYU Foreign Language Proficiency exams at bellevue.edu/testcenter.

Experiential Learning Assessment
Through Experiential Learning Assessment (ELA), you 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.

As an ELA student, you will present your experiences in the form of a written ELA portfolio. Before preparing your portfolio for ELA evaluation, you will need to complete the two credit course, ELA 201 Experiential Learning Assessment Seminar. Please 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. Contact the ELA Program Coordinator at 402-557-7013 or ela@bellevue.edu, or by visit bellevue.edu for more information.

ELA 201 Experiential Learning Assessment Seminar
Learn how to prepare 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
Courses regularly scheduled during your normal matriculation usually will not be approved for Independent Study. Under the Independent Study option, you may obtain permission to register for a maximum of 18 undergraduate credit hours (or 6 graduate credit hours) through special arrangement with the Dean’s Office of the sponsoring college and individual faculty members. This option allows you to contract (under certain circumstances) to take courses in the Bellevue University Catalog on an individual basis. To register for Independent Study courses, please contact the Dean’s Office of the sponsoring College in which you are enrolled to initiate the process—locating an appropriate instructor to serve as a sponsor, completing a Request for Independent Study form, and obtaining written permission from the faculty sponsor, center or program director, and the Dean of the college in which the course is offered. In most cases, approval for an Independent Study course will be needed, and you are required to register 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.

You select 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 Chief Academic Officer, 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 your 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 6 to 9 credit hours and are used to meet general education and elective course requirements.

**Online Courses and Programs**

Online education allows you to obtain all class materials and earn a degree through the Internet. With Internet access, you go online, take classes, participate in discussions with students and professors, conduct research at the online library, and talk to your online Academic Advisor. Online classes are small to give the active learning advantage that characterizes Bellevue University.

The University has developed an award-winning online learning environment that:

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

By using the easy-to-follow links, you can attend class, meet with fellow students, discuss lessons with instructors, complete assignments, and conduct research. You 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 your own schedule.

Online courses count toward the 30-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 you to pursue the career of your 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. You 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, you will 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 you complete as many of the General Education Core courses as possible during your 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; you complete each of your courses with the individuals in your 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 allows you to tailor your bachelor’s education, taking into account personal career or life goals, time or schedule constraints, and 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.

To graduate, you will need to:

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**

If you are a Bellevue University undergraduate alumni seeking a second bachelor’s degree, you need to 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 program, and earn a minimum of 157 semester credit hours.

Two degrees of any type may not be awarded simultaneously.

**Non-Degree Status**

If you wish to transfer credits from Bellevue University to another institution, for personal or career enhancement, you may enroll as non-degree-seeking student.
Certain high school students may apply to take courses while attending high school. In this case, we require that your applications be accompanied by written parental permission and certification from an appropriate high school official stating that your high school official agrees to your enrollment.

If you are changing status from a “non-degree seeking” to “degree-seeking,” please complete a degree-seeking application with the Enrollment Management Department. You will be subject to the requirements for graduation contained in the course catalog in effect at the time you become “degree-seeking.” If evaluation and review of your credentials indicates that you have misrepresented yourself, your admission, registration, and degree status may be invalidated.

Academic Credit Evaluation
The Registrar conducts initial evaluations of your 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 you change degree programs, majors, and/or when you change University catalog. A final audit of your 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 receiving your Bellevue University diploma.

Undergraduate Degree Residence Requirements
Residency in the State of Nebraska is not required. The only residency requirements relate to courses taken through Bellevue University.

1. If you wish to earn a degree, you are required to 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 your major area (24 hours for Accounting and 21 hours for Business Administration Majors). Online and in-class courses count toward residence hours; ELA credits, transfer hours, or credits earned through testing do not count toward residence.

2. If you wish to earn a second degree, residence requirements dictate that you complete an additional 30 credit hours in residence, earned after conferral of your 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. You should officially declare a major field of concentration by the time you have completed 60 credit hours.

MAJORS ARE CLASSIFIED IN TWO WAYS:

Single – To major in a single area of study, you are required to complete all the courses specified by that area in addition to the General Degree Requirements.

Multiple – To earn a degree with a major field of concentration in more than one area of study, you will need to fulfill the General Degree Requirements and the requirements of each major field selected. Your permanent records will reflect each major area.

Prerequisite for the Accelerated Major
Bellevue University offers Accelerated Bachelor’s Degree Completion Programs for working adults 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, you need to:

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. Please submit copies of transcripts or diplomas for assessment.

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.

After meeting these qualifications, you will be granted full admittance. If you do not meet the qualifications for full academic acceptance, you will be considered by the Admissions and Standards Committee, which may approve exceptions on an individual basis. You will be notified of the committee’s decision.

Minors
Selection of a minor is not a graduation requirement. To have a minor posted to your Bellevue University transcript, you will need to complete 9 credit hours in residence.

Declaring a Minor
Academic minors are available to enrich your educational focus as an undergraduate. A minor is a recognized group of courses in a specific discipline that enhances general learning, complements the your major, or improves your prospects for employment. You should consult with a faculty advisor from the appropriate area of study about minor selection. Minors typically require between 18 and 24 credit hours to complete. All minors require a minimum GPA of 2.5, 9 upper-division credit hours, and three courses (9 credit hours) in residence at Bellevue University. Upper-level courses need to represent 6 of the residence credit hours. Minors are not available in Accelerated Bachelor’s Degree Completion Programs.

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 9 to 15 credit hours (less than the requirements of a minor) and are designed to provide you with choices in a disciplinary area of interest. You should consult with your Academic Advisor to effectively design a degree plan that integrates one or more emphases in your degree program.

Certificates of Completion
Certificates of completion are awarded for a set of courses that define a specialization that is generally recognized in the workplace. A certificate of completion is not an academic award, but rather an acknowledgment or recognition of your learning in a content domain. The courses will be included on your 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 General Education Core courses help you 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)
Psychology (any courses)
Sociology (any courses)

**Human Civilization (HC) (6 credit hours)**
Archaeology (any course(s))
Culture (any course(s))
Geography (any course(s) except GE 105, 205, and 305)
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)
Art (any course(s))
Art History (any course(s))
Communication (any course(s) 200-level or higher)
Graphic Design (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)

**Natural Science (NS) (3 credit hours)**
Any Natural Science Course
(Biology, Chemistry, Geology, Physics)

**Mathematics (MA) (3 credit hours)**
Intermediate Algebra (MA 101 or IGEN 102 Using Critical Thinking with Mathematics and Statistics) 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/DSTT examination or in-house examination available for each of the General Education Core requirements, except for the Kirkpatrick Signature Series requirement. There is no substitution, ELA, or transfer courses for the Kirkpatrick Signature Series.

**General Education Packaged Core**
To help you complete the requirements of the General Education Core, we have streamlined and packaged our core requirement into four 9 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)

**Critical Thinking In The Real World (9 credit hours)**
IGEN 102 Using Critical Thinking to Understand Mathematics and Statistics (MA)
IGEN 210 Using Critical Thinking to Understand Western Civilization (HC/HT)
IGEN 220 Using Critical Thinking to Understand Human Behavior (HB/HT)

*Plus, select one of the following two clusters:*

### In Sickness and in Health (9 credit hours)
IGEN 206 The Anatomy of Health (NS)
IGEN 216 Do No Harm (HT)
IGEN 226 Bacterial Warfare: An Ancient Art (HC)

### 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, and Environment (NS)

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**Graduate Degree Requirements**

**Graduate Degrees**
- Master of Arts (MA)
- Master of Science (MS)
- Master of Business Administration (MBA)
- Master of Healthcare Administration (MHA)
- Master of Public Administration (MPA)

Please refer to doctorate bulletin for the Ph.D. in Human Capital Management requirements. All credit hours are stated in semester hours.

To receive your graduate degree, you are required to:

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.

**Graduate 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, you need to complete an additional minimum 18 credit hours in residence — earned after conferral of first degree.

**Second Graduate Degree**

*After earning a graduate degree from Bellevue University, to receive a second graduate degree, you need to:*

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 and a choice of various options in content areas for in-depth study within your master’s degree program. Concentrations are generally 9 credit hours (although some concentrations may be more than 9 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>
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</thead>
<tbody>
<tr>
<td><strong>Basic Communication (BC) (9 credit hours)</strong></td>
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<tr>
<td>Composition I (EN 101)</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>
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<tr>
<td>Composition II (EN 102)</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>
<td>Fundamentals of Speech Communication or Oral Communication Skills</td>
<td>Fundamentals of Speech Communication or Oral Communication Skills</td>
<td>Speech – None</td>
<td>Principles of Public Speaking</td>
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<tr>
<td><strong>Human Behavior (HB) (6 credit 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, Substance Abuse, Foundation of Education, Fundamentals of Counseling, Gen. Anthropology, Intro. to Law Enforcement, Lifespan Developmental Psychology</td>
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<tr>
<td>Anthropology (any course/s)</td>
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<td>Psychology (any course/s)</td>
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<td>Sociology (any course/s)</td>
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<tr>
<td><strong>Human Civilization (HC) (6 credit hours)</strong></td>
<td>Any course in the 7 specific areas</td>
<td>Social Science and History, American Government, History of the U.S. I, History of the U.S. 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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<td>Archeology (any course/s)</td>
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<td>Culture (any course/s)</td>
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<td>Geography (any course/s except GE 105, 205, and 305)</td>
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<td>Women’s Studies (any course/s)</td>
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<td><strong>Human Expression (HE) (6 credit 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>
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<tr>
<td>American Sign Language (any course/s)</td>
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<td>Communication (any course/s)</td>
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<td>Computer Graphics (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 credit 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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<td>Economics</td>
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<td>Philosophy</td>
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<td>Religion</td>
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<td><strong>Natural Science (NS) (3 credit 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 (Biology, Chemistry, Geology, Physics)</td>
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<tr>
<td><strong>Mathematics (MA) (3 credit hours)</strong></td>
<td>Intermediate Algebra or any more advanced mathemathic course</td>
<td>College Mathematics, College Algebra, Precalculus</td>
<td>Fundamentals of College Algebra, Principles of Statistics</td>
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<td>Intermediate Algebra (MA 101 or IGEN 102 Using Critical Thinking with Mathematics and Statistics) or a more advanced skill level mathematics course</td>
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<td>Not – MA 100</td>
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<td>Not – MA 140</td>
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<tr>
<td><strong>The Kirkpatrick Signature Series (9 credit hours)</strong></td>
<td>None</td>
<td>None</td>
<td>None</td>
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<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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<td>LA 400</td>
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<td>LA 420</td>
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*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: If you already hold a bachelor’s degree, and matriculate at Bellevue University to earn a second bachelor’s degree, you are exempt from the General Education Core and the Kirkpatrick Signature Series requirements.*
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 your comprehensive knowledge of the chosen subject. Because of the intensive, accelerated nature of a course cluster, it is recommended that you successfully complete 9 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

- The African Experience
  Investigate recent African history from colonial times to present with a special emphasis on sub-Saharan Africa. This cluster integrates politics, business, culture, and modern literature to provide a holistic view of this strategically important and richly varied continent.
  IGEN 314 Recent African History
  This interdisciplinary course examines African history since 1600 with an emphasis on sub-Saharan Africa. Students use cultural studies and works of modern literature to help explore the historical complexities of this diverse continent.

- IGEN 324 African Cultures
  This interdisciplinary course examines major cultural groups of sub-Saharan Africa. Students use case studies, works of fiction, and historical analysis to gain a deeper appreciation for the challenges faced by traditional cultures in our post-colonial times.

- IGEN 334 Modern African Literature
  Students investigate African cultures and recent African history through the literary works of Africa's best modern writers.

- America: Where We Were, Where We Are, Where We Want to Be
  Join in interdisciplinary study beginning with a refresher on American history (focusing on the founding), reviewing key events, and documents. You will then explore, through significant contemporary analyses, the present social, political, cultural, and educational state of the union. Conclude your studies with an examination of present problems in historical context, in an attempt to arrive at solutions for the future. Your personal and professional lives are integrated into the course's objectives, assignments, and assessments. This class is offered in a seminar format, focusing on discussion rather than lecture.

BPUE 280 Seminar in Professional Studies
An analysis of recent books on business, management, and leadership that challenges the wisdom of current practices.

The course brings you up to date while challenging assumptions on fundamental issues.

- 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
  A discussion of current and future American culture. You will examine your 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
  In this course cluster, you will explore 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. You 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 interwoven to construct the fabric of social life.

- Communication in Everyday Life
  Look further into commonly used communication. You 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. Explore direct application of health communication concepts and models, 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. Prerequisite: CA 103 or CA 109

- 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. Prerequisite: CA 103 or CA 109

- Consumer Nation: Why We Shop Until We Drop
  Trace 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, you will explore 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 commoditization 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, philosophical, 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 tests.

- **Corporate Communication**
  Investigate communication in the workplace environment including systems thinking, communication with internal audiences, conflicts, ethics, and communication failure. Apply knowledge and skill by designing an organization that communicates effectively.

**CA 326 Introduction to Corporate Communication**

The purpose of this course is to help students develop an array of basic communication skills needed in any workplace environment. Students put models and principles into practice by role-playing in various communication scenarios.

**CA 400 Managing Internal Communication**

The purpose of this course is to provide both a theoretical background and direct experience in the area of communicating with internal audiences. Students will work in groups and complete a group project, discuss, and analyze case communication strategies.

**CA 426 Building Effective Organizations**

The purpose of this module is to provide an opportunity for the students to integrate what they have learned to this point in the course by applying their knowledge and skill to the design of organizations and communicate effectively.

- **Creative Communication**
  This introduction to the concepts, models, and theories relevant to communication 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.

- **Critical Thinking in the Real World**
  Study mathematics and its relationship to philosophy in the context of everyday life. The historical integration of math with society gives you a holistic appreciation for the role of mathematics in common situations.

**IGEN 102 Using Critical Thinking with Mathematics and Statistics**

An examination of how the power of numbers can help explain our lives and the world around from scheduling delays, to amortization schedules, from compound interest to car loans, chance, voting patterns, gambling odds, and modern physics.

**IGEN 102 or MA 101 will fulfill the Mathematics Core Requirement. IGEN 102 is only offered as part of Using Critical Thinking cluster and not as a standalone course. MA 101 is the pre-requisite to MA 102. IGEN 102 will not fulfill that prerequisite.**

**IGEN 202 Using Critical Thinking to Understand Western Civilization**

This course provides critical perspectives to better understand Western Civilization and Culture. This course includes an examination and assessment of the contributions of the Greeks, Romans, Medieval and Renaissance Europeans, the Age of Science and Reason, the growth of democracy, modern capitalism and technology, and the Post-Modern world. Key concepts examined in the course include: education, a view of society, reason, mathematics, faith, science, religion, property, wealth, capitalism, progress, rights, democracy, and the state.

**IGEN 220 Using Critical Thinking to Understand Human Behavior**

This course applies critical thinking skills to human behavior. Topics include the self in society, truth versus beliefs, human nature and its origins, love, sex, and friendship, personal and social morality, learning and creativity, work and recreation, law, government, democracy, change and progress, war and peace, thought about God, and hope for the future.

- **Descendants of the Dragon:**
  Of China Yesterday, China Today, Chinese Philosophies and Religions
  Investigate the rich history of China and the momentous changes recently in this dynamic country through integrated study of Chinese history, current events, religions, and philosophies.

**IGEN 250 China Yesterday**

You will examine the rich history of China to gain insights into the political, social, economic, and cultural challenges facing the Chinese people during their dramatic transformation today.

**IGEN 251 China Today**

You will investigate important issues in contemporary Chinese politics, the economy, and social life, with a special emphasis on strategic challenges connected to China’s changing role in international affairs.

**IGEN 252 Chinese Philosophies and Religion**

You will examine the basic beliefs and practices of Taoism, Buddhism, and Confucianism, with a special emphasis on the roles of these traditional religions and philosophies in the dynamic culture of modern China.

- **Diversity at Work:**
  Gender Issues in Personal and Professional Relationships
  Investigate perplexing and enduring questions of gender differences through study of interdisciplinary texts and films. Initial readings frame the debate and propose and dispute the notion of difference; subsequent readings provide clarification. You will read, analyze, and evaluate biological, psychological, cultural, and economic explanations. You will also examine examples from philosophy, literature, and film. Based on review of historical, contemporary, and scientific ideas about gender roles, you will explore assumptions about 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.

**BPU 280 Seminar in Professional Studies**

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

**BPU 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.

- **Effectively Communicating Yourself**
  Through this combination of courses, you will directly apply course material to how you communicate effectively with individuals and in group situations. Learn the importance of sensitivity to non-verbal message exchange in formal and informal professional situations. You will study communication events requiring direct questioning to help you increase your interviewing skill. You will learn the necessary elements
for formally presenting yourself and your message to both small and large audiences. Throughout this cluster, you will receive guidance to improve your performance in any communication event by focusing on intrapersonal, interpersonal, and audience 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.

**Elder Care**
Investigate the contrast between normal aging and aging affected by disease, with emphasis on psychosocial changes and how that impacts care of the elderly in our society. You will then analyze the human resource and environment of care elements needed to provide care to the elderly in a variety of settings including hiring employees, defining policies, and funding that will ensure maximum autonomy, quality care, security, and safety.

**HHS 315 Normal Aging and Disease Changes**
The student will contrast the normal changes that occur with aging against those caused by disease or injury. This will include psychosocial changes and the effect of societal and economic pressures on the elderly and how the dynamic of aging and disease changes their healthcare. (Counts as General Education Core Credit in Natural Science (NS) or as elective credit)

**HHS 320 Human Resource Management**
In this course the student will develop policies that include Federal, state, and local laws as they relate to resident care and employee interactions. They will analyze the aspects of planning, implementing and evaluation of recruitment, performance appraisal, training, marketing, confidentiality, and cultural diversity for healthcare employees. (Counts as General Education Core credit in Human Behavior (HB) or as elective credit)

**HHS 330 Environment of Care Management**
In this course the student will investigate three facets critical to a long term healthcare facility management: Safety, Finance, and Patient Care including federal, state and local inspections and regulations. (Counts as General Education Core credit in Human Behavior (HB) or as elective credit)

- **Emotions: Fact, Fantasy, and Farce**
  Examine emotions from three perspectives: scientific, personal life goals, and popular culture. Each perspective will expose you to a different set of ideas about the nature, role, and functions of emotions in daily life.

- **IGEN 240 Understanding Emotions**
  This course is designed for students who want to further their understanding and knowledge of emotion in everyday life from an objective point of view. Students will further their knowledge by considering various theories of emotion, and in particular by studying theories of emotion that have stood up to rigorous scientific investigation.

- **IGEN 241 Emotions and Life Goal Achievement**
  This course is about emotions and choices: Separating fantasy from real choices about managing emotions. Students will be exposed to some of the real choices they will have to make about how to deploy emotions in their life and the consequences of those choices.

- **IGEN 242 The Portrayal of Emotions in Popular Culture**
  In this course students will examine the relationships between emotions and their representations in the mass media and entertainment industry. Students will critically evaluate claims about the representation and misrepresentations of emotion.

- **In Sickness and in Health**
  Examine relevant topics in anatomy, illness, and injuries in the context of use and lack of the Hippocratic philosophy. You will analyze the impact of germs on history and present day events in healthcare.

- **IGEN 206 The Anatomy of Health**
  This course will be a survey of basic anatomy and physiology in health and illness with practical tips on prevention and first aid.

- **IGEN 216 Do No Harm**
  This course will explore the progression of Hippocrates’ phrase, Do Not Harm, through the centuries and how philosophy has impacted the patient—provider relationship we have today.

- **IGEN 226 Bacterial Warfare: An Ancient Art**
  This course will examine the impact of germs on history and analyze their continued impact on world events, populations and economies using examples of plague, smallpox, HIV, H1N1, and others.

- **Is Rush Right? Seminar in Advanced Conservative Studies**
  Trace the origins of the American conservative movement and its political, social, and cultural influences. You will read seminal documents of conservative thought, and become familiar with leading conservative thinkers, from the founding to the present. In doing so, you will 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 thinkers, 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 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.

Founded in 2008 as an extension of the Signature Series, the University’s Center for American Vision and Values is an educational and research institute, dedicated to the exploration and promulgation of ideas and beliefs that have contributed to American exceptionalism. Through the Kirkpatrick Signature Series, lectures, debates, research, a Visiting Scholars Program, a student Junior Fellows Program, and other educational outreach initiatives, the Center for American Vision and Values examines, with academic, community, and corporate participants, the principles...
of free enterprise, limited government, individual freedom, and traditional American values and beliefs—values inherent in successful entrepreneurial and corporate cultures, as well as in the Midwestern ethic that has guided Bellevue University toward its success. Visit americanvisionandvalues.org for more information.

**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**
Examine 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 Selling: Advertising and the Erotication 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**
Address adult developmental questions by selecting and analyzing 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 you learn how to judge the value of the many popular self-help books on the market.

Completing a life vision portfolio that includes analysis of a variety of models, theories, stories, and examples (e.g., psychological, philosophical, literary) ties together all the themes of this course cluster as a basis for assessing your own skills and life situation. On the basis of your conclusions, you will propose important areas for challenging yourself 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.

- **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 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.

**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.

- **One World: Many People, Many Faiths**
This is an introduction to the many peoples, faith, and cultures of the world. Special attention will be given to the geography, personal experiences, and religions of the family of humans.

**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**
You will use communication theories and principles that cover many areas of life (personal, work, and social) to improve your communication skills in a variety of contexts. You will directly apply course material, address areas for personal improvement, and expand your 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 105 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 CA 109.

- **Persuasion in Media Writing and Public Relations**
Take part in active learning opportunities, using successful persuasion techniques and strategies in
media writing and public relations. You will study and practice 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: CA 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
This combination of courses creates opportunities for you to directly apply course material in a small group, and with diverse others. You will address difficult topics and issues that are prevalent in the work place.

CA 202 Small Group Interaction
Development and application of small group communication theories designed to enhance communication skills needed in the work place 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

Professional Communication
This course cluster combines three communication courses that are all closely related to effective communication in organizations. You will learn 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
Through careful reading and thoughtful analysis of literature, philosophical and economic texts, films, and case studies, you 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. You 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.

BPU 280 Seminar in Professional Studies
An 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
Examine 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
Learn about management and leadership with this intensive examination of Shakespeare’s plays. The course also emphasizes the historical context of Shakespeare’s ideas and ideas about drama, as well as film adaptation of dramatic works.

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 us 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)
This course uses the television program, The Simpsons, to ask basic questions about the meaning of human life, about society, and about contemporary values. It examines changes in our culture and thinking.

IGEN 211 From Socrates to Seinfeld: The Development of Human Thought
This course investigates the major philosophical achievements from the Greeks to a twentieth century
television program about “nothing.” It focuses primarily but not exclusively on moral and ethical ideas.

IGEN 221 Real Morals for Real People
This course examines the moral issues arising from the ongoing conflict between popular culture and serious traditional cultures. It does this by analyzing examples raised by an overview of the television programs, The Simpsons and Seinfeld, and the writings of the great philosophers.

- 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 covers a wide range of communication-based knowledge directly applicable to social contexts. Study friendships, family relationships, small groups, social groups, and workplace relationships. You will have opportunities to identify areas needing improvement and strategies for handling conflict and creating successful communication outcomes.

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 managing conflict and emotional expression are addressed.

- Triumph of the Nerds: Are Computers Destroying Our Culture and Stripping Us of Our Humanity – Or Not?
This interdisciplinary course cluster is for you whether you are a technical or non-technical student. It will provide you 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. You will investigate works of literature dealing with technology and its inevitable ethical concerns, and conclude 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 change. 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 Inherent 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 Shelley’s Frankenstein, Kurt Vonnegut’s Cat’s Cradle and Player Piano, Anthony Burgess’ Clockwork Orange, and Jerzy Kosinski’s Being There.

- Voices in Healthcare
Increase and challenge your understanding of the diversity in healthcare options for consumers, including a social emphasis focus on the cultural, educational, environmental, and social factors impacting health. You will investigate how these factors affect communication and education between healthcare consumers and their providers.

IGEN 235 Current Health Issues
In this course the student will learn about the population of healthcare consumers noting the cultural, educational, environmental, and social factors impacting health. The students will also analyze the dynamic changes in health education for both the consumer and the providers of healthcare in the United States.

IGEN 245 Health Education Across the Lifespan
In this course the students will investigate the diversity of both the consumers and providers of healthcare and how that effects education and communication challenges. Students will explore age specific concerns, the disadvantaged population, and the mental health population and purpose solutions to specific public health issues.

IGEN 255 A Healthcare Dialogue
In this course the students will review the age specific concerns of the elderly and how they will impact healthcare as a whole in the United States. They will explore leadership roles and responsibilities for consumer and provider communication on a variety of issues including ethics within their facilities. Finally, students will complete a project that involves communication solutions for a concern in their individual work place.

- We Media: the Open Publishing of Citizen Journalism
Journalism finds itself threatened by new technologies, competitors, and, by the audience it serves. The online audience has the means to become an active participant in the creation and dissemination of news and information. This cluster will explain the principles behind the “We Media” along with photographic principles and composition, how to communicate through technologies such as blogs and twitter, and the ethical decisions that those involved in grassroots journalism may face.

AR 210 Basic 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.

GD 339 Web Communication Methods
The Internet has grown in a way distinctly different from any medium before it. Media is undergoing a “paradigm shift” of grand proportions: fan sites, microblogs, and small news gathering sites have changed the ways people access and view the news. New standards are applied to credibility and trustworthiness, and one must be aware of these new standards to be able to compete. This class will demonstrate how the grassroots journalism movement has taken hold, what the rules are, and how to communicate effectively in this arena.

IGEN 315 Ethics of Photography
One of the major problems faced by photojournalists is the fact that the public is losing faith in them. Viewers no longer believe everything they see. All images are called into question because the computer has proved that images are malleable, changeable, fluid. In movies, advertisements, TV shows, magazines, we are constantly exposed
to images created or changed by computers. This class provides the ethical foundation for reporting and illustrates how photography—and the manipulation of it—can completely alter the perception of the photograph. Students will learn what an appropriate amount of photographic manipulation is, and examine case studies of photos that were manipulated to change the mood of the story they were presented with.

- **Wizards, Creatures, and Heroes: The Lord of the Rings, Harry Potter, and the Study of Popular Culture**
  Examine the artifacts of current popular culture for what they reveal about the values, attitudes, and conventions of contemporary society, with special attention on J. R. R. Tolkien’s The Lord of the Rings and J. K. Rowling’s Harry Potter books.

EN 351 The Lord of the Rings
Examine J. R. R. Tolkien’s theory of fantasy literature and of the style, characters, and themes of The Lord of the Rings.

EN 352 Harry Potter
Examine the style, characters, and themes of J. K. Rowling’s Harry Potter books.

HU 310 Popular Culture
Examine the artifacts of popular culture for what they reveal about the values, attitudes, mores, and conventions of contemporary society.

- **Writing and Recreation: Work and Play in Modern America**
  The course cluster examines work and play as social phenomena in modern America and as the subject of works of literature, art, film, and music. It analyzes the tension and conflict most Americans feel today between work and the desire and need for recreation time. The course cluster also emphasizes course focuses on the writing of summary, synthesis, critique, and research-based essays.

EN 102 Composition II
This course emphasizes writing in three modes: summary, synthesis, and critique. It also focuses on the methodology of research and the writing of research-based essays.

IGEN 204 Work vs. Play: How to Make a Living and Still Have Fun
This course examines the tension between Americans’ long work weeks today and people’s need for recreation, relaxation, and the restoration of emotional and physical energy.

IGEN 214 The Depiction of Work and Play in the Arts
This course examines the many different ways that work and play have been depicted in art, music, and literature.

**ANTHROPOLOGY**

**College of Arts and Sciences**

Anthropology is the scientific and humanistic study of the human species. The study of anthropology helps you 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.

AN 331 Cultural Anthropology
This course is a 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**

**College of Arts and Sciences**

Art courses stimulates your ability to think and appreciate life creatively through knowledge of the arts. Whether accomplished through art history or studio work, it is an essential part of your development. The study of art directs you from an existence based purely on the practical and utilitarian, and offers enriching experiences with their own intrinsic values.

Art history provides an analysis of our cultural heritage; the history of art is the history of humanity. Studio work develops skills and critical insights necessary to communicate feelings, vision, and values through art. The Art faculty members have a diverse range of expertise and knowledge in contemporary and traditional approaches to a wide variety of media. In the studio, faculty members recognize and encourage individual differences by working with you on an individual basis. Art Management links business and management courses with a broad curriculum of studio art and art history. This major, which includes an internship, prepares you for careers in art-related institutions.

To complement the course offerings, there is an art gallery and a mural studio that exhibit the work of students, faculty and professional artists. Note: All studio courses require material fees. Additional supplies are your responsibility.

**Art Management (BA)**

(127 credit hours – See Degree Requirements, page 33)

**Major Requirements (36)**

- AR 104 Understanding Art
- AR 197 Introduction to Art Management
- AR 365 The Business of Art
- HS 460 Internship
- BA 232 Principles of Management
- BA 252 Principles of Marketing

BA 265 Legal Environment of Business

CA 228 Writing for Media

EN 321 Business Communication: Professional Writing, Speaking, and Research

Plus 9 credit hours in Art. History courses, a minimum of 3 credit hours must be in upper level art history.

**Courses –**

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

**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.

**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.

**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 function of planning, organizing, leading, and controlling. Management domains such as business ethics, business law, international management, organizational behavior, human resource management, operation 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 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 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.

**CA 228 Writing for Media**
This course examines various writing forms in the media and emphasizes preparation of articles or scripts for publication or broadcast. It also provides opportunities for active learning. Competencies in the areas of audience analysis, critical thinking, persuasion, and organization of thought are addressed. Prerequisite: EN 101

**EN 321 Business Communication: Professional Writing, Speaking, and Research**
This course offers students practical application of the basic principles of workplace communication, including many different types of writing required in the modern business environment, professional presentations, and research. Prerequisites: EN 101 and EN 102

**Public Art (BFA)**
(132 credit hours – See Degree Requirements, page 33)

**Major Requirements (60)**
- 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
- AR 204 Introduction to Painting
- AR 206 Introduction to Sculpture
- AR 209 Life Drawing
- AR 210 Beginning Photography
- AR 365 The Business of Art
- AR 405 Public Art Seminar
- Plus 9 additional credit hours in upper-level Art History
- Plus completion of courses in one of the following areas of emphasis (Students select one emphasis):

**2-D**
- AR 190 Contemporary Mural Painting
- AR 230 Silkscreen Printing
- AR 304 Intermediate Painting
- AR 305 Advanced Screen Printing
- AR 390 Advanced Mural Painting
- AR 404 Advanced Painting
- AR 499 BFA Thesis - Public Art

**3-D**
- AR 190 Contemporary Mural Painting
- AR 208 Introduction to Ceramics
- AR 306 Intermediate Sculpture
- AR 308 Intermediate Wheel-Thrown Ceramics
- AR 406 Advanced Sculpture
- AR 408 Advanced Ceramics
- AR 499 BFA Thesis - Public Art

**Courses –**
Unless noted, all courses are 3 credit hours.

**AR 101 Survey of Western Art to 1400**
This course 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**
This course 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 muralists. 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 204 Introduction to Painting**
This course is an 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. Course content also covers preparation of canvas and other painting supports.

**AR 205 Watercolor**
Basic technique and color theory and completion of several images during the term. This course 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**
This course emphasizes 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 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 305 Advanced Screen Printing**
Continuation of the skills learned in AR 230. Silkscreen Printing. Students will develop a portfolio as part of their course requirements. Prerequisite: AR 230

**AR 306 Intermediate Sculpture**
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 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, Courbet, 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 in Europe and the United States. Not offered every year.

AR 330 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 332 History of Graphic Design
This course is 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 338 Intermediate Hand-Built Ceramics
This course emphasizes the development of hand-building skills in a wide variety of vessel 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 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 370 Mural Workshop
This course provides students with the opportunity to work collaboratively in the production of murals that positively impact the community.

AR 390 Advanced Mural Painting
This course emphasizes the development of a personal style within the mural medium. Theme and narrative are explored through development of a cohesive portfolio of work.

BEHAVIORAL SCIENCE
(See Human Services)

BIOLOGY

College of Arts and Sciences

The Biology program provides you 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. Biology majors will have the foundation to continue on to professional or graduate schools and to pursue careers in the allied health fields.

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
This course emphasizes 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 405 Public Art Seminar
This course focuses on the analysis of public art in the contemporary world. Subject matter includes the study and writing of art criticism. Emphasis is placed on the professional role of the artist, related occupations, and ethics. Students will prepare a professional portfolio and resume.

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. Students must have a Digital SLR camera. Prerequisite: AR 310 or AR 340

AR 499 BFA Thesis - Public Art
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.

Biology (BS)
(127 credit hours—See Degree Requirements, page 33)

Major Requirements (42 credit hours)
BI 101 General Biology I
BI 102 General Biology II
BI 201 Anatomy and Physiology I
BI 202 Anatomy and 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

Other Requirements
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 240 Applied Statistics

Bellevue University students anticipating careers in Medicine, Dentistry, Pharmacy, Medical Technology, Clinical Perfusion, Nursing, Optometry, Physical Therapy, Physicians Assistant, Respiratory Care, Veterinary Medicine, Chiropractic Medicine, and other allied Health studies may take course requirements at Bellevue University for admission into the respective programs. Consult faculty about specific course requirements necessary for application. Refer also to Health Science major.

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**
Vertebrate and invertebrate 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 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. Prerequisites: CH 210 and 211 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, autoimmune, 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, healthcare, and specific disorders and diseases relating to women.

**BI 390 Problems in Biology**
Provides the opportunity for a student to do in-depth library research in a particular area of biology of interest to the student. Prerequisites: Minimum of 12 credit hrs in Biology and permission of Area Chair (1 to 3 credit hrs)

**BI 399 Topics 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

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**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.

**Minor Requirements**

(21 credit hours; 9 credit hours upper-level)

- CH 115 General Chemistry I
- CH 116 General Chemistry II
- CH 210 Organic Chemistry I
- CH 211 Organic Chemistry II
- CH 306 Biochemistry

Plus 9 additional credit hours from upper-level courses.

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**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.

You 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 your performance throughout the educational process.
Communication Arts (BA)  
(127 credit hours — see Degree Requirements, page 33)

You may take the following two courses 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 the Area Chair.

Major Requirements (33 credit hours)

CA 208 Critical Thinking and Communication
CA 309 Communication: Putting Theory into Practice
Select nine additional Communication Arts courses (27 credit hours; 9 hours must be upper-level) to complete the major requirements (excluding CA 103 and CA 109).

Note: The Communication Arts Major may also be completed by taking the Professional Communication Cluster, the Practical Communication Skills Cluster, and any two remaining Communication Arts Clusters.

Major with Emphasis in Mass Media

Requirements (33 credit hours)

CA 203 Understanding Mass Media
CA 228 Writing for Media
CA 322 Public Relations
Select eight additional Communication Arts courses (24 credit hrs) to complete the major requirements. 9 of these hours must be upper-level.

Minor Requirements (18 credit hours)

CA 208 Critical Thinking and Communication
CA 309 Communication: Putting Theory into Practice
Elective Courses: 12 credit hours in Communication Arts Total must include 9 credit hours of upper-level communication courses

Organizational Communication

Minor Requirements (18 credit hours)

CA 103 Fundamentals of Speech Communication
OR
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 information 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 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 235 Communication in Social Relations

This course examines theories, models, and principles of communication across a range of contexts, such as friendships, family relationships, small groups, and the workplace. 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 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 303 Nonverbal Communication

Theory and application of nonverbal communication theories directed toward improved understanding of self and others 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. Prerequisite: CA 105 or CA 109

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 105 or CA 109

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. Prerequisite: CA 103 or CA 109

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 work place. Competencies in the areas of writing, oral communication, organization of thought, creativity, and decision-making are addressed. Prerequisite: CA 103 or CA 109

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 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. Prerequisite: CA 103 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 CA 109

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. 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

CA 325 Organizational Communication
Addresses practices and models of effective organizational communication. 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.

CA 326 Introduction to Corporate Communication
The purpose of this course is to help students develop an array of basic communication skills needed in any workplace environment. Students put models and principles into practice by role-playing in various communication scenarios.

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 400 Managing Internal Communication
The purpose of this course is to provide both a theoretical background and direct experience in the area of communicating with internal audiences. Students will work in groups and complete a group project, discuss and analyze case studies concerning internal communication, and have experience developing internal communication strategies.

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 426 Building Effective Organizations
The purpose of this module is to provide an opportunity for the students to integrate what they have learned to this point in the course by applying their knowledge and skills to the design of organizations that communicate effectively.

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 (Self-Study available)

Communication Arts (BAS) (124 credit hours – See Degree Requirements, Page 33)
This degree has been established to serve you if you have completed a technical career focus and have an Associate of Applied Science degree or Associate of Applied Technology degree. Communication Arts Bachelor of Applied Science major requirements are identical to the Bachelor of Arts degree.

CULTURE AND LANGUAGES

College of Arts and Sciences
Courses in foreign cultures 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.

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.

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.

Minor Requirements (18 credit hours)
EC 201 Macroeconomics
EC 202 Microeconomics
EC 301 Money and Banking
Plus 9 credit hours selected from the following courses:
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 credit hour online cluster class, "Bush Ripes!" Seminar in Advanced Conservative Studies.

Courses –
All courses are 3 credit hours.

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.

EN 101 Composition I
This course emphasizes prescriptive writing and the writing process. It also focuses on the skillful use of four major rhetorical strategies—description, comparison/contrast, analysis, and argumentation.

EN 102 Composition II
This course emphasizes writing in three modes: summary, synthesis, and critique. It also focuses on the methodology of research and the writing of research-based essays.

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, Tarantino, 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 Dickinson, Twain, Crane, Chopin, Cather, Fitzgerald, Hemingway, Faulkner, Ellison, Bellow, and Morrison.

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 Gershon, Hemingway, Fitzgerald, Faulkner, Porter, Frost, Stevens, Ellison, Wright, Welty, Hayden, Bishop, Lowell, Plath, Morrison, Doyle, Endrich, 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

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. You will 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, perfect present 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 330, ESL 340, ESL 350 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

**Understanding 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.

**Graphic Design (BFA /BA)**
(132 credit hours BFA 127 credit hours BA - See Degree Requirements, page 33)
If you do not have a strong background in print and/or web software, you should begin the major by taking the Print Design Applications cluster and/or the Web Design Applications cluster.

Required courses for BFA and BA:
What is design really? The fundamentals, problem solving, and history of Graphic Design (9 credits hours)
- GD 116 Problem-Solving and Idea Generation
- GD 210 Design Basics
GD 215 History of Contemporary Graphic Design

GD 490 Portfolio (3 credit hours)

For the BFA, all course groups are required. For the BA, the previous group plus any 3 additional groups are required.

Turning pages: Print design fundamentals, pages, and publications
GD 220 Fundamentals of Print Design
GD 320 Single Page Design
GD 420 Publication Design

So you want to make websites?
Web design fundamentals, code, and design
GD 230 Fundamentals of Web Design
GD 330 CSS, XHTML, ETC
GD 430 Web Page Design

Hey, that’s mine! Marketing, ethics, and legal issues in design
GD 265 Graphic Design Marketing
GD 365 Graphic Design Legal Issues
GD 465 Graphic Design Ethics

Branding by Design
GD 250 Identity Design
GD 350 Branding
GD 450 Alternative Branding

Digital drawing: Illustration methods and techniques with a splash of organic
GD 240 Illustration
GD 340 Type Design
GD 440 Organic Illustrations

Movers and shakers: Sound, video and multimedia for the web
GD 335 Flash
GD 433 Video
GD 434 Sound

Print Design Applications
These courses combine to provide you with the skills necessary to utilize the software commonly found in print design. If you are pursuing advanced design classes, you will be able to proceed with “What is design really? The fundamentals, problem solving, and history of Graphic Design” after completion of the Print Design Applications cluster.

GD 110 Illustrator
This course provides a comprehensive introduction to the vector based software application Adobe Illustrator®. With the use of exercise and projects, the student 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 course work.

GD 111 InDesign
This course provides a comprehensive introduction to the page layout software application Adobe InDesign®. With the use of exercise and projects, the student 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 course work.

GD 112 Photoshop
This course provides a comprehensive introduction to the bitmap based software application Adobe Photoshop®. With the use of exercise and projects, the student 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 course work.

Web Design Applications
These courses combine to provide you with the skills necessary to utilize the software commonly found in website design and creation. If you are pursuing advanced design classes, you will be able to proceed with “What is design really? The fundamentals, problem solving, and history of Graphic Design” after completion of the Web Design Applications cluster.

GD 113 Dreamweaver
This course provides a comprehensive introduction to the HTML based web development software application Adobe Dreamweaver®. With the use of exercises and projects, the student 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 course work.

GD 114 Flash
This course provides a comprehensive introduction to the web development software application Adobe Flash®. With the use of exercises and projects, the student 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 course work.

GD 115 Fireworks
This course provides a comprehensive introduction to the bitmap software application Adobe Fireworks®. With the use of exercises and projects, the student 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 course work.

Major Courses

What is design really? The fundamentals, problem solving, and history of Graphic Design
Print design is more than just ads or logos or posters. It takes more than knowing how to use a computer to create a useful website. These classes will introduce you to the fundamentals used in both print and web design—establishing a solid foundation to build upon. Problem solving is the basic function of a graphic designer. To solve creative problems, you will need ideas and an understanding of how to implement those ideas into solutions. The history of contemporary graphic design is essential to understand where design has been and the impact it has on current trends.

GD 116 Problem-solving and Idea Generation
This course will examine the importance of problem solving skills and explore methods for generating original solutions to the creative problems faced in graphic design. The importance of research and research methods will also be emphasized.

GD 210 Design Basics
This course will look at the fundamental elements and principles of design necessary to solve graphic design problems. Topics including grids, hierarchy, contrast, balance, and color will be applied to print- and web-based projects. Problem solving and critical thinking skills will be further developed.

GD 215 History of Contemporary Graphic Design
This course examines the history of contemporary graphic design. Students will apply course content to evaluate and discuss contemporary design issues with emphasis on the evolution of visual communication and its impact on contemporary design.

Turning pages: Print design fundamentals, pages, and publications
Print is dead (so they keep saying), but we still buy and use printed materials. This cluster will introduce you to print design. It takes more than a word processor to create effective print solutions. Understanding typography, layout, color, and much more will ensure you will be able to create real-world projects ranging from business cards to multi-paged publications and everything in between. The proper use of industry standard software is also covered.

GD 220 Fundamentals of Print Design
This course examines the basic fundamentals specific to print design. Topics including typography, grid implementation, layout, white space, and color will be explored. Students will learn how a project goes from an initial idea to a final printed product.

GD 320 Single Page Design
This course applies the fundamental concepts of graphic design through the creation of projects ranging from poster design to business stationary design. Projects will range from one-color to multiple color projects with real-world specifications and issues. The use of project appropriate software will be established.

GD 420 Publication Design
This course offers a further exploration of more advanced methods and techniques with a focus on page layout and publication design. The full range of industry standard hardware and software will be utilized. Projects ranging from brochure to book design and layout will enable students to further develop their problem solving skills and critical thinking abilities.

So you want to make websites? Web design fundamentals, code, and design
The Internet, as a technology-based entity, is always changing. Along with the technological aspects of change, the Internet is guided by changes in design trends as well. These classes combine to give you a
basis for web creation through the code used to provide the tangible bits, and they also provide you a basis for the visual aesthetic to create visually stunning websites that function correctly. You will learn about current trends, design basics for the web, semantic markup, accessibility, and user experience.

**GD 230 Fundamentals of Web Design**
This course will provide a theoretical overview of issues related to web design. Topics will include web standards, design problems, accessibility/usability, and hosting. Projects will be based on research & presentations rather than technical applications thus providing students with the needed information to continue with Web Design.

**GD 330 CSS, XHTML, etc.**
This course introduces the fundamental concepts of web design with a focus on XHTML-based design that meets current web design standards. All aspects relating to developing a website will be explored, as students are required to complete a website project. Problem solving and critical thinking skills related to web development will also be addressed.

**GD 430 Web Page Design**
This course will cover topics such as animation, interactivity, video, and sound in relation to their purpose in web design. Projects will range from simple banner-style advertising to full website development to develop a student’s understanding of web development and usability interfaces. The specific design needs and issues found in web design, such as color, contrast, placement, and navigation will be explored. Problem solving and critical thinking skills will be further developed.

- **Hey, that’s mine! Marketing, ethics, and legal issues in design**
  Graphic design is usually thought of from the visual aspect: colors, typography, and layout. In fact, one of the main functions of graphic design is to help sell products. To do this successfully, all of the aesthetic functions of a piece of design appeal to the target market for that product or advertisement. These classes form the foundation of marketing, and ethical and legal issues that may be found in the graphic design field.

**GD 265 Graphic Design Marketing**
This course examines the role of graphic design in advertisements, promotions, and integrated communications in print and on the web. Students analyze the design process that brings promotional media in line with the goals of the organization. Students will use, create, and evaluate slogans, advertisements, and brochures as well as review, develop, and analyze different types of advertising. This course focuses on basic principles of marketing from the point of view of the designer.

**GD 365 Graphic Design Legal Issues**
Students examine current legal and ethical issues shaping the traditional print and current Internet topics. Coverage includes ethics theories and philosophies, legal terminology, legal research, social responsibility, and government regulations. Classic case studies will enhance understanding of how legal issues can be avoided or lessened through graphic design.

**GD 465 Graphic Design Ethics**
This course focuses on graphic design from an ethical perspective in business, law, civil liberties, privacy, and culture. The course examines several different methods for students to design assimilating the most current and best ethical choices.

- **Branding by Design**
  Branding is essential to every business or corporation, and many individuals. These courses will work through many aspects of branding, from logo creation to marketing and implementation. Understanding the market and needs of stakeholders is vital in effective branding—whether it be for a small nonprofit or a merger of two international corporations. Branding incorporates marketing and not all marketing needs to be conventional—the spread of viral marketing and even anti-marketing will be covered as well. The need to create a branding solution to meet the client’s needs is what it all boils down to.

**GD 250 Identity Design**
This course will focus on the creation of effective logos (logotypes and marks), typographic sets, color palettes, etc. The student will research the client’s needs, the stakeholders, and the audience to establish solutions.

**GD 350 Branding**
This course will focus on design bring 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.

**GD 450 Alternative Branding**
This course will explore various means of marketing including viral, social media, anti-marketing and anti-advertising campaigns. The global market place is not “one size fits all” place—different cultures require different approaches. Environmental concerns must also be considered from a sustainable and a visual clutter aspect.

- **Digital drawing: Illustration methods and techniques with a splash of organic**
  Computers have brought about a change to what designers can do with printed media; more technical printing is possible with digital rather than analog processes. The downside to this phenomenon is that many designers fail to look outside of the computer for inspiration, when that is where they need to look to keep their designs human. This course examines the basics of illustration and type design while giving you the skills necessary to incorporate organic or hand-generated textures and elements to your design.

**GD 240 Illustration**
This course provides an exploration into various digital 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.

**GD 340 Type Design**
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.

**GD 440 Organic Illustrations**
This course provides an exploration into various organic illustration methods and styles utilizing hands-on techniques such as tearing, drawing, painting, tracing, and rubbing. Emphasis is placed on the organic, with students seeking solutions to the design problems through organic elements that they can scan or photograph. Problem solving and critical thinking skills will be addressed through the use of real world styled projects.

- **Movers and shakers: Sound, video and multimedia for the web**
  Flash-based games are a simple way to get into the field of computer gaming. Numerous websites are dedicated to Flash-based games, and they can be much simpler to design than fully rendered games. Learn the fundamentals of Flash games, interactivity, and gaming principles. After completing this course, you should be able to design simple Flash games that can be incorporated into a company’s marketing strategy for engaging customers.

**GD 335 Flash**
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 understanding of the tools and skills associated with the software.

**GD 433 Video**
This course introduces the student to the principles and practice of game design and the principles of gaming using Adobe Flash®. The different types of game environments will be covered with a fundamental understanding of the code necessary to make them work.

**GD 434 Sound**
This course provides an in-depth study of interactivity, including the elements of user experience and methods for designing and developing effective interactive interfaces. The fundamentals of design as related to interactivity and user experience will also be covered.

—The following is not a part of the above course grouping—

**GD 490 Portfolio**
This is the capstone course for all students majoring in graphic design. Students will prepare a finished portfolio (both print- and/or web-based) of work for potential employment in the graphic design industry. Résumé development and self-promotion is also covered.

**HEALTH AND HUMAN PERFORMANCE**

**College of Arts and Sciences**

The Health and Human Performance program prepares students with the knowledge and skills required for careers involving the principles and practices of physical performance and health. The program curriculum is designed to enhance a student’s
ability to analyze performance and make recommendations for improved performance or health within the areas of fitness, training and coaching. A coaching emphasis is an option for those wishing to further enhance skills in the coaching field.

### Health and Human Performance (BS)

(127 credit hours — see Degree Requirements, page 33)

#### Major Requirements (36 credit hours)
- BI 206 Nutrition Through the Life Span
- HHP 204 Wellness for Life
- HHP 205 Foundations of Health, Physical Education, and Recreation
- HHP 252 American Red Cross: Responding to Emergencies
- HHP 270 Care and Prevention of Athletic Injuries
- HHP 310 Exercise Physiology
- HHP 350 Kinesiology and Body Movement
- HHP 375 Motor Learning
- HS 460 Internship
- SM 231 Sport Communication
- SM 361 Contemporary Issues in Sport
- SM 365 Sport Law

#### Coaching Emphasis Requirements (9 credit hours)
Select two courses from the following (6 credit hours):
- HHP 125 Sports Officiating
- HHP 210 Sports Psychology
- SM 349 Sports Public Relations and Fundraising

Select one course from the following (3 credit hours):
- HHP 410 Coaching of Volleyball
- HHP 411 Coaching of Basketball
- HHP 412 Coaching of Baseball
- HHP 413 Coaching of Individual Sports
- HHP 415 Coaching of Soccer

#### Education Emphasis Requirements (9 credit hours)
- HHP 300 Organization and Administration of Physical Education
- HHP 320 Adapted Physical Education
- PY 211 Human Development

#### Courses — Unless noted, all courses are 3 credit hours.
- 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.
- 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 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 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 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 Officiating
  - Designed to educate students about the rules and regulations of interscholastic and intercollegiate sports including: basketball, football, volleyball, and softball.
- 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.
- HHP 205 Foundations of Health, Physical Education, and Recreation
  - This course is designed to provide students an overview of basic topics within health and human performance such as health, physical education, sports and fitness. Students will be introduced to various career opportunities within the health and human performance field and have the opportunity to explore these careers further through off campus experiences.
- HHP 210 Sports Psychology
  - This course examines how psychological aspects such as learning, motivation, leadership, interaction, and mental training affect sport performance. Application of these concepts will further improve the student's understanding and development of techniques leading to enhanced performance.
- 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
  - This course addresses the responsibilities and skills of the athletic trainer, including health and wellness strategies for teams, evaluations and care of injuries, and applications of taping techniques to prevent injuries.
- HHP 300 Organization and Administration of Physical Education
  - Theoretical and practical analysis of the program of physical education in elementary and secondary schools.
- 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
  - This course provides students with the knowledge and understanding of adaptive aspects in both the education and sport environments. Students will apply concepts in program organization and individual adaptations.
- HHP 350 Kinesiology and Body Movement
  - This course provides students with an understanding of human movements in an active setting. Students will have the opportunity to apply this knowledge to specific physical movements.
- HHP 375 Motor Learning
  - This course addresses perceptual-motor development, fundamental motor patterns, and provides opportunities for students to facilitate movement learning and growth activities. The application of motor learning principles and theories will enhance understanding of the human motor system.
- HHP 410 Coaching of Volleyball
  - This course is designed to give students both practical and theoretical insights into the coaching and 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 the sport 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 is designed to give students both practical and theoretical insights into the coaching and administrative aspects of the sport of soccer.
- HHP 451 Research Methods in Physical Education
  - This course reviews current literature within the Health and Human Performance area for the purpose of orienting students to possible research interests. Students have the opportunity to investigate an area of Health and Human Performance in order to develop a research proposal around their interests.
- HS 460 Internship
  - For course description, see page 44
- 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.
- SM 231 Sports Communication
  - This course provides students with the basic knowledge, skills, and understanding of the methods of communication...
in the world of sports. Applied activities in personal communication, organizational communication, public relations and the media place an emphasis on being an effective communicator within the high school, university or professional sport setting.

SM 349 Sports Public Relations and Fundraising
This course provides students with the basic knowledge and understanding of public relations and fundraising within the sports world. Applied activities give students an opportunity to develop skills related to public relations and fundraising within the high school, university, private and public sports settings.

SM 361 Contemporary Issues in Sports
This course is designed to explore the role sports plays in society by examining a variety of issues in sports. Past and present societal impacts will be investigated in order to better understand the role sports plays in our current culture and how sports will affect society in the future.

SM 365 Sports Law
This course examines and explores laws relevant to sports managers and those involved in athletics. The goal of this course is to explain the legal background and laws affecting sports and recreational activities in such a manner as to be understandable to students, administrators, and others involved within the sports industry.

HEALTH SCIENCE
College of Arts and Sciences
The Health Science major provides a foundational degree for pursuing a professional career in the health sciences, allied health professions, and accelerated nursing.

Health Science (BA)
(127 credit hours – See Degree Requirements, page 33)

For the Health Science major – first, select one of the following three clusters:

Audiology Assistant/Hearing Aid Specialist (24 credit hours)

AUD 120 Introduction to Audiology
AUD 121 Hearing Aid I
AUD 125 Anatomy and Physiology of the ear
AUD 126 Ear Impressions and Federal Regulations
AUD 220 Hearing Aid II
AUD 221 Tympanometry/Otoacoustic Emissions
AUD 225 Troubleshooting
AUD 226 Applied Audiology: Inflection Control/PRACTICUM

OR

Hemodialysis Technician (18 credit hours)

HDT 101 Renal Anatomy and Physiology
HDT 103 Principles of Dialysis and Hemodialysis
HDT 206 Vascular Access and Management of Hemodialysis
HDT 207 Holistic Approach to Hemodialysis
HDT 208 Environment of Care

HDT 210 Hemodialysis Observation

OR

Laboratory Science Core (22 credit hours)

Bi 201 Anatomy and Physiology I
Bi 202 Anatomy and Physiology II
Bi 206 Nutrition Through the Life Span
Ch 115 General Chemistry I
Ch 116 General Chemistry II
Hs 460 Internship

To complete the Health Science major – select two courses from the following:
SO 420 Sociology of Healthcare and Medicine
HHS 255 Medical Terminology and Documentation
CA 315 Healthcare Communication
PH 410 Medical Ethics and Leadership
Plus one course from the following:
HHS 310 Skilled Nursing Care Management
HHS 321 Residential Care Management: Client versus Patient
HHS 325 Home and Hospice Care

Then, complete the following Elder Care Cluster:
HHS 315 Normal Aging and Disease Changes
HHS 320 Human Resource Management
HHS 330 Environment of Care Management

If you are anticipating a career in Medicine, Dentistry, Pharmacy, Medical Technology, Clinical Perfusrion, Nursing, Optometry, Physical Therapy, Phsician assistant, Respiratory Care, Veterinary Medicine, Chiropractic Medicine, and other Allied Health studies may take course requirements at Bellevue University for admission into the respective programs.

You should consult faculty about specific course requirements necessary for application.

Refer also to biology major.

Courses –

AUD 120 Introduction to Audiology
Introduction to Audiology introduces the student to the science of Audiology. Students examine the fundamentals of hearing assessment and how they are applied to the hearing impaired patient. All aspects of audiology, including testing protocols, instrumentation, and audiometric interpretation will be examined in great detail. Upon completion of this course the student will not only be able to interpret and understand audiological testing procedures but also participate in testing patients themselves. In addition, the student will be made aware of the professional responsibilities he or she will have to the audiologist for whom they are working closely with while seeing patients.

AUD 121 Hearing Aid I
Hearing Aid I introduces the student to the science of fitting hearing aids and provides the student with a working knowledge of basic concepts, principles, and rationales involved in the hearing aid fitting. The student will examine the physical and acoustic characteristics of hearing aids; including analog, programmable, and digital processing instruments and their components.

AUD 125 Anatomy and Physiology of the Ear
Anatomy and Physiology of the Ear introduces the student to workings of the human auditory system. In order to effectively counsel patients in regards to their hearing difficulties, provide rehabilitative treatment, interpret and explain tests administered in audiological practice, the fundamentals of the system must be understood. This course provides a detailed explanation on how sound travels through the system and how it is processed. Pathological conditions that interrupt sound transmission will also be examined.

AUD 126 Ear Impressions and Federal Regulations
Ear Impressions and Federal Regulations introduces the topics that allow students to obtain the basic skills and competencies to take an accurate impression and make appropriate decisions as they relate to earmold and hearing shells. Some of the specific topics covered include: performing otoscopic examinations, taking earmold impressions, and earmold and hearing aid shell acoustics.

AUD 220 Hearing Aid II
This course covers the electroacoustic and physical characteristics of hearing aids and builds upon the information from Hearing Aid I to provide the student with a working knowledge of more advanced hearing aid science concepts, principles, and rationales involved in the hearing aid fitting process. The physiological and psychoacoustic aspects of the hearing aid science are introduced to the student.

AUD 221 Tympanometry/Otoacoustic Emissions
This course will be an introductory survey of theoretical and applied auditory physiological measures including Otoacoustic Emissions and Tympanometry and also their analysis and interpretation of said measures in the hearing healthcare environment.

AUD 225 Troubleshooting
This course is designed to familiarize the student with common perceived and real problems encountered by patients in an audiologic practice providing the full scope of diagnostic and hearing aid related services. Emphasis will be placed on proper questioning and analysis to uncover the nature of any problem, and logical and effective remediation methods.

AUD 226 Applied Audiology: Infection Control/PRACTICUM
This course is designed to familiarize the student with fundamentals related to infection control with a specific application to those principles to the audiology environment. Emphasis will be placed upon practical application of these principles.

HDT 101 Renal Anatomy and Physiology
The course is designed to provide an overview in understanding the basic anatomy of the renal system and chemistry of body fluids. The student will become familiar with renal anatomy and physiology and renal pathology: Medical terminology, major body systems, and classifications of renal failure with current treatment options will be presented.

HDT 103 Principles of Dialysis and Hemodialysis
This course will teach the laboratory and imaging tools used to diagnose and manage renal failure and hemodialysis. The history and principles of dialysis will be addressed as well as the importance of water treatment and electrolyte balance.
HDT 206 Vascular Access and Management of Hemodialysis

The course will illustrate the types, function, and care of the vascular access with recognition and management of complications and problem solving during a dialysis session including the use of heparin. Review AAMI standards for reuse of the dialyzer.

HDT 207 Holistic Approach to Hemodialysis

The course is designed to provide an overview of the broad concerns for a patient with renal failure in need of hemodialysis. Student will investigate medication used in hemodialysis, the role of nutrition, and options for care. The psychosocial aspects of dialysis therapy for patients and their families will be explored.

HDT 208 Environment of Care

The course is designed to provide an overview of the collection of patient data before, during, and after dialysis and its proper documentation. Review specific disease processes related to ESRD in the elderly and pediatric patient population. Learn the principles and practices of infection control, universal precautions, handling of hazardous material, and appropriate regulations.

HDT 210 Hemodialysis Observation

This course is designed to provide an overview of the entire process and scope of hemodialysis. Topics will focus on the study of ethics as it pertains to the healthcare profession, making decisions respecting the patient, differentiating between rights and needs, and the disclosure of health information. The Health Information Portability Accounting Act (HIPAA) will be reviewed with references to inspection organizations. The 12 hour observation assignment will provide the opportunity for students to observe hemodialysis in a clinical setting of their choice and validate simple vital sign skills. This will prepare the student to begin the clinical experience as required by each state prior to the BONENT, CHT or similar certification examination.

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 hr 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 hr lecture; 1 credit hr lab)

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.

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 (3 credit hr 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 compounds, nonmetals, metalloids, metals and their compounds. Prerequisite: CH 115. (3 credit hr lecture; 1 credit hr lab)

HS 460 Internship

For course description, see page 44

SO 420 Sociology of Healthcare and Medicine

This course involves the analysis of contemporary issues of healthcare and medicine using the concepts and theories of medical sociology and critical analysis. Topics include the sick role, 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 healthcare, and contemporary critical debates in the field of healthcare and medicine. Prerequisite: SO 101 or permission of instructor

HHS 255 Medical Terminology and Documentation

This is an introduction to the medical language and its documentation via a systems approach to terminology. Students will learn the essentials of documentation in a medical setting including the SOAP notes, basic record keeping, coding and reimbursement, HIPAA regulations, and more.

CA 315 Healthcare Communication

This course emphasizes the 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, interpersonal communication, interprofessional communication, decision making, ethics, and conflict are addressed. Prerequisite: CA 103 or 109.

PH 410 Medical Ethics and Leadership

The principles of medical ethics as applied to several medical arenas within the context of the social and political environment of the United States. Exploration of the leadership roles and ethical decision processes within the medical community.

HHS 310 Skilled Nursing Care Management

In this course the student will develop and implement services consistent with the long term care residents needs and preferences by exploring the following: medical and nursing practices, activities of daily living, nutrition and food services, physical care and safety, customer service concepts, resident rights and civil liberties, ethics, documentation of services and the meeting the psychosocial and spiritual needs of the residents.

HHS 321 Residential Care Management: Client versus Patient

In this course the student will develop and implement services consistent the diverse needs of people in a continuum of care including: independent living, assisted living, adult day care, and residential care (unskilled). They will construct a model of needs, services, man power, housing, food services, physical care and safety, resident rights and liberties, ethics, documentation considerations and basic regulatory and financial considerations.

HHS 325 Home and Hospice Care

In this course the student will learn how to develop and implement services consistent the needs of people receiving care in their home including hospice (end-of-life) care. They will develop a model of needs, services, man power, housing, food services, physical care and safety, resident rights and liberties, ethics, documentation considerations, and basic regulatory and financial considerations.

• Elder Care Cluster

HHS 315 Normal Aging and Disease Changes

The student will contrast the normal changes that occur with aging against those caused by disease or injury. This will include psychosocial changes and the effect of societal and economic pressures on the elderly and how the dynamic of aging and disease changes their healthcare. (Counts as General Education Core Credit in Natural Science (NS) or as elective credit)

HHS 320 Human Resource Management

In this course the student will develop policies that include Federal, state, and local laws as they relate to resident care and employee interactions. They will analyze the aspects of planning, implementing and evaluation of recruitment, performance appraisal, training, marketing, confidentiality, and cultural diversity for healthcare employees. (Counts as General Education Core credit in Human Behavior (HB) or as elective credit)

HHS 330 Environment of Care Management

In this course the student will investigate three facets critical to a long term healthcare facility management: Safety, Finance, and Patient Care including federal, state and local inspections and regulations. (Counts as General Education Core credit in Human Behavior (HB) or as elective credit)

HISTORY

College of Arts and Sciences

History courses examine the human experience in all its variety, richness, and unpredictability. You will focus on the process of development as both change and continuity, and on understanding experience within a particular context. Courses accommodate your career interests, with topics directed toward developing appreciation of the past's impact on the present and future. You will develop skills in problem definition, information gathering, application and evaluation, and problem solution. 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 you for either graduate study or for careers in a number of fields.
## History (BA)

\[(127 \text{ credit hours} – \text{see Degree Requirements, page 33})\]

### Major Requirements (33 credit hours)

**Required courses:**

- HI 101 History of Western Civilization I
- HI 102 History of Western Civilization II
- HI 151 American History to 1877
- HI 152 American History Since 1877
- HI 418 Senior Thesis in History

**Plus 18 credit hours from the following:**

- HI 313 Era of the American Revolution: 1763-1789
- HI 314 Ancient History
- HI 323 Civil War and Reconstruction
- HI 324 Medieval History
- HI 334 Renaissance and Reformation
- HI 343 The Jazz Age and the Great Depression
- HI 348 The French Revolution
- HI 353 America Since 1945
- HI 356 The Rise and Fall of the Third Reich
- HI 366 The Holocaust in History
- HI 367 The Holocaust in Film
- HI 375 The Second World War
- HI 381 America at the Movies: The 1930s
- HI 382 America at the Movies: The 1940s
- HI 383 America at the Movies: The 1950s
- HI 384 Baseball and the American Experience
- HI 386 Gettysburg
- HI 387 The Great Commanders
- HI 388 Lost Civilizations
- HI 389 The Great War (World War I) and the Shaping of the 20th Century

(Or one Art History course)

*Courses listed with a 300 prefix are either online or film history courses.*

If you are majoring in history, you may take no more than 9 credit hours in these courses to satisfy your major requirements. If you are planning to pursue graduate studies, you are advised to take an additional 9 credit hours in History.

### Minor Requirements (21 credit hours)

- HI 101 History of Western Civilization I
- HI 102 History of Western Civilization II
- HI 151 American History to 1877
- HI 152 American History Since 1877

**Plus 9 additional credit hours from upper-level courses.**

### Courses —

**All courses are 3 credit hours.**

- **HI 101 History of Western Civilization**
  - Ancient times to 1715. Provides freshman with a comprehensive background for subsequent studies. Emphasizes the social, political, economic, intellectual and cultural development of Western European Civilization.
  - HI 102 History of Western Civilization II
  - Continuation of HI 101, from 1715 to the present.

- **HI 151 American History to 1877**
  - Survey of the major developments in America from the founding of the initial colonies through the Reconstruction Era.

- **HI 152 American History Since 1877**
  - Continuation of HI 151, from the end of Reconstruction to the present.

- **HI 313 Era of the American Revolution: 1763-1789**
  - Detailed examination of the critical era between 1763 and 1789, when Americans severed their ties with the British Empire and launched an experiment in self government. Primary emphasis is placed upon the conflict with Britain and the emergence of a unique philosophy of government.

- **HI 314 Ancient History**
  - Survey of Western Civilization from the dawn of civilization in the Near East to the fall of the Roman Empire. Topics studied include Egyptian and Mesopotamian civilization, Ancient Greece, Hellenism, the Roman Republic, and the Roman Empire. Special emphasis on the thought systems involved in analyzing ancient history.

- **HI 323 Civil War and Reconstruction**
  - Examines sectional conflicts in the Civil War, causes and results of the war, internal political conflict, and reconstruction problems.

- **HI 324 Medieval History**
  - Examines the era from the Fall of Rome to the Fall of Constantinople. Emphasis on medieval institutions such as the Papal Monarchy, Feudalism, the Crusades, and the Church. Additional attention is directed to Church-State conflict and the rise of Royal Authority.

- **HI 334 Renaissance and Reformation**
  - Examines political, economic, social, cultural, intellectual, and diplomatic developments in Europe from the invention of the printing press to the end of the Thirty Years War including Secularization of Culture, Rise of Protestantism, and Counter Reformation.

- **HI 343 The Jazz Age and the Great Depression**
  - 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.

- **HI 348 The French Revolution**
  - Explores the French Revolution as the central political event of modern European history. The forces it unleashed would be crucial in determining the next two centuries of change in Europe and in much of the rest of the world as well.

- **HI 353 America Since 1945**
  -Political, social, cultural, economic, and diplomatic developments in America since 1945. Emphasis 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 career 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**
  - Intensive 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.
HU 387 The Great Commanders
Examination of military commanders, via a six-part video series. The series focuses on the following leaders: Alexander, Caesar, Napoleon, Nelson, Grant, and Zhukov. Student examine the life and exploits of each commander and focusing on a key battle investigate military command in a world where war proves to be just as much a part of life today as it has been throughout history. (Self-Study available)

HU 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.

HU 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.

HU 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 by 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
This course focuses on basic concepts in the Humanities as they relate to everyday life and affect our choices and personal decisions. It 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

The Behavioral Science accelerated major is a cohort program alternative to the traditional BA/BS if you are interested in the MA or MS 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 you in assessment processes that lead to quality “integrated” performances. The emphasis on activities, assignments, and projects that lead to transferable learning outcomes is a significant educational feature that will prepare you 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 to personal areas of improvement. Applied experience is an important component that helps you deepen your reflective understanding of yourself, of diverse populations of clients, and of agencies that provide services. This program in combination with a course in descriptive statistics fully prepares you for the M.A. in Human Services.

Behavioral Science (BS)
(127 credit hours – see Degree Requirements, page 33)

Major Requirements (36 credit hours)
HS 310 Applied Psychology
HS 311 Introduction to Human Services Fields
HS 312 Counseling Microskills for Human Service Professionals
HS 320 Research and Data Analysis
HS 325 Sociological Perspectives for Human Services
HS 331 Introduction to Applied Behavior Analysis
HS 336 Introduction to Counseling Theories
HS 340 Treatment Strategies

Courses –
Unless noted, all courses are 4 credit hours.

HU 101 Applied Psychology
A wide range of psychological theories and principles is 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 other topics.

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 will be 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 will provide 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 331 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 (6 credit hrs)

**HS 336 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 (6 credit hrs)

--- The following is not a part of the accelerated cohort ---

**HS 340 Treatment Strategies**
Human services professionals will be most effective if the strategies they use have been validated by clinical research. A range of validated methods will be 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 425 Statistics for the Human Services**
This course is designed to familiarize the student with the proper use of statistics and computers in the analysis of human services research data and the evaluation of practice and human services. Emphasis will be placed upon the appropriate use of various statistical procedures, the interpretation of data, and statistical analysis currently used in the profession of human services.

**HS 460 Internship**
For course description, see page 44

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**LIBERAL ARTS**

**College of Arts and Sciences**

The mission of the Liberal Arts Area is to provide elective courses to help you build a strong academic foundation and attain skills for lifelong learning and employability.

**Courses**

*Unless noted, all courses are 3 credit hours.*

**LA 102 Online Student Success Program**
This course provides information and builds skills that will enhance the student's success in the online learning environment. Students are introduced to the online classroom, online communication and community, strategies for effective reading and writing, learning skills and resources. (2 credit hrs)

**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)

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**LIBERAL STUDIES**

**College of Arts and Sciences**

The Liberal Studies major is a cross-disciplinary program that provides a broad education helps you develop the skills that will lead to success in lifelong learning and professional advancement. Learn self assessment, strong written and verbal communications skills, problem solving and group processes, and creation and innovation essential to a rapidly changing world.

**LA 400 American Vision and Values**
Examination of the reasons that America has become a model of success and the subject of emulation by emerging nations; its record of social progress, its economic success, and its belief in the worth of the individual.

**LA 410 Tradition and Change**
Examination of the factors involved in the dynamic endurance of the Western social and philosophical tradition. Analysis of this tradition includes a consideration of how change can contribute to its continued vitality and future productivity.

**LA 420 Freedom and Responsibility**
Examination of the meaning and reasoned defenses of freedom in Western history, and an inquiry into the rich tension between freedom and responsibility in maintaining a just and productive civilization.

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**MATHEMATICS**

**College of Arts and Sciences**

In the mathematics program, you will acquire the knowledge of basic math skills needed to successfully complete a variety of courses in your 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. Prerequisite: MA 099 or MA 100, or satisfy MPE
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 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: MA101 (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. You are encouraged to seek your own answers to these questions as well.

Courses —
All courses are 3 credit hours.

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 inspect 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 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 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.

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 Computer Information Systems majors/minors.

PC 101 Introduction to Physics
Includes the study of mechanics, heat, light, sound, electricity, magnetism, the atom and nuclear physics. Prerequisites: 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

Political Science is concerned with the theory and practice of politics and the description and analysis of political systems and behavior. You will learn about the pragmatic application of the art and science of politics, often defined as ‘who gets what, when and how’, while also trying to elucidate the ‘why’. Political Science is methodologically and theoretically diverse and has several subfields, including: political theory; public policy; American politics, international relations, and comparative politics. Political Science is about the big questions: what are the obstacles that prevent peace? What factors lead to war? How does culture affect our decisions? What is democracy? What is social justice? Are there such things as ‘civilisations’ and how do they impact the global community? Does the global community exist? Is government best when minimally active? Do local processes influence international trends? Can there be something above the state? These and other issues are common fodder for discussion by students in Political Science as they try to understand the most basic question: what makes people think, fight, flee, love, and hate. Political Science is the discipline that wants to understand the world as it is, as it could be, and people as they are, and as they might be.

International Security and Intelligence Studies (BS/BAS)
(127 credit hours; BS; 124 credit hours BAS — See Degree Requirements, page 33)

This major delivers a nuanced understanding of the emerging national security/intelligence field that is both broad and in-depth: you will be trained and equipped with theoretical, policy, and practical perspectives. This involves being proficient with the key concepts, functions, and operations of the national/international security infrastructure; being agile with complex global interrelationships; subtly comprehending the evolution and transformation of the international threat environment; and cogently synthesizing conflict/peace theory with national security policy and practical intelligence applications. International Security and Intelligence Studies graduates will exemplify adaptive, intuitive, and innovative learning. The depth and breadth of your expertise will uniquely position you for careers within the Intelligence Community.

Major Requirements (36 credit hours)
PS 208 Introduction to National Security
PS 209 Foundations in Intelligence and Counterintelligence
PS 210 Ethical Controversies in Security and Intelligence
PS 317 Introductory to Geostrategy
PS 318 Essentials in Strategic Thought
PS 320 Security Concepts in Science and Technology
PS 403 Guns, Sex, Drugs: Illicit Activity in Global Politics
PS 404 Democratization and Development
PS 406 Rogue Leaders and Outlaw States
PS 407 Eurasian Political Culture and Security
PS 408 Rebellion, Insurgency, and War
PS 411 Radical Religion and Political Extremism

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 208 Introduction to National Security
This course introduces students to national security as a concept, strategy, goal, and challenge. It will open up the dangers and threats that exist in the international system and show how the United States attempts to deal with these challenges. From domestic to international, from diplomatic to the military, students will be exposed to the various approaches, methods, agendas and systems that work towards securing peace and stability around the globe. This course acts as a foundation for the early preparation of students intending to pursue a career within intelligence/national security.
PS 209 Foundations in Intelligence and Counterintelligence
This course introduces students to intelligence and counterintelligence as concepts, processes, and careers. It elaborates historical and contemporary approaches to I/C. The process of intelligence analysis and research is detailed. Students are made familiar with the diverse IC community and the responsibilities of its various members. The process of collection, dissemination, consumption, and feedback within the intelligence discipline is explained. Students will also begin to consider the transformational challenges that exist within the IC for the 21st century.

PS 210 Ethical Controversies in Security and Intelligence
This course lets students engage contemporary analysis and theories into the ethics of intelligence and justice. It aims to expose students not just to general ethics within international relations but also American ethics within the global community. Some of the issues covered will include war, weapons of mass destructions, humanitarian intervention, globalization, and spying. This course gets students to think about deeper underlying philosophical issues within national security.

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 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 317 Introductory Gestrategy
This course introduces students to the subfield of gestrategy. It takes a holistic approach to the study of geopolitics and foreign policy when guided by geographical factors. It examines how geography can inform, constrain and affect political, economic, and military planning. Students learn how a country’s resources, position, and physical factors can change and determine its geopolitical objectives and how geography is sometimes inextricable from strategy.

PS 318 Essentials in Strategic Thought
This course promotes the understanding of tactical and strategic thought at the introductory level. Students learn how theory and strategy help form policy and they identify implications and shifts in long-term strategic patterns and trends. Exposure to concepts such as security culture, use of force, international law, grand strategy, and just and unjust war will be major aspects. The course aims to enhance the theoretical thinking of future strategists, teaching them the various approaches and considerations in developing strategy and long-term policy.

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 320 Security Concepts in Science and Technology
This course gives students an introduction but also in-depth understanding of how science and technology impacts national security and intelligence. It examines how important hard science and technology is in developing areas of national security and intelligence. This includes analyzing cyber-security and cyber-warfare, the emerging relationship between the IC and IT, space reconnaissance, and high-tech espionage. This class aims at attracting undergraduate majors in the sciences to consider a career within the Intelligence Community.

PS 403 Guns, Sex, Drugs: Illicit Activity in Global Politics
This course analyzes transnational crime and corruption issues within global politics. Students will attempt to problem solve various contemporary threats and investigate case studies spanning several critical global regions. Special focus is given to potential national and international responses to transnational threats. This is an upper-division course acquainting students with the pervasive and increasing relevance of criminality and governmental corruption and how it becomes a major aspect of national security policy.

PS 404 Democratization and Development
This course examines how democratization projects around the world succeed or fail and the international dynamics that flow from that success/failure. International threats that emerge from the problems and flaws of implementation are investigated in depth. Case studies are used as teaching tools about international involvement and difficulties with that engagement. This upper-division course aims to make students competent in the long-term national security objectives of establishing peaceful, stable, and prosperous democracies and aware of the problems in accomplishing that goal.

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.

PS 406 Rogue Leaders and Outlaw States
This course analyzes issues of leadership and statehood that run contrary to international norms and democratic standards. Students will investigate key case studies and examine how they offer challenges to the global community and international security. It acquaints students with problem areas and issues in world politics and gets them thinking of conflict-resolution strategies that are both short and long-term. How these strategies are employed within U.S. foreign policy and their likely efficacy is also examined.

PS 407 Eurasian Political Culture and Security
The study of Eurasia (defined as Russia, the Caucasus, Central Asia, Afghanistan, and Pakistan) with an emphasis on understanding the different political cultures and security issues across the region. Students will learn individual domestic concerns, international positions, national security/economic interests, and alliances/conflicts between countries within and beyond the region. This course exposes students to upper-level Comparative Politics and begins to get them thinking about regional specialization.

PS 408 Rebellion, Insurgency, and War
This course investigates the various forms and differences of internal/domestic conflict. Students will be exposed to the global context of civil war and insurgency. Numerous case studies will be analyzed, exposing students to the nature and characteristics of revolution. Understanding the changes in our concepts of old/new wars and how that impacts international peacekeeping and global intervention will be highlighted. Students consider transnational issues that emerge within domestic conflicts and how democracy emerges as both a cause and effect within rebellion.

PS 411 Radical Religion and Political Extremism
This course analyzes various fundamentalist movements around the globe and considers the revival of religious radicalism in the 21st century. Students learn how various ‘fundamentalisms’ impact domestic and global political processes. The process for morphing religious radicalism into political violence is examined. The role of international political economy in the amelioration/ exacerbation of extremism is emphasized. This upper-division course exposes students to a specialization within peace-confront studies.

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 you if you plan on pursuing graduate school, or if you plan to enter a career in psychology or the human services following your bachelor’s degree work. Emphasis is placed on developing the ability to understand and apply research design and to evaluate psychological concepts and applications. You will conduct your own empirical or scholarly research in preparation for graduate study, and as a means to demonstrate good evidence-based practice skills. You also may choose to work in internship settings as a way to learn more about applications of psychology in human service agencies or other settings. As a psychology major or minor, you are encouraged to seek advising on all aspects of your future career from the psychology faculty.

Many of you will present your research at conferences sponsored by the Nebraska Psychological Society, the Nebraska Psychological Association, and regional organizations. These conferences provide opportunities for you to not only present your 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 33)

Major Requirements (34 credit hours)

Foundation Courses:
PY 101 Introduction to Psychology
PY 200 Careers in Psychology
PY 250 Statistics for the Behavioral Sciences
PY 340 Culture and Psychology
PY 353 Introduction to Psychological Research
PY 354 Experimental Psychology
PY 400 Advanced Studies in Psychology

Selected Courses:

Group A – Select one course from the following:
PY 211 Human Development
PY 222 Human Sexuality
PY 235 Fundamentals of Guidance and Counseling

Group B – Select one course from the following:
PY 311 Abnormal Psychology
PY 322 Psychological Assessment
SO 345 Social Psychology
PY 382 Psychology of Women
PY 444 Psychology of Religion

Group C – Select two 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 courses (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:
If you desire to organize your general elective credits in a cohesive way, you 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 if you plan on becoming a counselor or therapist. If you are interested in attending a research intensive graduate program as part of your career goals, you are encouraged to take additional math and science courses, as well as taking PY 450 Psychology Research.

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, behavioralist, 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 322 Psychological Assessment
This course introduces concepts of testing and measurement. Students will examine a variety of psychological tests, learn and basic concepts of measurement statistics, and consider assessment approaches such as rating scales and behavior observation. 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 will write a research proposal including a literature review, an operationally stated hypothesis, and data gathering procedures. Students continuing on to PY 354 Experimental Psychology carry out their research proposal. 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. Prerequisites: 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. 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
For course description, see page 44

SOCIOLGY

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.

You may elect to go on to graduate studies in sociology, social work, counseling, criminal justice, gerontology, human services, or public administration. If you seek employment immediately after graduation, you will likely be 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 you job experience in fields including adult or juvenile justice, aging/senior citizens programs, urban planning, spouse and child abuse shelters, and community mental health programs. See HS 460 Internship.

Sociology (BA)

(127 credit hours – See Degree Requirements, page 33)

Major Requirements (27 credit hours)
SO 101 Introduction to Sociology
SO 230 Research Methods of the Social Sciences
SO 310 Social Problems

SO 322 Social Theory
AN 331 Cultural Anthropology
SO 345 Social Psychology

Plus 9 credit hours of sociology courses.

Sociology (BS)

(127 credit hours – See Degree Requirements, page 33)

Major Requirements (31 credit hours)
SO 101 Introduction to Sociology
SO 230 Research Methods of the Social Sciences
MA 240 Applied Statistics
SO 310 Social Problems
SO 322 Social Theory
SO 345 Social Psychology
HS 460 Internship

Plus 9 credit hours of Sociology courses.

Minor Requirements (18 credit hours)
SO 101 Introduction to Sociology
SO 230 Research Methods of the Social Sciences
SO 322 Social Theory

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
This scientific study of human society emphasizes principles of the sociological perspective. Includes society, demography, culture, status, role, socialization, deviance, groups, organizations, stratification, and social change. Introduction to societal 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 will be 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, social psychological adaptation, and political processes of urban areas. Not offered every year. Prerequisites: SO 101, PS 101, or GE 101, or permission of the 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 crimes, and terrorism; an overview of the criminal justice system; and social reaction to crime: prisons, jails, probation. This course also provides the 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, 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 412 Collective Behavior
The sociological bases of panics, 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 healthcare 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 healthcare, and contemporary critical debates in the field of healthcare and medicine. Prerequisite: SO 101 or permission of instructor

SO 435 Seminar in Sociology
A course designed to permit 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
For course description, page 44

SPORTS MANAGEMENT

College of Arts and Sciences
(127 credit hours – See Degree Requirements, page 33)

The Sports Management major prepares you to enter sports management careers with the knowledge and skills, including critical thinking, communication, management, problem solving, and leadership, required to be successful in today’s sports industry. You are encouraged to pursue a Business Administration minor, which enhances the knowledge and skills of the Sports Management major.

Sports Management (BA)
(127 credit hours – See Degree Requirements, page 33)

Major Requirements (36 credit hours)
AC 205 Financial Accounting
EN 321 Business Communication: Professional Writing, Speaking, and Research
HS 460 Internship
SM 101 Introduction to Sports Management
SM 231 Sports Communication
SM 349 Sports Public Relations and Fundraising
SM 361 Contemporary Issues in Sports
SM 365 Sports Law
SM 404 Sports Management
SM 407 Sports Marketing
SM 461 Sports Facility Management
SM 470 Sports Finance

Business Administration Minor
Requirements (21 credit hours)
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 –

All courses are 3 credit hours.

AC 205 Financial Accounting

This course is an introduction to accounting concepts and the elements of financial statements including basic accounting vocabulary and analysis of business transactions from an accounting viewpoint. Students will be required to recognize, record, and classify new accounting data. Emphasis is placed on corporate accounting. Introductory financial statement analysis and interpretation are also 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 in both short-term and long-term strategic situations. Students will
be expected to explain and apply accounting concepts including basic costing and processes, cost classifications, responsibility accounting, and ethical behavior of the managerial accountant. Prerequisite: AC 205

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 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 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 financial 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 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

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

HS 460 Internship For course description, see page 44

SM 101 Introduction to Sports Management This course is designed to provide students an overview of the structure of the sports industry, issues facing sports organizations, and the field of sports management. Students will be introduced to various career opportunities within the sports industry and have the opportunity to explore those careers further through off campus experiences.

SM 231 Sports Communication This course provides students with the basic knowledge, skills, and understanding of the methods of communication in the world of sports. Applied activities in personal communication, organizational communication, public relations and the media place an emphasis on being an effective communicator within the high school, university and professional sports setting.

SM 315 Sports Statistics and Technology Students explore various electronic technologies within the sports management field as they gather statistics, prepare budgets, investigate new applications, prepare proposals, and present messages. Learning activities will involve practical applications that will prepare them for tasks and projects in their sports management careers.

SM 349 Sports Public Relations and Fundraising This course provides students with the basic knowledge and understanding of public relations and fundraising within the sports world. Applied activities give students an opportunity to develop skills related to public relations and fundraising within the high school, university, private, and public sports settings.

SM 361 Contemporary Issues in Sports This course is designed to explore the role sports play in society by examining a variety of issues in sports. Past and present societal impacts will be investigated in order to better understand the role sports play in our current culture and how sports will affect society in the future.

SM 365 Sports Law This course examines and explores laws relevant to sports managers and those involved in athletics. The goal of this course is to explain the legal background and laws affecting sports and recreational activities in such a manner as to be understandable to students, administrators, and others involved within the sports industry.

SM 404 Sports Management This course provides students with the basic theories, techniques, and knowledge related to management within the sports industry, including the functions of planning, organizing, leading and controlling. Applied activities give students an opportunity to develop practical skills which can be utilized to manage within the sports industry. Prerequisites: SM101

SM 407 Sports Marketing This course is designed to provide a comprehensive introduction to the field of sports marketing. Current sports marketing concepts and practical applications including the functions of research, segmentation, strategy and implementation are covered. Students will engage in the development of a marketing plan for a sports product or organization. Prerequisites: SM101

SM 461 Sports Facility Management This course addresses principles of sports facility management and practical problem solving required of professionals for common challenges related to usage and success. The course will include an in-depth analysis of facility administration, facility systems, and long-term development. Prerequisites: SM101

SM 470 Sports Finance This course covers basic financial management principles, concepts and techniques encountered within the sports industry. Students have the opportunity to apply this knowledge to various segments within the sports industry in order to gain a deeper understanding of financial management. Prerequisites: SM101 and AC 205

WOMEN’S STUDIES

College of Arts and Sciences

The minor in Women’s Studies enables you 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. You can apply your knowledge of gender issues not only in your daily life, but also to help understand how gender impacts behavior and decisions in work settings. Choosing a minor in Women’s Studies will well qualify you to work in areas such as human resources or EEOC settings, as well as the human services.

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

Note: 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.

Arts and Sciences
Certificates of Completion

Audiology Assistant/Hearing Aid Specialist Certificate of Completion
As our population ages, so does the need for hearing specialists and those who support them. With your Audiology Assistant/Hearing Aid Specialist (formerly known as Audimetric Technician/Hearing Aid Dispenser) Certificate of Completion, you can become an invaluable member of the Audiology office team.

Term I – 12 Weeks
AUD 120 Introduction to Audiology
AUD 121 Hearing Aid I
AUD 125 Anatomy and Physiology of the Ear
AUD 126 Ear Impressions and Federal Regulations

Term II – 12 Weeks
AUD 220 Hearing Aid II
AUD 221 Tympanometry/Otoacoustic Emissions
AUD 225 Troubleshooting
AUD 226 Applied Audiology: Infection Control/Practicum

Courses
All courses are 3 credit hours.

AUD 120 Introduction to Audiology
Introduction to Audiology introduces the student to the science of Audiology. The student examines the fundamentals of hearing assessment and how they are applied to the hearing impaired patient. All aspects of audiology, including testing protocols, instrumentation, and audiomteric interpretation will be examined in great detail. Upon completion of this course the student will not only be able to interpret and understand audiological testing procedures but also participate in testing patients themselves. In addition, the student will be made aware of the professional responsibilities he or she will have to the audiologist for whom they are working closely with while seeing patients.

AUD 121 Hearing Aid I
Hearing Aid I introduces the student to the science of fitting hearing aids and provides the student with a working knowledge of basic concepts, principles, and rationales involved in the hearing aid fitting. The student will examine the physical and acoustic characteristics of hearing aids; including analog, programmable, and digital processing instruments and their components.

AUD 125 Anatomy and Physiology of the Ear
Anatomy and Physiology of the Ear introduces the student to workings of the human auditory system. In order to effectively counsel patients in regards to their hearing difficulties, provide rehabilitative treatment, interpret and explain tests administered in audiological practice, the fundamentals, and rationales involved in the hearing aid fitting process must be understood. This course provides a detailed explanation on how sound travels through the system and how it is processed. Pathological conditions that interrupt sound transmission will also be examined.

AUD 126 Ear Impressions and Federal Regulations
Ear Impressions and Federal Regulations introduces the topics that allow students to obtain the basic skills and competencies to take an accurate impression and make appropriate decisions as they relate to earmold and hearing shells. Some of the specific topics covered include: performing otoscopic examinations, taking earmold impressions, and earmold and hearing aid shell acoustics.

AUD 220 Hearing Aid II
This course covers the electroacoustic and physical characteristics of hearing aids and builds upon the information from Hearing Aid I to provide the student with a working knowledge of more advanced hearing aid science concepts, principles, and rationales involved in the hearing aid fitting process. The physiological and psychoacoustic aspects of the hearing aid science are introduced to the student.

AUD 221 Tympanometry/Otoacoustic Emissions
This course will be an introductory survey of theoretical and applied auditory physiological measures including Otoacoustic Emissions and Tympanometry and also their analysis and interpretation of said measures in the hearing healthcare environment.

AUD 225 Troubleshooting
This course is designed to familiarize the student with common perceived and real problems encountered by patients in an audioligic practice providing the full scope of diagnostic and hearing aid related services. Emphasis will be placed on proper questioning and analysis to uncover the nature of any problem, and logical and effective remediation methods.

AUD 226 Applied Audiology: Infection Control/Practicum
This course is designed to familiarize the student with fundamentals related to infection control with a specific application to those principles to the audiology environment. Emphasis will be placed upon practical application of these principles.

Graphic Design Fundamentals
Certificate of Completion
To earn this certificate of completion, you will need to complete the first group of courses and one additional group. Courses have been revised for both online and residential delivery as well as delivery.

The courses for this certificate take advantage of technology and creative design, while incorporating communication, ethics, history, and art.

Complete the first course group and one other

What is design really? The fundamentals, problem solving and history of Graphic Design
GD 116 Problem-solving and Idea Generation
GD 210 Design Basics
GD 215 History of Contemporary Graphic Design

Turning pages: Print design fundamentals, pages and publications
GD 220 Fundamentals of Print Design
GD 320 Single Page Design
GD 420 Publication Design

So you want to make websites?
Web design fundamentals, code and design
GD 230 Fundamentals of Web Design
GD 330 CSS, XHTML, etc.
GD 430 Web Page Design

Hey, that’s mine! Marketing, ethics and legal issues in design
GD 265 Graphic Design Marketing
GD 365 Graphic Design Legal Issues
GD 465 Graphic Design Ethics

Branding by Design
GD 250 Identity Design
GD 350 Branding

Digital drawing: Illustration methods and techniques with a splash of organic
GD 240 Illustration
GD 340 Type Design
GD 440 Organic Illustrations

Movers and shakers: Sound, video and multimedia for the web
GD 335 Flash
GD 433 Video
GD 434 Sound

Courses

What is design really? The fundamentals, problem solving, and history of Graphic Design
Print design is more than just ads or logos or posters. It takes more than knowing how to use a computer to create a useful website. These classes will introduce you to the fundamentals used in both print and web design—establishing a solid foundation to build upon.
Problem solving is the basic function of a graphic designer. To solve creative problems, you will need ideas and an understanding of how to implement those ideas into solutions. The history of contemporary graphic design is essential to understand where design has been and the impact it has on current trends.

**GD 116 Problem-solving and Idea Generation**
This course will examine the importance of problem solving skills and explore methods for generating original solutions to the creative problems faced in graphic design. The importance of research and research methods will also be emphasized.

**GD 210 Design Basics**
This course will look at the fundamental elements and principles of design necessary to solve graphic design problems. Topics including grids, hierarchy, contrast, balance, and color will be applied to print- and web-based projects. Problem solving and critical thinking skills will be further developed.

**GD 215 History of Contemporary Graphic Design**
This course examines the history of contemporary graphic design. Students will apply course content to evaluate and discuss contemporary design issues with emphasis on the evolution of visual communication and its impact on contemporary design.

- **Turning pages: Print design fundamentals, pages, and publications**

  Print is dead (so they keep saying), but we still buy and use printed materials. This cluster will introduce you to print design. It takes more than a word processor to create effective print solutions. Understanding typography, layout, color, and much more will insure you will be able to create real-world projects ranging from business cards to multi-paged publications and everything in between. The proper use of industry standard software is also covered.

**GD 220 Fundamentals of Print Design**
This course examines the basic fundamentals specific to print design. Topics including typography, grid implementation, layout, white space, and color will be explored. Students will learn how a project goes from an initial idea to a final printed product.

**GD 320 Single Page Design**
This course applies the fundamental concepts of graphic design through the creation of projects ranging from poster design to business stationary design. Projects will range from one-color to multiple color projects with real-world specifications and issues. The use of project appropriate software will be established.

**GD 420 Publication Design**
This course offers a further exploration of more advanced methods and techniques with a focus on page layout and publication design. The full range of industry standard hardware and software will be utilized. Projects ranging from brochure to book design and layout will enable students to further develop their problem solving skills and critical thinking abilities.

- **So you want to make websites? Web design fundamentals, code, and design**

  The Internet, as a technology-based entity, is always changing. Along with the technological aspects of change, the Internet is guided by changes in design trends as well. These classes combine to give you a basis for web creation through the code used to provide the tangible hits, and they also provide you a basis for the visual aesthetic to create visually stunning websites that function correctly. You will learn about current trends, design basics for the web, semantic markup, accessibility, and user experience.

**GD 230 Fundamentals of Web Design**
This course will provide a theoretical overview of issues relating to web design. Topics will include web standards, design problems, accessibility/visibility, and hosting. Projects will be based on research & presentations rather than technical applications thus providing students with the needed information to continue with Web Design.

**GD 330 CSS, XHTML, ETC**
This course introduces the fundamental concepts of web design with a focus on XHTML-based design that meets current web design standards. All aspects relating to developing a website will be explored, as students are required to complete a website project. Problem solving and critical thinking skills related to web development will also be addressed.

**GD 430 Web Page Design**
This course will cover topics such as animation, interactivity, video, and sound in relation to their purpose in web design. Projects will range from simple banner-style advertising to full website development to develop a student's understanding of web development and usability interfaces. The specific design needs and issues found in web design, such as color, contrast, placement, and navigation will be explored. Problem solving and critical thinking skills will be further developed.

- **Hey, that’s mine! Marketing, ethics, and legal issues in design**

  Graphic design is usually thought of from the visual aspect: colors, typography, and layout. In fact, one of the main functions of graphic design is to help sell products. To do this successfully, all of the aesthetic functions of a piece of design appeal to the target market for that product or advertisement. These classes form the foundation of marketing, and ethical and legal issues that may be found in the graphic design field.

**GD 265 Graphic Design Marketing**
This course examines the role of graphic design in advertisements, promotions, and integrated communications in print and on the web. Students analyze the design process that brings promotional media in line with the goals of the organization. Students will use, create, and evaluate slogans, advertisements, and brochures as well as review, develop, and analyze different types of advertising. This course focuses on basic principles of marketing from the point of view of the designer.

**GD 365 Graphic Design Legal Issues**
Students examine current legal and ethical issues shaping the traditional print and current Internet topics. Coverage includes ethics theories and philosophies, legal terminology, legal research, social responsibility, and government regulations. Classic case studies will enhance understanding of how legal issues can be avoided or lessened through graphic design.

**GD 465 Graphic Design Ethics**
This course focuses on graphic design from an ethical perspective in business, law, civil liberties, privacy, and culture. The course examines several different methods for students to design assimilating the most current and best ethical choices.

- **Branding by Design**

  Branding is essential to every business or corporation, and many individuals. These courses will work through many aspects of branding, from logo creation to marketing and implementation. Understanding the market and needs of stakeholders is vital in effective branding—whether it be for a small nonprofit or a merger of two international corporations. Branding incorporates marketing and even anti-marketing will be covered as well. The need to create a branding solution to meet the client’s needs is what it all boils down to.

**GD 250 Identity Design**
This course will focus on the creation of effective logos (logotypes and marks), typographic sets, color palettes, etc. The student will research the client's needs, the stakeholders, and the audience to establish solutions.

**GD 350 Branding**
This course will focus on design bringing 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.

**GD 450 Alternative Branding**
This course will explore various means of marketing including viral, social media, anti-marketing and anti-advertising campaigns. The global market place is not “one size fits all” place—different cultures require different approaches. Environmental concerns must also be considered from a sustainable and a visual clutter aspect.

- **Digital drawing: Illustration methods and techniques with a splash of organic**

  Computers have brought about a change to what designers can do with printed media; more technical printing is possible with digital rather than analog processes. The down side to this phenomenon is that many designers fail to look outside of the computer for inspiration, when that is where they need to look to keep their designs human. This course examines the basics of illustration and type design while giving you the skills necessary to incorporate organic or hand-generated textures and elements to your design.

**GD 240 Illustration**
This course provides an exploration into various digital
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.

**GD 340 Type Design**
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.

**GD 440 Organic Illustrations**
This course provides an exploration into various organic illustration methods and styles utilizing hands-on techniques such as tearing, drawing, painting, tracing, and rubbing. Emphasis is placed on the organic, with students seeking solutions to the design problems through organic elements that they can see or photograph. Problem solving and critical thinking skills will be addressed through the use of real world styled projects.

- **Movers and shakers: Sound, video and multimedia for the web**
  Flash-based games are a simple way to get into the field of computer gaming. Numerous websites are dedicated to Flash-based games, and they can be much simpler to design than fully rendered games. Learn the fundamentals of Flash games, interactivity, and gaming principles. After completing this course, you should be able to design simple Flash games that can be incorporated into a company’s marketing strategy for engaging customers.

**GD 335 Flash**
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 understanding of the tools and skills associated with the software.

**GD 433 Video**
This course introduces the student to the principles and practice of game design and the principles of gaming using Adobe Flash™. The different types of game environments will be covered with a fundamental understanding of the code necessary to make them work.

**GD 434 Sound**
This course provides an in-depth study of interactivity, including the elements of user experience and methods for designing and developing effective interactive interfaces. The fundamentals of design as related to interactivity and user experience will also be covered.

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**Home and Hospice Care Certificate of Completion**
Certificate of completion consists of the following:

**ELDER CARE CORE:**
- HHS 315 Normal Aging and Disease Changes
- HHS 320 Human Resource Management
- HHS 330 Environment of Care (EOC) Management

Plus the following 3-credit course:

**HHS 325 Home and Hospice Care**
In this course the student will learn how to develop and implement services consistent the needs of people receiving care in their home including hospice (end-of-life) care. They will develop a model of needs, services, man power, housing, food services, physical care and safety, resident rights and liberties, ethics, documentation considerations, and basic regulatory and financial considerations.

**Hemodialysis Certificate of Completion**
The need for Hemodialysis Technicians is at a critical point. The demand in this field is fueled by epidemic-level increases in illnesses such as diabetes. Currently, more than 400,000 people in the U.S. are in need of dialysis services. By 2020, the number will increase to 1.5 million people.

Hospitals and dialysis centers are hiring Certified Hemodialysis Technicians (CHT). Upon completion of this course, you will be prepared to sit for the CHT or similar exams after getting the required on-site experience per each state.

**Six 4-Week Courses (3 credit hours per class)**
- HDT 101 Renal Anatomy and Physiology
- HDT 103 Principles of Dialysis and Hemodialysis
- HDT 206 Vascular Access and Management of Hemodialysis
- HDT 207 Holistic Approach to Hemodialysis
- HDT 208 Environment of Care
- HDT 210 Hemodialysis Observation

**Courses –**

**HDT 101 Renal Anatomy and Physiology**
The course is designed to provide an overview in understanding the basic anatomy of the renal system and chemistry of body fluids. The student will become familiar with renal anatomy and physiology and renal pathology. Medical terminology, major body systems, and classifications of renal failure with current treatment options will be presented.

**HDT 103 Principles of Dialysis and Hemodialysis**
This course will teach the laboratory and imaging tools used to diagnose and manage renal failure and hemodialysis. The history and principles of dialysis will be addressed as well as the importance of water treatment and electrolyte balance.

**HDT 206 Vascular Access and Management of Hemodialysis**
The course will illustrate the types, function, and care of the vascular access with recognition and management of complications and problem solving during a dialysis session including the use of heparin. Review AAMI standards for reuse of the dialyzer.

**HDT 207 Holistic Approach to Hemodialysis**
The course is designed to provide an overview of the broad concerns for a patient with renal failure in need of hemodialysis. Student will investigate medication used in hemodialysis, the role of nutrition, and options for care. The psychosocial aspects of dialysis therapy for patients and their families will be explored.

**HDT 208 Environment of Care**
The course is designed to provide an overview of the collection of patient data before, during, and after dialysis and its proper documentation. Review specific disease processes related to ESRD in the elderly and pediatric patient population. Learn the principles and practices of infection control, universal precautions, handling of hazardous material, and appropriate regulations.

**HDT 210 Hemodialysis Observation**
This course is designed to provide an overview of the entire process and scope of hemodialysis. Topics will focus on the study of ethics as it pertains to the healthcare profession, making decisions respecting the patient, differentiating between rights and needs, and the disclosure of health information. The Health Information Portability Accounting Act (HIPAA) will be reviewed with references to inspection organizations. The 12 hour observation assignment will provide the opportunity for students to observe hemodialysis in a clinical setting of their choice and validate simple vital sign skills. This will prepare the student to begin the clinical experience as required by each state prior to the BONENT, CHT or similar certification examination.

**Nursing Home Care Certificate of Completion**
Certificate of completion consists of the Elder Care Core (see page 68) plus the following 3 credit hour course:

**HHS 310 Residential Care Management – Able to sit for NAB exam**
In this course the student will develop and implement services consistent with the long term care residents needs and preferences by exploring the following: medical and nursing practices, activities of daily living, nutrition and food services, physical care and safety, customer service concepts, resident rights and civil liberties, ethics, documentation of services and the meeting the psychosocial and spiritual needs of the residents.

**Residential Care/Assisted Living Certificate of Completion**
Certificate of completion consists of the Elder Care Core (see page 68) plus the following 3 credit hour course:

**HHS 321 Residential Care Management: Client versus Patient? – Able to sit for NAB exam**
In this course the student will develop and implement services consistent the diverse needs of people in a continuum of care including: independent living, assisted living, adult day care, and residential care (unskilled). They will construct a model of needs, services, man power, housing, food services, physical care and safety, resident rights and liberties, ethics, documentation considerations and basic regulatory and financial considerations.
Courses —
All courses are 3 credit hours.

HHS 315 Normal Aging and Disease Changes
The student will contrast the normal changes that occur with aging against those caused by disease or injury. This will include psychosocial changes and the effect of societal and economic pressures on the elderly and how the dynamic of aging and disease changes their healthcare. (Counts as General Education Core Credit in Natural Science (NS) or as elective credit)

HHS 320 Human Resources Management
In this course the student will develop policies that include federal, state, and local laws as they relate to resident care and employee interactions. They will analyze the aspects of planning, implementing and evaluation of recruitment, performance appraisal, training, marketing, confidentiality, and cultural diversity for healthcare employees.

HHS 330 Environment of Care Management
In this course the student will investigate three facets critical to a long term healthcare facility management: Safety, Finance, and Patient Care including federal, state and local inspections and regulations.
BUSINESS PROGRAMS
ACCOUNTING
College of Business

The Accounting area provides you 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 you for a career in the accounting field. The program also enables graduates to pursue advanced degrees.

Accounting (BS) (127 credit hours — See Degree Requirements, page 33)

Major Requirements (73 credit hours)
In addition to the General Education Core Curriculum, students must complete the Common Professional Component which is required of all College of Business students, the Accounting Major Requirements (listed below), and Other Requirements (listed below). A minimum of 24 upper-level credit hours (AC courses 300-level or above) 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. As will all majors, students must achieve an overall GPA of 2.0 for all coursework and a 2.5 GPA for the Accounting Major coursework noted with an asterisk (*) below.

Common Professional Component
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 439 Business Policy and Strategy†
- BA 450 Business Ethics
† Must be taken in residence

Accounting Major Requirements
- AC 311 Intermediate Accounting*  
- AC 312 Intermediate Accounting II*  
- AC 321 Cost Accounting*  
- AC 333 Income Tax Accounting*  
- AC 341 Accounting Information Systems*  
- AC 416 Advanced Accounting Problems*  
- AC 442 Financial Auditing*  

Plus an additional 6 hours of upper-level accounting:
- AC 396 Accounting Internship*

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*  
* Course must be completed with a GPA of 2.5 or better

Other 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, you must coordinate a degree plan with the Director of Accounting.

The 4 + 1 Accounting program provides a smooth transition from the undergraduate degree in Accounting to the MBA with the Accounting Concentration. The program may allow you to reduce the number of hours needed in-residency in your major in order to grant you early placement in the MBA program.

To gain admittance to the program, you will need to complete the application form, and complete the requirements below. During your junior or senior year at Bellevue University, you will arrange a degree completion program with an Accounting Advisor, which will be approved by the Director of Accounting. Upon completion of the 4 + 1 degree undergraduate requirements, you will be admitted to the MBA with Accounting Concentration program. Under the 4 + 1 program, you may apply for the undergraduate diploma after completing 6 hours of graduate coursework in accounting as approved by the Director of Accounting.

You will need to 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

Minor Requirements (15 credit hours)
Requires 12 credit hours in residency and not applicable to accounting majors. All prerequisites must be met.

- AC 311 Intermediate Accounting  
- AC 312 Intermediate Accounting II  
- AC 321 Cost Accounting  

Plus two 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
If you are planning to sit for the Uniform CPA Examination in Nebraska, you 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 nonprofit 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. You will take the 400-level courses at the undergraduate level and the 600-level courses at the graduate level for credit. If you have completed a cross-listed course at the 400-level, credit will not be granted at the 600-level in the same course. Cross listed accounting courses taken at the undergraduate level may not be repeated at the graduate level for credit

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 including basic accounting vocabulary and analysis of business transactions from an accounting viewpoint. Students will
be required to recognize, record, and classify new accounting data. Emphasis is placed on corporate accounting. Introductory financial statement analysis and interpretation are also 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 in both short-term and long-term strategic situations. Students will be expected to explain and apply accounting concepts including basic costing in processes, cost classifications, responsibility accounting and ethical behavior of the managerial accountant. Prerequisite: AC 205

**AC 311 Intermediate Accounting**
This course is designed for students pursuing accounting or business careers 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**
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 or CIS 101

**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 206

**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 Accounting Internship**
The course provides students with an opportunity to receive practical training in accounting. Prerequisites: 1. Students must have junior or senior status. 2. Students must complete 18 credit hours in residency in the College of Business. 3. A minimum of 9 of the 18 hours must be in upper level (300–400) accounting courses. 4. Students must have a minimum GPA of 3.0 in the College of Business. 5. Faculty approval is required. (1 to 3 credit hrs)

**AC 416 Advanced Accounting Problems**
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 preparation of consolidated financial statements. Students will also prepare detailed reports required in the formation and dissolution of partnerships and in the accounting activities required as a fiduciary responsible for estates and trust. Prerequisite: AC 312

**AC 418 Accounting Theory**
This course 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 user 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 placed on understanding the importance of convergence of financial reporting and the adoption of international financial reporting 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. Prerequisite: AC 312

**AC 424 Advanced Cost Accounting**
This course examines advanced managerial and cost accounting concepts. 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 312

**AC 432 Advanced Tax Accounting**
The course introduces students to specialized areas of taxes, 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: 3 hours of taxation or 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 covers professional ethics, legal liability of the auditor and the impact of the POWOB on the development of professional standards. Students will apply their understanding of the audit function in an assigned audit 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 in such areas 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. Prerequisites: 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 you in real-world business applications that enhance decision-making skills and career development. You 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 your 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 you to be an effective and valued decision maker in business and society. The major prepares you for career advancement as well as advanced graduate business studies.

**Business Administration (BS)**
(127 credit hours — See Degree Requirements, page 33)

**Major Requirements (66 credit hours)**
The following degree is Servicemembers Opportunity College (SOC) Approved.

Students must complete the Common Professional Component which is required of all College of Business students, the Business Administration Requirements (listed below), and Other Requirements (listed below) if they are not taken in the General Education Core Curriculum. A minimum of 21 upper-level credit hours (BA courses 300-level or above) in the major must be taken in-residence. Upper-level credit hours in the Common Professional Component may be used to fulfill the 21-credit hour residency requirement. As part of your major, you also may select an area of emphasis in Finance, Human Resource Management, Management, or Marketing. This program is offered in class and online. As will all majors, students must achieve an overall GPA of 2.0 for all coursework and a 2.5 GPA for the Business Administration Major coursework noted with an asterisk (*) below.

**Common Professional Component**
The following nine courses are designated as the Common Professional Component (CPC) and are required for the Business Administration 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 439 Business Policy and Strategy†
- BA 450 Business Ethics*

* Course must be completed with a GPA of 2.5 or better
† Must be taken in-residence

**Business Administration Major Requirements**
- BA 412A Intermediate Finance*
- BA 426 Managing Operations in a Changing Economy*
- BA 433 Organizational Behavior*
- BA 465A Business Law*

Plus an additional three courses* (9 credit hours) of BA courses selected from any upper-level courses not already required

* Course must be completed with a GPA of 2.5 or better

**Other Requirements**
- BA 222 Intermediate Computer Concepts and Applications
- BA 240 Critical Thinking and Decision Making Skills
- EC 201 Macroeconomics
- EC 202 Microeconomics
- EN 321 Business Communication: Professional Writing, Speaking and Research
- MA 240 Applied Statistics

**Business Administration Major Emphasis Options (minimum of 9 credit hours)**
The emphasis options below provide you with an opportunity to focus your studies in a career component area of particular interest.

**Finance Emphasis**
Select three courses from the following:
- BA 402 Risk Management
- BA 416A Investments
- BA 417 International Finance
- BA 420 Cash Management

**Human Resource Management Emphasis**
Select three courses from the following:
- BA 333 Human Resource Management
- BA 436 Compensation and Performance Management
- BA 438 Human Resource Law
- BA 446 Strategies for Recruitment and Selection of Human Resource

**Management Emphasis**
All three of the following:
- BA 333 Human Resource Management
- BA 434A Organization Management and Theory
- BA 437 International and Global Business

**Marketing Emphasis**
Select three courses from the following:
- BA 452A Marketing Strategy Concepts and Processes
- BA 455 Internet Marketing
- BA 456 International Consumer Behavior
- BA 458 Sales Management
- BA 463 Global Brand Marketing

**Business Administration Minor Requirements (21 credit hours; 6 credit hours upper-level)**
Requires 12 credit hours in-residence and not applicable to Accounting majors or Business Administration majors.

**Courses**
Some business courses are cross listed as both 400- and 600-level. You will take the 400-level courses at the undergraduate level and the 600-level courses at the graduate level for credit. If you have completed a cross-listed course at the 400-level, credit will not be granted at the 600-level in the same course. Cross-listed business courses taken at the undergraduate level may not be repeated at the graduate level for credit.

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: Recommend prior computer knowledge

**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 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 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, BA 210 or MA 110

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 modeling. 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 examines the roles and functions of human resources management within modern business organizations. It describes, analyzes, and assesses human resources roles in operations and strategies. Topics include: recruitment, selection, training, performance appraisal, compensation management, legal compliance, workplace safety and health, and employee/employer rights. Prerequisite: BA 232

BA 380 Shaping Smart Business Arrangements
This course focuses on developing 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 are designed to prepare the students to provide contracting support within the overarching business relationships of government and industry.

BA 384 Mission Focused Contracting
This course focuses on the entire acquisition process from meeting with the customer to completing the contract closeout process. Students can learn to apply leadership, problem solving, and negotiation skills. Using an integrated case study approach, students can apply the knowledge and skills gained in previous courses. Prerequisite: BA 380 or CON equivalent 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 312

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 mimic experiences and applications found in certain finance careers. 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 marketplace. The course addresses the fundamental risks inherent in international business and the use of financial securities to hedge these risks. Prerequisite: BA 312

BA 420 Cash Management
Cash Management, also known as treasury management, short-term financial management, or working capital management addresses fundamental principles and practices concerning cash management for businesses operating in today’s financial markets. This course challenges students to understand and assess fundamental principles, practices and applications relevant to efficient and effective cash management and to understand why cash management is a critical success factor for businesses of any type. Topics addressed: the role of cash management, credit, accounts receivable, 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 other contemporary issues. Prerequisite: BA 312

BA 423 Business Modeling and Planning
This course introduces modeling as a tool for decision making and planning. Emphasis is on understanding the mechanics of various models and their applications to business. Topics include: optimization models, network models, inventory control, waiting lines, decision theory, and multi-criteria decision models. Large-scale problem solving is facilitated through use of software. Prerequisite: BA 323A

BA 426 Managing Operations in a Changing Economy
This course will examine the operations component of the organization. Cases in production and 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 production technology, product/process design, facility layout, materials and capacity requirements planning, and quality control are included. Computer software is used to generate answers for further analysis. 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. 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. 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 examines the approaches and systems that firms use in international and global businesses operations. This includes the examination of international trade theory, tariffs and regulations systems, financial exchange systems, political and legal systems, and cultural value systems. 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 law. 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
The course emphasizes research and analysis of external and internal forces that impact the organization and strategic success as well as action-implementing tools that are used to integrate the organization’s scope, strategies,
and policies. External factors include competitive analysis, customer trends, political, legal and technological factors. Internal factors include analysis and evaluation of current business strategies, organizational systems, resource deployment, and culture. The course culminates the undergraduate business program with the capstone project. Prerequisite: Senior standing (previously, this course should be taken in the student’s final semester)

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 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. 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. 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 Behavior
This course is to introduce International Consumer Behavior, with emphasis on developing a customer focus and competitive advantage by using consumer behavior analysis. The goal is to understand what effects stemming from internal and external influences affect the consumer decision making process in the global economy. Identifying customer behaviors leads to designing products/services to meet their needs and wants consistent with the different consumer characteristics found throughout the global marketplace. 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
This course examines and explores laws relevant to business and business relationships. Topics include: the legal environment of business, contracts, debtor-creditor relationships, agency relationships, and property law. Prerequisite: BA 252

BA 467 International Law
This course examines basic international laws with the goal of helping students understand the structure within which states, organizations, and individuals function in a global environment. The international framework will be analyzed and contrasted with the framework governing domestic relationships. Customs and norms will be explored, along with ethical and moral concerns, issues in human rights, environmental considerations, 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 will apply acquisition planning, cost analysis, negotiation and contract administration concepts/theories/methods/techniques. The following topics are also examined: supply case study, cradle to grave operations, incentive contract, cost analysis, negotiations, presentations, legal issues and contract management. Prerequisite: BA 482 or CON equivalency 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 the College of Business. The internship application must be approved in advance of registering for the course. Contact the College of Business office for details. Prerequisites: 1. Students must have junior or senior status. 2. Students must complete 18 credit hours in residency in the College of Business. 3. A minimum of 9 of the 18 hours must be in upper level (300-400) accounting courses. 4. Students must have a minimum GPA of 3.0 in the College of Business. 5. Faculty approval is required. 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)
Professional Programs
ADULT EDUCATION

College of Professional Studies (Accelerated Program)

This program prepares you for instructional responsibilities in professional education settings, such as vocational education, adult education, and training. You will understand how continuing education and training leads to improved performance in the classroom and the workplace. You 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 if you wish to go into training and development positions. The program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Adult Education Accelerated Degree Completion Program. You will be required to have access to a webcam for this program.

Adult Education (BS) (127 credit hours – See Degree Requirements, page 33)

Major Requirements (36 credit hours)
AEDU 301 Foundations of Continuing Education and Training
AEDU 311 Adult Learning Theory
AEDU 321 Learning Styles Fundamentals
AEDU 331 Critical Thinking and Evaluation
AEDU 341 Classroom Instructional Methods and Delivery
AEDU 401 Electronic Instructional Methods and Delivery
AEDU 411 Learning Assessment and Evaluation
AEDU 421 Instructional Design Processes
AEDU 431 Instructional Design Strategies

Courses –
All courses are 4 credit hours.

AEDU 301 Foundations of Continuing Education and Training
This course will cover the underlying issues and concerns faced by adult learners. It will provide the basic knowledge and skills for students involved in adult education and/or training. AEDU 301 will also help students gain a better understanding of how continuing education and training leads to improved performance in the classroom and the workplace.

AEDU 311 Adult Learning Theory
This course examines adult learning theory as it applies to factors that influence and facilitate adult participation and learning. This course also explores how differences influence learning, motivation, and curriculum development.

AEDU 321 Learning Styles Fundamentals
In this course, students will examine 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. This course will provide educators with concepts and tools to work with a variety of student learning styles. It will help them expand their repertoires and create inclusive learning environments for their students.

AEDU 331 Critical Thinking and Evaluation
This course 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.

AEDU 341 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.

AEDU 401 Electronic Instructional Methods and Delivery
This course will provide an overview of the most recent technologies that are available to design and deliver effective learning programs for adults. It 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.

AEDU 411 Learning Assessment and Evaluation
In this course, students will discover more about the evaluation process. They will engage in developing learning outcomes, objectives, and will develop processes to assess and evaluate their curriculum to determine if learning objectives and outcomes have been reached.

AEDU 421 Instructional Design Process
In this course, 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 focuses on assessing and improving teacher performance through instructional and non-instructional methods, utilizing active learning techniques, and engaging students both in class and online.

AEDU 431 Instructional Design Strategies
In this course, students will learn how to apply the instructional design process and will integrate their ideas to develop instructional design strategies to create their own instructional methods and materials. They will also examine ways in which to assess student learning and their instructional strategies. At the completion of AEDU 421 and 431 students will have created or revamped a training or instructional program or course utilizing the process and strategies they have learned.

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. Topics include: information management, operations, economics and marketing, finance and accounting, and law and ethics. The program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Business Accelerated Degree Completion Program.

Business (BS) (127 credit hours – See Degree Requirements, page 33)

Major Requirements (36 credit hours)
BUSC 305 Business Communications
BUSC 315 Introduction to Research
BUSC 325 Business Accounting
BUSC 335 Marketing Essentials
BUSC 345 Management Theory
BUSC 405 Organizational Behavior
BUSC 415 Business Economic Theory
BUSC 425 Management of Information Systems
BUSC 435 Legal and Ethical Environments of Business

Courses –
All courses are 4 credit hours.

BUSC 305 Business Communications
Theory and practice of written and oral communication skills are essential in the business and work place. Students will be presented 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.

BUSC 315 Introduction to Research
The ability to research, synthesize and write clearly is an essential business task. This course will enable students to conduct research and summarize their findings in a professional manner. Students will learn how to conduct both online and library based research and to organize, develop, and edit their work for professional projects.

BUSC 325 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.

BUSC 335 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 multiculturality.

BUSC 345 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.

BUSC 405 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.

BUSC 415 Business Economic Theory
This course is 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.

BUSC 425 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.

BUSC 435 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, work place rights, and related issues.

BUSINESS INFORMATION MANAGEMENT / BUSINESS ANALYSIS AND MANAGEMENT
College of Professional Studies
(Accelerated Program)

The name of this program will be changed to Business Analysis and Management beginning with cohorts in July 2010. This program is offered in the accelerated, cohort-based format. The Business Information Management program will prepare you if you do not have a computer technology degree or coursework, for business analyst, project management, management within information technology, and positions within industries with technical applications. The degree focuses on the broad concepts of information systems focusing on the business analyst role within an organization. The program provides you with a foundation of information technologies and enterprise information integration used in business applications. The program is designed to prepare you to sit for the Certified Business Analyst Professional (CBAP) exam. The program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Business Information Management Accelerated Degree Completion Program.

This program was formally known as Business Information Systems.

Business Information Management / Business Analysis and Management (BS)

(127 credit hours — See Degree Requirements, page 33)

Major Requirements (36 credit hours)
As of July 1, 2010, all course ID number prefixes will be changed from BIMC to BAMC to reflect the change in the name of the program.

BIMC/BAMC 300 Business Communications and Research
BIMC/BAMC 310 Organizational Management and Problem Solving
BIMC/BAMC 320 Strategic Management
BIMC/BAMC 330 Managing and Using Information Systems
BIMC/BAMC 340 Fundamentals of Business Analysis
BIMC/BAMC 400 Business Requirements and Analysis
BIMC/BAMC 410 Process Mapping and Project Design
BIMC/BAMC 420 Business Process Modeling
BIMC/BAMC 430 Project Management

Courses —
All courses are 4 credit hours.

BIMC/BAMC 300 Business Communications and Research
This course will facilitate students developing competency in research and planning methods by conducting an analysis of a topic germane to the students’ professional interests. Students will be able to apply specific standards used in the business world for both written and oral communication. Students will examine ethical standards as it relates to research and writing. The methodology for research and planning is explored and utilized to develop a proposal for the Capstone Project.

BIMC/BAMC 310 Organizational Management and Problem Solving
This course is designed to improve the application of organization theory and systems thinking in teaching and practice. The student will study and analyze the five key themes in the nature of the organization and management to include technical, structural, psychosocial, managerial, and cultural through the analysis of measured incidents. The student will be exposed to case studies allowing the learner to evaluate the relevance to contemporary settings and to recognize the model for describing, analyzing, and responding to organization and management problems. Theory is applied and expanded as needed to a broader social context, engaging the student in a thorough understanding in the development of organization theory and problem solving.

BIMC/BAMC 320 Strategic Management
Students will be introduced to the most current strategic management theories and practices. The course will cover world-class organizations, the guerrilla view of competitive advantage, online communities, data mining, real options, and several others. Students will analyze the concepts of strategic management such as competitive advantage, SWOT, corporate growth, and strategy implementation. The course will include several case studies that will allow the student to better evaluate the importance of how strategic management integrates in the technology industry.

BIMC 330 Managing and Using Information Systems
This course provides students the insights and knowledge they need to become active participants in information systems decisions. Students will clarify and elaborate how IT relates to organizational design and business strategy. Students will learn how to recognize opportunities in the work environment and apply current technologies in innovative ways. Students will review ethical standards as these relate to information systems.

BIMC 340 Fundamentals of Business Analysis
This is an introductory course designed to provide students with a basic understanding of the benefits, functions and impact of the Business Analyst. This course is designed for those who are new to the business analyst role or those who supervise and/or work with business analysts. Students will place a special focus on the business analysis function as it relates to developing information technology solutions, given that such an understanding is essential for project success. Students will learn techniques for ensuring project success every step of the way - from identifying and analyzing potential projects, to making sure the final project product meets the requirements identified. Group exercises will be used to allow students to define the scope of work and master requirements-gathering techniques that will work for a variety of projects and audiences. Students will be able to analyze and evaluate the unique needs of customers, stakeholders, and the IT department as they work toward building, documenting, communicating, and managing requirements.

BIMC 400 Business Requirements and Analysis
In this course, students learn the roles and responsibilities of the business analyst and the process for analyzing business systems, including how to determine a business system’s health. Students will learn how to identify
business processes that could become more streamlined and master the process of communicating with stakeholders to understand their process needs as well as evaluate their perceptions of the problems. Students will develop skills and learn techniques to translate customer needs into project requirements. This course provides a framework for identifying business problems and linking requirements to business objectives in order to solve business problems and set project scope.

**BIMC 410 Process Mapping and Project Design**
This course will introduce the student to Business Process Mapping that represents a full, practical discussion of this tool. Students will better understand what processes are and provide practical applications for each step in process mapping. The course covers the complete cycle of business process mapping and how these processes link business objectives, risks, and measures of success to the process being mapped. There will be case studies that will offer students a chance to analyze and evaluate a wide range of tools for better implementation of process mapping.

**BIMC 420 Business Process Modeling**
In this course students will be able to harness the work done in organizations, and to increase productivity, and better understand how to model and improve business processes. Students will explore the need for modeling business processes, the essential steps to process modeling, and the critical success factors for making the effort successful. Using seven different modeling techniques, the student will explore different facets of the business process, identify the most effective solution to the process, and clearly define the future process state. Once a new process is defined, the student will learn how to convey those process changes to others, gain organizational support for making the changes, and plan for a successful change project. It provides a practical framework for understanding and modeling business processes in order to improve and/or automate them.

**BIMC 430 Project Management**
This course examines current trends in project management. Cost analysis and time structures will be examined to look at issues that arise during project planning and implementation. Experience with Garrit and PERT charts will illustrate methods used to implement and successfully complete technological projects.

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**CORRECTIONS ADMINISTRATION AND MANAGEMENT**

**College of Professional Studies (Accelerated Program)**

This program is offered in the accelerated, cohort-based format. This major offers you 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 your professional experience in the field of corrections. This program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Corrections Administration and Management Accelerated Degree Completion Program.

**Corrections Administration and Management (BS)**

(127 credit hours – See Degree Requirements, page 33)

**Major Requirements (96 credit hours)**

**CAMC 300 Introduction to the Criminal Justice System for the Corrections Professional**

**CAMC 310 Principles of Management and Administration in Corrections**

**CAMC 320 Ethics, Policy, and Administrative Law in Corrections**

**CAMC 330 Resource Allocation in Corrections: Equipment, Facilities, and Personnel**

**CAMC 340 Information Systems in Corrections**

**CAMC 400 Strategic and Fiscal Planning in Corrections**

**CAMC 410 Effective Interventions in Corrections**

**CAMC 420 Restorative Justice and the Community**

**CAMC 430 Corrections Administration and Management Capstone Project**

**Courses – All courses are 4 credit hours.**

**CAMC 300 Introduction to the Criminal Justice System for the Corrections Professional**

This course provides a historical and contemporary review of the administration of the criminal justice system in American society. The historical development of the criminal justice system, together with the contemporary response to societal issues, provides a framework for the understanding of future directions in the criminal justice system. A framework for the program capstone is also developed.

**CAMC 310 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.

**CAMC 320 Ethics, Policy, and Administrative Law in Corrections**

Law, policy, ethics, and morality are foundational to everything within corrections. The key ethical issues will be thoroughly examined during this course, as they are 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.

**CAMC 330 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 acquisition, retention, training and career development strategies for human resources and on the acquisition and management of material/equipment resources. Case studies and an examination of current applications will be central to the course.

**CAMC 340 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). The course will analyze IS with respect to managing operational information. Use of case studies, current applications and discussion will be the primary learning methodologies.

**CAMC 400 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, case study analysis, and current application analysis, the course provides the student with the knowledge to develop strategic plans and budgets in a Corrections organization. A framework for the Capstone Project as it relates to planning and fiscal matters is developed.

**CAMC 410 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. An examination of case studies and current applications are key methodologies used to aid in the learning process. Further development of the Capstone framework is conducted.

**CAMC 420 Restorative Justice and the Community**

This course reviews the evolution and development of what has come to be known as Restorative Justice. It examines specific models and programs that are 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 at their correctional facilities. Additional refinement of the Capstone framework is conducted.

**CAMC 430 Corrections Administration and Management Capstone Project**

The Capstone course helps students demonstrate competency as a manager, administrator, and leader in the professional field of corrections by conducting an analysis of a problem area germane to a corrections agency. The
project must consider the agency's 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. Using the results of an in-depth research and analysis of the selected topic, students will prepare and present an approach to resolve the problem. The project is designed to be a “real world” problem resolution project.

CRIMINAL JUSTICE ADMINISTRATION

College of Professional Studies (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. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Criminal Justice Administration Accelerated Degree Completion Program.

Criminal Justice Administration (BS)  
(127 credit hours – See Degree Requirements, page 33)

Major Requirements (36 credit hours)
CJAC 324 Fundamentals of Personnel Development in Criminal Justice Agencies
CJAC 334 Management Principles for Criminal Justice
CJAC 344 Ethics, Policy, and Administrative Law in Criminal Justice
CJAC 354 Criminal Justice Strategic and Fiscal Planning
CJAC 414 Training in Criminal Justice Organizations
CJAC 424 Community Policing
CJAC 434 Operations Management in Criminal Justice Organizations
CJAC 444 Criminal Justice Capstone Project

Courses –
All courses are 4 credit hours.

CJAC 314 The Criminal Justice System and Society
This course 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 review and analysis of each of the components of the criminal justice system will be conducted through case studies, class discussion, and written analysis assignments. Students will use course material to improve their writing, research, analysis, and teamwork competencies.

CJAC 324 Fundamentals of Personnel Development in Criminal Justice Agencies
This course examines the allocation of personnel resources in organizational structures. Particular attention is paid to the evaluation of performance, collective bargaining, and the development of organizational priorities and structure. The curriculum includes case studies and current world applications.

CJAC 334 Management Principles for Criminal Justice
This course examines current management practice and philosophy. Self-assessment of the students’ 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. The curriculum includes study of theory, case studies, and current case applications.

CJAC 344 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.

CJAC 354 Criminal Justice Strategic and Fiscal Planning
This course examines the budgeting process in a public sector organization. It links budget preparation with the organization’s strategic planning process. Additional fiscal planning activities are examined, such as, outsourcing, sub contracting, “civilization”, and grant writing.

CJAC 414 Training in Criminal Justice Organizations
Examines the advantages of in-depth planning to respond to contemporary law enforcement issues. A focus is placed on law enforcement training and contingency preparations, extensive use of case studies, and real world applications.

CJAC 424 Community Policing
The focus of this course is an examination of the contemporary system of law enforcement known as community oriented policing. The course examines this philosophical approach in modern day society. Through the extensive use of case studies and real world applications, students link philosophy with practice. Additional development of the framework for the final Capstone Project is conducted.

CJAC 434 Operations Management in Criminal Justice Organizations
This course will examine the operations management function in a criminal justice organization. Students will analyze 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. The application of the techniques learned in this course will be linked to further development of the Capstone Project.

CJAC 444 Criminal Justice Capstone Project
Students are asked to demonstrate competency from the perspective of a criminal justice manager/leader in conducting an analysis of a topic germane to a criminal justice agency. Analysis must take into consideration financial constraints, technology, organizational dynamics, etc. Using the results of this analysis, students prepare and present an approach to resolve an organizational problem that they have identified.

EARLY CHILDHOOD PROGRAM MANAGEMENT

College of Professional Studies (Accelerated Program)

The Early Childhood Program Management program is offered in the accelerated, cohort-based format, concentrating on managing quality Early Childhood Programs.

The program is designed for individuals working in, or closely associated with, child development, child center administration, and other related fields. This program builds on the practical knowledge and understanding of Early Childhood through educational courses focused on managerial techniques, theories, and methods. This program is offered in-class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Early Childhood Program Management program.

Early Childhood Program Management (BS)  
(127 credit hours – See Degree Requirements, page 33)

Major Requirements (36 credit hours)
ECPM 300 Quality in Early Childhood Programs
ECPM 310 Essentials of Management
ECPM 320 Principles of Leadership
ECPM 330 Human Resource Management
ECPM 400 Finance Management
ECPM 410 Fund Raising and Revenue Generation
ECPM 420 Legal and Ethical Considerations
ECPM 430 Community and Family Advocacy
ECPM 440 Capstone Portfolio

Courses –
All courses are 4 credit hours.

ECPM 300 Quality in Early Childhood Programs
This course provides you with an overview of effective early childhood programs and practices. This course will provide a fundamental standard of early childhood education programs based on the National Association for the Education of Young Children (NAEYC) standards. The role that leadership plays in high-quality educational settings will also be studied.
ECPM 310 Essentials of Management
This is an introductory course designed as an overview of the theory and practice of management. The course covers the process of achieving desired results through efficient utilization of human and material resources. The concept of management is presented as a discipline as well as a process, covering the basic functions of management: planning, organizing, delegating, leading and controlling, as well as the developing issues of teams, empowerment, and change management.

ECPM 320 Principles of Leadership
This course introduces leadership 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.

ECPM 330 Human Resource Management
This course is an introduction to human resource management and exposes you to issues affecting the management of human resources such as 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, compensation, and benefits.

ECPM 400 Finance Management
This course exposes you to funds management. You will learn how to compute financial ratios and conduct a financial analysis of a company. The financial analysis will include a company analysis of balance sheets, financial statements, and annual reports.

ECPM 410 Fund Raising and Revenue Generation
This course provides you with the knowledge and skills necessary to develop proposals that are based upon clearly defined needs analysis and project goals. You will also examine budget development, financial accountability, and relations with funding sources.

ECPM 420 Legal and Ethical Considerations
This course will help you develop a foundation in ethical principles. You will be challenged to assess your own principles by evaluating the human, ethical, and legal considerations of various human services scenarios in this course. Emphasis is on ethical approaches to problem solving, communication, managing people, and privacy and accuracy of information.

ECPM 430 Community and Family Advocacy
This course exposes you to the best practices of developing effective partnerships with families. This course focuses on the significance of family diversity and the needs in early care and education. Advocacy though professional development which supports young children and their families will be highlighted.

ECPM 440 Capstone Portfolio
You are asked to demonstrate competency from diverse knowledge of early childhood professional settings and roles. You will conduct in-depth research of a topic for Early Childhood Program Management field as well as prepare material designed to aid you in your career.

**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. This program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Healthcare Management Accelerated Degree Completion Program.

**Healthcare Management (BS)**

(127 credit hours – See Degree Requirements, page 33)

**Major Requirements (36 credit hours)**

- BHMC 311 Using Information Technology in Healthcare
- BHMC 321 Operations Management in Healthcare
- BHMC 331 Human Resources in Healthcare
- BHMC 341 Using Statistics in Healthcare
- BHMC 351 Marketing Healthcare Services
- BHMC 411 Fiscal Management in Healthcare
- BHMC 421 Legal and Regulatory Issues in Healthcare
- BHMC 431 Leadership in Healthcare
- BHMC 441 Capstone Project

**Courses**

- All courses are 4 credit hours.

- BHMC 311 Using Information Technology in Healthcare
- BHMC 321 Operations Management in Healthcare
- BHMC 331 Human Resources in Healthcare
- BHMC 341 Using Statistics in Healthcare
- BHMC 351 Marketing Healthcare Services
- BHMC 411 Fiscal Management in Healthcare
- BHMC 421 Legal and Regulatory Issues in Healthcare
- BHMC 431 Leadership in Healthcare
- BHMC 441 Capstone Project

**BHMC 331 Human Resources in Healthcare**
This course discusses the importance of recruiting, selecting and retaining qualified healthcare professionals. Students will be presented with models, concepts, case studies relevant to healthcare. Competencies in the areas of communication, analyzing and decision making within the Human Resource area are addressed. Federal laws specific to the Human Resource area are researched. Students will use course material to improve personal selection and retention in the healthcare field while adhering to Federal mandates.

**BHMC 341 Using Statistics in Healthcare**
This course introduces basic statistical theories. Statistical methods specific to healthcare are discussed and explored. Statistical healthcare articles are researched toward an improved understanding of management decisions. Basic surveys introduce basic statistical theories. Statistical methods specific to healthcare are discussed and explored. Statistical healthcare articles are researched toward an improved understanding of management decisions. Basic surveys are designed by students as they collect, interpret and explain their statistics. Students will use course materials to turn data into information for improved management decisions.

**BHMC 351 Marketing Healthcare Services**
This course introduces the basic principles of marketing and contrasts the differences between marketing and advertising. A focus of market research and consumer buying behavior is discussed. Students will use course materials to prepare and present marketing information to potential customers.

**BHMC 411 Fiscal Management in Healthcare**
This course introduces fundamental finance concepts unique to healthcare. Accounting principles, operating and capital budgets are explored. Chart of accounts and responsibility reports are reviewed. Students will use course material to prepare a capital and operational budget and gain a greater understanding of finances in healthcare.

**BHMC 421 Legal and Regulatory Issues in Healthcare**
This course explores the sometimes complex legal system in healthcare. Ethical situations are researched. Regulatory compliance within healthcare is discussed. Students will use course materials to prepare their own code of ethics and be acutely aware of potentially unethical and illegal situations in healthcare.

**BHMC 431 Leadership in Healthcare**
This course discusses leadership principles and practices within healthcare. The positive use of groups is explored. Leading change is discussed. Students will use course materials to develop their leadership skills, assist coworkers toward positive outcomes and to lead in a change activity.

**BHMC 441 Capstone Project**
This course is a major research project on a relevant healthcare management topic. The paper is prepared in APA format. A PowerPoint presentation is shared with cohorts and instructor. Students will use this course to expand on the previous course information and to sharpen their research skills.
HUMAN AND SOCIAL SERVICES ADMINISTRATION

College of Professional Studies (Accelerated Program)

This program is offered in an accelerated, cohort-based format. The Human and Social Services Administration program focuses on essential managerial knowledge and skills in the context of human services and social services. This Accelerated Degree Completion Program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Human and Social Services Administration Program.

Special issues involved in administering agencies are emphasized, such as board governance, voluntarism, and public policy issues.

Human and Social Services Administration (BS) (127 credit hours — See Degree Requirements, page 33)

Major Requirements (36 credit hours)
HSSA 313 Essential Management Skills for Human and Social Services
HSSA 323 Research Methods for Human and Social Service Practitioners
HSSA 333 Human Resource Management in Human and Social Services
HSSA 343 Strategic Planning in Non-Profit Organizations
HSSA 353 Managing Change in Social Service Systems
HSSA 413 Government, Bureaucracies, and Politics of Human and Social Service Administration
HSSA 423 Grant Writing and Funding for Non-Profit Organizations
HSSA 433 Ethical and Legal Issues in Human and Social Services
HSSA 443 Human and Social Services Capstone

Courses —
All courses are 4 credit hours.

HSSA 313 Essential Management Skills for Human and Social Services
This course introduces the foundation for the personal and conceptual skills requisite in assuming the role as 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.

HSSA 323 Research Methods for Human and Social Service Practitioners
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.

HSSA 333 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.

HSSA 343 Strategic Planning in Non-Profit Organizations
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.

HSSA 353 Managing Change in Social Service Systems
In this course, students will explore 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.

HSSA 413 Government, Bureaucracies, and Politics of Human and Social Service Administration
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.

HSSA 423 Grant Writing and Funding for Non-Profit Organizations
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 will also examine budget development, financial accountability, and relations with funding sources.

HSSA 433 Ethical and Legal Issues in Human and Social Services
You will develop a foundation in ethical principles and are challenged to assess your own principles by evaluating the human, ethical, and legal considerations of various human services scenarios. Emphasis is on ethical approaches to problem solving, communication, managing people, and privacy and accuracy of information.

HSSA 443 Human and Social Services Capstone
Results of your major research project will be presented in this course. Topics are chosen from the diverse realm of Human and Social Services.

INVESTIGATIONS

College of Professional Studies (Accelerated Program)

The accelerated Bachelor of Science in Investigations degree assists you in developing the necessary insight, philosophy, knowledge, and skills required to be successful in the field of investigations. You will be prepared to pursue investigative careers in either the public or private sector. This program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Investigations Accelerated Degree Completion Program.

InVESTIGATIONS (BS) (127 credit hours — See Degree Requirements, page 33)

Major Requirements (36 credit hours)
INVS 311 Fact-Finding and Information Gathering
INVS 321 Project Management and Case Development
INVS 333 Civil, Criminal, and Employment Law
INVS 341 Investigations in the Private Sector
INVS 351 Investigations in the Public Sector
INVS 411 Crime Scenes, Clues, Forensics, and Evidence
INVS 421 Applied Investigative Strategies
INVS 431 The Criminal Mind
INVS 441 Investigative Ethics

Courses —
All courses are 4 credit hours.

INVS 311 Fact-Finding and Information Gathering
This course will examine the history of the modern fact-finder, as well as cover the basic methods of investigation, emphasizing physical and electronic surveillance, interviewing, database and record-searching, and the use and essential role of the Internet in modern investigations.

INVS 321 Project Management and Case Development
This course will cover proper and thorough documentation, note-taking and report writing. It includes the necessity of understanding probability and uncertainty, recognizing distortion and limits of accuracy and, using logic and scientific methodology in robust investigations. A comprehensive examination of the successful approach called the Investigative Process will be included.

INVS 333 Civil, Criminal, and Employment Law
This course will cover the legal aspects of investigations including U.S. constitutional protections, the relevance of the Bill of Rights, the judicial system, privacy, and the rights of the accused. Also covered is service of process, judgment collection, and litigation support services, as well as application of a legal and ethical investigative process using tools, methods, principles, and rules of conduct.

INVS 341 Investigations in the Private Sector
The course will cover the personal attributes of the private sector investigator, as well as the roles, duties, and obligations of the professional. Other topics will include 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, workers’ compensation, fraud, and theft of intellectual property.

INVS 351 Investigations in the Public Sector
This course will cover the personal attributes of the public sector investigator, as well as the roles, duties, and
obligations of the Federal, State, and Local Law Enforcement Officers responsible for conducting criminal investigations. 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 (seams, public trust schemes, commercial bribery and extortion, and corporate fraud), and other cases typically handled in the public sector.

INVS 411 Crime Scenes, Clues, Forensics, and Evidence
The course will cover the investigative process as it relates to rules of evidence and forms of evidence, detailing testimonial facts, 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 semen, and the use of photography.

INVS 421 Applied Investigative Strategies
The 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, including undercover work, used to solve crimes and bring criminals to justice. The future of the investigative field and the value of hindsight and continuous professional training will also be explored.

INVS 431 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.

INVS 441 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 during the course of conducting public and private sector investigations.

LEADERSHIP

College of Professional Studies (Accelerated Program)
The undergraduate leadership major provides knowledge and skills that enhance your understanding and practice of leadership as it relates to individuals, groups, and organizations. You 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. You will also be exposed to frameworks for promoting and developing ethical leadership in personal and organizational contexts. This program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Leadership Accelerated Degree Completion Program.

Leadership (BA)
(127 credit hours — See Degree Requirements, page 33)
Major Requirements (36 credit hours)
LDR 312 Principles of Leadership
LDR 322 Case Studies in Leadership
LDR 332 Interpersonal Leadership
LDR 342 Organizational Leadership
LDR 352 Leadership Ethics
LDR 412 Leading Change in Organizations and Communities
LDR 422 Global Leadership
LDR 432 Social Psychology of Leadership

Courses —
All courses are 4 credit hours.
LDR 312 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.

LDR 322 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 will also be used to enhance the understanding of leadership theory and application.

LDR 332 Interpersonal Leadership
This course focuses on developing leadership skills in the areas of personal priorities and objectives, monitoring one’s own behavior and its consequences, and learning to be more efficient in accomplishing personal objectives.

LDR 342 Organizational Leadership
Organizational leadership examines the attitudes and actions that people exhibit in organizations. It provides an overview of how leadership affects organizational structure, personality, emotion, power, politics, and motivation in the workplace.

LDR 352 Leadership Ethics
This course investigates the pressing ethical issues and decision-making problems facing contemporary leaders. Emphasis is placed on ethical approaches to problem solving, communication, and managing people. The impact that various leadership styles have on organizations and society will also be presented.

LDR 412 Leading Change in Organizations and Communities
This course examines the leader’s role in facilitating and directing change by considering the ways in which leaders can initiate, promote, and champion change in a variety of business, government, community, and organizational contexts.

LDR 422 Global Leadership
This course helps students acquire an understanding of the predominant global leadership theories and presents ways in which these theories can be applied to such global issues as economic development, cross-cultural communication, and entrepreneurship.

LDR 432 Social Psychology of Leadership
This course presents the social-psychological underpinning of leadership. Classic experiments on obedience, conformity, social influence, and impression management will be presented to demonstrate how the power of situation influences leader and follower behavior.

LDR 442 Leadership Communication
This course demonstrates communication techniques of effective leaders by analyzing classic speeches, correspondence, and other modes of communication. Provides students with the opportunity to develop and practice their own communication skills.

LEGAL STUDIES

College of Professional Studies (Accelerated Program)
The accelerated Bachelor of Science in Legal Studies degree allows you to increase your knowledge of the American legal system, and provides the means with which to advance your career within a legal environment or framework. After completing the Bachelor of Science in Legal Studies program, you 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. This program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Legal Studies Accelerated Degree Completion Program.

Legal Studies (BS)
(127 credit hours — See Degree Requirements, page 33)
Major Requirements (36 credit hours)
LGLS 301 Research Techniques for Law and Government Information Resources
LGLS 311 Legal Writing
LGLS 321 United States Legal System, Law, and the Judicial Process
LGLS 331 Torts
LGLS 341 Contracts
LGLS 401 Criminal Law
LGLS 411 United States Constitutional Law
LGLS 421 Civil Procedure
LGLS 431 Legal Ethics and Professional Responsibility

Courses —
All courses are 4 credit hours.
LGLS 301 Research Techniques for Law and Government Information Resources
This course enables students to explore and evaluate multiple resources of legal information and prepares them to utilize these resources for workplace and academic research.
LGMC 350 Management Fundamentals  
This course assists the student 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. This course will also facilitate students in their development of research and planning methods by conducting an analysis of a topic germane to the student’s professional interests.

LGMC 351 Management and the Organization  
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. The course will also involve researching and analyzing leading transportation and logistics organizations.

LGMC 325 Transportation Analysis  
This course presents, explores, and develops the skills and tools necessary to conduct research and analysis in a transportation environment. The research process and an overview of various statistical methods will be developed as the basis for making logical business decisions.

LGMC 335 Marketing and 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.

Management (BS)  
(127 credit hours – See Degree Requirements, page 33)

Major Requirements (36 credit hours)
MGTC 311 Developing Management Skills
MGTC 321 Essentials of Management
MGTC 331 Human Resource Management
MGTC 341 Data Collection and Analysis
MGTC 351 Fiscal Management
MGTC 361 Essentials of Marketing
MGTC 421 Organizational Behavior
MGTC 441 Managerial Economics
MGTC 451 Strategic Management

Courses —
All courses are 4 credit hours.

MGTC 311 Development of 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 will take in terms of management skills to meet their career goals. This course will also facilitate students in their development of research and planning methods by conducting an analysis of a topic germane to the student’s professional interests.

MGTC 321 Essentials of Management
This is an introductory course designed as an overview of the theory and practice of management. This course covers the process of achieving desired results through efficient utilization of human and material resources. The concept of management is presented as a discipline as well as a process, covering the basic functions of management: planning, organizing, delegating, leading and controlling, as well as the developing issues of teamwork, empowerment, and change management.

MGTC 331 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.

MGTC 341 Data Collection and Analysis
This course covers the research process and analysis of data. The course focuses on data collection methods and analysis as a basis for logical business decision making. Students are required to develop, execute, and provide analysis of a business survey.

MGTC 351 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. Reading and interpreting balance sheets, financial statements, and annual reports.

MGTC 361 Essentials of Marketing
This course covers the theory and application of Marketing. Topics covered include market segmentation and targeting, product positioning, advertising and promotion, quality, and distribution. Students will be exposed to key marketing strategies to enhance their understanding of marketing.

MGTC 421 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, performance appraisals, and (4) the management of effective organizations. During this course, students learn group facilitation.

MGTC 441 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.

MGTC 451 Strategic Management
Effective application of strategic planning in organizations and the role of the manager. Students do case analyses of business in a variety of industries in order to understand similarities and differences in companies across industries.

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 you for the Professional in Human Resource (PHR) Certification examination. The program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Human Resources Accelerated Degree Completion Program.

Management of Human Resources (BS) (127 credit hours — See Degree Requirements, page 33)

Major Requirements (36 credit hours)

MGHC 315 Assessing, Evaluating, and Documenting Information in a Virtual Environment
MGHC 325 Fundamentals of Human Resource Management
MGHC 335 Recruitment, Selection, and Placement of Human Resources
MGHC 345 Health, Safety, and Security in the Workplace
MGHC 355 Training and Development of Human Resources
MGHC 415 Employee and Labor Relations
MGHC 425 Compensation Administration
MGHC 435 Benefits Administration
MGHC 445 Capstone Project

Courses —
All courses are 4 credit hours.

MHHC 315 Assessing, Evaluating, and Documenting Information in a Virtual Environment
This course introduces the student to electronic and manual retrieval of information critical to human resource professionals and provides the student with parameters for evaluating the accuracy and usefulness of such information in making human resource decisions. Further, the course establishes the guidelines for scholarly research throughout the remainder of the program.

MHHC 325 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, laws and the personnel function, job analysis, job description, job specifications, and job evaluation.

MHHC 335 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.

MHHC 345 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.

MHHC 355 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.

MHHC 415 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.

MHHC 425 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.
MHRC 435 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, (e) benefits and the contingent worker, and (f) administering a benefits program.

MHRC 445 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.

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. You will 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. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Marketing Management Accelerated Degree Completion Program.

Marketing Management (BS) (127 credit hours – See Degree Requirements, page 33)
Major Requirements (36 credit hours)
- MKMC 314 Management Skills
- MKMC 324 Basic Principles of Marketing
- MKMC 334 Market and Strategic Plans
- MKMC 344 Market Research
- MKMC 354 Consumer and Business Behavior
- MKMC 424 Sales and Distribution Management
- MKMC 434 Advertising, Promotions, and Communications
- MKMC 444 Operations and Quality Management
- MKMC 454 Marketing Plan, Communications, and Portfolio

Courses –
All courses are 4 credit hours.
- MKMC 314 Management Skills

MKMC 314 Management Skills
This course analyzes principles of effective management, with emphasis on goal setting and managing time and stress. Students explore communication skills required by today’s manager applying topics including self-awareness, interpersonal skills, effective communication, conflict resolution, time and stress management, and active listening through testing and analysis. Students will use tools such as the Myers-Briggs Type Indicator, Type A Personality Inventory, Learning Style Inventory, Self-Awareness Assessment, and other tests to understand themselves and others. Students will use course material to improve communication through evaluations, email, and essays.

MKMC 324 Basic Principles of Marketing
This course focuses on Basic Principles of Marketing including market segmentation, target markets, development of market strategies including product positioning, advertising, promotion, pricing, distribution decisions, and ethical considerations in marketing. Students will study the topics in individual and group projects for profit and non-profit organizations, creating presentations to support the results. Students evaluate the marketing processes covered.

MKMC 334 Market and Strategic Plans
This course examines how the marketing plan complements a corporate strategic plan. Students expand from mission and vision statements to understand the essentials of a marketing plan including competitors, politics, law, regulations, internal and external conditions, impact of technology, forecast demands, social, cultural, and demographic characteristics of the market and organization. Students will use other marketing planning tools developing an environmental analysis, forecasting, and life cycle planning.

MKMC 344 Market Research
This course 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.

MKMC 354 Consumer and Business Behavior
This course introduces the basic concepts, principles, and theories in consumer and business purchasing behavior focusing on factors influencing customer behavior such as buying habits, attitude formation, attitude change, analyzing consumer and organizational markets, and related ethical issues. The students apply broad principles working and using models, concepts, and case studies relevant to consumer decision-making with motivational influences involved in obtaining, consuming, and disposing of products explored.

MKMC 424 Sales and Distribution Management
This course examines the function of the sales and distribution process through a managerial perspective. The course reviews sales management, staffing, 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.

MKMC 434 Advertising, Promotions, and Communications
This course overviews the role of advertisements, promotions, and integrated communications in the marketplace. The students analyze the communications processes that bring promotional media to life with the goals of the organization. Special emphasis includes the promotional mix and measurement tools. Students will use, create, and evaluate slogans, sales and direct marketing letters, and brochures as well as review, develop, and analyze advertising plans.

MKMC 444 Operations and Quality Management
This 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. The student will use course materials, videos, case studies, and field trip analysis to apply course learning to goals.

MKMC 454 Marketing Plan, Communications, and Portfolio
In this course, students will present the results of major research projects, marketing and/or business plans. Students examine the field of public relations as it relates to marketing management and the integrated marketing plan. Students will display competencies in areas of writing, oral communication, organization of thought, creativity, decision-making, and presentation of results and recommendations. Students apply communication skills through proposals, evaluations, resumes, market plans, and portfolios advertising and promotion projects, as well as other business correspondence. Students submit the final plan, presentation, and portfolio for final evaluation.

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. You will understand and participate as an improved manager in your organization. You will learn management approaches that enable you 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 33)
Major Requirements (36 credit hours)
Required Core Courses:
- OSMG 321 Organizational Behavior
- OSMG 331 Financial Management
- OSMG 341 Marketing Essentials
- OSMG 441 Strategic Thinking
- OSMG 451 Capstone Presentation
Elective Courses:
OSMG 300 Introduction to Research
OSMG 311 Management Fundamentals
OSMG 351 Managerial Economics
OSMG 401 Introduction to Statistical and Numerical Methods
OSMG 411 Project Management
OSMG 421 Information Management
OSMG 431 Applied Business Ethics

Courses —
Unless noted, all courses are 4 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. (This course remains 3 credit hours for current students who may return and only need the 3 credit hour research. New students will get the research combined with the Capstone Course.)

OSMG 311 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.

OSMG 321 Organizational Behavior
This course explores, evaluates 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.

OSMG 331 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.

OSMG 341 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 an effective marketing campaign.

OSMG 351 Managerial Economics
This course provides 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.

OSMG 441 Strategic Thinking
Strategy requires an individual to look to the future, use creative thought, and be flexible in decision-making. This course exposes 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.

OSMG 451 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.

OSMG 401 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.

OSMG 411 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.

OSMG 421 Information Management
This course 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.

OSMG 431 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.

PROJECT MANAGEMENT

College of Professional Studies
(Accelerated Program)

The Project Management curriculum is designed to provide a quality educational experience that prepares its graduates to successfully integrate their prior knowledge and experience in business management with sound business practices and project management skills. All business and management curricula at Bellevue University share the purpose of developing professionals who can apply business and project management tools to the full spectrum of business problems. Marketing, manufacturing, financial, healthcare, information technology and other business related areas. The Project Management curriculum builds on business and management competence gained through an associate’s degree or work experience. The Project Management cohort will guide students as project managers with the tools to develop and implement project management planning from the strategic and tactical levels. All aspects of the planning and decision-making process are analyzed with an emphasis in project management development processes including initiating, planning, executing, controlling, and closing. Through the Project Management major, students acquire knowledge of business functions, values, decision-making abilities, and management skills that enable them to serve the Project Management needs of companies in their local community—and more broadly, to be successful managers in any organization. The program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Project Management Accelerated Degree Completion Program.

Project Management (BS) (£)
(127 credit hours – See Degree Requirements, page 33)

Major Requirements (36 credit hours)
PMGT 300 Organizational Management
PMGT 310 Business Communications
PMGT 320 Project Leadership
PMGT 330 Project Cost
PMGT 400 Project Procurement Management
PMGT 410 Project Risk Management
PMGT 420 Introduction to Project Management
PMGT 430 Advanced Project Management
PMGT 440 Project Quality Management

Courses —
All courses are 4 credit hours.

PMGT 300 Organizational Management
The course provides students with a foundation for developing processes in which organizations analyze and learn from their internal and external environments, establish strategic direction, create strategies that are intended to help achieve established goals, and execute those strategies, all in a effort to satisfy key organizational stakeholders. An emphasis is placed on the importance of making strategic changes that can create sustainable competitive advantage. Ethical issues will be analyzed as these relate to business decisions.

PMGT 310 Business Communications
This course covers forms, styles and methods used in business communication. The course includes practice or oral communication and listening skills, as well as written correspondence. The course addresses project proposals and status updates, meeting dynamics, contract negotiations, communicating change, systems demonstrations, and the presentation of technical and quantitative information. Ethical considerations will be reviewed as these relate to all forms of communication.

PMGT 320 Project Leadership
To ensure project success, project managers must be leaders who identify and meet team needs in order to achieve project objectives. You will learn how to develop
the leadership skills to build and sustain high-performing project teams, build a strong team identity through vision, purpose and commitment, foster positive and productive team communication and define ground rules, and protect the team and convert conflicts into advantages that promote high performance. The course will cover leadership, team building, team problem solving and decision making, empowerment and coaching, and leading change.

PMGT 330 Project Cost
In this course, students will distinguish different tools and techniques for developing and controlling costs within a project while utilizing various estimating techniques and tools. Cost estimates, baselines, and controls are needed to validate actions, reporting, cost outcomes, and variances. Through the use of Earned Value, students will be able to interpret the status of a project at any point in the life cycle.

PMGT 400 Project Procurement Management
Focus is on determining what needs to be purchased or acquired and determining when and how to acquire it. Topics include planning the contracting efforts (documenting products and services and identifying potential sellers); requesting sellers’ responses (obtaining information, quotation, bids, offers, or proposals); selecting the seller (receiving and reviewing offers, selecting among those potential offers, and negotiating a contract); administering contracts (managing the relationship between buyers and sellers, including documentation, corrective actions, and contract changes); and closing contracts (completing the contract and settling all open issues).

PMGT 410 Project Risk Management
An in-depth analysis of risk management methodologies, from both the strategic and tactical aspects. Risk management is the systematic process of identifying, analyzing, evaluating, and controlling project risks. State-of-the-art tools and techniques for identifying, measuring, and monitoring risks in the project management environment are examined. Focus is on how a comprehensive risk management approach can enable a project team to proactively manage issues that adversely impact the successful control and completion of a project.

PMGT 420 Introduction to Project Management
This course provides the foundation for understanding of project management from a management perspective. This course will cover the aspects of initiating, planning, executing, controlling and closing with scenario based information case studies to help understand the course material. You will have a 120 day MS Project license so you can have hands-on experience using project management tools.

PMGT 430 Advanced Project Management
This course will cover specific activities that integrate project management principles with their project life cycle, taking them from pre-award to closure. You will be engaged in the bid process phases, to include major milestones and capture team concept. In addition, you will investigate and evaluate different methods for measuring project performance, team member selection, project reporting processes, and coordinating projects across the enterprise. The course will cover topics such as contractual and legal issues, contract management, cost and schedule status, accounting, and financials.

PMGT 440 Project Quality Management
A study of the policy, processes, and procedures involved in assuring that projects satisfy the objectives for which they were undertaken. Emphasis is on quality planning, quality assurance, quality control, and process improvement. The importance of customer satisfaction, prevention over inspection, management responsibility, and continuous improvement is recognized. Topics include control charts, cause and effect diagrams, Pareto charts, failure mode and effect analysis, design reviews, and cost of quality.

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 industry. 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. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Security Management Accelerated Degree Completion Program.

Security Management (BS) (127 credit hours — See Degree Requirements, page 33)

Major Requirements (36 credit hours)

SMGT 300 Introduction to Security
SMGT 310 Risk Analysis
SMGT 320 Physical Security Methods
SMGT 330 Security Administration and Management
SMGT 340 Legal and Ethical Aspects of Security
SMGT 400 Maintaining Security of Information and Information Systems
SMGT 410 Fundamentals of Homeland Security
SMGT 420 Threats of Terrorism
SMGT 430 Principles and Practices of Effective Emergency Planning

Courses —
All courses are 4 credit hours.

SMGT 300 Introduction to Security

SMGT 310 Risk Analysis

SMGT 320 Physical Security Methods

SMGT 330 Security Administration and Management

SMGT 340 Legal and Ethical Aspects of Security

SMGT 400 Maintaining Security of Information and Information Systems

SMGT 410 Fundamentals of Homeland Security

SMGT 420 Threats of Terrorism

SMGT 430 Principles and Practices of Effective Emergency Planning

SMGT 320 Physical Security Methods
This course will give an understanding of physical security and its effectiveness with risk assessments through a layered system of physical security 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.

SMGT 330 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 management, 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.

SMGT 340 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. You 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.

SMGT 400 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.

SMGT 410 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.

SMGT 420 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.

SMGT 430 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.
Bachelor of Science in Management (BS)

(127 credit hours — see Degree Requirements, page 33)

Major Requirements (36 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>BJMG 303</td>
<td>Introduction to Research</td>
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<td>BJMG 312</td>
<td>Human Resource Management</td>
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<td>BJMG 340</td>
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<td>BJMG 350</td>
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<td>BJMG 410</td>
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<td>BJMG 411</td>
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<td>BJMG 420</td>
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<td>BJMG 430</td>
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<td>BJMG 450</td>
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<td>BJMG 461</td>
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<td>BJMG 480</td>
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Courses —

BJMG 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 course work 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.

BJMG 312 Human Resource Management
This course exposes students to issues impacting 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. The purpose of this course is to provide students with an overview of the Human Resources area which is part of the common body of knowledge in Management. It contributes to the student's ability to develop a management philosophy.

BJMG 340 Developing Management Skills
This course provides students with the opportunity for self discovery through skill assessment instruments such as Locus of Control, Time and Stress Management, Tolerance of Ambiguity, Creativity and Problem Solving, and Communication Styles to highlight areas of personal competence. It is 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. The purpose of this course is to provide students with an opportunity to develop through self reflection and to introduce them to the many aspects of management.

BJMG 350 Essentials of Management
This course 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 how to develop effective teams, empowerment, and change management.

BJMG 360 Introduction to Statistics
The research process and analysis of data to make effective decisions is an important part of becoming a successful manager. This course provides an in-depth study of statistical methods and processes as a basis for logical business decision making. It is designed to assist the student to develop the necessary knowledge and skills for decision making following a study of statistical methods and processes.

BJMG 410 Fiscal Management
This course focuses on the study of the “dollars and cents” language of business. Students will learn how to compute financial actions and conduct a financial analysis of a company including: reading and interpreting balance sheets, financial statements, and annual reports. The course covers the methods used to determine profitability and liquidity in corporations. Students will learn how to compute financial ratios and to develop budgets.

BJMG 411 Strategic Management
Participants will learn the effective application of strategic planning in organizations and the role of the manager. It is focused on the importance of mission, vision, and value statements and their role in leading the organization. Students perform a case analysis of businesses in a variety of industries in order to understand similarities and differences in companies across industries.

BJMG 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.

BJMG 430 Organizational Behavior
This course provides an experiential approach to learning about the essentials of organizational behavior. It 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. This course covers skills and techniques associated with assessment of organization culture, staffing, leadership and organizational mission.

BACHELOR OF SCIENCE IN MANAGEMENT

This accelerated major in management provides you with relevant, contemporary management theory in a practical, real-world framework. You can apply what you learn in your regular workday activities.
BJMG 450 Legal and Ethical Issues in Management
During this course, students will examine management’s responsibility to customers, employees, and society at large; 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. The following are key issues for this module: Equal Employment Opportunity, Safety, Consumer Protection, Environmental Issues, Regulation, and Legislation.

BJMG 461 Capstone Presentation
Students present an integrated summary of course topics via an oral and written capstone project presentation. The purpose of this course is to allow the student to demonstrate the entire body of knowledge and skills gained in the program by preparing and presenting a comprehensive senior thesis which covers elements of the whole body of coursework.

BJMG 480 Managerial Economics
This course helps students develop 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.

**CON Equivalency Courses**

**BA 489 (CON 353 Equivalent) Advanced Business Solutions for Mission Support**

**BA 380 (CON 100 Equivalent) Shaping Smart Business Arrangements**

**BA 384 (CON 120 Equivalent) Mission Focused Contracting**

**BA 482 (CON 215 Equivalent) Intermediate Contracting for Mission Support**

**BA 484 (CON 218 Equivalent) Advanced Contracting for Mission Support**

**Courses —**

All courses are 3 credits.

**BA 489 (CON 353 Equivalent) Advanced Business Solutions for Mission Support**
Through realistic scenario-based learning, students work in teams to practice developing sound business solutions as a valued strategy and expert business advisor. Student course work is designed to contribute solutions to senior leadership and local supervisors and to provide resources for the Contracting career field via the course community of practice.

**BA 380 (CON 100 Equivalent) Shaping Smart Business Arrangements**
Students will gain develop professional skills for making business decisions and for advising other acquisition team members in successfully meeting customers’ needs. Before beginning their study of technical knowledge and contracting procedures, students will learn about the different 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 (CON 120 Equivalent) Mission Focused Contracting**
This course engages the student in the entire acquisition process from meeting with the customer to completing the contract closeout process. Students will have an opportunity to learn and apply leadership, problem solving, and negotiation skills. Using an integrated case study approach, students will apply the knowledge and skills gained in previous courses.

**BA 482 (CON 215 Equivalent) Intermediate Contracting for Mission Support**
Intermediate Contracting for Mission Support 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.

**BA 484 (CON 218 Equivalent) Advanced Contracting for Mission Support**
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.

**Distance Education Universities (DEU) Courses**

**ARCT 102 Bitmap Software Applications**
**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 Windows Operating System**
**CBAS 293 Planning and Maintaining an MS Windows Server Network Infrastructure**
**CBAS 294 Planning, Implementing and Maintaining an MS Windows Server Active Directory Infrastructure**
**CNET 235 introduction to Computer Networking**

**Elective Hours**
Bundle Only:
**OADM 161 Word Processing**
**OADM 232 Presentation Software**
Bundle Only:
**OADM 233 Spreadsheets**
**OADM 234 Databases**

**Courses —**

**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 iNet+ 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 exam 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 an Oracle 10g database management system. Where possible, course materials are aligned with coursework that prepares students for the Oracle Certified Associate (OCA) certification exam.

**CBAS 200 Intermediate 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 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. Prerequisite: CBAS 200

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 the basics of 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. 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 230 Introduction to Security+ Certification
This course introduces students to knowledge and skills measured by the CompTIA Security+ examination. Students learn foundation-level skill and knowledge in General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography, and Operational Security. Course materials are aligned with the CompTIA objectives for the Security+ certification.

CBAS 235 Intro to Computer Networking
This course will provide students with an extensive understanding of computer networking, which includes Remote Access, TCP/IP and network security. This course will prepare you for the Network+ certification exam.

CBAS 250 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. This course in conjunction with CBAS 150 prepares students for the Oracle Certified Associate (OCA) certification exam from Oracle. Prerequisite: CBAS 150

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 a 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 a 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 exam for Planning, Implementing, and Maintaining an MS Windows Server Active Directory Infrastructure.

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.

OADM 161 Word Processing
This course provides a detailed overview of the advanced and collaborative features in Word 2003. The course is designed to help students attain proficiency in page formatting, data manipulation, and document navigation. Lab projects include demonstrating the use of tables, charts, and graphics, applying themes and backgrounds, and creating indexes and cross-references in Word 2003.

OADM 232 Presentation Software
This course bundle provides an overview of the basic, advanced and collaborative features in Microsoft Word and PowerPoint. The Word course is designed to help students attain proficiency in page formatting, data manipulation and document navigation. Lab projects include demonstrating the use of tables, charts and graphics, applying themes and backgrounds and creating indexes and cross-references. The PowerPoint course is designed for students seeking to attain proficiency in creating, customizing and broadcasting presentations.

OADM 233 Spreadsheets
This course provides an overview of the basic and advanced features in Excel 2003. The course is designed to help students attain proficiency in creating and formatting spreadsheets, manipulating and importing data, and using visual design techniques to display processed data.

OADM 234 Databases
This course bundle provides an overview of the basic and advanced features of Microsoft Office Excel and Access. These courses are designed for students seeking to attain proficiency in creating and formatting worksheets, manipulating and importing data, using visual design techniques to display processed data and creating and maintaining databases.

OSSP – Online Student Success Program
The Online Student Success Program (OSSP) is a 4 week, 2 credit hour course designed to help you be successful learning online. Facilitated by experienced online faculty, the course explores the online classroom, online communication and community, and strategies for effective reading, writing, and learning skills.

SOLUTIONS ARCHITECT (Bachelor of Science in Computer Information Systems)
This degree centers on solution-based analysis and design capability combined with exceptional customer facing skills. The Solutions Architect emphasis in the Bachelor of Science in Computer Information Systems degree combines technology coursework with state of the art communication courses. Suggested electives for completion of the BSCIS degree are chosen from the communication, business, leadership, or finance courses offered in the corporate certificate of completion.

Solutions Architect (BSCIS)
CORE (required for the Solutions Architect emphasis)
CIS 305 Management and Design of Database Systems
CIS 310 Information Systems
CIS 321 Structured System Analysis and Design
CIS 340A Business Telecommunications
CIS 406 Information Security
CIS 436 Ethics for IT Professionals
CIS 456 Service Component

Solutions Architect Emphasis (required)
Communicating with the Speed of Light
TSAT 310 Communication Strategies for Leaders
TSAT 345 Technical Sales and Marketing Strategies
TSAT 405 Customer Service and Quality Management
And Professional Communication
CA 208 Critical Thinking and Communication
CA 208 Business Communication
CA 325 Organizational Communication

Completion of the Solutions Architect Emphasis meets requirements for a Solutions Architect certificate of completion.
Courses –
CIS 305 Management and Design of Database Systems
This course focuses on 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 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
This project-based course 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 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 406 Information Security
This course provides 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 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 responsibilities for computer professionals.

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 major courses.

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.

TSAT 310 Communication Strategies for Leadership
This course focuses on fundamental communication skills needed by all leaders. It is designed to help managers become effective readers by being better communicators. Course content includes communicating through writing, speaking, analyzing your target audience, developing communication strategies, and leading small groups.

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 technique 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.

TSAT 405 Consumer 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.

Accounting Certificate of Completion
Applies toward a BS Accounting degree. Select four courses from the following:
- AC 205 Financial Accounting
- AC 206 Managerial Accounting
- AC 311 Intermediate Accounting I
- AC 312 Intermediate Accounting II
- AC 321 Cost Accounting I

Courses –
All courses are 3 credit hours.

AC 205 Financial Accounting
This course is an introduction to accounting concepts and the elements of financial statements including basic accounting vocabulary and analysis of business transactions from an accounting viewpoint. Students will be required to recognize, record, and classify new accounting data. Emphasis is placed on corporate accounting. Introductory financial statement analysis and interpretation are also 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 in both short-term and long-term strategic situations. Students will be expected to explain and apply accounting concepts including basic costing and processes, cost classifications, responsibility accounting and ethical behavior of the managerial accountant. Prerequisite: AC 205

AC 311 Intermediate Accounting I
This course is designed for students pursuing accounting or business careers 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. Prerequisite: 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 206

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 416 Advanced Accounting Problems
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 preparation of consolidated financial statements. Students will also prepare detailed reports required in the formation and dissolution of partnerships and in the accounting activities required as a fiduciary responsible for estates and trusts. Prerequisite: 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 also is placed on understanding the importance of convergence of financial reporting and the adoption of international financial reporting standards, the role international accounting standards play in the global marketplace, 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. Prerequisite: AC 312

AC 424 Advanced Cost Accounting
This course examines advanced managerial and cost accounting concepts. 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 taxes, 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: 3 hours of taxation or 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 assigned audit case. Prerequisite: 12 credit hours of accounting to include AC 312

Business Certificate of Completion
Applies toward a BS Business Administration degree. Select four courses from the following:
AC 205 Financial Accounting
AC 206 Managerial Accounting
BA 232 Principles of Management
BA 240 Critical Thinking and Decision Making Skills
BA 265 Legal Environment of Business
BA 312 Principles of Finance
BA 402 Risk Management
BA 412A Intermediate Finance (Required)
BA 416A Investments
BA 417 International Finance
BA 420 Cash Management
BA 465A Business Law (Required for the degree)

Courses – All courses are 3 credit hours.
AC 205 Financial Accounting
This course is an introduction to accounting concepts and the elements of financial statements including basic accounting vocabulary and analysis of business transactions from an accounting viewpoint. Students will be required to recognize, record, and classify new accounting data. Emphasis is placed on corporate accounting. Introductory financial statement analysis and interpretation are also 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 in both short term and long term strategic situations. Students will be expected to explain and apply accounting concepts including basic costing and processes, cost classifications, responsibility accounting and ethical behavior of the managerial accountant. Prerequisite: AC 205

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 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

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 312

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 mimic the experiences and applications found in certain finance careers. 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 marketplace. 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**
Cash Management, also known as treasury management, short-term financial management, or working capital management addresses fundamental principles and practices concerning cash management for businesses operating in today's financial markets. This course challenges students to understand and assess fundamental principles, practices and applications relevant to efficient and effective cash management and to understand why cash management is a critical success factor for businesses of any type. Topics addressed: the role of cash management, credit, accounts receivable, 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, contemporary issues; and others. Prerequisite: BA 312

**BA 465A Business Law**
This course examines and explores laws relevant to business activity. Study will focus on areas of law developed specifically for business and business relationships. Topics include: the legal environment of business, contracts, debtor-creditor relationships, agency relationships and property law. Prerequisite: BA 265

### Communicating with the Speed of Light Certificate of Completion

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<td>Communication Strategies for Leaders</td>
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<tr>
<td>TSAT 345</td>
<td>Technical Sales and Marketing Strategies</td>
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<tr>
<td>TSAT 405</td>
<td>Customer Service and Quality Management</td>
</tr>
</tbody>
</table>

Plus

CA 109 Oral Communication Skills (required)

### Persuasion in Media Writing and Public Relations Certificate of Completion

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>CA 228</td>
<td>Writing for the Media</td>
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<td>CA 301</td>
<td>Persuasion</td>
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<tr>
<td>CA 323</td>
<td>Public Relations</td>
</tr>
</tbody>
</table>

### Practical Communication Certificate of Completion

- CA 109 Oral Communication Skills (required)

#### Courses --

All courses are 3 credit hours.

- **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.

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**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 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 105 or CA 109

**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. Prerequisite: CA 105 or CA 109

**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 work place. Competencies in the areas of writing, oral communication, organization of thought, creativity, and decision-making are addressed. Prerequisite: CA 105 or CA 109

**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 105 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 CA 109

**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. 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

CA 325 Organizational Communication
Provides structured models of effective organizational communication. 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.

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 workplace environments. Addresses competencies in the areas of persuasive speaking, organization of thought, planning and organizing, and ability to conceptualize.

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 (Self-Study available)

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 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.

TSAT 310 Communication Strategies for Leadership
This course focuses on fundamental communication skills needed by all leaders. It is designed to help managers become effective readers by being better communicators. Course content includes communicating through writing, speaking, analyzing your target audience, developing communication strategies, and leading small groups.

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 technique 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.

TSAT 405 Consumer 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.

Leadership Certificate of Completion
Apply toward a BS Business degree. Select four courses from the following:
BA 232 Principles of Management
BA 240 Critical Thinking and Decision Making Skills
BA 323A Introduction to Management Science
BA 333 Human Resource Management
BA 434A Organization Management and Theory
BA 436 Compensation and Performance Management

Courses –
Unless noted, all courses are 3 credit hours.

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 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 and MA 240

BA 333 Human Resource Management
This course examines the roles and functions of human resources management within modern business organizations. It describes, analyses, and assesses human resources roles in operations and strategies. Topics include: recruitment, selection, training, performance appraisal, compensation management, legal compliance, workplace safety and health, and employees/employer rights. 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

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 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: MA101 (4 credit hrs)

Leadership Development Certificate of Completion
NLDR 401 Concepts of Leadership and Power
NLDR 402 Financial Markets Directed Readings
NLDR 451 Organizational Change and Leader Development
NLDR 431 Team and Group Dynamics
NLDR 411 Leadership in Formal Organizational Systems

Courses –
All courses are 4 credit hours.

NLDR 401 Concepts of Leadership and Power
This course introduces the student to those topic areas considered fundamental to the understanding of the discipline we call leadership. It explores concepts of leadership within diverse organizational and situational
contexts and reviews biographies and writings of historical and current great leaders, and discusses philosophies of leadership. Styles of leadership, leadership roles, and leadership as it relates to different organizational configurations are examined. The theory and practical implications of issues such as quality, motivation, influence, power, shared decision making and problem solving, and visionary leadership are discussed. Practical applications of leader knowledge, skills, and abilities to business and non-business related situations are reviewed.

**NLDR 402 Financial Markets Directed Readings**

This course explores the financial vehicles, tools, and techniques that are used in the student loan and credit market operations. The focus will be on the major capital markets that affect student loan activity and how managing elements of those markets influences the organization both positively and negatively. Topics within major capital markets include net present value, annuities, securitization, hedging, warehousing and derivatives, as well as other financial vehicles and techniques that are critical to operation in the marketplace. The purpose of this course is to prepare you to understand and appreciate how different financial vehicles may influence the operations of student loan activity. You will be introduced to the major capital markets which include topics such as net present value, options and swaps, to appreciate their cost and revenue effects.

**NLDR 451 Organizational Change and Leader Development**

In this course, students will be exposed to a set of skills critical to guiding the organization to a better future through attention to (a) the process of managing change, (b) the people affected by the changes, and (c) the demands and rewards of being a change agent. Using case study materials, students will be given, as much as possible, a sense of being in the shoes of leaders facing situations of change. Students are introduced to the essential components of change and development strategies, including analysis, diagnosis, feedback to relevant constituents, shared roles in change and development decision making, consultant roles and relationships, systems and sub-systems analysis and determinations, and change methodologies.

**NLDR 431 Team and Group Dynamics**

This course examines the leader’s role in facilitating the team or group in the efficient and effective use of its resources. The purpose is to gain an understanding of what constitutes a group and a team, steps required for team development, and how to recognize and manage team conflict. The course explores the process and content issues of team building, interpersonal and group relations, maintenance, and use of effective problem solving and decision-making skills within teams and groups. Emphasis is placed on the relation between teams within organizations, and the relationship of groups to external constituents. Strategic leadership skills, knowledge, and abilities necessary for facilitation of highly functional groups are discussed, with an emphasis being placed on leadership and diversity.

**NLDR 411 Leadership in Formal Organizational Systems**

This course provides the basis for promoting the formulation of, and commitment to, the organizational mission, goals, and objectives. It explores the essential role a leader has in inspiring, empowering, and leading organizational constituents toward collaborative strategic planning and actions that meet and exceed organizational expectations. Maintaining effective relations among organizational sub-systems is seen as a critical role for the organizational leader. Ethics, social responsibility, and leader relationships with internal and external organizational stakeholders are discussed. Relationships with strategic partners, competitors, and the community are viewed as they exist for corporate, non-profit, and military cultures. Through each study, students will begin to recognize their own styles of leadership, broaden their philosophical base, and learn tools to further develop professionally.

**Programming Certificate of Completion (12 credit hours)**

Select four courses from the following:
- CIS 101 Computer Concepts and Applications
- CIS 240 Introduction to UNIX
- CIS 242 Introduction to Programming Using Java
- CIS 355 Business System Programming
- CIS 402A Intermediate Java Programming
- CIS 404 Advanced Networking Using Java

**Courses**
- **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 240 Introduction to UNIX**
  This course teaches 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.
- **CIS 242 Introduction to Programming Using Java**
  This course introduces the concepts of structured programming using Java. The course covers the basics of the Java programming language syntax, to include designing, coding, documenting, and debugging 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.
- **CIS 355 Business System 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 and implementing appropriate algorithms using Object-Oriented concepts.

Graduate Students will accomplish a programming project that will apply the concepts covered in the course.

Prerequisite: CIS 242 or CIS 243

**CIS 402A Intermediate Java Programming**

This course teaches the principles of Object-Oriented (OO) programming using Java. The course covers the Java programming language syntax and OO concepts, as well as more sophisticated features of the Java runtime environment. Additional topics addressed are 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, CIS 243 or CIS 355

**CIS 404 Advanced Networking Using Java**

This course is a programming-based learning experience that focuses on the advanced principles of programming for the WorldWideWeb 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

**Undergraduate IT Project Management Certificate of Completion (9 hours)**

**CIS 433 Information Technology Project Management**
- Plus 2 of the following courses:
  - CIS 444 Managing Project Risks
  - CIS 463 Project Communications Management and Leadership
  - CIS 465 Defining and Managing Requirements and Project Success

**Courses**
- **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 publication, A Guide to Project Management Body of Knowledge (PMBOK® Guide). Both discover-based and team-based activities are used to focus on program management as a discipline.
- **CIS 444 Managing Project Risks**
  This course is designed to teach students effective tools and techniques for measuring and assessing risks, mitigating risks, and managing risks throughout the entire project life cycle. Upon completion, students will have a better understanding of practices used to assess, manage, and mitigate risk. Emphasis is placed on conducting risk assessments with the project team and managing risks associated with project changes (i.e. schedule change, scope change). This course is compliant with the Project Management Institute’s (PMI), A Guide to Project Management Body of Knowledge (PMBOK® Guide). Prerequisite: CIS 433
CIS 463 Project Communications Management and Leadership
This course explores both communication and leadership techniques in order to equip project managers with the skills they need to deal effectively with issues relating to resources, stakeholders, global teams, and changing technology. The skills learned in this course enable students to set clear stakeholder expectations, create a team atmosphere even with distributed resources, and adopt a successful leadership style for different situations. Using hands-on case study exercises, students will learn to manage conflicts, create a positive team atmosphere, run efficient meetings, and manage projects successfully. Concepts of communications management, staff acquisition, team development, performance reporting, and leadership are discussed. Prerequisite: CIS 433

CIS 465 Defining and Managing Requirements and Project Success
This course focuses on defining, facilitating, documentation gathering, and management of IT project requirements. Students will learn techniques for gaining cooperation from managers, customers, and stakeholders throughout the requirements process. The hands-on approach will include the use of templates and methods geared for effective requirements collection and documentation. Students will learn how to manage changing requirements. In addition, students will review the most common reasons for project failure in order to ensure project success. Each week, students will focus on a specific category of problems and learn ways to address issues by outlining plans for preventing failure and developing contingency plans. Prerequisite: CIS 433
Computer & Information Technology
Computer & Information Technology

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 you for an information technology career and gives you a foundation to pursue graduate studies. There are three Majors available—Computer Information Systems, Information Technology, and Gaming and Simulation. For each major, you must complete the required Computer Information Systems coursework and other requirements as listed below. We also offer four cohort programs that lead to a Bachelor of Science degree: Web Technologies, Software Development (a programming degree), Systems and Network Administration Program (a networking degree), and CIS in Business (a business degree with an IT emphasis).

You need to complete all general catalog requirements for residence and upper-level credits. In addition, you must complete 36 credits in the major with at least 21 major credits in residence to qualify for a Computer Information Systems 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, please visit bellevue.edu.

Computer Information Systems (BS) or (BAS)

(127 credit hours BS; 124 credit hours BAS—See Degree Requirements, page 33)

The Computer Information Systems degree program provides you with the background required to succeed in graduate study or in today’s information systems environment.

You may select from one of the following six emphases: Networking, Programming, Information Security, IT Project Management, Business, and Solutions Architect. Each is 15 credit hours, unless otherwise indicated.

The Computer Information Systems major is offered as a Bachelor of Science degree or Bachelor of Applied Science degree. The following courses must be completed to fulfill the major requirements in either degree.

Major Requirements (36-39 credit hours)

CORE
CIS 305 Management and Design of Database Systems
CIS 310 Information Systems
CIS 321 Structured System Analysis and Design
CIS 340A Business Telecommunications
CIS 406 Information Security
CIS 436 Ethics for IT Professionals
CIS 456 Service Component

You will need to complete one of the following emphases.

For each emphasis, there will be five additional required courses as follows:

Business Emphasis
CIS 237 Elementary Web Scripting
CIS 351 Networking Structures and Desktop Operating Systems
CIS 405 E-Commerce
CIS 433 Information Technology Project Management
CIS 468 Accounting for IT Professionals

Information Security Emphasis
CIS 311 Operations Security
CIS 312 Firewalls and Network Security
CIS 411 Disaster Planning and Recovery
CIS 412 Security Architecture
CIS 413 Current Threats

IT Project Management Emphasis
CIS 433 Information Technology Project Management
CIS 444 Managing Project Risks
CIS 463 Project Communications Management and Leadership
CIS 464 Project Management in Global and Virtual Workplaces
CIS 465 Defining and Managing Requirements and Project Success

Programming Emphasis
CIS 242 Introduction to Programming Using Java
OR
CIS 243 Introduction to Programming Using C#
CIS 355 Business System Programming (replaces CIS 251 Object-Oriented Programming)
CIS 402A Intermediate Java Programming
CIS 337 Web Scripting
CIS 434 ASP.NET

Networking Emphasis
CIS 240 Introduction to UNIX

CIS 341A Cisco Networking
CIS 3488 Implementing and Managing Network Infrastructures
CIS 3498 Implementing and Maintaining Active Directory Structures
CIS 357 Operating Systems Administration

Solutions Architect Emphasis (18 credit hours)
TSAT 310 Communication Strategies for Leaders
TSAT 345 Technical Sales and Marketing Strategies
TSAT 405 Customer Service and Quality Management

Plus one of the following (9 credit hours)
CAS course clusters:
Professional Communication
Persuasion in Media Writing and Public Relations
Practical Communication Skills

Undergraduate IT Project Management Certificate of Completion (9 credit hours)
CIS 433 Information Technology Project Management

Plus any 2 of the following courses:
CIS 444 Managing Project Risks
CIS 463 Project Communications Management and Leadership
CIS 465 Defining and Managing Requirements and Project Success

Computer Information Systems Minor Requirements (15 credit hours)
CIS 340A Business Telecommunications

Plus one additional CIS course from the following:
CIS 237 Elementary Web Scripting
CIS 240 Introduction to UNIX
CIS 242 Introduction to Programming Using Java
OR
CIS 243 Introduction to Programming Using C#
CIS 310 Information Systems

Plus 9 credit hours of additional CIS courses — 6 of which need to be upper-level.

Note: Prerequisites for some courses may mean that more than 15 hours will be required for the minor.

Computer Information Systems in Business (BS) or (BAS)

College of Information Technology (Cohort Program)

(127 credit hours — See Degree Requirements, page 33)

The Computer Information Systems in Business (CITB) program is designed to address your interest in the business applications of technology. This program provides a broad fundamental understanding of both business and technology and bridges the gap between both sides. Topics range from programming, databases, telecommunications, project management, and business
accounting. You will become an IT professional through the intensive use of electronic tools and techniques, which reinforce business and technical concepts for immediate applicability in the real world.

As a minimum, you need to 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, visit bellevue.edu.

The Computer Information Systems in Business major is offered as a Bachelor of Science degree (127 hours required) or Bachelor of Applied Science degree (124 hours required). The following courses must be completed to fulfill the major requirements in either degree.

**Cohort Program Requirements**

**Courses outside the Cohort (9 credit hours)**
- CIS 237 Elementary Web Scripting
- CIS 242 Introduction to Programming Using Java
- OR
- CIS 243 Introduction to Programming Using C#
- CIS 310 Information Systems

**Courses within the Cohort (30 credit hours)**
- CIS 305 Management and Design of Database Systems
- CIS 321 Structured System Analysis and Design
- CIS 340A Business Telecommunications
- CIS 405 E-Commerce
- CIS 406 Information Security
- CIS 433 Information Technology Project Management
- CIS 468 Accounting for IT Professionals

The Kirkpatrick Signature Series

**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

**Software Development (BS)**

**(College of Information Technology (Cohort Program))**

**(127 credit hours – See Degree Requirements, page 33)**

The Computer Information Systems – Software Development program is a cohort major that cross-trains mainframe and other specialties to competency in application development and web-based technologies. The program is a 54-week package that applies previous experience, previous college credits and/or the Bellevue University College of Information Technology’s general education requirements as a foundation for completing the 36 credit hour program. For the most up to date information or for questions, please visit bellevue.edu.

**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®.

**Major Requirements (36 credit hours)**

**SESSION 1**
- CIS 242 Introduction to Programming Using Java
- CIS 340A Business Telecommunications

**SESSION 2**
- CIS 355 Business System Programming
- CIS 328 Principles of Web Interface Design

**SESSION 3**
- CIS 406 Information Security
- CIS 434 ASP.NET

**SESSION 4**
- CIS 337 Web Scripting
- CIS 433 Information Technology Project Management

**SESSION 5**
- CIS 305 Management and Design of Database Systems
- CIS 402A Intermediate Java Programming

**SESSION 6**
- CIS 308 Intermediate Database and Database Connectivity
- CIS 404 Advanced Networking Using Java

**Systems and Network Administration Program (BS)**

**(College of Information Technology (Cohort Program))**

**(127 credit hours – See Degree Requirements, page 33)**

SNAP is designed to cross-train mainframe and other specialties to competency in Microsoft® and Unix systems administration and network administration. If you successfully complete SNAP, you will gain 36 semester hours of credit and satisfy the major, upper level and in-residence requirements for a Computer Information Systems Networking degree. You also need to satisfy the General Education Core Curriculum, Signature Series requirement, and overall degree requirements to graduate. You 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, please visit bellevue.edu.

**Major Requirements (36 credit hours)**

**SESSION 1**
- CIS 240 Introduction to UNIX
- CIS 340A Business Telecommunications

**SESSION 2**
- CIS 306 Advanced UNIX Administration
- CIS 341A Cisco Networking

**SESSION 3**
- CIS 321 Structured System Analysis and Design
- CIS 357 Operating System Administration

**SESSION 4**
- CIS 305 Management and Design of Database Systems
- CIS 348B Implementing and Managing Network Infrastructures

**SESSION 5**
- CIS 349B Implementing and Maintaining Active Directory Structures
- CIS 352 Administration of SQL Databases

**SESSION 6**
- CIS 406 Information Security
- CIS 480 Advanced Web Server Administration

**Web Technologies (BS)**

**(College of Information Technology (Cohort Program))**

**(127 credit hours – See Degree Requirements, page 33)**

The Web Technologies degree program fits you if you possess a background in Information Technology and wish to complete the requirements for a Bachelor of Science degree. The program provides you with a background in the concepts and technologies associated with the publication of information through the world wide web. Theoretical instruction is mixed with hands-on practice in each of four 12-week terms, during which you participate in three separate 3 credit courses, each of which incorporates Bellevue University’s award-winning online learning model. You should expect to devote at least 10 hours each week to each of the three classes, and should be prepared to perform research outside of your textbooks in order to remain familiar with developments in the rapidly-changing world of web technology. For the most up to date information or for questions, please visit bellevue.edu.

**Major Requirements (36 credit hours)**

**SESSION 1**
- CIS 248 Introduction to Web Design
- CIS 280 Web Server Software
- CIS 340A Business Telecommunications

**SESSION 2**
- CIS 240 Introduction to UNIX
- CIS 328 Principles of Web Interface Design
- CIS 357 Operating System Administration

**SESSION 3**
- CIS 237 Elementary Web Scripting
- CIS 305 Management and Design of Database Systems
- CIS 406 Information Security

**SESSION 4**
- CIS 337 Web Scripting
- CIS 403 XML Programming
- CIS 405 E-Commerce

**Prerequisite Coursework**

- Computer Concepts and Applications (CIS 101 or equivalent)
- AND one of the following: Database (Access, Oracle, DB2, MS SQL, Informix, etc.)
Networking (Telecommunication, Novell, Cisco, etc.)
Programming (C,C++, C#, or Java)
Other (graphics design, animation, Flash, desktop publishing, etc.)

OR
MCSE Certification
CCNA Cisco Certification
CompTIA Network+ Certification 126

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, 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 teaches 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.

CIS 242 Introduction to Programming Using Java
This course introduces the concepts of structured programming using Java. The course covers the basics of the Java programming language syntax, to include designing, coding, documenting, and debugging 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 above-mentioned topics.

CIS 243 Introduction to Programming Using C#
This course is designed to introduce the concepts of structured programming, how programs and programming languages work, and the purposes and practices of structured programming are discussed. Designing, coding, documenting, and debugging programs using elementary data structures, input/output statements, selection and iteration, functions, and one-dimensional arrays are covered in detail.

CIS 248 Introduction to Web Design
This course is open to all academic majors with an assumed lack of knowledge of the field of web design. Students shall learn the basics of creating, posting, and maintaining internet web pages. Students shall use multimedia software, web authoring software, and scripting techniques to create the web pages. Also, the students shall evaluate web pages and websites for technological, business, and artistic merit. This is an interdisciplinary class that allows students to combine computer, business, and creative skills.

CIS 280 Web Server Software
This course provides students with a hands-on introduction to the software which is most often used on web servers. Students will install and configure virtual machine servers, server operating systems, web-server software, extensions to web-server software, and database management systems.

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 299/499 Topics in Computer Information Systems
This course explores 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
This course focuses on 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 306 Advanced UNIX Administration
This course teaches 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 and acceptance into the Software Development Program.

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 311 Operations Systems Security
This course introduces students to the relationship between hardware and software security mechanisms and the computer’s operating system. Concepts such as the security kernel, memory partitioning, process management, system file management, Trusted Computer Base (TCB), and security modes will be explored.

CIS 312 Firewalls and Network Security
This course introduces students to the goals, functionality, and techniques of firewalls and other network security devices such as intrusion detection mechanisms and Virtual Private Networks (VPNs). Communications and network security techniques used to prevent, detect, and correct potential vulnerabilities associated with both the outsider and insider threat will be covered.

CIS 321 Structured System Analysis and Design
This project-based course 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 flow charting and entity relationship diagrams. Students will complete a variety of analysis design specifications and a project implementation plan for a simulated business system.

CIS 328 Principles of Web Interface Design
This course presents students with technologies currently in use in web development, with particular emphasis on the benchmarks, conventions, and standards used to measure the strength of web interfaces. The characteristics which help determine good web interfaces include navigability, bandwidth requirements, aesthetics, consideration for visitors with special needs, and compliance with industry standards.

CIS 337 Web Scripting
This course provides a broad coverage of Web tools needed to create well designed websites. Students will learn the fundamentals of server-side scripting creating dynamic web pages 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, 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 355 Business System 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 and implementing appropriate algorithms using Object-Oriented concepts. Graduate Students will accomplish a programming project that will apply the concepts covered in the course.

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 students in the classroom.

CIS 402A Intermediate Java Programming
This course teaches the principles of Object-oriented (OO) programming using Java. The course covers the Java programming language syntax and OO concepts, as well as more sophisticated features of the Java runtime environment. Additional topics addressed are 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 or CIS 251

CIS 403 XML Programming
This course provides an in-depth introduction to programming on the World Wide Web using the Extensible Markup Language (XML). The use of XML as the primary development language for Web information portals is explored. 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.

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 provides 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 411 Disaster Planning and Recovery
This course covers business continuity planning and disaster recovery. Business planning topics such as project scope and planning, business impact analysis, recovery strategies, recovery plan development, and implementation are explored. Disaster recovery will be discussed in terms of recovery plan development, implementation, and restoration.

CIS 412 Security Architecture
This course provides students with an introduction to fundamental components of security architecture, including computer organization, hardware, software, and firmware components, open and distributed systems, and protection mechanisms. The concepts of certification and accreditation, formal security models, and evaluation criteria will also be explored.

CIS 413 Current Threats
This course identifies current trends in information security. Students will explore government and commercial Websites which address threats and vulnerabilities, as well as determine what processes are available to identify and manage those threats and vulnerabilities.

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 publication, A Guide to Project Management Body of Knowledge (PMBOK® Guide).

Both discover-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. Of, 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 444 Managing Project Risks
This course is designed to teach students effective tools and techniques for assessing and recognizing risks, managing risks, and managing risks throughout the entire project life cycle. Upon completion, students will have a better understanding of practices used to assess, manage, and mitigate risk. Emphasis is placed on conducting risk assessments with the project team and managing risks associated with project changes (i.e. schedule change, scope change). This course is compliant with the Project Management Institute’s (PMI) A Guide to Project Management Body of Knowledge (PMBOK® Guide). Prerequisite: CIS 433

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 major courses.

CIS 463 Project Communications Management and Leadership
This course explores both communication and leadership techniques in order to equip project managers with the skills they need to deal effectively with issues relating to resources, stakeholders, global teams, and changing technology. The skills learned in this course enable students to set clear stakeholder expectations, create a team atmosphere even with distributed resources, and adopt a successful leadership style for different situations. Using hands-on case study exercises, students will learn to manage conflicts, create a positive team atmosphere, run efficient meetings, and manage projects successfully. Concepts of communications management, staff acquisition, team development, performance reporting, and leadership are discussed. Prerequisite: CIS 433
CIS 464 Project Management in Global and Virtual Workplaces
This course provides a comprehensive overview of relevant topics in the area of global project management. Topics include characteristics of global and virtual workplaces, challenges and issues in global project management, methods and tools for effective global project management and managing effective virtual teams. Students will engage in a virtual group project in order to experience key aspects of project management in a way that simulates real project management in a global organization. Prerequisite: CIS 433

CIS 465 Defining and Managing Requirements and Project Success
This course focuses on defining, facilitating, documenting gathering, and management of IT project requirements. Students will learn techniques for gaining cooperation from managers, customers, and stakeholders throughout the requirements process. The hands-on approach will include the use of templates and methods geared for effective requirements collection and documentation. Students will learn also learn how to manage changing requirements. In addition, students will review the most common reasons for project failure in order to assure project success. Each week, students will focus on a specific category of problems and learn ways to address issues by outlining plans for preventing failure and developing contingency plans. Prerequisite: CIS 433

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 480 Advanced Web Server Administration
This course explores the configuration and management of Apache and IIS web servers. It covers web server installation, configuration, management, networking, active content support, and security.

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.

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.

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.

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.

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. You will explore the components of gaming and simulation authoring through hands-on projects.

Technical Requirements – The Gaming and Simulation program has specific computer hardware and software requirements. Please visit bellevue.edu and refer to the Gaming and Simulation degree information section for more details. For the most up to date information or for questions, please visit bellevue.edu.

Gaming and Simulation (BS)
(127 credit hours – See Degree Requirements, page 33)

Major Requirements (36 credit hours)

CGAS 101 Introduction to Game and Simulation Design
CGAS 102 Introduction to Game and Simulation Prototyping
CGAS 103 Digital Imaging
CGAS 104 Career Planning and Portfolio Development
CGAS 205 Production Art
CGAS 206 Principles of Digital Animation
CGAS 207 Introduction to Game Programming
CGAS 208 Game Environment Art
CGAS 310 Interactivity and Interface Design for Serious Games
CGAS 312 Game Character Art
CGAS 414 Game Simulations and Dynamics
CGAS 416 Serious Game and Simulation Production

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 snow, 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. For the most up to date information, visit bellevue.edu.

Information Technology (BS) (127 credit hours – See Degree Requirements, page 33)

Major Requirements (48 credit hours)
- CS405 E-Commerce
- CS433 Information Technology Project Management
- CS436 Ethics for IT Professionals
- CS456 Service Component

Plus, select nine courses 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 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 Windows Operating Systems
- CBAS 291 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 iNet+ 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 exam 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 (OCA) 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. Prerequisite: CBAS 200

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 the basics of 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 230 Introduction to Security+ Certification
This course introduces students to knowledge and skills measured by the CompTIA Security+ examination. Students learn foundation-level skill and knowledge in General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography, and Operational Security. Course materials are aligned with the CompTIA objectives for the Security+ certification.
CBAS 250 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. This course in conjunction with CBAS 150 prepares students for the Oracle Certified Associate (OCA) certification exam from Oracle. Prerequisite: CBAS 150

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 exam for Planning, Implementing, and Maintaining an MS Windows Server Active Directory Infrastructure.

Management Information Systems (BS)

Management Information Systems (BS) (127 credit hours – See Degree Requirements, page 33)

Major Requirements (36 credit hours)
MISC 303 Strategic Management
MISC 313 Business Communications and Research
MISC 323 Negotiating in Business
MISC 333 Information Systems Management
MISC 343 Managerial Finance
MISC 403 Cyber Ethics
MISC 413 Project Management Part I
MISC 423 Project Management Part II
MISC 433 Current Trends in MIS and Project Management

Courses –
Unless noted, all courses are 4 credit hours.

MISC 303 Strategic Management
Students will be introduced to the most current strategic management theories and practices. The course will cover world-class organizations, the guerrilla view of competitive advantage, online communities, data mining, real options theory, and several others. Students will analyze the concepts of strategic management such as competitive advantage, SWOT, corporate growth, and strategy implementation. The course will include several case studies that will allow the student to better evaluate the importance of how strategic management integrates in the technology industry.

MISC 313 Business Communications and Research
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. The course addresses project proposals and status updates, meeting dynamics, contract negotiations, communicating change, systems demonstrations, and the presentation of technical and quantitative information. This course will address the communications requirements in effective project management.

MISC 323 Negotiating in Business
Virtual reality in business is negotiated, and the ability to negotiate strong agreements and understandings is among today's most valuable skills. The skill to negotiate effectively is essential in today's give-and-take management environment. This course explains how to establish a solid pre-negotiation foundation, subtly guide the negotiation, and consistently set and achieve satisfactory targets. From transferring one's existing strengths to the negotiating table to avoiding common negotiating errors, it reveals battle-proven steps for reaching personal and organizational objectives in every negotiation.

MISC 333 Information Systems Management
This course takes the students through the process of developing and implementing information systems plans both at the strategic and tactical levels. Strategic issues, project management, alternative approaches for building systems, risk management, as well as controversial issues such as outsourcing and end-user development are covered. Capstone projects begin here with a project proposal along with a scope definition and will be worked in each course to the end of the cohort. This course ties together the beginning of a project scope, definition, deliverables, and the triple constraint.

MISC 343 Managerial Finance
In this course, the students will explore the key elements of finance and accounting used by managers to support long and short-term decisions, including balance sheets, income statements, cash flow, budgeting, activity-based costing, performance measures, and compensation issues. Service operations management will help students gain a better understanding of the concepts used in quantitative analysis and other business applications. Capstone projects will be evaluated for cost/benefit analysis adding net present value, return on investment and payback periods. This course will evaluate projects for their profitability and cost/benefit factor.

MISC 403 Cyber Ethics
This course is designed to provide a basis for understanding the fundamentals of ethical behavior as it relates to the Technology Information arena. It integrates key concepts of professional ethics, privacy, property, accountability, and social implications and values. In this relatively new area of business, policy vacuums are created when there is a new development or use of computer technology—this course attempts to address those vacuums. This course will have inroads to all other courses offered in this program as ethics ties closely to all the courses in the MIS program.

MISC 413 Project Management Part I
This course provides the foundation for understanding of project management from a management perspective. This course will cover the aspects of initiating, planning, executing, controlling and closing with scenario based information case studies to help understand the course material. Service operations management will help students gain a better understanding of the concepts used in quantitative analysis and other business applications. Students will have a 120 day MS Project license so they can have hands-on experience using project management tools. Capstone projects will continue to be updated to include Gantt charts, time schedules, work break down tasks, and resources identified. Capstone rough draft is due at the end of the course.

MISC 423 Project Management Part II
This course examines current trends in project management. Cost analysis and time structures will be examined to look at issues that arise during project planning and implementation. Experience with Gantt and PERT charts will illustrate methods used to implement and successfully complete technological projects. Service operations management will help students gain a better understanding of the concepts used in quantitative analysis and other business applications. The capstone final paper is due along with presentation at end of course. Capstone presentations are due in this course.

MISC 433 Current Trends in MIS and Project Management
This course is designed to help the student identify issues in current business markets that affect how Management Information Systems can blend technology with business or how Project Management trends will impact future directions of IS and IT. Final Capstone papers are due at the end of this course.
Graduate Business Programs
Master of Science in Acquisition and Contract Management

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**

- MBA 522 Data Analysis for Effective Decision Making
- MBA 541 Survey of Accounting and Information Systems

Note: If you possess an undergraduate degree in business, you normally will have met most or all foundation requirements. The hours made available by this preparation must be met with graduate-level electives. The program requires 36 graduate credit hours of core coursework. No undergraduate courses will count toward the Master of Science in Acquisition and Contract Management.

**CORE**

- MBA 626 Operations Management Strategies in a Global Context
- MBA 633 Advanced Organizational Behavior
- MBA 639 Strategic Management*
- MBA 642 Managerial Accounting and Information Systems
- MBA 670 Essentials of Supply Chain Management in a Global Environment
- MBA 677 Logistics Management
- MAQC 620 Project Management
- MAQC 660 Business Decision for Contracting+
- MAQC 670 Legal Considerations in Contracting+
- MAQC 675 Cost Analysis and Negotiation Techniques

*Must be taken by all students during the last term of coursework.
+
A Level 2 DVM3 certification for the contracting career field through DVM3 may be used to transfer 9 credit hours to the Master of Science in Acquisition and Contract Management for MAQC 660, 670, and 675.

Courses —

All courses are 3 credit hours.

- MAQC 620 Project Management

In this course, students will learn to 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 will also 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

This course focuses 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 can 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

This course focuses on the legal considerations in the procurement process with an emphasis on contract law, fiscal law, protest, assignment of claims, subcontracting, dispute and claims, fraud, debt, and terminations. Prerequisites: MBA 522 and MBA 541

- MAQC 675 Cost Analysis and Negotiation Techniques

This course focuses on cost analysis and negotiation techniques and topics including cost analysis, quantitative techniques, indirect cost, accounting and est. systems audits, FCM, profit analysis, and negotiations of acquisition planning, cost analysis, negotiation, and contract administration. Prerequisites: MBA 522 and MBA 541

- 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 can 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.

- 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.

- 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: For MAQC students — MBA 522 and MBA 541; for MBA students — 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-life interface. Includes emphasis on perception, motivation, leadership, influence, work/family conflict, stress, decision-making, diversity, organizational learning, ethics, global issues and change.

- 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 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: For MAQC students — MBA 522 and MBA 541; for MBA students — 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: For MAQC students — MBA 522 and MBA 541; for MBA students — 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: For MAQC students — MBA 522 and MBA 541; for MBA students — MBA 505, MBA 522, and MBA 541

The Master of Arts in Management program is under review. For the most up to date program information, please visit bellevue.edu

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 a minimum of 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. If you do not have an undergraduate degree in business, you will generally take the Foundation (9 credit hours), the Core (18 credit hours), and an MBA concentration (9 credit hours) to complete the degree. If you have an undergraduate degree in business, you normally have met most, or all, of the Foundation requirements; thus, you will take the Core (18 credit hours), an MBA concentration (a minimum of 9 credit hours), and up to nine hours of graduate business electives (instead of the Foundation), which may be a second MBA concentration. Undergraduate business courses may not be substituted for graduate courses. Cross-listed business courses taken at the undergraduate level may not be repeated at the graduate level for credit. The MBA concentration provides you with an opportunity to focus their studies in a specialized business area of interest. In completing your concentration in Human Capital Management (HCM), you will have the opportunity to extend your study in this field by completing an additional 9 credit hours resulting in a Specialization in Human Capital Management. HCM concentration courses must be completed prior to enrollment in the HCM Specialization courses.

The College of Business Dean’s office develops the MBA degree plan indicating the courses needed to meet degree requirements. During your first term, make an appointment with your Academic Advisor to plan your entire program, term by term.

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 will normally have met most or all 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, Acquisition and Contract Management, Executive Coaching, Finance, Healthcare, Human Capital Management, Human Resources Management, Information Security, International Management, Management Information Systems, Marketing, or Supply Chain Management. The program requires a minimum of 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 and students must have a 3.0 GPA to enroll.

MBA Program Sequence — To enhance the quality and value of the MBA experience, it is essential that all 500-level foundation courses are completed at the beginning of your program of study. Foundation courses and other prerequisites must be completed in order to enroll in core and concentration courses. Required foundation and prerequisite courses 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
MBA 612 Financial Strategy
MBA 639 Strategic Management

Concentration Course 1**
Concentration Course 2**
Concentration Course 3**

**NOTE: Concentration courses should be planned during the second half of your program.

Concentrations –

Interdisciplinary Business (Traditional MBA)
The Interdisciplinary Business Concentration is primarily oriented toward managerial practice and provides a generalist perspective across traditional MBA curricula. You 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 you for taking the MBA certification exam.

You 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 you with the opportunity to explore advanced topics in the accounting field. To take the accounting concentration, you should contact a major professor in the accounting area for assistance in designing a concentration.

You 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 you to sit for the CPA exam. If you are planning to sit for the CPA examination, you should check with your faculty advisor to ensure you will have completed the requirements as outlined by the respective state board of accountancy. You 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 DAWA certification for the contracting career field through TAMU/DFW may be used to transfer 9 credit hours to the MBA Acquisition and Contract Management Concentration.

All courses are 3 credit hours (See page 108 for course descriptions)

You will be required to take the following 9 credit hours:
- 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 you 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 of completion in executive coaching.

You 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

External Professional Standards: Bellevue University is an institutional member of the Graduate School Alliance for Executive Coaching (GSACE). The mission of GSACE 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 127 for course descriptions)

Finance Concentration
Financial knowledge and understanding is highly valued in the marketplace and the Finance concentration provides an opportunity for you to further develop your knowledge and practical application skills in several key finance areas. Prior study is not required to pursue the Finance concentration and you may take any of the finance electives without pursuing the entire concentration. If you are interested in this concentration, you should contact a major professor in the MBA area to assist you. You may take the finance electives without pursuing the entire concentration.

You 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 if you work in a field related to the healthcare industry. You may take the healthcare electives without pursuing the entire concentration.

You 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 Capital Management Concentration
The Human Capital Management concentration is designed to provide individuals with knowledge in designing human capital development programs and measuring the effectiveness of investing in such programs within the corporate setting. This concentration is recommended for individuals who work in human capital development fields.

You will be required to take the following 9 credit hours:
- MCL 601 Human Capital Management
- MCL 643 Principles of Adult Learning and Training
- MCL 658 Measurement and Evaluation of Human Capital

Human Capital Management Specialization
To continue your study in the field of Human Capital Management (HCM), you may complete an additional 9 credit hours to complete a Specialization in Human Capital Management. Courses in the HCM Concentration must be completed prior to enrollment in the HCM Specialization courses.

You will be required to take the following 9 credit hours:
- BA 646 Strategies for Recruitment and Selection of Human Resources
- MCL 649 Inferential Statistics and Research Methods
- MCL 670 Managing the Learning Environment

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. You may take the human resource management electives without pursuing the entire concentration.

You 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

Information Security Concentration
Protecting information systems from unauthorized access is vital in today’s world. The Information Security concentration provides an opportunity for students to further develop their knowledge and practical application skills in several key information security areas: computer forensics, information security management, information warfare, and database security. Prior study is not required to pursue the information security concentration (although CIS 606 provides foundational information security knowledge) and students may take any of the information security electives without pursuing the entire concentration. Students interested in this concentration should contact the MSMSI program director for assistance.

You must complete CIS 606 prior to selecting three courses from the following:
- CIS 607 Computer Forensics
- CIS 608 Information Security Management
- CIS 610 Information Warfare
- CIS 636 Database Security

International Management Concentration
The International Management concentration provides you with key topics, theories, and applications that managers and professionals understand and use in pursuing international business goals and activities. If you are interested in pursuing this concentration, you should contact a major professor in the MBA area for assistance. You may take any of the international management electives without pursuing the entire concentration.

You 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 Behavior
- MBA 667 Regulation and Ethics for International Business
Management Information Systems Concentration
The Management Information Systems concentration is designed to explore topics in the Computer Information Systems field. If you are a Non-Computer Information Systems undergraduate major, you can enhance your understanding of the CIS area through this concentration with limited coursework in Computer Information Systems at the undergraduate level. If you wish to take the Management Information Systems concentration, you should contact a major professor in the MBA or Computer Information Systems area for assistance. You may take the management information systems electives without pursuing the entire concentration.

All courses are 3 credit hours (See page 128 for course descriptions)
You must select a minimum of 9 credit hours from the following:
- CIS 520 Survey of System Development
- CIS 540 Business Telecommunications
- CIS 620 Management Information Systems
- CIS 633 Information Technology Project Management

Management Concentration
This concentration is only available if you are a Master of Arts in Management graduate. Master of Arts in Management graduates are required to complete 18 hours for a second Master's degree.

MAM graduates will be waived from MBA 505, MBA 522, MBA 633 and MBA 639
You will be required to take the following 18 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
- COB 600-level course

Marketing Concentration
The Marketing concentration is designed to provide you with the opportunity to explore global topics in the marketing field. If you are interested in pursuing this concentration, you should contact a major professor in the MBA area for assistance. You may take any of the marketing electives without pursuing the entire concentration. MBA 652 Marketing Strategy is a prerequisite to all Marketing concentration courses.

You must select a minimum of 9 credit hours from the following:
- BA 655 Internet Marketing
- BA 656 International Consumer Behavior
- 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 MBA program, you 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 you with an understanding of the role that the supply chain provides in enterprise competitiveness and overall strategy. The concentration helps prepare you 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. You may take the supply chain management electives without pursuing the entire concentration.

You 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

American Society of Transportation and Logistics (AST and L) is the premier professional organization that develops and administers the Certification in Transportation Logistics (CTL). AST and 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 and 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. You are eligible to receive the CTL without further examination if you meet specific academic requirements. Bellevue University is authorized to offer this academic blanket waiver.

To qualify, you must meet the following requirements:
1. You must have a Bachelor of Science Business Administration (BSBA) or a Bachelor Science Accounting (BSA) undergraduate degree.
2. You must have received Bellevue University’s MBA with the Supply Chain Management Concentration.
3. In addition to the 9 credit hour Supply Chain Management concentration, you 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. You must meet all other AST and L requirements for the waiver which includes membership in AST and L.
5. You 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 you have 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
This course 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 ASOBAT. Other areas of discussion will include the policy-making process, contemporary accounting issues, and international accounting. Prerequisites: AC 312, MBA 505, MBA 522, and MBA 541

AC 619 International Accounting
This course focuses on the study of current standards and practice in international financial accounting and a comparison of U.S. GAAP to practices in other countries. Emphasis is placed on understanding the importance of convergence of financial reporting and the adoption of international financial reporting standards, the role international accounting standards play in the global marketplace, 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. Prerequisites: AC 312, MBA 505, MBA 522, and MBA 541

AC 624 Advanced Cost Accounting
This course includes current managerial and cost accounting issues, such as just in time (JIT), balanced scorecard, Activity-Based Costing (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. Prerequisites: MBA 505, MBA 522, MBA 541, and MBA 642

AC 632 Advanced Tax Accounting
This 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 351, 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 EDP auditing, and specialized attestation 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
This course covers governmental accounting and the various funds associated with non-profit enterprises including 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
This course includes fundamental principles and practices of risk management and insurance with an applied focus on risk management processes rather than institutional and contractual details of the insurance industry. Topics include 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 should learn to 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 market place. 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
Cash management also may be known as treasury management, working capital management, or short-term financial management. This course 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 theory, 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
This course 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 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 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. 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 Behavior
This course provides a review of the classical areas of perceptions, cognition, attitudinal formation, and cultural influences that affect individual and group purchasing behavior. 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
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. 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 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 can 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 macroeconomic 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 collaborative 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-life 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. Through a simulation activity, 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). Prerequisites: Must be taken by MBA students during the last term of coursework. Students must have a 3.0 GPA prior to enrolling in this course.

**MBA 642 Managerial Accounting and Information Systems**

This course provides an understanding of management information systems used in decision making processes. It is 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: For MAQC students—MBA 522 and MBA 541; for MBA students—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 can gain career experience in marketing by analyzing various corporate dilemmas and developing strategies throughout the course along with creating a marketing plan. Prerequisite: Graduate standing

**MBA 664 Marketing Research**

This course is designed to provide students with a means to obtain information for more effective marketing decision making. 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 these two approaches will be utilized to address a variety of marketing problems. Students are expected to 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 study of law and its application in business operations and examines the influence of political, social, and regulatory issues on the formation and interpretation of the law. Topics include contracts, negotiable instruments, bankruptcy, agency and employment relationships, and property concepts. Emphasis is placed on applying these concepts to business decisions while considering both ethical and global perspectives. Prerequisites: MBA 505, MBA 522, and MBA 541

**MBA 667 Regulation and Ethics for International Business**

This course is 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 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 foreground. 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
This course presents logistics management concepts and their interface with other business functions. The focus of this course is on activities involved in moving and storing materials and information. Course activities include developing and integrating models of procurement, transportation, warehousing, materials handling, and information storage. Prerequisites: MBA 505, MBA 522, MBA 541, and MBA 626

MBA 685 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 the College of Business (CoB). These objectives will be documented through oral or written reports as required by the faculty sponsor. The internship application must be approved in advance of registering for the course. Contact the CoB office for details. Prerequisites: 1. Graduate students must have earned a minimum of 18 credit hours in the CoB. 2. No current grade below a C. 3. Cumulative GPA of 3.0. 4. Successfully completed 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 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 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)
GRADUATE PROFESSIONAL PROGRAMS
Master of Arts in Leadership

College of Professional Studies
(Accelerated Program)

The ultimate goal of the Master of Arts in Leadership cohort program is for you to utilize critical thinking skills to integrate your real-life experiences with your studies to prepare yourself for leadership roles in your home, organization, community, and society. You typically enter the program because you have an interest in the human side of the organizational equation, and you have a desire to acquire the knowledge and skills that will enable you to lead, coach, and mentor others in a variety of settings.

Throughout the 16-month program you will study leadership theories, current leadership issues, historical and modern-day leaders, organizational behavior, team and group dynamics, strategic leadership, organizational change, human development, ethics, and leadership for the 21st century. Each course provides multiple opportunities for a practical application of knowledge from the assignments including the leadership project, which you design to explore topics related to your own personal and/or professional interests. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Master of Arts in Leadership program.

Major Requirements (36 credit hours)

TERM 1
MLDR 600 Leadership Theories and Practices
MLDR 610 Organizational Leadership
MLDR 681-1 Leadership Project

TERM 2
MLDR 615 Research Methods
MLDR 620 Strategic Leadership
MLDR 681-2 Leadership Project

TERM 3
MLDR 631 Team and Group Dynamics
MLDR 635 Organizational Change and Human Development
MLDR 681-3 Leadership Project

TERM 4
MLDR 640 Ethical Leadership
MLDR 670 Twenty-first Century Leadership
MLDR 681-4 Leadership Project (presentation)

Courses --

Unless noted, all courses are 4 credit hours.

MLDR 600 Leadership Theories and Practices

Students explore various theories of leadership by examining their practice within diverse organizational and situational contexts. They study past and current leaders in order to effectively analyze their roles, styles, actions, and levels of success in relationship to the theories presented.

MLDR 610 Organizational Leadership

Students focus on the roles leaders play in a variety of organizations. They 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 analyze the definition of success of both organizations and leaders based on a variety of factors.

MLDR 615 Research Methods

Students are introduced to research terminology and methodology, which they then apply to their thesis project. They also use hands-on activities to learn how surveys are developed and implemented to gather data, as well as to learn how that data is analyzed, presented, and used in relation to research.

MLDR 620 Strategic Leadership

Students explore how leaders strategically create and affect organizational missions, goals, and objectives. Students study leaders in a variety of organizational and social contexts to analyze the role a leader plays with regard to inspiring, empowering, and leading stakeholders through strategic organizational initiatives.

MLDR 631 Team and Group Dynamics

Students examine the need for leaders to understand group dynamics, as well as the leader’s role in facilitating the success of teams or groups in various organizations. They explore the processes of team building, interpersonal and group relations, effective problem solving, decision-making skills, and managing changes within groups in a variety of settings with the emphasis placed on the actions of individuals within the group. Students also examine the relationship between groups and their organizations, as well as the relationship between groups and their leaders.

MLDR 635 Organizational Change and Human Development

Students learn how to lead purposeful change within organizations through an understanding of human development. They also explore the roles of leaders in relation to implementing and facilitating changes within organizations, with the emphasis on how leaders motivate, mentor, coach, and develop others within their organizations.

MLDR 640 Ethical Leadership

Students are introduced to the principles and practices of ethical behaviors at individual, organizational, and social levels. They study their own ethical beliefs, as well as examine the effects of ethical and unethical behaviors and decisions made by past and current leaders.

MLDR 670 Twenty-first Century Leadership

Having a solid understanding of leadership theories and practices studied earlier in the program, students now explore the traits and abilities individuals need to be effective leaders in the twenty-first century, with an emphasis on coaching, innovation, and creativity. They use their knowledge to create presentations that they can use to help educate and develop future leaders.

MLDR 681 Leadership Project

Students conduct an in-depth exploration of a leadership topic of personal and/or professional interest. They first learn how to conduct research in order to review and study what experts have said about their thesis topic and then determine and develop a method of research appropriate for their project. The course is continued across all four terms of the program with one credit earned each term. One instructor is dedicated to this course for all four terms, as well as for the MLDR 615 course in order to provide the student with consistent help while developing the thesis project. (4 credit hours broken into four 1 credit courses, taken in each of the four terms)

Master of Science in Computer Information Systems

College of Information Technology

The Master of Science in Computer Information Systems is designed for the computer professional who desires an advanced Information Systems degree as a key component of your professional growth. The program provides the tools needed to go forward into technical and management positions in Information Systems. The curriculum covers a variety of important aspects of the IT profession: system analysis and design, programming, web development, networking, telecommunications, database management, project management, and IT accounting. To complete this 36 credit hour degree program, you will take 12 semester hours of foundation courses and 24 semester hours of core courses. If you have no previous computer courses, you also may be required to take an additional prerequisite programming course. Electives may be substituted for foundation courses in cases where you have previous coursework that maps to the foundation.

For the most up to date information, visit bellevue.edu

PREREQUISITES
CIS 242 Introduction to Programming Using Java
OR
CIS 243 Introduction to Programming Using C#

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 Business Telecommunications

CORE
Select eight courses from the following:
CIS 600 E-Commerce Enterprise
CIS 602A Intermediate Java Programming
CIS 603 XML Programming
CIS 604 Advanced Networking Using Java
CIS 605 Advanced Database Management
CIS 621 Applied System Development and Design
CIS 633 Information Technology Project Management
CIS 634 ASP.NET
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 you the opportunity to explore emergent as well as traditional business theories, concepts, and applications in the areas of finance, management, and marketing.
You 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

Master of Science in Management of Information Systems

The Master of Science in Management Information Systems is a customized degree tailored specifically to prepare you for management positions in the Information Technology profession. It consists of multiple components: the core and concentrations. The core explores the characteristics of information systems with emphasis on critical management issues. In addition to completing the core, you may select one or more of six concentrations to obtain additional depth in, information security, computer information systems, solutions architecture, healthcare, business administration, or IT project management. To satisfy the requirements for degree, you must take 27 semester hours of core courses and at least 9 semester hours from one of six concentrations. For the most up to date information, visit bellevue.edu

Major Requirements (36 credit hours)

CORE
CIS 512 Survey of Information Technology Management
CIS 520 Survey of System Development
CIS 537 Introduction to Cyber Ethics
CIS 540 Business Telecommunications
CIS 606 Information Security
CIS 620 Management Information Systems
CIS 631 E-Commerce Management
CIS 633 Information Technology Project Management
CIS 653 Enterprise Resource Planning

Concentrations –

Business Administration Concentration
MBA 612 Financial Strategy
MBA 633 Advanced Organizational Behavior
MBA 652 Marketing Strategy

Computer Information Systems Concentration
Select three courses from the following:
CIS 525 Business System Programming
CIS 535 Management and Design of Database Systems
CIS 602A Intermediate Java Programming
CIS 603 XML Programming
CIS 604 Advanced Networking Using Java
CIS 605 Advanced Database Management
CIS 607 Computer Forensics
CIS 608 Information Security Management
CIS 610 Information Warfare
CIS 621 Applied System Development and Design
CIS 634 ASP.NET
CIS 635 Principles of Human Computer Interface Design
CIS 636 Database Security
CIS 640 Advanced Telecommunications
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
You must complete CIS 606 prior to selecting three courses from the following:
CIS 607 Computer Forensics
CIS 608 Information Security Management
CIS 610 Information Warfare
CIS 636 Database Security

IT Project Management Concentration
You must complete CIS 633 prior to enrolling in the following project management courses:
CIS 644 Managing Project Risks
CIS 663 Project Communications Management and Leadership
CIS 665 Defining and Managing Requirements and Project Success

Solutions Architect Concentration
Select three courses from the following:
CIS 535 Management and Design of Database Systems
CIS 621 Applied System Development and Design
CIS 635 Principles of Human Computer Interface Design
CIS 650 Accounting for IT Professionals

Graduate IT Project Management Certificate of Completion
CIS 633 Information Technology Project Management
Plus two courses from the following:
CIS 644 Managing Project Risks
CIS 663 Project Communications Management and Leadership
CIS 665 Defining and Managing Requirements and Project Success

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 this course is 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 Structured 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 Business Telecommunications
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 telecommunications 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 600E 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
CIS 602A Intermediate Java Programming

This course is designed to teach principles of Object-Oriented (O0) programming using Java. This course covers the Java programming language syntax and O0 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 355, 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 650 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. The course allows for analysis of current security management models.

CIS 610 Information Warfare

This course is designed as an overview of the fundamental processes associated with waging war in an electronic age. Topics include strategic planning and tactical analysis for target identification, reconnaissance, and tool selection. The intent of this course is to focus on individual, corporate and national forms of warfare.

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 life cycle. 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 ASPNET

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 discipline. 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 front-end design tools will be discussed. The overall focus of this course will be the visual front-end portion of 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. The course supplements 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 644 Managing Project Risks

This course is designed to teach students effective tools and techniques for measuring and assessing risks, mitigating risks, and managing risks throughout the entire project life cycle. Upon completion, students will have a better understanding of practices used to assess, manage, and mitigate risk. Emphasis is placed on conducting risk assessments with the project team and managing risks associated with project changes (i.e. schedule change, scope change). This course is compliant with the Project Management Institute’s (PMI) Project Management Body of Knowledge (PMBOK). Prerequisite: CIS 633

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 663 Project Communications Management and Leadership

This course explores both communication and leadership techniques in order to equip project managers with the tools they need to deal effectively with issues relating to resources, stakeholders, global teams, and changing technology. The skills learned in this course enable students to set clear stakeholder expectations, create a team atmosphere even with distributed resources, and adopt a successful leadership style for different situations. Using hands-on case study exercises, students will learn to
manage conflicts, create a positive team atmosphere, run
efficient meetings, and manage projects successfully.
Concepts of communications management, staff
acquisition, team development, performance reporting,
and leadership are discussed. Prerequisite: CIS 633

CIS 665 Defining and Managing
Requirements and Project Success
This course focuses on defining, facilitating,
documentation gathering and management of IT project
requirements. Students will learn techniques for gaining
cooperation from managers, customers, and stakeholders
throughout the requirements process. The hands on
approach will include the use of templates and methods
geard for effective requirements collection and
documentation. Students will learn also learn how to
manage changing requirements. In addition, students will
review the most common reasons for project failure in
order to assure project success. Each week students will
focus on a specific category of problems and learn ways to
address issues by outlining plans for preventing failure and
developing contingency plans. Prerequisite: CIS 633

CIS 699 Independent Student in Master of
Science in Computer Information Systems
This provides an opportunity for students to customize
their CIS experience by specifically studying other
important topics

Master of Healthcare
Administration

College of Professional Studies
(Accelerated Program)

The Master of Healthcare Administration program is
designed to develop within you 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. The courses in this cohort program
are designed to be taken in order as listed. Their
prerequisite is acceptance to Master of Healthcare
Administration program.

Program Characteristics
- 3 credit hour capstone research 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 time)
- Member of Association of University Programs in
  Health Administration (AUPHA)
- Member of Higher Education Network of the Americans College
  of Healthcare Executives

Major Requirements (39 credit hours)
TERM 1
- MHA 601 Information Technology in Healthcare
- MHA 647 Leadership and Team Development in Healthcare
TERM 2
- MHA 623 Legal, Ethical, and Compliance Issues in Healthcare
- MHA 625 Organizational Design and Delivery Systems in Healthcare
TERM 3
- MHA 610 Evaluation Research for Healthcare
- MHA 605 Applied Data Management in Healthcare
- MHA 680-1 Capstone Project
TERM 4
- MHA 630 Quality Management in Healthcare Operations
- MHA 660 Healthcare Finance and Economics
- MHA 680-2 Capstone Project
TERM 5
- MHA 675 Human Resource Management in Healthcare Administration
- MHA 665 Decision Support Systems in Healthcare Administration
- MHA 680-3 Capstone Project
TERM 6
- MHA 670 Strategic Visioning for Healthcare Organizations
- 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 on future applications of
technological development.

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.

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.

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.

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 collaborating 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.

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.

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
economies of today’s healthcare environment.

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.

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.
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.

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 three, four, and five 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.

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.

Master of Science in Clinical Counseling  
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 statistics.

The Master of Science Degree is a 60-credit hour Clinical Counseling program for those interested in obtaining the provisional LMHP and the LMHP (Nebraska) or equivalent licensure in other states as a mental health practitioner. Educational requirements for licensure vary from state to state. It is your responsibility to evaluate whether the Master of Science in Clinical Counseling meets the licensure requirements particular to the state in which you plan to practice. The 60-credit hour degree affords graduates the opportunity to gain supervision for treating major mental disorders (as defined by regulations). Completion of the Master of Science in Clinical Counseling requires a professional growth portfolio and completion of a comprehensive exam.

Major Requirements (60 credit hours)
FOUNDATION
HS 500 Helping Relationships
HS 510 Research Methods in Human Services
HS 513 Theories of Psychopathology
HS 515 Professional Orientation, Ethics, and Legal Issues
HS 521 Human Growth and Development
HS 528 Applied Counseling Theory

ADVANCEMENT TO CANDIDACY (application required)
FRAMEWORK
HS 505 Counseling Practicum
HS 516 DSM Diagnosis for Children, Adolescents, and Adults
HS 524 Group Work: Dynamics and Facilitation
HS 531 Assessment
HS 538 Social and Cultural Diversity
HS 546 Family Therapy

PROFESSIONAL PRACTICE COURSES
HS 585 Career Development
HS 610 Counseling Practices
HS 615 Clinical Internship
HS 620 Advanced Clinical Internship

MENTAL HEALTH CAPSTONE COURSES
HS 549 Applied Neuroscience and Psychopharmacology
HS 625 Advanced Mental Health Clinical Internship
HS 630 Treatment of Child and Adolescent Disorders
HS 640 Treatment of Adult Disorders

Graduate Executive Coaching Certificate of Completion Requirements (12 credit hours)
All courses are 3 credit hours.
You 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

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 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 you if you are 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.

Major Requirements (36 credit hours)
HS 500 Helping Relationships
HS 510 Research Methods
HS 515 Professional Orientation, Ethics, and Legal Issues
HS 521 Human Growth and Development
HS 524 Group Work: Dynamics and Facilitation
HS 531 Assessment
HS 538 Social and Cultural Diversity
HS 546 Family Therapy
HS 585 Career Development
HS 516 DSM Diagnosis for Children, Adolescents, and Adults

BELLEVUE UNIVERSITY / BOYS TOWN ARTICULATION PROGRAM
The mission of the articulation program is to provide you—if you are a Boys Town master’s level student employee—with courses that parallel selected required or elective courses, and to provide elective options customized for your professional development needs. To articulate course work, you will need to 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
College of Arts and Sciences

Program Courses
HS 505 Counseling Practicum
HS 510 Research Methods in Human Services
HS 512 Program Evaluation
HS 513 Theories of Psychopathology
HS 515 Professional Orientation, Ethics, and Legal Issues
HS 516 DSM Diagnosis for Children, Adolescents, and Adults
HS 521 Human Growth and Development
HS 524 Group Work: Dynamics and Facilitation
HS 528 Applied Counseling Theory
HS 531 Assessment
HS 538 Social and Cultural Diversity
HS 546 Family Therapy
HS 585 Career Development

For Boys Town Employees Only—(60 credit hours)
Bellevue University and Boys Town partner to offer a 60-credit hour Master of Science in Family and Youth Services. The program allows you to complete your entire degree through a combination of on-site experiences with Boys Town and online coursework through Bellevue University.
HS 610 Counseling Practices
HS 615 Clinical Internship
HS 620 Advanced Clinical Internship
HS 549 Applied Neuroscience and Psychopharmacology
HS 625 Advanced Mental Health Clinical Internship
HS 630 Treatment of Child and Adolescent Disorders
HS 640 Treatment of Adult Disorders

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 and interviewing skills utilized in the helping relationship. This course will also orient you to the graduate school process as well as encourage the development of a professional mindset, counselor characteristics, and an attitude of lifelong learning as a human service professional.

HS 505 Counseling Practicum
The mental health Practicum consists of 100 hours of supervised experience. 40 hours of which must be face-to-face with clients, designed to support the development and reinforcement of counseling skills and professional identity introduced in HS 500. One hour per week will be dedicated to individual supervision, and one and one-half hours per week to group supervision (seminar) with an assigned faculty mentor. Student performance will be assessed and evaluated. Prerequisite: Foundation Courses

HS 510 Research Methods in Human Services
In this course students will explore research models in the human services. Standard research design issues and procedures will be addressed including experimental, program evaluation, quasi-experimental, qualitative, and case study designs. Skills in reading empirical reports, evaluating the quality of such reports, and integrating research evidence into practice will be emphasized.

HS 512 Program Evaluation
An introduction to the basic concepts and models of program evaluation as applied to the human services. Topics include: planning an evaluation, evaluation designs, selecting criteria and setting standards, basic measurement principles and tools, ethical considerations in conducting a program evaluation, and preparation of a program evaluation proposal.

HS 513 Theories of Psychopathology
This course will explore evidence-based conceptualizations of both normal and disordered mental states, together with an examination of the etiology, development, manifestation, and potential treatment of mental disorders in infants, children, adolescents, and adults.

HS 515 Professional Orientation, Ethics, and Legal Issues
This course provides an opportunity for students to consider theoretical and practical ethical standards for working with individuals in a variety of human service settings. Students will self-assess their values and professionalism and prepare for future professional growth in a variety of counselor roles including supervision, advocacy, and crisis response. Emphasis will be on ethical codes of professional organizations and credentialing bodies relevant to mental health counseling.

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. Normal, developmental, stress induced, and pathological states will be explored. The emphasis will be placed upon the process of differential diagnosis for the purposes of case formulation, treatment planning, and/or referral along the continuum of care using the multiaxial model. Prerequisite: Foundation Courses.

HS 521 Human Growth and Development
This course provides students with a comprehensive understanding of the nature and needs of persons at all the developmental levels and in multicultural contexts. Individual and family developmental theories and transitions, as well as theories of learning and personality development, including knowledge about neurobiological behavior will be emphasized. Knowledge about human behavior as it relates to developmental crises, trauma-causing events, psychopathology, disability, and other factors that influence normal and abnormal behavior will be presented. Theories and etiology of addictions, knowledge about assisting optimal development and wellness, and resilience across the life span will be explored. A framework for understanding and developing interventions for extraordinary capabilities will be introduced.

HS 524 Group Work: Dynamics and Facilitation
This course provides students with a theoretical and experiential understanding of group work, including group types, purposes, dynamics, developmental stages, theories, methods, skills, and approaches to practice as a professional counselor in a multicultural society. The principles of group dynamics, group facilitation styles and approaches, theories and methods of group counseling provide the foundation for this course. In addition, 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 the dynamics of group interact to facilitate cognitive, emotional, and behavioral change. Students will be provided with at least 10 hours of group experience, with at least one hour of group facilitation experience. Prerequisite: Foundation Courses.

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 psychodynamic, 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 Assessment
Introduces the development of standardized and non-standardized assessment, including behavioral observation, clinical interviewing, and a variety of referenced instrument. Students will learn the basics of statistics applied to testing and measurement theory and applications. Special attention will be given to issues of validity and reliability, paying special attention to concerns regarding ethics and applications to multicultural populations. Learning will focus on the use and interpretation of common assessment methods. Prerequisite: Foundation Courses.

HS 538 Social and Cultural Diversity
This course addresses cultural, social, religious, and economic factors applicable to cultural, ethnic, and minority populations; both from the perspective of the culturally diverse client, and the counselor. Experiential methods of learning will be emphasized, including the development of self-awareness in the counselor. Traditional counseling theories, as well as more recent approaches to counseling diverse groups, will be analyzed for ethical and practical implications. The counselor's role in addressing advocacy and justice will be explored. Prerequisite: Foundation Courses.

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 will also be studied, including addictions and trauma-causing events. Theories and models of couples and family resilience, as well as optimal development and wellness over the family life span will be introduced. Knowledge of a systems perspective which will provide an understanding of family and other systems' theories and models of family and related interventions will be emphasized. Prerequisite: Foundation Courses.

HS 549 Applied Neuroscience and Psychopharmacology
This overview and introduction to the role and function of the Central Nervous System in psychopathology, and its pharmacological treatment, will prepare the mental health professional to both have a basic understanding of psychopharmacology, and to work with prescribing physicians to maximize the effectiveness of medication, and to quickly detect adverse effects. Prerequisite: Foundation, Framework, and Professional Practice Courses.

HS 556 Strength-Based Leadership
The focus of the course is both personal and professional. The student 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 utilizing these leadership dynamics in the human services professional arena. (.4 credit hrs)

HS 560 Internship/Fieldwork
This internship course is designed for the Master of Arts in Human Services 36-credit hour program (or for students from previous catalogs in the 36-credit MA programs). Students apply their knowledge in a supervised human services context. The supervisor for the 300 clock hours required, need not be licensed 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 a clinical practice setting. Prerequisites: 75% of program completed and permission of instructor.

**HS 561 Clinical Internship/Fieldwork**
An opportunity for students to apply their knowledge in a supervised Mental Health Professional services context. The site supervisor for the required 450 clock hours (60% “direct”) must be licensed and the setting must involve an appropriate range of clinical services. The intern will be provided a practicum experience during the initial 100 clock hours (of the 450) in order to meet regulatory requirements for appropriate orientation to mental health work as an intern. During the course, students will be required to participate in an online site designed to provide learning experiences and sharing with peers about internship experiences. Students will be required to prepare a clinical reasoning paper based on a case and to prepare a self-assessment report that summarizes growth in personal and professional skills. The final evaluation from the site supervisor will be a substantial component of the course grade. Prerequisites: HS515, HS616 or HS519, HS528, HS610 or permission of instructor; students must provide proof of professional liability insurance.

**HS 620 Advanced Clinical Internship**
Together with HS 615, this course is designed to meet the needs of students in the Community Counseling (48-credit hour) and Mental Health Counseling (66-credit hour) programs. It is an opportunity for students to apply their knowledge in a supervised Mental Health Practitioner context. Emphasis is on understanding and deepening clinical experiences from the previous internship and learning to proactively benefit from supervision. The site supervisor for the required 300 clock hours (60% “direct”) must be licensed and the setting must involve an appropriate range of clinical services. During the course, students will be required to participate in an online site designed to provide learning experiences and sharing with peers about internship experiences. Students will be required to prepare a clinical reasoning paper based on a case and to prepare a self-assessment report that summarizes growth in personal and professional skills. The final evaluation from the site supervisor will be a substantial component of the course grade. Prerequisites: HS615 or permission of instructor; students must provide proof of professional liability insurance.

**HS 625 Advanced Mental Health Clinical Internship**
This internship course is designed to apply the needs of students in the Clinical Counseling (60-credit hour) program. It is an opportunity for students to apply their knowledge in a context involving mental health experience; access to diagnosis and treatment of “major mental disorders” is encouraged, but not required. The site supervisor for the required 300 clock hours (60% “direct”) must be a licensed mental health practitioner or other qualified mental health professional. During the course, students will be required to participate in an online site designed to provide learning experiences and sharing with peers about internship experiences. Students must prepare a clinical reasoning paper based on a case and to prepare a self-assessment report that summarizes growth in personal and professional skills. The final evaluation from the site supervisor will be a substantial component of the course grade. Prerequisites: Matriculation into the MS in Clinical Counseling [60-credit degree] or completion of a 48-credit MSHS degree and admitted to the MS in Clinical Counseling; permission of instructor; proof of professional liability insurance; clock hours can be adjusted beyond 300 if a student needs more to meet regulatory requirements or other standards.

**HS 630 Treatment of Child and Adolescent Disorders**
Treatment methods for children and adolescents, both historical and those that are well established and/or based upon evidentiary support are reviewed. The applications of specific techniques are examined with respect to specific diagnoses, and practice in their application is provided. 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 “manuselized treatment” for children and adolescents will be examined, as will be concerns regarding ethics and multicultural issues with respect to children and adolescents. Prerequisite: Foundation, Framework and Professional Practice Courses.

**HS 640 Treatment of Adult Disorders**
The history of treatment, and the development into evidence-based counseling methods appropriate to adults, will be examined. Opportunities to practice specific counseling skills from the various evidence-based approaches will be provided, with a focus on specific diagnoses being considered. Specific attention will be paid to cognitive, cognitive-behavioral, constructivist, interpersonal, and personocentric approaches. The value of “manuselized treatment” for adults will be reviewed and discussed. Prerequisite: Foundation, Framework and Professional Practice courses.

**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 will also be examined.

**MCL 652 The Role and Relationship Dynamics of Executive Coaching**
This course covers 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)

**MPA 626 Human Resources and Organizational Effectiveness**
Students will examine a variety of human resource topics from a public and nonprofit administration perspective, including how human resources issues might impact organizational effectiveness. Particular emphasis will be placed on the human services field. (4 credit hrs)

**MPA 646 Finance for the Public Administrator**
This course serves as an overview of the budgeting process as a political process within the public sector with particular emphasis on human services nonprofit and public providers. Topics include budget methods and practices, capital budgeting, budget structure and project evaluation. (4 credit hrs)
Master of Arts in Managerial Communication

College of Arts and Sciences

The Master of Arts in Managerial Communication provides a communication core with an emphasis on leadership skills. You will complete a 24 credit core, then select a 12 credit concentration from one of several disciplines to complete an interdisciplinary degree with career flexibility. The degree is offered online.

Communication/Leadership Core (24 credit hours)
- MMC 520 Writing and Presenting with Authority and Purpose
- MMC 540 21st Century Communication Technologies
- MMC 560 Interpersonal and Intercultural Communication
- MMC 580 Leadership and Organizational Communication
- MMC 610 Conflict and Negotiation
- MMC 620 Critical Thinking Case Studies
- MMC 640 Ethics and Decision Making
- MMC 680 Applied Managerial Communication

Concentrations –

Business Concentration
- MBA 541 Survey of Accounting and Information Systems
- MBA 612 Financial Strategy
- MBA 633 Advanced Organizational Behavior
- MBA 652 Marketing Strategy

Computer Information Systems Concentration
- CIS 608 Information Security Management
- CIS 620 Management of Information Systems
- CIS 631 E-Commerce Management
- CIS 633 Information Technology Project Management

Executive Coaching Concentration
- 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

Human Resource Management Concentration
- BA 636 Compensation and Performance Management
- BA 638 Human Resource Law
- BA 646 Strategies for Recruitment and Selection of Human Resources
- BA 633 Advanced Organizational Behavior

Courses –

All courses are 3 credit hours.

MMC 520 Writing and Presenting with Authority and Purpose
The beliefs and behaviors of leaders and societies are influenced by effective writing. This course offers student-leaders best practices in business communication with special emphasis on business writing and presentations. Students focus on composing written messages—emails, memos, letters, blog postings, and presentations—with and without Power Point and other visuals that communicate with purpose, persuasion, confidence, and credibility.

MMC 540 21st Century Communication Technologies
New communication technologies enable a shift from static information for clearly defined stakeholders to dynamic communities of interest with blurred lines of responsibility and leadership. Students in this course investigate organizational changes fostered by electronic collaboration, social networking, idea sharing, and knowledge building. Students experiment with new communication tools and analyze readings about the impact of rapidly changing methods of communication on organizational cultures.

MMC 560 Interpersonal and Intercultural Communication
In this course, students focus on higher level communication skills necessary to understand and resolve both individual and group issues in a multicultural/gendered workforce. Students will research and discuss best practices for professional behavioral expectations and for confronting problems and misconceptions whether conducting business locally or globally.

MMC 580 Leadership and Organizational Communication
In this course, students examine organizational culture and the process of developing appropriate leadership skills within diverse situational contexts. Students will explore how effective leaders communicate within an organizational climate, and how business, societal and personal expectations can impact the development and practice of leadership.

MMC 610 Conflict and Negotiation
Students in this course address the mediation of change, and how one confronts challenges through problem solving, resolution strategies, human management and personal skill. In addition, participants examine the appropriate and varying mediums for conflict resolution and skilled negotiation.

MMC 620 Critical Thinking Case Studies
In this course, students learn to assimilate and analyze communication research and organizational case studies. Participants focus on problem solving communication issues and how those issues may fit in the context of daily operations or larger strategic plans.

MMC 640 Ethics and Decision Making
Students examine the principles and practices of ethical behaviors at individual, organizational and social levels, and how decision making reflects ethical principles. In addition, students address appropriate organizational response to ethical dilemmas and effective modes for communicating such response.

MMC 680 Applied Managerial Communication
This seminar course requires students to apply their accumulated knowledge and skills through discussion sessions, review of relevant literature, and addressing a complex issue pertinent to business and communications. The course culminates with students presenting their solutions via multi-media communications. Prerequisite: 18 credits in the Managerial Communication Core

Master of Science in Instructional Design and Development (Accelerated Program)

College of Professional Studies

This graduate degree is designed for instructors and trainers at all levels. MIDD emphasizes the integration of educational technologies and active learning principles, as well as the systematic development and design of quality curriculum. This program consists of 36 credits, and is offered online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Master’s level Instructional Design and Development program.

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.

Major Requirements (36 credit hours)
- MIDD 500 Introduction to Instructional Design and Development
- MIDD 510 Foundations of Active Learning
- MIDD 520 Project Management
- MIDD 530 Instructional Strategies for the Online Classroom
- MIDD 540 Developing Learning Products
- MIDD 550 Developing Digital Assets
- MIDD 600 Evaluating Online Technologies
- MIDD 610 Best Practices for Online Facilitation
- MIDD 620 Developing Enhanced Programs
- MIDD 630 Assessment of Student Learning
- MIDD 640 Performance Support Systems
- MIDD 650 Instructional Design and Development Final Project

Courses –

Unless noted, all courses are 4 credit hours.

MIDD 500 Introduction to Instructional Design and Development
This course introduces students to the cognitive and experiential content of the MIDD program, which include key ideas, concepts, and writings in the field of instructional design.
MIDD 510 Foundations of Active Learning
Students examine the principles of active learning, including the usage of resources such as Bloom’s Taxonomy in contemporary curriculum.

MIDD 520 Project Management
Students construct a project management document through MS Project that outlines the tasks and timelines needed to complete MIDD 650. This document includes a Project Charter, work breakdown structures, project phases, and proper project planning tools and procedures. (1 credit hr)

MIDD 530 Instructional Strategies for the Online Classroom
Students assess the various methods of how people learn, and then formulate an appropriate process for transferring those methods to an online learning environment.

MIDD 540 Developing Learning Products
In this course, students integrate active learning applications such as games, simulations, cooperative student projects, and interactive case studies into practical curriculum.

MIDD 550 Developing Digital Assets
Students develop digital assets in the form of text, image, audio, and video files for usage in completing MIDD 650. Emphasis is placed on the importance of organizing and storing digital assets through a Digital Asset Management System. (1 credit hr)

MIDD 600 Evaluating Online Technologies
In this course, students investigate modern technologies in online teaching and learning pedagogy, while incorporating evaluative strategies specific to the online learning environment.

MIDD 610 Best Practices for Online Facilitation
Students combine interactive online learning elements, modern technologies, and student expectations with the multiple roles of a facilitator.

MIDD 620 Developing Enhanced Programs
Students design and integrate face-to-face or synchronous activities to augment an online course, thereby producing a blended learning experience. This course will be integrated into MIDD 650. (1 credit hr)

MIDD 630 Assessment of Student Learning
Students analyze the extent to which knowledge is learned and applied through curriculum design, while considering the importance that external stakeholders comprise in the academic assessment process.

MIDD 640 Performance Support Systems
Students evaluate the various systems used by their target audience in performing their daily work to identify opportunities for improvement in the systems or in their instructional designs.

MIDD 650 Instructional Design and Development Final Project
Students develop a project based on their prior work in MIDD 520, 550, and 620. 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. (1 credit hr)

Master of Science in Organizational Performance
College of Professional Studies
(Accelerated Program)

The accelerated Master of Science in Organizational Performance degree prepares you for the changing roles and demands of management and prepares you to become an effective manager, leader, and facilitator of individual performance improvements, organizational development, and change. This program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Master of Science in Organizational Performance program.

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 intervention techniques 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-economic, 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 the student 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 to 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 (Accelerated Program)**
The accelerated Master of Public Administration degree prepares you to become an outstanding manager and leader prepared to handle the complexities and challenges present in the public sector. You will learn intricacies of working in the public sector with regard to management, organizational, and financial issues specific to government, nonprofit, and other public organizations. This program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Master of Public Administration program.

**Program Characteristics**
- Completed in 16 months
- Available entirely online or in class
- 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 Communications in the Public Sector
- MPA 615 Public Administration Term 1 Project

**TERM 2**
- MPA 620 Organizational Modeling and Decision Theories
- MPA 625 Human Resources and Organizational Effectiveness
- MPA 635 Public Administration Term 2 Project

**TERM 3**
- MPA 640 Strategic Planning and 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 role 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.

**MPA 605 Communications in the Public Sector**
Students will realize various aspects of communication within a public organization. Topics include written and oral presentation, 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 on-line and library-based research. They will learn how to organize, develop and edit a letter of intent, and to complete a funding project during the program. (1 credit hr)

**MPA 620 Organizational Modeling and 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.

**MPA 625 Human Resources and Organizational Effectiveness**
Students examine a variety of human resources 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 and Decision Theories and MPA 625 Human Resources and Organizational Effectiveness. (1 credit hr)

**MPA 640 Strategic Planning and 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.

**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.

**MPA 655 Public Administration Term 3 Project**
Students will 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. (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.

**MPA 665 Public Administration Leadership**
Students examine various leadership theories and analyze the styles, traits, and behaviors that are associated 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.

**MPA 675 Public Administration Term 4 Project**
Students develop a project based on one subject or a combination of subjects from either course 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 demonstrate 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. (1 credit hr)

**Master of Science in Justice Administration and Crime Management**

**College of Professional Studies (Cohort Program)**
The Master of Science in Justice Administration and Crime Management, offered in class and online, allows you to develop the knowledge and competencies needed to assume leadership roles within the field of Criminal Justice. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Master’s level Justice Administration and Crime Management program.

**Major Requirements (36 credit hours)**

MICM 500 Criminal Law
MICM 510 Forensics
MICM 520 Criminal Behavior Analysis
MICM 530 Research Methods and Statistical Applications
MICM 540 Crime Analysis and Case Management
MICM 550 Advanced Crime Analysis
MICM 600 Planning, Budgeting, and Resource Management
MICM 610 Organizational Analysis and Evaluation
MICM 620 Communication, Leadership, and Management
MICM 630 Writing for the Criminal Justice Professional
MICM 640 Ethics and Decision Making
MICM 650 Technology and Future Trends

Courses —
All courses are 3 credit hours.

MICM 500 Criminal Law
This course will focus on the substantive criminal law. Students will examine crimes such as homicide, sex offenses, and theft. Students will use this course material to improve their baseline of knowledge of our criminal law statutes.

MICM 510 Forensics
This course will examine the fundamental forensic topics of fingerprints, bloodstain pattern analysis, forensic pathology, biological fluids and DNA, microanalysis of trace evidence, and firearm and tool mark examination. Additionally, this course will prepare students to evaluate crime scenes and how forensic science is utilized to assist in a criminal investigation.

MICM 520 Criminal Behavior Analysis
This course will cover the concepts of human behavior in a criminal context and examine prevailing criminological causation theories. Students will use this course material to analyze criminal behavior patterns and formulate hypotheses regarding deviant behavior and its association with criminality.

MICM 530 Research Methods and Statistical Applications
This course will examine the relationship between criminological research methods and contemporary theories of criminal behavior. Students will use this course material to manage quantitative data and utilize methods of analysis.

MICM 540 Crime Analysis and Case Management
This course will introduce students to the scientific study of crime analysis and criminal case management. Students will use this course material to identify and recognize criminological terminology and management methods, as well as methods and techniques of tactical, strategic, and administrative crime analysis.

MICM 550 Advanced Crime Analysis
This course will build on the elements learned in MJCM 540. Students will use this course material to examine systematic analytical processes regarding crime patterns and crime trend correlations, in addition to spatial analysis of crime problem within crime analysis.

MICM 600 Planning, Budgeting, and Resource Management
This course will examine the interactive management processes specific to law enforcement agencies. Students will use this course material to develop and create programmatic budgets, and apply financial management techniques to organizational planning initiatives.

MICM 610 Organizational Analysis and Evaluation
This course will cover the concepts of organizational behavior specific to law enforcement agencies. Students will use this course material to select and differentiate between decision-making processes as they relate to policy decisions.

MICM 620 Communication, Leadership, and Management
This course will concentrate on the structures and processes inherent within the leadership and management of criminal justice organizations. Students will use this course material to select the best means of managing labor relations, creating policy, and communicating effectively.

MICM 630 Writing for the Criminal Justice Professional
This course will improve the technical and cognitive writing skills needed for people in law enforcement. Specific attention will be given to editing skills, communication style, and the application of proper grammar in a legal context. Students will use this course material to incorporate computer technology into written correspondence and reports.

MICM 640 Ethics and Decision Making
This course will question the relationship between law and morality, especially with regard to individual responsibility. Students will use this course material to examine ethical issues applicable to criminal justice settings, and the corresponding role of Internal Affairs.

MICM 650 Technology and Future Trends
This course will focus on how technology has affected the operation of systems utilized in contemporary criminal justice settings, as well as the development of long-range forecasts impacting law enforcement operations. Students will use this course material to select appropriate applications of communication systems, interfacing networks, agency training, and resource implementation.

Master of Science in Security Management

College of Professional Studies
(Cohort Program)

The Master of Science in Security Management degree program will utilize an active learning format to help you to develop a leadership style consistent with the principles and practices necessary for security management methods, as well as emergency preparedness. You will be prepared to utilize the Homeland Security philosophy through their management skills within an organization. This program is offered in class and online. The courses in this cohort program are designed to be taken in order as listed. Their prerequisite is acceptance to the Master of Science in Security Management program.

Program Characteristics
- The program is delivered in an accelerated format and lasts approximately 16 months.
- You will join a group of approximately 20 students working together for the duration of the program.

Major Requirements (36 credit hours)

TERM 1
MSSM 501 Homeland Security Principles and Practices
MSSM 506 Terrorism and Homeland Defense Fundamentals
MSSM 512 Homeland Security Project One

TERM 2
MSSM 517 Critical Infrastructure: Analysis and Strategies
MSSM 523 Emergency Preparedness and Management
MSSM 528 Homeland Security Project Two

TERM 3
MSSM 602 Principles and Theories of Security Management
MSSM 607 Cyber-Security and Information Protection
MSSM 613 Security Management Project One

TERM 4
MSSM 618 Evaluation of Security Programs
MSSM 624 Vulnerability Assessment and Risk Analysis
MSSM 629 Security Management Project Two

Courses —
Unless noted, all courses are 4 credit hours.

MSSM 501 Homeland Security Principles and Practices
The 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.

MSSM 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 forms, as well as reviews the proactive defenses for the long-term protection of our country.

MSSM 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.

(1 credit hr)

MSSM 517 Critical Infrastructure: Analysis and Strategies
The course presents 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 are also examined.
MSSM 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 are also 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.

MSSM 528 Homeland Security Project Two
The students will prepare a crisis management plan for a fictional local or county government. (1 credit hr)

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 the student has a comprehensive knowledge base of security management and its role in government and private organizations.

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.

MSSM 613 Security Management Project One
Students will prepare a comprehensive Information Assurance policy to protect a fictional organization. (1 credit hr)

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.

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.

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. (1 credit hr)

Graduate Professional Certificates of Completion

Executive Coaching Certificate of Completion
The Executive Coaching Certificate of Completion teaches 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 courses provide an overview of the foundational concepts needed to prepare you to actively facilitate the identification, selection, and accomplishment of business goals. The courses are offered online, including a weekly one hour telephone conference call.

You 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

External Professional Standards: Bellevue University is an institutional member of the Graduate School Alliance for Executive Coaching (GSADC). The mission of GSADC is to establish and maintain standards for education and training provided by academic institutions for the discipline and practice of executive and organizational coaching.

Courses —
Unless noted, all courses are 3 credit hours.

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 theory 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 and will also be examined.

MCL 652 The Role and Relationship Dynamics of Executive Coaching
This course covers 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)

Strategic Deterrence Certificate of Completion
You complete the following three courses to earn the Certificate of Completion in Strategic Deterrence. These courses can also be taken as electives for the Master of Business Administration or Master of Arts in Management Communication.

DET 600 Deterrence Methodology
DET 610 Strategic Tools for Deterrence
DET 620 Strategic Deterrence Practicum

Courses —
DET 600 Deterrence Methodology
This course will provide students with the philosophy and implementation of deterrence, the diverse threats that challenge the system, how the rest of the world interacts, cooperates, and balances the United States, and to understand alternative perspectives to U.S. hegemony that other players on the global stage try to develop.

DET 610 Strategic Tools for Deterrence
This course changes the deterrence paradigm and looks at “strategic” as a descriptor of the tools available to decision makers versus as a descriptor of the objective of deterrence. These tools can effectively influence decision makers across the geo-political spectrum (strategic, operational, and tactical).

DET 620 Strategic Deterrence Practicum
This course builds on the lessons learned from DET 600 and DET 610 about the history of deterrence and its fundamental theories. In DET 620, a hard problem—which was identified by the leadership of U.S. Strategic Command via DET 610 classes—will be deconstructed into its critical parts, and then deterrence courses of action will be constructed by utilizing the students’ understanding of deterrence theory, history, and the applicability of all tools of international power.
Professional  Graduate

Restricted Registration

Masters of Arts in Educational Leadership

College of Professional Studies

Core
- LDRE 600 Leadership Theories and Practices
- LDRE 605 Team and Group Dynamics
- LDRE 620 Strategic Leadership
- LDRE 640 Ethical Leadership
- LDRE 660 Organizational Leadership

Educational Leadership Concentration
- EDL 600 Orientation to Professional Education
- EDL 610 Educators as Researchers
- EDL 650 Cognitive Psychology Applied to Learning
- EDL 685 Leadership Project

Courses —
Unless noted, all courses are 4 credit hours.

LDRE 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.

LDRE 605 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. (3 credit hrs)

LDRE 620 Strategic Leadership
Students explore how leaders strategically create and affect organizational missions, goals, and objectives. The students study the role a leader plays with regard to inspiring, empowering, and leading organizational stakeholders through planning and implementing strategic organizational initiatives.

LDRE 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.

LDRE 660 Organizational Leadership
In this course, students focus on the roles leaders play in a variety of types 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. (3 credit hrs)

EDL 600 Orientation to Professional Education
Students will explore the foundation underlying the development and organization of public and private education, including its purposes, administrative organization, financial aspects, broad functions and operations, professional ethics, conduct, rights and responsibilities.

EDL 610 Educators as Researchers
The course emphasizes the role of a researcher in leadership and education. Fundamental research designs are examined and applied to reading research studies. The role of the teacher as a researcher is examined and applied. Students plan and complete research component. Students will learn to apply research design and concepts in a classroom setting.

EDL 650 Cognitive Psychology Applied to Learning
Current development and cognitive theories are analyzed and their application to instruction is developed through an active learning environment. Psychological principles of instruction are identified and applied to research, planning, and development of instruction. Critical motivational concepts and the psychology of individual differences are examined and applied to instruction.

EDL 685 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. The student then develop and a model of research appropriate for the study they wish to conduct in order to collect and analyze data to complete their leadership project.

Master of Science in Management of Information Systems with Solutions Architect Concentration

College of Information Technology

This specialized Master of Science in Management of Information Systems provides solution-based analysis and design capability combined with exceptional customer facing skills.

Core
- CIS 512 Survey of Information Technology Management
- CIS 520 Survey of System Development
- CIS 537 Introduction to Cyber Ethics
- CIS 540 Business Telecommunications
- CIS 606 Information Security
- CIS 620 Management Information Systems
- CIS 631 E-Commerce Management
- CIS 633 Information Technology Project Management
- CIS 653 Enterprise Resource Planning

Solutions Architect Concentration
- CIS 535 Management and Design of Database Systems
- CIS 561 Applied Systems Development and Design
- CIS 650 Accounting for IT Professionals

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 structural development combined with an introduction to object oriented analysis and design principles.

CIS 535 Management and Design of Database Systems
The major focus of this course is 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 Structured 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 Business Telecommunications
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 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
Graduate Professional
Certificates of Completion
– Registration Restricted –
Bellevue University works directly with other entities to develop programs that are directly related to their cultures and business practices. Please access information on these programs by contacting Strategic Initiatives at 877-824-5516.

Advanced Accounting
Certificate of Completion
AC 619 International Accounting
AC 624 Advanced Cost Accounting
AC 632 Advanced Tax Accounting
AC 643 Advanced Auditing

Courses –
All courses are 3 credit hours.

AC 619 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 placed on understanding the importance of convergence of international financial reporting and the adoption of international financial reporting standards, the role international accounting standards play in the global marketplace, 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. Prerequisites: AC 312, MBA 505, MBA 522, and MBA 541

AC 624 Advanced Cost Accounting
This course includes current managerial and cost accounting issues, such as Just in Time (JIT), balanced scorecard, Activity-Based Costing (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. Prerequisites: 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 EDP auditing, and specialized attestation engagements. Also emphasizes the ethical, legal, and regulatory environment of auditing and theoretical issues. Prerequisites: AC 442, MBA 505, MBA 522, and MBA 541

Advanced Business
Certificate of Completion
Select four courses from the following:
MBA 505 Survey of Business Functions
MBA 522 Data Analysis for Effective Decision Making
MBA 541 Survey of Accounting and Information Systems
MBA 612 Financial Strategy
MBA 642 Managerial Accounting and Information Systems

Courses –
All courses are 3 credit hours.

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 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 642 Managerial Accounting and Information Systems**
This course provides an understanding of management information systems used in decision making processes. It
is 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: For MAQC students—MBA 522 and MBA 541; for MBA students—MBA 505, MBA 522, and MBA 541

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### Advanced Finance Certificate of Completion

Select four courses from the following:
- **BA 602 Risk Management**
- **BA 616A Investments**
- **BA 617 International Finance**
- **BA 620 Cash Management**
- **BA 637 International and Global Business**

**Courses**

All courses are 3 credit hours.

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### BA 602 Risk Management

This course includes fundamental principles and practices of risk management and insurance with an applied focus
on risk management processes rather than institutional and contractual details of the insurance industry. Topics
include risk identification; risk characterization; pricing of risk; 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

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### 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 should learn to 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

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### 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

Cash management also may be known as treasury management, working capital management, or short-term
financial management. This course 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 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

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### Advanced International Management Certificate of Completion

 Applies toward MBA international Management Concentrations.

- **BA 617 International Finance**
- **BA 637 International and Global Business**
- **BA 656 International Consumer Analysis**
- **MBA 667 Regulation and Ethics for International Business**

**Courses**

All courses are 3 credit hours.

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### 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 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 656 International Consumer Behavior

This course provides a 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: MBA 505, MBA 522, MBA 541, and MBA 652

### 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

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### Advanced Leadership Certificate of Completion

Applies toward MBA core.

- **MBA 626 Operations Management Strategies in a Global Context**
- **MBA 633 Advanced Organizational Behavior**
- **MBA 639 Strategic Management**
- **MBA 642 Managerial Accounting and Information Systems**

**Courses**

All courses are 3 credit hours.

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### 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; and mathematical and computer tools will be used when appropriate to solve
the problem at hand. Prerequisites: For Master of Science in Acquisition and Contract Management students—MBA
522 and MBA 541; for MBA students—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/life
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 639 Strategic Management
This course describes, analyzes, and evaluates components and processes of business strategy and policy. Through a simulation activity, 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). Prerequisites: Must be taken by MBA students during the last term of coursework. Students must have a 3.0 prior to enrolling in this course.

MBA 642 Managerial Accounting and Information Systems
This course provides an understanding of management information systems used in decision making processes. It is 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: For MAOG students — MBA 522 and MBA 541; for MBA students — MBA 505, MBA 522, and MBA 541

Advanced Leadership Development

Certificate of Completion

NLDR 601 Concepts of Leadership and Power
NLDR 602 Directed Readings
NLDR 651 Organizational Changes and Leadership Development
NLDR 631 Team and Group Dynamics
NLDR 611 Leadership in Formal Organizational Systems

Courses —

NLDR 601 Concepts of Leadership and Power
This course introduces students to those topical areas considered fundamental to the understanding of the discipline we call leadership. It explores concepts of leadership within diverse organizational and situational contexts and reviews biographies and writings of historical and current great leaders, and discusses philosophies of leadership. Styles of leadership, leadership roles, and leadership as it relates to different organizational configurations are examined. The theory and practical implications of issues such as quality, motivation, influence, power, shared decision making and problem solving, and visionary leadership are discussed. Practical applications of leader knowledge, skills, and abilities to business and non-business related situations are reviewed.

NLDR 602 Financial Markets Directed Readings
This course explores the financial vehicles, tools, and techniques that are used in the student loan and credit market operations. The focus will be on the major capital markets that affect student loan activity and how managing elements of these markets influences the organization both positively and negatively. Topics within major capital markets include net present value, annuities, securitization, hedging, warehousing and derivatives, as well as other financing vehicles and techniques that are critical to operation in the marketplace. The purpose of this course is to prepare students to understand and appreciate how different financial vehicles may influence the operations of student loan activity. You will be introduced to the major capital markets which include topics such as net present value, options and swaps, to appreciate their cost and revenue effects.

NLDR 651 Organizational Change and Leader Development
In this course, students will be exposed to a set of skills critical to guiding the organization to a better future through attention to (a) the process of managing change, (b) the people affected by the changes, and (c) the demands and rewards of being a change agent. Using case study materials, students will be given, as much as possible, a sense of being in the shoes of leaders facing situations of change. You are introduced to the essential components of change and development strategies, including analysis, diagnosis, feedback to relevant constituents, shared roles in change and development decision making, consultant roles and relationships, systems and sub-systems analysis and determinations, and change methodologies.

NLDR 631 Team and Group Dynamics
This course examines the leader's role in facilitating the team or group in the efficient and effective use of its resources. The purpose is to gain an understanding of what constitutes a group and a team, steps required for team development, and how to recognize and manage team conflict. The course explores the process and content issues of team building, interpersonal and group relations, maintenance, and use of effective problem solving and decision-making skills within teams and groups. Emphasis is placed on the relation between teams within organizations, and the relationship of groups to external constituents. Strategic leadership skills, knowledge, and abilities necessary for facilitation of highly functional groups are discussed, with an emphasis being placed on leadership and diversity.

NLDR 611 Leadership in Formal Organizational Systems

Graduate IT Project Management
Certificate of Completion

(9 credit hours)

CIS 633 Information Technology Project Management
Plus two courses from the following:
CIS 644 Managing Project Risks
CIS 663 Project Communications Management and Leadership
CIS 665 Defining and Managing Requirements and Project Success

Courses —

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 644 Managing Project Risks
This course is designed to teach students effective tools and techniques for measuring and assessing risks, mitigating risks, and managing risks throughout the entire project life cycle. Upon completion, students will have a better understanding of practices used to assess, manage, and mitigate risk. Emphasis is placed on conducting risk assessments with the project team and managing risks associated with project changes (i.e. schedule change, scope change). This course is compliant with the Project Management Institute’s (PMI®) Project Management Body of Knowledge (PMBOK®).

CIS 663 Project Communications Management and Leadership
This course explores both communication and leadership techniques in order to equip project managers with the skills they need to deal effectively with issues related to resources, stakeholders, global teams, and changing technology. The skills learned in this course enable students to set clear stakeholder expectations, create a team atmosphere even with distributed resources, and adopt a successful leadership style for different situations. Using hands-on case study exercises, students will learn to manage conflicts, create a positive team atmosphere, run efficient meetings, and manage projects successfully. Concepts of communications management, staff acquisition, team development, performance reporting, and leadership are discussed. Prerequisite: CIS 633

CIS 665 Defining and Managing Requirements and Project Success
This course focuses on defining, facilitating, documentation gathering and management of IT project requirements. Students will learn techniques for gaining cooperation from managers, customers, and stakeholders throughout the requirements process. The hands-on approach will include the use of templates and methods geared for effective requirements collection and
Courses —

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 540 Business Telecommunications
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 602A Intermediate Java Programming
This course is designed to teach principles of Object-Oriented (OO) programming using Java. This course covers 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, CIS 251 or 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 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

Advanced Programming Certificate of Completion
(12 credit hours)

Select four courses from the following:

- CIS 525 Business System Programming
- CIS 540 Business Telecommunications
- CIS 602A Intermediate Java Programming
- CIS 604 Advanced Networking Using Java
- CIS 647 Network Systems
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Baird Holm LLP

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Attorney,
Frazer – Stryker Law Offices

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American National Corp.

Murray H. Newman
Newman Investments

Anne Batchelder Pratt
Civic Leader
University Faculty

Gregory C. Allen, Sr.
Associate Professor, Security Management
College of Professional Studies
B.S. University of Nebraska-Omaha, 1971
M.S. University of Nebraska-Omaha, 1976
Ph.D. Northcentral University (in progress)

Patrick J. Arzt
Associate Professor, Interdisciplinary Studies
College of Arts and Sciences
B.A. University of Sioux Falls, 1981
M.A. Creighton University, 1989
M.S. Bellevue University, 2004
M.B.A. Bellevue University, 2009

Gregory C. Ashley
Assistant Professor, Management
College of Business
B.S. University of Nebraska-Lincoln, 1977
A.S. College of St. Mary, 1996
M.B.A. University of Nebraska-Omaha, 2000
M.A. University of Nebraska-Omaha, 2003
M.A. University of Nebraska-Omaha, 2008
Ph.D. University of Nebraska-Omaha, 2009

Michelle R. Bahr
Assistant Professor, Customer Care Center Management
College of Professional Studies
B.A. Wichita State University, 1995
M.A. University of Nebraska-Omaha, 1997

Myra Jo Bates
Assistant Professor, Marketing
College of Business
A.A. Central Florida Community College, 1972
B.S. Northern Illinois University, 1987
M.B.A. University of New Mexico, 1991

Charles E. Benish
Assistant Professor, Business
College of Business
B.S.B.A. University of Nebraska-Omaha, 1997
M.B.A. University of Nebraska, 2000
J.D. Creighton University, 2000

Robin R. Bernstein
College of Arts and Sciences
B.A. Bellevue University, 1982
M.L.S. Emporia State University, 1994

Douglas L. Brown
Assistant Professor, Marketing
College of Business
A.A. Montgomery College, 1965
B.S. University of Maryland, 1967
M.B.A. University of Maryland, 1969
D.B.A. California Western University, 1978

Janice L. Brown
Assistant Professor, Healthcare Management
College of Professional Studies
B.S. St. Joseph’s College, 1981
M.S. Central State University, 1982

Leslie J. Bruning
Professor, Art
College of Arts and Sciences
B.A. Nebraska Wesleyan University, 1970
M.F.A. Syracuse University, 1972

Michael T. Butera
Assistant Professor, Investigations
College of Professional Studies
B.S. University of Nebraska-Omaha, 1979
M.S. University of Nebraska-Omaha, 1989

David P. Byers
Associate Professor, Leadership
College of Professional Studies
B.A. University of Colorado-Denver, 1985
M.A. University of Phoenix, 1995
Ph.D. Capella University, 2005

Karla K. Carter
Assistant Professor, Computer Information Systems
College of Information Technology
B.A. University of Nebraska-Lincoln, 1986
M.A. University of Nebraska-Lincoln, 1990

Maureen A. Cass
Assistant Professor, Computer Information Systems
College of Information Technology
B.A. Worcester State College, 1982
M.A. Bellevue University, 2007

Anthony J. Clarke
Associate Professor, Finance
College of Business
B.S. Wesleyan University, 1994
Ph.D. University of Nebraska-Lincoln, 2000

Charles A. Collins
Associate 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
Assistant 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 University (in progress)

Julia M. Cronin-Gilmore
Assistant Professor, Marketing
College of Business
B.S. Bellevue University, 2000
M.A. Bellevue University, 2004
Ph.D. Northcentral University, 2009

Matthew D. Crosston
Associate Professor, Political Science
College of Arts and Sciences
B.A. Colgate University, 1993
M.A. University of London, 1994
Ph.D. Brown University, 2003

Pamela S. Dirville
Associate Professor, Accounting
College of Business
B.S. Iowa State University, 1972
M.A. University of North Iowa, 1974
B.S. Northwest Missouri State, 1983
M.B.A. Northwest Missouri State, 1983

Mary K. Dobransky
Associate Professor, Computer Information Systems
College of Information Technology
A.A. Broome Community College, 1981
B.A. State University of New York-Binghamton, 1985
M.S. State University of New York-Binghamton, 1988
Ph.D. State University of New York-Binghamton (in progress)

Michelle K. Eppler
College of Arts and Sciences
B.A. Drake University, 1992
M.S. University of Nebraska-Omaha, 2001
Ed.D. University of Missouri-Columbia (in progress)

Cleveland K. Evans
Associate Professor, Psychology
College of Arts and Sciences
B.A. Duke University, 1973
M.A. University of Michigan, 1976
Ph.D. University of Michigan, 1985

Michael F. Evans
Assistant Professor, Health and Human Performance
College of Arts and Sciences
B.S. University of Nebraska-Omaha, 1971
M.S. Creighton University, 1979

Steven L. Farner, Jr.
Associate Professor, Management
College of Business
B.A. Iowa State University, 1988
M.B.A. Creighton University, 1992
Ph.D. University of Nebraska-Lincoln, 1999

Phillip T. Fitzpatrick
Associate Professor, Computer Information Systems
College of Information Technology
B.A. Briar Cliff College, 1989
M.S. Bellevue University, 2005

Lucinda J. Franks
Professor, Management
College of Business
B.A. University of Nebraska-Omaha, 1976
M.A. University of Nebraska-Omaha, 1978
Ph.D. University of Nebraska-Lincoln, 1998

Richard R. Galusha
Assistant Professor, Professional Retail Management
College of Professional Studies
B.S. University of Nebraska-Omaha, 1983
M.B.A. Bellevue University, 2009

Michael D. Giron
Assistant Professor, Art
College of Arts and Sciences
B.F.A. University of New Orleans, 1993
M.F.A. University of Colorado, Boulder, 1997

Zergun Gonlubol
Assistant Professor, Mathematics
College of Arts and Sciences
B.S. Middle East Technical University, 1984
M.S. University of Nebraska-Omaha, 1997

Robert E. Gregory
Associate Professor, Management of Information Systems,
College of Professional Studies
B.S. University of Northern Colorado, 1983
M.B.A. Bellevue University, 2000
Ph.D. Capella University (in progress)

Roderic Hewlett
Professor, Business
College of Business
B.S. Cameron University, 1983
M.A. Middle Tennessee State University, 1986
D.A. Middle Tennessee State University, 1998

Robert B. Hankin
Assistant Professor, Computer Graphic Design
College of Arts and Sciences
A.A.S. Metropolitan Community College, 1990
B.G.S. University of Nebraska-Omaha, 1993
M.A. Bellevue University, 2005

Victor O. Harms
Associate Professor, Human Services
College of Arts and Sciences
B.S. Grace Bible Institute, 1971
M.A. University of Nebraska-Omaha, 1988
Ph.D. University of Nebraska-Lincoln, 1994

Mary B. Hawkins
Professor, Business
College of Business
B.S. University of Arizona, 1980

M.S. University of California-Davis, 1982
Ph.D. University of Nebraska-Lincoln, 1998

Edward T. Haynes
Associate Professor, Management
College of Professional Studies
B.A. Purdue, 1981
M.A.S. Embry-Riddle Aeronautical University, 1989
M.S. Bellevue University 2000
Ph.D. Northcentral University (in progress)

Cathy S. Heffernan
Associate Professor, Adult Education
College of Professional Studies
B.A. Virginia Tech, 1973
M.Ed. Azusa Pacific University, 1988
Ph.D. Claremont Graduate University, 2002

Anne P. Heinly
Assistant Professor, Healthcare
College of Arts and Sciences
B.S. University of Texas Medical Branch-Galveston, 1982
M.P.S. Loyola University, 1988
M.M.S. St. Francis College, 1995

Jeffrey L. Henriksen
Professor, Natural Sciences
College of Arts and Sciences
B.S. Eastern Washington University, 1988
M.N.S. University of South Dakota, 1990
Ph.D. Creighton University School of Medicine, 1997

Jeffrey J. Hug
Assistant Professor, Computer Graphic Design
B.S. Bellevue University, 1999
M.A. California State University, 2003
Ph.D. Northcentral University (in progress)

Pamela R. Imperato
Assistant Professor, Public Administration
College of Professional Studies
B.S. Emmanuel College-Boston, 1984
M.A. University of Massachusetts-Boston, 1990
Ph.D. University of Nebraska-Lincoln, 1997

Antoni T. Jasnowski
Associate Professor, English
College of Arts and Sciences
B.A. University of Dallas-Irving, 1976
M.A. University of Nebraska-Lincoln, 1980
Ph.D. University of Nebraska-Lincoln, 1991

Jon B. Kayne
Professor, Human Services
College of Arts and Sciences
B.A. University of Colorado, 1973
M.S.W. University of Denver, 1975
Ph.D. University of Northern Colorado, 1978

Fanying Kong
Assistant Professor, Sociology & Psychology
College of Arts and Sciences
B.A. Peking University, Beijing China, 1981
M.A. Peking University, Beijing China, 1984
M.S. Purdue University, 1988
Ph.D. Purdue University, 1992

Stephanie J. Lapuma
Assistant Professor, Corporate Programs Developer
College of Professional Studies
A.S. Nebraska Methodist College of Nursing and Allied Health, 1996
B.S. Nebraska Methodist College of Nursing and Allied Health, 1996
M.A. Bellevue University, 1999
M.B.A. Bellevue University, 2002

John C. Leber
Assistant Professor, Healthcare
College of Professional Studies
B.S. Virginia Polytechnics Institute, 1959
M.S. University of North Dakota, 1970

Yen-Sheng Lee
Assistant Professor, Finance
College of Business
B.S. National Taipei Institute of Technology, 1992
M.S. Yuan-Ze University, 1998
M.B.A. University of Missouri-Columbia, 2004
M.S. University of New Orleans, 2006
Ph.D. University of New Orleans, 2008

Cyril J. Leise
Professor, Human Services and Psychology
College of Arts and Sciences
B.A. Concepcion College, 1967
M.S. Creighton University, 1970
Ph.D. University of Nebraska-Lincoln, 1981

Gloria K. Lessmann
Assistant 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 Mngmnt
College of Business
B.S. University of Texas-Arlington, 1971
M.S. Purdue University, 1973
Ph.D. Purdue University, 1978
Stephen J. Linenberger  
Associate Professor; Leadership  
College of Professional Studies  
B.S. Bellevue University, 1997  
M.A. Bellevue University, 1998  
Ph.D. University of Nebraska-Lincoln (in progress)

Michael R. Livergood  
Assistant Professor; Health and Human Performance  
College of Arts and Sciences  
B.S. Fort Hays State University, 1988  
M.S. Fort Hays State University, 1990

Angela L.S. Longe  
Assistant Professor; Human Resources  
College of Professional Studies  
B.S. University of Nebraska-Lincoln, 1994  
M.B.A. Drake University, 2000  
Ph.D. North Central University (in progress)

Mary C. Michelle Loundsbery  
Assistant Professor; Business, Legal Studies  
College of Professional Studies  
B.S. University of South Dakota, 2000  
M.B.A. University of South Dakota, 2003  
J.D. University of South Dakota School of Law, 2004

Edward L. Markel  
Assistant Professor; Computer Information Systems  
College of Information Technology  
B.A. University of New Mexico, 1977  
M.S. University of Southern California, 1979  
M.A. Bellevue University, 2008

K. Clifton Mason  
Professor; English  
College of Arts and Sciences  
B.A. University of South Dakota, 1973  
M.A. University of South Dakota, 1975  
Ph.D. University of Nebraska-Lincoln, 1981

Takako O. McCrann  
Associate Professor; English as a Second Language  
College of Arts and Sciences  
B.S. Illinois State University, 1986  
M.A. University of Nebraska-Lincoln, 1994  
Ph.D. University of Nebraska-Lincoln, 1998

Donna N. McDaniel  
Assistant Professor; Business  
College of Business  
B.S. Creighton University, 1980  
J.D. Creighton University, 1982  
M.B.A. Creighton University, 1983

Susan A. McDaniel  
Associate Professor; Computer Information Systems  
College of Information Technology  
B.S. Wayland Baptist University, 1980  
M.S. Chapman University, 1986

Monica L. McElhaney  
Associate Professor; Accounting  
College of Business  
B.S. Pennsylvania State University, 1987  
M.B.A. University of Nebraska-Omaha, 1995  
M.S. University of Nebraska-Omaha, 1999

Brenda E. Mechels  
Assistant Professor; Sports Management  
College of Arts and Sciences  
B.A. Dana College, 1996  
M.A. University of Nebraska-Omaha, 2003

Therese A. Michels  
Associate Professor; Chemistry  
College of Arts and Sciences  
B.S. University of Nebraska-Lincoln, 1974  
M.S. Iowa State University, 1975  
Ph.D. Iowa State University, 1977

Laurel A. Mitchell  
Assistant Professor; Acquisition and Contract Management  
College of Business  
B.Tech. Peru State College, 2001  
M.A. Webster University, 2003  
M.B.A. Webster University, 2005  
Ph.D. Capella University (in progress)

John B. Muller  
Professor; Psychology and Business Administration  
B.A. University of Rochester, 1962  
M.S. Purdue University, 1968  
Ph.D. Purdue University, 1975

Martha Muñoz  
Assistant Professor; Early Childhood Program Mgmt.  
College of Professional Studies  
A.A.S. Phoenix College, 1980  
B.A. Arizona State University, 1984  
M.Ed. Arizona State University, 1990  
Ph.D. The University of Texas at Austin, 2008

Majid Nabavi  
Assistant Professor; Decision Sciences and Supply Chain Mgmt  
College of Business  
B.S.M.S. University of Tehran, 1992  
M.B.A. University of Nebraska-Lincoln, 2002  
Ph.D. University of Nebraska-Lincoln, 2006

Cynthia L. Nye  
Associate Professor; Accounting  
College of Business  
B.S. University of Arizona, 1978  
M.S. University of Southern California, 1984

Sheryl M. Okash  
Associate Professor; Marketing Management  
College of Professional Studies  
B.S. University of Wisconsin-Superior, 1977  
M.B.A. Creighton University, 1984

Gertrude M. Olson  
Associate Professor; Foreign Languages and Cultures  
College of Arts and Sciences  
B.A. Baldwin Wallace College, 1953  
M.A. University of Nebraska-Lincoln, 1972

Dawn M. Ovens  
Assistant Professor; Computer Information Systems  
College of Information Technology  
B.S. University of Nebraska-Omaha, 1994  
M.S. University of Nebraska-Omaha, 1998  
Ph.D. University of Nebraska-Omaha (in progress)

Shane E. Paben  
Assistant Professor; Health and Human Performance  
College of Arts and Sciences  
B.S. University of New Orleans, 1997  
M.S. Bellevue University, 2007

John A. Patterson, II  
Assistant Professor; Organizational Performance  
College of Professional Studies  
B.S. Nebraska Wesleyan University, 1995  
M.B.A. Bellevue University, 2004  
J.D. Taft Law School, 2008

Judd W. Patton  
Professor; Economics  
College of Arts and Sciences  
B.S. Grove City College, 1970  
M.A. Youngstown State University, 1972  
M.Phil. University of St. Andrews, 1980  
Ph.D. International College, 1982

Darrell L. Payne  
Associate Professor; Computer Information Systems  
College of Information Technology  
B.S. Bellevue University, 2000  
M.S. Bellevue University, 2005

Nicki L. Pierce  
Assistant Professor; Early Childhood Program Mgmt.  
College of Professional Studies  
B.S. Wayne State College, 2001  
M.B.A. Wayne State College, 2002  
Ed.D. College of St. Mary (in progress)

Terrence Scott Pinkerton  
Assistant Professor; Chemistry  
College of Arts and Sciences  
B.S. University of Nebraska, 1997  
Ph.D. Texas A&M University, 2004

Paul P. Poppler  
Professor; Management  
College of Business  
B.A. University of St. Thomas, 1975
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Degree(s)</th>
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<tbody>
<tr>
<td>M.A. University of Minnesota</td>
<td>1981</td>
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<tr>
<td>Ph.D. University of Nebraska-Lincoln</td>
<td>1992</td>
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<tr>
<td>Edward A. Rauchut</td>
<td>Associate Professor, Grewcock Chair</td>
<td>B.A. York College (CUNY), 1973</td>
<td>M.A. Queens College (CUNY), 1976</td>
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<td>Ph.D. The Graduate Center (CUNY), 1984</td>
</tr>
<tr>
<td>Laura L. Render</td>
<td>Associate Professor, Natural Sciences</td>
<td>College of Arts and Sciences</td>
<td>B.A. University of Nebraska-Omaha, 1971</td>
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<td>M.A. University of Nebraska-Omaha, 1977</td>
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<td>Ph.D. University of Nebraska Medical Center, 1985</td>
</tr>
<tr>
<td>Karen L. Robinson</td>
<td>Assistant Professor, Spanish</td>
<td>College of Arts and Sciences</td>
<td>B.A. Miami University, 1991</td>
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<td>M.A. Miami University, 1994</td>
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<td>Ph.D. University of Pittsburgh, 1998</td>
</tr>
<tr>
<td>John R. Russell, Jr.</td>
<td>Associate Professor, Computer Information Systems</td>
<td>College of Information Technology</td>
<td>B.S. Southern Illinois University-Carbondale, 1977</td>
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<td></td>
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<td>M.S. Bellevue University, 2003</td>
</tr>
<tr>
<td>Melony Sue Sampson</td>
<td>Associate Professor, Computer Information Systems</td>
<td>College of Information Technology</td>
<td>B.A. Bellevue University, 1997</td>
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<td>Kevin S. Schieuer</td>
<td>Professor, Finance</td>
<td>College of Business</td>
<td>B.S. Morningside College, 1986</td>
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<td>Michael E. Shadbolt</td>
<td>Professor, Accounting</td>
<td>College of Business</td>
<td>B.S.B.A. University of Nebraska-Omaha, 1974</td>
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<td>Jena Shafai-Asgarpoo</td>
<td>Professor, Decision Sciences and Supply Chain Mngmnt</td>
<td>College of Business</td>
<td>B.A. Texas A&amp;M, 1980</td>
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<td>James A. Smith</td>
<td>Associate Professor, Business</td>
<td>College of Professional Studies</td>
<td>B.S. Bellevue University, 1995</td>
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<td>Louis Soukup, III</td>
<td>Associate Professor, Logistics Management</td>
<td>College of Professional Studies</td>
<td>B.A. University of Nebraska-Omaha, 1977</td>
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<td>Dara J. Spivack</td>
<td>Assistant Professor, Accounting</td>
<td>College of Business</td>
<td>B.A. Indiana University, 1971</td>
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<td>John M. Spivack</td>
<td>Professor, History</td>
<td>College of Arts and Sciences</td>
<td>B.A. Columbia University, 1964</td>
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<td>Ernest E. Stark</td>
<td>Professor, Management</td>
<td>College of Business</td>
<td>B.S.E. Emporia State University, 1966</td>
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<td>Linda L. Steele</td>
<td>Associate Professor, Computer Information Systems</td>
<td>College of Information Technology</td>
<td>B.A. ZhangZhou Teacher's College, 1981</td>
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<td>Anissa M. Stein</td>
<td>Assistant Professor, Project Management</td>
<td>College of Professional Studies</td>
<td>B.A. Indiana University, 1993</td>
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<td>Del E. Stites</td>
<td>Associate Professor, Philosophy</td>
<td>College of Arts and Sciences</td>
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<td>Richard J. Stutte</td>
<td>Assistant Professor, Computer Information Systems</td>
<td>College of Information Technology</td>
<td>B.S. University of Nebraska-Lincoln, 1976</td>
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<td>Roxanne L. Sullivan</td>
<td>Professor, Psychology and Women's Studies</td>
<td>College of Arts and Sciences</td>
<td>B.A. University of Iowa, 1977</td>
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<td>Julie M. Taylor-Costello</td>
<td>Assistant Professor, Organizational Systems Management</td>
<td>College of Professional Studies</td>
<td>B.A. Nebraska Wesleyan University-Lincoln, 1994</td>
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<td>Linda T. Thomas</td>
<td>Professor, Management</td>
<td>College of Business</td>
<td>B.A. Michigan State, 1973</td>
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<td>Phuoc Huu Tran</td>
<td>Associate Professor, Mathematics</td>
<td>College of Arts and Sciences</td>
<td>B.S. Catholic University of South Vietnam, 1964</td>
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<td>Daniel C. Warren</td>
<td>Assistant Professor, Communication Arts</td>
<td>College of Arts and Sciences</td>
<td>B.A. University of Kansas, 1973</td>
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<td>Stephanie M. Weigel</td>
<td>Assistant Professor, Human Services</td>
<td>College of Arts and Sciences</td>
<td>B.S. Washburn University, 1992</td>
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<td>Linda L. Wild</td>
<td>Assistant Professor, Business</td>
<td>College of Business</td>
<td>B.A. University of Nebraska at Kearney, 1977</td>
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<td>LouAnn Woolman</td>
<td>Assistant Professor, Human Services</td>
<td>College of Arts and Sciences</td>
<td>B.S. University of Nebraska-Omaha, 1982</td>
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Academic Calendars – 2010/2014

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 cohort programs can be found at bellevue.edu. Once at the Bellevue University homepage, click on the “Resources” tab located at the left side of the page. Within that tab select the “Class Schedule” link to view programs based on seasonal start times. Please utilize the Table of Contents within the schedule document to find the specific page location for information on cohort programs. When viewing the accelerated schedule, please note the location because a program can start online or at any of our campuses in multiple states. You can also find this information by contacting the Enrollment Management Office or the Advising Department if you are a continuing student.

TRADITIONAL CALENDAR

FALL 2010 CLASSES

12-Week Sessions
May 3 – August 29, 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

Fall II Session 2010
May 3 – September 26, 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

WINTER 2010–2011 CLASSES

12-Week Session
September 13 – November 28, 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

SPRING 2011 CLASSES

12-Week Session
Dec. 6, 2010 – Mar. 13, 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

SUMMER 2011 CLASSES

Summer 10-Week Session: 2011
March 28 – June 5 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

Summer 11-Week Session: 2011 (only for cluster courses)
March 28 – June 5, 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 20, 2011 .......................... Summer Session Ends

Graduation conferrals occur monthly throughout the year.
**FALL 2011 CLASSES**

12-Week Sessions
May 2 – August 28, 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 II Session Ends

Fall II Session 2011
May 2 – September 25, 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

**WINTER 2011–2012 CLASSES**

12-Week Session
September 12 – November 27, 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

**SPRING 2012 CLASSES**

12-Week Session
Dec. 5, 2011 – Mar. 11, 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

**SUMMER 2012 CLASSES**

Summer 10-Week Session: 2012
March 26 – June 3, 2012 ............................ Registration
June 4, 2012 ................................. Classes Begin
June 10, 2012 .......................... Last Day for Late Registration/Adding a Class
July 4, 2012 .......................... Independence Day – University Closed
July 22, 2012 .......................... Last Day to Drop a Class or Change to “Audit”
August 11, 2012 .............................. Summer Session Ends

Summer 11-Week Session: 2012 (only for cluster courses)
March 26 – June 3, 2012 ............................ Registration
June 4, 2012 ................................. Classes Begin
June 10, 2012 .......................... Last Day for Late Registration/Adding a Class
July 4, 2012 .......................... Independence Day – University Closed
July 22, 2012 .......................... Last Day to Drop a Class or Change to “Audit”
August 18, 2012 .............................. Summer Session Ends

**FALL 2012 CLASSES**

12-Week Sessions
May 7 – August 26, 2012 ............................ Registration
August 27, 2012 ................................. Classes Begin
September 2, 2012 .......................... Last Day for Late Registration/Adding a Class
September 3, 2012 .......................... Labor Day – University Closed
October 21, 2012 .......................... Last Day to Drop a Class or Change to “Audit”
November 17, 2012 .............................. Fall II Session Ends

Fall II Session 2012
May 7 – September 23, 2012 ............................ Registration
September 24, 2012 ................................. Classes Begin
September 30, 2012 .......................... Last Day for Late Registration/Adding a Class
November 18, 2012 .......................... Last Day to Drop a Class or Change to “Audit”
November 22, 2012 .......................... Thanksgiving Day – University Closed
December 15, 2012 .............................. Fall II Session Ends

**WINTER 2012-2013 CLASSES**

12-Week Session
September 10 – November 25, 2012 ............................ Registration
November 26, 2012 ................................. Classes Begin
December 2, 2012 .......................... Last Day for Late Registration/Adding a Class
December 20, 2012 .......................... Holiday Break Begins at 8:00 a.m.
January 3, 2013 ................................. Classes Resume
January 26, 2013 .............................. Winter Commencement Ceremony
February 3, 2013 .......................... Last Day to Drop a Class or Change to “Audit”
March 2, 2013 .............................. Winter Session Ends

**SPRING 2013 CLASSES**

12-Week Session
March 11, 2013 ................................. Classes Begin
March 17, 2013 .......................... Last Day for Late Registration/Adding a Class
May 5, 2013 .......................... Last Day to Drop a Class or Change to “Audit”
May 27, 2013 .......................... Memorial Day – University Closed
June 1, 2013 .............................. Spring Session Ends
June 1, 2013 .............................. Spring Commencement Ceremony

Graduation conferrals occur monthly throughout the year.
SUMMER 2013 CLASSES

Summer 10-Week Session: 2013
March 25 – June 2, 2013 ........................................... Registration
June 3, 2013 ......................................................... Classes Begin
June 9, 2013 ............................................ Last Day for Late Registration/Adding a Class
July 4, 2013 ................................................ Independence Day – University Closed
July 21, 2013 ................................................ Last Day to Drop a Class or Change to “Audit”
August 10, 2013 ........................................... Summer Session Ends

Summer 11-Week Session: 2013 (only for cluster courses)
March 25 – June 2, 2013 ........................................... Registration
June 3, 2013 ......................................................... Classes Begin
June 9, 2013 ............................................ Last Day for Late Registration/Adding a Class
July 4, 2013 ................................................ Independence Day – University Closed
July 21, 2013 ................................................ Last Day to Drop a Class or Change to “Audit”
August 17, 2013 ........................................... Summer Session Ends

FALL 2013 CLASSES

12-Week Sessions
May 6 – August 25, 2013 ........................................... Registration
August 26, 2013 ......................................................... Classes Begin
September 1, 2013 ............................................ Last Day for Late Registration/Adding a Class
September 2, 2013 ........................................... Labor Day – University Closed
October 20, 2013 ............................................ Last Day to Drop a Class or Change to “Audit”
November 16, 2013 ........................................... Fall Session Ends

Fall II Session 2013
May 6 – September 22, 2013 ........................................... Registration
September 23, 2013 ......................................................... Classes Begin
September 29, 2013 ............................................ Last Day for Late Registration/Adding a Class
November 17, 2013 ............................................ Last Day to Drop a Class or Change to “Audit”
November 28, 2013 ........................................... Thanksgiving Day – University Closed
December 14, 2013 ....................................................... Fall II Session Ends

WINTER 2013–2014 CLASSES

12-Week Session
September 9 – November 24, 2013 ........................................... Registration
November 25, 2013 ......................................................... Classes Begin
November 28, 2013 ........................................... Thanksgiving Day – University Closed
December 1, 2013 ............................................ Last Day for Late Registration/Adding a Class
December 20, 2013 ........................................... Holiday Break Begins at 8:00 a.m.
January 3, 2014 ......................................................... Classes Resume
January 25, 2014 ....................................................... Winter Commencement Ceremony
February 2, 2014 ............................................ Last Day to Drop a Class or Change to “Audit”
March 1, 2014 ....................................................... Winter Session Ends

SPRING 2014 CLASSES

12-Week Session
Dec. 2, 2013 – Mar. 9, 2014 ........................................... Registration
March 10, 2014 ......................................................... Classes Begin
March 16, 2014 ............................................ Last Day for Late Registration/Adding a Class
May 4, 2014 ............................................ Last Day to Drop a Class or Change to “Audit”
May 26, 2014 ........................................................... Memorial Day – University Closed
May 31, 2014 ....................................................... Spring Session Ends
June 7, 2014 ........................................................... Spring Commencement Ceremony

SUMMER 2014 CLASSES

Summer 10-Week Session: 2014
March 24 – June 1, 2014 ........................................... Registration
June 2, 2014 ......................................................... Classes Begin
June 7, 2014 ........................................................... Spring Commencement Ceremony
June 8, 2014 ............................................ Last Day for Late Registration/Adding a Class
July 4, 2014 ........................................................... Independence Day – University Closed
July 20, 2014 ............................................ Last Day to Drop a Class or Change to “Audit”
August 9, 2014 ........................................................ Summer Session Ends

Summer 11-Week Session: 2014 (only for cluster courses)
March 24 – June 1, 2014 ........................................... Registration
June 2, 2014 ......................................................... Classes Begin
June 7, 2014 ........................................................... Spring Commencement Ceremony
June 8, 2014 ............................................ Last Day for Late Registration/Adding a Class
July 4, 2014 ........................................................... Independence Day – University Closed
July 20, 2014 ............................................ Last Day to Drop a Class or Change to “Audit”
August 16, 2014 ........................................................ Summer Session Ends
Facilities:

1. Durham Administration Center (ADM)
2. Freeman / Lozier Library (LIB)
3. Riley Technology Center (CTC)
4. R. Joe Dennis Learning Center (LCN)
5. Margre H. Durham Student Center (SC)
6. Hitchcock Humanities Center (HUM)
7. Gordon Lozier Athletic Center (GYM)
8. Venteicher Wellness Center (WC)
9. Hollis and Helen Baright Bookstore (BKS)
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Systems and Network Administration Program
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1000 Galvin Road South
Bellevue, NE 68005

402.293.2000
800.756.7920

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