Change is constant, and Bellevue University is always one step ahead. This addendum to the 2008-2010 Course Catalog brings you our updated, innovative programs and course offerings.

We are continually updating offerings to bring you the skills and knowledge that are immediately applicable in your workplace and in pursuing your future career goals. As a leader in adult learning, we stay abreast of trends in education and the business world, staying ahead of the curve and giving you the tools you need to excel.

“In this increasingly global world, we strive to make the education process as streamlined as possible for you.”

In this increasingly global world, we strive to make the education process as streamlined as possible for you. A great undertaking in this respect has been the University’s complete upgrade of nearly all of our technology systems. As a result, you now have access to a comprehensive online Student Center portal, where you can search and enroll in classes from the same page; access financial aid and your student account; and update personal and contact information.

As a result of these new systems, you will notice some courses and programs have been restructured. Bellevue University has seized this opportunity to further improve and update content. We have provided the tools you need within this addendum — use them to complete your Bellevue University journey to success.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mission Statement

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.

- We are true to our Midwestern values of integrity, personal responsibility, a strong work ethic, and faith in community and country. These values enrich our relationships and provide a stable foundation for growth.

- Bellevue University is committed to innovative, responsive, and timely client service that exceeds expectations. We provide cost effective, practical results that maximize total value to students and education partners.

- Bellevue University develops, manages, and measures learning programs that enhance human capital in organizations. Our Human Capital Lab creates definitive knowledge about talent development, and then the university sets a new standard with innovative learning programs which apply this knowledge.

- Our culture of commitment to individuals’ success is the underpinning of our ability to create transformational learning experiences. We share with our clients a fundamental belief in the power of education to support and sustain meaningful change.

- Adult education is inseparable from measurable standards for relevant, practical, goal-oriented deliverables. Active learning engages adult learners, leverages their experiences, and integrates theory with practice to prepare graduates for professional duties and civic obligations.

Vision 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, 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.

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

Academic Information

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

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

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

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

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

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

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

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

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

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

Traditional Programs – Deans’ List
The degree-seeking student is eligible for the Deans’ List, on a semester-by-semester basis, based on 8 completed credit hours for day session, six completed credit hours an evening session, or six completed credit hours for each summer session, and have a grade point average of 3.5 per term (Fall, Winter, Spring, and Summer). Regardless of GPA, an “F” during the term of eligibility will disqualify the student from making the Deans’ List. A degree-seeking student must declare a major in order to be eligible for the Deans’ List. Undecided or non-degree seeking students are not eligible for the Deans’ List.

Accelerated Programs – Deans’ List
A degree-seeking student is eligible for the Deans’ List based on a grade point average of 3.5 per semester (16 credit hours). Students who complete academic work from October 1 through March 31 and for academic work completed from April 1 through September 30 will be eligible for the Deans’ List. An incomplete grade in either selected term of eligibility will disqualify the student. Regardless of GPA, a grade of “F” in either selected term also will disqualify the student from the Deans’ List. A student may be placed on the Deans’ List twice a year, and also may be eligible for Deans’ list if taking enough traditional credit hours to qualify.

If students’ status changes to non-degree for financial or academic issues, they are not eligible for the Deans’ List during the semester, unless the situation is rectified before the cut-off date of March 31 or September 30.
COSTS & 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 fiscal year. Please note, all costs and policies for the Ph.D. in Human Capital Management are included in the doctorate bulletin.

Tuition for Undergraduate and Graduate Term-Based Programs

Undergraduate Tuition — Classroom
Tuition per credit hour .............................................................. $230
ARCT/CSI/Cluster Tuition per credit hour ......................... $250
ELA Fee per portfolio submission ........................................ $200
Audit Tuition per credit hour ...................................... 100% course tuition

Undergraduate Tuition — Online
Tuition per credit hour .............................................................. $335

Master’s Degree Tuition
Tuition – Classroom and Online per credit hour ............... $430

Tuition for Undergraduate and Graduate Cohort-Based Programs

Undergraduate Programs
Tuition-Classroom and Online per credit hour ................. $335

Undergraduate Minor in Cohort Program
Students who have completed or are near completion of their major are eligible.
Tuition – Classroom and Online per credit hour ............... $335

Master’s Degree Cohort-Based Programs
Tuition – Classroom and Online per credit hour ............... $430

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

Fees

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

General College Fee
General College Fees for academic and administrative support services and student activities.
Term Based (Per term) ...................................................... $50
Cohort Based Program (Per term) ...................................... $50

Additional Fees
Graduation Fee ................................. $100
Rescue 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) ........................................... $25

*Once class, term or session begins
**Assessed at close of business on the 20th day each month on delinquent accounts

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

Refund Schedule for Term-Based Programs

The following refund schedules will be used to calculate refunds for all students who withdraw from class(es).

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

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

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

Refund Schedule for Cohort-Based Programs

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

Payment Options

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

COMMUNICATION ARTS
Update to pages 59-60 in 2008/2010 Course Catalog

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

CORPORATE COMMUNICATION
Update to pages 61-62 in 2008/2010 Course Catalog

College of Arts and Sciences
(Accelerated Program)
The accelerated Bachelor of Science in Corporate Communication emphasizes the development of a broad range of communication skills, and the application of those skills to communicating with internal and external stakeholders across a full spectrum of corporate communication problems.

The curriculum emphasizes competence in a variety of communication settings, and a strong foundation in analytical and ethical principles. Students are encouraged to look at the big picture within and outside their organization, and to consider the many communication processes that can help or hinder the ability of their organization to meet its objectives. The unique role that communication plays in influencing the culture and level of innovation within an organization is stressed throughout the program. Extensive use is made of case studies and examples that emphasize the practical applications and effects of communication practices. Students are encouraged to appreciate the interdependency of communication, organizational adaptiveness, productivity, and the work environment.

Corporate Communication (BS)
(127 credit hours – See Degree Requirements, main catalog)

Major Requirements (36 credit hours)
- CCOM 325 Leadership Communication
- CCOM 335 Organizational Communication
- CCOM 345 Stakeholder Communication
- CCOM 455 Corporate Communication & Technology
- CCOM 465 Intercultural Communication
- CCOM 475 Building Effective Organizations

Courses
Unless noted, all courses are 6 credit hours.

CCOM 325 Leadership Communication
This course introduces students to the communication, interpersonal, and leadership skills necessary to be an effective corporate communicator. Topics included are small group leadership, social influence, persuasion, emotional intelligence, conflict resolution, and ethics. Prerequisite: Acceptance into the Corporate Communication Accelerated Degree Completion Program.

CCOM 335 Organizational Communication
This course is designed to provide instruction in basic organizational communication skills. The course provides students with a foundation for understanding communication in the organizational context. This course orientes students to essential features of communication and develops competencies in the areas of ability to conceptualize, oral and written communication, and problem solving. Prerequisite: Acceptance into the Corporate Communication Accelerated Degree Completion Program.

CCOM 345 Stakeholder Communication
Introduction to principles and practices of informing and persuading internal stakeholders and key publics about the goals, programs, products, and issues associated with their organization, maintaining favorable opinions of the organization, promoting understanding, managing conflict, and building relationships between the organization and stakeholder groups. Prerequisite: Acceptance into the Corporate Communication Accelerated Degree Completion Program.

CCOM 455 Corporate Communication & Technology
Corporate communication shapes perceptions of the company for all stakeholders, and new technological tools are essential to stay competitive in our global marketplace. Students in this class learn communication applications and strategies which present a vision, shape an image, engage employees, interact with customers, and influence target audiences. Students use new applications, analyze business cases, and investigate measures of effectiveness. Prerequisite: Acceptance into the Corporate Communication Accelerated Degree Completion Program.

CCOM 465 Intercultural Communication
This course is an overview of intercultural communication and touches on gender and diversity issues. Provides an overview of intercultural communication as it relates to its prevalence and impact on organizations. Examination of research on intercultural communication serves to enhance greater understanding of the nature of intercultural communication and its influence on organizations. Competencies in the areas of perception, adaptability, critical thinking, and innovation are addressed. Prerequisite: Acceptance into the Corporate Communication Accelerated Degree Completion Program.

CCOM 475 Building Effective Organizations
This course focuses on training the competent communicator to train others in the organization to communicate competently. This course also is designed to help the competent communicator build effective communication practices in the organization. Emphasizes development of skills necessary to design and implement changes in communication practices. Prerequisite: Acceptance into the Corporate Communication Accelerated Degree Completion Program.

HUMAN SERVICES
(BEHAVIORAL SCIENCE)
Update to pages 70-71 in 2008/2010 Course Catalog

College of Arts and Sciences
(Accelerated Program)
The Behavioral Science accelerated major is a cohort program alternative to the traditional B/A/BS for students interested in the M.A. or M.S. in Human Services or other graduate programs designed for licensure preparation in mental health fields. The program incorporates a full range of “learning skills” needed by all professionals and involves students in assessment processes that lead to quality “integrated” performances. The emphasis on activities, assignments, and projects that lead to transferable learning outcomes is a significant educational feature that will prepare students for future opportunities. The foundation knowledge includes major concepts and theories of psychology, sociology, and
counseling with emphasis on applications to examples in human services or to personal areas of improvement. Applied experience is an important component that helps students to deepen their reflective understanding of themselves, of diverse populations of clients, and of agencies that provide services. This program in combination with a course in descriptive statistics fully prepares students for the M.A. or M.S. in Human Services.

**Behavioral Science (BS)**

(127 credit hours – See Degree Requirements, main catalog)

**Major Requirements (36 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 310</td>
<td>Applied Psychology</td>
</tr>
<tr>
<td>HS 311</td>
<td>Introduction to Human Services Fields</td>
</tr>
<tr>
<td>HS 312</td>
<td>Counseling Microskills for Human Service Professionals</td>
</tr>
<tr>
<td>HS 320</td>
<td>Research and Data Analysis</td>
</tr>
<tr>
<td>HS 325</td>
<td>Sociological Perspectives for Human Services</td>
</tr>
<tr>
<td>HS 331</td>
<td>Introduction to Applied Behavior Analysis</td>
</tr>
<tr>
<td>HS 336</td>
<td>Introduction to Counseling Theories</td>
</tr>
<tr>
<td>HS 340</td>
<td>Treatment Strategies</td>
</tr>
</tbody>
</table>

**Courses**

*Unless noted, all courses are 4 credit hours.*

**HS 310 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 hours)

**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 hours)

**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
UNDERGRADUATE PROGRAMS
BUSINESS & PROFESSIONAL

ADULT EDUCATION
Update to page 89 in 2008/2010 Course Catalog
College of Professional Studies
(Accelerated Program)

This program prepares students for instructional responsibilities in professional education settings, such as vocational education, adult education, and training. Students will understand how continuing education and training leads to improved performance in the classroom and the workplace. Students will develop an awareness of the surrounding environment and will learn to develop, enhance, and deliver curriculum effectively to meet the needs of that environment. This program is ideal for professionals teaching at the college level (community or technical colleges), people who provide vocational education, or students who wish to go into training and development positions.

Adult Education (BS)
(127 credit hours – See Degree Requirements, main catalog)

Major Requirements (36 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEDU 301</td>
<td>Foundations of Continuing Education and Training</td>
</tr>
<tr>
<td>AEDU 311</td>
<td>Adult Learning Theory</td>
</tr>
<tr>
<td>AEDU 321</td>
<td>Learning Styles Fundamentals</td>
</tr>
<tr>
<td>AEDU 331</td>
<td>Critical Thinking and Evaluation</td>
</tr>
<tr>
<td>AEDU 341</td>
<td>Classroom Instructional Methods and Delivery</td>
</tr>
<tr>
<td>AEDU 401</td>
<td>Electronic Instructional Methods and Delivery</td>
</tr>
<tr>
<td>AEDU 411</td>
<td>Learning Assessment and Evaluation</td>
</tr>
<tr>
<td>AEDU 421</td>
<td>Instructional Design Processes</td>
</tr>
<tr>
<td>AEDU 431</td>
<td>Instructional Design Strategies</td>
</tr>
</tbody>
</table>

Courses

All courses are 4 credit hours.

AEDU 301 Foundations of Continuing Education and Training
This course covers the underlying issues and concerns faced by adult learners. It will provide the basic knowledge and skills for students involved in adult education and training. This course also will help students gain a better understanding of how continuing education and training leads to improved performance in the classroom and the workplace. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

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. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

AEDU 321 Learning Styles Fundamentals
In this course, students 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. The course provides 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. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

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. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

AEDU 341 Classroom Instructional Methods and Delivery
This course provides an overview of delivery and facilitation skills necessary when working with small and large groups. Looks at how to develop and deliver effective learning outcomes and presentations utilizing various methods and approaches. It will help students develop skills to deal with the unpredictability and the diversity of the classroom environment. Classroom instructional methods and delivery will also help students overcome classroom instruction concerns such as teacher-learner relationships and resistance to learning. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

AEDU 401 Electronic Instructional Methods and Delivery
This course provides an overview of the most recent technologies that are available to design and deliver effective learning programs for adults. Students will explore the benefits and limitations of various online learning techniques utilizing different online teaching instruction, and helps students determine the most appropriate applications for their forum. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

AEDU 411 Learning Assessment and Evaluation
In this course, students will learn about the evaluation process. They will engage in developing learning outcomes and objectives, and processes to assess and evaluate their curriculum to determine if learning objectives and outcomes have been reached. Basic research skills are developed, exposing students to the various assessment and evaluation tools used in adult education. They will explore rubrics and direct and indirect measurements to determine the best resources for evaluation. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

AEDU 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. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

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. Prerequisite: Acceptance into the Adult Education Accelerated Degree Completion Program

The Bachelor of Science in Advertising Management is no longer available
BUSINESS
Update to page 91 in 2008/2010 Course Catalog
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 and production, economics and marketing, finance and accounting, and law and ethics. The program is offered in-class and online.

Business (BS)
(127 credit hours – See Degree Requirements, main catalog)

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 3 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. Prerequisite: Acceptance into the Business Accelerated Degree Completion Program

BUSC 315 Introduction to Research
The ability to research, synthesize, and write clearly is an essential business task. This course enables 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. Prerequisite: Acceptance into the Business Accelerated Degree Completion Program

BUSC 325 Business Accounting
This course is designed to introduce students to the fundamentals of managerial accounting. The course covers accounting and management decision making, cost concepts, long and short-term strategic and operational planning, and control of cost. Ethical behavior and management’s responsibility to the business will be covered. Prerequisite: Acceptance into the Business Accelerated Degree Completion Program

BUSC 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 multicultural marketing. Prerequisite: Acceptance into the Business Accelerated Degree Completion Program

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. Prerequisite: Acceptance into the Business Accelerated Degree Completion Program

BUSC 405 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 focuses on problems related to perception, motivation, leadership, cultural diversity, interpersonal and group dynamics, stress, influence, decision-making, ethics, international management issues, and change. Prerequisite: Acceptance into the Business Accelerated Degree Completion Program

BUSC 415 Business Economic Theory
This course is a study of the behavior of the macro economy as it applies to business. The course covers the causes and consequences of inflation, unemployment, and the business cycle. Monetary, fiscal, and economic theory will be presented and utilized within the course to effectively address macroeconomic problems. Prerequisite: Acceptance into the Business Accelerated Degree Completion Program

BUSC 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. Prerequisite: Acceptance into the Business Accelerated Degree Completion Program

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 law, 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. Prerequisite: Acceptance into the Business Accelerated Degree Completion Program

CORRECTIONS ADMINISTRATION AND MANAGEMENT
Update to pages 92-93 in 2008/2010 Course Catalog
College of Professional Studies
(Accelerated Program)

This program is offered in the accelerated, cohort-based format. The Corrections Administration and Management major offers students the knowledge, skills, and activities that are necessary for the professional oversight of modern correctional programs. This includes history and philosophy of corrections, research, management principles, strategic fiscal and resource management, risk management, effective system intervention, and an examination of the contemporary issues of concern to corrections professionals. The emphasis is on the integration of theory and practice, as well as synthesis with the students’ professional experience in the field of corrections.

Corrections Administration and Management (BS)
(127 credit hours – See Degree Requirements, main catalog)

Major Requirements (36 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 340 Information Systems in Corrections
CAMC 400 Strategic and Fiscal Planning in Corrections
CAMC 410 Effective Interventions in Corrections
**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. Analysis of each of the components of the criminal justice system is conducted via written papers, case studies, and class discussion. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

**CAMC 310 Principles of Management and Administration in Corrections**
This course provides an overview of, and opportunity to develop, the skills necessary to administer and manage correctional institutions at all levels. The administration and management of correctional facilities may be the single greatest challenge that any leader could face, simply because of the complexity of the tasks, the diversity of the constituencies, and the intricacies of the mandates, so the examination of these issues in detail are critical to successful entry and/or development within the field of corrections. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

**CAMC 320 Ethics, Policy, and Administrative Law in Corrections**
Law, policy, ethics, and morality are fundamental 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 also studied in this course, and related to ethical principles that lay at the foundation of the U.S. Constitution. Case studies will allow students to examine ethical issues within corrections, including those related to appropriate use of discretion, and to discuss their relationship to policy development and administrative law. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

**CAMC 330 Resource Allocation in Corrections: Equipment, Facilities, and Personnel**
This course examines the unique problems that the professional will face in the allocation of human and material resources in 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 analysis of contemporary approaches will be central to the course. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

**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 as well as management information systems. The course analyzes IS with respect to managing operational information. Use of case studies, current applications and discussion will be the primary learning methodologies. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

**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 students 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. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

**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. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

**CAMC 420 Restorative Justice and the Community**
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. Prerequisite: Acceptance into the Corrections Administration and Management Accelerated Degree Completion Program

**CRIMINAL JUSTICE ADMINISTRATION**

Update to pages 93-94 in 2008/2010 Course Catalog

**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.

**Criminal Justice Administration (BS)**

(127 credit hours – See Degree Requirements, main catalog)

**Major Requirements (36 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJAC 314</td>
<td>The Criminal Justice System and Society</td>
</tr>
<tr>
<td>CJAC 324</td>
<td>Fundamentals of Personnel Development in Criminal Justice Agencies</td>
</tr>
<tr>
<td>CJAC 334</td>
<td>Management Principles for Criminal Justice</td>
</tr>
<tr>
<td>CJAC 344</td>
<td>Ethics, Policy, and Administrative Law in Criminal Justice</td>
</tr>
<tr>
<td>CJAC 354</td>
<td>Criminal Justice Strategic and Fiscal Planning</td>
</tr>
</tbody>
</table>
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. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

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. Curriculum includes case studies and current world applications. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

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 viewed in depth and analysis of conflict resolution methodologies and the “police culture” is conducted. Curriculum includes study of theory, case studies, and current case applications. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

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. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

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. The application of budgeting and strategic planning to the students’ Capstone Project will be examined. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 414 Training in Criminal Justice Organizations
This course examines the advantages of in-depth planning to respond to contemporary law enforcement issues. A focus is placed on law enforcement training and contingency preparation, extensive use of case studies, and real world applications. A framework for the final Capstone Project will be refined. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

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. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

CJAC 434 Operations Management in Criminal Justice Organizations
This course examines 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. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

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. Prerequisite: Acceptance into the Criminal Justice Administration Accelerated Degree Completion Program

HEALTHCARE MANAGEMENT
Update to pages 94-95 in 2008/2010 Course Catalog
College of Professional Studies
(Accelerated Program)
The Healthcare Management program is offered in the accelerated, cohort-based format, concentrating on the knowledge necessary for managing healthcare services and providing organizational leadership. Emphasis is on integrating organizational systems in a highly regulated environment with the larger healthcare community focusing on building community coalitions for the purpose of maintaining health service access, quality, and cost containment.

Healthcare Management (BS)
(127 credit hours – See Degree Requirements, main catalog)

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
This course discusses the implementation of Information Technology throughout healthcare organizations. Students will research information technology specific to healthcare and compare the mandated model with their organization. Adherence to Governmental security measures will also be researched. Competencies in areas of using word processing software, spreadsheets, graphs, and presentation skills are addressed. Students will use the course materials to improve their technology skills and the understanding of the larger picture of healthcare information technology. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program
BHMC 321 Operations Management in Healthcare
This course explores the basic concepts of management in contrast to leadership. Quality Improvement activities are explored. Organizational communication and basic arrangement of organizations are discussed. Various management theories are researched. Students will use course material to improve their management skills in their current position and/or prepare for advancement within the healthcare field. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

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, and 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. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

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 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. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

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. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

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 materials to prepare a capital and operational budget and gain a greater understanding of finances in healthcare. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

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, be acutely aware of potentially unethical and illegal situations in healthcare. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

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. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

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 the instructor. Students will use this course to expand on the previous course information and to sharpen their research skills. Prerequisite: Acceptance into the Bachelor of Healthcare Management Accelerated Degree Completion Program

**HUMAN AND SOCIAL SERVICES ADMINISTRATION**

**Update to pages 95-96 in 2008/2010 Course Catalog**

**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.

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, main catalog)

**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 provides the foundation for personal, technical, and conceptual skills requisite in assuming the role of an effective human and social services administrator. Basic management skills including time and stress management, oral and written communications, along with power and influence in organizations will be covered. The frameworks of legislation, policy, human resource, and client relations are presented and discussed. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

**HSSA 323 Research Methods for Human and Social Service Practitioners**
This course provides the knowledge and skills needed to conduct a scholarly review for the development of a Capstone Project, which will be an ongoing project throughout the program and presented in the final course. Library resources, research methods, writing skills, and APA guidelines will be presented. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

**HSSA 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. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

**HSSA 343 Strategic Planning in Non-Profit Organizations**
In this course, students will explore 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.
roles of the manager and organizational cultures in the strategic planning process are discussed in-depth. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

**HSSA 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. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

**HSSA 413 Government, Bureaucracies, and Politics of Human and Social Service Administration**
This course assists students in assimilating the notion of bureaucratic organizations into the appropriate political realm. Organizational theories applied assume that actions are directed toward goal attainment. This course suggests that politics function as a vehicle for the allocation of resources. The power of politics and governments in a democratic society are discussed. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

**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 relationships with funding sources. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

**HSSA 433 Ethical and Legal Issues in Human and Social Services**
Students will develop a foundation in ethical principles and be challenged to assess their 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. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

**HSSA 443 Human and Social Services Capstone**
Results of students’ major research projects will be presented in this course. Topics are chosen from the diverse realm of Human and Social Services. Prerequisite: Acceptance into the Human and Social Services Administration Accelerated Degree Completion Program

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**INVESTIGATIONS**
Update to pages 96-97 in 2008/2010 Course Catalog

**College of Professional Studies**
(Accelerated Program)

The accelerated Bachelor of Science in Investigations degree assists students in developing the necessary insight, philosophy, knowledge, and skills required to be successful in the field of investigations. The student will be prepared to pursue investigative careers in either the public or private sector.

**Investigations (BS)**
(127 credit hours – See Degree Requirements, main catalog)

**Major Requirements (36 credit hours)**
INVS 311 Fact-Finding and Information Gathering
INVS 321 Project Management and Case Development
INVS 331 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

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**Courses**
All courses are 4 credit hours.

**INVS 311 Fact-Finding and Information Gathering**
This course examines 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. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 321 Project Management and Case Development**
This course covers 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. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 331 Civil, Criminal, and Employment Law**
This course covers 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. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 341 Investigations in the Private Sector**
This course covers 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. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 351 Investigations in the Public Sector**
This course covers 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 (scams, public trust schemes, commercial bribery, extortion, and corporate fraud); and other cases typically handled in the public sector. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 411 Crime Scenes, Clues, Forensics, and Evidence**
This course covers the investigative process as it relates to rules of evidence and forms of evidence, detailing testimonials, 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 scents, and the use of photography. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 421 Applied Investigative Strategies**
This course covers 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. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

**INVS 431 The Criminal Mind**
This course covers various topics in forensic psychology, such as why people become criminals, how criminals rationalize, threat (dangerousness) assessment, deviant behavior, and nature-versus-nurture (genetics-versus-environment) causes for criminality, as well as other crime causation theories. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program
INVS 441 Investigative Ethics
This course covers 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. Prerequisite: Acceptance into the Investigations Accelerated Degree Completion Program

LEADERSHIP
Update to pages 97-98 in 2008/2010 Course Catalog
College of Professional Studies
(Accelerated Program)
The undergraduate Leadership Major provides students with knowledge and skills that enhance their understanding and practice of leadership as it relates to individuals, groups, and organizations. Students will learn how to diagnose leadership problems and recommend appropriate solutions that are based on sound theoretical concepts and practitioner level principles. This is accomplished through the study of personal power, interpersonal dynamics, decision-making, communication, and social psychology. Students also will be exposed to frameworks for promoting and developing ethical leadership in personal and organizational contexts.

Leadership (BA)
(127 credit hours – See Degree Requirements, main catalog)
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
LDR 442 Leadership Communication

Courses
All courses are 4 credit hours.
LDR 312 Principles of Leadership
This course serves as an introduction to the Leadership major by focusing on definitions of leadership, fundamental leadership theory, roles of leaders in various contexts. This course also provides an overview of critical skills required for successful leadership. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LDR 322 Case Studies in Leadership
This course integrates major leadership theories with case study analyses of notable business, civil rights, military, political, and religious leaders. Focused debate and discussion of case studies are used to enhance the understanding of leadership theory and application. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LDR 332 Interpersonal Leadership
The focus of this course is for students to develop leadership skills at the individual level by exploring such topics as self-concept, self-esteem, personal values, time and stress management, conflict resolution, and gender issues. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LDR 342 Organizational Leadership
This course examines the attitudes and actions that people exhibit in organizations by exploring such topics as organizational structure, personality and emotion, power and politics, and motivation in the workplace. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LDR 352 Leadership Ethics
This course investigates the pressing ethical issues and decision-making problems facing contemporary leaders. Emphasis is on ethical approaches to problem solving, communication, and leading others. The impact that various leadership styles have on organizational ethics will also be presented. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LDR 412 Leading Change in Organizations and Communities
This course examines the leader's role in facilitating and directing change, and considers the ways in which leaders promote and manage change in a variety of business, government, community, and organizational contexts. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

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. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LDR 432 Social Psychology of Leadership
This course presents the social-psychological underpinning of leadership. Classic experiments on obedience, conformity, social influence, impression management, and will be presented to demonstrate how the power of situation influences leader and follower behavior. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LDR 442 Leadership Communication
This course demonstrates communication techniques used by 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. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LEGAL STUDIES
Update to page 98 in 2008/2010 Course Catalog
College of Professional Studies
(Accelerated Program)
The accelerated Bachelor of Science in Legal Studies degree allows students to increase their knowledge of the American legal system, as well as the means with which to advance their careers within a legal environment or framework. Students who complete the Bachelor of Science in Legal Studies program will be able to formulate various legal documents, incorporate critical thinking skills and academic research into practical legal applications, evaluate elements of specific legal disciplines, examine the complexities of the American legal system, and analyze various legal issues and concepts.

Legal Studies (BS)
(127 credit hours – See Degree Requirements, main catalog)
Major Requirements (36 credit hours)
LGLS 301 Research Techniques for Law & Government
LGLS 305 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 & Professional Responsibility
Legal Studies (BAS)

(124 credit hours – See Degree Requirements, main catalog)

This degree has been established to serve students who have completed a technical career focus and have an Associate of Applied Science degree or Associate of Applied Technology degree. Legal Studies Bachelor of Applied Science major requirements are identical to the Bachelor of Science degree. (See above)

Courses

All courses are 4 credit hours.

LGLS 301 Research Techniques for Law & Government Information Resources

This course enables students to explore and evaluate multiple resources of legal research information and prepares them to utilize these resources for workplace and academic research. Through the use of case studies, students are asked to organize, develop, and research the issues presented in the case studies. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 311 Legal Writing

This course introduces students to the different types of legal documents used in legal environments. Students design and produce documents such as legal briefs, memorandums, and legal letters. Emphasis will be placed on organization of thought, clear and concise writing and creativity. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 321 United States Legal System, Law and the Judicial Process

Students examine the roles and responsibilities of the various levels of the United States Legal system with special consideration given to law and politics. In addition, case studies will be used to evaluate the judicial process as the third branch of government. Emphasis will be placed on the interactions between politics, law, and social problems. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 331 Torts

This course introduces and examines the legal principles that govern the principles of liability for harm caused to the person or property of others. Students will analyze tort actions, such as negligence, breach, trespass, defamation, false imprisonment, and products liability. Students will use the course information to define the scope, definitions, elements, and purpose of torts. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 341 Contracts

This course introduces students to the essential elements of a contract, such as contract formation, interpretation, breach, defenses, and remedies. Additional contract topics include offer and acceptance, consideration, estoppel, uncertainty, severance, and incompetens. Students will be presented with case studies and models relevant to contract law. Students will then apply the elements and concepts of contract law to the case studies and models. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 401 Criminal Law

This course introduces and examines the elements of crimes against persons and property; the theories justifying punishment; the principles of criminal responsibility; and the defenses to criminal liability. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 411 United States Constitutional Law

This course exposes students to the history and origin of the U.S. Constitution with special emphasis on the Bill of Rights and how it influenced the U.S. legal system. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 421 Civil Procedure

Students compare and contrast the rules and principles that dictate the process by which civil disputes are resolved by courts. Students will gain an understanding of the judicial process and of the relationship between procedural and substantive law. Specific topics include service of process, disclosure, discovery, judgment, and motions. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LGLS 431 Legal Ethics and Professional Responsibility

Students critique appropriate and inappropriate behavior in the legal profession, such as conflicts of interest, incompetence, bribery, coercion, communications with jurors, and coaching witnesses in order to evaluate various disciplinary actions that can be taken against those engaging in these behaviors. Case studies will enhance students understanding of the issues facing legal professionals today. Prerequisite: Acceptance into the Legal Studies Accelerated Degree Completion Program

LOGISTICS MANAGEMENT

Update to pages 98-99 in 2008/2010 Course Catalog

College of Professional Studies

(Accelerated Program)

This degree program is designed to help students understand logistics and supply chain management. Students will develop the analytical and problem-solving skills necessary for a variety of logistical problems. Topics include inventory management, transportation, procurement, and warehousing. Leading-edge supply chain strategies including global logistics management and RFID are also explored. Students will have the opportunity to develop skills in management, marketing, economics, and organizational behavior. The program also is available as a Bachelor of Applied Science to serve students who have completed a technical career focus and have an Associate of Applied Science degree or Associate of Applied Technology degree.

Logistics Management (BS)

(127 credit hours – See Degree Requirements, main catalog)

Major Requirements (36 credit hours)

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LGMC 305</td>
<td>Management Fundamentals</td>
<td>4</td>
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<tr>
<td>LGMC 315</td>
<td>Management and the Organization</td>
<td>4</td>
</tr>
<tr>
<td>LGMC 325</td>
<td>Transportation Analysis</td>
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<tr>
<td>LGMC 335</td>
<td>Marketing and Customer Satisfaction in a Service Environment</td>
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<tr>
<td>LGMC 345</td>
<td>Introduction to Transportation and Logistics</td>
<td>3</td>
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<tr>
<td>LGMC 405</td>
<td>Supply Chain/Inventory Management</td>
<td>3</td>
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<tr>
<td>LGMC 415</td>
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</tr>
<tr>
<td>LGMC 425</td>
<td>Transportation Economics and Legal Issues</td>
<td>3</td>
</tr>
<tr>
<td>LGMC 435</td>
<td>Global Logistics Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Logistics Management (BAS)

(124 credit hours – See Degree Requirements, main catalog)

This degree has been established to serve students who have completed a technical career focus and have an Associate of Applied Science degree or Associate of Applied Technology degree. Logistics Management Bachelor of Applied Science major requirements are identical to the Bachelor of Science degree. (See above)

Courses

All courses are 4 credit hours.

LGMC 305 Management Fundamentals

This course provides a forum for students to demonstrate competency in analyzing personal traits and skills required for logistics management. The student will have the opportunity to develop critical skills in time management, stress management, communication, problem solving, and logical decision analysis. This course strengthens oral and written communication skills. Prerequisite: Acceptance into the Logistics Management Accelerated Degree Completion Program
LGMC 315 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 also will involve researching and analyzing leading transportation and logistics organizations. Prerequisite: Acceptance into the Logistics Management Accelerated Degree Completion Program

LGMC 325 Transportation Analysis
The ability to understand and use statistics is essential in a professional environment. This course provides students with an understanding of the research process and analysis of data. It is designed to assist students in developing skills for logical business decision making following a study of statistical methods and processes. Prerequisite: Acceptance into the Logistics Management Accelerated Degree Completion Program

LGMC 335 Marketing and Customer Satisfaction in a Service Environment
Customer satisfaction is essential in a service environment. This course is designed to give students an explanation of the issues relevant to customer satisfaction, as well as the ability to develop a measurement process to identify how an organization is performing. The marketing concept will be explored along with key marketing concepts such as market segmentation and product positioning, and how these relate to logistics management and ultimately customer service. Prerequisite: Acceptance into the Logistics Management Accelerated Degree Completion Program

LGMC 345 Introduction to Transportation and Logistics
This course gives students an overview of the transportation and logistics functions. Basic transportation and logistic concepts will be explored with an emphasis on the opportunities that can be realized through effective and innovative supply chain management. Prerequisite: Acceptance into the Logistics Management Accelerated Degree Completion Program

LGMC 405 Supply Chain/Inventory Management
This course gives students an overview of inventory management and its role in supply chain management. The financial aspects of inventory strategy will be explored along a basic review of warehousing, materials handling, and procurement. Prerequisite: Acceptance into the Logistics Management Accelerated Degree Completion Program

LGMC 415 Business Logistics System Analysis
This course explores the application of analytical tools and techniques to identify benefits and costs of supply chain management and logistics. Productivity, quality, capacity management, and forecasting are examined. Prerequisite: Acceptance into the Logistics Management Accelerated Degree Completion Program

LGMC 425 Transportation Economics and Legal Issues
This course familiarizes students with economic theory and how it relates to the transportation environment. Sources of demand will be explored as well as transportation costs and pricing issues. The regulatory environment will also be discussed. Prerequisite: Acceptance into the Logistics Management Accelerated Degree Completion Program

LGMC 435 Global Logistics Management
This course examines the government’s role in global logistics, the global logistics environment, ocean and air transportation, transportation to Canada and Mexico, intermediaries, documentation, insurance, exporting, and importing. Current trends in globalization will also be explored and evaluated. The role of logistics and transportation organizations in the globalization process will be discussed. Prerequisite: Acceptance into the Logistics Management Accelerated Degree Completion Program

The Bachelor of Science in Long Term Care Administration is no longer available

MANAGEMENT
Update to page 101 in 2008/2010 Course Catalog
College of Professional Studies
(Accelerated Program)
This program is offered in the accelerated, cohort-based format. This program provides students a comprehensive background in the skills, methods, and theories that undergird all effective management. The program is offered in class and online.

Management (BS)
(127 credit hours – See Degree Requirements, main catalog)

Major Requirements (36 credit hours)
- MGTC 321 Essentials of Management
- MGTC 331 Human Resource Management
- MGTC 341 Introduction to Statistics
- MGTC 351 Fiscal Management
- MGTC 361 Essentials of Marketing
- MGTC 421 Organizational Behavior
- MGTC 431 Legal and Ethical Issues in Management
- MGTC 441 Managerial Economics
- MGTC 451 Strategic Management

Courses
All courses are 4 credit hours.

MGTC 321 Essentials of Management
This course covers the process of achieving desired results through efficient utilization of human and material resources. This is an introductory course designed as an overview of the theory and practice of management. The concept of management is presented as a discipline as well as a process, covering the basic functions of management: planning, organizing, leading and controlling, as well as the developing issues of teams, empowerment, and change management. Students also explore the development of their own management style through instrumentation and interviews. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 331 Human Resource Management
This course exposes students to issues affecting the management of human resources, including legal concepts governing human resource management and fundamental practices such as job analysis, writing a job description, and defining job specifications. In addition, the course covers diversity management, training and development testing, selection, and compensation. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 341 Introduction to Statistics
This course covers the research process and analysis of data. Its focus is the study of statistical methods and processes as a basis for logical business decision making. Students are required to execute a statistical analysis of a business problem. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 351 Fiscal Management
This course is a study of the “dollars and cents” language of business. Students learn how to compute financial ratios and conduct a financial analysis of a company. Reading and interpreting balance sheets, financial statements and annual reports is also included. Prerequisite: Acceptance into the Management Accelerated Degree Completion Program

MGTC 361 Essentials of Marketing
This course covers skills and techniques associated with sale of products and services. Topics covered include market segmentation and targeting, product positioning, advertising and promotion, quality, and distribution. Students develop marketing plans and complete cases studies to enhance their understanding of marketing,
The Bachelor of Science in Management of Health Informatics is no longer available

HUMAN RESOURCES

Update to pages 102-103 in 2008/2010 Course Catalog

College of Professional Studies

(Accelerated Program)

This program is offered in the accelerated, cohort-based format and covers the methods and practices of the human resource management professional. Coursework emphasizes the mastery of knowledge and skills associated with human resource planning and analysis, Equal Employment Opportunity compliance, staffing, human resource development, compensation, benefits, and employee and labor/management relations. This program prepares students for the Professional in Human Resource (PHR) Certification examination. The program is offered in class and online.

Management of Human Resources (BS)

(127 credit hours – See Degree Requirements, main catalog)

Major Requirements (36 credit hours)

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<thead>
<tr>
<th>Course</th>
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<th>Notes</th>
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<td>Assessing, Evaluating, and Documenting Information in a Virtual Environment</td>
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<tr>
<td>MHRC 325</td>
<td>Fundamentals of Human Resource Management</td>
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<tr>
<td>MHRC 335</td>
<td>Recruitment, Selection, and Placement of Human Resources</td>
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<td>MHRC 345</td>
<td>Health, Safety, and Security in the Workplace</td>
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<td>MHRC 355</td>
<td>Training and Development of Human Resources</td>
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<td>MHRC 415</td>
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<td>MHRC 435</td>
<td>Benefits Administration</td>
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<tr>
<td>MHRC 445</td>
<td>Capstone Project</td>
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</tbody>
</table>

Courses

All courses are 4 credit hours.

MHRC 315 Assessing, Evaluating, and Documenting Information in a Virtual Environment

This course introduces students to electronic and manual retrieval of information critical to human resource professionals and provides students with parameters for evaluating the accuracy and usefulness of such information in making human resource decisions. Students will use course materials to improve and enhance their documentation and communication skills. In addition, students will gain perspective on their “baseline” knowledge of the Human Resource field as well as insight into their own interpersonal skills and abilities. Prerequisite: Acceptance into the Management of Human Resources Accelerated Degree Completion Program

MHRC 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, law and the personnel function, job analysis, job descriptions, job specifications, and job evaluation. This course also will address organizational behavior and communication issues as well as address current issues in the Human Resource field. Students will use course material to build and enhance their overall knowledge of the Human Resource Management field. Prerequisite: Acceptance into the Management of Human Resources Accelerated Degree Completion Program

MHRC 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. Current topics in “talent management” will also be addressed as well as engaging in activities related to the Capstone Project. Students will use course material to gain or enhance their knowledge and skills in recruitment and selection processes in organizations. Prerequisite: Acceptance into the Management of Human Resources Accelerated Degree Completion Program

MHRC 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. Current topics in this area will also be explored, such as workplace violence, EAPs, and wellness programs. Students will use course material to gain or improve upon their knowledge of the major aspects of employee health, safety and security in organizations. Prerequisite: Acceptance into the Management of Human Resources Accelerated Degree Completion Program
MHRC 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. Current topics will also be addressed, such as the growing utilization of various types of e-training programs. Students will use course material to gain or improve upon their knowledge of the major aspects of training and development programs in organizations. Prerequisite: Acceptance into the Management of Human Resources Accelerated Degree Completion Program

MHRC 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. Current topics will also be addressed, such as the economy and political climates in relation to unionization and overall workforce management. Students will use course material to gain or enhance their knowledge of employment law, using it as a basis for employment decisions. Prerequisite: Acceptance into the Management of Human Resources Accelerated Degree Completion Program

MHRC 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. Current topics will also be addressed, such as executive compensation, pay for performance and overall compensation practices relative to the changing nature of the economy. Students will engage in activities related to the Capstone Project as well as use course material to gain or enhance their knowledge and skills in recruitment and selection processes in organizations. Prerequisite: Acceptance into the Management of Human Resources Accelerated Degree Completion Program

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. Current topics will also be addressed, such as the rising cost of benefits for employers as well as the changes/proposed changes to benefits given the recent political and economic changes in the U.S. Students will engage in activities related to their Capstone Project as well as use course material to gain or enhance their knowledge of organizational benefits elements and practices. Prerequisite: Acceptance into the Management of Human Resources Accelerated Degree Completion 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. Students will use course material to define and develop an overall career direction and plan in the Human Resource field. Prerequisite: Acceptance into the Management of Human Resources Accelerated Degree Completion Program

MARKETING MANAGEMENT

Update to page 104 in 2008/2010 Course Catalog

College of Professional Studies

(Accelerated Program)

This program in the accelerated, cohort based format emphasizes the techniques and methods of managing and planning for marketing. Students proceed through the curriculum in a planned sequence that culminates with the development of a marketing plan. The program focuses on proven practices and application of theory covering research, the nature of consumers, sales management, advertising, quality management, law, and ethics in the marketing environment. This program is offered in class and online.

Marketing Management (BS)

(127 credit hours – See Degree Requirements, main catalog)

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

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. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program.

MKMC 324 Basic Principles of Marketing

This course focuses on Basic Principles of Marketing including market segmentation, target markets, development of marketing strategies including product positioning, advertising, promotion, pricing, distribution decisions, and ethical considerations in marketing. Students apply the topics to individual and group projects for profit and non-profit organizations, creating presentations to support the results. Students evaluate the marketing processes covered. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program.

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, polities, laws, 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. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program.

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. Students create a market research proposal and survey, deliver the survey, analyze the results, and evaluate the process. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program.

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 consumer 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. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program.

**MKMC 424 Sales and Distribution Management**
This course examines the function of the sales and distribution process through a managerial perspective. The course explores sales management, staffing, recruiting, compensation, sales leadership, performance evaluation, and the function of sales in an organization. Students will create a sales plan, financial and non-financial reward plans, sales training, and sales personnel evaluations as well as developing distribution territories and channels. Special emphasis includes using sales and distribution to obtain a competitive advantage. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program.

**MKMC 434 Advertising, Promotions, and Communications**
This course examines the role of advertisements, promotions, and integrated communications in the marketplace. Students analyze the communications process that brings promotional media in line 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. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program.

**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 students will use course materials, videos, case studies, and field trip analysis to apply course learning to goals. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program.

**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 including advertising and promotion projects as well as other business correspondence. Students submit the final plan, presentation, and portfolio for final evaluation. Prerequisite: Acceptance into the Marketing Management Accelerated Degree Completion Program.

**Organizational Systems Management (BS)**
(127 credit hours – See Degree Requirements, main catalog)

**Major Requirements (36 credit hours)**
- **Required Core Courses (20 credit hours)**
  - OSMG 321 Organizational Behavior
  - OSMG 331 Financial Management
  - OSMG 341 Marketing Essentials
  - OSMG 441 Strategic Thinking
  - OSMG 451 Capstone Presentation
- **Elective Courses (18 credit hours)**
  - 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 presents, explores, and develops the skills necessary for effective management 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, and control and termination of the project will be examined.

OSMG 421 Information Management
Includes an overview of the role and function of information in organizations. Organizational environment and its influence on internal and external information management methodologies will be explored. An emphasis will be placed on transforming data into knowledge and how that knowledge should be shared to support business operations.

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.

Courses
All courses are 4 credit hours.

SMGT 300 Introduction to Security
This course provides an overview of private and public security. It will compare security from the past to the present and address issues and concerns of the security industry. The course also will look at security functions and its operation within the scope of protection. It will also define threats within a security operation and how to evaluate the risk. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 310 Risk Analysis
This course defines risk and how it relates to an organization's operations. It will address vulnerabilities and/or threats and how they are looked at within that organization. It will look at the effectiveness of a security program, through surveys, assessments, audits and procedural guidelines by security professionals. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 320 Physical Security Methods
This course looks at how effective security methods can give proper protection. It will address the foundation of a comprehensive assessment of threats and countered by the implementation of a layered protection system of physical and electronic protection. Topics include designing security, security surveys, Crime Prevention Through Environmental Design (CPTED), barriers, locks, security lighting, alarms, entry control, Closed Circuit Television (CCTV) and digital recording systems, and contraband detection. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 330 Security Administration and Management
This course looks at contemporary issues in the security management profession, as well as merge the latest concepts from social sciences and business literature into the field of security management. Topics include specific aspects of effective operations administration, ranging from leadership and effective supervision to recruitment and selection of employees, training, performance appraisal and other issues such as workplace violence, measuring operational performance, security guidelines/standards, industrial/economic espionage, and crime prevention. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 340 Legal and Ethical Aspects of Security
This course provides an overview of the legal and ethical dilemmas faced by security professionals. Students will examine the legal rights available to security officers, corporations, partnerships, and individually owned businesses for the protection of their property from theft by employees, customers, and others. The law of arrest, search and seizure, detention, surveillance, and legal consequences are some of the areas that will be addressed in this section. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 400 Maintaining Security of Information and Information Systems
This course provides students with the knowledge of how to protect and defend information and information systems. It provides a systematic and practical approach for establishing, managing and operating a comprehensive information assurance program in today's world of computer systems. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

SMGT 410 Fundamentals of Homeland Security
This course looks at the functions of the Department of Homeland Security. It will concentrate the departments under this umbrella, as well as the interdisciplinary group of topics associated with areas of coverage include critical infrastructure protection, weapons of mass destruction planning and response, national security, and public management. It will also address the coordination between government agencies and private entities. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program
SMGT 420 Threats of Terrorism
This course covers issues both in global and domestic terrorism and how they operate based on the beliefs, as well as the financing, structure, and dynamics within these terrorist groups. It will address the extremist groups in the United States. It will include a brief historical review of terrorism and effective terrorism counter measures. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

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. It will also address the roles of emergency management within the government, community, and other organizations. Topics include threat assessment, risk analysis, formulating a comprehensive plan, training, coordinating with support agencies, and the actual overall management of the disaster. Prerequisite: Acceptance into the Security Management Accelerated Degree Completion Program

UNDERGRADUATE PROGRAMS
COMPUTER AND INFORMATION TECHNOLOGY

BUSINESS INFORMATION MANAGEMENT
College of Professional Studies
(Accelerated Program)
This program is offered in the accelerated, cohort-based format. The Business Information Management program prepares students, who do not have computer technology degrees 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 students with a foundation of information technologies and enterprise information integration used in business applications. The program is designed to prepare students to sit for the Certified Business Analyst Professional (CBAP) exam.

This program was formally known as Business Information Systems.

Business Information Management (BS)
(127 credit hours – See Degree Requirements, main catalog)
Major Requirements (36 credit hours)
BIMC 300 Business Communications and Research
BIMC 310 Organizational Management and Problem Solving
BIMC 320 Strategic Management
BIMC 330 Managing and Using Information Systems
BIMC 340 Fundamentals of Business Analysis
BIMC 400 Business Requirements and Analysis
BIMC 410 Process Mapping and Project Design
BIMC 420 Business Process Modeling
BIMC 430 Project Management

Courses
All courses are 4 credit hours.

BIMC 300 Business Communications and Research
This course facilitates 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 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. Prerequisite:

Acceptance into the Business Information Management Accelerated Degree Completion Program

BIMC 310 Organizational Management and Problem Solving
This course is designed to improve the application of organization theory and systems thinking in teaching and practice. Students 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. Students 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 students in a thorough understanding in the development of organization theory and problem solving. Prerequisite: Acceptance into the Business Information Management Accelerated Degree Completion Program

BIMC 320 Strategic Management
Students will be introduced to the most current strategic management theories and practices. The course covers 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 includes several case studies that will allow students to better evaluate the importance of how strategic management integrates in the technology industry. Prerequisite: Acceptance into the Business Information Management Accelerated Degree Completion Program

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. Prerequisite: Acceptance into the Business Information Management Accelerated Degree Completion Program

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. The target audience for this course includes 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. Prerequisite: Acceptance into the Business Information Management Accelerated Degree Completion Program

**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 processes, and linking requirements to business objectives in order to solve business problems and set project scope. Prerequisite: Acceptance into the Business Information Management Accelerated Degree Completion Program

**BIMC 410 Process Mapping and Project Design**
This course introduces students 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. Prerequisite: Acceptance into the Business Information Management Accelerated Degree Completion Program

**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, students 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, students 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. Prerequisite: Acceptance into the Business Information Management Accelerated Degree Completion Program

**BIMC 430 Project Management**
This course allows students to examine current trends in project management. Cost analysis and time structures will be examined to review issues that arise during project planning and implementation. Students will gain experience using Gantt and PERT charts that will illustrate methods used to implement and successfully complete technology projects. Ethics in project management will be reviewed to help students analyze specific areas where ethical standards are necessary for project success. Capstone final paper is due along with presentation at end of course. Prerequisite: Acceptance into the Business Information Management Accelerated Degree Completion Program

**Computer Information Systems (BS) or (BAS)**
(See Degree Requirements, main catalog)
The Computer Information Systems degree program provides students with the background required to succeed in graduate study or in today's information systems environment. Students may choose from one of the following four emphases: Networking, Programming, Business, and Solutions Architect.
The Computer Information Systems 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.

**Major Requirements (21 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

Students must complete one of the following emphases. For each emphasis, there will be five additional required courses as follows:

**Business Emphasis (15 credit hours)**
- 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 IT Accounting

**Programming Emphasis (15 credit hours)**
- CIS 242 Introduction to Programming Using Java
- CIS 251 Object Oriented Programming
- CIS 402A Intermediate Java Programming
- CIS 337 Web Scripting
- CIS 434 ASP.NET

**Networking Emphasis (15 credit hours)**
- CIS 240 Introduction to UNIX
Bellevue University Course Catalog 2008/10

Computer Information Systems

Minor Requirements (15 credit hours)

Required Course
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
CIS 310 Information Systems

Recommended Electives:
9 credit hours of Computer Information Systems courses -- of which 6 need to be upper-level.
Note: Prerequisites for some courses may mean that more than 15 hours will be required for the minor.

Software Development (BS)

Update to pages 110-112 in 2008/2010 Course Catalog

College of Information Technology

(Cohort Program)

(127 credit hours – See Degree Requirements, main catalog)
The Computer Information Systems in Business (CITB) program is designed for students who possess an interest in the business applications of technology. This program provides a broad understanding of both business and technology and bridges the gap between both sides. Topics range from programming, databases, telecommunications, project management, and business accounting. Students become IT professionals through the intensive use of electronic tools and techniques, which reinforce business and technical concepts for immediate applicability in the real world.

The following degree is Servicemembers Opportunity College (SOC) Approved.

As a minimum, students must have 30 credit hours in upper-level courses, of which 12 credit hours are in the major, and 30 credit hours in residence.

For the most up to date information or for questions, see our webpage at www.bellevue.edu or contact us at CISProgram_Info@bellevue.edu.

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.

(CITB) Cohort Program Requirements

Courses taken outside the Cohort (9 credit hours)
CIS 242 Introduction to Programming Using Java
CIS 237 Elementary Web Scripting
CIS 310 Information Systems

Courses taken within the Cohort (30 credit hours)
CIS 305 Management and Design of Database Systems
CIS 321 Structured System Analysis and Design
CIS 340A Business Telecommunications
CIS 405 E-Commerce
CIS 406 Information Security
CIS 433 Information Technology Project Management
CIS 468 IT Accounting

The Kirkpatrick Signature Series
(see pages 42-43 in course catalog for details)

Recommended Electives
MA 241 Inferential Statistics and Data Analysis
BA 252 Principles of Marketing
(see p. 85 - 2008/2010 course catalog)
BA 265 Legal Environment of Business
(see p. 85 - 2008/2010 course catalog)
CIS 240 Introduction to UNIX
(see p. 111 - 2008/2010 course catalog)
CIS 436 Ethics for IT Professionals
(see p. 112 - 2008/2010 course catalog)

Software Development (BS)

Update to pages 110-112 in 2008/2010 Course Catalog

College of Information Technology

(Cohort Program)

(127 credit hours – See Degree Requirements, main catalog)
The Computer Information Systems – Software Development program is a cohort major that cross-trains mainframe and other specialties to competency in Web-based technologies. The program is a 48-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, see our webpage at www.bellevue.edu or contact us at CISProgram_Info@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®.

Software Development
Major Requirements (36 credit hours)

TERM 1 – SOFTWARE DEVELOPMENT FOUNDATIONS
CIS 242 Introduction to Programming Using Java
CIS 340A Business Telecommunications
CIS 406 Information Security
TERM 2 – OBJECT ORIENTED AND WEB PROGRAMMING
- CIS 230 Web Environment Principles
- CIS 248 Introduction to Web Design
- CIS 251 Object Oriented Programming

TERM 3 – INTERMEDIATE SOFTWARE DEVELOPMENT
- CIS 305 Management & Design of Database Systems
- CIS 337 Web Scripting
- CIS 402A Intermediate Java Programming

TERM 4 – ADVANCED SOFTWARE DEVELOPMENT
- CIS 308 Intermediate Database and Database Connectivity
- CIS 404 Advanced Networking Using Java
- CIS 433 Information Technology Project Management

Systems and Network Administration Program (BS)

Update to page 110 in 2008/2010 Course Catalog

College of Information Technology
(Cohort Program)

(127 credit hours – See Degree Requirements, main catalog)

SNAP is designed to cross-train mainframe and other specialties to competency in Microsoft® and Unix systems administration and network administration. Students who successfully complete SNAP will gain 36 semester hours of credit and satisfy the, major, upper level and in-residence requirements for a CIS Networking degree. Students must also satisfy the General Education Core Curriculum, Signature Series requirement, and overall degree requirements to graduate. Students can use transfer credit to satisfy general education and degree requirements that are outside of the major. For the most up to date information or for questions, see our webpage at www.bellevue.edu or contact us at CISProgram_Info@bellevue.edu.

Major Requirements (36 credit hours).

TERM 1 – NETWORKING AND TELECOMMUNICATIONS
- CIS 240 Introduction to UNIX
- CIS 340A Business Telecommunications
- CIS 341A Cisco Networking

TERM 2 – PLANNING AND MANAGING NETWORK SYSTEMS
- CIS 306 Advanced UNIX Administration
- CIS 321 Structured System Analysis and Design
- CIS 357 Operating System Administration

TERM 3 – DATABASE INTEGRATION
- CIS 305 Management and Design of Database Systems
- CIS 348B Implementing and Managing Network Infrastructures
- CIS 352 Administration of SQL Databases

TERM 4 – SECURITY AND THE WEB
- CIS 349B Implementing and Maintaining Active Directory Structures
- CIS 406 Information Security
- CIS 407 Web Servers

Courses

Unless noted, all courses are 3 credit hours.

CIS 230 Web Environment Principles

An introduction to the programming techniques needed to create Web sites from start to finish. Included are techniques for developing and enhancing Web pages using HTML, CSS, and visual design. Students will learn the principles of sound Web design, planning a Web site layout, and Web site navigation. Prerequisite: Acceptance into the Software Development program.

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 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 web sites for technological, business, and artistic merit. This is an interdisciplinary class that allows students to combine computer, business, and creative skills.

CIS 251 Object Oriented Programming

This course builds upon an introductory programming class. Students will be immersed in language syntax and the interactive PC environment. Emphasis will be on solving problems by deriving appropriate algorithms and implementing them by applying concepts of object oriented programming. Prerequisite: CIS 242

CIS 295/295 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 Object 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. Prerequisite: Acceptance into the Systems and Network Administration Program

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 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 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 340B 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 will also learn how to manage computer service 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. Prerequisite: Acceptance into the Systems and Network Administration Program

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 OOP 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 or CIS 251

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 407 Web Servers
This course explores the configuration and management of popular web servers. It covers web server installation and configuration, networking, and active content support. Students will be introduced to Web security techniques, such as such as authentication, authorization, encryption, and certificates. As part of this course, students will configure a web server with active content that is capable of accessing a database server over a network. Prerequisite: Acceptance into the Systems and Network Administration Program

CIS 433 Information Technology Project Management
This course provides students with an introduction to program management as it relates to Information Technology. Students develop formal project plans based on actual problems provided by industry. Emphasis is placed on the nine knowledge areas specified by the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK). Both 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 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 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 milestone, oral or written reports, specified deliverables or satisfactory reports on completion of objectives by the manager of an intern. Students may accomplish the Service Component when they have completed 24 credit hours of the required CIS and required courses within their area of emphasis. At least six of these 24 credit hours must be courses required in their selected area of emphasis.

CIS 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 also 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 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 323 Encountering Technology in Today’s Market
This course provides a common foundation for current technology. It presents computers, systems, and technology that are currently available in the technical sales community. Course content includes an introduction to computers, the Internet, the World Wide Web, application software, communications and networks, database management, security, and ethics. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 327 Advertising and Promotions
This course provides students with the skills and disciplines needed to understand the steps of an effective advertising management process, review the steps of efficient advertising campaign management programs, and analyze the functions performed by the advertising creativity needed in preparing an advertising campaign for technology products and services. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 337 Ethics in Sales and Conflict Management
This course is designed to help students understand ethics on the job while managing conflict in the workplace. In this course, students are introduced to the basic principles of conflict management, discover new strategies for managing conflict, and practice ethical treatment of peers, supervisors and subordinates in business situations. This class will address the salesperson's responsibility to customers, employees, and society at large. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 355 Technical Sales and Marketing Strategies
This course discusses the basic concepts and major issues in sales and marketing in the Information Technology (IT) industry. It will describe the current tools and techniques for sales, which provide a basis for the sales process, developing the student as a salesperson, knowing the current market, and marketing products in the IT industry. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 415 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 quality management. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 423 E-Commerce and Internet Sales
This course is designed to help students understand E-Commerce trends and the public’s use of the Internet as a virtual storefront versus a brick-and-mortar store. Students will research and examine current issues regarding the Internet as a marketing tool. Students will discuss the pros and cons of utilizing the Internet as a sales system for technical products. Customer issues for using the Internet to purchase goods will also be discussed. Sales methodologies for technical products on the Internet will be introduced and practiced. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

TSAT 455 Consumer Behavior
This course provides a common foundation for understanding information technology’s consumer behavior. Focus is on marketing strategies for customer-centric organizations and the consumer decision process before, during, and after sales. Prerequisite: Acceptance into the Technical Sales Accelerated Degree Completion Program

WEB TECHNOLOGIES
Update to pages 117-118 in 2008/2010 Course Catalog
College of Information Technology
(Cohort Program)
The Web Technologies degree program is designed for students who possess a background in Information Technology (IT) and are looking to complete their bachelor’s requirements. This program provides a comprehensive study of the Information Technology industry. Topics are included in an integrated format built around a common project management theme. The program is offered as a cohort, with an accelerated, online format that covers a 48-week period of continuous study. Students become Information Technology practitioners through the intensive use of electronic tools and techniques, which reinforce business and technical concepts for immediate applicability in the real world. The program consists of six eight-week terms. In each term there are two classes, each worth three credit hours, that are conceptually related areas of concentration. It incorporates Bellevue University’s Cyber-Active Learning model, emphasizing interaction among students and the instructor in an online environment. Each cohort, consisting of up to 25 students, will complete the classes in sequence. Students can anticipate spending at least eight hours a week online per class. Students will be expected to read material beyond the texts in order to become familiar with professional sources for knowledge and issues relating to IT. The six credit hours per term will qualify the student as full-time. Therefore, based upon the previous year’s income, the student could be eligible for financial aid. The Dean of the College of Information Technology is responsible for the overall academic coordination of each program.

For the most up to date information or for questions, see our webpage at www.bellevue.edu or contact us at CISProgram_Info@bellevue.edu

Web Technologies (BS)
(127 credit hours – See Degree Requirements, main catalog)

Major Requirements (36 credit hours)

TERM 1 – WEB DEVELOPMENT FOUNDATIONS
ISST 230 Web Environment Principles
ISST 235 HTML and Dynamic Web Pages
ISST 236 Web Programming

TERM 2 – SERVER TECHNOLOGIES
ISST 265 UNIX
ISST 366 Internetworking
ISST 407 Web Servers

TERM 3 – PROGRAMMING WITH DATABASE CONNECTIVITY
ISST 337 Perl, ASP and PHP Scripting
ISST 346 PHP Programming and Database Connectivity
ISST 437 Database Design

TERM 4 – SYSTEM DEVELOPMENT
ISST 367 Network Security
ISST 438 Systems Analysis and Design
ISST 467 Information Technology Project Management

Prerequisite Coursework
Computer Concepts and Applications (CIS 101 or equivalent) and one of the following:

Database (Access, Oracle, DB2, MSSql, Informix, etc.)
Networking (Telecommunication, Novell, Cisco, etc.)
Programming (C, C++, C#, or Java)
Other (graphics design, animation, Flash, desktop publishing, etc.)

OR

MCSE Certification
CCNA Cisco Certification
CompTIA I-Net+ Certification 126

Courses
All courses are 3 credit hours.

ISST 230 Web Environment Principles
An introduction to the programming techniques needed to create Web sites from start to finish. Included are techniques for developing and enhancing Web pages using HTML, CSS, and visual design. Students will be introduced to the principles of sound Web design, planning a Web site layout, and Web site navigation.
ISST 235 HTML and Dynamic Web Pages
An introduction to development techniques needed to create Web pages. This course covers the basic fundamentals of developing Web pages using HTML, XHTML, JavaScript, and DHTML. Included are techniques for formatting Web pages as well as adding functionality.

ISST 236 Web Programming
An introduction to the JavaScript programming languages, focusing on the techniques needed to develop Web pages. Included are basic programming concepts, functions, control structures, and arrays. Students will learn basic principles of object-oriented programming.

ISST 265 UNIX
This course presents UNIX as a network operating system. It covers installing, configuring, and managing a UNIX server, and network operations. Commands necessary to navigate a UNIX system also will be covered.

ISST 337 Perl, ASP, and PHP Scripting
This course uses Web based programming and scripting. It explains how to implement scripts in the Common Gateway Interface, as a client process, and as a server specific scripting language. Practical Extraction and Reporting Language (PERL), Active Server Pages (ASP), and PHP scripting languages will be used.

ISST 346 PHP Programming and Database Connectivity
This course introduces programming with PHP and database connectivity. Students will develop PHP Web pages that connect to a data source using files and a DBMS. Included topics are working with data types and operators, manipulating strings, building functions and control structures, and debugging and error handling.

ISST 366 Internetworking
This course provides students with the knowledge and skills necessary to design small, medium, and enterprise networks. Students will examine Internetworking through the study of telecommunications networks and their management. Major topics include fundamental communications concepts, network design and configuration, network security, encryption, intranets, extranets, the Internet, hardware and software standards, and distributing and sharing network resources.

ISST 367 Network Security
This course provides students with the knowledge and skills necessary to secure small, medium, and enterprise networks that are connected to the Internet. The course covers all main areas of network security, including identification, authentication, authorization, auditing, security boundaries, encryption, firewalls, and proxy servers.

ISST 407 Web Servers
This course explores the configuration and management of popular web servers. It covers web server installation and configuration, networking, and active content support. Students will be introduced to Web security techniques, such as such as authentication, authorization, encryption, and certificates. As part of this course, students will configure a web server with active content that is capable of accessing a database server over a network.

ISST 437 Database Design
The hierarchical and network models will be briefly discussed. The major focus of this course is the relational model. Database design using Entity Relationship Diagrams will be presented. Relational terminology and the theoretical concepts of the model, such as normalization, will be discussed. The query languages, Structured Query Language (SQL) and Query By Example (QBE), will be used to manipulate the model. Students will prepare a small application using a PC-based Database Management System (DBMS).

ISST 438 Systems Analysis and Design
This project-based course focuses on the use of tools and methodologies applied to structured system analysis and design. Emphasis is placed on traditional approaches including enterprise analysis, workflow analysis, data flow analysis, system flowcharting, and entity relationship diagramming. Students will complete a feasibility analysis, risk analysis, design specification, and a project implementation plan for a simulated business system.

ISST 467 Information Technology Project Management
This course addresses the complex and unique issues related to effectively managing projects in an Information Technology context. Emphasis is placed on the nine knowledge areas specified by the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK). Team-based and discovery-based learning methods are stressed. A formal software project management plan detailing the process groups of initiating, planning, executing, controlling, and closing will be developed.
GRADUATE PROGRAMS

Business Programs

Master of Science in Acquisition and Contract Management

Update to pages 122-123 in 2008/2010 Course Catalog

College of Business

The Master of Science in Acquisition and Contract Management (MAQC) 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 522</td>
<td>Data Analysis for Effective Decision Making</td>
</tr>
<tr>
<td>MBA 541</td>
<td>Survey of Accounting and Information Systems</td>
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</tbody>
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Note: Students pursuing an undergraduate degree in business 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 coursework. No undergraduate courses will count toward the MAQC.

Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MBA 626</td>
<td>Operations Management Strategies in a Global Context</td>
</tr>
<tr>
<td>MBA 633</td>
<td>Advanced Organizational Behavior</td>
</tr>
<tr>
<td>MBA 639</td>
<td>Strategic Management*</td>
</tr>
<tr>
<td>MBA 642</td>
<td>Managerial Accounting and Information Systems</td>
</tr>
<tr>
<td>MBA 670</td>
<td>Essentials of Supply Chain Management in a Global Environment</td>
</tr>
<tr>
<td>MBA 677</td>
<td>Logistics Management</td>
</tr>
<tr>
<td>MAQC 620</td>
<td>Project Management</td>
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<tr>
<td>MAQC 660</td>
<td>Business Decision for Contracting+</td>
</tr>
<tr>
<td>MAQC 670</td>
<td>Legal Considerations in Contracting+</td>
</tr>
<tr>
<td>MAQC 675</td>
<td>Cost Analysis and Negotiation Techniques+</td>
</tr>
</tbody>
</table>

* Must be taken by all students during the last term of coursework

+ A Level 2 DAWIA certification for the contracting career field through DAU/Fed may be used to transfer 9 credit hours to the MAQC degree for MAQC 660, 670, and 675.

Courses

All courses are 3 credit hours.

MAQC 620 Project Management

Students will interpret the role of professional responsibility in project management and evaluate the application of the proper project management tools and techniques to create a project plan. The course also will allow students to determine the necessary components to create a project schedule including critical path, PERT, and Gantt charts. Prerequisites: MBA 522 and MBA 541

MAQC 660 Business Decision for Contracting

Students will focus on the pre-award business and contracting knowledge necessary to process complex procurement with an emphasis on the following topics: business relationship, strategic sourcing, risk management, contract financing, subcontracting plans, source selection, and contractor responsibility. Students apply the knowledge learned to practical exercises involving acquisition planning, source selection, and award of technical support service contracts. Additional topics include service case communication, teaming and leadership, customer analysis, spend analysis, multiple award IDIQ, and formal source selection. Prerequisites: MBA 522 and MBA 541

MAQC 670 Legal Considerations in Contracting

Students learn the legal considerations in the procurement process with an emphasis on contract law, fiscal law, protests, assignment of claims, subcontracting, dispute and claims, fraud, debt, and terminations. Prerequisites: MBA 522 and MBA 541

MAQC 675 Cost Analysis and Negotiation Techniques

Students focus on cost analysis and negotiation techniques and topics including cost analysis, quantitative techniques, indirect cost, accounting and est. systems audits, FCCM, profit analysis and negotiations of acquisition planning, cost analysis, negotiation, and contract administration. Prerequisites: MBA 522 and MBA 541

MABA 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.

MABA 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.

MABA 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

MABA 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.

MABA 639 Strategic Management

This course describes, analyzes, and evaluates components and processes of business strategy and policy. Issues and topics are examined at the corporate, business, and product/service levels. Quantitative and qualitative assessment tools are examined and applied in cases, exercises, and research materials (by traditional or online publication). Component research is conducted concerning specific issues in stakeholder analyses, social responsibility, competitive actions, internal integration, and strengths, weaknesses, opportunities, and threats (SWOT) assessment. Prerequisite: Must be taken by MBA students during the last term of coursework.
MBA 642 Managerial Accounting and Information Systems
Provides an understanding of management information systems used in decision-making processes. Designed with a hands-on approach, encourages participation and interaction through the use of computer projects, case studies, and classroom discussions. Topics include basic cost accounting concepts and terminology, product costing and pricing, planning and controlling a business operation through budgets and variance analysis, and managerial decision-making using such techniques as cost-volume-profit analysis and variable costing. Computers and appropriate computer software will be used. Prerequisites: 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

Master of Science in Human Capital Management
Update to pages 124-125 in 2008/2010 Course Catalog
College of Business
The Master of Science in Human Capital Management (MCAP), offered in-class and online, is designed to equip graduates to be more effective in designing human capital development programs and measuring the effectiveness of investment in human capital resources within the corporate setting. The program requires 36 graduate-level credit hours of coursework. The schedule of course offerings permits an individual working full time to complete all the requirements for the Master’s degree in 18 months (two classes per term). Students who do not have an undergraduate degree in human resources, economics, psychology, business or business related degrees will generally take the Foundation (6 credit hours), and the Core (30 credit hours). Students with an undergraduate degree in business normally have met all or most of the Foundation requirements; thus, they will complete six hours of select graduate business or Human Resource electives (instead of the Foundation).

The College of Business Dean’s office will develop an education plan for students that show the courses needed to complete the degree program.

The EMBA is no longer available

MBA 541 Survey of Accounting and Information Systems
May be satisfied with specified equivalent undergraduate coursework

MCAP 549 Introduction to Descriptive and Inferential Statistics and Research Methods

Core

Must be satisfied with graduate-level courses

BA 646 Strategies for Recruitment and Selection of Human Resources

MBA 611 Economics

MBA 612 Financial Strategy

MBA 634 Advanced Organizational Management and Theory

MBA 642 Managerial Accounting and Information Systems

MCAP 601 Human Capital Management

MCAP 643 Principles of Adult Learning and Training

MCAP 645 System Design from the Micro-Level

MCAP 658 Measurement and Evaluation of Human Capital

MCAP 659 Aligning Human Capital Development with Strategy

Courses

All courses are 3 credit hours.

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 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-going 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 for MCAP students: None / Prerequisites for MBA students: MBA 505, MBA 522, and MBA 541

MBA 541 Survey of Accounting and Information Systems
This course is designed to provide students with an overall understanding of the manner in which a business gathers, processes, and uses information. Students are introduced to basic accounting concepts and procedures through case studies and computer projects. Emphasis is placed on developing an understanding of basic accounting processes and principles, on data management in a computerized environment, and on basic financial statements. Students also are expected to develop an appreciation of the needs for internal controls in a business. Issues relating to internal control procedures, computer security, privacy issues and ethics will be introduced through readings and case studies. Prerequisite: Graduate standing

MBA 611 Economics
This course challenges students to recognize, assess, and apply fundamental economic concepts and their implications to decision making in business management and public policy. Business management issues regarding the fundamental economic concept of efficient and effective resource allocation and decision making are addressed within a market supply-and-demand framework. Topics such as market dynamics, resource allocation, property rights, elasticity, scarcity, economic costs, marginal analysis, and many others are addressed. Prerequisites for MCAP students: None / Prerequisites for MBA students: 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 for MCAP students: MCAP 549 OR MBA 522, and MBA 541 / Prerequisites for MBA students: MBA 505, MBA 522, and MBA 541

MBA 634 Advanced Organizational Management and Theory
This class encourages the application of advanced conceptual and theoretical perspectives to the design of organizations and the linkage mechanisms that organizations must develop to manage their environments. Learners will practice diagnosing and resolving organizational problems related to the growth, survival, and decline of organizations. Research emphasis will be placed on how size, structure, technology, and organizational culture impacts operations, strategic contingencies, and competitive advantage. Prerequisites for MCAP students: None / Prerequisites for MBA students: MBA 505, MBA 522, and MBA 541

MBA 642 Managerial Accounting and Information Systems
Provides an understanding of management information systems used in decision-making processes. Designed with a hands-on approach, encourages participation and interaction through the use of computer projects, case studies, and classroom discussions. Topics include basic cost accounting concepts and terminology, product costing and pricing, planning and controlling a business operation through budgets and variance analysis, and managerial decision making using such techniques as cost-volume-profit analysis and variable costing. Computers and appropriate computer software will be used. Prerequisites for MCAP students: MCAP 549 OR MBA 522, and MBA 541 / Prerequisites for MBA students: MBA 505, MBA 522, and MBA 541

MCAP 549 Introduction to Descriptive and Inferential Statistics and Research Methods
This course introduces students to both descriptive and inferential statistics and various inferential tests used in problem solving. Students are introduced to data analysis and selected models which are essential for sound business decision making. The course introduces the art of collecting, summarizing, analyzing, and describing data using descriptive tools. Graphical, tabular, and numerical summaries are included. Students will learn the concept of probability and selected distributions. The course also provides an overview of research methods and some elementary topics required for understanding qualitative and quantitative research. Prerequisite: Graduate standing

MCAP 601 Human Capital Management
This survey course first performs a macro-economic overview detailing what has changed in this generation of work that is forcing organizations to develop talent internally. These changes stem primarily from globalization and technology. The course then shifts the focus to the individual, micro level. Students are introduced to various foundational areas in managing human capital, including strategic human resource management, organizational behavior, and organizational theory. Prerequisite: Graduate standing

MCAP 643 Principles of Adult Learning and Training
This course provides a solid overview of the academic concepts regarding adult learning. Included in this course are such issues as curriculum design, conducting a needs assessment, outcomes assessment, and exploring the impact of various delivery methods on adult learners with varying learning styles. Prerequisites: MCAP 549 OR MBA 522, and MBA 541

MCAP 645 System Design from the Micro-Level
Previous courses focus on how the individual represents a unique investment opportunity. This is because the organization does not “own” the asset, and humans have free-will. This course gives students the tools and techniques to manage individuals. The focus will be on understanding the psychological issues associated with human behavior. Prerequisites: None

MCAP 658 Measurement and Evaluation of Human Capital
Many management programs fail because of poor metrics. We have mastered the art of ROI with regards to tangible investments, but often times fail short when trying to measure human performance. This course introduces participants to the concept behind designing a system that can measure performance and ROI. Prerequisites: MCAP 549 OR MBA 522, and MBA 541

MCAP 659 Aligning Human Capital Development with Strategy
This course blends the human resource management function with the strategy of the organization. The focus, however, is on the development aspect of the HR function, and also examines how a corporate university can enhance the outcomes of this function. Prerequisite: Must be taken by MCAP students during the last term of coursework

The Master of Arts in Management is now in the College of Business

Information Technology Programs

Master of Science in Computer Information Systems
Update to pages 134-136 in 2008/2010 Course Catalog
College of Information Technology
The Master of Science in Computer Information Systems is designed for computer professionals who desire an advanced Information Systems degree as a key component of their professional growth. The tools they need to go forward into technical and management positions in Information Systems. The curriculum covers every important aspect of the IT profession: networking, telecommunications, database management, E-Commerce, project management, and IT accounting. To complete this 36-credit hour degree program, students will take 12 semester hours of foundation courses and 24 semester hours of core courses. Students with no previous computer courses also may be required to take additional prerequisites. Electives may be substituted for foundation courses in cases where students have previous coursework that maps to the foundation.

For the most up to date information or for questions see our webpage at www.bellevue.edu or contact us at GISProgram_Info@bellevue.edu

Prerequisites
CIS 242 Introduction to Programming Using Java (see p. 25)

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 any 8 of the following 12 courses:
CIS 600E E-Commerce Enterprise
CIS 602A Intermediate Java Programming
CIS 603 Java Object-Oriented 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 ASPNET
CIS 635  Principles of Human Computer Interface Design
CIS 640  Advanced Telecommunications
CIS 647  Network Systems
CIS 650  Accounting for IT Professionals

**Business Administration Concentration**
The Business Administration Concentration, in class and online, is designed to provide MSCIS students the opportunity to explore emergent as well as traditional business theories, concepts, and applications in the areas of Finance, Management, and Marketing.

Students must take CIS 650 prior to enrolling in the following business courses:
- MBA 612  Financial Strategy
- MBA 633  Advanced Organizational Behavior
- MBA 652  Marketing Strategy (See p. 132 - 2008/2010 course catalog)

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**Master of Science in Management of Information Systems**

**College of Information Technology**
The Master of Science in Management Information Systems is a customized degree tailored specifically to prepare students 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. After completing the core, students may select one or more of six concentrations to obtain additional depth in business administration, computer information systems, healthcare, information security, project management, or solutions architecture. To satisfy the requirements for degree, students must take 27 semester hours of core courses and at least nine semester hours from one of six concentrations.

For the most up to date information or for questions see our webpage at www.bellevue.edu or contact us at CISProgram_Info@bellevue.edu

**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

- **Business Administration Concentration**
  Students must take CIS 653 prior to enrolling in the following business courses:
  - MBA 612  Financial Strategy
  - MBA 633  Advanced Organizational Behavior
  - MBA 652  Marketing Strategy

- **Computer Information Systems Concentration**
  Select 3 of the following 16 courses:
  - 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
  (See p. 131 - 2008/2010 course catalog)
- MBA 621  Healthcare Organizational Design and Delivery Systems
  (See p. 131 - 2008/2010 course catalog)
- MBA 668  Legal and Regulatory Compliance Issues in Healthcare
  (See p. 132 - 2008/2010 course catalog)

**Information Security Concentration**
Students must complete CIS 606 prior to selecting 3 of the following 4 courses:
- CIS 607  Computer Forensics
- CIS 608  Information Security Management
- CIS 610  Information Warfare
- CIS 636  Database Security

**Solutions Architect Concentration**
- CIS 535  Management and Design of Database Systems
- CIS 621  Applied System Development and Design
- CIS 650  Accounting for IT Professionals

**IT Project Management Concentration**
Students 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

**Advanced IT Project Management Certificate**

**Requirements (9 credit hours)**

- **Required Course**
  - CIS 633  Information Technology Project Management

- **Plus 2 of the following courses:**
  - 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.*

**MA 241 Inferential Statistics and Data Analysis**
This course provides the theoretical basis and the problem solving experience needed to apply the techniques of inferential statistics. Topics covered include hypothesis testing procedures, quality control, analysis of variance, chi-square testing, linear regression and correlation, and nonparametric methods. The course also introduces the student to electronic spreadsheets and statistical packages for data analysis.

**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 Sequel Query Language (SQL) will be used to manipulate the model. Students will prepare a small application using a Commercial RDBMS.

CIS 537 Introduction to Cyber Ethics
This course provides a brief overview of the field of ethics, computer privacy and security, computer crime and software piracy, intellectual property and information ownership, computers and gender, computers and social justice, and civil liberties in cyberspace. Additionally, ethical questions concerning professional codes of conduct and issues of moral responsibility for computer professionals are presented.

CIS 540 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 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 technologies and develop strategies for their effective use through business organizations. It equips students with hands-on assignments, to evaluate and implement electronic commerce business models and projects. Prerequisite: CIS 25

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 user interfaces (GUIs), multithreading and networking. This course is offered as part of the SUN Authorized Educational Alliance. Prerequisite: CIS 242, CIS 251 or CIS 25

CIS 603 XML Programming
This course is designed to teach principles of programming on the World Wide Web using the Extensible Markup Language (XML). This course explores the use of XML as the primary development language for Web information portals. Each student will have their own website and will be expected to develop it into a useful information portal using the tools demonstrated in this class. Prerequisite: CIS 525

CIS 604 Advanced Networking Using Java
This course is a programming-based learning experience that focuses on the advanced principles of programming for the World Wide Web using Java technologies. The Java 2 Platform Enterprise Edition (J2EE) specification governing these principles will be examined in detail. Prerequisite: CIS 602A or practical experience in Java programming.

CIS 605 Advanced Database Management
The subject of database management will be approached in its role as the back end of client/server technology. The focus will be on using a relational database as an enabling technology in the area of Online Transaction Processing and Online Analytical processing. The use of the PL/SQL as it relates to database administration and development will be studied. Issues of database security will be a secondary emphasis. Prerequisite: CIS 535

CIS 606 Information Security
This course is designed to provide an introduction to information security. Current trends in information security will be explored. Students are introduced to sources of threats and vulnerabilities as well as methods for optimizing system security. Legal and ethical issues associated with information security will be examined, as well as how those issues are addressed within the context of an organization.

CIS 607 Computer Forensics
This course is designed as an overview of the investigative methods and tools associated with computer forensics. Topics include: processing crime and incident scenes, digital evidence controls, recovery of information, network forensics, data acquisition, and legal and ethical issues associated with investigations.

CIS 608 Information Security Management
This course addresses the issues relating to successful information security management. Topics include access control systems, network and software security, management practices, risk management, protection mechanisms, business continuity planning, and legal and ethical issues. 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 strategies, 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 group of initiating, planning, executing, controlling, and closing will be developed.

CIS 634 ASP.NET
This course explores concepts of building data-driven websites using Microsoft’s .NET technologies. Of, VB.NET and other technologies will be used to demonstrate a broad range of Internet disciplines. Prerequisite: CIS 525
CIS 635 Principles of Human Computer Interface Design
The practice of effective Graphical User Interface (GUI) design will be a foundation of this course. Various GUI operating systems and environments will be explored. Visual Basic will be used to demonstrate elements of the curriculum. Other visual front-end design tools will be discussed. The overall focus of the course is the visual front-end portion of the multi-tiered systems. Prerequisite: CIS 525

CIS 636 Database Security
This course is designed to introduce the concept of database security to include: Architecture, Password Policies, Virtual Private Databases, Auditing, Privileges, and Roles Administration. 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 540CIS

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 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 653

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 documentation. Students will learn also 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 653

CIS 699 Topics in Master of Science 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 699A 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.

Human Services Programs

The 48 credit Master of Science in Human Services is no longer available

Master of Science in Clinical Counseling
Update to pages 137-141 in 2008/2010 Course Catalog
Licensure (60 credit hours)

College of Arts and Sciences
Candidates for graduate programs in Human Services must satisfy prerequisite requirements of 6 credit hours in the behavioral sciences and 3 credit hours in statistics.

The Master of Science Degree is a 60-credit hour Clinical Counseling program for those interested in obtaining the provisional LMHLP/LMHLP (Nebraska) or equivalent licensure as a mental health practitioner. The 60-credit 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. An elective Life Coaching Certificate can be earned by successfully completing HS 550, 551, and 552. Those interested in pursuing the Nebraska chemical dependency counseling license (provisional LADC) must take the three electives HS 535, 536, and 537 or their equivalent, complete at least 300 hours of internship to obtain the required competencies under a dually-licensed practitioner, and successfully apply for the provisional LMHLP before applying for the PLADC.

Master of Science in Clinical Counseling

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 Ethics and Legal Issues in Human Services
HS 521  Theories of Human Development
HS 528  Applied Counseling Theory
ADVANCEMENT TO CANDIDACY

Framework

HS 505  Counseling Practicum
HS 516  DSM Diagnosis for Children, Adolescents, and Adults
HS 524  Group Process and Facilitation
HS 531  Psychological Assessment
HS 538  Multicultural Counseling
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 Life Coaching

Certificate Requirements (9 credit hours)

HS 550  Experiential Life Coaching
HS 551  Life Coaching Competencies
HS 552  Advanced Life Coaching Competencies

Substance Abuse Counseling

Certificate Requirements (9 credit hours)

HS 535  Alcohol/Drug Assessment, Case Planning, and Management
HS 536  Medical and Psychosocial Aspects of Alcohol/Drug Use
HS 537  Clinical Treatment Issues in Chemical Dependency

Graduate Executive Coaching

Certificate Requirements (12 credit hours)

All courses are 3 credit hours

Students must take all three courses — plus 1 credit hour of MCL 653 to be taken simultaneously with each course.

MCL 650  Ethical and Professional Principles of Executive Coaching
MCL 651  Executive Coaching Communication Skills and Assessment
MCL 652  The Role and Relationship Dynamics of Executive Coaching
MCL 653  Executive Coaching Internship

BELLEVUE UNIVERSITY / BOYS TOWN ARTICULATION PROGRAM

The mission of the articulation program is to provide Boys Town master's level students with courses that parallel selected required or elective courses, and to provide elective options customized for Boys Town professional development needs. All Boys Town students articulating coursework must have prior approval from the Boys Town Continuing Education Department. Approval for articulated coursework will be based on experience, prior coursework, and subject knowledge.

Master of Science in Family and Youth Services

(60 credit hours)

— For Boys Town Employees Only —

Bellevue University and Boys Town partner to offer a 60 hour Master of Science in Family and Youth Services. The program allows students to complete their entire degree through a combination of on-site experiences with Boys Town and online coursework through Bellevue University.

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 Ethics and Legal Issues in Human Services
HS 516  DSM Diagnosis for Children, Adolescents, and Adults
HS 521  Theories of Human Development
HS 524  Group Process and Facilitation
HS 528  Applied Counseling Theory
HS 531  Psychological Assessment
HS 538  Multicultural Counseling
HS 546  Family Therapy
HS 585  Career Development
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 utilized in the helping relationship. This course also will orient students to the graduate school process as well as encourage the development of a professional mindset and an attitude of lifelong learning as a human services professional.

HS 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 person. Student performance will be assessed and evaluated. Prerequisite: Foundation Courses

HS 510 Research Methods in Human Services
Consideration of major research models in the human services. This course emphasizes a multi-method approach to behavioral science research, including both quantitative and qualitative methods, e.g., experimentation, survey design, case study, content analysis. Students learn to critically evaluate human services research. Students also will apply their knowledge and skills in the writing of a research proposal.

HS 512 Program Evaluation
An introduction to the basic concepts and models of program evaluation as applied to the human services. Topics include: planning an evaluation; selecting criteria and setting standards; basic measurement principles and tools; ethical considerations in conducting program evaluation; and development of a program evaluation proposal.
HS 513 Theories of Psychopathology
An examination of the evidence-based understanding of both normal and disordered mental states will be conducted. The etiology, development, manifestation, and potential treatment of mental disorders in infants, children, adolescents, and adults will be emphasized. Current theoretical and evidence-based models will be explored including bio-medical, behavioral, cognitive, developmental, humanistic, interpersonal, personologic, psychoanalytic, and trait models.

HS 515 Professional Ethics and Legal Issues in the Human Services
Consideration of theoretical and practical standards for ethically dealing with individuals and information about them in a variety of human service settings. Emphasis will be on American Psychological Association ethical statements and case examples.

HS 516 DSM Diagnosis for Children, Adolescents, and Adults
The taxonomy and nosology of psychopathology will be reviewed using the structure of the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM); examining the disorders of infancy, childhood, adolescence, and adulthood. The emphasis will be on differential diagnosis for the purposes of case formulation and treatment planning. Prerequisite: Foundation Courses

HS 521 Theories of Human Development
An introduction to the major theories of human development as they apply to the human services. Students will be presented with the basic concepts of theory construction and evaluation. A variety of theoretical perspectives will be discussed with an emphasis on those theories taking a life-span perspective. The ways in which these theories can be used to help understand human behavior also will be emphasized.

HS 524 Group Process and Facilitation
Investigation of major issues of group processes for mental health and organizational improvement. A workshop environment will be used to demonstrate techniques and to ensure individual skill development. Students develop ability to assess how their own methods and dynamics of groups interact to facilitate cognitive, emotional, and behavioral change. 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 psychoanalytic, cognitive/behavioral, humanistic/existential, and family systems. Contemporary approaches include Dialectical Behavior Therapy, Acceptance and Commitment Therapy, and Functional Analytic Psychotherapy. Students learn to evaluate selected research that supports and enhances the validity and application of each theory, and they gain insights into how to apply each theory in a manner appropriate to the complexity of problems presented by clients. Multi- and cross-cultural implications and adaptations are addressed, as well as ethical and risk assessment methods. This course provides important preparation for internship experiences.

HS 531 Psychological Assessment
Introduces testing and measurement with emphasis on clinical assessment applications. Students examine a variety of psychological tests, learn the basics of measurement statistics, and consider assessment methods, such as standardized instruments, behavior checklists, and projective techniques. Prerequisite: Foundation Courses

HS 535 Alcohol/Drug Assessment, Case Planning, and Management
Addresses clinical assessment, case planning, and case management of clients with drug and alcohol addictions. Students learn basic principles of measurement by examining a variety of instruments used in chemical dependency counseling settings. Analysis of sample cases will provide an active-learning approach for addressing the full range of services used in managing cases in an ethical and professionally effective manner. Students planning to apply for Nebraska PLADC (Provisional Licensed Alcohol and Drug Counselor) status must take this course if the material has not been previously learned through other approved educational options. (This course fulfills only one of several special requirements for this license).

HS 536 Medical and Psychosocial Aspects of Alcohol/Drug Use
Addresses the physiological, psychological, and sociological aspects of alcohol/drug use, abuse, and dependence, including signs, symptoms, and behavior patterns often seen. The basic classifications and pharmacological action of drugs on human body systems will be covered, as well as the etiological, behavioral, cultural, and demographic aspects and belief systems associated with alcohol/drug use. Learning to role-play facilitation of the use of alcohol/drug information in educational groups will provide an active learning opportunity to demonstrate integration of the knowledge base. Students planning to apply for Nebraska PLADC status must take this course if the material has not been previously learned through other approved educational options. (This course fulfills only one of several special requirements for this license)

HS 537 Clinical Treatment Issues in Chemical Dependency
Addresses treatment issues specific to alcohol/drug disorders, including dual diagnosis and the impact of physical and mental health disorders on treatment. Other treatment topics include genetic and generational influences; enabling and disease concepts; role of Alcocholics Anonymous, Narcotics Anonymous, and other 12-step programs; and unique issues related to special populations. Students planning to apply for Nebraska PLADC status must take this course if the material has not been previously learned through other approved educational options.

HS 538 Multicultural Counseling
Addresses cultural, social, and economic factors applicable with specific cultural, ethnic, and minority populations including Native Americans, African Americans, Hispanics, recent immigrants from Africa and Asia, as well as other groups. The main purpose is to learn insights about counseling approaches that will be sensitive to the many differences in these populations while also providing effective chemical dependency and mental health services. Traditional counseling theories (psychodynamic, cognitive behavioral, humanistic), as well as more recent approaches by professionals within culture groups, will be analyzed for ethical and practical implications. 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 also will be studied. Students will acquire basic knowledge of the concepts of family systems theory and utilize these concepts in developing hypotheses as to possible treatment planning for dysfunctional families. The range and types of therapeutic interventions that are common to family therapy and family systems approaches will be addressed with particular emphasis on communications, structural, and strategic family therapy concepts and methods. Students will be prepared for entry professional skills for supervised interventions with families. 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 pharmaceutical treatment, will prepare the mental health professional to both have a basic understanding of psychopharmacology and to work with prescribing physicians. Prerequisite: Foundation Framework and Professional Practice Courses

HS 550 Experiential Life Coaching
The focus of this course is on providing a personal experience with the process of life coaching. Understanding one’s own attitudes, values, and goals is essential for full realization of how to help others in the life coaching process. Emphasis is on learning self-assessment tools and reflective resources to create a life vision portfolio that will be an exemplar to help transfer learning to the subsequent courses in the life coaching certificate. Students explore alternative coaching models through directed learning activities that include telephone opportunities for role-play demonstrations and performance assessments.

HS 551 Life Coaching Competencies
An introduction to Life Coaching theory and practice. Emphasis will be placed upon the characteristics of a coaching relationship, ethical guidelines, and the knowledge that one must possess to become an effective Life Coach. The competencies to be addressed include following ethical guidelines, initiating the coaching agreement, establishing trust and intimacy, and maintaining the coaching relationship. Prerequisite: HS 550
HS 552 Advanced Life Coaching Competencies
Emphasis will be placed upon the characteristics of a professional coaching relationship, ethical guidelines, and knowledge related to business and personal coaching methods, and facilitation skills one must possess as a certified Life Coach. Prerequisite: HS 551

HS 585 Career Development
This course introduces students to the theories of career counseling and to the assessment tools and counselor practices associated with helping clients achieve congruence in their career development pattern. Prerequisite: Foundation and Framework Courses

HS 610 Counseling Practices
This course prepares students for interviewing, communicating, clinical data gathering, clinical recording, basic intervention, and self-awareness journaling skills needed for the required internships (HS 615 and HS 620). They will be required to engage in activities designed to enhance self-awareness and self-assessment as preparation for HS 615 supervised internship experiences. Prerequisite: Foundation and Framework Courses

HS 615 Clinical Internship
Together with HS 620, this course is designed to meet the needs of students in the Community Counseling (48-credit-hour) and Mental Health Counseling (60-credit-hour) programs. It is an opportunity for students to apply their knowledge in a supervised Mental Health Practitioner context. The site supervisor for the required 300 clock hours 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 the substantial component of the course grade. Prerequisites: HS 515, HS 616 or HS 519, HS 528, HS 610 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 (60-credit-hour) programs. It is an opportunity for students to apply their knowledge in a supervised Mental Health Practitioner context. Emphasis is on extending and deepening clinical experiences from the previous internship and learning to proactively benefit from supervision. The site supervisor for the required 300 clock hours 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 the substantial component of the course grade. Prerequisites: HS 615 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 meet 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 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 the substantial component of the course grade. Prerequisites: Completion of a 48-credit MS HS degree 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 that are well established and/or based upon evidentiary support are reviewed, and the application of the specific techniques examined and applied in the internship. Included are cognitive behavioral therapy, behavior modification, token economy programs, habit reversal and control, parent training programs, and play therapy. The pros and cons of “manifold treatment” for children and adolescents will be examined. Prerequisite: Foundation, Framework and Professional Practice Courses

HS 640 Treatment of Adult Disorders
Evidence-based counseling methods will be examined and applied in the classroom, as well as in the internship. Specific attention will be paid to cognitive, cognitive behavioral, constructivist, interpersonal, and personologic approaches. The value of “manifold treatment” 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 found 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)

Healthcare Programs

The Master of Public Health is no longer available

Communications Programs

Master of Arts in Managerial Communication
The Master of Arts in Managerial Communication (MMC) provides a communication core with an emphasis on leadership skills. Students complete a 24-credit core, then choose a 12-credit concentration from one of several disciplines to complete an interdisciplinary degree with career flexibility. The degree will be offered online.
Communication/Leadership Core (24 credit hours)

Core
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 Managerial Communication Capstone

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 PowerPoint 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 to 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 Managerial Communication Capstone
This capstone course requires students to communicate a comprehensive understanding of accumulated knowledge and skills by 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

Concentrations

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

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

Business Concentration
MBA 541 Survey of Accounting and Information Systems
MBA 612 Financial Strategy
MBA 633 Advanced Organizational Behavior
MBA 652 Marketing Strategy
(See p. 132 - 2008/2010 course catalog)

Human Resource Management Concentration
BA 636 Compensation and Performance Management
(See p. 130 - 2008/2010 course catalog)
BA 638 Human Resource Law
(See p. 130 - 2008/2010 course catalog)
BA 646 Strategies for Recruitment and Selection of Human Resources
(See p. 130 - 2008/2010 course catalog)
MBA 633 Advanced Organizational Behavior
(See p. 131 - 2008/2010 course catalog)