The catalog is valid from January 01, 2016 through December 31, 2016
Updated April 24th, 2016
Breyer State University exists to provide newer, innovative and affordable online higher education programs and courses that meet the needs of a wide and diverse market. We support an adult model of education that is focused, self-paced and supported by dedicated and accomplished faculty. We are dedicated to delivering degree programs that enable our students to make contributions not only in their personal lives but in their communities as well. With our virtual online setting, students can study at their own pace to fulfill their educational goals.

Vitally involved with the educational and economic development of California, Breyer State University continually strives to expand its service to the region, the nation and the world.

While every effort has been made to ensure that this catalog is accurate and up to date, it may include typographical or other errors. The University reserves the right to change its policies, rules, regulations, requirements for graduation, course offerings, and any other contents of this catalog at any time.

You can view the Course Catalog online at http://breyerstate.com/online-catalog.html. Please note that the contents of websites that link to online course entries are not part of the official catalog. The course catalog is valid from January 01, 2016 through December 31, 2016.

This institution’s application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.
Table of Contents
Integrity Statement .............................................................................................................. 8
Message from the President of the University ................................................................. 9
Breyer State University Mission Statement ...................................................................... 10
Our Philosophy .................................................................................................................... 10
Our Mission ........................................................................................................................ 10
Our Vision Statement .......................................................................................................... 10
Our Goals & Objectives ..................................................................................................... 10
General Information ......................................................................................................... 11
Learning Outcome Guidelines ........................................................................................... 11
Descriptions of Degree Programs ....................................................................................... 11
Legal Status ........................................................................................................................ 12
Administration, Board of Education, and Faculty ............................................................... 13
Administration and Staff .................................................................................................... 13
Board of Education ............................................................................................................ 13
Faculty Members ............................................................................................................... 16
Contacts and Hours .......................................................................................................... 25
Students Statements .......................................................................................................... 27
Student Bill of Rights ........................................................................................................ 27
Honor Code for Students ................................................................................................... 28
Grievance Submission ........................................................................................................ 28
Student Grievance Procedures .......................................................................................... 29
Arbitration at Breyer State University ............................................................................... 29
Admissions, Tuition and Refunds ....................................................................................... 30
Admission Policies ............................................................................................................. 30
Admission Requirements ................................................................................................... 30
BSU User ID and Password .............................................................................................. 30
BSU Student ID Cards ........................................................................................................ 31
Registration for courses .................................................................................................... 31
Tuition ................................................................................................................................. 31
BSU graduation fee ............................................................................................................ 31
Request for Transcripts Fees ............................................................................................. 31
Course Textbooks ................................................................................................................ 32
Payment and Release of Records ....................................................................................... 32
Tuition Reimbursement Policy ........................................................................................... 32
Refund Policy ..................................................................................................................... 32
California Student Tuition Recovery Fund (STRF): .......................................................... 32
Financial Aid Disclaimer .................................................................................................... 34
Employer Reimbursement .................................................................................................. 34
Private Grants/Scholarships ............................................................................................... 34
Loan Statement ................................................................................................................... 34
Bankruptcy Statement ....................................................................................................... 34
Educational Tax Deductions .............................................................................................. 35
Request for Official Tuition Receipt or Invoice for Employer ............................................. 35
Total Charges ..................................................................................................................... 35
Courses Policies & Procedures ............................................................................................ 36
# Academic Standards

Academic Standards are the criteria and guidelines that govern the academic performance and progress of students at [University Name]. These standards apply to all students and are designed to ensure academic integrity and high standards of scholarship. The [University Name] Academic Standards include criteria for academic achievement, conduct, and behavior in academic settings. The standards cover a range of topics, including academic integrity, grading policies, academic probation, and academic dismissal. The Academic Standards are reviewed and updated periodically to reflect changes in educational standards and practices. The current Academic Standards can be found in the [University Name] Catalog for the academic year 2016-2017. Students are expected to adhere to these standards to maintain their academic standing and progress towards degree completion.
Breyer E-Tools................................................................. 48
Required Equipment.................................................. 48
Facilities and Materials used for Instruction: .................. 48
Online Library............................................................. 48
Learning Management System.................................. 49
General Education Requirements ................................. 51
General Education Requirement Courses...................... 51
English Elective Courses ............................................ 51
Math Elective Courses ................................................ 51
Humanities and Arts Elective Courses ......................... 51
Social and Behavioral Sciences Elective Courses .......... 52
Natural Science and Technology Elective Courses ......... 53
List of Programs Offered ............................................. 54
Undergraduate Programs .......................................... 54
Bachelor of Fine Arts.................................................. 54
Art History Concentration ......................................... 55
Interior Design Concentration ..................................... 55
Bachelor of Science in Business Administration .......... 56
Accounting:................................................................. 57
E-Business & Commerce: .......................................... 58
Executive Assistant Management: ................................ 58
Financial Management: ............................................. 58
Health Care Administration: ...................................... 58
Hotel / Restaurant / Food Service Management: ........... 58
Human Resource Management: .................................. 58
Marketing Management: ......................................... 59
Paralegal Studies:....................................................... 59
Public Administration:............................................... 59
Bachelor of Science in Information Technology .......... 59
Bachelor of Science in Early Childhood Care ............... 61
Bachelor of Science in Grief Counseling and Bereavement Education .... 62
Clinical Hypnotherapy: ............................................. 63
Christian Counseling: ............................................... 64
Grief Counseling:....................................................... 64
Metaphysics and Spiritual Counseling: ......................... 64
Pastoral Thanatology: ............................................... 65
Bachelor of Arts in Journalism................................. 65
Bachelor of Science in Nursing................................. 66
Online Science Courses: ........................................... 68
Graduate Programs..................................................... 68
Masters in Business Administration............................ 68
Accounting................................................................. 70
Aviation...................................................................... 70
Economics.................................................................. 70
Executive Management............................................ 70
Financial Management............................................. 70
Food Service Management .......................................................... 70
Health Care Management .......................................................... 70
Hotel Management ................................................................... 70
Human Resource Management .................................................... 70
Information Systems Management ............................................. 70
International Business ............................................................... 71
Marketing Management ............................................................. 71
Organizational Management ....................................................... 71
Project Management ................................................................... 71
Masters in Case Management ..................................................... 71
Masters in Counseling Psychology ............................................... 72
  Addiction Counseling .............................................................. 74
  Animal Psychology ................................................................. 74
  Counseling Psychology ........................................................... 74
  Gerontology Counseling Psychology ........................................ 74
  Positive Psychology ............................................................... 74
Master of Science in Education .................................................. 74
  Elementary Education Track .................................................... 76
  Secondary Education Track ...................................................... 76
  Special Education Track .......................................................... 76
  Educational Leadership Track .................................................. 76
  Counseling Track .................................................................... 76
Master of Science in Grief Counseling and Thanatology ................ 77
  Grief Counseling ..................................................................... 78
  Pastoral Thanatology ............................................................. 78
Master of Science in Natural Health Care & Wellness Consulting .... 78
Master of Science in Nursing ...................................................... 79
  Medical-Surgical Nursing Track ............................................... 81
  Grief Counseling & Thanatology Track .................................... 81
  Case Management Track ........................................................ 81
  Nursing Administration Track .................................................. 81
  Legal Nurse Consulting Track ............................................... 81
  Gerontological Nursing Practice Track ...................................... 81
  Critical Care Nursing Track ..................................................... 81
  Nursing Education Track ....................................................... 82
  Emergency and Trauma Nursing Track ..................................... 82
Post Graduate Programs ................................................................ 82
Doctor of Business Administration ............................................. 82
  Executive Legal Analysis ......................................................... 83
  Health Care Administration .................................................... 83
  International Business ............................................................ 83
  Management ............................................................................. 84
Doctor of Psychology in Counseling Psychology ....................... 84
  Addictions Counseling ............................................................ 85
  Counseling Psychology ........................................................... 85
  Organizational Psychology ...................................................... 85
Doctor of Education, Ed.D ................................................................. 85
  Higher Education Track: ................................................................. 87
  Special Education Track: ................................................................. 87
  Educational Administration Track: ............................................... 87

Doctor of Psychology in Grief Counseling ........................................... 87
  Clinical Hypnotherapy: ................................................................. 88
  Grief Counseling: ........................................................................... 88
  Pastoral Thanatology: ................................................................. 89

Doctor of Nursing Science ................................................................. 89
Indiindividual Course Description ......................................................... 91
  Level 100 Courses ........................................................................ 91
  Level 200 Courses ....................................................................... 103
  Level 300 Courses ....................................................................... 112
  Level 400 Courses ....................................................................... 131
  Level 500 Courses ....................................................................... 148
  Level 600 Courses ....................................................................... 168
  Level 700 Courses ....................................................................... 178
  Level 800 Courses ....................................................................... 184
  Level 900 Courses ....................................................................... 188
  Level 1000 Courses ..................................................................... 196

BPPE Approval .................................................................................. 199
Questions Statement .......................................................................... 199
Review Documents Statement ........................................................... 199
Complaint Statement ......................................................................... 199
Integrity Statement

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

If any of your questions regarding our catalog have not been satisfactorily answered, you may contact the Bureau for Private Postsecondary Education at anytime by calling (Toll Free) (888) 370-7589, by postal mail at the address below or by completing a complaint form, which can be obtained on the bureau’s internet website. __www.bppe.ca.gov__. 

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (Toll Free) (888) 370-7589, by postal mail at the address below or by completing a complaint form, which can be obtained on the bureau’s internet website. __www.bppe.ca.gov__. 

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833  
Mailing address: 

P. O. Box 980818  
W. Sacramento, CA 95798-0818
Message from the President of the University

"I want to welcome you to Breyer State University. We serve students around the world through providing quality degree programs, which help them to fulfill both their personal and professional goals. I know your experience with our administration; instructors and staff at Breyer State University will meet the highest standards of friendliness and professionalism.

Today’s job markets are more competitive than ever. Employers and organizations are more and more mandating higher education for employment. The emphasis today on formal education cannot be stressed enough! Breyer State University offers a wide-range of innovative degree programs and curriculums that help you achieve your goals. We also have our Alumni Association, which allows our graduates to become life-time members upon conferral of any of our degrees. Our alumni association is online, and offers graduates an opportunity to network with other graduates from around the world!

Courses are taught by our qualified faculty, who are competent in both their educational background and real world experience, giving you the best possible educational experience in an online environment. We bring to you faculty members who are able to share their life and work experiences with you in the courses you take as well as facilitating your own expression of experience and knowledge. I am confident that your experience at Breyer State University will be a satisfying one that will fulfill your needs and help you to set your future goals."

Thomas H. Schear

Thomas H. Schear, Ph.D.
President of Breyer State University
Breyer State University Mission Statement

Our Philosophy

The University believes that students should be encouraged to become involved in social activities in order to develop their potential as citizens and as leaders. The University believes that the diverse nature of the student body demands flexibility in meeting students' needs. The University believes students must be challenged in order to realize their potential as learners and accept their responsibilities as mature adults.

We believe in and support the philosophy of distance education in a virtual setting. We believe that advancing technologies supports our mission and has allowed us to become a recognized leader in delivering innovative models of education in this new millennium.

This philosophy ought to be the foundation of institutional performance and individual conduct. Breyer State's mission reflects this philosophy. Accordingly, we affirm the following statement of institutional mission.

Our Mission

Breyer State University exists to provide newer, innovative and affordable online higher education programs and courses that meet the needs of a wide and diverse market. We support an adult model of education that is focused, self-paced and supported by dedicated and accomplished faculty. We are dedicated to delivering degree programs that enable our students to make contributions not only in their personal lives but in their communities as well. With our virtual online setting, students can study at their own pace to fulfill their educational goals.

Vitally involved with the educational and economic development of California, Breyer State University continually strives to expand its service to the region, the nation and the world.

Our Vision Statement

Building upon a rich tradition, our institution is a diverse learning community, inspiring excellence in our teaching and learning, developing strong educational and economic partnerships, and serving as a global gateway for our students.

Our Goals & Objectives

1. Emphasize and Promote Student Success
2. Enhance Community Awareness, Connections, and Partnerships
3. Embrace Diversity
4. Plan, Achieve and Manage Growth
5. Build Organizational Capability Through Continuous Improvement
General Information

Learning Outcome Guidelines

Our degree programs use the following list of Learning Outcome Guidelines to ensure students satisfaction.

1. Students’ academic performance will be evaluated through assignments, papers, exams, and projects.
2. Students will be encouraged to fill out a course evaluation after every course they complete.
3. All students, regardless of academic level, will be required to complete a project dealing with their major in order to graduate from Breyer State University.
4. Students will be encouraged to fill out a graduation application/survey upon their graduation.
5. Specific educational program missions, purposes, and requirements are listed individually with each degree.

Descriptions of Degree Programs

All of our courses in our degree programs are designed to combine the following to measure learning; chapter quizzes, scholarly article review papers, essay questions, term papers, course specific assignments, and online midterm and final examinations. Through the course requirements students will be able to evaluate themselves throughout their course. Once completed, the student will receive a letter grade for their course. After the student completes all of the courses listed in their curriculum they will have graduated with their desired degree.
Legal Status

SECTION 94809(c) of the California Private Postsecondary and Vocational Education Act: "Requires institutions operating without a valid approval to operate to notify a student seeking enrollment of the status of the institution's pending application: "This institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education." As of 8/1/2010 Breyer State University has applied for approval to operate with the California Bureau for Private Postsecondary Education. In compliance with their standards, many of our degree programs have undergone redesign. We have changed the time frame for each course to 15 weeks. The number of semester hours has been reduced for several courses. The number of courses required for each degree program has increased as well. We are also redesigning the course classrooms. If you are a student and your access to your classroom is not working, please contact the programming department at infosys@breyerstate.com. If you have any questions in regards to your new curriculum please contact the Student Affairs department at studean@breyerstate.com.

Breyer State University is a virtual, online university. All courses are provided in online classrooms, with on-to-one faculty mentoring. We offer all of our programs completely via distance learning and internet. We do not have a physical campus where students attend class. All of our assignments, exams, and classrooms are located on our website and our learning management system (LMS). Our primary method of communication is our LMS, e-mail and phone.
Administration, Board of Education, and Faculty

Administration and Staff

Dr. Thomas Schear, Ph.D.
President of Breyer State University

Ehab El Shamy
Chief Executive Officer

Dr. Troy Milliken, Ph.D.
Chief Academic Officer

Tahanie Thabet, MBA
Chief Operating Officer

Board of Education

Aundrea Adams
Doctor of Philosophy in Behavioral Science - Greenwich University located in Norfolk Island, Australia.
Bachelor of Science in Psychology - Texas Woman's University
Bachelor of Science in Nursing - Texas Woman's University
Naturopathic Doctor - ANMCAB Board Certified Naturopathic Physician: Granted by the American Naturopathic Medical Certification and Accreditation Board in Washington, DC.

Barbara Tonelli
Doctor of Philosophy in Business Organization and Management - Capella Certificate in Journalism - University of Southern Ca
Master of Business Administration in Organizational Leadership - University of Phoenix
Bachelor of Art in Sociology - University of Ca

Bari L. Courts
Ph.D. Organizational Management – Capella University

MBA Management / Economics - University of Cincinnati
BS Mathematics / Economics - Kenyon College
Graduate Certificate – Online Instructional Design - Capella University

Bashar Elkhatib
Doctor of Business Administration – California Southern University
Master of Science in Management Information Systems - Ferris State University
Bachelor of Science in Computer Science- UAE University

**Deryl Gulliford**
Doctor of Philosophy in Health Administration - Greenwich University
Master of Science in Community Heath - University of Cincinnati
Bachelor of Science in Allied Health Professional - Ohio State Allied Medical

**Jennifer Pride**
Doctor of Philosophy in Art History-Florida State University
Masters of Art History- Florida State University
Bachelor of Arts in Art History-Florida State University

**Jill Barton**
Doctor of Psychology Major Clinical Psychology- Nova Southeastern University
Bachelor of Science in Psychology-Michigan State University

**Klye Peacock**
Doctor in Management and Organizational Leadership-University of Phoenix
Master in Gerontology, Major in Health Care Administration- University of Utah
Bachelor of Art in Sociology, Minor in Psychology- University of Utah

**Leslie Brown**
Doctor of Education - Major Higher Education - Argosy University
Master of Science in Education- Major: Reading, Writing and Languages – Lesley University
Bachelor of Art in Professional English- South Carolina State University

**Nicole Olivencia**
Doctor of Education in Educational Leadership- University of Phoenix
Master of Art in Urban Planning/Preservation- Cornell University
Bachelor of Science in Environmental Design- Syracuse University

**Shelby Campbell**
Doctor of Philosophy in Leadership for Higher Ed-Capella University
Master of Science in Education, Educational Specialist Leadership- Marshall University
Bachelor of Business Administration- Virginia State University

**Susanne Schuenke**
Doctor of Philosophy in Art History- University of Cologne

**Thomas Schear**
Doctor of Philosophy in Human Services and Master of Art in Human Services - Columbia Pacific University,
Master of Art in Agency Counseling - University of Northern Iowa,
Bachelor of Art in Social Work -University of Northern Iowa,

**Troy Milliken**
Doctor of Philosophy in Polymer Chemistry, University of Massachusetts,
Master of Science in Polymer Chemistry, University of Massachusetts,
Bachelor of Science in Polymer Chemistry, Penn State

**Theresa Walls**
Doctor of Osteopathic Medicine from Philadelphia College of Osteopathic Medicine.
Bachelor of Science in Biology from St. Peter’s College in New Jersey

**Susanne Schuenke**
Doctor of Philosophy in Art History- University of Cologne
Bachelor of Art in Art History, Major Archaeology Minor Ethnology- University of Cologne

**Jennifer Pride**
Doctor of Philosophy in Art History-Florida State University
Masters of Art History- Florida State University
Bachelor of Arts in Art History-Florida State University

**Jill Barton**
Doctor of Psychology Major Clinical Psychology- Nova Southeastern University
Bachelor of Science in Psychology-Michigan State University

**Klye Peacock**
Doctor in Management and Organizational Leadership-University of Phoenix
Master in Gerontology, Major in Health Care Administration- University of Utah
Bachelor of Art in Sociology, Minor in Psychology- University of Utah

**Leslie Brown**
Doctor of Education - Major Higher Education - Argosy University
Master of Science in Education- Major: Reading, Writing and Languages – Lesley University
Bachelor of Art in Professional English- South Carolina State University

**Nicole Olivencia**
Doctor of Education in Educational Leadership- University of Phoenix
Master of Art in Urban Planning/Preservation- Cornell University
Bachelor of Science in Environmental Design- Syracuse University

**Shelby Campbell**
Doctor of Philosophy in Leadership for Higher Ed-Capella University
Master of Science in Education, Educational Specialist Leadership- Marshall University
Bachelor of Business Administration- Virginia State University

**Susanne Schuenke**
Doctor of Philosophy in Art History- University of Cologne

**Thomas Schear**
Doctor of Philosophy in Human Services and Master of Art in Human Services - Columbia Pacific University,
Master of Art in Agency Counseling - University of Northern Iowa,
Bachelor of Art in Social Work -University of Northern Iowa,

**Troy Milliken**
Doctor of Philosophy in Polymer Chemistry, University of Massachusetts,
Master of Science in Polymer Chemistry, University of Massachusetts,
Bachelor of Science in Polymer Chemistry, Penn State
Viraj Hewage
Doctor in Information Technology- University of North West
Bachelor of Science in Computer Science- Trinity College and University

Valerie Hocket
Doctor of Philosophy in Literary Studies, University of Berkley

Wendy Clanton
Master of Arts in Liberal Studies, Writing Emphasis, Hamline University
Bachelor of Arts in English (with emphasis on writing), University of Minnesota
Associate of Arts in Elective Studies-Journalism, Lakewood Community College

Doctor of Education - Specialization in Educational Leadership- Nova Southeastern University
Master of Science in Education, Major Educational Leadership- University of South Alabama
Bachelor of Science in Elementary Education- Auburn University
**Faculty Members**

**Division of Business Administration**

**Alexis Cohen**  
Master of Business Administration – American Intercontinental University  
Bachelor of Arts in Criminal Justice

**Bari L. Courts**  
Ph.D. Organizational Management – Capella University  
MBA Management / Economics-University of Cincinnati  
BS Mathematics / Economics-Kenyon University  
Graduate Certificate – Online Instructional Design - Capella University

**Bashar Elkhatib**  
Doctor of Business Administration – California Southern University  
Master of Science in Management Information Systems- Ferris State University

**Bill Makkawi**  
Doctor of Business Administration - Major Accounting- Florida International University  
Master of Accounting - University of Florida  
Bachelor of Business Administration – University of Florida

**Bryan Jensen**  
Master of Science in Computer Information Systems - Bellevue University  
Bachelor of Science in Computer Information Systems - Cameron University

**Calvin Padgett**  
Doctor of Philosophy in Management- Breyer State University  
Master of Business Administration - Nova Southeastern University  
Master of Science in Human Resource Management – Nova Southeastern University

**Chris Davis**  
Master of Science in Criminal Justice from Eastern Kentucky University  
Bachelor of Science in Criminal Justice from the University of Maryland

**Craig Pitts**  
Master of Business Administration- Breyer State University  
Bachelor of Science in Business Administration - Major Marketing- University of Tennessee

**Dawn Smith**  
Master of Business Administration in Project Management
Management - Ashland University
Bachelor of Science in Business Administration in Finance- Ohio Dominican University

**Donetta Poisson**
Master of Science in Consumer Services Mgt-University of Tennessee
Bachelor of Science in Hospitality Administration -Mack Robinson School of Business

**Edward Brecht**
Master of Business Administration - Major in Hospitality and Tourism - Columbia Southern University
Bachelor of Science in Hotel, Restaurant and Tourism Management-University of South Carolina

**Elton Rhoades**
Master of Business Administration/Health Care Management-University of Phoenix
Bachelor of Science in Industrial Safety-University of Central Oklahoma

**Farah Elhelou**
Master of Business Administration, Major Health Care Administration- University of Louisiana
Bachelor of Science in Biology, Minor in Chemistry and French-University of Louisiana

**Gary Hascall**
Master of Arts in Finance and Management Doctor of Business Management from Weber University
Bachelor of Arts in Mathematics from Southern Illinois University

**Georgette Thorpe**
Master of Business Administration in Human Resource Management-University of Phoenix
Bachelor of Science in Accounting/Business- University of Phoenix

**George Ackerman**
Juris Doctorate-Nova Southeastern University
Master of Business Administration-Nova Southeastern University
Master of Science in Criminal Justice-Nova Southeastern University
Master of Science in Business Administration & Sports Athletics Administration
Bachelor of Science in Criminal Justice Major Management-Florida Atlantic University

**Gerald Evans**
Doctorate of Business Administration, Barrington University
Master of Business Administration/Aviation

Management, Embry-Riddle Aeronautical University, Bachelor of Science – Berea University

**Gregory Mooney**
Master of Public Administration- Evergreen State University
Bachelor of Art in Health & Human Services- Evergreen State University

**Jacob Burdick**
Master of Science in Accounting- Liberty University
Bachelor of Science in Accounting- Pensacola Christian University
Justice – Florida Atlantic University

**John Moran**
Bachelor of Science in Criminal Justice – Youngstown State University

**Joseph LeVesque**
Doctor of Business Administration in Management - University of Sarasota
Master of Business Administration in Industrial Management-University of Dallas
Bachelor of Art in Management- Our Lady of the Lake
Khaled El Shafei
Doctor of Philosophy in International Trade Law-Breyer State University
Master of Science in Applied Management and Decision Science- Breyer State University
Bachelors in Law-Cairo University

LaVerne Boone
Master of Science in Criminology & Criminal Justice- University of Maryland Eastern Shore
Bachelor of Art in Social Work- Salisbury University
Associate of Science in Chemical Dependency Counseling-WOR-WIC Community University

Lisa Ratliff-Villarreal
Master of Science in Criminology- Indiana State University
Bachelor of Art in Social Science- Colorado State University

Mark Barabas
Diploma in Hospital Administration, University of Toronto
Bachelor of Science in Business Administration-Youngstown State University

Michelle Council
Master of Business Administration - Baker University -

Bachelor of Science in Psychology - University of Southern Mississippi

Nicholai Blagih
Master of Science in Project & Systems Management - Golden Gate University

Oz Inanli
Doctor of Philosophy in Management- Commonwealth University, UK
Master of Science in Management - Georgia State University

Ryan McNeal
Master of Science in Public Administration- Georgia Southern University
Bachelor of Science in Justice Studies- Georgia Southern University

Sarah Solomon
Master of Science in Criminal Justice- Troy University
Bachelor of Science in Human Services and CJ-Troy University

Tanesha Morgan
Master of Business Administration- Southeastern Louisiana University
Bachelor of Science in Finance- Southeastern Louisiana University

Tessa Bissette
Master of Science in Mathematics- University of Tennessee
Bachelor of Art in Mathematics-Carson-Newman University

Tom Sacco
Masters of Business Administration - University of Phoenix
Bachelor of Science in Business Administration in Business Management and Organization - University of Miami

Vicky L. Newingham
Master of Business Administration with concentration in Management of Technology, Walden University
Bachelor of Science Degree, Business Administration with concentration in Information Systems Associate of Science Degree in Networking Services Technology, Daytona Beach Community University
Viraj Hewage
Doctor in Information Technology- University of North West
Bachelor of Science in Computer Science- Trinity University and University

Walter Martin
Master of Business Administration in Human Resources- Troy State University
Bachelor of Art in Finance- Georgia State University

Division of Education

Diane Marshall
Bachelor of Science in Education - Major Elementary Education- Auburn University
Master of Science in Education - Major

Jayne Easley
Master of Education, Major Counseling Psychology- University of Maine

Jennifer Walters
Master of Science in Education - Major Counseling Education- Mississippi State University
Bachelor of Science in Social & Rehabilitation - University of Southern Mississippi

Keysha Breedlove
Doctor in Educational Administration and Leadership - Breyer State University
Master of Science in Educational Administration and Leadership from Prarieview A & M University
Bachelor of Science in Biology/Chemistry and a Master of Science in Biology/Chemistry from Texas Southern University

Leon Barrett
Doctor of Education - Breyer State University
Master of Art in Education - University of Toronto
Bachelor of Art University of the West Indies

Leslie Brown
Doctor of Education - Major Higher Education - Argosy University
Master of Science in Education- Major: Reading, Writing and Languages – Lesley University
Bachelor of Art in Professional English- South Carolina State University

Melita McCall Studstill
Master of Science in Education in Special Education- Armstrong Atlantic State University
Bachelor of Science in Middle Grade Education- GA Southwestern State University

Michelle Collins
Master of Science in Education, Major School Counseling- Duquesne University
Bachelor of Science in Communications- University of Pittsburgh

Shelvy Campbell
Doctor of Philosophy in Leadership for Higher Ed- Capella University
Master of Science in Education, Educational Specialist Leadership- Marshall University
Bachelor of Business Administration- Virginia State University

Sondra Wright
Master of Science in Education in School Guidance Counseling- Cambridge University
Bachelor of Art in Psychology- GA School of Professional Psychology
Wendy Clanton  
Doctor of Education -  
Specialization in  
Educational Leadership-  
Nova Southeastern University  
Master of Science in  
Education, Major  
Educational Leadership-  
University of South Alabama  
Bachelor of Science in  
Elementary Education-  
Auburn University

Barbara Tonelli  
Doctor of Philosophy in  
Business Organization and Management-  
Capella University of Southern California  
Master of Business Administration in  
Organizational Leadership-  
University of Phoenix  
Bachelor of Art in Sociology-  
University of California

Dominick Flarey  
Doctor of Philosophy in Business Management -  
California Coast University  
Doctor of Clinical Hypnotherapy, Canyon University  
Master of Business Administration in Health Care Administration -  
City University Graduate Certificate in Health Care Administration -  
City University  
Doctor of Nursing Science - Administration, School of Administration and Management -Columbia Pacific University  
Bachelor of Science in Nursing - Youngstown State University, Certificate- Nurse Practitioner, Emergency/Primary Care Nurse Practitioner Program -  Allegheny General Hospital and Indiana University of Pennsylvania Diploma in Nursing -

Trumbull Memorial Hospital School of Nursing  
Bachelors Degree in Metaphysics, University of Metaphysics

Don Jones  
Master of Divinity Golden Gate Baptist Theological Seminary  
Bachelor of Arts, Double Major in Bible / Behavioral Science - Grand Canyon University Phoenix

Elign Glossalter  
Doctor of Clinical Hypnotherapy – Breyer State University  
Parapsychology and Mental Sciences, Brazil  
Philosophy of Mind, UK Methodology and Research, Brazil International Private Law, Brazil Pedagogical Complementation, Brazil Applied foreign languages, France General Diploma of University Studies in Human Sciences, France Psychology, UK

George Gonzalez  
Doctor of Ministry in Christian Counseling- American Christian University & Seminary  
Doctor of Philosophy in Music - Conservatory of Athens  
Doctor of Philosophy Educational Psychology

Division of Humanities and Fine Art

Alessia Lay  
Doctor (Psy.D) in Clinical Psychology -Argosy University (former ISPP), Master of Science in Counseling & Human Development - Trauma and Maltreatment Minor - St Lawrence University Bachelor of Science in Psychology and Sociology-St Lawrence University

Ami Padget  
Master of Art in Experimental Psychology Concentration Animal Behavior- University of Tennessee Bachelor of Science in Biology Minor Psychology- Georgia University

Breyer State Course Catalog 2016
and Gerontology - Private
Freie Schweizerischne
University
Master of Divinity in
Biblical Studies- American
Christian University &
Seminary
Master of Arts in Religion-
Liberty University
Master of Theological
Science- Saint Meinrad
School of Theology
Bachelor of Art in
Spanish- University of
Santa Fe

Jill Barton
Doctor of Psychology
Major Clinical
Psychology- Nova
Southeastern University
Bachelor of Science in
Psychology-Michigan
State University

John McGrail
Doctor of Clinical
Hypnotherapy – Breyer
State University
Master of Art in Mass
Communications-
University of West Florida
Bachelor of Science at
Cornell University

Juan Kenigstein
Association for Death
Education and Counseling
Certified in Thanatology:
Death, Dying and
Bereavement (CT)
Doctor of Philosophy -
Major Grief Counseling - -
Breyer State University
Certificate in Grief
Counseling and

Thanatology - Canyon
University
Certified Grief Counselor -
The American Academy of
Grief Counseling
Bereavement Certificate -
Sandy Jo Funk Hospice
Hospice Certificate -Sandy
Jo Funk Hospice
Facilitator in The Life
After Loss Program -
American Cancer Society
Diploma with honors in
Psychology and Social
Work - Stratford Career
Institute
Diploma with highest
honors in Sex and Drug
Counseling – Stratford
Career Institute

Mary Jo Libal
Bachelor of Arts Degree in
Interior Design from
Ashland University
Associate Degree in
Specialized Technology in
Interior Design from the
Art Institute of Pittsburgh
University

Michael Townsend
Doctor of Philosophy in
Organizational &
Industrial Psychology,
Human Behavior - Breyer
State University
Bachelor of Science in
Psychology- University of
Southern Mississippi
Master of Business
Administration- Baker
University

Robert Kebler
Master of Applied
Clinical Hypnotherapist

Laverne Peralta
Master of Art in History-
George Mason University
Bachelor of Art in History-
University of the
Philippines
Breyer State Course Catalog 2016

Master of Business Administration in Marketing- National University
Bachelor of Art in Journalism/Communications Arts- University of West Florida

Susanne Schuenke
Doctor of Philosophy in Art History- University of Cologne
Master of Art in Art History- University of Cologne
Bachelor of Art in Art History, Major Archaeology Minor Ethnology- University of Cologne

Valerie Hocket
Doctor of Philosophy in Literary Studies, University of Berkley
Master of Arts in Liberal Studies, Writing Emphasis, Hamline University
Bachelor of Arts in English (with emphasis on writing), University of Minnesota
Associate of Arts in Elective Studies- Journalism, Lakewood Community

Thomas Schear
Doctor of Philosophy in Human Services and Master of Art in Human Services - Columbia Pacific University,
Master of Art in Agency Counseling - University of Northern Iowa,
Bachelor of Art in Social Work - University of Northern Iowa

Troy Milliken
Doctor of Philosophy in Polymer Chemistry, University of Massachusetts,
Master of Science in Polymer Chemistry, University of Massachusetts,
Bachelor of Science in Polymer Chemistry, Penn State

Master of Business Administration- Breyer State University
Bachelor of Science in Business Administration - National University of Tennessee

Gerald Evans
Doctorate of Business Administration, Barrington University
Master of Business Administration/Aviation Management, Embry-Riddle Aeronautical University,
Bachelor of Science – Berea University

Division of Information Technology

Beran Necat
Doctor of Philosophy in Computer Science - Stratford University London
Master of Science in Computing - South Bank University

Bryan Jensen
Master of Science in Computer Information Systems - Bellevue University
Bachelor of Science in Computer Information Systems - Cameron University

Craig Pitts

Vicky L. Newingham
Master of Business Administration with concentration in Management of Technology, Walden University
Bachelor of Science Degree, Business Administration with concentration in Information Systems Associate of Science Degree in Networking Services Technology, Daytona Beach Community

Viraj Hewage
Doctor in Information Technology- University of North West
Bachelor of Science in Computer Science- Trinity University and University
**Division of Nursing Science**

**Aundrea Adams**  
Doctor of Philosophy in Behavioral Science - Greenwich University located in Norfolk Island, Australia.  
Bachelor of Science in Psychology - Texas Woman's University  
Bachelor of Science in Nursing - Texas Woman's University  
Naturopathic Doctor - ANMCAB Board Certified Naturopathic Physician: Granted by the American Naturopathic Medical Certification and Accreditation Board in Washington, DC.

**Betty Joubert**  
Doctor in Health Administration - University of Phoenix  
Master of Science in Nursing - University of Phoenix  
Bachelor of Art in Education - Langston University  
AD in Nursing - Oklahoma State University

**Dale Mueller**  
Doctor of Education - Pepperdine University  
Master of Science in Nursing - St Josephs University  
Bachelor of Arts - University of CA

**Dennis Collins**  
Master of Science in Nursing  
Concentration in Nursing Education, MSN (ED) - University Of Phoenix  
Certification in Legal Nurse Consulting - Kaplan University  
Master of Business Administration - California Coast University  
Bachelor of Science in Nursing - Carlow University  
Associates Degree Nursing - Westmoreland Community University

**Deryl Gulliford**  
Doctor of Philosophy in Health Administration - Greenwich University  
Master of Science in Community Heath - University of Cincinnati  
Bachelor of Science in Allied Health Professional - Ohio State Allied Medical

**Dominick Flarey**  
Doctor of Philosophy in Business Management - California Coast University  
Doctor of Clinical Hypnotherapy, Canyon University  
Master of Business Administration in Health Care Administration - City University  
Graduate Certificate in Health Care

**Gail Gross-Meyers**  
Masters Public Health from UNC-Chapel Hill

**EM Garcia**  
Doctor of Health - Concentration: Education  
A.T. Still University  
Doctor of Nursing Science -Breyer State University  
Master of Arts in Education - Republican University  
Master of Science in Nursing - Breyer State University  
Bachelor of Science in Nursing - Dr. Carlos S. Lanting University

**Adminstration - City University**  
Doctor of Nursing Science - Administration, School of Administration and Management -Columbia Pacific University  
Bachelor of Science in Nursing - Youngstown State University.  
Certificate- Nurse Practitioner.  
Emergency/Primary Care Nurse Practitioner Program - Allegheny General Hospital and Indiana University of Pennsylvania Diploma in Nursing - Trumbull Memorial Hospital School of Nursing Bachelors Degree in Metaphysics, University of Metaphysics
Public Health Core
Concept Certificate from UNC-Chapel Hill
Bachelor of Science in Nursing- University of Wisconsin-Milwaukee
School of Nursing

Counseling – Breyer State University
Bachelor of Science in Business Administration – Breyer State University
Grief Counselor - Canyon University
Clinical Hypnotherapist

Thomas Schear
Doctor of Philosophy in Human Services and
Master of Art in Human Services - Columbia
Pacific University,
Master of Art in Agency Counseling - University of Northern Iowa,
Bachelor of Art in Social Work -University of Northern Iowa

Juan Kenigstein
Association for Death Education and Counseling Certified in Thanatology: Death, Dying and Bereavement (CT)
Doctor of Philosophy - Major Grief Counseling - Breyer State University
Certificate in Grief Counseling and Thanatology - Canyon University
Certified Grief Counselor - The American Academy of Grief Counseling
Bereavement Certificate - Sandy Jo Funk Hospice
Hospice Certificate - Sandy Jo Funk Hospice
Facilitator in The Life After Loss Program - American Cancer Society
Diploma with honors in Psychology and Social Work - Stratford Career Institute
Diploma with highest honors in Sex and Drug Counseling - Stratford Career Institute

Michael Jones
Doctor of Nursing-University of Phoenix
Master of Science in Nursing- University of Phoenix
Master of Business Administration in Healthcare Administration-University of Phoenix
Bachelor of Science in Nursing- University of Mississippi
Associate of Science in Nursing- Meridian Community University

Thomas Schear
Doctor of Philosophy in Human Services and
Master of Art in Human Services - Columbia
Pacific University,
Master of Art in Agency Counseling - University of Northern Iowa,
Bachelor of Art in Social Work -University of Northern Iowa

Juan Kenigstein
Association for Death Education and Counseling Certified in Thanatology: Death, Dying and Bereavement (CT)
Doctor of Philosophy - Major Grief Counseling - Breyer State University
Certificate in Grief Counseling and Thanatology - Canyon University
Certified Grief Counselor - The American Academy of Grief Counseling
Bereavement Certificate - Sandy Jo Funk Hospice
Hospice Certificate - Sandy Jo Funk Hospice
Facilitator in The Life After Loss Program - American Cancer Society
Diploma with honors in Psychology and Social Work - Stratford Career Institute
Diploma with highest honors in Sex and Drug Counseling - Stratford Career Institute

Paula Lenhart
Master of Science in Nursing - University of Texas Health Science Center
Bachelor of Science in Nursing - University of Minnesota

Tracy Miljus
Master of Science in Nursing Education-University of Phoenix
Bachelor of Science in Nursing - CA University of Pennsylvania
Associate of Science in Nursing - Community University of Allegheny

Tracy Scott
Master of Science in Nursing - Clemson University
Bachelor of Science in Nursing – Lander University

Shawn George
Master of Science in Social Work - Breyer State University
Bachelor of Science in Social Work – Youngstown State University

Trey Early
Master of Science in Nursing Anesthesia-University of Texas
Master of Science in Nursing, Adult Health/Acute Critical Care Clinical Nurse Specialist-Vanderbilt University
Bachelor of Science in Nursing-Vanderbilt University
Contacts and Hours

Mailing Address

Breyer State University
1579 Woodland Street
Warren, Ohio 44483
Phone: (310) 242-5964
Fax: (310) 242-5268
Website: http://www.breyerstate.com

Office Hours

Our office is open:
Monday through Friday 8:00 AM until 5 PM Eastern Standard Time

Holidays and Vacations

Breyer State University will be closed on the following days for 2016:
New Year’s Day - January 1st
Good Friday - April 22nd
Memorial Day - May 30th
Independence Day - July 4th
Labor Day - September 5th
Thanksgiving - November 24th
Christmas Day - December 26th

Contacts and Email Addresses

Registrar
registrar@breyerstate.com
Finance Dept.
finance@breyerstate.com
Dean of Students
studean@breyerstate.com
Dean of Faculty
deanfaculty@breyerstate.com
Administration
admassistant@breyerstate.com

Technical Support

If you have any difficulties accessing the website, please email us at infosys@breyerstate.com.

Important Links

Homepage:
www.breyerstate.com
Tuition:
http://breyerstate.com/tuition-a-fees.html

Pay Online:
http://breyerstate.com/online-payment-form.html

Accreditation:
http://breyerstate.com/accreditation.html

Faculty:
http://breyerstate.com/our-faculty.html

If all of your questions have not been answered after reviewing this catalog, please contact us through any of our contact information listed above. You may also contact the California Bureau of Private Postsecondary Education at:
www.bppe.ca.gov.
Students Statements

Student Bill of Rights

1. Students at Breyer State University have the right to be respected and to be treated with dignity and be free of discrimination. Breyer State University does not discriminate on gender, race, creed, nationality, disabilities or sexual orientation.

2. Students have the right to expect competency of faculty as well as the right to receive responses from faculty and administration within a reasonable time frame.

3. Students have a right to be notified of any and all grades for any and all courses taken within a reasonable timeframe.

4. Students have the right to file a dissent of grade. The filling of a complaint or dissent must be made in writing to the Dean of Students (studean@breyerstate.com) within 30 days of notification of the grade under question. The Dean of Students will investigate all objections of grades in collaboration with the Chief Academic Officer of the University. Students will receive a response from the investigation within two (2) weeks from submitting written notification of their desire to contest a grade.

5. Students shall have the right to file a complaint against an instructor or administrative member, for a just cause, by contacting the administration of Breyer State University with the issues surrounding the complaint. Breyer State University shall submit a response to the student within five (5) working days from the date of the complaint was received.

6. Students have the right to have their school records, including grades, secured, confidential and not released without expressed consent.

7. Students have the right to receive full information regarding the appropriate access to course material, instructor’s email address, and other information necessary to successfully complete a course of study.

8. Students have the right of full privacy concerning issues of payments and tuition/finances.

9. Students have the right to receive copies of official transcripts, after appropriate and reasonable fees are paid.

10. Students have the right to access the resumes of all instructors/faculty posted in the course classrooms.

11. Students have the right to information and disclosure regarding accreditation status of Breyer State University.

12. Students have a right to receive full information regarding degree/certificate and course requirements that are necessary to receive a degree/certificate/ or continuing education award.

13. Students have the right to be instructed by faculty who maintain adequate credentials and experience in the subject matter of a course or curriculum.
Honor Code for Students

All Breyer State University students agree to maintain high standards of the “Honor Code for Students” at all times during their enrollment. Failure to maintain the honor code may result in a student’s dismissal.

1. Students will abide by the instructions provided by faculty for all examinations and assignments.
2. Students will take their own examinations without the aid or assistance of any other person or persons.
3. Students will not use any additional aids or references for examinations other than resources defined by the faculty for use in taking examinations.
4. Students will not make copies of any examinations for personal use or retain, nor will students provide copies of any examinations to any other enrolled student or person or persons.
5. Students will not take any examinations together nor provide any answers to other students related to examination questions.
6. Students will not copy any examinations, by any known means of copy, including electronic or computer copying.
7. Students will not provide their student ID and/or password to any person or persons.
8. Students will do their assignments without the aid of any person or persons, unless so approved by the faculty/instructor.
9. Students will not commit any type of plagiarism on scholarly papers submitted.
10. Students will be sole author of all scholarly papers submitted for a grade.
11. Students will not submit any other persons or persons work as if it were their own.
12. Students will in no way assist any other students (current or future) in committing any violation of this Honor Code.
13. Students will not attempt to access and/or copy any course materials for courses they have not officially registered for.

Grievance Submission

The Administration at Breyer State University strives to achieve the success of BSU students and faculty. The Dean of Student Affairs serves the students and faculty alike. The duties of the Dean’s Office include, but are not limited to, the following:

- Communicating with students regarding faculty and vice versa.
- Working with students to understand the curriculum.
- Assisting students with course transitions.
- Handling Student complaints or grievances.
- Directing student inquires.

Students may contact the Dean of Student Affairs at studean@breyerstate.com

Student grievances will be responded to within five (5) business days and appropriately investigated and tracked until a resolution is determined.
**Student Grievance Procedures**

If a student has any problems with any member of Breyer State University, they should first:

1 – Contact the Dean of Student Affairs.
2 – Once notified of the grievance, the Dean of Student Affairs will see if an informal resolution can be met. Most of all grievances are resolved in this manner.
3 – If an informal resolution is not possible, then the student pursuing the grievance will be directed to the Bureau of Post Secondary Education in California. Once received, both parties of the grievance will be notified.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Physical address: 2535 Capital Oaks Dr, Suite 400, Sacramento, CA 95833, Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818, [http://www.bppe.ca.gov](http://www.bppe.ca.gov), Tel: 916-431-6959, Toll-Free: 888-370-7589, Fax: 916-263-1897.

**Complaint Statement**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone number 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [http://www.bppe.ca.gov](http://www.bppe.ca.gov).

---

**Arbitration at Breyer State University**

All students agree to the following:

1 – Any and all disputes, grievances, conflicts, etc. that may arise from enrollment, administrative, or that are connected to attendance at Breyer State University, will be first taken up with the Dean of Student Affairs department. If a resolution cannot be reached, then a written statement on both parties’ positions will be sent to both parties involved. The parties may then go on to the next step.

2 – The dispute may be resolved through mediation. Any mediation will be held in the city/location where the university is located. Both parties will agree on Good Faith to use mediation to resolve their dispute.

3 – If no resolution can be reached through mediation, the dispute shall be solved by binding arbitration under the substantive and procedural requirements under the Federal Arbitration Act conducted by the Better Business Bureau (BBB).
Admissions, Tuition and Refunds

Admission Policies

Admission Requirements

All students must submit an official application and enrollment agreement to Breyer State University.

To enroll in a Bachelors degree program, a student must have an earned high school diploma or its equivalency and mail in a copy of the official Diploma.

To enroll in a Masters program, students must have an earned bachelor degree and mail in a copy of the official transcripts. Official documentation must be in file before the completion of the first course or the grade will not be posted.

To enroll in a Doctorate program, students must have an earned master’s degree and mail in a copy of the Official Transcripts. Official documentation must be in file before the completion of the first course or the grade will not be posted.

Certain Breyer State University Degree Programs have different entrance requirements. These requirements are listed on the respective degree program of the public website. For example, to enroll in the BSN program, you must be a licensed RN.

BSU User ID and Password

Upon completion of the enrollment process and submission of payment, you will receive a user ID and password to access the online classroom for your degree program. Both user ID and password are case sensitive. For example, if you were sent “AbC123” as you password, and you entered”abc123”, it would not work.

Your access to the degree program will remain active until you complete the course(s). Once completed, you will then need to enroll into your next course(s) to regain access. If you have not logged in for an extended period of time, such as a month or two, your access may be removed. You will then need to contact the university to be granted access again.

If you have completed the above steps, yet you still cannot log in to your program, please email the Director of Information Systems at infosys@breyerstate.com and include the following.

- The BSU ID and Password you were given.
- Your operating system (ex. Windows XP, Windows ME, Windows Vista…etc.)
- The browser you are using to access the site (ex. Internet explorer 6, Mozilla, Firefox, Opera, AOL…)
- Any additional software you may be running such as firewalls, adware/spyware blockers, etc…

Students are not permitted to give out their Username or Password to the course of any non-enrolled
student to have access to restricted areas of the university website. Such infractions may be grounds for expelling from a course, program, or the university.

**BSU Student ID Cards**

When students enroll in Breyer State University they will receive a BSU ID Card. With a University ID, many local universities and colleges will allow access to their library and facilities. This is a great advantage. Also many vendors and businesses, such as bookstores, will give you a student discount if you have a student ID card. Contact the BSU registrar if you have any questions regarding your BSU Student ID Card.

**Registration for courses**

Complete an online registration for the course(s) at [http://breyerstate.com/5.htm](http://breyerstate.com/5.htm). Then make your tuition payment at [http://breyerstate.com/online-payment-form.html](http://breyerstate.com/online-payment-form.html). You may process a credit card payment at our secure sever. We accept all major credit cards including Discover and American Express.

Or, if you prefer, you may mail in a personal check, bank check, or money order to:

Breyer State University  
6080 Center Drive, 6th Floor  
Warren, Ohio 44483

Students can also pay by bank/wire transfer or western union (international only). For details email the finance department at finance@breyerstate.com

Upon receipt of payment, you will receive a New Student Notification by email. Then you will be able to access the online classroom and begin your course.

**Tuition**

One time application and processing fee is applicable for all programs: $50.00. (This fee is non-refundable)

Bachelor’s Degrees  
$400.00 per course  
Masters Degrees:  
$500.00 per course  
Doctorate Courses:  
$550.00 per course  
Doctoral Project Course:  
$650.00 per course

**BSU graduation fee**

$200 (non-refundable) for all degree programs for both local and international students.

**Request for Transcripts Fees**

To protect the student’s privacy, transcripts are available upon written request and require one (1) week for processing. There is a per copy fee of $15.00.
**Course Textbooks**

All courses will require a textbook unless otherwise noted. All required textbooks can be purchased from the University’s Online Bookstore. Students may also purchase their textbooks from any other book retailer of their choosing.

**Payment and Release of Records**

Breyer State University will not issue any official records until all academic and financial requirements have been met by the student and tuition has been paid in full.

**Tuition Reimbursement Policy**

Refunds are granted in accordance with the refund policy listed herein. The school shall issue a refund via postal mail to the applicant as outlined herein within thirty (30) days of receipt of the Signed Notice of Cancellation Form. The form is available in the Student Online Classroom, which students may access using their BSU ID and password.

Postal Mail address:
Breyer State University
6080 Center Drive, 6th Floor
Warren, Ohio 44483

**Refund Policy**

Day 1 through 15 from Registering Into a Course/Degree:
100% Refund.
Day 16 through 30 from Registering Into a Course/Degree:
50% Refund
Day 31 and above from Registering Into a Course/Degree: 0%
Refund
Please Note: “days” are calendar days.

There is a twenty-five ($25.00) returned check fee for any check that is returned. This applies for NSF checks and checks by mail as well as e-checks.

Applicant understands the fifty dollar ($50) required processing fees are non-refundable. Fees are subject to change as determined by the University. Those enrolled in a degree program, however, will maintain the tuition posted on the date of their official enrollment for their current course(s). Official enrollment requires a tuition payment and admission fee.

**California Student Tuition Recovery Fund (STRF):**

California law requires that, upon enrollment, a fee must be assessed in relation to the cost of tuition (Education Code Section 94944). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory.

As of January 1st, 2010, California Education Code Section 94945 requires the college to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). This fund is administered by the State of California’s Bureau for Private Postsecondary Education. The amount of the fee is $2.5 per $1,000 of tuition paid rounded to the nearest $1,000. Students are not required to pay the STRF fee if tuition is funded by a third-party payer such as
an employer or government program, or if student are not a California resident. Students will not be eligible for payment from the STRF if students fall into these categories. California Education Code 94944 governs STRF payment eligibility. For questions or comments on STRF issues, call Robert Johnson at 888-92-CAPPS.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or cancelled checks to document the total amount of tuition paid; and records which will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which to be considered, must be filed within 60 days following school closure. For further information or instruction, contact:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
Mailing address:
P. O. Box 980818
W. Sacramento, CA 95798-0818
Toll Free Number:
1 (888) 370-7589
Telephone Number:
(916) 431-6959
Fax Number:
(916) 263-1897

76215. STUDENT TUITION RECOVERY DISCLOSURES

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
(1) You are not a California resident, or are not enrolled in a residency program or
(2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:
(1) The school closed before the course of instruction was completed.
(2) The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
within 180 days before the closure of the school.
(3) The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
(4) There was a material failure to comply with the Act or this Division within (30) days before the school closed, or if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
(5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

**Transferability of Credits**

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

The transferability of credits you earn at Breyer State University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make sure that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Breyer State University to determine if your (credits or degree, diploma or certificate) will transfer."

**Bankruptcy Statement**

Breyer State University is not bankrupt, has never been bankrupt, does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five year, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

**Financial Aid Disclaimer**

Breyer State University cannot accept any federal or state funded tuition assistance, Veterans and GI Bill programs, as we are not a Title 4 school under the IRS. We do not offer scholarships. We do offer different payment options and payment plans for different degree programs.

**Employer Reimbursement**

If your employer offers educational reimbursement please let our finance department know at finance@breyerstate.com.

**Private Grants/Scholarships**

We will determine if we can accept any private grant/scholarship on a case by case basis.

**Loan Statement**

If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is
entitled to a refund of the moneys not paid from federal student financial aid program funds.

**Educational Tax Deductions**

For information regarding tax deductions based on educational expenses, please contact your tax consultant or a licensed CPA.

**Request for Official Tuition Receipt or Invoice for Employer**

**Total Charges**

<table>
<thead>
<tr>
<th>Charges</th>
<th>Bachelors</th>
<th>Masters</th>
<th>Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee Non-Refundable</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>STRF Assessment Fee Non-Refundable*</td>
<td>$2.5 per $1,000 tuition rounded to nearest $1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition Per Course</td>
<td>$400</td>
<td>$500</td>
<td>$550</td>
</tr>
<tr>
<td>Total Tuition Estimate</td>
<td>$12,000</td>
<td>$5,500</td>
<td>$7,700</td>
</tr>
<tr>
<td>Doctoral Project Course</td>
<td></td>
<td></td>
<td>$650</td>
</tr>
<tr>
<td>Book Expenses Estimate Non-Refundable**</td>
<td>$2,250</td>
<td>$1,100</td>
<td>$1,500</td>
</tr>
<tr>
<td>Graduation Fee Non-Refundable</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td><strong>ESTIMATED TOTAL CHARGES FOR ENTIRE PROGRAM</strong></td>
<td>$14,500</td>
<td>$6,850</td>
<td>$10,100</td>
</tr>
<tr>
<td><strong>ESTIMATED TOTAL CHARGES FOR CURRENT PERIOD</strong></td>
<td>$450</td>
<td>$550</td>
<td>$600</td>
</tr>
<tr>
<td><strong>ESTIMATED CHARGES TO BE PAID UPON ENROLLMENT</strong></td>
<td>$450</td>
<td>$550</td>
<td>$600</td>
</tr>
</tbody>
</table>

* BSU will pay the State Assessment amount to STRF for eligible students upon receiving the tuition.

** Students may purchase the books from any third party vendor according to the vendor’s guidelines and at the student responsibility. BSU does not sell any books directly at the time being.
Courses Policies & Procedures

Academic Standards

Students enrolled at Breyer State University are expected to act professional and ethical. These standards include but are not limited to; professional communications with professors and instructors, completion of assignments and exams according to the schedule of the course, prompt payment of tuition and fees, and academic honesty.

Academic Year

Breyer State University offers courses 52 weeks out of the year. Our open enrollment policy allows students to start their degree programs at anytime. Students can access their online classrooms 24 hours a day, 365 days a year. We are available to assist our students during normal office hours.

Definition of Course Codes

Course codes are a numbering system used at universities to label their courses. The following is used at Breyer State University; 100-199 introductory undergraduate, 200-299 lower undergraduate, 300-399 upper undergraduate, 400-499 upper undergraduate and undergraduate projects, 500-799 graduate level courses, 800 and up doctorate level courses.

Student Start and Graduation Dates

A student’s start date is determined when they officially enroll in their first course. Students will have a set timeframe to complete each individual course and their degree program as a whole.

Timeframes for Courses and Degree Programs

After a student registers and pays for a course, the student then orders the textbook(s) needed for the course. When the book(s) arrive, the student has fifteen (15) weeks to complete the course. If an extension is needed, the student must contact his/her instructor. The instructor may grant up to five (5) week extension. After twenty (20) weeks, the instructor will post an incomplete for the course. If the student re-applies within thirty (30) days after the incomplete are posted, they will be charged a $50.00 re-enrollment fee. The student will now have fifteen (15) weeks to complete the course. If the student re-applies after the thirty (30) days requesting to complete the course, the student will need to register for the course and pay the full tuition again.

All students are expected to complete courses within the defined time-frame established for the course. Extensions may be granted by administration for emergencies, sickness, etc. Each case is evaluated individually.

Below are the Minimum and Maximum timeframes for each academic level of degree programs.

Bachelor Degree – 4 to 6 years
Master Degree – 1 to 3 years
Professional Doctorate Degree – 3 to 5 years.

All online Degree Programs should be completed within a five year time-frame from the date of enrollment. Request for a time extension must be made by the student to the administration.

**Time Frame for Response between Faculty and Student**

Breyer State University’s policy concerning time frame and response to students’ submission of lessons, assignments, papers, projects and doctoral projects is as follows: The student will be notified by their instructor by email 24-48 hours after receipt of lessons, assignments, papers, projects and doctoral projects. The evaluation or grade will be emailed to the student one week or 7 days after receipt notification of the lessons, assignments, papers, projects and doctoral projects. If the professor does not get back to the student, students are encouraged to contact the Student Affairs Department at studean@breyerstate.com. Someone will answer the e-mail and establish communications between the student and the instructor/professor.

**Definition of a Semester Credit Hour**

All of our courses at Breyer State University are worth 4 semester hours, unless listed different. A semester credit hour is a unit of measurement as to how much your course is worth in regards to your total degree program. 1 semester credit hour represents 1 actual hour of classroom instruction per week and 2 hours of outside study per week.

**Capstone, Thesis, & Doctoral Project Courses**

Student must complete a Capstone, Thesis, or Doctoral Project as their individual program requires. For Capstone and Thesis courses, students are permitted up to a six month period for completion. Doctoral students are permitted one year for all Doctoral Project courses.

All completed projects must be bound in some fashion. All of the local office supply shops, such as Office Max, Staples, Office Depot, provide such documents at a very reasonable price.

**Experiential Credit**

Breyer State University does not award credit for prior experience.

**Course Exams**

The method of examination varies from course to course. You must email your instructor for permission to access your exams. Once you have logged in to a particular course, click the “Exams” button. In most cases there will be direct link to the exams. After clicking an exam link, you will be prompted for your BSU ID and password, and from there you will be taken to the online exam. In some cases, you will see a message to contact your instructor for the exam(s). Some of the instructors will provide you with the exam via email that you must fill out and send back to him/her.

Faculty will decide issues around a student’s request for re-taking an examination. Their decision will be final and binding.

**Course Grades**

Students receive an email notification of their course grade from their professor after all course work is completed.
**Grading Scale**

Student transcripts will reflect courses taken through Breyer State University and/or course accepted as BSU transfer credit. The following grades are used in reporting scholastic achievement:

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- Below 60% = Fail

**Grade Point Average (GPA)**

A: Outstanding or excellent: 4 grade points per hour
B: Good or Above Average: 3 grade points per hour
C: Satisfactory or Average: 2 grade points per hour
D: Failing: 0 grade points per hour
F: Failing: 0 grade points per hour
P: Pass: Credits earned no grade
W: Withdraw: No credits earned
I: Incomplete: No credits earned

**Latin Honors**

Breyer State University awards the following Latin Honors to our students at the baccalaureate level:

- Cum Laude/ with Honors – GPA 3.50 to 3.69
- Magna Cum Laude/ with High Honors – GPA 3.70 to 3.89
- Summa Cum Laude/ with Highest Honors – GPA 3.90 to 4.00

**Failing Grade in a Course**

A passing grade is 70% or a “C” or better. If a student receives a “D” or an “F” for a course, this constitutes failing the course.

The grade of a “D” can be posted but no semester hours will be given with that grade. If a student receives a failing grade, their instructor may give a course project for the student in order to bring up the grade. This is at the discretion of the instructor.

Students must re-take a course if they fail it. They must re-register for the course and repay the tuition.

**Repeating a Course**

Students are required to repeat a course when they score a 70% or below. When a student must repeat a course:

1 – The most recent letter grade will count towards the student’s GPA and transcripts.
2 – Repeating a course does not lead to accumulative credit hours. The course will only be counted once. The same applies for attempted hours.

**Attendance Policies**

Since Breyer State University is online and has an open enrollment policy, students are not required to schedule courses or attend online classes any time (other than what the student and the professor decide). In order to be considered full time or part time students, students must:

Part-time Student Status: Take under 12 semester hours in one sitting.
Full-time Student Status: Take 12 or more semester hours in one sitting.

**Leave of Absence Policy**

Breyer State University’s leave of absence policy is as follows:
The student will be granted a leave of absence with documentation for the following reasons:
1. Change of job or loss of job
2. Moving due to change of job
3. Serious illness
4. Death in the family/close friend
5. Military deployment
6. Other situations will be considered on an individual basis

Notification for any leave of absence must be submitted to the Registrar at registrar@breyerstate.com. All documentation for leave of absence must be sent by one of the following:
1. Faxed to 310-242-5968
2. Scanned and emailed to registrar@breyerstate.com
3. Postal Mailed to Breyer State University 1579 Woodland Street, Warren, Ohio 44483

Administrative Suspension

Anytime there is an issue or a question with a student’s file (missing transcripts, degree, enrollment agreement, etc.) the student will be placed on administrative suspension until the matter can be resolved. This is not an academic suspension but a hold on academic activities until the issue can be resolved. During this time the course timeframe will be paused and no official grades will be posted. The student will not be allowed to register for another course. The student can receive a refund on tuition owed to them as per our refund schedule. Once the issue has been resolved the student will be allowed to continue his/her course(s) and the suspension will be lifted. Any specific issues or detailed in regards to this are handled on a case by case basis with the Dean of Student Affairs department.

Academic Probation

Breyer State University’s academic probation is as follows:
Any student who receives a D or less (below 70%) on any course will be on academic probation until he/she retakes the course (at their expense) and achieve a grade of 70% or higher.

Reinstatement

A student who is currently on probation can be reinstated and removed from probation by earning a passing grade (C or 70%) on the course they failed.

A student who is currently academically suspended can be reinstated only by contacting the Dean of Student Affairs department and receiving a letter of reinstatement from the Dean of Students.

Academic Suspension

Any student who receive a D or less for the same course on 2 tries in a row will be placed on academic suspension and will be required to contact the Dean of Student Affairs department (student@breyerstate.com) for assistance and guidance on how to improve their GPA.

Academic Dismissal/Termination

If a student cannot receive a passing grade on their course(s) after reinstatement from their academic suspension, then their enrollment will be terminated. The student can submit to the appeal process for a cancellation of the dismissal. Please see the appeals section below.
**Automatic Dismissal Policies**

Grounds for dismissal from the university are:
1. Any form of plagiarism will **NOT** be tolerated. Any student caught plagiarizing, will be dismissed from the university and not allowed to return. None of the tuition or fees paid by the student at the time of dismissal will be returned.
2. Any form of fraudulent transcripts, degrees, or credentials will **NOT** be tolerated. Any student found passing fraudulent transcripts, degrees, or credentials will be dismissed and not allowed to return.

All credits earned with Breyer State University will be null and void. None of the tuition or fees paid by the student at the time of dismissal will be returned.

**Breyer State University has a zero tolerance policy when it comes to these issues.**

**Mitigating Circumstances**

Breyer State University holds the rights to waive the passing grade (C or 70%) for courses due to certain circumstances. Some of these circumstance are; personal illness, death of a family member or friend, military service, or other circumstance outside of control of the student. The circumstance must be documented by the student to show that the cited circumstance have caused a detrimental effect on the student’s academic performance. No waivers will be given for project courses.

**Appeal Process**

If a student disagrees with their probation, suspension, or dismissal; they are allowed to submit an appeal to the Dean of Student Affairs department. Each appeal will be handled on a case by case basis.

**Articulation/Transfer Agreements**

Breyer State University currently does not have any transfer agreements with any other universities.

**Acceptance of Transfer Credit from Other Institutions**

Breyer State University will consider transfer credits for its online degree programs according to the following standards/policy:

Bachelor Degrees: Students may transfer credits from other universities to a bachelor online degree program up to 75% of the online degree program at Breyer State University subject to evaluation of our Admissions Office.

Masters Degrees: Students can transfer credits from other universities to a master online degree program up to 6 semester hours of the online degree program at Breyer State University. Credit transfers can not apply for any Masters Thesis Course.

Doctorate Degrees: Students can transfer credits from other universities to a doctorate online degree program up to 30 semester hours of the online degree program at Breyer State University. Credit transfers can not apply for any doctoral project course.

**Additional Information:**

1. Credit transfers of courses are likely accepted if the course(s) is/are equivalent to a required course in the degree curriculum.
2. Credit transfers will be considered only from schools which are accredited by a U.S. Department of Education approved accreditor, or a school which is approved or licensed by a U.S. State Department of Education, or a school which is legally
exempt from licensing under state laws, or a school outside of the U.S.A. which has the equivalent of appropriate accreditation and/or authorization to grant degrees by a country’s Ministry of Education. We reserve the right to have credits and degree programs earned from institutions outside of the USA evaluated by a credentialed degree evaluator.

Procedure for receiving transfer credit: Students must make a formal request in writing by mail, e-mail, or fax, requesting that previous completed college course work be evaluated for transfer credits. Before submitting a request for evaluation, you must have first completed an online application form. There is no charge and no obligation for submitting the application. If we do not have an application on file, we cannot evaluate any request for transcript evaluation.

We must receive an official copy of your transcripts for evaluation. You will need to make arrangements with the school or schools for which you are requesting a transfer of courses/credits. All transcripts are mailed to:

Breyer State University,
1579 Woodland Street,
Warren, Ohio 44483.

We will accept a copy of transcripts for evaluation purposes. Once enrolled into the first course in your degree program, you will then be required to insure that official transcripts are mailed in to us from the school(s) in which we are granting credit transfers for.

1). You must fill out the transcript evaluation form
A - or you can mail in a written request. This can be via regular postal mail to

Breyer State University,
1579 Woodland Street,
Warren, Ohio 44483
B - or via email to: admassistant@breyerstate.com
C - or via fax to 310-242-5968.

2). In the written request, if you are a current student, please include your full name, your email address, your Breyer State University student ID number and the degree program you are currently enrolled in.

3). If you are a non-enrolled student please include in your written request your full name, an e-mail address, a phone number, and which online degree program at Breyer State University you are interested in.

4). Upon receipt of a completed request and transcripts, Breyer State University will review the submissions and inform you of which courses will transfer into the degree program. You will be emailed within 10 business days on how many courses will transfer.

Transfer of Credits

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

The transferability of credits from Breyer State University is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the bachelor, master, doctorate degrees or credits you earn at Breyer State University is also at the complete discretion of the institution to which you may seek to transfer. If the degree or credits that you earn from Breyer State University are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your
attendance at Breyer State University will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Breyer State University to determine if your bachelor, master, doctorate degrees or credits will transfer.

**Change in program and seeking to earn additional credential**

If a student wishes to switch programs the credit hours earned and the course grades will be counted, any courses that are transferable will transfer over to the new program as well.

If a student wishes to seek an additional degree, additional courses will apply depending on the academic level.

For undergraduate students, they will have to take non-transferable core courses and electives as well as their concentration courses. All transferable core courses and elective courses already taken with Breyer State University or another University (please see transfer of credits) will transfer over for your double major. An evaluation of transcripts is needed to determine transferability.

For graduate and post graduate students, all courses must be taken unless the student has transferable credit from another university.

**Withdrawal / Cancellation of a Course**

Withdrawal/Cancellation procedure: Refunds are granted in accordance with the refund policy listed herein. The school shall issue a refund via postal mail to the applicant as outlined herein within thirty (30) days of receipt of the Signed Notice of Cancellation Form. The form is available in the Student Online Classroom, which you may access using your BSU user ID and password.

The Applicant must submit the signed “Notice of Cancellation Form” as described herein by postal mail or fax.

Postal Mail address: Breyer State University 6080 Center Drive, 6th Floor, Warren, Ohio 44483 Fax: 310-242-5968

**STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of all charges paid through attendance at the first class session, or the 7th day after enrollment, whichever is later.

**Refund Schedule:**

Day 1 through 15 from Registering Into a Course/Degree: 100% Refund.
Day 16 through 30 from Registering Into a Course/Degree: 50% Refund
Day 31 and above from Registering Into a Course/Degree: 0% Refund

Please Note: “days” are calendar days.

Applicant understands the fifty dollar ($50) required application fees, STRF Fees, and Graduation Fees are non-refundable.

Students who received federal student financial aid funds are entitled to a refund of moneys not paid from federal student financial aid program funds.

**Withdrawal or Cancellation of a course:**

A student can cancel an enrollment agreement anytime before the 16th calendar day of the course and receive a full refund for the course. No academic marks for the course will be posted.
Afterwards, a student can withdrawal from a course anytime and two actions can be taken:
1 – If the course is withdrawn from between the 16th and the 30th calendar day of the course, the student will receive a 50% refund of the tuition and a “W” will be posted for the course on their academic record.
2 – If the course is withdrawn from any day after the 30th calendar day of the course the student will receive 0% refund and an Incomplete or an “I” will be posted for the course on their academic record. An incomplete grade will not be counted towards a student’s GPA. Once the student completes the course then their grade will be counted.

**Online Disclosure**

1. When tuition for a course(s) is paid by the student within in 72 hours the student is issued a BSU number and password for access to the online restricted classroom. The classroom contains the syllabi, assignment/lessons and exams. Any textbooks required for the course(s) is the students responsibility to order and purchase.
2. Students have the right to cancel any course(s) and receive a full refund within 15 calendar days from the receipt of the “new student notification” emailed to the student containing the bsu number and password and course(s) information paid to access the online restricted classroom. Any books purchased by the student for the course(s) is the students responsibility to return and obtain a refund.
3. All assignments/lessons and exams are accessed through the online restricted classroom at the Breyer State University website.
4. After the 31st day of the receipt of the “new student notification” emailed to the student there is no refund. Please refer to refund policy.

**International Student Policies**

Breyer State University enrolls students from every country in the world. Our distance learning education models allows us to provide education to anyone with an e-mail address, an internet connection and the will to learn.

All of our programs are only offered in English. All assignments and exams must be turned into the instructor/professor in English. Submissions in any other language will not be accepted.

**English Language Services**

We do not offer any services to instruct students on how to speak the English language. Students are required to have a good understanding and comprehension of the English language before enrollment.

**Student Visas**

Since we offer our courses only through distance education, we do not have a physical campus. All of our courses are available solely online. Because of this, we do not offer student visas.

**Vouching for a Student’s Status**

Breyer State University will confirm any student’s status with the university upon request.
**English Language Proficiency**

Proficiency in reading, writing, and understanding English is essential to your success at BSU.

Students whose native language is not English must provide verification of English proficiency. At the Office of Admissions’ discretion, proficiency may be demonstrated by:

1. An official score report of a standardized exam, such as Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on the TOEFL PBT, or 61 on the TOEFL bit,
2. or International English Language Testing System (IELTS) with a minimum score of 6; or
3. Completion of college level certificate or degree program in a country where English is primary language; or
4. Completion of a post-secondary ESL course or college-level English course in a postsecondary institution; or
5. Proof of English proficiency through other English tests, or submission of a writing sample.

**Housing Information**

Breyer State University has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing. Breyer State University does not have a physical campus. Students will not be required to travel at anytime during their studies with Breyer State University. Everything a student needs is provided via our online classrooms or through the instructor/professor.

**Counseling and Advising Services**

The faculty and administrative staff at Breyer State University are here to help and assist students in reaching their educational goals. Breyer State University and its faculty members are here to help students with problems from; scheduling conflicts, course grades, lack of communication, and degree program requirements. Students are encouraged to contact the Dean of Student Affairs department if they need any assistance with their degree program.

Students who require professional tutoring will be referred to an outside agency.

**Retention of Student Records**

Breyer State University respects all of our students’ privacy. We do not reveal any of our student records without the student’s signature. Under the California Code of Regulations, Title 3, Division 10 all student files are kept onsite. We maintain student records for a minimum of 5 years.

Transcripts are maintained indefinitely.

Breyer State University is committed to safeguarding student records. This institution shall not release personally identifiable information to a third party without the written consent of the student. The written consent must specify the records to be released, the purpose of the disclosure, identify the party or class of parties to whom disclosure may be made, and must contain the student’s signature and date.

Breyer State University will release information designated as “Directory Information” and student record information to the following:

1. Authorized representatives of State or Federal supported programs for evaluation and audit
2. State and Local officials to whom disclosure is specifically required by State Statute
3. Accreditation agencies carrying out their accrediting functions
4. Breyer State University officials who have a legitimate educational interest
5. Organizations conducting studies for education agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction
6. Parents of a student who have established that student’s status as a dependent;
7. Persons in compliance with a judicial order or a lawfully issued subpoena
8. To an alleged victim of crime of violence, any results of any institutional disciplinary proceedings against the alleged perpetrator of that crime with respect to that crime

Breyer State University will provide services to students and former students to inspect and review their own student record upon request. This service will provide copies of records and an interpretation and explanation of the record, if requested. Limitations on this service are as follows.

Breyer State University will not allow students to inspect or review:
- Financial information submitted by parents;
- Confidential letters and statements of recommendation to which the student has waived his or her right to inspect and review and that are related to her/his admission, application for employment or job placement, or receipt of honors;
- Educational records that contain information about more than one student.

However, in such cases the institution will permit access to that part of the record which pertains only to the inquiring student.

In order to review his/her education record, the student must contact the Office of the Registrar and fill out a Student Request to Inspect and Review Education Records Form.

**Request Official Letter of Course Completion**

If you require an official BSU letter indicating your current student status and documentation of successful course completion, send a written request to the BSU registrar by email, mail, or fax. The BSU registrar’s email address is registrar@breyerstate.com

**Alumni Services**

All Breyer State University graduates are encouraged to register with the Alumni Association. For more information please go to: [http://breyerstate.com/alumni.htm](http://breyerstate.com/alumni.htm) or you can send an e-mail to alumni@breyerstate.com

**Profession & Placement Services**

The Career Development staff serves as a liaison between the graduates and the community. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and industry. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a
likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. Breyer State University does offer free of charge, pass/fail, non-credit Employment Process course to all graduates. The course covers resume writing, cover letters, job searches and interview skills and techniques.

**Employment Process Course Details**

**Course Review:**
The purpose of this course is to educate the graduate on the process of employment. The course will cover resume writing, cover letters, job search and interviewing skills.

**Time Frame:**
This is a non credit course. This course is allotted 15 weeks of time. Students must complete all of the requirements for the course successfully by the end of the ten-week period. The first day of week one will begin the day that they register for the course, or the day which students notify me that their textbook has arrived and they are ready to begin their studies. Please be cognizant of the time frame. Extensions of time are permitted if needed with my and/or departmental approval. Upon successful completion of this course, students will be awarded a pass/fail grade for the course.

**Textbooks:**


**Grading:**
This is a Pass/Fail non-credit course.

**Course Objectives:**
Upon completion of this course students will gain the below skills:
- Resume writing
- Cover letters
- Job searching
- Job searching using social media
- Interviewing
- Interviewing skills and techniques

**Our student body is spread throughout the world, so we do encourage our students to review those career websites for possible job openings**

Academic Careers Online at [www.academiccareers-job.com](http://www.academiccareers-job.com)

Monster Jobs at: [www.monster.com](http://www.monster.com)


Education’s Premier Recruitment service at: [www.teachers-teachers.com](http://www.teachers-teachers.com)

Job Placement Services at: [www.dtcc.edu/cpp/pages/placement.html](http://www.dtcc.edu/cpp/pages/placement.html)

Educational Placement Services at: [www.teacherjobs.com](http://www.teacherjobs.com)
Employment Agencies in The United States and Canada at: www.jobopenings.net/agencies.php
Headhunters, Executive Recruiters, and Employment Agencies at: www.headhuntersdirectory.com

Licenses and Credentials

All of the degree programs offered at Breyer State University are not designed to meet any specific local, state, or national licensing or credential requirements. It is the responsibility of the student to check with their state agencies, districts, associations, or government agencies before enrolling with Breyer State University to see if they can use our degrees to meet these requirements.

Changes and Revisions to Curriculum and the Catalog

Breyer State University reserves the right to make changes and corrections to the catalog, the curriculums, the degree programs, the course textbooks, the syllabi, the tuition prices, the fees, the student handbook, and degree graduation requirements without informing the student. Changes will be reflected in the yearly revisions of this catalog.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

Parents and students put their trust in the stewards of education data to ensure students’ personal information is properly safeguarded and is used only for legitimate purposes and only when absolutely necessary. The Department deeply values this trust and strives to ensure it is doing all it can do to protect the privacy of our students as the uses of their data to improve education increase.

For more information on FERPA please go to their website here
Breyer E-Tools

Required Equipment

All student need to attend online classes at Breyer State University is a computer and access to the Internet. All of the software students will need is available free from our Web site or through Web links. Breyer State University also offers online technical support whenever needed.

Facilities and Materials used for Instruction:

Breyer State University is a virtual, online university. All classes at Breyer State University are taught online. Our online classes provide an alternative to traditional instruction and allow students to access learning from home or work with computers and access to the Internet. Our online classes have the same rigor and quality as other traditional classes, but the methods of instruction are customized to the online environment. All of our online classes give students both theoretical and practical knowledge to ensure their success in the real world.

All of our assignments, exams, and classrooms are located on our website and our learning management system (LMS). The equipments and tools used for the educational programs are Learning Management System, E-Library, Internet Access and Computers. However, all of our internet connection is a secured connection to provide the privacy to our data base. Additionally, we use a secured service onsite and offsite for additional security.

Online Library

Breyer State University offers our online Library to all of our students and faculty members. Breyer State online Library has over 36,000 eBooks, thousands of articles, hundreds of website resources, over 900 subscriptions to news paper from all over the world, data base information to help students and our faculty to achieve their academic goals. The library contents cover many academic areas such; Ancient classics, Biography, Education, Foreign Language, History, Art, Philosophy, Political Science, Religious, Science and many others. Students will get access to the library once they enrolled in class.

BSU Online Library furnishes each student with a variety of research options, including reference materials, e-books, and subscription databases that provide access to many full-text online professional journals. More details are below.

Research Databases. The most important component of the Online Library is the collection of databases containing full-text online articles. These sources allow a user to search through thousands of magazines, journals, newspapers, trade publications, and reference selections. A student should always begin research for a paper or project with the Online Library databases. After entering key search terms one can view the search results, evaluate the retrieved information, and print selected articles for use.

Online Books. BSU’s collection of online books contains over 36,000 recent academic titles that are available in full-text online format. These titles have been selected to support academic programs of study, and BSU students will be able to locate a wealth of research information covering a broad array of topics.

Research Support. Although the Research Databases is used most frequently when BSU students are completing research assignments, other Online Library resources provide vital information as well.
Learning Management System

Our LMS is a high-end eLearning software. Our LMS is used to manage online content and administer distance learning processes. Our LMS allows teachers and administrators to create and support an unlimited number of online learning courses that can be accessed by students from all over the world.

For facilitating of eLearning, the system uses a number of effective features and tools including Homework, links, learning paths tools, SCORM package; Register of attendance and grade book tools; Online quizzes; Course documents repository; Drop box and mailbox; Embedded forum, chat and conference; Multilanguage interface, and more. Below are the details:

General System Features
SCORM compliance
W3C WAI accessibility AA level
Automatic E-mail notifications
Web 2.0 and Ajax technologies
Multi language user interface
Possibility to edit Graphic User Interface

User Management
User roles
User groups and user Groups management
Self-registration and self-enrollment
Registration and enrollment by administrator approval
Manual registration and enrollment of users by administrator
Customizable user profiles
Organizations

General Course Features
Course categories
Configure access level to courses
Courses export/import
Courses templates
Configure course completion criteria
Waiting lists
Set course availability period
Set maximum course attendees number
Toggle Student/Teacher modes for teachers
Searchable course catalogue
Course certificates
Free and paid courses
My Courses on the users Home Page

Course Materials
Upload and manage documents in different formats including: Audio, Video, HTML, Text, rich text, Zip, .pdf etc.
Upload and launch .zip content packages
Set materials availability periods
Create links for any documents
Hierarchical documents structure
Configure prerequisites
File Library
Release course materials in a specified period after the enrollment
Build Learning Paths from course elements including: Add quizzes, Add links, Add documents, Add content pages, Add SCORM packages
Hierarchical chapter structure in Learning Paths
Resume from last attempt

Quizzes
Create surveys and quizzes
Create custom certificates
Question pool
Configure feedback
Print/e-mail quiz results
Configure quiz categories
Configure questions categories
Set number of attempts
View quiz statistics
Quiz reports
Add media files into the questions
Different question types
View and resume attempts

Communication Tools
Course forums
Course chat
E-mail
Course announcements
Exchange messages and files without using e-mail
Live conference

**Learners Performance Management**
Track learner performance and grades
Configure custom grading/assessment scales
Configure custom items to be graded/assessed
Export data in different formats
Track users activity statistics
Track the learning materials usage statistics
Assign homework

**Reporting**
Export reports in different formats
View reports including: Learner Progress Report, Course Completion Report, Course Materials Access Report
Configure criteria and filters for reports

**eCommerce**
Pay Full Tuition
Recurrent Payments
Other Payments

**Requirements**

Our LMS is a web-based application therefore to work with the system you will need Internet connection and a browser. Currently the system supports the following browsers:
- Internet Explorer 6 or later versions;
- Firefox (and its Mozilla friends);
- Opera;
- Safari;
- Camino.

Before you start working with the system, make sure that you have cookies and JavaScript enabled in your browser. For online Conference you will need a Adobe Flash Player plugin for your browser (version 7 or later). You can download it from Adobe website here: [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/).
General Education Requirements

General Education Requirement Courses

REQUIRED COURSES

Bachelor degrees require 32 hours of general education required/elective courses.

General Education courses can be transferred from another university, CLEP, or DANTE.

All students on the bachelor level are required to take 8 elective courses:

2 English Courses
1 Math Course
2 Humanities and Arts Courses
2 Social and Behavioral Science Courses
1 Natural Science and Technology Courses

General Education Requirement Courses Objectives

1 – To apply writing and comprehension skills to future courses.
2 – To apply mathematical principles to problems and effectively communicate quantitative information.
3 – To assess social, economic, psychological, and political issues using the methods and perspectives of the social sciences in society.
4 – To utilize computer technology to research, process, synthesize, and communicate information.
5 – To integrate the arts and humanities to further your knowledge and education of the world

English Elective Courses

All Undergraduate Students must take 2 English Courses as described below:

1. Student will pick one of the following:
   ENG 120 English Composition 4 semester hours
   ENG 125 Business Communications/Writing 4 semester hours

2. All students in a Bachelor’s degree program will be required to take:
   ENG 420 English Writing and Research 4 semester hours

Math Elective Courses

All Undergraduate Students must take 1 Math Course. You may select any of the below courses:

MTH 105 Elementary Statistics 4 semester hours
MTH 115 Problem Solving 4 semester hours
MTH 120 Basic College Math / Pre-Algebra 4 semester hours
MTH 170 Technical Math 4 semester hours
MTH 175 Finite Mathematics 4 semester hours
MTH 180 College Algebra 4 semester hours
MTH 210 Business Statistics 4 semester hours
MTH 230 Business Math 4 semester hours

Humanities and Arts Elective Courses
All Undergraduate Students must take 2 Humanities and Arts Courses. You may choose 2 of the below courses:

**ART 100** Introduction to Art History 4 semester hours
**ART 110** – Art in Theory, Philosophy and History 4 semester hours
**ART 114** Film History and Theory 4 semester hours
**ART 127** Intro to Drawing 4 semester hours
**ART 162** Intro to Painting 4 semester hours
**ENG 155** Reading Poetry 4 semester hours
**ENG 160** Reading Fiction 4 semester hours
**ENG 165** Reading Non-Fiction 4 semester hours
**ENG 180** Contemporary Literature 4 semester hours
**ENG 185** Great Traditions in American Literature 4 semester hours
**HIS 105** American Business History 4 semester hours
**HIS 111** Greek Civilization 4 semester hours
**HIS 130** World History I 4 semester hours
**HIS 135** World History II 4 semester hours
**HIS 155** U.S History I 4 semester hours
**HIS 159** U.S History II 4 semester hours
**HIS 174** Classical Mythology 4 semester hours
**HIS 186** Roman Civilization 4 semester hours
**HIS 195** History of Fascism and Nazism 4 semester hours
**HIS 199** Introduction to the History of the Middle East 4 semester hours
**MUS 110** Music Appreciation 4 semester hours
**MUS 120** Introduction to Western Music 4 semester hours
**MUS 130** Introduction to World Music 4 semester hours
**PHL 100** Philosophy 4 semester hours
**PHL 145** Introduction to Philosophy of Religions 4 semester hours

**PS 100** Introduction to Comparative Politics 4 semester hours
**PS 130** Introduction to the Media and Politics 4 semester hours
**PS 182** Philosophy, Politics and Social Theory 4 semester hours
**RSC 105** Lands of the Bible 4 semester hours
**RSC 120** World Religions 4 semester hours
**RSC 166** Moral Issues 4 semester hours
**RSC 177** Introduction to Islam 4 semester hours
**RSC 179** Introduction to Christianity 4 semester hours
**RSC 181** Theodicy – The problem of Evil 4 semester hours

**Social and Behavioral Sciences Elective Courses**

All Undergraduate Students must take 2 Social and Behavioral Sciences Courses. You may choose 2 of the below courses:

**ADM 200** Administrative Office Procedures 4 semester hours
**BMC 105** The Mass Media and Society 4 semester hours
**BMC 130** Communication Theories 4 semester hours
**BUS 100** Introduction to Business 4 semester hours
**CJ 100** Introduction to Criminal Justice 4 semester hours
**CJ 110** Criminology 4 semester hours
**CJC 310** Correctional Strategies 4 semester hours
**CJS 320** Introduction to Crime Scene Investigation 4 semester hours
**CJS 435** Situational Crime Scene Investigations 4 semester hours
**ECO 160** Economics 4 semester hours
**EDU 310** Human Growth and Development 4 semester hours
**MNG 260** Management and Teams 4 semester hours
OPSY 250 Organizational Behavior 4 semester hours
PSY 101 Pets in Society 4 semester hours
PSY 106 Introduction to Positive Psychology 4 semester hours
PSY 117 Introduction to the Psychology of Learning 4 semester hours
PSY 122 Introduction to Industrial Organizational Psychology 4 semester hours
PSY 126 Critical Thinking 4 semester hours
PSY 135 General Psychology 4 semester hours
PSY 230 World Religions on Death and Dying 4 semester hours
SOC 200 Sociology 4 semester hours
SOC 209 Social Psychology 4 semester hours
SS 155 Urbanization 4 semester hours

Chemistry in Literature 4 semester hours
CHM 112 Chemistry in Literature 4 semester hours
CHM 120 General Chemistry 4 semester hours
CS 110 Microsoft Word 4 semester hours
CS 113 Intro to Web Design 4 semester hours
CS 120 Microsoft Excel 4 semester hours
CS 130 Intro to Microsoft PowerPoint 4 semester hours
CS 140 Intro to Microsoft Access 4 semester hours
CS 210 Keyboarding and Document Formatting 4 semester hours
CS 300 Information Technology Principles 4 semester hours
ES 110 Environment Earth 4 semester hours
ES 130 Climate Change and Biodiversity 4 semester hours
GEO 170 Historical Geology 4 semester hours
IT 176 Computer Fundamentals 4 semester hours
MA 196 Medical Office Procedures 4 semester hours
MA 240 Medical Terminology 4 semester hours
MA 276 Medical Law and Ethics 4 semester hours
PHY 320 Physics 4 semester hours

Natural Science and Technology

Elective Courses

All Undergraduate Students must take 1 Natural Science and Technology Course. You may choose any of the below courses:

BIO 105 Introduction to Biology of Aging 4 semester hours
BIO 130 Biology-Basic Concepts 4 semester hours
BIO 140 General Biology 4 semester hours
BIO 490 General Nutrition 4 semester hours
List of Programs Offered

Undergraduate Programs

Bachelor of Fine Arts

Degree Purpose:

The purpose of this program is to educate you in the field of art history and interior design. This will prepare you to go straight into your career when you graduate from Breyer State University.

When you graduate from this program, you will be able to:

1 – Have a deeper understanding of culture and history through art.
2 – Gain an appreciation for art throughout the ages.
3 – Know how to use this knowledge to design rooms.
4 – Understand techniques used by the grand masters.
5 – Use your degree to start or further your fine arts career.

Area of Study:
Art History and Interior Design

Type of Degree:
Bachelor of Fine Arts

Length of Degree:
4 years. Each course has a maximum timeframe of 15 weeks. You are granted 6 months to complete your capstone project.

Prerequisites:

A high school diploma or an earned GED.

Estimated Cost of Degree:

$11,600.00 Tuition costs (29 course/$400.00 per course)
$50.00 Enrollment fee
$200.00 Graduation fee
$2,250.00 Estimated textbooks costs
$14,100.00 Estimated total for the program*

(*Please note that this is an estimated cost of your program not the actual cost)

Semester Hours:

8 General requirements/electives - 32 semester hours
11 Core courses - 44 semester hours

Fine Art Concentration:

2 Concentration courses – 8 semester hours
7 Elective (Art History Related) courses – 28 semester hours

Interior Design Concentration:

5 Concentration courses – 20 semester hours
4 Elective (Art History Related) courses – 16 semester hours

1 Capstone project course - 8 semester hours *(required for both concentrations)*

Total Semester Hours - 124
Career Possibilities:

Several career fields this degree will prepare you for are:

- Art Appraiser
- Arts Administrator
- Art Museum Curator
- Designing
- Art Historian
- Professional Decorator

Courses:

The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

Core:

Regardless of the concentration all students will need to complete the following core courses.

1. ART 100 - Introduction to Art
2. ART 105 - Drawing I
3. ART 110 - Art in Theory, Philosophy & History
4. IDA 150 - History of Interior Design
5. ART 160 – Painting
6. ART 205 - Drawing II
7. ART 225 - History of Color & Mixing Colors
8. ART 241 - 2 Dimensional Design
9. ART 242 - 3 Dimensional Design
10. ART 250 - Visual Arts
11. ART 270 - Printmaking

Art History Concentration

The student will need to complete the following 3 courses:

1. ART 215 - Survey of Western Art I
2. ART 220 - Survey of Western Art II
3. ART 490 - Theories and Methods of Art Historical Research

The student will need to select and complete 7 of the following courses:

1. ART 253 - Chinese Art
2. ART 265 - Greek Art
3. ART 290 - Medieval Art
4. ART 300 - Italian Renaissance Art
5. ART 305 - Contemporary Art
6. ART 310 - Egyptian Art
7. ART 320 - Vaastu I
8. ART 325 - Early Christian and Byzantium Art
9. ART 335 - Asian Art
10. ART 340 - French Art
11. ART 345 - Feng Shui I
12. ART 400 - Painting in Spain: El Greco to Goya
13. ART 410 - Japanese Art
14. ART 415 - Vaastu II
15. ART 425 - Baroque & Rocco: Art & Culture
16. ART 430 - Pre-Columbian Art
17. ART 435 - Feng Shui II

Interior Design Concentration

The student will need to complete the following 6 courses:

1. IDA 300 - Principles of Space Planning
2. IDA 310 - Basics of Furniture Designs
3. IDA 320 - Principles of Floor Plan Drafting
4. IDA 340 - Basics of Blue Print Reading
5. IDA 400 - Principles of Interior
Lighting
6. IDA 470 - Interior Design Capstone

The student will need to select and complete 4 of the following courses:

1. ART 320 - Vaastu I
2. ART 345 - Feng Shui I
3. IDA 350 - Theory and Applications of Designing with Color
4. IDA 370 - Residential Design
5. IDA 380 - Office Design
6. IDA 390 - Institutional Design
7. IDA 405 - Commercial Design
8. IDA 410 - Theory and Applications of Design Materials
9. ART 415 - Vaastu II
10. IDA 415 - Theory and Applications of Fabric and Accessories
11. IDA 425 - Multicultural/Global Design
12. ART 435 - Feng Shui II

**Bachelor of Science in Business Administration**

**Degree Purpose:**

The objective of this program is to educate you in the field of Business Administration. Throughout the program you will gain a greater knowledge in regards to business administration. With our specialty concentrations, you can further customize your learning experience to fit your educational needs. Once completed, this program will help to prepare you for a career in the business world.

When you graduate from this program, you will be able to:

1 – Know how to management and excel in the business world.
2 – Understand a specialized area of business administration that could make you a valuable resource to any business.

3 – Have the education needed to manage your carrier.
4 – Understand all aspects of business and use them to climb the corporate ladder

**Area of Study:**

Business Administration with a Concentration in one of the following areas:

- Accounting
- Aviation Management
- Criminal Justice
- E-Business and Commerce
- Executive Assistant Management
- Financial Management
- Health Administration Care
- Hotel/Restaurant/Food Service Management
- Human Resource Management
- Marketing Management
- Paralegal Studies
- Public Administration

**Type of Degree:**

Bachelor of Science

**Length of Degree:**

4 years. Each course has a maximum timeframe of 15 weeks. You are granted 6 months to complete your capstone project.

**Prerequisites:**

A high school diploma or an earned GED.

**Estimated Cost of Degree:**

$12,000.00 Tuition costs (30 course/$400.00 per course)
$50.00 Enrollment fee
$200.00 Graduation fee
$2,250.00 Estimated textbooks costs
$14,500.00 Estimated total for the program*
(*Please note that this is an estimated cost of your program not the actual cost)

**Semester Hours:**

- 8 General requirements/electives - 32 semester hours
- 11 Core courses - 44 semester hours
- 9-10 Concentration courses – 36-40 semester hours
- 1 Capstone project course - 8 semester hours

Total Semester Hours – 120 to 124

**Career Possibilities:**

Several career fields this degree will prepare you for are:

- Business Management
- Financial Management
- Retail Management
- Managerial Consultant
- Hotel/Restaurant Management
- Executive Assistant
- Public Administration Management
- Marketing Management

**Courses:**

The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

**Core Courses:**

1. MNG 130 - Principles of Business Mgt
2. MNG 140 - Management Theory I

3. MNG 222 - Advanced Principles of Mgt
4. MNG 250 - Leadership Theory
5. BUS 200 - Business Law
6. ECO 160 – Economics
7. ACT 300 - Principles of Accounting
8. BUS 210 - Managing Human Resources
9. BUS 180 - Business Finance
10. BUS 150 – Marketing
11. BUS 250 - Strategic Mgt

Total - 11 Required Core Courses

**Accounting:**

1. ACT 310 - Principles of Accounting II
2. ACT 320 - Intermediate Accounting I
3. ACT 330 - Intermediate Accounting II
4. ACT 340 - Advanced Accounting
5. ACT 350 – Auditing
6. ACT 400 - Fund Accounting
7. ACT 410 - Tax Accounting I
8. ACT 420 - Tax Accounting II
9. ACT 470 - Managerial Cost Accounting
10. ACT 480 - Capstone Project

**Aviation Management:**

1. ASM 300 - Aviation History
2. HRM 410 - Labor Relations & Negotiations
3. ASM 310 - Aviation Law
4. ASM 320 - Aviation Mgt
5. ASM 370 - Air Traffic Control
6. ASM 400 - Airport Mgt
7. ASM 410 - Air Transportation and System Safety
8. ASM 420 - Aviation Safety Program Mgt
9. ASM 430 - Special Projects in Aviation Safety
10. ASM 449 - Capstone Project

**Criminal Justice:**
1. CJ 100 - Introduction to Criminal Justice
2. CJ 130 - Law Enforcement in Criminal Justice
3. CJ 150 - The American Court Systems
4. CJ 170 - Corrections Theory & Systems
5. CJE 390 - Proactive Police Management
6. CJL 370 - Fundamentals of Criminal Law
7. CJS 320 - Introduction to Crime Scene Investigation
8. CJ 210 - Criminal Behavior
9. CJ 225 - Criminal Justice Information Systems
10. CJ 240 - Juvenile Justice Systems
11. CJ 490 - Capstone Project

Financial Management:
1. ACT 290 - Cost Accounting
2. FIN 300 - Personal Finance I
3. FIN 310 - Personal Finance II
4. ECO 302 - Money and Banking
5. BUS 200 - Business Law
6. FIN 260 - Analysis of Financial Mgt
7. FIN 200 - Investments
8. FIN 350 - Risk Mgt I
9. FIN 392 - Estate Planning & Taxation
10. FIN 410 - Risk Mgt II
11. FIN 450 - Capstone Project

E-Business & Commerce:
1. EC 300 - Electronic Commerce Foundations
2. EC 310 - Object Oriented Technologies
3. CS 320 - Programming Language Design Theory
4. CS 330 - Data Base Systems
5. EC 340 - Distributed Systems
6. EC 400 - Designing User Interface
7. EC 410 - Interactive Multimedia Systems
8. EC 335 - Internet Marketing
9. EC 430 - Web Architecture
10. EC 490 - Capstone Project

Health Care Administration:
1. HRM 420 - Health & Safety in the Workplace
2. HCA 310 - Managing Health Care I
3. HCA 320 - Managing Health Care II
4. HCA 330 - Health Care Economics
5. HCA 340 - Health Care Finance
6. HCA 350 - Managed Care in Health Delivery
7. HCA 430 - Strategic Planning & Marketing
8. HCA 460 - Health Care Ethics
9. STA 430 - Statistics of Allied Health
10. HCA 490 - Capstone Project

Executive Assistant Management:
1. CS 110 - Microsoft Word
2. IT 197 - Microsoft Excel
3. ENG 125 - Business Communication/Writing
4. HRM 300 - Fundamentals of Personnel Adm
5. MTH 230 - Business Math
6. BUS 280 - Professional Ethics
7. CS 130 - Microsoft PowerPoint
8. FIN 350 - Risk Management I
9. BUS 270 - Project Management
10. BUS 493 - Capstone Project

Hotel / Restaurant / Food Service Management:
1. HRM 430 - Training and Development
2. BUS 301 - Food Service Mgt I
3. HTL 200 - Intro to Hotel Mgt
4. BUS 305 - Food Service Mgt II
5. HTL 300 - Hotel Mgt Operations
6. BUS 390 - Health and Regulations
7. HTL 400 - Advanced Hotel Mgt Operations
8. BUS 405 - Food Service Mgt III
9. BUS 155 – Bookkeeping
10. BUS 455 - Capstone Project

Human Resource Management:
1. HRM 300 - Fundamentals of Personnel Adm
2. HRM 310 - Employment Law
3. HRM 320 - Recruitment/Selection and Placement
4. HRM 340 - Evaluating/Documenting Performance & Termination
5. HRM 350 - Compensation Mgt
6. HRM 400 - Benefits Mgt
7. HRM 410 - Labor Relations & Negotiations
8. HRM 420 - Health & Safety in the Workplace
9. HRM 430 - Training and Development
10. HRM 440 - Capstone Project

**Marketing Management:**

1. MKT 300 - Foundations of Marketing
2. MKT 310 - Business Finance & Analysis for Marketing
3. MKT 320 - Marketing Mgt
4. MKT 325 - Marketing & Sales Mgt
5. MKT 350 - Consumer Behavior
6. MKT 380 - Business Legal Issues
7. MKT 430 - International Marketing
8. MTH 210 - Business Statistics
9. MKT 460 - Marketing Research
10. MKT 490 - Capstone Project

**Paralegal Studies:**

1. PL 110 - Introduction to Paralegal Studies
2. PL 130 - Legal Analysis & Writing Paralegals
3. PL 160 - Civil Litigation
4. PL 220 - Real Estate
5. PL 250 - Family Law
6. PL 275 - Wills, Trusts and Estates
7. PL 310 – Torts
8. PL 340 – Contracts
9. PL 370 – Ethics
10. PL 425 - Alternative Dispute Resolution
11. PL 480 - Capstone Project

**Public Administration:**

1. PA 300 - Fundamentals of Public Adm
2. PA 310 - Theories of Public Organizations
3. PA 320 - Government Agencies
4. PA 325 - Public Policy, Formation and Process
5. PA 330 - Financial Adm
6. PA 400 - Law & Ethics in Public Adm
7. PA 410 - Managing Public Adm
8. PA 420 - Current Issues in Public Adm
9. PA 430 - Grant Writing
10. PA 450 - Capstone Project

**Bachelor of Science in Information Technology**

**Degree Purpose:**

The objectives of this degree program are to provide you with the educational foundation to succeed in a professional career in information technology. As the use of computers grows in the job market as does the need for qualified personnel. Many companies today now use computers for virtually every aspect of their business. From databases, websites, to network administration, this program will prepare you for a wide range of positions in the computer systems field.

When you graduate from this program, you will be able to:

1. Have a better familiarity with hardware and software.
2. Understand how to correct common computer problems.
3. Manage IT departments and allocate resources.
4. Manage networks and databases.
5. Maintain and update websites.
Area of Study:
Information Technology

Type of Degree:
Bachelor of Science

Length of Degree:
4 years. Each course has a maximum timeframe of 15 weeks. You are granted 6 months to complete your capstone project.

Prerequisites:
A high school diploma or an earned GED.

Estimated Cost of Degree:
$11,600.00 Tuition costs (29 course/$400.00 per course)
$50.00 Enrollment fee
$200.00 Graduation fee
$2,250.00 Estimated textbooks costs
$14,100.00 Estimated total for the program*

(*Please note that this is an estimated cost of your program not the actual cost)

Semester Hours:
8 General requirements/electives - 32 semester hours
11 Core courses - 44 semester hours
9 Concentration courses - 36 semester hours
1 Capstone project course - 8 semester hours
Total Semester Hours - 120

Career Possibilities:
Several career fields this degree will prepare you for are:

Computer Programming
Website Design
Software Design
Database Management
IT Support

Courses:
The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

Core Courses:
1. IT 100 - IT Fundamentals
2. MNG 130 - Principles of Mgt
3. MNG 250 - Leadership Theory
4. BUS 250 - Strategic Mgt
5. BUS 150 - Marketing
6. IT 150 - Computer Ethics
7. IT 190 - Information Security
8. IT 210 - Project Mgt Systems
9. IT 260 - Web Technologies
10. MTH 175 - Finite Mathematics
11. MTH 235 - Finite Mathematics: Applications

Concentration Courses:
1. IT 300 - Web Development
2. IT 320 - Computer Programming
3. IT 340 - Database Systems
4. IT 360 - Database Applications
5. ECO 310 - Object Oriented Technologies
6. IT 400 - Networking & Telecommunication
7. IT 420 - Web Programming
8. IT 430 - IT Analysis & Design
9. IT 450 - Operating Systems
10. IT 490 - IT Capstone

**Bachelor of Science in Early Childhood Care**

**Degree Purpose:**

The objective of the Bachelor of Science in Early Child Care provides you with the skill set needed to succeed and advance in the child care field. The education you receive through this program will help you secure a position in child care.

When you graduate from this program, you will be able to:

1. Create environments conductive to proper child development
2. Develop effective assessment strategies in a responsible way to positively influence children's development and learning by designing, implementing, and evaluating meaningful curriculum.
3. Develop respectful, reciprocal relationships with families and involve families in their children's learning.
4. Meet specific needs of children by nurturing their physical, social, emotional, and intellectual development.

**Area of Study:**

Early Child Care

**Type of Degree:**

Bachelor of Science

**Length of Degree:**

4 years. Each course has a maximum timeframe of 15 weeks. You are granted 6 months to complete your capstone project.

**Prerequisites:**

A high school diploma or an earned GED.

**Estimated Cost of Degree:**

$11,600.00 Tuition costs (29 course/$400.00 per course)
$50.00 Enrollment fee
$200.00 Graduation fee
$2,250.00 Estimated textbooks costs
$14,100.00 Estimated total for the program*

(*Please note that this is an estimated cost of your program not the actual cost)

**Semester Hours:**

8 General requirements/electives - 32 semester hours
11 Core courses - 44 semester hours
10 Concentration courses - 40 semester hours
1 Capstone project course - 8 semester hours

Total Semester Hours - 124

**Career Possibilities:**

Several career fields this degree will prepare you for are:

- Head Start Programs
- Day Care Centers
- Preschool Programs
- Social Agency programs

**Courses:**

The online curriculum offers an innovative approach to higher education. Enrollment is
open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

**Core Courses:**

1. MNG 130 - Principles of Business Management
2. BUS 150 – Marketing
3. BUS 200 - Business Law
4. ACT 300 - Principles of Accounting I
5. PSY 250 - Multicultural Counseling
6. BUS 270 - Project Management
7. BUS 280 - Professional Ethics
8. PSY 290 - Counseling Theory and Practice
9. HRM 310 - Employment Law
10. BUS 210 - Human Resource Management
11. HRM 420 - Health & Safety in the Workplace

**Concentration Courses:**

12. PSY 150 - Child Psychology
13. EDU 300 - Early Childhood Education
14. EDU 310 - Human Growth and Development
15. EDU 320 - Health and Nutrition of the Young Child
16. HEA 310 - Community First Aid and Safety
17. EDU 340 - Curriculum Development
18. SOC 370 - Social Issues and Family Development
19. EDU 400 - Children with Special Needs
20. SOC 420 - Services/Child Welfare
21. EDU 470 - Administration of Child Care Programs
22. EDU 490 - Capstone Project for Early Childhood Care

**Bachelor of Science in Grief Counseling and Bereavement Education**

**Degree Purpose:**

The objective of the Grief Counseling program is to prepare you for a career in the counseling field. Being a good listener is paramount to being a good counseling. You have to listen, empathize, and identify with your patients. Once you have learned this you will be able to address specific problems and help your patients move on and deal with their emotional grieving. With our concentrations you can further specialize your education and increase your counseling knowledge in an area that best suits your educational needs.

When you graduate from this program, you will be able to:

1 – Counsel people who are grieving.
2 – Have a better understand of the grieving process.
3 – Identify and address various issues patients face in their lives.
4 – Develop the counseling skills needed to help people effective deal with their emotional concerns.
5 – Apply the counseling techniques learned through this program to your career as well as your everyday life.

**Area of Study:**

Grief Counseling and Bereavement with a Concentration in one of the following areas:

Christian Counseling
Clinical Hypnotherapy
Grief Counseling
Metaphysics & Spiritual Counseling
Pastoral Thanatology

Type of Degree:
Bachelor of Science

Length of Degree:
4 years. Each course has a maximum timeframe of 15 weeks. You are granted 6 months to complete your capstone project.

Prerequisites:
A high school diploma or an earned GED.

Estimated Cost of Degree:
$12,000.00 Tuition costs (30 course/$400.00 per course)
$50.00 Enrollment fee
$200.00 Graduation fee
$2,250.00 Estimated textbooks costs
$14,500.00 Estimated total for the program*

(*Please note that this is an estimated cost of your program not the actual cost)

Semester Hours:
8 General Education Requirement Courses – 32 hours
11 Core Courses – 44 hours
10 Concentration Courses – 40 hours
1 Capstone Project Course – 8 hours

Total Semester Hours - 124

Career Possibilities:
Several career fields this degree will prepare you for are:

Grief Counselor
Bereavement Specialist
Private Grief Counselor
Bereavement Educator
Researcher
Thanatologist

Courses:
The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

Core Courses:
1. GRF 150 - Introduction to Death & Dying
2. PSY 170 - Intro to Counseling Psychology
3. PSY 220 - Ethics in Counseling
4. PSY 290 - Counseling Theory and Practice
5. PSY 280 - Case Management
6. GRF 200 - Psychosocial Aspects of Death & Dying
7. GRF 220 - Death & Dying I
8. GRF 225 - Death & Dying II
9. GRF 300 - Grief Counseling & Grief Therapy
10. GRF 350 - End of Life Issues
11. GRF 425 - Caring for the Dying & Bereaved

Concentrations:
Clinical Hypnotherapy:
You must have a Clinical Hypnotherapy certificate before you can start this concentration:

1. BCH 300 - Trance Induction with Self-Hypnosis
2. BCH 310 - Effective Counseling with Hypnotherapy
3. BCH 320 - Hypnosis and Pain Control
4. BCH 330 - Alternative Therapies: Nutrition
5. BCH 340 - Nervous System: Anatomy and Physiology
6. BCH 345 - Hypnotherapy and Energy Work
7. MCH 245 - Intuitive Skills for Counseling
8. BCH 390 - Trends and Issues in Hypnotherapy
9. BCH 415 - Hypnosis and the Dream States
10. MCH 215 - Pain & the Body, Mind and Spirit
11. BCH 450 - Capstone Christian Counseling

Complete the following

1. CCH 400 - Child and Adolescent Christian Counseling
2. CCH 420 - Adult Development and Aging
3. CCH 450 - Marriage and Family Counseling Christian Perspective
4. CCH 470 - World Religions
5. CCH 490 - Capstone

Grief Counseling:

1. PSY 135 - Intro to Psychology
2. PSY 150 - Child Psychology
3. PSY 160 - Abnormal Psychology
4. PSY 190 - Client Interviewing and Assessment
5. PSY 230 - World Religions on Death and Dying
6. PSY 250 - Multicultural Counseling
7. PSY 260 - Crisis Intervention and Strategies
8. PSY 295 - Group Counseling Issues and Strategies
9. GRF 400 - Cultural Issues
10. GRF 450 - Children & Grief
11. GRF 490 - Grief/Bereavement Capstone

Christian Counseling:

1. CCH 300 - Christian Counseling I
2. CCH 320 - Christian Counseling II

Choose One Track

Catholic Doctrine

1. CCH 355 - Intro to Scripture
2. CCH 365 - Old Testament Themes
3. CCH 385 - Gospel Themes
4. CCH 395 - Epistle Themes

Christian Non-Denominational

1. CCH 350 - Old Testament I
2. CCH 360 - Old Testament II
3. CCH 380 - New Testament I Gospels
4. CCH 390 - New Testaments II

Metaphysics and Spiritual Counseling:

1. SPC 310 - Prayer and Meditation in Spiritual Counseling
2. SPC 340 - Divine Communication and Guidance
3. SPC 360 - Intuitive and Energy Healing
4. SPC 370 - Abundance and Prosperity Counseling
5. SPC 380 - Psychic Development
6. SPC 400 – Angelology
7. SPC 420 - Mediumship in Spiritual Counseling
8. SPC 430 - The Chakras and Healing
9. SPC 460 - The Science of the Mind
10. SPC 470 - Advanced Prayer and
Bachelor of Arts in Journalism

Degree Purpose:

The objectives of the Bachelor of Art in Journalism are for you acquire the skills needed to excel in a career in journalism. Through this program you will learn how journalism affects our society. Many theories and ethical questions will be answered as well during your studies. Once completed you will have a better understanding of professionalism in journalism, your rights as a journalist, and how to creatively convey your message to your readers.

When you graduate from this program, you will be able to:

1 - Understand and apply the principles and laws of freedom of speech and press.
2 - Demonstrate an understanding of the history and role of professionals and institutions in shaping communications.
3 - Demonstrate an understanding of the diversity of groups in a global society in relationship to communications.
4 - Understand concepts and apply theories in the use and presentation of images and information.
5 - Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness, and diversity.

Area of Study:

Journalism, Broadcasting and Mass Communications

Type of Degree:

Bachelor of Arts

Length of Degree:

4 years. Each course has a maximum timeframe of 15 weeks. You are granted 6 months to complete your capstone project.

Prerequisites:

A high school diploma or an earned GED.

Estimated Cost of Degree:

$11,600.00 Tuition costs (29 course/$400.00 per course)
$50.00 Enrollment fee
$200.00 Graduation fee
$2,250.00 Estimated textbooks costs
$14,100.00 Estimated total for the program*

(*Please note that this is an estimated cost of your program not the actual cost)

Semester Hours:

8 General Elective Courses – 32 hours
11 Core Courses – 44 hours
9 Core Courses – 36 hours
1 Capstone Project Course – 8 hours

Total Semester Hours - 120

Career Possibilities:

Several career fields this degree will prepare you for are:

- Reporter/Journalism
- Editor
- Staff Writer
- Broadcast News Reporter

Courses:

The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

Core Courses:

1. JR 110 - Society and the Press
2. BMC 130 - Communication Theories
3. JR 150 - News Reporting and Writing
4. BMC 170 - Mass Communications
5. JR 180 - Ethics in News Reporting
6. JR 200 - Proof Reading and Editing
7. BMC 220 - Public Relations Strategies
8. BMC 240 - Foundations of Broadcasting
9. BMC 300 - Broadcasting Productions
10. BMC 375 - Radio & TV Operations
11. BMC 400 - Audio & Video Production

Concentration Courses:

1. JR 220 - Broadcast News Reporting
2. JR 250 - Photo Journalism
3. JR 260 - Advertising Layout/Design
4. JR 310 - Copywriting, Layout/Design and Freelance
5. BMC 325 - Law & Ethics in Broadcasting
6. BMC 350 - Broadcast Performance
7. JR 340 - Advanced Reporting and Writing
8. JR 380 - International Journalism
9. JR 400 - Internet Journalism
10. JR 450 - Journalism Capstone Project

Bachelor of Science in Nursing

Degree Purpose:

The objectives of the Bachelor of Science in Nursing are to build on the general education foundation and continue your education in nursing practice. This program supports the pursuit of the commitment to lifelong learning in a dynamic and culturally diverse health care environment, promoting client advocacy, achieving and maintaining clinical competency, and providing service for the community and profession. Once graduated, you will increase your knowledge and techniques in the nursing field but also be able to apply them and advance your career as a professional nurse.

When you graduate from this program, you will be able to:

1 – Advance your skills to better care for patients.
2 – Advance your career in nursing
3 – Improve your patients’ quality of life.
4 – Use and apply the nursing process: assessing, planning, intervening, and evaluating care of patients, families, communities, and populations.
5 - Integrate nursing research into your nursing practice.
Area of Study: 
Nursing

Type of Degree: 
Bachelor of Science

Length of Degree: 
4 years. Each course has a maximum timeframe of 15 weeks. You are granted 6 months to complete your capstone project.

Prerequisites: 
Please note: This program is not N.L.N. accredited.

A Current Licensure as a Registered Nurse with an Associates Degree in Nursing, a related field, or at least 60 hours of college credit.

Estimated Cost of Degree: 
$5,600.00 Tuition costs (14 course/$400.00 per course)
$50.00 Enrollment fee
$200.00 Graduation fee
$1,050.00 Estimated textbooks costs
$6,900.00 Estimated total for the program*

(*Please note that this is an estimated cost of your program not the actual cost)

Semester Hours: 
13 Concentration Courses – 52 hours
1 Capstone Project Course – 8 hours
Total Semester Hours - 60

Career Possibilities: 
Some careers this degree will prepare you for are:

- Nurse Manager
- Nurse Educator
- Nurse Consultant
- Career Mobility in Nursing

Courses: 
The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

Core Courses – The prospective student MUST have an earned Associate degree worth 60 semester hours in order to enroll in the Bachelor of Science in Nursing program. Breyer State University must also have official copies of all transcripts and a valid Registered Nursing License on file before enrollment as well.

Nursing Concentration Courses:
1. NRS 300 - Nursing Theory and Foundation
2. NRS 320 - Nursing Assessment Across the Life Span
3. NRS 350 - Ethical Dilemmas in Nursing Practice
4. NRS 380 - Nursing Case Management
5. NRS 390 - Legal Issues in Nursing Practice
6. NRS 410 - Health Promotions
7. NRS 420 - Community Health Care
8. NRS 450 - Transcultural Nursing
Online Science Courses:

Below is a list of courses Breyer State University offers to students who wish to take science related courses. Many times students take these courses and transfer them to fulfill requirements for other degree programs. This is perfectly acceptable. Students are allowed to take these courses individually and do not have to be enrolled in a degree program here at Breyer State.

BIO 140 General Biology 4 semester hours
BIO 220 Human Anatomy 4 semester hours
BIO 300 Human Physiology 4 semester hours
BIO 420 Microbiology 4 semester hours
BIO 480 Genetics 4 semester hours
BIO 490 General Nutrition 4 semester hours
CHM 120 General Chemistry I 4 semester hours
CHM 130 General Chemistry II 4 semester hours
CHM 145 Organic Chemistry I 4 semester hours
CHM 150 Organic Chemistry II 4 semester hours
CHM 160 General, Organic, and Biochemistry 4 semester hours
CHM 250 Biochemistry 4 semester hours
MA 240 Medical Terminology 4 semester hours
HCA 460 Health Care Ethics 4 semester hours
MA 276 Medical Law and Ethics 4 semester hours
PHY 320 Physics 4 semester hours

PSY 135 General Psychology 4 semester hours
PSY 160 Abnormal Psychology 4 semester hours
SOC 200 Sociology 4 semester hours
SOC 209 Social Psychology 4 semester hours
STA 430 Statistics of Allied Health 4 semester hours

Graduate Programs

Masters in Business Administration

Degree Purpose:

The objective of our Master of Business Administration program is to further your education in the field of business administration and give you the skills needed advance in your career. Throughout the program, you will have the opportunity to address challenges within your own career and learn skills to pass those challenges. This in turn will make you more appealing for promotions or potential employers.

When you graduate from this program, you will be able to:

1 - Apply knowledge, techniques, skills and tools of past, present and future business models and practices.
2 - Apply current knowledge and adapt to emerging applications of project management, leadership, marketing, human resources, and technology to the 21st Century business environment.
3 - Apply creativity to the design and implementation of business models and practices.
4 - Analyze business strategies for change.
5 - Recognize the need for, and an ability to engage in lifelong learning.
Area of Study:
Business Administration with a concentration in one of the following areas:
- Accounting & Taxation
- Aviation
- Economics
- Executive Leadership
- Financial Management
- Food Service Management
- Health Care Management
- Hotel Management
- Human Resource Management
- Info Systems Management
- International Business
- Marketing Management
- Organizational Management
- Project Management

(*Please note that this is an estimated cost of your program not the actual cost)

Semester Hours:
- 5 Core Courses – 22 hrs
- 3-5 Concentration Courses – 12-20 hrs
- 1 Thesis Course - 8 hrs

Total Semester Hours – 42 to 50

Career Possibilities:
Several career fields this degree will prepare you for are:
- Business Management
- Financial Management
- Retail Management
- Managerial Consultant

Courses:
The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

Core Courses:
1. ACT 500 - Principles of Accounting
2. BUS 510 - Business Ethics
3. BUS 550 - Business Finance
4. BUS 600 - Advanced Strategic Management
5. RES 502 - Research Methods

Specialty Concentrations:
MBA Students are required to select one Specialty Program Track and complete all courses for the track.

**Accounting**
1. BUS 650 - Taxation
2. MBA 609 - Advanced Principles of Accounting
3. BUS 641 - Business Statistics
4. BUS 709 - Thesis

**Aviation**
1. AM 500 - Aviation Maintenance Management
2. AM 570 - Human Factor
3. AM 620 - Commercial Aviation Safety
4. AM 685 - International Aviation
5. AM 700 – Thesis

**Economics**
1. MBA 614 - Micro Economics
2. MBA 615 - Macro Economics
3. BUS 641 - Business Statistics
4. BUS 712 - Thesis

**Executive Management**
1. LDR 420 - Principles of Advanced Leadership I
2. LDR 425 - Principles of Advanced Leadership II
3. LDR 600 - Leadership Seminar I
4. LDR 650 - Leadership Seminar II
5. BUS 702 - Thesis

**Financial Management**
1. BUS 650 - Taxation
2. MBA 602 - Advanced Financial Management
3. BUS 641 - Business Statistics
4. BUS 703 - Thesis

**Food Service Management**
1. MBA 618 - Issues in Food Service Management
2. MBA 619 - Operations Management in Food Service
3. HR 620 - Human Resources & Staffing
4. BUS 714 - Thesis

**Health Care Management**
1. MHA 500 - Health Care Systems
2. MHA 525 - Health Care Policy
3. MHA 560 - Health Care Law
4. MHA 610 - Managed Care and Reimbursement Systems
5. MHA 645 - Health Care Quality Management
6. MHA 680 - Thesis

**Hotel Management**
1. MBA 610 - Hotel Management Operations
2. MBA 611 - Advanced Hotel Management Operations
3. HR 750 - Labor Law
4. BUS 710 - Thesis

**Human Resource Management**
1. HR 600 - Personnel Law
2. HR 660 - Training & Development
3. HR 700 - Compensation & Benefits
4. HR 710 - Human Resource Decision Making with HRIS
5. HR 790 - Strategic Human Resource Management Thesis

**Information Systems Management**
1. MBA 631 - Foundations of Information Technology
2. MBA 632 - Data Systems and Networks
3. BUS 641 - Business Statistics
International Business

1. MBA 605 - Foundations of International Business
2. MBA 606 - International Business Strategies
3. MNG 410 - Advanced Leadership
4. BUS 707 - Thesis

Marketing Management

1. MBA 616 - Foundations of Marketing Management
2. MBA 617 - Strategic Marketing Management
3. MNG 410 - Advanced Leadership
4. BUS 713 - Thesis

Organizational Management

1. OPSY 500 - Organizational Psychology
2. HR 620 - Human Resources & Staffing
3. HR 770 - Effective Management of Difficult Employees
4. BUS 706 - Thesis

Project Management

1. PM 510 - Project Management Processes
2. PM 550 - Project Planning
3. PM 620 - Project Implementation and Evaluation
4. PM 660 - Project Quality Management
5. PM 690 - Thesis

Masters in Case Management

Degree Purpose:

The purpose and objective of the Master degree in Case Management is to further your career and education in the field of Nursing Case Management. Furthermore this prepares experienced nurses with advanced theory and practice in a systematic case management approach to the delivery of health care to diverse patient populations. Case management emphasizes methods of coordination, continuity, and quality of care within a cost-sensitive view. Emphasis will be placed on critical-thinking, strong planning and decision-making, techniques needed to recognize and respond to the changes in the case management field.

When you graduate from this program, you will be able to:

1. Analyze the role of the nurse case management in the function of the interdisciplinary team.
2. Demonstrate the nursing process as it relates to theories of quality improvement, patient outcomes, and development of a client plan.
3. Identify patient care innovations, implementation of care, data collection of patient outcomes, and the evaluation of the outcomes for continued care or revisions of care.
4. Analyze the financial and ethical aspects of patient care as related to disease management, coordination of care, and the process of identifying long-term care for vulnerable populations.

Area of Study:

Case Management

Type of Degree:

Master of Science

Length of Degree:
2-3 years. Each course has a maximum timeframe of 15 weeks. You are granted 6 months to complete your Thesis.

**Prerequisites:**

Bachelor degree in Health Care, Nursing, or a related field.

**Estimated Cost of Degree:**

$4,500.00 Tuition costs (9 course/$500.00 per course)
$50.00 Enrollment fee
$200.00 Graduation fee
$1,100.00 Estimated textbooks costs
$6,000.00 Estimated total for the program*

(*Please note that this is an estimated cost of your program not the actual cost)

**Semester Hours:**

8 Core Courses – 34 hrs
1 Thesis Course - 8 hrs
Total Semester Hours - 42

**Career Possibilities:**

A few careers this program will prepare you for:

- Case Manager
- Out-patient Management
- Nursing Case Management

**Courses:**

The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

**Core Courses:**

1. CSM 500 - The Case Management Process
2. CSM 510 - Quality and Case Management
3. CSM 600 - Managed Health Care
4. CSM 650 - Utilization Management
5. CSM 700 - Reimbursement Systems
6. CSM 725 - Ambulatory Case Management
7. CSM 750 - Clinical Practicum
8. RES 502 - Research Methods
9. CSM 800 - Case Management Thesis

**Masters in Counseling Psychology**

**Degree Purpose:**

The objective of the Master's in Counseling Psychology is to specialize you with a rigorous foundation of courses in Counseling Psychology. This approach to counseling psychology will focus on assessing and building on clients' strengths. You will delve into such topics as counseling theory, individual and group counseling interventions, testing and assessment, research methods, and counseling diagnosis.

When you graduate from this program, you will be able to:

1- Recognize the spiritual resources for healing and to utilize them in helping relationship.
2 - Provide skills and academic credentials which lead to employment.  
3 - Instill ethical values in those who become involved in the helping professions.  
4 - Ensure a high level of professional competence in the graduates.  

Estimated textbooks costs: $1,100.00  
Estimated total for the program: $8,000.00  
(*Please note that this is an estimated cost of your program not the actual cost)

Area of Study:  
Counseling Psychology with a Concentration in one of the following:  
- Addictions Counseling  
- Animal Psychology Counseling  
- Gerontological Counseling  
- Positive Psychology

Type of Degree:  
Master of Art

Length of Degree:  
2-3 years. Each course has a maximum timeframe of 15 weeks. You are granted 6 months to complete your Thesis.

Prerequisites:  
Bachelor degree in psychology, counseling psychology, behavior psychology, developmental psychology, clinical psychology, addictions counseling psychology, or a related field.

Please note: This degree does not prepare one for a license in counseling.

Estimated Cost of Degree:  
- Tuition costs (13 course/$500.00 per course): $6,500.00  
- Enrollment fee: $50.00  
- Graduation fee: $200.00

Career Possibilities:  
Some career fields this degree will prepare you for are:  
- Student Counselor  
- Hospital Counselor  
- Focus Group Coordinator  
- Organizational Psychologist Assistant  
- Help Hotline Counselor  
- Counselor Assistant to a Psychologist  
- Crisis Counselor

Courses:  
The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

Core Courses:  
1. PSY 501 - Theories of Personality  
2. PSY 530 - Counseling Techniques and Theories
3. PSY 560 - Tests and Measurements  
4. PSY 580 - Ethics in Counseling  
5. PSY 600 - Group Counseling  
6. PSY 640 - Marriage and Family Counseling  
7. RES 502 - Research methods

The above core courses are required for all students in the degree program. Upon successful completion of the core courses, students will select one of the specialty tracks:

### Addiction Counseling

1. AC 525 - Pharmacology & Addictions  
2. AC 560 - Assessment Methods in Addictions Counseling  
3. AC 595 - Drug Abuse & Counseling  
4. AC 610 - Alcoholism & Addictions Counseling  
5. AC 625 - Children & Addictions  
6. AC 695 - Thesis

### Animal Psychology

1. PSY 569 - Animal Behavior  
2. PSY 609 - Behavior Modification  
3. PSY 629 - Companion Animal Behavior  
4. PSY 649 - Moral Philosophy and Animal  
5. PSY 679 - Measuring Behavior  
6. PSY 709 – Thesis

### Counseling Psychology

1. PSY 515 - Psychopathology  
2. PSY 625 - Brief Therapy  
3. PSY 675 - Brief Therapy with Children and Adolescents  
4. PSY 690 - Substance Abuse Counseling  
5. PSY 700 - Independent Study Course

### Gerontology Counseling Psychology

1. GRC 500 - Foundations of Gerontology  
2. GRC 580 - Gerontology Counseling I  
3. GRC 590 - Cultural & Social Issues in Gerontology  
4. GRC 650 - Group Counseling with the Elderly  
5. GRC 710 - Gerontology and Social Services  
6. GRC 750 - Thesis

### Positive Psychology

1. PSY 505 - Introduction to Positive Psychology  
2. PSY 540 - Psychology of Human Strength  
3. PSY 605 - Positive Interventions  
4. PSY 630 - Coaching and Positive Interventions  
5. PSY 650 - Stress Management and Well-Being  
6. PSY 801 - Thesis

### Master of Science in Education

#### Degree Purpose:

The Master of Education degree is designed to enhance the preparation and leadership of individuals both within the education profession. The focus of the Master of Education is curriculum, instruction, and leadership. Once you have finished the core courses you will then be able to continue your education with a concentration of your choosing.

When you graduate from this program, you will be able to:

1. Promote and enhance the knowledge base and skills necessary for effective teaching, leadership, and professional development.  
2. Integrate theory with practice to enrich the quality of instruction and teaching and
foster continuous improvement of the educational process. 
3 - Develop skills for analyzing decision-making and action based on a thoughtful reflection on pertinent data and current research.

Area of Study:
Education with a Concentration in one of the following:
- At-Risk Students Counseling
- Educational Leadership
- Elementary Education
- Secondary Education
- Special Education

Type of Degree:
Master of Science

Length of Degree:
2-3 years. Each course has a maximum timeframe of 15 weeks. You are granted 6 months to complete your Thesis.

Prerequisites:
Bachelor degree in education.

Estimated Cost of Degree:
$7,000.00 Tuition costs (14 course/$500.00 per course) 
$50.00 Enrollment fee
$200.00 Graduation fee
$1,100.00 Estimated textbooks costs
$8,350.00 Estimated total for the program*

(*Please note that this is an estimated cost of your program not the actual cost)

Semester Hours:
8 Core Courses – 34 hrs
5 Specialty Concentration Courses – 20 hrs
1 Thesis Course - 8 hrs
Total Semester Hours - 62

Career Possibilities:
Several career fields this degree will prepare you for are:
- Educator
- Education Consultant
- Researcher
- Education Specialist

Courses:
The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

Core Courses:
1. EDU 520 - Educational Psychology
2. EDU 530 - Theories of Development: Concepts and Applications
3. EDU 540 - Human Diversity in Education
4. EDU 560 - Foundations of Education
5. EDU 570 - The Uses of Technology in Education
6. EDU 580 - Philosophy of Education
7. EDU 590 - Education Assessment
8. RES 502 - Research Methods
9. EDU 600 - Thesis

The above core courses are required for all students in the degree program. Upon successful completion of the core courses, students will select one of the specialty tracks:

**Elementary Education Track**

1. EDU 531 - Principles of Effective Methods and Instructions
2. EDU 541 - Elementary Education in Teaching Methods: Reading, and Language Arts
3. EDU 551 - Elementary Education Teaching Methods: Social Studies, Science, and Mathematics
4. EDU 561 - Affective Development/Behavior Management
5. EDU 571 - Foundations of Reading

**Secondary Education Track**

1. EDU 522 - Perspectives in American Education
2. EDU 532 - Methods in Teaching Literature
3. EDU 542 - Principles of Effective Methods and Instruction

Please choose One of the Following EDU 552 Courses

4A. EDU 552A - Methods and Materials in Secondary Education: English
4B. EDU 552B - Methods and Materials in Secondary Education: Social Studies
4C. EDU 552C - Methods and Materials in Secondary Education: Mathematics
4D. EDU 552D - Methods and Materials in Secondary Education: Science
5. EDU 562 - Affective Development/Behavioral Management

**Special Education Track**

1. EDU 533 - Learning Disabilities: Assessment and Intervention
2. EDU 543 - Methods of Managing Pupils with Behavior Disorders
3. EDU 553 - Foundations of Reading: Diagnosis and Remediation
4. EDU 563 - Characteristics and Strategies for Teaching Students with Learning Disabilities

Please choose one of the following

5. EDU 573A - Methodology in Teaching Learning Disabilities Elementary Level
6. EDU 573B - Methodology in Teaching Learning Disabilities Secondary Level
7. EDU 583 - Methodology for Teaching Exceptional, Diverse and At-risk Students in the General Education
8. EDU 593A - Methodology for Teaching Students with Mild Disabilities
9. EDU 593B - Learning Disabilities – Neuropsychology
10. EDU 593C - Learning Disabilities - Theory, Characteristics and Issues

**Educational Leadership Track**

1. EDU 524 - Foundations of Educational Leadership
2. EDU 534 - School Finance and Management
3. EDU 544 - Public Administration and School Law
4. EDU 554 - Administration and Community Relations

5. EDU 564 - Elementary School Administration and Supervision
6. EDU 574 - Secondary Administration and Supervision

**Counseling Track**
1. EDU 525 - Clinical Assessment: Psychological Testing
   Grief Counseling with a Concentration in one of the following:
   Grief Counseling
   Pastoral Counseling

2. EDU 535 - Counseling, Learning, and Behavior Problems

3. EDU 545 - Cross-Cultural Perspectives in Counseling Psychology

4. EDU 555 - Counseling Skills in Education

Type of Degree:
Master of Science

Length of Degree:
2-3 years. Each course has a maximum timeframe of 15 weeks. You are granted 6 months to complete your Thesis.

Prerequisites:
Bachelor degree in grief counseling, counseling psychology, bereavement education, thanatology, pastoral ministry, nursing, social work, or a closely related field

Estimated Cost of Degree:
$5,000.00 Tuition costs (10 course/$500.00 per course)
$50.00 Enrollment fee
$200.00 Graduation fee
$1,100.00 Estimated textbooks costs
$6,350.00 Estimated total for the program *

(*Please note that this is an estimated cost of your program not the actual cost)

Semester Hours:
5 Core courses - 22 semester hours
4 Concentration courses - 16 semester hours
1 Thesis course - 8 semester hours
Total Semester Hours - 46

Career Possibilities:

Master of Science in Grief Counseling and Thanatology

Degree Purpose:
The purpose of our Master of Science in Grief Counseling is to further enhance your counseling skills and techniques in the grief counseling field. This degree will start from the foundational skill set you learned from your undergraduate program and advance your education. Once graduated from this program, you will be able to better serve your clients needs through a refreshing of old techniques and the implementation of new ones.

When you graduate from this program, you will be able to:

1 – Improve your counseling techniques
2 – Further your education in grief counseling and bereavement
3 – Better counsel your patients on their emotional needs

Area of Study:
Several career fields this degree will prepare you for are:

Grief Counselor
Bereavement Specialist
Private Grief Counselor
Bereavement Educator
Researcher
Thanatologist

Courses:

The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

Core Courses:

1. GRF 500 - Death & Dying I
2. GRF 600 - Grief Counseling
3. GRF 625 - Grief Therapy
4. GRF 725 - Near and After Death Experience
5. RES 502 - Research Methods

The above core courses are required for all students in the degree program. Upon successful completion of the core courses, students will select one of the specialty tracks:

Grief Counseling

1. GRF 550 - Counseling the Dying Patient
2. GRF 650 - Counseling Theories and Techniques
3. GRF 700 - Ethics in Counseling

Pastoral Thanatology

1. PTH 690 - Cultural Issues in Death and Dying
2. PTH 735 - Pastoral Care of Families
3. PTH 750 - Spirituality in Pastoral Counseling
4. PTH 790 - Pastoral Care of the Dying
5. PTH 800 - Thesis

Master of Science in Natural Health Care & Wellness Consulting

Degree Purpose:

The objectives of the Master of Science in Natural Health Care and Wellness Consulting program is to increase your knowledge in natural health care field and improve your own well being. This program deals with alternative medical treatments that focus on natural therapies and the body’s ability to heal on its own. Natural health consultants are trained professionals that understand a variety of natural medicine techniques and provide advice to many different clients.

When you graduate from this program, you will be able to:

1 – Learn ways you can improve your lifestyle as well as others.
2 – Improve the health and diets of others.
3 – Identify foods and substances to avoid.
4 – Increase the quality of life for yourself and others through healthy dieting.

Area of Study:

Natural Health Care and Wellness Consulting
Type of Degree:
Master of Science

Length of Degree:
2-3 years. Each course has a maximum timeframe of 15 weeks. You are granted 6 months to complete your Thesis.

Prerequisites:
An earned bachelor’s degree in nursing, nutrition or a health care related field.

Estimated Cost of Degree:
$6,000.00 Tuition costs (12 course/$500.00 per course)
$50.00 Enrollment fee
$200.00 Graduation fee
$1,200.00 Estimated textbooks costs
$7,450.00 Estimated total for the program*

(*Please note that this is an estimated cost of your program not the actual cost)

Semester Hours:
7 Core Courses – 30 hrs
4 Elective Courses – 16 hrs
1 Thesis Course - 8 hrs
Total Semester Hours - 54

Career Possibilities:
Several career fields this degree will prepare you for are:
- Nutrition Counseling
- Wellness Counseling
- Health Care Counseling

Courses:

1. NHC 510 - Natural Health Care I
2. NHC 540 - Natural Health Care II
3. NHC 560 - Anatomy & Physiology
4. RES 502 - Research methods
5. NHC 630 - Natural Health Care Protocols I
6. NHC 650 - Natural Health Care Protocols II
7. NHC 680 - Natural Health Care Protocols III

Please take 4 of the following courses:

8. NHC 520 - Food Science
9. NHC 530 - Contemporary Nutrition
10. NHC 570 - Botanical Medicine
11. NHC 580 – Herbology
12. NHC 590 – Homeopathy
13. NHC 600 – Aging and Elderly
14. NHC 610 - Diet and Nutrition
15. NHC 615 - Healing Systems
16. NHC 710 – Acupressure
17. NHC 740 - Massage/Reflexology

Please take NHC 750 last.

18. NHC 750 - Graduate Project/Thesis

Master of Science in Nursing

Degree Purpose:
The purpose of the Master of Science in Nursing degree program is to meet the needs of experienced nursing professionals who wish to expand their careers by furthering their education. This program lets you build on your expertise, experience and skills to take your career to a higher level. Our program challenges you to use your professional experience with new skills so you can take on advanced, critical roles in providing nursing care to patients and educating others in your field.

When you graduate from this program, you will be able to:

1 - Integrate advanced knowledge and theories from nursing and related disciplines into a specialized area of advanced nursing practice.
2 - Demonstrate competence in advanced nursing roles to meet current and emerging health needs of a global changing society.
3 - Use scientific inquiry to identify problems and individualize patient care designed to improve care outcomes.
4 - Apply advanced knowledge of leadership and management to influence health policy to transform care delivery systems.
5 - Contribute to the focus and direction of the nursing profession.

Prerequisites:
An earned bachelor degree in nursing, health care or a closely related field. You must also be a currently registered nurse (RN).

Estimated Cost of Degree:
$5,500.00 Tuition costs (11 course/$500.00 per course)
$50.00 Enrollment fee
$200.00 Graduation fee
$1,100.00 Estimated textbooks costs
$6,850.00 Estimated total for the program*

(*Please note that this is an estimated cost of your program not the actual cost)

Semester Hours:
7 Core Courses – 30 hrs
3 Specialty Concentration Courses – 12 hrs
1 Thesis Course - 8 hrs
Total Semester Hours - 50

Career Possibilities:
Several career fields this degree will prepare you for are:

Nurse Specialist
Nurse Manager/Administrator
Nurse Educator

Courses:
The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles
and research assistance. Our online degree curriculum includes:

Core Courses:

1. NRS 500 - Concepts & Roles - Advance Practice Nursing
2. NRS 501 - Theoretical Concepts in Nursing Practice
3. NRS 502 - Legal & Ethical Issues in Nursing Practice
4. NRS 503 - Nursing Assessment Across the Life Span
5. NRS 504 - Alternative Care Therapies
6. NRS 505 - Spirituality in Nursing Practice
7. NRS 506 - Nursing Research

Nursing Students are required to select a Speciality Practice Track and complete all courses for the track.

Medical-Surgical Nursing Track

1. NRS 510 - Advanced Clinical Nursing Practice I
2. NRS 511 - Advanced Clinical Nursing Practice II
3. NRS 512 - Advanced Clinical Nursing Practice III
4. NRS 513 - Thesis

Grief Counseling & Thanatology Track

1. GRF 500 - Death & Dying
2. GRF 550 - Counseling the Dying Patient
3. GRF 600 - Grief Counseling
4. NRS 514 - Thesis

Case Management Track

1. NRS 515 - Case Management Process I
2. NRS 516 - Case Management Process I
3. NRS 517 - Managed Care
4. NRS 518 - Thesis

Nursing Administration Track

1. NRS 519 - Nursing Leadership and Management
2. NRS 520 - Quality and Performance Improvement in Healthcare
3. NRS 521 - Evidence-Based Practice in Nursing and Health Care
4. NRS 522 - Thesis

Legal Nurse Consulting Track

1. NRS 523 - Legal Nurse Consulting Process & Practice I
2. NRS 524 - Legal Nurse Consulting Process & Practice II
3. NRS 525 - Health Care Malpractice Case Process
4. NRS 526 - Thesis

Gerontological Nursing Practice Track

1. NRS 527 - Gerontological Care, Theory & Practice I
2. NRS 528 - Gerontological Care, Theory & Practice II
3. NRS 529 - Advanced Gerontological Nursing Care
4. NRS 530 - Thesis

Critical Care Nursing Track

1. NRS 531 - Critical Care Nursing
2. NRS 532 - Critical Care Nursing II
3. NRS 533 - Advanced Critical Care Nursing
4. NRS 534 - Thesis
Nursing Education Track

1. NRS 535 - Reflective Practice Using Nursing Education
2. NRS 536 - Nursing Education Using Informatics
3. NRS 537 - Patient Education in Nursing Practice
4. NRS 538 - Thesis

Emergency and Trauma Nursing Track

1. NRS 539 - Emergency Nursing Care
2. NRS 540 - Trauma Nursing Care
3. NRS 541 - Evidence-Based Practice in Nursing and Health Care
4. NRS 542 - Thesis

Post Graduate Programs

Doctor of Business Administration

Degree Purpose:

The purpose of our Doctor of Business Administration is to prepare you for careers as university professors, business research, and senior business/research positions in the private sector as well as the government.

When you graduate from this program, you will be able to:

1 - Contribute to a deeper understanding of business and management processes in an increasingly complex world through applied research, teaching, and scholarship.
2 - Improve your performance and the quality of your business decisions through reflective practice and lifelong learning.
3 - Help companies and organizations solve critical problems and foster an environment of performance excellence.

4 - Make a difference in the life of your organizations, professions, and the larger world-wide community through service to social and professional organizations by conducting yourself in accordance with the highest ethical standards.

Area of Study:

Business Administration with a Concentration in one of the following:

Executive Legal Analysis
Health Care Administration
International Business Management

Type of Degree:

Doctorate

Length of Degree:

3-5 years. Each course has a maximum timeframe of 15 weeks. You are granted 1 year to complete your doctoral project.

Prerequisites:

An earned Master degree in business or a related field.

Estimated Cost of Degree:

$7,700.00 Tuition costs (12 to 14 course/$550.00 per course)
$650.00 Doctoral Project Course
$50.00 Enrollment fee
$200.00 Graduation fee
$1,500.00 Estimated textbooks costs
$10,100.00 Estimated total for the program*

(*Please note that this is an estimated cost of your program not the actual cost)
Semester Hours:

7 Core Courses – 30 hrs

The student will choose one of the following:

7 International Business Courses – 28 hrs
5 Management Courses – 20 hrs
4 Health Care Administration – 16 hrs
5 Executive Legal Analysis Courses – 20

You will then complete:

Doctoral Project Course – 12 hrs

Total Semester Hours – 58 to 70

Career Possibilities:

Several career fields this degree will prepare you for are:

Executive Management
Financial Management
Sales and Marketing Management
Management Analyst
Consultant
Educator
Researcher

Courses:

The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

Core Courses:

1. LDR 501 - Leadership Theory
2. BUS 630 - Management of Teams
3. BUS 816 - International Business
4. MNG 951 - Cultural Issues in Management
5. MNG 1101 - Strategic Management and Policy
7. RES 502 - Research Methods

Specialty Concentrations:

DBA Students are required to select one Specialty Program Track and complete all courses for the track.

Executive Legal Analysis

1. JE 605 - Contracts and Justice
2. JE 680 - Torts and Justice
3. JE 740 - Civil Procedure and Justice Studies
4. JE 840 - Real Property
5. JE 920 - Corporations, Justice and Ethics
6. JE 990 - Doctoral Project

Health Care Administration

1. BUS 600 - Advanced Strategic Planning
2. HCA 725 - Health Care Law
3. HCA 750 - Health Care Ethics
4. HCA 850 - Leadership Seminar
5. HCA 950 - Doctoral Project

International Business

1. BUS 830 - International Law
2. FIN 845 - International Finance
3. ECO 870 - International Economics
4. BUS 890 - International Marketing
5. MNG 955 - Global Operations Management
6. BUS 975 - Multinational Business
7. BUS 985 - International Business Policy
Management

1. OPSY 700 - Organizational Psychology
2. MNG 900 - Management Theory and Practice
3. MNG 980 - Transformational Leadership
4. MNG 1300 - Financial Management
5. MNG 1400 - Management Specialty Seminar
6. MNG 1500 - Doctoral Project

Doctor of Psychology in Counseling Psychology

Degree Purpose:

The purpose of our Doctor of Psychology (Psy. D.) in Counseling Psychology program is to prepare you with the skills and credentials needed to achieve leadership, supervisory, training, and teaching positions in the field.

When you graduate from this program, you will be able to:

1 – Provide better counseling to your patients.
2 – Understand the complexity and diversity of human behavior.
3 - Develop and implement assessment and intervention strategies to assist clients in attaining a higher quality of life.
4 - Develop competencies to critically evaluate and contribute to research in the fields of counseling and psychology.

Area of Study:

Counseling Psychology with a Concentration in one of the following:

Addictions Counseling Counseling Organizational Psychology

Type of Degree:

Doctorate of Psychology (Psy D.)

Length of Degree:

5 years. Each course has a maximum timeframe of 15 weeks. You are granted 1 year to complete your doctoral project.

Prerequisites:

An earned Master degree in counseling psychology or a related field.

Estimated Cost of Degree:

$5,500.00 Tuition costs (11 courses/$550.00 per course)
$650.00 Doctoral Project Course
$50.00 Enrollment fee
$200.00 Graduation fee
$1,500.00 Estimated textbooks costs
$7,600.00 Estimated total for the program*  

(*Please note that this is an estimated cost of your program not the actual cost)

Semester Hours:

6 Core Courses – 26 hrs
4-5 Concentration Course – 16-20 hrs
1 Doctoral Project - 12 hrs

Total Semester Hours – 54 to 58

Career Possibilities:

Several career fields this degree will prepare you for are:

...
Courses:

The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

Core Courses:

1. PSY 800 - Ethnic and Cultural Issues in Counseling
2. PSY 860 - Personality Assessment
3. PSY 900 - Crisis Counseling
4. PSY 920 - Cognitive Behavioral Therapy
5. PSY 940 – Neuropsychology
6. PSY 975 - Research Methods

Students are required to select one Specialty Program Track and complete all courses for the track.

Addictions Counseling:

1. AC 820 - Theories of Addiction
2. AC 850 - Addiction Counseling Techniques & Interventions
3. AC 950 - Recovery Strategies
4. AC 980 - Addiction Issues & Society
5. PSY 960 – Statistics
6. AC 1100 - Doctoral Project

Counseling Psychology:

1. PSY 825 - Career Development and Counseling
2. PSY 840 - Life Coaching
3. PSY 890 - Advanced Psychopathology
4. PSY 960 – Statistics
5. PSY 990 - Doctoral Project

Organizational Psychology:

1. OPSY 700 - Organizational Psychology
2. OPSY 725 - Group Psychology
3. OPSY 730 - Personnel Psychology
4. OPSY 750 - Vocational Psychology
5. OPSY 770 - Social Psychology Seminar
7. OPSY 950 - Doctoral Project

Doctor of Education, Ed.D

Degree Purpose:

The Doctor of Education (Ed.D.) degree prepares you to learn research, policy, and practice in education, and the how the relate. Drawing from strengths of our professors, this program prepare you for roles as university faculty members, academic policy makers, senior-level educational leaders, and educational researchers. Our concentrations give you the freedom to pursue and design your own highly individualized course of study based on your educational goals and interests.

When you graduate from this program, you will be able to:

1 – Design detailed educational curriculums.
2 – Analysis education trends and stay up to date with educational curriculums.
3 – Positively impact the lives and educations of all students under your guidance.

Area of Study:
Education with a concentration in one of the following:

- At-Risk Students
- Educational Administration
- Higher Education
- Special Education

**Type of Degree:**

Doctorate

**Length of Degree:**

3-5 years. Each course has a maximum timeframe of 15 weeks. You are granted 1 year to complete your doctoral project.

**Prerequisites:**

An earned Master degree in Education or a related field.

**Estimated Cost of Degree:**

- $7,150.00  
  Tuition costs (13 course/$550.00 per course)
- $650.00  
  Doctoral Project Course
- $50.00  
  Enrollment fee
- $200.00  
  Graduation fee
- $1,400.00  
  Estimated textbooks costs
- $9,450.00  
  Estimated total for the program*

(*Please note that this is an estimated cost of your program not the actual cost)

**Semester Hours:**

- 9 Core Courses – 38 hrs
- 4 Concentration Courses - 16 hours
- 1 Doctoral Project - 12 hrs

Total Semester Hours - 66

**Career Possibilities:**

Several career fields this degree will prepare you for are:

- Education Consultant
- Educator
- Education Administration
- Curriculum Specialist
- Career Consultant

**Courses:**

The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

**Core Courses:**

1. EDU 810 - The History of American Education
2. EDU 840 - International Education
3. EDU 870 - Globalization & Education
4. EDU 895 - Theories of Learning
5. EDU 920 - Foundations of Distance Education
6. EDU 973 - Educational Leadership
7. EDU 979 - Education – Law and Ethics
8. EDU 982 - Educational Assessment and Evaluation
9. EDU 950 - Research Methods in Education
10. EDU 1000 - Doctoral Project
Students are required to select a Specialty Practice Track and complete 4 courses from it.

**Higher Education Track:**

1. EDU 951 - Foundations of Adult Education
2. EDU 952 - Teaching Strategies of Adult Learners
3. EDU 953 - Helping Adult Learners
4. EDU 955 - Foundations of Higher Education
5. EDU 956 - Administration of Higher Education
6. EDU 957 - Methods of College Instruction
7. EDU 959 - Foundations of Educational Leadership
8. EDU 960 - Organizational Leadership
9. EDU 961 - Personnel Administration

**Doctor of Psychology in Grief Counseling**

**Degree Purpose:**

The objective of our Doctor of Psychology in Grief Counseling is to further your education in the grief and bereavement field. Attaining this prestigious level of education will no doubt allow you to counseling your patients with confidence but also educate those eager to learn how to counseling as well.

When you graduate from this program, you will be able to:

1. Understand the various aspects of grief counseling and bereavement
2. Identify the stages of grieving and how to address and resolve the issues related to it.
3. Work with survivors of traumatic events.
4. Help assuage the emotional pain of those in grieving.

**Area of Study:**

Grief Counseling with a concentration in one of the following:

- Clinical Hypnotherapy
- Grief Counseling
- Pastoral Counseling

**Type of Degree:**

Doctor of Psychology (Psy. D.)

**Length of Degree:**

7. EDU 983 - Human Resource & Personal Development

**Degrees Available:**

- Doctor of Psychology (Psy. D.)
- Clinical Hypnotherapy
- Grief Counseling
- Pastoral Counseling
3-5 years. Each course has a maximum timeframe of 15 weeks. You are granted 1 year to complete your doctoral project.

**Prerequisites:**

An earned Master degree in Grief Counseling or a related field.

**Estimated Cost of Degree:**

- $5,500.00  Tuition costs (11 course/$550.00 per course)
- $650.00  Doctoral Project Course
- $50.00  Enrollment fee
- $200.00  Graduation fee
- $1,300.00  Estimated textbooks costs
- $7,700.00  Estimated total for the program *

(*Please note that this is an estimated cost of your program not the actual cost)

**Semester Hours:**

- 5  Core Courses – 22 hrs
- 5-6 Concentration Courses – 20-24 hrs
- 1  Doctoral Project - 12 hrs

Total Semester Hours – 54 to 58

**Career Possibilities:**

Several career fields this degree will prepare you for are:

- Grief Counselor
- Grief Educator
- Clinical Researcher
- Bereavement Specialist

**Courses:**

The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

**Core Courses:**

1. GRF 920 - Grief after Sudden Loss
2. GRF 940 - Clinical Dimensions of Anticipatory Mourning
3. GRF 980 - Treatment of Complicated Mourning
4. GRF 1000 - Children and Grief
5. PSY 975 - Research Methods

Students are required to select one Specialty Program Track and complete all courses for the track.

**Clinical Hypnotherapy:**

1. DCH 801 - Guided Imagery
2. DCH 802 - Inquiry into the Subconscious Mind
3. DCH 803 - Meditation Therapy
4. DCH 804 - Advanced Inquiry: Inductions
5. DCH 806 - Hypnosis and Children
6. DCH 808 - Issues and Trends
7. DCH 811 - Doctoral Project

**Grief Counseling:**

1. GRF 900 - Grief, Death and Dying
2. GRF 1300 - Ethics in Counseling
3. GRF 1400 - Advanced Counseling Theories and Techniques
4. PSY 900 - Crisis Counseling
5. PTH 1000 - Personal Growth & Development
6. PTH 1600 - Multicultural Counseling
7. GRF 1500 - Doctoral Project
Pastoral Thanatology:

1. PTH 1200 - Pastoral Counseling Theories & Application
2. PTH 1400 - Counseling the Dying Patient
3. PTH 1700 - Theology & Pastoral Care
4. PTH 1800 - Advanced Issues in Thanatology
5. PTH 1900 - Spirituality & Pastoral Counseling
6. PTH 2100 - Doctoral Project

Length of Degree:

3-5 years. Each course has a maximum timeframe of 15 weeks. You are granted 1 year to complete your doctoral project.

Prerequisites:

An earned Master degree in Nursing or a related field.

Estimated Cost of Degree:

- $7,700.00  Tuition costs (12 to 14 course/$550.00 per course)
- $650.00  Doctoral Project Course
- $50.00  Enrollment fee
- $200.00  Graduation fee
- $1,500.00  Estimated textbooks costs
- $10,100.00  Estimated total for the program*

(*Please note that this is an estimated cost of your program not the actual cost)

Semester Hours:

9 Core Courses – 50 hrs
1 Doctoral Project - 12 hrs
Total Semester Hours - 62

Career Possibilities:

Several career fields this nursing science degree will prepare you for are:

- Advanced Clinical Practice
- Clinical Nursing Research
- Nurse Educator
- Nurse Consultant
- Nursing Administration

Doctor of Nursing Science

Degree Purpose:

The purpose of the Doctor of Nursing program is to provide you with a rigorous curriculum that will prepare you to improve the population health through your expert leadership and education in nursing that powers innovation in health care not only for your patients but for the rest of the world as well.

When you graduate from this program, you will be able to:

1 – Assess weaknesses in the nursing field and address them with solutions to better the health care system.
2 – Guide and educate other nurses.
3 – Provide leadership and knowledge in times when it is needed.
4 – Organize and manage hospital nursing staff to optimize health care for the patients.

Area of Study:

Nursing

Type of Degree:

Doctorate
Courses:

The online curriculum offers an innovative approach to higher education. Enrollment is open and students may begin the program at any time. All courses are provided in online classrooms, with on-to-one faculty mentoring. Students also have free access to our comprehensive Study Tactics and Resources Center, with links to subject related web sites, online libraries, articles and research assistance. Our online degree curriculum includes:

Core Courses:

1. NRS 600 - Theories of Nursing Practice
2. NRS 650 - Advanced Assessment
3. HCA 725 - Health Care Law
4. NRS 725 - Health Care Ethics
5. NRS 800 - Natural Health Care
6. PSY 975 - Research Methods
7. NRS 850 - Nursing Clinical Specialty Seminar I
8. NRS 900 - Nursing Clinical Specialty Seminar II
9. NRS 925 - Nursing Clinical Specialty Seminar III
10. NRS 950 - Doctoral Project
Individual Course Description

Level 100 Courses

ART 100 Introduction to Art History - 4 Semester Hours
The primary focus of this course is to understand critical thinking and creative independence. The texts offer reader-friendly introduction to historical writings and provide backgrounds on aesthetics demonstrating art history arises from general philosophical questions regarding style, theory, the artist, and society. Expect to find in written sources some reflection of your own judgment, for a variety of fields and issues in the role of society, critics, patrons, the artist, psychoanalysis and philosophy of art are approached. The course will unravel to students wide ranges of various media that enthralled the world in both a dynamic and static sense image and styles. The student will be required to show learning through exams and assignments.

ART 105 Drawing I – 4 Semester Hours
In this course you will learn some historical background of drawing, but mostly you will learn basic principles of drawing with emphasis on line, volume, perspective, composition and a general overview to human proportion. You will learn and gain experience through reading, exercises and art critique. When finished, you will have a grasp of the fundamental principles applicable to all two-dimensional works of art. The student will be required to show learning through exams and assignments.

ART 110 – Art in Theory, Philosophy and History - 4 Semester Hours
The primary focus of this course is to understand the methodologies and symbols of art history and the artistic analysis of interpreting art. The course will introduce students to formalism, iconography, Marxism, feminism, psychoanalysis, and structuralism. The program prepares students to continue the curriculum with a deeper knowledge of aspects and meanings to art, history, and the use of various historical styles. The student will be required to show learning through exams and assignments.

ART 114 Film History and Theory - 4 Semester Hours
Exploration of film theory and criticism in the context of aesthetic, technological, and economic evolution of film history. The student will be required to show learning through exams and assignments.

ART 127 Intro to Drawing - 4 Semester Hours
This course gives the student a brief overview of drawing. Subjects like techniques, styles, shading, etc will be discussed in detail. The student will be required to show learning through exams and assignments.

ART 160 Painting – 4 Semester Hours
This is a basic course that introduces you to work in the two-dimensional art field. In this course you will learn some historical background of painting, but mostly you will learn basic principles of painting with emphasis on material, colors, painting technique, space, volume, perspective, and composition. You will learn through reading, exercises and art critique. When
finished, you will have a grasp of the fundamental principles applicable to all two-dimensional works of art, but especially painting. The student will be required to show learning through exams and assignments.

**ART 162 Intro to Painting - 4 semester hours**
This course is a general overview in painting. The course reviews history of painting, works of art, how to paint, etc. The student will be required to show learning through exams and assignments.

**BIO 105 Introduction to Biology of Aging - 4 semester hours**
Examination of human aging from a biological perspective. Population demographics, physiological and pathological changes, and healthy lifestyles are introduced. The student will be required to show learning through exams and assignments.

**BIO 130 Biology-Basic Concepts - 4 semester hours**
A study of the evolution of the major groups of organisms including the fundamental concepts of biology. The student will be required to show learning through exams and assignments.

**BIO 140 General Biology - 4 semester hours**
This course gives an introductory look into the field of biology. Through this course basic terms, types of organisms, and how life functions in our world are discussed. The student will be required to show learning through exams and assignments.

**BMC 105 The Mass Media and Society - 4 semester hours**
Mass communications in the United States: organization, role, content, and effects of newspapers, magazines, television, radio, books, and films. The student will be required to show learning through exams and assignments.

**BMC 130 Communication Theories - 4 semester hours**
The Communication Theories course introduces you to the vast boundaries of various mass communication theories. Many of these theories will be re-explored in greater detail in later courses within this program. The goal is to gain a basic understanding of some of the more common communication theories applicable within the media. The student will be required to show learning through exams and assignments.

**BUS 100 Introduction to Business - 4 semester hours**
A comprehensive view of the contemporary environment of business. The student will be required to show learning through exams and assignments.

**BUS 150 Marketing - 4 semester hours**
This course focuses on a broad overview of the principles of marketing: Role of Marketing., External Marketing Environment, Marketing Planning, Market Research, Target Marketing, Consumer Market, Consumer Behavior, Industrial Markets, and International Marketing. The student will be required to show learning through exams and assignments.

**BUS 180 Business Finance - 4 semester hours**
This course will cover all the topics to teach you all the aspects of corporate finance. Obtaining the credential from a quality program is essential to capitalize on this career opportunity. The student will be
required to show learning through exams and assignments.

**CHM 112 Chemistry in Literature - 4 semester hours**
Exploration of key concepts of chemistry, the influence of chemistry and literature throughout history, and the relationship of science to society, culture, and values. The student will be required to show learning through exams and assignments.

**CHM 120 General Chemistry - 4 semester hours**
Chemistry involves the metamorphosis of matter. Matter is simply anything that occupies space. Since matter changes, it is not eternal since change requires a starting point. Matter thus had to be created, as nothing cannot make something. The student will be required to show learning through exams and assignments.

**CHM 130 General Chemistry II - 4 semester hours**
This course is a continuation of General Chemistry I (CHM 120). The same textbook is used in both courses. This course is designed to further knowledge in the field of chemistry. The student will be required to show learning through exams and assignments.

**CHM 145 Organic Chemistry I - 4 semester hours**
Organic Chemistry uses many of the concepts in General Chemistry, applying them to molecules composed of carbon atoms. The student will be required to show learning through exams and assignments.

**CHM 150 Organic Chemistry II - 4 semester hours**
This course is a continuation of CHM 145 Organic Chemistry. Topics include: Resonance Theory, Reactions of Aromatic Compounds, Carboxylic Acids, and Alpha Substitutions and Condensations of Enols and Enolate Ions. The student will be required to show learning through exams and assignments.

**CHM 160 General, Organic, and Biochemistry (Optional) - 4 semester hours**
This course is primarily designed for students pursuing health care degree or general education curriculum. The course mainly focuses upon the atoms, elements, micromolecules, and major macromolecules and chemical properties of living systems. Primary topics include the principles of atomic theory, physical states of substance, concentration and pH, chemical reaction equilibrium and balance, organic molecules and functional groups, the structures, properties and functions of amino acids, proteins, carbohydrates, and lipids. The mechanisms of the major macromolecules metabolism and enzyme kinetics are also addressed. The student will be required to show learning through exams and assignments.

**CJ 100 Introduction to Criminal Justice - 4 semester hours**
Introduction to Criminal Justice provides a brief look into the 3 branches of the criminal justice field. This course will also instruct the student on the basic terms used in the criminal justice field as well. The student will be required to show learning through exams and assignments.

**CJ 110 Criminology - 4 semester hours**
Explanations and measurements of crime; criminal law; characteristics of criminals and victims; violent property, white-collar, organized, and sexual crimes. The student will be required to show learning through exams and assignments.
CJ 130 Law Enforcement in Criminal Justice - 4 semester hours
Law Enforcement in Criminal Justice focuses on policing and enforcing the laws in the criminal justice field. Through this course, students will gain better understanding of police powers, types of preventative strategies, and laws of arrest. The student will be required to show learning through exams and assignments.

CJ 150 The American Court System - 4 semester hours
The American Court System is an introductory look into the vast system of the American courts structure. Topics discussed include; court procedure, hierarchy of the America Court System, the trial process, and the various levels within the court system. The student will be required to show learning through exams and assignments.

CJ 170 Corrections Theory & Systems - 4 semester hours
Corrections Theory and Systems offers students a better incite into the last branch of the criminal justice field. This course goes into detail on such topics as; admission policies, inmate culture, intake procedures, parole, probation, rehabilitation programs, and correctional tactics. The student will be required to show learning through exams and assignments.

CS 110 Microsoft Word - 4 semester hours
This is a practical course in which you will explore, learn and master the Microsoft Word 2010 software program, a module of the Microsoft Office suite of applications. Microsoft Word is one of the most commonly used programs in the world that is used to share information across the globe. Almost every business today utilizes the power of the Microsoft Suite of applications and in today’s competitive environment; almost everyone is expected to be proficient in the Microsoft Word application. You will master various aspects of the Microsoft Word application. You will learn many basic concepts and you will also master skills necessary to create great looking documents, templates, ‘web-ready’ documents, tables, charts, ‘graphic-filled’ documents, letters, labels, envelopes and much, much more. The coursework that you will complete in this course follows the MOUS standards. The student will be required to show learning through exams and assignments.

CS 113 Intro to Web Design - 4 semester hours
The basics of designing a website. A beginning level course in Web Design, with emphasis on designing with standards to assure accessibility and effective communication. The student will be required to show learning through exams and assignments.

CS 120 Microsoft Excel - 4 semester hours
This course covers: Fundamentals of Microsoft Excel, Modifying a work sheet, Approving the appearance of a work sheet, Entering formulas, Working with functions, Sorting and filtering lists, Working with charts, Developing a multi-sheet workbook. The student will be required to show learning through exams and assignments.

CS 130 Introduction to Microsoft PowerPoint - 4 semester hours
Microsoft PowerPoint is a program that is used by every business sector to provide powerful presentations formatted for on-screen viewing, for the web, for overhead projectors and even for 35 mm slides. After completing this course you will be able to create professionally designed presentations that are carefully planned so that an audience can be kept alert without providing
too many distractions. You will learn how to choose appropriate color schemes, add clip-art, animate text, add animated picture files, customize backgrounds, add sound and video, include chart data, and add documents and organizational charts. You will also learn how to automatically print out handouts and speaker notes, and how to publish your presentation to the web. You will learn advanced techniques that will allow you to be able to automatically create summary and agenda slides, customize schemes, hide slides, incorporate one presentation into another, use hyperlinks within slideshows, create your own templates, generate meeting notes and much more. The student will be required to show learning through exams and assignments.

**CS 140 Intro to Microsoft Access - 4 semester hours.**
This Microsoft Access training course is designed for students who wish to learn the basic operations of the Access 2003 database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The introductory Access course is for the individual whose job responsibilities include working with tables to create and maintain records, locate records, and produce reports based on the information in the database. The student will be required to show learning through exams and assignments.

**ECO 160 Economics - 4 semester hours**
This is an exciting course, a course that explores the seemingly complex world of macroeconomics and microeconomics. But, as this course will soon demonstrate, economics doesn't have to be a complex and distant subject with a lot of math and graphs and charts, but rather it can a subject that can be useful and easy to understand.

Basically, if you can add, subject, multiply, and divide, then you have fulfilled the math requirements for this course. The student will be required to show learning through exams and assignments.

**ENG 120 English Composition - 4 semester hours**
This is a basic course in English, that reviews basic English grammar concepts and composition writing. It is a core and basic course in any degree program. In this course you will learn the basic tools needed in writing paragraphs and essays. The student will be required to show learning through exams and assignments.

**ENG 125 Business Communications & Writing - 4 semester hours**
Studies basic business communication and writing for effective communication, giving and receiving criticism, communicating with your boss, communicating technical information to non-technical people, developing effective listening skills and demonstrating effective communication skills in meetings. The student will be required to show learning through exams and assignments.

**ENG 155 Reading Poetry - 4 semester hours**
Elements of poetry including meter, rhyme, image, diction, and poetic forms in British, American, and other English-language traditions. The student will be required to show learning through exams and assignments.

**ENG 160 Reading Fiction - 4 semester hours**
Elements of fiction including plot, character, viewpoint, and fictional genres in British, American, and other English-language traditions. The student will be required to show learning through exams and
assignments.

**ENG 165 Reading Non-Fiction - 4 semester hours**
Forms of nonfictional prose such as autobiography, biography, essay, letter, memoir, oration, travelogue in British, American, and other English-language traditions. The student will be required to show learning through exams and assignments.

**ENG 180 Contemporary Literature - 4 semester hours**
Introduction to the contemporary writers. The student will be required to show learning through exams and assignments.

**ENG 185 Great Traditions in American Literature - 4 semester hours**
Major works of fiction, drama, and poetry from the colonial to the modern periods expressing enduring issues and values. The student will be required to show learning through exams and assignments.

**ES 110 Environment Earth - 4 semester hours**
Natural processes and their relationship to anthropogenic influences. General principles of global cycles and the role they play in natural hazards, global warming, and ozone depletion. The student will be required to show learning through exams and assignments.

**ES 130 Climate Change and Biodiversity - 4 semester hours**
Studies of global warming, energy options, and biodiversity; their interrelations as sciences and as societal issues. The student will be required to show learning through exams and assignments.

**GEO 170 Historical Geology - 4 semester hours**
History of the earth and its life; fundamentals of evolution, correlation, and paleogeography; study of geologic maps, geologic problems, and fossils. The student will be required to show learning through exams and assignments.

**GRF 150 Intro to Death and Dying - 4 semester hours**
This course prepares health care professionals, behavioral health specialists and lay persons to practice professionally in the area of Thanatology and Grief Counseling and Bereavement Education, with sufficient knowledge for practice at a standard required by the current job and consumer market. The student will be required to show learning through exams and assignments.

**HIS 105 American Business History - 4 semester hours**
Major developments in the history of business and industry from the colonial period to the present. The student will be required to show learning through exams and assignments.

**HIS 111 Greek Civilization - 4 semester hours**
The origin and development of the ancient Greek people; their political and social institutions, public and private life. The student will be required to show learning through exams and assignments.

**HIS 130 World History I - 4 semester hours**
This course will study the history of the world and the impact it has had on civilization today. It will cover ancient, medieval and contemporary history. The student will be required to show learning through exams and assignments. The
student will be required to show learning through exams and assignments.

**HIS 135 World History II - 4 semester hours**
This course will continue to study the history of the world and the impact it has had on civilization today. It will cover ancient, medieval and contemporary history. The student will be required to show learning through exams and assignments.

**HIS 155 U.S History I - 4 semester hours**
This course will cover American history from colonization through the American Revolution, the Civil War, WWI, WWII and modern American history. The student will be required to show learning through exams and assignments.

**HIS 159 U.S History II - 4 semester hours**
This course will continue to cover American history from colonization through the American Revolution, the Civil War, WWI, WWII and modern American history. The student will be required to show learning through exams and assignments.

**HIS 174 Classical Mythology - 4 semester hours**
Introduction to Greek and Roman divinities, heroes and heroines; survey of the major myths and their influence on Western culture. The student will be required to show learning through exams and assignments.

**HIS 186 Roman Civilization - 4 semester hours**
Origin of the Romans; sociopolitical development; food, homes, education, marriage, family life, amusements, private and public worship. The student will be required to show learning through exams and assignments.

**HIS 195 History of Fascism and Nazism - 4 semester hours**
The study of right-wing totalitarianism in the twentieth century, with special emphasis on Fascist Italy and Nazi Germany. The student will be required to show learning through exams and assignments.

**HIS 199 Introduction to the History of the Middle East - 4 semester hours**
Origins of Islamic civilization; expansion of Islam; the Ottoman Empire; the Middle East since 1918. The student will be required to show learning through exams and assignments.

**IDA 150 History of Interior Design - 4 semester hours**
The primary focus of this course is on the underlying foundations of Learning and expressing your design talents. The course will guide you through a general interest in design or a future career in residential or commercial design. The program prepares you for employment in areas of design such as, interior design studios, homebuilders, architectural firms, show rooms, retailers, furniture stores, manufacturing firms and your own Interior Design business. The curriculum emphasis is design development using the elements and principles of design. The student will be required to show learning through exams and assignments.

**IT 100 Information Technology Fundamentals - 4 semester hours**
This course studies: the various information technology applications and disciplines within both personal and professional settings, the concept of electronic commerce and understand its basic applications, the evolution of computing devices, the importance of technology within communications application. The student
will be required to show learning through exams and assignments.

**IT 150 Computer Ethics – 4 semester hours**
Explores the diverse moral issues surrounding the use of computers and information technology today, with an emphasis on how one might determine the difference between ethical and unethical behavior in a number of scenarios. The student will be required to show learning through exams and assignments.

**IT 176 Computer Fundamentals - 4 semester hours**
This course is an introductory level beginning to the concepts of Information Technology. We will cover the concepts and simple computer functions that you need to know in your future Information Technology classes. This foundation work will allow you to understand the complex language and acumen associated with computer. The student will be required to show learning through exams and assignments.

**IT 190 Information Security - 4 semester hours**
This course explores principles, policies and technologies for securing computer and information systems. Topics include a survey of computer system vulnerabilities, cryptographic techniques, access control policies and mechanisms and the implications of security technology in the realm of risk management. Designing and implementing computer security policies and standards, formulating contingency plans and analyzing system security architectures as well as compliance and ethics are examined. Students gain hands-on experience with various tools to reinforce concepts and theories. The student will be required to show learning through exams and assignments.

**JR 110 Society and the Press - 4 semester hours**
This course studies the sociology of news production in today's world, structure and constraints on today's community, social control in the newsroom, strategic use of routine events, news as a familiar story and as a social power and application of the concepts. The student will be required to show learning through exams and assignments.

**JR 150 News Reporting and Writing - 4 semester hours**
This course studies the basics of journalism in preparation for the advanced courses. You will learn the fundamental concepts of gathering, writing, editing and report the news along with basic discussions about the field of reporting, making good decisions, and basic design skills. The student will be required to show learning through exams and assignments

**JR 180 Ethics in News Reporting - 4 semester hours**
This course studies the Elements of Journalism, What Newspeople Should Know and The Public Should Expect, Kovach and Rosensteil - define and study nine elements of journalism. Contemplate their importance and incorporate them into your current and future studies. The student will be required to show learning through exams and assignments.

**MA 196 Medical Office Procedures - 4 semester hours.**
The course introduces you to the study of Medical Office Procedures and the inter-working of the physician and outpatient setting. The student will be required to show learning through exams and
assignments.

MTH 105 Elementary Statistics - 4 semester hours
Descriptive statistics, frequency distributions, probability, binomial and normal distributions, statistical inference, linear regression, and correlation. The student will be required to show learning through exams and assignments.

MTH 115 Problem Solving - 4 semester hours
Concepts in problem solving; reducing new problems to old ones; techniques for attacking problems; building mathematical models. The student will be required to show learning through exams and assignments.

MTH 120 Basic College Math / Pre-Algebra - 4 semester hours
In this course you will learn the principles and concepts for basic college math. This course will prepare you for College Algebra. The student will be required to show learning through exams and assignments.

MTH 170 Technical Math - 4 semester hours
Algebraic expressions, equations, systems of equations, trigonometric functions, graphs, solution of triangles, vectors The student will be required to show learning through exams and assignments.

MTH 175 Finite Mathematics - 4 semester hours
Introduction to logic, sets, probability. The student will be required to show learning through exams and assignments.

MTH 180 College Algebra - 4 semester hours
In this course the student will study the basic concepts of Algebra. The student will be required to show learning through exams and assignments.

MNG 130 Principles of Business Management - 4 semester hours
Studies the vast boundaries of various management techniques in dealing with employees, the process of not trying to master people, or manipulate them, or ignore them, but to retrain managers in the art of working with its staff and not against it. This course is also structured to present concepts of 13 errors that managers fail to perform from a modern-day perspective. It takes us to a fresh starting place in understanding the principles and theories of handling personnel, from accepting personal accountability to setting standards of performance to training personnel and, finally, to condoning incompetence. The student will be required to show learning through exams and assignments.

MNG 140 Management Theory I - 4 semester hours
This is a course that is designed to prepare you for entrepreneurial and leadership roles in business settings where a foundation of management theory is desired. Management theory applies to endeavors of all sizes, durations and purposes, including public, private, not-for-profit and philanthropic organizations, and in accountabilities designed to reach specific, varied and diverse goals and purposes. This course is intended to acquaint you with fundamental management theory in the scope of service to organizations and to society, as well as essentials for you as an individual in pursuit of managerial effectiveness. The student will be required to show learning through exams and assignments.
**MUS 110 Music Appreciation - 4 semester hours**

This course is a music listening course designed to explore music through its basic elements, forms, styles, and major composers. The student will be required to show learning through exams and assignments.

**MUS 120 Introduction to Western Music - 4 semester hours**

A general survey of art music in western society, highlighting important composers and stylistic developments. The student will be required to show learning through exams and assignments.

**MUS 130 Introduction to World Music - 4 semester hours**

An overview of the music of the different countries of the world. The student will be required to show learning through exams and assignments.

**PHL 100 Philosophy - 4 semester hours**

In this course the student will study the important concepts and ideas of Philosophy. We will study the idea of humanity and its relations with the world and unseen forces. The student will be required to show learning through exams and assignments.

**PHL 145 Introduction to Philosophy of Religions - 4 semester hours**

This course covers the philosophies and ideas concerning the phenomenon of religion. Ideas of atheism, agnosticism and theism are studied and explored via philosophical reasoning. In the end, the student should be better equipped to analyze if there is a God or not from a purely intellectual reasoning. The student will be required to show learning through exams and assignments.

**PL 110 Introduction to Paralegal Studies - 4 semester hours**

Introduction to Paralegal Studies is a brief survey on to the field of paralegal work and provide the basic tools to successfully work with an attorney in this field. The course will provide a practical introduction to the kind of duties and responsibilities that a paralegal in the workplace may face. The student will be required to show learning through exams and assignments.

**PL 130 Legal Analysis & Writing Paralegal’s - 4 semester hours**

The Legal Analysis and Writing for Paralegals course represents a legal course in which basic skills necessary to write various legal documents and analyze those documents will be covered. The overall goal of the course is to introduce a paralegal student to draft and review legal documents as well as provide the basic tools to successfully work with an attorney. The course will provide a practical skills an include exercises designed to equip the paralegal student with knowledge of various legal analytical skills. The student will be required to show learning through exams and assignments.

**PL 160 Civil Litigation for Paralegal's - 4 semester hours**

Civil Litigation for Paralegals course focuses on the theoretical and practical applications of civil procedure and civil litigation in both federal and state courts. The overall goal of the course is to give a paralegal student the necessary background in civil procedure and civil litigation in order to successfully work with an attorney. The course will provide practical skills designed to equip the paralegal student with knowledge of various civil litigation procedures. The student will be required to
show learning through exams and assignments.

**PSY 100 Introduction to Comparative Politics - 4 semester hours**
Introduction to study of comparative government and politics: normative/empirical theories; government functions in modern societies; representative structures and processes. The student will be required to show learning through exams and assignments.

**PSY 130 Introduction to the Media and Politics - 4 semester hours**
This course explores the intersection of media and politics, introducing students to the critical analysis of mediated political discourse. The student will be required to show learning through exams and assignments.

**PSY 182 Philosophy, Politics and Social Theory - 4 semester hours**
Examines relations between political and social organizations, the justification and limits of the state, and issues concerning individuality and community. The student will be required to show learning through exams and assignments.

**PSY 101 Pets in Society - 4 semester hours**
Introduction to the varied roles that companion animals play in human society and their impact on human activity and well-being. The student will be required to show learning through exams and assignments.

**PSY 106 Introduction to Positive Psychology - 4 semester hours**
Introduction to the concepts of positive psychology. The student will be required to show learning through exams and assignments.

**PSY 117 Introduction to the Psychology of Learning - 4 semester hours**
A general survey of the learning area, including animal and human experiments, with the applicability of learning principles being discussed. The student will be required to show learning through exams and assignments.

**PSY 122 Introduction to Industrial Organizational Psychology - 4 semester hours**
Personnel selection, training, accident prevention, morale, and organizational behavior. The student will be required to show learning through exams and assignments.

**PSY 126 Critical Thinking - 4 semester hours**
Discussion of the validity, soundness, and fallacies of everyday language use and reasoning; informal logic; and manipulative arguments and propaganda. The student will be required to show learning through exams and assignments.

**PSY 135 General Psychology - 4 semester hours**
This course studies psychology, the goals of psychology, psychologists and their theories, some biological and learned reasons for abnormal thoughts, ideas, feelings, and behaviors, psychological facts, myths and unproven theories, psychological theories and concepts to current events, how the human mind processes information. The student will be required to show learning through exams and assignments.

**PSY 150 Child Psychology - 4 semester hours**
Studies development of the child from conception to adolescence. Investigates physical, intellectual, social and emotional factors involved in the child’s growth. The
student will be required to show learning through exams and assignments. The student will be required to show learning through exams and assignments.

**PSY 160 Abnormal Psychology - 4 semester hours**
This is an exciting course, as it is your introduction to abnormal psychology. This course will provide you with a broad exposure to the various areas of study that are of interest to the psychologist and to anyone who is interested in developing a greater understanding of human behavior and in those various abnormalities in human behavior that become the focus of counseling and therapy. The student will be required to show learning through exams and assignments. The student will be required to show learning through exams and assignments.

**PSY 170 Intro to Counseling Psychology - 4 semester hours**
This course is the first step into the world of counseling psychology. It offers a broad glimpse of the techniques and theories throughout the entire degree program. The student will be required to show learning through exams and assignments.

**PSY 190 Client Interviewing and Assessment - 4 semester hours**
This is an exciting course, as it is your introduction to interviewing and assessing clients. This course will provide you with a broad exposure to interviewing techniques with emphasis on understanding the client’s point of view and a greater grasp on how to see assess the client in the context of developing a therapeutic alliance. The student will be required to show learning through exams and assignments.

**RSC 105 Lands of the Bible - 4 semester hours**
Textual and archaeological evidence for the lands, cities, and peoples associated with the Hebrew Bible and Christian scriptures. The student will be required to show learning through exams and assignments.

**RSC 120 World Religions - 4 semester hours**
World Religions is a course that will give you the necessary knowledge to understand different religious ideals and how to analytically compare and contrast different religious dogmas and beliefs. Through the ability to compare and contrast, you will not merely memorize religious dogmas, but understand the dynamics of different human beliefs and how they affect human interaction. Besides this essential and beneficial fruit of religious study, this course will also understand the basic underlying element of religion itself. The student will be required to show learning through exams and assignments.

**RSC 166 Moral Issues - 4 semester hours**
This course studies a broad range of moral ethical questions ranging from sexual moral issues to cases of life and death such as abortion or euthanasia. In addition, moral philosophical theories will be included that provide a strong foundation in ethical reasoning in regards to present day issues. The student will be required to show learning through exams and assignments.

**RSC 177 Introduction to Islam - 4 semester hours**
This course introduces the basics of the Islam. Included is its core theology and philosophies. The student will be required to show learning through exams and assignments.
**RSC 179 Introduction to Christianity - 4 semester hours**
This course introduces one to the basics of Christianity, its divisions, its core theology and philosophies. The student will be required to show learning through exams and assignments.

**RSC 181 Theodicy – The problem of Evil - 4 semester hours**
This course is a multi-disciplined course in that it covers theological, social, philosophical, and counseling related topics. This course is presented from a "Christian perspective." Bad things happen every day. This course delves into the problem of evil and the “contradiction” that there is a good God that “allows” bad things to happen. The academic and intellectual questions of “Why did this happen?” will be explored. The student will be required to show learning through exams and assignments.

**SS 155 Urbanization - 4 semester hours**
An overview of the social sciences, including an interdisciplinary analysis of the urban process. The student will be required to show learning through exams and assignments.

**Level 200 Courses**

**ACT 210 Principles of Accounting - 4 semester hours**
This course is an introductory level beginning to the concepts of accounting. We will cover the concepts and simple accounting functions that you will need to know in your future accounting classes. This foundation will allow you to understand the complex language and acumen associated with Accounting. The student will be required to show learning through exams and assignments.

**ACT 290 Cost Accounting - 4 semester hours**
Basic Cost Accounting is designed to introduce the learner to the practical application of accounting principles to the process of analyzing and computing business costs. This is one of the primary managerial duties anyone in administration will encounter and the learner should acquire learning that translates to specific business activities related to management, such as budgeting, product costing, cost management, allocating support-service costs, cost estimation, and cost-related decision making. The student will be required to show learning through exams and assignments.

**ADM 200 Administrative Office Procedures - 4 semester hours.**
This course is the study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. The student will be required to show learning through exams and assignments.

**ART 205 Drawing II – 4 semester hours**
In this course students further develop their observational skills and technical mastery of various drawing media. A variety of processes, tools and strategies for both representational and non-objective drawing are introduced. Students investigate more complex compositions and a range of subjects, including the figure, interior and exterior space, narration, abstraction, color, frame, mark and scale. To help students find a personal direction within a broadened conceptual framework, they gradually approach more individualized problems, so that by the conclusion of the course, they are prepared to work with greater independence.
The student will be required to show learning through exams and assignments.

**ART 215 Survey of Western Art I - 4 semester hours**

The primary focus of this course is to understand the artistic legacy of not only Europe and the United States, but the entire globe. The course will introduce students to the discipline of art history. The program prepares students to aim in the appreciation and understanding of works of high aesthetic quality and historical significance. A rough chronological order of time is organized to best study the civilizations of their art produced throughout the world. The student will be required to show learning through exams and assignments.

**ART 220 Survey of Western Art II - 4 semester hours**

The primary focus of this course is to understand the artistic legacy of not only Europe and the United States, but the entire globe. The course will introduce students to the discipline of art history. The program prepares students to aim in the appreciation and understanding of works of high aesthetic quality and historical significance. A rough chronological order of time is organized to best study the civilizations of their art produced throughout the world. The student will be required to show learning through exams and assignments.

**ART 225 History of Color and Mixing Colors - 4 semester hours**

The primary focus of this course is to understand color is the perception of the physical world. The texts offer reader friendly introduction to provide backgrounds on the color of an artist's palette and full explanations of the main properties and dimensions of pigment color including temperature, intensity, opacity, and value. Expect to find the connections between colors and the uses of them in history as well as the social and political meanings that color has carried through time full of extraordinary insights. The course will unravel to students a reference to all the major media of oil, acrylic, watercolor, gouache, soft pastel, ink and pencil. The program will help eliminate confusion and discouragement of time and expense of mixing the vast range of colors needed to achieve in a project. The student will be required to show learning through exams and assignments.

**ART 241 2 Dimensional Design - 4 semester hours**

The primary focus of this course is to study 2 dimensional design and its function in the art and design world. The student will be required to show learning through exams and assignments.

**ART 242 3 Dimensional Design - 4 semester hours**

The primary focus of this course is to study 3 dimensional design and its function in the art and design world. The student will be required to show learning through exams and assignments.

**ART 250 Visual Arts – 4 semester hours**

Study and analysis of artistic methods and meaning in the visual arts. Films, original works, slides, discussions, demonstrations. Structure and meaning of visual art forms as revealed through the analysis of psychological, sociological and philosophical applications of art media. The student will be required to show learning through exams and assignments.
**ART 253 Chinese Art - 4 semester hours**
The primary focus of this course is to reveal a comprehensive survey of the arts of China from the very first manifestations of the Neolithic culture of Gansu. Many illustrations and architecture is revealed for various periods influencing art. Information has been updated with an excellent section on 20th century Chinese art, an area neglected by many of the standard histories. The program prepares you to aim in the appreciation and understanding gradual rediscoveries of the facts, influences, and tendencies in proper perspective, sources and documents. The student will be required to show learning through exams and assignments.

**ART 265 Greek Art - 4 semester hours**
The primary focus of this course is to reveal the history of Greek art that has served hundreds of thousands of people in many languages. Greek art is attempted to be place back into Greece and away from galleries to recapture the makers and viewers in a better value of what this art meant. The original intentions and the way these masterpieces form Greece are viewed are often leagues apart in the value and interpretation. Enjoying the broken piece of marble has become accepted as art, but the original intention and value has depth within the art. It is what was depicted in the carving and the destruction to create the value within the art. The course will unravel to you new art objects and knowledge in image and styles of Greek art. The student will be required to show learning through exams and assignments.

**ART 270 Printmaking – 4 semester hours**
This course will introduce etching, silkscreen, monotype, book arts, lithography and relief printing. At the conclusion of the course, the student will have a good basic knowledge of all print mediums. The student will be required to show learning through exams and assignments.

**ART 290 Medieval Art - 4 semester hours**
The primary focus of this course is to explore issues of artist's patronage, craftsmanship, holy men and women, monasteries, secular courts and the expressive and educational roles of artistic creation. To understand the Middle Ages so elegantly portrayed in balance with an intelligence of historical and cultural grounding. An appreciation is opened in beautifully producing a survey of over a thousand years of Western art and architecture in a vast period of history ranging from ancient Rome to the age of exploration. The student will be required to show learning through exams and assignments.

**BIO 220 Human Anatomy - 4 semester hours**
This is a basic course. It is a core and basic course in this field. In this course you will learn about the anatomy of the human body. When finished, you will have a grasp of the fundamental concepts of human anatomy. The student will be required to show learning through exams and assignments.

**BMC 220 Public Relations Strategies - 4 semester hours**
This course will center on five (5) specific components: an introduction to communication technology, electronic mass media, computers and consumer electronics, telephony and cutting edge technology. The student will be required to show learning through exams and assignments.

**BMC 240 Foundations of Broadcasting - 4 semester hours**
This course will take you through the technical, social and economic development of broadcasting, cable, DBS and the Internet in America, touching on their evolution and progress. The student will be required to show learning through exams and assignments.

**BUS 200 Business Law - 4 semester hours**

This course studies the law of negligence and the special applications of degree of care required in Business. Identify the liability exposures faced by a risk manager, and discuss the methods available to deal with these exposures, discusses the common law, statutory law, and administrative law as they relate to the field of business, past, present and future and the doctrine of insurable interest. The student will be required to show learning through exams and assignments.

**BUS 210 Human Resource Management - 4 semester hours**

This is a course that explores the vast boundaries of various management techniques in dealing with employees. Companies have come to recognize that a highly skilled and motivated workforce is pivotal to success in the world of business today. This is what the course concentrates on: the process of not trying to master people, or manipulate them, or ignore them, but to retrain corporations in the art of working with its staff and not against it. This course also covers the procedures needed to build a proper framework for a professional human resources administration; to the knowledge needed to place the right people in the right places at the right time; to the deft touch on how to handle compensation and other perks; and, finally, to the whys and where’s and when’s and how’s on proper HR troubleshooting. The student will be required to show learning through exams and assignments.

**BUS 250 Strategic Planning - 4 semester hours**

In this course you will study: What managers must do and do well to make a company a winner in the game of business. Strategy and Business Policy cuts across the whole spectrum of business and management which focuses on the corporation as a whole and its interactions with its environment. The corporate world is in the process of global transformation and everyday brings new change and direction for managers regarding: acquisitions, outsourcing, downsizing, and strategic alliances. This course will give you the panoramic view of the changing corporate terrain and will show how large and small firms can be more effective and efficient both in today and tomorrow's arena of business. Upon completion of this course you'll learn to tell the difference between winning strategies and mediocre strategies, and become more skilled in spotting ways to improve a company’s strategy and execution. The student will be required to show learning through exams and assignments.

**BUS 270 Project Management - 4 semester hours**

Project management is not software, but an integral organizational methodology. Project management is not exclusive to the “IT” (Information Technology) or “Systems” function. Rather, project management is a universal methodology that includes expertise in specific skills, knowledge and abilities. This course will focus on gaining a basic understanding of the methodology of project management skills. The student will be required to show learning through exams and assignments.
**BUS 280 Professional Ethics - 4 semester hours**

This is a course that examines the role of ethics within the operations of business. The course examines views from individual, corporate, political, academic and other institutions. The ethical and legal responsibilities are examined for both individuals and institutions in today's world. The course is structured to examine ethical issues from a variety of perspectives and challenge students to analyze the ethical issues from the perspectives of different stakeholders. Recently, the global world has seen many landmark cases that have been thrown into the spotlight for reasons of personal and corporate scandals and lack of business ethics. That is why it is important for students to recognize and differentiate between personal and organizational ethics. The student will be required to show learning through exams and assignments.

**CHM 250 Biochemistry - 4 semester hours**

This course provides fundamental concepts in biochemistry, which focuses upon the major macromolecules and chemical properties of living systems. Primary topics include the structures, properties and functions of amino acids, proteins, carbohydrates, and lipids. The mechanisms of the major macromolecules metabolism, enzyme kinetics, regulation and inhibition are also addressed. The student will be required to show learning through exams and assignments.

**CJ 210 Criminal Behavior - 4 semester hours**

Criminal Behavior is an in-depth look into the behavioral patterns of the criminal mind. In this course the student studies; common myths about criminal behavior, criminal's self-image, and nature vs. nurture theory, and how to deal with criminal behavior. The student will be required to show learning through exams and assignments.

**CJ 225 Criminal Justice Information Systems - 4 semester hours**

Criminal Justice Information Systems is an exciting look at the cutting edge of the Criminal Justice field. Through this course the student will be allowed review and study how computers have affected the criminal justice world. They also will be able to see the future technologies that will be used by officers. The student will be required to show learning through weekly assignments.

**CJ 240 Juvenile Justice Systems - 4 semester hours**

Juvenile Justice Systems is an in-depth look at how the criminal justice field deals with youth offenders. Many times you cannot treat a child the same way as you would an adult. Through this course the student will be shown how rehabilitate and reform these youth offenders. The student will be required to show learning through exams and assignments.

**CJ 280 Liability & Career Issues in Criminal Justice - 4 semester hours**

Liability and Career Issues in Criminal Justice serves as a tool to students to show them the cause of their actions in the real world of criminal justice. Too often officers will go too far or will not act at all. This course will discuss with the student the various types of liability police officers face every day and better prepare them for the field. The student will be required to show learning through exams and assignments.

**CS 210 Keyboarding and Document Formatting - 4 semester hours.**

The course will address formatting, typography and layout and design concepts are applied in document preparation of
business letters, forms, invoices, manuscripts, and tabulated and columnar information. Proofreading and editing skills are applied. The student will be required to show learning through exams and assignments.

**FIN 200 Investments - 4 semester hours**

This course teaches the student how to invest their money and receive the most profit on their return. The student will be required to show learning through exams and assignments.

**FIN 260 Analysis of Financial Mgt - 4 semester hours**

Analysis of Financial Mgt examines the detailed field of financial management and shows how to use thinking skills to analysis it. The student will be required to show learning through exams and assignments.

**GRF 200 Psychosocial Aspects of Death and Dying - 4 semester hours**

This course on the social impact death and dying can have on friends and family. Student study the various degrees of grief and how it affects people differently. The student will be required to show learning through exams and assignments.

**GRF 220 Death and Dying I - 4 semester hours**

Death, dying and bereavement are fundamental and Pervasive aspects of the human experience. Individuals and societies can only achieve fullness of living by understanding and appreciating these realities. The absence of such understanding and appreciation may result in unnecessary suffering, loss of dignity, alienation, and diminished quality of living. Therefore, education about death, dying, and bereavement is an essential component of the educational process at all levels formal and informal. The student will be required to show learning through exams and assignments.

**GRF 225 Death and Dying II - 4 semester hours**

Death and Dying II is a continuation of the fundamentals and concepts learned in GRF 220 Death and Dying I. In this course topics are further examined and explained. The student will be required to show learning through exams and assignments.

**HTL 200 Intro to Hotel Mgt - 4 semester hours**

This course concentrates on: covering every facet of the hotel industry; from the breaking of the ground; to the opening, to the marketing, to the operating of all departments no matter how large or small, and, finally, to the building of a proper framework for a professional management team. The student will be required to show learning through exams and assignments.

**JR 200 Proof Reading and Editing - 4 semester hours**

This course’s focus will be on the essentials of self proof reading, learning what makes and is good copy, terminology and the application of that terminology, learning editing procedures, the importance of writing and re-writing and how to take your story right through the copydesk and onto publication. The student will be required to show learning through exams and assignments.

**JR 220 Broadcast News Reporting - 4 semester hours**

This course will continue the advancement of writing skills and apply them to
Broadcast News Reporting in a variety of fields, including television and radio. The foremost difference between print and broadcast journalism is the immediacy. Broadcast news is focused on those needing to know the facts now, whereas print journalism gives the recipient the luxury of reading the news not only at their leisure but the opportunity to re-read and gather more detailed information. The student will be required to show learning through exams and assignments.

**JR 250 Photo Journalism - 4 semester hours.**

Photojournalism is an art of its own and deserves respect, commitment and work. Its importance is profound. It grows and expands in dimensions that continue to amaze. Just when the best is presented to the world, there is another click of the camera somewhere in the world and another star photojournalist is born. Interestingly, the best photographs come when you least expect them. Always keep your camera with you, so you are ready to capture the moment on film! The student will be required to show learning through exams and assignments.

**JR 260 Advertising Layout/Design - 4 semester hours**

This course will take you through and teach you clear and concise information of copy and the layout process for advertisements in newspaper, consumer magazines, direct response, outdoor, television, radio, internet and interactive media. You will learn the philosophies of advertising giants in the industry. You will experience first-hand, the how to create successful copy and solve layout problems. The student will be required to show learning through exams and assignments.

**MA 240 Medical Terminology - 4 semester hours**

In this course you will learn about the language of medicine. This will prepare to communicate as a medical professional. When finished you will have a grasp of the fundamental concepts of the medical terminology used in the medical profession. The student will be required to show learning through exams and assignments.

**MA 276 Medical Law and Ethics - 4 semester hours**

Studies the legal Issues with the law, the Intentional and quasi-intentional torts, Professional liability Insurance, Informed consent issues, Legal & Ethical issues affecting educators and students. Ethical issues in health occupations, Administrative and medical record liability and litigation, Clinical laboratory liability, Medical equipment liability and litigation, Patient care liability and litigation and Conflict management and the healthcare provider. The student will be required to show learning through exams and assignments.

**MCH 215 Pain and the Body, Mind and Spirit - 4 semester hours**

The primary focus of this course is to understand emotions and spiritual compassion to cope with death/loss and an anxious mind. Both books focus on physical death, but can be related to any death/loss. Emotional blocks are better understood when you learn the basics of death and how the mind grieves in that manner. The student will be required to show learning through exams and assignments.

**MCH 245 Intuitive Skills for Counseling - 4 semester hours**
The primary focus of this course is to understand the physical realms of manifestation with the dimension of the spirit and how the physical manifestations can be healed in vibrational therapies. Chakras, auras and the healing energy within the human body reveal how the mind stores a wonder of manifestations in the physical body. Science and mysticism provide a key to a language most important to teachers and healers. The student will be required to show learning through exams and assignments.

**MNG 222 Advanced Principles of Management - 4 semester hours**
This course will focus on the basic concepts of Human Behavior in Organizations and the related theories of management. The student will be required to show learning through exams and assignments.

**MNG 250 Leadership Theory - 4 semester hours**
This course is an overview of leadership and leadership theory as it pertains to businesses and organizations. It also touches on the following: the nature of managerial work, perspectives on effective leadership behavior, empowerment, management traits and skills, types of leadership, and trends in leadership for the future. The student will be required to show learning through exams and assignments.

**MNG 260 Management and Teams - 4 semester hours.**
This course will equip you with professional insight to team building and development on a professional and personal level. You will develop the skills and gain knowledge of methods and checklist in your efforts to determine what is needed to assemble the best team. You will be provided the information how to gauge desired improvements from teams you are a part of our leading. A solid foundation for the ability to use, as well as implement strategies for noticing and avoiding any hindrances to building and creating great teams. The student will be required to show learning through exams and assignments.

**MTH 210 Business Statistics - 4 semester hours**
In this course you will study the basics of statistics. The following will be studied: the general nature of statistics and how data are group for understanding, how to measure location of grouped data, how to measure the spread of grouped data, the possibilities and measure of probability, the rules about calculating probability, the difference between probability and actual outcomes, the different probability distributions and how they apply in nature, ANOVA testing, Regression and Correlation. The student will be required to show learning through exams and assignments.

**MTH 230 Business Math - 4 semester hours**
In this course you will learn the principles and concepts for basic college math. This course will prepare you for College Algebra. The student will be required to show learning through exams and assignments.

**OPSY 250 Organizational Behavior - 4 semester hours.**
This course is an overview of organizational psychology. It deals primarily with giving you the opportunity to understand the many intricacies of organizational psychology from start to finish. It covers major topics such as diversity, work place attitudes, teams and communication to name a few. The student will be required to show learning through exams and assignments.

**PL 220 Real Estate for Paralegal's - 4 semester hours**
Real Estate for Paralegal's provides and overview of real property including deeds, liens an other encumbrances on real property. Further an examination will be made of contracts for the sale of real property and issues involving titles, mortgages and financing issues. The student will be required to show learning through exams and assignments.

PL 250 Family Law for Paralegal's - 4 semester hours

Family Law for Paralegal's is intended to provide you with a well-grounded understanding of the fundamentals of family law including topically areas ranging from divorce, custody, domestic violence and marital property. The student will be required to show learning through exams and assignments.

PL 275 Wills, Trusts, Estates for Paralegal's - 4 semester hours

Wills, Trusts, Estates for Paralegal's gives a basic overview of estate planning & estate administration. This field of law has experienced tremendous growth in the last couple of decades as baby-boomers age and look for ways to dispose of their assets upon their death. Except for giving advice, paralegals can complete most duties involved in this field of law such as drafting documents, researching applicable codes, interviewing clients regarding their assets, and filing documents with the court. The student will be required to show learning through exams and assignments.

PSY 220 Ethics in Counseling - 4 semester hours

This is an exciting course, as it expands your background in ethics which has been only touch on in some previous courses, and it begins to introduce you to the concepts related to documentation and treatment planning which is so vital in the counseling field. The student will be required to show learning through exams and assignments.

PSY 230 World Religions on Death and Dying - 4 semester hours

This course provides a comprehensive look at world religions and their perspectives on death and dying. Within the course, you will examine both Eastern and Western philosophies on death and the next life. Within the personal aspect of death, the course will delve into various ideals of heaven, hell, judgment, reincarnation, and other methods of salvation as seen through the prism of multiple religious ideals. In addition to personal death, the course also examines the broader elements of eschatology or end times. This course provides for knowledge acquisition regarding death and dying. The student will be required to show learning through exams and assignments.

PSY 250 Multicultural Counseling - 4 semester hours

This course focuses on the differences in dealing with issues that arise from counseling different cultures. Since customs vary from culture to culture topics will be discuss to prepare students for the difference aspects they may face. The student will be required to show learning through exams and assignments.

PSY 260 Crisis Intervention and Strategies - 4 semester hours

Crisis Intervention and Strategies focus on how to make the right decision and critical times. Students learn to deal with issues that arise in a time of crisis and how to implement strategies to effectively deal with them. The student will be required to show learning through exams and assignments.
**PSY 280 Case Management - 4 semester hours**
Case Management is designed to acquaint the student with the fundamentals. The course work will center on case management organizational structure, program development, utilization management, legal considerations, discharge planning and measurements. The student will be required to show learning through exams and assignments.

**PSY 290 Counseling Theory and Practice - 4 semester hours**
This course provides an overview the theoretical models and treatment methods common in the counseling profession. Additionally, it provides you with the opportunity to identify how various mental disorders and better match them to specific treatment strategies. The student will be required to show learning through exams and assignments.

**PSY 295 Group Counseling Issues and Strategies - 4 semester hours**
This course is designed to provide you with a thorough background in the techniques and theories of group counseling. How group therapy and individual therapy can be integrated using the cognitive-behavioral approach is examined. The student will be required to show learning through exams and assignments.

**SOC 200 Sociology - 4 semester hours**
This course surveys different approaches to the study of social problems in American society. Topics covered include: deviance, inequality and conflict, and social change. For each topic, course materials treat what is known about the problem, recent trends, their causes and consequences, and individual and societal responses to them.

The student will be required to show learning through exams and assignments.

**SOC 209 Social Psychology - 4 semester hours**
This is an exciting course, a course that explores the vast boundaries of various social psychology, how individuals behave in social settings and how individual differences affect our decision making process in different environmental settings. This course covers areas like schema formation, attitude formation, and theories of emotions, cognitive dissonance and nonverbal communication, and group formation and inter and intra group conflict. The student will be required to show learning through exams and assignments.

**Level 300 Courses**

**ACT 300 Principles of Accounting I - 4 semester hours**
This course is an introductory level beginning to the concepts of accounting. We will cover the concepts and simple accounting functions that you will need to know in your future accounting classes. This foundation will allow you to understand the complex language and acumen associated with Accounting. The course will cover Chapters 1-7 in the textbook and study guide (please see "Textbooks"). All instructional materials will be extracted from those sources. The student will be required to show learning through exams and assignments.

**ACT 310 Principles of Accounting II - 4 semester hours**
This course is an extension of Accounting 110. We will continue to build more of the foundation for those concepts needed to understand and use in practice. The course will prepare you for the more advanced level ACC classes. We will continue to expand
your accounting vocabulary and the complex language and acumen associated with Accounting. Above all, we will approach concepts that can be used in a small business as well as a corporate application. The course will cover various chapters in the textbook and study guide (please see "Textbooks"). All instructional materials are extracted from those sources. The student will be required to show learning through exams and assignments.

**ACT 320 Intermediate Accounting I - 4 semester hours**
This course is about the financial accounting principles relative to valuation and disclosure procedures of assets as reported in a typical balance sheet. The student will be required to show learning through exams and assignments.

**ACT 330 Intermediate Accounting II - 4 semester hours**
The course is a comprehensive study of financial statements with emphasis on current and long-term liabilities, investments in corporate securities and owner's equity. Additional topics include leases, pensions, tax allocation, changes in accounting principles, and cash flow statements. The student will be required to show learning through exams and assignments.

**ACT 340 Advanced Accounting - 4 semester hours**
The course is a study of GAAP (Generally Accepted Accounting Principles) as related to financial statements. The course deals with current assets, and liabilities, plant assets and intangibles and foreign transactions. The student will be required to show learning through exams and assignments.

**ACT 350 Auditing - 4 semester hours**
The emphasis in this course will be in three sections:
1. Fundamental audit concepts including materiality, risk, internal control evaluation and audit evidence.
2. How audit concepts are applied in financial statement audits.
3. Controversies and challenges facing the accounting profession that include statement fraud, auditor independence, auditors’ legal liability, criticisms of auditors, and the future of the profession. The course will focus on Generally Accepted Auditing Standards (GAAS). You will be given a comprehensive look at the audit process. This class will walk you through the audit process and present important elements such as documenting a client’s system of internal control, performing tests of compliance, and applying substantive test procedure to account balances. The student will be required to show learning through exams and assignments.

**ART 300 Italian Renaissance Art - 4 semester hours**
The primary focus of this course is to cover over four centuries of Italian painting, sculpture, and architecture, providing in depth scholarship along with color illustrations and fine writing focus on the elements of this creative period. The course will provide the student with the innovations and visions that shaped the Renaissance, while complimenting with a cascade of illustrations and explanations. The program prepares students to continue the curriculum with a deeper knowledge of aspects and meanings to art, history, and the use of various historical styles. The student will be required to show learning through exams and assignments.

**ART 305 Contemporary Art – 4 semester hours**
This course focuses on theories of
contemporary art and how they have created a foundation for current art practices. The student will be required to show learning through exams and assignments.

**ART 310 Egyptian Art - 4 semester hours**
The primary focus of this course is to recognize this ancient art that has survived from the non-Classical world, that Egypt possesses a unique appeal to be studied. To understand the appreciation of surveying nearly 3000 years of Egyptian art and architecture while concentrating on the fine arts of painting and sculpture. Expect to find in written sources some reflection of your own judgment, for Egyptian art has been regarded as profoundly influenced by magic in the belief of invisible and superhuman forces and in keeping continuous worship of these mysterious powers and equilibrium would be favorable to the universe. The course will unravel to students wide ranges of various media that enthralled the world in both a dynamic and static sense image and styles. The program prepares students to aim in the appreciation and understanding gradual rediscoveries of the facts, influences, and tendencies in proper perspective, sources and documents. The student will be required to show learning through exams and assignments.

**ART 320 Vaastu I – 4 semester hours**
This course deals with the vast subject of Vaastu, including the history, purpose, scientific analysis and pragmatic experiences with India’s Art of Pranic Energy Placemint. Vaastu is derived from the Sanskrit word which means *Earth*. Principles, land, colors, theory and philosophy are interconnected into a science that is now introduced and in the beginnings of being practiced as widely as Feng Shui. The student will be required to show learning through exams and assignments.

**ART 325 Early Christian and Byzantium Art - 4 semester hours**
The primary focus of this course is to understand the appreciation of early Christian & Byzantine Art expressing thought and feeling and not only comparing it to modern phenomenon. The texts that are collected in the sources and documents have not been attempted before in any book of this scope. Expect to find in written sources some reflection of your own judgment, for Byzantine art has been regarded as abstract rather than naturalistic. The course will unravel to students wide ranges of various media that enthralled the world in both a dynamic and static sense image and styles. The program prepares students to aim in the appreciation and understanding gradual rediscoveries of the facts, influences, and tendencies in proper perspective, sources and documents. The student will be required to show learning through exams and assignments.

**ART 335 Asian Art - 4 semester hours**
The primary focus of this course is to reveal the history of Asian art that has served hundreds of thousands of people in many languages. Asian art is analyzed from vibrant images, manuscripts, elegant symmetry of temples, and luminous wall paintings. This book considers the meaning of the word art in the relationship between art and religious traditions. The course will unravel to students new art objects and knowledge in image and styles of Asian art. The program prepares students to aim in the appreciation and understanding gradual rediscoveries of the facts, influences, and tendencies in proper perspective, sources and documents. The student will be required to show learning through exams and assignments.

**ART 340 French Art - 4 semester hours**
The primary focus of this course is to
examine the impact that contemporary debates in history, the central focus French intellectual and political activity in the first decades of the nineteenth century had on painting. To understand the appreciation painting and history during the French restoration and what was abandoned by the past. French realist painting and the critique of American society examine the public reception of contemporary French painting in post-Civil War American society and demonstrate the claims to their cultural lives. Also analyzing journals and provoking thoughts of critique in methods and receptions of foreign art. Expect to find in written sources some reflection of your own judgment, for French art has been regarded as democratic art. The course will unravel to students wide ranges of various media that enthralled the world in both a dynamic and static sense image and styles. The program prepares students to aim in the appreciation and understanding gradual rediscoveries of the facts, influences, and tendencies in proper perspective, sources and documents. The student will be required to show learning through exams and assignments.

**ART 345 Feng Shui I – 4 semester hours**
This course will explore the details within the basics of Feng Shui practice in the practical use of an ancient science that dates back at least 3,500 years ago in the roots of China. Feng Shui views the universe in that all things on earth are categorized within the five elements being wood, water, fire, earth and metal, while taking on the implications of negative or positive energy. The course will use the practicalities on the subject of Feng Shui and to conduct the process of energy placement within their own home and business. The student will be required to show learning through exams and assignments.

**ASM 300 Aviation History - 4 semester hours**
Aviation History will provide you with a unique perspective on Domestic and international aviation history. This course explores a deep general knowledge of aviation history in various levels. You will enjoy and learn aviation history form its birth in Annonay, France, in 1783, to the exhilarating accomplishments in space. The student will be required to show learning through exams and assignments.

**ASM 310 Aviation Law - 4 semester hours**
Aviation Law provides you basic legal and perspective to understand how the legal system works in relation to aviation activities, to help you recognize and to avoid common aviation pitfalls. This course is also a great tool to guide and provide detail information to aviation Managers, Pilots, Mechanics, Aircraft owners and others involved in aviation by vocation or avocation. The student will be required to show learning through exams and assignments.

**ASM 320 Aviation Mgt - 4 semester hours**
Aviation Management is an essential course for this degree program which designed to provide general professional information of value for leadership people in the aviation industry. It is planned as a professional capstone for any of the many of technical people who work or would like to work in aviation including pilots, maintenance technicians, air traffic controllers, engineers, airport managers, avionics specialists and others in aviation related fields. The course provides you with a deep and broad knowledge of Aviation Management. The student will be required to show learning through exams and assignments.

**ASM 370 Air Traffic Control - 4 semester hours**
Air Traffic Control is an essential course for this degree program which designed to provide general information of air traffic control system in the aviation industry. It is planned as a professional capstone for any of the many of technical people who work or would like to work in aviation including pilots, maintenance technicians, air traffic controllers, engineers, airport managers, avionics specialists and others in aviation related fields. The course provides you with a deep and broad knowledge of the history and rapid growth of the air traffic control system and technology. The student will be required to show learning through exams and assignments.

**BCH 300 Trance Induction with Self-Hypnosis - 4 semester hours**

The primary focus of this course is to understand relaxation responses to various sources of stress, how the relaxation response helps with illnesses, how to practice the relaxation response, what is self hypnosis, how does it occur and techniques to incorporate the responses to relaxation and self hypnosis. A Learning Portfolio accompanies this course and will target specific questions in the areas related to self hypnosis and encountering situations with clients when there is a major block to heal through relaxation. The student will be required to show learning through exams and assignments.

**BCH 310 Effective Counseling with Hypnotherapy - 4 semester hours**

The primary focus of this course is to understand the effectiveness in relaxation responses to various sources of hypnotic techniques. Inductions, deepening techniques, direct suggestions form A-Z, going beyond the relaxation response and into self-change is the power behind all hypnosis. A Learning Portfolio accompanies this course and will target specific questions in the areas related to self hypnosis and encountering situations with clients when there is a major block to heal through relaxation. The student will be required to show learning through exams and assignments.

**BCH 320 Hypnosis and Pain Control - 4 semester hours**

This course is designed to help you explore and understand the variety of applications and techniques for hypnosis in pain management, analgesia, and anesthesia. It is also meant to assist you in gaining a greater appreciation for the emergence or perhaps better, the re-emergence of hypnosis as an important modality in modern medicine and healthcare. Western medical science is returning to and embracing a more holistic paradigm, one that acknowledges the importance and inseparable relationship between the mind and body. The student will be required to show learning through exams and assignments.

**BCH 330 Alternative Therapies: Nutrition - 4 semester hours**

The primary focus of this course is to understand emotional attachment and incorrect foods. Emotional blocks are better understood when the energetic foods are outlined in a system that is over 5,000 years old, Ayurveda. Learning a basic constitution unlocks the secrets of longevity using this ancient system from India. Lifestyles are mapped out and eating patterns are designed to use the classical power of healing with foods, or aggravating with foods. The student will be required to show learning through exams and assignments.

**BCH 340 Nervous System: Anatomy and Physiology - 4 semester hours**

This course succinctly examines the
structure, mechanical, physical and biochemical functions of the brain and nervous system and on the other the concepts linked to thinking, memory, consciousness and emotion. The student will be required to show learning through exams and assignments.

**BCH 345 Hypnotherapy and Energy Work - 4 semester hours**
The primary focus of this course is to understand ancient traditions in energy work, herbs, spices and food in the relation to hypnosis. Emotional blocks in Hypnosis are better understood when the energetic levels within the body are outlined. Germany’s first doctor, Hildegard von Bingen wrote medical aspects and one part of her writings is included in this course to understand foods clients eat and the effect of hypnosis. The student will be required to show learning through exams and assignments.

**BIO 300 Human Physiology - 4 semester hours**
This course discusses the cells and tissues; cellular metabolism; membrane dynamics; communication, integration, and homeostasis; introduction to the endocrine system; cellular and network properties of neurons; the central nervous system; sensory physiology; efferent division (autonomic and somatic motor control); muscles; control of body movement; cardiovascular physiology; blood flow and control of blood pressure; functions and elements of blood; mechanics of breathing; gas exchange and transport; the kidneys; fluid and electrolyte balance; digestion; metabolism and energy balance; endocrine control of growth and metabolism; the immune system; physiology of exercise; and reproduction and development. The student will be required to show learning through exams and assignments.

**BMC 300 Broadcasting Productions - 4 semester hours**
This is a course that explores the vast boundaries of various management techniques in dealing with employees. It is well known that when managers fail to communicate properly with employees, the company soon fails. This is what the course concentrates on: the process of not trying to master people, or manipulate them, or ignore them, but to retrain managers in the art of working with its staff and not against it. To be sure, this is a paradigm change in thinking. The student will be required to show learning through exams and assignments.

**BMC 325 Law and Ethics in Broadcasting - 4 semester hours**
This course centers on the legal system, the first amendment, the regulation of electronic media content, commercial practice and copyright and privacy issues. A strong emphasis will be placed on the study and review of case law. The student will be required to show learning through exams and assignments.

**BMC 350 Broadcast Performance - 4 semester hours**
This course provides just that, tips and suggestions for those interested in broadcast performance. In addition, this course also explores television shows which had major impact on American culture. Therefore, if you have no desire what-so-ever to act, this course will still be beneficial to you, for you will grow to appreciate the hard work and efforts put in by most performers on television and will grow to understand how their performances and the shows they performed on helped shape many American attitudes. The student will be required to show learning through exams and assignments.
**BMC 375 Radio and TV Operations - 4 semester hours**
This is a course that explores the vast boundaries of various management techniques in dealing with employees. It is well known that when managers fail to communicate properly with employees, the company soon fails. This is what the course concentrates on: the process of not trying to master people, or manipulate them, or ignore them, but to retrain managers in the art of working with its staff and not against it. The student will be required to show learning through exams and assignments.

**BUS 301 Food Service Mgt I - 4 semester hours**
This course solves problems by explaining that a resourceful management team is the key to running a successful restaurant. It illustrates how to set up a professional management structure for an upscale restaurant and shows how that structure operates. The student will be required to show learning through exams and assignments.

**BUS 305 Food Service Mgt II - 4 semester hours**
This course explores the liquor department in a rather unique way. It demonstrates how to obtain financing to build an upscale tavern and then gives you insights and techniques on how to operate that tavern. In an amazingly easy manner, it shows you how to ease pilfering, enhance profits, train employees, conduct interviews, analyze financial statements, clarify marketing strategies, acquire equipment, select wines, choose beers, evaluate liquor laws, and handle staff meetings. And, finally, it simplifies the answer to an age-old question: expand franchise or sell? The student will be required to show learning through exams and assignments.

**BUS 313 Human Resource Management - 4 semester hours**
This is a course that explores the vast boundaries of various management techniques in dealing with employees. Companies have come to recognize that a highly skilled and motivated workforce is pivotal to success in the world of business today. This is what the course concentrates on: the process of not trying to master people, or manipulate them, or ignore them, but to retrain corporations in the art of working with its staff and not against it. This course also covers the procedures needed to build a proper framework for a professional human resources administration; to the knowledge needed to place the right people in the right places at the right time; to the deft touch on how to handle compensation and other perks; and, finally, to the whys and where's and when's and how's on proper HR troubleshooting. The student will be required to show learning through exams and assignments.

**BUS 390 Health and Regulations - 4 semester hours**
The last thirty years has shown a marked increase in both the frequency and the severity of food-borne disease outbreaks. This trend is due to rise further as more meals are eaten outside the home and as more population aging occurs, thus, releasing more immuno compromised consumers into the restaurant and fast-food marketplace. With more than 600 types of food-borne diseases known today and with more than 99 million cases of intestinal infections per year, food safety is a subject that should be on the tip of every manager's tongue in the hotel or in the restaurant field. After all, some intestinal infectious cases do result in extended hospital stays and, unfortunately, death. The student will be
required to show learning through exams and assignments.

**CCH 300 Christian Counseling I - 4 semester hours**
This course studies the basic principles in Christian counseling. The student will be required to show learning through exams and assignments.

**CCH 320 Christian Counseling II - 4 semester hours**
This course continues the studies in the basic principles in Christian counseling. The student will be required to show learning through exams and assignments.

**CCH 335 Introduction to Scripture - 4 semester hours**
This course introduces the student to the marvels of God's word. The course should not be viewed as only a commentary on the various books of Scripture—although the course does give an account for the various books of both the New and Old Testament. Instead one should in addition also see this course as a valuable tool that gives the student of the Bible a strong foundation in biblical interpretation. The student will be required to show learning through exams and assignments.

**CCH 350 Old Testament I - 4 semester hours**
This course studies the first half of the Old Testament. The student will be required to show learning through exams and assignments.

**CCH 360 Old Testament II - 4 semester hours**
This course continues studying the Old Testament and analyzing themes for counseling. The student will be required to show learning through exams and assignments.

**CCH 365 Old Testament Themes - 4 semester hours**
This course emphasizes the Old Testament. It is divided into two sections. First it looks at various themes found within the Old Testament and their relation to the present world. While remaining faithful to the Church, it analyzes and interprets the sacred texts. The second half of the course involves an intense look at the Book Of Job as a tool for counseling. In this way, the student gains insight into the Old Testament, but also gains insight into one of the most important books of the Bible in explaining the theodicy or origins of evil. The student will be required to show learning through exams and assignments.

**CCH 380 New Testament I Gospels - 4 semester hours**
This is one course in a four part series of Bible courses. We will be studying the Gospels: Matthew, Mark, Luke and John, and applying them to Christian counseling. The student will be required to show learning through exams and assignments.

**CCH 385 Gospel Themes - 4 semester hours**
This course emphasizes the Gospels. The story of the Word Made Flesh! This course will apply the teachings of Christ to counseling situations, but will also analyze the sacred texts in the light of modern scholarship under the guiding hand of the Church. Emphasis will be on the difference between the Synoptic Gospels and the Gospel of John. The student will be required to show learning through exams and assignments.

**CCH 390 New Testament II - 4 semester hours**
This course continues the study of the New Testament. - the epistles and applying them
to Christian counseling. The student will be required to show learning through exams and assignments.

**CCH 395 Epistle Themes - 4 semester hours**
This course emphasizes the Epistles. This is a continuation of the story of Christ and the early Church. The course will analyze certain themes that are beneficial in counseling and also look at various doctrines that are pertinent in Catholic theology. The student will be required to show learning through exams and assignments.

**CHC 350 The Basics of Hypnosis - 4 semester hours**
The primary focus of this course is to use a life cycle approach in texts, audio and a Learning Portfolio to begin the expansion of understanding the human mind and the relationship to heal it through hypnosis. The explanation of major issues and rules of hypnosis are main objectives in this course. The student will be required to show learning through exams and assignments.

**CHC 392 Hypnosis and Hypnotherapy - 4 semester hours**
The primary focus of this course is to use a life cycle approach with group imagery and affirmations in texts, audio and a Learning Portfolio to begin the expansion of understanding the human mind and the relationship to heal it through hypnosis. The explanation of groups and imagery in meditation, the use of affirmations in conjunction with hypnosis are main objectives in this course. Hypnosis, affirmations, scripts for groups and adaptations to enhance the power of the voice are covered in a fresh approach to the well developed skill of hypnosis. The student will be required to show learning through assignments and exams.

**CJC 310 Correctional Strategies - 4 semester hours.**
This course examines treatment options in both institutional and field corrections settings. There is a focus upon special populations, including mental health populations and their treatment, aging in prison, women, HIV populations, and issues surrounding race and ethnicity. The student will be required to show learning through exams and assignments.

**CJE 390 Proactive Police Management - 4 semester hours**
Proactive Police Management explores in depth strategies used by police officers to stop crime before it happens. This course allows the student to study various leadership positions, community policing, and the importance of competent leadership. The student will be required to show learning through exams and assignments.

**CJL 370 Fundamentals of Criminal Law - 4 semester hours**
Fundamental of Criminal Law focuses on the laws that involve criminal punishment. This course will familiarize you with the central concepts and doctrines in the field of substantive criminal law. The student will be required to show learning through exams and assignments.

**CJS 320 Introduction to Crime Scene Investigation - 4 semester hours**
Introduction to Crime Scene Investigation centers on several interesting aspects of what police and investigators do at a crime scene and how this discipline enables the police and the Courts to evaluate, process and identify evidence in support of criminal cases. Our focus in this course will be to understand and learn the manner in which a crime scene is processed, and what evidence can be retrieved and how that evidence is safely processed. This course will serve as a
foundation for the remaining courses in the crime scene investigations concentration. The student will be required to show learning through exams and assignments.

**CJS 350 Evidence Analysis - 4 semester hours**
Evidence Analysis addresses several interesting aspects of Forensic Science and how this discipline enables the police and the Courts to evaluate, process and identify evidence in support of both criminal and civil cases. Throughout this course you will become familiar with specific areas of the discipline of forensic science, and how each of these disciplines contributes to the examination and presentation of evidence in both the criminal and civil courts. The student will be required to show learning through exams and assignments.

**CJS 385 Crime Scene Analysis - 4 semester hours**
Crime Scene Analysis focuses on specific areas of the investigation of a crime scene, and how this discipline contributes to the examination and presentation of evidence in both the criminal and civil courts. The student will be required to show learning through exams and assignments.

**CS 300 Information Technology Principles - 4 semester hours**
This course studies: the various information technology applications and disciplines within both personal and professional settings, the concept of electronic commerce and understand its basic applications, the evolution of computing devices, the importance of technology within communications application. The student will be required to show learning through exams and assignments.

**CS 320 Programming Language Design Theory - 4 semester hours**
Programming Logic & Design provides the foundation knowledge necessary for programming in a business-oriented language. Student instruction concentrates on developing the programming logic and syntax needed to solve basic business problems. Design tools, such as flowcharts and pseudocode, are introduced and used as a basis for developing programs. The student will be exposed to file handling, table and array processing, report generation, arithmetic statements, sorting procedures, data types, and conditional statements. The student will be required to show learning through exams and assignments.

**CS 330 Database Management Systems - 4 semester hours**
The goal of the course is to provide an understanding of the fundamental concepts of data base and how data base technologies can meet the need of E-Business and commerce information systems. You will be able to familiarize with data base system designs, programming and applications of modern data base management systems and will have a working knowledge of the types of data base system designs and their strengths and weaknesses in solving a variety of information management problems. The student will be required to show learning through exams and assignments.

**EC 300 Electronic Commerce Foundations - 4 semester hours**
The course is designed to give you a series of managerial exercises from which you will learn about the subject of e-commerce. Your textbook will provide the theory. Additional readings in contemporary professional literature will supply information on the latest developments and technologies. The student will be required to show learning through exams and assignments.
**EC 310 Object Oriented Technologies - 4 semester hours**
The principal goal in this course is to familiarize you with the techniques and methodologies that Object Oriented Technology has to offer. We are going to be using two textbooks in this class so that you will be able to see two unique points of view regarding “O-O” applications. The primary textbook will actually explain and define the principles and basics of “O-O” technologies, and give you some example exercises to help you comprehend the methods. Experience in a basic programming language such as C or C++ is preferable to understanding the basics of “O-O” technology. The student will be required to show learning through exams and assignments.

**EC 335 Internet Marketing - 4 semester hours**
This is a course that will provide you with a solid grounding in the concepts of how marketing is conducted in an online environment. The course is designed to give you a series of real-world exercises from which you will learn about the subject of online marketing. Your textbook will provide the theory; your assignments, and the intensity with which you pursue them, will provide you with the opportunity to actually “do” what online marketers do on a regular basis. The student will be required to show learning through exams and assignments.

**EC 340 Distributed Systems - 4 semester hours**
This course will explore the concepts of distributed systems. We will learn about client-server architecture, and how distributed systems benefit society, business and industry. The student will be required to show learning through exams and assignments.

**ECO 302 Money and Banking - 4 semester hours**
Money and Banking focus on the banking industry. Terms and concepts involving interest rates, bank originations, managing interest rate risks, managing cash assets, and income securities will be reviewed. The student will be required to show learning through exams and assignments.

**EDU 300 Early Childhood Education - 4 semester hours**
This is a basic course that prepares you to work in the early childhood care field. In this course you will learn about the historical background of early childhood education, a review of the early curriculum models, and an examination of these curriculum models. When finished, you will have a grasp of the fundamental concepts of the curriculum models of early childhood education. The student will be required to show learning through exams and assignments.

**EDU 310 Human Growth and Development - 4 semester hours**
Studies the succeeding stage of development of young children and evaluates ways in which all areas of development are intertwined and mutually supportive. The student will be required to show learning through exams and assignments.

**EDU 320 Health and Nutrition of the Young Child - 4 semester hours**
This is a basic course that studies the principles of food and nutrition in the young child along with the nutritional needs of the infant age birth to 12 months. The growth, developmental and nutritional needs of the toddler age 1-3 years, the preschooler ages 3-5 years and the child 6-8 years is studied. The student will be required to show learning through exams and assignments.
EDU 340 Curriculum Development - 4 semester hours
Studies the role of the child’s development in the curriculum and the role of the developmental theories in the practice of teaching in an early childhood program. The student will be required to show learning through exams and assignments.

FIN 300 Personal Finance I - 4 semester hours
Personal Finance I focuses on the importance of financial planning. Topics such as types of loans, career planning, and Understand and manage liquidity will be discussed. The student will be required to show learning through exams and assignments.

FIN 310 Personal Finance II - 4 semester hours
Personal Finance II continues where FIN 140 left off. This course finished review and study of the textbook. Topic include; investment strategies and retirement planning. The student will be required to show learning through exams and assignments.

FIN 350 Risk Management I - 4 semester hours
This course deals with the theoretical and practical approaches to effective financial management. Planning, analyzing and controlling investment and short and long term financing are examined for decision-making purposes. Emphasis is placed on the application of Risk, the methods in today's business environment and related industries. The student will be required to show learning through exams and assignments.

FIN 392 Estate Planning & Taxation - 4 semester hours
This course deals with the theoretical and practical approaches to effective Estate Planning & taxation. Planning, analyzing and controlling investment and short and long term financing are examined for decision-making purposes. Emphasis is placed on the application of Risk, the methods in today's business environment and related industries. The student will be required to show learning through exams and assignments.

GRF 300 Grief Counseling and Grief Therapy - 4 semester hours
This course provides the basic theory and practical information needed to address the needs of the bereaved in a variety of grief support services roles. The student will be required to show learning through exams and assignments.

GRF 350 End of Life Issues - 4 semester hours
This course explores topics and issues that deal with the end of one’s life. Area discussed are; death changes our life perspective, theoretical applications to end of life care, basic principles of related to end-of-life care, and Medical and healthcare issues. The student will be required to show learning through exams and assignments.

HCA 310 Managing Health Care I - 4 semester hours
This course deals with issues managers face every day in the health care industry. Topics discussed will include; evolution of healthcare delivery, factors affecting health and wellness, long-term care settings, and Disease vs. illness. The student will be required to show learning through exams and assignments.
**HCA 320 Managing Health Care II - 4 semester hours**
Managing Health Care is an extensive subject to cover. This course is a continuation from HCA 180 and picks up where it left off. Topics covered include; Experience rating and Community rating, Outcomes and Health status, Disease Management, and Anti-trust laws-price fixing. The student will be required to show learning through exams and assignments.

**HCA 330 Health Care Economics - 4 semester hours**
This course focuses on the economics of the health care industry. It reviews the actual cost of health care and the for-profit to non-profit ownership. The student will be required to show learning through exams and assignments.

**HCA 340 Health Care Finance - 4 semester hours**
This course is to prepare health care administrators for the responsibilities involved in maintaining a well-managed health care organization. Basic vocabulary, processes, functions and reports are presented in this course, including financial statements as commonly seen in health care environments. Topics covered include types of budgets; considerations for cash flow, payables and receivables; and considerations in working with various types of revenue streams. The student will be required to show learning through exams and assignments.

**HCA 350 Managed Care In Health Delivery - 4 semester hours**
This course is designed to introduce you to the basic concepts of Managed Care. The student will review the formative years of Managed Care and study various theories, concepts and models as they relate to Managed Care. The student will be required to show learning through exams and assignments.

**HEA 310 Community First Aid and Safety - 4 semester hours**
This is a basic first aid course designed to give you an introductory knowledge that will enable you to overcome any reluctance to act in minor emergencies and keep serious injuries from getting worse before medical help arrives. This course focus is about prevention (keeping injuries from occurring) and intervention (using current and acceptable methods of responding to emergencies and performing first aid). The student will be required to show learning through exams and assignments.

**HRM 300 Fundamentals of Personnel Administration - 4 semester hours**
The primary focus of this course is to examine the highly implicated displays of its imperial power. To give you a brief introduction to the field of human resource management that is rich with examples and engaging its application. Understand the appreciation of defining human resource management and how it contributes to an organizations performance. Providing information and perspectives on a core set of ethical issues, typical careers, roles of supervisors, and identifying the responsibilities and new opportunities of the human resource management. The course will unravel to student’s ranges of various ways needed to focus on staff and realize they are just as an impact on their firm as well as the clients. The program prepares students to aim in the appreciation and understanding gradual rediscoveries of the facts, influences, and tendencies in proper perspective. The student will be required to show learning through exams and assignments.
HRM 310 Employment Law - 4 semester hours
The primary focus of this course is to use a life cycle approach in text surveys from an extensive body of law which regulates the employment relationship between employer and employee. The two main objectives in this course are the explanation of major issues and rules of employment law and what employment law means for a HR department. Employment law sets the legal requirements that govern the workplace. It covers virtually every area of a HR department. The student will be required to show learning through exams and assignments.

HRM 320 Recruitment/Selection and Placement - 4 semester hours
The primary focus of this course is to understand the entire employment process. The student will be required to show learning through exams and assignments.

HRM 340 Evaluating/Documenting Performance & Termination - 4 semester hours
The primary focus of this course is to understand the entire performance process. The student will be required to show learning through exams and assignments.

HMR 350 Compensation Management - 4 semester hours
This comprehensive college-based course provides learners with an understanding of the principles and foundations of marketing and marketing management. The student will be required to show learning through exams and assignments.

HTL 300 Hotel Mgt Operations - 4 semester hours
This course solves the difficulties for someone lacking hotel knowledge. It takes us to a fresh starting place in understanding the principles and theories of handling purveyors and employees and customers to the details of analyzing balance sheets and income statements. The student will be required to show learning through exams and assignments.

IDA 300 Principles of Space Planning - 4 semester hours
This course is structured on the technical requirements and the creative dimensions of space planning. You will learn to visualize space in three dimensions along with analyzing floor plans. The curriculum emphasis is to understand space as the most important element of design. I am a faculty member who is a practicing instructor and a successful independent design consultant. This course is the foundation for understanding well planned functional spaces. The student will be required to show learning through exams and assignments.

IDA 310 Basics of Furniture Designs - 4 semester hours
The course provides a foundation for understanding the vast selections of furniture that is available. The curriculum introduces you to basic types of furniture including furniture design and construction. Historical developments and fundamental integration will be introduced. A chronological examination of developing styles beginning with the Paleolithic period through the present modern world styles. Examination of examples explains unification of the decorative arts. The student will be required to show learning through exams and assignments.

IDA 320 Principles of Floor Pan Drafting - 4 semester hours
This course prepares students to learn and express their design talent in a visual presentation. The curriculum introduces a foundation for drafting and is valuable to a
variety of fields. Basic tools, skills, and terminology will reinforce basic principles and understanding. The student will be required to show learning through exams and assignments.

**IDA 340 Basics of Blue Print Reading - 4 semester hours**
The primary focus of this course is to develop you with technical and analytical skills through visualizing blueprints. Skills will be acquired to read and work accurately from blueprints with architects, builders and designers. The curriculum teaches interpretations from on site and off-site projects. Additional skills to prepare working drawings and specifications will be introduced. The student will be required to show learning through exams and assignments.

**IDA 350 Theory and Applications of Designing with Color - 4 semester hours**
This excellent course will broaden your exploration of color and light. The class focus is on concepts of color. Color application, color schemes and the color wheel within interior, architectural, exterior environments along with fashion, textiles and advertising will be applied. The curriculum includes color in health and the psychological and physiological effects. Research will broaden the study of color within cultures and societies. The student will be required to show learning through exams and assignments.

**IDA 370 Residential Design – 4 semester hours**
This course will deal with teaching students to move from thinking conceptually to developing a residential design space. Students will learn to work in a three dimensional space, scale to proportion and the unique needs to a home. The student will be required to show learning through exams and assignments.

**IDA 380 Office Design – 4 semester hours**
This course deals with the unique needs of a business clients and the process of commercial spaces. The student will be required to show learning through exams and assignments.

**IDA 390 Institutional Design - 4 semester hours**
The course deals with the unique needs of design of facilities such as health care and dealing with code compliance. The student will be required to show learning through exams and assignments.

**IT 300 Web development – 4 semester hours**
This course is the first of two pertaining to Web site design. Students learn to create a useful Web site using Hypertext Markup Language (HTML), Extensible HTML (XHTML) and Cascading Style Sheets (CSS). Using popular Web design and development tools, students insert images, create links, and use tables in Web pages. Lab exercises and the final project offer students opportunities to use "best practices" in Web site and Web page design and creation. The student will be required to show learning through exams and assignments.

**IT 320 Computer Programming – 4 semester hours**
This course uses modules to introduce you to the fundamentals of computer programming, using Visual Basic 2008 Express Edition. Even though Visual Basic is used throughout the course, you will be able to apply the skills that you learn to any programming language. We use a very hands-on approach and include detailed case studies to reinforce application of
fundamental concepts. The student will be required to show learning through exams and assignments.

**IT 340 Database Systems – 4 semester hours**
Explores the conceptual, logical, and physical design of database systems. Examines the duties of database administrators, issues and technologies used in client/server and distributed database systems, and the use of object-oriented data modeling for database design. The student will be required to show learning through exams and assignments.

**IT 360 Database Applications – 4 semester hours**
This course introduces the basic features of the Microsoft Access database system. Students will complete a series of hands-on exercises and assignments in which they will create tables, forms, queries, and reports. The student will be required to show learning through exams and assignments.

**JR 310 Copywriting, Feature Writing and Freelance - 4 semester hours**
This course focuses on the professionalism of writing in journalism. There are a lot of mistakes to be made in any profession including Journalism. Learn to research, write, re-write, and report well. The student will be required to show learning through exams and assignments.

**JR 340 Advanced Reporting and Writing - 4 semester hours**
This course will be reviewing the new-writing process, researching, writing and rewriting, draft writing, editing, fine-tuning and focusing more on your story. We'll do some stretching and delving into more extensive ways to put stories together, we'll see the obvious, learn about leads, story structures, and tricks of the trade and how to write to deadline. The student will be required to show learning through exams and assignments.

**JR 380 International Journalism - 4 semester hours**
Every journalist should know everything they can about all aspects involved in journalism and whether or not you ever work internationally, knowing at least the fundamentals will provide them with a broader base which will only make their career as a journalist that much more successful. The student will be required to show learning through exams and assignments.

**MKT 300 Foundations of Marketing - 4 semester hours**
This area of specialty practice is growing all the time and many are using their skills to practice full or part time in this area of marketing. This practice specialty grows more important each day and many graduates of our program will have opportunities to acquire positions in marketing management. The student will be required to show learning through exams and assignments.

**MKT 310 Business Finance & Analysis for Marketing - 4 semester hours**
This course studies Interpreting Financial Statements, Evaluating Financial Performance,. Financial Forecasting and Managing Growth. The student will be required to show learning through exams and assignments.

**MKT 320 Marketing Management 4 semester hours**
This course studies Essentials of Marketing Management, Strategic Planning and the Marketing Process. Marketing Research, Consumer Behavior, and Buying Behavior.
The student will be required to show learning through exams and assignments.

**MKT 325 Marketing and Sales Management 4 semester hours**
This course studies the principles in marketing and sales management. The student will be required to show learning through exams and assignments.

**MKT 350 Consumer Behavior 4 semester hours**
This course studies Consumer Behavior and Marketing Management, Problem Recognition and Information Search, Alternative Evaluation and Choice, Consumption and Post-Purchase Behavior, Symbolic Consumption, Self-Image and Personality, Personal Values, Lifestyles, Psychographics and Relationships, Memory, Learning and Perception, Motivation, Emotion, Mood and Involvement and Beliefs, Affect, Attitude and Intention. The student will be required to show learning through exams and assignments.

**MKT 380 Business Legal Issues 4 semester hours**
This course studies the legal issues involved in business and marketing management. The student will be required to show learning through exams and assignments.

**NRS 300 Nursing Theory and Foundation 4 semester hours**
This course focuses on an introduction to nursing theory and the application of theory to professional nursing practice. The student will be required to show learning through exams and assignments.

**NRS 320 Nursing Assessment Across the Life Span 4 semester hours**
This course focuses on health and nursing assessment of all age groups and stages of development. It is a comprehensive assessment course with emphasis on health history taking and complete physical assessment/examination. Students will examine all body systems and focus on all age groups. Students will also learn by examining case studies. Students will have actual practice experience via a comprehensive health history assignment. The student will be required to show learning through exams and assignments.

**NRS 350 Ethical Dilemmas in Nursing Practice 4 semester hours**
This course focuses on contemporary ethical issues in nursing practice. It covers a comprehensive review of major theories related to ethics and ethical dilemmas in professional practice. Major issues are covered such as biological issues, spiritual issues, social issues, gender issues and much more. This material also covers codes of professional practice and patient's rights as they related to ethical theory and dilemmas. The course also correlates theory with case scenarios in practice. The student will be required to show learning through exams and assignments.

**NRS 380 Nursing Case Management 4 semester hours**
This course provides a comprehensive learning program for theory, structure and practice application of case management. The course utilizes a most authoritative textbook in the specialty of case management and presents all facets of the practice. You receive comprehensive education in the professional practice of case management including systems, reimbursements, legal issues, and professional practice issues. Students focus on case management as a care delivery system that is multidisciplinary with outcomes focused management. Students receive a comprehensive review of the theory, process and practice of case management.
management. The utilization review process is presented as well as tool for its practice. Students also begin the study of reimbursement systems, including Medicare and Medicaid, managed care and commercial carriers. The student will be required to show learning through exams and assignments.

**NRS 390 Legal Issues in Nursing Practice 4 semester hours**
This comprehensive course explores in-depth the legal system and the most pressing legal issues confronted today in nursing malpractice cases. Student's explore comprehensive theory related to issues of negligence and widely expand their base of knowledge in details related to malpractice law and case preparations. Course content is comprehensive and study of the material will provide an excellent foundation for nurses in their own practice applications related to legal and regulatory issues. This course provides an in-depth study of issues related to both nursing law and health care law. The student will be required to show learning through exams and assignments.

**PA 300 Fundamentals of Public Administration 4 semester hours**
This course studies the learning process in Public Administration, the responsibilities for independent learning, Acquiring skills and motivation for lifelong learning and achievements in Public Administration, Acquiring the overall knowledge and skill development in a focused area of professional public administration. The student will be required to show learning through exams and assignments.

**PA 310 Theories of Public Organizations 4 semester hours**
This course explores and studies the theories of public organization. The student will be required to show learning through exams and assignments.

**PA 320 Government Agencies 4 semester hours**
This course studies and explores government agencies and their roles in public administration. The student will be required to show learning through exams and assignments.

**PA 325 Public Policy, Formation and Process 4 semester hours**
This course studies and explores the formation of public policy, its formation and the process in public administration. The student will be required to show learning through exams and assignments.

**PA 330 Financial Administration 4 semester hours**
Course content is designed to help you become more effective managers of public and non-profit organizations. To achieve that goal, you will be exposed over the course of the semester to the field of Public Administration and its political and cultural context. You will discover the basics of organization theory, organizational behavior, and strategic management. You will also be exposed to public financial management, personnel management, performance management, leadership, oversight, ethics, and negotiations. The student will be required to show learning through exams and assignments.

**PHY 320 Physics 4 semester hours**
This course covers a general overview of the science of physics. Understanding; basic mechanical physics including force, work and energy, basics of Thermodynamics and waves, sound, resonance, reflection, intensity of sound, and speed of sound will all be discussed. The student will be
required to show learning through exams and assignments.

PL 310 Torts 4 semester hours
is a foundation course, which examines the elements of intentional and unintentional acts including the concepts of negligence, causation, damages as well as the defenses for each. The overall goal of the course is to give a paralegal student the necessary background in tort law to successfully work with an attorney. The course will provide practical skills designed to give the paralegal student working knowledge of tort concepts. The student will be required to show learning through exams and assignments.

PL 340 Contracts 4 semester hours
Contracts examines the elements necessary to form a valid contract including the concepts of offer, acceptance and consideration. Additionally the rights of third parties will be examined along with the concept of discharge of contracts as well as various defenses to formation of contracts. The student will be required to show learning through exams and assignments.

PL 370 Ethics for Paralegal's 4 semester hours
Ethics for Paralegal's focuses on the ethical duties placed upon a paralegal when functioning in that role in a law office. The student will be required to show learning through exams and assignments.

PTH 310 Needs of the Dying 4 semester hours
This course focuses on various perspectives of how a dying person processes their own mortality. Many issues related to this will be discussed during this course. The student will be required to show learning through exams and assignments.

PTH 340 Death and Mourning 4 semester hours
This course continues with instructing on how to deal and counseling the bereaved. During this course discussions will include; demographic, psychological, sociological and economic factors which contribute to how death is dealt with and processed. The student will be required to show learning through exams and assignments.

PTH 350 Sociology of Death and Dying 4 semester hours
This course examines the social impact of death and the anxieties it can bring. The student will be required to show learning through exams and assignments.

SOC 370 Social Issues and Family Development 4 semester hours
Studies the history of family roles and dynamics along with the role and methods of research. Studies the influencing factors and history behind gender roles, the differences and influences of socioeconomic status, ethnicity and race, and recognize family/domestic violence and learn some of the dynamics involved. The student will be required to show learning through exams and assignments.

SPC 310 Prayer and Meditation in Spiritual Counseling 4 semester hours
This is the first course in the degree program curriculum. This course provides students with an in-depth curriculum for learning and practicing spiritual principles of prayer and for the practice of meditation. You will study prayer as a means of divine communication in petition, intercession and praise, as well as praying with others. Meditation is introduced as a constant spiritual practice for self and teaching clients or others served to meditate for spiritual growth. The student will be required to show learning through exams and
assignments.

*SPC 340 Divine Communication and Guidance* 4 semester hours

This course provides you with continued learning of spiritual principles for both prayer and for the practice of meditation. You will study prayer as a means of divine communication and they learn how to be open to the channel of Divine communication, receiving messages and guidance from Spirit. This course focuses on not only communication with God, but also on communication with Angels, Spirit Guides, and deceased loved ones on the other side. The primary gifts of intuition, such as clairvoyance, clairaudience, clairsentience, are all explained and examined in detail. Exercises and meditations are provided for you to enhance your own personal communication with God and the Spirit world. The student will be required to show learning through exams and assignments.

*SPC 360 Intuitive and Energy Healing* 4 semester hours

This course provides you with continued learning of spiritual principles for the practice of intuitive healing and energy healing. You study various facets of healing, especially in relations to intuitive knowledge, body and energy systems, and energy healing. This course focuses on “hands” on energy healing as well as an in-depth study of human energy systems and the chakras. The chakras are examined as they relate to body-mind-spirit disease and healing. You will learn how to effectively work with Divine energy and universal energy toward channeling energy for therapeutic benefits of clients. You will also be introduced to several dimensions regarding intuitiveness and its use in spiritual counseling. The student will be required to show learning through exams and assignments.

*SPC 370 Abundance and Prosperity Counseling* 4 semester hours

This course provides you with an in-depth curriculum for learning and practicing spiritual principles related to prosperity, abundance, and advanced learning related to the creation and use of affirmations and prayer. Students study theories and principles of the subconscious mind and the higher mind in relation to prayer and affirmations. The focus on prosperity and abundance is related to all areas of one’s life, including finances, relationships, career and spirituality. The student will be required to show learning through exams and assignments.

*SPC 380 Psychic Development* 4 semester hours

This course provides you with continued learning of spiritual principles for the practice of psychic development and intuitive counseling. You study about the innate ability of everyone to work with psychic energy. Psychic energy systems are defined and discussed. You learn about universal energy and universal consciousness. Many experiential exercises are presented to help you increase your own vibrational energies and tap more deeply into your psychic abilities. Issues around psychic protection are presented. You learn how to do a psychic reading for clients and also work with your intuitive abilities for self-guidance. The student will be required to show learning through exams and assignments.

**Level 400 Courses**

*ACT 400 Fund Accounting* 4 semester hours

The course introduces a practical approach to the managing of different types of funds.
The main focus is on the systematic process to include situations that you will experience in the real world. The emphasis in this course will be directed towards offering you a broad understanding of the theory and practice of institutional investment. You will gain knowledge in how to undertake the management of funds for institutional clients. The course is applied in an important sense, in that various concepts and approaches are primarily directed as to real world data. The course will focus on understanding a variety of related topics. You will learn about different types of institutions, funds, and trusts. Investment management groups will be examined as to their effectiveness. And last but not least, you will have a chance to learn about portfolios in the way they are created, managed, and measured. The student will be required to show learning through exams and assignments.

**ACT 410 Tax Accounting I 4 semester hours**
This course provides a study of the basic concepts of federal income taxation as applied to individuals. It covers the relevant codes and regulations as they pertain to individual taxpayers. You will learn how to compute Gross Income and the deductions allowed to arrive at Taxable Income. Topics covered include income inclusions and exclusions, deductions, property transactions, capital gains and losses, and tax credits. The student will be required to show learning through exams and assignments.

**ACT 420 Tax Accounting II 4 semester hours**
This course provides a study of the basic concepts of federal income taxation as applied to business entities and estates and trusts. It covers the relevant codes and regulations as they pertain to these taxable organizations. The course will focus on tax planning and tax compliance. Topics covered include income inclusions and exclusions, deductions, property transactions, capital gains and losses, and tax credits. The student will be required to show learning through exams and assignments.

**ACT 470 Tax Managerial Cost Accounting 4 semester hours**
The course is a study of the basic techniques and procedures used in cost determination and utilization of accounting information for purpose of managerial control and decision-making. Topics include an analysis of financial statements, and accounting reports, cash flow analysis, cost-volume-profit analysis, cost accounting concepts (performance measurements, standard cost, job order methods, cost analysis), and budgeting as a tool of planning and control. The student will be required to show learning through exams and assignments.

**ACT 480 Capstone Project for Accounting 8 semester hours**
This is a course that examines the accounting field but also focuses on research. The course requires you to examine two leaders in the accounting field as well as a major issue that is current in the field. As an accounting manager today it is important to understand the accounting principles that you have studied over your program, but also have an understanding of the current issues in the field today. The student will be required to show learning through exams and assignments.

**ART 400 Painting in Spain: El Greco to Goya 4 semester hours**
The primary focus of this course is to examine Spain in the Golden Age, which is often represented as a monochromatic society, ruled by the Catholic Church and
decadent nobility. Philip the II led a society made wealthy by a monopoly on New World trade. The next 250 years was led by glorious art form insightful portraits of El Greco and many other painters working in Spain creating extraordinary stature woven into the international world of Mannersim, the Baroque, and the Rocco. Developed by generations of artists and leading to the unique accomplishment of El Goya, the last of the old masters and the first of the modern. Focusing on the interaction between art and the socio-economic and political conditions that prevailed Spain's Golden Age. Expect to find in written sources some reflection of your own judgment. The course will unravel to students wide ranges of various media that enthralled the world in both a dynamic and static sense image and styles. The program prepares you to aim in the appreciation and understanding gradual rediscoveries of the facts, influences, and tendencies in proper perspective, sources and documents. The student will be required to show learning through exams and assignments.

**ART 425 Baroque and Rocco: Art and Culture 4 semester hours**
The primary focus of this course is to examine the highly implicated displays of its imperial power. Baroque and Rocco were early styles of courtly societies. To understand the appreciation of organizing the material of the artists and topics, in providing information and perspectives on a core set of issues and works of art. Demonstrating the complexity of visual ideas that respect art we see imperfectly through the glass of the present by critics, scholars and teachers of art and art history. Expect to find in written sources some reflection of your own judgment, for Baroque and Rocco art has been regarded as styles for the purpose s of persuasion and pleasure. The course will unravel to students wide ranges of various media that enthralled the world in both a dynamic and static sense image and styles. The program prepares students to aim in the appreciation and understanding gradual rediscoveries of the facts, influences, and tendencies in proper perspective, sources and documents. The student will be required to show learning through exams and assignments.

**ART 410 Japanese Art 4 semester hours**
The primary focus of this course is to reveal a comprehensive survey of the arts of Japan to express a culture rich in paradoxes and contrasts to open doors outside the world of the nineteenth century. New discoveries in both archaeology and scholarship surveys authoritative arts from the prehistoric period to the present in results of the most recent research on Japanese art. Illustrations and architecture is revealed for various periods influencing this art. The course will unravel to you new art objects and knowledge in historical periods including six maps. The program prepares you to aim in the appreciation and understanding gradual rediscoveries of the facts, influences, and tendencies in proper perspective, sources and documents. The student will be required to show learning through exams and assignments.

**ART 430 Pre-Columbian Art 4 semester hours**
The primary focus of this course is to reveal Cuban prehistory. Many discoveries remain unknown outside Cuba. A descriptive analysis that highlights the most salient achievements of Cuba's Pre-Columbian craftsmanship of ceremony 'dagoliths' of the Ceboney to the ceramic work of the Tiano. The course will unravel to you new art objects and knowledge in image and styles of Pre-Columbian art. The program prepares you to aim in the appreciation and understanding gradual rediscoveries of the
facts, influences, and tendencies in proper perspective, sources and documents. The student will be required to show learning through exams and assignments.

**ART 415 Vaastu II – 4 semester hours**
The courses explore many dimensions of Vaastu and Vedic philosophy, compass directions, and more. Students will gain immense knowledge with regards to the elements within the constructive and destructive cycles of energy vital to life itself. The student will be prepared to use the practicalities on the subject of Vaastu to conduct the process of energy placement within their own home and business. The student will be required to show learning through exams and assignments.

**ART 435 Feng Shui II 4 semester hours**
The courses continues to further explore many dimensions of Feng Shui philosophy, compass directions, BaGua, Pa Kua, and more. Students will gain immense knowledge with regards to the five elements within the constructive and destructive cycles. The student will be required to show learning through exams and assignments.

**ART 490 Capstone Project - Theories & Methods of Art Historical Research 8 semester hours**
Theories & Methods for Art Historical Research: Provide you in the Art History Degree program a practicum to complete the requirements for the degree program. Assist you in achieving an actual, "hands on" experience as part of your education and training in the degree program. Allow you the experience of working in an art gallery/institute setting with an identified mentor and with one-to-one supervision and counseling. Enhance your market potential by presenting evidence of a completed practicum. Allow you an array of experiences in the field of an art gallery/institute setting prior to completion of the degree program. The student will be required to show learning through exams and assignments.

**ASM 400 Airport Mgt 4 semester hours**
Airport Management is an essential course for this degree program which designed to provide general information about the airport management system in the aviation industry. This course provides you with a deep and broad knowledge of the history and rapid growth of the aviation system and Airport Management. The student will be required to show learning through exams and assignments.

**ASM 410 Air Transportation and System Safety 4 semester hours**
The Air Transportation & System Safety course is designed to prepare you for academic advancement and increase your knowledge in the area of domestic and international Air Transportation System. Through this course, you will explore a great knowledge of the history of air transportation establishment, the business aspect of air transportation management, and the U.S. government role in the global aviation system. The student will be required to show learning through exams and assignments.

**ASM 420 Aviation Safety Program Mgt 4 semester hours**
Aviation Management is an essential course for this degree program which designed to provide general information of building an aviation safety program, prevention methodology and the economics of aviation safety in the aviation industry. The course provides you with a deep and broad knowledge of the history and the rapid growth of the air traffic control system and technology. The student will be required to
show learning through exams and assignments.

**ASM 430 Special Projects in Aviation Safety 4 semester hours**
This course is a self-directed Project, based on current available information, news articles, aviation publications, and magazines directly related with Aviation Management and/or Aviation Business Management. This course will allow you to pick and choose from various available materials in libraries and through the internet and study during this course. The student will be required to show learning through exams and assignments.

**ASM 449 Capstone Project 8 semester hours**
This is the last course in the Bachelor of Science in Aviation Management. You will be required to propose and complete a capstone project.

**BCH 450 Capstone Project for Hypnotherapy 8 semester hours**
This is an independent research project which affords you the opportunity to utilize and demonstrate your research, analytical, creative, writing and or presentation skills. This project is meant to help you to expand your knowledge in a topic related to clinical hypnotherapy that particularly interests you, and or that you find especially relevant to your clinical practice, intended area of specialization, or future research plans. The student will be required to show learning through exams and assignments.

**BIO 420 Microbiology 4 semester hours**
This is a basic course in microbiology. Please be aware that understanding of microbes is crucial to your future success in the medical field. Human disease is caused in one of two ways: a foreign microbe enters the body or a breakdown in the biological systems within the body. This course should prepare you to understand the prior, thereby strengthening you for more complex studies in human medicine. The student will be required to show learning through exams and assignments.

**BIO 480 Genetics 4 semester hours**
This course includes the genetic code of genes and genomes; transmission genetics; chromosomal basis of heredity; gene linkage and genetic mapping; human karyotypes and chromosome behavior; the chemical structure, replication, and manipulation of DNA; mechanisms of mutation and DNA repair; genetics of bacteria and viruses; molecular genetics of gene expression; molecular mechanisms of gene regulation; genetic engineering and functional genomics; genetic control of development; genetic origins of cancer; population genetics and evolution; and genetic architecture of complex traits. The student will be required to show learning through exams and assignments.

**BIO 490 General Nutrition 4 semester hours**
An introduction to nutrition and effects on the human body. The student will be required to show learning through exams and assignments.

**BMC 400 Audio and TV Production 4 semester hours**
This is a course that explores the television world via digital signal. This course builds upon previous course material, while at the same time it allows you to take a very creative, original approach to developing an original television program. The student will be required to show learning through exams and assignments.

**BUS 405 Food Service Mgt III 4 semester hours**
This course deals with the war; not only how to fight it, but how to win it. It illustrates two reasons why restaurants fail: a failure to increase sales and a failure to control costs. It explains how to develop a marketing plan and a promotional process. It details how to design the interior of a restaurant and how to deliver high-quality service. It explains the importance of a food and beverage division and how to devise a proper management structure inside the kitchen. It shows how to organize a proper sanitation system and a food safety program. And, lastly, it describes the daily wars that occur for restaurant volume, from the hand-to-hand fighting for customers to the trench warfare in discounting prices. The student will be required to show learning through exams and assignments.

**BUS 428 Bookkeeping for Hospitality Mgt 4 semester hours**
This course which will be a foundational course for the remainder of your studies in the Business. You have the opportunity in this course to explore the basics in bookkeeping. The student will be required to show learning through exams and assignments.

**BUS 455 Hotel/Restaurant/Food Service Management Capstone Project 8 semester hours**
This is the last course in the Bachelor of Science in Hotel/Restaurant/Food Service Management. You will be required to propose and complete a capstone project.

**BUS 493 Capstone Project for Executive Assistant Management 8 semester hours**
Executive Assistant project has been designed to: 1). Provide you in the Executive Assistant Management degree program a practicum to complete the requirements for the degree program. 2). Assist you in achieving an actual, “hands on” experience as part of your education and training in the degree program. 3). Allow you the experience of working in a professional setting with an identified mentor and with one-to-one supervision and counseling. 4). Enhance your market potential by presenting evidence of a completed practicum. 5). Allow you an array of experiences in the field prior to completion of the degree program. The student will be required to show learning through exams and assignments.

**CCH 400 Child and Adolescent Christian Counseling 4 semester hours**
This course studies the development of the child and adolescent and applying it to Christian counseling. The student will be required to show learning through exams and assignments.

**CCH 420 Adult Development and Aging 4 semester hours**
This is an exciting course that will examine the theories adult development and aging. The student will be required to show learning through exams and assignments.

**CCH 450 Marriage & Family Counseling Christian Perspective 4 semester hours**
This is an exciting course, which first presents a broad overview of marriage and family counseling and then focuses on the Christian perspective. The student will be required to show learning through exams and assignments.

**CCH 490 Capstone Project for Christian Counseling 8 semester hours**
This course will explore and study Christian counseling through the avenue of a project submitted by the student for approval. The student will be required to show learning through exams and assignments.
CHC 426 Hypnotic Techniques 3 semester hours
The primary focus of this course is to use and adapt scripts to fit the client’s personal needs with texts, audio and a Learning Portfolio to begin the expansion of understanding the human mind and the relationship to heal it through hypnosis. The explanation of the power of the voice with scripts is an important approach to the client. Hypnosis script reading and adaptation of scripts with the power of the voice is a main objective for trance-work. A fresh approach to the well-developed skill of hypnosis is uncovered with numerous learning styles. The level of knowledge and learning techniques in the advanced audio learning will allow you to understand and develop your own style, while gaining the ability of enhancing the learning experience and developing your own techniques. The student will be required to show learning through assignments and exams.

CHC 474 Hypnosis Practicum 3 semester hours
The primary focus of this course is the condition and experience of trance work with a text, Learning Portfolio and a two level practicum. The explanation of major issues and rules of communication style and closure on perspectives with hypnosis are main objectives in this course text. Level One and Two are hands-on practice to finish the last course in the certificate program. These levels will include hypnosis, affirmation, scripts reading and adaptation, the power of the voice, trance-work, music, and recording your “client” in a fresh approach to the well-developed skill of hypnosis. Numerous learning styles with the same level of knowledge will allow you to submit the learning skills and show your own style, while gaining the ability of enhancing the learning experience. The student will be required to show learning through assignments and exams.

CJ 490 Capstone Project 8 semester hours
Students will be required to propose and complete a capstone project.

CJS 435 Situational Crime Scene Investigations 4 semester hours
Situational Crime Scene Investigations further examines areas in CSI not covered by CJS 385 Crime Scene Analysis. Students will study impression evidence, ballistics, arson, explosives, toxicology, and mechanics of a firearm. The student will be required to show learning through exams and assignments.

EC 400 Designing User Interface 4 semester hours
This course presents the theory and principles behind great user interfaces and enables students to put theory into practice by (1) specifying criteria for evaluating user interfaces; (2) implementing a variety of user interfaces, including GUI (Graphical User Interface), VUI (Voice User Interface), and MMUI (Multimodal User Interface); and (3) applying the evaluation criteria to the user interface. Students should be able to apply the knowledge they gain from this course to both design and evaluate user interfaces using technologies available today and tomorrow. The student will be required to show learning through exams and assignments.

EC 410 Interactive Multimedia Systems 4 semester hours
The course aims to provide you with an overview of the interactive multimedia technology through working with various multimedia tools. You will have an opportunity to learn various tools concentrating on different aspects of the technology: text, graphics, audio, animation,
and video, and you will also be able to develop an understanding of interactive multimedia related design principles and are to apply them in developing interactive multimedia-based application. Upon completion of this course, you should be able to have knowledge of different concepts of interactive multimedia technology and instructional design theories and principles related to multimedia. You should also be able to use a variety of multimedia tools and design interactive multimedia-based programs. The student will be required to show learning through exams and assignments.

**EC 430 Web Architecture 4 semester hours**
This course presents an overview of the concepts and practices of information architecture (IA). Students will develop an understanding of the concepts of IA through reading the existing literature related to IA and we will reinforce those concepts by studying complex web sites for real organizations that reflect our best understanding of the organizations mission, processes, goals, clients, suppliers. The student will be required to show learning through exams and assignments.

**EC 490 Capstone Project for E-Business and Commerce 8 semester hours**
This is an intense project-oriented course that will provide you with the opportunity to explore an issue of your choosing within the field of e-business/e-commerce. Although not required, I highly recommend incorporating some form of fieldwork into this project. That is, actually locating a suitable business and helping them to solve an e-business problem or pursue an opportunity. While such fieldwork takes you beyond the mere academic application of your e-business learning, it offers you practical application of what you have learned. Additionally, it is a resume builder and can help you with career networking opportunities. The rationale for such a course is simple. In order to be successful in the business world, managers must master skills in research, analysis, written communication, problem solution, management of time, and meeting deadlines - often under pressure. Additionally, managers must be able to pull from the various business disciplines including finance, marketing, management, law, and operations. This course will help you hone those skills. The student will be required to show learning through exams and assignments.

**EDU 400 Children with Special Needs 4 semester hours**
Studies the child’s individual differences along with the interactions patterns of which a child is capable of at each developmental state. This will also include the interaction patterns of the caregivers with the child, the 6 emotional milestones and ways to promote the development of these milestones, the individual-difference model that can be used to organize the efforts of the child’s intervention team, the keys to the development of intelligence, sense of self and social capacities of a child, and the developmental capacities of a child. The student will be required to show learning through exams and assignments.

**EDU 470 Administration of Child Care Programs 4 semester hours**
Studies the needs of children and families, the typical programs for children and programs for diverse populations, general licensing requirements, the philosophy of a center, the organizational structure, how to overcome obstacles in management of personnel, programs, resources, and time, the health and safety issues in child care, the plan for the space of your center and selecting equipment, if applicable, and the
importance of record keeping, budgeting and finance. The student will be required to show learning through exams and assignments.

**EDU 490 Capstone Project for Early Childhood Care 8 semester hours**
This provides the student in the Early Childhood Care Degree program a capstone project to complete the requirements for the degree program by assisting the student in achieving an actual, "hands on" experience as part of their education and training in the degree program. This further assists the student the experience of working in a child care setting with an identified mentor and with one-to-one supervision and counseling. The student will be required to show learning through exams and assignments.

**ENG 420 Writing and Research 4 semester hours**
This course will give you an overall understanding of how to do research, which you will need for your future in the field of Pre-Medicine. Without the basic understanding, you will not be able to find, synthesize, and apply your own knowledge for your future. This course is structured in a way that you will understand how to find research, and then apply it to your own research paper. Knowing where to find research is essential in applying it correctly. The student will be required to show learning through exams and assignments.

**FIN 410 Risk Mgt II 4 semester hours**
This course deals with the theoretical and practical approaches to effective financial management. Planning, analyzing and controlling investment and short and long term financing are examined for decision-making purposes. Emphasis is placed on the application of Risk, the methods in today's business environment and related industries. Topics include: Capital budgeting, risk and diversification, asset liability management, financial derivatives and financial engineering, swaps, options and financial future. The student will be required to show learning through exams and assignments.

**FIN 450 Capstone Project 8 semester hours**
This is the last course in the Bachelor of Science in Financial Management. You will be required to propose and complete a capstone project.

**GRF 400 Cultural Issues 4 semester hours**
This course will provide you with basic theory and practical information needed to address the cultural issues and needs of the bereaved in a variety of grief support services roles. The student will be required to show learning through exams and assignments.

**GRF 425 Caring for the Dying and Bereaved 4 semester hours**
This course focuses on techniques and methods on how to care of dying patients and the grieving relatives. Topic will include; how to cope with the dying, Death Myths, Communicate with terminally ill and bereaved people, and the intensity of grief reactions. The student will be required to show learning through exams and assignments.

**GRF 450 Children and Grief 4 semester hours**
"The death of a parent is one of the most fundamental losses a child can face. Ideally, parents support their children, both physically and emotionally; they provide a stable environment in which children can grow and mature; and they serve both as the children's protectors and as their models. In reality, the extent to which parents fulfill these roles varies. Nevertheless, for the great
majority of children, parents remain the most significant others; in effect their partners in negotiating the essential developmental tasks that will take them to adulthood. The student will be required to show learning through exams and assignments.

**GRF 490 Grief Counseling and Bereavement Education Capstone Project 8 semester hours**
This is the last course in the Bachelor of Science in Grief Counseling and Bereavement Education. You will be required to propose and complete a capstone project.

**HCA 430 Strategic Planning & Marketing 4 semester hours**
This course focuses on the marketing function in organizations with primary emphasis on strategic planning. It covers the theories of planning, marketing concepts and tools, implementation of strategies, organizational and behavioral methods, and research in strategy applications, and evaluations of strategies in marketing decisions. The student will be required to show learning through exams and assignments.

**HCA 460 Health Care Ethics 4 semester hours**
This course will be a critical examination of the central ethical issues in the health care field. It is critical that anyone entering the health care field have a fundamental understanding of the ethical issues involves in the provision and delivery of health care. Professional ethics, the doctor-patient relationship and professional responsibilities will be addressed through readings, discussions and assignments. The student will be required to show learning through exams and assignments.

**HCA 490 Health Care Administration Capstone Project 8 semester hours**
This is the last course in the Bachelor of Science in Health Care Administration. You will be required to propose and complete a capstone project.

**HRM 400 Benefits Management 4 semester hours**
The following will be studied in this course:
1). Economics of Employee Benefits.
2). Regulating Employee Benefits.
3). Employer Sponsored Retirement Plans.
4). Health Insurance Programs.
5). Employer Sponsored Disability Insurance & Life Insurance.
7). Paid Time off Work.
8). Managing the Employee Benefits System.
The student will be required to show learning through exams and assignments.

**HRM 410 Labor Relations and Negotiations 4 semester hours**
This course studies the changing relationships in the workplace that have taken their toll on the traditional collective bargaining and labor relations' processes. Although the nation’s laws protect collective bargaining as a way to protect commerce, the realities of a changing economy and diverse workplace have complicated labor relations. The student will be required to show learning through exams and assignments.

**HRM 420 Health & Safety in the Workplace 4 semester hours**
The course will study Safety and Health Movement, Accidents and Their Effects, Theories of Accident Causation, Roles and Professional Certifications, The OSH Act, Workers’ Compensation, Accident Investigation, Ergonomic Hazards, Stress...
and Safety, and Mechanical Hazards. The student will be required to show learning through exams and assignments.

**HRM 430 Training and Development 4 semester hours**
The primary focus of this course is to add new information covering the use of computer technology and web use to conduct training. The explanations in this edition give you a framework to examine and establish effective training programs in any organization. It emphasizes the needs assessment and learning processes that form the foundation for training programs to be able to provide inputs for consideration and design of training programs. The evaluation systems discussed make effective training and modification result in decisions that categorize programs as good or bad. Understanding these and other issues are factored into the book and provide a continued approach to improve training in organizations. The student will be required to show learning through exams and assignments.

**IDA 400 Principles of Interior Lighting 4 semester hours**
This comprehensive course will familiarize a designer with the many aspects of light, including the quantity and quality. Terminology and the proper selection will be applied to interiors. Basic principles and application will be focused on in this course. The student will be required to show learning through exams and assignments.

**HRM 440 Capstone Project for Human Resource Management 8 semester hours**
The primary focus of this course is to be prepared to make a difference in providing you with a broadening role of training. The explanation of training and development is furthered in this course to assist you in reflecting the traditional way can effectively work with new approaches. The student will be required to show learning through exams and assignments.

**IDA 410 Theory and Applications of Design Materials 4 semester hours**
The curriculum instructs you to learn and discover various elements to specify in environments. It is a foundation for understanding available selections. You will focus on various components applied to an interior to coordinate and enhance human experience. The student will be required to show learning through exams and assignments.

**HTL 400 Advanced Hotel Mgt Operations 4 semester hours**
This course that explores the seemingly complex world of hotel management and the opportunities that lie within. But, as this course will soon demonstrate, hotel management doesn't have to be a complex and distant subject with a lot of organizational charts and leadership theories, but rather it can be a subject that's clear and easy to understand for the average layperson. The student will be required to show learning through exams and assignments.

**IDA 415 Theory and Applications of Fabric and Accessories 4 semester hours**
The curriculum focuses on selection and placement of background elements. Accessories offer dynamic detail to environments and the course is the foundation for understanding what is
applicable. Textiles both residential and commercial are versatile and require knowledge of fiber content. Fabric construction, coloring procedures and finish selections will be discussed. The course introduces appreciation for combining fabrics and introduces color, texture and pattern. The student will be required to show learning through exams and assignments.

**IDA 425 Multicultural/Global Design**
*4 semester hours*

The course will deal with the different cultures and how they relate to concerns and issues of design and the cultures design philosophy. The student will be required to show learning through exams and assignments.

**IDA 440 Capstone Project for Interior Design**
*8 semester hours*

This comprehensive course trains students with a general interest in design or a future career in residential or commercial design. Students interact with professions such as an independent designer, architect, builder, furniture sales person, an Interior Design firm, or a professional company that practices design. Practical aspects of the business will teach students the operation, communications, and legal responsibilities of basic business practice. Collaborating with other professionals and working with the different trades will take place daily. The student will be required to show learning through exams and assignments.

**IT 400 Networking and Telecommunications**
*4 semester hours*

This course includes a comprehensive introduction to telecommunications. It provides in-depth explanations of transmission technology, media, topology, protocols, hardware, signaling, switching, and multiplexing. It includes a survey of the current industry and regulatory environments surrounding telecommunications. The student will be required to show learning through exams and assignments.

**IT 420 Web programming – 4 semester hours**

This course, which assumes intermediate knowledge of C++, covers all major areas of the Java language. The course also introduces key components of the Java Foundation Class library. The student will be required to show learning through exams and assignments.

**IT 430 IT Analysis and Design – 4 semester hours**

This course introduces the tools and techniques used in systems analysis and design, including requirements definition, data flow diagramming, entity-relationship diagramming, database design, application architecture design, program design, test design, and implementation options. Students develop a substantive analysis and design project applying all the learning acquired during the course. The student will be required to show learning through exams and assignments.

**IT 450 Operating Systems**
*4 semester hours*

This course will provide the information needed to understand and support desktop and network operating systems in use today. Major concepts such as installation, upgrading, file system organization, security, and network connectivity, as they apply to Windows, Linux, NetWare, and Mac OS are covered in detail. The student will be required to show learning through exams and assignments.

**IT 490 Capstone –8 semester hours**

Students will be required to propose and complete a project with the help of their professor.
**JR 400 Internet Journalism 4 semester hours**
This course explores how the internet has affected journalism. From the turn of the century everything is available online, this includes journalism and the news. The student will be required to show learning through exams and assignments.

**JR 450 Journalism Capstone Project 8 semester hours**
This is the last course in the Bachelor of Arts in Journalism. You will be required to propose and complete a capstone project.

**LDR 420 Principles of Advanced Leadership I 4 semester hours**
In this course you will look at today’s environment in the workplace and leadership requirements, how personal, managerial and leadership skills are different for certain individuals to be successful, motivation, stress management, work/life balance, managing and inspiring team communication, conflict management, sharing one’s knowledge, value differences and to inspire leadership. The students will be required to show learning through assignments and exams.

**LDR 425 Advanced Leadership II 4 semester hours**
In this course you will look at the changing context of leadership, understand the key elements of leadership, the levels of leadership, morals of extraordinary leadership, the six steps to effective leadership, strategic thinking in leadership, how to lead others, leading teams, organizational design, and how change affects organizations. The students will be required to show learning through assignments and exams.

**MKT 430 International Marketing 4 semester hours**
The student will be required to show learning through exams and assignments.

**MKT 460 Marketing Research 4 semester hours**
The course is designed to help you develop skills many employers are demanding of the workforce. These skills include written and oral communication, applying technology, decision making, working in teams, critical and creative thinking, responsibility, and maturity. Topics include consumer behavior, product planning, selecting channels of distribution, effective promotion and pricing strategies, marketing research, and marketing segmentation. The student will be required to show learning through exams and assignments.

**MKT 490 Capstone Project for Marketing Management 8 semester hours**
The course is designed to help you develop many skills employers are demanding of the workforce. These skills include written and oral communication, applying technology, decision making, working in teams, critical and creative thinking, responsibility, and maturity. The student will be required to show learning through exams and assignments.

**MNG 410 Advanced Leadership 4 semester hours**
Leadership theory draws as much from artistry of relationships as it does from writings and reflections of leadership as an applied science. As such, much can be
learned from the experiences of others, as well from as studies of attributes of successful leaders and organizations. This course will examine contemporary leadership theory as well as applications in current business settings. The student will be required to show learning through exams and assignments.

**NRS 410 Health Promotions 4 semester hours**
Focuses on an introduction to health promotion in professional nursing practice. Upon successful completion, student will be able to articulate the basic knowledge relative to health promotion and disease prevention theory with direct application to professional nursing practice. Health promotion and disease prevention will be evaluated across the life span with application to various patient populations. The student will be required to show learning through exams and assignments.

**NRS 420 Community Health Care 4 semester hours**
This course involves the basic knowledge relative to community health nursing theory with direct application to various roles within community health nursing. You will be able to articulate the planning, implementation and evaluation of various applications of community health nursing relative to various community health settings and populations. The student will be required to show learning through exams and assignments.

**NRS 450 Transcultural Nursing 4 semester hours**
This course focuses on issues related to Transcultural Nursing in the areas of human caring, theory, research and practice. You are tested on major concepts/theory related to multiple dimensions of transcultural issues and care. Core content includes the history of transcultural nursing, as well as issues of cultural beliefs, practices, values and implications for nursing practice. Students will study common beliefs and health care practices from many different cultures. This course also covers information related to consultation in transcultural nursing, as well as administration, research and issues for the future. The student will be required to show learning through exams and assignments.

**NRS 460 Nursing Leadership 4 semester hours**
This course focuses on foundations of management and leadership, the organizational environments where leadership occurs, and decisions and actions for effective change. You are tested on major concepts and theory related to health care systems, organizational theory and dynamics, leadership and management, and the applications of leadership principles that nurse leaders are likely to apply in organizational environments in leading and managing for effective change. The student will be required to show learning through exams and assignments.

**NRS 470 Professional Issues in Nursing 4 semester hours**
This course focuses on contemporary professional issues in nursing practice. It covers a comprehensive review of major trends and issues in professional practice, including bioethics, professional development, nursing certification, career burn-out, theories and models, delivery systems, politics, spirituality, diversity and much more. Historical perspectives and contemporary nursing theories related to professional practice are fully reviewed and examined. The student will be required to show learning through exams and assignments.
NRS 490 Nursing Research Capstone Project 8 semester hours
This is the last course in the Bachelor of Science in Nursing. You will be required to propose and complete a capstone project.

PA 400 Law & Ethics in Public Administration 4 semester hours
This course studies and explores the law and how it applies in public administration along with the ethics necessary to work in this field. The student will be required to show learning through exams and assignments.

PA 410 Managing Public Administration 4 semester hours
This course studies and explores the management principles involved and needed in public administration. The student will be required to show learning through exams and assignments.

PA 420 Current Issues in Public Administration 4 semester hours
This course explores the current issues in public administration. The student will read about the issues involved in this field. The student will be required to show learning through exams and assignments.

PA 430 Grant Writing 4 semester hours
The overall objective for this course is to give you the tools to help your organizations schools, non-profit agencies, community service groups, and businesses the tools to successfully compete for grant funds. Individuals working on professional development proposals will also gain the skills and knowledge to successfully propose research and study plans. Specific objectives involve: Assessing organizational needs, Researching government agencies and private foundations for good fits between grantor goals and organizational needs, Gaining organizational and community support, Scrutinizing Requests for Proposals (RFPs), Grant Application Packets, instructions, Writing effective proposal letters, Outlining effective proposals, Outlining management plans, Outlining evaluation plans, Developing budgets, Revising proposals and grant applications in workshops. Methods for accomplishing these goals will primarily involve problem-based/project-based learning. You will identify real organizations with real needs, and research and write in order to bring about a project through grant funding that solves a problem orfills a community need. The student will be required to show learning through exams and assignments.

PA 450 Capstone Project for Public Administration 4 semester hours
The purpose of this course is to introduce you to the elements of the systematic social science research process and to the concepts, issues, and methods involved in conducting research in public and nonprofit administration.
This course has two main goals:
(1) to equip you with the knowledge to distinguish good from bad research in public administration and to understand the reasons why it’s good or bad, and
(2) to practice the skills you need to create good research designs to investigate the kinds of issues and problems you will encounter in the public service. The student will be required to show learning through exams and assignments.

PL 425 Alternative Dispute Resolution 4 semester hours
Alternative Dispute Resolution focuses on the many ways to resolve disputes in the legal system. This course will show students that civil suits and criminal penalties are not always solves with cash settlements and jail time. The student will
be required to show learning through exams and assignments.

**PL 480 Capstone Project 8 semester hours**
This is the final course in the Bachelor of Science in Paralegal Studies Program. Students will be required to propose and complete a project with the help of their professor.

**PTH 400 Ministry to the Dying 4 semester hours**
This course shows how to deal with the dying patient directly. Issues such as dealing with denial, personal reflections, and end stage care will be discussed in detail. The student will be required to show learning through exams and assignments.

**PTH 430 End of Life Issues 4 semester hours**
This course deals with the ultimate end of life and the complications it can bring. Death, dying and bereavement are fundamental and pervasive aspects of the human experience. Individuals and societies can only achieve fullness of living by understanding and appreciating these realities. The absence of such understanding and appreciation may result in unnecessary suffering, loss of dignity, alienation, and diminish quality of living. The student will be required to show learning through exams and assignments.

**PTH 450 Dying and Spirituality 4 semester hours**
This is a comprehensive course and requires significant learning. It is an advanced course in the degree program and prepares students to work therapeutically and most effectively with all dimensions in meeting the spiritual needs of the dying. The student will be required to show learning through exams and assignments.

**PTH 460 Advanced Issues in Death and Dying 4 semester hours**
This course continues and further details issues of death and dying. The advanced approach allows students to integrate the knowledge they have learned so far with more advanced strategies and techniques. The student will be required to show learning through exams and assignments.

**PTH 470 Spiritual Pastoral Care for the Dying 4 semester hours**
This course focuses on the spiritual side of the dying processes and prepares the student for issues that might arise from a spiritual point of view. The student will be required to show learning through exams and assignments.

**PTH 490 Capstone Project 8 semester hours**
This is the last course in the Bachelor of Science in Pastoral Counseling. You will be required to propose and complete a capstone project.

**SOC 420 Services/Child Welfare 4 semester hours**
Studies the purposes and goals of child welfare services, the policy context for child welfare, family-centered services, how poverty affects children and their families, the base of the child abuse and neglect, the preservation and reunification services, related to child welfare, and the foster care and residential group care services. The student will be required to show learning through exams and assignments.

**SPC 400 Angelology 4 semester hours**
This course provides you with continued learning of metaphysical principles related to angels. You study all aspects of angels from early biblical times to modern day interventions and communications. Angelic realms and hierarchy are presented, as well
as biblical references in the old and new testament and in other religious paths. You acquire an appreciation for the role of angels in their lives and in the lives of clients. Angel communication is studied and you practice angelic communications and guidance. You learn to give “angel readings” to clients and use angelic messages as an integral part of spiritual counseling. The student will be required to show learning through exams and assignments.

**SPC 420 Mediumship in Spiritual Counseling 4 semester hours**
This course provides you with continued learning of spiritual principles for the practice of psychic development and intuitive counseling related to mediumship. You study about the innate ability of everyone to work with psychic energy. Psychic energy systems are defined and discussed as related to receiving messages from Spirit. You will learn principles of mediumship, psychic protection and the purposes of mediumship as a means of healing grief. Issues related to grief counseling are also explored. The soul’s purpose as an incarnate being is studied. You will learn methods for making conscious contact with Spirit for continued learning and for higher purpose. You will learn methods to make mediumship readings meaningful to clients. The surge of interest today in mediumship is also explored. Healing by forgiveness through mediumship is also examined. The student will be required to show learning through exams and assignments.

**SPC 430 The Chakras and Healing 4 semester hours**
This course you will study the major Chakras of the Etheric body. Chakras are defined and their role as major energy centers is explored. You will learn the purpose of each chakra, their characteristics, and color forms. A study of balance and imbalance of the chakras is discussed. The energy systems of the chakras are also studied. Use of the chakras in spiritual growth is explored. You learn how to use the chakra systems in healing and in spiritual counseling. A more in-depth exploration of the energy systems is presented. Chakra protection is also discussed. You learn how to balance their own chakras and assist clients in achieving better balance of their chakras. A study of chakras in overall spirituality is presented. The student will be required to show learning through exams and assignments.

**SPC 460 The Science of the Mind 4 semester hours**
This course provides you with continued learning of spiritual principles related to the “Science of Mind.” You will study consciousness and the Science of Mind Principles, as well as the use of the Science of Mind in everyday life. The Spiritual Dimension of human beings is examined. You learn how to effectively use Science of Mind Principles and how to teach these principles to clients. There is an emphasis on learning how to develop effective Science of Mind treatments. How to assist clients in developing their own treatments is presented. You will also learn how to use the Science of Mind in spiritual counseling of clients. This is an in-depth course with an emphasis on effective use of Science of Mind Principles and evaluation of their effectiveness in creating outcomes from desires, as well as enhancing spiritual growth. The student will be required to show learning through exams and assignments.

**SPC 470 Advanced Prayer and Healing 4 semester hours**
This is an independent study course where
you will develop a comprehensive learning contract related to the topic of Prayer & Healing, especially as it relates to Spiritual Counseling and Ministry. You have the opportunity to select your own resources for study, establish learning objectives and develop the means for learning assessment. Learning activities are mutually agreed upon by you and I. You may do self-study and readings, attend seminars, develop a project, do a preceptorship with someone in Ministry, establish their own Ministries, as well as other creative choices. Guidance is provided throughout the course. Self-study and self-discipline skills are encouraged and supported. Specific instructions for developing the unique learning methods are provided to you upon enrollment. Communication with me is ongoing. Self-reflection and ongoing spiritual growth are corner stones of this course. The student will be required to show learning through exams and assignments.

**SPC 495 Metaphysical and Spiritual Counseling Capstone Project - 8 hrs**
This is the last course in the Bachelor of Science in Metaphysical and Spiritual Counseling. You will be required to propose and complete a capstone project.

**STA 430 Statistics of Allied Health 4 semester hours**
This course focuses on processing data in the health care industry. After collecting the information is it important to know how to properly use it. Students learn methods through this course to process, sort, and present data. The student will be required to show learning through exams and assignments.

**Level 500 Courses**

**AC 525 Pharmacology and Addictions 4 semester hours**
This Course covers an account of the effects of psychoactive drugs on the brain and their behavior. The student will be required to show learning through exams and assignments.

**AC 560 Assessment Methods in Addictions Counseling 4 semester hours**
This Course covers an approach for assessing and treating alcohol and drug-abusing/dependent patients. Provides the concepts and methods families need to promote and maintain recovery. The student will be required to show learning through exams and assignments.

**AC 595 Drug Abuse and Counseling 4 semester hours**
This course covers a practical overview of substance abuse counseling and addresses key issues early, including designing treatments to fit the individual needs of a client. The student will be required to show learning through exams and assignments.

**ACT 500 Principles of Accounting 4 semester hours**
This course in fundamental financial accounting concepts focuses on relationships between business events and financial statements. The primary course objective is to develop students who can explain how any given business event will affect the income statement, balance sheet, and the statement of cash flows. The student will be required to show learning through exams and assignments.

**AM 500 Aviation Maintenance Management 4 semester hours**
This course provides a perspective in developing and running efficient, reliable, and cost-effective airline maintenance programs. The student will be required to show learning through exams and assignments.
**AM 570 Human Factor 4 semester hours**
This course examines a unique perspective in pursuing safety and prevention strategies and in-depth knowledge of modern approach to the aviation human factor issues. The student will be required to show learning through exams and assignments.

**BUS 510 Business Ethics 4 semester hours**
This course further examines business people from around the world and how they are influenced by American values. The ethics for any business, naturally, starts within you. Thus, this course will define morals and values as well as the flexibility to openly change them in a business environment. The student will be required to show learning through exams and assignments.

**BUS 550 Business Finance 4 semester hours**
This course explores the distant concepts and exotic buzzwords of finance and explains them in an easy-to-understand manner so that you can ask intelligent questions of your finance and accounting personnel and understand their answers. Without that knowledge, a manager, whether he/she is in sales or production or marketing, will be ill-equipped to communicate with accountants or financial officers and will most-assuredly be lost and will likely be left behind for future promotions. It often been said that finance is the language of business. One would be well advised to learn it. The student will be required to show learning through exams and assignments.

**CSM 500 The Case Management Process 4 semester hours**
Case Management Process course is designed to acquaint the student with the fundamentals. The course work will center on case management organizational structure, program development, utilization management, legal considerations, discharge planning and measurements. The course assignments will enhance the application to practice for mid-level management. After successful completion of the course, you will possess a deeper understanding of case management processes and its application to delivery of health care services as well as current marketplace trends. The student will be required to show learning through exams and assignments.

**CSM 510 Quality and Case Management 4 semester hours**
This course explores the concepts of quality improvement and quality assurance as it relates to the role of the professional case manager and case management practice. This course is structured to present theories of quality improvement in health care delivery services, from a case management perspective. Professional case managers prepared at the graduate level practice in more advanced roles today, and are intimately involved in the analysis and improvement of care service design and delivery. The student will be required to show learning through exams and assignments.

**EDU 520 Educational Psychology 4 semester hours**
This is a course that will assist Educators and counselors in bridging a gap between theory and practice. The primary goal is to help students translate developmental theories into practical implications. We are going to focus on concepts and principles that are important to developmental theorists and to educational practitioners. Another goal is to help students come to a broad conceptual understanding of the field of child development, to make them aware of the foundational ideals and issues that frame
the field and to provide them with a broad sense of how and when children develop various abilities. The student will be required to show learning through exams and assignments.

**EDU 522 Perspectives in American Education**
4 semester hours
This course studies the changes in American Education along with how students’ learn through reforming schools through learner-centered education. The student will be required to show learning through exams and assignments.

**EDU 524 Foundations for Educational Leadership**
4 semester hours
Foundations of Educational Leadership is an exciting course that provides an in-depth examination of organizational theories for educational administrators. These theories are discussed chronologically, as they emerged and were influential during the past 200 years. Our principal focus will be on modern theories. Specific topics relevant to organizational behavior such as motivation, decision making, and leadership are discussed within the broad theoretical contexts from which they originated. The student will be required to show learning through exams and assignments.

**EDU 525 Clinical Assessment:**
Psychological Testing
4 semester hours
This is a course that will assist Educators and counselors in being a more effective clinician through the use of sound assessments. In order to use assessment techniques appropriately, a counselor needs to have a solid foundation in measurement. Educators and clinicians need to understand the basic types of assessment instruments and methods used in scoring instruments. This course is also structured to present the foundations by exploring specific methods and areas of clinical assessments. Clinicians can use numerous methods of client assessment, such as interviews, informal tools, and standardized instruments. No matter what type of assessment strategies an educator or clinician select, these tools must be reliable and sound. The student will be required to show learning through exams and assignments.

**EDU 526 Alternative Education Theory & Practice Dealing with Emotional & Behavioral Disorders**
4 semester hours
This course will allow you to think about and have discussion around two of the most profound questions regarding theory and practice around students who have emotional and behavioral disorders. Two questions need to be addressed in developing any behavior change procedure regardless of the student's current behavioral difficulty: "What do I want the student to do instead?" and "What is the most effective and efficient means to help the student reach his or her goals?" Regardless of whether the student is withdrawn or aggressive, the objective is to exhibit a response instead of the current behavior. We may want the student to play with peers on the playground instead of playing alone. We may want the student to play appropriately with peers on the playground instead of hitting peers during games. For both behavior patterns, we have identified what we want them to do instead of the current problem behavior. Students who are referred to as having "conduct disorders" and students who are referred to as having "emotional disabilities," "behavioral disorders," "serious emotional disturbances," or "emotional and behavioral disorders" have two common elements that are instructionally relevant: (1) they demonstrate behavior that is noticeably different from that expected in school or the community and (2) they are in need of remediation. The student will be required to
show learning through exams and assignments.

**EDU 530 Theories of Development: Concepts & Applications 4 semester hours**
Theories of Development is an exciting course that provides an in-depth examination to assist you in translating developmental theories into practical implications for you as a professional who nurtures the development of young people. We will identify strategies for promoting children's and adolescents' physical, cognitive and social-emotional growth. The student will be required to show learning through exams and assignments.

**EDU 531 Principles of Effective Methods and Instructions 4 semester hours**
This course studies the reflective decision making and why it is important, the characteristics of students that can influence teaching decisions, the advantages and disadvantages of using instructional objectives, the role of assessment throughout instruction, the six principles for designing learning experiences, the direct and inductive models for teaching. The student will be required to show learning through exams and assignments.

**EDU 532 Methods in Teaching Literature 4 semester hours**
This course studies the various methods in teaching literature at the high school level. The student will be required to show learning through exams and assignments.

**EDU 533 Learning Disabilities: Assessment and Intervention 4 semester hours**
This is a basic course that prepares you to work in the education field of special education. In this course you will learn about the comprehensive information about assessment principles and practices from an applied, practical perspective. You will learn how to evaluate students from culturally and linguistically diverse backgrounds, the latest resources on assessment and technology; information of the IEPs and assessment; expanded treatment of processes and procedures for assessing students with attention deficit hyperactivity disorder (ADHD). In this course there will be four parts: Assessment process, practical applications and considerations in assessment, general assessment considerations and assessing academic achievement. The student will be required to show learning through exams and assignments.

**EDU 534 School Finance and Management 4 semester hours**
This is an upper level course that prepares you to work in the field of K-12 Educational Administration. In this course you will study the policies involved in the economic and political models that affect the current social, political and economic state of our schools. The student will be required to show learning through exams and assignments.

**EDU 535 Counseling, Learning and Behavior Problems 4 semester hours**
This is a course that will assist Educators and counselors in bridging a gap between University students and practitioners in schools. The primary goal is to help students utilized the community programs when they begin working in the real world. We are going to focus on concepts and principles that are important to developmental theorists and to educational practitioners. Another goal is to help students come to a broad conceptual understanding of the field of child development, to make them aware of the foundational ideals and issues that frame the field and to provide them with a broad sense of how and when children develop
various abilities. The student will be required to show learning through exams and assignments.

**EDU 536 Psychological and Social Characteristics of At-Risk Students** 4 semester hours
The goal of the course is to provide a comprehensive perspective on the psychological and social characteristics of at-risk youth, with particular focus on the impact of these traits within the educational setting. Upon completion of the course, students will have insights into the identification of at-risk students, an overview of various precipitating risk factors and enhanced awareness of a variety of strategies, programs and organizations focused on the addressing the wide range of needs present within this population. The student will be required to show learning through exams and assignments.

**EDU 540 Human Diversity in Education** 4 semester hours
This course will give you an opportunity to view the educational process from the learners’ perspective. You will become familiar with the increasingly diverse student population and their needs. This course will provide you with knowledge of teaching strategies and tools that will give all learners an opportunity for success. We will delve into the specific strategies for teaching all core curriculum content areas. This is a very valuable course providing you with the foundation needed to become an instructional leader of an educational community. The student will be required to show learning through exams and assignments.

**EDU 541 Elementary Education in Teaching Methods: Reading & Language Arts** 4 semester hours
This course studies current issues that affect language arts instruction, the various theories of language acquisition, the activities that focus on the writing process (prewriting, first draft, revision, evaluation), the expressive, imaginative, and expository writing, traditional, structural, and transformational grammar, the various reading approaches supported by literature. The student will be required to show learning through exams and assignments.

**EDU 542 Principles of Effective Methods and Instruction** 4 semester hours
This course studies the ways of formulating, organizing and evaluating the educational objectives that have been chosen for a curriculum. The student will be required to show learning through exams and assignments.

**EDU 543 Methods of Managing Pupils with Behavior Disorders** 4 semester hours
This is a course that will assist Educators and counselors in an in-depth look at specific behaviors and strategies employed for addressing each behavior. It will place school based interventions in the context of positive behavioral support. This course will continue to promote collaboration between other agencies and families. The student will be required to show learning through exams and assignments.

**EDU 544 Public Administration and School Law** 4 semester hours
Public Administration and School Law is an exciting course that provides an in-depth examination of the laws that affect educators. This course offers the material necessary to become informed. This knowledge makes educators empowered to use the law as a source of guidance, protection, and to provide educators with knowledge of public school law to improve public education. The student will be
required to show learning through exams and assignments.

**EDU 545 Cross-Cultural Perspectives in Counseling Psychology 4 semester hours**
This is a course that will assist Educators and counselors in being a more effective therapist through the knowledge of diverse cultures. There is a need for mental health professionals to understand not only cultural differences reflected in world views but also the sociopolitical nature of cultural differences reflected need to be maintained. The student will be required to show learning through exams and assignments.

**EDU 546 Classroom Management - Strategies for At-Risk Students 4 semester hours.**
This course addresses how to effectively design lessons for at-risk students. There is a brief review of the nature and characteristics of students with behavior disorders. The emphasis is on classroom based strategies for assessment, management and resolution of problem behaviors. The areas that will be addressed in the course are: definitional matters, assessing and classifying disordered behavior and managing and reaching students with behavior disorders. The student will be required to show learning through exams and assignments.

**EDU 551 Elementary Education Teaching Methods: Social Studies, Science & Mathematics 4 semester hours**
This course studies the three components that frame a social studies curriculum, effective social studies lessons, the several different cooperative learning structures, the various assessment tools to be used in a social studies unit, the inquiry based learning, the behavioral theory, cognitive theory, and constructivism. The student will be required to show learning through exams and assignments.

**EDU 552A Methods and Materials in Secondary Education: English 4 semester hours**
This course studies the methods and materials in teaching English at the high school level along with current research on how students learn English along with methods and materials for English at the secondary level. The student will be required to show learning through exams and assignments.

**EDU 552B Methods & Materials in Secondary Education: Social Studies 4 semester hours**
This course explores new Methods of Instruction in the Social Sciences of Secondary Schools. This course engages audiences in analyzing 21st century issues and trends effecting student growth. This course gives students the opportunity to conduct research by studying connections, and interlocks between historical, philosophical, sociological, and psychological data that will assist in creating and implementing effective methods of instruction in the classrooms- which will be an asset to the teachers, teaching middle school learners who are continuously struggling in the Social Studies area. This course will review over the role of a teacher, and defined responsibilities and expectation of the learning community. The student will be required to show learning through exams and assignments.

**EDU 552C Methods & Materials in Secondary Education: Mathematics 4 semester hours**
This course explores instructional theory and methods related to teaching secondary school mathematics. It begins with an overview of the challenges facing
show learning through exams and assignments.

**EDU 554 Administration and Community Service 4 semester hours**
This course studies public relations and the needs of the community to make better decisions, the communication process among the board of education, the school administration and the community as an ongoing process or specifically in a crisis situation. The student will be required to show learning through exams and assignments.

**EDU 555 Counseling Skills in Education 4 semester hours**
This is a course that will assist to prepare teachers and other professionals to work with young children and their families in early care and education settings of all kinds. The primary goal is to articulate a variety of guidance strategies designed to promote the emotional well being of young children, reduce problem behaviors and enhance children’s social competence. The student will be required to show learning through exams and assignments.

**EDU 556 Teaching Methods for At-Risk Students 4 semester hours.**
This not only addresses curriculum adaptations but teaches step-by-step procedures on how to implement curriculum adaptations in the classroom. The latest research and legislation is discussed. The main emphasis is on instructional practices that can be implemented by classroom teachers. The student will be required to show learning through exams and assignments.

**EDU 560 Foundations of Education 4 semester hours**
The Foundations of Education is an exciting course that provides an overview of some of
the important features of an education system. It also provides opportunities to examine and analyze important aspects of your own educational system regardless of where you operate and regardless of the prevailing cultural, ideological and material backgrounds. Topics will be discussed from various theoretical and ideological perspectives. The student will be required to show learning through exams and assignments.

**EDU 561 Affective Development/Behavior Management 4 semester hours**
This is a course that will assist to prepare teachers and other professionals to work with young children and their families in early care and education settings of all kinds. The primary goal is to articulate a variety of guidance strategies designed to promote the emotional well being of young children, reduce problem behaviors and enhance children's social competence. The student will be required to show learning through exams and assignments.

**EDU 562 Affective Development/Behavioral Management 4 semester hours**
This course will expose you to curriculum mapping. You will be able to understand the relationships between curriculum mapping and classroom curriculum. You will understand the two constants used in relevance to curriculum the content taught and time spent. You will be involved in researching various perspectives in relationship to Emotional Development. You will be able to compare and contrast Erikson's Theory, Piaget's Theory and the gift of understanding the similarities and differences between the two theories. The student will be required to show learning through exams and assignments.

**EDU 563 Characteristics & Strategies for Teaching Students with Learning Disabilities 4 semester hours**
This is an upper level course that prepares you to work in the field of Special Education. In this course you will learn how to use a wide variety of teaching methods, materials and strategies to help children with learning disabilities learn. The student will be required to show learning through exams and assignments.

**EDU 564 Elementary School Administration and Supervision 4 semester hours**
This is an exciting course that will prepare you to become an educational leader within a school community. We will be involved with content surrounding a variety of topics such as management styles, the role of the administrator, community building, teaching and learning as well as the moral aspects surrounding leadership. The student will be required to show learning through exams and assignments.

**EDU 565 Counseling Secondary School Students 4 semester hours**
This is a course that will assist Educators and counselors in bridging a gap between theory and practice. This course is designed to help a counseling department become less reactive and more proactive at its philosophical base. Once counselors know where they stand as to role and function, they are much more amenable to shifting from a reactive to a proactive posture. Knowledge is not useful until it translated into action. One important thing happening in school counseling is the shift in the counselor's role of a sole deliverer of guidance and counseling services to orchestrator of said services, working in collaboration with teachers, administrators, parents, and community members. The
student will be required to show learning through exams and assignments.

**EDU 570 The Uses of Technology in Education** 4 semester hours
This course studies the technology used in education today and how to incorporate into your curriculum. The student will be required to show learning through exams and assignments.

**EDU 571 Foundations of Reading** 4 semester hours
This course studies reading as a process of constructing meaning, the advantages and disadvantages of various reading approaches, the developmental, corrective, and remedial components of a reading program, the phonemic, morphemic, semantic, syntactic, and pragmatic systems of language, emergent literacy, and the role of metacognition in reading and writing. The student will be required to show learning through exams and assignments.

**EDU 573A Methodology in Teaching Learning Disabilities: Elementary Level** 4 semester hours
This is an upper level course that prepares you to work in the field of Special Education. In this course you will learn how to use a wide variety of teaching methods, materials and strategies used to teach children with learning disabilities at the Elementary Level. The student will be required to show learning through exams and assignments.

**EDU 573B Methodology in Teaching Learning Disabilities: Secondary Level** 4 semester hours
This is an upper level course that prepares you to work in the field of Special Education. In this course you will learn how to use a wide variety of teaching methods, materials and strategies used to teach children with learning disabilities at the Secondary Level. The student will be required to show learning through exams and assignments.

**EDU 574 Secondary Administration and Supervision** 4 semester hours
This is a course that will help Educators understand the relationship between effective communication & interpersonal relationships and examine different means of Communication and Techniques used during the Supervision process. It will also focus on acquiring successful techniques to use in the Secondary Administrative level. The student will be required to show learning through exams and assignments.

**EDU 575 Counseling in the 21st Century Schools** 4 semester hours
This is a course that will assist Educators and counselors in bridging a gap between theory and practice. This course is designed to help reflect the contemporary view that life span development is a process deeply embedded within and inseparable from the context of the family, social network, and culture. People do not progress through life in isolation, rather their developmental course influences and is influenced by other people and systems. We will emphasize the role of clinicians as reflective practitioners. The student will be required to show learning through exams and assignments.

**EDU 576 Assessment Issues & Practices with At-Risk Students** 4 semester hours
This course will prepare you to work with at-risk students in the early childhood education field. In this course you will learn how to identify and assess at-risk learners, review programs geared towards at-risk learners, how to effectively work with at-risk learners and address the needs of the families. The student will be required to
show learning through exams and assignments.

**EDU 580 Philosophy of Education 4 semester hours**
The Philosophy of Education is an exciting course that provides an opportunity to examine some of the important ideas of the major thinkers on education who have influenced the development of our education systems. These ideas address issues of educational practice and policy. The course will provide opportunities for you to develop a reasoned philosophy of education. The course will also provide opportunities to examine and analyze important aspects of your own educational system regardless of where you operate and regardless of the prevailing cultural, ideological and material backgrounds. The student will be required to show learning through exams and assignments.

**EDU 583 Methodology in Teaching Exceptional, Diverse and At-Risk Students in General Education 4 semester hours**
This is a course that will assist Educators and counselors in bridging a gap between theory and practice. This course is designed to help make a difference in student disabilities. We will discuss the changes in the laws and the current terminology. The student will be required to show learning through exams and assignments.

**EDU 585 Crisis Counseling in Schools 4 semester hours**
This course serves as a collective resource for schools and communities by providing practical techniques and the best practice strategies to restore safety and security and to maintain continuity and integrity. In times of crisis, schools will need to respond immediately to prevent or reduce the possibility of further accident and tragedies. Planning for school-wide crisis, critical incidents, and crisis response can significantly reduce disruption during times of chaos. The student will be required to show learning through exams and assignments.

**EDU 586 Cognitive and Social Issues with At-Risk Students – 4 semester hours.**
The goal of the course is to provide a comprehensive perspective on the cognitive and social issues that characterize and confront at-risk students. Upon completion of the course, students will have insights into the identification traits associated with at-risk students, an overview of various precipitating risk factors and awareness of a variety of strategies and approaches specifically aimed at addressing the wide range of needs present within this population. The student will be required to show learning through exams and assignments.

**EDU 590 Educational Assessment 4 semester hours**
This course addresses the assessment tools available to educators for assessing their students. The various types of assessments will be studied and evaluated. The student will be required to show learning through exams and assignments.

**EDU 593A Methodology for Teaching Students with Mild Disabilities 4 semester hours**
This is an upper level course that prepares you to work in the field of Special Education. In this course you will learn how to use a wide variety of teaching methods, materials and strategies used to teach children with learning disabilities at the Elementary Level. The student will be required to show learning through exams and assignments.
EDU 593B Learning Disabilities – Neuropsychology 4 semester hours
This is a basic course that prepares you to work in the education field of special education. This course focuses on the major theories of Learning Disabilities and Brain Function. In this course you will learn about the brain function as it relates to learning and learning disabilities. Neuropsychology is now one of the prominent branches of psychology. The emphasis of this course is not on how to teach arithmetic, reading or spelling, but on the basic neurological ingredients that make such learning possible. The student will be required to show learning through exams and assignments.

EDU 593C Learning disabilities – Theory, Characteristics & Issues 4 semester hours
This is an upper level course that prepares you to work in the field of Special Education. In this course you will learn how to use a wide variety of teaching methods, materials and strategies to help children with learning disabilities. You will also study the changing definitions of learning disabilities, the theoretical basis for learning disabilities, the medical aspects of learning disabilities, cognition and language characteristics of learning disabilities, and personality and social characteristics of students with learning disabilities. The student will be required to show learning through exams and assignments.

EDU 596 Curriculum Development for At-Risk Students – 4 semester hours
This course will allow you to have discussion around the effectiveness of schooling updates regarding reform in a fashion that is both engaging and immediately actionable. In this course you will learn about the historical background of public education high expectations for success, strong instructional leadership and achieving a safe and orderly learning environment. When finished, you will have an awareness of the fundamental concepts of “What Effective Schools Do”. Students identified as being at risk of educational failure often receive a watered-down curriculum that emphasizes the acquisition of basic academic skills. All students--especially those at risk--need to be engaged in interesting and challenging learning that goes beyond basic proficiencies. One of the best ways to ensure meaningful, engaged learning for all students is by developing whole-school programs in which classroom teachers, specialists, administrators, and support staff collaborate to provide improved school wide instruction. Supportive instruction within the regular classroom can be provided for those students who need additional help in meeting high academic standards. Strategies for promoting learning for at-risk students can be enhanced by appropriate assessment, ongoing professional development, and parental involvement. The student will be required to show learning through exams and assignments.

GRC 500 Foundations of Gerontology 4 semester hours
This course will provide an understanding of the social, psychological, physiological, economic, legal, philosophical aspects, the future of aging, the elderly and the community. The underlying theme for this semester will be how older adults define quality of life as they age. Aging is a natural process for all living things. Technical and scientific breakthroughs have contributed greatly to increasing life expectancies. These breakthroughs in combination with social, economic, and political forces have led to changes in the composition of the population. The students will be required to show learning through assignments and exams.
**GRC 580 Gerontology Counseling I 4 semester hours**

This course will provide the basic teaching communication skills and the provision of basic information regarding the older adult. In this course you will learn a step-by-step progression of understanding and practice that will help you develop the interpersonal skills necessary to provide aid and comfort to the older adult. The students will be required to show learning through assignments and exams.

**GRC 590 Cultural and Social Issues in Gerontology 4 semester hours**

This course will provide the attitude, the skills and the knowledge of the many cultures and social issues needed in order to promote counseling effectiveness with elderly clients. You will learn to place the needs of the elderly client above all other considerations. You will select counseling interventions solely on the basis of the elderly client's agenda, and you will create an environment that supports professional tolerance. The students will be required to show learning through assignments and exams.

**GRF 500 Death and Dying I 4 semester hours**

Death, dying and bereavement are fundamental and Pervasive aspects of the human experience. Individuals and societies can only achieve fullness of living by understanding and appreciating these realities. The absence of such understanding and appreciation may result in unnecessary suffering, loss of dignity, alienation, and diminished quality of living. Therefore, education about death, dying, and bereavement is an essential component of the educational process at all levels formal and informal. The students will be required to show learning through assignments and exams.

**GRF 550 Counseling the Dying Patient 4 semester hours**

Our personal philosophy about life and people impact upon our relationship with others. These assumptions about people and their motives influences how we see clients, the philosophy and theory of counseling we use, the style of therapeutic relationships we develop, the kind of counseling goals we help clients set, and the interventions we use to help clients meet their goals. The students will be required to show learning through assignments and exams.

**LDR 501 Leadership Theory 4 semester hours**

This course is an overview of leadership and leadership theory as it pertains to businesses and organizations. It also touches on the following: the nature of managerial work, perspectives on effective leadership behavior, empowerment, management traits and skills, types of leadership, and trends in leadership for the future. The student will be required to show learning through exams and assignments.

**MHA 500 Health Care Systems 4 semester hours**

This course focuses on the major components of the healthcare Delivery System.

1). Understand the evolution of healthcare delivery.

2). Identify the factors affecting health and wellness.

3). Review public health agencies role in disease promotion.

4). Discuss the levels and settings for ambulatory care.

5). Understand the hospital’s role in Healthcare Delivery.

6). Review community Hospital’s organization.
7). Identify service levels in the Long-Term care settings.
9). Gain an understanding of the complicated workings of the Pharmaceutical Industry.

The students will be required to show learning through assignments and exams.

MHA 525 Health Care Policy 4 semester hours
The course begins with a historic look at the healthcare delivery systems and concludes with a review of current health policy issues. You are presented with health policy issues from an economic and political perspective. Healthcare financing policy issues dominate the text just as they overwhelm state and federal governments in real life. Competitive market incentives are put in perspective and the economic self-interest of the component parts of the healthcare delivery system are analyzed. Healthcare reform issues appear throughout the text, as they do in your daily newspaper. Controversial health policy issues, such as, the buying and selling of the transplant organs are reviewed. Current topics, including the malpractice crisis, cost shuffling and managed care give you a solid foundation of knowledge for managerial decision making. Learn to distinguish the difference between for-profit and non-profit hospitals through their market behavior. You will also study the basics of the Canadian Healthcare System. The Board knowledge base you obtain in this course is designed to equip you, as a future manager, to deal with the challenges in the most complex industry in the world. The students will be required to show learning through assignments and exams.

MHA 560 Health Care Law 4 semester hours
After successful completion of the course, you will have a much greater understanding of the legal issues that are applicable to the delivery of health care services, as well as some of the most current and pressing issues in care delivery. You will also understand the importance of acquiring knowledge and skill in this area of practice in order to safe guards your clients, the organization and yourself, from liability. Learning and understanding Health Care Law is one of the hallmarks of graduate education in health care delivery; whether clinical or administrative. The students will be required to show learning through assignments and exams.

NHC 510 Natural Health Care I 4 semester hours
This is a superb distance learning nutrition course filled with nutrition facts and other valuable health information designed to educate anyone interested in living a healthy life from a natural health perspective. Learn how to use natural Alternative Medicine and other natural health methods to care for your own health, your family’s health, or start a nutritional consulting health career of your own. The course thoroughly addresses every area of Alternative Medicine required for optimal health wellness. The student will be required to show learning through exams and assignments.

NHC 520 Food Science – 4 semester hours
The course deals with the composition and the chemical and physical properties of the major food groups. Also deals with food formulation, processing and preparations. The student will be required to show learning through exams and assignments

NHC 530 Contemporary Nutrition – 4 semester hours
The course deals with the importance of food choices in a broad context. The interactions between food choices and ecology. The student will be required to show learning through exams and assignments.

**NHC 540 Natural Health Care II 4 semester hours**
Prerequisite NHC 510. The course thoroughly addresses every area of Alternative Medicine required for optimal health wellness. Much of the content in this course is not found in mainstream traditional medical books, health books, fitness nutrition education courses, or even traditional nutrition courses. Dr Adams is continually revising and updating the nutrition course material to keep abreast of new developments and research in the Natural Alternative Medicine field. The student will be required to show learning through exams and assignments.

**NHC 560 Anatomy & Physiology 4 semester hours**
This is an upper level course that prepares you to work in the field of Natural Health Care. In this course you will learn the anatomy and physiology of the human body. This is not an advanced course in anatomy and physiology because many of the students entering this degree program have not had background in anatomy and physiology of the human body. The student will be required to show learning through exams and assignments.

**NHC 570 Botanical Medicine – 4 semester hours**
The course will teach the skills and information required to access, evaluate and apply botanical knowledge in treatment protocols. The student will be required to show learning through exams and assignments.

**NHC 580 Herbology 4 semester hours**
Herbology is the oldest and only natural form of medicine known to mankind in every culture throughout the world. It includes herbs, plants, bark, fruits, berries, flowers, roots, leaves and grasses, all of which are used medicinally and nutritionally. Herbal medicines date back to Biblical and other historical literature. There are several types of herbal medicine systems that are used today; European, Native American, Chinese, Ayurveda, and Western herbalist are the most prevalent systems. Learn how to use herbs to care for your own health, your family’s health, or start an herb consulting health career of your own. Earning a living as an herbalist may be done in the comfort of your own home. The student will be required to show learning through exams and assignments.

**NHC 590 Homeopathy 4 semester hours**
Homeopathy is a system of medicine that is based on the Law of Similar. You will learn how to use homeopathic remedies to care for your own health, family’s health, or start a homeopathic consulting health career. Earning a living as a homeopath may be done in the comfort of your own home. The student will be required to show learning through exams and assignments.

**NRS 500 Concepts & Roles – Advanced Practice Nursing 4 semester hours**
This is an upper level nursing course. The concepts and roles of the nurse will be addressed. The student will be required to show learning through exams and assignments.

**NRS 501 Theoretical Concepts in Nursing Practice 4 semester hours**
This is an upper level nursing course. Theories involved in the concepts of nursing practice will be studied. The student will be
required to show learning through exams and assignments.

**NRS 502 Legal & Ethical Issues in Nursing Practice 4 semester hours**

This course is formatted at the graduate level of study. It is intended to provide you with the theory, knowledge and application necessary to deal with pressing legal and ethical issues in administrative practice. Many concepts are presented that impact patient care on a daily basis. Upon completing this course, you will have a far-reaching knowledge base in which to provide for sound policies and procedures for nursing services, which comply with legal and ethical mandates. You will also be able to commensurate roles in nursing management/administration as high level "advocates" for clients. The student will be required to show learning through exams and assignments.

**NRS 503 Nursing Assessment Across the Life Span 4 semester hours**

This course is an intensive course and is equivalent to any physical assessment and diagnosis course in a medical school or advanced practice nursing curriculum. It provides foundational study in health, wellness, and in pathology states. It takes us from the "normal" to the abnormal and uses a "body systems" framework for content presentation. The student will be required to show learning through exams and assignments.

**NRS 504 Alternative Care Therapies 4 semester hours**

This is an exciting course. We have the opportunity in this course to explore the many alternative care therapies that encompass body, mind and spirit. Therapies, theoretical concepts and practical means of interventions are all presented. Emphasis is also placed on the study and outcomes related to the ability of the mind to heal, as well as spiritual means of healing sickness and diseases. The student will have a greater appreciation for "mind-body-spirit" medicine and health care delivery, and be able to incorporate new learning into clinical practice. The student will be required to show learning through exams and assignments.

**NRS 505 Spirituality in Nursing Practice 4 semester hours**

This course is designed to help the learner develop expertise in assessing a client holistically, encompassing all dimensions of assessment. Spiritual assessment is often done inadequately, if at all. Through thorough assessment of spiritual needs and appropriate intervention, the nurse can assist the client to reach maximal levels of wellness. The student will be required to show learning through exams and assignments.

**NRS 506 Nursing Research 6 semester hours**

This course is designed, consistent with the role of the Master's prepared nurse, to advance the practitioners knowledge beyond the baccalaureate level- to no longer simply accept what is, rather, to question why. Research is a major force in nursing. Through Nursing Research, many innovations and changes have occurred in practice, education and health policy. The Master's prepared nurse is expected to not only understand the research findings, but should be capable of generating new research. The student will be required to show learning through exams and assignments.

**NRS 513, 514, 518, 522, 526, 529, 530, 534, 538, and 542 Thesis 8 semester hours**

The student will be writing a thesis proposal and a thesis in the nursing field. The student
will be required to show learning through exams and assignments. This is the last course in the program.

**NRS 510 Advanced Clinical Nursing Practice I 4 semester hours**
In order to be in demand in nursing, it is imperative that nurses at all levels realize they must acquire proficiency in specialty areas. Skills needed are basic knowledge of all aspects of medical and surgical medicine, and the ability to function independently and professionally on the Medical-Surgical unit. The future of nursing is taking a turn to the wholly computerized unit. This involves computerized charting, patient assessment, care planning; every aspect of patient care. The future Medical-Surgical nurse must be able to understand the complex issues of medical intervention and treatment and apply advanced nursing care across the gamut of acute care services. The future Medical-Surgical nurse must be able to understand the complex nature of such issues as family interaction and ethics. The student will be required to show learning through exams and assignments.

**NRS 511 Advanced Clinical Nursing Practice II 4 semester hours**
Prerequisite NRS 510. The student will be required to show learning through exams and assignments.

**NRS 512 Advanced Clinical Nursing Practice III 4 semester hours**
Prerequisite NRS 510,511. The student will be required to show learning through exams and assignments.

**NRS 515 Case Management Process I 4 semester hours**
Case Management Process course is designed to acquaint you with the fundamentals. The course work will center on case management organizational structure, program development, utilization management, legal considerations, discharge planning and measurements. The course assignments will enhance the application to practice for mid-level management. After successful completion of the course, you will possess a deeper understanding of case management processes and its application to delivery of health care services as well as current marketplace trends. The student will be required to show learning through exams and assignments.

**NRS 516 Case Management Process II 4 semester hours**
This course is formatted at the graduate level of study. It is intended to provide graduate students with the theory, knowledge and application necessary to practice at a more advanced level of case management. Many concepts are presented that impact patient care on a daily basis. If you complete this course you will have a far-reaching knowledge base in which to provide for sound quality improvements in case management practices. You will also be able to commensurate your roles in case management as high level, professional “advocates” for clients. This course also focuses on disease models of case management, as well as complimentary/alternative care modalities and how they may positively impact quality outcomes. The student will be required to show learning through exams and assignments.

**NRS 517 Managed Care 4 semester hours**
This is a graduate level course. Prerequisite NRS 515 516. The student will be required to show learning through exams and assignments.

**NRS 519 Nursing Leadership & Management 4 semester hours**
This course will equip you with knowledge
to prepare you to embark the challenges of health care delivery systems. You will be developed and cultivated to be a Nurse Administrator, Nurse Executive, and Chief Nursing Officer, Director of Nursing Service, Nurse Manager, and other administrative function that directly and indirectly affects operations of patient care services. The student will be required to show learning through exams and assignments.

NRS 520 Quality & Performance Improvement in Healthcare 4 semester hours
This course studies an Organization Development Framework for Transformational Change in Patient Safety, Mistaking Error, The Investigation and Analysis of Clinical Incidents, patient Safety and Error Reduction Standards, Applying Epidemiology in Patient Safety, Health Care Literacy and Patient Safety, Using a Root Cause Analysis to Analyze Issues in Safety. The student will be required to show learning through exams and assignments.

NRS 521 Evidence-based Practice in Nursing & Health Care 4 semester hours
This course will enable you to demonstrate effective strategic assessment, planning, implementation, and evaluation of nursing care system and the disciplines that interact with nursing service. The student will be required to show learning through exams and assignments.

NRS 523 Legal Nurse Consulting Process & Practice I 4 semester hours
This course is the foundational course for the Legal Nurse Consulting concentration and provides a comprehensive learning program for the current principles and practices of Legal Nurse Consulting today. Legal Nurse Consulting is a widely recognized advanced nursing specialty practice and this graduate level concentration prepares graduates to enter this specialty practice. This course utilizes the most current and authoritative textbook in the specialty of legal nurse consulting and presents all facets of the practice. You receive comprehensive education in the professional practice of consulting, as well as appropriate health care and nursing law. The student will be required to show learning through exams and assignments.

NRS 524 Legal Nurse Consulting Process & Practice II 4 semester hours
Prerequisite NRS 523. This course is a comprehensive course and provides instruction/study on all of the major facets of legal nurse consulting, including business principles and practices. The text book used in the course is endorsed by the American Association of Legal Nurse Consultants. The student will be required to show learning through exams and assignments.

NRS 525 Health Care Malpractice Case Process 4 semester hours
The prerequisites for this course are: successful completion of NRS 523 and NRS 524, and current licensure as a registered nurse. This course builds on the knowledge and skills acquired in NRS 523 and NRS 524, with an emphasis on nursing and health care malpractice. This comprehensive course covers a wide-array of negligence and malpractice issues. You will examine many dimensions of the core issues involved in negligence and malpractice claims today in clinical nursing practice and other areas of health care practice specialty. There is acute emphasis on all related standards of care and practice in each clinical situation examined. You will gain a much more in-depth education in case analysis and case reporting, as well as in expert witness research and testimony. The student will be
required to show learning through exams and assignments.

**NRS 527 Gerontological Care, Theory & Practice I 4 semester hours**
The course is comprehensive and provides in-depth study of major issues related to the care of geriatric patients. Included are specific assessment parameters, pathophysiology, presenting signs/symptoms, and treatment plans for geriatric patients. You will study the physiology and psychosocial dimensions of the aging process. The student will be required to show learning through exams and assignments.

**NRS 528 Gerontological Care, Theory & Practice II 4 semester hours**
This course focuses on the major theories and practice component for the care of geriatric patients. The course is comprehensive and provides in-depth study of major issues related to the care of geriatric patients. Included are specific assessment parameters, pathophysiology, presenting signs/symptoms, and treatment plans for geriatric patients. You will study the physiology and psychosocial dimensions of the aging process. This course is a continuation of the study begun in NRS 527. The student will be required to show learning through exams and assignments.

**NRS 529 Advanced Gerontological Nursing Care 4 semester hours**
This course focuses on the major theories and practice component for the care of geriatric patients. The emphasis is on learning of key concepts and theories of aging and the development of interventions for health promotion of the geriatric patient population. This comprehensive, advanced course also focuses on major issues such as legal and ethical issues in geriatric nursing, issues with pharmacology and medications, public policy, standards of care, health teaching, mental health issues and family psychodynamics. You will undertake the study of a very wide and comprehensive array of issues and problems related to the geriatric patient population. The student will be required to show learning through exams and assignments.

**NRS 531 Critical Care Nursing I 4 semester hours**
This course studies the skills such as basic knowledge of all aspects of emergency and critical care medicine, Intensive Care, Coronary Care, Telemetry, PICU and NICU, and the ability to function independently and professionally in one or several of these specialty areas. The student will be required to show learning through exams and assignments.

**NRS 532 Critical Care Nursing II 4 semester hours**
Prerequisite NRS 531. In Critical Care Nursing II, you will build on the skills you have previously learned. As you continue to Critical Care Nursing III you will master the subject and at the end of the course you will be prepared to take the credentialing exams. The student will be required to show learning through exams and assignments.

**NRS 533 Advanced Critical Care Nursing 4 semester hours**
Prerequisite NRS 531, 532. In Critical Care Nursing II, you gained more skills. Now, as you complete these courses you will master the subject and at the end of this course you will be prepared to take the credentialing exams. The student will be required to show learning through exams and assignments.

**NRS 535 Reflective Practice Using Nursing Education 4 semester hours**
This course on Reflective Practice, a graduate level course in the Nursing
Education Concentration of the MSN program. The nursing educator will find reflective practice techniques to be applicable as an instructional technique in the classroom and also as an enhancement to professional growth in clinical practice. The student will be required to show learning through exams and assignments.

**NRS 536 Nursing Education Using Informatics 4 semester hours**

This is a course on informatics in nursing education, a graduate level course in the Nursing Education Concentration of the MSN program. Informatics is an interdisciplinary tool and trend in health care settings today and promises to become even more useful, prolific and perhaps challenging and complex as time progresses. The student will be required to show learning through exams and assignments.

**NRS 537 Patient Education in Nursing Practice 4 semester hours**

This course will acquaint the advanced practice nurse with fundamentals of learner characteristics, motivation, and evaluation of learning, as well as preparation for the delivery of education in particular practice settings. The student will be required to show learning through exams and assignments.

**NRS 539 Emergency Nursing Care 4 semester hours**

In this course, we will discuss and explore significant core concepts of emergency nursing and the issues surrounding the practice of emergency nursing. This course will afford you with knowledge, and aptitude in delivering basic to complex care to urgent, emergent, and critical patient population. In this course, we will deliberate adjunct knowledge in emergency nursing such as education, legal issues, professionalism, forensic implications, and more. The student will be required to show learning through exams and assignments.

**NRS 540 Trauma Nursing Care 4 semester hours**

This course will explore the myriad of challenges involved in trauma care and management. We will tackle integration of principles in trauma and the nursing process as the standard of nursing care. This course focuses on empirical knowledge and scientific evidences in providing effective and appropriate care. The student will be required to show learning through exams and assignments.

**NRS 541 Evidence-Based Practice in Nursing & Health Care 4 semester hours**

This course studies the foundations of evidence-based practice and its latest trend and influence in health care and nursing, the issues surrounding provision of care, treatment, and services utilizing decision-making skills through evidence-based practice, the guidance of future leaders on judgments and best decisions through evidence, the evidences that affect the internal and external activities of organizations, the goals and needs of today's health care leaders. The student will be required to show learning through exams and assignments.

**OPSY 500 Organizational Psychology 4 semester hours**

This course is an advanced course in organizational psychology and behavior. Through a combination of theories, case studies, and overall hands on approach to study, it will be the goal of me to acquaint you with the behavior related to organizations through the study of related topics. Key topics include, but are not limited to, effective communication, motivation, leadership, conflict, human resources, and how to deal with stress in the
workplace. The student will be required to show learning through exams and assignments.

**PM 510 Project Management Processes 4 semester hours**
This course studies how organizations go about evaluating and selecting projects, the scope of the project, developing work breakdown structure (WBS) and formulating cost and time estimates, the information from the WBS to create a project plan in the form of a timed and sequenced network of activities, how organizations and managers identify and manage risk a associated with project work, how resource limitations impact the project schedule. The student will be required to show learning through exams and assignments.

**PM 550 Project Planning 4 semester hours**
This course covers the techniques that produce real-world project management success, including maintaining control of multiple simultaneous projects, dealing with the 'people' issues in project teams, and developing a feasible project methodology, and how to view projects from all angles and use problem-solving skills. The student will be required to show learning through exams and assignments.

**PSY 501 Theories of Personality 4 semester hours**
This course examines the theories of personality from a psychoanalytic, cognitive, behavioral, humanistic and trait perspective. Then you will study the theoretical and practical applications of the development of the adult personality. The student will be required to show learning through exams and assignments.

**PSY 505 Introduction to Positive Psychology 4 semester hours**
This course introduces the student to the theories, concepts and practice of positive psychology. Given that most of psychology seems to study the abnormal and the pathological aspects of human behavior this course this masters program describes how psychological health can be promoted, encouraged and emphasized in ones practice. The student will be required to show learning through exams and assignments.

**PSY 515 Psychopathology 4 semester hours**
To make an accurate assessment, provide meaningful treatment and/or to refer clients for appropriate services it is essential for the clinician to have the ability to recognize when a client is experiencing a psychotic episode. This course will provide for the student a firmer background in the various psychopathologies in order to improve their practice. Additionally the course challenges the assumptions of psychopathology as the various points of view on the topic are examined. The student will be required to show learning through exams and assignments.

**PSY 530 Counseling Techniques and Theories 4 semester hours**
In this course the student will examine broad landscape of counseling theory and techniques including social-cultural perspective, specific therapeutic skills and professional issues. They will examine the various theoretical approaches, the need to apply different therapeutic approaches with different client presenting problems and the areas of specialty that exist in the field of counseling. The student will be required to show learning through exams and assignments.

**PSY 540 Psychology of Human Strength 4 semester hours**
This course introduces the student to the topics such as intelligence, judgment,
perspective, volition and resilience as they apply to the development and the maintenance of mental health. The student will be required to show learning through exams and assignments.

**PSY 560 Tests and Measurements 4 semester hours**
This course will introduce the student to psychological testing with regard to relevant theories, applications, issues and ideas. The student will be required to show learning through exams and assignments.

**PSY 569 Animal Behavior 4 semester hours**
In Animal Behavior, the student learns the behavior traits of animals and how they can be modified. First, however, the student must fully understand what they plan to modify. This course explores the mind of animals. The student will be required to show learning through exams and assignments.

**PSY 580 Ethics in Counseling 4 semester hours**
This course is designed to provide you with a general and vital background in ethical and issues as they relate to the field of counseling. The student will be required to show learning through exams and assignments.

**RES 502 Research Methods 6 semester hours**
This course is an introduction to social science research methods. It deals primarily with giving you the opportunity to understand fundamental of research, writing research proposals and papers and finally a brief overview of use SPSS for data analysis. The student will be required to show learning through exams and assignments.

**Level 600 Courses**

**AC 610 Alcoholism and Addictions Counseling 4 semester hours**
This course covers alcohol brain neurochemistry, discusses predisposing factors, genetic findings, stages of the disease, and psychological affects of alcoholism, intervention and treatment strategies. The student will be required to show learning through exams and assignments.

**AC 625 Children and Addictions 4 semester hours**
This course covers information on types of drugs, treatment, relapse, and self-help group recovery process for the Child and its Addiction. The student will be required to show learning through exams and assignments.

**AC 695 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**AM 620 Commercial Aviation Safety 4 semester hours**
This course explores strategies and in-depth knowledge of effective safety management with an in-depth analysis of regulatory mandates pertain to the safety of commercial aviation. The student will be required to show learning through exams and assignments.

**AM 685 International Aviation 4 semester hours**
This course examines the rules regulations
and business practices of international aviation and the role of International Civil Aviation Organization (ICAO). The student will be required to show learning through exams and assignments.

**BUS 600 Advanced Strategic Management 4 semester hours**
This course will spotlight the issue of running a business enterprise. It will introduce the student to: What managers must do and do well to make a company a winner in the game of business. Strategy and Business Policy cuts across the whole spectrum of business and management which focuses on the corporation as a whole and its interactions with its environment. The corporate world is in the process of global transformation and everyday brings new change and direction for managers regarding: acquisitions, outsourcing, downsizing, and strategic alliances. This course will give the student the panoramic view of the changing corporate terrain and will show how large and small firms can be more effective and efficient both in today and tomorrow’s arena of business. The student will be required to show learning through exams and assignments.

**BUS 620 Managing Human Resources 4 semester hours**
The Purpose of this course is to identify the roles and required competencies for the successful Human Resources professional. This course in an integrating function course that emphasizes the use of exercise analysis to test the usefulness and validity of human resource management concepts and theories. The student will be required to show learning through exams and assignments.

**BUS 630 Management of Teams 4 semester hours**
Management of Teams prepares the student of business and organizational administration for future roles in business in settings where leading the organization for continued success in times of change is desired. Managing teams requires insight, skill, and the ability to work with diverse groups in ways that promote success for the project at hand and for the success of the organization overall. This course explores the applications of management, planning, directing and supporting team members and team endeavors in today’s work environments. This course will examine contemporary models of team building and team success as well as applications in current business settings. The student will be required to show learning through exams and assignments.

**BUS 641 Business Statistics 4 semester hours**
This course helps student understand complex aspects of statistics in the business world. Basic assumptions of linear programming, concepts of marginal analysis and inventory control strategies under deterministic and probabilistic circumstances, and forecasting models and methods are a few of the topics that are discussed. The student will be required to show learning through exams and assignments.

**BUS 650 Taxation 4 semester hours**
This course is a comprehensive and practical introduction to contemporary federal, corporate, and individual taxation which will provide the learner with all the tools necessary for wise tax planning, for the application of accounting strategies, and for applying concepts of taxation concretely to business endeavor. The student will be required to show learning through exams and assignments.

**CSM 600 Managed Health Care 4 semester hours**
This course is designed to provide students with the comprehensive concepts of Managed Care. Students will review the formative years of Managed Care and study various theories, concepts and models as they relate to Managed Care. The types of Managed Care Organizations and different provider payment models are the building blocks of their developing a Managed Care knowledge base so you can make appropriated management decisions when working in Health Care Delivery. The student will be required to show learning through exams and assignments.

**CSM 650 Utilization Management 4 semester hours**
This course, the student will explore Utilization Review, Case Management, and Risk Management principles. “Why have these three areas been grouped into a single course?” The answer is that more and more healthcare originations are combining these three important functions within a single department. Persons seeking a position within these areas should be familiar with all of these practice areas, and understand how they relate to one another in the design of healthcare management systems. The student will be required to show learning through exams and assignments.

**EDU 600 Thesis 8 semester hours**
The student will be writing a thesis proposal and a thesis in the education field. The student will be required to show learning through exams and assignments.

**GRC 650 Group Counseling with the Elderly 4 semester hours**
Group Counseling is designed to provide individuals with the kind of group experiences that help them learn to function effectively, to develop tolerance to stress and anxiety, and to find satisfaction in working and living with others (Corey and Corey, 1997). Group counseling can be a unique and valuable experience for group members. The students will be required to show learning through assignments and exams.

**GRF 600 Grief Counseling 4 semester hours**
Grief Counseling involves helping people facilitate uncomplicated grief. The goal of grief counseling is to help the survivor complete any unfinished business with the deceased and to be able to say good-bye to what once was. (Worden, 2002) There are specific goals which correspond to Worden’s four tasks of mourning:
1. To increase the reality of the loss.
2. To help the counselee deal with both expressed and latent affect.
3. To help the counselee overcome various impediments to readjustment after the loss.
4. To help the counselee find a way to remember the deceased while feeling comfortable reinvesting in life. The students will be required to show learning through assignments and exams.

**GRF 625 Grief Therapy 4 semester hours**
Grief Therapy involves helping people facilitate complicated grief goals. The goal of grief therapy is somewhat different from the goal of grief counseling. The goal in grief therapy is to identify and resolve the conflicts of separation which preclude the completion of mourning which preclude the completion of mourning tasks in persons whose grief is absent, delayed, excessive, or prolonged. (Worden, 2002). The students will be required to show learning through assignments and exams.

**GRF 650 Counseling Theories and Techniques 4 semester hours**
This course covers the foundations, theories and practices of counseling. The presentation is well balanced and does not emphasize any particular orientation. Basic
research is combined with practical applications. The students will be required to show learning through assignments and exams.

**HR 600 Personnel Law 4 semester hours**
This course covers personnel law from the business perspective. The course will cover all the foundations for understanding personnel law and the most important federal guidelines. The student will be required to show learning through exams and assignments.

**HR 620 Human Resources & Staffing 4 semester hours**
The Purpose of this course is to identify the role of the Human Resource Management team in staffing an organization. Topics will include human resource planning, recruitment, and job analysis and selection techniques. Additional activities will include writing job descriptions and retention procedures. The student will be required to show learning through exams and assignments.

**HR 660 Training and Development 4 semester hours**
This courses primary focus is on the underlying foundations of Human Resource Development (HRD). The course will guide you through the history and philosophies of HRD and the core models of best practices. Many books focus on set formulas or established training programs without teaching the "whys." This course will provide you with the foundation, the "whys" to grow and build on the evolving changes in the HRD field. The student will be required to show learning through exams and assignments.

**JE 605 Contracts and Justice 4 semester hours**
The Contracts course is a foundation course which examines the elements necessary to form a valid contract including the concepts of offer, acceptance and consideration. Additionally the rights of third parties will be examined along with the concept of discharge of contracts as well as various defenses to formation of contracts. The student will be required to show learning through exams and assignments.

**JE 680 Torts and Justice 4 semester hours**
The Torts course is a foundation course, which examines the elements of intentional and unintentional acts including the concepts of negligence, causation, damages as well as the defenses for each. The student will be required to show learning through exams and assignments.

**LDR 600 Leadership Seminar I 6 semester hours**
A comprehensive review of the various models of leadership will be provided utilizing contemporary and classical theory on leadership, relevant research, and case studies. The acquisition and development of critical thinking skills will be emphasized and its importance to exceptional leadership will be stressed. Team building, leading groups, styles of leadership and multicultural issues related to leadership will be introduced. The centrality of ethics to leadership will be underscored. The course content will open with the development of critical thinking skills, and the task of learning to create effective arguments. We will examine the nature of leadership, leadership behavior, the mechanics of leadership, and specific psychological traits of ordinary individuals in extraordinary leadership roles. The students will be required to show learning through assignments and exams.

**LDR 650 Leadership Seminar II 6 semester hours**
Focusing on leadership through crisis and models of strategic and critical decision-making, this course presents various perspectives of leadership utilizing contemporary and contrarian theories on leadership. The acquisition and development of unconventional perspectives and critical thinking skills will be emphasized and their importance to leadership will be accentuated. Attention will be given to the identification of the unique ethical demands of leadership. The students will be required to show learning through assignments and exams.

**MBA 602 Advanced Financial Management 4 semester hours**
This course will cover the scope of Corporate Finance from the foundations of financial statement and cash flow analysis to the essentials of capital budgeting through strategic and operational planning. In the business world it is essential to understand the financial impacts of decision making and how to best plan for the short and long term needs of the corporation. The student will be required to show learning through exams and assignments.

**MBA 605 Foundations of International Business 4 semester hours**
This exciting course is designed primarily for the business student who is especially interested in International Economics. The focus of this course is on real world managerial application of international business terminology and concepts on a macroeconomic level. Therefore the course will examine past and existing theories and compare them with the general practice on the specific fields of international business. The student will be required to show learning through exams and assignments.

**MBA 606 International Business Strategies 4 semester hours**
This exciting course is designed primarily for the business student who is especially interested in International Business Strategy. The focus of this course is on real world managerial application of international business terminology and concepts. Therefore the course will examine available concepts and practical tools used by executives and managers in the strategic decisions in the process of international business. This class I built on the base of required reading articles and cases. The student will be required to show learning through exams and assignments.

**MBA 609 Advanced Principles of Accounting 4 semester hours**
This course in advanced accounting concepts focuses on relationships between business events and financial statements. The course objective is to develop students who can explain how any given business event will effect the income statement, balance sheet, and the statement of cash flows. The student will be required to show learning through exams and assignments.

**MBA 610 Hotel Management Operations 4 semester hours**
This is an exciting course, a course that takes ten of the most successful hotel General Managers in the United States and studies not only what they do in the hotel industry but also why they are doing it. Why is this so important? The General Manager is undoubtedly the key executive in the hotel. An effective GM can overcome many obstacles and still make his/her operation turn a profit. So it is wise to study how these men and women handle meetings, train employees, maneuver schedules, prioritize time, caress egos, enhance performances, squeeze finances and, most importantly, raise profits. The student will be required to show learning through exams and assignments.
MBA 611 Advanced Hotel Management Operations 4 semester hours
This is an exciting course about the hotel industry, a course that explores the seemingly complex world of hotel management and the opportunities that lie within. But, as this course will soon demonstrate, hotel management doesn't have to be a complex and distant subject with a lot of organizational charts and leadership theories, but rather it can be a subject that's clear and easy to understand for the average layperson. The student will be required to show learning through exams and assignments.

MBA 614 Micro Economics 4 semester hours
This course is an overview of microeconomics as it pertains to businesses and organizations. It also touches on the following: the nature of economic theory, scarcity, consumer choice, monopolies, the labor market and finally efficiency. The student will be required to show learning through exams and assignments.

MBA 615 Macro Economics 4 semester hours
This course is an overview of macroeconomics as it pertains to businesses and organizations. It also touches on the following: the nature of economic theory, scarcity, and production, fluctuations in the market, the banking system and finally exchange rates. The student will be required to show learning through exams and assignments.

MBA 616 Foundations of Marketing 4 semester hours
This course provides a decision-oriented overview of marketing management in modern organizations. The most basic objectives of the course are to provide the student with a broad introduction to marketing concepts, the role of marketing in society and in the firm, and the various factors that influence marketing decision making. The student will be required to show learning through exams and assignments.

MBA 617 Strategic Marketing Management 4 semester hours
This course introduces basic concepts of the marketing process from the perspective of the marketing manager and provides a framework for the analysis of marketing management problems. A key focus is to develop the planning and analytical skills necessary to manage marketing plans and strategy. The student will be required to show learning through exams and assignments.

MBA 618 Issues in Food Service Management 4 semester hours
The food industry has experienced exceptional growth over the last ten years and currently accounts for nearly 8% of United States employment. But, despite this growth, the success rate of new restaurants remains dismal—over 80% of them are insolvent within five years. Then why do some restaurants fail while others flower? The reasons are endless, but restaurants that fail usually have a checkmark by the following areas: weak locations, unappetizing menus, poor personnel decisions, inept inventory control, inadequate purchasing expertise, insufficient funds, and unsatisfactory public relation skills. The student will be required to show learning through exams and assignments.

MBA 619 Operations Management in Food Service 4 semester hours
With so much money at stake, the competition is ferocious. Except this competition is like war, and it's a war that a
restaurant must win, for if it doesn't, the consequences will be enormously far-reaching. The restaurant manager who is aware of the war and how fight it will be in a position to take advantage of the opportunities to increase volume and profitability as weaknesses occur in the marketplace. The student will be required to show learning through exams and assignments.

**MBA 631 Foundations of Information Technology 4 semester hours**
This course is based on the fundamental premise that the major role of information technology (IT) is to support organizational personnel regardless of their functional area or level in the organization. IT supports business processes that enable companies to operate in the digital economy by quickly and properly reacting to changes. The student will be required to show learning through exams and assignments.

**MBA 632 Data Systems and Networks 4 semester hours**
Businesses continue to evolve to find new and innovative ways to meet their client's needs. Many of the outcomes of this evolution point to an increasingly strategic role for data communication and computer networking. Increased emphasis on productivity, the dawn of the mobile professional, the flattening of managerial hierarchies and the downsizing of corporate information system all depend on well-designed corporate networks. Besides that, the internet has become a stable infrastructure for most corporations and is increasingly being used to connect people worldwide. The student will be required to show learning through exams and assignments.

**MHA 645 Health Care Quality Management 4 semester hours**
This course covers all aspects of health care quality management, emphasizing real world applications of course concepts, the "systems approach" to health care quality, and team problem solving, always in the interest of quality patient care. The patient comes first. During this course, you will be asked to present "real world" examples of quality measurement and quality improvement strategies from your own professional setting and/or prior professional experiences. This serves to make the learning more interesting and relevant, and demonstrates application of concepts, which I consider essential for online learning at the
graduate level. The students will be required to show learning through assignments and exams.

**MHA 680 Thesis 8 semester hours**
The course is designed to increase your knowledge base in Health Care Administration issues, current events, and refine your writing, organization and presentation skills. In fulfillment of the assignments this course will provide focused study of Health Care issues you identify as important to your development as a manager. This course is designed to incorporate your own experiences and observations regarding your basic health care knowledge and how you apply the concepts you’ve studied into the practical world of Health Care Management. Self-direction and initiative must be displayed in completing your assignments. The students will be required to show learning through assignments and exams.

**NCH 600 Aging and Elderly 4 semester hours**
This course is designed to educate the student of Natural Health by separating the facts of aging from the myths. Startling findings from the frontiers of anti-aging research have already demonstrated that chronological age is actually irrelevant. According to a multitude of anti-aging experts at highly esteemed universities, science has discovered that our bodies are genetically coded to live for 120 years, disease-free. The student will be required to show learning through exams and assignments.

**NCH 610 Diet and Nutrition 4 semester hours**
The course deals with the food and dietary systems and the assessment of macro and micro nutrients. Dietary management and nutrient therapy are covered. The student will be required to show learning through exams and assignments.

**NHC 615 The Healing Systems – 4 semester hours**
The course covers food energetic with the three major ancient food systems of Ayurvedic, Chinese and Hildegard. The student will be required to show learning through exams and assignments.

**NHC 630 Natural Health Care Protocols I 4 semester hours**
This course will address the following systems: Immune System; Infections; Glandular System; Anti-Aging; Integumentary System [Skin, Hair, Teeth, Nails, Eyes, Ears]. The student will be required to show learning through exams and assignments.

**NHC 650 Natural Health Care Protocols II 4 semester hours**
This course will address the following systems: Genito-Urinary System; Reproductive System; Male And Female Disorders; Sexually-Transmitted Diseases; Brain And Nervous System; Mental And Emotional Disorders. The student will be required to show learning through exams and assignments.

**NHC 680 Natural Health Care Protocols III 4 semester hours**
This course will address the following systems: Gastro-Intestinal System; Muscular-Skeletal System; Cardiovascular And Respiratory Systems. The student will be required to show learning through exams and assignments.

**NRS 600 Theories in Nursing Practice 4 semester hours**
This course focuses on utilizing nursing theories in the decision making process in practice. Students will study some early
theories, as well as more contemporary theories of practice. The construction of theoretical models and frameworks is clearly presented, along with numerous case studies for each model. Each case study provides for critical thinking related to the planning and implementation of nursing care, based on the model or theory presented. The student will be required to show learning through exams and assignments.

**NRS 650 Advanced Assessment 4 semester hours**

This course is an intensive course and is equivalent to any physical assessment and diagnosis course in a medical school or advanced practice nursing curriculum. It provides foundational study in health, wellness, and in pathology states. It takes us from the "normal" to the abnormal and uses a "body systems" framework for content presentation. The student will be required to show learning through exams and assignments.

**PM 620 Project Implementation and Evaluation 4 semester hours**

This Concentration course studies the tools need for project implementation and how to evaluate it. The student will be required to show learning through exams and assignments.

**PM 660 Project Quality Management 4 semester hours**

This Concentration course studies the tools need for quality management in project management. The student will be required to show learning through exams and assignments.

**PM 690 Thesis 8 semester hours**

The student will be writing a thesis proposal and a thesis in the project management field. The student will be required to show learning through exams and assignments.

**PSY 600 Group Counseling 4 semester hours**

This course is designed to provide the student with a thorough background in the techniques and theories of group counseling. How group therapy and individual counseling can be integrated using the cognitive-behavioral approach is examined. Additionally, how the group modality of treatment can be used in the treatment of substance abusers. The student will be required to show learning through exams and assignments.

**PSY 605 Positive Interventions 4 semester hours**

This course introduces the student to how the clinicians using positive psychology interventions assists their clients more effectively dealing with their life challenges, to develop and maintain the characteristics which tend to promote mental health. The student will be required to show learning through exams and assignments.

**PSY 609 Behavior Modification 4 semester hours**

This course further examines the learning behaviors and how we can modify them. Knowledge gained with helps students understand the mind and how to alter behavior. The student will be required to show learning through exams and assignments.

**PSY 625 Brief Therapy 4 semester hours**

This course is designed to provide the student with a general overview of the concepts and techniques of brief therapy. Then they will the theories and techniques of Solution-Focused Brief Therapy will be studies in greater detail. The student will be required to show learning through exams and assignments.
PSY 629 Companion Animal Behavior 4 semester hours
In Animal Behavior the student learned the general behaviors of animals. In this course students learn behaviors of domesticated animals we commonly refer to as house hold pets. The student will be required to show learning through exams and assignments.

PSY 630 Coaching and Positive Interventions 4 semester hours
This course further introduces the student to some of some key elements, qualities, strategies, attitudes, techniques, characteristic and practice of a positive psychology approach towards persons who may be their clients. The student will be required to show learning through exams and assignments.

PSY 640 Marriage and Family Counseling 4 semester hours
This course is designed to provide the student with a thorough background in the techniques and theories of marital counseling. Additionally, family therapy stretching from initial intake to termination will be examined to give the student a broad view of how therapy changes over the course of treatment. The student will be required to show learning through exams and assignments.

PSY 649 Moral Philosophy and Animal 4 semester hours
Moral Philosophy is the study of human contact and values. When dealing with animals, however, what moral level are they at and what variation of emotions do they exhibit? This course will allow students to explore the answers to these questions. The student will be required to show learning through exams and assignments.

PSY 650 Stress Management and Well-Being 4 semester hours
This course introduces you more specifically to the topic stress management. Additionally, the concepts, models and attitudes as well as methods, techniques and strategies will be addressed. The student will be required to show learning through exams and assignments.

PSY 679 Measuring Behavior 4 semester hours
Every scientific experiment needs to be measured and analyzed. In this course the student learns how to do just that. It is important aspect in psychology to see if a method has achieved it expected effect. The student will be required to show learning through exams and assignments.

PSY 690 Substance Abuse Counseling 4 semester hours
In this course the student will gain a background in the applications of Solution-Focused Brief Therapy, the Stages of Change Theory to the problem of substance abuse and Cognitive Therapy. The student will be required to show learning through exams and assignments.

PSY 695 – Supervised Field Placement 4 semester hours
This is an optional course for students that need supervised field work for their license. The student will function in a field site with supervision and supportive instructional functions being provided by both university faculty and field site supervisor(s). The university faculty member will receive scheduled reports from both the field site supervisor and the student to ensure that the student is demonstrating the required skills and is fulfilling the responsibilities of a professional counselor. The student will be required to show learning through exams and assignments.
**PTH 690 Cultural Issues in Death and Dying 4 semester hours**
This course studies culture and its influence on End-of-Life Decision Making, the Physical Aspects of Dying, the Cognitive Changes That Affect Capacity and End-of-Life Decisions, the Autonomy, Advance Directives, and the Patient Self-Determination Act, the Ethical Considerations and Court Involvement in End-of-Life Decision Making, the Cultural and Religious Issues for African Americans, the Advanced Directives and End-of-Life Care: The Hispanic Perspective. The student will be required to show learning through exams and assignments.

**Level 700 Courses**

**AM 700 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**BUS 702 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**BUS 703 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**BUS 704 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**BUS 706 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**BUS 707 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**BUS 709 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.
the approval of the professor. Once approved, the student will then complete their thesis.

**BUS 710 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**BUS 712 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**BUS 713 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**BUS 714 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**CSM 700 Reimbursement Systems 4 semester hours**
This course reviews the diverse financial systems within American healthcare, focusing on reimbursement methods and payment systems. Included are insurance plans, government funding systems such as Medicare and Medicaid, and managed care programs such as HMO’s and PPO’s. The student will be required to show learning through exams and assignments.

**CSM 725 Ambulatory Case Management 4 semester hours**
This course focuses on the key role of the case manager in ambulatory medicine, and it includes the study of the insurance environment, legal and ethical issues, consulting, credentialing, and future trends in the field. The key learning outcome of this course is a strong knowledge of the professional role of the case manager. The student will be required to show learning through exams and assignments.

**CSM 750 Advanced Case Management 4 semester hours**
This course further examines issues in the case management field. Identifying the role of payers: Medicaid, Medicare, HMOs, PPOs, Private Insurance, methods of making effective decisions, and confidentiality of Medical Records, Electronic Submissions and HIPPA. The student will be required to show learning through exams and assignments.

**GRC 710 Gerontology and Social Services 4 semester hours**
This course will provide an overview of gerontological social work practice including principles of practice, application of research on formulation of policies. To
provide an emphasis on the role of the social worker, and to provide insight into special populations that are identified as especially vulnerable. The students will be required to show learning through assignments and exams.

**GRC 750 Thesis 8 semester hours**
This course will focus on students gaining experience in client services within practicum settings in the areas of completing initial diagnostic assessments/intakes, conducting counseling services, as well as assessing one's own level of professional development. The students will be required to show learning through assignments and exams.

**GRF 700 Ethics in Counseling 4 semester hours**
Ethics are designed to provide some guidelines for the professional behavior of members of a particular organization. A professional code of ethics is a set of standards of conduct based upon an agreed set of values by which professionals in a given occupation voluntarily abide. Values are our fundamental principles, they define what we think is right, good, fair, and just. Ethics are behaviors and tell people how to act in ways that meet the standards our values are set for us. The students will be required to show learning through assignments and exams.

**GRF 725 Near and After Death Experiences 4 semester hours**
Near and After Death Experience involves confronting the reality of mortality, illness, and the fragility of life goals. The goal of near and after Death experience is to learn and discover the meaning of life and death. The students will be required to show learning through assignments and exams.

**GRF 750 Counseling Children 4 semester hours**
This course is designed to provide you with the theoretical and clinical applications necessary to begin working with children facing grief and loss. The course will expose you to the dynamics of death, dying, and grief in the context of the developing child, allowing for application of theoretical knowledge to practical situations when engaged in the therapeutic process with children. Upon completion of this course, you will have the understanding to effectively work with bereaved children and to express the developmental challenges children face when confronted with grief and loss. The students will be required to show learning through assignments and exams.

**HCA 725 Health Care Law 4 semester hours**
This course focuses on Health Care Law and its application to practice as a manager/executive. After successful completion of the course, students will have a much greater understanding of the legal issues that are applicable to the delivery of health care services, as well as some of the most current and pressing issues in care delivery. The student will be required to show learning through exams and assignments.

**HCA 750 Health Care Ethics 4 semester hours**
This course explores some of the most interesting principles related to organizational ethics and its application to practice as a manager/executive. A vast array of organizational issues related to ethics is presented, including implementing compliance programs to adhere to accreditation mandates. Several excellent case studies are presented to allow a clearer operationalization of the principles and
concepts learned. The student will be required to show learning through exams and assignments.

**HR 700 Compensation and Benefits 4 semester hours**

The Purpose of this course is to develop knowledge in the areas of pay and benefit practices including job evaluation, salary surveys, individual and group performance-based pay, health insurance and pensions. Compensation management theories will be combined with organizational mission statements to determine best practices. The student will be required to show learning through exams and assignments.

**HR 710 Human Resource Decision Making with HRIS 4 semester hours**

Decision making is a critical activity in the daily lives of managers. The decisions a manager faces can range from very simple, routine matters, to new and complex decisions that require creative solutions. As with all management skills, decision making can be developed. The techniques in this course will help you to make the best decisions possible with the information you have available. With these tools you will be able to map out the likely consequences of decisions and choose the best course of action to take. The student will be required to show learning through exams and assignments.

**HR 750 Labor Law 4 semester hours**

The Purpose of this course is to explore the American law pertaining to private sector collective bargaining, covering the National Labor Relations Act in depth. The course will emphasize the workplace in which the union represents the interest of the employee. Various labor laws, collective bargaining, contract negotiations, and unfair labor practices highlight the topics that will be covered. Additionally, issues from the non-union workplace will be examined. The student will be required to show learning through exams and assignments.

**HR 770 Effective Management of Difficult Employees 4 semester hours**

Negativity is spreading unchecked like a virus through many companies. This course will tell you exactly what can be done to eliminate this virus. Negativity is expensive. It costs companies millions of dollars each year. Finding “cures” for the negativity virus will directly affect the success of today’s organizations. This exciting course will explore practical examples of how to turn around difficult employees and negative organizations. The student will be required to show learning through exams and assignments.

**HR 790 Thesis 8 semester hours**

The student will be writing a thesis proposal and a thesis in the human resource field. The student will be required to show learning through exams and assignments.

**JE 740 Civil Procedure and Justice Studies 4 semester hours**

In Civil Procedure and Justice Studies the focus will be on Civil court and litigation. This allows the student to review key aspects the civil court process. The student will be required to show learning through exams and assignments.

**LDR 700 Leadership Graduate Project 8 semester hours**

In this course, you will develop a graduate level project designed to demonstrate mastery in the field of leadership studies. You will develop the Leadership Graduate Project by applying learning from the leadership field of study courses, and the research course to a professional setting. The students will be required to show learning through assignments and exams.
NHC 710 Acupressure 4 semester hours
The student will learn about using Acupressure techniques as a healing modality to care for his/her own health, family's health, or start an acupressure health career. Although the course comes with a certificate of completion, it is not a certification course. It is designed to teach the science and philosophy of acupressure. The student will be required to show learning through exams and assignments.

NHC 720 Aromatherapy 4 semester hours
The student will study an ancient form of herbal medicine which uses essential [volatile] aromatic oils made from plants to produce physical and emotional effects. They have antiseptic, germicidal and preservative action. All essential oils are very concentrated substances that are irritating in large doses, and as a rule they are not to be ingested. Aromatherapy can be safely experienced through both the skin and the sense of smell. Inhaling the oils immediately stimulates and oxygenates your brain. The nasal passage opens directly into the part of the brain that controls emotion ad memory. The fragrance compounds interact with receptor sites in the central nervous system. When diffused into the air, it purifies it by inhibiting the growth of infectious microbes, removing odors and metallic particles, and increasing negative ions. The student will be required to show learning through exams and assignments.

NHC 740 Massage/Reflexology 4 semester hours
The material studied: Massage Therapy: Restores health by correcting energy imbalances and blockages applying pressure to different energy points all over the body. Reflexology: Ancient Oriental Medicine that involves applying pressure to certain points in the head, hands or feet that correspond to different parts and organ systems of the body. The applied pressure stimulates a flow of energy needed for healing. The technique also reduces stress, improves circulation and eliminates toxins. Usually, Reflexology deals with the feet. It is believed that a pathway exists from the soles of the feet to the emotions. Different people hold their tensions in different places of the body. By massaging and manipulating the feet, we increase circulation throughout the whole body, and give the body a chance to throw off toxins that have formed as tiny crystals on the nerve endings of the feet. The health improvement in Reflexology results in a stronger immune system. The student will be required to show learning through exams and assignments.

NHC 750 Thesis 8 semester hours
This Thesis is an independent course project which will allow you to demonstrate expertise in the selected area[s] of research. The course is designed to increase your knowledge base in the Natural Health field, as well as to refine writing, organization and presentation skills. Self-direction and initiative must be displayed in completing the thesis assignment. It is the final course in the Masters Degree Natural Health Care & Wellness Consulting program. The student will be required to show learning through exams and assignments.

NRS 725 Health Care Ethics 4 semester hours
This course is formatted at the graduate level of study. It is intended to provide graduate, doctoral level nursing students with the theory, knowledge and application necessary to provide teaching, leadership and research contributions related to ethics in practice. Many issues are presented that impact patient care, the nursing staff, and the organization on a daily basis. The student will be required to show learning through exams and assignments.
**OPSY 700 Organizational Psychology 4 semester hours**
This course is an advanced course in organizational psychology and behavior. Through a combination of theories, case studies, and overall hands on approach to study, it will be the goal of me to acquaint you with the behavior related to organizations through the study of related topics. Key topics include, but are not limited to, effective communication, motivation, leadership, conflict, human resources, and how to deal with stress in the workplace. The student will be required to show learning through exams and assignments.

**OPSY 725 Group Psychology 4 semester hours**
This course explores dynamics of groups and how group members interact. The student will be required to show learning through exams and assignments.

**OPSY 730 Personnel Psychology 4 semester hours**
Personnel Psychology represents the overlap between psychology and human resource management. The overall goal of the course and the course material is to integrate psychological theory with the tools and methods that will enable the student or professional to translate theory into practice effectively. The student will be required to show learning through exams and assignments.

**OPSY 750 Vocational Psychology 4 semester hours**
This course is an overview of vocational psychology. It will cover topics including research in psychology, working in the field of vocational psychology, work adjustment, and finally career counseling. The student will be required to show learning through exams and assignments.

**OPSY 770 Social Psychology Seminar 8 semester hours**
This course serves two main purposes. The first is that the course serves to further the student’s knowledge of a very important segment of social psychology, and its studies and secondly, it further gives them the chance to enhance their learning in the program. The class itself will consist of a very specific guided project with the professor monitoring the entire process.

**PSY 700 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**PSY 709 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**PSY 725 Thesis 8 semester hours**
The student will be writing a thesis proposal and a thesis in the project management field. The student will be required to show learning through exams and assignments.

**PTH 735 Pastoral Care of Families 4 semester hours**
This is an exciting course. Pastoral care of families is designed to provide a spiritual continuity of ancestral wisdom concerning the eternal cycles of life and death. Death
teaches us a great deal about how we live, sometimes more than we want to know. We live, die, grieve, and survive within a family context in which our enduring bonds to those who came before and those who come after us need to be recognized and included. The student will be required to show learning through exams and assignments.

**PTH 750 Spirituality in Pastoral Counseling 4 semester hours**
This course identifies that Pastoral care is a search for the Divine in the circumstances of our lives. Its aim is for the patient/client to find meaning and purpose in his/her situation and for the caregiver to find meaning in his/her profession. This is an exciting course. This course presents a perspective and a vision. This perspective and vision articulates a clear rationale and strategies that you can use to integrate spirituality into the practice of your caring work. The student will be required to show learning through exams and assignments.

**PTH 790 Pastoral Care of the Dying 4 semester hours**
This course will focus on students gaining experience in client services within practicum settings in the areas of completing initial diagnostic assessments/intakes, conducting counseling services, as well as assessing one’s own level of professional development. The student will be required to show learning through exams and assignments.

**Level 800 Courses**

**AC 820 Theories of Addiction 4 semester hours**
In these course students will gain a broad background in the various theoretical perspectives of addiction and to describe your own model of addiction. They will gain a greater knowledge of the broad range of theories of addiction and develop one's own working theory of addiction. The student will be required to show learning through exams and assignments.

**AC 850 Addiction Counseling Techniques & Interventions 4 semester hours**
In this course students will gain a broad background of the tools used in the treatment of addiction and to describe the elements, the techniques and interventions in the treatment of addiction. They will also gain a greater knowledge of the broad range of counseling techniques and interventions and develop one's own working counseling techniques and interventions recovery toolbox. The student will be required to show learning through exams and assignments.

**BUS 815 International Business 4 semester hours**
The emphasis in this course will be on the following areas: Globalization, Country Factors, Trade and Investment Environment, Monetary System, Strategy, Business Operations. This course will focus on incorporating new insights from current scholarly research, examination of recent issues, and review of current events, statistics, and examples. The student will be required to show learning through exams and assignments.

**BUS 830 International Law 4 semester hours**
It is the intent in this course to present this material of market-entry methods starting with trade issues. These specific issues are often seen to involve the least penetration into foreign markets. Another area that will be addressed in this course is that of foreign investments. This is important due to international corporations immersing exclusively into the cultural, social, and legal systems of the host country. The
student will be required to show learning through exams and assignments.

**BUS 835 Advanced Strategic Planning 4 semester hours**
This course will spotlight the issue of running a business enterprise. It will introduce you to: What managers must do and do well to make a company a winner in the game of business. Strategy and Business Policy cuts across the whole spectrum of business and management which focuses on the corporation as a whole and its interactions with its environment. The student will be required to show learning through exams and assignments.

**BUS 890 International Marketing 4 semester hours**
This course provides an introduction to international marketing theory and research with practical examples of solutions to complex international problems. The focus of the course is on the political, legal, economic, and cultural considerations inherent in international business and their relationship to market decision making. Upon successful completion of this course, you should be able to understand, discuss, and apply the principles of marketing in an international context. Moreover, the course should help you understand and appreciate different cultures and their influence on the global marketplace. The student will be required to show learning through exams and assignments.

**CSM 800 Thesis 8 semester hours**
In this course the student will get a chance to develop their own (Subject/or Topic) they wish have their Thesis paper be about. This can be done with the approval of the professor. Once the student has decided the subject matter for research, they will need the approval of the professor. Once approved, the student will then complete their thesis.

**DCH 801 Guided Imagery 4 semester hours**
The primary focus of this course is to use the classical power of imagery in healing. A Learning Portfolio begins the extensive insights to understanding images within the mind. Images within the mind manifest as physical connections to the body. The student will be required to show learning through exams and assignments.

**DCH 802 Inquiry into the Subconscious Mind 4 semester hours**
The primary focus of this course is to maximize the phenomena called hypnosis and focus on desired effects to improve the understanding of the client’s motivation effectively and constructively. A Learning Portfolio begins the extensive insights to clarify misconceptions concerning hypnosis. Specific instruction in the clinical practice of hypnosis is addressed with the added benefit of theoretical and experimental publications. The student will be required to show learning through exams and assignments.

**DCH 803 Meditation Therapy 4 semester hours**
The primary focus of this course is to use the classical power of biology and belief along with wisdom in modern healing approaches. Imagery techniques that use all five senses create precise visualization in learning how to trust instincts. Regulating images balances the ‘blueprints’ in imagery while healing is taking place. Furthermore the techniques to strengthen imagery will be included and this method is easily incorporated into hypnosis and hypnotherapy sessions. The student will be required to show learning through exams and assignments.
DCH 804 Advance Inquiry: Inductions 4 semester hours
In this course the student will explore induction and trance from two important and integrally related perspectives that every practitioner must address and master in order to facilitate and ensure successful therapeutic outcomes. The student will be required to show learning through exams and assignments.

DCH 806 Hypnosis and Children 4 semester hours
This course focuses on key concepts and principles related to pediatric hypnotherapy. The basic knowledge of the theories in this field will round up the student’s professional expertise. The student will be required to show learning through exams and assignments.

DCH 808 Issues and Trends 4 semester hours
The primary focus of this course is to understand how the human body dies in order to comprehend how the power of the mind heals and the universal concern in currently experiencing or had experienced how the mind is affected through physical death. Focusing on desired results improve the understanding of the client’s motivation in a more constructive manner, whether the client acknowledges death or not, will allow you, the hypnotist, to transcend the limits of science and resonate the workings of the power of the mind to heal through hypnosis. The student will be required to show learning through exams and assignments.

DCH 811 Doctoral Project 4 semester hours
In this course, the doctoral candidate will complete a doctoral level project. The candidate will select a topic related to their degree specialty and present this topic to the professor for approval.

ECO 870 International Economics 4 semester hours
The course is an introduction to the theories and policies that have become central to the study of international economics. The purpose of this course is to help you understand the basics of international trade and finance and the effects of various international economic policies on domestic and world welfare. The course will focus on the topics such as comparative advantage, gains and losses from trade, the impact of trade on economic growth, and effects of trade policy interventions such as tariffs, quotas, voluntary export restraints, and export subsidies. International agreements on regional trade liberalization (such as EU and NAFTA) and on multilateral trade liberalization will be also discussed. Upon successful completion of this course, you should have a solid understanding of many important concepts and theories in international economics. The student will be required to show learning through exams and assignments.

EDU 810 The History of American Education 4 semester hours
This is an exciting course that will examine the history of formal educational institutions in the United States. It will also provide an overview of the intellectual, political, social, and economics factors that have influenced the structure and function of educational institutions in the United States. The student will be required to show learning through exams and assignments.

EDU 840 International Education 4 semester hours
This is an exciting course that will examine the social, cultural, and global issues in international education. It will also provide an overview of the comparison of historical and present perspectives in international education. The student will be required to
show learning through exams and assignments.

**EDU 870 Globalization and Education 4 semester hours**
This is an exciting course that will examine the multi-disciplinary, social-psychological, and cross-cultural roles to the most recent and important global research about modern educational systems and the social functions of education in modern, commercial society. The student will be required to show learning through exams and assignments.

**EDU 895 Theories of Learning 4 semester hours**
This is an exciting course that will examine the psychological approaches and interpretations of a variety of modern learning theories. It will also provide an overview of the various learning theories as they apply to individual differences. The student will be required to show learning through exams and assignments.

**FIN 845 International Finance 4 semester hours**
This course deals with the issues in international finance. The topics covered include exchange rate fluctuations, currency restrictions, foreign investment trade, IMF financial programming model, international banking and regulations over international cash flows. Upon successful completion of this course, you should be familiar with the important issues in international finance. The student will be required to show learning through exams and assignments.

**GRF 800 Thesis 8 semester hours**
This course will focus on you gaining experience in client services within practicum settings in the areas of completing initial diagnostic assessments/intakes, conducting counseling services, as well as assessing one’s own level of professional development. The students will be required to show learning through assignments and exams.

**HCA 850 Leadership Seminar 8 semester hours**
This course is designed to acquaint the student with contemporary issues and solutions through administrative leadership in selected areas of health care in preparation for organizational leadership and success. In fulfillment of the assignments that will provide investigation of contemporary issues, this course is designed to incorporate the student's own experience and observations regarding organizational viability within the field of health care delivery and services. The student will be required to show learning through exams and assignments.

**JE 840 Real Property 4 semester hours**
Real estate law concerns every aspect of commercial and residential transactions and investments. Lawyers who specialize in real estate transactions spend much of their time drafting and reviewing documents, counseling clients, and negotiating terms for the transactions on which they are working. Students interested in this field should, in addition to taking real estate classes, develop a broad business law foundation and strong negotiating skills. The student will be required to show learning through exams and assignments.

**NRS 800 Natural Health Care 4 semester hours**
This course is structured to present concepts of natural health care from a Body-Mind-Spirit dimension. It takes us to a fresh starting place in understanding the principles, theories and modalities in use today in natural health care. The student will be required to show learning through exams and assignments.
NRS 850 Nursing Clinical Specialty Seminar I 8 semester hours
This course is designed as an Independent Study learning course. When students are at this level in the DNS program, they will select one area of clinical specialty practice and study. This specialty study is officially declared by the student and approved by the University. This course of study is structured around a comprehensive learning contract.

PSY 800 Ethnic and Cultural Issues in Counseling 4 semester hours
This course helps students to: gain a general background in the counseling of clients who are culturally different, gain exposure to the Multicultural Counseling and Therapy model as proposed by Derald Wing Sue and others, examine the professional and organizational issues associated with multicultural clients. The student will be required to show learning through exams and assignments.

PSY 825 Career Development and Counseling 4 semester hours
This course will cover topics in career counseling from different angles. It will utilize concepts from a broad range of theories. PSY 825 should help students gain a good sense of how to creatively integrate career counseling into their work with clients as appropriate. The student will be required to show learning through exams and assignments.

PSY 840 Life Coaching 4 semester hours
This course helps students to: examine the basic concepts and principles of applying coaching to facilitate client change and apply it to a therapist's practice, examine more advanced coaching concepts used in helping facilitate client change, apply the cognitive behavioral concepts to life coaching. The student will be required to show learning through exams and assignments.

PSY 860 Personality Assessment 4 semester hours
This course will cover topics in personality/psychological assessment in the fields of psychology/counseling. This is a vast topic, and will take a lot of hard work on the student’s part to complete this course successfully. There is a wealth of information to absorb. The most important goal they should have for this course is acquiring an understanding of how clients can be assessed and becoming confident about applying concepts to real life counseling/clinical situations. The student will be required to show learning through exams and assignments.

PSY 890 Advanced Psychopathology 4 semester hours
This course helps provide a firmer background in psychopathology and psychopharmacology. The student will gain a firmer background in psychopathology as it applies to adults, adolescents and children and an understanding of the role of medication in the treatment of psychological and emotional problems. The student will be required to show learning through exams and assignments.

PTH 800 Thesis 8 semester hours
The student will be writing a thesis proposal and a thesis in the project management field. The student will be required to show learning through exams and assignments.

Level 900 Courses

AC 910 Addictions Counseling & Prevention with Adolescents & Children 4 semester hours
This course focuses on the prevention and treatment of adolescents and children in the
context of addiction and to describe the elements, the techniques and interventions in the treatment of addiction. The student will be required to show learning through exams and assignments.

**AC 930 Group Therapy & Addictions Counseling 4 semester hours**
This course explores the group therapy settling with substance abusing and addicted clients. Additionally students will be asked to describe the elements, the techniques and interventions they would use in the implementation of their own group therapy process in the treatment of addiction. The student will be required to show learning through exams and assignments.

**AC 950 Recovery Strategies 4 semester hours**
This course enables the student to identify and describe a coherent theory addiction. It also allows students with the opportunity to describe therapeutic techniques that are consistent with their addiction theory. The student will be required to show learning through exams and assignments.

**BUS 975 Multinational Business 4 semester hours**
As the work force diversified and global competitiveness escalated, it became of prime importance to instill an awareness and develop skills needed to be successful in the management of cross national interactions. It is critical to address management functions along with behaviors necessary for effective interactions on an organizational as well as an interpersonal level. Because of this it is important to familiarize ourselves with cross boundary issues, strategies and structures of international business and functions in a global business arena. The student will be required to show learning through exams and assignments.

**BUS 985 International Business Policy and Strategy 4 semester hours**
This course is an overview with selective piercing to informational depths in areas like transnational culture, legal environments, trade, finance, governments, and operations. We will analyze issues, problems, and business implications and potential solutions to various cases and "cassettes". We will conduct critical evaluation current cases and illustrate application of proven strategies and tactics in the international business environment. The student will be required to show learning through exams and assignments.

**BUS 995 International Business Doctoral Project 12 semester hours**
In this course, the doctoral candidate will complete a doctoral level project. The candidate will select a topic related to their degree specialty and present this topic to the professor for approval.

**EDU 920 Foundations of Distance Education 4 semester hours**
This is an exciting course that will examine the principles of curriculum, instruction, assessment and evaluation as they apply to a distance education setting. It will also provide an overview of effective teaching methods required to be a successful online instructor. The student will be required to show learning through exams and assignments.

**EDU 950 Research Methods in Education 6 semester hours**
This is an exciting course that will examine the statistical procedures used in educational research. It will also provide an overview of quantitative and qualitative approaches to inferential and descriptive statistics as it applies to research methodologies. The student will be required to show learning through exams and assignments.
**EDU 951 Foundations of Adult Education 4 semester hours**
This is an exciting course that will examine the theoretical and practical foundations used to meet the learning needs of the adult learner. It will also provide an overview of various adult learning theories that impact the various stages of adult learning. The student will be required to show learning through exams and assignments.

**EDU 952 Teaching Strategies of Adult Learners 4 semester hours**
This is an exciting course that will examine the theoretical and practical components of instructional delivery in various educational settings. It will also provide adult educators with an overview of various classroom management strategies, test construction, measurement, and collaborative learning techniques. The student will be required to show learning through exams and assignments.

**EDU 953 Helping Adult Learners 4 semester hours**
This is an exciting course that will examine the procedures for planning, conducting, and evaluating educational programs for adults. It will also provide ways for adult educators to select ideas and practices that will strengthen teaching efforts and fit their individual content areas, teaching styles, and program settings. The student will be required to show learning through exams and assignments.

**EDU 955 Foundations of Higher Education 4 semester hours**
This is an exciting course that will examine the history, philosophy, scope, purpose, present status, programs, and current trends in higher education in the United States. It will also provide an overview of the administrative issues that govern colleges and universities in the United States. The student will be required to show learning through exams and assignments.

**EDU 956 Administration of Higher Education 4 semester hours**
This is an exciting course that will examine a variety of administrative procedures in educational institutions. It will also address some patterns of governance and policy development at the local, state, and regional levels. I know you will enjoy this course. Please learn as much as you can as you progress through it, as it does lay down a solid foundation for the rest of the curriculum. The student will be required to show learning through exams and assignments.

**EDU 957 Methods of College Instruction 4 semester hours**
This is an exciting course that will examine a variety of methods used in higher education that will reflect a recent pedagogical trend in the college classroom. It will also provide a contemporary view of educational psychology, cognition, motivation, epistemology, and personality as it relates to the American classroom. The student will be required to show learning through exams and assignments.

**EDU 959 Foundations of Educational Leadership 4 semester hours**
This is an exciting course that will examine the current leadership theories in the context of administrative practices within educational settings. It will also provide an overview of the relationship of power and authority to leadership. The student will be required to show learning through exams and assignments.

**EDU 960 Organizational Leadership 4 semester hours**
This is an exciting course that will examine ways on how to achieve high performing
educational managers at all levels. It will also build on leadership framework by exploring organizational theory and the administrative functions required managing and leading in educational organizations. The student will be required to show learning through exams and assignments.

**EDU 961 Personnel Administration 4 semester hours**
This is an exciting course that will examine personnel administration as it relates to planning, recruitment, selection, placement and induction, staff development, rewards, and negotiations. It will also provide legislative issues that influence personnel strategies for personnel leadership. The student will be required to show learning through exams and assignments.

**EDU 967 Learning Theories 4 semester hours**
This is an upper level course that prepares you to work in the field of Special Education. In this course you will learn learning theories in the education field. Specifically you will study, behavioral and social cognitive theories. The student will be required to show learning through exams and assignments.

**EDU 968 Special Education – The Law/Ethics 4 semester hours**
This is an upper level course that prepares you to work in the field of Special Education. In this course you will study the law and special education. Specifically you will study the current laws concerning children with learning disabilities. The student will be required to show learning through exams and assignments.

**EDU 969 Learning Theories/Special Education 4 semester hours**
This is an upper level course that prepares you to work in the field of Special Education. In this course you will study a comprehensive overview of the field of special education. Specifically you will study the positive effects of 30 years of IDEA, 15 years of ADA, and many years of social activism on the lives of individuals with disabilities, their families, and the educators and professionals who work with them. The student will be required to show learning through exams and assignments.

**EDU 970 Testing – Assessing & Evaluation in Special Education 4 semester hours**
This is an upper level course that prepares you to work in the field of Special Education. In this course you will study a comprehensive overview of the field of special education in assessing and evaluation. Specifically you will study the processes and procedures for assessing students with special needs. The student will be required to show learning through exams and assignments.

**EDU 971 Issues in Special Education 4 semester hours**
This is an upper level course that prepares you to work in the field of Special Education. In this course you will study the critical issues in special education. The student will be required to show learning through exams and assignments.

**EDU 972 Contemporary Issues and Treatment for ADD/ADHD 4 semester hours**
This course will study the issues and treatment for ADD/ADHD. It will cover up-to-date research and articles on ADD/ADHD along with methodology and strategies for teaching ADD/ADHD. The student will be required to show learning through exams and assignments.
**EDU 973 Educational Leadership 4 semester hours**
This is an upper level course that prepares you to work in the field of Educational Administration, superintendent. In this course you will study the practice and specific leadership skills that create effective schools. Specifically you will study the foundations, issues, principles and responsibilities of executive leaders in educational administration. The student will be required to show learning through exams and assignments.

**EDU 974 Educational Administration 4 semester hours**
This is an upper level course that prepares you to work in the field of Educational Administration, superintendent. In this course you will study the rationale for how school business administration functions. Specifically you will study the problems and issues for administrators. The student will be required to show learning through exams and assignments.

**EDU 975 Instructional Leadership 4 semester hours**
This is an upper level course that prepares you to work in the field of Educational Administration, superintendent. In this course you will study the rationale on how teachers and principals must work as colleagues. You will study current theories of teaching and learning as well as practical curriculum applications. The student will be required to show learning through exams and assignments.

**EDU 976 Issues in Educational Administration 4 semester hours**
This is an upper level course that prepares you to work in the field of Educational Administration, superintendent. In this course you will study critical issues confronting educational leaders today. The student will be required to show learning through exams and assignments.

**EDU 977 The Law & Legal Aspects in Educational Administration 4 semester hours**
This is an upper level course that prepares you to work in the field of Educational Administration, superintendent. In this course you will study school law theory and practice as it pertains to educational leadership. The student will be required to show learning through exams and assignments.

**EDU 979 Education – Law and Ethics 4 semester hours**
This is an upper level course that prepares you to work in the field of K-12 Educational Administration. In this course you will study school law theory and practice as it pertains to educational leadership. The student will be required to show learning through exams and assignments.

**EDU 980 Principal Leadership in Education 4 semester hours**
This is an upper level course that prepares you to work in the field of K-12 Educational Administration. In this course you will study the seven Educational Leadership Constituent Council (ELCC) Standards developed specifically for school leaders. The student will be required to show learning through exams and assignments.

**EDU 981 Financial Management in School Systems 4 semester hours**
This is an upper level course that prepares you to work in the field of K-12 Educational Administration. In this course you will study the policies involved in the economic and political models that affect the current social, political and economic state of our schools. The student will be required to
show learning through exams and assignments.

**EDU 982 Educational Assessment and Evaluation 4 semester hours**
This is an upper level course that prepares you to work in the field of K-12 Educational Administration. In this course you will study the significance of assessment and evaluation to educational leaders. The student will be required to show learning through exams and assignments.

**EDU 983 Human Resource & Personal Development 4 semester hours**
This is an upper level course that prepares you to work in the field of K-12 Educational Administration. In this course you will study the human resources function as it operates from a central office or school district level. Specifically you will study current ISLLC and ELCC Standards. The student will be required to show learning through exams and assignments.

**GRF 900 Grief, Death, and Dying 4 semester hours**
This course will provide practical, specific intervention strategies in grief, dying and death. Topics will include; Attitudes Towards Death, Factors Influencing the Grief Reaction, Funerals and Funerary Rituals, and The Dying Patient’s Coping Mechanisms. The student will be required to show learning through exams and assignments.

**GRF 920 Grief after a Sudden Loss 4 semester hours**
Sudden loss creates special problems to the survivors such as intensified grief, the shattering of a person’s normal world and secondary losses. This course will provide books, tapes, videos, organizations, journals, conferences, and professional organizations on traumatic loss. The student will be required to show learning through exams and assignments.

**GRF 940 Clinical Dimensions of Anticipatory Mourning 4 semester hours**
This course focuses on various aspects of anticipatory mourning. Topics include; the six dimensions of anticipatory mourning, limits of anticipatory mourning, essential strategies for pain management, and traumatic stress in anticipatory mourning. The student will be required to show learning through exams and assignments.

**GRF 980 Treatment of Complicated Mourning 4 semester hours**
This course provides an overview of the fundamentals required to place complicate mourning in the proper context. To address concerns related to assessment and treatment of complicated mourning. The student will be required to show learning through exams and assignments.

**HCA 950 Doctoral Project 12 semester hours**
This course serves two main purposes. The first is that the course serves to further the student’s knowledge within a selected segment of health services, health care, organization management, health care administration, or other aspects of the provision of health care delivery such as partnerships, strategic planning or environmental impacts, and secondly, this endeavor provides an opportunity to enhance learning by development of a product, project or in-depth study of a contemporary issue or problem. The student will propose and complete a doctoral project.

**JE 920 Corporations, Justice and Ethics 4 semester hours**
This course explores the different laws that encompass businesses and large
corporations. The student will be required to show learning through exams and assignments.

**JE 990 Executive Legal Analysis Doctoral Project 12 semester hours**
In this course, the doctoral candidate will complete a doctoral level project. The candidate will select a topic related to their degree specialty and present this topic to the professor for approval.

**MNG 950 Cultural Issues in Management 4 semester hours**
People of other countries, of another generation, social class, job or organization, often think and act in ways that puzzle us. To these people, of course, we are the ones who behave in a surprising manner. What separates them from us is the culture in which we grew up. "Culture" in this sense is not the same as "civilization"; it encompasses much more. Deeply-rooted and, therefore, often unconscious values lead us to consider as normal what others think abnormal, as polite what to others is rude, and as rational what others find irrational. The student will be required to show learning through exams and assignments.

**MNG 900 Management Theory and Practice 4 semester hours**
Upon successful completion of this course, students will be able to; comprehend the principles, functions and responsibilities of management, understand the impact of the surrounding economic, social, and political environment, develop an awareness of multiple approaches to solve issues and problems. The student will be required to show learning through exams and assignments.

**MNG 955 Global Operations Management 4 semester hours**

The course is an introduction to the theories and practices of Transnational Management and it is a study of cause and effect of management strategies and tactics. We will analyze identification of issues, problems, and future business implications. We will conduct critical analyses of various cases and prepare the learner for application of theories in the international business environment. The student will be required to show learning through exams and assignments.

**MNG 980 Transformational Leadership 4 semester hours**
This course is an introduction to the theories and practices of transformational leadership and it is a study of cause and effect of management strategies and tactics. We will analyze identification of issues, problems, and future business implications. We will conduct critical analyses of various leadership models and prepare the learner for application of theories and innovation. The student will be required to show learning through exams and assignments.

**NRS 900 Nursing Clinical Specialty Seminar II 8 semester hours**
This course is designed as an Independent Study learning course. When you are at this level in the DNS program, students will select one focused area of study within their clinical specialty practice. Students now study one focused area of disease/illness, or concept, theory, or modalities/interventions related to their specialty area of study. For example, if a student has declared Oncology Nursing as a practice area of specialty, they might elect to conduct their focus of study on Gynecological Oncology, or Leukemia's, etc.

**NRS 925 Nursing Clinical Specialty Seminar III 8 semester hours**
This course is formatted the same as NRS
900. In this course, the student will select another major area of concentration related to their specialty practice, which is different than the study in NRS 900. Topics of study will be approved by the professor. Areas of focus might be: Advanced Assessment, Care Plan Development, Pathophysiology etc. Students may also elect to complete a project for this course of study. Another option is a clinically based preceptorship in the area of specialty concentration.

**NRS 950 Doctoral Project 12 semester hours**
In this course, the doctoral candidate will complete a doctoral level project. The candidate will select a topic related to their degree specialty and present this topic to the professor for approval.

**OPSY 950 Doctoral Project 12 semester hours**
In this course, the doctoral candidate will complete a doctoral level project. The candidate will select a topic related to their degree specialty and present this topic to the professor for approval.

**PSY 900 Crisis Counseling 4 semester hours**
This course helps students to: examine and understand the basic concepts and principles of crisis counseling, examine the application of cognitive-behavioral and brief counseling to a crisis counseling situation, have an understanding of the implications that disasters have on the practice of counseling and therapy. The student will be required to show learning through exams and assignments.

**PSY 920 Cognitive Behavioral Therapy 4 semester hours**
In this course the basic principles and concepts of cognitive-behavioral therapy are explored. The issue of client resistance is also examined from a cognitive-behavioral point of view. Finally, how cognitive-behavioral therapy can be applied to the treatment of client from special populations or problems is examined. The student will be required to show learning through exams and assignments.

**PSY 940 Neuropsychology 4 semester hours**
Having a good basic understanding of the brain and its functions and dysfunctions is indeed valuable for counselors. Professionals will encounter professional situations in which this knowledge will allow them to rule out certain diagnoses or make appropriate referrals instead of embarking on potentially fruitless therapeutic endeavors. It will also give students the tools to work more effectively with a broader range of clients (for example with those who have suffered memory loss or who suffer from neurological disorders). It will generally help students to see some ways in which emotional/psychological dynamics overlap with biological/neurological ones. The student will be required to show learning through exams and assignments.

**PSY 960 Statistics 4 semester hours**
The intent of this course is not to become a statistician. Rather it is the intent of this for the student to learn to understand the concepts and terminology in the field of statistics and to be a wise consumer of statistical information in both popular and professional sources. The student will be required to show learning through exams and assignments.

**PSY 975 Research Methods 6 semester hours**
This course will cover topics in research methods in the field of psychology. There are two main objectives for this course: 1).
Provide the student with information designed to make them more educated/aware when reading about research in the literature. Understanding the foundations of research methods will allow them to understand both the positive and problematic aspects of current research. Students will be able to read articles in both professional journals and conventional media with a new critical eye.

2). Provide the student with a solid foundation for understanding the diverse methods of research in our field. At the end of the course, they should feel confident about designing and carrying out a number of different types of research projects. The student will be required to show learning through exams and assignments.

**PSY 990 Doctoral Project 12 semester hours**

In this course, the doctoral candidate will complete a doctoral level project. The candidate will select a topic related to their degree specialty and present this topic to the professor for approval.

**Level 1000 Courses**

**AC 1100 Doctoral Project 12 semester hours**

In this course, the doctoral candidate will complete a doctoral level project. The candidate will select a topic related to their degree specialty and present this topic to the professor for approval.

**EDU 1000 Doctoral Project 12 semester hours**

This course involves the student submitting a doctoral project in education. The student will then do the doctoral project. This is the last course in the program. The student will be required to show learning through exams and assignments.

**GRF 1000 Children and Grief 4 semester hours**

This course provides a portrait of the mourning process in children. This course will help students work on bereavement issues, family and child therapy and developmental psychopathology. The student will be required to show learning through exams and assignments.

**GRF 1200 Parental Loss of a Child 4 semester hours**

The purpose of this course is to acquaint the student with the experience of parental loss of a child. Students will be able to promote appropriate clinical interventions and therapeutic support for bereaved parents, while at the same time establishing more realistic expectations for coping with this particular loss. The student will be required to show learning through exams and assignments.

**GRF 1300 Ethical in Counseling 4 semester hours**

Ethics are designed to provide some guidelines for the professional behavior of members of a particular organization. A professional code of ethics is a set of standards of conduct based upon an agreed set of values by which professionals in a given occupation voluntarily abide. Values are our fundamental principles, they define what we think is right, good, fair, and just. Ethics are behaviors and tell people how to act in ways that meet the standards our values are set for us. The student will be required to show learning through exams and assignments.

**GRF 1400 Advanced Counseling Theories and Techniques 4 semester hours**

This course covers the foundations, theories and practices of counseling. The presentation is well balanced and does not emphasize any particular orientation. Basic
research is combined with practical applications. The student will be required to show learning through exams and assignments.

**GRF 1500 Doctoral Project 12 semester hours**
In this course, the doctoral candidate will complete a doctoral level project. The candidate will select a topic related to their degree specialty and present this topic to the professor for approval.

**MNG 1300 Financial Management 4 semester hours**
This course is an overview of all the financial actions made in an organization. It is the study of the three basic areas of decisions; where should the money be invested, where should the funds be raised, and how much of the funds should be returned to investors. This course will not differentiate between small or large, private or public, or foreign and domestic organizations. The student will be required to show learning through exams and assignments.

**MNG 1400 Management Specialty Seminar 8 semester hours**
The course is an overview with selective piercing to informational depths in areas like transnational culture, legal environments, trade, finance, governments, and operations. We will analyze issues, problems, and business implications and potential solutions to various cases and "cassettes". We will conduct critical evaluation current cases and illustrate application of proven strategies and tactics in the international business environment. This course is designed to be a capstone course for the curriculum.

**MNG 1500 Management Doctoral Project 12 semester hours**
In this course, the doctoral candidate will complete a doctoral level project. The candidate will select a topic related to their degree specialty and present this topic to the professor for approval.

**MNG 1100 Strategic Management and Policy 4 semester hours**
This course underlines the importance of basing knowledge-management practice on the needs of both individuals and groups in an organization. Exploiting knowledge, as opposed to just managing it, is a key component in this course. The course divides knowledge into different buckets, ranging from the tangible to the abstract: explicit knowledge (such as scientific data or technical blueprints), endemic knowledge (market-research data and customer-service know-how), experiential knowledge (professional skills and technical expertise) and what it calls “existential knowledge” (collective learning and cultural assumptions). Leveraging knowledge involves learning how these varieties interact, and how to turn them into thorough strategies and policies. The student will be required to show learning through exams and assignments.

**MNG 1200 Human Resource Management Issues 4 semester hours**
Upon successful completion of this course, the student should be able to; Increase their diagnostic and decision-making skills to handle and solve real-life human resource management issues and problems and define their own philosophy of human resource management. The student will be required to show learning through exams and assignments.

**PTH 1000 Personal Growth and Development 4 semester hours**
This course can add new dimensions to a student's total education. It places special emphasis on an individual's experience of
the world and him/herself. Firsthand knowledge, emotions, values, and human relationships are of primary concern. To become more fully human is the essence of a personal growth course. It is a person-centered endeavor. The student will be required to show learning through exams and assignments.

**PTH 1200 Pastoral Counseling Theories and Application 4 semester hours**
This course covers the foundations, theories and practices of counseling. The presentation is well balanced and does not emphasize any particular orientation. Basic research is combined with practical applications. The student will be required to show learning through exams and assignments.

**PTH 1400 Counseling the Dying Patient 4 semester hours**
Our personal philosophy about life and people impact upon our relationship with others. These assumptions about people and their motives influences how we see clients, the philosophy and theory of counseling we use, the style of therapeutic relationships we develop, the kind of counseling goals we help clients set, and the interventions we use to help clients meet their goals. The student will be required to show learning through exams and assignments.

**PTH 1600 Multicultural Counseling 4 semester hours**
This course examines the mystery death and dying and how it affects different cultures. Students will become acquainted with the diversity of death-rituals and beliefs found in various cultures. The student will be required to show learning through exams and assignments.

**PTH 1700 Theology and Pastoral Care 4 semester hours**

This course will help the student to: develop a rounded picture of the discipline of practical insight into the spiritual dimension of pastoral care, have a better understanding of the discipline of practical theology, move the discipline towards new horizons. The student will be required to show learning through exams and assignments.

**PTH 1800 Advanced Issues in Thanatology 4 semester hours**
In this course students will review and analyze some of the best selections from the recent literature on death and dying. There is four main parts: cultural contexts, social issues, personal dimensions of loss, and death in life. The student will be required to show learning through exams and assignments.

**PTH 1900 Spirituality and Pastoral Counseling 4 semester hours**
This course presents a perspective and a vision. This perspective and vision articulates a clear rationale and strategies that students can use to integrate spirituality into the practice of your caring work. The student will be required to show learning through exams and assignments.

**PTH 2100 Doctoral Project 12 semester hours**
In this course, the doctoral candidate will complete a doctoral level project. The candidate will select a topic related to their degree specialty and present this topic to the professor for approval.
BPPE Approval
This institution’s application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

Questions Statement
Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Physical address: 2535 Capital Oaks Dr, Suite 400, Sacramento, CA 95833, Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818, http://www.bppe.ca.gov, Tel: 916-431-6959, Toll-Free: 888-370-7589, Fax: 916-263-1897.

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

Complaint Statement
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone number 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site http://www.bppe.ca.gov.