Dear Student,

On behalf of the Board of Trustees, staff, faculty, alumni and your fellow students, I am pleased to welcome you to National University.

Founded in 1971, National University was among the first institutions in the United States to recognize and focus on the unique educational needs of non-traditional learners. That commitment to our students has made National University the second-largest, nonprofit, private institution of higher learning in California with the third-largest graduate program in the country.

National University is unique because of its intensive one-course-per-month format and flexible online degree programs which enable students to complete graduate and undergraduate programs in an accelerated time frame while maintaining family and work responsibilities.

Throughout this catalog, and in every class offered at National University, you will observe a consistent focus on quality and an ongoing commitment to incorporating current subject matter into our curricula. Our goal is to ensure that the education you receive at National University is among the most rigorous, relevant and rewarding in higher learning.

National University remains focused on providing students with state-of-the-art technologies, including high-tech classrooms and a library with one of the largest collections of Ebooks in the United States. National University offers more than 35 programs and 300 courses online, allowing students locally, nationally and globally to pursue a broad range of degrees and credentials.

National University is proud of what it has accomplished in the past 35 years, and we look forward to sharing an even more distinguished future with you as we continue to seek new and better ways to address the needs of our students.

Sincerely,

Jerry C. Lee
Chancellor
National University System

President
National University
Note: the University reserves the right to change or modify policies, regulations, curricula, courses, tuition and fees, or any other aspect of its programs described in this catalog at any time.

Not all courses or programs listed in this catalog will be available at every learning facility or online.

Not all facilities, equipment and other resources will be available at every learning center.

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*Chairman & CEO, Deltennium Corporation*

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*Vice President for External Affairs, Retired, Dickinson College*

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*Community, National Volunteer*

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*CEO, Townsend Inc.*

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*Clinical Associate Professor of Psychiatry, School of Medicine, University of California, San Diego*

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*Chancellor, National University System  
President, National University*

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*Educational Consultant, JM Leonard & Associates*

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*Public Affairs and Communications Consultant, Rodriguez & Company*

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*Senior Vice President for Championships and Education Services, National Collegiate Athletic Association*

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Mr. Michael Wilkes  
*CEO, Architects Delawie Wilkes Rodrigues Barker*
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<tr>
<td>Jerry C. Lee, Ed.D.</td>
<td>Chancellor, National University System</td>
</tr>
<tr>
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<td>President, National University</td>
</tr>
<tr>
<td>Richard E. Carter, B.S.</td>
<td>Vice Chancellor for Business Operations</td>
</tr>
<tr>
<td>Gary J. Frost, Ph.D.</td>
<td>Vice Chancellor for Organizational Development</td>
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<tr>
<td>Patricia E. Potter, M.B.A.</td>
<td>Vice Chancellor for System Communications</td>
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<tr>
<td>Troy L. Roland, M.B.A.</td>
<td>Vice Chancellor for Extended Learning</td>
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<tr>
<td>Michael W. Prairie, J.D.</td>
<td>General Counsel</td>
</tr>
<tr>
<td>Virginia Beneke, M.B.A.</td>
<td>Vice President, Regional Operations and Marketing</td>
</tr>
<tr>
<td>Charlotte Bentley, Ph.D.</td>
<td>Vice President, National University Nevada</td>
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<tr>
<td>Laurie Foster, M.B.A.</td>
<td>Vice President, National University Hawaii</td>
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<td>A. Cathleen Greiner, Ph.D.</td>
<td>Provost and Vice President, Academic Affairs</td>
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<tr>
<td>Thomas MacCalla, Ed.D.</td>
<td>Executive Director, National University Institute and University Vice President</td>
</tr>
<tr>
<td>Douglas Slawson, Ph.D.</td>
<td>Vice President, Student Services</td>
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<tr>
<td>Maggie Watkins, B.A.</td>
<td>Vice President, Advancement and Alumni Relations</td>
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<tr>
<td>Eileen D. Heveron, Ph.D.</td>
<td>Associate Vice President, Information Technology</td>
</tr>
<tr>
<td>Howard Evans, Ph.D.</td>
<td>Dean, School of Engineering and Technology</td>
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<tr>
<td>Thomas Green, Ph.D.</td>
<td>Dean, School of Business and Management</td>
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<tr>
<td>Gary Hoban, Ph.D.</td>
<td>Graduate Dean</td>
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<tr>
<td>Gloria Johnston, Ph.D.</td>
<td>Dean, School of Education</td>
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<td>Alice M. Scharper, Ph.D.</td>
<td>Dean, College of Letters and Sciences</td>
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<td>Debra Bean Schneiger, M.F.A.</td>
<td>Dean, School of Media and Communication</td>
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<tr>
<td>Charlene Ashton, Ed.D.</td>
<td>Associate Regional Dean, San Jose</td>
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<tr>
<td>Douglas Barr, M.B.A.</td>
<td>Associate Regional Dean, Military Students</td>
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<tr>
<td>Melissa Bellinger, M.B.A.</td>
<td>Associate Regional Dean, Bakersfield</td>
</tr>
<tr>
<td>Mary Demetre, M.B.A.</td>
<td>Associate Regional Dean, Stockton</td>
</tr>
<tr>
<td>Bernell Hirning, M.S.</td>
<td>Associate Regional Dean, Redding</td>
</tr>
<tr>
<td>Olivia Horton, M.A.</td>
<td>Associate Regional Dean, San Bernardino</td>
</tr>
<tr>
<td>Roland Jones, M.A.</td>
<td>Associate Regional Dean, Fresno</td>
</tr>
<tr>
<td>Megan Magee, M.B.A.</td>
<td>Associate Regional Dean, San Diego</td>
</tr>
<tr>
<td>Maheba Merhi, M.B.A.</td>
<td>Associate Regional Dean, International Programs</td>
</tr>
<tr>
<td>Sharon Mont, M.A.</td>
<td>Associate Regional Dean, Sacramento</td>
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<tr>
<td>Mark Moses, M.A.</td>
<td>Associate Regional Dean, Carlsbad and Rancho Bernardo</td>
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<td>Mark Redfern, M.B.A.</td>
<td>Associate Regional Dean, Camarillo</td>
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<tr>
<td>David Waller, M.A.</td>
<td>Associate Regional Dean, Costa Mesa</td>
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<tr>
<td>Mahvash Yadegarpour, M.B.A.</td>
<td>Associate Regional Dean, Los Angeles</td>
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# Calendar and Class Schedules

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<td><strong>Winter Quarter Begins:</strong> Monday, January 3</td>
<td><strong>Spring Quarter Begins:</strong> Monday, April 3</td>
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<tr>
<td><strong>New Year's Day:</strong> Monday, January 2</td>
<td><strong>Memorial Day:</strong> Monday, May 29</td>
<td><strong>Independence Day:</strong> Tuesday, July 4</td>
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<tr>
<td><strong>Martin L. King's Birthday:</strong> Monday, January 16</td>
<td><strong>Spring Quarter Ends:</strong> Saturday, June 24</td>
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<td><strong>President's Day:</strong> Monday, February 20</td>
<td><strong>Summer Quarter Ends:</strong> Saturday, September 23</td>
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<td><strong>Winter 2007</strong></td>
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<td><strong>Martin Luther King's Birthday:</strong> Monday, January 15</td>
<td><strong>Memorial Day:</strong> Monday, May 28</td>
<td><strong>Labor Day:</strong> Monday, September 3</td>
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<tr>
<td><strong>President's Day:</strong> Monday, February 19</td>
<td><strong>Spring Quarter Ends:</strong> Saturday, June 30</td>
<td><strong>Summer Quarter Ends:</strong> Saturday, September 29</td>
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<td><strong>Winter Quarter Ends:</strong> Saturday, March 31</td>
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<td><strong>Winter 2008</strong></td>
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<td><strong>Martin Luther King’s Birthday:</strong> Monday, January 21</td>
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<td><strong>Winter Quarter Ends:</strong> Saturday, March 29</td>
<td><strong>Fall 2009</strong></td>
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<td><strong>Martin Luther King’s Birthday:</strong> Monday, January 19</td>
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<td><strong>Labor Day:</strong> Monday, September 7</td>
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<tr>
<td><strong>President’s Day:</strong> Monday, February 16</td>
<td><strong>Spring Quarter Ends:</strong> Saturday, June 27</td>
<td><strong>Summer Quarter Ends:</strong> Saturday, September 26</td>
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<tr>
<td><strong>Winter Quarter Ends:</strong> Saturday, March 28</td>
<td><strong>Fall 2009</strong></td>
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Class Calendar at a Glance

○ denotes starting dates of classes.
□ denotes national holiday. The University will be closed on this day.
Onsite Undergraduate Class Schedule
Onsite Undergraduate Classes (4.5 quarter units, 45 contact hours)
Online classes follow the same beginning date as onsite classes. Ending dates vary by program.
National University’s academic year is divided into four twelve week quarters, each composed of three one-month classes. Classes are held two
evenings each week from 5:30 to 10:00 p.m. Undergraduate students generally attend two Saturday sessions from 8:00 a.m. to 12:30 p.m. or 1:00 p.m. to
5:30 p.m. Graduate students meet for a final session on the last Saturday of the 4-week term, either from 8:30 a.m. to 12:30 p.m. or 1:00 p.m. to 5:00 p.m.
Undergraduate day classes are held either Monday and Wednesday or Tuesday and Thursday from 9:00 a.m. to 2:30 p.m.
Eight-week class schedules are listed in SOAR.

Weekday

Time

Saturday Schedule

Monday/Wednesday (8 sessions)

5:30 p.m.-10:00 p.m.

Tuesday/Thursday (8 sessions)

5:30 p.m.-10:00 p.m.

8:00 a.m.-12:30 p.m. or 1:00 p.m.-5:30 p.m.; Normally two Saturdays,
three Saturdays if weekday holiday makes it necessary.
8:00 a.m.-12:30 p.m. or 1:00 p.m.-5:30 p.m.; Normally two Saturdays,
three Saturdays if weekday holiday makes it necessary.

24 month calendar follows:

Onsite Undergraduate Class Schedule

Onsite Undergraduate Class Schedule

Monday/Wednesday

Tuesday/Thursday

Fall 2005

Fall 2005

September 26, 28, October 3, 5, 8(8:00-12:30), 10, 12, 17, 19, 22(1:00-5:30)
October 24, 26, 31, November 2, 7, 9, 12(8:00-12:30), 14, 16, 19(8:00-12:30)
November 21, 23, 28, 30, December 3(8:00-12:30), 5, 7, 12, 14, 17(1:005:30)

September 27, 29, October 4, 6, 11, 13, 15(8:00-12:30), 18, 20, 22(8:0012:30)
October 25, 27, November 1, 3, 5(8:00-12:30), 8, 10, 15, 17, 19(1:00-5:30)
November 22, 29, December 1, 3(1:00-5:30), 6, 8, 10(8:00-12:30), 13, 15,
17(8:00-12:30)

Winter 2006
January 2, 4, 7(8:00-12:30), 9, 11, 18, 21(8:00-12:30), 23, 25, 28(8:00-12:30)
January 30, February 1, 4(8:00-12:30), 6, 8, 11(8:00-12:30), 13, 15, 22,
25(1:00-5:30)
February 27, March 1, 6, 8, 13, 15, 18(8:00-12:30), 20, 22, 25(8:00-12:30)

Winter 2006

Spring 2006

Spring 2006

April 3, 5, 10, 12, 15(8:00-12:30), 17, 19, 24, 26, 29(1:00-5:30)
May 1, 3, 8, 10, 15, 17, 20(8:00-12:30), 22, 24, 27(8:00-12:30)
May 31, June 3(8:00-12:30), 5, 7, 10(8:00-12:30), 12, 14, 19, 21, 24(1:00-5:30)

April 4, 6, 11, 13, 18, 20, 22(8:00-12:30), 25, 27, 29(8:00-12:30)
May 2, 4, 9, 11, 13(8:00-12:30), 16, 18, 23, 25, 27(1:00-5:30)
May 30, June 1, 6, 8, 13, 15, 17(8:00-12:30), 20, 22, 24(8:00-12:30)

Summer 2006

Summer 2006

July 3, 5, 10, 12, 17, 19, 22(8:00-12:30), 24, 26, 29(8:00-12:30)
July 31, August 2, 7, 9, 12(8:00-12:30), 14, 16, 21, 23, 26(1:00-5:30)
August 28, 30, September 6, 9(1:00-5:30), 11, 13, 16(8:00-12:30), 18, 20,
23(8:00-12:30)

July 6, 8(8:00-12:30), 11, 13, 15(8:00-12:30), 18, 20, 25, 27, 29(1:00-5:30)
August 1, 3, 8, 10, 15, 17, 19(8:00-12:30), 22, 24, 26(8:00-12:30)
August 29, 31, September 5, 7, 9(8:00-12:30), 12, 14, 19, 21, 23(1:00-5:30)

January 3, 5, 10, 12, 17, 19, 21(1:00-5:30), 24, 26, 28(1:00-5:30)
January 31, February 2, 7, 9, 11(1:00-5:30), 14, 16, 21, 23, 25(8:00-12:30)
February 28, March 2, 7, 9, 11(8:00-12:30), 14, 16, 21, 23, 25(1:00-5:30)

Fall 2006
Fall 2006
September 25, 27, October 2, 4, 7(8:00-12:30), 9, 11, 16, 18, 21(1:00-5:30)
October 23, 25, 30, November 1, 6, 8, 11(8:00-12:30), 13, 15, 18(8:00-12:30)
November 20, 22, 27, 29, December 2(8:00-12:30), 4, 6, 11, 13, 16(1:005:30)

September 26, 28, October 3, 5, 10, 12, 14(8:00-12:30), 17, 19, 21(8:0012:30)
October 24, 26, 31, November 2, 4(8:00-12:30), 7, 9, 14, 16, 18(1:00-5:30)
November 21, 28, 30, December 2(1:00-5:30), 5, 7, 9(8:00-12:30), 12, 14,
16(8:00-12:30)

Winter 2007

Winter 2007

January 8, 10, 17, 20(1 - 5:30), 22, 24, 27(8 - 12:30), 29, 31, February 3(812:30)
February 5, 7, 10(8-12:30), 12, 14, 21, 24(1-5:30), 26, 28, March 3(1-5:30)
March 5, 7, 12, 14, 19, 21, 24(8-12:30), 26, 28, 31(8-12:30)

January 9, 11, 16, 18, 20(8-12:30), 23, 25, 30, February 1, 3(1-5:30)
February 6, 8, 13, 15, 20, 22, 24(8-12:30), 27, March 1, 3(8-12:30)
March 6, 8, 13, 15, 17(8-12:30), 20, 22, 27, 29, 31(1-5:30)

Spring 2007
Spring 2007
April 9, 11, 16, 18, 21(8-12:30), 23, 25, 30, May 2, 5(1-5:30)
May 7, 9, 12(8-12:30), 14, 16, 19(1-5:30), 21, 23, 30, June 2(8-12:30)
June 4, 6, 11, 13, 16(8-12:30), 18, 20, 25, 27, 30(1-5:30)

April 10, 12, 17, 19, 24, 26, 28(8-12:30), May 1, 3, 5(8-12:30)
May 8, 10, 15, 17, 19(8-12:30), 22, 24, 29, 31, June 2(1-5:30)
June 5, 7, 12, 14, 19, 21, 23(8-12:30), 26, 28, 30(8-12:30)

Summer 2007
Summer 2007
July 9, 11, 16, 18, 23, 25, 28(8-12:30), 30, August 1, 4(8-12:30)
August 6, 8, 13, 15, 18(8-12:30), 20, 22, 27, 29, September 1(1-5:30)
September 5, 8(8-12:30), 10, 12, 17, 19, 22(8-12:30), 24, 26, 29(8-12:30)

July 10, 12, 17, 19, 21(8-12:30), 24, 26, 31, August 2, 4(1-5:30)
August 7, 9, 14, 16, 21, 23, 25(8-12:30), 28, 30, September 1(8-12:30)
September 4, 6, 11, 13, 15(8-12:30), 18, 20, 25, 27, 29(1-5:30)

Fall 2007
Fall 2007
October 1, 3, 8, 10, 13(8-12:30), 15, 17, 22, 24, 27(1-5:30)
October 29, 31, November 5, 7, 12, 14, 17(8-12:30), 19, 21, 24(8-12:30)
November 26, 28, December 3, 5, 8(8-12:30), 10, 12, 17, 19, 22(1-5:30)

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October 2, 4, 9, 11, 16, 18, 20(8-12:30), 23, 25, 27(8-12:30)
October 30, November 1, 3(8-12:30), 6, 8, 10(8-12:30), 13, 15, 20, 24(1-5:30)
November 27, 29, December 4, 6, 11, 13, 15(8-12:30), 18, 20, 22(8-12:30)


Onsite Graduate Class Schedule

### Weekday Time

#### Monday/Wednesday (8 sessions)
- 5:30 p.m.-10:00 p.m.

#### Tuesday/Thursday (8 sessions)
- 5:30 p.m.-10:00 p.m.

### Saturday Schedule

- 8:30 a.m.-12:30 p.m. or 1:00 p.m.-5:00 p.m.; Normally one Saturday, two Saturdays if weekday holiday makes it necessary.

### Onsite Graduate Class Schedule

#### Monday/Wednesday

**Fall 2005**
- September 26, 28, October 3, 5, 10, 12, 17, 19, 22(1:00-5:00)
- October 24, 26, 31, November 2, 7, 9, 14, 16, 19(8:30-12:30)

**Winter 2006**
- January 2, 4, 7(8:00-12:30), 9, 11, 18, 23, 25, 28(8:30-12:30)
- January 30, February 1, 4(8:00-12:30), 6, 8, 13, 15, 22, 25(1:00-5:00)

**Spring 2006**
- April 3, 5, 10, 12, 17, 19, 24, 26, 29(1:00-5:00)

**Summer 2006**
- July 3, 5, 10, 12, 17, 19, 24, 26, 29(8:30-12:30)

**Fall 2006**
- September 27, 29, October 4, 6, 11, 13, 18, 20, 22(8:30-12:30)
- October 25, 27, November 1, 3, 8, 10, 15, 17, 19(1:00-5:00)

**Winter 2007**
- January 3, 5, 10, 12, 17, 19, 24, 26, 28(1:00-5:00)

**Spring 2007**
- April 9, 11, 16, 18, 23, 25, 30, May 2, 5(1:00-5:00)

**Summer 2007**
- July 9, 11, 16, 18, 23, 25, 30, August 1, 4(8:30-12:30)

**Fall 2007**
- October 1, 3, 8, 10, 15, 17, 22, 24, 27(1-5:00)

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#### Monday/Thursday (8 sessions)

**Winter 2006**
- January 2, 4, 7(8:00-12:30), 9, 11, 18, 23, 25, 28(8:30-12:30)

**Spring 2006**
- April 3, 5, 10, 12, 17, 19, 24, 26, 29(1:00-5:00)

**Summer 2006**
- July 6, 8(8:00-12:30), 11, 13, 18, 20, 23, 27(8:30-12:30)

**Fall 2006**
- September 28, 30, September 6, 11, 13, 16(8:00-12:30), 18, 20, 23(8:30-12:30)

**Winter 2007**
- January 9, 11, 16, 18, 23, 25, 30, February 1, 3(1:00-5:00)

**Spring 2007**
- April 10, 12, 17, 19, 24, 26, May 1, 3, 5(8:30-12:30)

**Summer 2007**
- July 10, 12, 17, 19, 24, 26, 31, August 2, 4(1-5:00)

**Fall 2007**
- October 2, 4, 9, 11, 16, 18, 23, 25, 27(8:30-12:30)

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**Online classes follow the same beginning date as onsite classes. Ending dates vary by program.**

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**Online Graduate Class Schedule**

#### Tuesday/Thursday

**Fall 2005**
- September 27, 29, October 4, 6, 11, 13, 18, 20, 22(8:30-12:30)
- October 25, 27, November 1, 3, 8, 10, 15, 17, 19(1:00-5:00)

**Winter 2006**
- January 3, 5, 10, 12, 17, 19, 24, 26, 28(1:00-5:00)

**Spring 2006**
- April 4, 6, 11, 13, 18, 20, 25, 27, 29(8:30-12:30)

**Summer 2006**
- July 6, 8(8:00-12:30), 11, 13, 18, 20, 23, 27(8:30-12:30)

**Fall 2006**
- September 26, 28, October 3, 5, 10, 12, 17, 19, 22(8:30-12:30)

---

**Onsite Graduate Classes (4.5 quarter units, 40 contact hours)**

24 month calendar follows:

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### Online Graduate Class Schedule

#### Tuesday/Thursday

**Fall 2005**
- September 27, 29, October 4, 6, 11, 13, 18, 20, 22(8:30-12:30)
- October 25, 27, November 1, 3, 8, 10, 15, 17, 19(1:00-5:00)

**Winter 2006**
- January 3, 5, 10, 12, 17, 19, 24, 26, 28(1:00-5:00)

**Spring 2006**
- April 4, 6, 11, 13, 18, 20, 25, 27, 29(8:30-12:30)

**Summer 2006**
- July 6, 8(8:00-12:30), 11, 13, 18, 20, 23, 27(8:30-12:30)

---

### 24 month calendar follows:
Headquartered in San Diego, National University has 30 campuses in major metropolitan areas throughout California, Nevada, and Hawaii.
San Diego County
Administrative Headquarters
11355 North Torrey Pines Rd.
La Jolla, CA 92037-1011
(858) 642-8000

Academic Headquarters
11255 North Torrey Pines Rd.
La Jolla, CA 92037-1011
(858) 642-8800

National University Library
at Spectrum Business Park
9393 Lightwave Ave.
San Diego, CA 92123-1447
(858) 541-7900

Spectrum Business Park
Academic Center
9388 Lightwave Ave.
San Diego, CA 92123-1426
(858) 541-7700

South Bay Learning Center
660 Bay Blvd., Ste. 110
Chula Vista, CA 91910-5200
(619) 563-7415

Student Service Center
4121 Camino del Rio South
San Diego, CA 92108-4103
(619) 563-7241

Technology Center
4141 Camino del Rio South
San Diego, CA 92108-4103
(619) 563-7240

La Mesa Learning Center
7787 Alvarado Road
La Mesa, CA 91941-3643
(619) 337-7500

Costa Mesa Academic Center
5245 Pacific Concourse Drive
Ste. 100
Los Angeles, CA 90045-6905
(310) 662-2100

San Fernando Learning Center
14724 Ventura Blvd., Ste. 801
Sherman Oaks, CA 91403-3501
(818) 817-2460

Ventura County
Camarillo Academic Center
761 East Daily Drive, Ste. 120
Camarillo, CA 93010-0767
(805) 437-3000

Orange County
Orange Learning Center
765 The City Drive South
Suite 207
Orange, CA 92868-4942
(714) 429-5300

Costa Mesa Academic Center
3390 Harbor Boulevard
Costa Mesa, CA 92626-1502
(714) 429-5100

Kern County
Bakersfield Academic Center
4560 California Avenue, Ste. 300
Bakersfield, CA 93309-1150
(661) 864-2360

Fresno County
Fresno Academic Center
20 River Park Place West
Fresno, CA 93720-1551
(559) 256-4900

San Joaquin County
Stockton Academic Center
3520 Brookside Road
Stockton, CA 95219-2319
(209) 475-1400

Sacramento County
Sacramento Academic Center
9320 Tech Center Drive
Sacramento, CA 95826-2558
(916) 855-1000

Shasta County
Redding Academic Center
2195 Larkspur Lane, Ste. 200
Redding, CA 96002-0629
(530) 226-4000

Hawaii
National University Hawaii
629 Pohukuaina Street, Ste. 202
Honolulu, HI 96813-5021
(808) 599-3597

Nevada
National University Nevada
2850 West Horizon Ridge Parkway
Ste. 301
Henderson, NV 89052-4395
(702) 531-7800

San Bernardino County
San Bernardino Academic Center
804 East Brier Drive
San Bernardino, CA 92408-2815
(909) 806-3300

Ontario Academic Center
3800 Concours, Ste. 150
Ontario, CA 91764-5904
(909) 919-7600

Los Angeles County
Los Angeles Academic Center
5245 Pacific Concourse Drive
Ste. 100
Los Angeles, CA 90045-6905
(310) 662-2100

San Fernando Learning Center
14724 Ventura Blvd., Ste. 801
Sherman Oaks, CA 91403-3501
(818) 817-2460

Ventura County
Camarillo Academic Center
761 East Daily Drive, Ste. 120
Camarillo, CA 93010-0767
(805) 437-3000

Orange County
Orange Learning Center
765 The City Drive South
Suite 207
Orange, CA 92868-4942
(714) 429-5300

Costa Mesa Academic Center
3390 Harbor Boulevard
Costa Mesa, CA 92626-1502
(714) 429-5100

Kern County
Bakersfield Academic Center
4560 California Avenue, Ste. 300
Bakersfield, CA 93309-1150
(661) 864-2360

Fresno County
Fresno Academic Center
20 River Park Place West
Fresno, CA 93720-1551
(559) 256-4900

San Clara County
San Jose Academic Center
3031 Tisch Way, 100 Plaza East
San Jose, CA 95128-2541
(408) 236-1100

San Bernardino County
San Bernardino Academic Center
804 East Brier Drive
San Bernardino, CA 92408-2815
(909) 806-3300

Ontario Academic Center
3800 Concours, Ste. 150
Ontario, CA 91764-5904
(909) 919-7600

Los Angeles County
Los Angeles Academic Center
5245 Pacific Concourse Drive
Ste. 100
Los Angeles, CA 90045-6905
(310) 662-2100

San Fernando Learning Center
14724 Ventura Blvd., Ste. 801
Sherman Oaks, CA 91403-3501
(818) 817-2460

Ventura County
Camarillo Academic Center
761 East Daily Drive, Ste. 120
Camarillo, CA 93010-0767
(805) 437-3000

Orange County
Orange Learning Center
765 The City Drive South
Suite 207
Orange, CA 92868-4942
(714) 429-5300

Costa Mesa Academic Center
3390 Harbor Boulevard
Costa Mesa, CA 92626-1502
(714) 429-5100

Kern County
Bakersfield Academic Center
4560 California Avenue, Ste. 300
Bakersfield, CA 93309-1150
(661) 864-2360

Fresno County
Fresno Academic Center
20 River Park Place West
Fresno, CA 93720-1551
(559) 256-4900

San Clara County
San Jose Academic Center
3031 Tisch Way, 100 Plaza East
San Jose, CA 95128-2541
(408) 236-1100
Marine Corps Recruit Depot Learning Center
Building 111
San Diego, CA 92140-5000
(619) 563-7482

Marine Corps Base Camp Pendleton Learning Center
Building 1331
San Diego, CA 92055-5020
(760) 268-1533

Marine Corps Air Station Learning Center
MCAS Miramar, Building 8546
San Diego, CA 92145
(619) 563-7355

Marine Corps Air Station North Island Learning Center
Naval Air Station, Building 650
San Diego, CA 92135-7024
(619) 563-7478

Naval Air Station North Island Learning Center
Naval Air Station, Building 151
San Diego, CA 92136-5000
(619) 563-7474

Twentynine Palms Learning Center
Marine Air Ground Task Force Training Center
Building 1526, P.O. Box 6051
Twentynine Palms, CA 92278-1118
(760) 830-6887
Fresno Academic Center  
20 River Park Place West  
Fresno, CA 93720-1551  
(559) 256-4900

San Jose Academic Center  
3031 Tisch Way, 100 Plaza East  
San Jose, CA 95128-2541  
(408) 236-1100

Stockton Academic Center  
3520 Brookside Road  
Stockton, CA 95219-2319  
(209) 475-1400

Sacramento Academic Center  
9320 Tech Center Drive  
Sacramento, CA 95826-2558  
(916) 855-4100

Redding Academic Center  
2195 Larsspur Lane, Ste. 200  
Redding, CA 96002-0629  
(530) 226-4000

National University Nevada  
2850 West Horizon Ridge Parkway, Ste. 301  
Henderson, NV 89052-4395  
(702) 531-7800
David Waller  
Associate Regional Dean  
M.A. in Counseling Psychology  
National University

Costa Mesa Academic Center  
3390 Harbor Boulevard  
Costa Mesa, CA 92626-1502  
(714) 429-5100 • Fax: (714) 429-5396

   Academic Department  
   (714) 429-5141  
   Fax: (714) 429-5397

   Admissions  
   (714) 429-5100  
   Fax: (714) 429-5220

   Bookstore  
   Phone: (800) 325-3252  
   Fax: (800) 499-0143

   Internet: www.mbsdirect.net/national

Mahvash Yadegarpour  
Associate Regional Dean  
M.B.A., National University

Los Angeles Academic Center  
Los Angeles Academic Center  
5245 Pacific Concourse Drive  
Los Angeles, CA 90045  
(310) 662-2100 • Fax: (310) 662-2098

   Academic Department  
   (310) 662-2102  
   Administration  
   (310) 662-2000

   Admissions  
   (310) 662-2000  
   Fax: (310) 662-2095

   Bookstore  
   Phone: (800) 325-3252  
   Fax: (800) 499-0143

   Internet: www.mbsdirect.net/national

Olivia Horton  
Associate Regional Dean  
M.A. in Human Behavior  
National University

San Bernardino Academic Center  
804 East Brier Drive  
San Bernardino, CA 92408-2815  
(909) 806-3300 • Fax: (909) 806-3398

   Admissions  
   (909) 806-3300  
   Fax: (909) 809-3398

   Bookstore  
   Phone: (800) 325-3252  
   Fax: (800) 499-0143

   Internet: www.mbsdirect.net/national

   Business Office/Student Accounts  
   (909) 806-3310  
   Credential Advisor  
   (909) 806-3332  
   Fax: (909) 806-3341

   Financial Aid  
   (909) 806-3375  
   Library Information Center  
   (909) 806-3381

   School of Business and Management  
   (909) 806-3343  
   School of Education  
   (909) 806-3335  
   School of Arts and Science  
   (909) 806-3334

Melissa Bellinger  
Associate Regional Dean  
M.B.A., National University

Bakersfield Academic Center  
4560 California Avenue, Suite 300  
Bakersfield, CA 93309-1150  
(661) 864-2360 • Fax: (661) 864-2368

   Administration  
   (661) 864-2363  
   Admissions  
   (661) 864-2360

   Bookstore  
   Phone: (800) 325-3252  
   Fax: (800) 499-0143

   Internet: www.mbsdirect.net/national

   Business Office/Student Accounts  
   661-864-2371  
   College of Letters and Sciences  
   (661) 864-2381

   Conference Facilities  
   (661) 864-2360  
   Credential Advisor  
   (661) 864-2375

   Financial Aid  
   (661) 864-2371  
   School of Education  
   (661) 864-2383
### Undergraduate Degrees

**Associate of Arts**
- with a Major in: Teaching

**Associate of Science**
- with Majors in:
  - Health Science and Pre-Nursing
  - Video Gaming

**Associate of Science in Nursing**

**Bachelor of Arts**
- with Majors in:
  - Allied Health
  - Early Childhood Development
  - English
  - General Studies
  - Global Studies
  - History
  - Interdisciplinary Studies
  - Management
  - Multimedia Arts
  - Multiple Subjects
  - Pre-Law Studies
  - Psychology
  - Sociology

**Bachelor of Business Administration**
- with Concentrations in:
  - Accountancy
  - Alternative Dispute Resolution
  - Business Law
  - Economics
  - Entrepreneurship
  - Finance
  - Hospitality and Casino Management
  - Human Resources Management
  - Marketing
  - Sports Management

**Bachelor of Science**
- with Majors in:
  - Accountancy
  - Allied Health
  - Computer Science
  - Construction Engineering
  - Construction Management
  - Criminal Justice Administration
  - Design Engineering
  - Domestic Security Management
  - Earth Sciences
  - Environmental Science and Policy
  - Financial Management
  - Information Systems
  - Life Sciences
  - Mathematics
  - Organizational Behavior
  - Organizational Leadership
  - Software Engineering

**Bachelor of Science in Nursing**

### Undergraduate Minors

**Accountancy**
- Addictive Disorders
- Alternative Dispute Resolution
- Business Administration
- Business Law
- Business Studies
- Computer Science
- Counseling
- Criminal Justice Administration
- Economics
- English
- Global Studies
- History
- Information Technology
- Mathematics
- Multimedia Arts
- Psychological Research
- Video Gaming
- Sociology

### Graduate Degrees

**Executive Master in Business Administration**

**Executive Master in Business Administration (Spanish Version)**

**Master of Arts**
- with Fields of Study in:
  - Counseling Psychology
  - Human Behavior
  - Human Resources Management and Organizational Development
  - Human Capital and Labor Relations
  - Management
  - Human Resource Development and Change Management
  - Management with an Area of Specialization in Organizational Leadership Teaching with Areas of Specialization in:
  - Advanced Fifth Year Study
  - Applied Behavior Analysis
  - Best Practices
  - Early Childhood Education
  - Early Childhood Special Education Certificate
  - Educational Technology
  - National Board Certified Teacher Leadership Certificate
  - Reading Certificate
  - Special Education
  - Teaching and Learning

**Master of Business Administration**
- with Areas of Specialization in:
  - Accountancy
  - Alternative Dispute Resolution
  - Electronic Business
  - Financial Management
  - Health Care Administration
  - Human Resources Management
  - International Business
  - Marketing
  - Organizational Leadership
  - Technology Management

**Master of Education**
- with Fields of Study in:
  - Crosscultural Teaching
  - Elementary Education with Nevada Licensure
  - Secondary Education with Nevada Licensure

**Master of Fine Arts**
- with Fields of Study in:
  - Creative Writing
  - Digital Cinema

**Master of Forensic Sciences**
- with Areas of Specialization in:
  - Criminalistics
  - Investigation

**Master of Health Care Administration**

**Master of Public Administration**
- with Areas of Specialization in:
  - Alternative Dispute Resolution
  - Public Finance
  - Human Resources Management
  - Organizational Leadership

**Master of Science**
- with Fields of Study in:
  - Computer Science
  - Educational Administration
  - Educational Counseling
  - Educational and Instructional Technology
  - Electronic Business Engineering Management
  - Enterprise Architecture
  - Industrial Engineering
  - Project Management
  - Safety and Security Engineering
  - Supply Chain Management and eLogistics
  - Environmental Engineering
  - Finance
  - Homeland Security and Safety Engineering
  - Industrial Organizational Psychology
  - Information Systems
  - Organizational Leadership
  - School Psychology
  - Software Engineering
  - Special Education
  - Taxation
  - Technology Management
  - Wireless Communications

### California Credentials
(Approved by the California Commission on Teacher Credentialing)

- Advanced Studies 2042 MS/SS Teaching Credential
- Intern Credential Program for Multiple or Single Subject Teaching
- Internship Preliminary Administrative Services Credential Tier I
- Out-of-State Candidate Requirements for Professional Clear Preliminary Multiple Subject Teaching Credential Program with BCLAD Option
- Preliminary Single Subject Credential Program with BCLAD Option
- Preliminary Level I Education Specialist Credential: Mild/Moderate Disabilities with CLAD Certificate
- Preliminary Level I Education Specialist: Moderate/Severe Disabilities with Multiple or Single Subject Credential Concurrent with BCLAD option
- Preliminary Level I Education Specialist: Moderate/Severe Disabilities with Multiple or Single Subject Credential Concurrent with BCLAD Option
- Preliminary Tier I Administrative Services Certificate/Credential
- Professional Level Multiple or Single Subject Teaching Credential Professional (Tier II) Administrative Services Credential
- Professional Level II Education Specialist: Mild/Moderate Disabilities
- Professional Level II Education Specialist: Moderate/Severe Disabilities*" with BCLAD Option
- Elementary Education with Nevada Licensure
- Secondary Education with Nevada Licensure

### Certificate Programs

- Accountancy
- Alternate Dispute Resolution
- Behavioral Analysis
- CA Reading
- CLAD
- Criminal Justice Administration
- Early Childhood Special Education
- Educational Technology
- Electronic Business
- Finance
- Hospitality and Casino Management
- Human Resources Management
- Industrial Engineering
- Information Technology
- International Business
- Marketing
- Project Management
- Security and Safety Engineering
- Sports Management
- Supply Chain Management and eLogistics

Teaching in Diverse Learning Settings

* denotes program also offered or partially offered online.

Note: Not all online programs or courses are offered in every learning facility. Various undergraduate minors are available in some degree programs.

Consult the appropriate school listing for more complete information.
Mission Statement

National University is dedicated to making lifelong learning opportunities accessible, challenging, and relevant to a diverse population of adult learners. Its aim is to facilitate educational access and academic excellence through exceptional management of University operations and resources, innovative delivery systems and student services and relevant programs that are learner-centered, success-oriented, and responsive to technology. National University’s central purpose is to promote continuous learning by offering a diversity of instructional approaches, by encouraging scholarship, by engaging in collaborative community service, and by empowering its constituents to become responsible citizens in an interdependent, pluralistic, global community.

General Description

National University is a not-for-profit institution of higher learning dedicated to the adult learner. The University is geographically dispersed, with its academic and administrative center located in La Jolla, California. This center includes all administrative offices—the offices of the president, vice presidents, school deans and department chairs, financial aid, registrar and admissions.

From its administrative center, National University supports a variety of academic and learning centers, making learning convenient for National’s students.

Academic Centers
Bakersfield
Costa Mesa
Fresno
Los Angeles
Redding
Sacramento
San Bernardino
San Jose
Spectrum
Stockton
National University Nevada
National University Hawaii

Learning Centers
ASW (Fleet Anti-Submarine Warfare)
Camp Pendleton
Carlsbad
La Mesa
MCAS Miramar
MCRD
Mission Valley
Naval Amphibious Base
Naval Station, 32nd Street
Naval Air Station, North Island
Orange
Rancho Bernardo
Sherman Oaks
South Bay
Twentynine Palms

Accreditation/Memberships

Since 1977, National University has been accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC).

The University is also:

• Approved by the California Commission on Teacher Credentialing (CCTC)
• Approved by the Commission on Collegiate Nursing Education (CCNE) for the offering of the Bachelor of Science in Nursing Program
• Accredited by the International Assembly for Collegiate Business Education (IACBE) for programs offered by the School of Business & Management
• A member of the American Association of Colleges for Teacher Education (AACTE)
• Approved to train veterans under Title 38, U.S. Code (GI Bill)
• Approved for student financial aid by the Department of Education
• A member of the Council of Colleges of Arts and Sciences (CCAS)
• Authorized under federal law to enroll non-immigrant alien students
• A member of the American Association of Intensive English Programs (AAIEP) through its American Language and Intercultural Studies program
• A participant in the Servicemembers Opportunity College network (SOC)
• Approved for Army, Air Force, Coast Guard, Marine Corps, Navy and U.S. government tuition assistance. Students in San Diego who qualify may enroll in the Army or Air Force ROTC cross-enrollment programs.

Granting of Credit

The academic year is divided into four 12-week quarters, each comprised of three one-month classes. (Refer to the Financial Aid section for a definition of the academic year used for financial aid calculations.) Students may enroll in classes in most programs any month of the year. National University awards credit in quarter units. Under the current policy, 4.5 units of credit are awarded for most courses. A unit of credit is based upon the hours of classroom instruction for each course and the hours that a typical student reasonably should expect to devote preparing for each hour of class. An undergraduate course requires 45 hours of classroom instruction and an undergraduate student generally is expected to devote two hours or more in outside preparation for each hour of class. A graduate course requires 40 hours of classroom instruction and a graduate student generally is expected to devote three hours or more in outside preparation for each hour of class. Undergraduate courses typically are scheduled for a one-month period, generally for 4.5 hours on two weekdays and 4.5 hours on two Saturdays during the month. Graduate courses typically are scheduled for a one-month period, generally 4.5 hours two weekday nights with a 4.5-hour session on one Saturday.

Faculty

There are four tiers of faculty at National University—full-time, associate, core adjunct and adjunct.

FULL-TIME FACULTY are members of the University whose primary responsibilities include teaching, scholarship, service, intellectual coordination with the part-time faculty, professional development, student advising and participation in the University’s governance.

ASSOCIATE FACULTY are skilled teachers who make a half-time commitment to the University faculty over the course of the year. They are contracted to teach a designated number of courses per year, advise students on course, program, or career-related issues, participate in departmental, school and University activities and engage in scholarship relevant to their teaching.

CORE ADJUNCT FACULTY are skilled teachers whose principal professional commitments are elsewhere in their fields, but who are contracted to teach a designated number of courses per year, advise students on course-related topics and maintain currency in their professional and disciplinary fields.

ADJUNCT FACULTY teach one course at a time, advise students on course-related topics and participate in faculty development activities without a need for deeper commitment to other aspects of University life.

All levels of faculty hold advanced degrees in their areas of expertise.
and are respected professionals with many years of career experience. Learning is facilitated through lectures, outside reading, class discussions, case studies and research projects relating to problems within students’ interests.

The extensive knowledge of adult learners and the diversity of their backgrounds add a level of richness to the group-learning experience. The average age of students attending the University is 31.

Familiarity with University Regulations

When signing an enrollment agreement, students acknowledge receipt of the General Catalog and agree to abide by the policies, rules, and regulations of the University. When students enrolling through the Internet checkmark the box on the online agreement constituting a virtual signature, they acknowledge that they are bound by the policies, rules, and regulations of the University contained in this catalog. This publication includes academic standards and the general requirements for graduation. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions. The University provides assistance in the form of academic advising, but students are responsible for meeting the published requirements of their respective programs.

Learning Partnerships

The Learning Partnerships program was established in January 1995 to create long-term educational relationships that meet the emerging business needs of the 21st century. The goal of the program is to develop new approaches to the development, customization and delivery of educational services and products to meet the demands of a rapidly changing workplace. In keeping with that aim, Learning Partnerships offers organizational development and workplace solutions tailored to the diverse workforce, including services in Spanish and English.

Learning Partnerships consults with individual organizations to provide solutions that satisfy their unique needs and help them realize their goals. Whether the training is performed onsite or conducted at one of NU’s academic centers, the results are a more highly tuned workforce ready to meet continuous challenges.

Public Programs

In addition to certificate programs and partnerships, the Division of Marketing and Educational Services also offers non-credit courses of interest to the general business public. These public programs are presented through a variety of venues, from live seminars and workshops at the University’s regional academic centers to distance and online learning opportunities via video conferencing, Internet and CD-ROM delivery systems.

Conferences and Special Events

Providing exciting conferences and events on a variety of current and high-technology topics, the Division of Marketing and Educational Services goes beyond updating participants on all the latest technology, theories and practices. Connecting business, education and technology, these conferences and events provide the link that facilitates benchmarking and crossover application in a variety of professions. Pointing out applications for immediate use, these events are an invaluable resource for innovative and creative ideas that work in the real world.

National University Institute (NUI) for Community Research and Civic Entrepreneurship

In 1997, National University President Jerry C. Lee established the President’s Commission on Community. A major outcome of the Commission was to envision the University’s collaborative future as a full community partner. Pursuing this new core value also accounted for the creation of a university-wide mechanism that would serve as an institutional point of contact to respond, initiate and facilitate community-based research and community economic development for public benefit. Today that academically oriented and practitioner-based vehicle is called the National University Institute for Community Research and Civic Entrepreneurship.

Community research is the study of citizenship as public work through civic engagement and applied social research. Civic entrepreneurship refers to citizenship leadership development and capacity building for community enterprises and business for social responsibility. Through the establishment of a University Consultant Corps and strategic alliances with NUI Partners and ongoing professional development initiatives with NU faculty, students and staff, we are able to provide an opportunity to engage in collaborative community research and mutually beneficial entrepreneurship projects in business, education, information technology and environmental management.

Center for the Adult Learner

Mission Statement

The mission of the Center is to develop, implement, and disseminate a pedagogical framework which addresses and advances, through applied research, knowledge of the adult learner, best practices for teaching them, and development of faculty to attain those practices. The Center will accomplish its mission in a manner consistent with the University’s ongoing commitment to high quality, relevant and cutting edge education for adults. The Center has developed four distinct areas of emphasis: 1) Research; 2) Conferences/Journals; 3) Teaching and Faculty development; 4) Career placement. An interdisciplinary course relating to adult learning is described below and is appropriate for professionals in education, corporate training, and governmental agencies.

Course Offering

CAL 600  Introduction to Adult Learning
This course examines the fundamentals of andragogy, a theory of learning and methodological approach which is applicable to adults and their idiosyncratic lifestyles within a societal context ever more culturally and linguistically diverse. Graduate students analyze theory, research, and practice as a basis for improving the learning environments of formal and non-formal adult education programs.

Military Community

National University has seven convenient locations for the military community in San Diego County, and one in San Bernardino County. Learning centers are located at Naval Station San Diego, Anti-Submarine Warfare Training Center San Diego, Naval Amphibious Base Coronado, Naval Air Station North Island, Marine Corps Recruit Depot San Diego, Marine Corps Air Station Miramar, Marine Corps Base Camp Pendleton, and Marine Corps Air Ground Combat
General Information

Tuition

Tuition rates are effective as of August 29, 2005.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>4.5 qtr unit</th>
<th>3 qtr unit</th>
<th>1.5 qtr unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>100, 200, 300, 400</td>
<td>$1044</td>
<td>$696</td>
<td>$396</td>
</tr>
<tr>
<td>500 (Undergrad)*</td>
<td>$1044</td>
<td>$696</td>
<td>$348</td>
</tr>
<tr>
<td>500 (Grad)*</td>
<td>$1188</td>
<td>$792</td>
<td>$396</td>
</tr>
<tr>
<td>600 &amp; 700</td>
<td>$1188</td>
<td>$792</td>
<td>$396</td>
</tr>
</tbody>
</table>

* Tuition for 500-level courses is charged according to students' degree programs.

Tuition is due and payable prior to the first class session of each course. Tuition not fully paid when due is subject to a late fee.

If a tuition payment check is returned due to insufficient funds, the University reserves the right to drop all current and future classes for that student. Students will be notified of this action and assessed a return check charge. The University may require students who have written multiple insufficient-fund checks to make all future payments by cashier's check, cash, or money order.

The University reserves the right to modify tuition at any time. Reduced tuition is available at designated military facilities for eligible students.

Enrollment Agreement

Students must sign an enrollment agreement before beginning classes at National University. The agreement includes topics pertaining to tuition and fees, billing, attendance, financial assistance, payment options and other matters of enrollment. Contact an admissions advisor for further information.

Payments and Release of Records

The University grants degrees and releases transcripts only after a student satisfies all financial obligations to the University. All records and services are withheld from students who have any outstanding financial obligations to the University or who have defaulted on a Title IV loan at the University.

Safety Program

National University is concerned about the safety of its students and employees and has instituted a University Safety Policy and an Injury and Illness Prevention Program. Students play an important role in ensuring that their classroom facilities are safe. Students should:

- Review fire, medical and earthquake emergency procedures posted in each classroom and be prepared to respond accordingly
- Review emergency egress routes and know the location of fire extinguishers (posted in each classroom)
- Watch for any hazardous conditions and report them immediately to the center assistant

Academic Center Security

In general, National University's Academic/Learning Centers are situated in highly populated urban areas. As such, they are subject to the same security problems as other businesses in the area. To help prevent crime, students should:

- Lock their cars
- Never leave valuable items in their parked cars
- Return to their cars in the company of other students when they leave the classroom at night If no other students are going in that direction, students should request that a security guard or the center assistant accompany them
• Take items of value with them when they leave a classroom, unless they are certain that the classroom will be locked or monitored while they are away.
• Report anything that appears to be out of the ordinary (e.g., a stranger lingering in the area) immediately to the center assistant.

Safety procedures are posted at learning centers and labs.

Students should never single-handedly try to stop a criminal in the act. Students should call for security or report the act by calling “911.” (Note: From a University phone, students should first dial “9” to get an outside line and then dial “911.”) When the emergency operator answers, students should give the operator their direct dial number, name, and specific location, including building and room number. (The location displayed on the 911 emergency operator’s console will be that of the central telephone switch unit, Building 4141 in San Diego, rather than that of the caller.) If time permits, students should also notify the University operator by dialing “O,” since it is possible the 911 emergency operator may try to contact them through the main University number.

If students are involved in or aware of any event that requires the attention of University administration, they should complete a “Report of Student/Visitor Incident or Injury,” available through the center assistant, and follow the instructions.

Pursuant to the Campus Security Act of 1990, the University publishes the Annual Report on Campus Security that discloses information about campus safety policies, procedures, and crime statistics. This report is available on the University’s website, and printed copies are available upon request to all current students and prospective students at each NU campus.

**Computer-Based Information Systems Research and Development Center**

National University offers students online, real-time access to pertinent information. Through the portal on the University’s home page, students can access appropriate parts of their records, class schedules, and textbook requirements, as well as add and drop courses from their schedules.

**Internet Student Access**

All National University students are provided with access to the Internet. This access excludes telephone charges. Students can connect to the Internet from any National University personal computer in one of the University’s labs, or from their home or workplace using third-party network resources. Since the Internet has rapidly evolved into a powerful, user-friendly information source, National’s programs and courses make frequent use of Internet resources, allowing students to learn the skills required to gain information through such electronic media.
Student Support Services

Academic Support Services

University Library System

The Central Library, located in San Diego, houses:

- A Center for Learning Technologies for creation of multimedia learning and presentation packages
- An Information Competency Center with 30 Web-wired work stations for active learning of information technologies
- The Curriculum Resource Center, a state-of-the-art K-12 classroom providing access to resource materials and active instruction in learning technologies
- A Career and Assessment Center

The building is also the administrative center for the University’s virtual library, providing remote Web-based access to library services, materials, collections and electronic information.

The National University Library System (NULS) is comprised of the Central Library in San Diego and Library Information Centers (LICs) at all learning centers throughout California. LICs contain core reference collections, full access to electronic resources and services, and are staffed by trained professionals.

National University is a member of the Southern California Electronic Library Consortium (SCELC), Online Catalog Library Center (OCLC) and both the California and American Libraries Associations.

Library Resources

All of the library’s electronic resources are accessible 24 hours a day, 7 days a week through the library’s home page at www.nu.edu/library. Visitors can directly access the Library Online Catalog (Libros) and search the library’s collections, books, serial titles, audio-visual titles, microforms, ERIC documents, and online databases. Web-based resources include netLibrary, a collection of electronic books that can be browsed and checked out online, e-journals, and business and government documents. General reference books such as Encyclopedia Britannica and the Oxford English Dictionary are also available online.

The library home page serves as the entry point to its Web-based full-text and citation databases. By using “Article Databases,” students can access the databases by subject category, vendor name, or journal title.

Students can access Library resources from any networked personal computer on-campus. Off-campus access requires the appropriate NU student number and SOAR password.

For detailed descriptions of Library resources, as well as guides and instructions to help select and use any library resources, please see the NULS home page at www.nu.edu/library.

Library Services

The library system provides both Web-based and traditional services.

Electronic services include:
- Journal-Direct, a journal article request service
- Books-Direct, a book request service
- General reference services
- Circulation services

- Video booking services for faculty
- Library guides and tutorials
- Inter/Intra Library Loan

The libraries provide general reference services, both onsite and electronically through e-mail at refdesk@nu.edu. Circulation services are provided onsite and through e-mail at circdesk@nu.edu.

Formal library instruction is available in Libros, Electronic Resources, Term Paper Clinic, Internet Research, as well as general orientation and advanced course-related instruction. Both group and on-one sessions may be scheduled. Library Guides and tutorials are also available online. Traditional Inter/Intra Library Loan are provided and items may be requested using print or electronic forms.

Writing Across the Curriculum

Writing Across the Curriculum is a University-wide program designed to enhance the development of writing and critical thinking skills in students throughout their studies at National University.

Good writing skills are in demand in nearly every profession and the attainment of such skills gives students a competitive edge in job searches and career advancement. The University is dedicated to providing students and faculty with a full range of conceptual material, instructional resources and support systems. The goals of the Writing Across the Curriculum program are:

- To make writing and the complementary skills of reading, critical thinking, and research a regular part of coursework at National University
- To facilitate the acquisition of writing and communication skills that are vital to personal and professional success
- To distinguish graduates of National University in the eyes of employers and the general public through their professional and technical excellence in language and communication skills

Writing Across the Curriculum promotes writing and reading enhancement throughout all schools of study through a variety of publications and activities, including:

- Writing intensive courses
- Workshops for faculty
- Writing centers
- Professional forums for self-expression, such as The Gnu, a student literary journal, and WHACK, a faculty newsletter

Upon registration, students are asked to purchase The Little Brown Essential Handbook for Writers (Longman, Publisher). This book serves as the official National University writing guide and reference text, and it is used by instructors from all disciplines as a reference for their students.

Writing Centers

National University students have the opportunity to work one-on-one with writing instructors to develop their written and critical thinking skills through onsite and online writing centers. An integral part of the Writing Across the Curriculum Program, the writing centers welcome the opportunity to help students at all levels to improve—from outlining a first-year composition essay to drafting a graduate-level research paper. Writing centers are open during convenient hours throughout the week (check the schedule of your local center for exact times); sessions are free of charge and confidential. Students can consult with the writing centers in person, by phone, fax, or e-mail. Appointments are recommended for face-to-face consultations. Instructors may refer students to the center as
well. The writing center staff members, comprised of experienced writing instructors and well-trained graduate students, will not edit student work, but they will read drafts and offer strategies for improvement.

**Bookstore**

The University contracts with an external vendor for the sale and buyback of textbooks. Textbooks are available for purchase two weeks prior to the first night of class. The cost of books varies with each course. Students must purchase all books and supplies necessary for the course in which they are enrolled. Textbooks may be purchased online, by phone, or by fax. Online access to the vendor is provided through the student portal on the University’s website.

**English Language Programs**

English Language Programs (ELP) offer English language instruction and a variety of cultural experiences to international students, visitors, and professionals. Programs include: University Preparation, an intensive course designed to prepare students for the academic environment; and English Communication, a course designed to meet the personal or professional needs of individuals. TOEFL is waived for ELP students who complete National University’s academic programs.

English Language Programs also offers customized programs for executives and professionals, business English communication courses, Vocational English as a Second Language (VESL), Accent Reduction, Business English, and language assessment services, including the test of English for international communication (TOEIC).

**Transfer of Credits to Other Institutions**

Each institution has policies that govern the acceptance of credit from other institutions. Accreditation by one of six regional accrediting associations is the normal and primary criterion for making such determinations. National University is accredited by the Western Association of Schools and Colleges (WASC). Generally, credits and degrees from National University have been accepted by transfer institutions. Students who are anticipating a transfer, or advanced degrees from National University have been accepted by transfer associations is the normal and primary criterion for making such determinations.

Students seeking special accommodations due to a disability must submit an application to the Office of Scholarships and Special Services. Students or prospective students who want to read the complete National University Policy and Procedures, Services to Students with Disabilities, should request a copy from an advisor. Applications for accommodations for a disability may be sent to:

**The Office of Scholarships and Special Services**

National University
11335 North Torrey Pines Road
La Jolla, CA 92037-1011
Phone: 888-642-8158

The California Relay Operator can be reached at 711.

**The Student Relations Coordinator (SRC)**

The Office of Student Affairs serves the National University community by advocating for accepted norms of fairness, decency and ethical behavior, adherence to the letter and spirit of National University policies, and prevention of delay, complication, and unresponsiveness in the application of University rules and processes. The Student Relations Coordinator works to fulfill the mission of the University by serving as an informal and impartial resource for the National University community and by acting in the following ways:

- Serving as an advisor who listens and identifies options to address the student’s problem;
- Encouraging and assisting people to resolve their own conflicts. When requested, the SRC will intervene and work with all parties to resolve a dispute;
- Identifying personnel appropriate to handle a given problem, explain National University policies, connect people with University resources and explain how the University system works;
- Assisting when normal channels have failed to resolve students’ problems or when there is not a well-defined channel to address the concern;
- Providing a confidential way to raise sensitive or very private concerns; and
- Providing feedback to the President, Board of Trustees, deans and other University officers about policies, practices and structure that regularly produce conflicts, problems and complaints.

In deciding whether to initiate contact with the SRC, it is best to view this step as a last resort to be taken only when other approaches have failed. For many problems, a normal procedure or route of appeal can be found in the General Catalog. Academic advisors, department chairpersons, deans and directors are all, by virtue of their office, student services. Additionally, the library, alumni association, extended learning office, and student accounts office are available to help students.

**Student Service Center**

The Student Service Center is available to all National University students and will assist in providing answers and solutions. Students can call a 24-hour help line at 619-563-2635 or 1-866-NU-ACCESS, ext. 7200, to identify the best resource for University services. Online requests can be sent to advisor@nu.edu.
experts at handling specific types of problems and should normally be consulted first. The SRC does not take sides, but considers the rights and interests of all parties to a dispute with the aim of achieving a fair outcome. The SRC does not make, change, or set aside policies or decisions, but advocates for fairness. The SRC will not identify students or reveal their confidences without permission except when required by law. Information provided to the student to the SRC may not be used in grievance or other formal proceedings. For help in identifying alternative courses of action please contact the Student Relations Coordinator:

Student Relations Coordinator
National University
11355 North Torrey Pines Road
La Jolla, CA 92037-1011
858-642-8035
src@nu.edu

Career and Assessment Center

The Career and Assessment Center (CAC) of National University is committed to providing professional career and employment related services to National University’s current students and alumni. Regardless of the geographical location of students, CAC provides online assistance in the following areas: resume review and critique; job search assistance; interviewing and negotiating techniques; and career development and assessment for those students seeking career direction. CAC also provides other services such as one-on-one career counseling/advising sessions and group workshops.

Assessment services include Accuplacer Testing, CLEP, and Credit by Exam/Challenge Exam.

For more information about CAC and/or services, please contact CAC at 858-541-7950 or 1-866-NU-ACCESS, ext. 7950 or via e-mail: careerservices@nu.edu

Advancement and Alumni Relations

National University Alumni Relations

Alumni Relations is dedicated to providing alumni with life long learning opportunities for personal and professional growth. It also offers alumni continued participation in the University community. Finally, it seeks to celebrate and promote the successes of our graduates.

National University alumni are eligible to participate in an array of programs and services through the office of development and alumni relations. The University maintains open communication with its alumni community through its website, e-mail, and the e-newsletter, NewsWire. The NewsWire is circulated bimonthly to alumni whose e-mail addresses are on file. To subscribe, contact 1-866-682-2237, ext. 8008 or visit www.nu.edu/alumni.html.

The alumni relations website, www.nu.edu/alumni.html, provides up-to-date information on initiatives such as networking events and career development workshops. From the website, alumni may also access the Online Community, a network created exclusively for National University alumni. The Community features an alumni directory, job postings, class notes, and more. Also, be sure to check out the National University merchandise store and show your pride as an alumnus or alumna.

Alumni membership to the online library allows access to the netlibrary and Ebsco databases. For a one-year membership, please visit the alumni website at www.nu.edu/alumni.html.

Development

As a nonprofit institution, the University relies on contributions and partnerships to provide adult learners with education that is affordable, accessible, and relevant. The development office administers annual gift clubs, corporate and foundation relations, planned giving, and major donor relations.

Charitable gifts provide scholarships that make a college degree affordable to underserved students. Partnerships with corporations and foundations launch new programs that are relevant and leading-edge. The development office fosters interaction with the University among corporations and other organizations to serve mutually beneficial community needs. For further information, contact the vice president of development and alumni relations at 858-642-8131 or e-mail development@nu.edu.

International Students

Admission

Applicants who require a Certificate of Eligibility for Nonimmigrant (F-1) Student Status, should contact an international admissions advisor for information on special admission requirements. A non-refundable application fee of $65 is required for all international students. Prospective international students must establish means of financial support, provide official transcripts of previous education in order to establish academic eligibility and fulfill an English Language Proficiency requirement.

Note: The University is required to maintain student records and to furnish the information to appropriate U.S Federal Agencies upon request.

Transcript Evaluation

Official transcripts are required for admission. Transcripts from international institutions of higher education may require a credit recommendation by a recognized evaluation service selected by National University. Applicants are responsible for any required evaluation fees. The final decision on awarding credit is made by National University, which carefully considers the evaluation service’s recommendations. Further information is available from the Office of the Registrar in San Diego.

Language Proficiency

The English Language Proficiency requirement can be fulfilled with one of the following:

1) Providing proof of a Baccalaureate or a Master’s degree from a U.S. Regional accredited colleges or university.

2) Test of English as a Foreign Language.

Students can establish English Language Proficiency by a Test of English as a Foreign Language (TOEFL) taken within 12 months before beginning course work. Acceptable TOEFL scores are 525/197 for undergraduates and 550/213 for graduate students.

International English Language Testing System (IELTS) may be
used in lieu of TOEFL. Undergraduates must score 5.5 and graduates must score 6.

A Certificate of Advanced English (C.A.E.) or Certificate of Proficiency in English (C.P.E.) grade of “C” or better will also be accepted.

International students who have not taken TOEFL may establish language proficiency by completing English as a Second Language (ESL) through National University’s English Language Programs (ELP) or a language school approved by National University.

3) Completing National University’s English Language Program in San Diego (TOEFL is not required for students who have completed National University English language program).
   • International students who need English Proficiency are tested and placed in the appropriate class level
   • English Language classes follow the University calendar and provide 100 hours of instruction per month
   • At the end of each month, the students are evaluated for advancement

Interested students should apply directly to:

   English Language Program
   National University
   4121 Camino del Rio South
   Suite 18
   San Diego, CA 92108

   • ELP also offers programs for students who want to study English language but do not plan to attend National University.

4) Students can also meet the English Language Proficiency requirements by satisfactorily completing the highest level of study at the following five language training institutions:

   • ELS in locations throughout the United States and abroad (in California, ELS centers are in San Diego, Orange County, Santa Monica, San Francisco and Oakland) (Students must complete level 109 for undergraduate studies and level 112 for graduate studies)
   • San Diego State University’s “American Language Institute” – level 106 or pre-MBA program.
   • San Jose State University’s “Studies in American Language” – advanced level
   • University of California at Davis’s “International Training and Education Center” – advanced level
   • Fresno International English Institute

For additional information regarding the English Language requirements, students should contact an English Language Programs Coordinator at 619-563-2657 or an international student advisor at 619-563-7212 or 1-866-NU-ACCESS, ext. 7212, 2657 or e-mail: ipo@nu.edu.

Orientation for International Students

Orientation is done on an individual basis. The student will meet with an advisor prior to the students’ first class. The orientation session will cover National University’s intensive one-month format, academic policies and procedures, library and research facilities. Immigration regulations, auto and health insurance, banking and other topics of interest are also covered. International student handbook is also available on our National University’s website http://www.nu.edu/ipo

Mathematics Tutoring

Mathematics tutoring is available to National University students free of charge. Assistance is offered for all of the mathematics courses offered by the University. Adjunct faculty within the Mathematics Department, and mathematics majors with senior standing are available to help any student for either on-ground or online mathematics courses. Currently, tutoring hours are scheduled at the following NU campuses: San Diego (Spectrum Library); Los Angeles, Costa Mesa, Redding, Stockton, and Sacramento. Appointments for nonscheduled days and times can be arranged with any of the NU regional tutors. Services will be expanded to the other centers upon student request through the General Education Faculty Advisors or individual student advisors.
Financial Aid

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Financial Aid

Student Financial Aid

There are many types of financial aid available to assist students who qualify. For specific information regarding financial aid programs and the University’s Financial Aid Guide to its policies and procedures, please visit the Financial Aid web page at www.nu.edu or visit the financial aid advisor on campus.

How to Apply for Financial Aid

Planning ahead and applying for financial aid programs can help students obtain an education, which might otherwise be outside their financial reach.

To be considered for Federal and State financial aid, students must complete the process of “need analysis.” Need analysis is the method used to estimate the amount of money students and their families can reasonably contribute toward the cost of education. For the current school year, student awards will be determined using the previous year’s income (taxed and untaxed) and current assets. Other factors considered include the student’s marital status and family size.

Application Packets

Students may obtain a How to Apply Guide package from a financial aid or admissions advisor at all campuses and learning centers. The package includes a Free Application for Federal Student Aid (FAFSA), which students must complete, sign, and mail to the federal processor for evaluation. To expedite the process, students are encouraged to apply online at www.fafsa.ed.gov. National University computer labs are available for our students’ use.

Important Note: Students must mail in their signed certification page within 14 days when filing online in order for the FAFSA to be completely processed and eligibility determined by the U.S. Department of Education.

Student Eligibility Requirements

To receive financial aid, students must meet all of the federal eligibility requirements. Students must:

- have a high school diploma or a General Education Development (GED) certificate
- be a U.S. citizen or an eligible non-citizen
- be enrolled in an eligible program and have their records evaluated by the Office of the Registrar (excludes non-degree studies and continuing education programs)
- demonstrate financial need as determined by the federal methodology (excludes the federal unsubsidized Stafford Loan Program)
- have a valid social security number
- maintain satisfactory academic progress, as defined by the University Financial Aid Office
- sign a Statement of Educational Purpose/Certification Statement on Overpayment and Default
- register with Selective Service if required to do so
- complete the verification process, if selected to do so, by submitting a copy of federal tax forms and any other required documents

Note: A student’s eligibility for any of the federal programs may be suspended or terminated by a court as part of a conviction for possessing or distributing drugs.

Dependency Status

Students who apply for financial aid must determine whether they should apply as independent (self-supporting) students or as dependent students. Determination of a student’s dependency status is made in the student status section on the Free Application for Federal Student Aid (FAFSA).

Students who meet at least one of the following criteria are considered independent:

- Students who were at least twenty-four years of age prior to January 1st of the current year
- Students who are married
- Students who are enrolled in a graduate program (this does not include students who are enrolled in a credential program)
- Students who have legal dependents other than a spouse
- Students who are orphans or wards of the court (or were wards of the court until they reached age 18)
- Students who are veterans of the U.S. Armed Forces (this does not include active duty military students)

Students who claim to be independent may be asked to provide documentation to verify their dependency status prior to receiving financial aid. Students who want to be considered independent due to circumstances other than those listed should contact a financial aid advisor prior to completing the FAFSA.

Student Loan Deferment

Students are eligible for a federal interest subsidy whereby the federal government, rather than the student, pays the interest on a student’s outstanding loan during the time the student is in school. During an authorized deferment of repayment, Unsubsidized Stafford borrowers are eligible for the same deferment as Stafford borrowers. However, a deferment for an Unsubsidized Stafford borrower applies to principal only.

Deferments for PLUS applicants vary. See the Student Guide for details.

In-School Deferment

Once a month, the University submits student enrollment data to the National Student Loan Clearinghouse. For most students, this process reduces the number of deferment forms to fill out. However, students who receive a letter, statement, or a deferment form from a lender must complete and submit the deferment form as required. The clearinghouse was created for Stafford/PLUS borrowers only and does not apply to Perkins or NU-HELP borrowers.

Students should contact their lender and/or the University for additional information.

Scholarship Program

University Scholarships and Grants

Each year, National University awards tuition scholarships or grants to students in the following categories: those who demonstrate exceptional scholastic achievement; those who are educationally and economically disadvantaged in underrepresented categories; those with disabilities and demonstrated financial need; and those who are single-parents with demonstrated financial need. All scholarships or grants are based on the eligibility rules that apply to the particular award. The University’s goal is to attract and retain quality students.
by providing scholarships that are based upon merit and financial need.

The University may, at its discretion, target certain campuses and/or certain academic programs for the awarding of scholarships. This prioritization will then constitute the first criterion for selection. The secondary criterion will be those specified for each type of scholarship as described below.

National University’s scholarships are considered "last money" tuition scholarships. These scholarships are designed to supplement, but not replace, federal and state financial aid, employer tuition assistance, and student income. Awards are credited directly to the recipient’s financial accounts. The number of scholarships depends on the availability of allocated funds. As a nonprofit institution, the University tries to provide as many scholarship and grant opportunities as possible.

The scholarship application process is available online through the student portal. Students are responsible for reading and complying with the policies and procedures contained in this catalog prior to applying for a scholarship.

Scholarship Rules and Policies

Rules and policies that govern National University funded awards are as follows:

• To be considered for an award, students must apply and begin attending courses within the first three months of admission. Award recipients have 12 months from the date of notification of the award to use funds, after which, all unused funds will be revoked.
• Funds will not be applied toward non-degree or certificate courses.
• Funds will only be applied toward courses the student has not yet attended.
• Funds will not be applied to past due balances.
• Funds are credited to a student’s account in maximum increments of, $225 per 4.5 unit course per month for the Need-Based Grant; $400 per 4.5 unit course per month for the Collegiate Honor Award; $500 per 4.5 unit course per month for the Military Tuition Scholarship; up to the full cost of tuition per month for the Presidential Tuition Scholarship (up to $2500 total).
• Award funds will only be applied toward the tuition cost for academic coursework toward an intended degree objective.
• Awards are not transferable. Only one award can be received and used per degree objective, except for eligible Presidential Tuition applicants who may re-apply and may receive a new award each Fiscal Year while pursuing their first bachelor’s degree.
• Awards are made to students for their intended degree objective at the time of application.
• Students who receive other educational assistance in excess of 90% of the cost of tuition for a course are not eligible to receive award funds for the course.
• Recipients must maintain good standing with the Student Accounts Office to ensure continuation of their award.
• This award may affect the amount of other financial aid for which a student may qualify, or the award may be reduced or nullified by other educational assistance and aid the student receives.
• Application of award funds toward a withdrawn course will be based on the charge incurred. If no charge, there will be no application of funds.
• Award funds must be used within 12 months of the original award. Funds not used within 12 months of the award are forfeited.

Externally Funded Scholarships

There are many corporations, organizations and foundations that provide scholarships to students seeking undergraduate and graduate degrees. For application procedures and scholarship criteria, students should consult reference books in National University’s library or on the Financial Aid web page on the University’s website.

V.A. Educational Benefits

Many active duty military personnel, veterans, dependents of deceased or disabled veterans, and reservists are eligible for Department of Veterans Affairs’ educational benefits. The programs administered by the Veterans Affairs office at National University are:

Chapter 32, VEAP

For veterans who entered active duty between January 1, 1977 and June 30, 1985 and who contributed to the program while on active duty

Chapter 30, Montgomery G.I. Bill (Active Duty)

For veterans who entered active duty beginning July 1, 1985 and who participated in the 12-month pay reduction program while on active duty. Also includes Chapter 32 active duty persons with eligibility as of October 1, 1996 who elected to participate in the Montgomery G.I. Bill

Chapter 106, Montgomery G.I. Bill (Selected Reserve Program)

For undergraduates and graduates who enlisted in the reserves and who have made a six-year commitment to the selected reserves

Chapter 35, Dependent’s Benefits

For spouses or children of veterans who died on active duty, whose death was caused by a service-connected disability, or who are rated 100% permanently disabled by the Department of Veterans Affairs

Chapter 31, Vocational Rehabilitation

For veterans with a service-connected disability, or who are rated 10 percent or more disabled by the Department of Veterans Affairs

Chapter 34, G.I. Bill

For veterans who are currently on active duty if they entered the armed forces before January 1, 1977, or after January 1, 1977, under a delayed entry program.

Students should be aware that the Veterans Administration pays educational benefits only for those courses that are part of an approved degree or certificate program and that have not been previously and successfully completed. Students are required to attend classes regularly and maintain satisfactory grades.

Military Tuition Assistance

The Tuition Assistance Department is located at 4121 Camino del Rio South, San Diego. The department provides counseling, guidance, and reimbursements to the University for students who are eligible
for active duty tuition assistance if they are in the armed forces. Students may be eligible for tuition assistance up to 75% of the cost of their tuition. The amount of the benefit for active duty tuition assistance is determined by the military branch of service. The tuition assistance staff works with active students and ensures the contracts are monitored for accuracy and meet compliance issues. It is the student’s responsibility to apply for tuition assistance through the Educational Services Officer on base.

Students who want to apply for programs administered by the Department of Veterans Affairs can obtain information on how to apply for their benefits by calling or visiting the Veterans Affairs Office located in the Student Services Center at the Learning Center in San Diego’s Mission Valley. Veterans who enroll at National University are encouraged to call or visit the veterans representative for instructions prior to signing up for benefits. The Veterans Affairs Office telephone number is 619-563-7270.

**Alternative Educational Funding**

**Reserve Officers’ Training Program (ROTC) Army and Air Force**

Students can enroll in the ROTC program while attending classes at National University. There is a continuing need for scientific, computer, engineering, medical, and management personnel as well as pilots and navigators in both the Army and Air Force.

ROTC offers scholarships on a competitive basis for students already enrolled in college. Scholarship programs vary slightly each year. Generally, scholarships exist at the two-, three-and-one-half- and four-year college levels. Applicants for ROTC scholarships are selected on the basis of the “whole-person” concept that includes both objective (e.g., grade point average) and subjective (e.g., interview evaluation) factors.

National University students can enroll in ROTC by contacting the local ROTC Recruiting Office. Veterans who complete their studies and are commissioned by age 35 may also be eligible for the ROTC.

**Corporate Tuition Assistance**

Many companies and government agencies award tuition reimbursement to employees. Please check with your employer for information on how to apply for this employee-development fringe benefit.

**Aid for Native Americans**

Native American students who can prove membership in a federally recognized tribe may receive educational grants from the federal Bureau of Indian Affairs (BIA).

Applications for BIA grants for California tribes are available by writing the Bureau’s Office of Indian Education, 2800 Cottage Way, Sacramento, CA 95825, 916-978-4680.

**California State Rehabilitation**

The Department of Rehabilitation is a state agency that helps men and women with disabilities enter or return to work. It also has programs that ensure the rights of people with disabilities. Persons with a disability who need help living more independently or who need training to get a job should contact the regional office of this state agency.

**Private Lenders**

There are several privately funded education loan programs available to assist students who do not qualify or have limited eligibility for government or institutional financial aid. Below are listed websites for some available private loan programs.

- www.educaid.com
- www.studentloan.com
- www.salliemae.com

**Specialized Programs**

The APLE program is a competitive teacher incentive program designed to attract outstanding students into the teaching profession. For those selected, the APLE program assumes up to $11,000 in outstanding educational loans. Students must be California residents and enrolled in a course of study or a teacher preparation program leading to an initial teaching credential or a specialist credential in special education or reading. To receive the full benefit of the program, selected APLE recipients must agree to teach for four consecutive years in a California public school in a subject matter shortage area (math, science, foreign language, or special education) or in schools that serve a high proportion of students from low-income areas.

For those applicants selected, the program will assume up to $2,000 in educational loan debts for the first year of eligible teaching service and up to $3,000 for each of the second and third years of eligible teaching service. Application period: March through June – see your financial aid advisor for current deadlines.

**Additional Information Sources**

California Student Aid Commission
www.csac.ca.gov

U.S. Department of Education
www.ed.gov/finaid.html

College is Possible
www.collegeispossible.org

Scholarship Search and Financial Aid Calculator
www.fastweb.com

The U.S. Department of Education has created the Student Financial Aid Ombudsman to work with student loan borrowers to informally resolve loan disputes and problems with the following federal loans:

- William D. Ford Federal Direct Stafford Loans: Subsidized and Unsubsidized Direct Stafford Loans, Direct PLUS Loans (for parents) and Direct Consolidation Loans
- Federal Family Education Loans: Subsidized and Unsubsidized Stafford Loans, FFEL PLUS Loans (for parents) and FFEL
- Consolidation Loans
- Guaranteed Student Loans, SLS Loans and Perkins Loans
- Ombudsman Customer Service Line 877-557-2575 or at www.sfahelp.ed.gov
**Financial Aid Calendar**

A calendar of deadlines and critical dates for students applying for financial aid at the University.

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2005</td>
<td>January 1, 2006</td>
</tr>
<tr>
<td>• Apply for financial aid. Students must file a new Free Application for Federal Student Aid (FAFSA) annually.</td>
<td></td>
</tr>
<tr>
<td>March 2, 2005</td>
<td>March 2, 2006</td>
</tr>
<tr>
<td>• Deadline for new Cal Grant A and B applications.</td>
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</tr>
<tr>
<td>• National University Financial Aid priority filing date for FSEOG and Federal Perkins Loans. Note: The Financial Aid Office will continue to make awards after this date as long as funds remain.</td>
<td></td>
</tr>
<tr>
<td>April 2005</td>
<td>April 2006</td>
</tr>
<tr>
<td>• National University begins processing student awards. Financial Aid Packets containing the IAFFA and other verification documents will be mailed to aid applicants.</td>
<td></td>
</tr>
<tr>
<td>June 2005</td>
<td>June 2006</td>
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<tr>
<td>• Announcements of Cal Grant A and B Awards.</td>
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</tr>
<tr>
<td>July 2005</td>
<td>July 2006</td>
</tr>
<tr>
<td>• The funding period begins for the Federal Pell Grant and Campus-Based programs (FSEOG, Federal Perkins).</td>
<td></td>
</tr>
<tr>
<td>October 2005</td>
<td>October 2006</td>
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<tr>
<td>• The funding period begins for the Cal Grant programs.</td>
<td></td>
</tr>
<tr>
<td>June 30, 2006</td>
<td>June 30, 2007</td>
</tr>
<tr>
<td>• Federal Pell Grant deadline.</td>
<td></td>
</tr>
</tbody>
</table>
| • Last day to file the FAFSA.  
  *Note: The Federal Student Aid Center must receive the student’s FAFSA by this date (June 30th). Applications postmarked June 30th and received by the processor after June 30th will not be accepted for processing.* |
| June 30, 2006   | June 30, 2007   |
| • National University Verification/Processing deadline. Students must submit all requested forms by this date in order to receive financial aid for the school year. |
| Completion of Student’s Academic Year | |
| • Applying for an additional loan (Stafford and/or PLUS): Because students apply for and are awarded aid during different times of the year, each student’s academic year will vary. Generally, students are eligible to reapply after they successfully complete all courses in the previous loan period. In addition, 32 weeks of in-class instruction (8 months) must be completed. To submit a new loan application, students must have at least three months remaining in their academic year and they must meet the University’s minimum unit requirement: |
| Undergraduate /Credential: | 12 units |
| Graduate: | 9 units |
Financial Aid Programs

The following chart describes Federal, State and institutional financial aid programs that are available. Please pay attention to program requirements and applications deadlines.

<table>
<thead>
<tr>
<th>Grant</th>
<th>Loan</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>First Year</th>
<th>Need-Based</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
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</tbody>
</table>

**Financial Aid Programs 2005-2006**

<table>
<thead>
<tr>
<th>Grant Description</th>
<th>Application Deadline</th>
<th>Date Funding Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FEDERAL PELL GRANT</strong> is a grant program to help students with tuition cost. This program assists students who are working towards a first bachelor’s degree. Award Range: $400 to $4,050 Applications: FAFSA, IAFFA</td>
<td>June 30, 2006</td>
<td>July 2005</td>
</tr>
<tr>
<td><strong>FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)</strong> is a grant program to assist with tuition cost. Like Pell Grant, a student must be enrolled in a first bachelor’s degree. Awards are made on a limited basis to students with an exceptional financial need. Award: $275 maximum per year Applications: FAFSA, IAFFA</td>
<td>Priority filing date: March 2, 2005</td>
<td>July 2005</td>
</tr>
<tr>
<td><strong>CAL GRANT A</strong> is a state funded grant program to help students with tuition cost. Grant recipients are selected on the basis of financial need and grade point average. Students must be California residents working towards a first bachelor’s degree. Recipients of this award will be notified by the California Student Aid Commission in June. Award: $2,774 per quarter Applications: FAFSA, GPA verification</td>
<td>March 2, 2005</td>
<td>Oct. 2005</td>
</tr>
<tr>
<td><strong>CAL GRANT B</strong> is a state funded grant program to help students with tuition cost. This program is intended to assist students with high-potential from disadvantaged / low-income families. Students must be California residents who have completed less than one semester of undergraduate studies. Recipients of this award will be notified by the California Student Aid Commission in June. Tuition Award: $2,774 per quarter Access: $517 per quarter Applications: FAFSA, GPA verification</td>
<td>March 2, 2005</td>
<td>Oct. 2005</td>
</tr>
</tbody>
</table>

**1 Credential Program** Students must complete the program residency requirement at National (except for recipients of NU Scholarships) and may only apply for financial aid as a fifth year undergraduate.

**2 Certificate Program** These programs must consist of 36 units in length (except for recipients of NU Scholarships). Students are not eligible to reapply for an additional Stafford or PLUS Loan in the Certificate Program.

**KEY**

FAFSA: Free Application for Federal Student Aid
IAFFA: Institutional Application for Financial Aid
GPA: Grade Point Average

*Note: Award ranges and aid types are tentative.*
### Financial Aid Programs 2005-2006

<table>
<thead>
<tr>
<th>Grant</th>
<th>Loan</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Based</th>
<th>Need-Based</th>
</tr>
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<td>CERT-1</td>
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<td>CERT-2</td>
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</table>

**SUBSIDIZED FEDERAL STAFFORD STUDENT LOAN** is a loan program to assist students with educational expenses. The interest rate for a new borrower is a variable interest rate capped at 8.25% and is adjusted July 1 of each year. The 2005-2006 rate is 4.70%. Stafford recipients are not required to make payments or pay the interest during full-time attendance or the first six months after the student’s last date of attendance.

Loan Amount: For each academic year, a dependent student may borrow:
- up to $2,625 as a first year undergraduate
- up to $3,500 as a second year undergraduate
- up to $5,500 as a third, fourth, or fifth year undergraduate

Dependent students may receive both an unsubsidized and subsidized Stafford up to the amounts listed above.

Applications: FAFSA, IAFFA, Loan Application

**UNSUBSIDIZED FEDERAL STAFFORD LOAN** is a program available to students who may not qualify for a subsidized Stafford Loan or for students who may qualify for only a partial subsidized Stafford Loan. This loan has a variable interest rate capped at 8.25% adjusted July 1 of each year. The 2005-2006 rate is 4.70%. The terms and conditions are the same as the subsidized Stafford Loan, except that the borrower is responsible for the interest that accrues while the student is in school and during the grace period.

Loan Amount: Students may receive both subsidized and unsubsidized Stafford Loans totaling up to the applicable Stafford limit (based on grade level).

Applications: FAFSA, IAFFA, Loan Application

Loan Amount: For each academic year, an independent student may borrow:
- up to $6,625 as a first year undergraduate
  (at least $4,000 of this amount must be in unsubsidized Stafford)
- up to $7,500 as a second year undergraduate
  (at least $4,000 of this amount must be in unsubsidized Stafford)
- up to $10,500 as a third, fourth, or fifth year undergraduate
  (at least $5,000 of this amount must be in unsubsidized Stafford)
- up to $18,500 as a graduate
  (at least $10,000 of this amount must be in unsubsidized Stafford)

*Note: Students enrolled in an academic year requiring less than 36 units will be subject to a pro-rated loan.*

**Aggregate Stafford Loan Limits**
- Dependent Undergraduate: $23,000
- Independent Undergraduate: $46,000
- Graduate: $138,500

($65,500 in subsidized Stafford and $73,000 in unsubsidized Stafford)

*Note: The graduate debt limit includes any Stafford Loans received as an undergraduate.*

**Fees:**
- Loan Origination Fee: A loan origination fee of up to 3% of the loan principal is deducted proportionately from each loan disbursement.
- Insurance Premium: An insurance premium of up to 1% of the loan principal is also deducted proportionately from each loan disbursement.

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>Date Funding Begins</th>
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</thead>
<tbody>
<tr>
<td>Three months prior to the student’s last course of the academic year</td>
<td>Based on each student’s individual course schedule</td>
</tr>
<tr>
<td>Three months prior to the student’s last course of the academic year</td>
<td>Based on each student’s individual course schedule</td>
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<tr>
<td>Based on each student’s individual course schedule</td>
<td>Based on each student’s individual course schedule</td>
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</table>
## Financial Aid Programs 2005-2006

<table>
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<tr>
<th>Grant</th>
<th>Loan</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>CRED-1</th>
<th>CRED-2</th>
<th>Need-Based</th>
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</table>

### FEDERAL PARENT LOANS FOR STUDENTS (PLUS)

Is a loan program to assist parents of undergraduate dependent students with educational costs. This loan has a variable interest rate capped at 9% and is adjusted July 1 of each year (the 2005-2006 rate is 6.10%). Like the unsubsidized Stafford Loan, the interest is not subsidized by the government. Repayment begins 60 days after the loan is made; however, for parents who qualify, payments (principal only) can be deferred during full-time attendance, but interest will accrue.

#### Loan Amount:
For each academic year, a parent may borrow up to the student’s cost of attendance minus other aid, per undergraduate dependent student.

#### Fees:
(same as the Stafford Loan Program)

Applications: IAFFA, FAFSA, PLUS Loan Application

### FEDERAL PERKINS LOAN

Is a low-interest (5%) loan program. This program assists students with tuition cost and is funded on a limited basis to students with exceptional need. The major advantage for Perkins recipients is that the government pays the interest during at least half-time attendance and for nine months after the student’s last date of attendance. In addition, students are not required to make payments during that time.

#### Award Range:
$175 to $2,100

#### Cumulative Totals
- Up to $20,000 for undergraduate study
- Up to $40,000 for graduate or professional study

Applications: IAFFA, FAFSA, Perkins Loan Application

### NATIONAL UNIVERSITY SCHOLARSHIP PROGRAM

Consists of the Need-Based Award, the Collegiate Honor Award and the NU Presidential Scholarship. These awards are designed to recognize students for outstanding leadership, superior job performance and exceptional scholastic achievement. The NU Presidential Tuition Scholarship is also designed to recruit and retain underrepresented educationally and economically disadvantaged students, single parents with financial need and handicapped students.

#### Awards:
- Need-based Grant up to $900
- Collegiate Honor up to $1,600
- Presidential Tuition Scholarship up to $2,500

Applications: Scholarship Application

### NATIONAL UNIVERSITY HIGHER EDUCATION LOAN PROGRAM (NU-HELP)

Is a low-interest (6.75%) loan established by National University. This loan program is designed to supplement other resources the student may receive. Applicants are selected on the basis of financial need and credit history. Repayment begins six months after the student’s last date of attendance. The maximum repayment term is 10 years. Funds are awarded to assist students with tuition cost, on a limited basis.

#### Award Range:
up to full tuition for 12 months

Cumulative total of tuition for fiscal year

Origination Fee: $30 will be charged to the student’s account.

Applications: FAFSA, IAFFA, NU-HELP Loan Application
Policies and Procedures

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42  Academic Policies and Procedures
44  Civil Rights Policies and Procedures
46  Student Discipline
48  Policies and Procedures for Credential Programs


**General Policies and Procedures**

**Attendance Procedures**

All students must be officially registered for a class in order to attend it and to receive a grade. This means that the course must be added to the student’s schedule prior to the eleventh (11th) day of the session. Effective 01/01/2006, the course must be added prior to the ninth (9th) day of the session. University instructors may not permit unregistered students to attend a class and may not issue grades to unregistered students. The Office of the Registrar will not post grades for unregistered students.

Students are accepted and registered for classes with the understanding that they will remain for the entire course. Faculty contracts and the commitment of space and other University resources are made on that assumption, creating obligations that are not relieved when students withdraw. National University’s refund contracts and the commitment of space and other University understanding that they will remain for the entire course. Faculty

Students are officially enrolled in a class at midnight of the eleventh (11th) day of the session (effective 01/01/2006, the ninth [9th] day). Typically, the start-date of a session is the first Monday of the new course month. If the first Monday is a holiday, the start-date will be the first Tuesday. For example, if the first course offered in the September session meets on Mondays and Wednesdays, then the Monday of the first class period will be the start-date of the session.

Students are expected to attend all class periods of a course. An instructor may withdraw a student from class up to the twenty-first day of the session if the student has more than two absences. An absence is assessed each time a student is not in attendance during a regularly scheduled class period, whether or not it is an excused absence. Students who have more than three absences, and who are not withdrawn from the course by midnight of the twenty-first day of the session, will be issued a letter grade of “F.” Tardiness to and early departure from classes accrue with the potential for a cumulative effect of absences.

With instructor approval, students may be allowed to make up examinations or class assignments missed due to absence or tardiness. Students must arrange to complete any make-up work with the instructor, in advance. Work must be completed prior to the last class session. With instructor approval, a grade of incomplete may be issued if the student has attended two-thirds of the course, and course work is not completed by the last class session. Approval of the assignment of an incomplete grade is at the discretion of the instructor.

Any dispute about attendance must be addressed by the student in writing to the Registrar’s Office within ninety days of the posting of grades for the class. If extenuating circumstances prevent the submission of the dispute within ninety days, the Registrar’s Office will make a determination about whether the circumstances warrant consideration of the dispute. In no case will the office consider a dispute that is more than a year old.

Once grades have been issued and credit awarded, neither the course work nor the grade can be expunged from the student’s record without approval of the Committee on the Application of Standards. Tuition will not be refunded without extenuating circumstances and approval of the Finance Committee.

**Refund Policy**

Students are accepted and registered for classes with the understanding that they will remain for the entire course. Faculty contracts and the commitment of space and other University resources are made on that assumption, creating obligations that are not relieved when students withdraw. National University’s refund policy is designed so students who withdraw from class share in the costs incurred. Students may use the self-service function on the portal to withdraw themselves over the Internet prior to midnight of the eleventh (11th) day of the session (effective 01/01/2006, the ninth [9th] day). Or, they may ask an admissions advisor to withdraw them.

If a student does not complete a course, a tuition refund is made according to the following schedule: Students who drop a course prior to midnight of the eleventh (11th) day after the start-date of the session (or the ninth [9th] day beginning 01/01/2006) will receive a 100 percent refund. Students who withdraw from a course on the twelfth (12th) day of the session (or the tenth [10th] day beginning 01/01/2006) will receive a 50 percent refund. Students who withdraw from a course after the twelfth (12th) day (or the eleventh [11th] day beginning 01/01/2006) will receive no refund.

Students must have a credit balance on their account to receive a refund. The University does not disburse refunds to students automatically. Students must submit a written request to the nearest Student Accounts Office. Most refunds are processed and mailed within 10 working days from the receipt of the request depending on the verification of funds. All refunds are mailed to the student’s home address. Students must make sure that the address on file is correct. Refund request forms are available at all Student Accounts Offices.

**Financial Aid Refund Policy**

As part of the Higher Education Amendments of 1998, Congress passed new provisions regarding refund policies and procedures for students who have received Federal Student Assistance and are considered withdrawn from school. Based on National University policies, which are made in accordance with Federal regulations, a student is considered “withdrawn” if not in attendance for 75 consecutive days. Given National University’s model of one course per month, this would generally equate to a three-month break in attendance.

Effective October 7, 2000, this new refund policy governs all Federal grant and loan programs: Federal Pell Grant, Federal SEOG, Federal Perkins Loan and all Federal Stafford/Direct Loans (subsidized and unsubsidized).

This Federal regulation now assumes that awards of Federal Student Aid funds are earned in proportion to the number of days attended for the period funded. If a student is considered withdrawn from the University, a calculation must be performed according to a specific formula that identifies the total scheduled financial assistance the student earned and is therefore entitled to receive. If more financial aid is received (by either the student or by the University on the student’s behalf) than is earned, the unearned funds must be returned to the Department of Education and/or the appropriate lender. If, on the other hand, the student receives (or the University receives on the student’s behalf) less financial aid than the amount earned, the student may be able to receive those additional funds.

The portion of Federal grants and loans that a student is entitled to receive is calculated on a percentage basis. The percentage is determined by comparing the total number of days in the specified payment period to the number of days completed before withdrawing from the University.

For example, if a student completes 30% of the payment period, the student earns 30% of the financial aid he/she was originally scheduled to receive. This means that 70% of the scheduled award received at the beginning of the payment period becomes unearned and must be returned.

In general, loan disbursements and grants cover a specific period of time and number of units called the payment period. Once more than 60% of the payment period has been completed, all (100%) of the financial aid award received for that period is considered earned. Important Note: If a student is considered withdrawn from the University (officially or unofficially) before completing 60% of a payment period, the student may have to repay unearned Federal
monies that were already disbursed at the beginning of the payment period.

The withdrawal date will be determined as either:

- The effective date of withdrawal from the last course attempted, as documented by the University, or
- The last date of attendance at an academically related activity, as documented by the University.

If it is determined that the student received excess funds that must be returned, the University shares the responsibility of returning those excess funds. The University’s portion of the excess funds to be returned is equal to the lesser of:

- The entire amount of the excess funds, or
- The total in tuition and fee charges multiplied by the percentage of unearned aid received.

If the refund calculation determines that the University is not required to return all of the excess funds, then the student must return the remaining amount. Any loan funds that a student is required to return must be repaid according to the terms of the promissory note. If any grant funds must be returned, the law provides that the amount that the student must repay is to be reduced by 50%. This means that a student who has received too much in grant funds will only be required to return half of the amount considered in excess.

If there is a return of any unearned financial aid by the University, the student will be billed accordingly. In such cases, the student will be required to make arrangements with the Student Accounts Office to pay the amount refunded to the Department of Education or the lender within 45 days of the date of the University’s notification. In addition, the student will not be eligible for any further Federal financial aid until the balance is paid to the Business Office.

Finance Committee

Students who wish to dispute the interpretation of a University financial policy, or who seek special consideration regarding a financial matter, can appeal their case to the finance committee.

Requests must be submitted in writing through the Student Accounts Office and must contain all pertinent information to support the appeal. All financial disputes must be submitted within one year of occurrence. Each case is decided upon its own merits. The decision of the committee is final and not subject to appeal, unless there is information pertinent to the outcome which was not available at the time of the initial request.

Course Scheduling

Any course substitutions or changes in a degree program must be consistent with a student’s degree objective and fulfill the graduation requirements for the degree. Students should contact an admissions advisor for advice and assistance in requesting such changes. For students receiving financial aid, changes made to their schedules after processing may delay or cancel their aid. Students should speak to a financial aid advisor before withdrawing from a course or requesting a change of schedule or program.

Students can change a registered course as follows:

- Prior to the start date of the course. To assure that the desired course is available, students are encouraged to substitute or add a course at least one week in advance of the start date.
- Students may drop a course prior to midnight of the eleventh (11th) day after the start-date of the session (the ninth [9th] day beginning 01/01/2006). No grade will be given and no tuition will be charged. After the eleventh day, a grade may be entered and a tuition charge will be levied according to the refund policy.

Course Withdrawal

The term “Withdrawal” signifies that a student has withdrawn from a course after midnight of the eleventh (11th) day of the session. Notifying the instructor of one’s intent to withdraw is insufficient and will not constitute a withdrawal. Students may withdraw themselves through the student portal on the University’s Website prior to midnight of the eleventh (11th) day. Or, they may ask an admissions advisor to withdraw them. Students who withdraw after midnight of the twenty-first (21st) day of the session will receive a grade of “F” for the course. This is a permanent mark with no grade points assigned. Effective 01/01/06 withdrawal date changes to midnight of the ninth (9th) day of session.

Grade Reporting

All grades are reported electronically. Students access their grades via the student portal on the University’s Website. Students who need an official printed copy of a grade report can request one through the Website. The report will be generated automatically and mailed the next day. Grades are not given over the telephone or by a personal visit to the Office of the Registrar. Although it is requested that instructors submit grades within ten working days, due to the varying requirements of each course, instructors are allowed a reasonable time to submit grades. Grades are reported only for students officially registered in a class. Students should direct questions regarding the accuracy of a grade to their instructor.

Student Records

Transcripts and other documents received by the University for the purpose of admission or recording supplemental work become the property of the University and will not be released to or copied for students. Even though California regulatory agencies require that student records be kept for only five years, National University’s student records are retained indefinitely.

Request for Issuance of Transcripts

Students should direct requests for the issuance of National University transcripts to the National Student Clearinghouse at www.nslc.org or they may access this website through the student portal. Students must specify if they are requesting a standard academic transcript or a continuing education transcript.

The Registrar issues transcripts and other official documents only after students have settled all financial obligations to the University. All records and services are withheld from students who have any outstanding financial obligations to the University or who have defaulted on a federal Perkins or NU-Help loan. Transcripts contain only course work completed at National University. A summary of previous education is entered into the official transcript of record.

Full-Time Student Status

Undergraduate students or post-baccalaureate students pursuing a credential must meet one of the following requirements to obtain “Full-Time Student Status”:

- 13.5 units in any three-consecutive-month period
- 18 units in any six-consecutive-month period, providing there is no three-consecutive-month break in attendance during the six months
Policies and Procedures

Graduate students must meet one of the following requirements to obtain “Full-Time Student Status”:

- 9 units in any three-consecutive-month period
- 13.5 units in any six-consecutive-month period, providing there is no three-consecutive-month break in attendance during the six months

The units for any class with a “Withdrawn” status do not count toward determining full or part-time status. Students who do not attend for a quarter (three-consecutive-month period) are considered to be “Withdrawn” for that time period. Students with proper identification can verify enrollment at the public information area of the Office of the Registrar, 858-642-8260. Verification can also be requested through the mail with an authorized student signature.

Note: Off-campus agencies may use different definitions for determining full-time status. For example, the above definition of “Full-Time Student Status” may not apply to international students who require an F-1 visa.

Memorandum of Agreement

Undergraduate and graduate students who must transfer from the area served by National University for work reasons and who are within one full quarter of completing their studies, may satisfy remaining course work with pre-approved transfer credit. Prior to withdrawal from the University, students must submit a written request for a Memorandum of Agreement to the Office of the Registrar for approval by the Committee on the Application of Standards. Upon Committee confirmation, the Office of the Registrar provides written verification of course work approved for completion at a regionally accredited institution.

Cancellation of Classes or Programs

The University reserves the right to cancel or postpone a class or a program if student enrollment is insufficient. However, every effort will be made to cancel the class or program well in advance of the intended start date.

Bar from Attendance

Students may be barred from attending classes for failure to:

- Present official transcripts certifying degree/status from previous institutions
- Comply with admission requirements
- Respond to official University notices
- Settle financial obligations when due

Students who are barred from attendance are generally given advance notice. If a student fails to respond or has a history of failing to respond, action will be taken without further notice and the student will no longer be entitled to services of the University, except for assistance toward reinstatement. The University can drop the student from all current and future classes if appropriate. Under no circumstances may a student who has been barred from attendance attend class or receive a grade.

Withdrawal from the University

Students who wish to withdraw permanently from National University must fill out a “University Withdrawal Form,” which is available at each learning center. They will be immediately withdrawn from the University and their future classes will be deleted from their schedules. Federal student aid recipients should refer to the “Financial Aid Refund Policy” in this handbook.

Non-Degree Students

A limited number of applicants are allowed to enroll as non-degree students. Non-degree student applicants must follow the usual admission procedures, establish academic qualifications to enter the courses desired and remit the customary tuition and fees. Admission as a non-degree student neither implies nor assures acceptance as a degree candidate. Non-degree students are permitted to enroll in no more than six courses (27 quarter units). Students requesting an exception must submit a statement to the Committee on the Application of Standards.

Auditing Courses

To audit a course, a person who is not a current student must complete an admission application with an admissions advisor. Approval to audit is given on a space-available basis. Students auditing a course must pay the regular fees and tuition for the course and participate in class activities, but are not required to take examinations. No course credit is awarded to the student.

Visitors

No one may visit a classroom during class hours without the prior approval of the instructor and the director of student services at the site. Students may not bring children to the classroom or computer lab or leave them at any other University facility while attending class. Violations may result in disciplinary action.

Smoking Policy

The University prohibits smoking in all National University facilities, vehicles, and outside stairways. In addition, the University prohibits the sale of all tobacco products and tobacco advertising at University facilities and in University publications.

Tobacco smoke is known in the State of California to cause cancer; it poses a significant risk to the smoker. Second-hand smoke can be harmful and annoying to non-smokers.

Individuals who smoke outside a University facility should smoke a minimum of 25 feet away from the building and must properly dispose of smoking materials in appropriate designated receptacles.

Animals on Campus

Animals, other than trained service animals for persons with disabilities, are not permitted in a University facility. Violations may result in disciplinary action.

Library Borrowing Privileges and Fines

All National University students, faculty and staff are eligible to borrow library materials. NU LibS library cards are required to borrow items and are available from the libraries at no charge. Online registration is also available through the library’s website at www.nu.edu/library.

Books, pamphlets and annual reports may be checked out for a period of four weeks. Reference books and periodicals may not be checked out. Copy machines are available for photocopying such materials. Instructor’s print-reserves may circulate for brief periods of time as determined by the instructor.

The late fee for overdue books and annual reports is $2.20 per day, per item. The late fee for instructors reserve is $5.00 per day, per item. Materials not returned to the library are considered lost. The
borrower is responsible for the replacement cost of the materials, plus a nonrefundable fee of $10.

Students may view audio-visual materials at their local Library Information Center by placing an advanced request through their library representative. All media booking requests must be placed three working days prior to the date needed.

Computer Lab Regulations

Computer labs are available at many University locations for use by students, faculty and staff. Lab assistants are available at each location to ensure availability and operability of computing resources and to ensure that the resources are used appropriately. By using any National University Computer Lab, students agree to comply with the computer and Internet access policy and additionally agree to follow the following regulations:

1) Students must sign in to use the facilities. They may be asked to show University identification.
2) Students may not install privately owned or acquired software on University computers. Software copyrights are strictly enforced. The Computer Software Policy provides complete details.
3) Students may not bring food or drink into the labs.
4) Students may use computing resources for University-related purposes only.
5) Students should minimize their use of lab printers. They should make multiple copies of large documents using a copy machine rather than the lab printer. The lab assistant has the right and responsibility to limit printing based on overall requirements.
6) When using computers with multimedia/speakers attached, students should adjust speaker volume in a manner that will not disturb other lab users.

The lab assistant has the right to ask students to leave for non-compliance with any of the University’s regulations. Questions of a technical nature, reports of equipment failure, or disputes should be reported to the Help Desk line at 619-563-2647 for resolution.

Lab hours are posted at each facility and are subject to change as required to support class scheduling requirements and holidays. It is the lab user’s responsibility to become familiar with the schedule. The computer labs close promptly at the scheduled closing times.

Computer Software and E-mail Policies

The Copyright Law of the United States (Title 17, United States Code) governs the making of copies of copyrighted software. Copyright infringement could subject the violator to civil damages and criminal penalties, including a fine or imprisonment.

University policy further prohibits any use or copying not authorized by the purchase agreement or license under which the university acquired the software. A copy of such agreement is available for inspection at the office of the director, Information Technology.

Unauthorized use or copying may subject employees, faculty, and students to disciplinary action.

Students may not use the e-mail addresses of other students, faculty, or staff for purposes unrelated to the University. Violations may lead to disciplinary action.

Family Educational Rights and Privacy Act of 1974 (FERPA)

National University maintains all student records in accordance with the provisions of FERPA as amended. FERPA affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of the student’s education records that the student believes are inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official acts in any of the following capacities: is performing a task that is specified in his or her position description or contract agreement, related to a student’s education or to the discipline of a student: providing a service or benefit relating to the student or the student’s family (e.g., counseling, job placement, financial aid, etc.); or maintaining the safety and security of the campus. Upon request, the University may disclose education records without a student’s consent to officials of another school in which that student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by National University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory information at National University is limited to the following public information:

- Name of student
- Date of birth
- Place of Birth
- Major field of study
- Dates of enrollment
- Degrees and dates conferred
- Academic honors and awards received
Policies and Procedures

- Addresses, telephone numbers and e-mail addresses of alumni will be placed in the Alumni Directory
- Any other personal information voluntarily provided by alumni to be distributed to other alumni

Social security numbers may be used for verifying or locating addresses and phone numbers of alumni and students, but will not be published in a directory.

If students do not want the University to release directory information, they have thirty days from the date of enrollment to request that a “Privacy Act Lockfile” be placed on their records. For more information, students should contact the Office of the Registrar at 858-642-8260. Particular questions with respect to a student’s rights under FERPA should be directed to the Office of the Registrar.

Academic Policies and Procedures

Grade Appeals

Faculty members are vested with the authority to establish course requirements and standards of performance. It is the responsibility of faculty to articulate and communicate course requirements and standards of performance to students at the beginning of each course and apply all grading criteria uniformly and in a timely manner. Final grades submitted by faculty to the Registrar’s Office are presumed to be accurate and final. A student, who has questions about a grade received in a course, should ordinarily seek to resolve the issue by first consulting with the instructor. If the issue has not been resolved after consultation, and the student believes there are grounds for appealing the grade, the student may invoke the grade-appeal procedure outlined below.

Grounds for a Grade Appeal. Students can appeal a grade only when they can document that one or a combination of the following has occurred:
- An error in calculating the grade
- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
- Assignment of a grade based on reasons other than the announced criteria and standards
- Assignment of a grade based on factors other than student achievement, e.g., personal bias
- Inconsistent or inequitably applied standards for evaluation of student academic performance
- If the student believes that the grade received is based upon unlawful discrimination, or sexual harassment, as defined in these policies and procedures, the student should proceed under the procedures in this handbook for “Complaints Relating to Discrimination and Sexual Harassment.”

The Appeal Process. When students believe that they have grounds for appealing a grade issued by an instructor because of an occurrence of one or more of the above mentioned circumstances, the following procedures must be followed:

The student must submit a written appeal to the School Dean within 45 days of the end date of the course. The student must provide clear documentation that demonstrates the occurrence of one or more of the above-listed grounds for appeal. Documentation may be in the form of e-mail correspondence, graded assignments, proof of timely submission, etc. The student must also provide evidence of the level of achievement in support of the particular grade that the student believes he/she should have been awarded. If the evidence meets the criteria, the dean forwards the student’s written statement to the instructor for a response, which the instructor must provide within 15 days. The dean then refers all documentation to the grade appeals committee.

Grade Appeals Committee. A standing committee within each school in San Diego, the grade appeals committee consists of three faculty members (full-time or associate) appointed by the appropriate school dean. The grade appeals committee considers the documentation and may decide either to change or uphold the grade.

The grade appeals committee will render a final decision within 30 days of receiving the grade appeal information from the dean. This decision is forwarded to the dean who informs the student, the instructor and the Registrar’s Office of the decision in writing.

The decision of the grade appeals committee on these matters is final and cannot be appealed.

Accelerated Study/Maximum Number of Units

Students with a superior academic record and a compelling, demonstrated need may petition the school dean for an accelerated study, meaning they will be enrolled in more than 7.5 quarter units in the same month. The granting of an accelerated study is wholly at the dean’s discretion. With the exception of certain approved programs, applications for acceleration must be approved a month in advance by the school dean. To be eligible, students must have:

1) Completed 13.5 quarter units at National University prior to the request
2) Maintained a 3.5 grade point average for undergraduates and a 3.7 for graduates
3) Completed all prior coursework with no outstanding grades of “Incomplete”
4) Maintained a current account balance, i.e., the balance should not exceed the current month’s tuition. Note: This requirement can be waived if the student has an approved financial aid packet in the Financial Aid Office or an approved company-reimbursement plan on file in the Student Accounts Office
5) Demonstrated a compelling, exceptional need

Students who believe they meet the above requirements should submit their application well in advance of the anticipated course date since processing time is six to eight weeks.

Approval to take more than 18 units in a quarter requires advance approval from the Committee on the Application of Standards. Under no circumstances are students approved to accelerate their studies every month

Additional Considerations
- With regard to summer intensive programs, students who wish to accelerate may take either a summer intensive course with an evening course or two summer intensive courses in the same month, provided that they meet the above criteria.
- Students in credential programs in the School of Education who have a GPA of 3.0 may take a regular evening course while doing student teaching, provided they meet the other criteria for accelerated study. Students approved to accelerate their studies will be limited to register for two of the following courses concurrently while student teaching. For multiple subject: TED 621B, TED 622A, or TED 622B. For single subject: TED 625A, TED 625B, or TED 624.

Independent Study

Independent study is a catalog course taught independently to one student. Not all courses in the catalog are approved for independent
Guided Study

Guided study is an individualized course that deals with material not covered in any approved catalog course. Guided study course numbers are XXX 490 or XXX 690. Students in guided study courses work independently under the guidance of an instructor. Guided studies follow the same approval process as independent studies and must meet the eligibility requirements as indicated under the independent study section. Requests should be made well in advance of the start of the guided study.

Change of Academic Program

Students may apply for a change of academic program at any time, provided they are not disqualified from their current program. Application for such a change does not, however, mean automatic acceptance into the new program. Official acceptance into the new program occurs only when students are re-evaluated. Students on probation must submit their request for a change of program to the Committee on the Application of Standards for approval. Students who change academic programs will be subject to the requirements of the new program in effect at the time of the change. Students must keep in mind that courses taken in the program they are exiting might not apply toward the program they are entering. The third and any subsequent application for a change in program must be accompanied by a letter of intent that must be approved by the Committee on the Application of Standards. Such letter should explain the reason for the change along with the plan for completion.

Practica, Internships, & Residencies

Students may be required to take practical training courses in the form of internships, practica, or residencies depending on the academic discipline in which they are enrolled. This training may be accomplished at National University facilities or at off-campus locations, depending on the specialty being pursued. All such courses share certain common elements including:

- Students must register in advance
- University instructors are responsible for developing course requirements and supervising the progress of students
- Regular meetings between students and instructors provide opportunities for guidance and evaluation. These interactions are generally held on a weekly basis.
- Practical training experiences require significantly more time than a regular course
- Students are evaluated on their progress and assigned either a letter grade or a satisfactory/unsatisfactory grade, as determined by the appropriate academic department. A satisfactory grade is considered equivalent to a “B” grade or better for student teaching and graduate level courses, or a “C” grade or better for undergraduate courses. The satisfactory grade is not calculated into the student’s GPA
- All practica, internships, or residencies are granted full credit toward graduation, do not extend degree requirements and are mandatory in several degree and credential programs
- Student teaching field experience does not grant graduate credit, but is required for degree conferral as part of a joint master’s/credential program
- Standard tuition charges apply
- Students who do not complete practica, internships, or residencies in the time allotted are issued a grade of “Incomplete.” If students do not clear the “Incomplete” within the time specified, they can file for an extension with their professor, who in turn files the extension with the registrar’s office. Students who fail to complete the course at the end of the extension receive the grade of “F” or “U.” No second extension can be given

Students should consult the academic program requirements for further information. Veterans should contact the Veterans Affairs office at National University to determine how enrollment in such courses may affect benefits.

Concurrent Enrollment at Other Institutions

After students are admitted to National University, all courses leading to an associate, credential, bachelor’s degree, or master’s degree must be taken at National University unless written approval...
to take coursework at another institution is given in advance by the Office of the Registrar. Credit earned at another institution without such prior approval might not apply toward an academic program at National University. To qualify for concurrent enrollment, students must:

1) Have had their academic records evaluated by the Office of the Registrar
2) Not exceed the maximum number of units authorized by the University for each term
3) Maintain a 2.0 grade point average in undergraduate studies or a 3.0 grade point average in graduate studies
4) Submit a “Request for Concurrent Enrollment” accompanied by a course description to the Office of the Registrar
5) Request that an official transcript be sent directly to the Office of the Registrar upon completion of the approved course(s)
6) Be in good financial standing
7) International students must complete 13.5 units prior to concurrent enrollment approval.
8) Concurrent enrollment requests must be received no later than two weeks prior to the enrollment date

Committee on the Application of Standards/Exceptions to Academic Regulations

Students can request an exception to a published University academic policy by submitting the request to the Committee on the Application of Standards. Students must make such a request through their admissions advisor. Students must submit documentary evidence in support of each written request. Each case is decided upon its own merits and the decision of the committee is final and not subject to appeal, unless there is information pertinent to the outcome which was not available at the time of the initial request. All decisions rendered by the committee are valid for one year from the date the decision was made. Any appeal approved by the committee will be considered null and void if a student does not take action within the allotted one year time frame. Any appeal to review a committee decision must include additional information and must be submitted in writing to the committee coordinator in the Office of the Registrar in order to be reconsidered by the Committee.

Civil Rights Policies and Procedures

Complaints Relating to Discrimination or Sexual Harassment

National University is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an atmosphere must be free of intimidation, fear, coercion, and reprisal. The University prohibits discrimination or harassment on the basis of race, ethnic or national origin, religion, age, sex, color, physical or mental disability, marital or veteran status under any program or activity offered under its control.

In keeping with this commitment, the University also maintains a strict policy that prohibits sexual harassment, which includes harassment based on gender, pregnancy, childbirth, or related medical condition and inappropriate conduct of a sexual nature. This policy applies regardless of the gender or sexual orientation of the complainant or the alleged harasser.

It is University policy that all persons should enjoy freedom from unlawful discrimination of any kind, as well as from sexual harassment, or retaliation for reporting a complaint. This policy applies to prohibit unlawful discrimination or harassment between members of the University community, including between students and other students and between students and employees or third parties, if the University has notice regarding or control over the third party. Individuals who engage in prohibited conduct will be subject to disciplinary action.

Grievance Procedures for Civil Rights Violations

The University encourages prompt reporting of complaints so that a rapid response can be made and appropriate action taken. Note that reporting a complaint need not be limited to someone who was the target of the discrimination or harassment.

The following person is designated to coordinate the University’s responsibilities under the law and to insure compliance with the University’s policies against discrimination:

Vice President for Student Services
National University
11355 North Torrey Pines Road
La Jolla, CA 92037-1011
Telephone: 858-642-8036

Any student who feels that they have been subjected to discrimination by a student or by the University through any of its employees, contractors, entities, policies, procedures, or programs may file a complaint with the Vice President for Student Services.

The University will endeavor to maintain confidentiality to the extent permitted by law. Where the complainant’s desire to maintain anonymity constrains the University from attempts at establishing facts and eliminating the potential discrimination, the University will attempt to find the right balance between the complainant’s desire for privacy and confidentiality and its responsibility to provide an environment free of discrimination. The University has a duty to investigate even if the student declines to file a complaint or demand action. The University may take more formal action in cases of egregious discrimination that may require complete disclosure of all relevant facts.

Informal Procedures

Students who believe that they have been subjected to unlawful discrimination or harassment may use the following informal procedures to resolve their complaint. This process may be used as a prelude to filing a formal complaint or as an alternative and generally is completed within 30 days. It is not necessary that this option be used. Students have the right to file a formal written complaint either initially or if they believe informal resolution is not possible. Students may, at any time, elect to stop these informal procedures.

The Student Relations Coordinator in the Office of Student Affairs will provide any member of the University community an opportunity to discuss specific concerns in a confidential setting. Assistance will be provided to:

- help the complainant understand the definition of discrimination or sexual harassment and determine if the alleged conduct would constitute discrimination or sexual harassment;
- explain the various informal and formal options available to the complainant, including strategies for the complainant to inform the offending party that the behavior is unlawful or unwelcome and should cease, action by an appropriate University official to stop the unlawful or unwelcome conduct and mediation; and
- identify various support services available to the complainant.
Policies and Procedures

The student may seek a resolution of the matter through discussion with the alleged offender or person responsible for the program or for enforcing the rule or procedure. The University encourages discussion between the parties directly involved in a dispute, especially in the early stages before the parties have assumed official or public positions that may polarize the dispute and make resolution more difficult. Students may seek advice about how best to approach this individual or to obtain other assistance, such as mediation, from their admissions advisor, the Office of Student Affairs, or any other appropriate campus officer.

If no resolution is forthcoming or if direct confrontation is deemed inappropriate, the student may report the incident(s) to the Vice President for Student Services or to the alleged offender’s supervisor, if appropriate.

The campus officer who is consulted will keep a written log of discussions, which in all events will be forwarded to the Vice President for Student Services. If the dispute is resolved to the satisfaction of all parties, a memorandum stating resolution of the conflict is sent to the parties and the Vice President for Student Services will monitor the situation to prevent recurrence or retaliation.

Formal Procedures

A. Filing a Written Complaint with the Vice President for Student Services:

1) The complainant must complete a complaint form. These forms are available in the Office of Student Affairs. To be processed, the complaint must be filed within 120 days of the alleged unlawful discrimination or harassment or within 120 days of the complainant’s learning of the discriminatory or harassing action.

2) The Vice President for Student Services dates and logs all written complaints and sends the complainant an acknowledgement that the complaint is under review.

3) If the complaint does not meet the procedural requirements, the Vice President for Student Services immediately notifies the complainant of the specific deficiencies of the complaint. If the complaint meets the procedural requirements, the Vice President for Student Services forwards a copy of the complaint to the alleged offender or unit against which the complaint is made ("respondent").

4) The Vice President for Student Services will arrange appropriate interim measures when warranted to protect the parties.

5) The Vice President for Student Services investigates the complaint (or the Vice President’s designee, who has been trained in the investigation of such complaints), meeting separately with the student and with others who are either named in the complaint or who may have knowledge of the facts. Generally, the investigation is completed within 30 days from the date the Vice President for Student Services receives the complaint.

On completion of the investigation, the Vice President for Student Services will prepare a report of the witness statements and the evidence and will provide a copy to each party.

B. A review panel is established as follows:

The complainant and respondent each nominate one student or employee who is unbiased, not involved in the complaint and willing and available to serve as a member of the panel.

The nominated panel members select, by mutual agreement, another member who will serve as chair of the panel, who will conduct the hearing and rule on procedural matters. If they are unable to agree on a chair, the Vice President for Student Services makes the selection.

C. Once the review panel is established:

The chair sets the time and place for the hearing at the earliest possible time consistent with the schedules of the parties and the panel. The date of the hearing may be postponed or extended by mutual agreement of the parties with the consent of the chair. The panel makes every reasonable effort to conduct its hearing within 14 days of the panel’s formation.

The failure of any party to appear without justifiable cause will terminate that party’s right of appeal.

The Vice President for Student Services reviews pertinent evidence and coordinates the hearing process by informing the panel of its role, defining the issues and ensuring that the panel is provided with the complaint, response and other appropriate information. The Vice President for Student Services serves as recorder of the proceedings and advisor to the panel, but does not vote.

The standard of review to be used in all proceedings is fundamental fairness. Strict rules of evidence and procedures are not required so long as the proceedings are conducted in a manner that allows both sides to fairly and fully explain the circumstances. Decisions regarding the admissibility of evidence and the weight to be given to pieces of evidence will be made by the chair. The burden of proof is upon the complainant to prove his or her case by a preponderance of the evidence, which means that the proof need only show that the facts are more likely to be so than not so.

The review panel proceedings will be conducted in a closed hearing. The parties will have a reasonable opportunity for oral presentation and to present written evidence. The hearing is not a legal forum and representation of parties by legal counsel is not permitted. The parties may, however, be accompanied by another member of the University community, who will act as a personal advisor with whom they may consult.

The panel will make every reasonable effort to forward its written findings to the Vice President for Student Services and to the parties within seven days after the close of the hearing.

The findings will be recorded and signed by the parties and the Vice President for Student Services, except when either party disagrees with the findings of the committee and decides to appeal. Reasonable, timely, and effective action will be taken as needed to correct discriminatory effects, prevent recurrence, or remedy the complainant’s loss, if any. These actions will be communicated to the complainant.

In the event disciplinary action is recommended, the respondent will be entitled to fair process provided by University rules and regulations. Only when a complaint reaches the formal process and only if it is sustained will it be recorded in the respondent’s student or personnel file.

Appellate Procedures

A party may file a written appeal within 10 days of receipt of the findings with the Provost and Vice President for Academic Affairs. The written appeal must state the objections to the decision. Upon receipt of the appeal, the Provost and Vice President for Academic Affairs will forward a copy to the other party(ies).

Parties can forward commentary to the Provost and Vice President for Academic Affairs within 14 days of receipt of the appeal.

Within 21 days following receipt of an appeal, the Provost and Vice President for Academic Affairs will render a final decision.
Policies and Procedures

Changes to these procedures may be made as needed to resolve problems. Any request for changes should be directed to the Vice President for Student Services. If the complaint is against the Vice President for Student Services or other officer involved in these procedures, the Provost and Vice President for Academic Affairs will designate a University employee to act in their place in these complaint procedures.

If the decision finds that the complainant falsely accused another of discrimination or harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions.

Retaliatory action of any kind by any member of the University community against anyone seeking redress under these procedures, cooperating in the investigation, or other participation in these procedures is prohibited and will be regarded as the basis for disciplinary action.

In cases of discrimination or sexual harassment, the complainant may, at any time during the informal or formal procedure at National University, file a complaint with:

Office for Civil Rights
U.S. Department of Education
50 United Nations Plaza, Room 239
San Francisco, California 94102

The University will complete its investigation and make findings on a complaint filed at the University, even if a complaint has also been filed with the Office for Civil Rights.

Student Discipline

Students are expected to conduct themselves in a responsible manner that reflects ethics, honor and good citizenship. They are also expected to abide by the regulations of the University. It is the students' responsibility to maintain academic honesty and integrity and to manifest their commitment to the goals of the University through their conduct and behavior. Any form of academic dishonesty, or inappropriate conduct by students or applicants, may result in penalties ranging from warning to dismissal, as deemed appropriate by the University. Students will be informed in writing of the nature of the charges against them, they will be given a fair opportunity to refute the charges and there will be provisions for appeal of a decision.

Drug and Alcohol Policy

The “Drug-Free Schools and Communities Act Amendments of 1989” (Public Law 101–226) clearly stated the position which universities are expected to take with regard to drug and alcohol abuse. In support of the purpose of this legislation National University wishes to make known its concern for the health and well-being of all members of the University community—students, staff, and faculty—as well as the health and well-being of the community as a whole.

National University policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Such prohibition specifically includes, without limitation:

• Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana.
• The sale of any controlled substance which is in violation of local, state, or federal statutes.
• Giving alcohol to any person under the age of 21 or the use of alcohol on campus, unless at a specifically authorized university activity.
• Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.

Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both. Disciplinary actions for violations by students will be determined by a Hearing Committee according to the process outlined in “Hearing Procedures” below.

Academic Dishonesty

Academic dishonesty includes cheating, plagiarism and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Below is a list of some of the forms academic dishonesty may take.

• Using or attempting to use unauthorized materials, information, or study aids in any academic exercise
• Submitting work previously submitted in another course without the consent of the instructor
• Sitting for an examination by surrogate or acting as a surrogate
• Representing the words, ideas, or work of another as one's own in any academic exercise
• Conducting any act that defrauds the academic process

Plagiarism is the presentation of someone else’s ideas or work as one’s own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form is a grave offense and will not be tolerated.

If an instructor determines there is sufficient evidence of academic dishonesty on the part of a student, the instructor may exercise one or more of the following options:

• Require a timed writing sample to be written on the assigned topic to determine the veracity of the suspicion
• Require that the work be rewritten
• Issue a lowered or failing grade for the assignment
• Issue a lowered or failing grade for the course
• Request formal disciplinary action by the Judicial Affairs Officer

If a student’s assignment or course grade is lowered on the grounds of academic dishonesty, the instructor must inform the student that academic dishonesty figured into the calculation of the grade. The student may exercise his/her right to appeal the grade by requesting a disciplinary hearing, convened by the Judicial Affairs Officer.

It is the instructor’s responsibility to report any reasonable suspicion of academic dishonesty to the Judicial Affairs Officer so that such behavior may be monitored and repeat offenders identified. Notification may be made through one’s department chair. Upon request for disciplinary action or upon repeated offenses, the Judicial Affairs Officer will initiate hearing proceedings that may result in disciplinary action such as probation, suspension, or expulsion.

Avoiding Plagiarism

Students must give credit for any information that is not either the result of original research or common knowledge. For example, it would be necessary to give credit to an author who provided an argument about the strategic importance of the Emancipation Proclamation in the American Civil War. Conversely, major historical facts, such as the dates of the American Civil War, are considered common knowledge and do not require that credit be given to a particular author.
If a student borrows ideas or information from another author, he/she must acknowledge the author in the body of the text and on the reference page. If a student borrows the words of another author, he/she must be careful to use the author’s exact words, enclose them in quotation marks, and cite the source in the body of the text and also on the reference page. If students are unsure whether or not they should cite, they are encouraged to cite. They are also encouraged to ask their instructors for guidance on this issue. Students might also visit the writing centers, consult writing handbooks such as the Essential Little Brown Handbook and for formatting questions refer to manuals such as The MLA Handbook for the Humanities, The Publication Manual of the APA for social sciences and business and The CBE Style Manual for natural and applied sciences.

Civility in the Classroom: A Code of Classroom Etiquette

Freedom of speech and expression is valued not only throughout society but also, and particularly, in the academic setting. No more is this so than in the classroom. As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following code of classroom etiquette has been established.

- When participating in class dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed.
- Conflicting opinions among members of a class are respected and responded to in a professional manner.
- No side conversations or other distracting behaviors are engaged in during class discussions or presentations.
- No offensive comments, language, or gestures are part of the classroom environment.
- Cell phones and other electronic devices (notebooks excepted) are placed in the “off” mode during class time.
- Children and pets (guide dogs excepted) are not brought to class.

Adherence to this code of etiquette will enable students to receive the most from their academic endeavors and should be seen as a regular and voluntary compact among faculty and students. Any infraction of this code, however, that is deemed to be materially or substantially disruptive of the learning environment is cause for removal of a student from a class or for student disciplinary proceedings.

Reasons for Probation, Suspension and Dismissal of Students

Students may also be disciplined for any of the following reasons:

- Academic dishonesty
- Forgery, altering University documents, or knowingly providing false information
- Disruption of the educational or administrative process of the University, by acts or expression
- Physical abuse or threat of abuse to students, University employees, or their families
- Verbal abuse or intimidation of students or University employees including shouting, use of profanity, or other displays of hostility
- Theft of University property or the property of a University employee, student, or visitor
- Vandalism or unauthorized destruction of University property or the property of a University employee, student, or visitor
- Sale or knowing possession of illegal drugs or narcotics
- Use of or being under the influence of alcohol on campus
- Possession, use, or threats of use of explosives or deadly weapons on University property
- Sexually explicit, indecent, or obscene behavior on University property or by any means of communication, including the Internet
- Sexual harassment
- Sexual assault
- Soliciting or assisting another in an act that would subject students to a serious University sanction
- Trespassing in an area of the University where the student is not authorized to be, or failure to leave immediately an area when directed by an employee of the University
- Using University equipment or networks to violate software copyrights
- Violation of the University’s visitor policy
- Violation of the University’s animal policy
- Violation of the University’s computer regulations
- Violation of any other lawful policy or directive of the University or its employees.
- Any action that would grossly violate the purpose of the University or the rights of those who comprise the University

Disciplinary action may include probation, suspension, or dismissal from the University. Students suspected of committing any violation of University policy are accorded procedures consistent with fair process typically before disciplinary action is imposed. However, in appropriate circumstances, students may be suspended prior to a hearing.

Any violation of University policy (including all forms of academic dishonesty) can result in a student being barred from graduate or professional schools at this or other universities. In addition, violating University policy can make a student ineligible for government commissions or other employment.

When a violation has occurred, an incident report, including the date, time and circumstances of the alleged act, must be submitted to the Office of Student Affairs. This report includes a description of the actions of all parties involved, names of witnesses available and documentary evidence that supports the charge. Students wishing to report a violation should file the report through the Director/Associate Director of Student Services, or a full-time/associate faculty member.

Upon receipt of the report, the Student Judicial Affairs Officer will determine if a University policy may have been violated by the student. If there is insufficient information to make that determination, the Judicial Officer will notify the person making the report. If there is sufficient information, the Judicial Officer will contact the student and initiate an investigation.

If the investigation indicates that a violation of the code of conduct has occurred, the Judicial Officer will contact the student in writing informing the student of the charges in sufficient detail, including the time and place the alleged violation occurred and the penalty that would be appropriate if the student did in fact violate the policy. If circumstances warrant it, the student may be given the option of waiving a hearing and accepting a lesser penalty. In cases that go to a hearing, disciplinary action is determined by the hearing committee. See Hearing and Appellate Procedures below.

Hearing Procedures

Hearing committees consist of three members. The Judicial Officer appoints two members from the University faculty or administrative staff and the student selects one member from the University faculty. If the student fails to provide the name of a faculty member, the Judicial Officer will select the third member. The Judicial Officer also designates the chairperson to conduct the proceedings and report the
Policies and Procedures

committee’s decision. Members of hearing committees must be unbiased and must not have had direct involvement in the case prior to the hearing.

Parties to the hearing are notified in writing of the hearing date, time, location and procedures at least seven working days before the hearing.

Hearing procedures include the following:

- A written or electronic record of the proceedings is maintained. The hearing is closed and members of the committee will take reasonable precautions to ensure that the proceedings remain confidential, unless disclosure is required by law. A scribe or technician may be present to record the minutes.
- The proceeding is not governed by formal rules of evidence or by trial-like procedures. The procedures are those used by reasonable persons conducting a serious proceeding. The chairperson rules on all procedural questions.
- The chairperson reads the charges or complaint to the committee.
- Each side presents its case.
- Members of the committee have the right to question any of the parties or witnesses.
- Parties may be advised by legal counsel, but legal counsel may not be present during the hearing.
- The chairperson may terminate a party’s right to address the committee if the party becomes abusive or persists in presenting irrelevant evidence or information.
- If either party fails to appear, the hearing will continue as if the absent party were present.
- The failure of any party to appear without justifiable cause will terminate that party’s right to appeal.
- After the hearing, the committee deliberates and renders a decision by simple majority based on a preponderance of the evidence. If the committee decides to impose a penalty, it specifies the disciplinary action to be imposed.
- The Judicial Officer and the committee chairperson send written notification of the committee’s decision and of the right to appeal it.

Appellate Procedures

Students who believe they have been wrongfully or excessively penalized may appeal the hearing decision. Such an appeal must be requested in writing within 30 days of notification of the action and must be directed to the Provost and Vice President for Academic Affairs. In order for the Provost and Vice President for Academic Affairs to convene an appeals committee, a student must establish that there is sufficient cause for such an appeal. It is the responsibility of the student to submit a clear, coherent, written statement providing the basis for the appeal, including any supporting documentation. For an appeal to be granted, the student must present:

- a reasonable possibility that the unfavorable decision was clearly wrong, given the hearing committee’s interpretation of the evidence or in the disciplinary action imposed.
- new evidence that was not available for presentation at the original hearing and which, if true, creates a reasonable probability of a different decision. In addition, a satisfactory explanation must be provided for the failure to present such evidence at the hearing.

At the discretion of the Provost and Vice President for Academic Affairs, any disciplinary action previously imposed may be suspended pending disposition of the appeal.

The Provost and Vice President for Academic Affairs will appoint a panel of three individuals from the University’s faculty, administration, or both, and will designate one of them to conduct appeal proceedings. Members of the committee must not have had direct involvement in the case prior to the appellate hearing. A meeting time is arranged within 30 days of receiving of the request for an appeal. All relevant information is then considered by the committee, including the record of the proceedings of the original hearing, written statements of the case and the testimony of any witnesses for each of the opposing parties and any new evidence presented.

The hearing procedures for the appeal will be identical to the procedures for the original hearing (see Hearing Procedures). The appeal committee will make every attempt to render a decision within 10 working days from the date of the hearing. The committee may recommend to uphold the previous decision, mitigate sanctions, or dismiss all charges or complaints. The chairperson of the committee will send a written report of the appeal committee’s recommendation, including a description of the appeal and the rationale for its recommendation, to the Provost and Vice President for Academic Affairs. Within fourteen days of receiving the recommendation, the Vice President will send written notification of his/her decision to the student. This decision is final.

All documentation for all hearings will be kept on file.

Disciplinary expulsions are noted on student transcripts. Probation and suspension are also noted on transcripts but only for the duration of the probation or suspension.

Any retaliatory action of any kind by an employee or student of the University against any other employee or student of the University as a result of that person’s seeking redress under these procedures, cooperating in an investigation, or other participation in these procedures is prohibited and will be regarded as the basis for disciplinary action.

Hearing Rights

In disciplinary, administrative, grievance and appeal hearings, parties have the following rights:

- To be present during the hearing
- To be informed of all the evidence received by the committee
- To present witnesses
- To challenge or rebut evidence or testimony presented by the opposing party
- To submit evidence on behalf of their own position
- To make a summary argument and to respond to the argument of the opposing party to bring another person to the hearing as support or as a spokesperson.

Policies and Procedures for Credential Programs

In addition to the admission requirements spelled out in “Academic Information for Graduate and Credential Students,” students entering credential programs in the School of Education must also meet the following requirements.

Additional Admission Requirements

All credential students must attend a Faculty/Credential Advisement orientation seminar and complete a candidate statement within 30 days of starting their first course or pre-requisite course. The
candidate statement must be reviewed and signed by the faculty advisor for admission to the School of Education.

Students must complete the credential packet and return this to the credential advisor within 30 days to avoid evaluation or scheduling errors.

Students are not eligible for financial aid until all paperwork is complete.

Students transferring from a teacher education program at another university must provide a letter of good standing. A maximum of 13.5 quarter units may be accepted in transfer for unit credit and/or course content.

Students must obtain a Certificate of Clearance from the California Commission of Teacher Certification before entering schools for fieldwork.

Program Advisement

All students will be assigned a faculty advisor at the required Faculty/Credential Advisement orientation that is required for admission to the School of Education. Students are expected to meet periodically with the faculty advisor and credential advisor throughout the program.

The Student Agreement

To ensure that graduates of National University’s credential programs are able to meet the legal requirements of the California Commission on Teacher Credentialing (CCTC), all applicants for admission to education credential programs must enter into a student agreement. A copy of the student agreement is contained in the credential information packet that is available from a credential advisor in the advisement orientation meeting.

The student agreement gives National University the right to suspend or terminate the student’s participation in the credential program upon a showing that the student has:

- committed acts or engaged in conduct that could constitute grounds for denial of a credential;
- failed to demonstrate the requisite skills and qualifications to satisfy the requirements for a credential; or
- demonstrated other qualities or behaviors enumerated in the student agreement inconsistent with National University’s recommendation of the student for an education credential. The student agreement also authorizes National University to release to the Commission all pertinent information pertaining to the student’s qualification or fitness for a credential.

Student Assistance, Notice of Need to Improve, and Dismissal from Program

National University is committed to maintaining quality standards throughout its credential and master’s programs and to graduating competent, professional educators. As required by CCTC, National University identifies and assists students who need special help, and it retains in its programs only those students who are suited for entry to or advancement in the education profession. The CCTC is charged by the State with evaluating the moral character and fitness of all persons who wish to teach or perform certified services in California public schools. Every person who is an applicant for, or who now holds, any credential, certificate, permit, or license authorizing service in California public schools is answerable to the CCTC and the Committee on Credentials for his or her fitness-related conduct.

California’s Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel (2002), available on the CCTC website at www.ctc.ca.gov, address the legal, ethical, and behavioral standards to which all such persons must adhere.

If a student is identified as being deficient or needing assistance to meet program standards at any point during his or her program, the student’s instructor of record during course work or University supervisor during a fieldwork assignment will issue the student a Professional Performance Evaluation form. The form will indicate one of three possible actions that the instructor/supervisor intends to recommend to the lead faculty in the program:

1. The student is identified as needing improvement in designated areas. A plan of improvement, with an expected date of completion, is attached to the form. The student will be permitted to continue taking classes or continue in his/her fieldwork assignment while completing the plan.
2. The student is identified as needing improvement in designated areas. The student receives a failing grade in the class or an unsatisfactory grade in the fieldwork assignment. A plan of improvement, with an expected date of completion, is attached to the form. The student will not be permitted to continue taking classes or continue in his/her fieldwork assignment until the plan is completed and the class or fieldwork assignment is re-taken, at the student’s expense.
3. The student is identified as being unsuited for the education profession and is recommended for dismissal from the program.

Upon receiving a Professional Performance Evaluation form, the student will meet with his/her instructor of record or University supervisor, along with the regional lead faculty and/or the lead supervisor. This Faculty Assistance Team will discuss any recommended plan of improvement with the student and will later meet with the student to evaluate the student’s performance of the expectations listed on the plan.

If the candidate is allowed to continue in the program and receives a second unsatisfactory grade in a practicum or student teaching assignment, the student will be recommended for dismissal from the program. The process for a hearing and appeal, upon recommendation for dismissal from a program, is outlined in the Academic Dismissal Procedure under Academic Information for Graduate Degrees and Credentials in this catalog.

Credential Candidate Placement File Service

When requested, the School of Education provides a placement file service for credential candidates. A placement file contains a standardized resume form, two student teacher evaluations and standardized resume form, two student teacher evaluations and three letters of recommendation. Placement files are prepared and sent to school districts upon written authorization from the student.
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Academic/Admissions Advising

Persons seeking admission to undergraduate studies at National University are unique in their specific circumstances and needs. Consequently, applicants are interviewed by an admissions advisor. The admissions advisor discusses applicants’ specific requirements for admission at the initial interview. All prospective and registered students receive a nine-digit student number.

Faculty Advising

Upon admission to the University, students are assigned faculty academic advisors to assist them in making appropriate decisions about educational and career-related issues. Faculty academic advisors give students the benefit of experience in professional practice and insight gathered from years of formal study in higher education. Students should direct requests for information about curriculum content, course requirements, proficiency examinations, and program goals to their faculty advisor as well. Faculty advisors help students meet University academic regulations and standards.

Use of Social Security Number

Applicants must include their Social Security Number where indicated on the application for admission forms. The Social Security Number is used to identify student records, including records for financial aid eligibility and the disbursement and repayment of financial aid and other debts payable to the University.

Qualifications

Applicants for admission to an undergraduate degree program must meet the following requirements:

1) High school graduates applying for enrollment at National University must have a high school GPA of 2.0.

2) Applicants must submit evidence of their ability to benefit from the University’s educational program. Such evidence can include any or all of the following: the student’s academic record in other institutions, test scores, interviews, professional experience, motivation and educational objectives.

3) Applicants who have completed fewer than 90 quarter (60 semester) units of transferable college credit must have graduated from high school, passed a high school-level G.E.D. test (standard score for each section must be at least 40 with an overall score of 225), or received a Certificate of Proficiency from a State Department of Education to be accepted on a provisional basis.

4) High school graduates transferring from regionally accredited colleges and universities are admitted as degree students if their cumulative grade point average is 2.0 (C) or better. Applicants with a grade point average below 2.0 may be admitted on probation if the Committee on the Application of Standards determines that there is sufficient evidence of potential to complete college studies.

5) Applicants must also:
   a. Complete an application for admission
   b. Execute an enrollment agreement
   c. Pay an application fee of $60
   d. Complete the requisite parts of the Accuplacer evaluation process

The Committee on the Application of Standards must approve any exceptions to the above admissions requirements.

Mathematics and English Evaluation

All entering undergraduate students take the Accuplacer mathematics and English evaluation as part of the admissions process. The results of the evaluation are printed immediately and copy is provided to students. Regardless of previous academic background, all students applying to any nursing program must complete both the mathematics and English ACCUPLACER exams.

First-time undergraduate students can take the Accuplacer evaluation tests once at no charge. Subsequent evaluations can be repeated after 14 days for a $5 fee a maximum of 3 times.

Mathematics Placement

Students may request transfer credit for lower division college-level mathematics courses completed elsewhere with a grade of “C” or better. Students without transferable mathematics credits will be matriculated for the pre-collegiate mathematics sequence, MTH012A and MTH012B, to be completed prior to college-level mathematics. Students may test out of one or both of these classes through successful placement by Accuplacer.

English Placement

Students may request transfer credit for lower division college-level English courses completed elsewhere with a grade of “C” or better. Students without transferable English credits will be matriculated for the pre-collegiate English course, ENG013, to be taken prior to college-level English. Students may test out of ENG013 through successful placement by ACCUPLACER.

MTH012A, MTH012B, and ENG013 do not grant collegiate credit. Grading is S/U only.

Provisional Acceptance

National University grants provisional admission to applicants for an undergraduate degree program if the official documents required to determine eligibility for admission, transfer credit, or advanced standing are not immediately available. To be provisionally admitted, applicants must provide preliminary documentation of prior education even if the records are not official. When the University receives the required official documentation, students are considered for official acceptance. Applicants are advised at their initial interview with an advisor that their degree plan may require changes following an evaluation of official transcripts and any other pertinent documents.

Undergraduate students may complete only three courses during provisional admission to provide time for receipt of official transcripts from each college attended, CLEP scores, official military documents, high school transcripts, G.E.D. or high school proficiency certificates, and/or other documents required for evaluation. If the Office of the Registrar does not receive all required documentation within three months of the start of the first class, the students must temporarily interrupt studies until the registrar receives all official documents. Course work completed satisfactorily during provisional admission counts toward graduation if it is consistent with specific degree program requirements.

Probationary Acceptance

Prospective students who are ineligible for admission must apply to the Committee on the Application of Standards. If the committee
Evaluation has occurred. Federal regulations require the University to
applications for financial assistance cannot be certified until
additional months or if a student decides to change their academic
program.

Degree audit guarantees that a student will not be required to take
additional units unless studies are interrupted for a period of 12 or
more months. Students may view their degree audit online through the
student portal. The Office of the Registrar makes the official determination regarding the
official determination of the required course of
study for a student’s degree and is the final step in the admission
process. After the Office of the Registrar receives all official
transcripts and other documents required for admission, the records
students who have been accepted as candidates for a degree are
evaluated for transferability of credit. The course of study that a
student discussed with an advisor at the initial admissions interview
is only an estimate of the course requirements for a degree. The
Office of the Registrar makes the official determination regarding the
applicability of previous course work toward meeting the
requirements of a particular degree. Students will be notified once
their transfer credit has been evaluated. After evaluation, students
may view their degree audit online through the student portal. The
degree audit guarantees that a student will not be required to take
additional units unless studies are interrupted for a period of 12 or
more months or if a student decides to change their academic
program.

Applications for financial assistance cannot be certified until
evaluation has occurred. Federal regulations require the University to
determine the appropriate grade level for funding purposes.

Transcript Requests of Other Institutions

Transfer credit earned at other institutions cannot be considered
without official transcripts. Because of the volume of coursework
that may be transferable for undergraduate students, the University
will process on their behalf the initial request for all domestic
transcripts, including payment of associated fees. If a transcript has
not arrived within six weeks, the registrar’s office will submit a
second request and notify the student that a transcript is still
outstanding. Thereafter, it becomes the student’s responsibility to
ensure that the University receives the document. When the
admission process is complete, any further acquisition of transcripts
is the sole responsibility of the student.

The university will not process requests for foreign
transcripts/documents. Students who have attended institutions in
foreign countries must acquire official transcripts/documents
themselves.

Official transcripts should be sent by the issuing institution directly to:

Office of the Registrar
National University
11355 North Torrey Pines Road
La Jolla, California, 92037-1011

The Office of the Registrar will not accept hand-carried transcripts or
transcripts “issued to student” as official documents unless in a
sealed envelope from the issuing institution.

Transcripts from other institutions that have been presented for
admission or evaluation become a part of the student’s academic file
and are not returned or copied for distribution.

Evaluation

Evaluation is the official determination of the required course of
study for a student’s degree and is the final step in the admission
process. After the Office of the Registrar receives all official
transcripts and other documents required for admission, the records
students who have been accepted as candidates for a degree are
evaluated for transferability of credit. The course of study that a
student discussed with an advisor at the initial admissions interview
is only an estimate of the course requirements for a degree. The
Office of the Registrar makes the official determination regarding the
applicability of previous course work toward meeting the
requirements of a particular degree. Students will be notified once
their transfer credit has been evaluated. After evaluation, students
may view their degree audit online through the student portal. The
degree audit guarantees that a student will not be required to take
additional units unless studies are interrupted for a period of 12 or
more months or if a student decides to change their academic
program.

Applications for financial assistance cannot be certified until
evaluation has occurred. Federal regulations require the University to
determine the appropriate grade level for funding purposes.

Readmission Procedures

Students who are in good standing and have not satisfactorily
completed a course in their program over a 12-month period may be
readmitted to the University upon application. They are required to
follow the policies of the catalog in effect at the time of readmission and pay a readmission fee.

Sources of Credit

Transfer Credit

National University accepts credits from regionally accredited
institutions. It may also accept credits from institutions that are
accredited by an agency which is a member of CHEA, provided that
the academic quality of the institutions can be verified and the
credits otherwise comply with National University guidelines. National University may also accept credits from collegiate
institutions which are accredited by non-CHEA member agencies
provided they are recognized by the United States Secretary of
Education. Transfer of credits from agencies which are not CHEA
members are subject to additional scrutiny to validate that their
academic programs adhere to the standards of institutions accredited
by CHEA members. Transfer of credit from any collegiate institution
will be accepted only if they apply to the student’s degree or
certificate program and are comparable in nature, content, and level
of credit to similar course work offered by National University.
Transfer students must have been in good standing and eligible to
return to the last institution in which they were enrolled.

National University makes transfer credit decisions based upon its
assessment of the collegiate institution and the circumstances and
performance of the student. For students transferring from non-
regionally accredited institutions, National University may accept
fewer transfer credits, require the student to have earned minimum
grades at the issuing institution, or accept transfer credit on a
provisional basis to be validated by satisfactory course work in
residence. Under no circumstances will National University accept
transfer credit for a course in which the student earned a “D” grade.

Collegiate

The maximum number of lower-division credits acceptable for
transfer to an associate degree program is 58.5 quarter units (39
semester units). For a baccalaureate degree program, no more than
103.5 quarter units (69 semester units) are allowed.

The maximum number of upper-division credits acceptable for
transfer is 40.5 quarter units (27 semester units). Exceptions to this
policy are determined by the Committee on the Application of
Standards. A total of 36 quarter units (24 semester units) may be
accepted from the extension division of a regionally accredited
university. Up to 9 quarter units (6 semester units) are allowed for
correspondence courses from a regionally accredited institution. In
either case, only credits that the previous institution accepts toward
degree requirements are transferable.

The maximum credit allowed in transfer for vocational/technical
courses is 18 quarter units (12 semester units). For basic skills
courses, only credits that the previous institution accepts toward
degree requirements are allowed for transfer.

Non-collegiate

The maximum number of credits acceptable for non-collegiate
learning is 58.5 quarter units (39 semester units) for an associate
degree, with a cumulative total of 67.5 quarter units (45 semester units) for a baccalaureate degree. The credits may be from the following sources:

- A maximum of 67.5 quarter units (45 semester units) may be earned at the lower-division by CLEP examinations.
- No more than 22.5 quarter units (15 semester units) may be earned for:
  1) DANTES independent study/credit-by-examination courses
  2) ACT PEP: Regents College Examinations
  3) Credit recommended in the National Guide to Credit Recommendations for Non-Collegiate Courses (American Council on Education [ACE]) or the Directory of the National Program on Non-Collegiate Sponsored Instruction (PONSI).
  4) Local, state and federal law enforcement training recommended by ACE or PONSI and such credit as is listed on a transcript from a regionally accredited college.
  - A maximum of 22.5 quarter units (15 semester units) may be allowed for departmental examinations at National University.
  - A maximum of 45 quarter units (30 semester units) may be allowed for military experience and military schools that have been evaluated by ACE.
  - A maximum of 45 quarter units (30 semester units) of lower-division credit may be awarded for clinical courses for a registered nurse who is a graduate of a three-year hospital nursing school. Up to 22.5 quarter units (15 semester units) of additional lower-division credit may be granted for academically equivalent coursework.

**CLEP General Examinations**

The University awards credit for successful completion of CLEP general examinations to meet general education requirements. The mathematics general examination does not earn credit for any specific general education mathematics requirement. Therefore, it is recommended that students complete the mathematics evaluation prior to taking the mathematics CLEP exam.

Students who plan to use their CLEP scores for purposes other than earning a degree at National University, such as transferring to another institution or establishing eligibility for law school admission, should take a nationally administered CLEP examination. CLEP testing is available at select National University campuses.

**CLEP Subject Examinations**

Credit for successful completion of CLEP subject examinations can be applied to meet general education, preparation for the major, or general lower-division elective credit. With the exception of the French, German, Spanish and Introduction to Accounting examinations, 4.5 quarter units of credit are awarded for each subject examination passed according to ACE guidelines. The French, German, or Spanish language examinations can award up to 18 quarter units and Introduction to Accounting can award up to 9 quarter units of credit.

**Note:** Effective July 1, 2002 the Educational Testing Service only makes available CLEP Subject Matter Examinations. However all General CLEP Examinations taken prior to this date are accepted in transfer up to a maximum of 27 quarter units or 18 semester hours. General CLEP examinations can only be applied to the General Education area.

**DANTES Defense Activity for Non-Traditional Education Support**

DANTES Subject Standardized Tests (DSTTs) demonstrate college-level learning acquired outside of the college classroom. The tests cover material usually taught in one-semester or one-year, post-secondary courses. Credit for successful completion of DSSTs can be applied toward general education, preparation for the major, or general elective credit. Most tests grant three semester units (4.5 quarter units) of credit. The total number of units awarded for subject exams cannot exceed 22.5 quarter units (15 semester units).

DSST tests are available to military personnel through the Education Services Officer.

**Advanced Placement Exams**

National University awards college credit for advanced placement exams passed with a score of 3 or better.

**ACT PEP Regents College Examinations**

The examinations assess college level competence acquired in non-campus settings in more than 40 arts and sciences, business, education and nursing subjects. Credit for successful completion of an ACT PEP/RCE examination can be applied toward general education, preparation for the major, or general lower-division elective credit. Most examinations are for three or six semester units (4.5 or 9 quarter units) of credit. The total number of units awarded for subject exams cannot exceed 22.5 quarter units (15 semester units).

ACT PEP/RCE registration bulletins are available at the Career and Assessment Center in San Diego. Students should contact the CAC for further details about testing sites.

**National University Credit by Examination**

Currently enrolled students can obtain credit for undergraduate courses by departmental examination when training or experience appear to provide a proficiency in the subject matter of an approved course. Only a limited number of courses are approved for credit-by-examination. Students cannot challenge courses that are in the same area as an advanced course taken at National University. Students can obtain applications for credit-by-examination from their advisors. Students must submit their petitions after they are matriculated at the University and before they complete their ninth course. Approval must be granted by the Office of the Registrar and the students must pay a $100 fee to the business office. Students must take the examination within 30 days following the approval.

All credit-by-examination must support the objectives of the student’s degree program and cannot exceed 13.5 quarter units in an associate degree program or 22.5 quarter units in a baccalaureate degree program, including credits earned toward an associate’s degree. Of the 22.5 quarter units permitted in a bachelor’s degree, 13.5 may consist of departmental examinations to replace lower-division work and 9 quarter units to replace upper-division work, or vice versa. Students can earn no more than 9 quarter units in their major or minor by departmental examination. All grades are final. Students cannot repeat a credit-by-examination if a previous attempt was unsuccessful.

Credit from departmental examination is counted toward graduation, but no grade points are assigned or included in calculating grade point averages nor is the credit used to meet residence requirements.

**Credit Granted for Military Education**

To be awarded credit for courses taken at military service schools on
an equivalency basis, students must submit proof of discharge (Form DD-214), an “Application for the Evaluation of Educational Experiences during Military Service” (DD-295), or a Military Smart Transcript.

Credit may also be accepted from non-collegiate courses that are specifically listed in "A Guide to Educational Programs in Non-collegiate Organizations." Students must present appropriate transcripts, certificates, or other official documents before an evaluation can be made.

Credits for military schools and non-collegiate approved courses apply directly to undergraduate work as it relates to the level and content of the particular degree program.

Course Waivers and Challenge Exams

Waiver Based on Prior Training or Experience

Occasionally, students may request to waive a course based on previous training or experience. If the student can demonstrate mastery of a subject, the department chair must submit a recommendation to the Committee on the Application of Standards to allow the student to waive the particular course.

A course waived by the Committee on the Application of Standards exempts a student from that course. Units are not awarded for a waived course, so the student may need to take a different course in its place in order to meet the overall unit requirement for the degree.

Challenge by Examination

Waivers for certain University courses can only be established by departmental examination. Typically, the courses that require a departmental examination to establish an exemption (waiver) are courses in computer science, mathematics, technical subjects, or those required for licensure or a credential.

Procedures to challenge a course by examination are identical to the credit-by-examination procedures explained above, but the fee for a challenge-by-examination is $50 rather than $100. Also, no credit is awarded for a waived course.

Servicemembers Opportunity College (SOC) Agreement

National University is a member of Servicemembers Opportunity Colleges (SOC) and participates in the SOCNAV, SOCMAR, SOCCOAST, and SOCGUARD associate and bachelor’s degree programs for Navy, Marine Corps, Coast Guard, and National Guard personnel and their adult family members. The SOC network programs provide active duty personnel with a means to earn an undergraduate degree from National University if transferred before completion of the required course work.

National University issues a SOC Student Agreement to every active-duty service member admitted, provided that the University has received all transcripts and other required documents such as the DD295 or Smart Transcript, and that the student has satisfactorily completed one 4.5-quarter unit course in residence. Service members who enrolled prior to January 1, 1999, who wish to obtain such an agreement, must submit a written request to the Office of the Registrar for an official evaluation, provided all required documents are on file. National University extends the Student Agreement process to service members of all military branches and their adult family members.

Participation in the SOC network system begins when a Student Agreement is issued. This agreement guarantees that National University will accept transfer credit from SOC member colleges and will confer the undergraduate degree upon successful completion of all academic requirements. A SOC Student Agreement is valid for a period of seven years. To be eligible for an associate or bachelor’s degree from National University under the terms of the Student Agreement, students must complete at least 18 quarter units in residence at National University. Military students should contact the Transfer Specialist in the Office of the Registrar for further information.

Approval for the Training of Veterans

National University is approved for the training of veterans under Title 38 of the U.S. Code, Chapters 30, 31, 32, 34 and 35. The University is also authorized for active duty tuition assistance.

National University notifies the Veterans Administration within 30 days upon a change of status of any veteran or eligible person who ceases to make satisfactory progress.

Grades and Grading System

Students who have more than three absences, excused or unexcused, cannot be given a satisfactory grade.

Definition of Grades

A Outstanding Achievement
   Significantly Exceeds Standards

B Commendable Achievement
   Meets Standards

C Acceptable Achievement
   Exceeds Standards

D Marginal Achievement
   Below Standards

F Failing

I Incomplete
   A grade given when a student who has completed at least two-thirds of the course does not meet the requirements of the course because of uncontrollable and unforeseen circumstances. Students must communicate these circumstances (preferably in writing) to the instructor prior to the final day of the course. If an instructor decides that an “Incomplete” is warranted, they provide the student with the conditions for removal of the Incomplete in writing and file a copy with the Office of the Registrar. The file copy remains in place until the “Incomplete” is removed or the time limit for removal has passed. An “Incomplete” is not assigned when the only way the student could make up the work is to attend a major portion of the class when it is offered again. Students must resolve “Incompletes” no later than the second complete quarter following the course completion date. Students can be required to remove an “Incomplete” in a shorter period at the discretion of the instructor.

An “I” that is not removed within the stipulated time becomes
an “F.” No grade points are assigned. The “F” is calculated in the grade point average.

U Unsatisfactory
A permanent grade indicating that a credit attempt was not acceptable. An “Unsatisfactory” grade merits no grade points and is not computed in the grade point average.

W Withdrawal
Signifies that a student has withdrawn from a course after midnight of the eleventh (11th) day from the start-date of the session. Effective 01/01/2006, the withdrawal date changes to midnight of the ninth (9th) day of the session. A “Withdrawal” is not allowed after the twenty-first day of the session. This is a permanent mark with no grade points assigned.

S Satisfactory
Credit is granted but no grade points are assigned.

IP In Progress
A designation representing a sequential course in progress and that a grade will be assigned at the end of the sequence. No credit is awarded until the sequence is completed and a permanent grade is entered replacing the “IP” grade. This grade is also used for project courses that allow up to six months or more for completion. No grade points are assigned for the “IP” grade.

The following grades are assigned for selected project/practicum courses identified in the course description section of this catalog:

H Honors
Signifies “B” or better. No grade points are assigned.

S Satisfactory
Signifies average (“C”) work. No grade points are assigned.

U Unsatisfactory
Signifies no credit (“F”). No grade points are assigned.

Plus/Minus Grading
National University uses a plus/minus grading system. The grades of A+, F+, and F- are not issued. In the plus/minus system, the grade points per credit used in the calculation of the grade point average are specified below. Instructors may elect not to use the plus/minus system. If they choose not to use this system, they must clearly state so in their course outline.

Grade Point Average Requirements
All course work completed at National University must average 2.0 or higher.

All course work completed at National University for the major or in fulfillment of upper-division requirements must average 2.0 or higher unless otherwise specified.

All course work completed at National University for the minor must average 2.0 or higher. If the required grade point average is not maintained, the minor is not included within the degree title.

Computing Grade Point Averages
To compute a student’s grade point average, the total number of credit units is divided into the total number of grade points. Course units count only once toward graduation requirements. “I,” “W,” “U,” “IP,” “H,” and “S” designations carry no grade points and are not considered when figuring the grade point averages. When a course is repeated, the higher grade is included in the calculation, but the lower grade remains part of the permanent record and is not calculated in the grade point average.

Satisfactory Academic Progress
Students attending National University are expected to maintain satisfactory academic progress in their course of study. Academic progress is defined using both a qualitative and quantitative measure. The qualitative academic progress is assessed by the grade point average (GPA) achieved at National University; the quantitative academic progress is measured through the number of quarter units satisfactorily completed.

Undergraduate students must maintain a “C” (2.0) grade point average for course work taken at National University. Students are expected to satisfactorily complete 36 quarter units per year of full-time study or 18 quarter units per year of half-time study, provided the degree requirements are completed in no more than six years.

Academic Probation
Students whose cumulative GPA falls below 2.0 for course work taken at National University are placed on academic probation. They are allowed six courses to improve their cumulative GPA to 2.0. Students on probation are given up to twelve months to complete the six courses. The twelve-month period begins upon the completion date of the course in which the cumulative GPA fell below 2.0. Students placed on academic probation are removed from this status when they have improved their cumulative GPAs to 2.0 or better.

Academic Disqualification and Reinstatement
Students on academic probation who fail to raise their cumulative GPA to 2.0 within the allotted time frame will be academically disqualified from the University. To be considered for reinstatement, they must complete twelve semester units (18 quarter units) of transferable coursework at a regionally accredited institution with a GPA of no less than 2.3 and then petition the Committee on the Application of Standards.

If the faculty determines that a student ought to be academically dismissed for reasons other than grades, they refer the matter to the Office of Student Affairs, which will initiate an administrative hearing process. The hearing process to be followed is identical to the one invoked for disciplinary actions, outlined in the Policies and Procedures section of this catalog.

Discontinuance of Study Because of Incompletes
Students who have three concurrent “Incompletes” will be prohibited from taking any further courses until all three “Incompletes” have been removed. They will be allowed to continue their programs when final grades have been received for all “Incomplete” course work and all other requirements have been met.

Repetition of Courses and Grade Changes
Students are not obligated to repeat a failed course unless it is a course required for graduation. Students may repeat, at the prevailing cost per quarter unit, any course in which an “F,” “D,” or “C-” grade was received. The original grade entry remains part of the student’s permanent record, but is not considered in computing the grade point average. In order to properly document the repeated
course, students must notify the Office of the Registrar that the course has been repeated.

No course can be repeated more than once. The Committee on the Application of Standards must authorize any exception.

All grades are final. Students will not be allowed to complete additional work after the final grade has been assigned or to repeat examinations in order to improve a grade. Students may request a review of their records if the possibility of a clerical or computational error exists. (See “Grade Appeals.”)

Second Degree from National University

A second degree from National University can be granted if all course and residence requirements for the second degree have been met. Completion of an additional minor within the same degree major does not qualify for a second degree. The number of courses for a second degree varies, but at least 45 quarter units must be completed in residence in the new degree program.

National University Memorial Degree

Since the University was founded in 1971, there have been several occasions when students have died before they were able to complete their degree studies. If it is requested by a student’s family, the board of trustees will award posthumously a memorial degree in the field of the student’s area and level of study, as long as the student was in good standing at the University. A family member may contact the University Registrar at 858-642-8260.

Catalog Rights

As long as students do not interrupt their studies at National University for a period of twelve months or more, they remain subject to the requirements of the academic program in which they enrolled that were in place in the catalog at the time of admission.

Students who change their major or minor after having been admitted to the University must follow the major and minor requirements in effect at the time of such change.

Students can elect to change to the current catalog; however, they must meet all prerequisites and requirements for general education, majors, minors, and areas of specialization in the current catalog. They cannot combine requirements from their previous catalog with those in the current catalog.

Students who are disqualified and subsequently attend the University after an absence of 12 months are subject to the requirements of the catalog in effect at the time they re-enroll in the University.

Note: Disqualified students must petition C.A.S. for possible reinstatement.

Graduation Requirements for Undergraduate Degrees

Unit Requirements

Total Number of Units

The minimum number of units required to earn an associate degree is 90 quarter units.

The minimum number of units required to earn a B.A., B.S., B.S.N., or B.B.A. degree is 180 quarter units. Depending upon the selection of a minor and the need to complete developmental or skill courses prerequisite to general education or preparation for the major courses, some students may be required to complete more than 180 quarter units for their degree.

Upper-Division Units

The total number of upper-division units required for a bachelor’s degree is 76.5 quarter units (17 courses). Upper-division courses are numbered 300 through 599.

Residency Requirements

To qualify for a certificate, students must complete two-thirds of the program at National University.

To qualify for an associate degree, students must complete a minimum of 31.5 quarter units at National University, including the general education residency course.

To qualify for a baccalaureate degree, students must complete each of the following requirements at National University:

- A minimum of 45 quarter units, at least 36 units of which must be in upper-division courses (numbered 300–599)
- At least half of the upper-division units required for the major
- At least two-thirds of the upper-division units required for the minor or concentration if a student has selected a minor or concentration

Courses taken through Continuing Education and units earned through credit-by-examination do not apply to these requirements.

General Education Requirements

The general education curriculum furnishes students with the basic knowledge necessary to pursue any degree program. Students who fulfill the curriculum gain a strong interdisciplinary liberal arts framework geared toward problem solving. This emphasis promotes self-directed research in many academic areas that have traditionally been kept separate.

The general education program consists of a minimum of 70.5 quarter units. Of the 70.5 units, students must complete at least 4.5 units at the upper division level and 4.5 units in diversity enriched course work. All undergraduate students working toward any associate or baccalaureate degree must meet the University diversity requirement.

National University has general education requirements in the following seven areas:
AREA A: ENGLISH COMMUNICATION
(minimum 15 quarter units)

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(minimum 4.5 quarter units)

AREA C: INFORMATION LITERACY
(minimum 4.5 quarter units)

AREA D: ARTS AND HUMANITIES
(minimum 13.5 quarter units)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(minimum 13.5 quarter units)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
(minimum 6 quarter units required [Note: one science lab is required])

AREA G: MODERN LANGUAGE
(minimum 9 quarter units required [Note: one science lab is required])

AREA A-G: GENERAL EDUCATION ELECTIVE
(minimum 4.5 quarter units)

Courses taken to achieve minimum levels of collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education unit requirement.

Major and Minor Requirements

Preparation for the Major
Some majors require a set of introductory and/or skills courses designed to prepare students for upper-division study. Many courses taken for this purpose can also be used to satisfy general education requirements.

Major
Students must complete a departmental major for each bachelor of arts or bachelor of science degree. Most majors consist of an integrated area of specialized study at the upper-division level and consist of at least nine courses, which total 40.5 quarter units.

Courses taken in the major or in satisfaction of the major cannot be used to meet requirements in a minor or in general education.

The required upper-division courses for the B.B.A. cannot be used to meet requirements in a minor or in general education. At least half of the required upper-division courses for the B.B.A. must be completed in residence. Units earned through credit-by-examination do not satisfy residency requirements.

Minor
Students may take any minor with any B.S., B.A., or B.B.A. degree program. Students must verify prior to requesting a change of degree plan that the particular combination being requested has not been duplicated by the major or specifically prohibited by the B.A., B.S., or B.B.A. program. Students must also meet any entry requirements and prerequisites for the requested minor.

Completion of a minor is not required. A minor consists of a minimum of six upper-division courses that total at least 27 quarter units, unless otherwise indicated. Courses in the minor do not count toward the major, but can be used to satisfy preparation for the major and general education requirements. At least two-thirds of the units in the minor must be completed in residence. Units earned through credit-by-examination do not satisfy residency requirements.

Application for Graduation

Graduation is not automatic upon the completion of degree requirements. Students must file an application in the Office of the Registrar within the designated application period for degree posting. A $100 processing fee is required at the time of application. Requirements for graduation include:

a. Satisfactory completion of one of the regular curricula of study leading to a degree with a minimum overall grade point average of 2.0 and a grade point average of 2.0 for all courses completed in satisfaction of major and minor requirements, unless otherwise specified.

b. Settlement of all financial obligations with the University

Graduation with Honors

Graduation with honors is available to students whose academic record indicates superior achievement. Earned honors are noted on diplomas and official University transcripts.

Honors for associate and baccalaureate degrees are determined only by courses taken at National University. Prerequisite courses that were required are included in the calculation of the grade point average. Honors are awarded according to the following grade point averages:

<table>
<thead>
<tr>
<th>Honors Title</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.90</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.70</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50</td>
</tr>
</tbody>
</table>

Only those students who complete 45 quarter units or more in residence in their program are considered for honors awards.

Degree Posting

Degrees are posted to transcripts after the close of each academic quarter, specifically on the third Sunday in January, April, July and October. Diplomas are mailed following degree posting.

Annual commencement exercises are held in San Diego for the San Diego and Southern regions and in Sacramento for the Northern region. Detailed information with specific instructions regarding the commencement exercises is mailed to eligible students prior to each ceremony date for those who have submitted their Application for Degree by the posted deadline to participate. Consult the University’s Website for the dates of commencement.
Academic Information for Graduate Degrees and Credentials

- Admission
- Credit
- Grading System
- Satisfactory Academic Progress
- Second Degree from national University
- Catalog Rights
- Graduation Requirements for Graduate Degrees
- Degree Posting
Academic Information for Graduate Degrees and Credentials

Admission

Academic/Admissions Advising

Persons seeking admission to graduate and credential studies at National University are unique in their specific circumstances and needs. Consequently, applicants are interviewed by an admissions advisor. The admissions advisor discusses applicants’ specific requirements for admission at the initial interview. All prospective and registered students receive a nine-digit student number.

Faculty Advising

Upon admission to the University, students are assigned faculty academic advisors to assist them in making appropriate decisions about educational and career-related issues. Faculty academic advisors give students the benefit of experience in professional practice and insight gathered from years of formal study in higher education. Students should direct requests for information about curriculum content, course requirements, proficiency examinations, and program goals to their faculty advisor as well. Faculty advisors help students meet University academic regulations and standards.

Use of Social Security Number

Applicants must include their Social Security Number where indicated on the application for admission forms. The Social Security Number is used to identify student records, including records for financial aid eligibility and the disbursement and repayment of financial aid and other debts payable to the University.

Qualifications

In addition to the general admission requirements, applicants for admission to a master’s degree program must:

1) Hold a bachelor’s degree or higher from a regionally accredited college or university where an overall grade point average of 2.5 or better was achieved, or where a grade point average of 2.75 or higher was achieved in the last 90 quarter units.

Students with a grade point average of 2.0 to 2.49 may be admitted to the University if they have a satisfactory score on one of the following tests:

- 550 on the Graduate Management Admission Test
- 480 (verbal) and 570 (quantitative) the Graduate Record Examination
- 48 on the Miller Analogies Test
- An approved, standardized program-specific exam
- (Note: National University’s College Board Institutional Code=4557)

Alternatively, students with an undergraduate grade point average of 2.0 to 2.49 may be admitted to National University if they have successfully completed 13.5 quarter units of graduate coursework with grades of “B” or better at a regionally accredited institution.

Finally, students with an undergraduate grade point average of 2.0 to 2.49 may be accepted to National University on probation (see “Probationary Acceptance” below).

2) Present preliminary documentation of prior education at the required interview with an admission advisor. Unofficial transcripts are acceptable.

3) Complete an application for admission.

4) Execute an enrollment agreement.

5) Remit an application fee of $60.

6) Complete program admission process. Any exceptions to the above admissions requirements must be considered by the Committee on the Application of Standards.

All post-baccalaureate applicants, regardless of citizenship, whose preparatory education was principally in a language other than English, must demonstrate competence in English. Those who do not possess a bachelor’s degree from a post-secondary institution where English is the language of instruction are encouraged to take the English Accuplacer evaluation as part of the admissions process.

The English Accuplacer evaluation for graduate students is advisory only and does not delay the admissions process. The results of the English evaluation are printed immediately and a copy is provided to the student. Based on the student’s score on the evaluation, the admissions advisor recommends appropriate English courses.

Provisional Acceptance

Students who want to be admitted to a credential or master’s degree program when official transcripts are not immediately available can be provisionally accepted. Students are responsible for obtaining from the college or university where they earned their baccalaureate degree an official transcript in a sealed envelope. The sealed transcript is to be sent to the Office of the Registrar of National University in a prepaid envelope provided by admissions advisors. When the Office of the Registrar receives official documentation, it considers students for eligibility.

Graduate and credential students may complete three courses while provisionally accepted in order to provide time for receipt of official transcripts. If the Office of the Registrar does not receive the required documentation within three months of the start of the first class, the students must temporarily interrupt studies until all official documents are received. Course work completed satisfactorily during provisional acceptance will count toward graduation if it is consistent with specific degree program requirements.

Probationary Acceptance

Students whose undergraduate GPA was 2.0 to 2.49 may be accepted on probation. They are ineligible for official enrollment and will not be processed for financial aid until they have completed 4.5 quarter units of graduate study with a grade of “B” or better. Students who receive a grade below “B” during the first 4.5 quarter units are disqualified. They are barred from further attendance and must apply to Committee on the Application of Standards to be considered for reinstatement.

Proof of Bachelor’s Degree

In order to expedite the admission process, graduate and credential students are asked at the time of admission to secure from the college or university where they completed their baccalaureate degree a copy of their transcript in a sealed envelope. Admissions advisors will give students a prepaid envelope addressed to the Office of the Registrar of National University in which students are to mail the sealed envelope containing the transcript. Students are advised not to open the sealed envelope of the issuing institution. Doing so will render the transcript invalid and a new one will need to be procured.
Academic Information for Graduate Degrees and Credentials

Transcript Requests of Other Institutions

Transfer credit earned at other institutions cannot be considered without official transcripts. Because the California Commission on Teacher Credentialing requires that the University possess transcripts from all institutions previously attended by credential students, the University will process on their behalf initial requests for all domestic transcripts, except a transcript showing proof of baccalaureate degree (see below), including payment of associated fees. Because some institutions take from four to five weeks to respond to a request for transcripts, students are asked to sign a “Request for Transcript” form for the above mentioned institutions when the application fee is paid. These forms are used to procure the documents. If a transcript has not arrived within six weeks, the registrar’s office will submit a second request and notify the student that a transcript is still outstanding. Thereafter, it becomes the student’s responsibility to ensure that the University receives the document. When the admission process is complete, any further acquisition of transcripts is the sole responsibility of the student.

The university will not process requests for foreign transcripts/documents. Students who have attended institutions in foreign countries must acquire official transcripts/documents themselves.

Official transcripts should be sent by the issuing institution directly to:

Office of the Registrar
National University
11355 North Torrey Pines Road
La Jolla, California, 92037-1011

The Office of the Registrar will not accept hand-carried transcripts or transcripts “issued to student” as official documents unless in a sealed envelope from the issuing institution.

Transcripts from other institutions that have been presented for admission or evaluation become a part of the student’s academic file and are not returned or copied for distribution.

Evaluation

When eligibility for admission to a master’s or credential program has been determined, students will be notified by e-mail that they may view their Degree Progress Report online. The report lists the course work and other requirements that remain for completion of the program. In the case of an entering master’s or credential students, it will list their entire program. As students progress through the program, the report will show course work already completed and the courses remaining to be completed. The report helps students, advisors, and the University to determine progress toward completion of program requirements and also serves as a graduation check.

Readmission Procedures

Students who are in good standing and have not satisfactorily completed a course in their program over a 12-month period may be readmitted to the University upon application. They are required to follow the policies of the catalog in effect at the time of readmission and pay a readmission fee.

Credit

Unit Transfer Limit

Students can transfer a maximum of 13.5 quarter units at the graduate level from a regionally accredited institution, provided the units have not been used to satisfy the requirements of an awarded degree. All transfer units must be designated as graduate work in which a grade of “B” (3.0) or better was earned. Students who believe that they have taken coursework elsewhere that is applicable to their current program may submit a Course Equivalency Form. Master’s students are responsible for providing the Office of the Registrar an official transcript showing the course work before the transfer or waiver will be processed.

Time Limit

Course work that is more than seven years old cannot be transferred into post-baccalaureate credential or degree programs. Similarly, coursework completed at National University more than seven years ago cannot be applied to post-baccalaureate credential or degree programs for re-enrolling students. Outdated courses must be repeated, or, with the approval of the school dean, a more recent, suitable course may be substituted. The Committee on the Application of Standards governs all exceptions.

Course Waivers

When a student has acquired mastery of a subject through a concentration of undergraduate courses or through considerable experience or training, the lead faculty member may recommend that a course be waived. To make such a recommendation, the lead faculty must submit a Coursework Transfer/Waiver Form. If the dean approves the course waiver, it is forwarded to the Office of the Registrar for final review. If the course waiver is approved, the student is exempt from the course. Units are not awarded for waived courses, so students must still meet the unit requirement for the degree.

Challenge by Examination

Students in the School of Education have the option to test out of EDT 608 and EDT655. In order to test out of these courses, students must follow the same procedures as outlined in Academic Information for Undergraduate Degrees under the heading “Challenge by Examination.” The fee for each challenge exam is $50 and no credit is awarded. Contact an advisor or a local representative for more information.

Credit-by-examination is not allowed at the graduate level.

Grading System

Students who have more than three absences, excused or unexcused, cannot be given a satisfactory grade.

A Outstanding Achievement

B Commendable Achievement

C Marginal Achievement

D Unsatisfactory Achievement

F Failing

I Incomplete

A grade given when a student who has completed at least two-thirds of the course class sessions is unable to complete the course requirements due to uncontrollable and unforeseen circumstances. The student must convey (preferably in writing) these circumstances to the instructor prior to the final day of the
Academic Information for Graduate Degrees and Credentials

National University uses a plus/minus grading system. The grades of A+, F+ and F- are not issued. In the plus/minus system, the grade points per credit used in the calculation of the grade point average are specified below. Instructors may elect not to use the plus/minus system. If they choose not to use this system, they must clearly state in their course outline.

Repetition of Courses and Grade Changes

Students are not obligated to repeat a failed course unless it is a course required for graduation. Students can repeat, at the prevailing cost per quarter unit, any course in which an “F,” “D,” “C,” or “B-” grade was received. The original grade entry remains part of the student’s permanent record, but is not considered as units attempted in computing the grade point average. To properly document the repeated course, students must notify the Office of the Registrar that the course has been repeated.

A course in which a “B” grade has been earned may not be repeated.

All grades are final. Students will not be allowed to complete additional work after the final grade has been assigned or to repeat examinations in order to improve a grade. Students may request a review of their records if the possibility of a clerical or computational error exists. (See “Grade Appeals.”)

Computing Grade Point Averages

To compute a student’s grade point average (GPA), the total number of credit units is divided into the total number of grade points.

Course units count only once toward graduation requirements. “H,” “L,” “IP,” “S,” “U,” and “W” carry no grade points and are not considered in computing the grade point average. When a course is repeated, the higher grade is included in the calculation. The lower grade remains part of the permanent record, but is not calculated in the grade point average.

Satisfactory Academic Progress

Graduate students must maintain a cumulative grade point average (GPA) of 3.0 for all graduate work. The cumulative GPA is calculated by taking into account all graduate-level course work that has not been applied to a completed degree. Once a degree or credential has been completed, a cumulative GPA is assigned for the course work in that degree or credential, and the calculator is reset for any future course work. If a graduate student has two or more degree and/or credential plans that are not yet completed, all the course work in those plans is used to calculate the cumulative GPA.

To meet the requirements for graduation, students must also maintain a 3.0 grade point average for their field of study and area of specialization. If the required grade point average is not maintained within a degree or credential, the calculator is reset for any future course work. If a student receives a “D” or “F” grade in a required course, the student must repeat the course in the following quarter and receive a passing grade. Students who receive a “D” or “F” in an elective course may submit a written petition to the Committee on Application of Standards to substitute another course. However, the “D” or “F” grade is still calculated in the cumulative GPA.

Academic Probation

Students who’s cumulative GPA falls below a 3.0 for work taken at National University are placed on academic probation. Students are allowed three courses to improve their cumulative grade point average to the required 3.0. Students are given six months to complete the three courses. The six-month period begins upon the completion date of the last course in which the student’s grade point average fell below the required 3.0 standard. The University recommends that any course work in which a letter grade of “C” or below was earned should be repeated while on probation.

Removal from Probation

Students placed on probation are removed from probation when they have improved their grade point average to a cumulative GPA of 3.0 or better within the stipulated probationary period.
Satisfactory grades received while on probation count toward fulfillment of degree requirements.

**Disqualification**

Students on academic probatio n, who fail to raise their GPA to 3.0 or better during their probationary period, will be disqualified from their academic program. Disqualified students cannot attend National University for the next three months. After a three-month leave from the University, students can apply for reinstatement.

Students who believe they have been unjustifiably disqualified can petition the Committee on the Application of Standards and request a reconsideration of the disqualification. In the petition, the students must identify any extenuating circumstances that led to disqualification (e.g., serious illness, death in immediate family) and must include supporting documentation.

**Reinstatement**

To be reinstated, disqualified students must petition the Committee on the Application of Standards. The petition must explain the reason for the disqualification and the steps the student has taken to remedy the issues that led to the disqualification. Students who are approved to be readmitted to the University will be placed on a “Conditional” status. Students will be placed on permanent probation after completion of the required conditions set forth by the C.A.S. Committee if their cumulative GPA has improved to the required 3.0.

**Discontinuance of Study Because of Incompletes**

Students who have three concurrent “Incompletes” will be prohibited from taking any further courses until all three “Incompletes” have been removed. They will be allowed to continue their programs when final grades have been received for all “Incomplete” course work and all other requirements have been met.

**Academic Dismissal**

Graduate students who were disqualified from and reinstated to their academic program on a status of permanent probation, must maintain a cumulative GPA of 3.0 or better. A cumulative GPA that falls below a 3.0 will result in academic dismissal. Students who believe they have been unjustifiably dismissed can appeal to the Committee on the Application of Standards and request a reconsideration of the dismissal.

If the faculty determines that a student ought to be academically dismissed for reasons other than grades, they refer the matter to the Office of Student Affairs, which will initiate a hearing process. The hearing process to be followed is identical with the one invoked for disciplinary actions.

**Second Degree from National University**

Students can obtain a second master’s degree from National University if they have met all course and residence requirements for the second degree. Completion of an additional area of specialization within the same degree does not qualify for a second degree. The number of courses required for a second degree varies, but at least 40.5 quarter units must be completed in residence in the new degree program. Units earned toward the first master’s degree cannot be applied toward the second.

Note: An M.A. in Human Behavior cannot be earned after an M.A. in Counseling Psychology degree has been earned.

**Catalog Rights**

As long as students do not interrupt their studies at National University for a period of twelve months or more, they remain subject to the requirements of the academic program in which they enrolled that were in place in the catalog at the time of admission.

Students who change their academic program after admission must follow the requirements in effect at the time of such change.

Students can elect to change to the current catalog. However, they must meet all prerequisites and requirements for their academic program that are in effect in the current catalog. They cannot combine requirements from their previous catalog with those in the current catalog.

Students who are disqualified and subsequently attend the University after an absence of 12 months are subject to the requirements of the catalog in effect at the time they re-enroll in the University.

Note: Disqualified students must petition C.A.S. for possible reinstatement.

**Graduation Requirements for Graduate Degrees**

**Field of Study and Area of Specialization Requirements**

Each master’s degree has been structured to delineate the program prerequisites, field of study, areas of specialization, and electives that constitute the requirements for the degree. Each degree has a designated field of study that consists of at least six courses, which total at least 27 quarter units. Not all degrees have areas of specialization.

**Unit and Residency Requirements**

Graduate degrees require the completion of a minimum of 45 quarter units. Students must earn a minimum of 40.5 quarter units at National University and must complete half of the field of study and three-fourths of the area of specialization in residence.

Graduate courses are numbered 600–699.

Courses numbered 500–599 may grant graduate credit if specified by the requirements of the degree program.

Students in certificate programs must complete two-thirds of the coursework at National University.

Credential candidates must complete a minimum of 31 quarter units in residence at National University to be recommended for a credential to the Commission on Teacher Credentialing. Courses taken online are considered to be in-residence. All credential programs must be completed with a GPA of 3.0 ("D" and “F” grades are not accepted).

The credential residency requirement does not apply to candidates for the following programs:

- CLAD certificate
• Level II Special Education
• California Reading Certificate
• Early Childhood Special Education Certificate
• Professional (Tier II) Administrative Services Credential
• An additional credential if one is previously held

All transfer credit must relate to the content of the respective degree program.

Application for Graduation

Graduation is not automatic upon the completion of degree requirements. Students must file an application in the Office of the Registrar within the designated application period for degree posting. Students must pay a $100 processing fee at the time of application. Requirements for graduation include:

1) Satisfactory completion of one of the regular curricula of study leading to a degree with a minimum grade point average of 3.0. Students must complete all course work in satisfaction of their field of study or area of specialization.

2) Settlement of all financial obligations with the University.

Graduate students whose grade point average is a 3.85 or better will graduate “With Distinction.” Prerequisite courses at the undergraduate level that were required for the program are not included in the calculation of the grade point average for graduate honors.

Earned honors are noted on diplomas and official University transcripts. Only students who complete 40.5 quarter units or more of their programs in residence are considered for honor awards.

Degree Posting

Degrees are posted to transcripts after the close of each academic quarter, specifically on the third Sunday in January, April, July and October. Diplomas are mailed following degree conferral.

Commencement exercises are held in San Diego and Sacramento annually. Detailed information with specific instructions regarding the commencement exercises is mailed to eligible students prior to each ceremony date for those who have submitted their Application for Degree by the posted deadline to participate. Consult the University’s Website for the dates of commencement.
General Education

66 General Education
66 General Education Program Requirements
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General Education Program

The general education program promotes the intellectual growth of all students in National University’s undergraduate degree programs. The general education curriculum assumes that undergraduates will not concentrate on a major field of study until they have completed a thorough general education program that is writing-intensive and addresses the cultural diversity of contemporary society.

Students in the general education program are advised to focus on writing and speech communication first. Students are then counseled to explore mathematical and other formal systems to develop abstract reasoning abilities and are required to take a course in informational literacy and report writing. Finally, all students are required to have a significant exposure to the natural sciences, the humanities and fine arts, and the social and behavioral sciences and modern language. Many of these courses include an examination of the human condition in a multicultural society.

The general education program has six major educational goals:

1) To provide students with a rigorous academic liberal arts foundation to prepare them for their majors
2) To assist students in correlating their undergraduate education and their career goals
3) To promote the critical thinking, reading and writing skills necessary for success in a complex and rapidly changing world
4) To increase respect for and awareness of diverse peoples and cultures
5) To provide an interdisciplinary education through a variety of intellectual models that advance competing critical points of view and address professional and social problems
6) To promote access to information technology and public access databases within the context of course research

The general education curriculum emphasizes communications, mathematics and sciences, humanities and social/behavioral sciences. Thus, the curriculum provides coherence to undergraduate education, affording the student the opportunity to:

1) Apply skills and concepts developed in general education courses to challenges and tasks presented in their upper division major courses
2) Apply skills and concepts developed in the general education courses to challenges and tasks presented in their future profession
3) Demonstrate critical thinking, reading and writing skills appropriate to upper-division college work
4) Demonstrate awareness of how diverse peoples and cultures have interacted in the past and interact in our contemporary world
5) Demonstrate critical awareness of the different approaches, methods and assumptions of different academic disciplines and how these are applied to professional and social problems
6) Access, evaluate and use information gathered through a variety of resources and technologies in developing research projects and presentations.

The general education curriculum furnishes students with the basic knowledge necessary to pursue any degree program. Students who fulfill the curriculum gain a strong interdisciplinary liberal arts framework geared toward problem solving. This emphasis promotes self-directed research in many academic areas that have traditionally been kept separate.

General Education Program Requirements

The general education program consists of a minimum of 70.5 quarter units. Of the 70.5 quarter units, students must complete at least 4.5 units at the upper division level and 4.5 units in diversity enriched course work. A plus [+] indicates a diversity enriched offering. All undergraduate students working toward any associate or bachelor’s degree must meet the University diversity requirement.

National University has general education requirements in the following eight areas:

AREA A: ENGLISH COMMUNICATION
(minimum 15 quarter units)

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(minimum 4.5 quarter units)

AREA C: Information Literacy
(minimum 4.5 quarter units)

AREA D: ARTS AND HUMANITIES
(minimum 13.5 quarter units)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(minimum 13.5 quarter units)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
(minimum 13.5 quarter units)

AREA G: MODERN LANGUAGE
(minimum 6 quarter units required [Note: one science lab is required])

AREA A-G: GENERAL EDUCATION
(minimum 4.5 quarter units)

Courses taken to achieve minimum levels of collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.

Approved Courses

AREA A: ENGLISH COMMUNICATION
(15 quarter units required)

CATEGORY 1
Writing (10.5 quarter units required)

ENG 100 Effective College English I (3.0 quarter units)
(Prerequisite: Placement Exam)
ENG 101  Effective College English II (3.0 quarter units)  
(Prerequisite: ENG 100)  

ENG 240  Advanced Composition  
(Prerequisite: ENG100/101)  
(No 300-level English course may fulfill this requirement)  

or  
ENG 334A  Technical Writing  
(Prerequisites: ENG 100/101)  

CATEGORY 2  
Speech and Communications (4.5 quarter units required)  

COM 100  Introduction to Communications  
COM 200  Effective Communication  

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING  
(minimum 4.5 quarter units)  

MTH 204  Mathematics for Business and Science  
(Prerequisite: MTH012A & MTH012B)  

MTH 209A  Structure and Concepts of Mathematical Fundamentals I  
(Prerequisite: Placement Evaluation)  

MTH 210  Introduction to Probability and Statistics  
(Prerequisite: Placement Evaluation)  

MTH 215  College Algebra and Trigonometry  
(Accelerated Course)  
(Prerequisite: Placement Evaluation)  

MTH 216A  College Algebra and Trigonometry I (3 quarter units)  
(Prerequisite: MTH 215A)  

MTH 220  Calculus I  
(Prerequisite: MTH 215)  

MTH 301  Structure and Concepts of Mathematical Fundamentals II  
(Prerequisite: MTH209A)  

CST 206B  Discrete Structures and Logic Design  
(Prerequisite: MTH 215)  

CST 208B  Calculus for Computer Science  
(Prerequisite: MTH 215)  

MNS 205  Introduction to Quantitative Methods for Business  
(Prerequisite: Placement Evaluation)  

NSG 322  Introduction to Biomedical Statistics  
(open only to students in the B.S.N Degree Plan)  

AREA C: INFORMATION LITERACY  
(4.5 quarter units required)  

ILR 260  Information Literacy and Report Writing  
(Prerequisite: ENG 100)  

AREA D: ARTS AND HUMANITIES  
(13.5 quarter units required)  

ART 100  Introduction to Art History  
(Prerequisites: ENG 100/101)  

ART 200  Visual Arts  

ART 200A  Visual Arts Laboratory (1.5 quarter units)  
(Prerequisite: ART200)  

HIS 233  World Civilization I  
(Prerequisites: ENG 100/101)  

HIS 234  World Civilization II  
(Prerequisites: ENG 100/101)  

LIT 100  Introduction to Literature  
(Prerequisites: ENG 100/101)  

LIT 345  Mythology  
(Prerequisites: ENG 100/101)  

MUS 100  Fundamentals of Music  

MUS 327  World Music  
(Prerequisites: ENG 100/101)  

PHL 100  Introduction to Philosophy  
(Prerequisites: ENG 100/101)  

AREA E: SOCIAL AND BEHAVIORAL SCIENCES  
(13.5 quarter units required)  

COM 380  Democracy in the Information Age [+]  
(Prerequisites: ENG 100/101)  

ECO 203  Principles of Macroeconomics  

ECO 204  Principles of Microeconomics  
(Prerequisite: ECO 203)  

HIS 220A  History of the United States I [+]  
(Prerequisite: ENG 100/101)  

HIS 220B  History of the United States II [+]  
(Prerequisite: ENG 100/101)  

HIS 300  Foundations of Western Civilization  
(Prerequisite ENG 100/101)  

HIS 350  Cultural Diversity [+]  
(Prerequisites: ENG 100/101)  

POL 201  American Government and Politics  
(Prerequisites: ENG 100/101)  

PSY 100  Introduction to Psychology  

SOC 100  Principles of Sociology  
(Prerequisite: ENG 100/101)  

SOC 260  Cultural Anthropology  
(Prerequisites: ENG 100/101)  

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES  
(6 quarter units required)  
(Nota: One science lab is required @ 1.5 quarter units)  

SCI 100  Survey of Bioscience  

SCI 100A  Survey of Bioscience Laboratory (1.5 quarter units)  

SCI 101  General Chemistry  

SCI 101A  General Chemistry Laboratory (1.5 quarter units)  
(Prerequisites: MTH 204 and SCI 101)  

SCI 104  General Physics  

SCI 104A  General Physics Laboratory (1.5 quarter units)  
(Prerequisites: MTH 204 and SCI 104)  

SCI 201  Human Anatomy and Physiology I  

SCI 201A  Human Anatomy and Physiology Laboratory I (1.5 quarter units)  
(Prerequisite: SCI 201)  

SCI 103  Fundamentals of Geology  

SCI 103A  Fundamentals of Geology Laboratory (1.5 quarter units)  
(Prerequisite: SCI 103)  

SCI 202  Human Anatomy and Physiology II  

SCI 202A  Human Anatomy and Physiology Laboratory II (1.5 quarter units)  
(Prerequisite: SCI 202)  

SCI 203  Introduction to Microbiology  

SCI 203A  Introduction to Microbiology Laboratory I (1.5 quarter units)  
(Prerequisite: SCI 203)  

AREA G: MODERN LANGUAGE  
(9 quarter units required)  
(In addition to the course work listed below, students may satisfy this area by passing a competency test in any second language. They also may satisfy this requirement with 9 quarter units of computer languages, such as C, C++, Java, and Visual Basic. Students who satisfy competency by examination must still meet the overall general education unit requirement.)  

ASL 120  American Sign Language I  

ASL 220  American Sign Language II  
(Prerequisite: ASL 120)  

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General Education

ASL 320  American Sign Language III  
(Prerequisite:  ASL 220)

LAS 100  Spanish I

LAS 200  Spanish II  
(Prerequisite: LAS 100)

LAS 300  Spanish III  
(Prerequisite: LAS 200)

LAS 101  Spanish for the Native Speaker  
(Prerequisite: Native speaking ability and/or recommendation of instructor.)

LAS 201  Spanish for the Native Speaker II  
(Prerequisite: LAS 101)

AREA A-G GENERAL EDUCATION
(4.5 quarter units minimum)

If a student has not met the upper-division unit requirement in the completion of the above general education areas, one of the following courses must be taken. If a student has already met the upper-division unit requirement in the completion of the above general education areas, any course in Areas A through G may satisfy this Area.

COM 380  Democracy in the Information Age [+]
(Prerequisites: ENG 100/101)

HIS 300  Foundations of Western Civilization  
(Prerequisites: ENG 100/101)

HIS 350  Cultural Diversity [+]
(Prerequisites: ENG 100/101)

LIT 342  World Literature  
(Prerequisites: ENG 100/101)

PHL 375  Environmental Ethics  
(Prerequisites: ENG 100/101)

SCI 300  Geography [+]

SOC 260  Cultural Anthropology  
(Prerequisites: ENG 100/101)
College of Letters
and Sciences

Dean, Alice M. Scharper
Ph.D., English
University of California at Davis

70 Degrees Offered
71 Faculty
73 Undergraduate Degree Programs
90 Minors
91 Graduate Degree Programs
Degree Programs Offered

Undergraduate Degrees

Associate of Arts *

Associate of Science in Health Science and Pre-Nursing

Bachelor of Arts with Majors in:
- English *
- General Studies
- Global Studies *
- History
- Interdisciplinary Studies
- Multiple Subjects
- Psychology *
- Sociology

Bachelor of Science with Majors in:
- Earth Sciences
- Environmental Science and Policy
- Life Sciences
- Mathematics
- Organizational Behavior

College of Letters and Sciences Minors
- Addictive Disorders
- Counseling
- English
- Global Studies
- History
- Mathematics
- Psychological Research
- Sociology

Graduate Degrees

Master of Arts with Fields of Study in:
- Counseling Psychology
- English *
- Human Behavior

Master of Fine Arts with a Field of Study in:
- Creative Writing *

Master of Science with a Field of Study in:
- Industrial Organizational Psychology

General Education Curriculum

The University’s general education program links undergraduate work in writing, oral communication, critical thinking, mathematics and other skill areas with programs at the upper division level.

A number of courses address issues of cultural diversity, while the traditional goal of promoting intellectual breadth along with skill-based fundamentals has been enhanced and made more flexible.

The purpose of National University’s general education program is to meet the educational objectives of adult learners who seek to strengthen their professional work and advance their creative and analytical abilities.

Special Programs

Center for Cultural and Ethnic Studies

The Center for Cultural and Ethnic Studies sponsors forums, conferences and cultural events with the goal of promoting diversity and intellectual curiosity at the university. These events are intended to encourage awareness of contemporary artistic, intellectual, cultural, gender and ethnic issues in daily life. In order to give these concerns intellectual context, the Center focuses specific attention on questions of media representation, alternative voices and professional ethics.

In practice, the Center serves as a bridge between the University and other communities. Events provide a common platform for the exchange of research and ideas by National University faculty and scholars at other institutions, artists and community activists. The work of the Center for Cultural and Ethnic Studies is to bring cultural, intellectual and artistic events of the highest caliber to the University.

Events arranged by the Center are co-sponsored and supported by numerous organizations, including the California Council for the Humanities, the Coalition of African Organizations, the Tiananmen Square Foundation, the San Diego Chinese Historical Museum, the Colorado River Native Nations Alliance, the San Diego Jazz Society, the Older Women’s League, the U.S. Grant Hotel, Bear State Theater, the Taco Shop Poets and many others.

In addition to sponsoring events and encouraging discussion of contemporary intellectual and cultural issues at National University campuses throughout California, the Center for Cultural and Ethnic Studies also co-sponsors an annual international gathering in Mexico, the Media of Communication Conference/Conferencia Anual Sobre Los Medios de Comunicacion. The conference is co-sponsored by and takes place at the campus of the Universidad Autonoma de Chiapas.

The Center also includes an annual academic conference co-sponsored by the Society for Phenomenology and Media Studies. An annual publication of papers accompanies this program.

International Cultural Studies

The Center for Cultural and Ethnic Studies also coordinates the International Cultural Studies program. This program offers courses in regional studies at various international locations, bringing the study of a specific region directly into the student’s academic experience. For further information on this program, contact the College of Letters and Sciences.

Writing Across the Curriculum

Writing Across the Curriculum is a University-wide program that enriches all schools and areas of learning through the development of writing skills and critical thinking. The College of Letters and Sciences has developed this program to ensure that the writing needs of all disciplines are met and that the quality of writing and related skills distinguish the National University graduate. In conjunction with faculty of the other schools, the faculty of Arts and Sciences serve the entire University community by improving the skills so essential to student well being. They do this by creating writing-intensive courses, directing the Writing Centers, editing the WAC (WHACK) newsletter and the Gnu Student Journal.

* denotes program also offered or partially offered online.

Note: Not all online programs or courses are offered in entirety via Internet.

Note: Not all courses or programs listed in this catalog are available at every learning facility.

Various undergraduate minors are available in some degree programs.

FOR FURTHER INFORMATION

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Mission Statement

The College of Letters and Sciences prepares students for meaningful careers and lifelong learning by developing an education that fosters the key qualities of broad-mindedness, self-assurance and competency in oral and written communication, the ability to both understand and undertake academic research, the necessary intellectual skill and zeal to identify and pursue one’s chosen area of study, and a commitment to world-citizenship.

The College of Letters and Sciences (COLS) champions the philosophy of a strong liberal arts education. COLS comprises the liberal arts core of National University and is made up of a community of teaching scholars who are dynamically involved with the University at large, educating the majority of its undergraduates, cultivating and administering the general education curriculum, sponsoring innovative research centers and institutes, and offering numerous graduate degree programs.

Undergraduate Degrees

■ ASSOCIATE OF ARTS (A.A.)

(600)
Faculty Advisors: Paz Jensen • (858) 642-8471 • pjensen@nu.edu
Christine Photinos • (858) 642-8349 • cphotino@nu.edu

The Associate of Arts (AA) degree is designed to give students a solid foundation for continuing professional and traditional studies as well as continued intellectual growth.

Degree Requirements

To receive the AA degree, students must complete at least 90 quarter units, 31.5 of which must be taken in residence at National University. Of the 90 units required, 70.5 must fall into the areas of general education listed below. The other 19.5 quarter units can be comprised of elective courses and/or specific major program preparatory courses.

Students are urged to meet English and mathematics requirements as early as possible in their college career to avoid serious difficulties in other course work. Refer to the section on undergraduate admission requirements for specific information regarding application, placement evaluation and matriculation.

General Education Program Requirements

Faculty Advisors: Paz Jensen • (858) 642-8471 • pjensen@nu.edu and Christine Photinos • (858) 642-8349 • cphotino@nu.edu

The general education program consists of a minimum of 70.5 quarter units. Of the 70.5 units, students must complete at least 4.5 units at the upper division level and 4.5 units in diversity enriched quarter units. Of the 70.5 units, students must complete at least 4.5 units, 31.5 of which must be taken in residence at National University. Of the 90 units required, 70.5 must fall into the areas of general education listed below. The other 19.5 quarter units can be comprised of elective courses and/or specific major program preparatory courses.

The general education program has six major educational goals:

- To provide students with a rigorous academic liberal arts foundation to prepare them for their majors.
- To assist students in correlating their undergraduate education and their career goals.
- To promote the critical thinking, reading and writing skills necessary for success in a complex and rapidly changing world.
- To increase respect for and awareness of diverse peoples and cultures.
- To provide an interdisciplinary education through a variety of intellectual models that advance competing critical points of view and address professional and social problems.
- To provide access to information technology and public access databases within the context of course research.

National University has general education requirements in the following eight areas:

AREA A: ENGLISH COMMUNICATION
(minimum 15 quarter units)

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(minimum 4.5 quarter units)

AREA C: INFORMATION LITERACY
(minimum 4.5 quarter units)

AREA D: ARTS AND HUMANITIES
(minimum 13.5 quarter units)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(minimum 13.5 quarter units)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
(minimum 6 quarter units required [Note: one science lab is required])

AREA G: MODERN LANGUAGE
(minimum 9 quarter units)
(Students may satisfy this area by passing a competency test in any second language. They also may satisfy this requirement with 9 quarter units of computer languages, such as C, C++, Java, and Visual Basic. Students who satisfy competency by examination must still meet the overall general education unit requirement.)

AREA A-G: GENERAL EDUCATION
(minimum 4.5 quarter units)

Courses taken to achieve minimum levels of collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.

■ ASSOCIATE OF SCIENCE IN HEALTH SCIENCE AND PRE-NURSING (A.S. - HS)

(602-125)
Faculty Advisor: Michael Maxwell • (858) 642-8413 • mmmaxwell@nu.edu

The Associate of Science in Health Science and Pre-Nursing degree is designed to give students a solid foundation for continuing intellectual growth and further professional studies leading to a career in nursing or other health science-related fields.

Program Expected Outcomes

The A.S. – HS degree program prepares the graduate to be able to:

- Communicate effectively with others using oral, visual and written methods.
- Analyze the social, physiological and psychological aspects of human behavior at a basic level.
- Use computer technologies to augment productivity and to gain access to multiple informational resource services.
- Discuss the complexities of the humans species on the continuum from the level of organism to level of organized social being.
- Explore career options in the field of health care utilizing survey-level knowledge in a variety of relevant content areas.

Degree Requirements

To receive the A.S. – HS degree, students must complete at least 90 quarter units, 31.5 of which must be taken in residence at National University. Of the 90 units required, 42 must fall into the areas of general education listed below. The other 48 units can be comprised of elective courses and/or specific major program preparatory courses.
Students are urged to meet English requirements as early as possible in their college career to avoid serious difficulties in other coursework. Refer to the section on undergraduate admission requirements for specific information regarding application, placement evaluation and matriculation.

Core Program Requirements
(12 course, 42 quarter units)

AREA A: ENGLISH COMMUNICATION
Category 1 Writing
(6 quarter units)
ENG 100 Effective College English I
ENG 101 Effective College English II

Category 2 Speech and Communication
(4.5 quarter units)
COM 200 Effective Communication

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(minimum 4.5 quarter units)

AREA C: INFORMATION LITERACY
(minimum 4.5 quarter units)

AREA D: ARTS AND HUMANITIES
(minimum 13.5 quarter units)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(minimum 13.5 quarter units)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
(minimum 18 quarter units)
SCI 201 Human Anatomy and Physiology I
SCI 201A Human Anatomy and Physiology Laboratory I
SCI 202 Human Anatomy and Physiology II
SCI 202A Human Anatomy and Physiology Laboratory II
SCI 203 Introduction to Microbiology
SCI 203A Introduction to Microbiology Laboratory

Electives

Of the 48 quarter units for electives, students must complete at least 4.5 quarter units at the upper division level and 4.5 quarter units in diversity enriched course work. A plus (+) indicates a diversity enriched offering. All undergraduate students working toward the University diversity requirement. Students are strongly encouraged to take courses in mathematics, particularly a course involving statistical analysis such as MTH 210 or NSC 322.

BACHELOR OF ARTS
(610)

General Education Program Requirements

Faculty Advisors: Paz Jensen • (858) 642-8471 • pjsensen@nu.edu and Christine Photinos • (858) 642-8349 • cphotino@nu.edu

The general education program consists of a minimum of 70.5 quarter units. Of the 70.5 units, students must complete at least 4.5 units at the upper division level and 4.5 units in diversity enriched course work. A plus (+) indicates a diversity enriched offering. All undergraduate students working toward any associate or bachelor’s degree must meet the University diversity requirement.

National University has general education requirements in the following eight areas:

AREA A: ENGLISH COMMUNICATION
(minimum 15 quarter units)

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(minimum 4.5 quarter units)

AREA C: INFORMATION LITERACY
(minimum 4.5 quarter units)

AREA D: ARTS AND HUMANITIES
(minimum 13.5 quarter units)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(minimum 13.5 quarter units)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
(minimum 18 quarter units)

AREA G: MODERN LANGUAGE
(minimum 6 quarter units required [Note: one science lab is required])

AREA H: INFORMATION LITERACY AND TECHNOLOGY
(minimum 4.5 quarter units)

PREREQUISITES: ENG 100/101

Electives

Note: Students interested in teaching English or Language Arts in middle or secondary schools should consider enrolling in the Single Subject Matter Preparation Program (610-114) described below.

Degree Requirements

To receive the Bachelor of Arts degree in English, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University and 76.5 of which must be completed at the upper-division level. In the absence of transfer credit, additional general electives may be necessary to satisfy total units for the degree.

Program Outcomes

- Students will demonstrate knowledge of major writers and their works and major periods of both British and American literature.
- Students will demonstrate the ability to analyze and interpret works of literature in a variety of genres both orally and in formal written work.
- Students will demonstrate understanding of major critical approaches to the interpretation of literature.
- Students will demonstrate the ability to analyze and interpret the use and effects of literary and rhetorical features of both literary and non-literary texts.
• Students will demonstrate the ability to situate and analyze literary works within historical and cultural contexts.
• Students will demonstrate understanding of various literary genres, their development and persistence over time, and the role of genre in the understanding and analysis of literary and non-literary texts.
• Student writing will demonstrate mastery of conventions of Standard Written English.

Preparation for the Major
(1 course; 4.5 quarter units)

LIT 100 Introduction to Literature
(Prerequisite: ENG 101)

Requirements for the Major
(9 courses; 40.5 quarter units)

LIT 311 British Literature I
(Prerequisite: LIT 100)
LIT 312 British Literature II
(Prerequisite: LIT 100)
LIT 321 American Literature I
(Prerequisite: LIT 100)
LIT 322 American Literature II
(Prerequisite: LIT 100)
LIT 338 Shakespeare
(Prerequisite: LIT 100)
LIT 342 World Literature
(Prerequisite: LIT 100)
LIT 360 Literary Theory
(Prerequisite: LIT 100)

And select two of the following courses:

COM 360 Representation and Diversity in Media
(Prerequisite: ENG 101)
ENG 350 Fundamentals of Linguistics
(Prerequisite: ENG 101)
ENG 365 Creative Writing
(Prerequisite: ENG 101)

◆ Major in English with Single Subject Matter Preparation
(610-114)
Faculty Advisor: John Miller • (714) 429-5146 • jmiller@nu.edu

The Major in English with Single Subject Matter Preparation is designed to prepare students for careers teaching middle or secondary school English or language arts. The program is approved by the California Commission on Teacher Credentialing; students who complete this program, including the required portfolio, will not be required to take the California Subject Examination for Teachers (CSET) in English in order to receive their teaching credential. To fulfill the Single Subject Matter Preparation standards mandated by the State of California, the program requires additional study in certain areas beyond what is required by the regular Major in English and the selection of a Concentration. In order to receive the equivalency letter, students must also submit a portfolio of work produced in program courses; the requirements of the portfolio are covered in ENG 300.

Program Outcomes

• Students will demonstrate knowledge of major writers and their works and major periods of both British and American literature.
• Students will demonstrate the ability to analyze and interpret works of literature in a variety of genres both orally and in formal written work.
• Students will demonstrate understanding of major critical approaches to the interpretation of literature.
• Students will demonstrate the ability to analyze and interpret the use and effects of literary and rhetorical features of both literary and non-literary texts.
• Students will demonstrate the ability to situate and analyze literary works within historical and cultural contexts.
• Students will demonstrate understanding of various literary genres, their development and persistence over time, and the role of genre in the understanding and analysis of literary and non-literary texts.
• Student writing will demonstrate mastery of conventions of Standard Written English.
• Students will demonstrate knowledge of fundamental concepts of linguistics.
• Students will demonstrate understanding of the major stages of language development in children.
• Students will demonstrate familiarity with and the ability to apply technologies relevant to the study and teaching of English.
• Students will demonstrate the ability to use and analyze a variety of communications media, including creative writing, journalism, electronic media, theater, and mass media.

Preparation for the Major
(3 courses; 13.5 quarter units; all courses may also be used to fulfill General Education requirements)

COM 200 Effective Communication
LIT 100 Introduction to Literature
(Prerequisite: ENG 101)
THR 200 Theater Arts

Requirements for the Major
(11 courses; 49.5 quarter units)

COM 360 Representation and Diversity in Media
(Prerequisite: ENG 101)
ENG 300 Preprofessional Practicum (This course should be taken as early in the student’s program as possible; it requires a 3.15 hour observation in the public schools)
ENG 350 Fundamentals of Linguistics
(Prerequisite: ENG 101)
ENG 365 Creative Writing
(Prerequisite: ENG 101)
LIT 311 British Literature I
(Prerequisite: LIT 100)
LIT 312 British Literature II
(Prerequisite: LIT 100)
LIT 321 American Literature I
(Prerequisite: LIT 100)
LIT 322 American Literature II
(Prerequisite: LIT 100)
LIT 338 Shakespeare
(Prerequisite: LIT 100)
LIT 342 World Literature
(Prerequisite: LIT 100)
LIT 360 Literary Theory
(Prerequisite: LIT 100)

Upper-Division Concentrations
(4 courses; 18 quarter units)

All students enrolled in the Single Subject Matter Preparation program must also complete at least four courses in one of the following Concentrations. Students who wish to design their own Concentration (minimum of four courses) may do so with approval of the program Faculty Advisor.

◆ Concentration in Communications and Media
(169)

ART 315 Film as Art
(Prerequisite: ENG 101)
Concentration in Letters

Major in General Studies

The burden of repeating course work in order to fulfill traditional their varied explorations into a coherent degree program. The BAGS
is unique among academic curricula, for it liberates students from
the burden of repeating course work in order to fulfill traditional
degree requirements. The degree allows students to explore a wide
variety of disciplines. It integrates both applied study (e.g., business,
nursing, computer science, military science) and arts and sciences to
an extent not currently available in other degree programs. This is
particularly important for adults who often interrupt their studies for
prolonged periods and return with a different academic focus and
career goal. The general studies degree allows adult learners to
continue moving forward without retracing a considerable portion of
their study.

Degree Requirements

To receive a Bachelor of Arts degree with a Major in General Studies,
students must complete at least 180 quarter units as articulated
below, 90 of which must be completed in the Arts and Sciences, 45 of
which must be completed in residence at National University and
76.5 of which must be completed at the upper division level.

In addition to the above University general education requirements,
two concentrations are required. A Concentration for the General
Studies degree program is defined as 22.5 quarter units in a given
discipline. A General Studies Concentration differs from a major in
the reduced number of credits that are required. The first
Concentration requirement is fulfilled by acquiring 22.5 quarter units
in an Arts and Sciences discipline such as natural sciences,
mathematics, literature, history, or social science, and nine of the
quarter units must be completed at the upper division level. For
example: If a student was pursuing a literature Concentration, they
would need five courses with a Literature prefix. The second
Concentration requirement is fulfilled by completing 22.5 quarter units
in either a single Applied Studies or Arts and Science
discipline, with at least nine of the quarter units completed at the
upper division level. If a student selects the second Concentration in
the Applied Studies discipline, such as management, law, accounting,
or marketing, all five courses must have the same prefix such as
MGT if the management discipline was selected. However students
do have the option of selecting a second concentration in Arts and
Sciences rather than Applied Studies. If a second concentration in
Arts and Sciences is selected, then students have the option of
choosing five courses from various disciplines within the Arts and
Sciences area.

Program Outcomes

Upon completion of the Bachelor of Arts General Studies students
will be able to:

- Demonstrate the competencies essential to the independent
  research on scholarly topics across a range of disciplines.
- Demonstrate competency with parenthetical citations within texts
  and with References or Works Cited pages.
- Demonstrate understanding of their cumulative growth with
  research and writing over the course of their postsecondary
  education.
- Demonstrate consistent proficiency with the mechanics of
  academic writing.
- Explain and interpret the role of education in their occupational
  choices.

Concentration Requirement

(10 courses, 45 quarter units)

Each student in the BAGS is required to complete two Concentration
requirements of 22.5 units each. Each of the Concentration
requirements must include at least nine-quarter units of upper
division work. Students can choose from a variety of subject areas to
satisfy the Arts and Sciences Concentration requirements. These
courses could be used alone or in combination with courses taken at
other institutions. Listed below are examples of subject areas that can
be used to fulfill a Concentration requirement:

- Democracy in the Information Age
  (Prerequisite: ENG 101)
- Global Communications and Information Technology
  (Prerequisite: ENG 240)
- Technologies of Culture
  (Prerequisite: ENG 240)
- Film in an International Context
  (Prerequisite: ENG 240)
- American Film in an International Context
  (Prerequisite: ENG 240)
- Communication Tools
  (Prerequisite: ENG 101 and COM 100)
- Electronic Design and Layout
  (Prerequisite: ENG 101 and COM 100)
- Desktop Publishing
  (Prerequisite: MUL 332)
- Principles of Web Design
  (Prerequisite: ENG 101 and COM 100)
- Contemporary Popular Culture
  (Prerequisite: ENG 101)
- Contemporary American Society
  (Prerequisite: ENG 101)
- American Film and Society
  (Prerequisite: ENG 101)

The Portfolio Requirement

In order to receive the Single Subject Matter Preparation equivalency letter,
all students must submit a portfolio of work completed in program classes.
(Note: the portfolio is not a graduation requirement.) The specific
requirements of this portfolio are discussed in ENG 300. The portfolio itself is
submitted upon completion of the program. Students who have completed
required program course work at other colleges or universities will need to
submit work from those courses or eligible substitutions. Students or
prospective students with questions about this requirement should contact
the program Faculty Advisor.

The Bachelor of Arts with a Major in General Studies (BAGS) is
designed to meet the needs of an increasing body of students who
have completed considerable study in diverse subject areas, both
academic and applied. This program allows students to organize
their varied explorations into a coherent degree program. The BAGS
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Concentration in Letters

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Major in General Studies

(610-443)

Faculty Advisor: Margaret J. Greer • (916) 855-4151 • mgreer@nu.edu

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Major in General Studies

(610-443)

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Bachelor of Arts with a Major in General Studies

(610-443)

Faculty Advisor: Margaret J. Greer • (916) 855-4151 • mgreer@nu.edu

The Bachelor of Arts with a Major in General Studies (BAGS) is
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prospective students with questions about this requirement should contact
the program Faculty Advisor.
**College of Letters and Sciences**

**Arts and Sciences**
(5 courses, 22.5 quarter units)
- Literature
- Environmental Studies
- Fine and Performing Arts
- History
- Social Sciences
- Communications

**Applied Study**
(5 courses, 22.5 quarter units)
Students can also use courses from the listed areas to satisfy the concentration requirement in Applied Study. These courses could be used on their own or in combination with related courses at other institutions.
- Law
- Management
- Accounting
- Information Technology Management
- Criminal Justice Administration
- Marketing
- Human Resource Management

**Portfolio Requirement: BGS 499**
(1 course, 4.5 quarter units)
In addition to the above coursework, students must complete a final portfolio project under the supervision of a faculty member. During this portfolio project, students map out the mosaic of their academic accomplishments and find the internal coherence of their intellectual explorations. To fulfill the portfolio requirement, students need to save and maintain a file of all papers written for their classes. These will be revised and included in the portfolio.

**Upper-Division Electives**
(5 courses, 22.5 quarter units)
To fulfill their unit requirements, students can choose electives from any 300-, 400-, or 500-level courses for which they meet prerequisites.

◆ **Major in Global Studies**
(610-107)
*Faculty Advisor: Daniel Thorbur* • (209) 475-1443 • dthorbur@nu.edu

Offered only over the Internet, the Global Studies Program takes advantage of emerging information technology to give students and professors the opportunity to use the vast resources of the World Wide Web. The program provides a flexible integration of skills and competencies that prepares students for a variety of international careers as well as graduate studies in business, technology, education, social science, government, media and law. In short, the program provides students with the ability to think and act "globally."

The global environment in which economics, culture and technology converge is diverse, changing, complex and interdependent. By combining a variety of disciplines, this program provides a framework in which to understand and effectively negotiate global realities, whether they are economic, political, cultural, or ecological. The program gives students practice in using Internet technology, applying cultural understanding and exploring and developing potential markets for their ideas and talent. Students in this program learn to use global communications and information technologies to conduct research in a variety of electronic databases. Global Studies majors become knowledgeable in the cultures and practices of the world’s communities. Graduates understand the roles that ecology, gender, race, class, religion and ethnicity play in cultural environments and apply their understanding to everyday interactions among diverse cultures. Graduates also produce a portfolio that enables them to integrate the skills they have acquired and apply them to the solution of a real-world problem. This portfolio includes individual projects and a final, full-length project.

**Global Studies Program Outcomes**
At the end of the Global Studies program, students will be able to:
- Take the world as a major point of reference ("think globally").
- Know how to frame an appropriate on-line research project.
- Evaluate on-line information for its reliability and veracity.
- Analyze and synthesize current research about selected global issues.
- Develop the knowledge and skills necessary to begin participating actively in solving important global issues and problems ("act globally").
- Use global communications and information technologies and search engines effectively to conduct online research.
- Clarify explicit linkages between culture, technology, and economics on global and regional scales.
- View a problem or situation from several disciplinary perspectives.
- Exercise cross-cultural awareness (awareness and comparison of the past and present diversity of ideas and practices to be found in human societies around the world).
- Explain the dynamics of global interactions and how they have changed over time.
- Analyze the roles that ecology, gender, race, class, religion, and ethnicity play in a variety of cultural environments and apply their understanding to everyday interactions among diverse cultures.

**Degree Requirements**
To obtain a Bachelor of Arts with a Major in Global Studies, students must complete at least 180 quarter units as listed below, 45 of which must be completed at the upper division level. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree. Students should refer to the section on undergraduate admission requirements for specific information regarding admission and matriculation.

If the foreign language requirement is not completed in General Education, the equivalent must be completed as preparation for the Global Studies major either by testing or by satisfactorily passing two courses in one of the following languages: Arabic, Chinese, French, German, Japanese, Portuguese, Russian, or Spanish. Other languages are acceptable upon approval of the director of the program. If a student opts to take the elective course GLS 440, Study Abroad, additional fees, waivers, passports, visas, immunizations and other requirements may need to be fulfilled depending on the destination and it is the student’s responsibility to find out about these additional requirements and to meet them.

**Preparation for the Major**
(1 course, 4.5 quarter units)

**Requirements for the Major**
(13 courses, 58.5 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 234</td>
<td>World Civilizations II</td>
<td>ENG100/101</td>
</tr>
<tr>
<td>COM 385</td>
<td>Tale, Text and Hypertext</td>
<td>ENG 100/101</td>
</tr>
</tbody>
</table>
The College of Letters and Sciences offers a broad-based program of study leading to the Bachelor of Arts degree in History. Some specific goals of the undergraduate program include: (1) engaging the mind and imagination of those who study history; (2) introducing students to worlds, times, places and cultures - including their own - in ways they have never before considered; and (3) promoting the acquisition of historical knowledge and critical thinking, reading, writing and research skills. Upon successful completion of the undergraduate history major, students should be able to demonstrate competency in the vital skills of historical explanation, discernment, and synthesis.

The study of the past broadens our perspective and allows us to discover the essential elements of human existence. The term historian covers a broad range of career options and job settings. In general, historians study, assess, and interpret the past to determine what happened and why. They examine court documents, diaries, letters, and newspaper accounts; they conduct research, write, teach, evaluate, and make recommendations. They interview individuals and study artifacts and archeological evidence.

In addition to providing experience in logical argumentation, history courses offer research, writing, and analytical skills necessary for many desirable and fulfilling careers. Graduates with a degree in history often become educators themselves and teach in elementary schools, secondary schools and in postsecondary education or work in or manage historic sites and museums. Beyond teaching, historians also work as researchers in museums and local historical organizations that deal with cultural resources management and historic preservation and make valuable contributions to government and private think tanks. A history degree is excellent preparation for journalists, ad writers, editors and anyone interested in producing or editing multimedia materials and documentaries. Historians have rewarding careers as information managers such as archivists, records managers, and librarians. Finally, training in history creates a strong intellectual foundation for people interested in advocacy such as lawyers and paralegals, litigation support, legislative staff work, and non-profit foundations. Positions that attract history majors will likely require some of the following qualifications beyond the B.A. in History: experience, extensive knowledge of a particular time period or region, and specialized writing and research skills.

Program Outcomes

Upon completing the B.A. in History, graduates will be able to:

- Demonstrate the competencies essential to the independent and collaborative practice of historical thinking skills applied in the profession.
- Analyze the similarities and differences between distinct social formations around the world from ca. 10,000 B.C.E. to the present.
- Clarify how events in history are related to one another in time and space.
- Integrate knowledge of history with educational strategies in preparation for teaching history at the middle- and high-school levels.
- Analyze the roles that ecology, gender, race, class, religion, and ethnicity play in a variety of historical eras and places.
- Explain that the study of history involves interpretations of the past based on current concerns and theories and to see how understandings of the past change as new information and new interpretations of old information arise.
- Demonstrate proficiency in the utilization of research, including the evaluation of historical research as well as the development and implementation of research strategies in the field of historical studies.

Degree Requirements

To receive a Bachelor of Arts with a Major in History, students must complete at least 180 quarter units as listed below, 45 of which must be completed in residence at National University, and 76.5 of which must be completed at the upper division level. The following courses are degree requirements. In absence of transfer credit, additional general electives may be necessary to satisfy the total units required for the degree. Students should refer to the section on undergraduate admission requirements for specific information regarding admission and matriculation.

If the foreign language requirement is not completed in General Education, the equivalent must be completed as preparation for the History major either by testing or by satisfactorily passing two courses in one of the following languages: Arabic, Chinese, French, German, Japanese, Portuguese, Russian, or Spanish. Other languages are acceptable upon approval of the director of the program.

Preparation for the Major

(5 courses, 22.5 quarter units)
ENG 240 Advanced Composition
HIS 220A History of the United States I
(Prerequisite: ENG 100/101)
HIS 220B History of the United States II
(Prerequisites: ENG 100/101)
HIS 233 World Civilizations I
(Prerequisites: ENG 100/101)
HIS 234 World Civilizations II
(Prerequisites: ENG 100/101)

Requirements for the Major
(10 courses, 45 quarter units)

HIS 360 The American Colonial Experience, 1584-1783
(Prerequisite: ENG 100/101 and HIS 220A)
HIS 361 The Making and Sundering of the United States, 1783-1865
(Prerequisite: ENG 100/101 and HIS 220A)
HIS 362 The United States between Wars, 1865-1917
(Prerequisite: ENG 100/101 and HIS 220B)
HIS 363 The United States since World War I
(Prerequisite: ENG 100/101 and HIS 220B)
HIS 400 History and Historians: Theories and Methods
(Prerequisite: ENG 240)
HIS 431 The Ancient World
(Prerequisite: ENG 100/101 and HIS 233)
HIS 432 The Classical World
(Prerequisite: ENG 100/101 and HIS 233)
HIS 433 The Post-Classical World
(Prerequisite: ENG 100/101 and HIS 233)
HIS 434 The Modern World, 1500 to the Present
(Prerequisite: ENG 100/101 and HIS 234)
HIS 499 Capstone Research Project
(Prerequisites: ENG 240, HIS 400, and completion of 31.5 quarter units of core courses in the major)

Upper-Division Electives
(6 courses, 27 quarter units)

Students must complete a minimum of 27 quarter units of electives to fulfill the upper division unit requirements to earn the Bachelor of Arts in History. Students must select four courses from the HIS subject area. The following two courses can be satisfied with any upper division course in the College of Letters and Sciences.

Strongly Recommended

GLS 410 Gender Identity in a Global Context
(Prerequisite: ENG 240)
GLS 420 Ecological Revolutions
(Prerequisite: ENG 240)
GLS 430 The Global Economy
(Prerequisite: ENG 240)
HIS 300 Foundations of Western Civilization
(Prerequisite: ENG 100/101)
HIS 320 Culture, Capitalism, and Technology in Modern World History
(Prerequisite: ENG 100/101 and HIS 234)
HIS 350 Cultural Diversity
(Prerequisite: ENG 100/101 and HIS 220A/B)

Recommended

HIS 325 Work and Migration in Modern World History
(Prerequisite: ENG 100/101)
HIS 341 History through Theater
(Prerequisite: ENG 100/101)
HIS 345 History and Cultures of Latin America
(Prerequisite: ENG 100/101)
HIS 348 History and Cultures of Asia
(Prerequisite: ENG 100/101)

HIS 349 History and Cultures of Africa
(Prerequisite: ENG 100/101)
HIS 370 History and Cultures of the American Southwest
(Prerequisite: ENG 100/101)
HIS 410 History of California
(Prerequisite: ENG 100/101 and HIS 220A/B)
MTH 412 History of Mathematics
(Prerequisite: MTH 216 or MTH 216A/B, or MTH 300)
SCI 400 History of Science
(Prerequisite: One 4.5-quarter unit course from the natural sciences)
SOC 328 Intercultural Thinking and Creativity
(Prerequisite: ENG 100/101)
SOC 332 Contemporary American Society
(Prerequisite: ENG 100/101)
SOC 336 American Film and Society
(Prerequisite: ENG 100/101)

Major in Interdisciplinary Studies
(610-102)

Faculty Advisor: Jacqueline Caesar • (858) 642-8350 • jcaesar@nu.edu

The Bachelor of Arts with a Major in Interdisciplinary Studies (BAIS) provides a broad, rigorous education that introduces students to essential knowledge, connections across the disciplines and application of knowledge to life beyond the University. This degree program gives students an enriched and provocative curriculum that prepares them for professional work in a changing cultural and economic environment.

Program Outcomes

Upon completion of the Bachelor of Arts in Interdisciplinary Studies, students will be able to:

• Custom design a course of study that enables them to pursue professional goals and objectives and personal interests.
• Demonstrate an understanding of interdisciplinary theory and the practice of critical thinking for the collection, validation, analysis and synthesis of historical data and new information.
• Explain the integration of knowledge in a global context and engage in collaborative research across disciplines.
• Identify and appreciate the cultural perspectives of world views.
• Use information communications technology for knowledge sharing and the interdisciplinary approach for resource development, problem solving, and creative community building.

Degree Requirements

To receive a Bachelor of Arts degree with a Major in Interdisciplinary Studies, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University and 76.5 of which must be completed at the upper division level. The following courses are specific degree requirements. If students intend to complete a teacher credentialing program, these courses will help prepare for the MSAT and CBEST tests. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.

Preparation for the Major
(3 courses, 13.5 quarter units)

The following courses, which satisfy general education requirements, are required to prepare for the BAIS major:

ENG 365 Creative Writing
(Prerequisites: ENG 100/101)
or
ENG 350 Fundamentals of Linguistics
(Prerequisites: ENG 100/101)
### College of Letters and Sciences

HIS 220A History of the United States I  
*(Prerequisites: ENG 100/101)*  
or  
HIS 220B History of the United States II  
*(Prerequisites: ENG 100/101)*  
LIT 100 Introduction to Literature  
*(Prerequisites: ENG 100/101)*

**Requirements for the Major**  
*(11 courses, 49.5 quarter units)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>COM 380</td>
<td>Democracy in the Information Age</td>
<td>ENG 100/101</td>
</tr>
<tr>
<td>SOC 336</td>
<td>American Film and Society</td>
<td>ENG 100/101</td>
</tr>
<tr>
<td>HIS 350</td>
<td>Cultural Diversity</td>
<td>ENG 100/101</td>
</tr>
<tr>
<td>LIT 321</td>
<td>American Literature I</td>
<td>LIT 100</td>
</tr>
<tr>
<td>LIT 322</td>
<td>American Literature II</td>
<td>LIT 100</td>
</tr>
<tr>
<td>LIT 338</td>
<td>Shakespeare</td>
<td>ENG 100/101</td>
</tr>
<tr>
<td>LIT 342</td>
<td>World Literature</td>
<td>ENG 100/101</td>
</tr>
<tr>
<td>LIT 345</td>
<td>Mythology</td>
<td>ENG 100/101</td>
</tr>
<tr>
<td>LIT 440</td>
<td>Studies in Poetry</td>
<td>ENG 100/101</td>
</tr>
<tr>
<td>LIT 450</td>
<td>Studies in the Novel</td>
<td>ENG 100/101</td>
</tr>
<tr>
<td>LIT 460</td>
<td>Gender and Literature</td>
<td>ENG 100/101</td>
</tr>
</tbody>
</table>

4.5 quarter units in literature (LIT) are required. The following are recommended:

- LIT 321 American Literature I  
  *(Prerequisite: LIT 100)*
- LIT 322 American Literature II  
  *(Prerequisite: LIT 100)*
- LIT 338 Shakespeare  
  *(Prerequisites: ENG 100/101)*
- LIT 342 World Literature  
  *(Prerequisites: ENG 100/101)*
- LIT 345 Mythology  
  *(Prerequisites: ENG 100/101)*
- LIT 440 Studies in Poetry  
  *(Prerequisites: ENG 100/101)*
- LIT 450 Studies in the Novel  
  *(Prerequisites: ENG 100/101)*
- LIT 460 Gender and Literature  
  *(Prerequisites: ENG 100/101)*

4.5 quarter units in social sciences (HIS, POL, SOC) are required. The following are recommended:

- HIS 320 Culture, Capitalism and Technology in Modern World History  
  *(Prerequisites: ENG 100/101 and SCI 300)*
- HIS 341 History Through Theater  
  *(Prerequisites: ENG 100/101)*
- HIS 410 The California Experience  
  *(Prerequisites: ENG 100/101)*
- SOC 332 Contemporary American Society  
  *(Prerequisites: ENG 100/101)*
- SOC 325 Contemporary Popular Culture  
  *(Prerequisites: ENG 100/101)*
- SOC 344 Marriage, Sex and the Family  
  *(Prerequisites: ENG 100/101)*
- SOC 430 Culture, Technology and Society  
  *(Prerequisites: ENG 100/101)*
- SOC 445 Contemporary Social Problems  
  *(Prerequisites: ENG 100/101)*
- SOC 540 Power and Social Change  
  *(Prerequisites: ENG 100/101)*

4.5 quarter units in behavioral sciences (HUB, PSY) are required. The following are recommended:

- HUB 420 Human Communication  
  *(Prerequisites: ENG 100/101 and PSY 100)*
- HUB 440 Organizational Development  
  *(Prerequisites: ENG 100/101 and PSY 100)*
- PSY 426 History of Psychology  
  *(Prerequisites: ENG 100/101 and PSY 100)*
- PSY 427 Biological Psychology  
  *(Prerequisites: ENG 100/101 and PSY 100)*

PSY 428 Developmental Psychology  
*(Prerequisites: ENG 100/101 and PSY 100)*

PSY 429 Introduction to Personality Theory  
*(Prerequisites: ENG 100/101 and PSY 100)*

PSY 432 Social Psychology  
*(Prerequisites: ENG 100/101 and PSY 100)*

PSY 433 Cognitive Psychology  
*(Prerequisites: ENG 100/101 and PSY 100)*

Students should choose no fewer than 4.5 quarter units in natural science and 4.5 quarter units in mathematics. A third 4.5 quarter unit course (either SCI or MTH) must also be selected. Some of the mathematics courses may have more than one prerequisite. The following are recommended:

- SCI 300 Geography: Mapping the World
- SCI 330 Ecology
- SCI 411 Biodiversity
- SCI 450 Natural History of California
- MTH 301 Structure and Concepts of Mathematical Fundamentals II  
  *(Prerequisite: MTH 209A)*
- MTH 317 Mathematical Modeling  
  *(Prerequisites: MTH 215 or MTH 216A/B and MTH 210)*
- MTH 410 Computer Technology in the Mathematics Classroom  
  *(Prerequisites: MTH 215 or MTH 216A/B or MTH 301 or placement evaluation)*
- MTH 411 Number Theory  
  *(Prerequisite: MTH 215 or MTH 216A/B or MTH 301 or placement evaluation)*
- MTH 412 History of Mathematics  
  *(Prerequisites: MTH 215 or MTH 216A/B)*
- MTH 417 Foundations of Geometry  
  *(Prerequisites: MTH 207, MTH 216B and MTH 325)*
- MTH 418 Statistical Analysis  
  *(Prerequisites: MTH 210 and MTH 220)*

9 quarter units from the humanities complex (ART, HIS, HUM, MUS, PHL, SCI, THR, GLS) are required. The following are recommended:

- ART 315 Film as Art  
  *(Prerequisites: ENG 100/101)*
- ART 323 Modern Art  
  *(Prerequisites: ENG 100/101)*
- ART 329 World Art  
  *(Prerequisites: ENG 100/101)*
- GLS 410 Gender Identity in a Global Context  
  *(Prerequisites: ENG 100/101)*
- HIS 345 Latin American Studies  
  *(Prerequisites: ENG 100/101)*
- HIS 348 Asian Studies  
  *(Prerequisites: ENG 100/101)*
- HIS 349 African Studies  
  *(Prerequisites: ENG 100/101)*
- HIS 370 Cultures and History of the American Southwest  
  *(Prerequisites: ENG 100/101)*
- MUS 326 Survey of American Music History  
- MUS 327 World Music  
  *(Prerequisites: ENG 100/101)*
- PHL 320 Comparative Religion  
  *(Prerequisites: ENG 100/101)*
- PHL 339 Study of a Major Philosopher  
  *(Prerequisites: ENG 100/101)*
- PHL 375 Environmental Ethics  
  *(Prerequisites: ENG 100/101)*
- PHL 437 Ethics  
  *(Prerequisites: ENG 100/101)*
- SOC 328 Intercultural Thinking and Creativity  
  *(Prerequisites: ENG 100/101)*
- SOC 500 Cultural Pluralism in American Society  
  *(Prerequisites: ENG 100/101)*
Capstone course
(1 course. 4.5 quarter units)
BIS 490 Interdisciplinary Studies Seminar

Upper-Division Electives
(5 courses, 22.5 quarter units)
Students can select any 300-, 400-, or 500-level courses in arts and sciences to complete the total of 76.5 upper division units for the degree.

◆ Major in Multiple Subjects
(610-116)
Faculty Advisor: Lee Lovallo • (916) 855-4115 • llovallo@nu.edu

The Bachelor of Arts in Multiple Subjects (BAMS) provides a broad, rigorous education that engages students with core knowledge, connections across the disciplines and application of knowledge to life beyond the university, particularly in the field of elementary school teaching. The program emphasizes the study of concepts that form the content areas of language study, literature, mathematics, science, social science, history, humanities, the arts and human development. This degree program gives students an enriched and provocative curriculum that prepares them for professional work as multiple subject teachers in a changing cultural and economic environment.

Degree Requirements
To receive a Bachelor of Arts in Multiple Subjects, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University and 76.5 of which must be completed at the upper division level. The following courses are specific degree requirements. Students should refer to the section on undergraduate admission requirements for specific information regarding admission and matriculation.

All students seeking a multiple-subject credential must demonstrate subject-matter competency through a state approved examination. The major in Multiple Subjects is designed to prepare students for the competency examination.

Program Learning Outcomes
The program specific outcomes for the Bachelor of Arts in Multiple Subjects are based on the Standards of Quality and Effectiveness for the Subject Matter Requirement for the Multiple Subject Teaching Credential (September 2001) as published by the California Commission for Teacher Credentialing and related degree programs. Upon completion of this program graduates will be able to:

• Communicate effectively in writing and in speech.
• Demonstrate core knowledge in a broad array of disciplines including English, mathematics, history, social sciences, the arts, science, physical education and health.
• Understand and utilize cross-disciplinary connections.
• Demonstrate a knowledge of pedagogical theory and technique appropriate to classroom teaching in grades K-8.
• Show competence in the use of computers and related technology.
• Communicate in a foreign language or computer language.
• Approach with confidence the California Subject Examination for Teachers in Multiple Subjects (CSET).

The General Education courses indicated next are required to prepare students for the subject matter equivalency examination.

Required General Education Courses

AREA A: ENGLISH COMMUNICATION
(15 quarter units required)

CATEGORY 1 Writing
(10.5 quarter units required)

ENG 100 Effective College English, Part I
(3 quarter units)
ENG 101 Effective College English, Part II
(3 quarter units)
ENG 240 Advanced Composition
(Prerequisites: ENG 100/101)

CATEGORY 2 Speech and Communication
(4.5 quarter units required)
COM 100 Introduction to Communications
or
COM 200 Effective Communication

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(9 quarter units required)

MTH 209A Structures and Concepts of Mathematical Fundamentals I
MTH 301 Structures and Concepts of Mathematical Fundamentals II
(Prerequisites: MTH 209A)

AREA C: INFORMATION LITERACY AND TECHNOLOGY
(4.5 quarter units required)

ILR 260 Information Literacy and Report Writing
(Prerequisite: ENG 100/101)

AREA D: ARTS AND HUMANITIES
(22.5 quarter units required)

HIS 233 World Civilizations I
(Prerequisites: ENG100/101)
HIS 234 World Civilizations II
(Prerequisites: ENG100/101)
LIT 100 Introduction to Literature
(Prerequisites: ENG 100/101)
or
LIT 345 Mythology
ART 100 Introduction to Art History
or
ART 200 Visual Arts
MUS 100 Fundamentals of Music
or
MUS 327 World Music
PHL 100 Introduction to Philosophy

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(9 quarter units required)

HIS 220A History of the United States I (includes study of the Constitution)
(Prerequisites: ENG 100/101)
HIS 220B History of the United States II
(Prerequisites: ENG 100/101)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
(10.5 quarter units required)

SCI 100 Survey of Bioscience
College of Letters and Sciences

SCI 100A  Survey of Bioscience Laboratory  (1.5 quarter units)
SCI 101  General Chemistry
SCI 101A  General Chemistry Laboratory
SCI 102  Survey of Physical Science
SCI 103  Fundamentals of Geology
SCI 103A  Fundamentals of Geology Laboratory
SCI 104  General Physics
SCI 104A  General Physics Laboratory

**AREA G: MODERN LANGUAGE**
(9 quarter units required)

ASL 120  American Sign Language I
ASL 220  American Sign Language II  
(Prerequisite: ASL 120)
ASL 320  American Sign Language III  
(Prerequisite: ASL 220)
LAS 100  Spanish I
LAS 200  Spanish II
LAS 300  Spanish III
LAS 101  Spanish for Native Speakers I
LAS 201  Spanish for Native Speakers II

(Students may satisfy this area by passing a competency test in any second language. They also may satisfy this requirement with 9 quarter units of computer languages, such as C, C++, Java, and Visual Basic. Students who satisfy competency by examination must still meet the overall general education unit requirement.)

**AREA A-G GENERAL EDUCATION**
(4.5 quarter units minimum)

COM 380  Democracy in the Information Age [+]
(Prerequisites: ENG100/101)
HIS 300  Foundations of Western Civilization  
(Prerequisites: ENG100/101)
HIS 350  Cultural Diversity [+]
(Prerequisites: ENG100/101)
LIT 342  World Literature  
(Prerequisites: ENG100/101)
PHL 375  Environmental Ethics  
(Prerequisites: ENG100/101)
SCI 300  Geography [+]
SOC 100  Principals of Sociology
or
SOC 260  Cultural Anthropology  
(Prerequisites: ENG100/101)

**Requirements for the Major**
(11 courses, 49.5 quarter units)

**Reading, Language, Literature**
(3 courses, 13.5 quarter units)

ENG 350  Fundamentals of Linguistics  
(Prerequisites: ENG 101)
LIT 321  American Literature I  
(Prerequisite: LIT 100)
or
LIT 322  American Literature II  
(Prerequisite: LIT 100)
LIT 338  Shakespeare  
(Prerequisite: LIT 100)
LIT 342  World Literature  
(Prerequisite: LIT 100)
LIT 345  Mythology  
(Prerequisite: LIT 100)
LIT 430  Children’s Literature and Literacy  
(Prerequisite: LIT 100)
LIT 450  Studies in the Novel  
(Prerequisite: LIT 100)
LIT 456  Studies in Drama  
(Prerequisite: ENG 101)
LIT 460  Gender and Literature  
(Prerequisite: ENG 101)

**History and Social Science**
(3 courses, 13.5 quarter units)

SCI 300  Geography: Mapping the World  
(Prerequisites: ENG 100/101)
PHL 320  Comparative Religion  
(Prerequisites: ENG 100/101)
HIS 410  California History  
(Prerequisites: ENG 100/101)

**Mathematics and Science**
(1 course, 4.5 quarter units)

SCI 301  Earth and Planetary Science

**Visual and Performing Arts**
(1 course, 4.5 quarter units)

ART 400  Expressive and Integrated Arts  
(Prerequisites: ENG 100/101, MSM 301, ART 200, MUS 100, PSY 301)

**Physical Education, Health, Human Development**
(2 courses, 9 quarter units)

MSM 301  Teaching Elementary Physical Education
PSY 301  Child and Adolescent Development  
(Prerequisites: ENG 100/101)

**Capstone course**
(1 course, 4.5 quarter units)

MSM 499  Multiple Subject Matter Capstone  
(Prerequisite: all program requirements)

**Upper-Division Electives**
(5 courses, 22.5 quarter units)

Students can select any 300, 400, or 500 level degree related electives to complete the total of 76.5 upper division units for the degree.

◆ **Major in Psychology**

(610-104)

_Faculty Advisor: Brenda Shook • (916) 855-4108 • bshook@nu.edu_

The Bachelor of Arts with a Major in Psychology offers a comprehensive introduction to the contemporary discipline of psychology. Graduates of this program are well prepared to seek employment in personnel, vocational counseling, criminal justice, journalism, or entry-level counseling in the context of a county-funded agency or hospital. They are also prepared to seek admission to graduate programs at the master’s or doctoral level. The primary program outcomes and competencies are:

- Competency in classification and research of psychopathology.
- Knowledge and understanding of developmental psychology throughout the life span.
- Mastery of theory and research of personality and psychological characteristics of the individual.
- Knowledge of social influences on behavior.
- Ability to write a comprehensive paper that covers empirical and theoretical study of a specific topic related to the major.
- Understanding of the history of substance abuse, and individual social, cultural, and institutional values that underlie substance abuse and dependency.
Knowledge of the social service structure for prevention and treatment of substance abuse and dependency.
Knowledge of neurological, physiological, and biological bases of behavior.
Knowledge of theory and principles of cognitive psychology and the cognitive approach to understanding the mind and behavior.
Understanding of basic data analysis techniques in psychology and the ability to perform simple statistical calculations.
Mastery of the fundamental ideas in the history of psychology and how they relate to contemporary theories and systems.
Sensitivity to diversity issues and awareness of multiculturalism.

**Degree Requirements**

To receive a Bachelor of Arts degree with a Major in Psychology, students must complete at least 180 quarter units as articulated below, 76.5 of which must be completed at the upper division level and 45 of which must be completed in residence at National University. The following courses are specific degree requirements. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.

**Preparation for the Major**

(2 courses, 9 quarter units)
- MTH 210 Introduction to Probability and Statistics* (Prerequisite: Placement Evaluation)
- PSY 100 Introduction to Psychology* These courses can be used to satisfy general education requirements

**Requirements for the Major**

(10 courses, 45 quarter units)
- PSY426 History of Psychology (Prerequisites: ENG 100/101 and PSY 100)
- PSY 427 Biological Psychology (Prerequisites: ENG 100/101 and PSY 100)
- PSY 428 Developmental Psychology (Prerequisites: ENG 100/101 and PSY 100)
- PSY 429 Introduction to Personality Theory (Prerequisites: ENG 100/101 and PSY 100)
- PSY 430 Introduction to Psychopathology (Prerequisites: ENG 100/101 and PSY 100)
- PSY 432 Social Psychology (Prerequisites: ENG 100/101 and PSY 100)
- PSY 433 Cognitive Psychology (Prerequisites: ENG 100/101 and PSY 100)
- PSY 435 Analyses of Data in Psychological Research (Prerequisites: ENG 100/101 and PSY 100)
- CHD 440 Drugs, Values and Society
- PSY 480 Senior Project (Two-month, 4.5-unit course) (Prerequisites: All other core courses)
  or
- PSY491 Guided Studies for Honors Students (Two-Months, 4.5 unit course) (Prerequisite: Completion of core courses with a GPA of 3.75 or higher, and approval of the Department)

**Upper-Division Electives**

(6 courses, 27 quarter units)

Students not pursuing a minor must choose six upper division electives from courses with the following prefixes: HUB, PSY, SOC, HRM and CJA. Other electives must be approved by the department chair or regional full-time or associate faculty. Students may not take PSY 301 as an upper division elective.

**Major in Sociology**

*(610-445)*

Faculty Advisor: Lorna L. Zukas • (714) 429-5408 • lzukas@nu.edu

**Description of the Program**

The Bachelor of Arts in Sociology will engage students in the study of social life, social change, and the social causes and consequences of human behavior. Students will investigate the structure of groups, organizations, and societies, and how people interact within these contexts. Since all human behavior is social, the subject matter of sociology ranges from the intimate family to global warfare; from organized crime to religious cults; from the divisions of social class, race and gender to the shared beliefs of a common culture; and from the sociology of work to the sociology of beauty. In fact, few fields have such broad scope and relevance for research, theory, and application of knowledge.

Sociology majors develop analytical skills and the ability to understand issues within many distinctive perspectives. Sociology offers a range of research techniques that can be applied to virtually any aspect of social life: street crime and delinquency, corporate growth or downsizing, how people express emotions, welfare or education reform, health/HIV AIDS, how families differ and flourish, or problems of peace, war and terrorism. Because sociology addresses the most challenging issues of our time, it is a rapidly expanding field whose potential is increasingly tapped by those who craft policies and create programs. Sociologists understand social inequality, patterns of behavior, forces for social change and resistance, and how social systems work.

The program’s stimulating curriculum in social theory, research methods, and key sociological concepts provides a solid base for students to learn to think abstractly, formulate problems, ask appropriate questions, search for answers, analyze situations and data, organize material, write well, and make oral presentations. Sociological training helps students bring breadth and depth of understanding to the global workplace and graduates frequently enter a variety of jobs in such sectors as business, the health professions, the criminal justice system, social services, and government. Sociology provides training for professions such as law enforcement, education, medicine, social work, and counseling. Furthermore, sociology offers valuable preparation for careers in journalism, politics and policy analysis, public relations, business, or public administration and program evaluation—fields that involve investigative skills and working with diverse groups.

**Degree Requirements**

To be awarded a Bachelor of Arts in Sociology, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University and 76.5 of which must be completed at the upper-division level. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree. All courses required in the major and required upper division electives for the B.A. in Sociology must be completed with a C- or better grade. Students are required to complete a portfolio of their work as part of the degree program. It is strongly suggested that students save all graded work. Students should refer to the section on undergraduate admission requirements for specific information regarding admission and matriculation. The following courses are specific degree requirements.

**Program Outcomes**

Many occupations today require a college educated individual who can write and speak well, solve problems, learn new information quickly and work well with others on a team. This means that college graduates use their education in a wide variety of fields, and
your future career may relate more to your personal career interests, work values and transferrable skills than any specific academic major. The program in Sociology seeks to provide students with a comprehensive background for graduate level study, for students preparing for careers in social service, probation/parole, mental health, and related areas. Sociology provides important background knowledge as well as:

- Professional competencies essential to the independent and collaborative practice of social research and analysis.
- Exposure to the methods used by sociologists to undertake social research and answer questions about society.
- Exploring the connection between the individual and society and analyzing the social construction of reality.
- Interpreting key sociological perspectives and theories and applying them to real-world situations.
- Recognizing the role of race, ethnicity, gender, and class in society and analyze peoples’ roles in making, maintaining, or changing society.
- Demystifying social institutions through demonstrated knowledge of social structure, status, roles, groups and organizations.
- Demonstration of undergraduate-level written communication skills.
- Demonstration of undergraduate-level oral communication and presentation skills.
- Application of analytical and critical thinking skills.

Required Program Prerequisites
(2 courses; 9 units)

SOC 100  Principles of Sociology*
MTH 210  Introduction to Probability and Statistics*

* may be used in general education

Required Core for the Major
(9 courses 40.5 quarter-units)

SOC 344  Marriage, Sex and Family
SOC 365  Classical Social Theory
SOC 375  Contemporary Social Theory
SOC 385  Methods of Social Inquiry
SOC 443  Sociology of Deviance
SOC 455  Organizational Sociology
SOC 500  Understanding Cultural Pluralism in American Society
SOC 540  Power and Social Change
SOC 499  Capstone Seminar

Required Upper-Division Electives*
(7 courses; 31.5 quarter-units)

Students must complete a minimum of seven courses (31.5 quarter units) of electives from the list below to fulfill the unit requirements to earn the Bachelor of Arts in Sociology.

SOC 449  Sociology of Law
SOC 460  The Individual and Society
SOC 331  Sociology of Health and Illness
SOC 325  Contemporary Popular Culture
SOC 328  Intercultural Thinking/Creativity
SOC 332  Contemporary American Society
SOC 336  American Film and Society
SOC 430  Culture, Technology and Society
SOC 445  Contemporary Social Problems
SOC 490  Guided Study
CJA 448  Violence and Society
GLS 410  Gender Identity in a Global Context
GLS 430  The Global Economy
GLS 440  Study Abroad
HIS 350  Cultural Diversity
HUM 501  Civic Culture and Global Awareness
MTH 412  History of Mathematics

MUL 325  Psychology of Games
PHL 320  Comparative Religion
PHL 375  Environmental Ethics
POL 320  Social Movements
SCI 300  Geography: Mapping the World

*Students wishing to complete a Minor in any field may substitute the minor-required courses to fulfill the elective requirements in Sociology. Suggested areas of Minor are: Criminal Justice, Addictive Disorders, Counseling, Global Studies, History and Video Gaming.

** BACHELOR OF SCIENCE (620)

Faculty Advisors: Paz Jensen • (858) 642-8471 • pjensen@nu.edu and Christine Photinos • (858) 642-8349 • cphotino@nu.edu

The general education program consists of a minimum of 70.5 quarter units. Of the 70.5 units, students must complete at least 4.5 units at the upper division level and 4.5 units in diversity enriched course work. A plus [+] indicates a diversity enriched offering. All undergraduate students working toward any associate or bachelor’s degree must meet the University diversity requirement.

General Education Program Requirements
National University has general education requirements in the following eight areas:

AREA A: ENGLISH COMMUNICATION
(minimum 15 quarter units)

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(minimum 4.5 quarter units)

AREA C: INFORMATION LITERACY
(minimum 4.5 quarter units)

AREA D: ARTS AND HUMANITIES
(minimum 13.5 quarter units)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(minimum 13.5 quarter units)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
(minimum 6 quarter units required [Note: one science lab is required])

AREA G: MODERN LANGUAGE
(minimum 9 quarter units)

Students may satisfy this area by passing a competency test in any second language. They also may satisfy this requirement with 9 quarter units of computer languages, such as C, C++, Java, and Visual Basic. Students who satisfy competency by examination must still meet the overall general education unit requirement.)

AREA A-G: GENERAL EDUCATION
(minimum 4.5 quarter units)

Courses taken to achieve minimum levels of collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.

◆ MAJOR IN EARTH SCIENCES (620-113)

Faculty Advisor: Thomas Hahn • (858) 642-8457 • thahn@nu.edu

The Bachelor of Science with a major in Earth Sciences provides a strong foundation in mathematics and earth sciences. This major is designed to serve the needs of students who plan to teach at elementary or secondary level(s) and is also useful for those...
preparing for careers in science education, or in science-related business, engineering, or technology.

Other students who wish a broad, interdisciplinary approach should look closely at the benefits provided by the major. In addition to meeting requirements for a Bachelor of Science degree, it provides for moderate intensification in one field of science without sacrificing an interdisciplinary approach and background in other areas of mathematics and earth sciences. Earth Science majors are not eligible for a double major in mathematics or any of the component sciences in the program.

The College of Letters and Sciences is committed to the complete academic development of its students. Consequently, where practical, all mathematics and science courses are writing-intensive and incorporate a diversity component. Please note that all mathematics and science courses contain a critical thinking component by their very nature.

**Program Outcomes for the B.S. Earth Sciences**

- Develop an integrated overview of the diverse fields of human knowledge in the physical Sciences.
- Demonstrate an ability to make interdisciplinary conceptual linkage across the scientific disciplines e.g. Evolution (planetary); plate tectonics/biogeography; global ecosystems.
- Demonstrate the critical thinking skills essential to scientific inquiry and research protocols.
- Demonstrate an increased respect for the awareness of the geological and geographical processes of the planet, and the responsible role(s) humankind must play.
- Demonstrate fundamental knowledge of major conceptual models in the fields of physical sciences, global geography, and mathematics.
- Demonstrate competence in communication (oral and written) and quantitative skills, including the critical analysis of data and argument.
- Mastery of laboratory-based and field-based scientific inquiry.
- Demonstrate basic computer/technology literacy including the ability to access databases within the context of course research and project development.
- Demonstrate knowledge of contemporary research in the sciences, particularly geo- sciences, adequate for teaching basic sciences in middle and high school.
- Demonstrate the ability to critically review current research topics/problems and determine those that are best approached on an interdisciplinary basis.
- Develop a heightened awareness of the historical perspective each of the scientific disciplines within the natural sciences.

**Curriculum Requirements**

To receive a Bachelor of Science degree with a Major in Earth Sciences, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University and 76.5 of which must be completed at the upper division level. In the absence of transfer credit, additional general electives may be necessary to satisfy total units for the degree. Refer to the section on undergraduate admission requirements for specific information regarding admission and matriculation.

**Program Requirements**

To prepare for a major in Earth Sciences, students must demonstrate proficiency in the fundamental concepts of earth and life sciences and introductory mathematics through successful completion of the following courses. Some of these courses may also be used to satisfy general education requirements.

**Preparation for the Major**

(10 courses, 33 quarter units)

- MTH 215 College Algebra and Trigonometry
- SCI 102 Survey of Physical Science
- SCI 100 Survey of Bioscience
- SCI 100A Survey of Bioscience Laboratory
  (1.5 quarter units)
  (Prerequisite: SCI 100)
- SCI 101 General Chemistry
- SCI 101A General Chemistry Laboratory
  (1.5 quarter units)
  (Prerequisites: MTH 204 and SCI 101)
- SCI 103 Fundamentals of Geology
- SCI 103A Fundamentals of Geology Laboratory
  (1.5 quarter units)
  (Prerequisite: SCI 103)
- SCI 104 General Physics
  (Prerequisite: Satisfactory completion of high school algebra or equivalent and MTH 204)
- SCI 104A General Physics Laboratory
  (1.5 quarter units)
  (Prerequisites: MTH 204 and SCI 104)

**Requirements for the Major**

(8 courses, 36 quarter units)

- MTH 317 Mathematical Modeling
- SCI 330 Ecology
- SCI 335 Environmental Science
- SCI 400 History of Science
- SCI 411 Biodiversity
- SCI 301 Earth and Planetary Sciences
- SCI 322 Oceanography
- SCI 490 Guided Study
  (4.5 quarter Field Study units)

**Upper-Division Electives**

(8 courses, 36 quarter units)

Students may select only 300-, 400-, or 500-level courses in the College of Letters and Sciences to complete the total of 76.5 upper division units for the degree.

**Major in Environmental Science and Policy**

620-123
Faculty Advisor: Dzung T. Nguyen • (858) 642-8467 • dnguyen@nu.edu

**Description of Program and Potential Career Paths**

The Bachelor of Science degree with a major in Environmental Science and Policy explores the complex relationships between natural atmospheric, hydrologic, geological, and ecological systems and human activities in a systematic way. This is accomplished by examining these interactions from a variety of perspectives, including the social sciences, the humanities, and the natural sciences.

The BS in Environmental Science and Policy degree provides excellent training for careers with agencies responsible for environmental protection and natural resources use, consulting firms, and those seeking opportunities for graduate studies.

**Program Learning Outcomes**

Upon completing the B.S in Environmental Science and Policy, the students will be able to examine environmental issues from an interdisciplinary perspective. They should be able to:

- Describe the scientific principles that underlie the dynamics and
energy flow within natural ecosystems.
• Recognize the role of biogeochemical, climatological, and geological cycles such as the current late Pleistocene conditions which impact climate, resources, land use and management, economic conditions, extinctions, global warming and cooling, etc.
• Identify the social, historical, economic, and political factors that have shaped our present-day environmental problems.
• Know the constraints for dealing with the above problems.
• Recognize the roles of philosophy, religion, and ethics in shaping human’s interaction with the natural surroundings.
• Identify the factors that influence the emergence of the environmental movement and the codification of environmental laws.
• Evaluate the impact of environmental policy on the quality of life.

Students who have completed the major will also be able to appreciate and examine a problem at a variety of scales, from “local” to “global”. Finally, through their work in the capstone seminar course, they will have had the practical experience of working on a few focus issues in a collaborative way, simulating the real-world give-and-take-among parties with different interests and perspectives on environmental questions.

The College of Letters and Sciences is committed to the complete academic development of its students. Consequently, where practical, all mathematics and science course are writing-intensive and incorporate a diversity component. Please note that all mathematics and science courses contain a critical thinking component by their very nature.

Degree Requirements

To receive a Bachelor of Science degree with a Major in Environmental Sciences and Policy, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University and 76.5 of which must be completed at the upper division level. In the absence of transfer credit, additional general electives may be necessary to satisfy total units for the degree. Refer to the section on undergraduate admission requirements for specific information regarding admission and matriculation.

Program Requirements

To prepare for a major in Environmental Science and Policy, students must demonstrate proficiency in the fundamental concepts of life sciences, earth sciences and mathematics through successful completion of the following courses. Some of these courses may also be used to satisfy general education requirements.

Preparation Courses
(12 courses, 45 quarter units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 100</td>
<td>Survey of Bioscience</td>
</tr>
<tr>
<td>SCI 100A</td>
<td>Survey of Bioscience Laboratory (1.5)</td>
</tr>
<tr>
<td>SCI 101</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>SCI 101A</td>
<td>General Chemistry Laboratory (1.5)</td>
</tr>
<tr>
<td>SCI 103</td>
<td>Fundamentals of Geology</td>
</tr>
<tr>
<td>SCI 103A</td>
<td>Fundamentals of Geology Laboratory (1.5)</td>
</tr>
<tr>
<td>COM 200</td>
<td>Effective Communications</td>
</tr>
<tr>
<td>MTH 210</td>
<td>Introduction to Probability and Statistics (This course fulfills 4.5/15 GE Area A)</td>
</tr>
<tr>
<td>MTH 214</td>
<td>Modeling of the Environment * (This course fulfills GE Area B)</td>
</tr>
<tr>
<td>SCI 300</td>
<td>Geography: Mapping the World (This course fulfills GE Area A-G upper division)</td>
</tr>
</tbody>
</table>

Upper-Division Required Courses
(12 courses, 53.0 quarter units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 303</td>
<td>Introduction to Geographic Information Systems (GIS) and Remote Sensing in Natural Resources.</td>
</tr>
<tr>
<td>SCI 330</td>
<td>Ecology</td>
</tr>
<tr>
<td>SCI 322</td>
<td>Oceanography</td>
</tr>
<tr>
<td>SCI 335</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>SCI 336</td>
<td>Natural Resource Conservation, Economics and Policy</td>
</tr>
<tr>
<td>SCI 337</td>
<td>Environmental Law, Policy and Sustainability</td>
</tr>
<tr>
<td>PHL 375</td>
<td>Environmental Ethics</td>
</tr>
<tr>
<td>SCI 411</td>
<td>Biodiversity</td>
</tr>
<tr>
<td>GLS 420</td>
<td>Ecological Revolutions: Economics, Technology and the Global Environment (on-line class)</td>
</tr>
<tr>
<td>SCI 491A</td>
<td>Senior Seminars and Capstone Project in Environmental Studies</td>
</tr>
</tbody>
</table>

Upper-Division Electives
(13.5 quarter units)

Students may select only 300-, 400-, or 500-level courses in the College of Letters and Sciences to complete the total of 76.5 upper-division units for the degree. Some of the suggested upper-division courses are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 375</td>
<td>Nature Writing</td>
</tr>
<tr>
<td>SCI 405 &amp; 405A</td>
<td>Cell and Molecular Biology &amp; Lab</td>
</tr>
<tr>
<td>SCI 450</td>
<td>Natural History of California: A Field Course</td>
</tr>
<tr>
<td>PHI 336</td>
<td>Philosophy of Science</td>
</tr>
</tbody>
</table>

Major in Life Sciences

The Bachelor of Science with a major in Life Sciences provides a strong foundation in mathematics and life sciences. This major is designed to serve the needs of students who plan to teach at elementary or secondary level(s) and is also useful for those preparing for careers in the health sciences, in science education, or in science-related business, engineering, technology or social service fields.
Other students who wish a broad, interdisciplinary approach should look closely at the benefits provided by the major. In addition to meeting requirements for a Bachelor of Science degree, it provides for moderate intensification in one field of science without sacrificing an interdisciplinary approach and background in other areas of mathematics and life sciences. Life Sciences majors are not eligible for a double major in mathematics or any of the component sciences in the program.

The College of Letters and Sciences is committed to the complete academic development of its students. Consequently, where practical, all mathematics and science course are writing-intensive and incorporate a diversity component. Please note that all mathematics and science courses contain a critical thinking component by their very nature.

**Program Learning Outcomes**

- Develop an integrated overview of the diverse fields of human knowledge in the life sciences.
- Demonstrate an ability to make interdisciplinary conceptual linkage across the scientific disciplines e.g. evolution biography; heredity/genetics; global ecosystems.
- Demonstrate the critical thinking skills essential to scientific inquiry and research protocols.
- Demonstrate an increased respect for the awareness of the biodiversity of the planet, and the responsible role(s) humankind must play.
- Demonstrate fundamental knowledge of major conceptual models in the fields of life sciences, global geography, and mathematics.
- Demonstrate competence in communication (oral and written) and quantitative skills, including the critical analysis of data and argument.
- Mastery of laboratory-based and field-based scientific inquiry.
- Demonstrate basic computer/technology literacy including the ability to access databases within the context of course research and project development.
- Demonstrate knowledge of contemporary research in the sciences, particularly life sciences, adequate for teaching basic sciences in middle and high school.
- Demonstrate the ability to critically review current research topics/problems and determine those that are best approached on an interdisciplinary basis.
- Develop a heightened awareness of the historical perspective each of the scientific disciplines within the natural sciences.

**Curriculum Requirements**

To receive a Bachelor of Science degree with a Major in Life Sciences, Students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University and 76.5 of which must be completed at the upper division level. In the absence of transfer credit, additional general electives may be necessary to satisfy total units for the degree. Refer to the section on undergraduate admission requirements for specific information regarding admission and matriculation.

**Program Requirements**

To prepare for a major in Life Sciences, students must demonstrate proficiency in the fundamental concepts of life sciences and introductory mathematics through successful completion of the following courses. Some of these courses may also be used to satisfy general education requirements.

**Preparation for the Major**

(8-9 courses, 27-28.5 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 210</td>
<td>Introduction to Probability and Statistics</td>
<td>(Prerequisite: Placement Evaluation)</td>
</tr>
</tbody>
</table>

**Upper-Division Electives**

(7 courses, 31.5 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 100A</td>
<td>General Physics Laboratory</td>
</tr>
<tr>
<td>SCI 101A</td>
<td>General Chemistry Laboratory</td>
</tr>
<tr>
<td>SCI 104</td>
<td>General Physics</td>
</tr>
<tr>
<td>SCI 104A</td>
<td>General Physics Laboratory</td>
</tr>
</tbody>
</table>

**Requirements for the Major**

(11 courses, 43.5 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 317</td>
<td>Mathematical Modeling</td>
<td>(Prerequisites: MTH 210 and MTH 215 or MTH 210 and MTH 216A/B)</td>
</tr>
<tr>
<td>SCI 100</td>
<td>Survey of Biology</td>
<td>(Prerequisite: SCI 100)</td>
</tr>
<tr>
<td>SCI 101</td>
<td>General Chemistry</td>
<td>(Prerequisites: MTH 204 and SCI 101)</td>
</tr>
<tr>
<td>SCI 104</td>
<td>Survey of Biology Laboratory</td>
<td>(1.5 quarter units)</td>
</tr>
<tr>
<td>SCI 104A</td>
<td>General Physics Laboratory</td>
<td>(1.5 quarter units)</td>
</tr>
<tr>
<td>SCI 105</td>
<td>History of Science</td>
<td>(Prerequisites: SCI 100)</td>
</tr>
<tr>
<td>SCI 106</td>
<td>Biodiversity</td>
<td>(Prerequisite: SCI 104)</td>
</tr>
<tr>
<td>SCI 106A</td>
<td>Introduction to Animal Behavior</td>
<td>(1.5 quarter units)</td>
</tr>
<tr>
<td>SCI 107</td>
<td>Environmental Science</td>
<td>(Prerequisite: SCI 104A)</td>
</tr>
<tr>
<td>SCI 108</td>
<td>General Zoology</td>
<td>(Prerequisite: SCI 104A)</td>
</tr>
<tr>
<td>SCI 109</td>
<td>General Zoology Laboratory</td>
<td>(1.5 quarter units)</td>
</tr>
<tr>
<td>SCI 110</td>
<td>Animal Behavior</td>
<td>(Prerequisite: SCI 104A)</td>
</tr>
<tr>
<td>SCI 111</td>
<td>Introduction to Genetics and Heredity</td>
<td>(Prerequisite: SCI 104A)</td>
</tr>
</tbody>
</table>

Students may select only 300-, 400-, or 500-level courses in the College of Letters and Sciences to complete the total of 76.5 upper division units for the degree.

**Major in Mathematics**

(620-105)

Faculty Advisor: Igor Subbotin • (310) 662-2150 • isubboti@nu.edu

The Bachelor of Science with a Major in Mathematics provides a strong foundation in mathematics and its applications. Designed to help address our nation’s increasing need for mathematical scientists, technicians and especially teachers, the program emphasizes reflective and conceptual understanding and technique.

First, it provides the fundamental mathematical knowledge to formulate and solve problems in industry and research (concentration in mathematics and applications). Computer Science courses are encouraged, since the use of computers has been instrumental in the expansion of these opportunities. Students who want a basic mathematics degree can culminate their program with the project courses.
Second, the program trains mathematics teachers who want to provide quality mathematical instruction to students in primary or secondary schools. The Single-Subject Teaching Concentration was created for this purpose.

The Department of Mathematics, Sciences and Humanities is committed to the complete academic development of its students. Consequently, where practical, all mathematics and science courses are writing-intensive and incorporate a diversity component. Students are advised that all mathematics courses encourage critical thinking by their very nature. Moreover, all mathematics courses require that the student purchase and use a scientific calculator for the operations of the subject matter. Some courses require a more advanced graphing calculator and computer software. The program includes two concentrations.

The Concentration in Mathematics and Applications provides students with the fundamental mathematical knowledge to formulate and solve problems in industry and research. Computer Science courses are encouraged, since the use of computers has been instrumental in the expansion of these opportunities.

The Single Subject Teaching Concentration was created to train mathematics teachers who want to provide quality mathematical instruction to students in secondary schools.

**Single-Subject Mathematics Preparation Program**

The Single-Subject Mathematics Preparation Program is approved by the California Commission on Teacher Credentialing. The program emphasizes a strong foundation in mathematical content together with activities designed to help future teachers assume leadership roles in an increasingly complex educational world.

Interested students should complete the following application process:

- Send a letter to the Department Chair requesting admission to the program and copies of transcripts to the Lead Mathematics Faculty for evaluation.
- Upon enrollment, submit two essays for the Mathematics Portfolio (Instructions for the development and completion of a Mathematics Portfolio are sent upon receipt of the request letter. The portfolio is completed for review by the Department Chair or Lead Faculty two months before the last class.)
- After accomplishing the core part of the program, students must complete all required courses from the Single-Subject Teaching Concentration (MTH 304, MTH 410, MTH 460, MTH 461, MTH 450A).

The study of mathematics must encompass the discipline in its broadest sense. The future mathematician should develop in an academic environment that stresses scholarship, diversity, and growth through a rigorous and focused curriculum of advance mathematics that incorporates problem solving, mathematics as communication, reasoning, and mathematical connections. The Bachelor of Science in Mathematics program is dedicated to providing such sound preparation and training to a diverse population of adult learners whose goal is to work professionally in mathematics or teach Mathematics in California public schools.

**Program Learning Outcomes**

- Students will experience, master, and apply skills and knowledge in problem solving. Using appropriate mathematical models students will be able to examine given situations, extract quantitative information, formulate and solve mathematical problems described these situations.
- Students will use language and mathematical symbols to communicate mathematical ideas. They will be able to communicate mathematical concepts clearly and effectively using graphs, formulas, tables, computer technology, and graphing calculators, using appropriate mathematical symbols and notions.
- Students will demonstrate a variety of reasoning skills. They will develop their ability to reason inductively and deductively, test conjectures, construct counter-examples, make valid arguments, and judge the validity of mathematical arguments, apply a variety of reasoning processes such as spatial, probabilistic, and proportional process, evaluate the reasonableness of solutions to problems.
- Students will be able to investigate the connections and interplay among various mathematical topics and their applications that cover range of phenomena across appropriate disciplines.
- Students will be able to use current technology tools, such as computers, calculators, graphing utilities, video, and interactive programs, that is appropriate for the research and study in mathematics.
- Students will be able to have an understanding of the classic and modern algebra as a fundamental language through which mathematics is communicated. They will have deep knowledge in abstract, linear, and matrix algebra.
- Students will have a fundamental knowledge of geometry. They will translate between synthetic and coordinate representations, understand axiomatic systems, master in Euclidian and non-Euclidean geometries, apply geometry to the real world problems.
- Students will be able to model real world problems with a variety of algebraic and transcendental functions, to translate between the tabular, symbolic, and graphical representation of functions, master in the main concepts of calculus, including the derivative, integral, differential equations, their interconnections, and their use in analyzing and solving real-world problems.
- Students will understand the beauty of pure number theory, including such advanced topics as diophantine equations, number-theoretic functions, quadratic reciprocity, primitive roots, and continued fractions. They will be able to discuss errors in numerical computation, use function approximation, polynomial interpolation, cubic spline interpolations, quadratures, numerical differentiation, and so on.
- Students will be able to use advance statistics and probability concepts and methods to analyze and study different real-world problems.

**Degree Requirements**

To receive a Bachelor of Science degree with a Major in Mathematics, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University and 76.5 of which must be completed at the upper division level. In the absence of transfer credit, students may need to take additional general electives to satisfy total units for the degree. Refer to the section on undergraduate admission requirements for specific information regarding admission and matriculation.

**Preparation for the Major**

(7 courses, 31.5 quarter units)

- **MTH 210** Introduction to Probability and Statistics *(Prerequisite: placement evaluation)*
- **CST 242** Introduction to Programming Concepts and Methods
- **SCI 102** Survey of Physical Sciences
MTH 220 Calculus I or CST 208 B  
(Prerequisites: MTH 215 or MTH 216 A and B, or placement evaluation)

MTH 221 Calculus II  
(Prerequisite: MTH 220)

MTH 222 Calculus III  
(Prerequisite: MTH 221)

MTH 223 Calculus IV  
(Prerequisite: MTH 222)

Upper-Division Requirements for the Major (core courses)  
(12 courses, 54 quarter units)

MTH 311 Topics from Geometry  
(Prerequisites: MTH 215 or MTH 216 A and B, or placement evaluation)

MTH 317 Mathematical Modeling  
(Prerequisites: MTH 215 or MTH 216 A and B, and MTH 210)

MTH 325 Discrete Mathematics or CST 206B  
(Prerequisites: MTH 215 or MTH 216 A and B, or placement evaluation)

MTH 435 Linear Algebra  
(Prerequisites: MTH 325 and MTH 220)

MTH 433 Differential Equations  
(Prerequisites: MTH 223 and MTH 435)

MTH 411 Number Theory  
(Prerequisites: MTH 215 or MTH 216 A and B or MTH 301 or placement evaluation)

MTH 416 Algebraic Structures  
(Prerequisites: MTH 325 and MTH 435)

MTH 417 Foundation of Geometry  
(Prerequisites: MTH 215 or MTH 216 A and B, and MTH 311)

MTH 418 Statistical Analysis  
(Prerequisites: MTH 210 and MTH 220)

MTH 432 Advanced Calculus  
(Prerequisites: MTH 223)

MTH 412 History of Mathematics  
(Prerequisites: MTH 301 or MTH 215 or MTH 216 A and B)

MTH 438 Applied Mathematical Modeling (core capstone course)  
(Prerequisites: MTH 433, MTH 416, and 432)

MTH 450A Mathematics Project Course I  
(Prerequisites: All core requirements for mathematics major)

▲ Concentration in Single-Subject Teaching  
(173)

Students must successfully complete the following courses for a Concentration in Single-Subject Teaching. It is recommended that students take these classes at or near the end of their program after completing the upper division major requirements.

MTH 410 Computer Technology in the Mathematics Classroom  
(Prerequisite: MTH 215 or MTH 216A/B or MTH 211 or MTH 301)

MTH 460 Problem Solving Strategy  
(Prerequisites: MTH 416 and MTH 417)

MTH 461 Methods of Teaching of Mathematics  
(Prerequisites: MTH 307,MTH 325,MTH 412,MTH 460)

MTH 450A Mathematics Project Course I  
(Prerequisites: All core requirements for mathematics major)

Students must complete the core for a BS in Mathematics and complete an interview with the department chair before taking a project course. Students can select additional electives from any other upper division courses.

▲ Major in Organizational Behavior  
(110)

Faculty Advisor: Lou Ellen Sherrill • (310) 258-6622 • lsherril@nu.edu

The behavior of individuals and groups in an organization directly affects the success of the organization. Knowledge of human behavior, psychology and business is critical in helping people lead productive lives and contribute to the achievement of organizational goals and objectives. The Bachelor of Science with a Major in Organizational Behavior provides a solid foundation for applying knowledge to the workplace and increasing the effectiveness of both individuals and work teams. The primary program outcomes and competencies are:

- The ability to write a comprehensive paper that covers the empirical and theoretical study of a specific topic related to the major.
- Knowledge of ethics, responsibility, and legal obligations and apply these principles to personal and professional situations.
- Competency in applying group psychology and group dynamics to team building and cooperative/collaborative tasks.
- Knowledge of human resource development and training as applied to organizational effectiveness, performance management, motivation, and achieving individual, group, and organizational goals.
- Competency in knowledge of the history and precursors of organizational theory and management practice from a psychological perspective.
- Mastery of skills and techniques in diagnosing, planning, implementing, and managing organizational change and technological innovation.
- Mastery of human communication and conflict resolution skills.
- Sensitivity to diversity issues and an awareness of multicultural perspectives.
- Mastery of research methods for the collection and statistical interpretation of behavioral and organizational data.

Degree Requirements

To receive a Bachelor of Science degree with a major in Organizational Behavior, students must complete at least 180 quarter units as articulated below, 76.5 of which must be completed at the upper division level and 45 of which must be completed in residence at National University.
College of Letters and Sciences

Requirements for the Major
(9 courses, 40.5 quarter units)

HUB 440 Organizational Development  
(Prerequisites: ENG 100/101 and PSY 100)

HUB 410 Psychology for Managers

HUB 500 Cross-Cultural Dynamics of Human Behavior  
(Prerequisites: ENG 100/101 and PSY 100)

MGT 422 Team Building, Interpersonal Dynamics and Empowerment

or

HUB 400 Group Structure and Dynamics  
(Prerequisites: ENG 100/101 and PSY 100)

HRM 409B Survey in Human Resources Management and Organizational Behavior

or

PSY 432 Social Psychology  
(Prerequisites: ENG 100/101 and PSY 100)

MGT 400 Ethics in Law, Business and Management

HUB 401 Conflict Resolution  
(Prerequisites: ENG 100/101 and PSY 100)

or

HUB 420 Human Communication  
(Prerequisites: ENG 100/101 and PSY 100)

PSY 435 Analysis of Data in Psychological Research  
(Prerequisites: ENG 100/101 and PSY 100)

PSY 480 Senior Project  
(Prerequisite: HUB 441)

Upper-Division Electives
(7 courses, 31.5 quarter units)

Students can select from the following course prefixes to meet elective requirements: HUB, PSY, SOC, CJA, HCA, HRM, MGT and COM.

College of Letters and Sciences

Minors

● Minor in Addictive Disorders
(156)
This program is designed for students who plan to work in agencies that treat single or multiple addictions. It is also an excellent undergraduate program for students planning to pursue a Master of Arts in Counseling Psychology. Students with a Minor in Addictive Disorders are waived from CHD 440 in the Behavioral Science Major.

Program Requirements
(6 courses, 27 quarter units)

PSY 460 Introduction to Addictive Disorders

PSY 461 Group Counseling with Addictive Disorders

PSY 462 Etiology and Treatment of Chemical Dependency*  
(Prerequisite: PSY 460)

PSY 463 Etiology and Treatment of Eating Disorders  
(Prerequisite: PSY 460)

PSY 464 Etiology and Treatment of Sexual Addiction  
(Prerequisite: PSY 460)

PSY 465 Counseling the Addictive Family System  
(Prerequisite: PSY 460)

* A student entering the program with a CADAC certificate can take an elective rather than this class.

● Minor in Counseling
(182)

Program Requirements
(6 courses, 27 quarter units)

This minor is designed for students who are interested in gaining additional experiences in working in various mental health and business settings, teaching, and or pursuing advanced degrees in clinical/counseling fields.

Choose at least three of the following courses:

LIT 311 British Literature I  
(Prerequisite: LIT 100)

LIT 312 British Literature II  
(Prerequisite: LIT 100)

LIT 321 American Literature I  
(Prerequisite: LIT 100)

LIT 322 American Literature II  
(Prerequisite: LIT 100)

LIT 338 Shakespeare  
(Prerequisite: LIT 100)

Choose the remaining course(s) from the following list:

ENG 350 Fundamentals of Linguistics  
(Prerequisite: ENG 101)

ENG 365 Creative Writing  
(Prerequisite: ENG 101)

ENG 375 Nature Writing  
(Prerequisite: ENG 101)

LIT 342 World Literature  
(Prerequisite: LIT 100)

LIT 360 Literary Theory  
(Prerequisite: LIT 100)

LIT 345 Mythology  
(Prerequisite: LIT 100)

LIT 430 Children’s Literature  
(Prerequisite: LIT 100)

LIT 443 World of the Short Story  
(Prerequisite: LIT 100)

LIT 446 Studies in Poetry  
(Prerequisite: LIT 100)

LIT 450 Studies in the Novel  
(Prerequisite: LIT 100)

LIT 456 Studies in Drama  
(Prerequisite: LIT 100)

LIT 460 Gender and Literature  
(Prerequisite: LIT 100)

● Minor in Global Studies
(180)

Program Requirements
(6 courses, 27 quarter units)

Please choose any six of the following:

COM 385 Tale, Text, and Hypertext  
(Prerequisites: ENG 100/101)

GLS 410 Gender Identity in a Global Context  
(Prerequisite: ILR 260)

GLS 420 Ecological Revolutions: Economics, Technology and the Global Environment  
(Prerequisite: ILR 260)
GLS 430  The Global Economy  
(Prerequisite: ILR 260)

HIS 320  Culture, Capitalism, and Technology in Modern World History  
(Prerequisites: ENG 100/101 and HIS 234)  

PHL 320  Comparative Religion  
(Prerequisite: ENG 240)  

LIT 342  World Literature  
(Prerequisites: ENG 100/101)  

SCI 300  Geography: Mapping the World

● Minor in History  
(181)

Program Requirements  
(6 courses, 27 quarter units)

Please choose any six of the following:

HIS 360  The American Colonial Experience, 1584-1783  
(Prerequisites: ENG 100/101 and HIS 220A)

HIS 361  The Making and Sundering of the United States, 1783-1865  
(Prerequisites: ENG 100/101 and HIS 220A)

HIS 362  The United States Between Wars, 1865-1917  
(Prerequisites: ENG 100/101 and HIS 20B)

HIS 363  The United States since World War I  
(Prerequisites: ENG 100/101 and HIS 220B)

HIS 431  The Ancient World  
(Prerequisites: ENG 100/101 and HIS 233)

HIS 432  The Classical World  
(Prerequisites: ENG 100/101 and HIS 233)

HIS 433  The Post-Classical World  
(Prerequisites: ENG 100/101 and HIS 233)

HIS 434  The Modern World, 1500 to the Present  
(Prerequisites: ENG 100/101 and HIS 234)

● Minor in Mathematics  
(153)

Program Requirements  
(6 courses, 27 quarter units)

To achieve a minor in Mathematics, students should select six courses in mathematics beyond MTH 221. They can complete this minor to fulfill requirements for a Bachelor of Arts with a Major in Interdisciplinary Studies.

● Minor in Psychological Research  
(352)

This minor offers a comprehensive introduction to the area of research in psychology. (May not be offered at all campuses.)

Prerequisites for the Minor  
(2 courses, 9 quarter units)

PSY 100  Introduction to Psychology  
ILR 260  Information Literacy and Report Writing

Program Requirements  
(6 courses, 27 quarter units)

PSY 426  History of Psychology  
(Prerequisites: ENG 100/101 and PSY 100)  

PSY 432  Social Psychology  
(Prerequisites: ENG 100/101 and PSY 100)  

PSY 433  Cognitive Psychology  
(Prerequisites: ENG 100/101 and PSY 100)  

PSY 435  Analysis of Data in Psychological Research  
(Prerequisite: MTH 210)  

PSY 434  Psychological Research  
(Prerequisite: PSY 435)  

PSY 436  Computer Applications in Psychology  
(Prerequisites: ILR 260 and PSY 435)

● Minor in Sociology  
(485)

Curriculum Requirements  
(6 courses, 27 quarter units)

Students wishing to minor in Sociology must take the following three (3) courses:

SOC 365  Classical Social Theory  
(Prerequisites: SOC 100 and ILR 260)  

SOC 375  Contemporary Social Theory  
(Prerequisites: SOC 100 and ILR 260)  

SOC 385  Methods of Social Inquiry  
(Prerequisites: SOC 100, MTH 210, and ILR 260)

Students must also choose three (3) of the following courses to complete the unit requirements for the minor:

SOC 335  Contemporary Popular Culture  
(Prerequisites: SOC 100 and ILR 260)  

SOC 328  Intercultural Thinking and Creativity  
(Prerequisites: SOC 100 and ILR 260)  

SOC 331  Social Issues in Health and Illness  
(Prerequisites: SOC 100 and ILR 260)  

SOC 332  Contemporary American Society  
(Prerequisites: SOC 100 and ILR 260)  

SOC 344  Marriage, Sex and Family  
(Prerequisites: SOC 100 and ILR 260)  

SOC 346  American Film and Society  
(Prerequisites: SOC 100 and ILR 260)  

SOC 430  Culture, Technology and Society  
(Prerequisites: SOC 100 and ILR 260)  

SOC 443  Sociology of Deviance  
(Prerequisites: SOC 100 and ILR 260)  

SOC 445  Contemporary Social Problems  
(Prerequisites: SOC 100 and ILR 260)  

SOC 449  Sociology of Law  
(Prerequisites: SOC 100 and ILR 260)  

SOC 455  Organizational Sociology  
(Prerequisites: SOC 100 and ILR 260)  

SOC 460  The Individual and Society  
(Prerequisites: SOC 100 and ILR 260)  

SOC 500  Understanding Cultural Pluralism in American Society  
(Prerequisites: SOC 100 and ILR 260)  

SOC 540  Power and Social Change  
(Prerequisites: SOC 100 and ILR 260)

Graduate Degrees

MASTER OF ARTS IN COUNSELING PSYCHOLOGY

(710-500)  
Faculty Advisor: Jan Parker • (858) 642-8348 • jpark@nu.edu

The Master of Arts in Counseling Psychology emphasizes marriage and family therapy and is designed for students who are committed to the practice of individual, couples, family, adolescent and child psychotherapy. This degree meets the academic requirements necessary to sit for the Marriage and Family Therapist (MFT) License mandated by the Board of Behavioral Science in the state of California. The degree may not meet requirements in other states. Students should consult the licensing boards of the appropriate states for information about the MFT outside of California. It also prepares students for the pursuit of doctoral studies in practitioner-oriented programs such as counseling or clinical psychology. The primary program outcomes and competencies are:

- Entry level expertise in the diagnosis of mental disorders.
- Entry level expertise in development of a treatment plan.
- Entry level expertise in the implementation of treatment plans.
- Professional integrity and legal and ethical standards with clients and staff.
• Entry level competence in case presentations, oral reports, and written reports.
• Theoretical and clinical knowledge.
• Graduate level competency in theoretical research and written reports.
• Competency in psychopharmacology.
• Competency in multi-cultural awareness and diversity as it pertains to clinical situations of assessment and treatment.
• Competency in knowledge of human development (child, adolescent, and adult).
• Entry level competency in a broad range of clinical orientations and therapies.

Application Requirements

Students interested in enrolling in this program should contact the appropriate academic center for further information regarding the application process.

To be considered for admission, applicants must meet the University graduate admission requirements listed in the general information for graduate degrees as well as the MAC program criteria. All applicants are evaluated for the psychotherapy profession, regardless of career goals. Students must submit an application packet, pass a personal interview and attend the program orientation before they may begin classes.

Students should consult the regional faculty to determine at what point in the sequence they may enter the program. Entrance points may differ in each region.

Degree Requirements
(18 courses, 78 quarter units)

To receive the Master of Arts in Counseling Psychology, students must complete at least 78 quarter units of graduate work. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree and if the units were not used in earning another advanced degree. Students should refer to the section on graduate admission requirements for specific information regarding application and matriculation. In addition:

• Students must complete all course work with a grade of “B” or better. Students who receive a grade of “C+” or lower in two (2) or more courses must repeat all such courses before being allowed to continue in the program.
• Students must complete a minimum of 20 hours of individual, marital, family, or group psychotherapy before taking PSY 631A and another 20 hours before graduation for a total of 40 hours.
• Students must obtain a total of 200 hours of counseling experience at a designated practicum site with an approved practicum site supervisor during PSY 631B. One-hundred-fifty of the 200 hours must involve face-to-face psychotherapy with clients.
• Independent studies are not allowed in this program.
• Students may not take more than one course per month.
• Students seeking licensure must register with the Board of Behavioral Science Examiners (BBS) after graduation and fulfill all BBS licensing requirements.

Students are also urged to join the California Association of Marriage and Family Therapy and the American Association of Marriage and Family Therapists. Students must obtain malpractice insurance through C.A.M.F.T. or another professional organization.

Students must complete all course work within seven years. Any courses taken more than seven years ago must be repeated.

Program Prerequisite Recommended Preparation
(1 course, 4.5 quarter units)

PSY 429 Introduction to Personality Theory

Candidates who have not previously completed this course or its equivalent are strongly urged to do so. PSY 429 can be taken either online or in a classroom.

Program Core Requirements
(18 courses, 78 quarter units)

These courses are scheduled on a limited basis. Students are encouraged to consult the regional faculty for the course sequence requirement, which may differ in each region. Enrollment in these courses is limited to MA Counseling Psychology students unless the course is specifically listed in another degree.

PSY 635 Development Contexts in Psychotherapy: Childhood and Adolescence
PSY 629A Development Contexts in Psychotherapy: Adulthood and Aging
PSY 619 Research: Paradigms and Critiques (3 quarter units)
PSY 623A Perspectives on Psychopathology Individual Psychotherapy and Clinical Assessment I
PSY 623B Principles of Psychotherapy I: Assessment and Interventions Individual Psychotherapy and Clinical Assessment II
PSY 636 Principles of Psychotherapy II: Child and Adolescent
PSY 632A Couples/Family Therapy A
PSY 632B Couples/Family Therapy B
PSY 628 Principles of Psychotherapy III: Group Approaches
PSY 627 Legal and Ethical Issues in Marriage and Family Therapy

PSY 631A Principles of Psychotherapy IV: Integration and Application
(Prerequisite: Department approval)
PSY 631B Practicum for MFT Trainees* (Prerequisites: PSY 631A and Department approval)
PSY 637 Principles of Psychotherapy V: Cultural Competencies and Families
PSY 624 Assessment Techniques for Marriage and Family Therapists
PSY 642 Relational Violence
CHD 640 Addictions: Contexts and Treatments
PSY 626 Human Sexuality in Psychotherapy
PSY 652 Psychopharmacology (3 quarter units)

*This seminar meets once a week for two hours during six consecutive months in addition to the onsite practicum requirements. This seminar may meet in the late afternoon.

MASTER OF ARTS IN ENGLISH
(710-504)
Faculty Advisor: Janet Baker • (619) 642-8472 • jzbaker@nu.edu

The Master of Arts in English provides a balanced and comprehensive program of graduate study in literature and writing. The program is ideal for teachers who desire a content M.A. beyond the credential. It is also excellent preparation for doctoral studies in English, teaching in the two-year college, or other careers requiring a high degree of literacy.

The curriculum offers a balanced coverage of major approaches to literature, including theoretical, historical, comparative, thematic, multicultural and genre studies. It provides students with the tools and skills to produce literary scholarship of professional quality and to participate in the ongoing scholarly discussions of issues in the field of literary study.
Degree Requirements
(10 courses, 45 quarter units)

To receive the Master of Arts in English, students must complete at least 45 quarter units. A total of 4.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree and provided the units were not used in earning another advanced degree. Students should refer to the General Catalog section on graduate admission requirements for specific information regarding admission and matriculation.

By the end of this program, students shall have the tools and skills to produce literary scholarship of professional quality and to participate in the ongoing scholarly discussions of issues in the field of literary study.

Specifically, by the end of this program, students will be able to:
• Research and apply relevant criticism in sustained analyses and interpretations of specific works of fiction, non-fiction, and poetry.
• Evaluate the relevance and validity of different theoretical approaches (e.g., historicist, biographical, etc.) to the understanding of specific works of literature.
• Engage in informed critical discussion, both oral and written, of theoretical issues pertaining to the study of literature.
• Synthesize current theory and practice in the study of American multicultural literature.
• Evaluate the complexities of canon formation.
• Engage in informed critical discussion, both oral and written, of the works and criticism of a specific literary period or movement.
• Participate in rigorous critiques of the scholarly works of others.
• Revise and expand a scholarly paper to submit for publication in a scholarly or literary journal.

Writing Across the Curriculum

The University’s Writing Across the Curriculum Program offers opportunities for students to participate in meaningful projects that will enhance their career development. These projects include editing and producing the student literary journal, The GNU and working on the WHACK, the Writing Across the Curriculum Newsletter. Contact Vicki Martineau, Director of Writing Across the Curriculum, at vmartine@nu.edu, for additional information.

In addition, various departmental faculty have opportunities for students to assist them with teaching, scholarly projects, or other activities and students can receive valuable experience and mentoring from working with them. Contact individual faculty members for information.

Core Courses
(6 courses, 27 quarter units)

Select from the following list of courses:

ENG 600 Seminar in Literary Theory
ENG 610 Seminar in Multicultural Literature of North America
ENG 620A Seminar in a Literary Period or Movement I or
ENG 620B Seminar in a Literary Period or Movement II
ENG 640 Seminar in Poetry
ENG 690A Seminar in a Major Author I or
ENG 690B Seminar in a Major Author II
ENG 699 English Capstone course
(Prerequisite: All other program requirements must be completed before enrolling in this course. Exceptions may be made if student is within two courses of program completion, only with the approval of the Program Director.)

Electives
(4 courses, 18 quarter units)

Select from the following list of courses:

ENG 620A or ENG 620B Seminar in a Literary Period or Movement I or II (if not used to fulfill another program requirement)
MCW 630 Seminar in Fiction
MCW 650 Seminar in Creative Non-Fiction
ENG 660 Seminar in Literary Hypermedia
ENG 665 Film Theory
ENG 666 Film History: The Silents
ENG 667 Film History: American Film
ENG 668 Film Genre Studies
ENG 669 World Film
ENG 670 Seminar in Comparative Literary Studies
ENG 690A or ENG 690B Seminar in a Major Author I or II (if not used to fulfill another program requirement)
ENG 680A Seminar in a Theme I
ENG 680B Seminar in a Theme II
(Other courses may be used for elective credit with permission from the program director.)
ENG 685 Great Directors: American
ENG 686 Great Directors: International

MASTEr Of ARTS In HUMAN BEHAVIOR

(710-501)
Faculty Advisor: Charles Tatum • (858) 642-8476 • cstatum@nu.edu

The Master of Arts in Human Behavior is designed for people desiring greater knowledge of the behavioral sciences. The degree exposes the student to a wide array of behavioral topics covering personal, social and organizational issues. The program is intended for students who have specific ambitions in the fields of supervision, management and administration, but should also appeal to students undergoing life transitions, seeking personal or career growth, or requiring preparation for doctoral-level training.

The primary program outcomes and competencies are:

• Synthesize and apply communication theory and practice in real-world situations.
• Develop a personal and professional code of ethics based on knowledge and understanding of moral and ethical principles and values.
• Assimilate adult development and human sexuality theories and principles into personal and interpersonal growth.
• Analyze and apply behavioral and organizational change processes to personal, social and organizational settings.
• Integrate theories of leadership into applied areas of supervision, management and administration.
• Demonstrate practical competence in the use of behavioral theory, research and assessment.
• Produce written materials (papers, essays, projects, journals, etc.) that analyze, integrate and critique critical theories, issues and research in human behavior.
• Demonstrate oral fluency (class debates, group discussions, individual presentations, etc.) in articulation of the theory and practice of behavioral science.
• Demonstrate multi-cultural awareness and appreciation of human diversity.

Degree Requirements
(12 courses, 54 quarter units)

To receive the Master of Arts in Human Behavior, students must complete at least 54 quarter units of graduate work. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree and provided the units were not used in earning another
advanced degree. Students should refer to the section on graduate admission requirements for specific information regarding application and matriculation.

Core Requirements
(10 courses, 45 quarter units)

HUB 648  Personal Growth and Communication
HUB 646  Personal and Professional Ethics
HUB 641  Stages of Adult Development
HUB 639  Contemporary Issues in Sexuality
HUB 601A Organizational Behavior
HUB 642  Theories of Behavior Change
HUB 601D Creative Leadership
HUB 650  Foundations of Behavioral Research
HUB 660  Assessment in Organizations  
(Prerequisite: HUB 650)
HUB 680  Integrative Project in Human Behavior  
(Capstone course)  
(Prerequisite: HUB 650)

Electives
(2 courses, 9 quarter units)

Students can select graduate elective courses from the following course prefixes: CHD, HRM, HUB, MKT, MGT and SOC (CHD 601 and SOC 694 are highly recommended). In addition, some education and psychology courses are acceptable with the approval of the Chair of the Department of Psychology. (Note: Due to enrollment restrictions, special permission by the Chair of the Department of Psychology is required to take CHD 640, or any courses designated PSY 600 or above).

MASTER OF FINE ARTS IN CREATIVE WRITING
(715-505)
Faculty Advisor: Karen Offitzer • (818) 817-2481 • koffitz@nu.edu

The Master of Fine Arts in Creative Writing offers students the opportunity to master advanced skills in carrying out independent and sustained activity in creative writing in the areas of fiction, literary nonfiction, poetry, and screenwriting. Guided development of each writer’s talents culminates in a final project, a publishable-quality thesis in the area of specialty. This final project should demonstrate a critical application of specialist knowledge in the chosen specialty and should make an independent contribution to existing work in that area. This program is excellent preparation for a professional career in writing, working in the areas of publishing or filmmaking, and is the minimal academic qualification appropriate for those who desire to teach writing at the college or university level.

Faculty in the MFA in Creative Writing program maintain a strong commitment to scholarly value and the active support of students in their passion for literature, film and writing. Creative writing students are expected to make important contributions to the publication of the student literary journal (GNU) and actively participate in seminars designed to foster creative and critical debate. Courses are directed to the refinement of creative practice and academic excellence. Faculty are experienced and published writers in their fields and offer supervision in the areas of fiction, poetry, literary nonfiction, and screenwriting.

Program Outcomes

Upon completion of the Master of Fine Arts in Creative Writing, graduates will demonstrate the following proficiencies:

- expertise in the various aesthetic theories pertaining to specialty (fiction, literary nonfiction, poetry, or screenwriting)
- expertise in the practical and theoretical models of teaching and learning the writing of fiction, literary nonfiction, poetry and screenwriting
- expertise in recognizing and commenting critically on specific works of literature and screenwriting
- expertise in the development of publishable-quality writing in area of specialty (fiction, literary nonfiction, poetry, or screenwriting)
- ability to communicate effectively and knowledgeably on such matters as plot, characterization, style, point of view, narrative technique, language, and other issues of fiction
- ability to communicative effectively and knowledgeably on such matters as voice, plot, characterization, style, point of view, narrative technique, language, and other issues of literary nonfiction
- ability to communicate effectively and knowledgeably on such matters as language, style, themes, technique, rhythm, form, and other issues of poetry
- ability to communicate effectively and knowledgeably on such matters as plot, characterization, style, point of view, narrative technique, language, form, dialogue, and other issues of screenwriting

Application Requirements

To be considered for admission, applicants must meet the University graduate admission requirements listed in the general information for graduate degrees. In addition, applicants in creative writing should submit portfolios of their writing directly to the following address: Karen Offitzer, Lead Faculty, Graduate Program in Creative Writing, Department of Arts and Humanities, National University, 14724 Ventura Boulevard, Suite 801, Sherman Oaks, CA 91403-3501.

The portfolio should include 20-40 pages of fiction or literary nonfiction (usually 2-3 short stories or essays), or 10-20 pages of poetry, or a completed screenplay, or a substantial sample of work in several forms.

Based on the portfolio, applicants may be advised to complete one or more of the following undergraduate courses prior to enrolling in the advanced writing workshops:

- ENG 365 Creative Writing
- LIT 443 World of the Short Story
- LIT 446 Studies in Poetry
- LIT 450 Studies in the Novel
- LIT 456 Studies in Drama

Degree Requirements
(10 courses, 45 quarter units)

To receive the MFA in Creative Writing, students must complete at least 45-quarter units; a total of 4.5 quarter units may be granted for equivalent work completed at another institution, as it applies to this degree, and provided the units were not used in earning another advanced degree. Students should refer to the General Catalog section on graduate admission requirements for specific information regarding admission and matriculation.

Advancement to Candidacy

A student is advanced to candidacy for the Master of Fine Arts degree after successful completion of MCW 600 and two core courses. Grades below “B” must be repeated. At that time, the student selects or is assigned a thesis mentor.

Career Development Opportunities

A number of career development opportunities are available for degree candidates who plan to teach, work in film, or pursue careers in writing or publishing.

Candidates who want to gain hands-on experience in peer tutoring can apply for an internship at NU’s on-site and on-line writing
### Core Requirements
(4 courses, 18 quarter units)

Students are required to take MCW600, and are required to take one seminar in their chosen specialty, and must choose two additional courses in different areas. MCW600 is 4 weeks; all other writing workshops and seminars are 8 weeks in duration.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>MCW 600</td>
<td>Pedagogy of Creative Writing</td>
</tr>
<tr>
<td>MCW 630</td>
<td>Seminar in Fiction Writing</td>
</tr>
<tr>
<td>MCW 645</td>
<td>Seminar in Poetry Writing</td>
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<tr>
<td>MCW 650</td>
<td>Seminar in Creative Nonfiction</td>
</tr>
<tr>
<td>MDC 680</td>
<td>Seminar in Screenwriting</td>
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</tbody>
</table>

### Specialized Study
(2 courses, 9 quarter units)

(Prerequisite for advanced workshops: approval of Application Portfolio)

Students are expected to take a minimum of two (2) seminars in their specialty. All advanced creative writing courses are conducted by teachers who are accomplished creative writers sensitive to the efforts of writing. Classes are conducted as workshops, with student work comprising much of the text for the course.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>MCW 630A</td>
<td>Advanced Workshop in Fiction I</td>
</tr>
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<td>(Prerequisite: MCW 630)</td>
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<tr>
<td>MCW 630B</td>
<td>Advanced Workshop in Fiction II</td>
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<td></td>
<td>(Prerequisite: MCW 630)</td>
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<tr>
<td>MCW 640A</td>
<td>Advanced Workshop in Poetry I</td>
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<tr>
<td></td>
<td>(Prerequisite: MCW 645)</td>
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<tr>
<td>MCW 640B</td>
<td>Advanced Workshop in Poetry II</td>
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<td></td>
<td>(Prerequisite: MCW 645)</td>
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<tr>
<td>MCW 650A</td>
<td>Advanced Workshop in Literary Nonfiction I</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: MCW 650)</td>
</tr>
<tr>
<td>MCW 650B</td>
<td>Advanced Workshop in Literary Nonfiction II</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: MCW 650)</td>
</tr>
</tbody>
</table>

### Elective Requirements
(2 courses, 9 quarter units)

Students choose 2 electives in form and technique specific to specialty; courses must constitute a coherent program of study. It is possible to pursue a course in another discipline when such study is demonstrably essential to the student’s creative work. Students are encouraged to choose electives to strengthen areas of weakness; pursue technical or theoretical knowledge essential to the student’s creative work, or to otherwise enrich the degree program. The candidate must work out a specific program in conjunction with the lead program faculty.

Approved courses (other courses may be approved by lead program faculty)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 610</td>
<td>Seminar in Multicultural Literature of North America</td>
</tr>
<tr>
<td>ENG 620A</td>
<td>Seminar in a Literary Period or Movement I</td>
</tr>
<tr>
<td>ENG 620B</td>
<td>Seminar in a Literary Period or Movement II</td>
</tr>
<tr>
<td>ENG 660</td>
<td>Seminar in Literary Hypermedia</td>
</tr>
<tr>
<td>ENG 670</td>
<td>Seminar in Comparative Literary Studies</td>
</tr>
<tr>
<td>ENG 680A</td>
<td>Seminar in a Theme I</td>
</tr>
<tr>
<td>ENG 680B</td>
<td>Seminar in a Theme II</td>
</tr>
<tr>
<td>ENG 690A</td>
<td>Seminar in a Major Author I</td>
</tr>
<tr>
<td>ENG 690B</td>
<td>Seminar in a Major Author II</td>
</tr>
<tr>
<td>ENG 665</td>
<td>Film Theory</td>
</tr>
<tr>
<td>ENG 666</td>
<td>Film History: The Silents</td>
</tr>
<tr>
<td>ENG 667</td>
<td>Film History: American Film</td>
</tr>
<tr>
<td>ENG 685</td>
<td>Great Directors: American</td>
</tr>
<tr>
<td>ENG 686</td>
<td>Great Directors: International</td>
</tr>
</tbody>
</table>

### Thesis Courses
(2 courses, 9 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCW 660</td>
<td>Thesis I (Draft)</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: all core, specialized study and elective courses)</td>
</tr>
<tr>
<td>MCW 670</td>
<td>Thesis II (Revision)</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: MCW 660)</td>
</tr>
</tbody>
</table>

The thesis must be a mature, substantial body of work e.g. a collection of stories, essays, or poems, a novel, or a full-length screenplay (minimum 120 pages). The thesis will include a preface (minimum 1000 words) in which the writer discusses her/his evolution as an artist and the evolution of the work. The student will choose a mentor for the thesis, and will work with the mentor in an individualized manner, decided upon through conference with the mentor.

### Language Requirement

There is no language requirement for this program. It is possible, however, to pursue a series of electives in a particular language when such study is demonstrably essential to the student’s creative work. The candidate must work out a specific program in conjunction with the lead program faculty.

### MASTER OF SCIENCE IN INDUSTRIAL-ORGANIZATIONAL PSYCHOLOGY
(720-610)

Faculty Advisor: Delbert M. Nebeker • (858) 642-8398 • dnebeker@nu.edu

The Master of Science in Industrial-Organizational Psychology program (MSIOP) provides accredited graduate level training and education in industrial-organizational psychology. It prepares professionals to manage programs dealing with work analysis and design, fairness and utility of employee selection and placement, employee productivity, employee satisfaction and retention, and organizational design and development. The program design follows the Guidelines for Education and Training of the Division 14 of the...
American Psychological Association: the Society of Industrial-Organizational Psychology. It is practice-oriented, research-based, and advocates the highest levels of personal and professional integrity. The MSIOP is particularly appropriate for those working in Human Resources Management, Employee Development and General Management who would benefit from graduate level education in the people/organizational side of management. This program is appropriate also for those nearing completion of their military career.

Program Outcomes
After the completion of the Master of Science in I-O Psychology students will be able to:

• Demonstrate master’s level competencies in the areas specified in the Society for Industrial and Organizational Psychology (SIOP) guidelines for Master’s level education and training in Industrial and Organizational Psychology.
• Demonstrate the ability to critically analyze and evaluate literature in general psychology and I-O psychology.
• Demonstrate the ability to apply the competencies learned in the program to the benefit of organizations and their employees.
• Demonstrate preparedness for further study of I-O Psychology at the doctoral level.

Application Requirements
To be considered for admission, applicants must meet the University graduate admission requirements listed in the general information for graduate degrees. Recent graduates of undergraduate programs as well as bachelor degree holders who have substantial employment experience in organizations are welcome to apply. Qualified applicants will be interviewed by faculty to determine suitability of background, motivation, and career objectives. Students interested in this program should contact the appropriate academic center or one of the faculty advisors for further information regarding the application process.

Degree Requirements
(12 courses, 54 quarter units)

To receive the Master of Science in I-O Psychology, students must complete at least 54-quarter units; a total of 13.5 units may be granted for equivalent work completed at another institution. In addition the student must pass two examinations for completion of the MS in I-O Psychology. The first is the Prelim Exam and deals with the history of psychology and the scientific fields of psychology. This examination must be passed before the student takes the seventh course in the program. The second examination is the Competency Exam and demonstrates mastery of the program in I-O Psychology. This exam may be taken any time after the eighth course in the program and must be passed before enrolling in the IOP 695: Field Placement in I-O Psychology. These examinations may be repeated until passed. A fee of $100 is charged for each administration of these exams. Preparation for the first exam will be done external to the graduate program- within the student’s undergraduate program and/or by a program of reading sources suggested by the faculty. Preparation for the second exam will occur within the graduate program and by mastering the required series of courses and a program of reading sources suggested by the faculty.

Core Requirements
(11 courses, 49.5 quarter units)

IOP 615 Industrial - Organizational Psychology
IOP 630 Research and Statistics I
IOP 631 Research and Statistics II
    (Prerequisite: IOP 630)
IOP 640 Work Motivation
    (Prerequisite: IOP 615)
IOP 635 Psychological Measurement
    (Prerequisite: IOP 631)
IOP 650 Organizational Development
    (Prerequisite: IOP 615)
IOP 645 Training in Organizations
    (Prerequisite: IOP 615)
IOP 655 Attitude Theory and Measurement
    (Prerequisite: IOP 635)
IOP 665 Performance Appraisal and Feedback
    (Prerequisites: IOP 635 and IOP 615)
IOP 660 Applied Measurement in I-O Psychology
    (Prerequisite: IOP 635 or HUB 650)
IOP 695 Field Placement in I/O Psychology
    (Prerequisites: Completion of Prelim and Competency Exams)

Elective Requirement
(1 course, 4.5 quarter units)

IOP 690 Advanced Seminar in I/O Psychology
HUB 601B Communication for Managers
HUB 601D Creative Leadership
HUB 641 Stages of Adult Development
HUB 642 Theories of Behavior Change
HRM 667 Compensation and Benefits
HRM 633A Seminar in Employee Relations, Labor Relations and Union Management
ODV 610 Advanced Studies in Organizational Behavior in a Diverse Society
ODV 601 Integrating Performance Management, Technology, and Organizational Communication
PAD 620 Foundations of Public Administration
PAD 626 Public Personnel Policy

Field Placement Requirement
The field placement experience is an integral part of the graduate program in I-O Psychology. It will occur toward the end of the program after the student has mastered the basic principles, and has acquired the knowledge, skills, and abilities related to the practice of I-O Psychology. The field placement experience may occur in the same organization where the student is employed if the duties involved are different from the duties performed in the past and are representative of the content of I-O Psychology. If such an arrangement is not possible, students may select a placement from those developed by the faculty. The field placement requirement is at least 160 hours of approved, supervised, and evaluated experience and a written report on the placement as a capstone experience in the program.

Alternative Scheduling
This program will be taught with the first 4 courses in the traditional one month format and the remaining courses taught in a two-month per course format. Under the two-month format the classes will meet once a week for 8 weeks in the current time configuration (5:30 to 10:00 pm). The courses in the two month format will be staggered and beginning with the second two-month class they will overlap. This means that during the second month of each two-month class the student will also be in the first month of the next course. In this way the student will be enrolled in two courses at the same time. The two month format is necessary for some courses because they will require projects involving research or experience in operating organizations which will be difficult if not impossible to accomplish in the single month format.
School of Business and Management

Dean, Thomas Green
Ph.D., Sociology
University of Hawaii

98 Degrees Offered
99 Faculty
101 Undergraduate Degree Programs
115 Graduate Degree Programs
125 Certificate Programs
Degree Programs Offered

Undergraduate Degrees

Bachelor of Arts with Majors in:
- Management*
- Pre-Law Studies

Bachelor of Business Administration* with Concentrations in:
- Accountancy*
- Alternative Dispute Resolution
- Business Law
- Economics*
- Entrepreneurship
- Finance*
- Hospitality and Casino Management*
- Human Resource Management*
- Marketing*
- Sports Management*

Bachelor of Public Administration

Bachelor of Science with Majors in:
- Accountancy*
- Criminal Justice Administration*
- Domestic Security Management
- Financial Management
- Organizational Leadership

Minors
- Accountancy*
- Business Administration
- Business Studies
- Criminal Justice Administration*
- Economics*
- Legal Studies

Transition Programs

BAMGT/MAMGT Transition Program
BBA/MBA Transition Program
BBA/MSEB Transition Program
BBA/MSTM Transition Program
BPA/MPA Transition Program
BSAccountancy/MBA Transition Program
BSCJA/MPS Transition Program
BSDSM/MFS Transition Program
BSDSM/MPA Transition Program
BSIS/MSEB Transition Program
BSITM/MSEB Transition Program

Graduate Degrees

Executive Master of Business Administration*

Executive Master of Business Administration (Spanish Version)*

Master of Arts with Fields of Study in:
- Human Resource Management and Organizational Development* with Areas of Specialization in:
  - Human Capital and Labor Relations Management*
  - Human Resource Development and Change Management*
  - Organizational Leadership*
  Management* with an Area of Specialization in:
  - Organizational Leadership*

Master of Business Administration* with Areas of Specialization in:
- Accountancy*
- Alternative Dispute Resolution
- Electronic Business*
- Financial Management*
- Human Resource Management*
- International Business*
- Marketing*
- Organizational Leadership*
- Technology Management*

Master of Forensic Sciences* with Areas of Specialization in:
- Criminalistics
- Investigation*

Master of Public Administration with Areas of Specialization in:
- Alternative Dispute Resolution
- Human Resource Management*
- Organizational Leadership*
- Public Finance*

Master of Science with Fields of Study in:
- Electronic Business*
- Finance
- Organizational Leadership*
- Taxation

Certificate Programs

Accountancy*
Alternative Dispute Resolution (Undergraduate and Graduate)
Criminal Justice Administration*
Electronic Business*
Finance*
Hospitality and Casino Management
Human Resource Management*
International Business*
Marketing*
Sports Management*

* denotes program also offered or partially offered online.
Note: Not all online programs or courses are offered in entirety via Internet.
Note: Not all courses or programs listed in this catalog are available at every learning facility.
Various undergraduate minors are available in some degree programs.

FOR FURTHER INFORMATION

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School of Business and Management

Vision Statement

The vision of the School of Business and Management is to build a learning community of educators, scholars, and students who are people of integrity, with competitive knowledge, capacity for innovation, and cultural sophistication who are recognized for their capable, purposeful, and ethical leadership in a changing world.

Mission Statement

The mission of the School is to promote academic excellence and to make lifelong learning opportunities accessible, challenging, and relevant to a diverse population of learners. The central purpose of the School is teaching. Teaching excellence is accomplished by offering a values-based curriculum utilizing a diversity of instructional methods that are convenient, rigorous and efficient, and that bridge the gaps between theory, practice, and application; by emphasizing the acquisition and application of current, relevant information; by promoting the development of management and ethical leadership skills; and by supporting faculty scholarship. Our ultimate goal is to graduate responsible citizens for active participation in an interdependent, pluralistic, global community.

Undergraduate Degrees

BACHELOR OF ARTS (B.A.)

(610)

General Education Program Requirements

The general education program consists of a minimum of 70.5 quarter units. Of the 70.5 units, students must complete at least 4.5 units at the upper-division level and 4.5 units in diversity enriched course work. A plus [+] indicates a diversity enriched offering. All undergraduate students working toward any associate or bachelor’s degree must meet the University diversity requirement.

National University has general education requirements in the following eight areas:

AREA A: ENGLISH COMMUNICATION
(minimum 15 quarter units)

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(minimum 4.5 quarter units)

AREA C: INFORMATION LITERACY
(minimum 4.5 quarter units)

AREA D: ARTS AND HUMANITIES
(minimum 13.5 quarter units)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(minimum 13.5 quarter units)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
(minimum 6 quarter units required [Note: one science lab is required])

AREA G: MODERN LANGUAGE
(minimum 9 quarter units)

(Students may satisfy this area by passing a competency test in any second language. They also may satisfy this requirement with 9 quarter units of computer languages, such as C, C++, Java, and Visual Basic. Students who satisfy competency by examination must still meet the overall general education unit requirement. Students enrolled in a degree program under the School of Business and Management can elect to take general education electives to fulfill this requirement.)

AREA A-G: GENERAL EDUCATION
(minimum 4.5 quarter units)

Courses taken to achieve minimum levels of collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.

Major in Management

(610-413)

Faculty Advisor: Iraj Mahdavi • (858) 642-8374 • imahdavi@nu.edu

The Bachelor of Arts with a Major in Management provides students a business-related degree with an emphasis on managing organizations and personnel in a multicultural and global setting. To achieve maximum flexibility, the Major in Management program minimizes prerequisites, enabling students to take the required courses in any sequence.

Bachelor of Arts in Management / Master of Arts in Management (BA MGT / MA MGT) Transition Program

Students who are currently enrolled in the Bachelor of Arts in Management program, have at least a GPA of 3.0 and are within six courses of graduation, may register for the Bachelor of Arts in Management / Master of Arts in Management (BA MGT / MA MGT) Transition Program by taking two MA Management classes as electives during the BA Management Program. Students choose any two of the following: MGT 601, LED 601, ELB 620, or HRM 640. To be eligible, students must apply for and begin the MA Management Program within six months of completing their BA Management Program. The number of courses required to earn an MA/MGT degree for Transition Program students is reduced from 12 to 10 courses.

Students must complete graduate-level course work taken as part of the BA MGT degree with a grade of B or better. This course work will not transfer as graduate-level credit to National University or any other institution as it is part of an undergraduate degree program. Grades earned in graduate-level courses will be calculated as part of the student’s undergraduate Grade Point Average.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:
1. Describe the basic functions of management and their practical implications.
2. Analyze and evaluate management, leadership, and motivation theories.
3. Identify organizational behavior, communications and change theories and their practical implications.
4. Explain the effect of international business environmental factors (legal, economic and cultural) on the conduct of global business.
5. Explain the principles and theories of ethical decision-making and their practical implications in the everyday conduct of business.

Degree Requirements

To receive a Bachelor of Arts with a Major in Management, students must complete at least 180 quarter units as described below; 76.5 of which must be completed at the upper-division level and 45 of which must be completed in residence at National University. (In absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.) Refer to the section of undergraduate admission requirements for specific information regarding admission and matriculation.
Preparation for the Major
(5 courses, 22.5 quarter units)

MTH 210  Introduction to Probability and Statistics *
ECO 203  Principles of Microeconomics *
ECO 204  Principles of Macroeconomics *
ACC 201  Financial Accounting Fundamentals
ACC 202  Managerial Accounting Fundamentals
(Prerequisite: ACC 201)
*May be used to satisfy general education Requirements

Requirements for the Major
(9 courses, 40.5 quarter units)

LAW 304  Legal Aspects of Business I
MGT 400  Ethics in Law, Business and Management
MGT 409C  Principles of Management and Organization
MGT 430  Survey of Global Business
(Prerequisites: ECO203 and ECO204)
HRM 409B  Survey in Human Resource Management and Organization Development
MKT 402A  Marketing Fundamentals
HUB 420  Human Communications
or
HUB 500  Crosscultural Dynamics of Human Behavior
HUB 440  Organizational Development
or
ODV 420  Introduction to Organizational Behavior
FIN 310  Business Finance
(Prerequisites ACC 201 and ACC 202)

Upper-Division Electives
(7 courses, 31.5 quarter units)

Students are encouraged to take any minors or electives in the following prefix areas: ACC, ITM, CIS, FIN, HCA, HRM, LAW, MGT, MKT and MNS. The following recommended courses are pre-approved minors or electives, including those with prefixes other than those listed above:

CJA 441  Organized and White Collar Crime
HIS 410  California Experience
HRM 432  Recruiting, Selection, Promotion, and Retention
HUB 410  Psychology for Managers
LAW 305  Legal Aspects of Business II
(Prerequisite: LAW 304)
LAW 400  Current Legal Issues
LAW 402  The Art of Negotiation
MGT 420  Introduction to TQM in the Context of Management Leadership
MNS 407  Management Science
(Prerequisite: MNS 205)
PHL 375  Environmental Ethics
(Prerequisites: ENG 100/101)
PHL 437  Ethics
(Prerequisites: ENG 100/101)
PSY 432  Social Psychology
(Prerequisites: ENG 100/101)
SOC 310  Cultural Dynamics in the Work Place
SOC 430  Culture, Technology and Society
(Prerequisites: ENG 100/101)
SOC 445  Contemporary Social Problems
(Prerequisites: ENG 100/101)
SOC 500  Understanding Cultural Pluralism in American Society
(Prerequisites: ENG 100/101)
SOC 540  Power and Social Change
(Prerequisites: ENG 100/101)

In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.

◆ Major in Pre-Law Studies
(610-421)
Faculty Advisor: Jack Hamlin • (858) 642-8405 • jhamlin@nu.edu

Description

The Major in Pre-Law Studies provides students with the well rounded education needed for admission to law schools. Emphasis is placed on the verbal, critical thinking and analytical skills that are considered vital for success as a law student and as a member of the legal profession. This major also allows students interested in a career in business or government to gain an understanding of the complex legal issues they will face in their professions.

The core program courses may be taken in any sequence providing the required pre-requisites have been met. Students may also select elective courses, other than those recommended, from the following disciplines: psychology, sociology, behavioral science, information technology, human resources management, finance, management and marketing.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:
1. Apply critical legal thinking in analyzing judicial decisions
2. Describe and analyze the principal’s liability for the tortuous conduct of an agent
3. Describe the free speech protection granted to the internet by the U.S. Supreme Court
4. Analyze issues by application of relevant rules of law, ethical standards, and social mores
5. Develop a clear and concise legal argument supporting a position on a given legal topic
6. Demonstrate written, oral communication and presentation skills.
7. Describe and analyze need for effective planning in preparation for the negotiation process

Requirements
(16 courses; 72 quarter units)

To receive a Bachelor of Arts with a Major in Pre-Law Studies, students must complete at least 180 quarter units as described below. 76.5 quarter units must be completed at the upper-division level and 45 must be completed in residence at National University. (In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.)

Preparation for the Major
(4 courses, 18 quarter units)

PHL 238  Critical Thinking in Everyday Life*
ECO 203  Principles of Microeconomics *
ECO 204  Principles of Macroeconomics *
ACC 201  Financial Accounting Fundamentals
* May be used to satisfy general education requirements.

Requirements for the Major
(10 courses, 45 quarter units)

ENG 365  Creative Writing
or
ENG 375  Nature Writing
HIS 350  Cultural Diversity
or
HIS 320  Culture, Capitalism & Technology in Modern World History
POL 320  Politics of Social Movements
or
POL 540  The American Political System
MGT 400  Ethics in Law, Business and Management
or

School of Business and Management
School of Business and Management

HUB 500 Cross-Cultural Dynamics of Human Behavior
LAW 400 Current Legal Issues
LAW 304 Legal Aspects of Business I
LAW 305 Legal Aspects of Business II
   (Prerequisite: LAW 304)
LAW 405 Analytical Reasoning
LAW 408 Legal Writing, Research and Oral Argument
ADR 405 Negotiation Fundamentals

Upper-Division Electives
(6 courses; 27 quarter units)
ADR 400 Alternative Dispute Processes
ADR 415 Mediation Fundamentals
ADR 420 Communication and Conflict
CJA 451 Court Systems & the Judicial Process
CJA 464 Constitutional Law
SOC 445 Contemporary Social Problems
PHL 437 Ethics
ENG 432 Report and Research Paper Writing
GLS 430 The Global Economy
PHL 375 Environmental Ethics
HUB 410 Psychology for Managers

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)
(630)
Faculty Advisor: Brian P. Simpson • (858) 642-8431 • bsimpson@nu.edu

The Bachelor of Business Administration (BBA) degree prepares students for career opportunities and advancement in business and industry. Successful completion of lower- and upper-division BBA requirements ensures that graduates comprehend the relationships among marketing, quantitative theory, accountancy, economic principles and financial, human and organizational management. The Bachelor of Business Administration degree gives students an opportunity to specialize in designated fields by pursuing concentrations and minors, or to choose an individualized set of general BBA electives.

BBA/MBA Transition Program

Students who are currently enrolled in the Bachelor of Business Administration program and have at least a GPA of 3.0 and are within six courses of graduation, may register for the BBA/MBA Transition Program by taking MBA classes as electives during the BBA Program. To be eligible, students must apply for and begin the MBA Program within six months of completing their BBA Program. Students may choose up to three of the following courses: MKT 602, LED 601, ELB 620, and BKM 600. The number of courses required to earn an MBA degree for Transition Program students is reduced from 14 down to as few as 11 courses.

Students must complete graduate-level course work taken as part of the BBA degree with a grade of B or better. This course work will not transfer as graduate-level credit to National University or any other institution as it is part of an undergraduate degree program. Grades earned in graduate level courses will be calculated as part of the student’s undergraduate Grade Point Average.

Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
1. Comprehend and apply the principles of business ethics
2. Obtain the quantitative skills and knowledge needed to make sound business decisions
3. Acquire knowledge in the fields of business, including management, international business, marketing, business law, accountancy, finance, economics, and knowledge management, and apply these skills to different business environments
4. Integrate the knowledge acquired in the program to analyze a business to identify its strengths and weaknesses and determine what changes can be made for improvement
5. Conduct independent research relevant to business-related issues
6. Demonstrate written and oral presentation skills expected of a business school graduate

Degree Requirements

To receive a Bachelor of Business Administration, students must complete at least 180 quarter units as described below, 76.5 of which must be completed at the upper-division level and 45 of which must be completed in residence at National University. (In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.) Refer to the section of undergraduate admission requirements for specific information regarding admission and matriculation.

General Education Program Requirements

The general education program consists of a minimum of 70.5 quarter units. Of the 70.5 units, students must complete at least 4.5 units at the upper-division level and 4.5 units in diversity enriched course work. A plus [+] indicates a diversity enriched offering. All undergraduate students working toward any associate or bachelor’s degree must meet the University diversity requirement.

National University has general education requirements in the following eight areas:

AREA A: ENGLISH COMMUNICATION
   (minimum 15 quarter units)

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
   (minimum 4.5 quarter units)

AREA C: INFORMATION LITERACY
   (minimum 4.5 quarter units)

AREA D: ARTS AND HUMANITIES
   (minimum 13.5 quarter units)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
   (minimum 13.5 quarter units)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
   (minimum 6 quarter units required [Note: one science lab is required])

AREA G: MODERN LANGUAGE
   (minimum 9 quarter units)
   (Students may satisfy this area by passing a competency test in any second language. They also may satisfy this requirement with 9 quarter units of computer languages, such as C, C++, Java, and Visual Basic. Students who satisfy competency by examination must still meet the overall general education unit requirement. Students enrolled in a degree program under the School of Business and Management can elect to take general education electives to fulfill this requirement.)

AREA A-G: GENERAL EDUCATION
   (minimum 4.5 quarter units)

Courses taken to achieve minimum levels of collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.
School of Business and Management

Preparation for the Major
(6 courses, 27 quarter units)

MNS 205 Introduction to Quantitative Methods for Business*
ECO 203 Principles of Microeconomics*
ECO 204 Principles of Macroeconomics*
ACC 201 Financial Accounting Fundamentals
ACC 202 Managerial Accounting Fundamentals
  (Prerequisite: ACC 201)
LAW 304 Legal Aspects of Business I

* May be used to satisfy general education requirements

Requirements for the Major
(8 courses, 36 quarter units)

BKM 400 Business Knowledge Management Strategies
MGT 409C Principles of Management and Organization
FIN 310 Business Finance
  (Prerequisite: ACC 201)
MNS 407 Management Science
  (Prerequisite: MNS 205)
MGT 430A Marketing Fundamentals
MGT 430 Survey of Global Business
  (Prerequisites: ECO 203 and ECO 204)
MKT 451 Production and Operations Management
BUS 480 Integrated Business Policy (Capstone Course)
  (Prerequisites: At least nine BBA preparation and core courses)

Upper-Division Electives
(8 courses, 36 quarter units)

Students may choose to take one of the BBA Concentrations listed below, and/or appropriate elective courses to satisfy the total units for the degree with the following prefixes: ACC, BKM, BUS, CIS, ITM, FIN, HCA, HRM, LAW, MGT, MKT, or HUB.

Recommended Electives

BUS 491 Business Internship
FIN 446 International Financial Management
  (Prerequisites: FIN 310 and FIN 440)
FIN 440 Financial Institutions
  (Prerequisite: FIN 310)
BUS 400 Internship
HRM 409B Survey in Human Resource Management and Organization Development
HRM 432 Recruiting, Selection, Promotion, and Retention
HRM 439 Legal, Regulatory, and Labor Relations Concerns in HRM
LAW 305 Legal Aspects of Business II
  (Prerequisite: LAW 304)
MGT 400 Ethics in Law, Business and Management
MGT 420 Introduction to TQM in the Context of Management and Leadership
MGT 442 Strategic Business Management
MKT 430 Introduction to Global Marketing
  (Prerequisite: MKT 402A)
MKT 434 Introduction to Market Research
  (Prerequisite: MKT 402A)
MKT 443 Introduction to Advertising

BBA Concentrations

▲ Concentration in Accountancy
(472)
  Faculty Advisor: Gregory Merrill • (858) 642-8411 • gmerri@nu.edu

This concentration is designed for those majoring in Business Administration with its broad base of business-related disciplines, but who also wish to gain the intermediate-level accounting knowledge and skills appropriate for careers in the accounting and finance departments of a business, non-profit or government entity.

Students are encouraged to seek a nationally recognized accounting designation such as the CMA (Certified Management Accountant) or CFM (Certified in Financial Management). Those who are considering a CPA designation (Certified Public Accountant) are best served by enrolling in the B.S. in Accountancy degree program and selecting the CPA track electives.

Students are strongly advised to contact the above-named Faculty Advisor for guidance and recommendations as to academic preparation that will best meet their career objectives.

Students must successfully complete the following courses for a Concentration in Accountancy and must have successfully completed ACC 201 before enrolling in any of these courses:

Requirements for the Concentration
(6 courses, 27 quarter units)

ACC 410A Intermediate Accounting I
  (Prerequisite: ACC 201)
ACC 410B Intermediate Accounting II
  (Prerequisite: ACC 201)

Plus any four of the following courses:
ACC 410C Intermediate Accounting III
  (Prerequisite: ACC 201)
ACC 431 Advanced Accounting
  (Prerequisite: ACC 201)
ACC 432A Taxation - Individual
  (Prerequisite: ACC 201)
ACC 432B Taxation II
  (Prerequisite: ACC 201)
ACC 433A Managerial Accounting I
  (Prerequisite: ACC 201)
ACC 433B Managerial Accounting II
  (Prerequisite: ACC 433A)
ACC 434 Government and Nonprofit Accounting
  (Prerequisite: ACC 201)
ACC 435A Auditing I
  (Prerequisite: ACC 201)
ACC 435B Auditing II
  (Prerequisite: ACC 435A)

▲ Concentration in Alternative Dispute Resolution
(630-185)
  Faculty Advisor: Jack Hamlin • (858) 642-8405 • jhamlin@nu.edu

This concentration is designed for those students majoring in Business Administration who may seek entry into the Alternative Dispute Resolution field. ADR is in high demand in the business community, local, state and federal governments, and neighborhood communities. The successful completion of the ADR program will provide students with the necessary skills to become effective negotiators, mediators and facilitators and to promote peace and understanding between diverse cultures.

Requirements for the Concentration
(4 courses, 18 quarter units)

Choose any four of the following:

ADR 400 Alternative Dispute Resolution Processes
ADR 405 Negotiation Fundamentals
ADR 410 Facilitation Fundamentals
School of Business and Management

ADR 415 Mediation Fundamentals
ADR 420 Communication and Conflict
ADR 425 Cultural Issues in Conflict Management
ADR 430 Ethics and Neutrality

▲ Concentration in Business Law
(630-484)
Faculty Advisor: Jack Hamlin • (858) 642-8405 • jhamlin@nu.edu

Requirements
(6 courses; 27 quarter units)
This concentration is designed for students undertaking the Bachelor of Business Administration (BBA) degree. The concentration will provide students who have an interest in a career in law, business or government, with an understanding of the complex legal issues that exist in today’s business environment.

LAW 400 Current Legal Issues
LAW 304 Legal Aspects of Business I
LAW 305 Legal Aspects of Business II
(Prerequisite: LAW 304)
MGT 400 Ethics in Law, Business, and Management
ADR 400 Alternative Dispute Processes
ADR 405 Negotiation Fundamentals

▲ Concentration in Economics
(480)
Faculty Advisor: Brian P. Simpson • (858) 642-8431 • bsimpson@nu.edu

This concentration is designed for those students who seek to gain specialized knowledge in the field of economics. This concentration emphasizes market process (or free market) economics. Economics prepares students for careers in business, government, and nonprofit organizations. Economics also provides very good preparation for graduate level work, including in business, law, public policy, and public administration.

Knowledge of economics can increase one’s earning potential relative to other academic fields (including business and management). According to a U.S. Department of Commerce report, those with undergraduate economic degrees are among the highest paid workers. They place third out of fifteen academic fields (behind only engineering and agriculture/forestry). By concentrating in economics, students can take advantage of some of the increased earnings potential that economics makes possible.

For guidance and recommendations concerning the Concentration in Economics, please contact the above-named Faculty Advisor.

Requirements for the Concentration
(5 courses, 22.5 quarter units)
Students must successfully complete five of the following courses for a Concentration in Economics. Students must complete at least three of the courses in residence at National University. Three of the five courses completed for the Concentration must be ECO 401, 402, and ECO 430. It is recommended that students take the courses needed for the Concentration in Economics at or near the end of their program.

ECO 401 Market Process Economics I
ECO 402 Market Process Economics II
ECO 430 Economics and Philosophy
ECO 447 Money and Banking
(Prerequisite: ECO 203 and 204)
ECO 415 Labor Economics
(Prerequisite: ECO 203 and 204)

ECO 420 International Economics
(Prerequisite: ECO 203 and 204)

▲ Concentration in Entrepreneurship
(487)
Faculty Advisor: Wali I. Mondal • 858-642-8415 • wmondal@nu.edu

This concentration is designed for those students who seek to gain practical knowledge in starting, managing or running a business. The concentration is aimed at providing students with the specialized knowledge of entrepreneurship, e-business, small business management and family business. Entrepreneurship is one of the core concentrations in many schools of business. Completing this concentration will enable students to compete in the market place for employment or to start new business ventures.

According to the U.S. Department of Commerce, California is a leader in small business and family business. This concentration will enable students to gain knowledge on various aspects of small business and family business including venture capital, risk management, registration of new business, security issues, bankruptcy, estate planning and philanthropy. This knowledge, combined with knowledge gained in the BBA program will significantly enhance the earning potential of a student.

Students are strongly advised to contact the above-named Faculty Advisor for guidance and recommendations regarding academic preparation for this minor.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:
1. Identify the origin and development of entrepreneurship
2. Analyze risk taking and innovation
3. Describe marketing of goods and services
4. Comprehend financial plan and control of small business
5. Apply the basics of e-commerce through technology
6. Analyze E-Commerce servers and clients
7. Distinguish family business from other forms of business
8. Examine the impact of family business both nationally and globally

Requirements for the Concentration
(4 courses, 18 quarter units)
Students must successfully complete the following four courses:

MGT 481 Foundations of Entrepreneurship
MGT 482 Small Business Management
(Prerequisite: MGT 481)
MGT 483 E-Business
(Prerequisite: MGT 481)
MGT 484 Family Business Management
(Prerequisite: MGT 481)

▲ Concentration in Finance
(467)
Faculty Advisor: Chang G. Park • (858) 642-8402 • cpark@nu.edu

Career opportunities in finance are in three interrelated areas: financial institutions, including banks, insurance companies, credit unions and similar organizations; investments, including the sale of securities or security analysis; and financial management in all types of commercial and not-for-profit organizations. This concentration prepares students for future managerial responsibilities in these areas with an emphasis on the financial management of organizations.

Students must successfully complete the following courses for a Concentration in Finance. Students must complete at least four of the courses in residence at National University. It is recommended that
students take these courses at or near the end of their program after completing the upper-division BBA core courses.

**Requirements for the Concentration**
(6 courses, 27 quarter units)

FIN 440 Financial Institutions
(Prerequisite: FIN 310)
FIN 442 Investments
(Prerequisites: FIN 310 and FIN 440)
FIN 443 Working Capital Management
(Prerequisite: FIN 310)
FIN 446 International Financial Management
(Prerequisite: FIN 310)
FIN 447 Financial Planning
(Prerequisite: FIN 442)
FIN 444 Risk Management and Insurance
(Prerequisite: FIN 310)

**Concentration in Marketing**
(469)
**Faculty Advisor:** Susan Silverstone • (858) 642-8430 • ssilvers@nu.edu

This concentration is organized around a managerial framework that gives students an understanding of the concepts of marketing as well as the application of these concepts in making decisions and managing marketing activities. There is a wide range of opportunities in marketing, including marketing management, marketing research, purchasing manager/buyer, market analysis, product/branch manager, retailing, sales promotion and international marketing.

Students must successfully complete the following courses for a Concentration in Marketing. Students must complete at least four of the courses in residence at National University. It is recommended that students take these courses at or near the end of their program after completing the upper-division BBA core courses.

**Requirements for the Concentration**
(6 courses, 27 quarter units)

MKT 420 Principles of Consumer Behavior
(Prerequisite: MKT 402A)
MKT 430 Introduction to Global Marketing
(Prerequisite: MKT 402A)
MKT 434 Introduction to Marketing Research
(Prerequisite: MKT 402A)
MKT 443 Introduction to Advertising
Plus any two of the following courses:
MKT 440A Personal Selling
(Prerequisite: MKT 402A)
MKT 441 Channel Value Networks
(Prerequisite: MKT 402A)
MKT 442A Public Relations and Ethics
(Prerequisite: MKT 402A)
MKT 445 Direct Marketing Basics
(Prerequisite: MKT 402A)
MKT 446 Introduction to Services Marketing
(Prerequisite: MKT 402A)
MKT 447 Marketing for Entrepreneurs
(Prerequisite: MKT 402A)

**Concentration in Sports Management**
(259)
**Faculty Advisor:** George Drops • (858) 642-8438 • gdrops@nu.edu

This concentration is designed for those students majoring in Business Administration who may seek entry into management and marketing in the specialized fields of the sports and fitness industries. There is a wide range of opportunities in sports management including professional sports, university and college athletic programs, high school athletics, fitness centers, golf and tennis clubs, sports instruction centers, leisure and recreational facilities and allied businesses.

**Requirements for the Concentration**
(6 courses, 27 quarter units)

SMG 430 Introduction to Sports Management
SMG 432 Principles of Leisure Services Management
SMG 433 Sports Financial Management
SMG 434 Principles and Problems of Coaching
SMG 435 Legal Aspects of Sports Administration
SMG 436 Sports Marketing and Promotions
BACHELOR OF PUBLIC ADMINISTRATION (B.P.A.)

Faculty Advisor: Kenneth Goldberg • (858) 642-8478 • kgoldber@nu.edu

The Bachelor of Public Administration is designed to meet the educational and professional needs of individuals in the public sector who are interested in professional or career advancement. It also prepares individuals for challenging and dynamic careers in government at the local, state, federal levels. Individuals completing the program are prepared for mid-level positions, teaching or training assignments, or research in the government and nonprofit organizations.

BPA/MPA Transition Program

Students who are currently enrolled in the Bachelor of Public Administration program and have at least a GPA of 3.0 and are within six courses of graduation, may register for the BPA/MPA Transition Program by taking two MPA classes as electives during the BPA Program. To be eligible, students must apply for and begin the MPA Program within six months of completing their BPA Program. Students may choose up to two of the graduate-level public administration courses with the exception of PAD 631 and 644. For students in the BPA/MPA Transition Program, the University will waive two graduate-level Public Administration courses taken as part of the bachelor’s degree, but these students must still meet the residency requirements for the MPA.

Upon successful completion of this program, learners will be able to:
1. Describe and synthesize the theories of public administration.
2. Describe and analyze the operations and procedures of public management and nonprofits.
3. Develop skills in managing a public sector or nonprofit organization.
4. Describe and develop skills in applying the theories and practices in program and resource management
5. Describe and develop skills in applying the theories and practices of accounting and budgeting in government and nonprofits.
6. Describe and evaluate the role of community groups in local government.
7. Describe and analyze ethical situations.
8. Develop an experimental design, including a testable research hypothesis to address a current problem in public administration.
9. Complete a research project in the area of public administration:
   Collect data, conduct a literature review, analyze data, write and explain findings, and present results orally and/or in writing.

Degree Requirements

To receive a Bachelor of Public Administration, students must complete at least 180 quarter units as described below, 76.5 of which must be completed at the upper-division level and 45 of which must be completed in residence at National University. (In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.) Refer to the section of undergraduate admission requirements for specific information regarding application and matriculation.

General Education Program Requirements

The general education program consists of a minimum of 70.5 quarter units. Of the 70.5 units, students must complete at least 45 units at the upper-division level and 4.5 units in diversity enriched course work. A plus (+) indicates a diversity enriched offering. All undergraduate students working toward any associate or bachelor’s degree must meet the University diversity requirement.

National University has general education requirements in the following eight areas:

AREA A: ENGLISH COMMUNICATION
(minimum 15 quarter units)

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(minimum 4.5 quarter units)

AREA C: INFORMATION LITERACY
(minimum 4.5 quarter units)

AREA D: ARTS AND HUMANITIES
(minimum 13.5 quarter units)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(minimum 13.5 quarter units)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
(minimum 13.5 quarter units)

AREA G: MODERN LANGUAGE
(minimum 9 quarter units)

Students may satisfy this area by passing a competency test in any second language. They also may satisfy this requirement with 9 quarter units of computer languages, such as C, C++, Java, and Visual Basic, or American Sign Language. Students who satisfy competency by examination must still meet the overall general education unit requirement. Students enrolled in a degree program under the School of Business and Management can elect to take general education electives to fulfill this requirement.

AREA A-G: GENERAL EDUCATION
(minimum 4.5 quarter units)

Courses taken to achieve minimum levels of collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.

Preparation for the Major
(1 course, 4.5 quarter units)

ECO 203 Principles of Microeconomics*
*May be used to satisfy general education Requirements

Requirements for the Major
(12 courses, 54 quarter units)

PAD 400 Introduction to Public Administration
PAD 401 Public Policy Development
PAD 402 Public Administration and Urban Environments
PAD 403 Government and Community Relations
PAD 404 Public Administration and the Nonprofit Sector
PAD 405 Financial Management and Budgeting
MGT 400 Ethics in Law, Business and Management
ODV 420 Introduction to Organizational Behavior
MGT 422 Team Building, Interpersonal Dynamics, and Empowerment
LDR 420 Adaptive Leadership
MNS 407 Management Science
(Prequsite: MSN 205*)
PAD 406 Senior Research Project
(Prequsite: All core courses)

*May be used to satisfy general education requirements

Upper-Division Electives
(5 courses, 22.5 quarter units)

Students are encouraged to take any minors or electives in the following prefix areas: CJA, MGT, HRM, ODV, LAW, ACC, FIN and ECO.
BACHELOR OF SCIENCE (B.S.)

The general education program consists of a minimum of 70.5 quarter units. Of the 70.5 units, students must complete at least 4.5 units at the upper-division level and 4.5 units in diversity enriched course work. A plus (+) indicates a diversity enriched offering. All undergraduate students working toward any associate or bachelor’s degree must meet the University diversity requirement.

National University has general education requirements in the following eight areas:

**AREA A: ENGLISH COMMUNICATION**
(minimum 15 quarter units)

**AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING**
(minimum 4.5 quarter units)

**AREA C: INFORMATION LITERACY**
(minimum 4.5 quarter units)

**AREA D: ARTS AND HUMANITIES**
(minimum 13.5 quarter units)

**AREA E: SOCIAL AND BEHAVIORAL SCIENCES**
(minimum 13.5 quarter units)

**AREA F: PHYSICAL AND BIOLOGICAL SCIENCES**
(minimum 6 quarter units required [Note: one science lab is required])

**AREA G: MODERN LANGUAGE**
(minimum 9 quarter units)

**AREA A-G: GENERAL EDUCATION**
(minimum 4.5 quarter units)

Courses taken to achieve minimum levels of collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.

**Major in Accountancy**

(620-411)

Faculty Advisor Gregory Merrill • (658) 642-8411 • gmerrill@nu.edu

This major is designed to prepare students for entry into the accounting profession in addition to a series of required core business and accounting courses, students can elect courses in one of two professional accounting tracks:

**CMA/CBF Certified Management Accountant Track**

Students who elect the CPA track will be prepared to sit for the CPA Exam upon earning this baccalaureate degree. Students should then consider enrolling in the MBA program in order to meet the 150 semester units of higher education required by California and most other states. (See also BS/MBA Transition Program, below)

**BS/MBA Transition Program**

The BS in Accountancy / MBA Transition Program allows currently enrolled BS in Accountancy students with a cumulative grade point average of at least 3.0 who are within completing their last six courses to register for three MBA courses as electives for their baccalaureate degree. Students can select any three graduate-level accounting or tax courses for which required course prerequisites (if any) have been met, or may select from the following MBA core courses: BKM 600, ELB 620, MKT 602, and LED 601. The number of courses required to earn an MBA degree for Transition Program students is reduced by the number of graduate courses taken in the undergraduate program, with a maximum of three. To be eligible for the Transition Program, students must apply for the MBA and begin their program of study within six months after completing their final baccalaureate degree course. Students must complete their 10-course MBA program within four years with no break exceeding 12 months.

Students must complete graduate-level course work taken as part of the BBA degree with a grade of B or better. This course work will not transfer as graduate-level credit to National University or any other institution as it is part of an undergraduate degree program. Grades earned in graduate level courses will be calculated as part of the student’s undergraduate Grade Point Average.

Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
1. Comprehend and apply the conceptual framework underlying the principles of accounting.
2. Measure and properly report information related to accounting for the assets, liabilities, equities, revenues and expenses of business and not-for-profit entities, and of the entity’s cash flows.
3. Apply the basic concepts underlying taxation of individuals and business enterprises.
4. Prepare financial statements for external use and managerial accounting reports for internal decision-making.
5. Demonstrate written communication skills at the level required for accounting professionals.

Degree Requirements

To receive a Bachelor of Science with a Major in Accountancy, students must complete at least 180 quarter units as described below, 76.5 of which must be completed at the upper-division level and 45 of which must be completed in residence at National University. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree. Refer to the section of undergraduate admission requirements for specific information regarding admission and matriculation.

Preparation for the Major

(5 courses; 22.5 quarter units)

MNS 205 Introduction to Quantitative Methods for Business *
ECO 203 Principals of Microeconomics*
ECO 204 Principles of Macroeconomics*
ACC 201 Financial Accounting Fundamentals*
* May be used to satisfy general education Requirements
** Eligible for Credit-By-Exam waiver: contact Faculty Advisor

Requirements for the Major

(13 courses; 58.5 quarter units)

To receive a Bachelor of Science with a Major in Accountancy, students must successfully complete the courses listed below. Students can request waivers of any of the courses if they have completed an upper-division undergraduate or graduate course of similar content at a regionally-accredited college or university with a grade of “C” or better. Students must take at least six of the courses in the major in residence at National University.

### Major in Accountancy

(620-411)

Faculty Advisor Gregory Merrill • (658) 642-8411 • gmerrill@nu.edu

This major is designed to prepare students for entry into the accounting profession in addition to a series of required core business and accounting courses, students can elect courses in one of two professional accounting tracks:

**CMA/CBF Certified Management Accountant Track**

Students who elect the CPA track will be prepared to sit for the CPA Exam upon earning this baccalaureate degree. Students should then consider enrolling in the MBA program in order to meet the 150 semester units of higher education required by California and most other states. (See also BS/MBA Transition Program, below)
Core Business Courses
(5 courses; 22.5 quarter units)

BKM 400 Business Knowledge Management Strategies (New course replaces CIS 301)
LAW 304 Legal Aspects of Business I
MGT 409C Principles of Management and Organization
FIN 310 Business Finance
(Prerequisite: ACC 201)

and

MGT 430 Survey of Global Business
(Prerequisites: ECO 203 and ECO 204)

or

MKT 402A Marketing Fundamentals

or

MNS 407 Management Science
(Prerequisite: MNS 205)
(Recommended for students considering the CMA or CFM designation)

Prerequisite for All Accounting Courses

Students must have completed ACC 201 or its equivalent with a minimum grade of "C" within two years of taking any of the following accounting courses, unless an equivalent grade is received on the Accounting Aptitude Exam.

Accounting Core
(8 courses; 36 quarter units)

To be adequately prepared for the accounting courses listed below, students should take ACC 410A first since it starts with a review of the fundamentals upon which much of the subsequent material is based. Students who wish to start at a later point in the program are advised to test their retention of accounting fundamentals by working the end-of-chapter exercises in the first five chapters of an Intermediate Accounting text. Students also have the option of taking the free self-study online course BUS 501A as a refresher.

ACC 410A Intermediate Accounting I
(Prerequisite: ACC 201)
ACC 410B Intermediate Accounting II
(Prerequisite: ACC 201)
ACC 432B Taxation Business
(Prerequisite: ACC 201)
ACC 300 Applied Technology for Accounting**
ACC 433A Managerial Accounting I
(Prerequisite: ACC 201)
ACC 433B Managerial Accounting II
(Prerequisite: ACC 433A)
ACC 434 Government and Nonprofit Accounting
(Prerequisite: ACC 201)
ACC 435A Auditing I
(Prerequisite: ACC 201)

**Eligible for Credit-By-Exam waiver: contact Faculty Advisor

Upper-Division Electives
(3 courses, 13.5 quarter units)

Recommended Electives for CPA Track

ACC 435B Auditing II
(Prerequisite: ACC 435A)
ACC 410C Intermediate Accounting III
(Prerequisite: ACC 201)
ACC 431 Advanced Accounting
(Prerequisite: ACC 201)
ACC 432A Taxation – Individual
(Prerequisite: ACC 201)

Recommended Electives for CMA/CFM (Corporate Accounting) Track

It is recommended that students considering the CMA (Certified Management Accountant) designation and/or the CFM (Certified Financial Manager) designation select courses in Information Systems and/or Finance.

◆ Major in Criminal Justice Administration
(620-405)
Faculty Advisor: James Larson • (858) 642-8418 • jlarson@nu.edu

The Major in Criminal Justice Administration is designed to meet the educational and professional needs of individuals in law enforcement who are interested in professional development or career advancement. It also prepares individuals for challenging and dynamic careers in the justice system at the local, state and federal levels. Individuals completing the program are prepared for entry- and advanced-level positions, teaching or training assignments, private security employment, research, or employment as consultants within the field.

The core program consists of upper-division courses that include basic forensic science, research methods, juvenile justice, corrections, criminology, leadership and management, civil and criminal investigations, court systems, criminal law and a senior research project supervised by full-time, associate and select core adjunct faculty. Additionally, students select elective courses from psychology, sociology, addictive disorders, behavioral science, legal studies, information technology and human resource management to provide a broader perspective in human behavior.

BS in Criminal Justice Administration/ Master of Forensic Science Transition Program and
BS in Criminal Justice Administration/ Master of Public Administration Transition Program

The Criminal Justice Administration/Forensic Science Transition Program and Criminal Justice Administration/Public Administration Transition Program allow students who are enrolled in the BS in Criminal Justice Administration with a cumulative grade point average of at least 3.0 and who are within completing their last six courses to register for two courses in the Master of Forensic Sciences program or the Master of Public Administration program as electives for the bachelor’s degree. The two graduate courses are restricted to those that do not require a prerequisite and must be completed with a grade of B or better for the Forensics Sciences program. Students pursuing the Public Administration program can take any two courses with the exception of PAD 631. The number of courses required to earn an MPS or MPA degree for Transition Program students is reduced from 12 to 10 courses. Graduate-level course work taken as part of the Criminal Justice Administration program cannot be applied to the Master of Forensic Science program or the Master of Public Administration program, nor will it transfer as graduate level credit to any other university because it becomes part of the undergraduate degree program.

Program Learning Outcomes

Upon completion of this program candidates will be able to:
1. Describe and synthesize the contributions of the various forensic science disciplines to the current state-or-the-art of detecting and solving crimes.
2. Develop an experimental design, including a testable research hypothesis to address a current problem in criminal justice.
3. Provide a written description of the causes and patterns of juvenile delinquency.
4. Apply biological, psychological, sociological, and economic explanations for criminal behavior from a variety of disciplines, and present findings orally and in writing.
5. Analyze and evaluate the role of criminal sanctions in rehabilitating offenders.
6. Complete a research project in the area of criminal justice: Collect data, conduct a literature review, analyze data, write and explain findings, and present results.

Requirements for the Major

To receive a Bachelor of Science in Criminal Justice Administration, students must complete at least 180 quarter units as articulated below, 76.5 of which must be completed at the upper-division level and 45 of which must be completed in residence at National University. The following courses are specific degree requirements. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree. Refer to the section on undergraduate admission requirements for specific information regarding application and matriculation.

Prerequisite for the Major

(1 course, 4.5 quarter units)

*May be used to satisfy a general education requirement.

Requirements for the Major

(10 courses, 45 quarter units)

CJA 449 Research Methods
CJA 431 Criminology
CJA 437 The Juvenile Offender
CJA 446 Criminal Justice Management and Leadership
CJA 460 Principles of Investigation
CJA 451 Court Systems and the Judicial Process
CJA 452 Criminal Law
CJA 440 Corrections
CJA 470 Supervised Criminal Justice Senior Project* (Prerequisite: CJA 449)

* A two-month course that meets once per week for 4.5 quarter units.
Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work), or “U” (Unsatisfactory, “D” or below). Accelerated study is not permitted with CJA 470.

Students who do not complete the Senior Project within the two-month period are eligible, at the discretion of the instructor, to receive a grade of “K” with a maximum of a one-time six month extension. Students who do not complete the project at the end of the extension period will need to retake CJA 470. No grade of “I” (Incomplete) can be given for this course.

Upper-Division Electives

(6 courses, 27 quarter units)

CJA 434 Survey of Forensic Sciences
CJA 443 Current Issues in Law Enforcement
CJA 441 Organized and White Collar Crime
CJA 448 Violence in Society
CJA 456 Criminal Evidence
CJA 457 Minorities, Crime and Social Justice
CJA 464 Constitutional Law for Criminal Justice
CJA 465 Practicum in Criminal Justice
(1.5-9 quarter units)
CJA 467 International and Domestic Terrorism
HUB 420 Human Communication

Recommended Courses

CJA 434 Survey of Forensic Sciences
HUB 420 Human Communication
CJA 443 Current Issues in Law Enforcement
CJA 441 Organized and White Collar Crime
CJA 448 Violence in Society
CJA 456 Criminal Evidence
CJA 457 Minorities, Crime and Social Justice
CJA 464 Constitutional Law for Criminal Justice
CJA 465 Practicum in Criminal Justice
(1.5-9 quarter units)
CJA 467 International and Domestic Terrorism

General Elective Requirements

Students can use courses from any area to fulfill total unit requirements for the degree based on the results of matriculation.

♦ Major in Domestic Security Management (BS-DSM)

(620-417)
Faculty Advisor: Chandrika Kelso • (858) 642-8433 • ckels@nu.edu

Description of Program and Potential Career Paths

The Bachelor of Science in Domestic Security Management (BS-DSM) provides graduates with a foundation in the politics and cultures of terrorist, and best security practices to cope with a pending emergency, operations during an emergency, and recovery from an emergency. The program focuses on the management aspects of disasters and emergencies. More importantly the program focuses on developing well rounded decision makers with a strong background in leadership and ethics. Students will conduct research on various government and private sector entities and report on suggested improvements in preparing for an emergency. The program prepares graduates to work with a variety of emergency preparedness capacities such as Land Borders, Seaports and Airports, Threat Assessment, Disaster Management and Crisis Response Planning and Management. The goal of the program is to develop both the critical acumen and theoretical outcomes before, during and after emergencies. Graduates will develop the ability to write emergency plans, implement and manage emergency plans, and assist policy makers on recovery issues.

The Bachelor of Science in Domestic Security Management is designed for students who aspire to work in the private security industry or city, state or federal levels. It is also appropriate for military personnel of all ranks, mid-level managers and managers seeking promotion within the private sector to various levels of government.

The BS-DSM program is composed of eleven core courses and six electives offered in an accelerated one-month onsite format. As an introduction, students are offered a broad overview of security management, current issues in domestic security, and the culture and politics of terrorists. The remaining eight courses expose the student to direct management strategies for emergencies including leadership and ethics. Together these courses provide a theoretical and practical foundation for managing emergencies.

BS in Domestic Security Management Transition Programs

BS IN DOMESTIC SECURITY MANAGEMENT / MASTER OF FORENSIC SCIENCES TRANSITION PROGRAM

The Domestic Security Management/Forensic Science Transition Program allows students who are enrolled in the BS in Domestic Security Management with a cumulative grade point average of at least 3.0 and who are within completing their last six courses to register for two courses in the Master of Forensic Sciences as electives for the bachelor’s degree. Students pursuing the Masters of Forensic Sciences program can take any two courses with the exception of FSC662. The two graduate courses are restricted to those that do not...
require a prerequisite and must be completed with a grade of B or better for the Forensic Sciences program. The number of courses required to earn an MFS degree for Transition Program students is reduced from 12 to 10 courses. Graduate-level course work taken as part of the Domestic Security Management program cannot be applied to the Master of Forensic Sciences program, nor will it transfer as graduate level credit to any other university because it becomes part of the undergraduate degree program.

BS IN DOMESTIC SECURITY MANAGEMENT / MASTER OF PUBLIC ADMINISTRATION TRANSITION PROGRAM

The Domestic Security Management/Public Administration Transition Program allows students who are enrolled in the BS in Domestic Security Management with a cumulative grade point average of at least 3.0 and who are within completing their last six courses to register for two courses in the Master of Public Administration program as electives for the bachelor’s degree. The two graduate courses are restricted to those that do not require a prerequisite. Students pursuing the Public Administration program can take any two courses with the exception of PAD 631. The number of courses required to earn an MPA degree for Transition Program students is reduced from 12 to 10 courses. Graduate-level course work taken as part of the Domestic Security Management program cannot be applied to the Master of Public Administration program, nor will it transfer as graduate level credit to any other university because it becomes part of the undergraduate degree program.

Program Learning Outcomes

At the completion of the Bachelor of Science in Domestic Security Management degree, students will possess the knowledge and skills needed to actively participate in writing pre-emergency plans, assisting with the decision making process during and after an emergency, and will be able to participate in writing after-action reports using the skills learned in the capstone course.

Upon successful completion of this program, students will be able to:
1. Demonstrate undergraduate level written communications skills.
2. Demonstrate undergraduate level oral communications skills.
3. Apply analytical and critical thinking skills.
4. Conduct independent research and apply relevant criticism in sustained analysis and interpretations of security management thinking.
5. Engage in informed critical discussion, both oral and written, pertaining to domestic security management.
6. Engage in informed critical discussion, both oral and written, of past breaches of security within the United States.
7. Evaluate both oral and written, emergency disaster pre-plans, recovery plans, and after-action reports.
8. Apply analytical skills in approaching ethical dilemmas faced in government and private industry.
9. Identify the ethical implications of technology’s convergence on management.
10. Apply honed skills for new hire interview questions as well as interviewing employees suspected of unethical conduct which will assist in determining whether the person will be truthful or deceptive.
11. Describe, both oral and written, the political and religious implications of the terrorist climate.

Application Requirements

To be considered for admission, applicants must meet the University undergraduate admission requirements listed in the general information for undergraduate degrees.

Students are expected to possess or have access to a computer and Internet connection including an email account outside of National University for course projects and assignments.

Degree Requirements

To receive a Bachelor of Science in Domestic Security Management, students must complete at least 180 units as articulated below, 76.5 of which must be completed at the upper-division level and 45 of which must be completed in residence at National University. The following courses are specific degree requirements. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree. Refer to the section on undergraduate admission requirements for specific information regarding application and matriculation.

Preparation for the Major
(1 course; 4.5 quarter units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 100</td>
<td>Introduction to Psychology*</td>
</tr>
<tr>
<td>SOC 100</td>
<td>Principles of Sociology*</td>
</tr>
</tbody>
</table>
  *(Prerequisite: ENG 100/101)*

Required Courses
(11 courses; 49.5 quarter units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSM 401</td>
<td>Survey of Domestic Security Management</td>
</tr>
<tr>
<td>DSM 410</td>
<td>Current Issues in Domestic Security</td>
</tr>
<tr>
<td>MGT 400</td>
<td>Leadership, Ethics and Management</td>
</tr>
<tr>
<td>CJA 467</td>
<td>International and Domestic Terrorism</td>
</tr>
<tr>
<td>DSM 420</td>
<td>Information Security</td>
</tr>
<tr>
<td>DSM 430</td>
<td>Land Borders, Seaports and Airport Security</td>
</tr>
<tr>
<td>DSM 440</td>
<td>Crisis Response Planning and Management</td>
</tr>
<tr>
<td>DSM 444</td>
<td>Disaster Management</td>
</tr>
<tr>
<td>DSM 470</td>
<td>Legal Issues of Security Management</td>
</tr>
<tr>
<td>DSM 475</td>
<td>Techniques of Interviewing and Interrogation</td>
</tr>
<tr>
<td>DSM 490</td>
<td>Supervised Senior Project*</td>
</tr>
</tbody>
</table>
  *(Prerequisite: Students must have satisfied all degree requirements prior to beginning this course.)*

The Supervised Senior Project

The Supervised Senior Project is designed to be a comprehensive project. Therefore, students should schedule DSM 490 toward the end of their degree program. The minimum requirements are the completion of 27 quarter units of core requirements in the DSM program.

To complete the project satisfactorily, students apply extensive effort in research and writing over a period of two months. Due to the time and effort required for this project, it is recommended that students dedicate themselves to the completion of this project without academic distraction.

Students who do not complete the Supervised Senior Project within the two-month period are eligible, at the discretion of the instructor, to receive a grade of “IP” with a maximum of one-time six month extension. Students who do not complete the project at the end of the extension period will need to retake DSM 490. No grade of “I” (Incomplete) can be given for this course.

Upper-Division Electives
(6 courses; 27 quarter units)

Students can select any six of the below eight courses to complete this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJA 434</td>
<td>Survey of Forensic Sciences</td>
</tr>
<tr>
<td>CJA 456</td>
<td>Criminal Evidence</td>
</tr>
<tr>
<td>COM 380</td>
<td>Democracy in the Information Age</td>
</tr>
</tbody>
</table>
Major in Financial Management

(620-409)
Faculty Advisor: Chang G. Park • (858) 642-8402 • cpark@nu.edu

The Major in Financial Management combines major elements of finance and accounting with the objective of preparing students for positions in the field of corporate financial management. The program differs from a traditional finance major by including accounting courses in cost accounting and taxation, two topics that are very useful to corporate financial managers. The program differs from an accounting major by including finance courses such as investments, working capital management, international finance and financial institutions, which enable students to understand advanced financial concepts. In lieu of courses in intermediate accounting, students take a financial statement analysis course that gives them the ability to analyze and interpret a firm’s financial statements as well as an understanding of how accounting values are derived.

With some minor exceptions, this program prepares students to take the exams for the Certified in Financial Management (CFM) professional designation administered by the Institute of Management Accounting. This relatively new designation signifies to employers that an individual has attained a high degree of technical competence in the field of financial management. In addition, the program also prepares students to take the exam for the Certified Cash Manager (CCM) professional designation. The CCM designation signifies a high degree of expertise in the field of cash and treasury management.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:
1. Develop essential skills in problem-solving with emphasis on wealth maximization
2. Integrate ethical and global issues that impact business and finance.
3. Gain a greater understanding of political, social, legal, regulatory, and technological issues in the context of micro and macrofinance.
4. Equip themselves with an integrated view of the theoretical and practical aspects of Finance.
5. Prepare themselves for careers in financial management, financial institutions, financial markets, law, government service, and related fields.

Requirements for the Degree

To receive a Bachelor of Science with a Major in Financial Management, students must complete at least 180 quarter units as articulated below, 76.5 of which must be completed at the upper-division level and 45 of which must be completed in residence at National University. The following are specific degree requirements.

Prerequisites for the Major

(5 courses, 22.5 quarter units)

MNS 205 Introduction to Quantitative Methods for Business *
ECO 203 Principles of Microeconomics *
ECO 204 Principles of Macroeconomics *

ACC 201 Financial Accounting Fundamentals
ACC 202 Managerial Accounting Fundamentals
(Prerequisite: ACC 201)

* May be used to satisfy general education requirements.

Requirements for the Major

(17 courses, 76.5 quarter units)

BKM 400 Business Knowledge Management Strategies
MNS 407 Management Science
(Prerequisite: MNS 205)
MGT 409C Principles of Management and Organization
FIN 310 Business Finance
(Prerequisites: ACC 201 and ACC 202)
MKT 402A Marketing Fundamentals
LAW 304 Legal Aspects of Business I
ACC 432A Taxation-Individual
(Prerequisite: ACC 201)

Finance and Accounting Courses in the Major

(10 courses; 45 quarter units)

FIN 440 Financial Institutions
(Prerequisite: FIN 310)
FIN 442 Investments
(Prerequisites: FIN 310 and FIN 440)
FIN 443 Working Capital Management
(Prerequisite: FIN 310)
FIN 444 Risk Management and Insurance
(Prerequisite: FIN 310)
FIN 446 International Financial Management
(Prerequisite: FIN 310)
FIN 448 Seminar in Finance
(Prerequisites: FIN 310, FIN 442, FIN 443 and FIN 446)
FIN 449 Analysis of Financial Statements
(Prerequisite: FIN 310)
ACC 433A Managerial Accounting I
(Prerequisite: ACC 202)
ACC 433B Managerial Accounting II
(Prerequisite: ACC 433A)
ACC 432B Taxation - Business
(Prerequisite: ACC 432A)

Bachelor of Science with a Major in Organizational Leadership (BSOL)

(620-435)
Faculty Advisor: Julia Buchanan 858.642.8453 jbuchanan@nu.edu

The degree is intended to provide students who are interested in starting or who are currently working in business enterprises to develop theoretical and applied knowledge of leadership theories and frameworks. Building understanding of the difference between leading small organizations and more traditional large corporations and agencies will be examined. The premise that leadership is a process and can be learned through understanding theory, analyzing scenarios, case studies and complex problems will provide the opportunity for students to acquire their learning experientially. The Bachelor of Science Degree in Organizational Leadership is designed to give students the opportunity to develop skills needed to be an effective leader in team and group settings within organizations. It is intended to help students move from an authoritarian paradigm to one of collaboration and integration.

Requirements for the Degree

To receive a Bachelor of Science with a Major in Organizational Leadership (BSOL), students must complete at least 180 quarter units as articulated below, 76.5 of which must be completed at the upper-division level and 45 of which must be completed in residence at National University. The following are specific degree requirements.

Prerequisites for the Major

(5 courses, 22.5 quarter units)

MNS 205 Introduction to Quantitative Methods for Business *
ECO 203 Principles of Microeconomics *
ECO 204 Principles of Macroeconomics *

ACC 201 Financial Accounting Fundamentals
ACC 202 Managerial Accounting Fundamentals
(Prerequisite: ACC 201)

* May be used to satisfy general education requirements.

Requirements for the Major

(17 courses, 76.5 quarter units)

BKM 400 Business Knowledge Management Strategies
MNS 407 Management Science
(Prerequisite: MNS 205)
MGT 409C Principles of Management and Organization
FIN 310 Business Finance
(Prerequisites: ACC 201 and ACC 202)
MKT 402A Marketing Fundamentals
LAW 304 Legal Aspects of Business I
ACC 432A Taxation-Individual
(Prerequisite: ACC 201)

Finance and Accounting Courses in the Major

(10 courses; 45 quarter units)

FIN 440 Financial Institutions
(Prerequisite: FIN 310)
FIN 442 Investments
(Prerequisites: FIN 310 and FIN 440)
FIN 443 Working Capital Management
(Prerequisite: FIN 310)
FIN 444 Risk Management and Insurance
(Prerequisite: FIN 310)
FIN 446 International Financial Management
(Prerequisite: FIN 310)
FIN 448 Seminar in Finance
(Prerequisites: FIN 310, FIN 442, FIN 443 and FIN 446)
FIN 449 Analysis of Financial Statements
(Prerequisite: FIN 310)
ACC 433A Managerial Accounting I
(Prerequisite: ACC 202)
ACC 433B Managerial Accounting II
(Prerequisite: ACC 433A)
ACC 432B Taxation - Business
(Prerequisite: ACC 432A)
Leadership, students must complete at least 180 quarter units as articulated below, 76.5 of which must be completed at the upper-division level and 45 of which must be completed in residence at National University. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree. Refer to the section on undergraduate admission requirements for specific information regarding application and matriculation. Students must maintain a C average. The following are specific degree requirements:

**Program Learning Outcomes**

Upon successful completion of this program, students will be able to:
1. Develop a personal leadership approach
2. Compare and contrast the concepts of leadership and power
3. Identify challenges and advantages of diverse groups in organizations
4. Analyze negotiating styles of leaders and evaluate their effectiveness
5. Analyze the strategies leaders use to motivate and evaluate members of groups and teams
6. Analyze and evaluate aspects of leadership in organizational culture
7. Evaluate the ethical implications of leadership decisions and strategies
8. Compare and analyze strategies and frameworks used by leaders to initiate change in organizations
9. Compare and explain classic studies that inform the understanding and application of leadership and organizational theory
10. Apply appropriate technology to leadership decision making in organizations
11. Communicate orally and in writing using proper business communication formats.

**Requirements for the Major**

(14 courses; 63 quarter units)

**Non Leadership Course Requirements**

(4 courses; 18 quarter units)

- MGT 409C Principles of Management and Organization
- MKT 442A Public Relations
- HRM 409B Survey in Human Resource Management and Organization Development
- LAW 400 Current Legal Issues

**Leadership Courses in the Major**

(10 courses; 45 quarter units)

- LED 400 Introduction to Leadership
- LED 410 Leading in Diverse Groups and Teams
- LED 420 Adaptive Leadership in Change
- LED 430 Conflict and Negotiation for Leaders
- LED 440 Leadership Overview of Organizational Functions
- LED 450 Advanced Group Dynamic Theory
  (Prerequisites: LED 400 and LED 410)
- LED 460 Ethics and Decision Making in Leadership
- LED 470 Classic Studies of Leadership
- LED 480 Research for Leaders
  (Prerequisites: LED 410 and LED 420)
- LED 490 Leadership Capstone Project
  (Prerequisites: completion of 6 LED courses)

**Upper-Division Electives**

(3 courses; 13.5 quarter units)

Students select from upper-division courses with the following prefixes: ECD, ECO, FIN, HCM, HRM, MGT, ODV, SMG, and SOC.

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**School of Business and Management Minors**

- **Minor in Accountancy**
  
  **Requirements for the Minor**
  
  (6 courses, 27 quarter units)

  Students can earn a Minor in Accountancy if they have successfully completed ACC 410A and at least five of the upper-division accounting courses required in the major. See “Major in Accountancy.” Prerequisites may be required depending on courses chosen.

- **Minor in Alternative Dispute Resolution**
  
  **Requirements for the Minor**
  
  (6 courses, 27 quarter units)

  A minor in Alternative Dispute Resolution is available to all students in any bachelor’s degree program. The Minor in Alternative Dispute Resolution is designed for those students majoring in Business Administration who may seek entry into the Alternative Dispute Resolution field. ADR is in high demand in the business community, local, state and federal governments, and neighborhood communities. The successful completion of the Minor in ADR will provide students with the necessary skills to become effective negotiators, mediators and facilitators and to promote peace and understanding between diverse cultures.

- **Minor in Business Administration**
  
  **Requirements for the Minor**
  
  (11 courses, 49.5 quarter units)

  **Prerequisites for the Minor**
  
  (5 courses, 22.5 quarter units)

  ACC 201 Financial Accounting Fundamentals
  ACC 202 Managerial Accounting Fundamentals
  (Prerequisite: ACC 201)
  ECO 203 Principles of Microeconomics*
  ECO 204 Principles of Macroeconomics*
  MNS 205 Introduction for Quantitative Methods for Business*
  (Prerequisite: Placement Evaluation)

  *May be used to satisfy general education requirements

  **Core Requirements**
  
  (6 courses, 27 quarter units)

  ACC 201 Financial Accounting Fundamentals
  ACC 202 Managerial Accounting Fundamentals
  (Prerequisite: ACC 201 and ACC 202)
  FIN 310 Business Finance
  (Prerequisite: ACC 201 and ACC 202)
  MGT 409C Principles of Management
School of Business and Management

MNS 407  Management Science  
(Prerequisite: MNS 205)

HRM 409B  Survey in Human Resource Management and Organization Development

MKT 402A  Marketing Fundamentals

MGT 430  Survey of Global Business  
(Prerequisites ECO 203 and ECO 204)

● Minor in Business Law  
(483)

Faculty Advisor: Chandrika Kelso  • (858) 642-8433  • ckelso@nu.edu

Requirements  
(6 courses, 27 quarter units)

This minor is designed to provide students who have an interest in a career in law, business or government, with an understanding of the complex legal issues that exist in today’s business environment.

LAW 400  Current Legal Issues
LAW 304  Legal Aspects of Business I
LAW 305  Legal Aspects of Business II  
(Prerequisite: LAW 304)
MGT 400  Ethics in Law, Business and Management
ADR 400  Alternative Dispute Processes
ADR 405  Negotiation Fundamentals

● Minor in Business Studies  
(451)

Requirements for the Minor  
(11 courses, 49.5 quarter units)

Prerequisites for the Minor  
(5 courses, 22.5 quarter units)

ACC 201  Financial Accounting Fundamentals
ACC 202  Managerial Accounting Fundamentals  
(Prerequisite: ACC 201)
ECO 203  Principles of Microeconomics*
MNS 205  Introduction for Quantitative Methods for Business*  
(Prerequisite: ACC 201)
ECO 204  Principles of Macroeconomics*  
*May be used to satisfy general education requirements

Core Requirements  
(6 courses, 27 quarter units)

MGT 409C  Principles of Management and Organization
FIN 310  Business Finance  
(Prerequisites: ACC 201 and ACC 202)
LAW 410  Introduction to Law and Legal Analysis
MGT 430  Survey of Global Business  
(Prerequisites: ECO 203 and ECO 204)
MKT 402A  Marketing Fundamentals
MNS 407  Management Science  
(Prerequisite: MNS 205)

● Minor in Criminal Justice Administration  
(466)

Requirements for the Minor  
(6 courses, 27 quarter units)

The Minor in Criminal Justice Administration is designed to provide students with a selective overview of the criminal justice system. To fulfill the requirements for the minor, students can take any six courses listed as upper-division requirements for the major and beginning with CJA prefixes. Prerequisites may be required depending on courses chosen.

● Minor in Economics  
(481)

Requirements for the Minor  
(8 courses, 36 quarter units)

This minor is designed for those students who seek to gain specialized knowledge in the field of economics. It emphasizes market process (or free market) economics. Economics prepares students for careers in business, government, and non-profit organizations. Economics also provides very good preparation for graduate level work, including in business, law, public policy, and public administration.

Knowledge of economics can increase one’s earning potential relative to other academic fields (including business and management). According to a U.S. Department of Commerce report, those with undergraduate economic degrees are among the highest paid workers. They place third out of fifteen academic fields (behind only engineering and agriculture/forestry). By minoring in economics, students can take advantage of some of the increased earnings potential that economics makes possible. Students must successfully complete the following courses for a Minor in Economics.

Prerequisites for the Minor  
(2 courses, 9 quarter units)

ECO 203  Principles of Microeconomics*  
ECO 204  Principles of Macroeconomics•  
* May be used to satisfy general education requirements.

Note: ECO 203 and ECO 204 are not prerequisites for all courses in the minor.

Core Requirements  
(6 courses, 27 quarter units)

ECO 401  Market Process Economics I
ECO 402  Market Process Economics II
ECO 447  Money and Banking  
(Prerequisites: ECO 203 and 204)
ECO 415  Labor Economics  
(Prerequisites: ECO 203 and 204)
ECO 420  International Economics  
(Prerequisites: ECO 203 and 204)
ECO 430  Economics and Philosophy

● Minor in Legal Studies  
(455)

Requirements for the Minor  
(6 courses, 27 quarter units)

A Minor in Legal Studies helps prepare business professionals for the increasing legal implications of business in a global environment.

LAW 304  Legal Aspects of Business I
LAW 305  Legal Aspects of Business II  
(Prerequisite: LAW 304)
LAW 410  Introduction to Law and Legal Analysis
LAW 400  Current Legal Issues
LAW 402  The Art of Negotiation
MGT 400  Ethics in Law, Business and Management

Students should consult with faculty before selecting a minor. They must also meet prerequisite requirements.
Graduate Degrees

■ EXECUTIVE MASTER IN BUSINESS ADMINISTRATION (EMBA)  
(737)  
Faculty Advisor: Muhammad A. El-Mefleh • (858) 642-8421 • melmefle@nu.edu

The mission of the Executive Master in Business Administration (EMBA Program) is to provide current and potential executives with the knowledge and skills needed for effective management and decision-making in a competitive, global economy.

Program Description

The EMBA Program is designed to provide students with a balance of theoretical concepts and practical approaches to business problems, along with analytical skills, critical thinking, communication, and interpersonal skills. Emphasis is placed on developing the leadership and team-building abilities needed to manage change and make sound decisions within the framework of a strategic plan. The EMBA Program is characterized by students progressing through the program in a cohort group, and by team-based learning, faculty-student interaction, and current and relevant curriculum. Student learning is enhanced by sharing the management experience of classmates who have achieved mid-level to senior-level management positions in business enterprises.

Program Learning Outcomes

Upon successful completion of the program, students will be able to:

1. Evaluation of new strategies, evaluation of entry and exit strategies.
2. Evaluation of acquisition, joint ventures, and growth.
3. Describe the ethical and legal responsibilities in organizations and society.
4. Evaluate organizational structure and culture as supportive of organization direction and strategy.
5. Specify the human resource issues associated with the production of a product or service.
6. Explain the use of accounting and financial resources to achieve the firm objectives.
7. Utilize current methodologies, systems, and technology to plan, execute, implement, and analyze performance of the organization and its resources.
8. Develop the skills necessary to become an effective manager.
9. Utilize statistical data analysis and management science as they support decision-making processes throughout an organization.
10. Utilize economic tools and theory to attain the optimal business decisions.

Admission to the Program

Applicants must have a minimum of five years of work experience, including three years of supervisory experience with an upward progression in responsibilities, and must have achieved a mid-level or senior-level management position with significant decision-making responsibility. Such positions include, but are not limited to supervision of other employees, responsibility for budgets or financial performance, and project management or similar responsibilities.

Core Requirements  
(12 courses, 54 quarter units)

Module I – Analytical Tools

MGT 605 Organizational Management and Leadership
MKT 602 Marketing Management
BKM 600 Knowledge Management in Business
MNS 682 Data Analysis for Decision Making

Module II – Integrating Experience (At least six Module I courses must be completed successfully before a student can enroll in any Module II courses)

EMB 651 Cases in Business Decision-Making
EMB 652 Business Simulations
IBU 653 Global Business & Strategic Planning
EMB 696 EMBA Project

■ EXECUTIVE MASTER IN BUSINESS ADMINISTRATION (SPANISH EMBA)  
(738)  
Faculty Advisor: Ramon Corona • (858) 642-8427 • rcorona@nu.edu

Offered online and conducted entirely in the Spanish language, the Spanish EMBA program provides adult learners with the theories and the skills needed for executive decision-making and negotiation. The focus of this program is on multidisciplinary approaches, including economic, political, and cultural analyses in the strategic planning and development of national and international business. Moreover, the ethical application for executives in organizations is emphasized.

Spanish EMBA Core Requirements  
(12 courses; 54 quarter units)

EMB 689S Liderazgo y Negociaciones (Leadership and Negotiations)
MKT 631S Mercadotecnia Global (Global Marketing)
ELB 621S Principios de Negocios Electrónicos (Principles of Electronic Business)
MNS 601S Estadística para Negocios (Statistics for Business)
EMB 674S Estrategias Competitivas Globales (Global Competitive Strategies)
EMB 682S Contabilidad Gerencial (Managerial Accounting)
EMB 673S Alianzas Estratégicas Internacionales (International Strategic Alliances)
EMB 683S Estrategias Económicas Internacionales (International Economic Strategies)
EMB 672S Administración del Riesgo Internacional (International Risk Management)
EMB 671S Simulación de Negocios Globales (Global Business Simulation)
MGT 602S Administración Estratégica (Strategic Decision-Making)
EMB 696S Proyecto EMBA (EMBA Project)

■ MASTER OF ARTS IN HUMAN RESOURCE MANAGEMENT AND ORGANIZATIONAL DEVELOPMENT  
(710-817)  
Faculty Advisor: Michael Pickett • (858) 642-8374 • mpickett@nu.edu

The Master of Arts in Human Resource Management and Organizational Development provides students with both critical skills and knowledge required to be effective in this continuously growing domain through case study, experiential learning opportunities, and best practices. This program serves to increase skills and abilities for a professional to either serve as a senior management team member or as a consultant to organization leadership on human resource management and organizational change issues.

The program integrates the many facets of human resource management and organizational development in the 21st century through concept, theory, critical analysis and application of
recruitment, staffing, training and development, organizational behavior, performance improvement, compensation, benefits, insurance, technology, legal aspects, labor relations, work groups and teams, organizational change and adaptation, ethical issues, and safety concerns in the workplace. The curriculum, incorporating relevant HRM and ODV technology and best practices for both consultants and internal practitioners, is much more in-depth and geared toward those already in the field of practice (HRM and ODV) and for business professionals who want to extend their knowledge beyond operations management. This cutting edge program is designed to offer an innovative multi-disciplinary approach to the growing field of human resource management and the continuum of organizational change in the 21st century.

Tracks

It is highly recommended that students complete the field of study core courses prior to moving into the areas of specialization tracks. This will help ensure the students have a solid foundation in HRM and OD. Operating outside of this recommendation is at the student’s own discretion and he or she should seek advisement from a counselor and/or lead faculty of the HRM and OD Program.

Program Learning Outcomes

Upon completion of this program candidates will be able to:
1. Complete a job analysis of a specific job to be used for recruiting, selection, performance appraisal, training, and compensation.
2. Develop a recruiting plan and design a selection process for recruiting, interviewing, and selecting candidates for employment for jobs within an organization.
3. Conduct a needs assessment and design a training program for current employees on a specific topic related to organizational goals.
4. Assess benefits relevant to the employee population and organizational structure, and formulate a compensation system based upon merit, knowledge, and skill acquisition.
5. Assess and develop methods designed to prevent employer liability and labor relation issues (anti-discrimination statutes, employee and labor relations, union and non-union environment issues).
6. Develop a consulting proposal and course of action for an organization regarding a particular organizational challenge and/or change process.
7. Recognize, analyze, and effectively address ethical, legal, and safety challenges faced in the workplace.

Degree Requirements

(12 courses, 54 quarter units)

To receive a Master of Arts in Human Resource Management and Organizational Development, students must complete at least 54 quarter units of graduate work. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree and provided the units were not used in earning another advanced degree. It is recommended that students take the project course as their last course in the sequence of the program.

Program Requirements

(7 courses, 31.5 quarter units)

HRM 660 Theory and Practice of Human Resource Management
ODV 600 Theory and Practice of Organizational Development
FIN 600 Finance for Non-Financial Managers
ODV 601 Integrating Performance Management, Technology and Organizational Communication
ODV 610 Advanced Studies in Organizational Behavior in a Diverse Society
LED 604 Change and Adaptation in Organizations
HRM 667 Compensation and Benefits

▲ Specialization in Human Capital and Labor Relations Management

(889)

(4 courses, 18 quarter units)

HRM 637 Workforce Planning, Development, and Outsourcing
HRM 630 Legal, Ethical and Safety Issues in Human Resource Management
HRM 633A Seminar in Employee and Labor Relations, and Union Management
HRM 669 Research Seminar in Human Resource Management Corporate Strategy

▲ Specialization in Human Resource Development and Change Management

(890)

(4 courses, 18 quarter units)

LED 602 Developing and Implementing Groups and Teams
MGT 635 The Organizational Consulting Process
ODV 606 Seminar in Training and Development
ODV 608 Research Seminar in current issues/trends in applied Organizational Development

▲ Specialization in Organizational Leadership

(888)

Faculty Advisor: Julia Buchanan • (858) 642-8453 • jbuchanan@nu.edu

The purpose of the area of specialization in Organizational Leadership is to provide students with the skills and theoretical concepts that will assist them when seeking promotions or positions in management and supervision. This area of specialization is designed to prepare diverse adult learners to become effective, change-oriented leaders in an international society by adding distinctive and challenging curricula.

The area of specialization in Organizational Leadership is ideal for individuals who desire to understand the technical and reflective processes that often accompany opportunities to exercise leadership in profit and not-for-profit organizations.

Program Requirements

(4 courses, 18 quarter units)

LED 602 Developing and Implementing Groups and Teams
LED 603 Organizational Leadership
LED 604 Change and Adaptation within Organizations
LED 605 Negotiation, Bargaining, Conflict Resolution

Project Course Requirement

(1 course, 4.5 quarter units)

LED 609 Capstone Project Course

MASTER OF ARTS (M.A.) IN MANAGEMENT

(710-804)

Faculty Advisor: Richard Weaver • (858) 642-8490 • reweaver@nu.edu

The Master of Arts in Management gives students in professional and mid-management careers the opportunity to obtain decision-making skills through a sequence of core courses in basic management and business subjects. Open electives allow students to achieve individual program design and to focus their studies on their professional disciplines.

This program is designed primarily for students who have undergraduate degrees in fields other than business, desire a flexible program, and are seeking graduate work in management.
School of Business and Management

Bachelor of Arts in Management/Master of Arts in Management Transition Program

The Bachelor of Arts in Management/Master of Arts in Management (BAM/MAM) Transition Program allows currently enrolled BAM students with a cumulative grade point average of at least 3.0 who are within completing their last six courses to register for two MAM courses as electives for their BAM degree. Students can select any two of the following three courses: LED 601, ODV 610, and ELB 620. The number of courses required to earn an MAM degree for Transition Program students is reduced from 12 to 10 courses. To be eligible for the Transition Program, students must apply for the MAM and begin their program of study within six months after completing their final BAM course. Students must complete the 12-course MAM program within four years with no break exceeding 12 months. Students must complete graduate-level course work taken as part of the BAM degree with a grade of B or better. The course work will not transfer as graduate-level credit to National University or any other institution as it is part of an undergraduate degree program.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:
1. Analyze ethical issues and frameworks for ethical decision-making in business today.
2. Analyze and evaluate current business strategy and structure in relation to core competencies and competitive advantage.
3. Evaluate the economic advantages and disadvantages of increased U.S. trade activities.
4. Apply business and professional ethical theories and practices to all stages of the consulting process.
5. Compare the structures and management styles of multinational corporations based upon their origin, objectives, capabilities, experience and cultural environment.
6. Analyze and evaluate the contemporary issues of safety and health program management and their effect on business and the work environment.
7. Analyze and evaluate the concept and reality of the global imperative.

Degree Requirements

(12 courses, 54 quarter units)

To receive a Master of Arts in Management, students must complete at least 54 quarter units of graduate work. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree and provided the units were not used in earning another advanced degree.

Refer to the section on graduate admission requirements for specific information regarding application and matriculation.

Core Requirements

(9 courses, 40.5 quarter units)

Students can take the following courses in any order.

LED 601 Theories, Practices, and Ethics of Leadership
LED 602 Developing and Implementing Groups and Teams
ELB 620 Principles of E-Business
ODV 610 Advanced Studies in Organizational Behavior in a Diverse Society
ODV 600 Theory and Practice of Organizational Development
MGT 630 Global Business Environment
MGT 600 Ethical Concerns in Business and Management
MGT 635 The Organization Consulting Process
ODV 606 Seminar in Training and Development
(Prerequisites: All Core Courses)

Program Elective

(3 courses, 13.5 quarter units)

To complete their program, students can select electives from any graduate course with appropriate prefixes (ACC, CIS, ITM, ECO, FIN, HCA, HRM, MKT, MGT, EMB, LED, ODV and MNS), if they have met all the necessary prerequisites.

MA in Management Area of Specialization

Specialization in Organizational Leadership

(888)
Faculty Advisor: Julia Buchanan • (858) 642-8453 • jbuchanan@nu.edu

The purpose of the area of specialization in Organizational Leadership is to provide students with the skills and theoretical concepts that will assist them when seeking promotions or positions in management and supervision. This area of specialization is designed to prepare diverse adult learners to become effective, change-oriented leaders in an international society by adding distinctive and challenging curricula.

The area of specialization in Organizational Leadership is ideal for individuals who desire to understand the technical and reflective processes that often accompany opportunities to exercise leadership in profit and not-for-profit organizations.

Program Requirements

(4 courses, 18 quarter units)

LED 602 Developing and Implementing Groups and Teams
LED 603 Organizational Leadership
LED 604 Change and Adaptation within Organizations
LED 605 Negotiation, Bargaining, Conflict Resolution

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

(730)
Faculty Advisor: Muhammed A. El-Mefleh • (858) 642-8421 • melmefle@nu.edu

The mission of the Master of Business Administration (MBA Program) is to prepare students for leadership positions in business, and to provide them with the knowledge and skills needed to successfully manage organizations in an ever-changing business environment. The MBA Program imparts the conceptual understanding and application of problem-solving tools contained in basic business disciplines, including accounting, economics, data analysis, finance, management, leadership, and marketing. In addition, students are equipped with the skills needed for effective team-building, quantitative and qualitative decision-making, and creative problem-solving.

Self-paced Foundation Courses (optional)

The following non-credit, self-paced and self-study courses are offered online, free of charge to registered MBA students. Self-assessment tests are available for students to ascertain their level of competency.

BUS 500A Intermediate Algebra Foundation (recommended for ECO 607)
BUS 500C Macro and Microeconomics Foundation (recommended for ECO 607)

2-Week Foundation Courses (required)

The following two Foundation Courses are required for all MBA students, but may be waived if a score of 75% or above is achieved on a challenge exam. Rather than being self-study and self-paced, these courses are scheduled in normal fashion with qualified instructors. Each is two weeks long; ACC 501 is offered in the first two weeks of an academic month, and FIN 501 is offered in the second two weeks. The two courses are offered online and at certain onsite campus locations. Grading is “S” for Satisfactory, or “U” for Unsatisfactory.
Although these courses do not provide academic credit, they have substantial content that is not covered in the related core courses, and they must be successfully completed in order to graduate from the MBA program.

ACC 501 Accounting Fundamentals  
(Prerequisite for ACC 604)

FIN 501 Finance Fundamentals (Prerequisite for FIN 609A)  
(Prerequisite: ACC 501)

MBA Transition Program

National University students who complete graduate courses as part of their undergraduate degree program and who satisfy MBA Transition Program requirements described in the catalog description of various undergraduate programs must complete at least 49.5 quarter units for their MBA degree.

Degree Requirements  
(14 courses, 63 quarter units)

To receive an MBA degree, students must complete at least 63 quarter units of graduate credit. A total of 13.5 quarter units of graduate work completed at another regionally accredited institution may be applied to this degree, provided the units were not used in earning another advanced degree.

Refer to the section on graduate admission requirements for specific information regarding application and matriculation.

Core Requirements  
(10 courses, 45 quarter units)

BKM 600 Knowledge Management for Business Strategies  
LED 601 Theories, Practices, and Ethics of Leadership  
ELB 620 Principles of Electronic Business  
MKT 602 Marketing Management  
MNS 601 Statistics for Business  
ECO 607 Economics for Managerial Decision-Making  
ACC 604 Managerial Accounting  
(Prerequisite: ACC 501)  
FIN 609A Financial Management  
(Prerequisite: FIN 501)  
MGT 602 Strategic Decision-Making  
MGT 610C* MBA Project  
(Prerequisite: completion of 31.5 quarter units of MBA Core Requirements)

* MBA project course MGT 610C is conducted in the manner described below (see “The MBA Project”). MGT 610C is two months in length.

General Electives  
(4 courses, 18 quarter units)

Students can select any four electives from graduate courses offered by the School of Business and Management, including BUS 691 Internship Project. As an alternative, students may enroll in an Area of Specialization (see below).

The MBA Project: The MBA Project is a comprehensive project that integrates prior course material. Therefore, students should schedule MGT 610C toward the end of their degree program, and after completing their Area of Specialization, if any. The minimum requirements are the completion of at least 31.5 quarter units of core requirements in the MBA program. To complete the project satisfactorily, students apply extensive effort in research and writing over a period of two months. Due to the time and effort required for this project, it is recommended that students dedicate themselves to the completion of this project without distraction. For more information, refer to the MBA Project Handbook in the School of Business and Management section of the university’s web site.

MBA Areas of Specialization

Requirements for Areas of Specialization

In lieu of general electives, student can choose an area of specialization. In order to qualify for graduation with an area of specialization, students must complete all courses specified in the desired area in addition to all of the MBA program requirements. Students must take at least three-fourths of the courses in the area of specialization while in residence at National University.

▲ Specialization in Accountancy  
(730-850)  
Faculty Advisor: Gregory Merrill • (858) 642-8411 • gmerrill@nu.edu

Designed for those whose undergraduate degree is in non-accounting. The goals of this program are to provide students with the accounting knowledge and skills needed to pursue a career in the financial management of a commercial or nonprofit organization and to help prepare students for national certification examinations. Relevant professional designations include Certified Public Accountant (CPA), Certified Management Accounting (CMA) and Certified in Financial Management (CFM).

Note that the specialization courses listed below provide content in accounting subjects other than managerial accounting, since the latter is contained in the required MBA core course, ACC 604 Managerial Accounting. In order to sit for the CPA Exam in California, candidates are required to have a baccalaureate degree in any discipline and to have completed 24 semester units (8 courses; 36 quarter units) in accounting, plus 24 semester units (8 courses; 36 quarter units) in business which includes business law, mathematics, statistics, computer science and information systems.

Before taking any of the courses in the Area of Specialization, students are advised to contact a full-time faculty person in the department for a brief interview by phone or personal visit. The purpose of this visit is to review the student’s career objectives and educational requirements.

Prerequisite for Specialization  
(1 course; 4.5 quarter units)

ACC 201 Financial Accounting Fundamentals

Program Requirements  
(4 courses; 18 quarter units)

ACC 650A Financial Accounting Theory I  
ACC 650B Financial Accounting Theory II  
ACC 652 Taxation for Investors and Managers  
ACC 655 Auditing and Internal Control

Optional Elective  
ACC 657 Accounting Information Systems

▲ Specialization in Alternative Dispute Resolution  
(730-0808)  
Faculty Advisor: Jack Hamlin • (858) 642-8405 • jhamlin@nu.edu

This area of specialization is designed for students who wish to complete an MBA program while focusing their graduate studies in Alternative Dispute Resolution, which is one of the fastest growing fields in the U.S. and the world at large. The program provides students with a broad knowledge of Alternative Dispute Resolution subjects and will enable students to not only become effective mediators and negotiators but to also use these skills to resolve conflict in the workplace. Expertise in Alternative Dispute Resolution is in high demand in the business community, local, state and federal governments, and neighborhood communities.
Program Requirements
(4 courses, 18 quarter units)

FIN 631 Security Analysis and Portfolio Management
(Prerequisite: FIN 609A)

FIN 632 Financing Capital Requirements
(Prerequisite: FIN 609A)

FIN 635 International Finance
(Prerequisite: FIN 609A)

ADR 600 Alternative Dispute Resolution
ADR 605 Negotiation
ADR 610 Facilitation
ADR 615 Mediation

▲ Specialization in Electronic Business
(874)
Faculty Advisor: Mohammed Nadeem • (408) 236-1150 • mnadeem@nu.edu

This specialization enables MBA students to become familiar with the principles and theories of electronic business, defined as business conducted on the Internet and/or the World Wide Web. Online marketing, websites and programming languages are some of the topics covered in the curriculum.

Program Requirements
(4 courses, 18 quarter units)

ELB 621 E-Strategies and Business Models
(Prerequisite: ELB 620)

ELB 624 Internet Marketing

ELB 625 Electronic Payment Systems and Internet Security
(Prerequisite: ELB 620)

ELB 638 E-Business Information and Knowledge Systems
(Prerequisite: ELB 620)

▲ Specialization in Financial Management
(851)
Faculty Advisor: Chang G. Park • (858) 642-8402 • cpark@nu.edu

The field of finance has undergone great changes in the last decade and now represents one of the most dynamic activities within companies of all sizes, as well as within nonprofit and governmental organizations. Executives with a background in finance head about one out of three corporations today.

The financial management program is designed to provide both a sound theoretical and a conceptual framework for financial managers. Special emphasis is placed on growth and diversification policies, evaluation and management of securities portfolios, investment banking and merger strategies, analysis of foreign exchange rate movements, formulation of plans to reduce foreign exchange risk exposure and case and/or research projects dealing with contemporary financial issues.

Program Requirements
(4 courses, 18 quarter units)

FIN 631 Security Analysis and Portfolio Management
(Prerequisite: FIN 609A)

FIN 632 Managing Financial Resource
(Prerequisite: FIN 609A)

FIN 633 Financing Capital Requirements
(Prerequisite: FIN 609A)

FIN 635 International Finance
(Prerequisite: FIN 609A)

▲ Specialization in Human Resource Management
(852)
Faculty Advisor: Michael Pickett • (858) 642-8374 • mpickett@nu.edu

This area of specialization focuses on managing people, the human resource of the organization. Moving beyond common sense and good interpersonal skills, these courses provide students with the knowledge to recruit, select, train, evaluate and compensate employees. Students learn how changes in the workplace, such as governmental regulations, global competition, developing technologies and organizational transformations, influence the performance and productivity of workers. Technical knowledge and practical skills for dealing with a multicultural workforce offer students new ideas on leadership and effective tools for managing human resource.

Program Requirements
(4 courses, 18 quarter units)

Students electing to specialize in human resource management must select four of the following courses.

HRM 630 Legal, Ethical, and Safety Issues in Human Resource Management
HRM 633A Seminar in Employee Relations, Labor Relations and Union Management
ODV 600 Theory and Practice of Organizational Development
ODV 601 Integrating Performance Management, Technology, and Organizational Communication
ODV 606 Seminar in Training and Development
ODV 610 Advanced Studies in Organizational Behavior in a Diverse Society
HRM 637 Workforce Planning, Development, and Outsourcing
HRM 667 Compensation and Benefits
MGT 651 Managing Safety Issues and Regulations

▲ Specialization in International Business
(853)
Faculty Advisor: Juan España • (858) 642-8484 • jespana@nu.edu

The goal of this area of specialization is to enable students to do business globally. Students acquire theoretical principles and practical skills that will allow them to perform cross-border transactions regionally or on a global scale. The ongoing globalization of businesses has led to increased demand for international business expertise. This program familiarizes students with international trade, investment and management issues, requiring students to make decisions in settings involving diverse national business environments, a situation typically encountered by managers of multinational corporations. Students will be able to apply different techniques to penetrate foreign markets such as exporting, franchising, licensing, direct investment, etc., matching products/services with markets and managing global operations.

Program Requirements
(4 courses, 18 quarter units)

Students electing to specialize in international business can select four of the following courses.

ECO 630 Global Economic Geography
(Prerequisite: ECO 203)
or
EMB 683 International Economic Strategies
or
MGT 637 Comparative International Management
or
EMB 673 International Strategic Alliances
MGT 680 Topics in International Business
MKT 631 Global Marketing
(Prerequisite: MKT 402A or MKT 602 or EMB 684)
or
EMB 672 International Risk Management

▲ Specialization in Marketing
(855)
Faculty Advisor: Susan Silverstone • (858) 642-8430 • ssilvers@nu.edu

This area of specialization prepares students with the knowledge and
tools they need to perform as a marketing department director or officer. The program emphasizes the global aspects of marketing, the preparation of various specialized plans for marketing, sales and advertising and the relationship between the marketing department and other departments of the firm.

**Course Prerequisites**
(4 required courses, 18 quarter units)

**MKT 620** Consumer Behavior  
*(Prerequisite: MKT 602)*

**MKT 631** Global Marketing  
*(Prerequisites: MKT 602, MKT 620)*

**MKT 634** Market Research  
*(Prerequisites: MKT 602, MKT 620, MKT 631)*

**MKT 660** Strategic Operational Marketing  
*(Prerequisites: MKT 602, MKT 620, MKT 631, MKT 634)*

▲ **Specialization in Organizational Leadership**

*(888)*  
*Faculty Advisor: Julia Buchanan • (858) 642-8453 • jbuchanan@nu.edu*

The purpose of the area of specialization in Organizational Leadership is to provide students with the skills and theoretical concepts that will assist them when seeking promotions or positions in management and supervision. This area of specialization is designed to prepare diverse adult learners to become effective, change-oriented leaders in an international society by adding distinctive and challenging curricula.

The area of specialization in Organizational Leadership is ideal for individuals who desire to understand the technical and reflective processes that often accompany opportunities to exercise leadership in profit and not-for-profit organizations.

**Program Requirements**
(4 courses, 18 quarter units)

**LED 602** Developing and Implementing Groups and Teams  
**LED 603** Organizational Leadership  
**LED 604** Change and Adaptation within Organizations  
**LED 605** Negotiation, Bargaining, Conflict Resolution

■ **MASTER OF FORENSIC SCIENCES (M.F.S.)**

*(760)*  
*Faculty Advisor: Ismail Sebetan • (858) 642-8419 • isebetan@nu.edu*

The Master of Forensic Sciences (MFS) is a specialized professional degree designed for law enforcement, lab personnel, attorneys, investigators and other professionals seeking to upgrade their existing skills, as well as individuals who are interested in pursuing a career in the forensic sciences, law, law enforcement, private or governmental laboratories, jails and corrections and Medical Examiner’s Office. The field of forensics focuses on the application of scientific methods to the resolution of legal problems.

**Program Learning Outcomes**

The intended outcome of the MFS courses is to prepare students with the foundation, knowledge and skills needed to meet the scientific and practical demands of the forensic profession as it interfaces with the community at all levels.

Upon successful completion of this program, students will be able to:

1. Describe the component of medico-legal investigations and implications of death investigations with respect to the roles and responsibilities of the different forensic disciplines, and demonstrate knowledge of the forensic/medico-legal terminology and the scientific techniques used in medico-legal investigations.
2. Identify the characterstics that differentiate the manner of death (natural, homicide, suicide or accidental), and the principles of methods used for estimation of the time of death and human Identification.
3. Explain the methods and procedures applied by the forensic/crime laboratories to identify and characterize the genetic markers and DNA from the forensic biological evidentiary samples such as blood, semen, saliva and other body fluids and stains, to associate a person, place or item with a crime, in addition to the civil applications of analyzing the biological sample to solve the cases of disputed paternity and baby mix-up.
4. Describe the principles and fundamentals of poisons and the circumstances of poisoning cases and identify the required toxicological samples, methods of collection, preservation and analysis.
5. Describe items of physical evidence at crime scene, and methods of collection, preservation, analysis, comparison, and report preparation.
6. Describe and demonstrate the basic principles of forensic photography, and explain the legal issues related to forensic photography and courtroom or trial presentation.
7. Identify the legal issues involved in crime scene processing and evidence collection and explain fundamental crime scene processing techniques with various types of physical evidence.
8. Describe different methods used for human identification with the role played by the forensic anthropologist in death investigation.
9. Develop a realistic and broader perspective of the theories, techniques and practices which apply to virtually all investigation.
10. Explain the intrinsic factors to all successful investigations that it is more art than science; and that a course of advanced study must finally be discussed in terms of precepts rather than rigid methods despite the methodical and exhausting treatment of a particular case. The course will all employ general principles and special theorems; and to dispel the myths that every crime is intrinsically soluble, or that there exists a normative criteria for judging the success or failure of an investigation.
11. Describe methods used in crime scene analysis and demonstrate full awareness of methods appropriate to profiling with applying profiling knowledge to crime scene variables.
12. Describe the legal and psychological issues involved in competency to stand trial, diminished capacity, and insanity defenses.
13. Evaluate the current state of the art of psychological and psychiatric testing.
14. Understand the role of the forensic scientists as expert witness.
15. Fully understand the meaning and objective of the scientific research, develop research question and apply the appropriate research methodology, discuss the data and make recommendations based on the obtained data and the analyzed results.

The Master of Forensic Sciences degree program offers two areas of specialization (AOS). It is required that the student take one AOS.

**Degree Requirements**
(12 courses, 54 quarter units)

For students in the BS in Criminal Justice Administration/MFS Transition Program, the University will waive the two Forensic Sciences courses taken as part of the bachelor’s degree (see BS in Criminal Justice Transition Program), but these students must still meet the residency requirements for the MFS.

To receive an MFS, students must complete at least 54 quarter units of graduate course work. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree and provided the units were not used in earning another advanced degree. Students should refer to the section on graduate admission requirements for specific information regarding application and matriculation.
Students must have an undergraduate degree in a laboratory science in order to enroll in the Master of Forensic Sciences with a Specialization in Criminalistics. The Master of Forensic Sciences with a Specialization in Investigation does not have a specific major requirement for the undergraduate degree.

**Core Requirements**
(8 courses, 36 quarter units)

- FSC 630 Principles of Forensic Medicine
- FSC 642 Forensic Pathology *(Prerequisite: FSC 630)*
- FSC 643 Forensic Psychology, Psychiatry and the Law
- FSC 648 Forensic and Crime Scene Photography
- FSC 631 Major Case Investigation
- FSC 647 Crime Scene Investigation
- FSC 654 Criminal Investigation Analysis: Profiling
- FSC 662 Supervised Graduate Research Project*

*This is a two-month, one-meeting-per week course with a significant research component. Grading is by “H” (for Honors, “B” or better work), “S” (for marginal, “C” level work), or “U” (Unsatisfactory, “D” or below).

Students who do not complete the Research Project within the two-month period are eligible, at the discretion of the instructor, to receive a grade of “K” with a maximum of a one time six-month extension. Students who do not complete the project at the end of the extension period will need to retake FSC 662. No grade of “I” (Incomplete) can be given for this course.

**MFS Areas of Specialization**

### ▲ Specialization in Criminalistics
**(886)**

This AOS is a Specialization in Criminalistics and requires that students have an undergraduate degree in physical science. The specialization courses include Trace Evidence, Advanced Forensic Toxicology, Advanced Forensic Serology and DNA, and Forensic Anthropology and Archeology, as well as coursework in: Forensic Medicine and Pathology; Psychology, Psychiatry, and the Law; Major Case Investigation; Crime Scene Investigation; and Criminal Investigation Analysis (Profiling). The program culminates in a supervised master’s research project directed by full-time faculty and a committee of associate and core adjunct faculty selected by students from their program.

**Program Requirements**
(4 courses, 18 quarter units)

- FSC 632 Trace Evidence
- FSC 633 Advanced Forensic Toxicology
- FSC 634 Advanced Forensic Serology and DNA
- FSC 635 Forensic Anthropology and Archeology

### ▲ Specialization in Investigation
**(887)**

This AOS is a Specialization in Investigation. This program is designed to provide graduate education in the most current and advanced forensic investigative techniques available in the field, with a wide understanding of the concepts underlying the forensic sciences. This program is suitable for those students who are interested in pursuing a career in forensic crime and death investigations. The program also allows individuals who are currently working in forensic investigation areas to develop and upgrade their individual educational skills. The specialization courses include Advanced Criminalistics, Electronic Crime Scene Investigation: Computer Forensics, Constitution and Criminal Procedure, and Advanced Fingerprint Analysis. The program also includes forensic-related writing and research. The program culminates in a supervised master’s research project directed by full-time faculty and a committee of associate and core adjunct faculty selected by students from their program.

**Program Requirements**
(4 courses, 18 quarter units)

- FSC 620 Advanced Criminalistics
- FSC 621 Electronic Crime Scene Investigation: Computer Forensics
- FSC 622 Constitution and Criminal Procedure
- FSC 623 Advanced Fingerprint Analysis

**Program Electives**

For electives, students can take courses with prefixes from the School of Business and Management, or they can take:

- FSC 661 Internship in Forensic Sciences
- FSC 651 Selected Topics in Forensic Sciences

### ▲ MASTER OF PUBLIC ADMINISTRATION
**(M.P.A.)**
(740)

**Faculty Advisor:** Kenneth Goldberg • (858) 642-8478 • kgoldber@um.edu

The Master of Public Administration is designed for students who want to pursue the challenging career of government management at the federal, state, or local level and nonprofit management. With an emphasis on the proactive public administrator, it is for those public administrators who aspire to top-level positions. The degree provides a wide range of skills in financial management, budgeting, quantitative methods, urban planning and redevelopment, personnel policies, politics and grant writing.

**Program Learning Outcomes**

Upon successful completion of this program, students will be able to:

1. Demonstrate critical thinking skills relevant to public administration in a global world.
2. Analyze and evaluate the concept of new public management within a historical context.
3. Identify and analyze the impact of political influences on the public sector decision-making process.
4. Explain the division of power within American government as established by the U.S. Constitution.
5. Describe, analyze and evaluate the various approaches to managing government employees.
6. Describe the basic concepts and methodologies of statistics and research in public administration.
7. Evaluate the effectiveness of public administration strategies for dealing with the media and issue networks.
8. Explain and evaluate community relations in reference to government support, justice and law enforcement.
9. Analyze and evaluate the impact of public administration decisions on urban planning and redevelopment.
11. Identify resources and approaches for developing grant proposals for community programs and services.
12. Describe the role and function of public administration in today’s multicultural environment.

**Degree Requirements**
(12 courses, 54 quarter units)

For students in the BS in Criminal Justice Administration/MPA Transition Program, the University will waive two Public Administration courses taken as part of the bachelor’s degree (see BS
in Criminal Justice Administration Transition Program), but these students must still meet the residency requirements for the MPA.

To receive a Master of Public Administration, students must complete at least 54 quarter units of graduate work. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree and provided the units were not used in earning another advanced degree. Students should refer to the section on graduate admission requirements for specific information regarding application and matriculation.

Core Requirements
(8 courses, 36 quarter units)

ODV 600 Theory and Practice of Organizational Development
PAD 620 Foundations of Public Administration
PAD 622 Seminar in Urban Affairs
PAD 626 Public Personnel Policy
PAD 627 Quantitative Methods in Public Administration
PAD 632 Financial Management and Grant Administration
PAD 631 Urban Planning and Redevelopment
PAD 644 MPA Project

Program Electives
(4 courses, 18 quarter units)

For electives, students should select a general set of 600-level courses offered in the School of Business and Management, or those offered in other schools with the approval of the dean of the School of Business and Management.

MPA Areas of Specialization

▲ Specialization in Public Finance
(882)
Faculty Advisor: Kenneth Goldberg • (858) 642-8478 • kgoldber@nu.edu

In lieu of general electives, a student can choose a specialization in Public Finance. This area of specialization provides an opportunity for students to acquire specific knowledge and develop practical skills in public finance. It particularly emphasizes the areas of public/private partnerships and contract bargaining and negotiation – critical areas in public administration today. The population served is that of public employees working in the areas of public finance and/or human resource management or those interested in working in these particular areas.

Program Requirements
(4 courses, 18 quarter units)

PAD 640 Public Finance
PAD 641 Local Government Budgeting
PAD 642 Seminar in Public-Private Financing
PAD 643 Contract Negotiation in the Public Sector

▲ Specialization in Alternative Dispute Resolution
(740-000-898)
Faculty Advisor: Jack Hamlin • (858) 642-8405 • jhamlin@nu.edu

This area of specialization is designed for students who wish to complete an MPA program while focusing their graduate studies in Alternative Dispute Resolution, which is one of the fastest growing fields in the U.S. and the world at large. The program provides students with a broad knowledge of Alternative Dispute Resolution subjects and will enable students to not only become effective mediators and negotiators but to also use these skills to resolve conflict in the workplace. Expertise in Alternative Dispute Resolution is in high demand in the business community, local, state and federal governments, and neighborhood communities.

Program Requirements
(4 courses, 18 quarter units)

ADR 600 Alternative Dispute Resolution
ADR 605 Negotiation
ADR 610 Facilitation
ADR 615 Mediation

▲ Specialization in Human Resource Management
(852)
Faculty Advisor: Michael Pickett • (858) 642-8374 • mpickett@nu.edu

This area of specialization focuses on managing people, the human resource of the organization. Moving beyond common sense and good interpersonal skills, these courses provide students with the knowledge to recruit, select, train, evaluate and compensate employees. Students learn how changes in the workplace, such as governmental regulations, global competition, developing technologies and organizational transformations, influence the performance and productivity of workers. Technical knowledge and practical skills for dealing with a multicultural workforce offer students new ideas on leadership and effective tools for managing human resource.

Program Requirements
(4 courses, 18 quarter units)

Students electing to specialize in human resource management must select four of the following courses.

HRM 630 Legal, Ethical, and Safety Issues in Human Resource Management
HRM 633A Seminar in Employee Relations, Labor Relations and Union Management
ODV 600 Theory and Practice of Organizational Development
ODV 601 Integrating Performance Management, Technology, and Organizational Communication
ODV 606 Seminar in Training and Development
ODV 610 Advanced Studies in Organizational Behavior in a Diverse Society
HRM 637 Workforce Planning, Development, and Outsourcing
HRM 667 Compensation and Benefits
MGT 651 Managing Safety Issues and Regulations

▲ Specialization in Organizational Leadership
(888)
Faculty Advisor: Julia Buchanan • (858) 642-8453 • fbuchanan@nu.edu

The purpose of the area of specialization in Organizational Leadership is to provide students with the skills and theoretical concepts that will assist them when seeking promotions or positions in management and supervision. This area of specialization is designed to prepare diverse adult learners to become effective, change-oriented leaders in an international society by adding distinctive and challenging curricula.

The area of specialization in Organizational Leadership is ideal for individuals who desire to understand the technical and reflective processes that often accompany opportunities to exercise leadership in profit and not-for-profit organizations.

Program Requirements
(4 courses, 18 quarter units)

LED 602 Developing and Implementing Groups and Teams
LED 603 Organizational Leadership
LED 604 Change and Adaptation within Organizations
LED 605 Negotiation, Bargaining, Conflict Resolution
Internet enabled business transactions are making their way into every organization and industry. Today’s E-Business environment functions with a changed set of success factors compared to its infancy stage a few years ago. It is not sufficient enough today to design a visually appealing website. E-Business highly complex and multidisciplinary field that requires flexible, innovative and creative skills both in business and Internet technology. Tomorrow’s E-Business leaders need to be able to take a holistic and strategic approach to transform their organization and its business processes for E-Business.

The revised National University Master of E-Business program is built upon future robust expertise in the E-Business field and is focused on a promising outlook in a field that will soon become the pillar for the majority of business related transactions.

The new program has a strong managerial and business focus but still expects students to be very familiar with the Internet Technology, Web-authoring tools and Internet applications.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Envision, design, implement, and effectively use new models of electronic business.
2. Marry the traditional marketplace needs with electronic marketplace capabilities
3. Successfully start new e-ventures or manage e-enterprises that operate in a complex, global and competitive environment
4. Apply cutting edge e-management theory to real-world business situations
5. Meet the demands of current e-businesses and industry to achieve and sustain international competitive advantage

MS IN E-BUSINESS TRANSITION PROGRAMS

BBA/MSEB Transition Program

The BBA/MSEB Transition Program allows currently enrolled BBA students with a grade point average of at least 3.0 who are within completing their last six courses to register for two MSTM courses as electives for their BBA degree. Students can select ELB 620 and one of the following two courses: ELB 621 or ELB 624. The number of courses required to earn an MSEB degree is reduced from 12 to 10 courses. To be eligible for the Transition Program, students must apply for the MSEB and begin their program of study within six months after completing their final BBA course. Students must complete the 10-course MSEB program within four years with no break exceeding 12 months.

Students must complete graduate-level course work taken as part of the BSITM degree with a grade of B or better. This course work will not transfer as graduate-level credit to National University or any other institution as it is part of an undergraduate degree program. Grades earned in graduate level courses will be calculated as part of the student’s undergraduate Grade Point Average.

BSIS/MSEB Transition Program

The BSIS/MSEB Transition Program allows currently enrolled BSIS students with a grade point average of at least 3.0 who are within completing their last six courses to register for two MSEB courses as electives for their BSITM degree. Students can select ELB 620 and one of the following two courses: ELB 621 or ELB 624. The number of courses required to earn an MSEB degree is reduced from 12 to 10 courses. To be eligible for the Transition Program, students must apply for the MSEB and begin their program of study within six months after completing their final BSIS course. Students must complete the 10-course MSEB program within four years with no break exceeding 12 months.

Students must complete graduate-level course work taken as part of the BSIS degree with a grade of B or better. This course work will not transfer as graduate-level credit to National University or any other institution as it is part of an undergraduate degree program. Grades earned in graduate level courses will be calculated as part of the student’s undergraduate Grade Point Average.

Degree Requirements

(12 courses, 54 quarter units)

To receive a Master of Science in Electronic Business, students must complete 54 quarter units of graduate work. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree and provided the units were not used in earning another advanced degree. Students should refer to the section in graduate admission requirements for specific information regarding application and matriculation.

Core Requirements

(12 courses, 54 quarter units)

ELB 620 Principles of E-Business
ELB 621 E-Strategies and Business Models (Prerequisite: ELB 620)
ELB 622 E-Business Systems Development (Prerequisite: ELB 620)
ELB 623 Advanced Web Design (Prerequisite: ELB 620)
ELB 624 Internet Marketing
ELB 625 Electronic Payment Systems and Internet Security (Prerequisite: ELB 620)
ELB 635 E-Logistic and Supply Chain Management (Prerequisite: ELB 620)
ELB 638 E-Business Information and Knowledge Systems (Prerequisite: ELB 620)
ELB 640 Emerging Communication Technologies in E-Business (Prerequisite: ELB 620)
ELB 656 Cyber Law and E-Public Policies
ELB 650A Master’s Research Project I (Prerequisite: All core requirements)
ELB 650B Master’s Research Project II (Prerequisite: ELB 650A)
School of Business and Management

MASTER OF SCIENCE (M.S.) IN FINANCE

(720-814)  
Faculty Advisor: Chang G. Park • (858) 642-8402 • cpark@nu.edu

The Master of Science in Finance will seek to provide adult learners with professional knowledge and analytic skills required to function effectively in the fast changing and ever evolving financial world. Students with MS in Finance degree will be able to enter into one of four careers: (1) a financial position in a private corporate setting; (2) an investment strategist position; (3) a managerial position in financial institutions; and (4) a treasurer position in various governmental organizations. With an added emphasis on the global concerns of financial managers, this program is structured to enable a graduate to attain one of the above career objectives. The students will also be able to sit for CFA and/or CFP exams at the conclusion of the program.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:
1. Graduates will be able to find a professional career in a range of specialized areas: corporate finance, investments, portfolio management, financial institutions, international finance, and risk management.
2. Graduates will be able to construct a portfolio that meets an investor’s risk and return objectives.
3. Graduates will be able to integrate information technology and ethics into global financial activities and policies.
4. Graduates will be able to discuss Financial Institutions investment and liquidity issues.
5. Graduates will be able to generate a significant research question and design their research methodologies.
6. Graduates will be able to analyze important corporate financial issues in the overall context of maximization of firm value.

Degree Requirements

(12 courses, 54 quarter units)

To receive a Master in Finance, students must complete at least 12 courses for 54 quarter units as described below. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at other institutions, as they apply to this program and provided the units were not used in earning another advanced degree.

Program Prerequisites

(4 courses, 18 quarter units)

Students who do not have an undergraduate business degree must satisfactorily complete the courses listed below or equivalent before undertaking the program’s core courses.

ACC 201 Financial Accounting Fundamentals
ACC 202 Managerial Accounting Fundamentals  
(Prerequisite: ACC 201)
FIN310 Business Finance  
(Prerequisites: ACC 201 and ACC 202)
ECO203 Microeconomics

Core Requirements

(11 courses, 49.5 quarter units)

FIN 609A Seminar in Financial Management  
(Prerequisite: ACC 201)
FIN 630 Financial Institutions  
(Prerequisite: FIN 609A)
FIN 631 Security Analysis and Portfolio Management  
(Prerequisite: FIN 609A)
FIN 632 Managing Financial Resources  
(Prerequisite: FIN 609A)
FIN 633 Financing Capital Requirements  
(Prerequisite: FIN 609A)
FIN 634 Cases in Finance (Capstone Course)  
(Prerequisites: 27 quarter units of the FIN courses, not including FIN 655)
FIN 635 International Finance  
(Prerequisite: FIN 609A)
FIN 641 Advanced Security Analysis and Portfolio Management  
(Prerequisite: FIN 609A and FIN 631)
FIN 650 Global Financing for Trade
FIN 651 Commercial Bank Management
FIN 652 Real Estate Finance
FIN 653 Financial Engineering and Derivatives
FIN 654 MS in Finance Project  
(Prerequisites: completion of FIN 609A and at least 27 quarter units in the program)
FIN 655 MS in Finance Project  
(Prerequisites: completion of FIN 609A and at least 27 quarter units in the program)

Program Elective

(1 course, 4.5 quarter units)

Select one course from the following:
FIN 600 Managerial Finance  
(Prerequisite: FIN 609A)
FIN 632 Managing Financial Resources  
(Prerequisite: FIN 609A)
FIN 633 Financing Capital Requirements  
(Prerequisite: FIN 609A)
ACC 604 Managerial Accounting  
(Prerequisite: ACC 201)
ECO 631 Global Trade Policy and Procedure  
(Prerequisite: ECO 603)

Note: Electives from outside these courses may be taken with the approval of the lead faculty in Finance.

MASTER OF SCIENCE (M.S.) IN ORGANIZATIONAL LEADERSHIP

(720-815)  
Faculty Advisor: Julia Buchanan • (858) 642-8453 • jbuchanan@nu.edu

The mission of the MSOL program is to prepare diverse adult learners to become effective, change-oriented leaders in an international society. The program uses distinctive and challenging curriculum that integrates theory with practice, university with community, personal success with ethical service to others, and information technology with creativity, empathy, and democracy.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:
1. Apply effective, change-oriented leadership skills in problem solving situations.
2. Evaluate leadership styles within the context of an interdependent, pluralistic, global society.
3. Integrate leadership theories and practices derived from differing disciplines to change personal and organizational performance.
4. Integrate ethical principles in social and diverse contexts
5. Integrate appropriate technology skills into personal and organizational leadership
6. Use appropriate written and oral presentation skills in discussing, evaluating, comparing and contrasting organizational setting and leadership.

Degree Requirements

(12 courses, 54 quarter units)

To receive a Master of Science in Organizational Leadership, students must complete 10 courses (45 quarter units) of the MSOL core curriculum and 2 courses (9 quarter units) of the designated elective courses.
## Program Requirements

(10 courses, 45 quarter units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LED 601</td>
<td>Theories, Practices, and Ethics of Leadership</td>
</tr>
<tr>
<td>MNS 601</td>
<td>Statistics for Business</td>
</tr>
<tr>
<td>LED 602</td>
<td>Developing and Implementing Groups and Teams</td>
</tr>
<tr>
<td>LED 603</td>
<td>Organizational Leadership</td>
</tr>
<tr>
<td>LED 604</td>
<td>Change and Adaptation within Organizations</td>
</tr>
<tr>
<td>LED 605</td>
<td>Negotiation, Bargaining, and Conflict Resolution</td>
</tr>
<tr>
<td>LED 606</td>
<td>Information Management for Leaders</td>
</tr>
<tr>
<td>FIN 600</td>
<td>Finance for Non-Financial Managers</td>
</tr>
<tr>
<td>LED 608</td>
<td>Seminars in Leadership (Prerequisite: completion of 6 of the preceding core courses)</td>
</tr>
<tr>
<td>LED 609</td>
<td>Capstone Project Course (Prerequisite: completion of 6 of the preceding core courses)</td>
</tr>
</tbody>
</table>

### Program Electives

(2 courses, 9 quarter units)

Each student must complete two graduate courses from the School of Business and Management to meet the electives requirement.

## MASTER OF SCIENCE (M.S.) IN TAXATION

(720-805)

Faculty Advisor: Forrest Young • (714) 429-5404 • fyoung@nu.edu

The goal of this program is to provide students with the advanced level of knowledge and skills needed for a professional career in tax return preparation and tax planning and consulting for individuals, business and nonprofit entities. It is recommended that candidates possess an undergraduate degree in accounting or finance.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Prepare tax returns for individuals, sole proprietorships, “C” corporations, “S” corporations, partnerships, limited liability companies, trusts, estates, exempt organizations and foreign corporations.
2. Apply knowledge from the core areas of taxation using the lifecycle (formation, operation, and liquidation) approach.
3. Synthesize and communicate tax information orally and in writing to support decision-making.
4. Apply ethical concepts to tax-related issues.

### Degree Requirements

(12 courses, 54 quarter units)

To receive a Master of Science in Taxation, students must complete at least 54 quarter units of graduate work. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree and provided the units were not used in earning another advanced degree. Students should refer to the section on graduate admission requirements for specific information regarding application and matriculation.

### Program Prerequisite

(1 course, 4.5 quarter units)

ACC 201 Financial Accounting Fundamentals

### Core Requirements

(12 courses, 54 quarter units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAX 601</td>
<td>Tax Research and Decision Making (Prerequisite: ACC 201)</td>
</tr>
<tr>
<td>TAX 602</td>
<td>Federal Tax Procedure (Prerequisite: ACC 201)</td>
</tr>
<tr>
<td>TAX 603A</td>
<td>Federal Income Taxation Theory for Individuals (Prerequisite: ACC 201)</td>
</tr>
<tr>
<td>TAX 603B</td>
<td>Technological and Practical Aspects of Federal Taxation for Individuals (Prerequisite: TAX 603A)</td>
</tr>
<tr>
<td>TAX 605A</td>
<td>Federal Taxation of Partners and Partnerships (Prerequisite: ACC 201)</td>
</tr>
<tr>
<td>TAX 605B</td>
<td>Federal Taxation Theory of Corporations and Shareholders (Prerequisite: ACC 201)</td>
</tr>
<tr>
<td>TAX 605C</td>
<td>Technological and Practical Aspects of Federal Taxation for Partnerships and Corporations (Prerequisites: TAX 605A and 605B)</td>
</tr>
<tr>
<td>TAX 608A</td>
<td>Estate, Gift and Trust Taxation (Prerequisite: ACC 201)</td>
</tr>
<tr>
<td>TAX 611</td>
<td>Taxation of Exempt Organizations (Prerequisite: ACC 201)</td>
</tr>
<tr>
<td>TAX 612</td>
<td>Retirement Plans and Deferred Compensation (Prerequisite: ACC 201)</td>
</tr>
<tr>
<td>TAX 614</td>
<td>Taxation of International Transactions</td>
</tr>
<tr>
<td>TAX 619</td>
<td>Master’s Project (Prerequisite: 27 quarter units of required core courses, including TAX 601)</td>
</tr>
</tbody>
</table>

## Certificate Programs

(670-770)

Students who are pursuing a bachelors or masters degree may qualify for one of the certificates listed below provided that the student requests the certificate prior to the completion of their degree program. Certificates will not be issued once a degree has been awarded.

### Certificate in Accountancy

Faculty Advisor: Gregory Merrill • (858) 642-8411 • gmerrill@nu.edu

Designed for students who wish to prepare for entry into the accounting profession and have as an objective one of the recognized professional accounting designations, including Certified Public Accountant (CPA), Certified Management Accounting (CMA) and Certified in Financial Management (CFM). All three designations require a baccalaureate degree. Though the degree can be in any discipline, CPA exam candidates in California must have completed 24 semester units (8 courses, 36 quarter units) in accounting or tax and 24 semester units (8 courses, 36 quarter units) in business which includes business law, mathematics, statistics, computer science and information systems.

Students who wish to pursue a baccalaureate degree, or a second baccalaureate degree, or a master’s degree can apply some or all of the academic credits awarded in the certificate program toward that degree, depending upon the requirements of that degree program.

Before taking any of the courses in the Certificate in Accountancy program, students are strongly advised to contact a full-time accounting faculty person for a brief interview by phone or personal visit to review the student’s career objectives and provide guidance as to the courses to be selected.

### Certificate Prerequisite

(1 course, 4.5 quarter units)

ACC 201 Financial Accounting Fundamentals

(Before taking any other accounting courses in this program, students must complete ACC 201 or its equivalent within two years with a grade of “C”)

Note: For further information regarding certificate programs, please see an admissions advisor.
Certificate Requirements (6 courses, 27 quarter units)

To receive a Certificate in Accounting, students must complete six of the courses listed below. To assist students in selecting the six courses, the abbreviations in brackets, e.g. [CPA], indicate the professional exam(s) for which that course is most beneficial. “ALL” refers to all three exams: CPA, CMA and CFM. It should be noted that six courses may not provide all the subject matter covered by these exams. It is strongly recommended that students consult with full-time accounting faculty before enrolling in the Certificate in Accounting.

Undergraduate Series (670-000-450)

Available to both undergraduate and graduate students.

ACC 202 Managerial Accounting Fundamentals [CPA]
LAW 304 Legal Aspects of Business I [CPA]
ACC 410A Intermediate Accounting I [ALL]
(Prerequisite: ACC 201)
ACC 410B Intermediate Accounting II [ALL]
(Prerequisite: ACC 201)
ACC 432B Taxation-Business [ALL]
(Prerequisite: ACC 201)
ACC 433A Managerial Accounting I [CMA]
(Prerequisite: ACC 201)
ACC 433B Managerial Accounting II [CMA]
(Prerequisite: ACC 433A)
ACC 434 Government and Nonprofit Accounting [CPA]
(Prerequisite: ACC 201)
ACC 435A Auditing I [ALL]
(Prerequisite: ACC 201)
ACC 435B Auditing II [CPA]
(Prerequisite: ACC 435A)
ACC 410C Intermediate Accounting III [CPA]
(Prerequisite: ACC 201)
ACC 431 Advanced Accounting [CPA]
(Prerequisite: ACC 201)
ACC 432A Taxation – Individual [CPA]
(Prerequisite: ACC 201)

Graduate Series (770-000-850)

Certificate Prerequisite (1 course, 4.5 quarter units)

ACC 201 Financial Accounting Fundamentals
(Prerequisite: ACC 201)

Certificate Requirements (6 courses, 27 quarter units)

ACC 604 Managerial Accounting [ALL]
(Prerequisite: ACC 201)
ACC 650A Financial Accounting Theory I [ALL]
(Prerequisite: ACC 201)
ACC 650B Financial Accounting Theory II [ALL]
(Prerequisite: ACC 201)
ACC 652 Taxation for Investors and Managers [CPA]
(Prerequisite: ACC 201)

Undergraduate Certificate in Alternative Dispute Resolution (670-000-482)

Faculty Advisor: Jack Hamlin • (858) 642-8405 • jhamlin@nu.edu

The successful completion of the ADR certificate program will provide students with the necessary skills to become effective negotiators, mediators and facilitators. These skills are in high demand in the business community, local, state and federal governments, and neighborhood communities.

Students who wish to pursue a baccalaureate degree, or a second baccalaureate degree, can apply some or all the academic credits awarded in the certificate program toward that degree, assuming they meet the GPA and other requirements of that degree program.

Employment and volunteer opportunities exist for mediators in both the private and government sectors such as:

- Ombudsperson for a corporation or university
- Education, teaching and training
- Human Resources Departments
- U.S. Military
- State Mediation and Conciliation Service (SMCS)
- State of California Department of Fair Employment and Housing
- San Diego City Attorney’s Office
- Federal Mediation and Conciliation Service
- Equal Employment Opportunity Commission (EEOC)
- Mediation and Arbitration Private Practice
- Small Claims Courts
- Non-Profit Organizations and Community Mediation Programs
- Restorative Justice Program

Certificate Requirements (6 courses, 27 quarter units)

To receive a Certificate in Alternative Dispute Resolution, students must complete four core courses and two electives from the courses listed below.

ADR 400 Alternative Dispute Resolution Processes
ADR 405 Negotiation Fundamentals
ADR 410 Facilitation Fundamentals
ADR 415 Mediation Fundamentals

Electives
Choose two of the following:

ADR 420 Communication and Conflict
ADR 425 Cultural Issues in Conflict Management
ADR 430 Ethics and Neutrality

Graduate Certificate in Alternative Dispute Resolution (770-000-898)

Faculty Advisor: Jack Hamlin • (858) 642-8405 • jhamlin@nu.edu

Expertise in Alternative Dispute Resolution is in high demand in the business community, local, state and federal governments, and neighborhood communities. The successful completion of the ADR certificate program will provide students with the necessary skills to become effective negotiators, mediators and facilitators and to

or better, unless they receive an equivalent grade on an accounting aptitude exam).
promote peace and understanding between diverse cultures.

Students who wish to pursue a master’s degree can apply some or all the academic credits awarded in the certificate program toward that degree, assuming they meet the GPA and other requirements of that degree program.

Employment and volunteer opportunities exist for mediators in both the private and government sectors such as:

- Ombudsman for a corporation or university
- Education, teaching and training
- Human Resources Departments
- U.S. Military
- State Mediation and Conciliation Service (SMCS)
- State of California Department of Fair Employment and Housing
- San Diego City Attorney’s Office
- Federal Mediation and Conciliation Service
- Equal Employment Opportunity Commission (EEOC)
- Mediation and Arbitration Private Practice
- Small Claims Courts
- Non-Profit Organizations and Community Mediation Programs
- Restorative Justice Program

Certificate Requirements
(6 courses, 27 quarter units)

To receive a Certificate in Alternative Dispute Resolution, students must complete four core courses and two electives from the courses listed below.

ADR 600 Alternative Dispute Resolution
ADR 605 Negotiation
ADR 610 Facilitation
ADR 615 Mediation

Electives
Choose two of the following:

ADR 620 Arbitration
ADR 625 Crisis Negotiation
ADR 630 Labor Negotiation

Certificate in Criminal Justice Administration
(670-000-466)
Faculty Advisor: James Larson • (858) 642-8418 • jlarson@nu.edu

This coursework and the accompanying credits may be transferred to appropriate degree programs if all other requirements for admission to a degree program are met.

This certificate provides students with an overview of some of the most important pillars of the criminal justice field. Students will gain insight into the principles, problems and solutions of supervision and management of personnel in the criminal justice agencies, the issues and theories surrounding the field of Corrections, an understanding of the behavioral, psychological, sociological motivational factors of criminality and finally, a study of the intricacies within the judicial process of criminal justice.

Certificate Requirements
(4 courses, 18 quarter units)

CJA 446 Criminal Justice Management and Leadership
CJA 440 Corrections
CJA 431 Criminology
CJA 451 Court Systems and the Judicial Process

Certificate in Electronic Business
(770-000-474)
Faculty Advisor: Mohammed Nadeem • (408) 236-1150 • mnadeem@nu.edu

Students may take the Certificate Program in Electronic Business. This coursework and the accompanying credits may be transferred to appropriate degree programs if all other requirements for admission to a degree program are met. To receive certification, students are required to successfully complete four courses and to achieve a passing grade on a comprehensive test covering these four areas. No credit is offered for courses taken in this format. This certificate program is designed for individuals who want to become proficient in the new business models and technology involved in conducting business on the Internet and/or the World Wide Web. Qualified people in electronic business are needed as this field of study has matured. E-Business is a complex area of study that requires the ability to integrate managerial, technical and strategic knowledge. Students who later want to pursue a master’s degree can apply some or all of the academic credits awarded in the certificate program toward their degrees. To apply these credits to a degree program, students must meet the GPA and other requirements of that degree program.

Certificate Requirements
(5 courses, 22.5 quarter units)

ELB 620 Principles of E-Business
ELB 621 E-Strategies and Business Models
(Prerequisite: ELB 620)
ELB 622 E-Business Systems Development
(Prerequisite: ELB 620)
ELB 624 Internet Marketing
ELB 625 Electronic Payment Systems and Internet Security
(Prerequisite: ELB 620)

Certificate in Finance
(670-000-467)
Faculty Advisor: Farhang Mossavar-Rahmani • (858) 642-8409 • fmossav@nu.edu

This coursework and the accompanying credits may be transferred to appropriate degree programs if all other requirements for admission to a degree program are met.

A Certificate in Finance is designed for students who are interested in buttressing their business acumen, in acquiring analytical skills, or who may desire to supplement their financial background. Career opportunities include three interrelated areas: financial institutions, investments and financial management.

Expertise in finance is a sought after and unique skill. This certificate prepares students for managerial responsibilities in organizations such as banks, insurance companies, securities firms, commercial and not-for-profit organizations. The four courses that comprise this certificate provide a broad yet comprehensive knowledge of financial management.

Upon successful completion, students will have acquired critical skills in the analysis of accounting, market and economic data. This will prepare them for expanded opportunities in diverse industries.

Certificate Prerequisites
(5 courses, 22.5 quarter units)

ACC 201 Financial Accounting Fundamentals
ACC 202 Managerial Accounting Fundamentals
(Prerequisite: ACC 202)
FIN 310 Business Finance
(Prerequisites: ACC 201 and ACC 202)
FIN 442 Investments
(Prerequisites: FIN 310 and FIN 440)
Certificate Requirements
(4 courses, 18 quarter units)

FIN 443 Working Capital Management
(Prerequisites: FIN 310 and FIN 440)

Certificate Requirements
(4 courses, 18 quarter units)

FIN 440 Financial Institutions
(Prerequisite: FIN 310)
FIN 444 Risk Management and Insurance
(Prerequisites: FIN 310 and FIN 440)
FIN 446 International Financial Management
(Prerequisites: FIN 310 and FIN 440)
FIN 448 Seminar in Finance
(Prerequisites: FIN 310, FIN 440, FIN 442, FIN 443, and FIN 446)

Certificate in Hospitality and Casino Management
(670-000-178)
Faculty Advisor: Michael Pickett • (858) 642-8374 • mpickett@nu.edu

This coursework and the accompanying credits may be transferred to the BBA programs if all other requirements for admission to a degree program are met.

Certificate Prerequisite
(1 course, 4.5 quarter units)

MKT 402A Marketing Fundamentals

Certificate Requirements
(6 courses, 27 quarter units)

HCM 400 Principles of Hospitality and Casino Accounting
HCM 410 Hospitality and Gaming Law
HCM 420 Hospitality and Casino Marketing
HCM 430 Principles of Hospitality and Casino Staffing
HCM 440 Cultural Diversity and Hospitality Management
HCM 450 Native American Tribal Community Development

Certificate in Human Resource Management
(670-000-475)
Faculty Advisor: Michael Pickett • (858) 642-8374 • mpickett@nu.edu

This certificate is designed for those who wish to gain the knowledge and skills in HRM which are appropriate for professional and supervisory careers in the field of Human Resource Management.

Certificate Requirements
(4 courses, 18 quarter units)

HRM 409B Survey in Human Resource Management and Organization Development
HRM 432 Recruiting, Selection, Promotion, and Retention
HRM 433 Pay and Benefit Administration, and HR Technology
HRM 439 Legal, Regulatory and Labor Relation Concerns in HRM

Certificate in International Business
(770-000-883)
Faculty Advisor: Juan España • (858) 642-8448 • jespana@nu.edu

This coursework and the accompanying credits may be transferred to appropriate degree programs if all other requirements for admission to a degree program are met.

This certificate program is designed for students who are either employed by a multinational company or interested in pursuing a career in International Business. Expertise in International Business is in high demand throughout the world. The four courses included in this certificate provide a comprehensive overview of trade principles and practices as well as a broad knowledge of global markets. Upon successful completion, students will have developed skills enabling them to match markets with goods and services from a global perspective.

Certificate Prerequisites
(3 courses, 13.5 quarter units)

ECO 203 Principles of Microeconomics
MKT 402A Marketing Fundamentals
or MKT 602A Marketing Management
ECO 630 Global Economic Geography
(Prerequisites: ECO 203 or BUS 500C)

Certificate Requirements
(4 courses, 18 quarter units)

MGT 630 Global Business Environment
MGT 637 Comparative International Management
MKT 631 Global Marketing
(Prerequisites: MKT 402A or MKT 602 or EMB 684)
ECO 631 Global Trade Policy and Procedures
(Prerequisite: ECO 630)

Certificate in Marketing
(670-000-476)
Faculty Advisor: Susan Silverstone • (858) 642-8430 • ssilvers@nu.edu

This coursework and the accompanying credits may be transferred to appropriate degree programs if all other requirements for admission to a degree program are met. To receive certification, students are required to successfully complete four courses and achieve a passing grade on a comprehensive test covering these four areas.

Certificate Requirements
(4 courses, 18 quarter units)

MKT 402A Marketing Fundamentals
MKT 420 Consumer Behavior
(Prerequisite: MKT 402A)
MKT 434 Market Research
(Prerequisite: MKT 402A)
MKT 443 Introduction to Advertising

Certificate in Sports Management
(670-000-179)
Faculty Advisor: George Drops • (858) 642-8438 • gdrops@nu.edu

This coursework and the accompanying credits may be transferred to the BBA programs if all other requirements for admission to a degree program are met.

Certificate Prerequisite
(1 course, 4.5 quarter units)

MKT 402A Fundamentals

Certificate Requirements
(6 courses, 27 quarter units)

SMG 430 Introduction to Sports Management
SMG 432 Principles of Leisure Services Management
SMG 433 Sports Financial Management
SMG 434 Principles and Problems of Coaching
SMG 435 Legal Aspects of Sports Administration
SMG 436 Sports Marketing and Promotions
School of Education

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Associate Dean, **Clifford Russell**
Ed.D., Curriculum and Instruction
Brigham Young University

- 130 Degrees Offered
- 131 Faculty
- 134 Undergraduate Degree Programs
- 136 Graduate Degree Programs
- 146 Nevada Programs
- 150 Credential Programs, Internships
- 169 Certificate Programs
Degree Programs Offered

Undergraduate Degrees

Associate of Arts in Teaching

Bachelor of Arts with a Major in:
- Early Childhood Development
  - Concentration in Administering Early Childhood Programs
  - Concentration in Teaching in Early Childhood Programs
  - Teaching in Diverse Learning Settings Certificate

Graduate Degrees

Master of Arts in Teaching with Areas of Specialization in:
- Advanced 5th Year Study Specialization
- Applied Behavior Analysis Specialization
- Early Childhood Education Specialization
- Educational Technology Specialization
- Reading Specialization and Certificate
- Special Education Specialization
- Teaching and Learning Specialization
- National Board Certified Teacher Leadership Specialization and Certificate

Master of Education in Cross-Cultural Teaching with a Single or Multiple Subject Credential with BCLAD Option and Internship Option

Master of Education in Teaching

Master of Science in Educational Administration

Master of Science in Educational Counseling

Master of Science in School Psychology

Master of Science in Special Education

Nevada Programs

Master of Education in Elementary Education with Nevada Licensure Program

Master of Education in Secondary Education with Nevada Licensure Program

Master of Science with Licensure in Special Ed (Nevada Only)

Credential Programs

Preliminary Multiple Subject Teaching Credential Program with BCLAD Option
Preliminary Single Subject Credential Program with BCLAD Option
Holders of a Ryan Credential with clad and AB 1059
Holders of a Preliminary 2042 MS/SS Teaching Credential
Intern Credential Program for Multiple Subject/Single Subject Teaching
Preliminary Tier I Administrative Services Certificate/Credential
Internship - Preliminary Administrative Services Credential - Tier I
Professional (Tier II) Administrative Services Credential
Pupil Personnel Services Credential School Counseling (PPSC)
Pupil Personnel Services Credential School Psychology (PPSP)
Preliminary Level I Education Specialist Credential: Mild/Moderate Disabilities with CLAD Certificate
Preliminary Level I Education Specialist Credential: Moderate/Severe Disabilities with CLAD Certificate
Preliminary Level I Education Specialist: Mild/Moderate Disabilities with Multiple or Single Subject Credential Concurrent with BCLAD option
Preliminary Level I Education Specialist: Moderate/Severe Disabilities with Multiple or Single Subject Concurrent Credential with BCLAD option
Special Education Internships

Professional Level I Education Specialist Credential: Mild/Moderate Disabilities
Professional Level I Education Specialist Credential: Moderate/Severe Disabilities
Professional Level II Education Specialist: Mild/Moderate Disabilities
Professional Level II Education Specialist: Moderate/Severe Disabilities

Certificate Programs

Early Childhood Special Education Certificate
CLAD Certificate
Educational Technology Certificate
CA Reading Certificate
Certificate in Behavioral Analysis

* denotes program also offered or partially offered online.
Note: Not all online programs or courses are offered in entirety via Internet.
Note: Not all courses or programs listed in this catalog are available at every learning facility.
Various undergraduate minors are available in some degree programs.
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The Associate of Arts in Teaching (A.A.T.) consists of 66 quarter units of general education courses and 24 quarter units of undergraduate teacher education courses. This program is designed for paraprofessionals/educational assistants to bridge the general education program with the requirements of No Child Left Behind (NCLB). The A.A.T. also meets the universal requirements to be employed in a Childhood Development Center. The student must meet the general education course requirements prior to enrolling in the sequence of undergraduate teacher education courses. The eight undergraduate teacher education courses can be taken in any order, but the Department recommends that students first enroll in the Schools, Children, and Their Teachers course (TED 200) and complete their program by enrolling in the Content Preparation course (TED 207).

Program Outcomes

The National University Associate of Arts in Teaching Degree Program is designed for the candidate who is interested in employment as paraprofessional/educational assistant within an educational setting. The program includes:

- Qualifying paraprofessionals/educational assistant to work cooperatively with children and teachers within the classroom setting.
- Qualifying paraprofessionals/educational assistants to meet No Child Left Behind requirements
- Bridging the general education programs to teacher licensure programs
- Supporting the development of teacher/students and student/student relationships within the classroom
- Assisting in the development of effective methodologies and instructional strategies that incorporate technology in support of achievement for ALL students
- Preparing the pre-service teaching candidates to pass qualifying examinations required by the licensure program

Degree Requirements

(22 courses, 90 quarter units)

General Education Requirements

(16 courses; 66 quarter units)

AREA A: ENGLISH COMMUNICATION
(15 quarter units required)

CATEGORY 1
Writing (10.5 quarter units required)

ENG 100  Effective College English I (3.0 quarter units) (Prerequisite: Placement Exam)
ENG 101  Effective College English II (3.0 quarter units) (Prerequisite: ENG 100)
ENG 240  Advanced Composition (Prerequisite: ENG100/101) (No 300-level English course may fulfill this requirement)

CATEGORY 2
Speech and Communications (4.5 quarter units required)

COM 100  Introduction to Communications
COM 200  Effective Communication

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(minimum 9 quarter units)

MTH 209A  Structure and Concepts of Mathematical Fundamentals I (Prerequisite: Placement Evaluation) and one of the following courses:
MTH 204  Mathematics for Business and Science (Prerequisite: MTH012A & MTH012B)
MTH 210  Introduction to Probability and Statistics (Prerequisite: Placement Evaluation)
MTH 215  College Algebra and Trigonometry (Accelerated Course) (Prerequisite: Placement Evaluation)
MTH 216A  College Algebra and Trigonometry I (3 quarter units) (Prerequisite: Placement Evaluation)
MTH 216B  College Algebra and Trigonometry II (3 quarter units) (Prerequisite: MTH 216A)
MTH 220  Calculus I (Prerequisite: MTH 215)
MTH 301  Structure and Concepts of Mathematical Fundamentals II (Prerequisite: MTH209A)
CST 206B  Discrete Structures and Logic Design (Prerequisite: MTH 215)
CST 208B  Calculus for Computer Science (Prerequisite: MTH 215)
MNS 205  Introduction to Quantitative Methods for Business (Prerequisite: Placement Evaluation)

AREA C: ARTS AND HUMANITIES
(9 quarter units required)

ART 200  Visual Arts
MUS 100  Fundamentals of Music

AREA D: SOCIAL AND BEHAVIORAL SCIENCES
(18 quarter units required)

HIS 220A  History of the United States I [+]
(HS 220B  History of the United States II [+]

ART 100  Introduction to Psychology
SOC 260  Cultural Anthropology (Prerequisites: ENG 100/101)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(6 quarter units required)

SCI 100  Survey of Bioscience
SCI 100A  Survey of Bioscience Laboratory (1.5 quarter units)
SCI 101  General Chemistry
SCI 101A  General Chemistry Laboratory (1.5 quarter units) (Prerequisites: MTH 204 and SCI 101)
SCI 104  General Physics
SCI 104A  General Physics Laboratory (1.5 quarter units) (Prerequisites: MTH 204 and SCI 104)
SCI 201  Human Anatomy and Physiology I
SCI 201A  Human Anatomy and Physiology Laboratory I (1.5 quarter units) (Prerequisite: SCI 201)
SCI 103  Fundamentals of Geology
SCI 103A  Fundamentals of Geology Laboratory (1.5 quarter units) (Prerequisite: SCI 103)
SCI 202  Human Anatomy and Physiology II
SCI 202A  Human Anatomy and Physiology Laboratory II (1.5 quarter units) (Prerequisite: SCI 202)
SCI 203  Introduction to Microbiology
SCI 203A  Introduction to Microbiology Laboratory I (1.5 quarter units) (Prerequisite: SCI 203)
AREA G: MODERN LANGUAGE
(9 quarter units required)

(In addition to the course work listed below, students may satisfy this area by passing a competency test in any second language. They also may satisfy this requirement with 9 quarter units of computer languages, such as C, C++, Java, and Visual Basic. Students who satisfy competency by examination must still meet the overall general education unit requirement.)

ASL 120 American Sign Language I
ASL 220 American Sign Language II
(Prerequisite: ASL 120)
ASL 320 American Sign Language III
(Prerequisite: ASL 220)
LAS 100 Spanish I
LAS 200 Spanish II
(Prerequisite: LAS 100)
LAS 300 Spanish III
(Prerequisite: LAS 200)
LAS 101 Spanish for the Native Speaker
(Prerequisite: Native speaking ability and/or recommendation of instructor)
LAS 201 Spanish for the Native Speaker II
(Prerequisite: LAS 101)

Major Course Requirements
(8 course; 24 quarter units)

TED 200 Schools: Children and Their Teachers
TED 201 Supporting Positive Behavior
TED 202 Reading Lab: From Content to Teaching
TED 203 Writing Lab: From Content to Teaching
TED 204 Science Lab: From Content to Teaching
TED 205 Math Lab: From Content to Teaching
TED 206 Technology in the Classroom
TED 207 Content Assessment Preparation

BACHELOR OF ARTS (BA)

♦ Major in Early Childhood Development
(610-444)

Lead Faculty: John Carta-Falsa • (714) 429-5135 • jcartafa@nu.edu

The Bachelor of Arts with a Major in Early Childhood Development degree program is structured according to the national and state requirements for degree programs in early childhood education. The program is based on the competencies and guidelines established by the following:

• National Association for the Education of Young Children (NAEYC)
• California Child Development Permit Matrix
• California Pre-Kindergarten Learning Development Guidelines

The program provides a broad-based foundation of normal and challenged child development in the areas of learning, cognition, language, and social/ emotional development. Professional courses are intended to develop knowledge and competence in key areas: child development, curriculum, family and community assessment, special needs, health and professionalism. Field experiences support and enhance professional development in each of these domains. Students are required to think critically, write clearly, and speak articulately.

The BA degree will prepare students to work in a variety of settings involving young children. California law requires that teachers in state funded child care development programs possess a Child Development Permit. The National Head Start Act proposes that Head Start teachers and classroom aides enroll in and pursue a degree in Early Childhood Development.

Degree Requirements

To receive a Bachelor of Arts degree with a Major in Early Childhood Development, students must complete at least 180 quarter units as articulated below, 45 of which must be completed at National University and 76.5 of which must be completed at the upper division level. In the absence of transfer credit, additional general electives may be necessary to satisfy total units for the degree.

Refer to the section on undergraduate admission requirements for specific information regarding admission and matriculation.

Prerequisites for the Major
(2 courses, 9 quarter units)

PSY 100 Introduction to Psychology
PSY 301 Child and Adolescent Development

Requirements for the Major
(9 courses, 40.5 quarter units)

ECD 210 Child, Family, School and Community
(Prerequisites: PSY 100 and 301)
HED 220 Health, Nutrition and Safety
(Prerequisites: PSY 100 and 301)
ECD 330 Early Cognition
(Prerequisites: PSY 301)
ECD 410 Language Acquisition
(Prerequisite: ECD 330)
ECD 415 Meaningful Curriculum: Creative and Integrative Arts
(Prerequisite: ECD 330)
ECD 420 Nature and Numbers
(Prerequisite: ECD 330)
ECD 430 Play: Early Social-Emotional Development
ECD 440 Observation and Assessment of Young Children
(Prerequisites: PSY 301 and ECD 310)
ECD 450 Seminar/Practicum in Early Childhood Development
(Prerequisite: Student must have successfully completed all core courses with an average grade of “C” (2.0) or better in the core and have approval from his/her faculty mentor.)

Upper-Division Electives Requirements
(6 courses, 27 quarter units)

Approved Electives
ECD 312 Infant and Toddler Care
ECD 314 Creative Experiences with Infants and Toddlers

Students may choose one or the other concentration or a combination of approved elective courses within the concentrations.

Concentration in Administering Early Childhood Programs
(553)

Students must successfully complete the following courses for a Concentration in Administering Early Childhood Programs. It is recommended that students take these classes at or near the end of their program after completing the upper division major requirements.

Program Prerequisites
(1 course, 4.5 quarter units)
PSY 460 Introduction to Addictive Disorders
(Prerequisites: ENG 100/101 and PSY 100)

Program Requirements
(6 courses, 27 quarter units)
ECD 460 Administering Early Childhood Programs
ECD 462 Volunteer Management and Financial Resources
Management
(Prerequisite: PSY 460)
ECD 464 Legal and Ethical Issues in Early Childhood
(Prerequisite: HED 320)
ECD 466 Planning the Physical Environment for the Young Child
PSY 401 Psychology for Managers
(Prerequisites: ENG 100/101 and PSY 100)
HUB 401 Conflict Resolution
(Prerequisites: ENG 100/101 and PSY 100)

▲ Concentration in Teaching in Early Childhood Programs

(354)

Students must successfully complete the following courses for a Concentration in Teaching in Early Childhood Programs. It is recommended that students take these classes at or near the end of their program after completing the upper division major requirements and when they are within six (6) months of completing their degree program.

This concentration allows currently enrolled students who are completing their last six courses to register for three SOE prerequisite courses for the teaching credential program as electives for their BAECD degree. Students can select HED 602, EDT 608 and EXC 625. Students must complete graduate level coursework taken as part of the BAECD degree with a grade of “B” or better. This coursework will not transfer as graduate level credit to National University or any other University as it is part of an undergraduate degree program.

Grades earned in graduate level courses will be calculated as part of the student’s undergraduate Grade Point Average.

Program Prerequisites
(4 courses, 18 quarter units)

LIT 100 Introduction to Literature
(Prerequisites: ENG 100/101)
MUS 100 Fundamentals of Music
ART 200 Visual Arts
MSM 301 Teaching Elementary Physical Education

Program Requirements
(5 courses, 22.5 quarter units)

LIT 430 Children’s Literature and Literacy
(Prerequisites: ENG 101, LIT 100, ENG 350)
HED 602 Health Education Across the Curriculum
EDT 608 Computer-Based Technology in the Classroom
EXC 625 Exceptional Children in the Classroom
ENG 350 Fundamentals of Linguistics
(Prerequisites: ENG 100/101)
ART 400 Expressive and Integrative Art
(Prerequisites: ART 200, MUS 100, MSM 301)

Teaching in Diverse Learning Settings Certificate

(670-500)

This certificate is designed to prepare persons who have had little or no prior teacher education preparation to teach adult learners in diverse learning settings. Completion of a high school degree, or GED, is required for entry into the certificate program. The five course sequence is designed to provide the student with an understanding of the adult learner and the strategies that may be employed to design, implement and teach specialized courses in diverse learning settings. Because this certificate program is designed for persons who have little or no prior teacher education coursework, it is required that students complete in sequential order TAL 200, TAL 201 and TAL 202 before enrolling in either TAL 203 or TAL 204.

Program Requirements
(5 courses, 22.5 quarter units)

TAL 200 Understanding the Adult Learner
TAL 201 New Course Development
TAL 202 Learning Environments
TAL 203 Technical Reading Skills
TAL 204 Principles of Science and Math

Graduate Degree Programs

MASTER OF ARTS IN TEACHING

(710-716)

Program Faculty Advisor: Nedra A. Crow • (858) 642-8004 • ncrow@nu.edu
Regional Lead Faculty Advisors:
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The Master of Arts in Teaching is designed for practicing and potential educators who want to enhance their teaching skills, broaden their intellectual and professional understanding by interrelating educational theory and practice for the purposes of promoting their lifelong learning efforts as well as sustaining their commitment as instructional leaders in the K-12 settings.

National Board Certification
Lead Faculty Advisor: Ronarane Adams • (838) 642-8352 • radas@nu.edu

National University embraces the mission and vision of the National Board for Professional Teaching Standards and we encourage and support teachers in their efforts to pursue certification as part of their professional journey.

National University’s School of Education and National Board Certified Teacher Center provide the following services, opportunities and program enhancements for new, practicing, and retired practitioners.

• Support and Assistance for Candidates and School Districts
• Access to Resources
• Teacher Leader and Administrator Opportunities
• University Credit
• Celebration and Sharing of Accomplishments.

Program Goals

National University’s Master of Arts in Teaching degree supports and activates the following goals:

• Teachers focus on student learning through systematic study and reflection of their own teaching practices and share their knowledge to form local learning communities.
• Teachers are committed to educating all students by examining cross-cultural educational issues and relating those to enhancing student learning.
• Teachers know how to teach their subjects by effectively accessing and using research based learning theories, assessment strategies, teaching models, technology and classroom management strategies to educate all learners.
Program Learning Outcomes

By the end of the MAT program, students are expected to be able to:

- Reflect on their own teaching practice;
- Build professional relationships/networks;
- Build learning communities within their school/classroom;
- Analyze cross-cultural educational issues;
- Identify, describe, and apply theories of curriculum as they relate to State approved standards;
- Implement standards-based assessment in the classroom, school and district;
- Use technology for research and teaching;
- Use multiple teaching models and assessment strategies;
- Implement assess and evaluate standards-based curriculum;
- Conduct action research in their teaching.

Degree Requirements

(10 courses; 45 quarter units)

To receive a Master of Arts in Teaching, students must complete 45 quarter units of graduate work. A total of 4.5 quarter units of graduate credit may be granted for equivalent graduate work completed, as it applies to this degree and if the units were not used in earning another advanced degree.

Those holding National Board Certification qualify for a waiver of one of the following courses: MAT 641, MAT 642, MAT 643, or MAT 644.

Note: Students must have access to Microsoft Office on either a PC or Mac platform.

Program Core Requirements

(6 courses; 27 quarter units)

MAT 612 Creating Meaningful Learning with Technology
(Students must have access to Microsoft Office on either a PC or Mac platform)
MAT 641 Cultural Democracy: Contemporary, Local and Global Issues
MAT 642 Program Design: Curriculum Theory, Design and Assessment
MAT 643 Models of Teaching, Theories, Applications and Practice
MAT 644 Foundations and Principles of Curriculum
MAT 640 Applications of Research for the Art of Teaching
(To be taken as the last course in the MAT program except in the Reading Specialization)

or

NBC 639 Capstone Project: The Accomplished Teacher-Leadership Portfolio (NBCT)*
(Only for students in the National Board Certified Teacher Leadership Specialization)

Advanced 5th Year Study Specialization

(749)

(4 courses; 18 quarter units)

A Commission accredited SB 2042 Professional Teacher Induction Program, if available, (may have started in the BTSA Program) AND advanced study of health education, special populations, and advanced technology. or Completion of an approved Fifth Year of Study* and Advanced study of Health Education, Special Populations, and Computer Education.

MAT 650 Teaching English Language Learners
EXC 604 Exceptionality and Diversity in the Classroom
EDT 655 Issues and Trends in Education Technology
HED 620 Comprehensive School Health Programs

Applied Behavior Analysis Specialization

(891)

(5 courses, 22.5 quarter units)

The five course sequence in applied behavior analysis is designed to prepare students for the national certification examination sponsored by the Behavior Analyst Certification Board. Applicants for the Certification as a Behavior Analyst will have to meet additional requirements to qualify. All five ABA courses must be taken from National University in order to earn this Certificate.

Note: Upon successful completion of National University's five course sequence, the student will receive a Certificate of Completion from National University. This is NOT professional certification by the Behavior Analyst Certification Board, Inc. (BACB) and does NOT entitle the student to claim that they are certified behavior analysts or Board Certified Behavior Analysts. Students must take the national certification exam and apply for the professional certificate.

Students who are pursuing a master's degree or a PPS credential in Educational Counseling, School Psychology, or Master of Arts in Teaching may qualify for the Certificate in Behavioral Analysis provided that the student requests the certificate prior to the completion of their degree program. This coursework and the accompanying credits may be transferred to appropriate degree programs if all other requirements for admission to a degree program are met.

Students who already possess a master's degree may also take the listed coursework to obtain the Certificate in Applied Behavior Analysis. This certificate provides students with an overview of some of the most important concepts in behavior analysis.

Requirements

(5 courses, 22.5 quarter units)

PED 668A Behavioral Research: Design and Analysis
PED 668B Basic Behavioral Analytic Principles
(Prerequisite: PED 668A)
PED 673 Behavioral Assessment of Children and Adolescents
(Prerequisites: PED 668A, PED 668B)
PED 669A Advanced Applied Behavior Analysis: Application of Behavioral Principles in Classroom Settings
(Prerequisite: PED 668A, PED 668B, & PED 673)
PED 669B Advanced Applied Behavior Analysis: Application of Behavioral Principles in the Technology of Teaching
(Prerequisites: PED 668A, PED 668B, PED 673, & PED 669A)

Best Practices Specialization

(744)

(4 courses; 18 quarter units)

MAT 670 The Theory of Research-Based Best Practice Instruction
MAT 671 Applied Best Practice Strategies in Classroom Instruction
MAT 672 Integrating Multimedia-Interactive Technology in Best Practice Instruction
MAT 673 Differentiated Instruction and Target Teaching

Note: In Sacramento, Best Practices enrollment is for students who enroll as part of the school district's Best Practices Program.

Early Childhood Education Specialization/ Certificate

(741)

(4 courses, 18 quarter units)

TED 650 Physical Development
TED 651 Psycho-social Development
TED 652 Early Childhood Cognitive Development
TED 653 Teaching the Young Child
Reading Specialization and Certificate
(740)
(4 courses; 18 quarter units)

MAT 645 Developing Fluency in Reading
MAT 646 Comprehension Strategies and Procedures
MAT 647A Field Based Language Arts Assessment and Instruction I
(Prerequisites: MAT 645, MAT 646)
MAT 647B Field Based Language Arts Assessment and Instruction II
(Prerequisites: MAT 645, MAT 646, MAT 647A)

Completion of the Reading Specialization qualifies the student for a State of California Reading Certificate. Upon successful completion, the student should contact their Academic Center Advisor for the reading certification application procedures.

Special Education Specialization
(747)
(5 courses; 18 quarter units)

This area of specialization was primarily designed for Level II Education Specialist majors. Other interested students should contact the Chair of Special Education.

EXC 655A Professional Induction Seminar (3 quarter units)
EXC 656 Best Practices for Special Needs Students
EXC 657 Community Resources and Transition
EXC 658 Advanced Specialization in Mild/Moderate Disabilities or
EXC 659 Advanced Specialization in Moderate/Severe Disabilities
EXC 655B Exit Seminar (1.5 quarter units)

Teaching and Learning Specialization
(746)
(4 courses; 18 quarter units)

Requirements include a combination of any four courses from the described Specialization Areas and/or Elective courses.

TED 665 Cognition, Language and Culture
TED 666 The Cultural Foundations of Linguistics
TED 667 Diversity and Change: A Critical Pedagogy
TED 668 Survey of Children’s Multicultural Literature

National Board Certified Teacher Leadership Specialization and Certificate
(897)

The five course sequence is designed to meet the needs of two groups of teachers:

• For those who want to improve their teaching and prepare themselves to achieve National Board Certification sometime during their career
• For those who are active NBCT candidates and want to earn graduate level credit as they develop the required portfolio in response to submission deadlines

Required Courses
(4 courses, 18 quarter units)

NBC 680 Measuring and Informing Quality Teaching, Learning and Leadership
NBC 681 Membership in Learning Communities
NBC 682 Evidence of Student Learning — Based on Videotapes
NBC 683 Evidence of Student Learning — Student Work Samples

MASTER OF EDUCATION (M.ED.) IN CROSS-CULTURAL TEACHING WITH A SINGLE OR MULTIPLE SUBJECT CREDENTIAL WITH BCLAD OPTION AND INTERNSHIP OPTION
(750-710-362/363)
(753-710-362/363)-Internship Codes

Lead Faculty Advisors:
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The Master of Education in Cross-Cultural Teaching is designed for students who are committed to being instructional leaders in the K-12 setting. Courses for this degree meet the California Commission on Teacher Credentialing requirements for a preliminary credential as well as meet requirements for a master’s degree that interrelates theory and practice and promotes lifelong learning. The program, which has an internship option, is intended for students who want to obtain a preliminary credential and master’s degree at the same time. Students seeking to complete only a master’s degree should enroll in the Master of Arts in Teaching. Students who are pursuing a credential and who want to make a program change to the M.Ed. in Cross-Cultural Teaching may do so under these conditions:

• The student must make the program change before beginning student teaching,
• The student must pass the subject matter competency exam before enrolling in student teaching and bilingual emphasis students must pass language proficiency examinations.

Note: Students must have access to Microsoft Office on either a PC or Mac platform.

Degree Requirements

To receive a Master of Education in Cross-Cultural Teaching, students must complete at least 57 quarter units of graduate work, 48 of which must be taken in residence at National University. Students enrolled in the joint degree-credential program will not be awarded the master’s degree until they complete all graduate and credential coursework, including student teaching.

Core Requirements
(4 courses, 18 quarter units TED)
(5 courses, 22.5 quarter units BCLAD)

Recommended Sequence

TED 615 Foundations of Education
TED 605 The Diverse Classroom
TED 611 Educational Psychology
BTE 612 History and Culture of Latinos (taught in language of emphasis) (BCLAD students only)
MAT 640 Applications of Research for the Art of Teaching (must be taken as the last course in the program)

Methods Courses
(4 courses, 18 quarter units)
(Prerequisites: HED 602, EXC 625, EDT 608, TED 615, TED 605, TED 611, and BCLAD 612 for BCLAD students)
**Multiple Subject**
(362/364)

TED 621A Language Development Methods for the Elementary School  
(Prerequisites: TED 615 or BCLAD 612 for BCLAD students only)
TED/BTE 621B Reading and Language Arts Methods for the Elementary School  
(Prerequisites: TED 615 and TED 621A)
TED/BTE 622A Curriculum and Instruction I: History, Social Studies, Physical Education and Visual and Performing Arts  
(Prerequisites: TED 615 and TED 621A)
TED/BTE 622B Curriculum and Instruction II: Mathematics and Science  
(Prerequisites: TED 615 and TED 621A)

**Single Subject**
(362/364)

TED 623 Language Development Methods for Secondary and Middle Schools  
(Prerequisite: TED 615)
TED/BTE 625A Curriculum Development for Secondary and Middle Schools  
(Prerequisites: TED 615 and TED 623)
TED/BTE 625B Instruction and Classroom Management for Secondary and Middle Schools  
(Prerequisites: TED 615 and TED 625A or BCLAD 625A and TED 623)
TED/BTE 624 Content Area Literacy for the Secondary and Middle Schools  
(Prerequisites: TED 615 and TED 623)

**Co-requisites**
(3 courses, 13.5 quarter units)

These courses can be taken at any time in their program but are preferred prior to student teaching. These courses are required prior to applying for the credential.

HED 602 Health Education Across the Curriculum
EXC 625 Exceptional Children in the Classroom
EDT 608 Computer-Based Technology in the Classroom

**Student Teaching**
The student teaching courses are required for the preliminary credential, but do not grant graduate credit, except for TED 629 or TED 629I, which carries 3.0 quarter units of graduate credit.

(Students in the Internship program do not take the four student teaching modules. Interns that are not funded by Alt. Cert. grant, will register for TED 628 A-D, the full year of field experience required for interns.)

Note: Students must have met subject matter competency prior to student teaching. Single subject teacher candidates may meet subject matter either by passing the appropriate Commission-approved examinations or by obtaining a subject matter equivalency letter from a regionally accredited CCTC-approved program verifying completion of the appropriate subject matter program. The California Commission on Teacher Credentialing (CCTC) requires that all multiple subject teacher candidates who enroll in a teacher preparation program on or after July 1, 2004, demonstrate subject matter competency by passing a Commission-approved examination, currently the California Subject Examination for Teachers: Multiple Subjects (CSET). (CCTC coded correspondence 03-0025)

**Student Teaching Requirements**
(5 courses, 21 quarter units)
(1 course, 3 quarter units)-Internship only

(Prerequisites: HED 602, EXC 625, EDT 608, TED 615, TED 605, TED 611 and TED 621A, TED 621B, TED 622A, TED 622B; or TED 623, TED 624, TED 625A, TED 625B)

TED 629 Student Teaching Seminar*  
(3.0 quarter units)
or TED 629 I Intern Student Teaching Seminar  
(3.0 quarter units)-Intern students only)
TED/BTE 630A Beginning Student Teaching
TED/BTE 630B Student Teaching
TED/BTE 630C Student Teaching
TED/BTE 630D Student Teaching

*TED 629 Student Teaching Seminar must be taken concurrently with TED 630A-D or BCLAD 630A-D

An electronic portfolio is required for the assessment of all teacher credential candidates. The purpose of the portfolio is for candidates to show how their work in teacher education is linked to their own competency in the TPE Domains. A fee of $45.00 will be charged to students for the portfolio.

The portfolio must be reviewed and approved by an NU faculty member prior to exiting the credential program.

Note: Courses TED 615, TED 605, TED 611, BCLAD 612, TED 621A, BCLAD 621B, TED 621B, TED 622A, TED 622A, TED 622B, BCLAD 622B, TED 632, BCLAD 624, TED 625A, BCLAD 625A, TED 625B, BCLAD 625B all require four hours of fieldwork in K-12 schools.

Note: Candidates must obtain a Certificate of Clearance from the California Commission on Teacher Credentialing prior to beginning fieldwork in K-12 schools.

Candidates must meet all State of California requirements for the multiple and single subject credential to be recommended to the Commission on Teacher Credentialing. (See Credential Program Requirements)

**Accelerated Credential Program**

Students may be eligible to apply to accelerate their credential program by taking designated courses during student teaching. Eligible candidates must meet minimum qualifications for accelerated studies and will be restricted to the provisions outlined in the Policies and Procedures section. Students approved to accelerate their studies will be limited to register for two courses concurrently while student teaching.

**Cross-Cultural Emphasis**
(4 courses, 18 quarter units)

TED 665 Cognition, Language and Culture
TED 666 The Cultural Foundation of Linguistics
TED 667 Diversity and Change: A Critical Pedagogy
TED 668 Survey of Multicultural Literature

**MASTER IN EDUCATION IN TEACHING**
(780-719-744)
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Redding: Judith Menoher • (530) 225-4012 • jmenoher@nu.edu
The Master of Education degree is designed for practicing teachers who are currently working in a school district to complete their Induction program. National University is able to partner with districts to combine a teacher’s work in the Induction program with the university requirements for a master’s degree. This program works to combine the work completed in the Preliminary teaching credential, the district Induction program, the Professional Clear SB2042 credential requirements, as well as a particular focus of preparing teachers for National Board Certification.

Program Requirements
(13 courses, 58.5 quarter units)

There are four different components of coursework:

Component 1–Preliminary Credential Coursework
(2 courses, 9 quarter units)
A candidate may use two of their methodology courses completed towards their Preliminary Multiple or Single Subject teaching credential, or complete the two methodology courses that would be required if the candidate wanted to pursue another type of credential (multiple or single subject). Candidates who have taken equivalent courses at another university should submit a course equivalency request with their Admissions Advisor or Credential Advisor. These courses must be graduate courses, and must not have been counted towards another master’s degree.

Multiple Subject (choose two)

BTE/TED 621B Reading and Language Arts Methods for the Elementary School

BTE/TED 622A Curriculum and Instruction I: History, Social Science, Physical Education, Visual and Performing Arts

BTE/TED 622B Curriculum and Instruction II: Mathematics and Science

or

Single Subject (choose two)

BTE/TED 625A Curriculum and Development for Secondary and Middle Schools

BTE/TED 625B Instruction and Classroom Management for Secondary and Middle Schools

BTE/TED 624 Reading in the Content Areas in Secondary and Middle-Level Classrooms

Component 2–District Induction Program
(2 courses, 9 quarter units)

MTE 600 Demonstrating Effective Teaching and Learning I: Assessment and Portfolio

MTE 601 Demonstrating Effective Teaching and Learning II: Assessment and Portfolio

Component 3–SB2042 Professional Clear Coursework
(4 courses, 18 quarter units)
National University partnering with a district induction program may provide the following courses towards a candidate’s SB2042 Professional Clear credential.

EXC 604 Exceptionality and Diversity in the Classroom

HED 620 Comprehensive School Health Programs

EDT 655 Issues and Trends in Educational Technology

MAT 650 Teaching English Language Learners

Once the candidate has completed the district Induction program and the courses from Component 3, they may apply for their Professional Clear teaching credential through their employing agency.

Component 4–Specialization in Best Practices and Preparation for National Board Certification
(5 courses, 22.5 quarter units)

MAT 670 The Theory of Research-Based Best Practice Instruction

MAT 671 Applied Best Practice Strategies in Classroom Instruction

MAT 672 Integrating Multimedia-Interactive Technology in Best Practice Instruction

MAT 673 Differentiated Instruction and Target Teaching

MAT 674 The Theory of Research-Based Practice Instruction

■ MASTER OF SCIENCE (M.S.) IN EDUCATIONAL ADMINISTRATION
(720-700)
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This program is designed for students who are committed to improving education and who are interested in advancing their careers by becoming school site or district administrators. It can be completed with or without a credential option for those pursuing a career in the nonpublic education sector.

Master’s Degree/Tier I Learning Outcomes/Program Goals

Upon completion of the Program, the student will have an:

• Understanding of organizational development, the benefits of mobilizing human and fiscal resources, restructuring, creating a school environment that identifies institutional needs for diversity and the administrative tasks of the principal and vice principal

• Ability to build consensus among stake-holders, evaluate, analyze and develop new school programs and paradigms from the politics of school organizations for the improvement of instruction.

• Understanding of an overview of landmark court cases, legislation, federal and state regulations for a beginning school administrator who governs student rights, due process, delivery of instruction, and general operation of school districts.

• Understanding of various social and political forces that impact effective school community relationships with an emphasis on diversity.

• Understanding of school district procedures for curriculum implementation and instructional improvement, based on assessment and appropriateness of multi-cultural classroom environments.

• Understanding and knowledge of financial policies and practices used in schools and districts, which emphasize federal, state and local revenue sources as well as district and school budgeting and financial management procedures.

• Total examination of the total operation of personnel and school management functions and staff development, which includes personnel management and administration, personnel relations, personnel laws, and collective bargaining.

• Helping school administrators make better decisions regarding the management of information technology within the organization, and how information and educational technology can be used to improve instructional programs and to drive the professional development of the staff.

• An opportunity to apply their acquired understanding and knowledge to a field experience in practical and real-world school settings, which is documented in a portfolio supervised by a mentor in partnership with the University.
Degree Requirements
(13 courses, 58.5 quarter units)

To receive a Master of Science in Educational Administration, students must complete at least 58.5 quarter units of graduate work. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree and if the units were not used in earning another advanced degree.

Core Requirements
(13 courses, 58.5 quarter units)

EDA 618A Legal Aspects of Education**
EDA 619A Financial Aspects of Education**
EDA 614A Theories, Assessment and Application of Educational Leadership**
ILD 680 Research in Education
EDA 620B Preliminary Administrative Field Experience**
(May be taken concurrently with another class or scheduled in an open month. This course takes 3-12 months to complete. It must be completed within 12 months of the course being scheduled. Students must complete three courses in the credential sequence - EDA 618A, EDA 619A, EDA 614A, EDA615A, EDA 616A, EDA 620A, EDA 670C, EDA 624A - before taking this course. This course must be completed in residence.)
or
EDA 620C Field Experience (non-credential) This course must be completed in residence.
EDA 615A School-Community Relations in a Diverse Society**
EDA 616A Management of Educational Personnel: Social and Political Issues**
EDA 620A Seminar in Educational Administration**
(At least two other credential courses, not including EDA 620B or EDA 620C and EDA 670C, must be completed before taking this course.)
EDA 624A Supervision of Instruction: Curricular Evaluation and Staff Development**
EDA 670C Leadership Technology and Its Application**
EDA 617 Philosophy, Theory and Governance of Educational Leadership
ILD 603 Curriculum Alignment and Evaluation
EDA 694 Thesis
or
EDA 637 Action Research

** Required for the Preliminary Administrative Services Certificate/ Credential. This credential is required for most administrative positions in California, such as school principals, assistant principals, educational directors and assistant superintendents.

Program Learning Outcomes

Students who successfully complete the program will be able to:

- Identify major theories (personality, social, physical, emotional, and cognitive development) and chronological stages of life-long human development and their impact on school behavior and learning.
- Identify and effectively address relevant social and diversity concerns of individuals and groups of students.
- Demonstrate knowledge and skills to advocate for cultural differences.
- Develop and coordinate prevention, early intervention, and remedial programs and services, appropriate to the diverse needs of the community, school, and district.
- Conduct assessments and use data to plan, develop, and implement guidance programs.
- Develop and present classroom and large group guidance activities through which pupils develop competency in

Admission Requirements

- Possess an appropriate master’s degree in Educational Counseling, Social Work or Psychology if entering the credential ONLY program. All students need to have their previous coursework evaluated by the PPS lead faculty advisor.
- Attend CED 604, (Orientation and Field Experience in School Counseling). Attendance to all sessions are mandatory and completion of required assignments are necessary.
- Receive a credential packet and complete a “candidate statement” that is reviewed and signed by faculty advisor for admission to School of Education.
- Return the credential packet to the credential advisor by the end of the course, otherwise students will receive an “I” for the course.
- Complete all program prerequisites.
- See a credential advisor for specific information regarding any of these requirements. Students are not eligible for financial aid until matriculation is complete.

Program Advisement

Students who are absent for a period of 12 months or more must re-enroll and re-matriculate under a new catalog. All coursework must be completed within seven years with a 3.0 GPA.

All PPSC students will be assigned a faculty advisor. All students are expected to meet with their assigned faculty advisor upon admission into the program, and throughout the program as needed.

Students must maintain a 3.0 GPA. Students who receive a grade of a “C” or lower in more than two courses will be evaluated by the faculty and will be required to repeat the coursework at their own expense before being allowed to continue in the program. A grade lower than a B- is not accepted in CED 610, CED 611, CED 603, and CED 601.

Students will meet with a faculty advisor for evaluation of prior coursework to meet program prerequisites. Only CED 604 and prerequisites can be taken prior to admission.

It is strongly recommended, but not required, that applicants have one year of related professional experience working with school age children, preferably in a school or other institutional setting.

Before being formally admitted into this program, students must complete the prerequisite coursework or equivalent.
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personal/social, academic and career domains.

- Apply individual counseling methods to help students cope with personal and interpersonal problems.
- Demonstrate knowledge in cross-cultural counseling and recognize the nature of cultural, social, economic, ethnic, linguistic, gender, and religious and other differences as they apply to the counseling process.
- Develop a repertoire of group counseling techniques that can be implemented to help students cope with personal and interpersonal problems.
- Apply a repertoire of skills to effectively counsel individuals regardless of ethnicity, gender, socio-economic level, cultural background, life style, native language and/or sexual orientation.
- Effectively form positive consultative and collaborative relationships with school staff, parents, and community agencies in support of student academic, career, and personal/social success.
- Effectively plan and implement crisis interventions strategies.
- Develop and implement proactive career development programs.
- Counsel a student on postsecondary requirements.
- Demonstrate knowledge of legal mandates affecting school counselors and apply appropriate legal and ethical standards and practices to specific counseling situations.
- Demonstrate a basic understanding of basic statistics and test construction.
- Understand the Student Assistance Team process and major laws affecting assessment, including IDEA, PL 94-142 and Section 504 of the Rehabilitation Act of 1973.
- Understand the purpose of tests in the following areas: Group and individual achievement and intelligence, learning disabilities, speech and language, adaptive behavior, projective or emotional, and vocational tests.
- Implement an action research project to demonstrate accountability as a school counselor.
- Understand and utilize computer technology relevant to the tasks of school counselors.

Degree Requirements
(22 courses, 94.5 quarter units)

To receive a Master of Science in Educational Counseling, a total of three graduate courses (13.5 quarter units) may be transferred for equivalent graduate work completed at another institution, as it applies to this degree and if the units were not used in earning another advanced degree. Students must complete all coursework with a GPA of 3.0 or better within seven years.

Advancement to Candidacy

After admission as a degree and credential seeking student, a student must also advance to candidacy. To qualify for candidacy, a student must:

- Complete prerequisite coursework or equivalent
- Complete CED 604, and four other program requirements.
- Candidacy review is one of several evaluative steps to help ensure that program objectives are met and that student outcomes are attained.

Program Prerequisites
(3 courses, 13.5 quarter units)

- MTH 210 Introduction to Probability and Statistics
- PSY 301 Child and Adolescent Development
- PSY 100 Introduction to Psychology/Counseling

Program Requirements
(14 courses, 60 quarter units)

- CED 604 Orientation and Field Experience in School Counseling
- CED 611 Educational Psychology
- CED 600 Advanced Child and Adolescent Development
- CED 602 Contemporary Issues in School Counseling
- CED 606 Development and Evaluation of School Counseling Programs and Services
- CED 610 Advanced Counseling Theories and Techniques
- CED 611 Group Counseling (Prerequisite: CED 610)
- CED 603 Multicultural Counseling (Prerequisite: CED 611)
- CED 601 Consultation in the Schools (Prerequisite: CED 603)
- CED 612 Career and Academic Counseling (Prerequisite: CED 603)
- CED 613 Psycho-educational Assessment
- CED 614 Legal and Ethical Practices for School Counselors
- CED 620 Best Practices Seminar in School Counseling
- CED 637 School Counseling Action Research (Prerequisite: ILD 680)

Program Elective Requirement
(1 course, 4.5 quarter units)

Please select one of the following:

- EXC 604 Exceptionality and Diversity in the Classroom
- EXC 625 Exceptional Children in the Classroom
- EXC 620 Positive Behavioral Support
- PED 667 Graduate Seminar in Child/Adolescent Psychopathology
- PED 676 Introduction to Applied Behavior Analysis

Practicum

Students are required to complete 100 hours of practicum prior to starting their internship. Students must complete the practicum experience under the supervision of a credentialed and experienced school counselor. National University school counseling students will complete the 100 hours during school-based practicum experiences that are imbedded within all CED courses. Student performance will be evaluated by course instructor and a school site school counselor through completion of course requirements.

Internship Prerequisites

Before students can begin internship, they must:

- • Provide proof of Certificate of Clearance
- • Provide verification of a TB Clearance
- • Complete prerequisite coursework, 10 CED courses (including CED 610, CED 611, CED 603, CED 601)
- • Complete 100 hours of logged, approved practicum
- • Submit an Internship application to the Internship Coordinator/Lead faculty and be assigned a University Supervisor.
- • Pass CBEST
- • Internships are then scheduled by the Placement Specialist.

Students should refer to the PPS Graduate Handbook for School Counseling for specific information about the practicum and internship requirements.

Internship
(4 courses, 16.5 quarter units)

- CED 620 Best Practices Seminar in School Counseling (Must be taken concurrently with internship)
- CED 616 School Counseling Internship Part I
- CED 617 School Counseling Internship Part II
- CED 618 School Counseling Internship Part III
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MASTER OF SCIENCE (M.S.) IN SCHOOL PSYCHOLOGY
(720-709)
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The Department of Pupil Personnel Services-School Psychology offers a graduate degree leading to the Master of Science in School Psychology. This program is aligned with national standards and prepares students for the position of school psychologist. Graduates of this program generally seek employment as a school psychologist in K-12 school districts and must hold a PPSC credential for public school employment. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree and if the units were not used in earning another advanced degree. Students enrolled in the degree and credential program are not awarded the master’s degree until they have completed all coursework including practicum and internship. Course equivalence cannot be granted for life experiences.

Admission Requirements

• Complete all program prerequisites
• Possess an appropriate master’s degree in Educational Counseling or Psychology if entering the credential ONLY program. All students need to have their previous work evaluated by the PPS lead faculty advisor.
• Attend PED 604, (Orientation and Field Experience in School Psychology).
• Attendance to all sessions and completion of all required assignments is mandatory.
• Receive a credential packet and complete a “candidate statement” that is reviewed and signed by the faculty advisor for admission to the School of Education.
• Return the credential packet to the credential advisor by the end of the course, otherwise students will receive an “I” for the course.

Program Advisement

All PPSP students will be assigned a faculty advisor. All students are expected to meet with their assigned faculty advisor at the following times: (1) upon admission into the program, (2) at several designated checkpoints, (3) before starting their internship, (4) after completion of coursework and (5) at the completion of internship hours.

All coursework must be completed within seven years with a 3.0 GPA. Students who are absent for a period of 12 months or more must re-enroll and re-matriculate under a new catalog.

Students must maintain a 3.0 GPA. Students who receive a grade of a “C” in two or more courses will be evaluated by the faculty and will be required to repeat the coursework at their own expense before being allowed to continue in the program. A grade lower than B- is not accepted in CED 600, PED 665, PED 680 and PED 667.

It is strongly recommended, but not required, that applicants have one year of related professional experience working with school age children, preferably in a public school setting.

Program Learning Outcomes

A student who has successfully completed this program:

• Demonstrates adept/advanced skills in all aspects of psycho-educational assessment; keeps current with technology in the field; presents information and teaches other new assessment techniques; becomes expert at aspects of various disabilities/learning problems of children and teaches others ways to evaluate

• Demonstrates outstanding leadership skills; well-versed in communicating results and information to others; demonstrates and applies consultation/collaboration techniques and models, and teaches those to others

• Independently researches cutting edge technologies related to learning, and learning problems; fully aware of current theories and is adept at instructing others; presents information on advances in the field; is completely competent in practice.

• Demonstrates full implementation of school-wide programs for social/behavioral needs of children; keeps up to date on emerging interventions and techniques; provides in-service training and expertise in the area of social and behavioral interventions

• Demonstrates advanced training and competence in working with individuals with diverse backgrounds; teaches other techniques and concerns for working with individuals of specific backgrounds.

• Demonstrates expertise in school systems knowledge and practice; works at both local and district level in programming and planning for effective schools; is knowledgeable about cutting edge technologies and programs for effective schools and teaches that material to others

• Demonstrates expertise in crisis prevention and intervention; consults with others in developing and implementing programs; demonstrates extensive knowledge in specific health related disorders and school-related safety issues; provides education and training in working with specific student populations

• Demonstrates expertise in collaboration skills; consults with others in developing programs and obtaining resources; acts as a resource to the school and community

• Demonstrates expert knowledge and ability in research; consults with others in developing and evaluating intervention or research plans; continues with independent research; produces published, or publishable, material

• Demonstrates in-depth knowledge of legal issues and shows the
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highest ethical standards in practice; educates others in developing ethical decision-based models for practice

- Demonstrates in-depth knowledge and understanding of technologies related to the field; can instruct others in the uses available; and can assess and make program or system-wide decisions for technology use.

Degree Requirements
(30 courses, 130.5 quarter units)

To receive a Master of Science in School Psychology, a total of three graduate courses (13.5 quarter units) may be transferred for equivalent graduate work completed at another institution, as it applies to this degree and if the units were not used in earning another advanced degree.

Advancement to Candidacy

After admission as a degree and credential seeking student, a student must advance to candidacy. To qualify for candidacy, a student must:

- Complete prerequisite coursework or equivalent
- Complete PED 604, next four graduate PED courses successfully.

Candidacy review is one of several evaluative steps to help ensure that program objectives are met and that student outcomes are attained.

Program Prerequisites
(4 courses, 18 quarter units)

Only PED 604 and prerequisites can be taken prior to admission.

MTH 210  Introduction to Probability and Statistics
PSY 430  Abnormal Psychology/Psychopathology
PSY 301  Child and Adolescent Development
EXC 625  Exceptional Children in the Classroom

Program Requirements
(21 courses, 91.5 quarter units)

PED 604  Orientation and Field Experience in School Psychology (1.5 quarter units)
CED 600  Advanced Child/Adolescent Development
PED 665  Tests and Measurements
PED 680  Roles, Issues and Ethics in School Psychology
PED 666  Graduate Seminar in Human Neuropsychology
PED 667  Graduate Seminar in Child/Adolescent Psychopathology
CED 610  Advanced Counseling Theories and Techniques (Prerequisite: CED 600)
CED 601  Consultation in the Schools
PSY 652  Psychopharmacology
PED 683  Program Evaluation
PED 670  Graduate Seminar in Social Psychology
PED 671  Assessment of Cognitive Abilities (Prerequisites: PED 665, PED 680)
PED 672  Advanced Psycho-educational Assessment (Prerequisite: PED 671)
PED 673  Emotional/Behavioral Assessment of Children and Adolescents (Prerequisite: PED 672)
PED 674  Preschool/Low Incidence Assessment (Prerequisite: PED 673)
PED 675  Alternative Assessment for Multicultural Populations (Prerequisite: PED 674)
PED 676  Introduction to Applied Behavior Analysis
PED 677  Graduate Seminar in Curriculum Assessment and Interventions
PED 678  Practicum in School Psychology (Prerequisites: all assessment courses)
ILD 680  Research in Education
Choose either:
PED 694  Thesis (Prerequisite: ILD 680)
or
PED 637  School Psychology Action Research (Prerequisite: ILD 680)

Practicum (450 hours)

- Students should refer to the current PPS Graduate Handbook for School Psychology for specific information about the practicum and internship requirements.
- Students are required to complete 450 hours of practicum prior to starting their internship. Students must complete the practicum experience under the supervision of a credentialed and experienced (two years) school psychologist. National University school psychology students will complete school-based pre-internship experiences imbedded within the following courses: CED 600, CED 610, CED 601, PED 671, PED 672, PED 674, and PED 675, and complete the remaining hours during the PED 678 course.
- In PED 678 (Practicum in School Psychology) students will culminate their practicum hours and experiences through self-analysis, feedback, group activities and video critiques. Student performance will be evaluated by program faculty and a school site psychologist through completion of course requirements.

Internship Prerequisite

Before students can begin the internship, they must:

- Complete PED 678
- Provide proof of Certificate of Clearance
- Provide verification of a TB Clearance
- Complete prerequisite coursework, all PED courses (except PED 685)
- Complete 450 hours of logged, approved practicum
- Submit an Internship application to the Internship Coordinator/Lead faculty and be assigned a University Supervisor.
- Pass the CBEST

Internship is then scheduled by the lead faculty or internship coordinator.

Internship
(1200 hours/2 levels)
(5 courses, 21 quarter units)

PED 685  Best Practices Seminar in School Psychology (To be taken concurrently with internship)(3 quarter units)
PED 687  School Psychology Internship Part I (300 hours)
PED 688  School Psychology Internship Part II (300 hours)
PED 689  School Psychology Internship Part III (300 hours)
PED 690  School Psychology Internship Part IV (300 hours)

****Exit Interview with University Supervisor

Master’s Degree Only Requirements
(5 courses, 21 quarter units)

For students that are only pursuing the MS degree in School Psychology (without the PPSP credential)
PED 685  Best Practices Seminar in School Psychology (3 quarter units)
and any four of the following:
Upon completion of the program:

- Successful completion of graduate coursework, portfolio, practicum and internship
- Successful completion of thesis or action research project
- Successful completion of the ETS National Praxis examination in School Psychology (passage score is 590)
- Submit written evaluations of performance in internship experiences by site supervisor to university supervisor
- Schedule and pass exit interview with faculty advisor and University supervisor
- Schedule an exit appointment with credential advisor for final clearance and credential documents
- Have a zero account balance
- Complete online program evaluation form-School Psychology

The Master of Science in Special Education is designed for educators and other professionals who want to become knowledgeable about educational learning problems and teaching strategies to enhance student performance. To receive a Master of Science in Special Education, students must complete at least 66 quarter units of graduate work.

A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree and if the units were not used in earning another advanced degree. Students enrolled in the joint degree program and may be taken concurrently with other courses. Field experience courses must be taken at the beginning of the program and may be taken concurrently with other courses.

Program Learning Outcomes

Upon completion of the program:

- Students will demonstrate competence in the application of research methods including critiquing and synthesizing current education literature.
- Students will demonstrate competence in the ability to apply research methods including technology for research.
- Students will demonstrate consultation and collaboration skills, including the ability to implement professional development at their sites in the area of special education.
- Students will advocate for exceptional individuals.
- Students will understand federal and state laws regarding exceptional individuals.
- Students will demonstrate competence in instructional design including adaptations required to assist special education learners achieve the state standards for curriculum.
- Students will demonstrate competence in positive behavior support.
- Students will demonstrate expertise in use of technology as evidenced by development of adaptive devices, videos, toys/manipulatives, and software.
- Student teachers will demonstrate the ability to actively engage and support all students in learning.

Exit Requirements

In order to receive a M.S. degree in School Psychology and/or a PPSP credential, students must complete courses within seven years and do the following:

- Students will demonstrate competence in the application of research methods including critiquing and synthesizing current education literature.
- Students will understand federal and state laws regarding their duties as teachers effectively and creatively.
- Students will demonstrate expertise in use of technology as evidenced by development of adaptive devices, videos, toys/manipulatives, and software.
- Students will demonstrate consultation and collaboration skills, including the ability to implement professional development at their sites in the area of special education.
- Students will advocate for exceptional individuals.
- Students will understand federal and state laws regarding exceptional individuals.
- Students will demonstrate competence in instructional design including adaptations required to assist special education learners achieve the state standards for curriculum.
- Students will demonstrate competence in positive behavior support.
- Students will demonstrate expertise in use of technology as evidenced by development of adaptive devices, videos, toys/manipulatives, and software.
- Student teachers will demonstrate the ability to actively engage and support all students in learning.

Program Objectives

Upon graduation, students will be expected to:

- Demonstrate the competencies required by the California Commission on Teacher Credentialing and National University that will qualify them for the Education Specialist credential and an advanced degree.
- Understand the contemporary characteristics, issues, problems and future directions associated with the delivery of services for students with disabilities.
- Acquire knowledge and skills that will enable them to carry out their duties as teachers effectively and creatively.
- Gain experience and understanding of research and writing processes appropriate to the field of Special Education.
- Gain experience and understanding of the multicultural issues in the society in which they and their students live, and to devise strategies and techniques for enhancing their student's educational programs.
- Develop an intellectual curiosity and human concern for the problems of individuals and groups, especially those who manifest special needs.
- Know the major sources of information, knowledge, and changing trends in the community that make it possible to keep abreast of changing times and to continue learning upon program completion.

Degree Requirements

(17 courses, 64.5 quarter units)

Core Requirements

(9 courses, 37.5 quarter units)

Field experience courses must be taken at the beginning of the program and may be taken concurrently with other courses.

EXC 602A Field Experience: Special Education
(3 quarter units)

EXC 602B Field Experience: Inclusive Settings
(3 quarter units)

EXC 604 Exceptionality and Diversity in the Classroom
ILD 680 Research in Education
TED 611 Educational Psychology
TED 621A Language Development Methods for the Elementary School
(Prerequisite: Master’s only students are exempt from TED 615)

or TED 623 Language Development Methods for Secondary and Middle Schools
(Prerequisite: Master’s only students are exempt from TED 615)

EXC 620 Positive Behavior Support
EXC 630 Assessment and Instructional Planning for Special-Needs Students
EXC 650 Collaboration and Consultation for Special Education
Generic Core Exam
Advanced Specialist Requirements
(7 courses, 23.5 quarter Units)

EXC 644 Reading and Language Arts Methods for Special Education (one night per week over two months)
EXC 644A Field Study: Reading and Language Arts Methods for Special Education (1.5 quarter unit)
EXC 660 Instruction of Learners with Mild/Moderate Disabilities
EXC 660A Field Study: Instruction of Learners with Mild/Moderate Disabilities (1.5 quarter unit)
or
EXC 665 Instruction of Learners with Moderate/Severe Disabilities
EXC 665A Field Study: Instruction of Learners with Moderate/Severe Disabilities (1.5 quarter unit)
plus
EXC 615 Technology for Persons with Disabilities
EXC 615A Field Study: Technology for Persons with Disabilities (1.5 quarter unit)
EXC 694 Thesis
(Prerequisite: ILD 680)
or
EXC 637 Action Research

Exit Exam

Program Elective
(1 course, 4.5 quarter units)

To complete the Special Education Program, students can select one elective from the SOE graduate course offerings approved by the Special Education faculty. Students who plan to teach at the secondary level are encouraged to take TED 624.

Students seeking the Preliminary Level I Education Specialist: Mild/Moderate Disabilities credential must take:
EXC 685A Student Teaching - Mild/Moderate Disabilities
EXC 685B Student Teaching - Mild/Moderate Disabilities

Students seeking the Preliminary Level I Education Specialist: Moderate/Severe Disabilities credential must take:
EXC 690A Student Teaching - Moderate/Severe Disabilities
EXC 690B Student Teaching - Moderate/Severe Disabilities
EXC 685A, EXC 685B, EXC 690A and EXC 690B do not fulfill elective requirements.

Nevada Programs

MASTER OF EDUCATION IN ELEMENTARY EDUCATION WITH NEVADA LICENSURE PROGRAM
(750-717)

Program Overview

The Master of Education (M.Ed.) in Elementary Education with Nevada Licensure is designed for students who are committed to being instructional leaders in the K-12 setting. Courses for this degree meet the Nevada Department of Education requirements for an initial teaching license as well as requirements for a master’s degree from National University that interrelates theory and practice and promotes lifelong learning. The program is intended for students who want to obtain an initial teaching license and master’s degree at the same time.

To receive a Master of Education in Elementary Education with Nevada Licensure, students must complete at least 54 quarter units of graduate work, 40.5 of which must be taken in residence at National University. Students enrolled in the joint degree-licensure program will not be awarded the master’s degree until they complete all graduate and licensure coursework, including student teaching.

The student teaching courses are required for the initial teaching license. Students must have met subject matter competency prior to student teaching. Elementary and Secondary Education teacher candidates meet subject matter competency by passing the appropriate Praxis II examinations. Candidates must meet all State requirements for the Elementary Education Teaching License to be recommended to the Nevada Department of Education.

An electronic portfolio is required for the assessment of all teacher licensure candidates. The purpose of the portfolio is for candidates to show how their work in teacher education is linked to their own competency in the Domains of Professional Competence. The portfolio must be reviewed and approved by a National University faculty member prior to exiting the licensure program.

Program Requirements
(14 courses; 66 quarter units)

TED 615 Foundations of Education
TED 605 The Diverse Classroom
EXC 625 Exceptional Children in the Classroom
TED 621A Language Development Methodology for Elementary Schools
TED 621B Reading and Language Arts Methodology for Elementary Schools
TED 668 Survey of Multicultural Literature
TED 616A Curriculum and Instruction I: History and Social Science
TED 616B Curriculum and Instruction II: Mathematics and Science
TED 616C Curriculum and Instruction III: Visual and Performing Arts, Health and Physical Education
TED 640A Student Teaching I (6 quarter units)
TED 640B Student Teaching II (6 quarter units)
TED 649 Classroom Management & The Student Teaching Seminar
MAT 644 Cultural Democracy: Contemporary, Local and Global Issues
MAT 640 Applications of Research for the Art of Teaching

Course of Study

National University’s Professional Teacher Preparation Program is structured around courses grouped into intra-related and inter-related “family courses” focused on themes of foundations, education methods and student teaching. Theory and practice as well as coursework and field experiences are developmental as candidates move from the “foundation family courses” to the “method family courses” and into “student teaching”. Candidates who successfully complete the Professional Teacher Preparation Program are eligible for a teaching license; those who choose to earn a Master in Education degree complete two additional courses.

Foundation Courses

The three foundation courses are considered the “foundation course family” because all the courses build upon each other in terms of conceptual knowledge and skill, field experiences, and assessments. Furthermore, two of the three courses share all three required textbooks so that teacher candidates can integrate foundational perspectives into an on-going and ever developing professional educator philosophical statement. The foundation course family is the theoretical basis for skill development and acquisition in the method courses. The courses that comprise this family are:

TED 615 Foundations of Education
TED 605 The Diverse Classroom
EXC 625 Exceptional Children in the Classroom
Methods Courses

As are the foundations courses, the pedagogy courses are formed around adult learning theory and fieldwork. So that each candidate gains a clear understanding of the realities of public education, the program’s coursework and field experiences are interrelated to form a cohesive set of learning experiences. Teacher Performance Expectations (TPEs) inherent in the Domains of Professional Competence are highlighted throughout each course syllabus and course outline, and must be highlighted in each lesson plan developed by candidates so that each candidate will have extensive opportunities to learn and to teach the state adopted K-12 standards, with state adopted instructional materials throughout the program.

Elementary Education

TED 621A Language Development Methodology for Elementary Schools.
TED 621B Reading and Language Arts Methodology for Elementary Schools.
TED 668 Survey of Multicultural Literature
TED 616A Curriculum and Instruction I: History and Social Science
TED 616B Curriculum and Instruction II: Mathematics and Science
TED 616C Curriculum and Instruction III: Visual and Performing Arts, Health and Physical Education

Student Teaching

TED 649 Classroom Management & The Student Teaching Seminar
TED 640A Student Teaching I
TED 640B Student Teaching II

Master in Education

MAT 644 Cultural Democracy: Contemporary, Local and Global Issues
MAT 640 Applications of Research for the Art of Teaching (Must be taken as the last course in the M.Ed. program.)

MASTER OF EDUCATION IN SECONDARY EDUCATION WITH NEVADA LICENSURE PROGRAM

Program Overview

The Master of Education (M.Ed.) in Secondary Education with Nevada Licensure is designed for students who are committed to being instructional leaders in the K-12 setting. Courses for this degree meet the Nevada Department of Education requirements for an initial teaching license as well as requirements for a master’s degree from National University that interrelates theory and practice and promotes lifelong learning. The program is intended for students who want to obtain an initial teaching license and master’s degree at the same time.

To receive a Master of Education in Secondary Education with Nevada Licensure, students must complete at least 45 quarter units of graduate work, 40.5 of which must be taken in residence at National University. Students enrolled in the joint degree-licensure program will not be awarded the master’s degree until they complete all graduate and licensure coursework, including student teaching.

The student teaching courses are required for the initial teaching license. Students must have met subject matter competency prior to student teaching. Elementary and Secondary Education teacher candidates meet subject matter competency by passing the appropriate Praxis II examinations. Candidates must meet all State requirements for the Secondary Education Teaching License to be recommended to the Nevada Department of Education.

An electronic portfolio is required for the assessment of all teacher licensure candidates. The purpose of the portfolio is for candidates to show how their work in teacher education is linked to their own competency in the Domains of Professional Competence. The portfolio must be reviewed and approved by a National University faculty member prior to exiting the licensure program.

Program Requirements

(12 courses; 57 quarter units)
TED 615 Foundations of Education
TED 605 The Diverse Classroom
EXC 625 Exceptional Children in the Classroom
TED 623 Language Development Methodology for Secondary and Middle Schools
TED 624 Content Are Literacy for Secondary and Middle Schools
TED 625A Curriculum Development for Secondary and Middle Schools
TED 625B Instruction and Classroom Management for Secondary and Middle Schools
TED 640A Student Teaching I (6 quarter units)
TED 640B Student Teaching II (6 quarter units)
TED 649 Classroom Management & The Student Teaching Seminar
MAT 643 Models of Teaching
MAT 640 Applications of Research for the Art of Teaching

Course of Study

National University’s Professional Teacher Preparation Program is structured around courses grouped into intra-related and inter-related “family courses” focused on themes of foundations, education methods and student teaching. Theory and practice as well as coursework and field experiences are developmental as candidates move from the “foundation family courses” to the “method family courses” and into “student teaching.” Candidates who successfully complete the Professional Teacher Preparation Program are eligible for a teaching license; those who choose to earn a Master in Education degree complete two additional courses.

Foundation Courses

The three foundation courses are considered the “foundation course family” because all the courses build upon each other in terms of conceptual knowledge and skill, field experiences, and assessments. Furthermore, two of the three courses share all three required textbooks so that teacher candidates can integrate foundational perspectives into an on-going and ever developing professional educator philosophical statement. The foundation course family is the theoretical basis for skill development and acquisition in the method courses. The courses that comprise this family are:
TED 615 Foundations of Education
TED 605 The Diverse Classroom
EXC 625 Exceptional Children in the Classroom

Methods Courses

As are the foundations courses, the pedagogy courses are formed around adult learning theory and fieldwork. So that each candidate gains a clear understanding of the realities of public education, the program’s coursework and field experiences are interrelated to form a cohesive set of learning experiences. Teacher Performance Expectations (TPEs) inherent in the Domains of Professional Competence are highlighted throughout each course syllabus and course outline, and must be highlighted in each lesson plan developed by candidates so that each candidate will have extensive opportunities to learn and to teach the state adopted K-12 standards, with state adopted instructional materials throughout the program.
Secondary Education

As are the foundations courses, the pedagogy courses are formed around adult learning theory and fieldwork. So that each candidate gains a clear understanding of the realities of public education, the program’s coursework and field experiences are interrelated to form a cohesive set of learning experiences. Teacher Performance Expectations (TPEs) inherent in the Domains of Professional Competence are highlighted throughout each course syllabus, and course outline, and must be highlighted in each lesson plan developed by candidates so that each candidate will have extensive opportunities to learn and to teach the state adopted K-12 standards, with state adopted instructional materials throughout the program.

TED 623 Language Development Methodology for Secondary and Middle Schools
TED 624 Content Area Literacy for Secondary and Middle Schools
TED 625A Curriculum Development for Secondary and Middle Schools
TED 625B Instruction and Classroom Management for Secondary and Middle Schools

Student Teaching

TED 649 Classroom Management & The Student Teaching Seminar
TED 640A Student Teaching I
TED 640B Student Teaching II

Master in Education

MAT 643 Models of Teaching
MAT 640 Applications of Research for the Art of Teaching

MASTER OF SCIENCE WITH LICENSURE IN SPECIAL ED (NEVADA ONLY)

Generalist in Special Education - Endorsement to Teach Students with Mild to Moderate Needs for Assistance and Intervention

Program Purpose

The purpose of the Generalist in Special Education endorsement program is to prepare students to instruct learners with mild to moderate disabilities in the K-12 system.

Program Description

The Generalist in Special Education endorsement program at National University Nevada is based on the premise that meeting the special instructional needs of students in today’s schools requires knowledge of a wide array of teaching strategies, as no one strategy can meet the needs of every special needs student. Another major premise is that all prospective teachers must develop an awareness and acceptance of cultural, linguistic, ethnic, economic, gender, lifestyle, and ability differences. The program is designed to present a variety of research-validated methods, techniques, and opportunities to develop knowledge and skills to create and implement instructional programs that will positively impact the learning of K-12 students with special needs across developmental domains.

Candidates in the program must demonstrate mastery of methods and techniques that accommodate the increasing diversity in contemporary Special Education and General Education programs where students with special needs are served.

Program Requirements

(15 Courses, 70.5 quarter units)

Core Requirements

(11 courses; 49.5 quarter units)

EXC 625 Exceptional Children in the Classroom
TED 611 Educational Psychology
EXC 603 Typical and Atypical Development in Children
EXC 604 Exceptionality and Diversity in the Classroom
EXC 620 Supporting Positive Behavior
EXC 630 Assessment and Instructional Planning for Special Needs
EXC 644 Reading Methods for Special Education
EXC 615 Technology for the Disabled Person
EXC 650 Consultation and Collaboration for Special Education
EXC 657 Community, Resources, and Transition
EXC 660 Instruction of Learners with Mild to Moderate Disabilities

Student Teaching

(2 courses, 12 quarter units)

EXC 686 A & B Student Teaching (9 weeks each)

Project Courses

(2 courses, 9 quarter units)

Students wishing to complete a Master’s Degree in Special Education will need to complete two additional courses:
ILD 680 Research Methods and
EXC 694 Master’s Thesis or
EXC 637 Master’s Project

Teacher Preparation Program Outcomes; Domains of Professional Competence

National University designed the Professional Teacher Preparation Program to build teacher candidates knowledge, skills, and dispositions displayed in integrated coursework and field experiences focused on the demonstration of the Domains of Professional Competence and related Teacher Performance Expectations (TPEs). Building upon foundation courses, Elementary Education content-specific method courses focus on the K-12 state-adopted academic content standards and frameworks in mathematics, language arts, reading, science, history social-science, the visual and performing arts, and physical education.

Domain A: Making Subject Matter Comprehensible to Students

Teacher candidates exhibit strong working knowledge of subject matter and student development. Candidates organize curriculum to facilitate students’ understanding of the central themes, concepts, and skills in the subject area. Teacher candidates interrelate ideas and information within and across curricular areas to extend students’ understanding. Candidates use their knowledge of student development, subject matter, instructional resources and teaching strategies to make subject matter accessible to all students.

INTASC Foundations for the Domain

Principle 1: Content Knowledge and Foundations - The candidate demonstrates an appropriate depth of knowledge in all relevant subject areas, understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make these aspects of subject matter meaningful to students.
Principle 4: Instructional Strategies - The candidate understands and uses a variety of instructional strategies to plan learning experiences that encourage students’ development of critical thinking, problem solving, and performance skills.

Teacher Performance Expectations

TPE 1 Specific Pedagogical Skills for Subject Matter Instruction

National University’s Professional Teacher Preparation Program prepares teacher candidates to make subject matter comprehensible to students. Proficient candidates:

- understand major concepts, assumptions, debates, processes of inquiry, and ways of knowing that are central to the disciplines they teach;
- understand how students’ conceptual frameworks and their misconceptions for an area of knowledge can influence their learning;
- relate their disciplinary knowledge to other subject areas;
- understand the cognitive processes associated with various kinds of learning and how these processes can be stimulated;
- understand principles and techniques, along with advantages and limitations, associated with various instructional strategies; and
- enhance student learning through the use of a wide variety of materials as well as human and technological resources.

Domain B: Assessing Student Learning

Teacher candidates establish and clearly communicate learning goals for all students. Candidates collect information about student performance from a variety of sources. They involve all students in assessing their own learning. Teacher candidates use information from a variety of ongoing assessments to plan and adjust learning opportunities that promote academic achievement and personal growth for all students. They exchange information about student learning with students, families, and support personnel in ways that improve understanding and encourage further academic progress.

INTASC Foundations for the Domain

Principle 8: Assessment - The candidate understands and uses formal and informal assessment strategies to evaluate and ensure the intellectual, social, and physical development of the learner.

Teacher Performance Expectations

TPE 2 Monitoring Student Learning During Instruction
TPE 3 Interpretation and Use of Assessments

National University’s Professional Teacher Preparation Program prepares teacher candidates to assess student learning. Proficient candidates:

- understand the characteristics, uses, advantages, and limitations of different types of assessments for evaluating how students learn, what they know and are able to do, and what kinds of experiences will support their further growth and development;
- know how to select, construct, and use assessment strategies and instruments appropriate to the learning outcomes being evaluated and to other diagnostic purposes; and
- understand measurement theory and assessment-related issues, such as validity, reliability, bias, and scoring concerns.

Domain C: Engaging and Supporting All Students in Learning

Teacher candidates build on students’ prior knowledge, life experience, and interests to achieve learning goals for all students. They use a variety of instructional strategies and resources that respond to students’ diverse needs. Candidates facilitate challenging learning experiences for all students in environments that promote autonomy, interaction and choice. Teacher candidates actively engage all students in problem solving and critical thinking within and across subject matter areas. Concepts and skills are taught in ways that encourage students to apply them in real-life contexts that make subject matter meaningful. Teacher candidates assist all students to become self-directed learners who are able to demonstrate, articulate, and evaluate what they learn.

INTASC Foundations for the Domain

Principle 2: Student Development and Characteristics – The candidate understands how children learn, and can provide learning opportunities that support intellectual, social, and personal development.

Principle 3: Adapting Instruction to Individual Learning Differences – The candidate understands how students differ in their approaches to learning and creates instructional opportunities that are developed for diverse learners.

Principle 6: Language and Communication – The candidate uses knowledge of effective verbal, nonverbal and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.

Teacher Performance Expectations

TPE 4 Making Content Accessible
TPE 5 Student Engagement
TPE 6 Developmentally Appropriate Teaching Practices
TPE 7 Teaching English Language Learners

National University’s Professional Teacher Preparation Program prepares teacher candidates to engage and support all students in learning. Proficient candidates:

- understand how learning occurs—how students construct knowledge, acquire skills, and develop habits of mind—and know how to use instructional strategies that promote student learning;
- understand that students’ physical, social, emotional, moral and cognitive development influence learning and know how to address these factors when making instructional decisions;
- make appropriate provisions for individual students who have particular learning differences or needs including students with disabilities and English language learners;
- model effective communication strategies in conveying ideas and information and in asking questions; and
- support and expand learner expression in speaking, writing, and other media.

Domain D: Planning Instruction and Designing Learning Experiences for All Students

Teacher candidates plan instruction that draws on and values students’ backgrounds, prior knowledge, and interests. They establish challenging learning goals for all students based on student experience, language, development, and home and school expectations. Candidates sequence curriculum and design long-term and short-range plans that incorporate subject matter knowledge, reflect grade-level curriculum expectations, and include a repertoire of instructional strategies. They use instructional activities that promote learning goals and connect with student experiences and interests. Teacher candidates modify and adjust instructional plans according to student engagement and achievement.

INTASC Foundations for the Domain

Principle 4: Instructional Strategies - The candidate understands and
uses a variety of instructional strategies to plan learning experiences that encourage students' development of critical thinking, problem solving, and performance skills.

Principle 7: Instructional Planning - The candidate plans instruction based upon knowledge of subject matter, students, the community, and curriculum goals.

Teacher Performance Expectations

TPE 8 Learning about Students
TPE 9 Instructional Planning

National University's Professional Teacher Preparation Program prepares teacher candidates to plan instruction and design learning experiences for all students. Proficient candidates:

- evaluate how to achieve learning goals, choosing alternative teaching strategies and materials to achieve different instructional purposes and to meet student needs;
- use multiple teaching and learning strategies to engage students in active learning opportunities that promote the development of critical thinking, problem solving, and performance capabilities and that help student assume responsibility for identifying and using learning resources;
- understand learning theory, subject matter, curriculum development, and student development and know how to use this knowledge in planning instruction to meet curriculum goals; and
- select and create learning experiences that are appropriate for curriculum goals, relevant to learners, and based upon principles of effective instruction.

Domain E: Creating and Maintaining Effective Environments for Student Learning

Teacher candidates create physical environments that engage all students in purposeful learning activities and encourage constructive interactions among students. They maintain safe learning environments in which all students are treated fairly and respectfully as they assume responsibility for themselves and one another. Candidates encourage all students to participate in making decisions and in working independently and collaboratively. Expectations for student behavior are established early, clearly understood, and consistently maintained. Teacher candidates make effective use of instructional time as they implement class procedures and routines.

INTASC Foundations for the Domain

Principle 5: Learning Environments, Social Interactions, Behavior Management - The candidate uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation for all students.

Teacher Performance Expectations

TPE 10 Instructional Time
TPE 11 Social Environment

National University's Professional Teacher Preparation Program prepares teacher candidates to create and maintain effective environments for student learning. Proficient candidates:

- create a smoothly functioning learning community in which students assume responsibility for themselves and one another, participate in decision-making, work collaboratively and independently, and engage in purposeful learning activities;
- use effective classroom management and a range of strategies to promote positive relationships, cooperation, and purposeful learning in the classroom;
- engage students in individual and cooperative learning activities that help them develop the motivation to achieve; and
- organize, allocate, and manage the resources of time, space, activities, and attention to provide active and equitable engagement of students in productive tasks.

Domain F: Developing as a Professional Educator

Hawaii's Teacher Performance Standard X: Fosters Parent and School Community Relationships

Teacher candidates create physical environments that engage all students in purposeful learning activities and encourage constructive interactions among students. They maintain safe learning environments in which all students are treated fairly and respectfully as they assume responsibility for themselves and one another. Candidates encourage all students to participate in making decisions and in working independently and collaboratively. Expectations for student behavior are established early, clearly understood, and consistently maintained. Teacher candidates make effective use of instructional time as they implement class procedures and routines.

INTASC Foundations for the Domain

Principle 9: Professionalism and Ethical Practice - The candidate is a reflective practitioner who continually evaluates the effects of his/her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks out opportunities to grow professionally.

Principle 10: Collaboration - The candidate fosters relationships with school colleagues, parents, and agencies in the larger community to support students’ learning and well-being.

Teacher Performance Expectations

TPE 12 Professional, Legal and Ethical Obligations
TPE 13 Professional Growth

Credential Programs

Credential Information Applicable to all Programs

Certain credential programs may require enrollment into an electronic portfolio. Please see your credential advisor for further information.

Admission Requirements

Students seeking a California Credential at National University must possess a conferred or completed bachelor’s degree, with a minimum 2.5 GPA from a regionally accredited U.S. university.

Students with international degrees who do not hold a U.S.-approved bachelor’s degree must receive an evaluation from a CCTC-approved international evaluation agency before being admitted to the University and starting the first course.

Students seeking entry into the Multiple or Single Subject Teacher Education or Special Education Credential program who hold a California Emergency Teaching Permit are reminded that National University cannot issue a CLI-469 if the student has not taken nine quarter units between issuance and expiration dates of the emergency permit.

Admission Process

In addition to the admission requirements listed in the “General Admission Procedures” section of this catalog, applicants to all of
National University’s credential programs must proceed through the following admissions procedure:

Stage 1: Students meet with an admission advisor and complete an admissions packet. Students who meet the listed criteria are admitted on a “provisional” basis with an estimated program of study.

Graduate students, see “Graduate Admission Standards.”

Stage 2: All credential students must attend a Faculty/Credential Advisement orientation seminar and complete a candidate statement within 30 days of starting their first course or prerequisite course. The candidate statement must be reviewed and signed by the faculty advisor for admission to the School of Education.

Stage 3: Students must complete the credential packet and return this to the credential advisor within 30 days to avoid matriculation or scheduling errors. Candidates enrolled in both master’s degree and credential programs are matriculated after the credential packet is returned to the credential advisor.

Students are not eligible for financial aid until the matriculation is complete.

Students transferring from a teacher education program at another university must provide a letter of good standing. A maximum of 13.5 quarter units may be accepted for unit credit and/or course content.

Students must obtain a Certificate of Clearance from the California Commission of Teacher Certification before entering schools for fieldwork.

Program Advisement

All students will be assigned a faculty advisor at the required Faculty/Credential Advisement orientation that is required for admission to the School of Education. Students are expected to meet periodically with the faculty advisor and credential advisor throughout the program.

Credential Residency Requirements

Credential candidates must complete a minimum of 31.5 quarter units in residence at National University to be recommended for a credential to the Commission on Teacher Credentialing. Courses taken online are considered to be in-residence.

The resident requirement does not apply to candidates in the following programs:

- CLAD certificate
- Level II Special Education
- California Reading Certificate
- Early Childhood Special Education Certificate
- Professional (Tier II) Administrative Services Credential
- An additional credential if one is previously held

All credential programs must be completed with a GPA of 3.0 (“D” and “F” grades are not accepted).

Students who are absent for a period of 12 months or more must re-enroll and re-matriculate under a new catalog. All credential courses are valid for seven years.

The Student Agreement

To ensure that graduates of National University’s teaching and services credential programs are able to meet the legal requirements of the California Commission on Teacher Credentialing (CCTC), all applicants for admission to education credential programs must enter into a student agreement. A copy of the student agreement is contained in the credential information packet that is available from a credential advisor in the advisement orientation meeting.

The student agreement gives National University the right to suspend or terminate the student’s participation in the credential program upon a showing that the student has:
- committed acts or engaged in conduct that could constitute grounds for denial of a credential;
- failed to demonstrate the requisite skills and qualifications to satisfy the requirements for a credential; or
- demonstrated other qualities or behaviors enumerated in the student agreement inconsistent with National University’s recommendation of the student for an education credential. The student agreement also authorizes National University to release to the Commission all pertinent information pertaining to the student’s qualification or fitness for a credential.

Student Assistance, Notice of Need to Improve, and Dismissal from School of Education Programs

National University is committed to maintaining quality standards throughout its credential and masters programs and to graduating competent professional educators. As required by the California Commission on Teacher Credentialing (CCTC), National University identifies and assists students who need special assistance, and retains in its programs only those students who are suited for entry to or advancement in the education profession. The CCTC is charged by the State with evaluating the moral character and fitness of all persons who wish to teach or perform certified services in California public schools. Every person who is an applicant for, or who now holds, any credential, certificate, permit, or license authorizing service in California public schools is answerable to the CCTC and the Committee on Credentials for his or her fitness-related conduct.

California’s Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel (2002), available on the CCTC website at www.ctc.ca.gov, address legal, ethical, and behavioral standards to which all such persons must adhere.

If a student is identified as being deficient or needing assistance to meet program standards at any point during his or her program, the student’s instructor of record during coursework or University supervisor during a fieldwork assignment will issue the student a Professional Performance Evaluation form. The form will indicate one of three possible actions that the instructor/supervisor intends to recommend to the lead faculty in the program:

1. The student is identified as needing improvement in designated areas. A plan of improvement, with an expected date of completion, is attached to the form. The student will be permitted to continue taking classes or continue in his/her fieldwork assignment while completing the plan.
2. The student is identified as needing improvement in designated areas. A plan of improvement, with an expected date of completion, is attached to the form. The student receives a failing grade in the class or an unsatisfactory grade in the fieldwork assignment. The student will not be permitted to continue taking classes or continue in his/her fieldwork assignment until the plan is completed and the class or fieldwork assignment is re-taken, at the student’s expense.
3. The student is identified as being unsuited for the education profession and is recommended for dismissal from the program.

Upon receiving a Professional Performance Evaluation form, the student will meet with his/her instructor of record or University supervisor, along with the regional lead faculty and/or the lead supervisor. This Faculty Assistance Team will discuss any recommended plan of improvement with the student and will later meet with the student to evaluate the student’s performance of the expectations listed on the plan.

If the candidate is allowed to continue in the program and receives a second unsatisfactory grade in a practicum or student teaching assignment, the student will be recommended for dismissal from the program. The process for a hearing and appeal, upon recommendation for dismissal from a program, is outlined in the Academic Dismissal Procedure under the Academic Information for Graduate Degrees section of this catalog.
Credential Candidate Placement File Service

When requested, the School of Education provides a placement file service for credential candidates. A placement file contains a standardized resume form, two student teacher evaluations and three letters of recommendation. Placement files are prepared and sent to school districts upon written authorization from the student.

State of California Requirements for Multiple and Single Subject Teacher Credential Programs

In California, the multiple subject credential authorizes the holder to teach in a self-contained classroom, typically in grades K-8. The single subject credential authorizes the holder to teach in a departmentalized situation, typically at the junior high or high school level. The multiple subject credential and the single subject credential will carry an AB 1059 authorization to teach English learners both in the general education classroom and in designated classes. The BCLAD (BCLAD) credential authorizes teachers to teach academic subjects to English Learners in their primary language and in English.

All initial multiple subject and single subject credentials are granted as preliminary credentials under Commission SB 2042 standards.

1) Candidates for the multiple subject and single subject credentials who complete their teacher preparation through a Commission-approved program in California must be recommended for the credential by their college or university. Teachers who completed their professional preparation outside of California must apply directly to the commission for their initial credentials.

2) Candidates with six or more years of accredited private school experience may apply directly to the California Commission on Teacher Credentialing (CCTC) under SB 57 by submitting application form 41-4, fingerprint clearance materials, transcripts, other requested materials and current applicable fees. See CCTC website at www.ctc.ca.gov/credentialinfo/credinfo.html or call 888-921-2682 (toll free).

Candidates with three or more years of accredited private school experience may be able to waive student teaching under SB 57. See a credential advisor for details.

3) In order to be recommended for a California Preliminary Teaching Credential by National University, students must have:

- Proof of a conferred bachelor’s degree from a regionally accredited institution of higher education (IHE) or an international degree of U.S. equivalence
- Successful completion of the NU admission process
- Successful completion of the teacher education program within seven years.
- Proof of passing with grade of “C” or better coursework or an examination covering the U.S. Constitution
- Official transcripts from all colleges/universities attended on file at National University
- Proof of passage of CBEST (highly recommended prior to admission. Must be taken at first available date after enrollment)
- Proof of meeting the subject matter competency requirement.

Single subject teacher candidates may meet subject matter either by passing the appropriate Commission-approved examinations or by obtaining a subject matter equivalency letter from a regionally accredited CCTC-approved program verifying completion of the appropriate subject matter program. Multiple subject teacher candidates who enroll in a teacher preparation program or after July 1, 2004, must demonstrate subject matter competency by passing a Commission-approved examination, currently the California Subject Examination for Teachers: Multiple Subjects (CSET).

- Completion of a minimum of 31.5 TED or 36 BCLAD quarter units in residence
- Maintenance of a GPA of 3.0 in credential program coursework, ("D" and "F" grades are not accepted).
- Successful completion of the exit process, including portfolio requirements
- Proof of passing the Reading Instruction Competence Assessment (RICA). (Initial Multiple Subject and Education Specialist teacher candidates only)
- CPR certification for Infant, Child, and Adult (must be valid when candidate applies for teaching credential)

Note: A letter of completion is issued from the processing center in San Diego following receipt of all documents in San Diego.

PRELIMINARY MULTIPLE SUBJECT TEACHING CREDENTIAL PROGRAM WITH BCLAD OPTION

(15 courses, 66 quarter units TED)
(16 courses, 70.5 quarter units BCLAD)

A preliminary multiple subject credential is valid for a maximum of five years. During this five-year period, students must complete the induction requirements for a clear credential. The multiple subject credential enables the candidate to teach in a self-contained classroom, typically at the elementary level. Students should see “Admission to Credential Programs” for specific admission information.

Admission Requirements

Candidates requesting to be admitted for Teacher Education must follow the steps listed under Admission Process for all Credential Students.

Attendance is required at the Faculty/Credential Advisement (NU1) orientation in order to be admitted to the Teacher Education Credential Program; this must be done within 30 days of enrollment in the first course or prerequisite.

The candidate statement must be completed, reviewed, and signed by the faculty advisor for formal admission into SOE.

Candidates must complete the Credential Packet and return it to the credential advisor within 30 days.

Highly Recommended Before Admission

- A passing score on CBEST (must be completed prior to student teaching and internships).
- Proof of having met subject matter competence requirement through a passing score on the approved state exam. (Must be completed prior to student teaching.) Multiple subject teacher candidates who enroll in a teacher preparation program on or after July 1, 2004, must demonstrate subject matter competency by passing a Commission-approved examination, currently the California Subject Examination for Teachers: Multiple Subjects (CSET). CCTC policy, in compliance with the No Child Left Behind Act, prohibits colleges and universities from accepting subject matter equivalency letters for multiple subject teacher candidates who enroll into a credential program on or after July 1, 2004.
- With the exception of student teaching (TED 630A, TED 630B, TED 630C, TED 630D), all courses are scheduled by an admission advisor. Student teaching is scheduled by a placement specialist.

Note: All TED courses include a four hour field experience component that requires students to complete activities in K-12 schools. A Certificate of Clearance is necessary prior to field activities in the schools.

Note: Students must have access to Microsoft Office on either a PC or Mac platform.

Recommended Sequence

Foundation and Methods

(7 courses, 31.5 quarter units TED)
(8 courses, 36 quarter units BCLAD)
Students approved to accelerate their studies will be limited to register for two courses concurrently while student teaching.

Students must pass Reading Instruction Competency Assessment (RICA) before being recommended to the CCTC for the credential.

The Teacher Education Emphasis and the Teacher Education with BCLAD credentials authorize the holder to teach in a self-contained classroom, such as the classrooms in most elementary schools.

The following must be in student’s file prior to filing for a credential:

- Proof of a bachelor’s degree from a regionally accredited IHE with a GPA of 2.5.
- Copy of evaluation (if a non-U.S. degree) by a CCTC-approved international evaluation agency.
- Proof of passing the U.S. Constitution exam or transcript verifying completed U.S. Constitution coursework.
- Certificate of Clearance
- Passing grade on grammar, reading and composition qualifying exam (BCLAD only).
- Passing grade on oral interview with level 3 or above (BCLAD only).
- Successful completion of the exit process, including passing portfolio review.
- Passing score on the CBEST.
- Passing score on the appropriate subject matter exam.
- Proof of passing the Reading Instruction Competence Assessment (RICA).
- Zero account balance prior to student teaching and completion.
- Completion of a minimum of 31 quarter units in residence.
- Completion of credential program within seven years.
- Grades “D” and “F” are not accepted.
- CPR certification for Infant, Child, and Adult (must be valid when candidate applies for teaching credential)

A preliminary single subject credential is valid for a maximum of five years. During this five-year period, students must complete the induction requirements for a clear credential. The single subject credential enables the candidate to teach in a departmentalized situation, typically at the secondary level. Students should see “Admission to Credential Programs” for specific admission information.

Prerequisite Admission Requirements

A conferred or completed bachelor’s degree from an accredited university or college with a minimum 2.5 GPA is required for admission. International students with a non-U.S. bachelor’s degree must have the degree evaluated by a CCTC-approved international evaluation agency before being admitted and starting the first course. Bilingual emphasis students must pass the oral language, grammar, reading and writing proficiency examinations prior to methods courses.

Highly Recommended Before Admission

- A passing score on CBEST (must be completed prior to student teaching).
- Proof of having met subject matter competence requirement (must be completed prior to student teaching).

Note: Students must have access to Microsoft Office on either a PC or Mac platform.
Recommended Sequence

**Foundation and Methods**
(7 courses, 31.5 quarter units TED)
(8 courses, 36 quarter units BCLAD)

BTE 612  History and Culture of Latinos in the U.S. (taught in the language of emphasis) (BCLAD students only)
TED 615  Foundations of Education
TED 605  The Diverse Classroom
TED 611  Educational Psychology
TED 623  Language Development Methods for Secondary and Middle Schools  
(Prerequisite: TED 615)
BTE/TED 625A  Curriculum and Development for Secondary and Middle Schools  
(Prerequisites: TED 615 and TED 623)
BTE/TED 625B  Instruction and Classroom Management for Secondary and Middle Schools  
(Prerequisites: TED 615, TED 623 and TED 625A)
BTE/TED 624  Reading in the Content Areas in Secondary and Middle-Level Classrooms  
(Prerequisites: TED 615 and TED 623)

All TED courses include a four hour field experience component which requires students to complete activities in K-12 schools.

*Note: BTE courses are taught in the language of emphasis: Spanish.*

**Co-requisites**
(3 courses, 13.5 quarter units) These courses can be taken at any time in their program but are required prior to student teaching. These courses are required prior to applying for the credential.

HED 602  Health Education Across the Curriculum
EXC 625  Exceptional Children in the Classroom
EDT 608  Computer-Based Technology in the Classroom

**Student Teaching**
(5 courses, 21 quarter units)

(Prerequisites: HED 602, EXC 625, EDT 608, TED 615, TED 605, TED 611, TED 623, BCLAD/TED 625A, BCLAD/TED 625B and BCLAD/TED 624 with a 3.0 GPA)

**Prior to Student Teaching**
- Certificate of Clearance
- Students must pass the CBEST.
- Grades of “D” or “F” are not accepted.
- Students must have proof of meeting the Subject Matter competency exam (CSET), or have a letter of completion from an approved California subject matter program.
- Students must have a zero account balance.
- TB test

TED 629*  Student Teaching Seminar (3.0 quarter units)
BTE/TED 630A  Beginning Student Teaching
BTE/TED 630B  Student Teaching
BTE/TED 630C  Student Teaching
BTE/TED 630D  Student Teaching

*TED 629 is taken concurrently with TED 630A-D.

**Accelerated Credential Program**

Students may be eligible to apply to accelerate their credential program by taking designated courses during student teaching. Eligible candidates must meet minimum qualifications for accelerated studies and will be restricted to the provisions outlined in the Policies and Procedures section. Students approved to accelerate their studies will be limited to register for two courses concurrently while student teaching.

**The Following Must be in Student’s File Prior to Filing for a Credential**

- Proof of a bachelor’s degree from a regionally accredited IHE with a GPA of 2.5.
- Copy of evaluation (if a non-U.S. degree) by a CCTC-approved international evaluation agency.
- Proof of passing the U.S. Constitution exam or transcript verifying completed U.S. Constitution coursework
- Certificate of Clearance
- Passing grade on grammar, reading and composition qualifying exam (BCLAD only).
- Passing grade on oral interview with level 3 or above (BCLAD only).
- Successful completion of the exit process, including passing portfolio review.
- Passing grade on the CBEST.
- Passing grade on the appropriate subject matter exam or equivalency letter from a regionally accredited CCTC-approved program verifying completion of the appropriate subject matter program.
- Zero account balance prior to student teaching and completion.
- Completion of a minimum of 31 quarter units in residence.
- Completion of credential program within seven years.
- Grades “D” and “F” are not accepted.
- CPR certification for Infant, Child, and Adult (must be valid when candidate applies for teaching credential)

**Student Teaching Requirements**

**Applicable to all Multiple Subject and Single Subject Credentials and Special Education Credentials**

Before beginning any part of student teaching, candidates must:
- Return the completed credentials packet within 30 days of admission and orientation
- Provide proof of passage of the CBEST
- Demonstrate subject matter competency
- Provide proof of possession of a Certificate of Clearance
- Provide verification of a negative tuberculin examination within four years of student teaching
- Interview with a School of Education faculty member
- Attend student teacher interview and orientation
- Complete the prerequisite coursework with a 3.0 GPA; “D” and “F” grades are not accepted
- Complete a minimum of 31.5 quarter units in residence.
- Have a zero account balance.
- See a credential advisor or placement specialist for specific information regarding any of these requirements.

**Multiple and Single Subject Student Teaching Placements**

Candidates are placed in their student teaching assignment by the University. Detailed requirements for student teaching are listed in the Student Teaching Handbook for Multiple Subject/Single Subject and Special Education and in the NU1 for Teacher Education and EXC 602A for Special Education packets. Note: Teacher Education Candidates may apply for equivalency (see form in Student Teaching Handbook) of one half of this requirement if they can document appropriate experience and meet other specified criteria. Special Education student teaching is nine weeks and no equivalency is granted for Special Education student teaching.

Candidates will be placed:
- By the University in their student teaching school under the supervision of a University Supervisor and Supervising Teacher(s).
- For at least one-half of their student teaching, in approved public, charter or private schools that implement state adopted core curriculum content standards within the state of California.
Summer school, after-school programs, and outdoor education programs will be reviewed to determine if they meet criteria for a student teaching assignment. Court schools or community alternative schools may be acceptable placements for one-half of the student teaching experience.

• Out-of-state courtesy placements in state-accredited schools outside California may be considered if the candidate moves out of state. Prior approval must be given by the field experience coordinator in San Diego.

• In a supervised full-time student teaching assignment within the appropriate credential area for one full academic semester.

• In two different teaching settings. BCLAD candidates must be in classrooms that provide literacy and academic content taught in the language of emphasis for at least one extended teaching assignment.

• In two different grade spans.

• Multiple Subject Candidates will be placed:

• In classrooms to observe and participate at two or more of the following grade spans: K-2, 3-5, and 6-9. A K-2 class experience is required unless there is documented fieldwork experience with beginning readers.

Single Subject Candidates will be placed:

• In two or more subject-specific teaching assignments that differ in content and/or grade level.

• In a teaching experience of a minimum of four academic periods a day in two classroom settings.

Credential Candidates Teaching Under Contract

National University provides a program whereby actively employed teachers can complete the requirements for their teaching credential while employed. All of the student teaching may be conducted in the candidate’s classroom, assuming that the contract position is a match while employed. All of the student teaching may be conducted in the

• In a supervised full-time student teaching assignment within the appropriate credential area for one full academic semester.

• In two different teaching settings. BCLAD candidates must be in classrooms that provide literacy and academic content taught in the language of emphasis for at least one extended teaching assignment.

• In two different grade spans.

• Multiple Subject Candidates will be placed:

• In classrooms to observe and participate at two or more of the following grade spans: K-2, 3-5, and 6-9. A K-2 class experience is required unless there is documented fieldwork experience with beginning readers.

Single Subject Candidates will be placed:

• In two or more subject-specific teaching assignments that differ in content and/or grade level.

• In a teaching experience of a minimum of four academic periods a day in two classroom settings.

Credential Candidates Teaching Under Contract

National University provides a program whereby actively employed teachers can complete the requirements for their teaching credential while employed. All of the student teaching may be conducted in the candidate’s classroom, assuming that the contract position is a match for the credential sought. Credential candidates teaching under contract:

• In an approved multiple subject assignment can complete the assignment in their own classroom. There must be documented experience with K-2 or beginning readers, otherwise candidates must complete four weeks in an alternate setting with a certified teacher.

• In an approved single subject assignment (within the credential area) can complete the full semester in their own assignment provided that they are teaching four periods in two grade levels, or can document prior experience at other grade levels.

• In a regionally (WASC) approved non-public school setting must complete a minimum of one course of the four-course sequence student teaching experience in a public school.

• Teach under the supervision of a University Supervisor and Supervising Teacher who model effective teaching, implement state-adopted academic core curriculum, mentor the candidate, and work with the University Supervisor.

Recommendation for a California Credential

To be formally recommended for California credentials, students must meet the following requirements:

• Successful completion of the coursework with a minimum grade point average of 3.0 for graduate coursework. (Grades of “D” and “F” are not accepted.) All coursework must be completed within seven years to be accepted.

• Fulfillment of all financial obligations to the University before applying for the credential.

• Passing a portfolio review that covers the objectives of the particular program pursued. Contact your local credential advisor for deadline and review dates.

Each candidate must have on file:

• A completed CCTC credential application with current CCTC application fee

• A zero account balance

• Official transcripts from all colleges/universities attended

• Proof of passing the Reading Instruction Competency Assessment (RICA). (Multiple Subject Teacher Education/BCLAD and Special Education candidates only.)

BCLAD only - verification of passing scores on oral and written language proficiency examinations.

• Verification of subject matter competency with score reports or cards from CSET, PRAXIS, MSAT, or SSAT. (Single subject teacher candidates may submit a subject matter equivalency letter from a regionally accredited CCTC-approved program verifying completion of the appropriate subject matter program to verify this requirement.)

• Proof of passing with a grade of “C” or better coursework or an examination covering the U.S. Constitution

• Certificate of Clearance or Emergency Substitute Permit

• CPR card for Infant, Child, and Adult (must be valid at time of credential application) (multiple/single subject candidates only)

• Written evaluations of performance in field experiences, internships, educational projects, student teaching and other practica

All candidates are expected to participate in the evaluation of programs including follow-up studies after being employed in the field.

Additional Requirements for Professional Level Multiple or Single Subject Teaching Credential

It is the candidates’ responsibility to familiarize themselves with the renewal requirements listed on their credential and enroll in the appropriate program.

All Professional Level Candidates must have:

• Zero Account Balance

Plus:

HOLDERS OF A RYAN CREDENTIAL WITH CLAD AND AB 1059

(515)

(4 courses, 18 quarter units)

Holders of a Ryan Credential issued after January 1, 1999 may complete one of the following options to qualify for the professional clear credential:

1) A Commission accredited SB 2042 Professional Teacher Induction Program, if available, and the CPR component of the health education requirement if it was not already completed for the preliminary credential or

2) District BTSA Program and Health, including appropriate CPR certification, Special Education, Computer Requirements (if not completed for preliminary- plus Advanced Computer Education.)

HED 602 Health Education Across the Curriculum

EXC 625 Exceptional Children in the Classroom

EDT 608 Computer-Based Technology in the Classroom (Level 1 Technology Requirement)

EDT 655 Issues and Trends in Educational Technology (Level II Technology Requirement)* or

3) Fifth Year of Study (may be completed prior to the issuance of the Preliminary MS/SS Teaching Credential.)**

(Health, including appropriate CPR certification, Special Education, Computer Education, if not completed for preliminary plus
HOLDERS OF A PRELIMINARY 2042 MS/SS TEACHING CREDENTIAL

(749)

(3 courses, 13.5 quarter units)
(4 courses, 18 quarter units after July 1st, 2005)

1) A Commission accredited SB 2042 Professional Teacher Induction Program, if available, (may have started in the BTSA Program) AND advanced study of health education, special populations, and advanced technology.

or

2) Completion of an approved Fifth-Year of Study*

and advanced study of Health Education, Special Populations, and Computer Education

HED 620 Comprehensive School Health Programs
EXC 604 Exceptionality and Diversity in the Classroom
EDT 655 Issues and Trends in Educational Technology
*MAT 650 Teaching English Language Learners

*Candidates who will have an issuance date on their Professional Clear credential of July 1, 2005, or later, will also be required to complete an Advanced English Language Learner class per the California Commission on Teacher Credentialing (CCTC).

Out-of-State Trained Candidate Requirements for Professional Clear

(748)

Under three years of experience - see information for Ryan Credential holders

- Three to four years of experience - BTSA OR approved SB 2042 Professional Teacher Induction program
- Five years or more of teaching experience - 150 clock hours aligned with the CSTP
- Plus any additional requirements listed on their document including but not limited to U.S. Constitution, teaching of reading, subject-matter competence, and CBEST

**Fifth Year of Study: Master’s degree or coursework consisting of 45 quarter units beyond the BA degree completed at a regionally accredited IHE in a defined field of study designed to improve the teacher’s competence and skills. (may be completed prior to the issuance of the Preliminary MS/SS Teaching Credential)

This fifth year course of study must be accredited by a California teacher preparation institution and may be used for one or more of the following purposes:

- Additional subject-matter preparation, including, but not limited to, pursuit of a master’s or higher degree
- Completion of an accredited program for an advanced or specialized credential
- In-service training for which college or university credit is given
- Study undertaken to complete an accredited program of professional preparation
- All courses must be completed with a grade of “C” or better.
- Students must maintain a cumulative GPA of 3.0.

INTERN CREDENTIAL PROGRAM FOR MULTIPLE SUBJECT/SINGLE SUBJECT TEACHING

(781)

This credential option has different prerequisites than those for the Preliminary Teaching Credential. The Intern Program is on a contract basis between an individual school district, the local teachers’ union and National University. Intern Programs may not begin, nor may students be enrolled in the program, without prior approval of lead faculty.

Interns are salaried credentialed employees of the districts or have an offer of employment from a school district.

Intern programs provide opportunities for students to assume the responsibilities of full-time teachers while they pursue their professional studies on an Intern Credential that is valid for two years at the site of hire.

Qualifications for applicants for admission to an Internship:

- Possess a baccalaureate degree from a regionally accredited college or university
- Proof of subject matter competence.
- Proof of passing with a grade “C” or better coursework or an examination covering the U.S. Constitution.
- Provide proof of possession of a CCTC document verifying fingerprint clearance.
- Offer of employment as a full time intern teacher.
- Passage of the CBEST
- Prior to assuming intern responsibilities, intern candidates must complete pre-service coursework. Interns complete the same coursework required of non-interns but the sequence is re-ordered to assist the intern in his/her teaching role.

Intern Program Sequence

Pre-service Requirements Coursework

TED 605 The Diverse Classroom (MS/SS)
TED 621B Reading and Language Arts Methods for the Elementary School (MS)
TED 624 Reading in the Content Areas in Secondary and Middle Schools (SS)
IN1 National University Orientation with Faculty and Staff Collaborative Planning Meeting with Intern, Support Providers (Site and University)

Suggested First Semester of Intern Teaching Coursework

TED 610 Introduction to the Intern Teaching Experience (MS/SS)
TED 629I Intern Teaching Seminar (MS/SS)
TED 608 Computer-Based Technology in the Classroom (MS/SS)
TED 615 Educational Foundations (MS/SS)
TED 611 Educational Psychology (MS/SS)

Attend and participate in school district’s regular workshops and hold collaborative monthly meeting with intern, support supervisors (site and university)

Suggested Second Semester of Intern Teaching Coursework

TED 629I Intern Teaching Seminar continued (MS/SS) (continued)
TED 621A Language Development Methods for the Elementary School (MS)
TED 623 Language Development Methods for Secondary and Middle Schools (SS)

and
Individual Internship Certificate (IIC)

The Individualized Internship Certificate is an option for individuals who have met subject matter competency to be compliant with the requirements of the federal No Child Left Behind Act of 2001, yet are not enrolled in an existing district or university internship program. The IIC is available only at the request of an employing agency. Applicants must be enrolled in a Commission-accredited teacher preparation program at the time of application. The IIC is available in the areas of Multiple Subject, Single Subject and Education Specialist.

Note: If a contract has been agreed upon by the University and school district, candidates are encouraged to pursue the University Intern Program.

Candidates must meet the following criteria:

- Possess a baccalaureate degree from a regionally accredited college or university
- Meet subject matter competency requirements
- Provide proof of passage of the CBEST
- Verify Certificate of Clearance, Emergency Substitute Permit, or Pre-Intern Certificate
- Proof of passing the U.S. Constitution exam or transcript verifying completed U.S. Constitution coursework
- Students apply for the IIC through participating districts. The document is valid for up to two years.

The application must be signed by both the District representative and by a CCTC authorized signer. The student must meet with a faculty advisor within 90 days to complete an Individualized Teacher Preparation Plan (ITPP), to be filed with the District. Students on an IIC complete the regular Teacher Education or Education Specialist program, including student teaching.

The IIC meets the Fully Qualified requirement of No Child Left Behind.

■ PRELIMINARY TIER I ADMINISTRATIVE SERVICES CERTIFICATE/CREDENTIAL

(780-000-752)

(10 courses, 45 quarter units)

This program is designed for students who are committed to improving education and who want to advance their careers by becoming public school administrators.

Scheduling

All courses, with the exception of field experience EDA 620A, are scheduled by an advisor. The field experience coursework, EDA 620B, is scheduled by a placement specialist once students submit a completed credential packet and after approval by a designated full-time or associate faculty member. (Students must submit the completed packet within 30 days of attending a credential orientation meeting.)

Admission Requirements

- Formal application to the University and to the Credentials Department. See “Admission to Credential Programs.”
- Meet all requirements for admission to credential program, including attendance at mandatory Faculty/Credential (NU3) Advisement orientation.
- Complete a candidate statement to be reviewed and signed by faculty advisor for admission to the School of Education.
- Appointment with credential advisor within 30 days of admission to return packet and to be cleared for EDA 620B. EDA 620B is administered by local faculty members and must be completed in residence.
- An overall grade point average of 3.0 in previous graduate work.
- A bachelor’s degree from a regionally accredited institution or a complete evaluation from a CCTC-approved international evaluation agency
- Possession of a valid preliminary, professional clear, life, general, or service credential. An emergency teaching permit does not qualify as an accepted credential for admission.
- Passing of CBEST verified or proof of CBEST to be taken at next available date
- In order to avoid matriculation or scheduling errors, students must meet with a credential advisor within 30 days of enrollment.

Completion Requirements

Three years of experience while in possession of a valid California emergency permit and/or teaching credential issued under the law, rules and regulations in effect on or before December 31, 1971, requiring the possession of a baccalaureate degree. Two years experience may be accepted with an emergency teaching permit. One year experience must be verified while holding a valid credential. Substitute teaching does not qualify for full-time experience. or

- Three years of experience appropriate to the possession of a services credential with a specialization, while holding the appropriate credential for the entire three years
- An approved program of professional education
- A passing score on the CBEST. Highly recommended prior to admission.
- A minimum grade point average of 2.5. Grades of “D” and “F” are not accepted.
- Verification of meeting the requirement of EXC 625 or equivalent
Course of study.
- Completion of a minimum 27 quarter units in residence
- Field experience, EDA 620B must be completed in residence
- Successful completion of final exit exam and exit process. (See “Final Recommendation for the Credential.”) The University issues an official letter of completion from San Diego.
- Zero account balance

Program Prerequisite
(1 course, 4.5 quarter units)

EDC 625 Exceptional Children in the Classroom
*Note: EDC 625 may be met with experience working with students with disabilities in a less-restricted environment.

Core Requirements
(9 courses, 40.5 quarter units)

Students must complete all coursework with a GPA of 3.0 within seven years. Grades of “D” and “F” are not accepted.

EDA 618A Legal Aspects of Education
EDA 619A Financial Aspects of Education
EDA 614A Theories, Assessment and Application of Educational Leadership
EDA 620B Preliminary Administrative Field Experience *
EDA 615A School Community Relations in a Diverse Society
EDA 616A Management of Education Personnel: Social, Political and Policy Issues
EDA 620A Seminar in Educational Leadership**
EDA 624A Supervision of Instruction: Curricula Evaluation and Staff Development
EDA 670C Leadership Technology and Its Applications

* (May be taken concurrently with another class or scheduled in an open month. This course takes 3-12 months to complete. It must be completed within 12 months of the course being scheduled. Students must complete three courses in the credential sequence-EDA 618A, EDA 619A, EDA 615A, EDA 616A, EDA 620A, EDA 624A, EDA 670C before taking this course. The course must be completed in residence.)

** (At least two other credential courses, not including EDA 620B or EDA 670C must be completed before taking the course)

Students can earn the preliminary administrative services certificate as part of the Master of Science in Educational Administration.

Exit Requirements
- Verification of passing CBEST and mainstreaming requirements
- Verification of three years of experience as a credentialed person in schools
- Copy of valid teaching or services credential with at least 12 months remaining before expiration
- Exit interview with credential advisor to obtain and submit necessary application and CCTC fee
- Exit exam
- Zero account balance

Certificate/Credential

Students are issued a Certificate of Eligibility upon completion of the program. The certificate is required for entry-level administrative positions and before the student is eligible to pursue the professional administrative services credential unless student provides a completed “Verification of Employment as an Administrator” (CL-777) form with the credential application, in which case the candidate will be recommended for the credential.

Admissions Requirements
- All candidates for the intern program must have a GPA of 3.0 in their previous graduate work.
- All candidates must furnish three letters of recommendation from their district discussing their prospects for success in the program. One of the letters must be from their superintendent or the superintendent’s designee pledging district support of the candidate.
- The candidate must submit a letter of application stating his or her qualifications for admission to the intern program, why he or she wants to enter the intern program, and his or her philosophy of education.
- The candidate must participate in an in-depth interview assessing his or her prospects for success in meeting his or her administrative responsibilities. The interviewers will be a University faculty member and a representative of the candidate’s site or district.
- The University will secure an intern administrative credential authorizing service permitted by the preliminary administrative services credential once the student has been formally admitted to the intern program.

State of California Requirements
- Passage of the CBEST
- Possession of a bachelor’s degree from a regionally accredited college or university
- Possession of a valid preliminary, professional clear, life, general, or service credential. An emergency permit does not qualify as an accepted credential for admission.
- Three years of experience while in the possession of a valid California emergency permit and/or teaching credential issued under the laws, rules, and regulations in effect on or before December 31, 1971, requiring the possession of a baccalaureate degree. Two years experience may be accepted with an emergency teaching permit.
- One year experience must be verified while holding a valid credential. Substitute teaching does not qualify for full-time experience.
- or
- Three years of experience appropriate to the possession of a services credential with a specialization, while holding the appropriate credential for the entire three years.
- Verification of support from the intern candidate’s sponsoring district, including verification of a willingness to enter into an intern partnership with National University and a signed Memorandum of Agreement between the sponsoring district and the University that assures that the intern will be provided the services of a site mentor and that relevant stipulations of Education Code and California Commission on Teacher Credentialling regulations are followed.

The preliminary administrative services intern credential program allows students who meet the admissions requirements to begin service as an administrator in their sponsoring district while completing their formal coursework preparation. Students who qualify for admission may begin the program upon starting an administrative position, either at the beginning of their program or while currently enrolled in the regular preliminary administrative services credential program. Intern students participate in the standard coursework with intern addenda and complete an alternative field work experience directly related to their administrative responsibilities.
Professional Administrative Services Credential

(780-000-753)
(3 courses, 13.5 quarter units)

Admission Requirements

- Formal application to the University and to the Credentials Department. See “Admission to Credential Programs.”
- Appointment with credential advisor within 30 days of admission in order to obtain necessary credential information documents and to avoid matriculation or scheduling errors.
- Possession of a bachelor’s degree with a GPA of 2.5 or a complete evaluation from a CCTC-approved international evaluation agency.
- Possession of a valid preliminary administrative services credential.

Scheduling

All courses are scheduled by an advisor.

Completion Requirements

- A minimum of two years of successful, full-time school administrative experience in the public schools, or private schools of equivalent status. Students must work under contract while holding a valid preliminary administrative services credential for the entire two years.
- Completion of a commission-approved program for the professional administrative services credential.
- Grades are “S” (Satisfactory) or “U” (Unsatisfactory). All grades must be “S”.
- Zero account balance

Professional Administrative Tier II Program

The Professional Administrative Services (Tier II) Program provides a field-based preparation for administrators, seeking a successor Credential for administrators to replace their expiring Tier I Preliminary Administrative Services Credential. It consists of three courses or 13.5 hours: Induction Seminar, Professional Development Seminar, and Assessment Seminar, and may be completed in only four months.

Tier II Learning Outcomes/Program Goals

Upon completion of the Program, the student will:
- Design an individualized school or district-based plan for a field-based project appropriate to current position from a professional induction plan, supervised by a mentor in collaboration with the University that builds a working relationship.
- Apply knowledge attained in the Preliminary Administrative Service Credential Program to practical and current job-related duties.
- Identify supplementary areas of study to enhance their learning within their administrative domains, and demonstrate an understanding of the domains of knowledge and expertise required in the pursuit of an administrative services credential.
- Understand instructional leadership, including management strategies designed to achieve goals and objectives, human relations and the dynamics of groups.
- Evaluation, including conditions that result in low or high level pupil learning outcomes, program and/or curriculum effectiveness, teaching effectiveness including teacher ability to address the educational need of students of diversity, and staff performance and pupil achievement.
- Understand political, legal and governing aspects, including exploring the legal aspects of educational policy at the federal, state, local levels, awareness of the political aspects of school governance at the state, levels, governance structure of public
education, awareness of a variety of legal codes which affect education, and understanding the judicial system at the state and federal level and how the courts contribute to the formation of public policy.

- Understand cultural, language and socio-economic diversity, including general ethnic, racial and religious composition of the local community, meeting the instructional needs of limited English proficient students, and addressing principles and procedures for involving all parents and community.

- Analyze and assign human and material resources, including effective, staff utilization patterns which combine the needs and abilities of staff, organizational, constraints and available resources, development and implementation of effective personnel policies.

- Understand professional and staff development, including collective planning with other administrators and participants for instructional strategies for adult learners, integrating organizational goals with specific programs of adult learning including adults of diversity, and funding sources to carry out staff development.

- Understand fiscal management, including school district-level funding and budgeting, financial effects of personnel and other contractual obligations, current problems affecting school financing on state and local levels, the organization and functioning of school district business services departments.

Program Requirements
(3 courses, 13.5 quarter units)

Students must complete all coursework with a grade of “S” within the time allowed by CCTC for the granting of the Tier II credential.

EDA 607 Induction Seminar
EDA 608 Professional Development Seminar
EDA 609 Assessment Seminar
Coursess must be completed in the above sequence.

Exit Requirements

- Copy of valid Preliminary Level I Administrative Services credential
- Verification of two years of experience in an educational administrative position
- Exit interview with credentials advisor to obtain and submit application and current CCTC fee
- Exit interview with full-time faculty
- Zero account balance

PUPIL PERSONNEL SERVICES CREDENTIAL SCHOOL COUNSELING (PPSC)
(780-700-758)
(20 courses, 88.5 quarter units)

This credential authorizes the holder to serve as an educational counselor in a school setting at any grade level K-12. This credential is valid for a maximum of five years, student should see “Admissions to Credential Programs” for specific admission information.

Students who have completed an appropriate master’s degree in counseling or psychology from National University or another regionally-accredited institution can work toward a Pupil Personnel Services Credential with a School Counseling Specialization (PPSC) (i.e. without receiving another master’s degree). To meet state-required competencies for the credential, students must complete either the entire Master of Science in Educational Counseling or the prerequisites and requirements for the MS in Educational Counseling not already met in previous graduate coursework.

Students must maintain a 3.0 GPA. Grades of “D” and “F” are not accepted. Course equivalence cannot be granted for life experience. Students who received a grade less than B- in CED 610, CED 611, CED 603 and CED 601 must repeat the course. Any grades of “C” in two or more classes must be repeated. Students who are absent for a period of 12 months or more must re-enroll and re-matriculate under a new catalog. GPA of lower than 3.0 may be evaluated by the faculty and may be required to repeat the course at their own expense before being allowed to continue in the program.

Admission Requirements

Students seeking a Pupil Personnel Services Credential in School Counseling (PPSC) must:

- Possess an appropriate master’s degree in Educational Counseling, Psychology, or Social Work if entering the credential ONLY program. All students need to have previous coursework evaluated by the PPS lead faculty advisor.
- Attend CED 604, Orientation and Field Experience in School Counseling. Students may take prerequisites only while taking CED 604.
- Students will receive a credential packet, and complete a “candidate statement” that is reviewed and signed by the faculty advisor for admission into the program.
- Students must return their credential packet to the credential advisor by the end of the course otherwise students will receive an “I” for CED 604.

Program Advisement

All PPSC students will be assigned a faculty advisor. All students are expected to meet with their assigned faculty advisor upon admission to the program and throughout the program as needed.

Program Prerequisites
(3 course, 13.5 quarter units)

It is strongly recommended, but not required, that applicants have one year of related professional experience working with school-age children, preferably in a school or other institutional setting.

Program Prerequisite
(3 courses, 13.5 quarter units)

Before being admitted to this program, students must complete the following coursework (or equivalent):

MTH 210 Introduction to Probability and Statistics
PSY 301 Child and Adolescent Development
PSY 100 Introduction to Psychology/Counseling

Students will meet with a faculty advisor for evaluation of prior coursework to meet program prerequisites. Only CED 604 and prerequisites can be taken prior to admission.

Required Coursework
(13 courses, 58.5 quarter units)

CED 604 Orientation and Field Experience in School Counseling
TED 611 Educational Psychology
CED 600 Advanced Child and Adolescent Development
CED 602 Contemporary Issues in School Counseling
CED 606 Development and Evaluation of School Counseling Programs and Services
Advancement to Candidacy
CED 610 Advanced Counseling Theories and Techniques
(Prerequisite: CED 600)
CED 611 Group Counseling
(Prerequisite: CED 610)
CED 603 Multicultural Counseling
(Prerequisite: CED 610)
CED 601 Consultation in the Schools
CED 612 Career and Academic Counseling
CED 613 Psycho-Educational Assessment
CED 614 Legal and Ethical Practices for School Counselors
Counseling

CED 618 School Counseling Internship Part III (200 hours)
CED 617 School Counseling Internship Part II (200 hours)

Includes two levels

Supervisor. The internship consists of the following:
Each 200 hours of internship, and submit logs to the University weekly with the Site Supervisor for supervision, keep weekly logs of

In order to receive a PPSC credential, students must complete

Exit Requirements

In order to receive a PPSC credential, students must complete courses within seven years and do the following:

Schedule and attend exit appointment with credential advisor to receive final clearance and credential documents
Have a zero account balance

CREDENTIAL SCHOOL PSYCHOLOGY (PPSP)
(780-000-760)
(24 courses, 97.5 quarter units)

This credential authorizes the holder to serve as a school psychologist in a school setting at any grade level K-12. This credential is valid for a maximum of five years. Students should see "Admissions to Credential Programs" for specific admission information.

Students who have completed an appropriate master’s degree in counseling, social work or psychology from this or another regionally-accredited institution can work toward a Pupil Personnel Services Credential with a School Psychology Specialization (i.e. without receiving another master’s degree). To meet state-required competencies for the credential, students must complete either the entire Master of Science in School Psychology or the prerequisites and requirements for the MS in School Psychology not already met in graduate coursework.

Students must maintain a 3.0 GPA. Students who receive a grade of a “C” in two or more courses will be evaluated by the faculty and will be required to repeat the coursework at their own expense before being allowed to continue in the program. A grade less than B- is not accepted in CED 600, PED 665, PED 680 and PED 667

Admission Requirements

Students seeking a Pupil Personnel Services Credential in School Psychology (PPSP) must:

Possess an appropriate master’s degree in Educational Counseling or Psychology if entering the credential ONLY program.
Attend PED 604, Orientation and Field Experience in School Psychology. Students may take prerequisites only while taking PED 604.
Students will receive a credential packet, and complete a “candidate statement” that is reviewed and signed by the faculty advisor for admission into the program.
Students must return their credential packet to the credential advisor by the end of the course otherwise students will receive an “I” for PED 604.

Program Advisement

All PPSP students will be assigned a faculty advisor. All students are expected to meet with their assigned faculty advisor upon admission into the program and throughout the program, before starting their internship and after completion of coursework and internship hours.

Program Prerequisites

(4 courses, 18 quarter units)

It is strongly recommended that applicants have one year of related professional experience working with school-age children, preferably in a school or other institutional setting. Before being admitted to this program, students must complete the following coursework (or equivalent).
School of Education

MTH 210  Introduction to Probability and Statistics
PSY 301  Child Development
PSY 430  Abnormal Psychology/Psychopathology
EXC 625  Exceptional Children in the Classroom

Students will meet with a faculty advisor for evaluation of prior coursework to meet program prerequisites. Only PED 604 and prerequisites can be taken concurrently prior to admission.

Required Coursework
(19 courses, 82.5 quarter units)

PED 604  Orientation and Field Experience in School Psychology
(1.5 quarter units)
CED 600  Advanced Child/Adolescent Development
PED 680  Roles, Issues and Ethics in School Psychology
PED 665  Tests and Measurements
PED 667  Graduate Seminar in Child/Adolescent Psychopathology

Advancement to Candidacy
CED 610  Advanced Counseling Theories and Techniques
(Prerequisite: CED 600)
PED 666  Graduate Seminar in Human Neuropsychology
CED 601  Consultation in the Schools
PED 683  Program Evaluation
PSY 652  Psychopharmacology
PED 670  Graduate Seminar in Social Psychology
PED 671  Assessment of Cognitive Abilities
(Prerequisites: PED 665, PED 680)
PED 672  Advanced Psycho-educational Assessment
(Prerequisite: PED 671)
PED 673  Emotional/Behavior Assessment of Children and Adolescents
(Prerequisite: PED 672)
PED 674  Preschool/Low Incidence Assessment
(Prerequisite: PED 673)
PED 675  Introduction to Applied Behavior Analysis
(Prerequisite: all assessment courses)
PED 677  Graduate Seminar in Curriculum Assessment and Interventions
PED 678  Practicum in School Psychology (can be taken concurrently with PED 675)

Students are required to complete 450 hours of practicum prior to starting their internship. Students must complete the practicum experience under the supervision of a credentialed (two years) school psychologist. National University school psychology students will complete school based practicum experiences in each of the following courses: CED 600, CED 610, CED 601, PED 671, PED 672, PED 674, PED 675 and complete the remaining hours during PED 678.

In PED 678 (Practicum in School Psychology) students will culminate their practicum hours and experiences through self-analysis, feedback, group activities and video critiques. Student performance will be evaluated by program faculty and a school site psychologist through completion of course requirements.

Internship Prerequisites

Before beginning internship, students must:
• Internship is then scheduled by Placement Specialist
• Pass CBEST

Students should refer to the current PPS Graduate Handbook for School Psychology for specific information about the practicum and internship requirements.

Internship
(5 courses, 21 quarter units)
(Must be completed in residence/1200 hours)

Each 4.5 units of internship 300 direct service hours. A minimum of 1200 clock hours is required. The student will draft a plan with the Site Supervisor and University Supervisor, meet weekly with Site Supervisor for supervision, keep weekly logs of each 300 hours of internship, submit logs to University Supervisor. The internship consists of the following:

• No more than two sites at one time with no more than two Site Supervisors at one time
• Includes two levels (Elementary and Secondary)

PED 685  Best Practices Seminar in School Psychology
(Taken concurrently with internship) (3 quarter units)
PED 687  School Psychology Internship Part I (300 hours)
PED 688  School Psychology Internship Part II (300 hours)
PED 689  School Psychology Internship Part III (300 hours)
PED 690  School Psychology Internship Part IV (300 hours)

Exit Requirements

In order to receive a PPSP credential, students must complete courses within seven years and do the following requirements:

• Successful completion of coursework, portfolio, practicum, internship and the exit process.
• Schedule and pass an exit interview with faculty advisor and University Supervisor
• Pass ETS National Praxis examination-School Psychology
  (passage score is 590)
• Complete online Program Evaluation Form-School Psychology
• Submit written evaluations of performance in Internship experiences by Site Supervisor to University Supervisor
• Schedule and attend exit appointment with credential advisor to receive final clearance and credential documents
• Schedule and attend exit appointment with credential advisor to receive final clearance and credential documents
• Have a zero account balance

Credential Application Information

Candidates are supposed to complete their internship within 18 months. Upon successful completion of the coursework and internship, students must meet with a credential advisor to complete and submit the Commission on Teacher Credentialing application form for the PPSP School Psychology credential.

PRELIMINARY LEVEL I EDUCATION SPECIALIST CREDENTIALS:
Mild/Moderate Disabilities or Moderate/Severe Disabilities with CLAD Certificate or concurrent Multiple or Single subject credential

In California, Preliminary Level I Education Specialist Credentials in Mild/Moderate Disabilities and Moderate/Severe Disabilities authorize the provision of services to individuals in grades K through 12, including adults. The Mild/Moderate Disabilities
credential authorizes the teaching of individuals with specific learning disabilities, mental retardation, other health impairments and emotional disturbance. The Moderate/Severe Disabilities credential authorizes the teaching of individuals with autism, mental retardation, deaf-blindness, emotional disturbance and multiple disabilities.

For students enrolled in the Level I Education Specialist credential with a CLAD certificate, please note that classes have been approved as a set by the CCTC. No coursework is accepted in transfer from another university for this program and no substitutions are allowed.

Although many of the courses in this credential program are offered online, certain testing courses and internship in the Advanced Specialization program must be taken on-site.

Admission Requirements

Before being accepted to the credential program, students must possess a bachelor’s degree from a regionally-accredited college or university and be enrolled in the University. Students with a non-U.S. degree must receive an evaluation from a CCTC-approved international evaluation agency prior to admission and starting the first course. Students are admitted to the credential program when they attend the credential orientation meeting (EXC 602A) and return the completed credential packet. (See Admission to Credential Programs in the previous section.)

National University recognizes its responsibility to exercise judgment in recommending persons for California teaching credentials. Students must submit a completed credentials packet and be interviewed by a credential advisor and a School of Education faculty member. The credentials packet is available from a credential advisor at the credential orientation (EXC 602A) meeting and must be completed and submitted before the end of course EXC 602A, within the first 30 days of enrollment. Course equivalence is not granted for life experience.

Recommendation for Preliminary Level I Education Specialist Credential

In order to be recommended for a California Preliminary Level I Education Specialist credential in Mild/Moderate or Moderate/Severe Disabilities, students must show:

- Successful completion of the admission process
- Successful completion of the field experience activities, including Student Teaching
- Successful completion of the program within seven years
- Proof of passing with a grade of “C” or better coursework or an examination on the U.S. Constitution
- Official transcripts of all colleges/universities attended on file at National University
- Proof of passing CBEST. Highly recommended taking before admission to program.
- Proof of meeting the appropriate subject matter competence
- Completion of 31 quarter units in residence
- Valid CPR certification for Infant, Child and Adult
- Maintenance of a GPA of 3.0 in credential program coursework; “D” and “F” grades are not accepted.
- Receipt of a Certificate of Clearance before student teaching
- Successful completion of the generic core and advanced specialization requirements
- Proof of passing the Reading Instruction Competence Assessment (RICA) (Required for initial Multiple Subject, and Education Specialist teacher candidates.)
- Verification of passing scores (BCLAD only) on the oral and written language proficiency examinations.

Scheduling

All generic courses are scheduled by an advisor. A member of the credential department will schedule the advanced specialization courses and student teaching when students complete generic core exam and submit a completed credential packet during EXC 602A.

Admission to Field Experiences

Before beginning any part of the Student Teaching, students must:

- Return the completed credentials packet within 30 days of admission and orientation
- Provide proof of passing the CBEST*
- Demonstrate subject-matter competency*
- Provide proof of possession of a Certificate of Clearance
- Provide verification of a negative tuberculin examination within four years of student teaching
- Interview with a School of Education faculty member
- Complete all other coursework in the Education Specialist program
- Complete the prerequisite coursework with a 3.0 GPA. “D” and “F” grades are not accepted.

* Highly recommended prior to admission and at the first available test date after enrollment. Must be passed prior to advanced specialization classes.

See a credential advisor for specific information regarding any of these requirements.

Field Experience Requirements

Note: Detailed requirements for field experiences are listed in the Student Teaching Handbook and in the Credential Packet.

Before beginning field experience (student teaching), students must complete all prerequisite courses with a 3.0 GPA. Grades of “D” and “F” are not accepted.

Students should see a credential advisor for specific information regarding any of these requirements.

■ PRELIMINARY LEVEL I EDUCATION SPECIALIST CREDENTIAL:
Mild/Moderate Disabilities with CLAD Certificate

(780-356)

(22 courses, 84 quarter units)

Program Prerequisites

These courses are required prior to student teaching.

(2 courses, 9 quarter units)

HED 602 Health Education Across the Curriculum

EDT 608 Computer-Based Technology in the Classroom

Core Requirements

(10 courses, 42 quarter units)

Field experience courses must be taken at the beginning of the program and may be taken concurrently with other courses.

EXC 602A Field Experience: Special Education

(3 quarter units)

EXC 602B Field Experience: Inclusive Settings

(3 quarter units)

EXC 604 Exceptionality and Diversity in the Classroom

TED 615 Foundations of Education

TED 611 Educational Psychology

EXC 620 Positive Behavior Support

EXC 630 Assessment and Instructional Planning for Special Needs Students

(Meets one night per week over two months)

TED 621A Language Development Methods for the Elementary School

(Prerequisite: TED 615)
School of Education

TED 623  Language Development Methods for Secondary and Middle Schools
       (Prerequisite: TED 615)
TED 621B  Reading and Language Arts for the Elementary School
          (Prerequisites: TED 615 and TED 621A)
EXC 650  Consultation and Collaboration for Special Education

Generic Core Exam
Note: The subject matter examination and CBEST must be taken and passed before the candidate can register for the Advanced Specialization courses.

Advanced Specialization Requirements
(10 courses, 33 quarter units)

EXC 644  Reading and Language Arts Methods for Special Education (one night per week over two months)
EXC 644A  Field Study: Reading and Language Arts Methods for Special Education
          (1.5 quarter units)
EXC 660  Instruction of Learners with Mild/Moderate Disabilities
EXC 660A  Field Study: Instruction of Learners with Mild/Moderate Disabilities
          (1.5 quarter units)
EXC 615  Technology for Persons with Disabilities
EXC 615A  Field Study: Technology for Persons with Disabilities
          (1.5 quarter units)
and
EXC 603A  Student Teaching Seminar
          (Note: Must be taken concurrently with Student Teaching) (1.5 quarter units)
EXC 685A  Student Teaching: Mild/Moderate Disabilities - I
EXC 685B  Student Teaching: Mild/Moderate Disabilities - II

Exit Portfolio
Exit Exam  Apply for Mild/Moderate Level Credential
          Must obtain Clearance to take CLAD 627 to apply for
          CLAD Certificate.
CLD 627  Methods for Cross-Cultural Instruction
          (taken after completion of student teaching)
Apply for CLAD Certificate.
CLAD certificate classes have been approved as a set by the CCTC. No coursework is accepted in transfer from another university for this program and no substitutions are allowed. Students must hold a valid credential to be granted a certificate.

The following must be in student’s file prior to filing for a credential:

• Proof of passing the U.S. Constitution exam or transcript verifying completed U.S. Constitution coursework
• Certificate of Clearance
• Successful completion of the exit process, including passing the Exit Exam.
• Passing grade on the CBEST.
• Verification of subject matter competency.
• Proof of passing the Reading Instruction Competence Assessment (RICA).
• Zero account balance prior to student teaching and completion.
• Completion of a minimum of 31 quarter units in residence.
• Completion of credential program within seven years.
• Grades “D” and “F” are not accepted.
• Attend exit appointment with credential advisor to receive final clearance and credential documents

■ PRELIMINARY LEVEL I EDUCATION SPECIALIST CREDENTIAL:
Moderate/Severe Disabilities with CLAD Certificate
(780-357)
(22 courses, 84 quarter units)

Program Prerequisites
These courses are required prior to student teaching.
(2 courses, 9 quarter units)

HED 602  Health Education Across the Curriculum
EDT 608  Computer-Based Technology in the Classroom

Core Requirements
(10 courses, 42 quarter units)

Field experience courses must be taken at the beginning of the program and may be taken concurrently with other courses.

EXC 602A  Field Experience: Special Education (3 quarter units)
EXC 602B  Field Experience: Inclusive Settings (3 quarter units)
EXC 604  Exceptionality and Diversity in the Classroom
TED 615  Foundations of Education
TED 611  Educational Psychology
EXC 620  Positive Behavior Support
EXC 630  Assessment and Instructional Planning for Special Needs Students (One night per week over two months)
TED 621A  Language Development Methods for the Elementary School
          (Prerequisite: TED 615)
or
TED 623  Language Development Methods for Secondary and Middle Schools
TED 621B  Reading and Language Arts Methods for the Elementary School
          (Prerequisites: TED 615 and TED 621A)
EXC 650  Consultation and Collaboration for Special Education
Generic Core Exam
Note: The subject matter examination and CBEST must be taken and passed before the candidate can register for the Advanced Specialization courses.

Advanced Specialization Requirements
(10 courses, 33 quarter units)

EXC 644  Reading and Language Arts Methods for Special Education (one night per week over two months)
EXC 644A  Field Study: Reading and Language Arts Methods for Special Education
          (1.5 quarter units)
EXC 665  Instruction of Learners with Moderate/Severe Disabilities
EXC 665A  Field Study: Instruction of Learners with Moderate/Severe Disabilities
          (1.5 quarter units)
EXC 615  Technology for Persons with Disabilities
EXC 615A  Field Study: Technology for Persons with Disabilities
          (1.5 quarter units)
and
EXC 603A  Student Teaching Seminar
          (Must be taken concurrently with Student Teaching) (1.5 quarter units)
EXC 690A  Student Teaching: Moderate/Severe Disabilities - I
EXC 690B  Student Teaching: Moderate/Severe Disabilities - II
Exit Exam  Apply for Moderate/Severe Level Credential
          Must obtain Clearance to take CLD 627 to apply for
          CLAD Certificate.
CLD 627  Methods for Cross-Cultural Instruction
          (taken after completion of student teaching)
Apply for CLAD Certificate

The following must be in student’s file prior to filing for a credential:

• Proof of passing the U.S. Constitution exam or transcript verifying completed U.S. Constitution coursework
• Certificate of Clearance
• Successful completion of the exit process, including passing the Exit Exam.
• Passing grade on the CBEST.
• Verification of subject matter competency.
• Proof of passing the Reading Instruction Competence Assessment (RICA).
• Zero account balance prior to student teaching and completion.
• Completion of a minimum of 31 quarter units in residence.
• Completion of credential program within seven years.
• Grades “D” and “F” are not accepted.
• Attend exit appointment with credential advisor to receive final clearance and credential documents
PRELIMINARY LEVEL I EDUCATION

SPECIALIST:
Mild/Moderate Disabilities with Multiple or Single Subject Credential Concurrent with BCLAD option
(26 courses, 100.5 quarter units TED)
(780-356) (-362 Single) (-363 Multiple)
(27 courses, 105 quarter units BCLAD)
(780-356) (-364 B Single) (-365 B Multiple)

Program Prerequisites
These courses are required prior to student teaching.
(2 courses, 9 quarter units)
HED 602 Health Education Across the Curriculum
EDT 608 Computer-Based Technology in the Classroom

BCLAD students must pass the oral language, grammar, reading and writing proficiency examinations prior to methods courses.

Core Requirements
(TED 10 courses, 42 quarter units)
(BCLAD 11 courses, 46.5 quarter units)

Field experience courses must be taken at the beginning of the program and may be taken concurrently with other courses.

EXC 602A Field Experience: Special Education (3 quarter units)
EXC 602B Field Experience: Inclusive Settings (3 quarter units)
EXC 604 Exceptionality and Diversity in the Classroom
BTE 612 History and Culture of Latinos in the United States
(BCLAD only, taught in language of emphasis)
TED 615 Foundations of Education
TED 611 Educational Psychology
EXC 620 Positive Behavior Support
EXC 630 Assessment and Instructional Planning for Special Needs Students
TED 621A Language Development Methods for the Elementary School
(Prerequisite: TED 615)
TED 623 Language Development Methods for Secondary and Middle Schools
(Prerequisite: TED 615)
TED or BTE 621B Reading and Language Arts Methods for the Elementary School
(Prerequisites: TED 615 and TED 621A)
EXC 650 Consultation and Collaboration for Special Education

Generic Core Exam

Multiple Subject
(2 courses, 9 quarter units)
TED 622A Curriculum and Instruction I: History, Social Science, P.E., Visual and Performing Arts
(Prerequisites: TED 615 and TED 621A)
TED 622B Curriculum and Instruction II: Math and Science
(Prerequisites: TED 615 and TED 621A)
BTE 622A Curriculum and Instruction I: History, Social Science, P.E., Visual and Performing Arts (taught in language of emphasis)
(Prerequisites: TED 615 and TED 621A)
BTE 622B Curriculum and Instruction II: Math and Science (taught in language of emphasis)
(Prerequisites: TED 615 and TED 621A)

Single Subject
(2 courses, 9 quarter units)
TED 625A Curriculum and Development for Secondary and Middle Schools
(Prerequisites: TED 615 and TED 623)
TED 625B Instruction and Classroom Management for Secondary and Middle Schools
(Prerequisites: TED 615, TED 623 and TED 625A)
BTE 625A Curriculum and Development for Secondary and Middle Schools (taught in language of emphasis)
(Prerequisites: TED 615 and TED 623)
BTE 625B Instruction and Classroom Management for Secondary and Middle Schools (taught in language of emphasis)
(Prerequisites: TED 615, TED 623 and BCLAD 625A)

Note: Proof of subject matter competence and CBEST are required before the candidate can register for the Advanced Specialization courses.

Advanced Specialization Requirements
(12 courses, 40.5 quarter units)

EXC 644 Reading and Language Arts Methods for Special Education (one night per week over two months)
EXC 644A Field Study: Reading and Language Arts Methods for Special Education (1.5 quarter units)
EXC 660 Instruction of Learners with Mild/Moderate Disabilities
EXC 660A Field Study: Instruction of Learners with Mild/Moderate Disabilities (1.5 quarter units)
EXC 615 Technology for Persons with Disabilities
EXC 615A Field Study: Technology for Persons with Disabilities (1.5 quarter units)
TED 629 Student Teaching Seminar (3 quarter units)
TED or BTE 630A Beginning Student Teaching
TED or BTE 630B Student Teaching (General Education)
EXC 685A Student Teaching: Mild/Moderate Disabilities - I
and
EXC 603A Student Teaching Seminar (Must be taken concurrently with student teaching)(1.5 quarter units)
EXC 685B Student Teaching: Mild/Moderate Disabilities - II
Exit Portfolio - Multiple or Single Subject Credential, Special Education

Exit Exam - Mild/Moderate Level I Credential

The following must be in student’s file prior to filing for a credential:

• Proof of a bachelor’s degree from a regionally accredited IHE with a GPA of 2.5.
• Copy of evaluation (if a non-U.S. degree) by a CCTC-approved international evaluation agency.
• Proof of passing the U.S. Constitution exam or transcript verifying completed U.S. Constitution coursework
• Certificate of Clearance
• Successful completion of the exit process, including passing the Exit Exam.
• Passing grade on the CBEST.
• Verification of subject matter competency.
• Proof of passing the Reading Instruction Competence Assessment (RICA).
• Zero account balance prior to student teaching and completion.
• Completion of a minimum of 31 quarter units in residence.
• Completion of credential program within seven years.
• Grades “D” and “F” are not accepted.
• Attend exit appointment with credential advisor to receive final clearance and credential documents

School of Education

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PRELIMINARY LEVEL I EDUCATION
SPECIALIST:
Moderate/Severe Disabilities with Multiple or Single Subject Concurrent Credential with BCLAD option
(26 courses, 100.5 quarter units TED)
(27 courses, 105 quarter units BCLAD)
Program Prerequisites
These courses are required prior to student teaching.
(2 courses, 9 quarter units)
HED 602 Health Education Across the Curriculum
EDT 608 Computer-Based Technology in the Classroom
BCLAD students must pass the oral language, grammar, reading and writing proficiency examinations prior to methods courses.
Core Requirements
(TED 10 courses, 42 quarter units)
(BCLAD 11 courses, 46.5 quarter units)
Field experience courses must be taken at the beginning of the program and may be taken concurrently with other courses.
EXC 602A Field Experience: Special Education (3 quarter units)
EXC 602B Field Experience: Inclusive Settings (3 quarter units)
EXC 604 Exceptionality and Diversity in the Classroom
BTE 612 History and Culture of Latinos in the United States (BCLAD only) (taught in language of emphasis)
TED 615 Foundations of Education
TED 611 Educational Psychology
EXC 620 Positive Behavior Support
EXC 630 Assessment and Instructional Planning for Special Needs Students
TED 621A Language Development Methods for the Elementary School
(Prerequisite: TED 615)
or
TED 623 Language Development Methods for Secondary and Middle Schools
(Prerequisite: TED 615)
TED or BTE 621B Reading and Language Arts Methods for the Elementary School
(Prerequisites: TED 615 and TED 621A)
EXC 650 Consultation and Collaboration for Special Education
Generic Core Exam
Multiple Subject
(2 courses, 9 quarter units)
TED 622A Curriculum and Instruction I: History, Social Science, P.E., Visual and Performing Arts
(Prerequisites: TED 615 and TED 621A)
and
TED 622B Curriculum and Instruction II: Math and Science
(Prerequisites: TED 615 and TED 621A)
or
BTE 622A Curriculum and Instruction I: History, Social Science, P.E., Visual and Performing Arts (taught in language of emphasis)
(Prerequisites: TED 615 and TED 621A)
and
BTE 622B Curriculum and Instruction II: Mathematics and Science (taught in language of emphasis)
(Prerequisites: TED 615 and TED 621A)
Single Subject
(2 courses, 9 quarter units)
TED 625A Curriculum and Development for Secondary and Middle Schools
(Prerequisites: TED 615 and TED 623)
and
TED 625B Instruction and Classroom Management for Secondary and Middle Schools
(Prerequisites: TED 615, TED 623 and TED 625A)
or
BTE 625A Curriculum and Development for Secondary and Middle Schools (taught in language of emphasis)
(Prerequisites: TED 615 and TED 623)
and
BTE 625B Instruction and Classroom Management for Secondary and Middle Schools (taught in language of emphasis)
(Prerequisites: TED 615, TED 623 and BCLAD 625A)
Note: Proof of subject matter competence and CBEST are required before the candidate can register for the Advanced Specialization courses.
Advanced Specialization Requirements
(12 courses, 40.5 quarter units)
EXC 644 Reading and Language Arts Methods for Special Education (one night per week over two months)
EXC 644A Field Study: Reading and Language Arts Methods for Special Education
(1.5 quarter units)
EXC 665 Instruction of Learners with Moderate/Severe Disabilities
EXC 665A Field Study: Instruction of Learners with Moderate/Severe Disabilities
(1.5 quarter units)
EXC 615 Technology for Persons with Disabilities
EXC 615A Field Study: Technology for Persons with Disabilities
(1.5 quarter units)
TED 629 Student Teaching Seminar
(3 quarter units)
TED or BTE 630A Beginning Student Teaching
and
EXC 603A Student Teaching Seminar
(1.5 quarter units)
TED or BTE 630B Student Teaching (General Education)
EXC 690A Student Teaching: Moderate/Severe Disabilities - I
EXC 690B Student Teaching: Moderate/Severe Disabilities - II
Exit Portfolio - Multiple or Single Subject Credential
Exit Exam - Moderate/Severe Level I Credential
The following must be in student’s file prior to filing for a credential:
• Proof of passing the U.S. Constitution exam or transcript verifying completed U.S. Constitution coursework
• Certificate of Clearance
• Successful completion of the exit process, including passing the Exit Exam.
• Passing grade on the CBEST.
• Verification of subject matter competency.
• Proof of passing the Reading Instruction Competence Assessment (RICA).
• Zero account balance prior to student teaching and completion.
• Completion of a minimum of 31.5 quarter units in residence.
• Completion of credential program within seven years.
• Grades “D” and “F” are not accepted.
• Attend exit appointment with credential advisor to receive final clearance and credential documents

SPECIAL EDUCATION INTERNSHIPS
(721)
A limited number of special education internships are available through partnerships with public school districts and approved non-public agencies. The internship program is intense and students must
be selected to participate. Contact your regional special education lead faculty for inquiries about available internships.

Special Education Internship

Qualifications for applicants for admission to an Internship:
• Proof of subject matter competence.
• Proof of passing with a grade “C” or better coursework or an examination covering the U.S. Constitution.
• Provide proof of possession of a CCTC document verifying fingerprint clearance.
• Offer of employment as a full time teacher.
• Passage of the CBEST

Prior to assuming intern responsibilities, intern candidates must complete pre-service coursework. Interns complete the same coursework required of non-interns but the sequence is re-ordered to assist the intern in his/her teaching role.

Candidates for this program must meet with a credential advisor to apply for the Intern Credential.

■ PRELIMINARY LEVEL I EDUCATION SPECIALIST CREDENTIAL:
Mild/Moderate or Moderate/Severe Disabilities with CLAD Certificate
(21 courses, 78 quarter units)

Pre-service Coursework
(3 courses, 10.5 quarter units)

EXC 602A Field Experience: Special Education
(3 quarter units)
EXC 602B Field Experience: Inclusive Settings
(3 quarter units)
EXC 604 Exceptionality and Diversity in the Classroom

Internship Coursework Generic Core
(10 courses, 43.5 quarter units)

HED 602 Health Education Across the Curriculum
EDT 608 Computer-Based Technology in the Classroom
EXC 655I Professional Induction Seminar for Internship Program
(3 quarter units)
TED 611 Educational Psychology
EXC 620 Positive Behavior Support
EXC 630 Assessment and Instructional Planning for Special Needs Students
TED 621A Language Development Methods for the Elementary School
(Prerequisite: TED 615)

or
TED 623 Language Development Methods for Secondary and Middle Schools
(Prerequisite: TED 615)
TED 621B Reading and Language Arts Methods for the Elementary School
EXC 650 Consultation and Collaboration for Special Education

*At this point the generic core exam must be successfully completed for advancement in the program.

Advanced Specialization Requirements
(7 courses, 19.5 quarter units)

EXC 644 Reading and Language Arts Methods for Special Education (one night per week over two months)
EXC 644A Field Study-Reading and Language Arts Methods for Special Education (1.5 quarter units)
EXC 660 Instruction of Learners with Mild/Moderate Disabilities
EXC 660A Field Study: Instruction of Learns with Mild/Moderate Disabilities (1.5 quarter units)
or
EXC 665 Instruction of Learners with Moderate/Severe Disabilities
EXC 665A Field Study: Instruction of Learners with Moderate/Severe Disabilities
EXC 615 Technology for Persons with Disabilities
EXC 615A Field Study: Technology for Persons with Disabilities
(1.5 quarter units)
EXC 603A Student Teaching Seminar
(Note: Concurrent with Student Teaching)

*At this point students must successfully complete the exit exam, the intern teaching experience and the RICA exam. Then an application can be filed for the Preliminary Education Specialist Credential.

Post-Internship Coursework
(1 course, 4.5 quarter units)

CLD 627 Methods for Cross-Cultural Instruction

*At this point the application for the CLAD Certificate may be filed. TOTAL OF 78 QUARTER UNITS FOR COMPLETION.

The following must be in student’s file prior to filing for a credential:
• Successful completion of the exit process, including passing the Exit Exam.
• Proof of passing the Reading Instruction Competence Assessment (RICA).
• Zero account balance
• Completion of a minimum of 31 quarter units in residence.
• Completion of credential program within seven years.
• Grades “D” and “F” are not accepted.
• Attend exit appointment with credential advisor to receive final clearance and credential documents

■ PRELIMINARY LEVEL I EDUCATION SPECIALIST CREDENTIAL
Mild/Moderate or Moderate/Severe Disabilities with concurrent Multiple or Single Subject Credential with BCLAD option
(TED 25 courses, 94.5 quarter units)
(BCLAD 26 courses, 99 quarter units)

BCLAD students must pass the oral language, grammar, reading and writing proficiency examinations prior to methods courses.

Pre-service Coursework
(3 courses, 10.5 quarter units)

EXC 602A Field Experience: Special Education
(3 quarter units)
EXC 602B Field Experience: Inclusive Settings
(3 quarter units)
EXC 604 Exceptionality and Diversity in the Classroom

Core Requirements
(11 courses, 48 quarter units)

TED 621B Reading and Language Arts Methods for the Elementary School
(Prerequisites: TED 615 and TED 621A)
HED 602 Health Education Across the Curriculum
EXC 655I Professional Induction Seminar
(3 quarter units)
EDT 608 Computer-Based Technology in the Classroom
TED 611 Educational Psychology
EXC 620 Positive Behavior Support
The following must be in student’s file prior to filing for a credential:

- Specialist Credential.
- Multiple or single subject credential and the Preliminary Education single subject exit portfolio. An application can be filed for the
- *At this point the student must successfully pass the multiple or

TED or BTE 622B Curriculum and Instruction II: Mathematics and Science (MS)  
(Prerequisites: TED 615 and TED 621A)

or

TED or BTE 625A Curriculum and Development for Secondary and Middle Schools (SS)  
(Prerequisites: TED 615 and TED 623)

TED or BTE 622A Curriculum and Instruction I: History, Social Science, PE, Visual and Performing Arts (MS)  
(Prerequisites: TED 615 and TED 621A)

or

TED or BTE 625B Instruction and Classroom Management for Secondary and Middle Schools (SS)  
(Prerequisites: TED 615, TED 623 and TED 625A)

EXC 650 Consultation and Collaboration for Special Education  
*At this point the generic core exam must be successfully completed for advancement in the program.

Advanced Specialization Requirements  
(7 courses, 19.5 quarter units)

EXC 644 Reading and Language Arts Methods for Special Education (one night per week over two months)

EXC 644A Field Study-Reading and Language Arts Methods for Special Education (1.5 quarter units)

EXC 660 Instruction of Learners with Mild/Moderate Disabilities

EXC 660A Field Study: Instruction of Learners with Mild/Moderate Disabilities (1.5 quarter units)

or

EXC 665 Instruction of Learners with Moderate/Severe Disabilities

EXC 665A Field Study: Instruction of Learners with Moderate/Severe Disabilities

EXC 615 Technology for Persons with Disabilities

EXC 615A Field Study: Technology for Persons with Disabilities (1.5 quarter units)

EXC 603A Student Teaching Seminar  
*At this point students must successfully complete the special education exit exam. The special education intern teaching experience and the RICA exam.

Post-Internship Coursework  
(TED 4 courses, 16.5 quarter units)  
(BCLAD 5 courses, 21 quarter units)

BTE 612 History and Culture of Latinos in the United States  
(BCLAD students only)

TED 615 Educational Foundations

TED 629 Student Teaching Seminar

TED or BTE 630A Beginning Student Teaching

TED or BTE 630B Student Teaching (General Education)

*At this point the student must successfully pass the multiple or single subject exit portfolio. An application can be filed for the multiple or single subject credential and the Preliminary Education Specialist Credential.

The following must be in student’s file prior to filing for a credential:

- Successful completion of the exit process, including passing the Exit Exam.
- Proof of passing the Reading Instruction Competence Assessment (RICA).
- Zero account balance
- Completion of a minimum of 31 quarter units in residence.
- Completion of credential program within seven years.
- Grades “D” and “F” are not accepted.
- Attend exit appointment with credential advisor to receive final clearance and credential documents.

PROFESSIONAL LEVEL II EDUCATION SPECIALIST CREDENTIALS

In California’s credential structure, Professional Level II preparation is intended to enable new teachers to apply their Preliminary Level I preparation to the demands of professional positions while also fostering advanced skills and knowledge. The emphasis of the professional preparation program is to move special educators beyond the functional aspects of teaching to more advanced knowledge and reflective thinking about their roles in providing effective instruction and an environment for student success.

Admission Requirements

All applicants for admission must provide National University with the following documents:

- Formal application to the University
- Valid Preliminary Level I Education Specialist Credential
- CTC form CL777.1 from the applicant’s employer verifying that the applicant is employed in a full-time special education position
- Verification from the applicant’s employer that the current position has a probable duration of two years
- Verification that the student has maintained a minimum of a 2.5 grade point average on a 4.0 scale for graduate work
- All students must complete a credentials packet and be interviewed by a credential advisor within the first 30 days of enrollment.
- All students must enroll in electronic portfolio.

Recommendation for Professional Level II Education Specialist Credentials

In order to be recommended for a California Professional Level II Education Specialist Credential in Mild/Moderate or Moderate/Severe Disabilities, student must show:

- A minimum of two years of successful, full-time teaching experience in the public schools or private schools of equivalent status, as verified by the applicant’s employer
- Successful completion of the program (coursework and approved non-University activities) for the Professional Level II credential within five years. Students must maintain a 3.0 grade point average
- Successful completion of the exit process with assigned University supervisor, including examination of electronic portfolio and passing grade on exit exam.
- Submission of any required applications and fees.
- Completion of any needed credential clearing courses. All Professional Level II Education Specialist credential candidates are required to have successfully completed coursework in Level I Educational Technology and Health Education, including valid CPR Certification for Infant, Child and Adult. Candidates will be matriculated for these courses. If these classes have been completed in a Level I program or at another university, the student should meet with an Admissions or Credential Advisor to submit an online equivalency request.

Scheduling

All courses are scheduled by an advisor. EXC 656 can be waived only with the approval of a full-time faculty member. EXC 655A must be the first course taken in the program without exception.
PROFESSIONAL LEVEL II EDUCATION

SPECIALIST:
Mild/Moderate Disabilities
(780-358)
(5 courses, 18 quarter units)

EXC 655A  Professional Induction Seminar (3 quarter units)
EXC 656  Best Practices for Special Needs Students
(Students may substitute approved non-University activities for this class. Only full-time faculty members may approve course equivalence.)
EXC 657  Community Resources and Transition
EXC 658  Advanced Specialization in Mild/Moderate Disabilities
EXC 655B  Exit Seminar (Portfolio required)
(1.5 quarter units)

Exit Process - Exam
Apply for Mild/Moderate Level II Credential with Credential Advisor

PROFESSIONAL LEVEL II EDUCATION

SPECIALIST:
Moderate/Severe Disabilities
(780-359)
(5 courses, 18 quarter units)

EXC 655A  Professional Induction Seminar Plan (3 quarter units)
EXC 656  Best Practices for Special Needs Students
(Students may substitute approved non-University activities for this class. Only full-time faculty members may approve course equivalence.)
EXC 657  Community Resources and Transition
EXC 659  Advanced Specialization in Moderate/Severe Disabilities
EXC 655B  Exit Seminar (Portfolio required)
(1.5 quarter units)

Exit Process - Exam
Apply for Moderate/Severe Level II Credential with Credential Advisor

Certificate Programs
(770)

Early Childhood Special Education Certificate
(770-000-788)

This certificate is designed for individuals who have completed Level II coursework in special education and hold a Professional Specialist Credential, Mild/Moderate or Moderate/Severe disabilities. Completion of the certificate extends teaching authorization from birth through 22. Although designed for those with credentials in Mild/Moderate or Moderate/Severe disabilities, it can also be added to credentials in Deaf and Hard-of-Hearing, Physical and Health Impairments, and Visual Impairments for professional growth. In addition, person with Learning, Handicapped or Severely Handicapped credentials may add this certificate.

Professionals in other fields, such as social work, nursing, and child development can also complete the coursework for professional growth units or an NU certificate.

Prerequisites
Completion of Level II coursework in either Mild/Moderate, Moderate/Severe Education Specialist credential, Learning, Handicapped or Severely Handicapped credentials and experience in early childhood development with a concentration in infants, toddlers, and preschoolers. Professionals in other fields should schedule an appointment with lead regional faculty in special education for admission.

Program Requirements
(6 courses, 27 quarter units)

EXC 603  Typical and Atypical Development in Young Children
EXC 605  Assessment in Young Children
EXC 606  Family Systems & Partnership
EXC 607  IFSP Process: Collaboration & Consultation
EXC 608  Interventions for Young Children with Disabilities
EXC 609  Field Experience

Additional Requirements for the Certificate and Application Information

After completing their coursework successfully, students must meet with a credential advisor to complete and submit to the Commission on Teacher Credentialing application form for the certificate. The University issues an official C-19 letter of completion.

CLAD Certificate
(767) (768)
(770-000-767 or 768)

Previously credentialed teachers who want to become authorized to teach English Language Development and Specially-Designed Academic Instruction delivered in English can earn a CLAD certificate by meeting the state of California requirements. CLAD certificate classes have been approved as a set by the CCTC. No coursework is accepted in transfer from another university for this program and no substitutions are allowed. Students must hold a valid credential to be granted a certificate.

Requirements for the Certificate
(4 courses, 18 quarter units)

To receive a CLAD certificate, students must complete at least 18 quarter units at National University. They must also:
• Possess an appropriate prerequisite credential
• Complete the four courses listed below

Required Courses
(4 courses, 18 quarter units)

To receive a CLAD certificate, students must complete all coursework within seven years with a 3.0 GPA. Grades of “D” and “F” are not accepted.

TED 615  Foundations of Education
TED 605  The Diverse Classroom
TED 621A  Language Development Methods for the Elementary School
(Prerequisite: TED 615)
or
TED 623  Language Development Methods for Secondary and Middle Schools
(Prerequisite: TED 615)
CLD 627  Methods for Cross-Cultural Instruction *
(Prerequisites: TED 615; TED 621A or TED 623)
* Applicable only for CLAD certificate.

Additional Requirements for the Certificate and Application Information

After completing their coursework successfully, students must meet with a credential advisor to complete and submit the Commission on Teacher Credentialing application form for the multiple/single subject certificate. The University issues an official C-19 letter of completion from San Diego.

In order to avoid matriculation or scheduling errors, students must meet with a credential advisor within 30 days of enrollment.
Educational Technology Certificate

(778)
(770-000-778)
(5 courses, 22.5 quarter units)

These courses can be applied to the MS in Educational Technology and include credential clearing courses (EDT 608 and 655).

EDT 608 Computer-Based Technology in the Classroom
EDT 610 Teaching Online
EDT 655 Issues and Trends in Educational Technology
EDT 660 Multimedia and Interactive Technologies
EDT 612 Creating Meaningful Learning with Technology

CA Reading Certificate

(770-740)
(770-000-740)

The CA Reading Certificate authorizes the holder to assess student reading and provide reading instruction in response to those assessments. Reading Certificate holders are also authorized to develop, implement, and adapt the reading content curriculum and assist classroom teachers in these areas. Holders of the Certificate may perform the above services at one or more school sites at the grade levels authorized by their prerequisite teaching credential.

Requirements for the Certificate

- Hold a bachelor’s or master’s degree from a regionally accredited college or university with an overall grade point average of 2.5 or better was achieved, or where a grade point average of 2.75 or higher was achieved in the last 90-quarter units.
- Possession of a valid teaching credential.
- Meet with Admission Advisor to enroll in the CA Reading Certificate Program.
- Meet with Credential Advisor to obtain verification forms
- Complete the required coursework at National University.

Required Courses

(4 courses, 18 quarter units)

MAT 645 Developing Fluency in Reading
MAT 646 Comprehension Strategies and Procedures
MAT 647A Language Arts Assessment and Instruction I
MAT 647B Field Study: Language Arts Assessment and Instruction II (Candidates must maintain a 3.0 GPA. “D” and “F” grades are not accepted.)

Additional Requirements for the Certificate

- After completing the required coursework successfully, candidates apply for the certificate through a Credential Advisor.
- Candidates must have all necessary verification forms completed and pay the current CCTC fee with a non-expiring money order.
- Provide verification of three years successful, full-time teaching experience in any grade or subject, preschool through adults. A letter or other appropriate documentation by the candidate’s employer may provide verification. (Acceptable experience does NOT include student teaching internship teaching, or teaching while holding an emergency credential permit.) This experience may also be gained outside of California.
- Also provide a copy of a teaching credential valid for a minimum of 12 months and have a non-delinquent student account balance.
- A letter of completion is issued from San Diego following receipt of all documents in San Diego.

Certificate in Behavioral Analysis

(891)
(770-000-891)
(5 courses, 22.5 quarter units)

The five course sequence in applied behavior analysis is designed to prepare students for the national certification examination sponsored by the Behavior Analyst Certification Board. Applicants for the Certification as a Behavior Analyst will have to meet additional requirements to qualify. All five ABA courses must be taken from National University in order to earn this Certificate.

Note: Upon successful completion of National University’s five course sequence, the student will receive a Certificate of Completion from National University. This is NOT professional certification by the Behavior Analyst Certification Board, Inc. (BACB) and does NOT entitle the student to claim that they are certified behavior analysts or Board Certified Behavior Analysts. Students must take the national certification exam and apply for the professional certificate.

Students who are pursuing a Master’s degree or a PPS credential in Educational Counseling or School Psychology may qualify for the Certificate in Behavioral Analysis provided that the student requests the certificate prior to the completion of their degree program. This coursework and the accompanying credits may be transferred to appropriate degree programs if all other requirements for admission to a degree program are met.

Students who already possess a master’s degree may also take the listed coursework to obtain the Certificate in Behavioral Analysis. This certificate provides students with an overview of some of the most important concepts in behavioral analysis.

Before taking any of the courses for the Certificate in Behavioral Analysis students are strongly advised to contact a full time faculty person.

Certificate Requirements

(5 courses, 22.5 quarter units)

PED 668A Behavioral Research: Design and Analysis
PED 668B Basic Behavioral Analytic Principles
(Prerequisite: PED 668A)
PED 669A Advanced Applied Behavior Analysis: Application of Behavioral Principles in Classroom Settings
(Prerequisite: PED 668A, PED 668B)
PED 669B Advanced Applied Behavior Analysis: Application of Behavioral Principles in the Technology of Teaching
(Prerequisites: PED 668A, PED 668B, PED 669A)
PED 673 Emotional/Behavioral Assessment for Children and Adolescents

National Board Certified Teacher Leadership Certificate

(770-897)

The five course sequence is designed to meet the needs of two groups of teachers:

- For those who want to improve their teaching and prepare themselves to achieve National Board Certification sometime during their career
- For those who are active NBCT candidates and want to earn graduate level credit as they develop the required portfolio in response to submission deadlines

Required Courses

(4 courses, 18 quarter units)

NBC 680 Measuring and Informing Quality Teaching, Learning, and Leadership
NBC 681 Membership in Learning Communities
NBC 682 Evidence of Student Learning — Based on Videotapes
NBC 683 Evidence of Student Learning — Student Work Samples
School of Engineering and Technology

Dean, Howard E. Evans
Ph.D., Chemical Engineering Science
California Institute of Technology

172 Degrees Offered
172 Faculty
173 Undergraduate Degree Programs
179 Graduate Degree Programs
189 Certificate Programs
Degrees Offered

Undergraduate Degrees

Bachelor of Science with Majors in:
- Computer Science
- Construction Engineering*
- Construction Management
- Design Engineering
- Information Systems with Concentrations in:
  - Database Administration
  - Electronic Business
  - Telecommunications

Electrical Engineering

Master of Science with Areas of Specialization in:
- Computer Science
- Industrial Engineering*
- Project Management*
- Supply Chain Management & eLogistics*
- Homeland Security and Safety Engineering*
- Information Systems

Graduate Degrees

Master of Science with Fields of Study in:
- Computer Science
- Engineering Management with Areas of Specialization in:
  - Enterprise Architecture
  - Industrial Engineering*
  - Project Management*
  - Safety and Security Engineering*
- Supply Chain Management & eLogistics*
- Environmental Engineering
- Homeland Security and Safety Engineering*
- Information Systems
- Software Engineering
- Technology Management*
- Wireless Communications

Certificate Programs

- Industrial Engineering*
- Information Technology Management*
- Project Management*
- Security and Safety Engineering*
- Supply Chain Management and eLogistics

Minors

- Computer Science
- Information Technology Management
- Technology

* denotes program also offered or partially offered online.

Note: Not all online programs or courses are offered in entirety via Internet.
Note: Not all courses or programs listed in this catalog are available at every learning facility.
Various undergraduate minors are available in some degree programs.

FOR FURTHER INFORMATION

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E-mail soet@nu.edu fax 8489

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UNDERGRADUATE DEGREE PROGRAMS

BACHELOR OF SCIENCE (B.S.)

General Education Program Requirements

The general education program consists of a minimum of 70.5 quarter units. Of the 70.5 units, students must complete at least 4.5 units at the upper-division level and 4.5 units in diversity enriched course work. A plus [+] indicates a diversity enriched offering. All undergraduate students working toward any associate or bachelor’s degree must meet the University diversity requirement.

National University has general education requirements in the following seven areas:

AREA A: ENGLISH COMMUNICATION (minimum 15 quarter units)

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (minimum 4.5 quarter units)

AREA C: INFORMATION LITERACY (minimum 4.5 quarter units)

AREA D: ARTS AND HUMANITIES (minimum 13.5 quarter units)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES (minimum 13.5 quarter units)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES (minimum 6 quarter units required [Note: one science lab is required])

AREA G: MODERN LANGUAGE (minimum 9 quarter units)

(Students may satisfy this area by passing a competency test in any second language. They also may satisfy this requirement with 9 quarter units of computer languages, such as C, C++, Java, and Visual Basic. Students who satisfy competency by examination must still meet the overall general education unit requirement. Students enrolled in a degree program under the School of Engineering and Technology can elect to take general education electives to fulfill this requirement.)

AREA A-G: GENERAL EDUCATION (minimum 4.5 quarter units)

Courses taken to achieve minimum levels of collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.

Major in Computer Science

(620-201)

Faculty Advisor: Alireza Farahani • (858) 642-8408 • afarahan@nu.edu

The Computer Science Major prepares students for a career in software development. A rigorous academic foundation is complemented by realistic programming assignments. Emphasis is placed on developing both the technical and design skills necessary to begin and enhance an individual’s career.

Learning Outcomes

- Students demonstrate both knowledge and practice of state-of-the-art principles of software development as demonstrated by their proficiency with an object oriented language such as C++.
- Students are able to use and understand the principles and methodology underlying the various tools such as operating systems, databases.
- Students understand and properly apply principles of architecture and hardware functionality of the computer systems with particular emphasis on networking.
- Students understand and use the data structure concepts, algorithmic analysis and implementation of advanced data structures.
- Students understand and properly apply client-server networking principles preferably in a web-based environment.
- Students understand and able to apply software process models, (such as Life Cycle model).
- Students understand ethical and social concerns in computing and demonstrate ethical decision making.

Requirements for the Major

To receive a Bachelor of Science in Computer Science, students must complete at least 180 quarter units. 76.5 quarter units must be completed at the upper-division level, and 45, including the senior project courses (CSC 425A, B, C), must be taken in residence at National University. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.

Preparation for the Major

(5 courses, 22.5 quarter units)

- CST 208B Calculus for Computer Science (Cross-listed with MTH 220) (Prerequisite: MTH 215)
- CST 206B Discrete Structures and Logic Design (Cross-listed with MTH 325) (Prerequisite: MTH 215)
- CST 341 Introduction to Computer Architecture (Prerequisite: CST 206B or permission of the instructor)
- CST 342 Computer Architecture (Prerequisite: CST 341)
- CST 242 Introduction to Programming Concepts and Methods

Requirements for the Major

(15 courses, 67.5 quarter units)

- CST 317 Programming in C++ (Prerequisite: CST 242)
- CST 330C Object Oriented Programming in C++ (Prerequisite: CST 317)
- CST 335 Data Structures and Algorithms (Prerequisite: CST 330C)
- CSC 422C Principles of Database Design
- CST 427 Programming in Java
- CIS 443 Local Area Network Technologies
- CST 430 Programming Languages (Prerequisite: CST 330C)
- CST 350 Computer Ethics
- CST 400 Operating System Theory and Design (Prerequisite: CST 330C)

Select any three from the following eight courses:

- CSC 421A Compiler Design (Prerequisite: CST 330C)
- CST 450 Artificial Intelligence
- CST 452 Human-Computer Interaction
School of Engineering and Technology

Major in Construction Engineering
(620-441)
Faculty Advisor: Dr. Thomas Gatton • (858) 642-8484 • tgatton@nu.edu

The Construction Engineering Program provides students with a well rounded education in construction, principles and practices in preparation for a career in the construction industry. Upon completion of this degree, students will be prepared for careers such as construction superintendent, field engineer, assistant project manager, project coordinator, facilities engineer, junior cost estimator, CAD drafter and quality and safety controller. Additionally, graduates of the Construction Engineering Program, with experience, interest and/or knowledge about specific construction trades, will be capable of performing in a large number of positions within those respective subcontracting firms.

Program Learning Outcomes
Students who have successfully completed this program will be able to:

• Effectively communicate through written, verbal and graphical media.
• Demonstrate knowledge of engineering science and mathematics and its application in problem solving.
• Understand the structural applications and analysis of construction systems and materials.
• Recognize ethical issues and apply professional standards in decision-making.
• Utilize appropriate computer tools to analyze and solve engineering problems.
• Apply modern methods for surveying and metrics.
• Exhibit a fundamental understanding of building mechanical and electrical systems.
• Demonstrate cost estimating and scheduling techniques.
• Integrate and apply field inspection techniques to meet safety standards.
• Understand and apply the principles of project management and control.
• Work effectively in a team environment.

Requirements for the Degree
To receive a Bachelor of Science in Construction Engineering, students must complete at least 180 quarter units, 76.5 of which must be taken in residence, including the research project classes. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.

Prerequisites for the Major
(8 courses, 30 quarter units)
- SCI 101 General Chemistry
- SCI 101A General Chemistry Laboratory (1.5 quarter units)
- MTH 210 Introduction to Probability and Statistics
- SCI 104 General Physics
- SCI 104A General Physics Laboratory (1.5 quarter units)
- CST 208B Calculus for Computer Science
- EGR 301 Engineering Mathematics (Prerequisite: CST 208B)
- EGR 304 Statics and Strength of Materials (Prerequisite: EGR 301)

Requirements for the Major
(13 courses, 58.5 quarter units)
- EGR 307 Introduction to Software, Engineering and Ethics
- EGR 310 Engineering Economics (Prerequisite: MTH 210)
- EGR 313 Electrical Circuits and Systems (Prerequisites: SCI 104 and SCI 104A)
- EGR 316 Legal Aspects of Engineering
- EGR 319 Introduction to Engineering Graphics and Auto CAD (Prerequisite: EGR 301)
- CEN 320 Surveying, Metrics and GIS (Prerequisite: EGR 319)
- CEN 323 Structural Analysis (Prerequisites: EGR 301 and EGR 304)
- CEN 410 Construction Materials and Methods (Prerequisite: EGR 304)
- CEN 413 Plans and Specifications (Prerequisite: EGR 319)
- CEN 416 Mechanical and Electrical Systems (Prerequisite: EGR 313)
- CEN 419 Estimating, Scheduling and Control (Prerequisites: CEN 410, CEN 416 and CEN 413)
- CEN 422 Field Inspection and Safety (Prerequisite: CEN 419)
- EGR 440 Project Management Fundamentals (Prerequisite: MTH 210)

Engineering Senior Project
(2 courses, 9 quarter units)
- EGR 486A Engineering Senior Project I (Prerequisite: Completion of 12 BSCE or 14 BSDE core courses)
- EGR 486B Engineering Senior Project II (Prerequisite: EGR 486A)

Major in Construction Management (BSCM)
(620-446)
Faculty Advisor: Thomas M. Gatton • (858) 642-8484 • tmgatton@nu.edu

Description of Program and Potential Career Paths
This program fills a pressing need in the construction industry for individuals to conduct and manage activities within the construction industry. It has been developed with significant industry guidance and assistance. The industry experts are aware that there has been substantial growth in this industry, causing a shortage of individuals with the proper training due to a lack of alignment of academic programs and industry needs.

The purpose of the Construction Management Program is to provide students with a well rounded general education in written and
School of Engineering and Technology

verbal communication, mathematics, business, law, humanities, fine arts, and social, behavioral and natural sciences in preparation for a concentration in coursework that will prepare them for a career at management, administrative and ownership positions in the construction industry. This degree program will prepare the student for careers such as construction executive, project manager, assistant project manager, project engineer/coordinator, field engineer, planning/scheduling engineer, cost engineer, cost estimator, quality and safety controller, construction superintendent, CAD drafter, and facilities engineer. Additionally, graduates of the Construction Management Program, with experience, interest and/or knowledge about specific construction trades, will be capable of performing in a large number of management and administrative positions within those respective subcontracting companies. These companies include trades such as carpentry, excavation, concrete work, plumbing, structural steel, cabinetry, roofing, insulation, drywall, electrical, HVAC, and landscaping.

Program Learning Outcomes

The program specific outcomes for the Bachelor of Science in Construction Management are based on industry standards and related degree programs. Upon completion of this program graduates will be able to:

• Effectively communicate through written, verbal and graphical media.
• Demonstrate knowledge of engineering science and mathematics and its application in problem solving.
• Understand the structural applications and analysis of construction systems and materials.
• Recognize ethical issues and apply professional standards in decision-making.
• Utilize appropriate computer tools to analyze and solve engineering problems.
• Apply modern methods for surveying and metrics.
• Exhibit a fundamental understanding of building mechanical and electrical systems.
• Demonstrate cost estimating and scheduling techniques.
• Integrate and apply field inspection techniques to meet safety standards.
• Understand and apply the principles of project management and control.
• Apply construction accounting principles and analyze financial reports.
• Understand the legal aspects of construction contracting.
• Assess conflict and identify resolution strategies.
• Work effectively in a team environment.

Application Requirements

To be considered for admission, applicants must meet the University undergraduate admission requirements listed in the general information for undergraduate degrees.

Students are expected to possess or have access to a computer and Internet connection including an email account outside of National University for course projects and assignments.

Degree Requirements

To receive a Bachelor of Science in Construction Management, students must complete at least 183 units as articulated below, 76.5 of which must be completed at the upper-division level and 45 of which must be completed in residence at National University. The following courses are specific degree requirements. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree. Refer to the section on undergraduate admission requirements for specific information regarding application and matriculation.

Preparation for the Major
(11 courses; 46.5 quarter units)

COM 200 Effective Communication*
MTH 210 Introduction to Probability and Statistics*
MTH 215 College Algebra and Trigonometry*
ILR 260 Information Literacy and Report Writing*
ECO 204 Principles of Microeconomics*
ECO 203 Principles of Macroeconomics*
PSY 100 Introduction to Psychology*
SCI 104/104A General Physics & Lab*
ACC 201 Financial Accounting Fundamentals*
CIS 425 Programming for Information Technology Environment*
*May be used to satisfy a general education requirement

Required Courses
(24 courses; 108 quarter units)

COM 422 Technical Writing and Presentation
HUB 401 Conflict Resolution
MGT 409C Principles of Management and Organization
EGR 301 Engineering Mathematics
EGR 304 Statics and Strength of Materials
EGR 307 Introduction to Software, Engineering, and Ethics
EGR 310 Engineering Economics
EGR 313 Electrical Circuits and Systems
EGR 316 Legal Aspects of Engineering
EGR 319 Introduction to Engineering Graphics and AutoCAD
DEN 408 Computer Aided Engineering (AutoCAD II)
CEN 320 Surveying, Metrics, and GS
CEN 323 Structural Analysis
CEN 410 Construction Materials and Methods
CEN 413 Plans and Specifications
CEN 416 Mechanical and Electrical Systems
CEN 419 Estimating, Scheduling, and Control
CEN 420 Estimating, Scheduling, and Control II
CEN 421 Construction Accounting and Financial Management
CEN 422 Field Inspection and Safety
EGR 440 Project Management Fundamentals
CEN 425 Overall Construction Process

Students must complete at least 16 of the 22 required program courses before enrollment in the project courses.

EGR 486A Engineering Senior Project I
EGR 486B Engineering Senior Project II

◆ Major in Design Engineering
(620–442)
Faculty Advisor: Thomas M. Gatton • (858) 642-8484 • tgatton@nu.edu

The Bachelor of Science in Design Engineering is designed to provide students with the theoretical foundations, hands-on experience and teaming skills required for effective conceptual, logistical and developmental approach leading to interdisciplinary design of the complex engineering devices, product life cycles and engineering systems through integration of the state-of-the-art computer-aided tools, concurrent engineering standards and simulation modeling techniques.

Upon completion of this degree, students will be prepared to hold positions such as System Design Engineer, Design Supervisor for Engineering Projects, and Product Design Engineer. Program blends together professional components from the traditional engineering curricula with the practical aspects of programming applications, engineering project management standards, and simulation modeling techniques; it also combines knowledge and practices needed for professionals working on the engineering projects that require innovative and interdisciplinary background, skills and experience.
Program Learning Outcomes

After completion of this program, graduates will be able to:
1. Combine knowledge and practices needed for working on engineering projects that require innovative and interdisciplinary background, skills and experience.
2. Utilize product design optimization concepts in different engineering applications.
3. Integrate software and hardware components by applying the state-of-the-art computer-aided engineering tools and engineering graphics techniques and methodologies.
4. Understand practical aspects of programming applications for solving diversified engineering problems.
5. Apply contemporary simulation and modeling techniques for enhancement of engineering design.
6. Integrate engineering project management standards for efficient and competitive design of engineering products and processes.
7. Understand major concepts of design and analysis of engineering experiments.
8. Study and implement the concept of reliability engineering.
9. Analyze human factors, ergonomics and safety issues as part of the requirements for design of engineering systems, products and services.

Requirements for the Degree

To receive a Bachelor Science in Design Engineering, students must complete at least 180 quarter units, 76.5 of which must be completed at the upper-division level and 45 of which must be taken in residence, including the research project classes. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.

Prerequisites for the Major

(8 courses, 30 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 101</td>
<td>General Chemistry</td>
<td></td>
</tr>
<tr>
<td>SCI 101A</td>
<td>General Chemistry Laboratory</td>
<td></td>
</tr>
<tr>
<td>MTH 210</td>
<td>Introduction to Probability and Statistics</td>
<td></td>
</tr>
<tr>
<td>SCI 104</td>
<td>General Physics</td>
<td></td>
</tr>
<tr>
<td>SCI 104A</td>
<td>General Physics Laboratory</td>
<td></td>
</tr>
<tr>
<td>CST 208B</td>
<td>Calculus for Computer Science</td>
<td></td>
</tr>
<tr>
<td>EGR 301</td>
<td>Engineering Mathematics</td>
<td>Prerequisite: CST 208B</td>
</tr>
<tr>
<td>EGR 304</td>
<td>Statics and Strength of Materials</td>
<td>Prerequisite: EGR 301</td>
</tr>
</tbody>
</table>

Requirements for the Major

(16 courses, 72 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 307</td>
<td>Introduction to Software, Engineering and Ethics</td>
<td></td>
</tr>
<tr>
<td>EGR 310</td>
<td>Engineering Economics</td>
<td>Prerequisite: MTH 210</td>
</tr>
<tr>
<td>EGR 313</td>
<td>Electrical Circuits and Systems</td>
<td>Prerequisites: SCI 104 and SCI 104A</td>
</tr>
<tr>
<td>EGR 316</td>
<td>Legal Aspects of Engineering</td>
<td></td>
</tr>
<tr>
<td>EGR 319</td>
<td>Introduction to Engineering Graphics and Auto CAD</td>
<td>Prerequisite: EGR 301</td>
</tr>
<tr>
<td>DEN 408</td>
<td>Computer Aided Engineering I: Simulation Modeling and Analysis</td>
<td>Prerequisite: EGR 319</td>
</tr>
<tr>
<td>DEN 411</td>
<td>Computer Aided Engineering II: ProEngineer Modeling Software</td>
<td>Prerequisite: EGR 319</td>
</tr>
<tr>
<td>DEN 414</td>
<td>Computer Aided Engineering III: LabVIEW Graphical Programming</td>
<td>Prerequisite: EGR 319</td>
</tr>
<tr>
<td>DEN 417</td>
<td>Computer Aided Engineering IV: Graphics and GUI with MATLAB</td>
<td>Prerequisite: EGR 319</td>
</tr>
<tr>
<td>DEN 420</td>
<td>Computer Aided Engineering V: SolidWorks 3D Mechanical Design Tools</td>
<td>Prerequisite: EGR 319</td>
</tr>
<tr>
<td>DEN 423</td>
<td>Human Factors in Engineering and Design</td>
<td></td>
</tr>
<tr>
<td>DEN 426</td>
<td>Reliability Engineering</td>
<td></td>
</tr>
<tr>
<td>DEN 429</td>
<td>Product Design Optimization</td>
<td>Prerequisite: EGR 301</td>
</tr>
<tr>
<td>DEN 432</td>
<td>Concurrent Design of Products, Manufacturing Processes and Systems</td>
<td>Prerequisite: DEN 408</td>
</tr>
<tr>
<td>DEN 435</td>
<td>Design and Analysis of Experiments</td>
<td></td>
</tr>
<tr>
<td>EGR 440</td>
<td>Project Management Fundamentals</td>
<td>Prerequisite: MTH 210</td>
</tr>
</tbody>
</table>

Engineering Senior Project

(2 courses, 9 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 486A</td>
<td>Engineering Senior Project I</td>
<td>Prerequisite: Completion of 12 BSCE or 14 BSDE core courses</td>
</tr>
<tr>
<td>EGR 486B</td>
<td>Engineering Senior Project II</td>
<td>Prerequisite: EGR 486A</td>
</tr>
</tbody>
</table>

◆ Major in Information Systems

(620-416)
Faculty Advisor: Ronald Norman • (858) 642-8481 • rnorman@nu.edu

The School of Engineering and Technology offers an IS program that links business and technology. There is great demand in the corporate world for people who can integrate all elements of the enterprise into a comprehensive network of responsive, proactive information delivery systems. The BS in Information Systems (ISIS) requires coursework in: Telecommunications, Electronic Commerce and Database Administration.

Requirements for the Degree

To receive a Bachelor of Science with a Major in Information Systems, students must complete at least 180 quarter units, 76.5 of which must be completed at the upper-division level and 45, including the senior project courses, must be taken in residence at National University. Note: The BSIS program is offered in a 16 course template. It is highly recommended to meet with your faculty advisor for more information regarding this string of course work to ensure maximum success.

Preparation for the Major

Students should be computer literate and have a basic understanding of computer usage.

Requirements for the Major

(8 courses, 36 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 301</td>
<td>Management Information Systems</td>
<td></td>
</tr>
<tr>
<td>CIS 443</td>
<td>Local Area Network Technologies</td>
<td></td>
</tr>
<tr>
<td>CIS 446</td>
<td>Data Modeling in an Information Technology Environment</td>
<td></td>
</tr>
<tr>
<td>CIS 425</td>
<td>Programming for an Information Technology Environment</td>
<td></td>
</tr>
<tr>
<td>CIS 302</td>
<td>Data Mining</td>
<td>Prerequisite: CIS 446</td>
</tr>
<tr>
<td>MGT 409C</td>
<td>Principles of Management and Organization</td>
<td></td>
</tr>
</tbody>
</table>
School of Engineering and Technology

Major in Information Technology Management and Support.

Development, Administration and Support, (3) Network Administration, (2) Database Management Systems (DBMS) positions in the areas of (1) Information Desktop Management and concepts and practical technology skills. Graduates are prepared with understanding of basic Information Technology Management general management. This program is designed to provide students customer services and support, information and library science and technology expertise in consulting, marketing and sales support, Management Program is designed to meet the increasing demand for Technology or the School of Business and Management.

Faculty Advisor: John Bugado • (858) 642-8407 • jbugado@nu.edu

CIS 420A  Information Systems and Technology Project I  
(Prerequisite: All preparation and core courses)
CIS 420B  Information Systems and Technology Project II  
(Prerequisite: CIS 420A)

Upper-Division Electives
(8 courses, 36 quarter units)

Select four (4) courses from the following list. Additionally, select four (4) more courses from this same list (recommended) or other approved upper-division courses from the School of Engineering and Technology or the School of Business and Management.

CIS 444  Wide Area Networking Concepts and Services  
(Prerequisite: CIS 443)
CIS 404  Remote Access and Wireless Networking  
(Prerequisite: CIS 444)
CIS 407  Web Development – Static  
(Prerequisite: CIS 425)
CIS 408  Web Development – Dynamic  
(Prerequisite: CIS 407)
CIS 414  Data Warehousing  
(Prerequisite: CIS 446)
CIS 415  SQL for Database Developers  
(Prerequisite: CIS 446)
CIS 416  Database Administration  
(Prerequisite: CIS 415)
CIS 418  Database Network Administration  
(Prerequisites: CIS 416)

Major in Information Technology Management
(620-408)
Faculty Advisor: John Bugado • (858) 642-8407 • jbugado@nu.edu

The Bachelor of Science with a Major in Information Technology Management Program is designed to meet the increasing demand for technology expertise in consulting, marketing and sales support, customer services and support, information and library science and general management. This program is designed to provide students with understanding of basic Information Technology Management concepts and practical technology skills. Graduates are prepared for positions in the areas of (1) Information Desktop Management and Administration, (2) Database Management Systems (DBMS) Development, Administration and Support, (3) Network Management and Support.

Program Learning Outcomes

• Students will be able to demonstrate both understanding and implementation of the latest computing technologies in a business environment.
• Students will be able to plan and design corporate IT Systems infrastructure and network topology.
• Students will be able to identify and improve strategic corporate information management processes.
• Students will be able to plan and analyze the distributed enterprise systems supporting data, voice, video and fax communications.
• Students will be able to understand the concepts of data modeling and apply them in organizing and designing relational databases.
• Students will be able to analyze the cost / benefits impact of business decision to deploy the recommended Information Technology.
• Students will be able to use the application tools commonly found in business communications processes.

Degree Requirements

To receive a Bachelor of Science with a Major in Information Technology Management, students must complete at least 180 quarter units, 76.5 of which must be completed at the upper-division level and 45 of which must be taken in residence, including the research project classes (ITM 490 A/B). In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.

Preparation for the Major

Students should be computer literate and have a basic understanding of computer usage.

Requirements for the Major
(12 courses, 54 quarter units)

ITM 310  Introduction to Information Technology  
ITM 320  Information Technology Management  
(Prerequisite: ITM 310)
ITM 330  Desktop Applications and Information Processing  
ITM 340  Information Technology Desktop Support  
ITM 410  Computer Network Technologies Overview  
ITM 420  Data Communications, Internet and Local Area Networks  
ITM 430  Network Management and Security  
(Prerequisite: ITM 420)
ITM 440  Database Systems Concepts and Data Modeling  
ITM 450  Database Processing and Administration  
(Prerequisite: ITM 440)
CIS 404  Remote Access and Wireless Networking  
ITM 490A  Information Technology Project I  
ITM 490B  Information Technology Project II  
(Prerequisite: ITM 490A)

Upper-Division Electives
(4 courses, 18 quarter units)

Students can choose any upper-division degree related electives from SOET or SOBM.

Major in Software Engineering
(620-205)
Faculty Advisor: Alireza Farahani • (858) 642-8408 • afrahan@nu.edu

The Major in Software Engineering gives students the opportunity to develop basic skills in the Software Engineering Body of Knowledge (SWEBOK) defined by the Software Engineering Institute of Carnegie Melon University. Students receive core competency courses in the areas of software requirements, design, construction, project management and evolution. Foundation courses in computing fundamentals, human factors and application domains prepares the student for later courses providing skills in software ethics, processes, quality, modeling metrics, tools and development environments and documentation. The student is prepared for this major with a general education of courses in mathematics, natural sciences, social sciences and business studies.

Upon completion of this degree, students will be prepared to hold positions such as software engineer, computer programmer, software developer, internet programmer, database administrator and computer analyst. They will have the knowledge and skills to evaluate the competencies and performance of themselves and other team members and assume a leadership position in the software development organization.
Program Learning Outcomes

Students who have successfully completed this program will be able to:

- Effectively communicate through written, verbal and graphical communication.
- Describe basic computer hardware components and their functions.
- Understand the process of defining software requirements and incorporating these into an overall development strategy and plan, including effective human-computer interfacing.
- Demonstrate application of fundamental computer programming principles.
- Apply knowledge of architecture business cycles and management principles to software development processes.
- Make ethical decisions when dealing with computer software and new product development-related issues.
- Understand, contrast and apply various software development tools, processes and environments.
- Understand, create and analyze software architectures, their conversion to systems, and their reusability.
- Implement internet and other database systems, procedures and commands.
- Understand and implement the stages of the Software Development Life Cycle (SDLC) to develop prototype systems for iterative development.
- Understand the principles of software quality, and the methods and implementation of software testing.
- Work effectively in a team development process.

Degree Requirements

To receive a Bachelor of Science degree with a Major in Software Engineering, students must complete at least 180 quarter units as shown below, 45 of which must be completed in residence at National University, and 76.5 of which must be completed at the upper-division level. The following courses are specific Degree Requirements. In the absence of transfer credit, additional general electives may be necessary to satisfy the total units for the degree.

The following courses must be completed in the General Education Program Requirements

Preparation for the Major

(8 courses, 30 quarter units)

MTH 210 Introduction to Probability and Statistics
   (Prerequisite: Placement Evaluation)
SCI 101 General Chemistry
SCI 101A General Chemistry Lab
   (1.5 quarter units)
   (Prerequisite: SCI 101)
CST 208B Calculus for Computer Science
   (Prerequisite: MTH 215)
CST 206B Discrete Structures and Logic Design
   (Prerequisite: MTH 215)
CST 242 Introduction to Programming Concepts and Methods
SCI 104 General Physics
SCI 104A General Physics Lab
   (1.5 quarter units)
   (Prerequisite: SCI 104)

Upper-Division Requirements for the Major

(13 courses, 58.5 quarter units)

CST 317 Programming in C++
   (Prerequisite: CST 242)
CST 330C Object Oriented Programming in C++
   (Prerequisite: CST 317)
CSC 422C Principles of Database Design
CST 427 Programming in Java
SEN 420 Software Processes and Management
SEN 421 Introduction to the Unified Process and Modeling Language (UML)
   (Prerequisite: CST 242)
SEN 425 Software Architecture and Development
   (Prerequisite: CST 330C)
SEN 445 Database and Applications Development
   (Prerequisite: CST 422C)
SEN 450 Human-Computer Interface Engineering
   (Prerequisite: CST 427)
SEN 460 Software Quality and Testing
   (Prerequisite: CST 330C)
SEN 465 Introduction to UNIX/LINUX

Project

(2 courses, 9 quarter units)
SEN 486A Software Engineering Laboratory I
SEN 486B Software Engineering Laboratory II
   (Prerequisite: SEN 486A)

Upper-Division Electives

(1 course, 4.5 quarter units)

To fulfill unit requirements, students may select from the upper-division electives below:

Note: It is strongly recommended that students take CST 335 to fulfill the upper-division elective requirement.
CST 335 Data Structures and Algorithms
   (Prerequisite: CST 330C)
CST 342 Computer Architecture
   (Prerequisite: CST 341)
CST 430 Programming Languages
   (Prerequisite: CST 330C)
CST 400 Operating System Theory and Design
   (Prerequisite: CST 330C)
CSC 421A Compiler Design
   (Prerequisite: CST 335)
CST 450 Artificial Intelligence
CST 440 Advanced Programming in Java
   (Prerequisite: CST 427)

Minor in Computer Science

(46 courses, 27 quarter units)

Requirements for the Minor

(6 courses, 27 quarter units)

Students can complete a Minor in Computer Science to fulfill requirements for a bachelor’s degree with a major other than computer science. Prior to enrolling in the minor, students must complete the prerequisite courses listed below or waive them through challenge exams.

Program Prerequisites

(4 courses, 18 quarter units)

MTH 215 College Algebra and Trigonometry
   (Prerequisite: Placement Evaluation)
CST 208B Calculus for Computer Science
   (Cross-listed with MTH 220)
   (Prerequisite: MTH 215)
CST 206B Discrete Structures and Logic Design
   (Cross-listed with MTH 325)
   (Prerequisite: MTH 215)
CST 242 Introduction to Programming Concepts and Methods
Required Courses
(6 courses, 27 quarter units)

CST 317 Programming in C++
(Prerequisite: CST 242)
CST 330C Advanced Programming in C++
(Prerequisite: CST 317)
CST 335 Data Structures and Algorithms
(Prerequisite: CST 330C)
CST 341 Introduction to Computer Architecture
(Prerequisite: CST 206B or permission of the instructor)

In addition, students can take any two Computer Science courses provided that they have met the required prerequisites, except the project sequence CSC 425A/B/C.

● Minor in Information Technology Management
(462)
Requirements for the Minor
(6 courses, 27 quarter units)

A Minor in Information Technology Management is available to students in any bachelor’s degree program other than the BS with a Major in Information Technology Management. To fulfill the requirements for the minor, students can take any six courses listed as upper-division requirements for the major and beginning with ITM prefixes. See “Bachelor of Science with a Major in Information Technology Management.” Prerequisites may be required depending on courses chosen.

● Minor in Technology
(461)
Requirements for the Minor
(6 courses, 27 quarter units)

To constitute a Technology Minor, students must select any six upper-division courses from the following technology areas.

- Information Technology Management
- Information Systems

GRADUATE DEGREE PROGRAMS

MASTER OF SCIENCE IN COMPUTER SCIENCE
(720-6099)
Faculty Advisor: Pradip Peter Dey • (858) 642-8486 • pdey@nu.edu

The Master of Science in Computer Science (MSCS) program will provide students with the mathematical foundations and information processing skills required for solving real world problems.

National University’s MSCS program not only prepares students in the theoretical and practical aspects of solving complex computing problems but we also develop other essential communication skills. MSCS graduates are able to clearly discuss issues and answers with both technical and non-technical audiences. In addition to those communication skills, every part of our curriculum develops “people skills,” ethics and standards of professionalism.

The curriculum is built upon mathematical foundations, programming techniques and problem solving skills. The unique combination of these skills enables graduates of National’s MSCS program to be of immediate benefit in the computing industry. The rigorous mathematical foundations of the proposed MSCS program has 4 primary goals: (1) to provide a clear understanding of scope and limitations of computational models, (2) to facilitate acquisition of skills in subsequent courses of the program, (3) to facilitate logical discussion of concepts underlying problem solving skills, (4) to facilitate acquisition and employment of new skills required by the introduction of new technology. National University’s approach to teaching in the MSCS program allows our graduates to immediately become highly productive members of a real-world computing team.

Mathematical Foundations

The MSCS curriculum provides models of computation that remain appropriate over long periods of time. Our foundation courses equip students from a wide variety of backgrounds with the essential and necessary tools to be successful in the computing industry.

Skill Courses

The set of primary courses are designed for acquisition of marketable skills. These courses reflect the demands in the computer industry:

- Analysis, modeling, design, and development
- Computational tools and processes
- Operating Systems and Languages
- Data Base Systems
- Applications Systems and Graphical User Interfaces
- Artificial Intelligence
- Computational Problem Solving

Integration

The capstone project class is an integrating mechanism to provide realistic experience for the student. It is a two-month project solving a real problem for a real client against a time deadline using all available tools and resources as students work together in teams. This component addresses the need to integrate a broad range of technologies and skills. Students are given the opportunity to crystallize the ideas learned earlier and to implement comprehensive systems across an organization.

Career Tracks

With National’s MSCS program, faculty, students, and employers will be assured that our graduates are proficient in analytical and critical thinking skills, they have a sense of professionalism, and are instilled with a strong set of values essential for success in the computer science field. This program reflects current and future industry needs and graduates from the MSCS program are trained and prepared to assume a leadership role in the field.

Program Learning Outcomes

Upon completion of this program, students will be able to:

- Construct a computational model for a given problem that allows examination of consequences
- Prove that the model is correct
- Describe properties of computational models.
- Describe programming principles such as abstraction, encapsulation, localization.
- Analyze a computational problem and produce a requirements analysis specification of the problem
- Given a problem, develop a use-case analysis of the problem
- Apply computational principles such as abstraction, encapsulation, localization to real world problems
- Apply programming models such as Object Oriented Programming, Structured Programming to develop a programming solution
- Apply design tools for designing a computational system
- Apply CASE tools to develop a computational solution to a problem
- Develop a software system based on a given design and requirements
Admission Requirements

It is assumed that candidates seeking admission to the program possess a baccalaureate degree in Computer Science (CS) or a closely related area. Non-CS students should fulfill the program prerequisites either through additional equivalent coursework or waiver through a course challenge exam in order to satisfy the program prerequisites.

Degree Requirements
(20 courses, 90 quarter units)

Curriculum Requirements for MSCS Degree Program

The MSCS program requires the completion of 54 quarter units of graduate course work. Where appropriate, a maximum of 13.5-quarter units of graduate work completed at another accredited institution may be transferred to meet stated requirements in the program. The degree program consists of ten courses plus the two-part MSCS graduate project (two courses; 4.5 quarter units each) that cannot be taken until all other courses have been completed.

Program Prerequisites
(8 courses, 36 quarter units)

Students with non-computer baccalaureate degrees can qualify for admission to the program by choosing one or a combination of the following options:

Complete the following prerequisite courses:

MTH 215 College Algebra and Trigonometry (Prerequisite: Placement Evaluation)

CST 208B Calculus for Computer Science (Prerequisite: MTH 215)

CST 206B Discrete Structures and logic Design (Prerequisite: MTH 215)

CST 242 Introduction to Programming Concepts and Methods (Prerequisite: CST 242)

CST 317 Programming in C++ (Prerequisite: CST 317)

CST 330C Object Oriented Programming in C++ (Prerequisite: CST 330C)

CST 335 Data Structures and Algorithms (Prerequisite: CST 330C)

CSC 422C Principles of Data Base Design

or

Gain permission of the lead faculty of the MSCS program based on equivalent coursework supported by verifiable documented proof.

Core Requirements
(12 courses, 54 quarter units)

Students are encouraged to take the following 12 courses in the order of presentation.

CSC 610 Mathematical Foundations
SEN 620 Principles of Software Engineering
SEN 621 Software Tools and Processes
SEN 625 Basic Software Architecture
CSC 630 Operating Systems
CSC 640 Database Systems
CSC 650 Programming Languages (Prerequisite: CSC 610)
CSC 655 Compilers and Interpreters (Prerequisite: CSC 610)
CSC 660 Artificial Intelligence (Prerequisite: CSC 610)
CSC 670 User Interface Engineering (Prerequisites: CSC 630, SEN 620)

CSC 686 Computer Science Project I (Prerequisites: All core requirements)
CSC 687 Computer Science Project II (Prerequisite: CSC 686)

MASTER OF SCIENCE IN ENGINEERING MANAGEMENT
(720-810-893, 894, 895)
Faculty Advisor: Shekar Viswanathan • (858) 642-8416 • sviswanana@nu.edu

The Master of Science in Engineering Management program (M.S.) is designed to bring the benefits of modern technology and high quality graduate-level education to engineers/scientists/technologists interested in furthering their skills in engineering management with specialization in any of the following areas:

Project/Program Management, so as to become effective future project/program managers; Security and Safety Engineering in the effective direction of planning and implementation of security and safety; Industrial Engineering so as to develop their management skills in the operations environment; Enterprise Architecture so as to prepare technically qualified individuals for a responsible management role in the management of enterprise architecture; Supply Chain Management and eLogistics, so as to become experts in warehousing, transport, materials planning, inventory control, order cycle management, purchasing, and customer service and enterprise architecture to become experts in computer architecture security, and enterprise architecture specialist in managing the design and implementation of comprehensive enterprise architecture.

These M.S. programs offer practical business perspectives necessary for engineering management. Unlike traditional MBA programs, these programs emphasize required management skills that are specifically built on the students’ technical backgrounds and experience. The custom-designed mix of management concepts and technical expertise will help prepare professionals to direct major public and private organizations in the increasingly complicated managerial environment of today’s competitive global, technical environment. In this program, engineering management principles are broadly based and draw from many different disciplines such as: applied sciences, engineering, natural sciences, mathematics, economics, business and social sciences.

Relevance to the Real World

Engineering Management leadership has become a highly sought skill in today’s competitive global technological marketplace. It is now a well recognized profession in most industries. Within this curriculum are the following areas of specializations:

1. project/program management, safety/security engineering, industrial engineering, enterprise architecture, and supply chain management and eLogistics. These five curricula provide a broad perspective of engineering management careers that are of current interest and need.

Degree Requirements
(17 courses, 72 quarter units)

To receive a Master of Science in Engineering Management, students must complete 54 quarter units involving twelve courses. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree, and provided the units were not used in earning another advanced degree. Students should refer to the section in the graduate admission requirements for specific information regarding application and matriculation.

Since this program is defined for various areas of specialization, there are specific requirements for the type of courses to be taken as defined in this catalog.
Program Prerequisites
(5 courses, 18 quarter units)

Candidates for the program must possess a bachelor’s degree in engineering, engineering technology, or physical sciences or a closely related area from an accredited university. Interested students from other disciplines may be admitted to the program but may be required to complete additional courses. Non-degree students will not be allowed to enter this program. For those who have a general non-science and non-engineering degree, admission would be based on relevant experience and the appropriate program prerequisites:

MGT 409 C Principles of Management and Organization
MNS 205 Introduction to Quantitative Methods and Statistics
BUS 500C Macro and Microeconomics
SCI 101 General Chemistry
SCI 335 Environmental Science

These courses may be waived if their equivalents have been completed at the undergraduate level with a grade of “C” or better.

Core Requirements
(6 courses, 27 quarter units)

Students enrolled in this program are advised to take the courses in the order specified below.

ENM 600 Introduction to Engineering Management
ENM 601 Engineering Project Management
ENM 602 Management of Risk, Contracts, and Legal Issues
ENM 603 Managing Projects in Operations Management
(Prerequisite: ENM 600)

ENM 607A Engineering Management Capstone Course
(Prerequisite: ENM 600, ENM 601, ENM 602, ENM 603 and all pertinent Specialization courses)
ENM 607B Engineering Management Capstone Course
(Prerequisite: ENM 607A)

Program Electives
(2 courses, 9 quarter units)

Students must select two of the following 600 level courses.

ENM 604 Quality Management
ENM 605 Infrastructure Management
TMG 655 Management of R & D and Innovation Processes
QMT 601 Statistics and Business Research Methodology
IEM 605 Engineering Applications of Operations Research
(Prerequisite: QMT 601)

Requirements for the Areas of Specialization
(4 courses, 18 quarter units)

Students must select one of the following Areas of Specialization:

▲ Area of Specialization in Enterprise Architecture
(897)
(4 courses, 18 quarter units)

The specialization courses as listed below are offered in conjunction with the FEAC Institute at National University. Successful completion of all four courses in required as part of the Enterprise Architecture (EA) specialization in the Engineering Management Program.

Upon completion of the MS program, graduates from Enterprise Architecture will be able to:

1. Apply quantitative analytical skills and techniques to manage Projects.
2. Apply a multidisciplinary approach involving the integration of enterprise architecture, management, and quality, and DODAF Framework.
3. Integrate state-of-the-art technological advances to the practice of project management engineering, including the use of information technology, and supporting software applications.
4. Design and implement comprehensive architecture enterprise in accordance with DODAF architecture process.
5. Describe the Federal Enterprise Architecture Vision and Principles as per CIO Council’s “FEAF” V 1.1 and the GAO’s (Government Accounting Office) view of Enterprise Architecture, OMB’s (Office of Management and Budget).
7. Develop Strategic Planning relates to Enterprise Architecture.
8. Develop an integrated Infrastructure Architecture and relating it to the FEA PMO.
9. Assess the impact of Enterprise Architecture projects in the finance of corporations and businesses and develop appropriate action plans through project management engineering.
10. Integrate tools and techniques, resources, organizational systems, and decision making processes for the successful completion of Enterprise Architecture projects.

The courses include:

DODAF [DEPARTMENT OF DEFENSE ARCHITECTURE FRAMEWORK] CERTIFICATION PROGRAM COURSES

DAF 601 Architecture Framework Basics
DAF 602 Core and Supporting Products
DAF 603 Enterprise Architecture Planning
DAF 604 Advanced Architecture Modeling and Analysis

or

FEA(F) [FEDERAL ENTERPRISE ARCHITECTURE FRAMEWORK] CERTIFICATION PROGRAM COURSES

EEA 601 Enterprise Architecture Concepts and Theory
EEA 602 Enterprise Architecture Planning
EEA 603 Enterprise Architecture Implementation
EEA 604 Enterprise Architecture Integration

▲ Area of Specialization in Industrial Engineering
(895)
(4 courses, 18 quarter units)

More sophisticated and demanding consumers, along with an emerging global economy, are causing organizations of all types to improve quality and productivity. To meet those goals, more and more organizations require the problem-solving expertise of industrial engineers (IE’s). Industrial engineers design the systems that organizations use to produce goods and services. In addition to working in manufacturing industries, IE’s are vital links to quality and productivity in places such as medical centers, communication companies, food service, education systems, government, transportation companies, banks, urban planning departments and an array of consulting firms. IE’s educate and direct these groups in the implementation of Total Quality Management (TQM) principles especially in “hot areas” such as manufacturing, healthcare, occupational safety, and environmental management.

Upon completion of the MS program, graduates from industrial engineering will be able to:
School of Engineering and Technology

- Design ergonomically sound tools and workstations to reduce worker injuries and health problems.
- Develop tools to dramatically improve your ability to optimize manufacturing systems and office automation to increase productivity and reduce stress.
- Develop mathematical models that enable researchers to analyze diverse scenarios and recommend workable solutions to complex problems.
- Establish new theories for enhancing quality and productivity in manufacturing, service industries and government.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEM 601</td>
<td>Engineering Economics</td>
<td>ENM 600, ENM 601, ENM 602, and ENM 603</td>
</tr>
<tr>
<td>IEM 602</td>
<td>Managing Production Planning and Control</td>
<td>ENM 600, ENM 601, ENM 602, and ENM 603</td>
</tr>
<tr>
<td>IEM 603</td>
<td>Managing Facilities and Planning Layout</td>
<td>ENM 600, ENM 601, ENM 602, and ENM 603</td>
</tr>
<tr>
<td>IEM 604</td>
<td>Ergonomics and Occupational Safety</td>
<td>ENM 600, ENM 601, ENM 602, and ENM 603</td>
</tr>
</tbody>
</table>

**Area of Specialization in Project Management**

(893)

(4 courses, 18 quarter units)

From small companies to giant global institutions, project managers are fueling much of the successful development of exciting technical enterprises. Talented and knowledgeable project managers command the best assignments, salaries, other compensation and bonuses. They are the future leaders and entrepreneurs. Good project managers are not born, but are nurtured from a combination of experience, time, talent, and training. Successful projects don’t happen spontaneously; they require preparation, planning, and organization. This program is designed to provide systematic training to those would like to pursue an engineering project management career. This program is designed in such a way that anyone successfully completing this program would be academically trained to appear for Project Management Professional (PMP) certification administered by Project Management Institute.

Upon completion of the MS program, graduates from project management will be able to:

- Apply quantitative and qualitative analytical skills and techniques to manage Projects
- Apply a multidisciplinary approach involving the integration of engineering, management, quality, and cultural analysis to the conduct of project management engineering.
- Integrate state-of-the-art technological advances to the practice of project management engineering, including the use of information technology, and supporting software applications.
- Apply a global mindset and a detailed knowledge of business environments to the practice of project management engineering.
- Assess the impact of projects in the finance of corporations and businesses and develop appropriate action plans through project management engineering.
- Integrate tools and techniques, resources, organizational systems, and decision making processes for the successful completion of projects.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PME 601</td>
<td>Planning, Performing and Controlling Projects</td>
<td>ENM 600, ENM 601, ENM 602, and ENM 603</td>
</tr>
<tr>
<td>PME 602</td>
<td>Managing Engineering Competencies and Skills</td>
<td>ENM 600, ENM 601, ENM 602, and ENM 603</td>
</tr>
<tr>
<td>PME 603</td>
<td>Product Management</td>
<td>ENM 600, ENM 601, ENM 602, and ENM 603</td>
</tr>
<tr>
<td>PME 604</td>
<td>Project Financing and Associated Financial Management</td>
<td>ENM 600, ENM 601, ENM 602, and ENM 603</td>
</tr>
</tbody>
</table>

**Area of Specialization in Safety and Security Engineering**

(894)

(4 courses, 18 quarter units)

The 9/11 events and increased business transactions through the worldwide web have highlighted the national and international need for highly educated and experienced professionals in the area of security and safety engineering. Security and safety engineering is about assessment and building systems to remain dependable in the face of malice, error, or mischance. As a discipline, it focuses on the tools, processes and methods needed to design, implement and test complete systems, and to adapt existing systems as their environment evolves. This academic program combines the engineering management area with the field of security and safety. This curriculum identifies the common fundamentals and practices that define the theory and effective practice of asset and people protection, and communicates these principles by relying on a sound academic forum. The highlight of the program includes problem identification, assessment, risk reduction, and control engineering.

Upon completion of the MS program, graduates from safety and security engineering will be able to:

- Apply quantitative and quantitative analytical skills and techniques to safety and security of assets.
- Apply a multidisciplinary approach involving the integration of engineering, management, quality, and risk analysis to the safety/security of assets.
- Integrate state-of-the-art technological advances to the practice of modern safety/security engineering program, including the use of information technology, and supporting software applications.
- Apply a global mindset to safety/security issues related to assets.
- Assess the impact of safety/security issues for the operation of corporations and businesses and develop appropriate action plans through detailed engineering.
- Integrate tools and techniques, resources, organizational systems, and decision making processes for the successful implementation of safety and security plans.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSE 601</td>
<td>Introduction to Safety Engineering</td>
<td>ENM 600, ENM 601, ENM 602, and ENM 603</td>
</tr>
<tr>
<td>SSE 602</td>
<td>Design and Evaluation of a Modern Safety Program</td>
<td>SSE 601</td>
</tr>
<tr>
<td>SSE 603</td>
<td>Introduction to Security Engineering</td>
<td>ENM 601, ENM 602, and ENM 603</td>
</tr>
<tr>
<td>SSE 604</td>
<td>Security Engineering - Planning and Design</td>
<td>SSE 603</td>
</tr>
</tbody>
</table>

**Area of Specialization in Supply Chain Management and eLogistics**

(892)

(4 courses, 18 quarter units)

From small companies to giant global institutions, the concept of integration within business and between businesses has gained increased validity. There has been a growing recognition that supply chain management and eLogistics help achieve the twin goals of cost reduction and service enhancement. Supply Chain Management and eLogistics have in turn been impacted and driven by e-business strategies and technologies. This program is designed to provide
comprehensive academic training on supply chain management and eLogistics.

**Program Learning Outcomes**

Students successfully completing this degree will:
- Learn the key elements and flows of contemporary supply chain management and eLogistics, such as technology requirements, warehousing, transport, materials planning, inventory control, order cycle management, purchasing, and customer service.
- Understand major challenges with in the implementation of an integrated supply chain management and eLogistics strategies including technology selection, internet security, accessibility and quality control.
- Understand the application of Agile and Lean supply chains concepts and methods
- Develop the cost effective eLogistics strategies in creating efficient and effective supply chain networks

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCL 601</td>
<td>Supply Chain Management Fundamentals</td>
<td>(Prerequisite: ENM 600, and ENM 602)</td>
</tr>
<tr>
<td>SCL 602</td>
<td>Supply Chain Management - Strategies, Design and Implementation</td>
<td>(Prerequisite: ENM 600, ENM 602, and SCL 601)</td>
</tr>
<tr>
<td>SCL 603</td>
<td>Logistics Management Fundamentals</td>
<td>(Prerequisite: ENM 600, and ENM 602)</td>
</tr>
<tr>
<td>SCL 604</td>
<td>Advanced Supply Chain Logistics Management</td>
<td>(Prerequisite: ENM 600, ENM 602, and SCL 603)</td>
</tr>
</tbody>
</table>

**Program Electives Courses**

*For electives, students should select two of the following 600 level courses. Some of these courses are more relevant to a given discipline than others and hence students are asked to consult the lead faculty regarding the courses.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENM 604</td>
<td>Quality Management</td>
<td></td>
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<tr>
<td>ENM 605</td>
<td>Infrastructure Management</td>
<td></td>
</tr>
<tr>
<td>TMG 655</td>
<td>Management of R &amp; D and Innovation Processes</td>
<td></td>
</tr>
<tr>
<td>SSE 606</td>
<td>Managing Information Security</td>
<td></td>
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<tr>
<td>SSE 608</td>
<td>Science of Explosives and Biological Threat Materials</td>
<td></td>
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<tr>
<td>SSE 609</td>
<td>Planning and Response for Terrorism</td>
<td></td>
</tr>
<tr>
<td>MNS 601</td>
<td>Statistics for Business</td>
<td></td>
</tr>
<tr>
<td>IEM 605</td>
<td>Engineering Applications of Operations Research</td>
<td>(Prerequisite: MNS 601)</td>
</tr>
<tr>
<td>SCL 605</td>
<td>Technology and Infrastructure Requirements for Supply Chain Management and eLogistics CIS 607 System Integration and Client Server Computing</td>
<td>(Prerequisite: MNS 601)</td>
</tr>
</tbody>
</table>

**MASTER OF SCIENCE (M.S.) IN ENVIRONMENTAL ENGINEERING**

(720-813)

Faculty Advisor: Hassan Badkoobehi • (858) 642-8487 • hbadkoob@nu.edu

The Master of Science in Environmental Engineering (MSENE) program is designed to provide participants with the requisite mathematical foundations and environmental processing skills for solving real world problems.

Environmental Engineers are the technical professionals who identify and design solutions for environmental projects. Environmental engineers are responsible for safe drinking water, treating and properly disposing of wastes, maintaining air quality, controlling water pollution, and remediating sites contaminated due to spills or improper disposal of hazardous substances. Environmental Engineers monitor the quality of the air, water, and land as well as develop new and improved means to protect the environment.

This discipline involves traditional engineering components such as mathematics, physics, chemistry, and engineering design. Environmental engineering education and practice also includes a range of other disciplines, such as biology, microbiology, ecology, public health, geology, meteorology, economics, political science, and computer science. To address the spectrum of issues facing the environment, environmental engineers are broadly educated, as well as technically trained.

**Program Description**

Environmental Engineering today addresses problems in the water, air and soil environments. The following subjects are now considered essential in the background of an environmental engineer: ecology, microbiology, ground water, solid waste, farm waste, noise pollution, environmental impact assessment, environmental legislation and environmental modeling and remediation of site contamination with spills or improper disposal of hazardous materials.

Environmental engineers are needed in both the private and public sectors. They are employed by engineering consulting firms, industries that need to comply with pollution emission and discharge regulation, private and municipal agencies that supply drinking water, and treat and dispose wastes, government agencies that monitor and regulate waste discharges and air emissions, private and government laboratories, and universities that conduct environmental research, international agencies that transfer knowledge to developing countries, and public-interest groups that advocate environmental protection.

After completion of the master’s degree in Environmental Engineering, graduates will be able to:
- Assess and analyze the principles of water chemistry.
- Analyze water, air, and land resources as well as threats and engineering solutions to each.
- Solve numerical practical environmental problems as illustrated to clarify key concepts and process engineering facility design.
- Describe the role of water in our environment: water quality, source, and prevention of water pollution.
- Analyze the principles involved in treatment and processing of water from different sources.
- Describe how wastewater is collected and treated; identify biological and chemical toxin pollutants from wastewater.
- Explain the concept of risk as applied to environmental project planning.
- Describe air quality management; analyze the causes and effects of air pollution.
- Provide a methodology to determine the hazardous air pollutants from industrial/commercial sources.
- Analyze the economical, social, legal, and political aspects of waste management.
- Identify the identification, transportation, monitoring, storage, minimization, treatment, and disposal of hazardous material/waste.

**Admission Requirements**

Candidates seeking admission to the program must possess a baccalaureate degree in good academic standing from a regionally accredited institution. The non-engineering student will find the technical focus of many courses challenging but essential for an increasing number of functional technical positions in environmental engineering organizations. These students should fulfill the program prerequisites or waive them through a course challenge exam. Students considering this program should contact the program lead faculty prior to enrollment.
Degree Requirements
(15 courses, 64.5 quarter units)

Curriculum Requirements

The Master of Science in Environmental Engineering requires completion of 54 quarter units of graduate course work. Where appropriate, students can transfer a maximum of 13.5 quarter units of graduate work completed at another regionally accredited institution to meet stated requirements in the program. Students should refer to the section on graduate admission requirements for specific information regarding application and matriculation.

Students are expected to possess or to have access to a computer outside of National University to work on projects both on and off campus. Given the nature of instructional technology, the following courses are not required, but highly recommended for students who need basic skills in computer technology and electronic research:

CIS 301 Management Information Systems

Program Prerequisites
(5 courses, 19.5 quarter units)

Applicants with a Bachelor of Arts or Bachelor of Science degree from non-engineering curriculum should make up the deficiencies. Students will be required to take prerequisite courses based on undergraduate major and deficiencies from the following list:

SCI 101 General Chemistry
SCI 101A General Chemistry Laboratory
MNS 205 Introduction to Quantitative Methods For Business
CST 208B Calculus for Computer Science
SCI 335 Environmental Science
or
SCI 330 Ecology

These courses may be waived if their equivalents have been completed at the undergraduate level with a grade of "C" or better, or if applicants have successfully passed a challenge exam. Students who have a Bachelor of Science in Engineering or related field are exempt from the prerequisite courses.

Core Requirements
(10 courses, 45 quarter units)

ENM 601 Environmental Engineering Laboratory
(Prerequisite: SCI 101 or SCI 101A)
ENM 602 Environmental Microbiology and Biological Treatment
(Prerequisite: SCI 330 or SCI 335)
ENM 603 unit Processes of Environmental Engineering
(Prerequisite: MNS 205 or CST 208B)
ENM 604 Engineering Aspects of Environmental Engineering
Quality Control Design
ENM 605 Foundation of Air Pollution Engineering and Equipment
ENM 606 Principles of Water and Wastewater Engineering and Treatment
(Prerequisite: MNS 205 or CST 208B)
ENM 607 Toxic and Hazardous Waste Remediation Analysis and Solid Waste Recovery
(Prerequisite: SCI 101 or SCI 101A)
ENM 608 Site Assessment and Environmental Remediation Methodologies
ENM 609A Master’s Research Project I
(Prerequisites: All core requirements)
ENM 609B Master’s Research Project II
(Prerequisite: ENM 609A)

Program Electives
(2 courses, 9 quarter units)

The following courses are suggested electives, taken in consultation with lead faculty and department chair.

ENM 600 Introduction to Engineering Management
ENM 601 Engineering Project Management
ENM 602 Management of Risk, Contracts, and Legal Issues
ENM 603 Managing Projects in Operations Management
(Prerequisite: ENM 600)

MASTER OF SCIENCE IN HOMELAND SECURITY AND SAFETY ENGINEERING
(720-818)
Faculty Advisor: Shekar Viswanathan • (858) 642-8416 • sviswana@nu.edu

The 9/11 events have highlighted the national (and to some extent international) need for highly educated and experienced professionals in the area of Homeland Security and Safety Engineering. This program, due to its special nature, represents an interdisciplinary area of research and application that brings together all fields of engineering, and science from the most traditional to the most technologically advanced and novel. A well developed curriculum with, emphasis on fundamentals and practices that define the theory and effective practice of asset and people protection, provides the focus for the Homeland Security and Safety Engineering degree.

There are two well known external certifications related to security and safety professionals. The CPP program is the product of the American Society for Industrial Security (ASIS), an international organization for professionals responsible for security. This includes managers and directors of security departments or organizations, as well as full-time security practitioners. With more than 32,000 members worldwide, ASIS draws from corporate and organizational executive and management ranks, plus security consultants and architects, attorneys, and law enforcement professionals. The CPP program was officially launched in 1977, making it the longest-running security certification program. Today, more than 9,500 individuals are CPP-certified, representing one of the largest certified groups of security professionals in existence.

The Certified Safety Professional (CSP) designation has become the mark of the professional within the safety field. This certification is administered by the Board of Certified Safety Professionals (BCSP). The importance of this designation as a measure of professional standing and competence is accepted not only by the profession but is also gaining acceptance by federal, state, and local governments; by employers; and by the public.

The Homeland Security and Safety Engineering program is designed in such a way that anyone successfully completing this program would be academically trained to appear for Certified Safety Professional (CSP) certification administered by the Board of Certified Safety Professionals and for the American Society of Industrial Security (ASIS) Certified Protection Professional (CPP) exam.

Upon completion of the MS program, graduates from safety/security engineering will be able to:

• Understand and appreciate the complex issues related to safety and security
• Understand the engineering/technology behind safety and security solutions
• Apply quantitative and quantitative analytical skills and techniques to safety and security of assets.
• Apply a multidisciplinary approach involving the integration of quality, and risk analysis to the safety/security of assets.
• Integrate state-of-the-art technological advances to the practice of modern safety/security engineering program, including the use of information technology, and supporting software applications.
• Apply a global mindset to safety/security issues related to assets.
• Assess the impact of safety/security issues for the operation of corporations and businesses and develop appropriate action plans through detailed engineering.
• Integrate tools and techniques, resources, organizational systems, and decision making processes for the successful implementation of safety and security plans.
• Possess the knowledge necessary to become certified as a safety (CSP) and security professional (CPP).

Degree Requirements

To receive a Master of Science in Homeland Security and Safety Engineering, students must complete 54 quarter units involving twelve courses. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree, and provided the units were not used in earning another advanced degree. Students should refer to the section in the graduate admission requirements for specific information regarding application and matriculation.

Program Prerequisites

Candidates for the program must possess a Bachelor’s degree in engineering, engineering technology, physical sciences, or a closely related area from an accredited university. Interested students from other disciplines may be admitted to the program but may be required to complete additional courses. Non-degree students will not be allowed to enter this program. For those who have a general non-science and non-engineering degree, admission is based on relevant experience and the following minimum program prerequisites:

SCI 101 General Chemistry
SCI 335 Environmental Science
MS 205 Introduction to Quantitative Methods and Statistics

These courses may be waived if their equivalents have been completed at the undergraduate level with a grade of “C” or better.

Program Requirements

(12 courses; 54 quarter units)

Students enrolled this program are advised to take the courses in the order specified below.

SSE 600 Statistics for Safety and Security Professionals
SSE 601 Introduction to Safety Engineering
SSE 602 Design and Evaluation of a Modern Safety Program (Prerequisites: SSE 600 and SSE 601)
SSE 603 Introduction to Security Engineering
SSE 604 Security Engineering - Planning and Design (Prerequisite: SSE 603)
SSE 605 Chemical Process Safety Engineering (Prerequisite: SSE 602)
SSE 606 Managing Information Security
SSE 607 Fire and Explosion Engineering
SSE 608 Science of explosives and biological threat materials (Prerequisite: SSE 603)
SSE 609 Planning and Response for Terrorism
SSE 610 A Safety and Security Engineering Capstone Course (Prerequisites: SSE 600 through SSE 609)
SSE 610 B Safety and Security Engineering Capstone Course (Prerequisite: SSE 610A)

BSIS/MSIS Transition Program

The BSIS/MSIS Transition Program allows currently enrolled BSIS students with a grade point average of at least 3.0 who are within completing their last six courses to register for two MSIS courses as electives for their BSIS degree. Students can select CIS 601 and one of the following two courses: CIS 602 or CIS 603. The number of courses required to earn an MSIS degree for Transition Program students is reduced from 12 to 10 courses. To be eligible for the Transition Program, students must apply for the MSIS and begin their program of study within six months after completing their final BSIS course. Students must complete the 10-course MSIS program within four years with no break exceeding 12 months.

Students must complete graduate-level course work taken as part of the BSIS degree with a grade of B or better. This course work will not transfer as graduate-level credit to National University or any other institution as it is part of an undergraduate degree program. Grades earned in graduate level courses will be calculated as part of the student’s undergraduate Grade Point Average.

BSITM/MSIS Transition Program

The BSITM/MSIS Transition Program allows currently enrolled BSITM students with a grade point average of at least 3.0 who are within completing their last six courses to register for two MSIS courses as electives for their BSITM degree. Students can select CIS 601 and one of the following two courses: CIS 602 or CIS 603. The number of courses required to earn an MSIS degree for Transition Program students is reduced from 12 to 10 courses. To be eligible for the Transition Program, students must apply for the MSIS and begin their program of study within six months after completing their final BSIS course. Students must complete the 10-course MSIS program within four years with no break exceeding 12 months.

Students must complete graduate-level course work taken as part of the BSITM degree with a grade of B or better. This course work will not transfer as graduate-level credit to National University or any other institution as it is part of an undergraduate degree program. Grades earned in graduate level courses will be calculated as part of the student’s undergraduate Grade Point Average.

Program Learning Outcomes

Students successfully completing this degree will be able to:
• Apply Information Systems Technology more efficiently and effectively

MS in Information Systems Transition Programs

The Master of Science in Information Systems (MSIS) program is designed to provide participants with the requisite management, business, strategic and technical skills needed to help their companies apply information systems technology more efficiently and effectively. Although the higher education system produces large numbers of highly educated people in both information systems (CIS) and computer science (CSC), skilled information systems people are in short supply in industry. Even scarcer are talented people with advanced knowledge for managing information systems. It is the objective of the MSIS program to fill this gap by providing the needed education. Essential career development skills including oral, written and presentation skills; people and business skills; and ethics and professionalism are integrated throughout the curriculum and its individual courses. The curriculum is designed as a set of interrelated building blocks consisting of foundations, core, integration and career tracks.
Admission Requirements

Candidates seeking admission to the program must possess a baccalaureate degree in Information Systems or closely related areas.

Degree Requirements

(15 courses, 67.5 quarter units)

The MSIS program requires the completion of 54-quarter units of graduate course work. Where appropriate, a maximum of 13.5-quarter units of graduate work completed at another regionally accredited institution may be transferred to meet stated requirements in the program. The degree program consists of ten courses plus the two-part MSIS graduate project (two courses; 4.5 quarter units each) that cannot be taken until all other core courses have been completed. Prior to beginning any graduate level course, students who do not possess a baccalaureate degree in Information Systems or closely related areas must complete the program prerequisites.

Program Prerequisites

(3 courses, 13.5 quarter units)

CIS 302 Data Mining
CIS 446 Data Modeling in an Information Technology Environment
ELB 620 Principles of E-Business

Program Core Requirements

(12 courses, 54 quarter units)

CIS 601 Information Systems Strategies, Policies and Ethics
CIS 602 Network Services and Protocols (Prerequisite: CIS 601)
CIS 603 Database Management for Decision Support Systems (Prerequisites: CIS 302, CIS 446, and ELB 620)
CIS 604 Organizational Management and Information Security (Prerequisite: CIS 601)
CIS 606 End User Information Systems (Prerequisite: CIS 601)
CIS 607 Systems Integration and Client/Server Computing (Prerequisite: CIS 601)
CIS 608 Knowledge Management-Knowledge-Based Systems (Prerequisites: CIS 302, CIS 446, and CIS 601)
CIS 609 Automated Knowledge Management Systems (Prerequisite: CIS 608)
ELB 625 Electronic Payment Systems/Internet Security (Prerequisite: ELB 620)
ELB 635 E-Logistic and Supply-Chain-Management (Prerequisite: ELB 620)
CIS 620A Master’s Research Project I (Prerequisites: All core requirements)
CIS 620B Master’s Research Project II (Prerequisite: CIS 620A)

Software Engineering is a discipline that offers tools, processes, methods, and techniques to develop and maintain quality software to solve problems. Software engineering can very well be considered the practical application of computer systems knowledge in the design and development of software, and the required associated documentation, operation, and maintenance. The computer industry is in desperate need of technically qualified people in software engineering. The Master of Science in Software Engineering is designed to prepare graduates to be pioneers and leaders in software engineering. They are trained to be practitioners in the essential areas of software architecture, computer system engineering, computer-based media, common object-oriented engineering, database design, and software development and project management.

The Master of Science in Software Engineering program provides professional education in both system and software development using state-of-the-art design and development methods in compliance with standards set by IEEE, Department of Defense, and the Software Engineering Institute at Carnegie Mellon University. This program is designed to provide students with the management and technology skills in the discipline of software engineering. Graduates are prepared for positions in software project management, software development, database management systems (DBMS), and software quality assurance.

Program Learning Outcomes

1) Students shall demonstrate an understanding of a software project’s concept of operation
2) Students shall demonstrate the knowledge and practice of the methodologies for managing software products
3) Students shall understand and demonstrate the principles of requirements management and analysis modeling
4) Students shall understand the principles of database design, analysis, and the development of database management systems
5) Students shall demonstrate an understanding of the principles of software architecture design
6) Students shall demonstrate the ability to utilize the methodologies of hardware, software integration, and networking for project management.
7) Students shall properly apply hardware and software enhancements in a Web-based environment.
8) Students shall design and demonstrate a prototype database system using object-oriented design and modeling techniques.
9) Students shall demonstrate the principles of software development life cycle.

Degree Requirements

To receive a Master of Science in Software Engineering, students must complete at least 54 quarter units of graduate work. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree, and provided the units were not used in earning another advanced degree. Students should refer to the section in the graduate admission requirements for specific information regarding application and matriculation.

Program Prerequisites

(5 courses, 22.5 quarter units)

Candidates for the program must possess a Bachelor of Science with a Major in Computer Science. Students holding non-computer baccalaureate degrees can qualify for admission to the program by choosing any one or a combination of the following options.
The Master of Science in Technology Management (MSTM) degree is designed to provide the knowledge and skills required to manage successfully in today's complex, technology-oriented organizations, and provides the organizational and analytical skills required for managing change in technological arenas. This degree provides a broad intellectual base upon which a modern manager can continue to build competencies over the long-term of a career and through the continuing rapid progress in technologies relevant to business and public organizations coupled with a rich foundation of academic research.

The Master of Science in Technology Management addresses the needs and interests of individuals already employed in technical areas who wish to pursue or enhance a management career and those who wish to begin a career in a technology-oriented organization as well as those in other fields wishing to develop a firmer grounding in the managerial and leadership issues facing today's complex organizations, thereby creating an ideal opportunity to develop practical inter-discipline leadership and managerial skills.

### Program Requirements

(12 courses, 54 quarter units)

- CST 242 Introduction to Programming Concepts and Methods
- CST 317 Programming in C++
  (Prerequisite: CST 242 or verifiable programming experience and permission of the instructor)
- CST 330C Object Oriented Programming in C++
  (Prerequisite: CST317)
- CST 335 Data Structures and Algorithms
  (Prerequisite: CST330C)
- CSC 422C Principles of Database Design

#### Program Learning Outcomes

- Students will be able to demonstrate both understanding and implementation of the computing technologies in a corporate environment

### MS in Technology Management Transition Programs

#### BBA/MSTM Transition Program

The BBA/MSTM Transition Program allows currently enrolled BBA students with a grade point average of at least 3.0 who are within completing their last six courses to register for two MSTM courses as electives for their BBA degree. Students can select any two of the following three courses: TMG 620, TMG 603, or TMG 604. The number of courses required to earn an MSTM degree for Transition Program students is reduced from 12 to 10 courses. To be eligible for the Transition Program, students must apply for the MSTM and begin their program of study within six months after completing their final BBA course.

Students must complete graduate-level coursework taken as part of the BBA degree with a grade of B or better. This coursework will not transfer as graduate-level credit to National University or any other institution as it is part of an undergraduate degree program. Grades earned in graduate level courses will be calculated as part of the student's undergraduate Grade Point Average.

#### BSITM/MSTM Transition Program

The BSITM/MSTM Transition Program allows currently enrolled BSITM students with a grade point average of at least 3.0 who are within completing their last six courses to register for two MSTM courses as electives for their BSITM degree. Students can select any two of the following three courses: TMG 620, TMG 601, or TMG 604. The number of courses required to earn an MSTM degree for Transition Program students is reduced from 12 to 10 courses. To be eligible for the Transition Program, students must apply for the MSTM and begin their program of study within six months after completing their final BSITM course.

Students must complete graduate-level coursework taken as part of the BSITM degree with a grade of B or better. This coursework will not transfer as graduate-level credit to National University or any other institution as it is part of an undergraduate degree program. Grades earned in graduate level courses will be calculated as part of the student’s undergraduate Grade Point Average.

#### BSIS/MSTM Transition Program

The BSIS/MSTM Transition Program allows currently enrolled BSIS students with a grade point average of at least 3.0 who are within completing their last six courses to register for two MSTM courses as electives for their BSIS degree. Students can select any two of the following three courses: TMG 620, TMG 601, or CIS 601. The number of courses required to earn an MSTM degree for Transition Program students is reduced from 12 to 10 courses. To be eligible for the Transition Program, students must apply for the MSTM and begin their program of study within six months after completing their final BSIS course.

Students must complete graduate-level coursework taken as part of the BSIS degree with a grade of B or better. This coursework will not transfer as graduate-level credit to National University or any other institution as it is part of an undergraduate degree program. Grades earned in graduate level courses will be calculated as part of the student’s undergraduate Grade Point Average.
Students will be able to demonstrate skills necessary to anticipate and assess the potential commercial impact of specific technologies.

Students will be able to explore, develop and implement systems design, planning, and integration of technology in the competitive environment.

Students will be able to plan and design corporate communications and networking infrastructure.

Students will be able to identify and improve strategic corporate information technology management procedures and policies.

### Degree Requirements
(12 courses, 54 quarter units)

To receive a Master of Science in Technology Management, students must complete at least 54 quarter units of graduate coursework. A total of 13.5 quarter units of graduate credit may be granted for equivalent work completed at another institution, as it applies to this degree and provided the units were not used in earning another advanced degree. Refer to the section on graduate admission requirements for specific information regarding application and matriculation.

#### Program Requirements
(11 courses, 49.5 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 601</td>
<td>Information Systems, Strategies, Policies and Ethics</td>
</tr>
<tr>
<td>TMG 601</td>
<td>Data-Mining Tools: Managing Technology for Competitive Advantage</td>
</tr>
<tr>
<td>TMG 603</td>
<td>Information Security Risk Analysis</td>
</tr>
<tr>
<td>TMG 604</td>
<td>Competitive Intelligence Techniques and Methodologies</td>
</tr>
<tr>
<td>TMG 620</td>
<td>Principles of Technology Management</td>
</tr>
<tr>
<td>TMG 625</td>
<td>Systems Analysis and Design</td>
</tr>
<tr>
<td>TMG 635</td>
<td>Strategic Management of Technology and Innovation</td>
</tr>
<tr>
<td>TMG 655</td>
<td>Management of R&amp;D and Innovation Processes</td>
</tr>
<tr>
<td>TMG 640</td>
<td>Managing Technological Change</td>
</tr>
<tr>
<td>MNS 601</td>
<td>Statistics for Business</td>
</tr>
<tr>
<td>TMG 650</td>
<td>Master’s Research Project*</td>
</tr>
</tbody>
</table>

*Prerequisite: MNS 601 and 27 quarter units of core requirements

**Elective**
(1 course, 4.5 quarter units)

One 600-level course taken from TMG, ELB, CIS, HRM, MGT, FIN, ACC, LED, or MKT

*This is a two-month, one meeting per week course with a significant research component. Grading is by “H” (for Honors, “B” or better work), “S” (for marginal, “C” level work), or “U” (unsatisfactory, “D” or below). Students are required to complete MNS 601 in addition to at least 27-quarter units of the program required courses before beginning TMG 650.

### Master of Science in Wireless Communications

The Master of Science in Wireless Communications (MSWC) program is a professional degree that integrates communication techniques, problem solving strategies, simulations skills and mathematical foundations with hands-on training required to solve real world problems in telecommunications.

The program is designed for professionals and managers to facilitate the learning and application of skills in the field of wireless communications. The program uses a distinctive and challenging curriculum that emphasizes multidisciplinary knowledge and integrates theory throughout applications and design concepts.

Classes combine lectures, case and hands-on studies, individual and team projects, research papers and participant presentations.

### Program Outcomes

After completion of the master’s degree in Wireless Communications (MSWC), graduates will be able to:

- Construct a statistical model for signal analysis in communication systems.
- Develop and design wireless communication systems.
- Evaluate and apply wireless networking, protocols, architectures and standards.
- Identify different kinds of coding and decoding schemes applied to the current wireless standards.
- Contrast the ethical aspects and related issues in the telecommunication industries.
- Analyze and plan CDMA systems.
- Integrate and implement different types of the Third Generation (3G) wireless networks.
- Utilize engineering software for wireless system development including planning of the broadband networks.
- Apply the signal and system representations, filter models, noise generation, Monte Carlo simulation, and post-processing using MATLAB and its communication tools.
- Categorize the trends and concepts for the next-generation of wireless infrastructures and standards.
- Develop the ability of critical thinking and innovative ideas for current and future research in the area of Wireless Communications.

### Careers

With National’s MSWC program, faculty, students, and employers will be assured that our graduates are proficient in analytical, technical and critical thinking skills, they have a sense of professionalism, and are instilled with a strong set of values essential for success in the wireless communications field. This program reflects current and future industry needs, and graduates from the MSWC program are trained and prepared to assume a leadership role in the field.

The MSWC arms students with the tools necessary to achieve professional success in both theoretical and practical aspects of communication fields. Graduates are equipped to seek employment in research organizations, computer centers, or wireless communications businesses and enterprises. This program also prepares students for further education in wireless communications enabling graduates to pursue Ph.D. studies, if they desire.

### Admission Requirements

It is assumed that candidates seeking admission to the program possess a baccalaureate degree in engineering, engineering technology, or physical/computational science from an accredited university.

### Degree Requirements
(12 courses, 54 quarter units)

The MSWC program requires the completion of 54-quarter units of graduate course work. Where appropriate, a maximum of 13.5-quarter units of graduate work completed at another accredited institution may be transferred to meet stated requirements in the program. The degree program consists of ten courses plus the two-part MSWC Master’s Research Project.
Program Prerequisites
(2-6 courses, 9-27 quarter units)

Students without a baccalaureate degree in Electrical Engineering or in a closely related area should have a background in calculus and physics (college level), and must complete at least WCM 301 and WCM 302 (listed below). Otherwise they need to complete the following courses before starting the graduate program. (No graduate credit will be awarded for these courses.)

MTH 215 College Algebra and Trigonometry
CST 208B Calculus for Computer Science
(Prerequisite: MTH 215) (Cross listed with MTH 220)
MTH 221 Calculus II
(Prerequisite: CST 208B or MTH 220)
SCI 104 General Physics
WCM 301 Linear Systems and Signals
(Prerequisites: MTH 221 & SCI 104)
WCM 302 Probability and Random Processes in Engineering
(Prerequisites: MTH 221 & SCI 104)

or

Gain permission from the lead faculty of the MSWC program based on equivalent coursework supported by verifiable documented proof.

Program Core Requirements
(12 courses, 54 quarter units)

Students are encouraged to take the following 12 courses (54 quarter units) in the order of presentation. Courses WCM 601 and WCM 602 are foundation courses that must be completed before taking any other courses and the project courses.

WCM 601 Analog and Digital Communications Fundamentals
WCM 602 Wireless Communications: Principles and Practice
(Prerequisite: WCM 601)
WCM 603 Wireless Networking: Architectures, Protocols and Standards
(Prerequisite: WCM 602)
WCM 604 Coding and Modulation for Wireless Communications
(Prerequisite: WCM 602)
WCM 605 Information, Privacy, and Security in Wireless Systems
(Prerequisite: WCM 602)
WCM 606 CDMA Wireless Standards and Applications
(Prerequisite: WCM 602)
WCM 607 Third-Generation (3G) Wireless Networks
(Prerequisite: WCM 602)
WCM 608 Engineering Software for Wireless System Development
(Prerequisite: WCM 602)
WCM 609 Communication Systems Modeling with Wireless Applications
(Prerequisite: WCM 602)
WCM 610 Next-Generation Wireless Infrastructures and Standards
(Prerequisite: WCM 602)
WCM 611A Master’s Research Project I
(Prerequisites: All core requirements)
WCM 611B Master’s Research Project II
(Prerequisite: WCM 611A)

Certificate Programs
(670-000-465)

● Certificate in Industrial Engineering
(770-000-895)
(5 courses, 22.5 quarter units)

The industrial engineering certificate program prepares engineering graduates for positions in several areas that require problem-solving expertise to improve manufacturing processes, quality, productivity, and customer service. Students completing 22.5 quarter units of the following courses earn an Industrial Engineering certificate and the specialty is recorded on the students’ permanent university transcript. This specialty would be administered through the office of the Dean of Engineering and Technology. The lead faculty would review each student’s course work prior to permitting a student in to this certification program; based on the student’s performance, both the coordinator and the dean would determine if the student ought to be awarded with a certificate of achievement.

IEM 602 Managing Production Planning and Control
IEM 603 Managing Facilities and Planning Layout
IEM 604 Ergonomics and Occupational Safety
MNS 601 Statistics for Business
IEM 605 Engineering Applications of Operations Research
(Prerequisite: MNS 601)

● Certificate in Information Technology Management
(670-000-465)
Faculty Advisor: John Bugado • (858) 642-8407 • jbugado@nu.edu

This certificate program offers students interested in technology-related careers the opportunity to develop the professional expertise to apply and manage technology in a variety of situations. With this certificate, students can pursue careers in fields such as marketing, information management, customer service, data management and sales. Students who later want to pursue a baccalaureate degree can apply some or all of the credits awarded in the certificate program toward their degree assuming they meet the GPA and other requirements of that program.

Certificate Prerequisite
(1 course, 4.5 quarter units)

CIS 301 Management Information Systems

Certificate Requirements
(5 courses, 22.5 quarter units)

ITM 310 Introduction to Information Technology
(Prerequisite: CIS 301)
ITM 410 Computer Network Technologies Overview
ITM 420 Network Management Principles and Practices
ITM 440 Database Systems Concepts and Data Modeling

Elective
(1 course, 4.5 quarter units)

Choose one of the following:

ITM 320 Information Technology Management
(Prerequisite: ITM 310)
ITM 330 Desktop Applications and Information Processing
ITM 450 Database Processing and Administration
(Prerequisite: ITM 440)
Certificate in Project Management
(770-000-893)
(5 courses, 22.5 quarter units)

From small companies to giant global institutions, project managers are fueling much of the successful development of exciting business enterprises. Talented and knowledgeable project managers command the best assignments, salaries, other compensation, and bonuses. They are the future leaders and entrepreneurs. Good project managers are not born but are nurtured from a combination of experience, time, talent, and training. Successful projects don’t happen spontaneously; they require preparation, planning, and organization. This certificate program is designed to provide systematic training to those who would like to pursue a project management certification offered by Project Management Institute. To earn this certificate, students are required to take the following courses in the order specified below.

ENM 601 Engineering Project Management
ENM 602 Management of Risk, Contracts, and Legal Issues
PME 601 Planning, Performing and Controlling Projects
   (Prerequisites: ENM 601, and ENM 602)
PME 602 Managing Engineering Competencies and Skills
   (Prerequisites: ENM 601, and ENM 602)
PME 604 Project Financing and Associated Financial Management
   (Prerequisites: ENM 601, and ENM 602)

Certificate in Security and Safety Engineering
(770-000-894)
(5 courses, 22.5 quarter units)

The Security and Safety Engineering certificate program prepares graduates for positions in several areas of Security and Safety Engineering. Students completing 22.5 quarter units of the following courses can earn a Security and Safety Engineering certificate and the specialty would be recorded on the students’ permanent university transcript. This program is designed in such a way that anyone going through this program would be academically trained to appear for “Certified Safety Professional (CSP)” certification administered by the American Society of Safety Engineers’ and the American Society of Industrial Security’s (ASIS) Certified Protection Professional (CPP) exam. This specialty would be administered through the office of the Dean of Engineering and Technology. The lead faculty of the program would review each student’s course work prior to permitting him/her into this certification program. Based on the student’s performance, the coordinator and the dean would determine whether the student is eligible to receive a certificate of achievement.

SSE 601 Introduction to Safety Engineering
SSE 602 Design and Evaluation of a Modern Safety Program
   (Prerequisite: SSE 601)
SSE 603 Introduction to Security Engineering
SSE 604 Security Engineering - Planning and Design
   (Prerequisite: SSE 603)
SSE 609 Planning and Responding to Terrorism

Certificate in Supply Chain Management and eLogistics
(770-000-892)
(5 courses, 22.5 quarter units)

From small companies to giant global institutions, the concept of integration within a business and between businesses has gained increased validity. There has been a growing recognition that supply chain management and eLogistics help achieve the twin goals of cost reduction and service enhancement. Supply Chain Management and eLogistics have in turn been impacted and driven by e-business strategies and technologies. This program is designed to provide comprehensive academic training on best practices in a dynamic and increasingly global economic business environment.

SCL 601 Supply Chain Management Fundamentals
SCL 602 Supply Chain Management - Strategies, Design and Implementation
   (Prerequisite: SCL 601)
SCL 603 Logistics Management Fundamentals
SCL 604 Advanced Supply Chain Logistics Management
   (Prerequisite: SCL 603)
SCL 605 Technology and Infrastructure Requirements for Supply Chain Management and eLogistics
Or
CIS 607 System Integration and Client Server Computing
School of Health
and Human Services

192 Degrees Offered
192 Faculty
193 Undergraduate Nursing Programs
202 Graduate Degree Program
202 Certificate Program
## Degrees Offered

### Undergraduate Degrees
- Associate of Science in Nursing
- Licensed Vocational Nurse to Associate of Science in Nursing
- Bachelor of Science in Nursing
- Bachelor of Science in Nursing Generic Entry
- Licensed Vocational Nurse to Bachelor of Science in Nursing
- Bachelor of Science in Nursing RN Completion
- Bachelor of Science in Nursing Accelerated Post-Bachelor Degree
- Bachelor of Science with a Major in Allied Health

### Graduate Degrees
- Master of Health Care Administration

### Certificate Program
- LVN “30 Unit” Option Certificate

* denotes program also offered or partially offered online.

Note: Not all online programs or courses are offered in entirety via Internet.

Note: Not all courses or programs listed in this catalog are available at every learning facility.
Various undergraduate minors are available in some degree programs.

FOR FURTHER INFORMATION contact [The School of Health and Human Services](tel:1(800)NAT-UNIV) in San Diego at 1 (800) NAT-UNIV

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Nursing Programs

Information Applicable to all Nursing Programs

Individuals expressing interest in studying nursing at National University will be provided with objective counseling regarding all of the options available to them through the Department of Nursing. Enrollment in the University does not automatically include admission to a nursing program.

Admission Requirements

Students seeking to study nursing at National University must meet the requirements for admission to the University as outlined in the University Catalog.

Admission Process

Admission into the nursing programs at National University is a two-step process: 1) Application to the University; and 2) Application to the respective nursing program.

Prospective students should follow the application requirements listed in the “General Admission Procedures” section of this catalog.

In addition, prospective nursing students will complete a separate application for admission to a specific nursing program. These applications, with supporting documents, are accepted year-round and should be sent to the Department of Nursing, National University, 11255 North Torrey Pines Road, La Jolla, CA 92037. Students taking their preparation courses at National University are held to the same standard as those who transfer preparation courses in from other schools. A minimum GPA of 2.75 is required for entry into NSG 211.

Students are not eligible for financial aid until the matriculation is complete.

Before participating in clinical practicums, students must submit proof of a health clearance that complies with the health facility’s requirements for immunizations and health screening tests for applicants. In addition, before engaging in clinical practicums at health facilities, students will be required to obtain professional liability insurance in the amount of $1,000,000 per occurrence/$3,000,000 aggregate. Continued coverage throughout the program is required. Students must possess a social security number to disclose to the California Board of Registered Nursing at the time of Application for Licensure by Examination.

The Department of Nursing requires that students who participate in fieldwork in health care facilities maintain current health insurance coverage and Cardio-Pulmonary Resuscitation (CPR) certificate (BLS-Basic Life Support for Health Care Providers) The student is responsible to determine if his/her insurance coverage includes provisions for emergency room visits in the event of a needle stick or other high risk exposure in the clinical setting, as well as the costs of anti-HIV drugs if the physician determines the medications are warranted. Prior to a clinical experience in a facility, students may be required to demonstrate freedom from drug use throughout screening. Facilities may also demand an individual background check and fingerprinting on a student. Students are responsible to meet all requirements established by clinical facilities.

Students will need to provide their own transportation to class and all clinical experiences. Proof of auto insurance, a current car registration and a valid driver’s license is required for access to clinical facilities located on military installations.

Program Advisement

All students will be assigned a faculty advisor at the mandatory advisement orientation that is required for admission to the School of Nursing. Students are expected to meet periodically with the faculty advisor and nursing advisor throughout the program.

Progression Requirements

All transfer courses accepted from another college or university must be equivalent in content and credit. Students who complete course work in preparation for the nursing major at National University will be given priority for selection into nursing classes. Students with previous preparation in nursing are admitted to the program as space is available providing requirements are met for admission to the University and the Department of Nursing. Students with previous preparation in nursing are admitted to the program as space is available. Academic acceptance is determined on an individual basis through evaluation of past academic preparation and professional experience.

Students who have not had continual enrollment in National University’s nursing program (defined as not taking nursing coursework in greater than one calendar year) in the University’s nursing program or who are transferring from another nursing program must demonstrate level-appropriate proficiency skills prior to readmission to the program. Likewise, these students will need to retake the medication calculation examination successfully. Students who are unsuccessful in their first attempt at any of the nursing courses or who choose to take a voluntary break from the course sequencing for any reason will be placed in subsequent cohorts as openings in the classes are available. Students who are absent for a period of 12 months or more must reenroll and re-matriculate under a new catalog.

Any student who wishes to challenge a nursing course (with an NSG prefix) or earn academic credit by examination must successfully complete the culminating examination appropriate to the course. University policies, found in this catalog, should be followed to apply for Challenge or Credit by Examination opportunities. In the nursing theory or non-clinical courses, the terminal measures are often a final exam and/or term paper. In the case of the challenge exam, these requirements must receive a passing grade of 80% or higher. In the nursing clinical laboratory classes students will demonstrate competent clinical care by way of return demonstration for all skills listed in the course syllabi of the course being challenged. In the clinical courses, in all areas where critical or life-threatening maneuvers are required the student must perform the return demonstration with 100% skill and accuracy. Regardless of how many courses students take as challenge/credit by exam, they must still meet National University residency requirements.

Students requesting to take one or more NSG courses in a non-degree status will be required to first present any BRN-issued documents related to course requirements to the Department of Nursing. Students will complete a two-part interview process. After completion of the interview process, successful candidates will be enrolled in classes as spaces become available.

The Student Agreement

To ensure that graduates of National University’s nursing programs are able to meet the legal requirements of the California Board of Registered Nursing, all newly admitted nursing students must enter into a student agreement. A copy of the student agreement is
The student agreement gives National University the right to suspend or terminate the student’s participation in the nursing program upon a showing that the student has:

- Committed acts or engaged in conduct that could constitute grounds for denial of an RN license;
- Failed to demonstrate the requisite skills and qualifications to satisfy the requirements for an RN license;
- Demonstrated other qualities or behaviors enumerated in the student agreement inconsistent with National University’s recommendation of the student for an RN license. The student agreement also authorizes National University to release to the Board of Registered Nurses (“the Board”) all pertinent information pertaining to the student’s qualification or fitness for an RN license.

Time Management

The professional nursing program, with its intense clinical practice component, is very demanding in terms of time and energy allocation. Students are advised not to undertake a work schedule that could jeopardize successful completion of the program.

Student Assistance, Notice of Need to Improve, and Dismissal from School of Nursing Programs

National University is committed to maintaining quality standards throughout its nursing programs and to graduating competent professional nurses. As required by the California Board of Registered Nurses, National University identifies and assists students who need special assistance, and retains in its programs only those students who are suited for entry to or advancement in the nursing profession. The Board is charged by the State with evaluating the moral character and fitness of all persons who wish to nurse in California health facilities. Every person who is an applicant for, or who now holds, any nursing license in answerable to the nurse in California health facilities. Every person who is an applicant evaluating the moral character and fitness of all persons who wish to enter the nursing profession. The Board is charged by the State with only those students who are suited for entry to or advancement in the program.

Learning Contracts

Learning contracts will be used by faculty to notify students of learning issues and/or a clinical performance problem. If the student fails to meet the standard set forth in the learning contract, the following may result: 1) Immediate removal from a clinical laboratory or facility site, 2) Immediate removal from a theory course, and/or 3) Recommendation of dismissal from the program of study if the situation warrants. Students will receive a copy of the contract and an additional copy will be maintained in the student’s file in the office of the Department of Nursing.

Procedures Governing Problems with Progress in the Program

When a student is having a problem with the Nursing Program or a student is notified that he/she is not meeting the standards of the Nursing Program in either the classroom, nursing skills laboratory, or clinical facility, the student should meet first with the Course Coordinator or (if the deficit is in clinical practice) with the Course Coordinator and the Clinical Nursing Faculty. The student should seek clarification of the deficit and work with the faculty to construct a plan for improvement (which may or may not include the creation of a Student/Faculty Learning Contract.

If the candidate is allowed to continue in the program and receives a second unsatisfactory grade in a nursing theory or clinical course, the student will be recommended for dismissal from the program. The process for a hearing and appeal, upon recommendation for dismissal from a program, is outlined in the Academic Dismissal Procedure under the Academic Information for Undergraduate Degrees section of this catalog.

Application for Licensure

Students seeking an RN license must apply to the Board of Registered Nurses (“the BRN”) for such a license. It is the student’s responsibility to keep current on the laws pertaining to the practice of registered nursing, as these laws are subject to change. Students should submit the Application for Licensure by Examination at least four to six months before their graduation date. All requests for transcript forms must be signed after the completion/graduation date. All first time applicants are required to submit fingerprints with the application.

The BRN requires applicants to take an examination containing objective multiple-choice questions administered by computer. The number of questions may vary from a minimum of 75 to a maximum of 265. The standard testing time for such examinations is a maximum of five hours.

Currently there are 7 options for curricular paths to meet requirements for licensure eligibility and/or degree completion:

1. The A.S.N. is for individuals seeking minimum preparation to take the California licensure exam for registered nursing.

ASSOCIATE OF SCIENCE IN NURSING (A.S.N.)

Faculty Advisor: Nancy Saks • (858) 642-8344 • nsaks2@nu.edu

Program Outcomes

The ASN program prepares the graduate to be able to:

- Formulate accurate nursing diagnosis based on multiple sources of collected data.
- Plan, implement and evaluate strategies with patients related to identified nursing diagnoses.
- Working with families across the lifespan, identify learning needs and implement teaching strategies to achieve mutually defined health care goals.
- Manage multiple patients in a variety of settings by prioritizing and appropriately using/incorporating available resources.
- Effectively communicate with both patients/families and other members of the health care team.
- Assume professional, ethical, legal behavior upholding the standards of entry into the profession.

Departmental Admission Requirements

To be eligible for admission to the A.S.N. program at National University, candidates must satisfy all of the following criteria:

- Have completed the National University undergraduate admission process.
- Submit the appropriate nursing program application.
- Complete the ACCUPLACER math and English tests.
- Submit a written statement of professional and educational goals to the Department of Nursing.

Individuals who have already completed a bachelor’s degree in any field are not eligible for this program.

Requirements for the Degree

To receive an Associate of Science in Nursing (ASN), students must
complete at least 106.5 quarter units as outlined below, 31.5 quarter units of which must be completed in residence at National University. The following courses are specific degree requirements. In the absence of transfer credit, students may take additional general electives to satisfy the total units required for the degree.

**General Education Requirements**
(12 courses, 42 quarter units)

**AREA A: ENGLISH COMMUNICATION**

**CATEGORY 1 Writing**
(6 quarter units)

ENG 100  Effective College English I
ENG 101  Effective College English II

**CATEGORY 2 Speech and Communication**
(4.5 quarter units)

COM 200  Effective Communication

**AREA C: INFORMATION LITERACY AND TECHNOLOGY**
(4.5 quarter units)

ILR 260  Information Literacy and Report Writing
(Prerequisites: Eng 100/101)

**AREA E: SOCIAL AND BEHAVIORAL SCIENCES**
(9 quarter units)

PSY 100  Introduction to Psychology
SOC 100  Principles of Sociology
(Prerequisites: Eng 100/101)

**AREA F: PHYSICAL AND BIOLOGICAL SCIENCES**
(18 quarter units)

SCI 201  Human Anatomy and Physiology I
SCI 201A  Human Anatomy and Physiology Laboratory I
SCI 202  Human Anatomy and Physiology II
SCI 202A  Human Anatomy and Physiology Laboratory II
SCI 203  Introduction to Microbiology
SCI 203A  Introduction to Microbiology Laboratory

**Nursing Core Courses**
(15 courses, 64.5 quarter units)

NSG 211  Health Assessment**
(Prerequisite: admission to nursing program and completion of required general education preparation with a minimum GPA 2.75)

NSG 200  Foundations of Nursing Practice**
(Prerequisite: C or better in NSG 211)

NSG 200A  Foundations of Nursing Practice Clinical Laboratory**
(Prerequisite: C or better in NSG 211)

NSG 205  Nursing Process I: Medical-Surgical Nursing**
(Prerequisite: C or better in NSG 200 and Pass NSG 200A)

NSG 205A  Nursing Process I: Medical-Surgical Nursing Clinical Laboratory**
(Prerequisite: C or better in NSG 200 and Pass NSG 200A)

NSG 314  Nursing Process II: Child-Bearing Family Nursing**
(Prerequisite: C or better in NSG 205 and Pass NSG 205A)

NSG 314A  Nursing Process II: Child-Bearing Family Nursing Clinical Laboratory**
(Prerequisite: C or better in NSG 205 and Pass NSG 205A)

NSG 315  Nursing Process III: Pediatric Nursing**
(Prerequisite: C or better in NSG 314 and Pass NSG 314A)

NSG 315A  Nursing Process III: Pediatric Nursing Clinical Laboratory**
(Prerequisite: C or better in NSG 314 and Pass NSG 314A)

NSG 320  Nursing Process IV: Medical-Surgical Nursing II**
(Prerequisite: C or better in NSG 313 and Pass NSG 315A)

NSG 320A  Nursing Process IV: Medical-Surgical Nursing II Clinical Laboratory**
(Prerequisite: C or better in NSG 313 and Pass NSG 315A)

NSG 325  Nursing Process V: Psychosocial Nursing**
(Prerequisite: C or better in NSG 320 and Pass NSG 320A)

NSG 325A  Nursing Process V: Psychosocial Nursing Clinical Laboratory**
(Prerequisite: C or better in NSG 320 and Pass NSG 320A)

NSG 340  Nursing Leadership and Management**
(Prerequisite: C or better in NSG 325 and Pass NSG 325A)

NSG 340A  Nursing Leadership and Management Clinical Laboratory**
(1.5 quarter units)

**Content required for licensure by CA Board of Registered Nursing**

### LICENSED VOCATIONAL NURSE TO ASSOCIATE OF SCIENCE IN NURSING (LVN-TO-ASN)
(for Licensed Vocational Nurses seeking to advance to Registered Nurse)
(602-120)

**Departmental Admission Requirements:**

To be eligible for admission to the LVN-ASN program at National University, candidates must satisfy all of the following criteria:

- Have completed the National University undergraduate admission process
- Hold a current, active license to practice as a licensed vocational nurse
- Have achieved a grade point average of 2.75 or the equivalent in the nursing portion of the LVN program
- Submit the appropriate nursing program application
- Complete the ACCUPLACER math and english tests
- Submit a written statement of professional and educational goals to the Department of Nursing

Individuals who have already completed a bachelor’s degree in any field are not eligible for this program.

**Requirements for the Degree**

To receive an Associate of Science in Nursing (ASN), students must complete at least 106.5 quarter units as outlined below, 31.5 quarter units of which must be completed in residence at National University. The following courses are specific degree requirements. In the absence of transfer credit, students may take additional general electives to satisfy the total units required for the degree. Students exiting after completing the courses required for licensure by the California Board of Registered Nursing (as designated below) without completing at least 106.5 quarter units (at National University or through credit transfer) will not be granted the A.S.N. degree.

**Required General Education Preparation**
(602-120)

**AREA A: ENGLISH COMMUNICATION**

**CATEGORY 1 Writing**
(6 quarter units)

ENG 100  Effective College English I
ENG 101  Effective College English II

**CATEGORY 2 Speech and Communication**
(4.5 quarter units)

COM 200  Effective Communication

**AREA C: INFORMATION LITERACY AND TECHNOLOGY**
(4.5 quarter units)

ILR 260  Information Literacy and Report Writing
(Prerequisites: Eng 100/101)

**AREA E: SOCIAL AND BEHAVIORAL SCIENCES**
(9 quarter units)

PSY 100  Introduction to Psychology
SOC 100  Principles of Sociology
(Prerequisites: Eng 100/101)

**AREA F: PHYSICAL AND BIOLOGICAL SCIENCES**
(18 quarter units)

SCI 201  Human Anatomy and Physiology I
SCI 201A  Human Anatomy and Physiology Laboratory I
SCI 202  Human Anatomy and Physiology II
SCI 202A  Human Anatomy and Physiology Laboratory II
SCI 203  Introduction to Microbiology
SCI 203A  Introduction to Microbiology Laboratory

**NSG 211  Health Assessment**
(Prerequisite: admission to nursing program and completion of required general education preparation with a minimum GPA 2.75)

**NSG 200  Foundations of Nursing Practice**
(Prerequisite: C or better in NSG 211)

**NSG 200A  Foundations of Nursing Practice Clinical Laboratory**
(Prerequisite: C or better in NSG 211)

**NSG 205  Nursing Process I: Medical-Surgical Nursing**
(Prerequisite: C or better in NSG 200 and Pass NSG 200A)

**NSG 205A  Nursing Process I: Medical-Surgical Nursing Clinical Laboratory**
(Prerequisite: C or better in NSG 200 and Pass NSG 200A)

**NSG 314  Nursing Process II: Child-Bearing Family Nursing**
(Prerequisite: C or better in NSG 205 and Pass NSG 205A)

**NSG 314A  Nursing Process II: Child-Bearing Family Nursing Clinical Laboratory**
(Prerequisite: C or better in NSG 205 and Pass NSG 205A)

**NSG 315  Nursing Process III: Pediatric Nursing**
(Prerequisite: C or better in NSG 314 and Pass NSG 314A)

**NSG 315A  Nursing Process III: Pediatric Nursing Clinical Laboratory**
(Prerequisite: C or better in NSG 314 and Pass NSG 314A)
School of Health and Human Services

CATEGORY 2 Speech and Communication
(4.5 quarter units)

COM 200 Effective Communication

AREA C: INFORMATION LITERACY AND TECHNOLOGY
(4.5 quarter units)

ILR 260 Information Literacy and Report Writing
(Prerequisites: Eng 100/101)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(9 quarter units)

PSY 100 Introduction to Psychology
SOC 100 Principles of Sociology
(Prerequisites: Eng 100/101)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
(22.5 quarter units)

SCI 201 Human Anatomy and Physiology I
SCI 201A Human Anatomy and Physiology Laboratory I
SCI 202 Human Anatomy and Physiology II
SCI 202A Human Anatomy and Physiology Laboratory II
SCI 203 Introduction to Microbiology
SCI 203A Introduction to Microbiology Laboratory

Nursing Core Courses
(8 courses, 33 quarter units)

NSG 211 Health Assessment**
NSG 310 Professional Nursing Values**
NSG 320 Nursing Process IV: Medical-Surgical Nursing II**
NSG 320A Nursing Process IV: Medical-Surgical Nursing II Clinical Laboratory**
NSG 325 Nursing Process V: Psychosocial Nursing**
(Prerequisite: C or better in NSG 320 and Pass NSG 320A)
NSG 325A Nursing Process V: Psychosocial Clinical Laboratory**
(Prerequisite: C or better in NSG 320 and Pass NSG 320A)
NSG 340 Nursing Leadership and Management**
(Prerequisite: C or better in NSG 325 and Pass NSG 325A)
NSG 340A Nursing Leadership and Management Clinical Laboratory** (1.5 quarter units)
(Prerequisite: C or better in NSG 325 and Pass NSG 325A)

**Content required for licensure by CA Board of Registered Nursing

Electives or Transfer Units: 31.5 quarter units

Program Outcomes

The BSN program prepares the graduate to be able to:

- Formulate accurate nursing diagnosis based on multiple sources of collected data
- Plan, implement and evaluate strategies with patients related identified nursing diagnoses
- Working with families across the lifespan, identify learning needs and implement teaching strategies to achieve mutually defined health care goals
- Manage multiple patients in a variety of settings by prioritizing and appropriately using/incorporating available resources
- Effectively communicate with both patients/families and other members of the health care team
- Assume professional, ethical, legal behavior upholding the standards of entry into the profession
- Practice professional nursing using theory and knowledge as a basis for practice.
- Demonstrate competency by meeting standards of care in providing nursing care to a diverse set of clients in a multicultural community.
- Demonstrate competency and leadership in organizing care for a caseload of clients.
- Analyze and synthesize current findings from nursing research and research in related fields.
- Evaluate current findings from relevant research for utilization in practice.
- Develop a critical stance on professional issues related to nursing practice, education, and knowledge development by analyzing the historical and contemporary environments in nursing.
- Use computer technologies to augment productivity and to gain access to multiple informational resource services.

■ BACHELOR OF SCIENCE IN NURSING
(B.S.N.) GENERIC ENTRY
(for students with little or no prior college credits)
(651)

Departmental Admission Requirements

To be eligible for admission to the generic entry BSN program at National University, candidates must satisfy all of the following criteria:

- Have completed the National University undergraduate admission process
- Submit the appropriate nursing program application
- Complete the ACCUPLACER math and english tests
- Submit a written statement of professional and educational goals to the Department of Nursing

Requirements for the Degree

To receive a Bachelor of Science in Nursing (BSN), students must complete at least 180 quarter units as outlined below, 45 quarter units of which must be completed in residence at National University and 76.5 quarter units must be upper-division. The following courses are specific degree requirements. In the absence of transfer credit, students may be required to take additional electives to satisfy the total units required for the degree.

Required General Education Preparation
(18 courses, 69 quarter units)

AREA A: ENGLISH COMMUNICATION

CATEGORY 1 Writing
(6 quarter units)

ENG 100 Effective College English I
ENG 101 Effective College English II

CATEGOR 2 Speech and Communication
(4.5 quarter units)

COM 200 Effective Communication

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(4.5 quarter units)

MTH 210 Introduction to Probability and Statistics
(Prerequisite: Placement Evaluation
OR
NSG 322 Introduction to Biomedical Statistics

AREA C: INFORMATION LITERACY AND TECHNOLOGY
(4.5 quarter units)

ILR 260 Information Literacy and Report Writing
(Prerequisites: Eng 100/101)

AREA D: ARTS AND HUMANITIES
(9 quarter units)

See listing of General Education courses offered in this category.

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(9 quarter units)

PSY 100 Introduction to Psychology
SOC 100 Principles of Sociology
(Prerequisites: Eng 100/101)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
(18 quarter units)

SCI 201 Human Anatomy and Physiology I
SCI 201A Human Anatomy and Physiology Laboratory I
SCI 202 Human Anatomy and Physiology II
SCI 202A Human Anatomy and Physiology Laboratory II
SCI 203 Introduction to Microbiology
SCI 203A Introduction to Microbiology Laboratory

AREA G: MODERN LANGUAGE
(9 quarter units)

LAS 340A Spanish in the Professional Work Place for English Speakers*
LAS 341 Applications of Cross-Cultural Communication in the Work Place
(Prerequisite LAS 340A)

AREA A-G: GENERAL EDUCATION
(4.5 quarter units)

SOC 500 Understanding Cultural Pluralism in American Society
(Prerequisite ENG 100/101)
or
HUB 500 Cross-Cultural Dynamics of Human Behavior
(Prerequisites ENG 100/101 and PSY 100)

Preparation for the Major
(5 courses, 22.5 quarter units)

NSG 211 Health Assessment**
(Prerequisite: admission to nursing program and completion of required general education preparation with a minimum GPA 2.75)
NSG 200 Foundations of Nursing Practice**
(Prerequisite: C or better in NSG 211)

NSG 200A Foundations of Nursing Practice Clinical Laboratory**
(Prerequisite: C or better in NSG 211)
NSG 205 Nursing Process I: Medical-Surgical Nursing**
(Prerequisite: C or better in NSG 200 and Pass NSG 200A)
NSG 205A Nursing Process I: Medical-Surgical Nursing Clinical Laboratory**
(Prerequisite: C or better in NSG 200 and Pass NSG 200A)

Nursing Core Courses
(17 courses, 73.5 quarter units)

NSG 314 Nursing Process II: Child-Bearing Family Nursing**
NSG 314A Nursing Process II: Child-Bearing Family Nursing Clinical Laboratory**
NSG 315 Nursing Process III: Pediatric Nursing**
(Prerequisite: C or better in NSG 314 and Pass NSG 314A)
NSG 315A Nursing Process III: Pediatric Nursing Clinical Laboratory**
(Prerequisite: C or better in NSG 314 and Pass NSG 314A)
NSG 320 Nursing Process IV: Medical-Surgical Nursing II**
(Prerequisite: C or better in NSG 315 and Pass NSG 315A)
NSG 320A Nursing Process IV: Medical-Surgical Nursing II Clinical Laboratory**
(Prerequisite: C or better in NSG 315 and Pass NSG 315A)
NSG 325 Nursing Process V: Psychosocial Nursing**
(Prerequisite: C or better in NSG 320 and Pass NSG 320A)
NSG 325A Nursing Process V: Psychosocial Nursing Clinical Laboratory**
(Prerequisite: C or better in NSG 320 and Pass NSG 320A)
NSG 340 Nursing Leadership and Management**
(Prerequisite: C or better in NSG 325 and Pass NSG 325A)
NSG 340A Nursing Leadership and Management Clinical Laboratory**
(1.5 quarter units)
(Prerequisite: C or better in NSG 325 and Pass NSG 325A)
NSG 403 Theoretical Models and Conceptual Frameworks as a Basis for Nursing Practice
NSG 404 Pharmacology for Nurses
NSG 410 Nursing in the Community: Population Focused Practice**
(Prerequisites: NSG 411)
NSG 411 Nursing in the Community: Frameworks for Practice***
(Prerequisites: NSG 412)
NSG 412 Nursing in the Community: Health Care Delivery***
(Prerequisite: Completion of all 300-level nursing courses)
NSG 422 Introduction to Nursing Research
NSG 440 Issues in Professional Nursing (capstone course)

** Content required for licensure by CA Board of Registered Nursing
***This course requires a clinical practicum of 32 hours

Electives
15 quarter units

£ LICENSED VOCATIONAL NURSE TO BACHELOR OF SCIENCE IN NURSING
(LVN-TO-BSN)
(for Licensed Vocational Nurses seeking to advance to BSN-prepared Registered Nurse)
(651-120)

Departmental Admission Requirements

To be eligible for admission to the LVN-BSN program at National University, candidates must satisfy all of the following criteria:

• Have completed the National University undergraduate admission process
• Hold a current, active license to practice as a licensed vocational nurse
• Have achieved a grade point average of 2.75 or the equivalent in the nursing portion of the LVN program
• Submit the appropriate nursing program application
• Complete the ACCUPLACER math and english tests
• Submit a written statement of professional and educational goals to the Department of Nursing

Requirements for the Degree
To receive a Bachelor of Science in Nursing (BSN), students must complete at least 180 quarter units as outlined below, of which a minimum of 76.5 quarter units must be completed at the upper division level and 45 quarter units of which must be completed in residence at National University. The following courses are specific degree requirements. In the absence of transfer credit, students may take additional general electives to satisfy the total units required for the degree. Students exiting after completing the courses required for licensure by the California Board of Registered Nursing (as designated below) without completing at least 180 quarter units (at National University or through credit transfer) will not be granted the BSN degree.

Required General Education Preparation
(18 courses, 69 quarter units)

AREA A: ENGLISH COMMUNICATION
CATEGORY 1 Writing
(6 quarter units)
ENG 100* Effective College English I
ENG 101* Effective College English II

CATEGORY 2 Speech and Communication
(4.5 quarter units)
COM 200 Effective Communication

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(4.5 quarter units)
MTH 210 Introduction to Probability and Statistics
(Prerequisite: Placement Evaluation OR NSG 322 Introduction to Biomedical Statistics
OR
NSG 322 Introduction to Biomedical Statistics

AREA C: INFORMATION LITERACY AND TECHNOLOGY
(4.5 quarter units)
ILR 260 Information Literacy and Report Writing
(Prerequisites: Eng 100/101)

AREA D: ARTS AND HUMANITIES
(9 quarter units)
See listing of General Education courses offered in this category.

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(9 quarter units)
PSY 100 Introduction to Psychology
SOC 100 Principles of Sociology
(Prerequisites: Eng 100/101)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
(18 quarter units)
SCI 201 Human Anatomy and Physiology I
SCI 201A Human Anatomy and Physiology Laboratory I
SCI 202 Human Anatomy and Physiology II
SCI 202A Human Anatomy and Physiology Laboratory II

SCI 203 Introduction to Microbiology
SCI 203A Introduction to Microbiology Laboratory

AREA G: MODERN LANGUAGE
(9 quarter units)
LAS 340A Spanish in the Professional Work Place for English Speakers*
LAS 341 Applications of Cross-Cultural Communication in the Work Place
(Prerequisite LAS 340A)

AREA A-G: GENERAL EDUCATION
(4.5 quarter units)
SOC 500 Understanding Cultural Pluralism in American Society
(Prerequisite ENG 100/101)
or
HUB 500 Cross-Cultural Dynamics of Human Behavior
(Prerequisites ENG 100/101 and PSY 100)

Nursing Core Courses
(15 courses, 64.5 quarter units)
NSG 211 Health Assessment**
NSG 310 Professional Nursing Values**
NSG 320 Nursing Process IV: Medical-Surgical Nursing II**
NSG 320A Nursing Process IV: Medical-Surgical Nursing II Clinical Laboratory**
(Prerequisite: C or better in NSG 315 and Pass NSG 315A)
NSG 325 Nursing Process V: Psychosocial Nursing**
(Prerequisite: C or better in NSG 320 and Pass NSG 320A)
NSG 325A Nursing Process V: Psychosocial Nursing Clinical Laboratory**
(Prerequisite: C or better in NSG 320 and Pass NSG 320A)
NSG 340 Nursing Leadership and Management**
(Prerequisite: C or better in NSG 325 and Pass NSG 325A)
NSG 340A Nursing Leadership and Management Clinical Laboratory** (1.5 quarter units)
(Prerequisite: C or better in NSG 325 and Pass NSG 325A)
NSG 403 Theoretical Models and Conceptual Frameworks as a Basis for Nursing Practice
NSG 404 Pharmacology for Nurses
NSG 410 Nursing in the Community: Population Focused Practice***
(Prerequisite: NSG 411)
NSG 411 Nursing in the Community: Frameworks for Practice***
(Prerequisites: NSG 412)
NSG 412 Nursing in the Community: Health Care Delivery***
(Prerequisite: Completion of all 300-level nursing courses)
NSG 422 Introduction to Nursing Research
NSG 440 Issues in Professional Nursing (capstone course)

** Content required for licensure by CA Board of Registered Nursing
***This course requires a clinical practicum of 32 hours

■ BACHELOR OF SCIENCE IN NURSING (B.S.N.) RN COMPLETION
(for already licensed, registered nurses seeking a Bachelor of Science in Nursing degree)
(651-121)

Departmental Admission Requirements:
To be eligible for admission to the BSN program at National University, candidates must satisfy all of the following criteria:
• Have completed the National University undergraduate admission process
• Hold a current, active license to practice as a registered nurse in
School of Health and Human Services

the state/country where clinical experiences will be completed
• Have achieved a grade point average of 2.75 or the equivalent in the basic nursing program
• Be a graduate of an associate degree in nursing program or meet equivalency requirements for National University
• Submit the appropriate nursing program application
• Complete the ACCUPLACER math and english tests

Equivalency Requirements
Licensed RNs who have not earned the associate degree in nursing can meet equivalency requirements by completing the general education requirements, the preparation for the major and Anatomy and Physiology (12 quarter units). Students can use Anatomy and Physiology to meet the Physical and Biological Sciences general education requirements, or they can use prior course work from other regionally accredited institutions. The basic nursing education program must have included course work in those areas required by the California Board of Registered Nursing.

Independent Duty Corpsman (IDCs) who have successfully challenged the NCLEX must meet the equivalency requirements described above and successfully complete the IDC-RN transition courses (NSG 300 and NSG 301).

Admissions Procedure
Applicants are required to:
• Submit a statement of educational and professional goals
• Schedule and complete a personal interview with the program director or designee

Requirements for the Degree
To receive a Bachelor of Science in Nursing (BSN), students must complete at least 180 quarter units as outlined below, a minimum of 76.5 quarter units of which must be completed at the upper division level and 45 quarter units of which must be completed in residence at National University.

A maximum of 45 quarter units (30 semester units) of lower-division credit may be allowed for clinical courses for a registered nurse who is a graduate of a three-year hospital nursing school. Up to 22.5 quarter units (15 semester units) of additional lower-division credit may be granted for academically equivalent coursework. The following courses are specific degree requirements. In the absence of transfer credit, students may take additional general electives to satisfy the total units required for the degree.

Preparation for the Major
(6 courses, 27 quarter units)

MTH 210 Introduction to Probability and Statistics
(Prerequisite: Placement Evaluation)
OR
NSG 322 Introduction to Biomedical Statistics
PSY 100 Introduction to Psychology
SOC 100 Principles of Sociology
(Prerequisite: ENG 100/101)
OR
SOC 260 Cultural Anthropology
(Prerequisite: ENG 100/101)
LAS 340A Spanish in the Professional Work Place for English Speakers
LAS 341 Applications of Cross-Cultural Communication in the Workplace
(Prerequisite: LAS 340A)
SOC 500 Understanding Cultural Pluralism in American Society
(Prerequisite: ENG 100/101)
OR

HUB 500 Cross-Cultural Dynamics of Human Behavior
(Prerequisites: ENG 100/101 and PSY 100)

Preparation for the Major for Independent Duty Corpsmen also includes an additional 9 units
NSG 300 Making the Transition to the Role of the Professional Nurse (for IDC-RN candidates only)
NSG 301 Practicing the Role of the Professional Nurse (for IDC-RN candidates only)
These courses must be taken prior to taking any of the 400-level nursing courses.

Nursing Core Courses
(11 courses, 46.5 quarter units)

NSG 211 Health Assessment
NSG 310 Professional Nursing Values
NSG 340 Nursing Leadership and Management**
(Prerequisite: C or better in NSG 325 and Pass NSG 325A)
NSG 340A Nursing Leadership and Management Clinical Laboratory**
(1.5 quarter units)
(Prerequisite: C or better in NSG 325 and Pass NSG 325A)
NSG 403 Theoretical Models and Conceptual Frameworks as a Basis for Nursing Practice
NSG 404 Pharmacology for Nurses
NSG 410 Nursing in the Community: Population Focused Practice***
(Prerequisite: NSG 411)
NSG 411 Nursing in the Community: Frameworks for Practice***
(Prerequisite: NSG 412)
NSG 412 Nursing in the Community: Health Care Delivery***
(Prerequisite: Completion of all 300-level nursing courses)
NSG 422 Introduction to Nursing Research
NSG 440 Issues in Professional Nursing (capstone course)

**Content required for licensure by CA Board of Registered Nursing
***This course requires a clinical practicum of 32 hours

Electives or Transfer Units
106.5 quarter units (In the absence of upper-division transfer units, 16.5 quarter units of upper-division coursework may be needed to meet the minimum upper division requirement of 76.5 quarter units. For a bachelors degree program, no more than 135 quarter units are allowed in transfer, of which a maximum of 103.5 quarter units (69 semester units) may be lower division.

BACHELOR OF SCIENCE IN NURSING (B.S.N.) ACCELERATED POST-BACHELOR DEGREE
(for individuals with prior earned bachelor’s degree (ie. B.A., B.S.) who wish to be prepared for licensure as a registered nurse while simultaneously earning a Bachelor of Science in Nursing degree)

Departmental Admission Requirements
To be eligible for admission to the Accelerated post-bachelor’s BSN program at National University, candidates must satisfy all of the following criteria:

• Have completed the National University undergraduate admission process
• Hold a bachelor’s degree from an accredited school
• Have an overall college GPA of 2.75 OR 3.0 GPA on last 60 hours of coursework completed
• Submit the appropriate nursing program application
• Complete the ACCUPLACER math and english tests
• Submit a written statement of professional and educational goals to the Department of Nursing
School of Health and Human Services

Requirements for the Degree

To receive a Bachelor of Science in Nursing (BSN), students must complete at least 180 quarter units as outlined below, a minimum of 76.5 quarter units of which must be completed at the upper division level and 45 quarter units of which must be completed in residence at National University. The following courses are specific degree requirements. In the absence of transfer credit, students may take additional general electives to satisfy the total units required for the degree.

Preparation for the Major
(15 courses, 58.5 quarter units)

- COM 200  Effective Communication
- MTH 210  Introduction to Probability and Statistics
  (Prerequisite: Placement Evaluation)
- OR
- NSG 322  Introduction to Biomedical Statistics
- PSY 100  Introduction to Psychology
- SOC 100  Principles of Sociology
  (Prerequisites: Eng 100/101)
- SCI 201  Human Anatomy and Physiology I
- SCI 201A  Human Anatomy and Physiology Laboratory I
- SCI 202  Human Anatomy and Physiology II
- SCI 202A  Human Anatomy and Physiology Laboratory II
- SCI 203  Introduction to Microbiology
- SCI 203A  Introduction to Microbiology Laboratory
- NSG 311  Health Assessment**
  (Prerequisite: admission to nursing program and completed general education preparation with a minimum GPA 2.75)
- NSG 200  Foundations of Nursing Practice**
  (Prerequisite: C or better in NSG 211)
- NSG 200A  Foundations of Nursing Practice Clinical Laboratory**
  (Prerequisite: C or better in NSG 211)
- NSG 205  Nursing Process I: Medical-Surgical Nursing**
  (Prerequisite: C or better in NSG 200 and Pass NSG 200A)
- NSG 205A  Nursing Process I: Medical-Surgical Nursing Clinical Laboratory**
  (Prerequisite: C or better in NSG 200 and Pass NSG 200A)

Nursing Core Courses
(17 courses, 73.5 quarter units)

- NSG 314  Nursing Process II: Child-Bearing Family Nursing**
  (Prerequisite: C or better in NSG 205 and Pass NSG 205A)
- NSG 314A  Nursing Process II: Child-Bearing Family Nursing Clinical Laboratory**
  (Prerequisite: C or better in NSG 205 and Pass NSG 205A)
- NSG 315  Nursing Process III: Pediatric Nursing**
  (Prerequisite: C or better in NSG 314 and Pass NSG 314A)
- NSG 315A  Nursing Process III: Pediatric Nursing Clinical Laboratory**
  (Prerequisite: C or better in NSG 314 and Pass NSG 314A)
- NSG 320  Nursing Process IV: Medical-Surgical Nursing II**
  (Prerequisite: C or better in NSG 315 and Pass NSG 315A)
- NSG 320A  Nursing Process IV: Medical-Surgical Nursing II Clinical Laboratory**
  (Prerequisite: C or better in NSG 315 and Pass NSG 315A)
- NSG 325  Nursing Process V: Psychosocial Nursing**
  (Prerequisite: C or better in NSG 320 and Pass NSG 320A)
- NSG 325A  Nursing Process V: Psychosocial Nursing Clinical Laboratory**
  (Prerequisite: C or better in NSG 320 and Pass NSG 320A)
- NSG 340  Nursing Leadership and Management**
  (Prerequisite: C or better in NSG 325 and Pass NSG 325A)
- NSG 340A  Nursing Leadership and Management Clinical Laboratory**
  (1.5 quarter units)
  (Prerequisite: C or better in NSG 325 and Pass NSG 325A)
- NSG 340  Nursing Leadership and Management**
  (Prerequisite: C or better in NSG 325 and Pass NSG 325A)
- NSG 403  Theoretical Models and Conceptual Frameworks as a Basis for Nursing Practice
- NSG 404  Pharmacology for Nurses
- NSG 410  Nursing in the Community: Population Focused Practice***
  (Prerequisite: NSG 411)
- NSG 411  Nursing in the Community: Frameworks for Practice***
  (Prerequisite: NSG 412)
- NSG 412  Nursing in the Community: Health Care Delivery***
  (Prerequisite: Completion of all 300-level nursing courses)
- NSG 422  Introduction to Nursing Research
- NSG 440  Issues in Professional Nursing (capstone course)

** Content required for licensure by CA Board of Registered Nursing
***This course requires a clinical practicum of 32 hours

BACHELOR OF SCIENCE

(620)

General Education Program Requirements

The general education program consists of a minimum of 70.5 quarter units. Of the 70.5 units, students must complete at least 4.5 units at the upper division level and 4.5 units in diversity enriched course work. A plus (+) indicates a diversity enriched offering. All undergraduate students working toward any associate or bachelor’s degree must meet the University diversity requirement.

National University has general education requirements in the following eight areas:

AREA A: ENGLISH COMMUNICATION
(minimum 15 quarter units)

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(minimum 4.5 quarter units)

AREA C: INFORMATION LITERACY
(minimum 4.5 quarter units)

AREA D: ARTS AND HUMANITIES
(minimum 13.5 quarter units)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES
(minimum 13.5 quarter units)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES
(minimum 6 quarter units required [Note: one science lab is required.])

AREA G: MODERN LANGUAGE
(minimum 9 quarter units)

(Students may satisfy this area by passing a competency test in any second language. They also may satisfy this requirement with 9 quarter units of computer languages, such as C, C++, Java, and Visual Basic. Students who satisfy competency by examination must still meet the overall general education unit requirement.)

AREA A-G: GENERAL EDUCATION
(minimum 4.5 quarter units)

Courses taken to achieve minimum levels of collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.
BACHELOR OF SCIENCE WITH A MAJOR IN ALLIED HEALTH

Program Outcomes

The Allied Health major prepares the graduate to be able to:
1. Demonstrate orally and in writing, an understanding of the determinants of health such as environment, socioeconomic conditions, behavioral health care, and human genetics.
2. Demonstrate orally and in writing, an understanding of the value and importance of the functions of coordinated, comprehensive and continuous health care.
3. Understand and use systematic observations, documentation, and other effective assessment strategies in a responsible manner in partnership with patients, families and other professionals to positively maintain and promote health behavior and prevent disease.
4. Assist patients, families and communities to participate actively in decisions regarding health care.
5. Use increasingly complex technologies in an appropriate and cost-effective manner.
6. Demonstrate orally and in writing, an understanding of the value of operations in the health care system from a broad economic, oversight, management, political, social, legal, system, and organizational perspective.
7. Manage and use large volumes of scientific, technological, and patient information in a manner that delivers effective outcomes-based clinical care in the context of community and systems needs.
8. Perform in ethically sensitive ways and provide education and counseling for clients, families and communities in situations where ethical issues arise.
9. Appreciate the growing diversity of the population and the need to understand health, disease prevention, and healthcare through different cultural values.
10. Work effectively as an interdisciplinary team member in organized settings that emphasize the integration of care, promotion of health and prevention of disease.
11. Apply the essential concepts, inquiry tools, collection, evaluation and dissemination of allied health practice data.
12. Use professional standards in health care practice and maintain a commitment to continual learning.

Target Audience: The program is designed to articulate with allied health professional programs at Community Colleges to provide graduates the opportunity to advance in the allied health profession, meet societal and health-care delivery demands, and assume leadership and/or supervisory positions. The BS degree will prepare graduates to work in a variety of settings with diverse patients, families and communities as well as pursue graduate education in the health care field.

Degree Requirements

To receive a Bachelor of Science degree with a Major in Allied Health, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University and 76.5 of which must be completed at the upper-division level. In the absence of transfer credit, additional general electives may be necessary to satisfy total units for the degree. Refer to the section on undergraduate admission requirements for specific information regarding admission and matriculation.

Prerequisite for the Major

To enroll in this degree program a student must hold an Associate degree in an Allied Health field completed in a regionally and/or nationally accredited associate degree program. Appropriate Allied Health programs may include respiratory therapist, orthopedic technician, cardiovascular technologist, dental hygienist. Transfer units will be applied as per general university catalog policies.

Requirements for the Major

Core Requirements
(10 courses; 45 quarter units)

- HSC 300 Legal and Ethical Issues and Health Professions
  (Prerequisites: Preparation for the major courses)
- HSC 310 Issues and Trends in Health Care
  (Prerequisites: HSC300 Legal and Ethical Issues and Health Professions)
- HED 330 Health Education and Health Promotion
  (Prerequisites: HSC 310 Issues and trends in Health Care)
- NSG 322 Introduction to Biomedical Statistics
- GER 310 Healthy Aging
  (Prerequisites: None)
- HSC 400 Management for Health Professionals
  (Prerequisites: HSC 310 Issues and Trends in Health Care)
- HSC 410 Informatics for Health Professionals
  (Prerequisites: HSC 400 Management for Health Professionals)
- HSC 420 Allied Health Research
  (Prerequisites: HSC330 Epidemiology and Biostatistics)
- HSC 430 Case and Outcome Management
  (Prerequisites: HSC 410 Informatics for Health Professionals; HSC420 Allied Health Research)
- HSC 440 Allied Health Capstone Project
  (Prerequisites: HSC 420 Allied Health Research and HSC 430 Case and Outcomes Management)

Upper-Division Electives
(minimum 6 courses; 27 quarter units)

- HED 330 Health Education and Health Promotion
- NSG 322 Introduction to Biomedical Statistics
- GER 310 Healthy Aging
- HSC 400 Management for Health Professionals
- HSC 410 Informatics for Health Professionals
- HSC 420 Allied Health Research

Students must complete a minimum of 27 quarter units (6 courses) of electives to fulfill the upper-division unit requirements for the Bachelor of Science in Allied Health. In addition, two of the General Education courses should be at the upper-division level. A plus (+) indicates a diversity enriched offering.

Recommended

- ART 329 World Art
  (Prerequisites: ENG 100/101)
- CHD 440 Drugs, Values and Society
  (Prerequisites: ENG 100/101)
- CIS 301 Management Information Systems
- ECD 310 Child, Family, School and Community
  (Prerequisites: PSY 100 and 301)
- ECO 430 Economics and Philosophy
- ENG 432 Report and Research Paper Writing
  (Prerequisites: ENG 100/101)
HIS 350 Cultural Diversity  
(Prerequisites: ENG 100/101)
HUB 401 Conflict Resolution  
(Prerequisites: ENG 100/101 and PSY 100)
LAW 400 Current Legal Issues
MGT 400 Ethics in Law, Business and Management
MGT 409C Principles of Management and Organizations
PHL 336 Philosophy of Science  
(Prerequisites: ENG 100/101)
PHL 437 Ethics  
(Prerequisites: ENG 100/101)
PSY 301 Child and Adolescent Development
PSY 432 Social Psychology  
(Prerequisites: ENG 100/101 and PSY 100)
SCI 408 Introduction to Genetics and Heredity
SOC 310 Cultural Dynamics in the Workplace  
(Prerequisites: ENG 100/101)
SOC 445 Contemporary Social Problems  
(Prerequisites: ENG 100/101)

**Graduate Degree**

- **MASTER OF HEALTH CARE ADMINISTRATION (M.H.C.A.)**
  - (32)
  - Faculty Advisor: Chandrika Kelso  • (858) 642-8433  • ckelso@nu.edu

The field of health care administration offers students an excellent opportunity to focus their graduate business study in one of the largest industries in the United States. Major changes are occurring within the U.S. health delivery system. Population growth continues in all age groups. These demographics have increased the demand for graduates with an academic foundation in health care management. Opportunities are noted in government at all levels, public health, professional agencies at multiple levels and in the direct delivery system.

This unique and rewarding professional program provides students with a carefully structured range of health care administration courses and enhances students’ understanding of the U.S. health delivery system. This field of study focuses on the emergence of our health care system and its various components as outlined in the Health Care Management Program Handbook. Graduates also enhance their opportunities for professional growth and job placement in this prestigious field through carefully planned residencies. Students also participate in scholastic research focusing on specific health care issues as the current delivery system undergoes reform.

**Degree Requirements**

- (12 courses, 54 quarter units)

To receive an MHCA degree, students must complete at least 54 quarter units of graduate work. A total of 13.5 quarter units of graduate credit may be granted for equivalent graduate work completed at another institution, as it applies to this degree and provided the units were not used in earning another advanced degree. Refer to the section on graduate admission requirements for specific information regarding application and matriculation.

**Program Elective**

- (1 course, 4.5 quarter units)

For the elective, students should select a 600 level course offered in the School of Business and Management.

**Certificate Program**

**LVN “30 UNIT” OPTION CERTIFICATE**

(670-000-184)

Licensed vocational nurses who desire to complete the minimum number of units required to take the licensure examination may apply for this option. LVNs who select the “30-Unit Option” method to satisfy the requirements for licensure as a Registered Interested students should consult the Chair of the Department of Nursing for an individual program consultation to discuss the advantages and disadvantages of this option.

**Departmental Admission Requirements**

To be eligible for admission to the “30 Unit” certificate at National University, candidates must satisfy all of the following criteria:

- Have completed the National University undergraduate admission process
- Hold a current, active license to practice as a licensed vocational nurse
- Have successfully completed the required preparation courses PRIOR to submitting the application
- Submit the appropriate nursing program application
- For advising purposes only, complete the ACCUPLACER math and english tests
- For advising purposes only, submit a written statement of professional and educational goals to the Department of Nursing
After completing the interview process, successful candidates will be enrolled in classes as spaces become available.

**Requirements for the Certificate**

To receive the “30 Unit Option” certificate, students must complete the 40.5 quarter units as outlined below. The following courses are specific certificate requirements.

**Required Preparation**
(4 courses, 12 quarter units)

- SCI 202  Human Anatomy and Physiology II
- SCI 202A  Human Anatomy and Physiology Laboratory II
- SCI 203  Introduction to Microbiology
- SCI 203A  Introduction to Microbiology Laboratory

**Nursing Core Courses**
(7 courses, 28.5 quarter units)

- NSG 310  Professional Nursing Values**
- NSG 320  Nursing Process IV: Medical-Surgical Nursing II**
- NSG 320A  Nursing Process IV: Medical-Surgical Nursing II Clinical Laboratory**
- NSG 325  Nursing Process V: Psychosocial Nursing**
  (Prerequisite: C or better in NSG 320 and Pass NSG 320A)
- NSG 325A  Nursing Process V: Psychosocial Nursing Clinical Laboratory**
  (Prerequisite: C or better in NSG 320 and Pass NSG 320A)
- NSG 340  Nursing Leadership and Management**
  (Prerequisite: C or better in NSG 325 and Pass NSG 325A)
- NSG 340A  Nursing Leadership and Management Clinical Laboratory** (1.5 quarter units)
  (Prerequisite: C or better in NSG 325 and Pass NSG 325A)

** Content required for licensure by CA Board of Registered Nursing

** Content required for licensure by CA Board of Registered Nursing
**Degree Programs Offered and Faculty**

### Degrees Offered

#### Undergraduate Degrees
- **Associate of Science in Video Gaming***
- **Bachelor of Arts** with a Major in:
  - Multimedia Arts*

#### Graduate Degrees
- **Master of Fine Arts in Digital Cinema***
- **Master of Science** with a Field of Study in:
  - Educational and Instructional Technology*

#### Minors
- Multimedia Arts*
- Video Gaming*

* denotes program also offered or partially offered online.

Note: Not all online programs or courses are offered in entirety via Internet.
Note: Not all courses or programs listed in this catalog are available at every learning facility.
Various undergraduate minors are available in some degree programs.

**FOR FURTHER INFORMATION**

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in San Diego at (858) 642-8454
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Undergraduate Degrees

ASSOCIATE OF SCIENCE IN VIDEO GAMING (AS-VG) (602-118)

The Associate of Science in Video Gaming consists of courses that prepare the student for a broad range of positions requiring a background in multimedia design theory, production, and project management specific to the computer gaming industry. Many of the skills developed in this program also apply to students wishing to make extensive use of instructional multimedia and gaming technology in teaching careers. Students receive hands-on training in leading software applications, while they learn and apply digital game development theory for a wide range of uses in online, arcade, and console environments. Graduates of the program are in high demand because they possess a combination of skills and knowledge vital to today’s video gaming industry. Positions include game programmers, artists, designers, testers, and specialists in audio, video, and writing for games. Additionally, industries such as marketing, business, publishing, government, education and training require individuals with the knowledge and experience this program provides: How to build a game with a team of developers specializing in various aspects of the game presentation; how the business of game development and end-product sales is organized; and how game development tools from multimedia, computer science, and artificial intelligence are identified for use.

Program Learning Outcomes

Upon completing the A.S. in Video Gaming, the students will be able to design, build, and modify video games and computer simulations, demonstrating an understanding of:

- Principles and methodologies behind the rules and play of games.
- Visual and audio design fundamentals and aesthetics.
- Traditional narrative methods, as well as game-specific techniques.
- Game design and production, its interdisciplinary theoretical and practical ties to psychology, literature, cultural studies, film studies, math, computer science, and human-computer interaction (HCI).
- Basic mathematics, Newtonian physics, game-specific programming techniques, algorithm design, and game-testing strategies.
- Legal and ethical issues involved in game development or modification of an off-the-shelf product.
- The history and evolution of digital gaming.
- Diversity issues in the video game marketplace.
- Project management fundamentals, the roles and responsibilities of team members and their collaboration in all phases of design, development and implementation.

Degree Requirements

To receive the A.S. degree in Video Gaming, students must complete at least 90 quarter units, 31.5 of which must be taken in residence at National University.

General Education Requirements

(12 courses, 48 quarter units)

AREA A: ENGLISH COMMUNICATION

(15 quarter units Required)

CATEGORY 1 Writing

(10.5 quarter units Required)

ENG 100  Effective College English (3 quarter units)
ENG 101  Effective College English (3 quarter units)
ENG 334A  Technical Writing  
(Prerequisites: ENG 100/101)

OR

ENG 365  Creative Writing  
(Prerequisites: ENG 100/101)

CATEGORY 2 Speech and Communications

(4.5 quarter units Required)

COM 100  Introduction to Communications
OR
COM 200  Effective Communication

AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(4.5 quarter units Required)

MTH 210  Introduction to Probability and Statistics  
(Prerequisite: Placement Evaluation)

AREA D: ARTS AND HUMANITIES

(4.5 quarter units Required)

LIT 345  Mythology  
(Prerequisites: ENG 100/101)

AREA E: SOCIAL AND BEHAVIORAL SCIENCES

(9 quarter units Required)

PSY 100  Introduction to Psychology
HIS 350  Cultural Diversity [+]
(Prerequisites: ENG 100/101)

AREA F: PHYSICAL AND BIOLOGICAL SCIENCES

(6 quarter units Required)

SCI 104  General Physics
SCI 104A  General Physics Lab (1.5 quarter units)

AREA G: MODERN LANGUAGE

(9 quarter units)

(Students may satisfy this area by passing a competency test in any second language. They also may satisfy this requirement with 9 quarter units of computer languages, such as C, C++, Java, and Visual Basic.)

LAS 100  Spanish I
LAS 200  Spanish II  
(Prerequisite: LAS 100)
LAS 300  Spanish III  
(Prerequisite: LAS 200)
LAS 101  Spanish for the Native Speaker  
(Prerequisite: Native speaking ability and/or recommendation of instructor.)
LAS 201  Spanish for the Native Speaker II  
(Prerequisite: LAS 101)
CST 317  Programming in C++  
(Prerequisite: CST 242 or verifiable equivalence and permission of instructor)
CST 330C  Object Oriented Programming in C++  
(Prerequisite: CST 317)
CST 335  Data Structures and Algorithms  
(Prerequisite: CST 330C)

Required Courses for the Major

(10 courses, 42 quarter units)

MUL 330  Communication Tools  
(Prerequisites: ENG 100/101; COM 100 or COM 200)
MUL 331  Principles of Graphic Design  
(Prerequisites: ENG 100/101; COM 100 or COM 200)
BACHELOR OF ARTS (B.A.)

General Education Program Requirements

The general education program consists of a minimum of 70.5 quarter units. Of the 70.5 units, students must complete at least 4.5 units at the upper division level and 4.5 units in diversity enriched course work. A plus [+] indicates a diversity enriched offering. All undergraduate students working toward any associate or bachelor’s degree must meet the University diversity requirement.

National University has general education requirements in the following eight areas:

- **AREA A: ENGLISH COMMUNICATION** (minimum 15 quarter units)
- **AREA B: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING** (minimum 4.5 quarter units)
- **AREA C: INFORMATION LITERACY** (minimum 4.5 quarter units)
- **AREA D: ARTS AND HUMANITIES** (minimum 13.5 quarter units)
- **AREA E: SOCIAL AND BEHAVIORAL SCIENCES** (minimum 13.5 quarter units)
- **AREA F: PHYSICAL AND BIOLOGICAL SCIENCES** (minimum 6 quarter units required [Note: one science lab is required])
- **AREA G: MODERN LANGUAGE** (minimum 9 quarter units)
  - (Students may satisfy this area by passing a competency test in any second language. They also may satisfy this requirement with 9 quarter units of computer languages, such as C, C++, Java, and Visual Basic. Students who satisfy competency by examination must still meet the overall general education unit requirement. Students enrolled in a degree program under the School of Business and Management can elect to take general education electives to fulfill this requirement.)
- **AREA A-G: GENERAL EDUCATION** (minimum 4.5 quarter units)

Courses taken to achieve minimum levels of collegiate-level competency in the areas of writing and mathematical concepts and systems do not satisfy any portion of the general education requirement.

◆ Major in Multimedia Arts

(610-115)

Faculty Advisor: James J. Jaurez • (858) 642-8479 • jjaurez@nu.edu

The Bachelor of Arts in Multimedia Arts consists of courses that prepare the student for a broad range of positions requiring a background in computer multimedia design theory, production, and project management. Students receive hands-on training in leading software applications, while they learn and apply multimedia development theory and practice for online delivery and CD-ROM production. Graduates of the program are in high demand because they possess a combination of skills and knowledge vital to today’s workplace. Positions in marketing, business, publishing, government, education and training include Web Designer/Developer, Graphic Designer, Project Manager, and Multimedia Specialist.

Upon completion of the program students should be able to:
- Communicate effectively with clients, project managers, and media production team members in various electronic formats using oral, visual, and written methods.
- Identify the features of distribution media such as the Internet and other network systems and their application in multimedia projects.
- Describe the phases of the multimedia production cycle, from the initial planning stages to the final delivery of a professional product.
- Describe the technological constraints associated with the software and hardware used in a broad range of multimedia projects.
- Analyze multimedia production software features in selecting the appropriate products to accomplish a specified project goal.
- Explain such ethical and legal issues as copyright and the process of obtaining the use of original and licensed material in media projects.
- Apply the principles of graphic design, information design and usability design in the generation of multimedia projects.
- Prepare active and interactive content with graphics, animation, sound and digital video using contemporary multimedia authoring software.
- Design interactive multimedia using multimedia authoring software and scripting language controls such as HTML, Action Script and Lingo.
- Design a professional electronic portfolio that demonstrates writing and design competency in a variety of media, including digital print documents (PDF), web, CD-ROM, digital video, 2D and 3D graphics.

Degree Requirements

To receive a Bachelor of Arts degree with a Major in Multimedia Arts, students must complete at least 180 quarter units as articulated below, 45 of which must be completed in residence at National University, and 76.5 of which must be completed at the upper-division level. The following courses are specific degree requirements. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree.

Students are expected to possess or have access to a computer outside of National University so that they can work on projects both on and off campus. Given the nature of multimedia arts technology, this computer should be a 2.8 GHz processor with 512 Megabytes of RAM or better. Software for Multimedia program provided for onsite computer labs only. Students are responsible for software expenses associated with online and outside activities.

MUL 350 Web Presentation  
(Prerequisites: ENG 100/101; COM 100 or COM 200)

MUL 380 3-D Modeling & Rendering  
(Prerequisites: ENG 100/101; COM 100 or COM 200)

MUL 385 Video Game Animation  
(Prerequisite: MUL 380)

MUL 325 Psychology of Video Games  
(Prerequisite: PSY 100)

MUL 310 Introduction to Video Gaming  
(Prerequisite: ENG 100/101)

MUL 315 Video Game Design  
(Prerequisites: MUL 310)

MUL 318 Video Game Production  
(Prerequisite: MUL 315)

MUL 318A Video Game Production Lab (1.5 units)  
(Prerequisite: MUL 315)

MUL 380 3-D Modeling & Rendering (Prerequisites: ENG 100/101; COM 100 or COM 200)

MUL 385 Video Game Animation (Prerequisite: MUL 380)

MUL 325 Psychology of Video Games (Prerequisite: PSY 100)

MUL 310 Introduction to Video Gaming (Prerequisite: ENG 100/101)

MUL 315 Video Game Design (Prerequisites: MUL 310)

MUL 318 Video Game Production (Prerequisite: MUL 315)

MUL 318A Video Game Production Lab (1.5 units) (Prerequisite: MUL 315)

School of Media and Communication
Preparation for the Major
(1 course; 4.5 quarter units)

Introductory Courses
COM 100  Introduction to Communications
or
COM 200  Effective Communication

Requirements for the Major: General Core Courses
(11 courses, 49.5 quarter units)
MUL 330  Communication Tools
(Prerequisites: ENG 100/101; COM 100 OR COM 200)
MUL 331  Principles of Graphic Design
(Prerequisites: ENG 100/101; COM 100 OR COM 200)
MUL 332  Electronic Design and Layout
(Prerequisites: ENG 100/101; COM 100 OR COM 200)
MUL 335  Desktop Publishing
(Prerequisites: ENG 100/101; MUL 332)
MUL 340  Principles of Web Design
(Prerequisites: ENG 100/101; COM 100 OR COM 200)
MUL 350  Web Presentation
(Prerequisites: ENG 100/101; COM 100 OR COM 200)
MUL 360  Digital Audio and Video
(Prerequisites: ENG 100/101; COM 100 OR COM 200)
MUL 370  Digital Interactivity
(Prerequisites: ENG 100/101; COM 100 OR COM 200)
MUL 380  3-D Modeling and Rendering
(Prerequisites: ENG 100/101; COM 100 OR COM 200)
MUL 445  Management of Web Projects
(Prerequisite: ENG 100/101)
or
MUL 490  Guided Study
(Prerequisite: ENG 100/101)

Capstone Core Course
MUL 420  Portfolio Project
(Prerequisites: all general core courses)
or
MUL 495  Internship
NOTE: this is a two-month long class occurring after concentration courses

Multimedia Art Concentrations
Concentrations allow students to select a specific area of study to match their personal interests and fulfill demand for specialization in the marketplace. Upon entering the concentration, the student will begin learning the specialized skills through threaded projects spanning the whole of the concentration. Each course will build upon the prior course, culminating in a final advanced project presentation. In order to fulfill concentration requirements, students take the four designated courses in the concentration and choose two courses from MUL, COM, or CST courses.

▲ Concentration in Digital Video and Audio
(610-115-191)
(6 courses; 27 quarter units)
MUL 460  Advanced Digital Audio and Video
(Prerequisites: all general core courses)
MUL 461  Motion Graphics
(Prerequisites: all general core courses; MUL 460)
MUL 462  Digital Audio Creation
(Prerequisites: all general core courses; MUL 460; MUL 461)
MUL 463  Digital Video Production Project
(Prerequisites: all general core courses; MUL 460; MUL 461; MUL 462)
Plus two Upper-Division Electives from MUL, COM, or CST courses

▲ Concentration in Print / Web Graphics
(610-115-189)
(6 courses; 27 quarter units)
MUL 336  2-D Graphic Imaging
(Prerequisites: all general core courses)
MUL 430  Advanced 2-D Graphic Imaging
(Prerequisites: all general core courses; MUL 336)
MUL 431  Advanced Page Layout / Production
(Prerequisites: all general core courses; MUL 336; MUL 430)
MUL 432  Print / Web Graphics Project
(Prerequisites: all general core courses; MUL 336; MUL 430; MUL 431)
Plus two Upper-Division Electives from MUL, COM, or CST courses.

▲ Concentration in Web Development / Digital Interactivity
(610-115-190)
(6 courses; 27 quarter units)
MUL 440  Multimedia Design for the Web
(Prerequisites: all general core courses)
MUL 450  Advanced Web Presentation
(Prerequisites: all general core courses; MUL 440)
MUL 470  Advanced Digital Interactivity
(Prerequisites: all general core courses; MUL 440; MUL 450)
MUL 471  Advanced Digital Interactivity Project
(Prerequisites: all general core courses; MUL 440; MUL 450; MUL 470)
Plus two Upper-Division Electives from MUL, COM, or CST courses

School of Media and Communication Minors

▲ Minor in Multimedia Arts
(176)
(Students with a Major in Multimedia Arts are not eligible for this minor.)

Program Requirements
(6 courses, 27 quarter units)
MUL 330  Communication Tools
MUL 331  Principles of Graphic Design
(Prerequisites: ENG 100/101 and COM 100)
MUL 332  Electronic Design and Layout
(Prerequisites: ENG 100/101 and COM 100)
Please choose any three of the following:

MUL 335 Desktop Publishing  
(Prerequisite: MUL 332)

MUL 340 Principles of Web Design  
(Prerequisite: ENG 100/101 and COM 100)

MUL 440 Multimedia Design for the Web  
(Prerequisite: MUL 340)

MUL 350 Web Presentations  
(Prerequisites: COM 100/200)

MUL 450 Advanced Web Presentations  
(Prerequisites: MUL 350 and MUL 340)

MUL 360 Digital Audio and Video  
(Prerequisites: ENG 100/101 and COM 100)

MUL 460 Advanced Digital Audio and Video  
(Prerequisite: MUL 360)

MUL 370 Digital Interactivity  
(Prerequisite: COM 100/200)

A Minor in Video Gaming provides comprehensive instruction in video game design and development.

**Program Requirements**

*7 courses, 28.5 quarter units*

- **MUL 380** 3-D Modeling & Rendering  
  (Prerequisites: ENG 100/101; COM 100 or COM 200)  
  **Note:** BA Multimedia students may not use this course as fulfillment of minor in Video Gaming because it is already a Core course in BA Multimedia. Please choose any MM elective course instead.

- **MUL 385** Video Game Animation  
  (Prerequisite: MUL 380)

- **MUL 325** Psychology of Video Games  
  (Prerequisite: PSY 100)

- **MUL 310** Introduction to Video Gaming  
  (Prerequisite: ENG 100/101)

- **MUL 315** Video Game Design  
  (Prerequisites: MUL 310)

- **MUL 318** Video Game Production  
  (Prerequisite: MUL 315)

- **MUL 318A** Video Game Production Lab (1.5 units)  
  (Prerequisite: MUL 315)

### Graduate Degrees

**MASTER OF FINE ARTS IN DIGITAL CINEMA (MFA-DC)**

(715-506)

**Faculty Advisor:** E. Alyn Warren III • (714) 429-5131 • awarren@nu.edu

The Master of Fine Arts in Digital Cinema (MFA-DC) provides graduates with a foundation in film history and theory and in-depth study of digital motion picture production and post-production. The program focuses on developing well-rounded filmmakers versed in all aspects of film production and screenwriting with the ability to work on low budget, independent and documentary style filmmaking. Students produce a professional digital cinema portfolio tailored to the student’s interests, needs and desire for self-development. The program prepares graduates to work in a variety of production capacities in the following fields: commercial or industrial film and television, digital entertainment media, and communication, educational or instructional media production. The goal of the program is to develop both the critical acumen and technical abilities of students in the area of visual communication and media. Graduates will develop the ability to generate screenplays, to plan and produce film and video projects, and to critically evaluate film and video projects based on theoretical models in communication, media, information design and film aesthetics.

The MFA-DC program is composed of eight online courses, one hybrid, online/onsite course and two courses offered in an accelerated one-month onsite residency format. In the area of film theory and criticism, students take two online courses, one in film theory and an elective course in film studies or a graduate level course in a related area. Three additional on-line courses cover cinematography, digital editing and film production from development to release. Two online screenwriting workshops provide students the opportunity to generate a screenplay for a thesis project. Together these courses provide the theoretical and practical foundations for the art of digital filmmaking.

### Onsite Residency Classes

In preparation for the thesis production project, students take three courses: one online-onsite hybrid course in directing and production management, and two accelerated production courses, digital cinema production and digital post-production, in an onsite “residency” at a National University learning center. The residency classes consist of MDC683 (hybrid one month online and one month onsite) and the onsite intensive courses MDC688 (first two weeks) and MDC689 (second two weeks). The hybrid course begins online to prepare students in directing and pre-production for the two-week intensive digital production course. The directing course continues onsite during both the digital production and the subsequent two-week course in digital post-production. These three courses function as pre-thesis practice, providing students with hands-on production experience in a collaborative environment using professional equipment.

A production equipment fee for digital production equipment is an additional cost of these practica courses. The fee covers rental of professional digital camera, lighting and sound equipment and other production related expenses. The costs for accommodations and transportation related to the residency are not included in the tuition or fees and are the responsibility of each student. For more information, contact the program faculty advisor.

### Digital Portfolio

The MFA-DC digital portfolio functions as a digital cinema résumé. Student products from all the courses that are featured in the professional digital portfolio include short samples of editing and cinematography assignments, a production budget and storyboards, a screenplay, artist’s self-reflections and other production and post-production documentation.

### Thesis

To Receive a Master of Fine Arts in Digital Cinema, candidates must enroll in the online course MDC691, Thesis Production, with the thesis advisor. Students will keep in regular communication with their thesis advisor through the online course interface, Internet and telephone conferencing. The program advisor will assist the student in assembling a three-person committee to evaluate the thesis and digital portfolio collection of previous work. To graduate a student must submit the thesis project and digital portfolio for evaluation by the thesis committee within one year of the start of MDC691.

The thesis project consists of a short subject digital motion picture and a critical evaluative summary included in the digital portfolio. In the evaluative summary, the writer discusses her/his evolution as an artist and evaluates the work to demonstrate the student’s ability to communicate coherently, critically, and creatively. The thesis committee evaluates the digital portfolio and short subject motion picture project to determine whether the student has met the requirements for the MFA in Digital Cinema.
### Program Learning Outcomes

At the completion of the Master of Fine Arts in Digital Cinema, students will possess the knowledge and skills needed to produce a professional quality digital motion picture and to participate in the ongoing scholarly and critical discussions of issues in the field of film, film theory and criticism. Specifically, by the end of this program, students will be able to:

- Conduct independent research and apply relevant criticism in sustained analyses and interpretations of specific films.
- Engage in informed critical discussion, both oral and written, of theoretical issues pertaining to the study of film.
- Engage in informed critical discussion, both oral and written, of the works and criticism of a specific film director, period or genre.
- Evaluate films from the theoretical perspective of cinematographic techniques.
- Evaluate films from the theoretical perspective of cinema editing techniques.
- Generate a screenplay that is original, significant and complex enough to engage and sustain the interest of a discriminating audience.
- Participate in rigorous critiques of the creative works of others.
- Participate in the planning, production and editing of a short digital motion picture in a graduate level workshop setting.
- Synthesize current theory and practice by integrating professional cinematography and visual and sound editing techniques in the production of digital motion pictures.
- Create an original short motion picture that is significant and complex enough to engage and sustain the interest of a discriminating audience and is suitable for submission to a film festival.

### Application Requirements

To be considered for admission, applicants must meet the University graduate admission requirements listed in the general information for graduate degrees.

Students are expected to possess or have access to a computer and high-speed Internet connection including an email account outside of National University for course projects and assignments. Given the nature of digital video production and editing the computer should be at least a Pentium IV Pentium IV (3GHz) / Macintosh G4 or G5, with 128 MB video processor, 60 GB HD, 512MB RAM, and a FireWire 400 (IEEE 1394) port. In addition students will need to possess or have access to a 35mm still camera, a digital video camera (with still image capabilities and/or a digital still camera) for MDC651 and 652. Software required for these courses includes Microsoft Office (Word, Excel, PowerPoint, Internet Explorer), a variety of standard browser plug-ins (i.e. JavaScript, Flash, Shockwave, QuickTime, etc.), Adobe Photoshop (or equivalent photo image processing program) and a digital video/audio editing software package like Adobe Premiere Pro (or a Macintosh equivalent). A digital scanner is also recommended.

Students are responsible for arranging their own accommodations and transportation during the month-long onsite intensive. Production equipment fees for digital film production equipment rental and supplies are in addition to the course tuition. Production equipment fees must be paid in advance for MDC 688 and 689. For more information contact the program advisor.

### Degree Requirements

(11 courses; 49.5 quarter units)

To receive a Master of Fine Arts in Digital Cinema, students must complete at least 49.5 quarter units of graduate work, of which a minimum of 40.5 quarter units must be taken in residence at National University. Students can transfer up to 9 quarter units at the graduate level from a regionally accredited institution in the areas of film, communication or media studies, provided the units have not been used to satisfy the requirements of an awarded degree. Students may apply for transfer of 4.5 elective units in a non-film related area of graduate study. Students wishing to transfer credits into the program should contact the program faculty advisor. Refer to the section in the graduate admission requirements for additional specific information regarding application and matriculation.

### Program Prerequisites

It is recommended that students have had undergraduate courses or experience in some of the following areas: communication, film, literature, media studies, graphic design, multimedia arts, history, philosophy, psychology or sociology.

### Advancement to Candidacy

After the successful completion with a minimum grade no lower than a “B” in any three production courses (MDC 650, 651, 652, 683, 688, 689), a student may apply for advancement to candidacy for the Master of Fine Arts degree by writing a request to the program faculty advisor. At that time, the student selects or is assigned a thesis advisor.

### Core Requirements

(10 courses; 45 quarter units)

- ENG 665 Film Theory
- MDC 650 Digital Film Production
- MDC 651 Digital Cinematography
- MDC 652 Digital Video Editing
- MDC 680 Screenwriting
- MCW 680A Advanced Workshop in Screenwriting
- MDC 683 Directing and Production Management
- MDC 688 Digital Cinematography and Production
- MDC 689 Digital Cinema Post-Production
- MDC 691 Thesis Production

(Prerequisite: all other MFA core courses)

(Prerequisite: MDC 680)

(Prerequisite: MDC 651 or MDC 652)

(Prerequisite: MDC 651 or MDC 652)

(Prerequisite: MDC 652)

(Prerequisite: MDC 652)

(Prerequisite: all other MFA core courses)

### Electives

(1 course, 4.5 quarter units)

To complete the program, students can select electives from any of the following Film Studies courses or apply for equivalency with a graduate level course in media studies, media production, art or literary criticism, narrative or dramatic writing or theory.

- ENG 685 Great Directors: American
- ENG 686 Great Directors: International
- ENG 666 Film History: The Silents
- ENG 667 Film History: American Film
- ENG 668 Film Genre Studies
- ENG 669 World Film
The Master of Science in Educational and Instructional Technology is designed for students who want to participate in the paradigm changes that technology is precipitating in both education and training, as human learning moves from print and classroom-based instruction to digital media. The history and effectiveness of change processes and the role of technology in human learning are key components to the program.

This program divides into two specializations, an Educational Technology Specialization for K-12 and higher education bound educators, and an Instructional Technology Specialization for corporate and private industry instructional designers and trainers. Those in the Educational Technology specialization will develop expertise in both designing and conducting technology-facilitated instruction. These graduates will be prepared to enter education careers such as K-12 technology coordination, site administration, home school and virtual school instruction, and online instruction in higher education. Those in the Instructional Technology specialization prepare for the rapidly growing employment opportunities available to people skilled in applying emerging information and telecommunication technologies to solving instructional problems. These graduates will be capable of applying their knowledge and skills to any situation in which digital technologies hold the potential for improving instruction—especially, business, and governmental agencies.

This program emphasizes practical applications by offering extensive technical training in a variety of software. The program culminates with a final technology project that applies the theory and practice of educational and instructional technology.

**Program Outcomes**

Graduates of this program will be able to:

- Conduct a needs assessment, including analysis of subject matter, job/task, audience, and context.
- Demonstrate the ability to make interdisciplinary connections between technology, psychology, and computer-assisted interactive communications by preparing a multimedia product report.
- Complete an instructional design project, utilizing appropriate instructional design models.
- Design and implement an instructional module, demonstrating knowledge of and skill in the multimedia development cycle.
- Identify and evaluate effective methods for teaching adult learners using available technologies.
- Design an instructional module delivered through a completely digital form of distance education, and evaluate its effectiveness.
- Research, analyze and document the social, political, economic, and educational consequences of the continued growth of the World Wide Web for all learners.
- Evaluate the instructional effectiveness of a game/simulation, and embed as a component of a multimedia product.
- Demonstrate mastery of project management skills in the implementation of a large scale instructional design project.
- Write functional specifications for an instructional product and assess the costs and benefits of the chosen modes of development and delivery.

**Degree Requirements**

(10 courses; 45 quarter units)

To obtain a Master of Science in Educational and Instructional Technology, students must complete 45 quarter units of graduate work. Where appropriate, students can transfer a maximum of 13.5 quarter units of graduate work completed at another regionally accredited institution to meet stated requirements in the program. Students should refer to the section on graduate admission requirements for specific information regarding application and matriculation.

Students are expected to possess or to have access to a computer outside of National University to work on projects both on and off campus.

Given the nature of educational and instructional technology, the off-campus computer should have at least 1.6 GHZ of processing speed with 512 MB RAM. In addition students should have access to MS Office (Word, PowerPoint, Excel, and Internet Explorer), as well as the Macromedia MX Suite (Dreamweaver, Fireworks, and Flash).

**Program Prerequisites**

Candidates seeking admission to the program must possess a baccalaureate degree in good academic standing from a regionally accredited institution. Students considering this program should contact the program lead faculty prior to enrollment.

**Core Requirements**

(4 courses, 18 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT 601</td>
<td>Instructional Design</td>
</tr>
<tr>
<td>EDT 603</td>
<td>Advanced Instructional Design</td>
</tr>
<tr>
<td>EDT 607</td>
<td>Multimedia in Instruction</td>
</tr>
<tr>
<td>EDT 609</td>
<td>Distance Learning</td>
</tr>
</tbody>
</table>

Students will choose between one of the following two specializations:

(4 courses, 18 quarter units)

**Specialization in Educational Technology**

(720-503-510)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT 605</td>
<td>Technology, Educational Theory and Practice</td>
</tr>
<tr>
<td>EDT 612</td>
<td>Creating Meaningful Learning with Technology</td>
</tr>
<tr>
<td>EDT 614</td>
<td>The Effect of the Internet on the Meaning of Schooling</td>
</tr>
<tr>
<td>EDT 616</td>
<td>Motivating Learners through Gaming and Simulation</td>
</tr>
</tbody>
</table>

**Specialization in Instructional Technology**

(720-503-511)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT 611</td>
<td>Current Issues in Instructional Technology</td>
</tr>
<tr>
<td>EDT 613</td>
<td>Simulations and Virtual Reality</td>
</tr>
<tr>
<td>EDT 615</td>
<td>Seminar in Performance Technology</td>
</tr>
<tr>
<td>EDT 623</td>
<td>Web-Based Instruction</td>
</tr>
</tbody>
</table>

**Integration Seminars and Project**

(2 courses, 9 quarter units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT 693</td>
<td>Evaluating and Improving Instructional Programs</td>
</tr>
<tr>
<td>EDT 695</td>
<td>Educational and Instructional Technology Capstone Project</td>
</tr>
</tbody>
</table>

Faculty Advisor: Michaela Monahan • (858) 642-8393 • mmonahan@nu.edu
Extended Learning

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Extended Learning

Division of Extended Learning

The Division of Extended Learning meets the needs of National University’s diverse community of adult learners through a variety of innovative programs. The courses facilitate professional and organizational development, giving adults the opportunity to meet the ongoing challenges of changing careers. National University is a member of the University Continuing Education Association (UCEA), a nationwide professional organization comprised of prominent colleges and universities in the country. In addition, many of these programs are approved for continuing education units (CEUs) for various professional organizations.

National University, Division of Extended Learning
11355 N. Torrey Pines Rd., La Jolla, CA 92037
Phone: 1 (800) NAT-UNIV, ext. 8600
(858) 642-8600, Fax: (858) 642-8714, Web: www.nu.edu/el

Course Numbering System

Credit Courses

Academic credit is granted for a limited number of programs. National University operates on a quarter system and all academic credit is awarded in quarter units. Students who plan to apply credits earned through Extended Learning to an academic degree program should consult the appropriate institution and academic department to ascertain whether academic credits earned will transfer toward their proposed course of study. All courses to which academic credit is applied are 4.5 quarter units, unless otherwise specified, and follow National University’s illustrated tuition rates for undergraduate and graduate courses. Extended Learning reserves the right to modify tuition and/or program rates at anytime.

Course Levels and Numbers

The course numbering system described below is effective only for those Extended Learning courses offered after 1991:

1000X-1099X Course for which lower division credit may be allowed toward degree requirements.
1100X-1199X Course for which upper division credit is allowed toward degree requirements.
1200X-1299X Course for which graduate credit may be allowed toward degree requirements.
1300X-1399X Credit course for teachers designed to serve the need for professional upgrading, salary advancement and in-service education requirements.
1400X-1499X Course which meets requirements for professional level courses and certificate programs, or provides opportunities for professionals as well as others from the general public to enhance their knowledge in various academic fields.

Non-Credit Courses

There are two categories of Extended Learning non-credit courses. 1800X-1899X These courses offer Continuing Education Units (CEUs), a nationally recognized measurement of a non-credit learning experience. Professional groups, employers, licensing agencies and others who routinely evaluate individual accomplishments and training generally accept this unit of measurement. One CEU is awarded for every 10 hours of participation.

1900X-1999X These courses carry neither academic credit nor CEUs. They are offered in response to the growing need for quality educational opportunities for professionals, career, personal growth or general cultural interest and knowledge.

Grading System

Grade Definition
A Exceptional
B Very Good
C Satisfactory
D Marginal
F Failing
S Satisfactory
U Unsatisfactory/No Credit

Financial Aid

Division of Extended Learning students are generally not eligible to receive federal financial aid, although alternative funding options are available. Students planning to enroll in non-credit courses may apply for an IT Skills Loan, Key Career Loan, or Sallie Mae Career Loan. These agencies are not affiliated with the Division of Extended Learning or National University. Additionally, the Division of Extended Learning provides guidance to students who are utilizing funds through Tuition Assistance, Veteran’s Assistance, and /or the Workforce Investment Act. The Division of Extended Learning does work with students who are seeking financial aid for certificate programs that grant academic credit. Financial aid is available through two methods: National University Tuition Assistance Loan and Federal Financial Aid through Title IV.

Veterans’ Information

Students wishing to apply for programs administered by the Department of Veterans Affairs can obtain information on how to apply for their benefits by calling or visiting the Veterans’ Affairs Office located at 4121 Camino del Rio South, San Diego, (619) 563-7270, or (800) 628-8648, ext. 7270. For more information, please call (800) 628-8648, ext. 8600.

Tuition

Tuition rates in effect as of August 29, 2005.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>4.5 qtr unit</th>
<th>3 qtr unit</th>
<th>1.5 qtr unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>100, 200, 300, 400</td>
<td>$1044</td>
<td>$696</td>
<td>$348</td>
</tr>
<tr>
<td>500 (Undergrad)*</td>
<td>$1044</td>
<td>$696</td>
<td>$348</td>
</tr>
<tr>
<td>500 (Grad)*</td>
<td>$1188</td>
<td>$792</td>
<td>$396</td>
</tr>
<tr>
<td>600 &amp; 700</td>
<td>$1188</td>
<td>$792</td>
<td>$396</td>
</tr>
</tbody>
</table>

*Tuition for 500-level courses is charged according to students’ degree programs.

All academic courses follow the above tuition rates with the exception of EDX 1201X and HEDX 1201X, which cost $395.

Refund/Withdrawal Requests

Students may withdraw from a course at anytime. To secure a refund, please contact the Division of Extended Learning. In all cases in which refunds are awarded, the cost of books and materials will be deducted. Non-attendance or notifying an instructor does not constitute officially dropping or withdrawing from a course.

The refund policy is as follows:

Refund Percentage of Sessions Remaining
100 75-100%
50% 67-74%
No Refund 0-66%

Corporate Training

Corporate training is available for businesses or school districts through Extended Learning. Classes can be held at a place of business or at a National University learning center. Each program can be tailored to target an organization’s unique challenges and in-
house training programs can be customized to any specifications necessary. Through these courses, National University can provide the services to maximize training budgets. Discounts are available for three or more students from the same organization.

Payment Options
Payment can be made by either telephone, fax, or in person. Checks and any one of the following credit cards are accepted for your convenience: American Express, Discover, Visa, or MasterCard. Company invoicing is also available. Payment for Extended Learning courses is required before attending class.

Division of Extended Learning Certificate and Course Offerings

Certificate Programs

▲ Orthopedic Technology Certificate Program

Program Description
The Orthopedic Technician program prepares the graduate to be able to:

- Assist Orthopedic Surgeons in the treatment of patients.
- Apply, adjust and remove casts, splints and braces.
- Set up adjust and maintain traction configurations.
- Assist with the care of acutely injured patients.
- Assist the physician in the reduction and/or manipulation of orthopedic injuries.
- Manage insurance, medical billing and coding for orthopedic procedures.
- Assume professional, ethical, legal behavior upholding the standards of entry into the profession.
- Be employed in hospitals, clinics and private practice offices.

Successful completion of the Orthopedic Technology program leads to a certificate from National University Extended Learning/California Medical Institute. Students who successfully complete the program are eligible to take the certification examination offered by the National Board of Certification for Orthopedic Technologists.

Degree Requirements
(9 courses, 36 quarter units)

To receive the Certificate in Orthopedic Technology, students must complete and pass at least 36 quarter units (9 courses).

Admission Requirements
Completion of a college level course in Human Anatomy or Anatomy/Physiology, with a grade of C or better. If the Anatomy course has not been completed, a student with medical work experience with a recommendation will be considered. Students admitted to the program must submit a satisfactory physical examination report, and provide a record of current immunizations and current CPR card.

Certificate program consists of the following courses:

Students can begin this program at two different points; however, students must have completed the first eight courses prior to starting the Clinical Practicum:

Open Enrollment/Entry Point A

ORT 1000X Functional Anatomy & Biomechanics of the Upper Extremity
ORT 1001X Orthopedic Techniques: Clinical Lab A
ORT 1004X Advanced Upper Extremity: Trauma/Pathology-Operative/Conservative Treatment Concepts
ORT 1005X Orthopedic Techniques: Clinical Lab C

Open Enrollment/Entry Point B

ORT 1002X Functional Anatomy & Biomechanics of the Lower Extremity
ORT 1003X Orthopedic Techniques: Clinical Lab B
ORT 1006X Advanced Lower Extremity: Trauma/Pathology-Operative/Conservative Treatment Concepts
ORT 1007X Orthopedic Techniques: Clinical Lab D
ORT 1008X Supervised Hospital Clinical Practicum
(Prerequisite: students must have completed ORT 1000X – ORT 1007X to be eligible for the practicum)

▲ Alcohol and Drug Counselor Certificate

The Alcohol and Drug Abuse Counseling program, offered in a California Association of Alcoholism and Drug Abuse Counselors (CAADAC) or a certificate track, provides professional development for those currently working with or those who wish to work with the chemically dependent. National University’s Division of Extended Learning has been designated by CAADAC as an institution whose curriculum meets the educational requirements for certification in this field.

The CAADAC program track is designed for those students who are currently not working as an alcohol and drug abuse counselor. This program is ideal for individuals interested in preparing for a counseling career in the addictions field or for those who would like to work in a state-licensed or non-licensed recovery home or outpatient clinic. Professionals already working in the field may wish to pursue the non-CAADAC track (Track II). These programs are excellent for therapists, nurses, social workers, probation or corrections professionals with practices or caseloads of clients, or concerned individuals in the community.

Admission Requirements
Recovering drug or alcohol users must provide proof of a minimum of one year of sobriety or non-drug use.

Track I: CAADAC Certificate
(10 courses, 37.5 quarter units)

To earn the certificate you must complete 37.5 units of study. These consist of 10 required courses, including the Supervised Field Practicum, 4.5 unit course, and 255 hours at an approved agency setting where direct supervision is provided by a qualified staff person. For the certificate, a grade of “C” or above must be received for all classes in the program. You must enroll for a letter grade in all classes. Students can start with any course in the track except ADC 1101X.

Certificate program consists of the following courses:

ADC 1101X Sociological Perspectives on Alcoholism and Drug Addiction
ADC 1102X Physiological and Pharmacological Aspects of Substance Abuse
ADC 1103X Counseling Techniques/Practical Applications
ADC 1104X Counseling Special Populations
ADC 1105X Treatment Approaches for Alcoholism and Substance
Extended Learning

Abuse Counselor

ADC 1106X Alcoholism and Substance Abuse Prevention and Intervention Education (3.0 quarter units)

ADC 1107X Chemical Dependency and Psychiatric Illness

ADC 1108X Legal and Ethical Practices for Drug and Alcohol Counselors (1.5 quarter units)

ADC 1109X Personal and Professional Growth (1.5 quarter units)

ADC 1110X Practicum - Field Work 255 Hours

For complete information on the CAADAC certification process, or to order a CAADAC Handbook visit www.caadac.org or call (916) 368-9412.

Track II: Professional Certificate

(6 courses, 21 quarter units)

The prevalence of alcohol and drug abuse in today’s society, health and human service professionals, counselors, teachers, nurses, ministers, law enforcement, and industry and government officials need education and training with alcohol and drug abuse problems.

This 21 unit certificate will build upon the theoretical and practical basis of the required Alcohol and Drug Abuse courses and provide the student with specialized training in counseling.

Certificate program consists of the following courses:

ADC 1101X Sociological Perspectives on Alcoholism and Drug Addiction

ADC 1102X Physiological and Pharmacological Aspects of Substance Abuse

ADC 1103X Counseling Techniques/Practical Applications

ADC 1104X Counseling Special Populations

ADC 1106X Alcoholism and Substance Abuse Prevention and Intervention Education

Successful completion is defined as earning the grade of “C” or higher in all courses of the curriculum. Those who successfully complete the courses will be awarded a certificate.

Medical Billing, Coding and Information Technology Certificate Program

Medical billing and administration is one of the ten fastest growing career fields in the nation, according to the U.S. Department of Labor. Through this intensive, eight-course Medical Billing, Coding and Information Technology Certificate Program, students will learn the essential skills to help prepare them for a career in this growing field.

Program Learning Outcomes

Upon completion of the Medical Billing, Coding and Information Technology Certificate Program, students will demonstrate an understanding of:

- Navigating within a Windows computer operating environment.
- Creating basic spreadsheet reports and word documents to support their role in the Medical Billing field.
- The human anatomy as it pertains to the Medical Billing and Administration field of study.
- The various healthcare programs such as Medicare and Medi-CAL.
- The legal and ethical implications in their role as a Medical Billing representative.
- Medisoft, the software most commonly used for medical billing purposes.
- The various forms of coding used in the medical billing profession.
- The various types of insurance programs (Blue Cross, et al) and the billing requirements for each.
- Executing proper billing and follow-up procedures for Worker’s Compensation claims.
- The skills necessary to gain an entry-level position in the Medical Billing field.

Degree Requirements

(8 courses, 31.5 quarter units)

To receive the Certificate in Medical Billing, Coding and Information Technology, students must complete and pass at least 36 quarter units, 31.5 of which must be taken in residence at National University.

Certificate program consists of the following courses:

Open Enrollment/Entry Point A

SCX 1001X Human Anatomy & Physiology I

SCX 1002X Human Anatomy & Physiology II

Open Enrollment/Entry Point B

MBL 1003X Medical Terminology

(Prerequisites: SCI 1101X & 1102X)

Open Enrollment/Entry Point C

MBL 1005X Medical Insurance I

MBL 1006X Medical Insurance II

(Prerequisites: MBL 1105X)

MBL 1007X Medical Insurance III

(Prerequisites: MBL 1105X, MBL 1106X)

Open Enrollment/Entry Point D

ILX 1060X Information Literacy & Report Writing

Open Enrollment/Entry Point E

HCX 1109X Legal and Ethical Issues and Health Professions

Pharmacy Technician Certificate Program

This certificate program will prepare students for entry-level pharmacy technician positions. Medical and pharmaceutical terminology will be introduced, and basic anatomy related to the pharmacology of medications will be a major component of the coursework along with pharmaceutical calculations. This program will provide students with the necessary information required to pass the National Certification Exam offered by the Pharmacy Technician Certification Board.

Program Learning Outcomes

Upon completing the Pharmacy Technician Certificate program, the students will demonstrate an understanding of:

- Defining the differences between the hospital and retail pharmacy setting.
- Ethical conduct in all duties performed.
- Understanding the laws that govern pharmacy, both federal or state mandated.
- Interpreting physician orders and prescriptions.
- Preparing and distributing medications.
- Defining medical and pharmaceutical terms and common abbreviations.
Extended Learning

- Improving Early Hearing Detection and Enhancing Educational Outcomes for Young Children who are Hard of Hearing or Deaf (Ages Birth-Five Years)

IHHD Certificate Programs

These online certificate programs can be taken for continuing education units or for academic credit.

▲ Improving Early Hearing Detection and Intervention Service Delivery for Infants and Young Children who are Hard of Hearing or Deaf (Ages Birth-Five Years)

IHHD 1201X | Interdisciplinary Screening, Assessment, and Planning
IHHD 1202X | Family-Centered Programming
IHHD 1203X | Facilitating Outcomes: Language, Learning, Speech & Listening
IHHD 1204X | Quality Indicators in Early Intervention Programming

▲ Enhancing Educational Outcomes for Children and Youth Who Are Hard of Hearing or Deaf (Ages 5-21)

IHHD 1205X | Understanding Hearing Loss and Deafness
IHHD 1206X | Language and Communicative Competence Development
IHHD 1207X | The Interdisciplinary Team: Collaboration is Key
IHHD 1208X | Social Emotional Development, Services, & Considerations

Technology Series Certificate Programs

The Technology Series Certificate programs are intended to prepare students for careers in the diversified industry of Information Systems, Network Administration and Engineering and Mass Communications systems. Programs are offered in nine-month and three-month formats. Each module is taught in a classroom environment with both lecture and hands-on laboratory being interactively exchanged.
Extended Learning

▲ Information Systems Technology Program

Length: 36 Weeks / 720 Hours / 9 Courses
Cost: $11,995
Program Objective: The program provides instruction with currently
used operating systems, computer system hardware, network
installation, assembly, troubleshooting, testing techniques,
procedures, Internet applications, web design, and security
techniques for networks and computer systems at a technologist
level. The purpose of the program is for students to learn the
information necessary to become qualified in the diversified industry
of information sciences. Each module is taught in a classroom
environment with both lecture and hands-on laboratory being
interactively exchanged.

Certificate program consists of the following courses:

ISY 1008X Client Operating Systems
ISY 1001X Linux Concepts and Implementation
ISY 1002X PC System Essentials
ISY 1003X Network Essentials
ISY 1004X PC and Network Diagnostics and Troubleshooting
ISY 1005X Microsoft Office Applications
ISY 1006X Web Design
ISY 1007X Internet Essentials
ISY 1008X PC System Security

▲ Mass Communications Technology

Length: 36 Weeks / 720 Hours / 9 Courses
Cost: $10,995
Program Objective: The program provides instruction on current
standards and practices in telecommunications technology at a
technologist level. Instruction is provided on telecommunications
systems (see Telecommunications Technology Program objectives)
and also includes IEEE 802.11a/b/g Wireless Local Area Networks
(WLAN), Cellular/PCS networks (digital and analog systems), Voice
over Internet Protocol (VoIP), and Computer Systems. Each module
is taught in a classroom environment with both lecture and hands-on
laboratory being interactively exchanged.

Certificate program consists of the following courses:

MAS 1000X Voice and Data Cabling
MAS 1001X Local Area Networks
MAS 1002X Introduction to Wireless Networks
MAS 1003X Wireless Network Planning
MAS 1004X Fiber Optics
MAS 1005X Business Communications Systems
MAS 1006X Basic Electricity and Electronics
MAS 1007X PC System Essentials
MAS 1008X Internet Telephony

▲ Network Administration and Engineering

Length: 36 Weeks / 720 Hours / 9 Courses
Cost: $12,995
Program Objective: The program provides instruction with currently
used network and client operating systems, high performance
computer system hardware, network installation, assembly,
troubleshooting, testing techniques, procedures, Internet
applications, and security techniques for networks and computer
systems at an engineering level. The purpose of the program is for
students to learn the information necessary to become qualified in the
diversified industry of information services. Each module is
taught in a classroom environment with both lecture and hands-on
laboratory being interactively exchanged.

Certificate program consists of the following courses:

MAS 1800X Voice and Data Cabling
MAS 1801X Fiber Optics
MAS 1802X Business Communications Systems

▲ Telecommunications Technology

Length: 12 Weeks / 240 Hours / 3 Courses
Cost: $5,000
Program Objective: The program provides instruction on current
standards and practices in telecommunications technology to include
telephone and data systems, networks, and equipment,
voice/video/data cabling systems installation, maintenance, and
documentation, testing procedures and techniques, electrical and
electronic theories, and fiber optics. Instruction is also provided on
transport technologies such as T-Carrier, Integrated Services Digital
Network (ISDN), Digital Subscriber Line (xDSL), and transport
services such as X.25 Packet Switching, Frame Relay, Asynchronous
Transfer Mode (ATM) and Switched Multi-megabit Data Services
(SMDS). Each module is taught in a classroom environment with
both lecture and hands-on laboratory being interactively exchanged.

Certificate program consists of the following courses:

NAE 1000X Client Operating Systems
NAE 1001X Windows Server Administration
NAE 1002X Network Design and Infrastructure
NAE 1003X Windows Services
NAE 1004X Network Security
NAE 1005X Novell Administration
NAE 1006X Linux Concepts and Implementation
NAE 1007X Linux and Novell Applications
NAE 1008X Routers and Advanced Networking
**Computer Systems Technology**

Length: 12 Weeks / 240 Hours / 3 Courses  
Cost: $5,000  
Program Overview: The program provides instruction with currently used operating systems, computer system hardware, and network installation, assembly, troubleshooting, testing techniques and procedures at a technician level. Students will learn the information needed to become qualified in the diverse industry of computer systems. Each module is taught in a classroom environment with both lecture and hands-on laboratory.

Certificate program consists of the following courses:

- ISY 1802X PC System Essentials  
- ISY 1803X Network Essentials  
- ISY 1804X PC and Network Diagnostics and Troubleshooting

**Workforce Readiness Certificates**

The Workforce Readiness Certificate programs provide students with quality training for employment readiness. Through National University’s exceptional learning environment, these programs combine formal education with real-world situations. This practical approach is designed to prepare students for gainful employment. Each course module entails 48 clock hours of instruction.

**Computer Applications**

Length: 8 Weeks / 192 Hours / 4 Courses  
Cost: $2,800  
This program provides students with the knowledge of basic computer hardware and software applications, as well as familiarity with various terminologies. A portion of the program will be spent reviewing the components of the Microsoft Operating System. Students will receive hands-on training in a variety of computer applications relevant to today’s office environment. Courses include:

Certificate program consists of the following courses:

- ISX 1935X Introduction to Computers  
- WPA 1800X Word Processing Applications  
- DBA 1800X Database Applications  
- ISX 1952X Spreadsheet Applications

**Healthcare Office Administration**

Length: 8 Weeks / 192 Hours / 4 Courses  
Cost: $4,400  
Students in this program learn the basic skills required to gain entry-level employment in private medical offices, medical clinics, hospital-billing departments, and independent billing offices. Students will gain a fuller understanding of the responsibilities involved in working in a medical office setting. Courses include:

Certificate program consists of the following courses:

- MEDX 1800X Medical Terminology I  
- MEDX 1801X Medical Terminology II  
- MEDX 1802X Medical Billing – Practical  
- MEDX 1803X Computerized Billing

**Human Resource Technician**

Length: 6 Weeks / 288 Hours / 3 courses  
Cost: $4,100  
This program provides students with entry-level skills in a human resource environment. Graduates will understand how to maintain and update personnel records, understand employer laws, employer benefits and compensations packages, and learn general human resource terminology and administration. Courses include:

Certificate program consists of the following courses:

- BUSX 1888X Introduction to Human Resources  
- BUSX 1889X Labor and Employment Law  
- BUSX 1892X Company Compensation and Benefits

**Healthcare & Human Resources Administration**

Length: 14 Weeks / 336 Hours / 7 Courses  
Cost: $4,900  
As one of the 10 fastest growing industries, healthcare administration is the need of qualified individuals. Through this program, students will learn the expectations and human resource applications of the medical billing industry, and will gain the necessary skills for an entry-level position in this field. Courses include:

Certificate program consists of the following courses:

- MEDX 1800X Medical Terminology I  
- MEDX 1801X Medical Terminology II  
- MEDX 1802X Medical Billing – Practical  
- MEDX 1803X Computerized Billing  
- BUSX 1888X Introduction to Human Resources  
- BUSX 1889X Labor and Employment Law  
- BUSX 1892X Company Compensation and Benefits

**Language Proficiency**

Students can complete the University’s language proficiency requirement through the English Language Programs University Preparation program in San Diego. International students who need English proficiency are tested and placed in the appropriate class level. English language classes follow the University calendar and provide 100 hours of instruction per month. At the end of each month, students are evaluated for advancement. Students in the advanced level can apply for early admission to academic courses.

**University Preparation Program**

The University Preparation program is a very intensive program designed for high school graduates, university students or professionals who plan to attend National University or another U.S. college or university and /or want to improve their academic skills for professional career advancement.

This program follows a four-week format and provides 100 hours of instruction per month. Courses range from beginner though advanced levels. Each level can be completed in two months. Classes are offered at all levels every month.

Graduation from the last level fulfills the National University...
Extended Learning

Language proficiency requirement so the Test of English as a Foreign Language (TOEFL) examination is not required.

English Language levels consist of core courses increasing in difficulty and complexity from beginning to advanced.

Levels 400 - Beginning

These levels are designed for those who have had no exposure to the English Language, have absolutely minimal knowledge of the English language, or have minimal skills in conversation, reading, and writing.

Levels 500-600 - Beginning Section II

Levels 500 to 600 are designed for those with more-than-basic skills in grammar and writing, and sufficient skills for beginning reading, vocabulary, listening, and speaking.

Level 700 - Intermediate

In this level, students are given high-fluency-level lessons in all the four core components: reading, writing, grammar, and speaking, as well as in some electives.

Level 800 - Advanced

In this highest level in the University Prep Program, students work on developing all their skills and preparing for the academic programs. In this level, students also have opportunities to study other electives. Emphasis is on writing and research method, presentation skills, and accent reduction. Tuition rates for ESL courses are $1,044 per course with a one time $75 application fee.

ESL 1510X ESL I
ESL 1520X ESL II
ESL 1610X ESL III
ESL 1620X ESL IV
ESL 1710X Intermediate ESL I
ESL 1720X Intermediate ESL II
ESL 1810X Advanced ESL (Communication/Presentation)
ESL 1820X Advanced ESL (Writing and Research Seminar)

English Language Programs (ELP) Core Course Descriptions

Listening
Non-native English speakers in this course improve their listening and not-taking skills by discussing tapes and lectures. This gives students many opportunities to interact with each other and with the instructor.

Speaking
Students gain proficiency in oral communication through group discussions and individual presentations, and by discussing personal as well as academic topics. In the more advanced levels, students give short speeches and participate in group discussions. Small groups allow students to interact with each other and with the instructor.

Reading
Students improve their reading ability by learning and practicing key reading comprehension and vocabulary skills.

Vocabulary Development
Students expand their vocabulary through various types of activities as well as presentation of roots, suffixes and affixes.

Grammar and Writing
The rules of English grammar are studied and used in context at the different levels. The focus is on applying grammar structures to written communication.

Writing and Editing
Students learn writing skills from developing basic paragraphs, summaries and outlines to composing full-length essays. Activities include academic writing, informal/free writing and grammar-based writing.

In addition, each course level offers a variety of enhancement courses such as idiomatic expressions and cinema, writing research papers and newsletters, conducting academic research, world celebrations, American culture, the American legal system and U.S. culture and history. These controversial topics are just a sample of the complementary courses each level in the program must complete in addition to the core classes.

ELP offers programs for students who want to study the English language but do not plan to enroll in a Bachelor or Master Degree program at National University.

▲ English Communication Program

This program is designed for individuals who want to improve their English communication skills for purposes of professional advancement or simply for personal enjoyment. This program focuses on developing fluency in listening, speaking, and reading along with writing and grammar. The program provides 100 hours of instruction per month.

Classes are offered at all levels from beginners to advanced every month following the NU monthly format.

Conversation and American Culture

This is a special, short-term vacation program designed for groups or individuals who want to improve their English conversation skills and learn more about American culture. Tuition per course: $1044

Classroom instruction in Conversation is combined with various social and recreational activities, emphasizing the study of American culture and lifestyle. The program has 3 to 4 hours of instruction per day.

Specialized Course Program

The courses in this program are designed for high level ESL students, academic international students, or individuals who want to improve their skills in specific areas such as writing and oral communication. Tuition rates for specialized courses are $300 per course with a one time $50 application fee.

Research and Writing Skills

Students learn writing skills, from developing basic paragraphs, summaries and outlines, to composing full-length essays. Activities include academic writing, informal/free writing and grammar-based writing. The components of gathering research are also discussed. Topics include methods in information gathering, theme development, document structure, and source documentation.

Accent Reduction Workshop

The course gives students the tools and practice they need to improve their pronunciation of American English. The students work intensively on correct vowel and consonant formation, word stress, sentence stress, intonation and rhythm. This is done by evaluating individual student needs and addressing problem areas.

Customized Group Programs

ELP offers customized programs for special groups in the health and business fields.
Teaching English to Speakers of Other Languages (TESOL) Certificate Program

National University’s Certificate in TESOL is a comprehensive series of five content courses that culminate in a practicum project designed to offer maximum teaching experience to participants. The principal goal of the certificate is to develop participants’ teaching skills through hands-on practice and to give them the knowledge and confidence to teach ESL at any level. Tuition rates for TESOL courses are $350 per course with a one time $50 application fee for domestic students, $75 for international students.

Length: 220 hours/6 courses.
Cost: $2150 for domestic students, $2175 for international students.

Before entering a live ESL classroom to work alongside an experienced instructor, students will study a variety of courses, including:

TSL 1400X Theories and Methods of Language Teaching and Acquisition – 36 hours
TSL 1401X Structure of English and Grammar Teaching Techniques – 36 hours
TSL 1402X Teaching Reading and Writing – 36 hours
TSL 1403X Teaching Listening and Speaking – 36 hours
TSL 1404X Practical Issues in Second Language Pedagogy – 36 hours
TSL 1405X TESOL Practicum – 40 hours

Interested students can apply directly to 9388 Lightwave Ave., San Diego, CA 92123 or contact (858) 541-7968.

Extended Learning Course Descriptions

ADC 1101X
Sociological Perspectives on Alcoholism and Drug Addiction
This course will examine the history of alcohol and other mood-changing drugs in the United States; the myths and stereotypes of alcohol use; the socio-cultural factors that contribute to the use of drugs; and the patterns and progressions of alcoholism. A variety of different aspects and perspectives for understanding alcohol and drug use behaviors will be explored.

ADC 1102X
Physiological and Pharmalogical Aspects of Substance Abuse
This course is designed to examine the effects of alcohol and similar legal/illegal psychoactive drugs to the body and in behavior. Areas to be covered include tolerance, gender differences, and the disease model. Students will be presented with pharmacological and physiological treatment/recovery strategies to assist in forming the most appropriate level of care.

ADC 1103X
Counseling Techniques/Practical Applications
This course will provide the major theories and techniques of alcohol and drug counseling. The focus is to make practical application of theory and technique to clinical and case study situations. This course is designed to provide familiarity with the relevant techniques and comfort with the applications of those techniques.

ADC 1104X
Counseling Special Populations
This course focuses on how to provide alcohol and drug counseling to special populations. The basic counseling theories and techniques may be utilized, however emphasis placed on awareness and knowledge of the special population’s needs, can positively influence the course of treatment. Therapeutic approaches need to be adapted to the uniqueness of the individual.

ADC 1105X
Treatment Approaches for Alcoholism and Substance Abuse Counselor
This course is designed to cover the major therapeutic orientations related to alcohol and substance abuse counseling. The course will familiarize students with the therapeutic progression and current issues as applied to the treatment unit. Assessment, formulation of treatment plans, and relapse prevention will be addressed. Utilize individual, family and group counseling for treatment of alcohol and drug abuse.

ADC 1106X
Alcoholism and Substance Abuse prevention and Intervention Education
This course is designed to cover the concepts of prevention, community education, and community outreach. In addition, this course will provide education and prevention models and the role of community groups in these models. The effectiveness of alternative prevention strategies, education and training methods, and adult education techniques will be included.

ADC 1107X
Chemical dependency and Psychiatric Illness
This course is designed to cover the concepts of prevention, community education, and community outreach. In addition, this course will provide education and prevention models and the role of community groups in these models. The effectiveness of alternative prevention strategies, education and training methods, and adult education techniques will be included.

ADC 1108X
Legal and Ethical Practices for Drug and Alcohol Counselors
This course considers various ethical and legal issues that influence the practice of drug and alcohol counseling. Topics include ethical systems and standards, legal systems and issues. Students will have the opportunity to develop their own standards and explore their values for further clarification.

ADC 1109X
Personal and Professional Growth
The course will focus on two interrelated parts, personal growth and professional growth. In order to be an effective counselor, an awareness of one’s own thoughts, feeling, and experience needs to occur. This course is designed to allow students to work through or at least become cognitively aware of their own issues and countertransference. Self awareness is the beginning to becoming a better alcohol and drug abuse counselor.

ADC 1110X
Practicum – Field Work 255 Hours
This course consists of 45 classroom hours taught by an instructor who will see that the student completes 255 hours at an approved agency setting where direct supervision is provided by a qualified staff person. The instructor will be available for consultation with the student. Group supervision, individual consultation, and case review will focus on difficult aspects of case management for the beginning counselor. The 255 practicum hours needs to be completed within one year of the practicum class.

BBB 1802X
Customer Relations
This course focuses on understanding the behavior of internal and external customers. Students learn the fundamentals of customer satisfaction and effective ways to respond to customer dissatisfaction. Effective techniques such as positive verbal communication, nonverbal communication and the steps involved with the listening process are reviewed in this course.

BUSX 1888X
Introduction to Human Resources
This course is designed to provide an understanding of the elements
of human resources. Emphasis is placed on employment law and
human resource training. Students will cover such topics as
organizational effectiveness, evaluation and training, and the
objectives of a human resources department.

**BUSX 1889X**
*Labor and Employment Law*
This course provides students with a review of standard company
employment policies. Students will also gain critical knowledge of
labour and employment laws affecting today’s workplace.

**BUSX 1892X**
*Company Compensation and Benefits*
The emphasis of this course is company compensation and benefits
packages. Students will also review job classification systems and
human resource database. California regulations regarding wages
and garnishing plans, safety issues and incentive plans are also
discussed.

**DBA 1800X**
*Database Applications*
This course provides the students with a complete and integrated
electronic office practice set. This course is designed with exercises
that simulate realistic on-the-job work experiences. Students have the
opportunity to apply spreadsheet, database and information-
processing skills already learned in previous courses.

**EDX 1201X**
*Computer-based Technology in the Classroom*
This is a comprehensive overview of the use and integration of
computer technology in the educational environment. Course content
will address computer terminology, the Internet, impact of the use of
different computer modalities, i.e., computers as a tool, tutor and
tutee in education, selection and evaluation of educational software.
Learning theories involved in the integration of computer technology
are also covered. Also includes hands-on practice with computer
tools, e.g., word processing, spreadsheet, database and presentation
tools. Satisfies the CCTC technology requirement for a professional
clear Ryan credential and the preliminary SB2042 credential

**EDX 1342X**
*Vocational Education Level I: The Instructional Process in
Vocational Education and Techniques of Teaching*
As more and more adult learners return to the classroom, it is
important that teachers know how to reach this mature audience
student population. This class will provide students with the
concepts and developmental skills necessary for vocational
instruction.

**EDX 1343X**
*Vocational Education Level II: Principles and Practices of
Vocational Education*
Building upon the concepts presented in Level I, this course provides
a broad overview of vocational education.

**EDX 1810X**
*California Subject Examination for Teachers (CSET) Preparatory Course*
This informative, intensive course is designed to familiarize students
with a variety of proven strategies for passing the CSET. It
emphasizes techniques for multiple choice and constructed response
questions to help students effectively utilize knowledge of specific
subject areas. It is a test preparation class only and is not a substitute
for required class work.

**EDX 1820X**
*Reading Instruction Competence Assessment (RICA) Preparatory Course*
This intensive, one-day course is specifically designed to help
prepare current and future teachers to pass the new RICA Written
Examination. It is a test preparation class only and is not a substitute
for the required reading and reading instruction classes.

**EDX 1915X**
*California Subject Examination for Teachers (CSET) Math Subtest I Preparatory Course*
This course emphasizes the math subtest one area: algebra and
number theory. This informative, intensive course is designed to
familiarize students with a variety of proven strategies for passing
the CSET.

**EDX 1916X**
*California Subject Examination for Teachers (CSET) Math Subtest II Preparatory Course*
This course emphasizes the math subtest two area: geometry, probability and statistics. This informative, intensive course is designed to familiarize students with a variety of proven strategies for passing the CSET.

**EDX 1938X**
*U.S. Constitution Preparatory Course and Examination*
This insightful, two-part course is designed to help students pass the
U.S. Constitution exam, a requirement for the California teaching
credential. Prior to taking the exam, students will review essential
elements of the U.S. Constitution; analyze the meaning, amendments and judicial interpretation; and examine the Bill of Rights and the framers’ intents.

**HEDX 1201X**
*Health Education for Teachers*
This course provides an integrated curricula approach to health by
infusing the components of nutrition, sexually transmitted diseases,
and substance abuse (including alcohol, drugs, tobacco, and
narcotics) into the general curriculum. It emphasizes promoting an
overall healthy lifestyle that encourages life-long practices in
students. Satisfies the CCTC health education requirement for a
professional clear Ryan credential and the preliminary SB2042
credential. Does not grant graduate credit and cannot be used as an
elective in a graduate program.

**HCX 1109X**
*Legal and Ethical Issues and Health Professions*
Focuses on legal and ethical concepts, principles of ethics and law
and use in resolving ethical conflicts and dilemmas in health care.
Scope of practice, informed consent, employee and patient rights and
responsibilities, patient abuse, and the influence of finance and
professional culture will be explored. Sample cases will be analyzed.

**IHD 1801X**
*Interdisciplinary Screening, Assessment, and Planning*
This course describes current preferred practices in newborn hearing
screening and interdisciplinary diagnostic follow-up. The integral
role of family members/caregivers is emphasized, with informed
family choices at the core of the service delivery plan.

**IHD 1802X**
*Family-Centered Programming*
With the implementation of newborn hearing screening, babies are
identified with hearing loss in infancy creating increasing demands
for professionals who are trained in family-centered early
intervention to work with younger children and their families in
optimizing family choices and outcomes.

**IHD 1803X**
*Facilitating Outcomes: Language, Learning, Speech & Listening*
This course will provide knowledge and resources related to
facilitating the acquisition of language, learning, speech, sign
language, and/or listening, amplification technologies, and
communication facilitation strategies.

**IHD 1804X**
*Quality Indicators in Early Intervention Programming*
The following topics are discussed in this course: Family-Centered
Service Delivery, Seamless Transition Environmental Supports, and
Supporting Strengths and Needs of All Children.
IHD 1805X
Understanding Hearing Loss and Deafness
This course describes current preferred practices in hearing screening and assessment, interdisciplinary follow-up, and educational intervention.

IHD 1806X
Language and Communicative Competence Development
This course describes the stages of natural communication acquisition, as well as the effects of hearing loss or deafness on communication competence. A wide range of communication approaches are described and discussed.

IHD 1807X
The Interdisciplinary Team: Collaboration is Key
This course is designed to enhance the interdisciplinary assessment, education, and service delivery needed by educators, speech-language pathologists, audiologists, psychologists and related professionals to address the unique needs of students who are hard of hearing or deaf particularly for those integrated in general education classrooms.

IHD 1808X
Social Emotional Development, Services, & Considerations
This course is designed to enhance the preparation of educators, speech-language pathologists, audiologists, psychologists, counselors, and other related professionals to address the unique psychosocial developmental needs of students who are hard of hearing or deaf particularly in general education settings. This course will provide an overview of social emotional developmental needs, strategies, and services.

IHD 1809X
Introductory Sign Language
This course provides 12 dramatic lessons for the beginning signer, using acclaimed "Ready, Set, Sign!!" CD-Roms with accompanying online instruction—developed exclusively for IHHD by the original designers of this award-winning program. Successful completion of both the introductory and intermediate courses are deemed equivalent to two years of American Sign Language (ASL) for the purpose of foreign language credit at the secondary level.

IHD 1810X
Intermediate Sign Language
This course provides lessons for the signer who possesses a basic level of signing skill and/or familiarity with American Sign Language vocabulary, grammar, and fingerspelling. Beginning with Review Lesson 13 from the Introductory course, the Intermediate course covers lessons 14 through 24 of acclaimed "Ready, Set, Sign!!" on CD Rom, with accompanying online instruction. Successful completion of both the introductory and intermediate courses are deemed equivalent to two years of American Sign Language (ASL) for the purpose of foreign language credit at the secondary level.

IHD 1811X
Practical Communication
This course emphasizes everyday written communication in the worlds of business, academia, and other administrative settings. The unique course was designed specifically for adults who are deaf or hard of hearing, and is presented in American Sign Language by skilled ASL actors. Signed and Captioned.

IHD 1812X
Creative Communication
This course was designed specifically for adults who are deaf or hard of hearing. It is presented in American Sign Language by skilled ASL actors. This unique course is divided into two sections: Presentations on the World Wide Web and Creative Writing for Persons Who Are Hard of Hearing or Deaf. Signed and Captioned.

IHD 1813X
Entrepreneurship
This course is designed for both the prospective and existing small business entrepreneur. Program content provides the aspiring or nascent entrepreneur with the critical knowledge needed for starting or sustaining a small business venture. Captioned and sign language interpreted.

IHD 1814X
Living with Hearing Loss: Psychosocial Consequences and Effective Accommodations
This course includes discussion of the variety of psychological, social, and physical effects of the inability to understand from both perspectives the various reactions to communication breakdowns and suggested approaches, techniques, and technology for reducing communication breakdowns. Captioned.

IHD 1815X
Understanding Hearing Loss & Deafness
This course explains the nature, types, degrees, and causes of hearing loss in adults, as well as appropriate audiologic assessment and rehabilitation, including amplification and assistive technology options for enhancing communication access.

ILX 1060
Information Literacy & Report Writing
A cross-disciplinary course that teaches effective report and research paper writing through the use of key computer technologies. This course includes internet research, MLA and APA style formats, computer technologies, spreadsheets and the application of multimedia software and graphics for report presentation.

ISX 1935X
Introduction to Computers
This course provides a history of computers from the early stages to present. Students explore the relationship of terminology as well as the basic concepts of using computers. Students can expect to learn everything from starting a computer and working with windows to managing files and sharing data.

ISX 1952X
Spreadsheet Applications
This course provides the student with an understanding of Microsoft Excel applications utilized in the workplace. Students will benefit from this course as they learn to use sum function, various mathematical formulas, work with multiple worksheets, and create charts and graphs.

ISY 1000X
Client Operating Systems
Provides the student with the experience and skills needed to install, configure, and operate common client operating systems with a focus on the Microsoft Windows family.

ISY 1001X
Linux Concepts and Implementation
Provides the student with the skills and knowledge needed to install, configure, and administer the Linux Operating System. The skills developed by the student are also applicable to other Unix-like operating systems such as Sun Solaris, Free BSD, and IBM AIX.

ISY 1002X
PC System Essentials
Provide the student with the skills and knowledge needed by a personal computer technician to install, configure a wide range of common personal computer hardware and software. Operating systems include Windows 2000, XP and Linux. Covers the detailed interaction between hardware and software with a focus on the interactions that take place in a networked environment.
ISY 1003X
**Network Essentials**
Provides the student with the information and skills needed to implement personal computers on a networked environment. The information includes: Protocol stacks (TCP/IP, IPX/SPX, AppleTalk, DLC etc.), IEEE Standards, The OSI Model, Switching and routing, Selection and use of various network media including UTP, STP, Fiber and wireless (802.11). The course also covers configuration and operation of personal computer clients on UNIX, Linux, Novell, and Microsoft networks, and Networking hardware.

ISY 1004X
**PC and Network Diagnostics and Troubleshooting**
Provide the student with the skills and knowledge needed by a personal computer technician in order to troubleshoot a wide range of common personal computer hardware, including CPU, RAM, ROM, hard drives, optical drives, video and sound systems, input/output devices, and operating system and application interactions. Additionally, the course covers, in detail, proper techniques to troubleshoot a networked environment.

ISY 1005X
**Microsoft Office Applications**
Covers the skills and knowledge needed in order to install, configure, operate, and troubleshoot the Microsoft Office Suite. Includes coverage of Word, Excel, Access, PowerPoint, and Outlook.

ISY 1006X
**Web Design**
Prepares students to plan and develop Web sites that combine effective navigation with the use of graphics, text, and color. In addition to building HTML skills, users learn to enhance Web pages and gain a critical eye for evaluating Web site design.

ISY 1007X
**Internet Essentials**
Provides students the strategies and skills required to use the Internet as a valuable research and productivity tool. Also provides skills in preventing and eliminating malicious web content accessed through browsers and e-mail.

ISY 1008X
**PC System Security**
Provides the student with the skills and knowledge needed to design and implement security solutions in a PC environment. Also provides an introduction to network security.

ISY 1802X
**PC System Essentials**
Provide the student with the skills and knowledge needed by a personal computer technician to install, configure a wide range of common personal computer hardware and software. Operating systems include Windows 2000, XP and Linux. Covers the detailed interaction between hardware and software with a focus on the interactions that take place in a networked environment.

ISY 1803X
**Network Essentials**
Provides the student with the information and skills needed to implement personal computers on a networked environment. The information includes: Protocol stacks (TCP/IP, IPX/SPX, AppleTalk, DLC etc.), IEEE Standards, The OSI Model, Switching and routing, Selection and use of various network media including UTP, STP, Fiber and wireless (802.11). The course also covers configuration and operation of personal computer clients on UNIX, Linux, Novell, and Microsoft networks, and Networking hardware.

ISY 1804X
**PC and Network Diagnostics and Troubleshooting**
Provide the student with the skills and knowledge needed by a personal computer technician in order to troubleshoot a wide range of common personal computer hardware, including CPU, RAM, ROM, hard drives, optical drives, video and sound systems, input/output devices, and operating system and application interactions. Additionally, the course covers, in detail, proper techniques to troubleshoot a networked environment.

MAS 1000X
**Voice and Data Cabling Technology**
Provides the student with the skills and knowledge needed to plan, document, install, test and troubleshoot voice and data cabling systems in accordance with TIA / EIA industry standards and local loop installation and troubleshooting. The skills developed by the student include cable pair color code identification, modular jack and plug wiring patterns, planning, documentation and installation of Horizontal and Backbone cabling systems to include termination of category-rated cables on IDC blocks 66 and 110, patch panels and Telecommunications Outlets. Introduction to the Public Switched Telephone Network (PSTN).

MAS 1001X
**Local Area Networks**
Provides the student with the knowledge and skills needed to plan, document, install and test wired LANs and wireless LANs (WLAN) as stand-alone and integrated networks. The skills developed by the student include site surveying, system placement and equipment configurations. Additional knowledge developed by the student includes LAN protocols IEEE 802.3 including Fast Ethernet, Gigabit Ethernet and IEEE 802.5, 100VG Anylan and Fiber Distributed Data Interface (FDDI).

MAS 1002X
**Introduction to Wireless Networks**
Provides the student with the knowledge and skills needed in cellular and WLAN fundamentals to include cellular site equipment, radio wave propagation, first through third generations of cellular wireless technologies, wireless protocols, public services, Wireless LAN (WLAN) configurations, and other RF technologies (terrestrial microwave, satellite, Bluetooth, GPS and paging systems). Hands-on labs using wireless trainer equipment, oscilloscope and spectrum analyzer.

MAS 1003X
**Wireless Network Planning**
Provides the student with the knowledge and skills needed for the design and principles of cellular operation. The student will develop knowledge in cellular radio system parameters, planning and testing of systems through the use of the EDX software program. The student will also develop skills and knowledge through hands-on labs, performing radio link budgets and training on wireless trainer equipment, oscilloscope and spectrum analyzer.

MAS 1004X
**Fiber Optics**
Provides the student with the knowledge and skills needed to document, install, test and troubleshoot optical fiber cabling systems. The skills developed by the student include optical link budget preparation, connector installation and testing, mechanical and fusion splicing installation and testing, power meter testing, Optical Time Domain Reflectometer (OTDR) testing and cabling system documentation. Characteristics of optical fiber and the principles of light propagation.

MAS 1005X
**Business Communications Systems**
Provides the student with the skills and knowledge needed to plan, document, install, test and troubleshoot Main Distribution Frames (MDF) and business telephone systems. The skills developed by the student include preparation of system documentation, installation, testing and troubleshooting of cabling systems and distribution frames, programming and installation of business telephone systems and system bid estimation. Circuit and packet switching technologies, including the latest developments in telephony and data networks and emerging technologies.
MAS 1006X
Basic Electricity & Electronics
Provides the student with skills and knowledge in the fundamentals of electricity and electronics to include technologies, terms and elemental concepts in electron theory, electrical symbols and units, electronic components and circuits, Ohm’s Law, Kirchoff’s Laws, network theorems (Thevenin, Millman and Norton), DC and AC circuit analysis, soldering and wire wrapping and test equipment labs with multimeters, oscilloscope and spectrum analyzer.

MAS 1007X
PC System Essentials
Provide the student with the skills and knowledge needed by a personal computer technician in order to be able to install and configure a wide range of common personal computer hardware and software. Operating systems include Windows 2000, XP and Linux. Covers the detailed interaction between hardware and software with a focus on the interactions that take place in a networked environment.

MAS 1008X
Internet Telephony
Provides the student with the knowledge and skills needed to install, test and troubleshoot Voice over Internet Protocol (VoIP) user devices and gateways. The student will develop knowledge on circuit-switched and packet-switched networks, technical standards, IP call processing protocols, VoIP platforms, path establishment via service providers, and interoperability between the Public Switched Telephone Network and IP networks.

MAS 1800X
Voice and Data Cabling Technology
Provides the student with the skills and knowledge needed to plan, document, install, test and troubleshoot voice and data cabling systems in accordance with TIA / EIA industry standards and local loop installation and troubleshooting. The skills developed by the student include cable pair color code identification, modular jack and plug wiring patterns, planning, documentation and installation of Horizontal and Backbone cabling systems to include termination of category-rated cables on IDC blocks 66 and 110, patch panels and Telecommunications Outlets. Additional knowledge and skills developed by the student include an introduction to the Public Switched Telephone Network (PSTN), local loop characteristics, installation and troubleshooting and Local Area Network installation and testing.

MAS 1801X
Fiber Optics
Provides the student with the knowledge and skills needed to document, install, test and troubleshoot optical fiber cabling systems. The skills developed by the student include optical link budget preparation, connector installation and testing, mechanical and fusion splicing installation and testing, power meter testing, Optical Time Domain Reflectometer (OTDR) testing and cabling system documentation. The student will also develop knowledge on the characteristics of optical fiber and the principles of light propagation.

MAS 1802X
Business Communications Systems
Provides the student with the skills and knowledge needed to plan, document, install, test and troubleshoot Main Distribution Frames (MDF) and business telephone systems. The skills developed by the student include preparation of system documentation, installation, testing and troubleshooting of cabling systems and distribution frames, programming and installation of business telephone systems and system bid estimation. The student will also develop knowledge in circuit and packet switching technologies, including the latest developments in telephony and data networks and emerging technologies.

MBL1003X
Medical Terminology
(Prerequisites: SCI1201, SCI1202)
This course provides introductory material serving as the foundation to the medical billing, coding and administration certificate. Students are provided with the medical terminology and classification system used in the health care industry. Students will learn the roots, suffixes, prefixes, and definitions of the different systems in the human body.

MBL1005X
Medical Insurance I
Students will study the medical insurance industry and its associated terminology. They will also gain introductory knowledge to the Medicare, Medi-Cal, and TRICARE programs along with programs available through the private sector. Topics discussed will include the importance of accurate claims and the responsibilities of the billing specialist. Legal and ethical considerations of billing are also covered.

MBL1006X
Medical Insurance II
(Prerequisites: MBL1105)
Students are introduced to computerized account management through the use of MediSoft, the software most commonly used in medical offices. The course covers the general flow of information in a medical office and the role computers play in the medical office administrative tasks. Content is based on industry practice and addresses electronic claims and a variety of compliance issues.

MBL1007X
Medical Insurance III
(Prerequisites: MBL1105, MBL1106)
This course is an introduction to the concepts and techniques of CPT-4 and ICD-9 coding. It will cover the purpose behind coding and how to use the various coding reference materials commonly found in medical offices. This course also introduces HCFA-1500 (Universal Claim Form) and the billing requirements for commercial insurance, Blue Cross/Blue Shield, TRICARE/CHAMPUS, Medi-Cal and Workers’ Compensation. Students will learn which fields are needed for which insurance and various billing requirements for the different programs. Students will also learn the various legal and ethical techniques for collecting from insurance companies. Various regulations for collecting will be discussed.

MBL1114X
Information Literacy and Report Writing
A cross-disciplinary course that teaches effective report and research paper writing through the use of key computer technologies. The course includes Internet research, MLA and APA style formats, computer technologies, spreadsheets and the application of multimedia software and graphics for report presentation. ILR 260 offers refinement in the use of the microcomputer for effective report writing and presentation.

MEDX 1800X
Medical Terminology I
Through the Vocational Rehabilitation programs, students become acquainted with beginning medical terminology. Emphasis is on principal parts of the body and pronunciation as it is related to medical transcription and medical billing. Students will become familiar with the basic structure of medical terms as they relate to anatomy and physiology. Course covers prefixes, word roots and combining forms as they relate to medical terms.

MEDX 1801X
Medical Terminology II
Through the Vocational Rehabilitation programs, this course acquaints students with advanced medical terminology. Emphasis is on principal parts of the body and pronunciation as it is related to medical transcription and medical billing. Students will become
familiar with the basic structure of medical terms as they relate to anatomy and physiology. Course covers prefixes, word roots and combining forms as they relate to medical terms.

MEDX 1802X
Medical Billing Practical
With a hands-on approach, students learn coding diagnoses and procedures for billing services rendered through the Vocational Rehabilitation programs. This course is designed with exercises that simulate realistic on-the-job work experiences.

MEDX 1803X
Computerized Medical Billing
Through the Vocational Rehabilitation programs, students review coding diagnoses and procedures for computerized billing services rendered. This course is designed with exercises that simulate realistic on-the-job work experiences. The delivery method for this course provides students with a hands-on approach to the subject matter.

NAE 1000X
Client Operating Systems
Provides the student with the experience and skills needed to install, configure, and operate common client operating systems with a focus on the Microsoft Windows family.

NAE 1001X
Windows Server Administration
Covers the installation, configuration, operation, and troubleshooting of the several Microsoft Windows Network Operating Systems. Included are details of Windows NT Server, the Windows 2000 Server family, and the Windows 2003 Server family.

NAE 1002X
Network Design and Infrastructure
Provides the student with the skills and knowledge needed to design and implement computer networks with a focus on Microsoft Windows Server based networks. Covers a wide range of IEEE standards and the OSI model. Also discusses in detail the several common protocol stacks, their selection and use in real-world situations.

NAE 1003X
Windows Services
Covers the installation, configuration, operation, and troubleshooting of Microsoft Windows services. Included are Active Directory services and Microsoft Exchange services and their use in enterprise wide systems.

NAE 1004X
Network Security
Provides the student with the skills and knowledge needed to design and implement network security solutions in homogenous and heterogeneous network environments. Also focuses on Microsoft Windows 2003 Server security.

NAE 1005X
Novell Administration
Provides the student with the skills and knowledge needed to install, operate, and administer the Novell Netware Operating System. While the focus is on newer versions of Netware, information on earlier versions is also provided due to popularity of these earlier versions in the industry.

NAE 1006X
Linux Concepts and Implementation
Provides the student with the skills and knowledge needed to install, configure, and administer the Linux Operating System. The skills developed by the student are also applicable to other Unix-like operating systems such as Sun Solaris, Free BSD, and IBM AIX.

NAE 1007X
Linux and Novell Applications
Covers the installation, configuration, operation, and troubleshooting of several essential services and applications operating on Novell Netware and Linux servers. Included are Apache web server, SAMBA, and GroupWise. Some supporting services for these will also be covered.

NAE 1008X
Routers and Advanced Networking
Covers router technology and the installation and configuration of routers and managed switches in a networked environment. Also focuses on advanced networking concepts such as T-carriers, DSL, Cable Internet Services, fiber optic networks, and subnet masking.

NBCX 1201X
National Board Certified Teacher Academy

ORT 1000X
Functional Anatomy & Biomechanics of the Upper Extremity
A study of the development of the muscular-skeletal systems with the emphasis divided between gross anatomy, the cellular detail (histology) of tissues, arterial and venous perfusion, as well as relevant nervous innervations of these systems, as they relate to the treatment of upper extremity orthopedic injuries.

ORT 1001X
Orthopedic Techniques: Clinical Lab A
An introduction to cast room protocols, including instrumentation, the techniques for the application of the basic types of casts and the special considerations required for treatment of upper extremity orthopedic trauma cases. This course will include application of upper extremity orthopedic casts in the laboratory setting.

ORT 1002X
Functional Anatomy & Biomechanics of the Lower Extremity
A study of the development of the muscular-skeletal systems with the emphasis divided between gross anatomy, the cellular detail (histology) of tissues, arterial and venous perfusion, as well as relevant nervous innervations of these systems, as they relate to the treatment of lower extremity orthopedic injuries.

ORT 1003X
Orthopedic Techniques: Clinical Lab B
An introduction to cast room protocols, including instrumentation, the techniques for the application of the basic types of casts and the special considerations required for treatment of lower extremity orthopedic trauma cases. This course will include application of lower extremity orthopedic casts in the laboratory setting.

ORT 1004X
Advanced Upper Extremity; Trauma/Pathology-Operative/Conservative Treatment Concepts
This course provides advanced instruction in a systems approach to the evaluation and treatment of specified upper extremity orthopedic injuries and disease. Topics include the development, function and interrelationships of the muscular and skeletal systems with emphasis on gross anatomy, cellular structure, vascular perfusion, neural innervations, and congenital and acquired orthopedic pathophysiology.

ORT 1005X
Orthopedic Techniques: Clinical Lab C
This course is a continuation of Orthopedic Techniques: Clinical Lab A with emphasis of cast room protocols, instrumentation, upper extremity orthopedic casting techniques and the assessment and treatment of casting complications. Emphasis will be on the application of special casts, pediatric casts, full body casts and various traction configurations and techniques.

ORT 1006X
Advanced Lower Extremity; Trauma/Pathology-Operative/Conservative Treatment Concepts
This course provides advanced instruction in a systems approach to
the evaluation and treatment of specified lower extremity orthopedic injuries and disease. Topics include the development, function and interrelationships of the muscular and skeletal systems with emphasis on gross anatomy, cellular structure, vascular perfusion, neural innervations, and congenital and acquired orthopedic pathophysiology.

ORT 1007X  
Orthopedic Techniques: Clinical Lab D  
This course is a continuation of Orthopedic Techniques: Clinical Lab B with emphasis of cast room protocols, instrumentation, lower extremity orthopedic casting techniques and the assessment and treatment of casting complications. Emphasis will be on the application of special casts, pediatric casts, full body casts and various traction configurations and techniques.

ORT 1008X  
Supervised Hospital Clinical Practicum  
This course is designed to provide clinical application of orthopedic technology in a hospital environment. Students participate in the normal day-to-day activities of an orthopedic service where they develop and refine their skills in the application of orthopedic casts, set up and application of traction devices and the pre and post operative care of the orthopedic patient. The student is required to demonstrate clinical orthopedic competencies as part of this course.

SCX 1001X  
Human Anatomy and Physiology I  
This course is concerned with the Anatomy and Physiology of the Human Body. Areas for study include cells and tissues, some of our organs (skin and body membranes; the skeletal, muscular and nervous systems), the special senses (eye, ear, balance, taste and smell), and their functional relation to each other. Topics also include the aging process and diseases in these systems, as well as the effects of genetics, diet, lifestyle, and the environment.

SCX 1002X  
Human Anatomy and Physiology II  
This course on human anatomy and physiology focuses on the endocrine system; blood; the cardiovascular system; the respiratory system; the digestive system and body metabolism; the renal system; the reproductive system and their functional relation to each other. The aging process and diseases in these systems, as well as the effects of genetics, diet, lifestyle, and the environment.

TEDX 1844X  
Behavior is Language  
Strategies for Managing Disruptive Behavior  
This self-paced CD ROM course is designed to give teachers a new perspective on student behavior and effective tools to facilitate positive student change. Participants will learn behavioral techniques and intervention strategies that quell disruptive behavior, reduce power struggles while increasing classroom control, reduce workload, and help prevent burnout. After successfully completing this course, participants will be better equipped to find and implement creative, effective solutions to behavioral problems.

TEDX 1344X  
Attention Deficit Disorder  
Information & Interventions for Effective Teaching  
Covering the history of the disorder, accepted methods to assess and identify students with the disorder, and various methods, medications and strategies that are currently used to treat the disorder, this self-paced CD ROM course will help teachers achieve a better understanding of ADD and intervention strategies to facilitate positive student change. For situations where a student needs services beyond what teachers can provide in the classroom, this course covers the referral process for getting help for the student. Reference materials include a list of resources for both teachers and parents who would like more help or information about ADD or ADHD.

TEDX 1345X  
Violence in Schools  
This self-paced CD ROM is designed to give teachers a better understanding of school violence, the motivations behind the use of violence and specific strategies to minimize the occurrence of violence in a school and community. The correlation and impact of the media, community and family upon violence will be investigated.

TEDX 1346X  
Learning Disabilities  
Practical Information for Classroom Teachers  
This self-paced CD ROM course describes diverse theoretical approaches to handling learning disabilities in the classroom. This course lays the foundation for sensitive, appropriate assessment and evaluation of students. In addition, the course covers program planning and implementation, stresses the importance of a close, positive partnership with parents or alternative caregivers, and explores methods for ensuring that the home-school axis is effective and meaningful. Teachers will also learn about major trends and unresolved issues in the field of learning disabilities.

TEDX 1347X  
Harassment in Schools  
Guidelines and Policies for Prevention  
In this interactive self-paced CD ROM course, teachers will gain a better understanding of harassment issues in schools and learn intervention strategies to use for protection from harassment. Discussing the relationship between discrimination and harassment, as well as the impact of sexual harassment on victims and the workplace, the course also describes the legal and operational definitions of the forms of harassment, methods for stopping harassment, and guidelines for creating and implementing policies to prevent harassment.

TEDX 1348X  
Drugs & Alcohol in School  
Understanding Substance Use & Abuse  
Take this self-paced CD ROM course to gain a more comprehensive understanding of alcohol, drugs and their influences in the classroom. This course provides a contextual framework for understanding what students may be experiencing either through their own substance use or from the substance use of persons close to them. This course provides a basic historical perspective of substance use along with the biological, psychological and social factors that comprise the disease of addiction. Upon course completion, teachers will better understand the complex dynamics that contribute to this biological and social phenomenon.

TEDX 1349X  
Autism & Asperger's Disorder  
This self-paced CD ROM provides information on the characteristics of the disorder, learning styles associated with the disorder, communication weaknesses and various intervention strategies that have proven to be successful when working with students with Autism spectrum disorders.

TEDX 1351X  
Functional Analysis  
Introduction to Completing Behavior Assessments  
This interactive self-paced CD ROM course will help teachers achieve a better understanding of Functional Behavior Assessment (FBA) and Positive Behavior Support (PBS) strategies that students can use to facilitate positive student behavior. Because the results of FBAs often lead to proactive intervention, this course is particularly useful for educators who work with students with disabilities. This course includes an overview of the hierarchy of assessment procedures used to conduct FBAs, and details the procedures and treatment packages that can be implemented based on the results of functional analyses. Particular emphasis is placed on reinforcement-based interventions and dimensions of reinforcement.
TEDX 1368X
Sexually Transmitted Infections
Information for Education Faculty & Personnel
This self-paced CD ROM course provides an in-depth understanding of sexually transmitted infections. It is not a medical text; instead, it is a course designed specifically for teachers, aides, counselors, administrators and other education professionals so that they can understand and learn about the sexually transmitted infection epidemic that affects so many students each year.

TEDX 1369X
Inclusion: Working with Special Needs Students in Mainstream Classrooms
This interactive, self-paced CD ROM course is designed to help special and general educators gain a better understanding of inclusion, an educational reform movement that advocates educating students with disabilities in the general education classrooms. Upon course completion, teachers will be able to define key concepts and terms, identify and describe federal legislation and court cases, and describe the federal definition of students entitled to special services. This course will also help teachers identify their role in providing special services to students educated in inclusive classrooms.

TEDX 1371X
Understanding Aggression
Coping with Aggressive Behavior in the Classroom
Understanding aggression includes topics on violence, aggression in the classroom, youth gangs, and aggression in sports and on television, how drugs and alcohol play a role in aggression and violence, and “hot spots” that tend to breed aggression and violence. The self-paced CD ROM course helps school personnel become more aware of the causes of aggression and ways to evaluate aggression and intervene before it turns to violence in the schools. The course also addresses aggression in our communities through driving, dating, sports, television, music and how these issues are dealt with in modern society.

TEDX 1372X
Talented & Gifted Education
Working with High Achievers
Talented and Gifted Education provides information on the history of the exceptional in relation to education, current law, and accepted methods for referral, assessment, and identification of these students. The self-paced CD ROM course also covers major program models and methods of differentiating instruction to meet the rate and level of learning of those students identified. The curriculum reviews ways to meet the affective needs of the gifted and talented student in the regular classroom and lists resources for teachers and parents.

TEDX 1379X
Child Abuse: Working with the Abused & Neglected
This interactive, self-paced CD ROM program shows teachers how to recognize the signs of physical abuse, emotional abuse, sexual abuse, physical neglect and emotional neglect in children. Participants will also explore the specific factors that exist in families who abuse or neglect their children. This course meets the child abuse and neglect educational requirements in most states.

TSL 1400X
Theories and Methods of Language Teaching and Acquisition
Beginning from a historical perspective, this course covers the most prominent theories of second language pedagogy. These will serve as a springboard for discussion and reflection about the process of teaching, before moving on to more concrete issues such as learning styles, cultural influences and personality factors. This course will introduce concepts that participants can modify and apply in subsequent courses in the series, thus helping to create a personalized teaching style.

TSL 1401X
Structure of English and Grammar Teaching Techniques
A clear and deep understanding of English grammar is absolutely essential for teachers of ESL/EFL. It is, ironically, the most common weakness of teachers, whether native speakers or not. The purpose of this course is twofold: (a) to help teachers acquire the necessary foundation and sense of grammar and (b) to give them practical and immediately applicable techniques they can use to teach grammar to their students. Topics include:

- Discussion of common problem areas for students.
- English specific to academic writing.
- Games and activities to make grammar accessible to students.
- TOEFL-related grammar issues.

TSL 1402X
Teaching Reading and Writing
This course introduces the topics typically covered in ESL reading/writing courses and also provides techniques for teaching these topics. For example, reading courses usually include skimming and scanning, finding the main idea and inferring meaning. In a writing course, topics of study include idea generation techniques, organizational skills and paragraph and essay structure. In addition, the course covers strategies for testing reading and writing, TOEFL-specific reading and writing issues and practical and lively games designed to reinforce important topics.

TSL 1403X
Teaching Listening and Speaking
Teachers are introduced to the topics typically covered in ESL listening/speaking courses, as well as the techniques for teaching these topics. For listening, topics include note-taking, use of videos and songs and cloze exercises. For speaking, topics of discussion range from dialog-based production at the lowest levels to speech preparation and delivery at the highest. The course will also discuss strategies for testing listening and speaking, TOEFL-specific listening comprehension issues and practical and lively games designed to reinforce important topics.

TSL 1404X
Practical Issues in Second Language Pedagogy
Teachers in this course will cover topics such as lesson planning, teaching materials, classroom interaction and classroom management, all essential to efficient teaching. Other topics include the teaching of vocabulary, pronunciation and other subjects sometimes deemed “elective” classes. The goal of the course is to synthesize and to fill in the gaps in the rather large amount of material covered to this point in the series. Upon completion, participants will have acquired the tools necessary to feel confident entering the ESL/EFL classroom.

TSL 1900X
TESOL Practicum
A 40-hour observation and teaching program is the final step in attaining a Professional Certificate in Teaching English as a Second Language. This practicum allows students to display their newly acquired knowledge and skills by working side-by-side with an experienced ESL teacher in a classroom environment.

Students wishing to take the TESOL Practicum must speak with the project coordinator to receive the necessary details, such as evaluation procedures, forms, placement and requirements needed to successfully complete the practicum. This course is required for a Professional Certificate in Teaching English as a Second Language.

WPA 1800X
Word Processing Applications
Students are introduced to office automation concepts and basic applications. Students review and learn system commands utilizing up-to-date word processing systems. Additionally, students review tables, inserting graphic elements, and exploring the internet.
Course Descriptions
College of Letters and Sciences

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University Course Numbering System

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Note: All courses are 4.5 quarter units unless otherwise specified.
ACC – Accounting

ACC 201
Financial Accounting Fundamentals
A survey of basic accounting theory and the application of accounting principles, this course includes the recording and summarization of business transactions in the form of financial statements under the rules of “generally accepted accounting principles” (GAAP). It is designed for students who have little or no prior knowledge of financial accounting; this course corresponds to “Principles of Accounting I” at other colleges.

ACC 202
Managerial Accounting Fundamentals
(Prerequisite: ACC 201)
This course is an overview of the use of financial accounting and cost accounting data for the design and preparation of reports to aid management in organizing, directing, controlling, and decision-making functions. The topics include the fundamentals of cost accounting, budgeting and responsibility accounting for cost and profit centers.

ACC 300
Applied Technology for Accountants
(Prerequisite: ACC 201)
This course familiarizes accounting majors with the technological tools and resources needed for career opportunities in both financial and managerial accounting areas. Emphasized are the adaptation of computer accounting software to the specific needs of an enterprise, as well as the design and use of spreadsheet models to perform specialized accounting and finance-related tasks.

ACC 410A
Intermediate Accounting I
(Prerequisite: ACC 201)
Often referred to as “Intermediate Accounting,” ACC 410A, B, and C cover a substantial portion of the U.S. accounting standards known as GAAP (generally accepted accounting principles). In particular, ACC 410A provides an in-depth review of the accounting process and of the four principal financial statements. This course emphasizes revenue and expense recognition, along with the accounting for cash and receivables.

ACC 410B
Intermediate Accounting II
(Prerequisite: ACC 201)
Often referred to as “Intermediate Accounting,” (See ACC 410A for a series description.) ACC 410B covers accounting for inventory, plant, property and equipment, intangible assets, intangible assets, investments, and current and long-term liabilities.

ACC 410C
Intermediate Accounting III
(Prerequisite: ACC 201)
Often referred to as “Intermediate Accounting,” (See ACC 410A for a series description.) ACC 410C covers accounting for leases, pensions, income taxes, contributed and retained capital, earnings per share, and the statement of cash flows.

ACC 431
Advanced Accounting
(Prerequisite: ACC 201)
An examination of advanced concepts of accounting for business combinations, with emphasis on the consolidation of parent/subsidiary balance sheet and income statement reporting. Also covers accounting for the formation, operation and liquidation of partnerships, as well as special reporting requirements for multinational entities.

ACC 432A
Taxation-Individual
(Prerequisite: ACC 201)
An introduction to the theory and practice of federal income taxation of individuals, including income, deductions, exemptions, credits, capital gains, depreciation and deferred compensation plans. As a course requirement, students prepare Form 1040 income tax returns.

ACC 432B
Taxation-Business
(Prerequisite: ACC 201)
An introduction to the theory and practice of federal income taxation of partnerships, subchapter S and subchapter C corporations. Students learn the use of tax research publications.

ACC 433A
Managerial Accounting I
(Prerequisite: ACC 201)
A study of cost accounting principles and procedures, including job order costing, process costing, standard cost, variance analysis and variable and absorption costing. Covers managerial accounting topics including break-even analysis and budgeting.

ACC 433B
Managerial Accounting II
(Prerequisite: ACC 433A)
A continuation of Managerial Accounting I, this course covers additional managerial accounting topics, including cost behavior using linear programing models, regression analysis, transfer pricing, performance measurement and capital budgeting techniques.

ACC 434
Government and Non-Profit Accounting
(Prerequisite: ACC 201)
A study of the specialized accounting principles applicable to state and local governments and other non-profit organizations, with an emphasis on fund accounting principles used in the recording of assets, liabilities, equity, revenues and expenditures. Also covers the analysis and interpretation of financial statements of such governmental and nonprofit entities.

ACC 435A
Auditing I
(Prerequisite: ACC 201)
A study of financial statement audits by CPAs performed in accordance with AICPA generally accepted auditing standards. Topics include professional ethics, legal liabilities, the planning of audit engagements, internal control and its relationship to the nature, timing and extent of evidence-gathering procedures, EDG controls and audit sampling.

ACC 435B
Auditing II
(Prerequisite: ACC 435A)
A continuation of ACC 435A, this course focuses on the auditing procedures of individual financial statement line items including cash, receivables, inventory, payables, long-term debt, equity balances and related income statement accounts. Also emphasizes the writing of auditor’s reports, special reports and review and compilation reports in accordance with AICPA standards.

ACC 501
Accounting Fundamentals (Formerly BUS 501A)
(two weeks)
An introduction to accounting for students with no previous exposure to the subject, this two-week course covers accounting and financial statement terminology and the analysis of financial statements.

ACC 604
Managerial Accounting
A study of accounting concepts and reporting techniques applied in a management decision-making context. Students analyze accounting data from real-world case studies and present their analysis, conclusions, and recommendations. Managerial accounting models used by diverse enterprises in virtually all industrialized nations include cost accounting and the behavior of costs, budgeting, differential analysis, and responsibility accounting are examined. Reporting techniques involving the use of current spreadsheet and graphic presentation technology are presented.

ACC 650A
Financial Accounting Theory I
(Prerequisite: ACC 201 or equivalent taken within two years of the start of the course)
Often referred to as “Intermediate Accounting,” ACC 650A and B is a comprehensive two-course sequence covering a substantial portion of the U.S. financial reporting principles known as GAAP (generally accepted accounting principles). In particular, ACC 650A provides an in-depth review of the accounting process and of the four principal financial statements. This course emphasizes revenue and expense recognition, along with the accounting for cash, receivables and inventories.

ACC 650B
Financial Accounting Theory II
(Prerequisite: ACC 201)
The second course of a comprehensive two-course sequence covering a substantial portion of U.S. financial reporting principles known as GAAP. ACC 650B covers accounting for plant, property and equipment, intangible assets, investments, liabilities, stockholders equity, investments, and accounting for income taxes, compensation and leases.

ACC 652
Taxation for Investors and Managers
(Prerequisite: ACC 201)
Theory and practice of federal income taxation of individuals, partnerships and corporations, including capital gains, depreciation, and deferred compensation rules and regulations are covered.

ACC 655
Auditing and Internal Control
(Prerequisite: ACC 201)
Financial statement audits and other assurance services performed by independent auditors in accordance with AICPA generally accepted auditing standards are examined, with emphasis on internal control principles and procedures.

ACC 657
Accounting Information Systems
(Prerequisite: ACC 201)
The design and internal control perspectives of accounting information systems, including systems analysis, decision support systems, system implementation, and the audit of management information systems are studied.

ACC 690
Guided Study
This course is individual study under the direction of an instructor. It requires prior approval of the appropriate academic department.

ADR – Alternate Dispute Resolution

ADR 400
Alternative Dispute Resolution Processes
This introductory course will provide students with a broad understanding of ADR. The course will cover Negotiation, Mediation, Arbitration how each is used, and the advantages and disadvantages of each method. The course utilizes role plays, simulations, and case studies.
**Course Descriptions**

**ADR 405**
Negotiation Fundamentals
An introductory interactive course designed for students and the business professional to develop the verbal and analytical skills required to perform effectively as a negotiator in conflict situations. Students will participate in negotiating exercises, and learn different negotiating techniques through simulations, videos, and case studies.

**ADR 410**
Facilitation Fundamentals
An interactive, introductory course designed for students and business professionals to develop an understanding of group dynamics and decision making as a basis for learning the roles, processes and techniques of group facilitation. The course utilizes role plays, simulations, and case studies.

**ADR 415**
Mediation Fundamentals
An introductory interactive and entertaining course designed for students and business professionals to develop the skills required to perform effectively as a mediator. Students will be introduced to different mediation styles such as facilitative, transformative, and evaluative methods. The course utilizes negotiating principles, role plays, videos, and case studies.

**ADR 420**
Communication and Conflict
This course will explore workplace, interpersonal and team conflict dynamics and methods for effective communication in such conflict situations. Participants will learn communication skills for resolving such conflicts for themselves, between others and within a team or group, and strategies for preventing or defusing rising conflict. Additionally, participants will learn how to integrate conflict resolution into various organizational cultures.

**ADR 425**
Cultural Issues in Conflict Management
This course will explore the nature of cultural differences in various conflict situations. Through the examination of various cultural perceptions, participants will learn how to apply concepts of cultural fluency in a variety of conflicting cultural scenarios, and employ personal, interpersonal and inter group skills to bridge cultural differences and achieve mutually beneficial outcomes. Students will participate in role plays, videos, and case studies to enhance their understanding of these issues.

**ADR 430**
Ethics and Neutrality
This course explores the behavior of mediators, arbitrators and other neutrals to avoid conflicts of interest and perceived partiality. Through case study and role playing the participant will learn appropriate behavior that improves the quality of the process, enhances the mediation and promotes acceptance of and confidence in ADR processes. Students will be introduced to topics such as how to remain impartial during a mediation, avoiding conflicts of interest, quality of the process, competency, confidentiality and promoting public confidence in the mediation process.

**ADR 600**
Alternative Dispute Resolution
An advanced interactive course designed to deepen students’ understanding of the field of Alternative Dispute Resolution, including an in-depth analysis of the primary dispute resolution processes currently in use (mediation, arbitration, facilitation, neutral evaluation, and neutral fact finding for employment complaints). This course will trace the history of ADR in the United States and examine its contemporary usage in the commercial sector. Applications of dispute resolution processes in everyday business situations will be emphasized. This workshop style course will utilize role plays, interactive exercises, video demonstrations, and other hands-on techniques to enable students to practice dispute resolution skills and to experience various ADR processes.

**ADR 605**
Negotiation
An advanced interactive course designed to develop the verbal and analytical skills required by ADR professionals to perform effectively as a negotiator in any conflict situation. In addition, the course will provide an opportunity for the students to identify their strengths as a negotiator and to identify and improve any weaknesses. The course utilizes advanced negotiating principles, sophisticated hands-on simulations, written planning documents, videos, written self critiques and case studies.

**ADR 610**
Facilitation
An advanced, interactive course designed to develop dispute resolution and consensus building processes for group settings. The course will teach group facilitation theory, and processes and techniques necessary to effectively perform as a group facilitator. The course utilizes role plays, simulations and role plays, and case studies.

**ADR 615**
Mediation
An advanced interactive course designed to develop the skills required to perform effectively as a mediator. The course teaches the stages of mediation and the necessary skills a mediator must have in order to perform effectively for each stage. The course also covers the various steps required in reaching settlement and drafting settlement agreements. The course utilizes advanced mediation principles, sophisticated hands-on simulations, written planning documents, videos, written self critiques and case studies.

**ADR 620**
Arbitration
An interactive, course that enables students to participate in sophisticated simulations and mock arbitration both as advocates and arbitrators, prepare opening and closing statements and draft written decisions. Students will be introduced to Arbitration Statutes and Commercial Arbitration Rules. The course will also provide students with insight into the Ethical and Professional Standards of Responsibility required of Arbitrators. Areas of focus are labor relations, securities, construction, personal injury, consumer-related disputes and commercial transactions.

**ADR 625**
Crisis Negotiation
Theory and practice of the dynamics involved in crisis negotiations with emphasis placed on domestic hostage incidents. The course utilizes a combination of psychological and communication approaches to crisis negotiation to signify the dynamics created between hostages and negotiators. Students will gain experience through role playing, and case studies.

**ADR 630**
Labor Negotiation
Students and business professionals will learn the art of collective bargaining. How labor and management in a unionized environment reach agreement regarding employee wages, benefits and other terms and conditions of employment. Participants will engage in face-to-face negotiations experiencing first-hand the economic dynamics at play, developing tactical strategies to achieve (mutually) beneficial results.

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**ART – Art**

**ART 100**
Introduction to Art History
(Prerequisites: ENG 100/101)
A survey of the main periods and traditions in art history, with emphasis on the complex relationship between art and society. Explores traditions including the Renaissance, Gothic, Baroque, Rococo, classical, Neoclassicism, impressionism, expressionism, realism, fantasy, environment art, architecture, formalism and contemporary avant-garde forms.

**ART 200**
Visual Arts
Fundamentals of visual and applied arts presented through painting, photography, video, or other media. Emphasis is determined by instructor. Students develop an awareness of aesthetic values, learn how to handle materials and develop an understanding of formal, technical and conceptual issues. Students supply some laboratory materials.

**ART 200A**
Visual Arts Laboratory
(Prerequisite: ART 200)
The laboratory portion of Visual Arts, in which students focus on hands-on work.

**ART 315**
Film as Art
(Prerequisites: ENG 100/101)
A survey of the art of cinema from the silent period to the present, with emphasis on the social construction, distribution and consumption of film in historical context. Examines basic film techniques and theories and systematically explores diverse film styles and genres. Focuses on elements of film such as lighting, editing and cinematography. Develops awareness of film as a complex artistic text. Establishes a basis by which students can make their own aesthetic judgments. In addition to contemporary mainstream films, students view classic, independent, experimental and foreign films.

**ART 323**
Modern Art
(Prerequisites: ENG 100/101)
An introduction to the major movements, styles and artists from Impressionism to Post Modernism. Examines how themes of Modern Art reflect the social, historical and cultural events of the period.

**ART 329**
World Art +
(Prerequisites: ENG 100/101)
The fundamentals of visual and applied arts from a global perspective. Focuses on the art of India, China, Japan, Pre-Columbian Central and South America, Native North America, Oceania and Australia, Africa and the Middle East. Also covers the accelerated changes in world art since 1945 and diversity issues related to world art.

**ART 400**
Expressive and Integrative Arts
(Prerequisites: ART 200, MUS 100, MSM 301, PSY 301 or equivalents)
Emphasizes the California Standards in the areas of dance and theater and builds on prior learning in music and the visual arts. The course prepares the student to integrate the arts into daily instruction in grades K-8. The course emphasizes recognition of cultural diversity through activities in the arts as well as a basic knowledge of content areas for planning appropriate cross-curricular activities.
ASL – American Sign Language

ASL 120
American Sign Language I
Designed as an introduction to American Sign Language (ASL) for those with no previous experience. Students will learn basic ASL skills used in a variety of situations. The class is taught using American Sign Language. Voice and written communication are kept to a minimum. Deaf cultural studies are the thematic components throughout the course.

ASL 220
American Sign Language II
Designed as a continuation of American Sign Language I. It is intended for those with some background and experience in ASL and American Finger-Spelling. Students will learn intermediate ASL skills used in a variety of situations, including the kinesics, morphology, and syntax of ASL. Idiomatic expression is included. This class is taught using American Sign Language. Voice and written communication are kept to a minimum. Deaf cultural studies are the thematic component throughout the course.

ASL 320
American Sign Language III
Designed as a continuation of American Sign Language II. It is intended for advanced students with intermediate background and experience in ASL and American Finger-Spelling. Students will learn advanced ASL skills used in a variety of situations. The class is taught using American Sign Language. Voice and written communication are kept to a minimum. Deaf cultural studies are the thematic component throughout the course.

BGS – General Studies

BGS 499
Portfolio Project
(Prerequisite: Completion of other major requirements)
Students submit work from all courses within and related to their major, as well as a final creative and/or scholarly project developed with the approval of a faculty advisor. Students enroll in the Portfolio Project after completing all other requirements for the major.

BIS – Interdisciplinary Studies

BIS 490
Interdisciplinary Studies Seminar
This eight week capstone course compares and analyzes how knowledge is produced across disciplinary boundaries by integrating primary areas of study within the program: language and literature, history and the social sciences, the sciences, and fine and performing arts. Students come together having taken six upper-division electives from these areas to compare and analyze the different approaches, modes of inquiry, historical perspectives and methodologies that define the academic disciplines they have been exposed to. The instructor determines the seminar topic. Students choose a topic, which may be new or may derive from a paper/project/topic from a previous discipline-specific course that is unconnected with the seminar theme, and expand it into an integrated research project that addresses the topic from the perspectives of at least three disciplinary vantage points. This course develops skills that are relevant to a wide variety of academic and professional environments: (1) effective reading and research at college level; (2) argument development and logical reasoning; and (3) clearly structured and organized writing of a substantive nature.

BKM – Business Knowledge Management

BKM 400
Business Knowledge Management Strategies
In the quest for sustainable global competitive advantage companies have finally come to realize that technology alone is not that. What sustains is knowledge. Knowledge lies in your company’s people, processes, and experience. The student will learn the process of conducting knowledge audits, knowledge analysis, and how to fill any knowledge gaps found through exploration and exploitation. The ability to identify tacit and explicit knowledge assets within an organization is related to how to capture knowledge, transfer it, how to share it, and how to manage it. BKM 400 provides the student with practical guidance on linking knowledge management to business strategy rather than approaching KM from a technically biased perspective.

BKM 600
Knowledge Management for Business Strategies
An overview of the methodologies used in today’s learning organization for the capture, transfer, sharing and management of knowledge. The use of technological tools and the role of Knowledge Management (KM) are discussed from the perspective of an organization’s strategic goals and objectives.

BTE – Bilingual Teacher Education

BTE 612
History and Culture of Latinos in the U.S.
An examination of historical, cultural and social characteristics of major Latino groups in the U.S. Reviews the following issues: contributions Latinos have made to American society, the cultural conflict experienced by these groups, the implications of such conflict on American society and the effects of changing demographic, migration and immigration patterns. Analyzes the legal, political and social movements that influenced the social/educational status of Latinos in the U.S. Taught in language of emphasis.

BTE 621A
Reading and Language Arts Methods for Elementary Schools
(Prerequisites: TET 615, TET 621A)
This course provides Multiple Subject Candidates with research-based methods and strategies for designing and implementing a balanced and comprehensive program of systematic instruction in reading, writing and related language arts aligned with the state adopted English Language Arts Academic Content Standards for Students and the Reading/Language Arts Framework. Course content is organized into four Reading Instruction Competency Assessment (RICA) domains. Taught in language of emphasis.

BTE 622A
Curriculum and Instruction I: History, Social Science, Physical Education, Visual and Performing Arts
(Prerequisites: TET 615, TET 621A)
BTE 622A focuses on multiple subject curriculum development and teaching History, Social Science, Physical Education, Visual and Performing Arts using State of California content standards. Content-specific teaching practices, lesson design and assessment of student learning are emphasized to provide access to the curriculum for all students. Taught in language of emphasis.

BTE 622B
Curriculum and Instruction II: Mathematics and Science
(Prerequisites: TET 615, TET 621A)
BTE 622B focuses on multiple subject curriculum development and teaching math and science using State of California content standards. Content-specific teaching practices, lesson design and assessment of student learning are emphasized to provide access to the curriculum for all students. Taught in language of emphasis.

BTE 624
Content Area Literacy for Secondary and Middle Schools
(Prerequisites: TET 615, TET 623)
This course is aligned with the California Board of Education adopted academic content standards in English Language Arts and the Reading/Language Arts Framework for students who are speakers of English, English language learners (ELLs) and students with special needs and is designed to assist Single Subject Credential Candidates in developing the background and skills necessary to teach literacy in the content areas to middle/junior and/or senior high school students in the culturally and linguistically diverse classrooms in the California public schools. Taught in language of emphasis.

BTE 625A
Curriculum Development for Secondary and Middle Schools
(Prerequisites: TET 615, TET 623)
This course integrates the California K-12 academic content standards with effective curriculum development principles for diverse learners. Through guided field activities, teacher candidates will access student background information for the purpose of designing and reflecting upon long and short term planning that enables engaged student learning and provides access to the curriculum for all learners. Taught in language of emphasis.

BTE 625B
Instruction and Classroom Management for Secondary and Middle Schools
(Prerequisites: TET 615, TET 623 and BTE 625A)
This course builds on the curriculum principles established in TET 625A by incorporating within a well-designed lesson plan, instructional strategies and related classroom management principles. The class also provides strategies for dealing with unproductive student behavior. Taught in language of emphasis.

BTE 630A
Beginning Student Teaching
(Nota: Does not grant graduate level credit)
TET 630A comprises the first month of the full-time, semester-long Student Teaching experience, in which candidates are placed with certified field supervisors. Candidates must successfully complete four components in their supervised Beginning Student Teaching: (1) school-site and classroom orientation, (2) field interviews, (3) lesson plan design and presentation, each component within the context of fulfilling (4) professional responsibilities. Candidates also attend TET 629 Student Teaching Seminar, which integrates theory and practical approaches to real-life situations experienced by candidates during TET 630A. Note: The grade assigned for the course will be either satisfactory or unsatisfactory.

BTE 630B, BTE 630C, BTE 630D
Student Teaching
(Nota: Does not grant graduate level credit)
Student Teaching TET 630 B, C, D comprises the second, third and fourth months of the full-day, full-time semester-long Student Teaching experience. Candidates are placed with certified teacher
BTE 660 The Bilingual Child
(Prerequisite: Passing competency test with a score of 3.5 or above in the language of emphasis)
An introduction to research, theory and practices related to the learning and development of the bilingual, bi-cognitive child. Examines theories on culture, cognition, bilingualism, biculturation and psychological dynamics of a positive self-esteem and academic development. Gives candidates the skills necessary to understand and assess the cognitive and linguistic developmental stages of bilingual, bicultural children. Raises consciousness and sensitivity to the effects of culture conflict on the academic achievement of bilingual children.

BTE 661 Sociolinguistics
(Prerequisites: BTE 662 and passing competency test with 3.5 or above in the language of emphasis)
An examination of the development of language within the socio-cultural context. Covers the significant role of language in culture transmission and social/political control and the role of code-mixing and code-switching as a communication system in a multilingual, multicultural society and linguistic registers. Examines the social factors of language and its importance in social interaction. Also provides the necessary skills to teach in a cross-cultural and linguistically diverse classroom. Assists students in analyzing proficiency and understanding the variations found in languages.

BTE 662 Comparative Linguistics
(Prerequisite: Passing competency test with a score of 3.5 or above in the language of emphasis)
An examination of the structure, phonology and morphology of the language of emphasis and English. Compares and contrasts the structure of the two languages and addresses the linguistic problems in the transfer of errors from L1 to L2. Includes strategies for teaching English as a second language. Prepares candidates to understand both first and second language acquisition. Also provides candidates with the skills necessary to understand the structure and form of the two languages and to predict the transfer of linguistic problems in the transition period of language acquisition.

BTE 664 Advanced Theory and Research in Bilingual Education
(Prerequisite: Passing competency test with a score of 3.5 or above in the language of emphasis)
A seminar in research studies that have been conducted on bilingual students. Assesses and evaluates models of bilingual programs. Also provides an opportunity to compare and contrast research conducted on bilingual education. Students critique the strengths and weaknesses of research studies.

BTE 665 Advanced Grammar and Composition
(Prerequisite: Passing competency test with a score of 3.5 or above in the language of emphasis)
Teaches advanced skills in composition and grammar, including writing skills, through the use of the computer lab. Provides the opportunity to use word processing programs in English and in the language of emphasis to compose and edit work. Students acquire advanced writing skills to write their term papers or thesis in the language of emphasis. Taught in the language of emphasis.

BTE 667 Socio-Cultural Issues in Bilingual Education
(Prerequisite: Passing competency test with 3.5 or above in the language of emphasis)
A seminar in issues that affect the socialization and enculturation of bilingual and bicultural children. Examines factors that affect the learning process, the role of the teacher as a change agent and institutional change in education. Provides the opportunity to critically analyze current political and social issues that affect the bilingual classroom. Helps students develop a personal philosophy of education.

BTE 668 Survey of Children's Bilingual Literature
(Prerequisite: Passing competency test with 3.5 or above in the language of emphasis)
A survey of children's literature in both English and the language of emphasis. Provides effective strategies for fostering reading for enjoyment and understanding as well as critical skills for assessing literature for bicultural, bilingual students. Teaches a variety of ways to encourage students to read. Also gives teachers an opportunity to read and evaluate the books that are age- and grade-appropriate.

BUS – Business

BUS 480 Integrated Business Policy
(Capstone course)
This course provides students with the opportunity to apply the principal concepts and skills learned in each of their BBA program core courses to real world business situations. Students' ability to integrate this knowledge and to apply and articulate critical analysis to cases and other assignments are among the key objectives of this course. Students must complete at least 9 BBA preparation and upper-division core courses before starting this capstone course.

BUS 491 Internship Project
(Prerequisites: 31.5 quarter units in business or business related courses and a 2.5 GPA)
Internship Project is a supervised work experience for those students who have identified an employer offering an internship opportunity. It is designed to provide qualified applicants with practical experience, enable students to assess various career choices, advance in their careers, and apply concepts and ideas in a real world setting. Normally, 90 hours on-the-job are needed to qualify for 4.5 quarter units. Students are graded “H” (for Honor), “S” (for Satisfactory work), and “U” (for Unsatisfactory work). Course is scheduled for each student individually, for two academic months, but can be extended for up to six months. International students are subject to special restrictions and should consult their international student admissions advisor.

CAL – Center for Adult Learner

CAL 600 Introduction to Adult Learning
This course examines the fundamentals of andragogy, a theory of learning and methodological approach which is applicable to adults and their idiosyncratic lifestyles within a societal context ever more culturally and linguistically diverse. Graduate students analyze theory, research, and practice as a basis for improving the learning environments of formal and non-formal adult education programs.

CED – Counselor Education

CED 600 Student Diversity in Development and Learning
The counseling process, interventions, and strategies will address cultural, ethnic, issues presented in class. The course analyzes and conceptualizes human development themes from the perspective of various learning and personality theorists. Practicum experience is required.

CED 601 Consultation in the Schools
(Prerequisites: CED 610, CED 611, CED 603 and Advancement to Candidacy)
This course introduces students to specific techniques including communication and interpersonal skills necessary towards effective consultation at the individual, group and systems levels. Emphasis is on team building and on the provision of indirect services by school counselors and school psychologists including program development, staff development, and written communication skills. Practicum experience is required.
CED 602 Contemporary Issues in School Counseling
Introduces students to topical social issues related to counseling. It is meant to expose students to critical issues, their possible solutions and the most current thinking and research. Practicum experience required.

CED 603 Multicultural Counseling
(Prerequisites: CED 610, CED 611 and Advancement to Candidacy)
Emphasis is on the building on skills developed in the individual and group counseling course including culture conflict, personal identity, managing gender and racial issues as well as lifestyle concerns; cooping vs. personal empowerment; effective intervention models when working with ethnic and linguistic minorities including building effective parent involvement programs. Principles of effective cross-cultural counseling including applicable theories, goals, skills and techniques will be reviewed. Case examples, current regulations, and issues in counseling culturally diverse students are explored. Practicum experience is required.

CED 604 Orientation and Field Experience in School Counseling
An exploration of the field of school counseling and its suitability as a personal career choice. Emphasis is on an understanding of the multiple roles of school counselors that includes counseling, coordination and collaboration. Field experiences, using interviews and observations will give students insight into their future vocations. Emphasis is place on oral and written communication, and observational skills. Practicum experience is required.

CED 605 Development and Evaluation of School Counseling Programs and Services
(Prerequisite: CED 604)
This course will focus on the designing, developing, implementing, and evaluating a contemporary school counseling program in accordance with the National Standards. Foundations of school counseling programs are covered, as are results based guidance. Finally, students will learn the leadership skills necessary to implement the program and counseling services to meet needs of the community they are servicing. Practicum experience is required.

CED 610 Advanced Counseling Theories and Techniques
(Prerequisites: CED 604 or PED 604)
An examination of the major theories of individual counseling and their application for school counselors and school psychologists. The focus is on building the theoretical knowledge and practical skills required for expert counseling. Issues of social and cultural diversity in the context of helping relationships are addressed. Practicum Experience is required.

CED 611 Group Counseling
(Prerequisites: CED 610)
Application of basic knowledge of the roles, functions, and dynamics among group leaders and group participants: covers group process theory and the research pertaining to group process; students analyze the interaction within a group. Practicum experience is required.

CED 612 Career and Academic Counseling
(Prerequisite: CED 601)
This course provides a general examination of current career development/ career education literature including theories and major concepts, career education programs and practices, resource materials, academic and career counseling skills, and the use of computerized career information systems. Practicum experience is required.

CED 613 Psycho-Educational Assessment
(Prerequisite: CED 604)
An overview of the counselor’s role in the use and interpretation of individual and group assessment instruments and the implications of assessment results on instructional and support programs in schools. Diversity issues, limitations of standardized testing and alternatives to traditional assessment are explored.

CED 614 Legal and Ethical Practices for School Counselors
(Prerequisite: CED 604)
Provides an introduction to professional, ethical, legal, theoretical, and practical aspects of counseling. Students will examine the roles and responsibilities of counselors, professional organizations, and associations. Historical and social context along with emerging professional issues and directions are included. National Standards and ethical guidelines for practice are examined.

CED 616 School Counseling Internship I
CED 617 School Counseling Internship II
CED 618 School Counseling Internship II
Students are placed in a school setting and expected to perform a variety of counseling related activities for a minimum of 600 hours. (Prerequisites: a record of a passing score on the CBEST, completion of all program prerequisites, completion of ten (10) courses, 100 hours of practicum, have permission of faculty advisor and approval of internship site by Placement Specialist.

CED 620 Best Practices Seminars in School Counseling
(Prerequisites: students must have completed all program coursework, must be enrolled in their internship and have permission of the faculty advisor.)
Students will review the knowledge, skills, and standards of the graduate program in counseling in final preparation for their employment as professional counselors. Leadership opportunities within the counseling role are identified and developed. Students will prepare for the ETS Praxis examination, complete their program portfolios, and present their school project as part of this course.

CED 637 School Counseling Action Research
(Prerequisite: ILD 680)
This course is designed to provide the knowledge and skills required to understand, interpret, generate and evaluate research relevant to school counseling. The work of the school counselor will be emphasized throughout the course as students produce a major professional writing while remaining focused on the practical needs of educators who wish to join the larger professional community in their field of specialty. Maximum length of time is 12 months. (Note. Grading is by H (honors), S (satisfactory), or U (unsatisfactory).)

CED 694 Thesis
(Prerequisite: ILD 680)
Provides supervised experience culminating in the completion of a thesis project that was designed in ILD 680. Maximum length of time is 12 months. (Note. Grading is H (honors), S (satisfactory), or U (unsatisfactory). Class size is 5.

CED 698 Thesis
(Prerequisite: ILD 680)
Provides supervised experience culminating in the completion of a thesis project that was designed in ILD 680. Maximum length of time is 12 months. (Note. Grading is H (honors), S (satisfactory), or U (unsatisfactory). Class size is 5.

CED 720 Surveying, Metrics and GIS
(Prerequisite: EGR 319)
Land and topographic surveying with global positioning systems and geographic information systems (GIS). Fundamentals of distance, leveling angles, theodolites, transverse surveys and computations. Hands-on with ArcView GIS to understand the basic GIS concepts and applications in land planning.

CED 723 Structural Analysis
(Prerequisites: EGR 301 and EGR 304)

CED 410 Construction Materials and Methods
(Prerequisite: EGR 304)
An overview of the basic materials and methods utilized in construction projects. Wood, steel, masonry, glass, and concrete and other materials are introduced along with their associated construction systems in foundations, framing, cladding, windows, doors, finishes and roofing.

CED 413 Plans and Specifications
(Prerequisite: EGR 319)
Drawing and interpretation of plans, sections, details, symbols, notes and details in architectural, construction and shop drawings. Coordination and reference between drawings. Specification creation incorporating material properties, construction techniques and legal factors. Industry standards from AIA and CSI are presented.

CED 416 Mechanical and Electrical Systems
(Prerequisite: EGR 313)
The impact of M/E systems on the design and construction process including energy considerations. Fundamentals of HVAC, plumbing, fire protection, electrical distribution, lighting, information systems and vibrations in the building system.

CED 419 Estimating, Scheduling and Control
(Prerequisites: CEN 419 and CEN 413)
Introduces the fundamentals of construction management, estimating, scheduling and control. Quantity takeoff estimations for material, time, equipment and overhead are presented. Activity durations, scheduling and project updating for control are covered.

CED 420 Estimating, Scheduling and Control II
This course builds on the fundamentals of construction management, estimating, scheduling and control introduced in CEN 419. Advanced topics concerning quantity takeoff estimations for material, time, equipment, overhead, critical path, and precedence networks for activity durations, scheduling and project updating for control are presented.

CED 421 Construction Accounting, Finance and Law
This course applies the principles of business accounting and financial principles and engineering economics to the construction industry. Construction accounting systems, depreciation and financial analysis are introduced. Labor, overhead and profit management are presented. Concepts for cash flow for construction and the time value of money are reviewed.
money are covered. Legal aspects specific to construction industry contracts are introduced.

CEN 422
Field Inspection and Safety
(Prerequisite: CEN 419)
Integration of safety and productivity into daily field operations through inspection and accountability. Examines accident costs and contributing factors and techniques for risk minimization. Presents the relationship between safety and quality and techniques for site, structure, general and mechanical and electrical system inspections.

CEN 425
Design & Construction Process Integration
This course focuses on the detailed processes of construction management and the relevant tools, processes and techniques are involved. Students will be developing skills and knowledge to integrate and manage the overall construction process including the project proposal and design, cost estimate, contract document drawings and specifications, construction schedule, and project presentation.

CHD – Chemical Dependency

CHD 440
Drugs, Values and Society
An examination of the history of substance use and abuse in the United States. Examines individual and institutional values that underpin chemically dependent behavior as well as socio-cultural factors, including media images, consumer product advertising, myths and stereotypes and subculture/life-style issues. Provides an overview of the social services structure, including outreach, education, prevention and treatment models.

CHD 601
Drugs in American Society
A survey course intended for a general audience with diverse interests in the phenomenon of drug use and abuse. Topics include pharmacology, history, theories of drug abuse, treatment methods, social, political, social and legal considerations. Open to any graduate students with approval of their school except those who have completed CD 640.

CHD 640
Addictions: Contexts and Treatment

CIS – Information Systems

CIS 302
Data Mining
(Prerequisite: CIS 446)
An introduction to the concepts of data mining as it applies to the data warehouse system environment. Data mining models, methodologies, techniques and common operational issues will be covered.

CIS 404
Remote Access and Wireless Networking
(Prerequisites: CIS 443 and CIS 444)
The course provides an introduction to the fundamental concepts of remote access and wireless networking. The focus is on standard and proprietary wireless solutions including: 802.11, HIPER LAN and major proprietary technologies including Medium Access Control (MAC) Layer, Frequency Hopping Spread Spectrum (FHSS) Physical Layer, Direct Sequence Spread Spectrum (DSSS) Physical Layer, Infrared (IR) Physical Layer and Roaming Standards.

CIS 406
Multimedia Applications on the Internet
Presents different multimedia technologies and provides the students with basic skills to integrate various multimedia technologies into a website environment, as well as an introduction to HTML.

CIS 407
Web Development – Static
Survey and review of different programming tools used for static website development. Explore the practical aspects and process used for building static websites. Practical application by building a static website.

CIS 408
Web Development – Dynamic
Survey and review of different programming tools used for dynamic, server-side website development. Explore the practical aspects and process used for building dynamic websites. Practical application by building a dynamic website.

CIS 409
Internet/Intranet Application Development for E-Commerce
(Prerequisites: CIS 407, CIS 408)
Provides students with the basic skills and understanding to build Internet and intranet Web-based applications for the electronic commerce environment.

CIS 414
Data Warehousing
(Prerequisite: CIS 446)
An in-depth exploration of data warehousing using an automated tool, as well as technical instructions on how to select the appropriate hardware architecture, design the warehouse for optimum performance, techniques for distributing and mining data and building and running the database.

CIS 415
SQL for Database Developers
(Prerequisite: CIS 414)
Offers students an extensive introduction to data server technology. The class covers the concepts of relational databases and the powerful SQL programming language. Students are taught to create and maintain database objects and to store, retrieve and manipulate data. In addition, students learn to create blocks of application code that can be shared by multiple forms, reports and data management applications.

CIS 416
Database Administration
(Prerequisites: CIS 302, CIS 446, CIS 414)
Designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks. Through instructor-led learning, structured hands-on practices and challenge-level exercise labs, the DBA will gain the necessary knowledge and skills to set up, maintain and troubleshoot an Oracle7 or Oracle8 database.

CIS 417
Database Network Administration
(Prerequisites: CIS 302, CIS 446, CIS 414)
Introduces students to the trends and problems associated with business networking and presents the various solutions required to tackle these problems. The class prepares participants to implement the solutions in a classroom environment, explains in detail the architecture of NetWare and describes the steps in which connections are established between peers. Students then implement a basic connection between a client and server node using various naming methods. As an integral part of this class, students configure and simulate middle-tier systems such as a names server and connection manager.

CIS 420A
Information Systems and Technology Project I
(Prerequisite: 50 percent of courses in the major, except CIS 420B)
A precursor to the final IS/IT project development capstone course. Students research their area of interest and learn how to apply project management tools in the preliminary development process of their final project product. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work, or “U” (for Unsatisfactory, “D” or below).

CIS 420B
Information Systems and Technology Project II
(Prerequisite: CIS 420A)
A capstone hands-on project in the student’s area of interest. Students apply skills learned, principles, topics and tools that have been taught throughout the program to develop an IS/IT specific product. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work, or “U” (for Unsatisfactory, “D” or below).

CIS 425
Programming for Information Technology Environment
An introduction to programming concepts in an integrated computing environment. Examines contemporary programming design techniques including event-oriented approaches. Students develop applications using Microsoft Visual Basic in a graphical user interface (GUI) environment.

CIS 443
Local Area Network Technologies
An introduction to emerging local area network (LAN) technologies. Includes topics such as integration of hardware and software elements, network architecture and protocols.

CIS 444
Wide Area Networking Concepts and Services
(Prerequisite: CIS 443)
Review of the latest telecommunications technology developments, such as ATM, Gigabit, and Ethernet and Fiber Optic connections. Builds on LAN basics from IS 443, including hands-on implementation LAN solutions such as FDDI, Fiber Channel and Gigabit Ethernet and WAN technology, such as Switched Multi-Megabit Data Service and Frame Relay. Also covers integrated high-performance router and switch technologies from Cisco, Bay and 3Com.

CIS 446
Data Modeling in Information Technology Environments
An introduction to the concepts of data modeling and relational databases. Covers the methodologies for building a logical model, techniques for organizing and designing relational databases and practical approaches to transform logical models to a stable relational database.

CIS 601
Information Systems Strategies, Policies and Ethics
An in-depth analysis of strategies, policies and ethical issues facing the Information Systems manager in today’s business organization. This course also explores the merger of Information Systems with legal, ethical, cultural, human resources, business philosophies and organizational structures. Through lectures, readings, case analysis and projects the student will learn the strategic role information professionals play in the modern work-place environment. Through analysis, projects the student will learn the strategic role telecommunications plays in the modern work place, networked environment.
CIS 602
Network Services and Protocols
(Prerequisite: CIS 601)
An in-depth study, from a managerial perspective, of the principles and applications of telecommunications in organizations. Examination of voice, data, analog and digital transmission in local area and wide area networks will be explored and the related existing and emerging communications protocols. Through lectures, readings, case analysis and projects the student will learn the strategic role telecommunications plays in the modern work place, networked environment.

CIS 603
Database Management for Decision Support Systems
(Prerequisite: CIS 601, CST 436, CIS 302)
An overview course in the development, deployment and management of decision support systems and its components. Topics covered will include relational database management systems, the planning, design, implementation, documentation and maintenance of DBMS following standard methodologies. Through lectures, readings, case analysis and projects the student will learn the strategic role decision support systems play as a pivotal tool in the modern work place for executive decision-making and strategic planning.

CIS 604
Organizational Management and Information Systems
(Prerequisite: CIS 601)
An in-depth study of organizational management, network infrastructures and information security in the modern organization. Topics covered will include information risk analysis, threats, vulnerabilities and protection methods in the business enterprise. Through lectures, readings, case analysis and projects the student will learn how to analyze a business enterprise information management security risks and vulnerabilities and prepare a comprehensive security plan for Intranet, Extranet and Internet infrastructures.

CIS 606
End User Information Systems
(Prerequisite: CIS 601)
An in-depth study of the end-user approach to systems analysis, addressing the links between information systems technology, people and organizational goals. The course provides a comprehensive, thoroughly up-to-date treatment of IS design, analysis and implementation, with a practical focus on shaping information systems to enhance employee performance and carry out “real-world” business strategies. There is a strong emphasis on workgroup (collaborative) technologies, knowledge management and change leadership.

CIS 607
Systems Integration and Client/Server Computing
(Prerequisite: CIS 601)
An in-depth study of information systems technology through systems integration and distributed computing, to maximize efficiencies to meet organizational goals. The course provides a comprehensive, thoroughly up-to-date treatment of IS design, analysis and implementation, with a practical focus on shaping information systems to enhance employee performance and carry out “real-world” business strategies. There is a strong emphasis on workgroup (collaborative) technologies, knowledge management and change leadership.

CIS 608
Knowledge Management – Knowledge Based Systems
(Prerequisites: CIS 601, CIS 302, CIS 446)
An in-depth study of decision support systems, inclusive of knowledge based systems, expert systems and artificial intelligence and its practical application in the organization. The course provides a comprehensive, thoroughly up-to-date treatment of IS design, analysis and implementation, with a practical focus on shaping information systems to enhance executive decision making to meet the changing internal and external environment facing business’s today. There is a strong emphasis on data mining, knowledge management and management decision tools and skills.

CIS 609
Automated Knowledge Management Systems
(Prerequisites: CIS 607 and CIS 608)
An in-depth study of knowledge management through project implementation. The course provides a comprehensive hands-on application of business systems analysis, database integration and creation of decision support systems. There is a strong emphasis on individual and team project development using the acquired knowledge and skills from previous courses. This class represents a cumulative effort of acquired learning.

CIS 620A
Master’s Research Project I
(Prerequisite: Completion of all program core requirements with a GPA of 3.0 or better)
This course is the first part of the master’s research project. It focuses on the research and selection of an appropriate topic related to information systems. Students develop the project in a three-to-five member group and utilize skills previously acquired in their respective core curriculum. This is a regular one-month course. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work), or “U” (Unsatisfactory, “D” or below).

CIS 620B
Master’s Research Project II
(Prerequisite: Completion of CIS 620A)
A continuation of CIS 620A. Students develop the project in a three-to-five member group. Students complete a detailed analysis and design of the project within the first two weeks of the course. After completing the project, students formally present their final product to a review panel for evaluation and grading. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work), or “U” (Unsatisfactory, “D” or less than C level work).

CJA 427
Introduction to Criminal Justice
This course describes and introduces the basic concepts and components of the criminal justice systems in the United States; provides a general consensus and summary of the CJ system, including the factors of crime, judicial process, police perspectives, corrections, probation and parole.

CJA 431
Criminology
This course exposes the students to the basic tenets of criminal behavior, the causative and contributory factors of behavior, the general personality, intellectual and social perspectives of criminal behavior.

CJA 434
Survey of Forensic Sciences
An introduction to the forensic sciences. Includes topics such as forensic photography, firearms and tool mark identification, the examination of questioned documents, handwriting analysis, serology, instrumental analysis, forensic pathology and odontology and forensic psychology.

CJA 437
The Juvenile Offender
A study of the nature and control of juvenile delinquency. Examines patterns of delinquent behavior, factors of causation, juvenile law and the juvenile justice system. Students also learn policies and procedures in treatment and prevention.

CJA 441
Organized and White Collar Crime
This course will expose the students to elite and corporate deviance, the incidence and prevalence of white collar and organized crimes. The course explores the theoretical foundations of all types of occupational crimes, with a comparative, analytical glance at these crimes. It also expects the students to the forms and causes of these crimes, the legal and law enforcement and societal responses to such crimes.

CJA 440
Corrections
An introduction to the field of corrections and the corrections continuum. Topics include contemporary theories of punishment, corrections and rehabilitation, local, state, federal and military confinement facilities and community alternatives to incarceration.

CJA 443
Current Issues in Law Enforcement
Using a seminar approach, this course focuses on current specific problems and issues within the law enforcement community. Topics may include police morale, the retention of sworn personnel and future trends in law enforcement.

CJA 444
Criminal Justice Management and Leadership
An analysis of the organization and management of criminal justice agencies. Discusses principles of supervision and motivation of personnel, management problems and solutions, decision-making and administration of policies and procedures.

CJA 448
Violence and Society
An exploration of methods, patterns and meanings of individual and collective violence. Focuses on gangs, terrorists and the assaultive individual. Students analyze the causes of violence, attitudes toward violence and methods of controlling violence as well as the impact of gun control.

CJA 449
Research Methods
An introduction to conducting research in criminal justice-related fields. Students learn how to identify current problems in criminal justice, develop a practical research question, formulate hypotheses, identify appropriate resources to answer the research question and describe an appropriate research method to answer the research question.

CJA 451
Court Systems and the Judicial Process
A study of concepts and theories regarding the utilization, organization and management of the judicial process. Critically reviews the issues of fair trial, speedy trial, free press, calendar control, judicial responsibility and new technology. Students analyze the roles of the legal actors, problems of lower, trial and appellate courts and the distribution of judicial powers.

CJA 452
Criminal Law and Procedure
A survey of jurisprudential philosophy and case study of common law and statutory crimes. Discusses historical development, theory, principles and functions of criminal law. Also covers elements of due process, rule of law and the role of the constitution in protecting rights.

CJA 456
Criminal Evidence
A study of the elements of criminal law as applied to various theories of criminal evidence to enhance
Course Descriptions

understanding of the various issues facing prosecutors, criminal justice practitioners and law enforcement agents. This course will explore the application of evidentiary issues and its relationship to investigations and criminal conduct.

CJA 457

Minorities, Crime and Social Justice
A review of the criminological literature and theoretical applications of the law and criminal justice as seen from a racial, gender specific, class and ethnic orientation.

CJA 460

Principles of Investigation
An introduction to the practices and procedures involved in conducting civil and criminal investigations. Topics include learning about crimes and their elements, modus operandi, major goals of investigations, primary functions and responsibilities of investigators/officers and the investigator's relationship with other individuals and agencies involved in an investigation.

CJA 464

Constitutional Law for Criminal Justice
A study of the fundamentals of the U.S. Constitution, the rights and protections of the accused; an exploration of the case law and the judicial system, the rights and responsibilities of the police and citizenry.

CJA 465

Practicum in Criminal Justice
(1.5-9 quarter units)
A practicum designed for students seeking field experience in law enforcement. Students receive academic guidance from criminal justice faculty and supervision at the field placement site. Typically, the practicum requires students to work a minimum of 100-150 hours per week. At the completion of the practicum, students are required to write an in-depth research paper about their experiences during their placements with coordination and support from their faculty advisor and field supervisor. Units are arranged and determined based on assignment and number of hours prearranged at the placement site. Students are evaluated on a satisfactory/unsatisfactory basis by the faculty and placement supervisor.

CJA 467

International and Domestic Terrorism
CJ 467 exposes the students to the basics of terrorism and its global impact; terrorism investigation and intervention strategies. It describes the factors to be considered when implementing psychological, social, institutional and legal techniques against terrorism and its related crimes.

CJA 470

Supervised Criminal Justice Senior Project
(Prerequisite: CJA 449)
Supervised senior project undertaken by students of criminal justice when they have completed all core courses in the program. Coordinated by full-time faculty and chaired by a criminal justice faculty member chosen by the student from previous courses taken within the program. Students select a committee and a viable topic in criminal justice to research and then meet with a committee member once a week for two months. Upon completion, students present their project to the committee, other faculty and peers in an open forum. Grading is by "H" (for Honors, "B" or better work), "S" (for Marginal, "C" level work) or "U" (Unsatisfactory, "D" or below). Accelerated study is not permitted with CJA 470. CJA 470 is two months in length. Students who do not complete the Senior Project within the two-month period are eligible, at the discretion of the instructor, to receive a grade of "K" with a maximum of a one-time, six-month extension. Students who do not complete the project at the end of the extension period will need to retake CJA 470. No grade of "I" can be given for this course.

CJA 490

Guided Study
(1.5-9 quarter units)
Individual study under direction of instructor. Requires prior approval of appropriate academic department.

CJA 567

Methodology for Cross-Cultural Instruction
(1.5-4.5 quarter units)
(Prerequisite: Approval of Instructor and Department Chair) Individual study under direction of instructor. Requires prior approval of appropriate academic department.

CLD – Cross-cultural, Language and Academic Development (CLD)

CLD 567

Methodology for Cross-Cultural Instruction
(CLAD Certificate Course only)
(Prerequisites: Possession of a credential approved by the California Commission on Teacher TED 621A or TED 6223) An examination of content-area instruction for English language learners. Covers strategies that foster English Language Development (ELD) lesson development, adaptation, and delivery. Also covers Specially Designed Academic Instruction in English (SDAI) and "instructional scaffolds" as well as "instructional conversations" to support ELD.

COM – Communications

COM 100

Introduction to Communications
An examination of the cultural, linguistic and institutional factors that shape even the most everyday communications. Through readings and course projects, introduces students to semiotics, rhetorical analysis and mass media theory.

COM 200

Effective Communication
An introduction to the principles and practices of spoken communication, with special emphasis on the skills needed to communicate effectively in the workplace. Topics include platform techniques, interpersonal communication strategies, cross-cultural approaches and small group methods.

COM 360

Representation and Diversity in the Media
(Prerequisites: ENG 100/101) An exploration of the ways in which popular media represents our diverse and dynamic culture. Focuses particularly on images and narratives of race and gender on television, in the movies and in popular culture. Also examines the cultural forces that influence how such representations are produced and perceived, their political and behavioral consequences and various methods for analyzing and critiquing popular media.

COM 380

Democracy in the Information Age +
(Prerequisites: ENG 100/101)
A critical examination of the distribution of information and power in modern democracies. Covers the various theories of democratic participation and media responsibility and how they are measured against contemporary practices around the world. Explores the effect of such developments as television news, popular access to video and digital technologies, and global electronic net¬work on contemporary political and cultural discourse.

COM 385

Tale, Text and Hypertext
(Prerequisites: ENG 100/101)
An introduction to the range of theories analyzing the evolution of linguistic communication technologies, from oral to written to computer-based. Examines the consequences of these developments for culture, literature, science, politics, pedagogy and identity. Pays particular attention to the uses and effects of networked texts and hypertexts.

Includes a project where students prepare hypertexts that can be "published" on the Internet.

COM 422

Technical Writing and Presentation
(Prerequisite: ENG 334A)
An advanced workshop for technical writers, that applies the principles covered in COM 200 and ENG 334A specifically to technical presentations for non-technical audiences. Focuses on writing styles appropriate for user manuals as well as oral presentations and offers training in platform skills, audio-visual techniques and other strategies needed to make technical information understood by business managers, end-users and the public.

COM 490

Independent Study
(1.5-4.5 quarter units)
(Prerequisite: Approval of Instructor and Department Chair) Individual study under direction of instructor. Requires prior approval of appropriate academic department.

CSC – Computer Science

CSC 421A

Compiler Design
(Prerequisite: CST 330C)
An introduction to theory of programming language processors focusing on lexical analysis, syntax analysis and compile-time mechanics, including code generation and optimization, execution of interpretive representations and management of data structures.

CSC 422C

Principles of Database Design
A survey of principles, structure, analysis and techniques of database design and implementation. Topics include physical and logical design, normalization, database models, security and integrity.

CSC 425A

Computer Science Laboratory I
(Prerequisite: All the computer science course requirements with a GPA of 2.5)
A study of the software development life cycle. Emphasizes logical organization of system and communicating design through documentation suitable for generating a concrete implementation. Students construct an original project with practical applications applying software engineering concepts. This project includes program specifications, test plans and user documentation. Grading is by "H" (for Honors, "B" or better work), "S" (for Marginal, "C" level work) or "U" (Unsatisfactory, "D" or below).

CSC 425B

Computer Science Laboratory II
(Prerequisite: CSC 425A)
A continuation of the student project. Student teams complete the internal specification and test plan in this course. Grading is by H (for Honors, B or better work), S (for Marginal, C level work) or U (Unsatisfactory, D or below).

CSC 425C

Computer Science Laboratory III
(Prerequisite: CSC 425B)
A continuation of the student project. Student teams complete the project in this phase. The project is coded, module-tested, system-tested and all documentation is completed. Grading is by "H" (for Honors, "B" or better work), "S" (for Marginal, "C" level work) or "U" (Unsatisfactory, "D" or below).

CSC 610

Mathematical Foundations
A study of mathematical models of computation and theoretical foundations of computer science. Proof techniques, automata theory, Chomsky hier-
arch, decidability and computational complexity are emphasized.

CSC 630 Operating Systems
A study of relation between architectures and system software. Topics include process and memory management issues, multiprogramming, timesharing, multiprocessing, inter-process communication, synchronization, distributed systems and real time systems. Resource allocation, computer security and related problems are considered. Scope and limitations of current Operating Systems.

CSC 640 Database Systems
Design and implementation of database and knowledge based systems are studied using various data models, principles, structures, analysis and modern techniques. Topics include physical and logical design, normalization, security, integrity and models such as relational, entity-relationship, object oriented and semi-structured models. Scope and limitations of current database models.

CSC 650 Programming Languages
(Prerequisite: CSC 610 or permission of the instructor)
A study of programming language syntax, semantics and pragmatics. Principles of data types and structures are discussed. Programming language design and implementation issues are emphasized. Scope and limitations of programming language theories will be studied.

CSC 660 Artificial Intelligence
(Prerequisite: CSC 610 or permission of the instructor)
A study of problem solving using modern artificial intelligence techniques. Examines the role of knowledge in problem solving. Concepts such as agents, search, production systems and natural language communication are studied. Experimental artificial intelligence systems are developed. Scope and limitations of artificial intelligence theories will be studied.

CSC 670 User Interface Engineering
(Prerequisite: CSC 610, SEN 620, CSC 630, CSC 650 or permission of the instructor)
A study of techniques in design and implementation of user interfaces. Emphasis will be on effective human computer interaction strategies that meet human cognitive capabilities and organizational practices and processes.

CSC 686 Computer Science Project I
(Prerequisite: Completion of all MSCS core courses or permission of the instructor)
A study of the software development practices. Emphasizes logical organization of system and communicating design through documentation suitable for generating a concrete implementation. Students construct an original project with practical applications utilizing software engineering concepts. This project includes requirements engineering, design, test plans and user documentation. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work), or “U” (Unsatisfactory, “D” or below).

CSC 687 Computer Science Project II
(Prerequisite: CSC 686)
A continuation of the student project. Student teams complete the project in this phase. The project is coded, module-tested, system-tested and all documentation is completed. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work), or “U” (Unsatisfactory, “D” or below).

CST 205 Computer Applications I
An introduction to the use of microcomputers with the emphasis on word processing, spreadsheets, presentation and Internet browser software in the Windows operating system environment. This course offers a foundation for efficient use of microcomputer software in the business and educational environments.

CST 206B Discrete Structures and Logic Design
(Prerequisite: MTH 215) (Cross-listed with MTH 325)
A theoretical foundation for computer science, including sets, counting techniques, functions, relations, ordering and equivalences, propositional logic, Boolean algebra and graph theory with application to trees.

CST 208B Calculus for Computer Science
(Prerequisite: MTH 215) (Cross-listed with MTH 220)
Differential and integral calculus of one variable with applications. Topics include: origin and structure of the derivative, derivatives from first principles, standard differentiation including chain rule, exponential and log forms, graphing with derivatives, origin and structure of anti-derivative, indefinite integral, standard integration including substitution and parts, rectangle rule and numeric integration.

CST 242 Introduction to Programming Concepts and Methods
An introduction to modern programming design techniques. Examines problem decomposition, modern programming paradigms and methods. Emphasizes design methodologies, modular programming, software independence, abstract data types and fundamental control structures.

CST 317 Programming in C++
(Prerequisite: CST 324 or equivalent programming experience and permission of the instructor)
A developmental course in programming using the C++ language, including syntax and methodologies, program development, debugging functions, arrays structures and pointers.

CST 330C Object Oriented Programming in C++
(Prerequisite: CST 317)
An introduction to the object-oriented programming (OOP) paradigm and advanced techniques of the C++ language. Provides an overview of object-oriented problem solving as well as OOP concepts such as abstract data types and classes, type hierarchies (subclasses), inheritance and polymorphism.

CST 335 Data Structures and Algorithms
(Prerequisite: CST 330C)
An overview of data structure concepts, arrays, stack, queues, trees and graphs. Discusses various implementations of these data objects, programming styles and run-time representations. Also examines algorithms, graphics, algorithmic analysis and implementation of advanced data structures primarily utilizing C++.

CST 341 Introduction to Computer Architecture
(Prerequisite: CST 206B or permission of the instructor)
A survey of modern digital computing.

CST 342 Computer Architecture
(Prerequisite: CST 341)
An examination of advanced hardware design, analysis and programming with emphasis on the structure and function of the computer.

CST 350 Computer Ethics
An analysis of the values, ethics and ideologies in computing and their applications to current issues in computer industry within the contemporary socio-cultural setting. Focuses on ethical decision-making in computing matters. Through lectures, case study, debate and readings, students are helped to develop an ethical outlook on a wide variety of workplace issues in computing.

CST 400 Operating System Theory and Design
(Prerequisite: CST 330C)
An introduction to operating system concepts including implementation, processes, deadlocks, communication, multi-processing, multilevel memory management, file systems, protection, resource allocation and scheduling.

CST 423 Graphic User Interface Design
(Prerequisite: CST 317)
A study of the fundamental techniques used in creating and manipulating computer images. Demonstrates the practical use of theories through several computer graphic applications projects.

CST 427 Programming in Java
Development of Java applications using control structures, graphical user interface components and multimedia applications.

CST 430 Programming Languages
(Prerequisites: CST 330C)
A comparative study of programming languages. Syntax, semantics and pragmatics are considered. Language features that support software engineering are emphasized. Recent trends in programming language design and type theories are studied.

CST 440 Advanced Programming in Java
(Prerequisite: CST 427)
A treatment of advanced programming techniques in Java using abstraction, encapsulation and inheritance. Development of applets and applications using client server technology, multithreading, event-driven programming techniques and multimedia.

CST 450 Artificial Intelligence
An introduction to problem solving using modern artificial intelligence techniques. Examines the role of heuristics in problem solving. Concepts such as agents, production systems and natural language communication are studied. Experimental artificial intelligence systems are developed.
Course Descriptions

CST 451
Artificial Intelligence Programming
A study of artificial intelligence programming tech- niques. The role of heuristic programming in pattern matching and search problems is examined. Introduction to intelligent agents, and decision game trees. Implementation strategies for computing systems underlying the concepts such as production systems, heuristic search and natural language communications are examined.

CST 452
Human-Computer Interaction
An introduction to human-computer interaction models. A study of the techniques used in human-computer interface systems. Graphical User Interface systems and natural language processing will be considered.

CUR – Curriculum and Instruction
CUR 604
Global Perspectives in Curriculum
A basic foundation in the development and implementation of global programs and activities. Includes an overview of the purpose, scope and approaches to global education and demonstrates how teachers can use current electronic communication technology to globalize existing curriculum and instructional materials.

CUR 606
Issues and Trends in Curriculum
Examine current curriculum practices from the point of view of an interdependent paradigm of global concerns, local needs and the development of the individual in a complex society. Curriculum is responsive to current issues in education and society, rather than of predetermined content.

DAF – Department of Defense Architectural Framework
DAF 601
Architecture Framework Basics
DoDAF Framework background, history, and planned evolution, government regulations, uses of architecture, framework philosophy, concepts and definitions, review of the DoDAF six step process, products overview and relationships, details of government regulations and reporting requirements, case Studies comparison with other frameworks and methods, and overview of Universal Reference Resources for the DoD Framework.

DAF 602
Core and Supporting Products
Overview of each of the 40 core and supporting products and their relationships from each of the DoD architecture framework views (operational, systems and technical). Understanding of how to model each of these products and how to integrate them into a viable DoDAF Architecture Framework for different DoD functions, organizations, programs and operations. Each of these products represents a different type of model. Students learn how to create each product and use EA DoDAF specified tools.

DAF 603
Enterprise Architecture Planning
Introduces the concepts and theories associated with organizational strategic planning as the basis for enterprise architecture, provides an examination of the Federal Enterprise Architecture Program Management Office reference models, how to define business architecture utilizing business strategy, goals and objectives, the technological environment and external variables including location, organizational culture and strategic business planning. Provides an understanding of how to plan and manage an EA project within an enterprise, including development of a statement of work, scheduling, requirements analysis, risk management, the role of security and information assurance, and the formulation of architectural principles.

DAF 604
Advanced Architecture Modeling and Analysis
Overview of the supporting products and their relationship(s) to the core products and to each other; operational, systems and technical view for supporting products overview, data and activity modeling, LSI, TRM/JTA, security, CADM, XML and DoD Technical Reference Model (TRM) and Joint Technical Architecture (JTA).

DEN – Design Engineering
DEN 408
Computer Aided Engineering I: Simulation Modeling and Analysis
Prerequisite: EGR 319
Introduction to simulation modeling and analysis, model development, intermediate and detailed modeling, modeling issues and techniques.

DEN 411
Computer Aided Engineering II: ProEngineer Modeling Software
Prerequisite: EGR 319
Introduction to the powerful computer aided design package ProEngineer 2001 for mechanical design applications, modeling and analysis.

DEN 414
Computer Aided Engineering III: LabVIEW Graphical Programming
Prerequisite: EGR 319
Introduction to the LabVIEW essential techniques for designing virtual instrument configurations and controls.

DEN 417
Computer Aided Engineering IV: Graphics and GUI with MATLAB
Prerequisite: EGR 319
Introduction to the industry-standard engineering language provided by MATLAB latest versions for computation, analysis, and visualization, with emphasis on engineering graphics applications.

DEN 420
Computer Aided Engineering V: SolidWorks 3D Mechanical Design Tools
Prerequisite: EGR 319
Introduction to the three-dimensional parametric modeling tools, features and functions supported by the latest version of the SolidWorks software with emphasis on mechanical design solutions, standards and techniques.

DEN 423
Human Factors in Engineering and Design
Consideration of human characteristics in the requirements for design of the systems, products and devices. Human-centered design with focus on human abilities, limitations and interface.

DEN 426
Reliability Engineering
Prerequisite: EGR 301
An introduction to reliability engineering with emphasis on practical applications and the mathematical concepts. Cover mechanical, electronic and software failure mechanisms, design and testing.

DEN 429
Product Design Optimization
Prerequisite: EGR 301
This course focuses on analytical and empirical tools that allow designers and manufacturing engi-
response management, and recovery during emer-
gencies and/or disasters. This course focuses on
defining and analyzing the role of managers in
critical situations. Identifies critical incidents as
any natural or man-made event, civil disturbance,
or other occurrence of an unusual or severe nature
that threatens to cause or causes the loss of life or
injury to citizens and/or severe damage to proper-
ty. Identifies the extraordinary measures to protect
lives, meet human needs, and achieve recovery.

DSM 470
Legal Issues of Security Management
A study of criminal and civil liability issues con-
cerning government and private entities while pre-
venting acts of terrorism, or during the recovery
process after a critical incident. Exposes students to
new congressional laws that apply specifically to
homeland and domestic security. Delves into the
protection of individual rights explaining the legal
background and methods to avoid the pitfalls of
liability. Covers legal issues in First, Fourth, Fifth
and Eighth Amendments, and how the U.S.
Constitution can be applicable to both government
and private entities and the responsibilities of each.

DSM 475
Techniques of Interviewing and Interrogation
Provides students with proven techniques which
apply to both accusatory and non-accusatory inter-
views. Students develop skills in preparing for the
interview and interrogation with emphasis on
planning and strategies. Provides a basic format
and fundamentals of specialized interviewing and
interrogation methods for those who have little or
no experience in this phase of an investigation.
Studies one of the most specialized and difficult
phases of law enforcement or security investiga-
tion-interrogation.

DSM 490
Supervised Senior Project
(Prerequisite: Students must have fulfilled all
General Education, Core Courses, and Elective
Courses requirements prior to beginning this course.)
Supervised senior project undertaken by students
once they have completed all core courses in the
program. Coordinated by the assigned instructor
and chaired by a domestic security management
faculty member chosen by the students from previ-
ous courses taken within the program. Students
select a committee and a viable topic or problem
statement related to domestic security to research
or solve and then meet with the instructor in a
classroom environment once a week for two
months. Upon completion, students present the
project to the committee, other faculty, and peers in
an open forum.

ECD – Early Childhood Development

ECD 210
Child, Family, School, and Community
(Prerequisite: PSY 100)
The focus is on the interrelationship between the
home, society and culture and their influence on
the typically and atypically developing child.
Designed to develop an understanding of the
socialization process: the influence of family,
school, media, and community; and the impact of
poverty, violence, child abuse, and substance abuse
on the young child’s development and learning.
The importance of nourishing home and family
relationships and of involving the family and the
community in the education of young children will
be explored.

ECD 330
Early Cognition
(Prerequisite: PSY 301)
Explores the nature and tasks of early cognition
including: the social, cultural, and biological foun-
dations of early cognitive development (from pre-
natal through age five). Particular attention will be
paid to recent brain research regarding individual
differences, cultural representations, Piaget’s stage
theory, and Vygotsky’s socio-cultural theory.

ECD 410
Language Acquisition
(Prerequisite: ECD 330)
An examination of the process of early language
acquisition and development within the first four
years of life. Study will focus on diverse contexts
including: the influence of individual, cultural, lin-
guistic, ethnic, social and cognitive differences, as
well as abilities and disabilities.

ECD 415
Meaningful Curriculum: Creative and Integrative
Arts
(Prerequisite: ECD 330)
Focuses on the role and value of the arts in class-
rooms for young children. Stresses the importance
of high-quality, developmentally appropriate expe-
riences in music, artistic media, movement and
dramatic play.

ECD 420
Nature and Numbers
(Prerequisite: ECD 330)
Exploration and inquiry related to the young
child’s emerging notions of mathematical and sci-
cientific processes. Focus will be on experiential
learning dealing with symbols, shapes and pat-
terns. Encourages the development of questioning
skills and finding answers.

ECD 430
Play: Early Social-Emotional Development
Designed to develop an understanding of the
major theories of young children’s social, emotion-
al and moral/ethical development and how to plan
play so as to facilitate young children’s social, emo-
tional and moral development.

ECD 440
Observation and Assessment of Young Children
(Prerequisites: PSY 301 and ECD 310)
Observe, record, and assess young children’s
development and learning for the purpose of plan-
nig appropriate programs, environment, interac-
tions and adapting for individual differences
including special needs within a multicultural set-
ting. Use of formal and informal assessment instru-
ments and strategies to diagnose and assess young
children’s learning and development, using the
assessment information to plan developmentally
appropriate experiences for young children and
develop IEPs.

ECD 450
Seminar/Practicum in Early Childhood
Development
(Prerequisites: Student must have successfully
completed all core courses with an average
grade of “C” (2.0) or better and have approval
from her/his faculty mentor.) A one-month course
in which students participate in a collaborative
experience at both a designated community site
and in a University seminar. The seminar will meet
twice a week for four-hour sessions for a period of
four weeks while the collaborative experience
will occur at the designated site for eight hours per
week for a period of four weeks. Approved sites
will be in a Head Start or a preschool setting.
Specific activities will include, but are not limited
to, onsite observations, behavioral assessments, les-
sion plan designs and implementation, parent con-
ferences, and other professional responsibilities.

ECD 460
Administering Early Childhood Programs
Management and administration of Early
Childhood Programs includes providing a quality
program; working with parents, staff, volunteers,
and the board; hiring, supervising and evaluating
staff; designing staff development; planning for
supplies, materials, equipment; developing a bud-
get; and conducting and interpreting evaluations
of the Early Childhood program.

ECD 462
Volunteer and Financial Resource Management
(Prerequisite: ECD 460)
Focuses on effective strategies for recruiting, utiliz-
ing and retaining volunteers.

ECD 464
Legal and Ethical Issues in Early Childhood
(Prerequisite: HED 220)
Focuses on the legal and ethical practices in early
childhood care. Local, state, and federal laws and
regulations, National Health and Safety Standards,
professional ethics and the National Association
for the Education of Young Children’s (NAEYC)
Code of Ethics will be explored.

ECD 466
Planning the Physical Environment for the
Young Child
Examines the planning, design, and organization
of the physical environment in early childhood
classroom. Field experiences and hands-on activi-
ties will familiarize the student with the physical
environment of the young child. The student will
learn how to design a well-protected environment
for the safety and welfare of the children. This
course will integrate four philosophical/theoretical
frameworks and their impact on early childhood
environments. The student will directly observe
children at play and document their interactions in
their physical environment.

ECO – Economics

ECO 203
Principles of Microeconomics
A study of price systems and market Structures,
this course includes public policy, income distribu-
tion, the theory of the firm, forms of competition,
and efficient resource allocation.

ECO 204
Principles of Macroeconomics
This course provides an examination of the scope
and method of economic analysis. It includes eco-
omic resources, monetary system, income deter-
mination, and economic growth and stability.

ECO 401
Market Process Economics I
This course provides designed to provide a basic
understanding of market process economics.
Students will learn about the nature and impor-
tance of economics, capitalism, wealth and its role
in human life, natural resources and the environ-
ment, the division of labor and production, the
dependence of the division of labor on capitalism,
the price system and economic coordination, price
controls, socialism, the institutions of private prop-
erity, economic inequality, economic competition,
and monopoly and the freedom of competition.

ECO 402
Market Process Economics II
This course is a continuation of ECO 401 and is
designed to provide students further understand-
ing of market process economics. Students will
learn about the concept of productive activity, the
productive role of businessmen and capitalists,
money and spending, productionism and unem-
ployment, the productivity theory of wages, alter-
native approaches to aggregate economic account-
ing, the role of saving in spending, Keynesian eco-
nomics, and inflation.

ECO 415
Labor Economics
(Prerequisites: ECO 203 and ECO 204)
 Course Descriptions

Students will engage in a detailed study of the labor market. Students will learn about the relation of the labor market to other markets. Students will study the demand for and supply of labor, the causes of unemployment, labor market discrimination, what influences the productivity of labor, the effects of labor unions, and the determinants of wages, among other topics.

ECO 420 International Economics
(Prerequisites: ECO 203 and ECO 204)
Students will apply what they have learned in previous economics courses to analyze the global economic environment. They will learn and apply the law of comparative advantage to understand how all people can gain from international trade. Trade agreements, such as GATT and NAFTA will be discussed and analyzed. Students will learn about the currency markets and the different types of monetary systems.

ECO 430 Economics & Philosophy
Students will learn about the relationship between philosophy and economics. They will study the philosophic foundations of market process economics, as well as other economic ideas. They will learn about the link between ethics and economics, as well as about the important role businesses play in the economy. Students will study topics such as why businesses should be honest, the nature of antitrust laws, the virtue of integrity, the nature of government and rights, among others.

ECO 447 Money & Banking
(Prerequisites: ECO 203 and ECO 204)
Students will study the U.S. monetary & financial systems. They will learn about the important role these systems play in facilitating the production of wealth in the economy. This class covers the principles of money; the Federal Reserve System; the determinants of interest rates, bond prices, and stock prices; the different types of financial institutions; monetary theory; and monetary policy.

ECO 490 Guided Study
This is an individual study under direction of the instructor. It requires prior approval of appropriate academic department.

ECO 607 Economics for Managerial Decision-Making
An overview of the fundamental concepts in microeconomics as they apply to managers in a global environment. This course covers the use of quantitative and computer applications to determine optimal levels of output, resource usage and capacity planning, application of appropriate decision-making models, and mathematical tools for optimal business decisions.

ECO 630 Global Economic Geography
(Prerequisites: ECO 203 and ECO 607)
A survey of the global economy, this course examines how organizations identify and inventory resources in terms of manpower (demographics), industrial organization and development, sources of raw materials, and the current means of connectivity (e.g., language, as well as telecommunication and transportation infrastructures). It includes exposure to various sources of global economic information, such as the “Country and Industry Report,” U.S. government reports, online computer information, and various private sources such as banks and credit card bureaus. Students compile reports that focus on country, region, and industry analysis of opportunity and prospects.

ECO 631 Global Trade Policy and Procedure
(Prerequisites: ECO 203 and ECO 607)
An examination of the development and current status of U.S. and foreign trade policies and procedures. This course focuses on GATT, NAFTA, European Integration, and other emerging regional trading blocks. Examines the impact of trade and foreign operations caused by national and regional antitrust laws. It surveys the procedures necessary for government approval of importing and exporting, including the legal options available to facilitate and overcome difficulties and disputes in foreign trade.

ECO 635 Economics for Executive Managers
This course provides the executive with the tools necessary for decision-making. Topics include elasticity, market structure, marginal analysis, monetary theory, the business cycle, exchange rates, international trade, among others. Emphasis will be on the applications of economic theory to strategic decision-making.

EDA – Educational Administration

EDA 607 Induction Seminar
This is the initial course in the professional administrative services credential program. Students meet in a group setting and individually with the instructor. The group setting consists of four seminars of 4.5 hours per seminar. Individualized meetings will be with the candidate’s mentor at the candidate’s site. The major focus of the course is the development of the candidate’s individualized professional development plan which will guide the choice of activities and content for the remainder of the program. Candidates design and begin a field-based project which will be based on the total curriculum of the program. Candidates are also introduced to the mentoring process and choose mentors for the program. In addition, the course reviews the key competencies of the preliminary administrative services credential; provides an overview of the issues facing administrators in today’s schools; and integrates advanced knowledge regarding business, the superintendent, facilities, and technology into contemporary school administration.

EDA 608 Professional Development Seminar
This is the professional development course in the professional administrative services credential program. Students meet in a group setting once a month for 4.5 hours per seminar over a two-month period and individually with the instructor. Students report on their progress in implementing the professional development of public policy; organizational and cultural environment; and management of information systems, and human and fiscal resources. A discussion of related ethical issues is included in each seminar.

EDA 609 Assessment Seminar
This is the capstone course for the professional administrative services credential program. It is a summative experience which will be conducted in group and individualized settings. The project designed in the induction seminar will be reviewed. Activities developed during the Professional Development Seminar will be summarized and presented. Projects developed throughout the program will be presented and the course work will be integrated into the context of contemporary problem solving administrative work. There will be an emphasis on applying the knowledge and experience gained in the program to the future challenges facing education.

EDA 614A Theories, Assessment and Application of Educational Leadership
A survey of theories, principles and concepts related to leadership, administration and management and ways to apply them to the field of education. Emphasizes application and implications for the educational leader/manager.

EDA 615A School-Community Relations in a Diverse Society
An analysis of the various social and political forces that impact effective school-community relations with an emphasis on diversity. Covers methods of implementing educational change by mobilizing community support. Also covers cultural pluralism and its effect on school-community dynamics.

EDA 616A Management of Educational Personnel: Social, Political and Policy Issues
An examination of the total operation of personnel and school management functions and staff development. Provides knowledge and understanding of personnel management and administration, personnel relations, personnel laws and procedures and collective bargaining.

EDA 617 Philosophy, Theory and Governance of Educational Leadership
An overview of educational philosophies and theories as they relate to instructional leadership, effective schools and the curriculum. Surveys the history of public education in the United States, the organizational structure of public schools and current issues and trends in public education.

EDA 618A Legal Aspects of Education
An introductory, overview course in educational law designed for those seeking the preliminary administrative services credential. The course focuses on those areas of school law most likely to be used by beginning school administrators.

EDA 619A Financial Aspects of Education
Examines the financial policies and practices used in schools and districts. Emphasizes federal, state and local revenue sources as well as district and school budgeting and financial management procedures.

EDA 620A Seminar in Educational Leadership
Addresses organizational development, the benefits of mobilizing human and fiscal resources, restructuring, creating a school environment that identifies institutional needs for diversity and the administrative tasks uniquely the domain of a vice principal or principal. Students participate in consensus building and evaluate, analyze and develop new school programs and paradigms originating from the belief that organizations are political systems focusing on the improvement of instruction. Student must complete at least two courses in the preliminary administrative services credential prior to this seminar.

EDA 620B Preliminary Administrative Field Experience
Supervised application of theoretical concepts in practical settings. Candidates complete a portfolio of administrative activities demonstrating competency in those areas of school administration required by the Commission on Teacher Credentialing for awarding of the preliminary administrative services credential. Stresses day-to-day administrative functions as well as policy analysis and implementation.
EDA 620C Field Experience
A required field-experience course for candidates who are seeking only the MS in Educational Administration. Concentrates on eight educational categories and functions as an independent study. Note: This course does not meet the requirements for the preliminary administrative services credential in California. Candidates for the credential must take EDA 620B. Grading is on a satisfactory/unsatisfactory basis.

EDA 620I Intern Induction Seminar
Students in the preliminary Tier 1 Administrative Services Credential program take this course in place of EDA 620B, the practicum/field work required in the regular preliminary administrative services credential program. Interns register once for this course, at the beginning of their work in the intern program.

EDA 624A Supervision of Instruction: Curricula, Evaluation and Staff Development
An examination of how to improve educational programs in diverse classrooms. A study of human development as it relates to the curriculum. Covers basic concepts of curriculum development and measurement as well as policies of inclusion, examining the effects of culture and cultural contact. Discusses various methods of evaluating instruction and developmental approaches as well as interrelationships among curricula, school organization and society. Also discusses administrative skills that promote equal learning opportunities in the classroom, including effective approaches to working with faculty, staff, parents and students who are culturally, ethnically and socio-economically diverse.

EDA 637 Educational Administration Action Research (Prerequisite: ILD 680)
A supervised experience culminating in the completion of an educational administration research project that was designed in ILD 680. This course is designed to provide the knowledge and skills required to understand, interpret, generate and evaluate research relevant to various areas of educational administration.

EDA 670C Leadership, Technology and Its Applications
An administrative perspective on instructional technology. Surveys methods of using technology to improve administrative functions, funding sources for educational technology, knowledge and sensitivity of cultural pluralism as it impacts technological considerations and legal and ethical issues surrounding educational technology.

EDA 690 Guided Study (1.5-9 quarter units)
Individual study under direction of instructor. Requires prior approval of appropriate academic department.

EDA 694 Thesis
This course is a supervised experience culminating in the completion of a thesis that was designed in ILD 680. Maximum length of time is 12 months. Note: Grading is by H (for honors), S (for satisfactory work), or U (unsatisfactory work). Class size 5.

EDA 695 Educational Project (1.5-9 quarter units)
An opportunity for students to gain practical experience in designing, implementing and evaluating programs in an area of interest pertinent to their professional development.

EDA 698 Directed Study (1.5-9 quarter units)
Guided study in an educational field. Students register once for this course, at the beginning of their work in the internship program.

Course Descriptions

EDA 620C Field Experience
A required field-experience course for candidates who are seeking only the MS in Educational Administration. Concentrates on eight educational categories and functions as an independent study. Note: This course does not meet the requirements for the preliminary administrative services credential in California. Candidates for the credential must take EDA 620B. Grading is on a satisfactory/unsatisfactory basis.

EDA 620I Intern Induction Seminar
Students in the preliminary Tier 1 Administrative Services Credential program take this course in place of EDA 620B, the practicum/field work required in the regular preliminary administrative services credential program. Interns register once for this course, at the beginning of their work in the intern program.

EDA 624A Supervision of Instruction: Curricula, Evaluation and Staff Development
An examination of how to improve educational programs in diverse classrooms. A study of human development as it relates to the curriculum. Covers basic concepts of curriculum development and measurement as well as policies of inclusion, examining the effects of culture and cultural contact. Discusses various methods of evaluating instruction and developmental approaches as well as interrelationships among curricula, school organization and society. Also discusses administrative skills that promote equal learning opportunities in the classroom, including effective approaches to working with faculty, staff, parents and students who are culturally, ethnically and socio-economically diverse.

EDA 637 Educational Administration Action Research (Prerequisite: ILD 680)
A supervised experience culminating in the completion of an educational administration research project that was designed in ILD 680. This course is designed to provide the knowledge and skills required to understand, interpret, generate and evaluate research relevant to various areas of educational administration.

EDA 670C Leadership, Technology and Its Applications
An administrative perspective on instructional technology. Surveys methods of using technology to improve administrative functions, funding sources for educational technology, knowledge and sensitivity of cultural pluralism as it impacts technological considerations and legal and ethical issues surrounding educational technology.

EDA 690 Guided Study (1.5-9 quarter units)
Individual study under direction of instructor. Requires prior approval of appropriate academic department.

EDA 694 Thesis
This course is a supervised experience culminating in the completion of a thesis that was designed in ILD 680. Maximum length of time is 12 months. Note: Grading is by H (for honors), S (for satisfactory work), or U (unsatisfactory work). Class size 5.

EDA 695 Educational Project (1.5-9 quarter units)
An opportunity for students to gain practical experience in designing, implementing and evaluating programs in an area of interest pertinent to their professional development.
Course Descriptions

across time and space. Learning theories are defined and the ways that the Internet supports and challenges these theories are explored. The course explores the changing role of the teacher as well as of the educational institution, in both K-12 and higher education. E-schools, virtual schools, online instruction, web-supported class room instruction, and other technology-supported models are defined and explored. Challenges to society are explained in light of current models and a current example of online instruction is researched. (Prerequisite: EDT 612)

EDT 615 Seminar in Performance Technology
An examination of performance technology as a tool for improving organizational effectiveness and applying educational interventions. Reviews literature on performance technologies and approaches to organizational needs analysis, theories and change strategies from the organizational development (OD), human resource development (HRD), human resource management (HRM), environmental (ENG) and electronic performance support systems (EPSS). (Prerequisite: EDT 613)

EDT 616 Motivating Learners Through Gaming and Simulation
Introduces students to the use of video games, simulations and computer games in educational and training environments. The primary focus is to increase students’ “games literacy” and demonstrate, through hands-on exploration, how games and simulations can be highly-effective learning tools. Students will play and analyze a variety of different games, examine games in relation to traditional learning and motivational theories, investigate the various issues surrounding games and look to see what is in store for games in education in the future. Students will also learn how to build games to use in their classroom as well use software that helps their students understand new concepts by creating games themselves. (Prerequisite: EDT 614)

EDT 623 Web-based Instruction
An examination of the most current approaches to using the World Wide Web as a platform for instruction. Review of existing Web-based courses/programs as well as hands-on experience with current design/editing systems including HTML and DHTML—utilizing Dreamweaver. If 620 provides foundation knowledge of the context, theory, and processes involved in designing, developing, and delivering Web-based Instruction. The course will introduce participants to key concepts and principles that drive the design of effective Web-Based Instruction, including evaluation, instructional approaches, learning sequences, interactive learning, assessment, collaboration, learner motivation, globalization issues, technical requirements, and supplemental learning options. To help students develop relevant knowledge and skills in this area, they will analyze current research and thinking on existing and proposed web based instructional theory and implementations. (Prerequisite: EDT 615)

EDT 655 Issue and Trends in Educational Technology
A survey of a wide range of state-of-the-art issues and trends that have an impact on the field of educational technology, nationally and internationally. Also addresses the basic principles of professional behavior and ethics with respect to students, peers, administrators and teachers from other disciplines, as well as parents and families.

EDT 660 Multimedia and Interactive Technologies
An overview of the use of multimedia and interactive technologies in the educational environment, this course focuses on the design and production of multimedia products, with an emphasis on the appropriate application of learning theories to the designing process. Students will develop media literacy via exposure to video conferencing, art programs, PowerPoint, Dreamweaver MX, image scanning and editing, as well as video and sound digitization. Students will also gain competence in desktop publishing skills and teacher efficiency tools like Excel for grade sheets and web pages to enhancing parent-teacher communication.

EDT 671 Curriculum Design for Online Learning
A comprehensive course on how to design curriculum that will be implemented in an online teaching environment. Specific online learner methodologies will be discussed. Online course authoring systems for use in K-16 and corporate education will be surveyed. Students also get hands-on experience with web design software, productivity software and data collection tools. Issues in online curriculum development such as Internet resource, technology trends in learning environments, Internet resources for exceptional children, professional development skills, and popular uses for technology in various subject areas.

EDT 693 Evaluating and Improving Instructional Programs
An exploration of alternative theories and strategies for evaluating the effectiveness of instructional programs. Introduces qualitative and quantitative approaches to student outcome assessment, portfolio, value-added and continuous quality improvement strategies as they apply to the design and improvement of instructional systems. (Prerequisite: EDT 616 or EDT 623)

EEA 601 Enterprise Architecture

Enterprise Architecture Concepts and Theory
Introduces the basic concepts, theories, and documentation frameworks upon which enterprise architecture is based. The course is viewed as a management and documentation process, with approaches from the private, public, defense, and international sectors being presented. Analysis of all architecture frameworks including Zachman, TOGAF (Open Group), Federal Enterprise Architecture Framework, Treasury Architecture Framework, Homeland Security Architecture Framework and the Department of Defense Architecture Framework. These are also compared with various versions used in the commercial sector. Highlighted areas include collaboration, governance, value, and support for decision-making. Developing and implementing enterprise architecture programs are covered as is the training of the architecture team.

EEA 602 Enterprise Architecture Planning
Introduces the concepts and theories associated with organizational strategic planning as the basis for enterprise architecture, provides an examination of the Federal Enterprise Architecture Program Management Office reference models, how to define business architecture utilizing business strategy, goals and objectives, the technological environment and external variables including location, organizational culture and strategic business planning. Provides an understanding of how to plan and manage an EA project within an enterprise, including development of a statement of work, scheduling, requirements analysis, risk management, the role of security and information assurance, and the formulation of architectural principles.

EAA – Enterprise Architecture

EEA 603 Enterprise Architecture Implementation
Analysis and integration of different Enterprise Architecture Methodologies, review of basic concepts in light of an integrated repository, Activity-based costing and cost/benefit analysis, developing performance measures in the context of the OMB Reference Models (Performance Reference Model), Balanced Scorecard and GPRF, use of visual modeling from transition to implementation, managing and incorporation of legacy systems, information assurance and security architecture, stakeholder communication strategies and maintenance of EA as an asset within an enterprise.

EAA 604 Enterprise Architecture Integration
This course covers the integration of EA components across the matrices of different frameworks (Zachman, FEAF, TEAF, TOGAF, etc) and the OMB Reference Models, the integration of business, technical, data and application architectures, configuration management and standards.

EEA – Enterprise Architecture

EDR – Engineering

EGR 301 Engineering Mathematics
Prerequisite: CST 208B
An examination of the major mathematical tools for engineers and scientists.

EGR 304 Statics and Strength of Materials
Prerequisite: EGR 307
Introduction to the key topics in strength of materials with a focus on applications, problem solving and design of structural members, mechanical devices, and engineering systems.

EGR 307 Introduction to Software, Engineering and Ethics
This is an introductory course for students enrolled in a bachelor’s degree program in the School of Engineering and Technology. Students are introduced to the important aspects of engineering, computer hardware and software and ethics. Team skills and the scientific approach to problem solving through analysis and design are presented. Computer tools and programming are introduced.

EGR 310 Engineering Economics
Prerequisite: MTH 210
Economic Analysis for decision making with emphasis on rate of return, net present value, benefit-cost and multi-objective evaluation methods. Cost estimation and alternative analysis.

EGR – Electrical

EGR 204 Electrical Circuits and Systems
Prerequisite: SCI 104 and SCI 104A
A study of fundamentals of direct and alternating current, basic circuit theory, three-phase circuits, transformers, electrical generators, and motors.
Legal Aspects of Engineering
Course focuses on basic principles and new developments in the legal aspects of architectural, engineering and construction processes. Coverage includes contractor licensing, professional design services, liability, intellectual property, and competitive bidding.

Introduction to Engineering Graphics and AutoCAD
Prerequisite: EGR 301
Introduction to the latest version of AutoCAD software for two- and three-dimensional modeling, engineering graphics and technical drawings.

Project Management Fundamentals
Prerequisite: MTH 210
This course focuses on project management concepts and definitions, network scheduling techniques, strategic planning, risk management, cost control, and project implementation.

EGR 486A
Engineering Senior Project I
Prerequisite: Completion of 12 BSCE or 14 BSDE core courses
A culminating experience for BSDE and BSCE majors involving a substantive project that demonstrates a synthesis of learning accumulated in each major. This is the first part of a two-part Engineering Senior Project sequence. Students will be working in teams of two to four students and doing research leading to preliminary development of the final project product.

EGR 486B
Engineering Senior Project II
Prerequisite: EGR 486A
A continuation of EGR 486A. In this second part of the Engineering Senior Project, students finalize the project, prepare the final project paper and present project results to faculty and outside experts.

ELB – Electronic Business
ELB 620
ELB 620S - Spanish Version
Principles of Electronic Business
Introduction and overview of Internet enabled business transactions from a managerial perspective. The course serves as foundation for the E-Business program and addresses E-Business strategies, Cyberlaw, Internet marketing, Internet infrastructure and security, E-Business applications and highly relevant emerging Internet business models.

ELB 621
E-Strategies and Business Models
Prerequisite: ELB 620
This course provides an in-depth analysis of Internet Business Models and E-Business Strategies. The course enables students to analyze the value and components of E-Business Models and the concept of strategic planning within the context of E-Business.

ELB 622
E-Business Systems Development
Prerequisite: ELB 620
The course discusses the business and computing issues and activities essential to developing successful e-Business systems from a combination of user, business and computing viewpoints to identify the range of commerce and computing issues that need to be resolved together to ensure a successful result. The course provides ample guidance on applying this approach within organizations.

ELB 623
Advanced Web Design
Prerequisite: ELB 620, ELB 622
This course introduces current principles of Internet Application Development beyond visually appealing user-interfaces. Specific design concepts will be applied to an advanced web-design or web-conceptualization during a class project. The course focuses on the principles of HTML, JAVA and XML application programming. Practical exercises will be conducted throughout the course.

ELB 624
Internet Marketing
The course represents an in-depth analysis of marketing and advertising components of E-Business, strategic marketing decisions in the digital age and a study of successful marketing models. During the course, students create a strategic marketing plan for an Internet business.

ELB 625
Electronic Payment Systems and Internet Security
Prerequisite: ELB 620
The course introduces the various concepts of digital money and alternative electronic payment systems. Students explore the role of the banking system and the global monetary system from a managerial perspective. The course includes studies of security methods and systems including access control, firewalls, encryption, public key infrastructure, digital signatures, authentication and non-repudiation.

ELB 635
E-Logistic and Supply-Chain-Management
Prerequisite: ELB 620
The course offers a thorough introduction to private and public E-Marketplaces, demand chain structures and Supply Chain Management, procurement and fulfillment. Students will explore the associated digital infrastructure from an E-Business perspective. A special focus will be on current industry applications in this field. The course will offer processes and strategies for evaluation, design and implementation of those highly complex applications.

ELB 638
E-Business Information and Knowledge Systems
Prerequisite: ELB 620
The course introduces the data-information-knowledge-intelligence chain and its relevance to E-Business profitability and growth. It includes a study of the role and deployment of data models, database systems, data warehouses and business intelligence.

ELB 640
Emerging Communication Technologies in E-Business
Prerequisite: ELB 620
The course provides a study of telecommunications networks that support the digital global economy and E-Business. Networks are evaluated as enablers of strategy, growth and financial success. The course will also examine the impact of wireless communications and other emerging technologies on business management, operations and planning.

ELB 650A
Master’s Research Project I
Prerequisite: Completion of all program core course requirements with a GPA of 3.0 or better.
This course is the first part of the master’s research project. It focuses on the research and selection of an appropriate topic on one of the research or applications of electronic business. Students develop the project in a three- to five-member group and utilize skills previously acquired in their respective core curriculum. This is a regular one-month course. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work) or “U” (Unsatisfactory, “D” or below).

ELB 650B
Master’s Research Project II
Prerequisite: ELB 650A
A continuation of ELB 650A. Students develop the project in a three- to five-member group. Students complete a detailed analysis and design of the project within the first two weeks of the course. After completing the project, students formally present their final product to a review panel for evaluation and grading. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work) or “U” (Unsatisfactory, “D” or below).

ELB 656
Cyberlaw and E-Legal Issues
Prerequisite: ELB 620
The course focuses on the global level and regulatory framework in which E-Business operates. It provides a study of current and proposed laws and regulations and their impact on E-Business. Emphasis is put on current legal issues relevant to starting and operate various E-Businesses. Further emphasis lies on legal case studies from a business prospective.

EMB – Executive Master in Business Administration
EMB 651
Cases Studies in Business Decision Making
Integrating and applying the theories and tools in economics, finance, accounting, management, marketing, knowledge management and business law to solving real world problems. The course includes case studies from various industries. Multiple industries will be evaluated. Group and individual, as well as oral and written, coursework will be emphasized.

EMB 652
Business Games (Simulations)
Integrating and applying the theories and tools in economics, finance, accounting, management, marketing, knowledge management and business law to solving real world problems through business simulations, allowing for decision making with multiple variables changing simultaneously, and developing winning strategies in a competitive environment. This course includes the use of computer simulations and situation analysis, and negotiations. Multiple industries will be evaluated. Group (team) and individual, as well as oral and written, work will be emphasized.

EMB 671
EMB 671 S-Spanish Version
Global Business Simulation
This course provides the student with the opportunity to apply concepts and theories learned in their life experiences and academic program to virtual organizations and competitive environments. Students make strategic and functional decisions for virtual organizations that change the internal and external business environments and performance results of the companies. Students are able to see the effects of alternative selections in executive decision making.

EMB 672
EMB 672 S-Spanish Version
International Risk Management
This course presents theories of risk management in international business and situations that will allow students to apply these concepts and integrate their own experiences and those of classmates. In developing alternative potential action plans, the student is encouraged to analyze
Course Descriptions

a wide range of risk related situations and to evaluate short-term and long-term ramifications of decisions in risk management.

EMB 673
EMB 673 S-Spanish Version
International Strategic Alliances
This course examines new market opportunities, competitive threats and diffusion of business models associated with international business. Students develop the ability to evaluate the strategic use of alliances within broad competitive strategies. The formation of strategic alliances as a tool among multinational and international organizations are discussed in order to maximize the efficient and effective allocation of resources in pursuit of competitive advantage.

EMB 674
EMB 674S - Spanish Version
Global Competitive Strategies
This course uses economic and strategy theories to analyze the competitive behavior of organizations. It is intended to enable the student to assess the strategic choices made by organizations in the dynamic competitive environment of international business. The course examines the impacts that business choices have on the survival and profitability of an organization. The competitive environment is analyzed in terms of cultural, economic, societal, political-legal, and technological factors.

EMB 682
EMB 682S - Spanish Version
Accounting for Managers
This course covers the content, analysis, and interpretation of the financial and managerial accounting information used by managers in making the strategic decisions necessary to achieve organizational goals. The course also includes international accounting issues and the ethical impacts of such issues.

EMB 683
EMB 683S - Spanish Version
International Economic Strategies
This course introduces students to the conceptual framework within which the key financial decisions of multinational corporations can be analyzed. It covers the international balance of payments, foreign exchange rate determination, exchange risk, hedging, and interest arbitrage, international money and capital markets, international financial accounting, and international portfolio management.

EMB 686
Data and Research Analysis for Decision-Making
This course focuses on applied statistics, research methodology, and problem-solving through the integration of computer technology with quantitative techniques. The course is taught using lectures, case studies, and statistical computer packages.

EMB 689
EMB 689S - Spanish Version
Leadership and Negotiation
This course examines the nature and process of leadership and developing negotiation strategies in executive environments. It surveys theories of leadership, negotiations, bargaining and conflict resolution. The course emphasizes case studies and problem solving employing ethical business models.

EMB 696
EMB 696S - Spanish Version
EMBA Project
Working in teams or as individuals under the guidance of their assigned faculty advisor, students identify research topics and identify sources from which data is gathered in preparation for the project. Students then gather data and present their research in written form to the client organization, if applicable, and to the instructor. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work) or “U” (Unsatisfactory, “D” or below). EMB 696/696S is two months in length.

ENE – Environmental Engineering

ENE 601
Environmental Engineering Laboratory
(Prerequisites SCI 101 or SCI 101A)
This course is dedicated to exploring the contemporary Environmental Engineering experience. An in-depth study of standard methods for analysis of water and wastewater, sampling techniques and preservation of samples, identification of analytical data related to biosolids, nitrogen and phosphorous treatments. Through lectures, demonstrations, readings, students will also learn the strategic role of the environmental lab in the modern workplace.

ENE 602
Environmental Microbiology and Biological Treatment
(Prerequisites SCI 330 or SCI 335)
This course provides a comprehensive introduction to the design, analysis and implementation of microbiology and biological treatment. There is strong emphasis on biology of microorganisms and general bacteriology, microbiology of aerobic and anaerobic bacteria as well as physical and chemical properties of water.

ENE 603
Unit Processes of Environmental Engineering
(Prerequisites MNS 205 or CST 208A)
This course emphasizes the application of physical and chemical methods applied for water and wastewater treatment, filtration and sedimentation, options, absorption, ion exchange, aeration, softening and disinfecting as combined with review of atmospheric science aspects such as water, air and soil.

ENE 604
Engineering Aspects of Environmental Engineering Quality Control
This course introduces application of environmental science and engineering toward remediation of environmental pollution, analysis of water, air and land pollution, including hazardous waste and engineering of mitigation measures as well as water and wastewater pollution prevention. It addresses the current pollution prevention procedures outlined by the EPA for industry that include source reduction, recycling/reuse treatment, ultimate disposal and combinations of these preventive measures.

ENE 605
Foundation of Air Pollution Engineering and Equipment Design
This course provides an overview of the field of air quality management with an emphasis on the sources of air pollution and how they affect the environment, including the effects on humankind, plants and animals. Students will study federal, state and local regulatory requirements and air pollution law, including the California and federal clean air acts, ambient air quality standards and government policies on pollution prevention. This course includes an introduction to air pollution meteorology, climatology, chemistry, atmospheric pollutants, air quality and emissions assessment, control of emissions from stationary sources, prevention and control measures and design.

ENE 606
Principles of Water and Wastewater Engineering and Treatment
(Prerequisites MNS 205 or CST208A)
This course focuses on the concept of water quality standards, physical, chemical and biological treatment processes of water and wastewater; transportation, storage and distribution of water systems; wastewater collection; sanitary sewers and Governmental Regulatory Waters Act; storm drain and advanced water and wastewater treatment. Effect of Federal Regulation on water treatment plant design, design and application of potable water and wastewater systems, chemical conditioning for water softening and corrosion control.

ENE 607
Toxic and Hazardous Waste Remediation Analysis and Solid Waste Recovery
(Prerequisites SCI 101 or SCI 101A)
The intent of this course is to give students an understanding of solid waste; its characterization, production, storage, collection and transportation. The student will also learn the regulations for the management of hazardous material/waste; its identification, transportation, monitoring, storage, minimization, treatment and disposal. This course introduces and explores Toxicology from multiple functional levels, measuring toxicity and assessing risk, respiratory toxicology, ecological toxicology and toxic wastes and remediation technology. Statutory and regulatory basis for toxic and hazardous waste remediation, identification, transportation, monitoring, storage, treatment and disposal.

ENE 608
Site Assessment and Environmental Remediation Methodologies
(Prerequisites SCI 330 or SCI 335)
This course introduces the issues relevant to the investigation and management of contaminated sites, emphasizing problem diagnosis/characterization and the development of site restoration/corrective action clean up programs. This includes methods for the development site restoration tasks, methods for evaluating the progress of corrective action programs and application of risk assessment methods as a decision-making tool. The focus of this course is to synthesize technically sound principles and techniques that can be applied globally to contaminated sites in different regions of the world.

ENE 609A
Applied Research Project #1
(Prerequisites: ENE 609A)
This is a two-month, one session per week course. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work) or “U” (Unsatisfactory, “D” or below).

ENE 609B
Applied Research Project #2
(Prerequisites: ENE 609A)
This is a continuation of ENE 609A. Students complete a detailed analysis and design of the project. This course is a two-month, one session per week course. After completing the project, students formally present their final project to a review panel for evaluation and grading. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work) or “U” (Unsatisfactory, “D” or below).

ENG – English

ENG 013
Strategies for Writing
This course provides the tools and practice students need to write successful college-level essays. It emphasizes the development of clear and logical writing through a focus on the basics of sentences, paragraphs, and essays. S/U grading. (This course
is considered developmental in nature and does not award collegiate credit)

**ENG 100**  
**Effective College English I**  
(3 quarter units)  
(45 class hours of instruction)  
(Prerequisite: Satisfactory performance on Accuplacer)

The first of a two-course sequence designed to provide incoming students with the expository and argumentative writing and critical thinking skills required for college course work. Emphasizing essay-length composition, the course covers critical reading and analysis, thesis formation, and essay organization and basic research and revision techniques.

**ENG 101**  
**Effective College English II**  
(3 quarter units)  
(45 class hours of instruction)  
(Prerequisites: ENG 100/101)

The second of a two-course sequence designed to provide incoming students with expository and argumentative writing skills.

**ENG 240**  
**Advanced Composition**  
(Prerequisites: ENG 100/101)

An advanced composition workshop and argumentative writing that continues the work of Effective College English. While Effective College English I and II focus on essay formulation and research, Advanced Composition emphasizes textual analysis. Students continue to practice the construction of arguments based on analytical reasoning, critical thinking and research skills.

**ENG 300**  
**English Practicum and Portfolio**

A practicum that exposes students to a variety of experiences in English and language classrooms. Through such experience, students are able to analyze the importance of their academic studies in literature, composition, language and linguistics. Students observe a full range of activities common to English classrooms in public middle schools or high schools. In addition, the course gives instruction in the requirements of the English portfolio. Grading is on a Satisfactory/Unsatisfactory basis.

**ENG 333**  
**Written Business Communication**  
(Prerequisites: ENG 100/101)

A continuation of the kinds of expository writing that began in ENG 100/101. This more advanced course stresses applications and models in business communications: letters, memos, sales, research and marketing reports.

**ENG 334A**  
**Technical Writing**  
(Prerequisites: ENG 100/101)

A workshop to help students whose careers will involve communicating technical information clearly. Students are encouraged to practice on professional models in their own disciplines while learning those attributes common to all effective technical writing.

**ENG 350**  
**Fundamentals of Linguistics**  
(Prerequisites: ENG 100/101)

An introduction to contemporary linguistics. Covers the phonology, morphology and syntax of the English language with an emphasis on language acquisition as related to the developmental stages of childhood. The course is especially designed for students intending to teach elementary school subjects.

**ENG 352**  
**Origins of English**

Examines the origins of language both within a person and within culture. Covers language acquisition and the history of the English language through its own developmental stages, including the evolution of standard American English and its major dialect communities.

**ENG 365**  
**Creative Writing**  
(Prerequisites: ENG 100/101)

An advanced course for students who want to explore more sophisticated writing genres. The course surveys techniques in writing one or more genres, at the discretion of the instructor: short fiction, drama, poetry and screen writing.

**ENG 375**  
**Nature Writing**  
(Prerequisites: ENG 100/101)

An advanced course for students interested in using writing as a means of exploring the natural world. This course surveys nature writing in its various forms (essays, articles, poetry, journals, etc.) as well as effective nature writing strategies. Examines the ways that individuals, as thinkers and writers, interact with their local and global environments.

**ENG 432**  
**Report and Research Paper Writing**  
(Prerequisites: ENG 100/101)

An advanced, cross-discipline workshop that focuses on the requirements of effective report and research paper writing. Emphasizes effective organization, clear writing, critical thinking, appropriate source citation and both library and Internet research. Introduces students to all of the major citation formats, including MLA, APA, CBE and Chicago Manual. Techniques learned are appropriate to any academic discipline or vocation that requires reports or research papers.

**ENG 490**  
**Guided Study**

(1-3 quarter units)

Individual study under direction of instructor. Requires prior approval of appropriate academic department.

**ENG 600**  
**Seminar in Literary Theory**

This graduate level course examines historical and current issues in literary criticism and theory with particular attention to the developments of the last fifty years. Through an examination of the historical and theoretical background of contemporary literary criticism, students learn to identify and evaluate assumptions about how we read and understand literature. The course emphasizes both reading and writing literary criticism in order to develop the vocabulary and skills necessary to participate in scholarly literary debate.

**ENG 610**  
**Seminar in Multicultural Literature of North America**

This graduate level course examines the core concepts of race, ethnicity, culture, and multiculturalism from the standpoint of recent developments in American literary canon formation. Students will analyze these concepts and trace their application in a variety of American literatures such as Asian American, African American, Latino American, and Native American. Students will synthesize current multicultural literary theories with a corpus of significant literary texts.

**ENG 620A**  
**Seminar in a Literary Period or Movement I**

An advanced, historically oriented study of a literary period, such as the English Renaissance, or of a movement such as Romanticism or Postmodernism. Variable topic selected by the instructor. (May not duplicate content of ENG 620B.)

**ENG 620B**  
**Seminar in a Literary Period or Movement II**

An advanced, historically oriented study of a literary period, such as the English Renaissance, or of a movement such as Romanticism or Postmodernism. Variable topic selected by the instructor. (May not duplicate content of ENG 620A.)

**ENG 640**  
**Seminar in Poetry**

An advanced study of the history and practice of poetry through an understanding of poetic forms such as the sonnet, villanelle, haiku, ballad, etc. The focus is on defining the genre through close reading of a rich selection of both traditional and contemporary exemplars of the various forms, including free verse.

**ENG 660**  
**Seminar in Literary Hypermedia**

This graduate level course examines the history and current practice of literary hypermedia. Through the close reading of primary and secondary sources and related web-based hypermedia installations, the course examines hypermedia as a specific literary genre but also contextualizes the practice of hypermedia in relation to work in related fields, such as print media, graphic design, film, and performance art. The course also examines the historical antecedents to computer-based literary forms, surveying pre-digital experiments in visual-textual hybrids from the Middle Ages to Modernity.

**ENG 665**  
**Film Theory**

An overview of film theory designed to give students the critical tools necessary to describe and evaluate various aspects of cinematic art. This course introduces concepts from a wide range of approaches, including Deconstruction, Existentialism, Marxism, Post-Theory, phenomenology, psychoanalysis, transcendentalism; focusing on such thinkers as Althusser, Bazin, Deleuze, Derrida, Sobchack, and Truffaut. (Essays are included as a part of the MFA digital portfolio.)

**ENG 666**  
**Film History: The Silents**

A survey of films produced before the advent of recorded sound, this course focuses on the early national cinemas of French, German, the Soviet Union and the United States; attention is directed to the concept of visual narratology, montage and the conventions of acting, set design, lighting and movement.

**ENG 667**  
**Film History: American Film**

A study of the development of cinema in the United States, this course is a broad overview of American film making: topics include genre, the relationship of film to art, politics, religion and society and the treatment of ethnic groups, women and class by Hollywood.

**ENG 668**  
**Film Genre Studies**

A course in a specific genre of film in an international or American historical context, including the western, the epic, the Biblical epic, film noir, the crime story, science-fiction adventure, gothic, or other film genres; an intensive study of the conventions, artists, styles associated with specific genres and the historical conjecture and circumstances in which the genre appeared.

**ENG 669**  
**World Film**

A study of the film tradition of a specific nation or group of nations other than the United States, this course is an intensive study of contrasting visual styles of filmmaking, directors, artists and themes prominent in that tradition; a survey of the elements of film making and theory as developed with one country, such as the canon of transnational and transcendental film categories, universal, values and the essence of film art.
Course Descriptions

ENG 670 Seminar in Comparative Literary Studies
This graduate level course examines the history and practice of comparative literary studies. Students analyze literary texts across national and linguistic as well as temporal, cultural, and disciplinary lines. The course juxtaposes texts and cultural artifacts, both literary and nonliterary, of different cultures, disciplines, and genres in a variety of ways in order to develop new perspectives on themes, forms, and contexts. The first part of the course focuses on comparisons across languages and cultures; the second part focuses on comparisons across genres and disciplines.

ENG 680A Seminar in a Theme I
Study of a literary motif or theme over time and/or across cultures. Variable topic chosen by the instructor. Examples of themes might be: exile and return, human maturation and aging, utopia/distopia, or self-reflexivity in literature. (May not duplicate content of ENG 680B.)

ENG 680B Seminar in a Theme II
Study of a literary motif or theme over time and/or across cultures. Variable topic chosen by the instructor. Examples of themes might be: exile and return, human maturation and aging, utopia/distopia, or self-reflexivity in literature. (May not duplicate content of ENG 680A.)

ENG 685 Great Directors: American
The study of the canon of work of a specific American director; a comprehensive study of the artistic achievements of a specific director; detailed interpretation and analysis of the techniques and concepts employed by a specific director.

ENG 686 Great Directors: International
The study of the canon of work of a specific director, excluding American; a comprehensive study of the artistic achievements of a specific international director; detailed interpretation and analysis of the techniques and concepts employed by a specific international director.

ENG 690A Seminar in a Major Author I
A critical study of the work of a single author, such as Shakespeare, Cervantes, Whitman, Dostoyevsky, Neruda, Morrison. Variable topic selected by the instructor. Special attention will be given to biography, culture, and literary context. (May not duplicate content of ENG 690B.)

ENG 690B Seminar in a Major Author II
A critical study of the work of a single author, such as Shakespeare, Cervantes, Whitman, Dostoyevsky, Neruda, Morrison. Variable topic selected by the instructor. Special attention will be given to biography, culture, and literary context. (May not duplicate content of ENG 690A.)

ENG 699 Engineering Management Capstone Course I
The study of the canon of work of a specific international director; a comprehensive study of the artistic achievements of a specific international director; detailed study of the techniques and hands-on training on using MS Project to manage various tasks in a typical project. This course provides an introduction to project negotiation, project manager selection and project auditing and terminating. In addition, this course also provides technical expertise of how to manage projects on the web. In addition, several software packages available commercially for the management of projects will be discussed. This course will be conducted as a computer laboratory course.

ENG 686 Management of Risk, Contracts, and Legal Issues
This course focuses on risks, contracts and legal issues related to engineering management. This course provides an understanding of basic principles of contract law. In addition, this course summarizes a survey of contracts, sales, agencies, personal property, commercial paper, and associated topics. The course also covers materials on the theories and principles of risk management. In addition, it explores a range of issues including cost estimation, pricing competitive bids, risk allocation, and incentive contract design, evaluation of threats and opportunities, buffer management in a supply chain, investment appraisal, portfolio management and safety formula.

ENG 601 Engineering Project Management
This course focuses on the fundamentals of engineering project management and tools, in particular, Microsoft Project and provides guidelines for what project managers need to have in order to succeed. The emphasis is on project/team management techniques and hands-on training on using MS Project to manage various tasks in a typical project. This course provides an introduction to project negotiation, project manager selection and project auditing and terminating. In addition, this course also provides technical expertise of how to manage projects on the web. In addition, several software packages available commercially for the management of projects will be discussed. This course will be conducted as a computer laboratory course.

ENG 602 Project Management in Operation Management
This course examines the design and management of internal capacity as it applies to all organizations. It examines the principles and techniques for designing, analyzing, and managing operations processes. It addresses how all operations and behavior components fit together and how to identify and resolve the right problem. Topics include statistical process control, supply chain management, safety and security issues, and total quality management. This course also reinforces the concept of project management engineering within operation setting. Topics covered would include: overview of operations management, problem identification and resolution, process design, development, and management, applications of technology and knowledge management, integration and application and evaluation.

ENG 604 Quality Management
This course focuses on quality aspects related to project management, operations and other aspects of engineering. The course covers materials on the theories and principles of total quality management required for a successful organization. In addition, key global trends, strengths and weaknesses of U.S. companies in the global marketplace, costs of poor quality, and ethical dilemmas will be discussed. In addition, concepts related to six sigma, benchmarking, SPC, quality tools, and ISO 9000-2000 will be discussed.

ENG 607A Engineering Management Capstone Course I
These project courses focus on the application of engineering process learned through this program. The students are to select research topics under the guidance of the instructor and conduct research and write a detailed report. Working in teams or as individuals under the guidance of their assigned faculty advisor, students clarify research topics and identify sources from gathered in preparation for the project. This project may require detailed implementation of computer tools such as Microsoft Project 2002. Students then gather data and present their research in both written and oral form to the client organization, if applicable, and to other students and faculty. The duration of each project course is one month.

EXC – Special Education

EXC 602A Field Experience: Special Education
(3 quarter units)
A special education field experience course that introduces students to special education in the field of special education. Special attention will be given to the role of the special education teacher and parent involvement. Note: Grading is on a satisfactory/unsatisfactory basis.

EXC 602B Field Experience: Inclusive Settings
(3 quarter units)
A field experience that orients students to special education in the field of special education. Special attention will be given to the role of the special education teacher and parent involvement. Note: Grading is on a satisfactory/unsatisfactory basis.

EXC 603 Typical and Atypical Development in Young Children
An overview of typical and atypical development pathways from birth to five including major theories, principles, concepts, and current research and practice dealing with the impact of delays, disabilities or chronic health impairments on the young child’s growth and development are examined. Implications of atypical development on play and learning within an ecological framework are addressed.

EXC 603A Student Training Internship
(1.5 quarter units)
Integrates theory and practical approaches to real-life situations experienced by candidates during student teaching. Content areas include portfolio preparation, reflection, collaboration and legal and ethical issues related to the teaching profession. Note: Grading is on a satisfactory/unsatisfactory basis.

EXC 604 Exceptionality and Diversity in the Classroom
A survey of the history and definition of special education, theoretical orientations and developmental characteristics of special needs students who manifest a variety of exceptionalities, including mild/moderate and moderate/severe disabilities. Examines the history of racial and ethnic groups in the U.S. In addition to exceptionality, explores cultural and linguistic factors along with issues that impact academic success, critical topics of cross-cultural understanding and awareness.
Course Descriptions

EXC 605
Assessment in Young Children
This course is designed to develop a student’s familiarity with a wide variety of assessment techniques and instruments for infants, toddlers, and young children with special needs. Instruments include formal and informal assessments, curriculum-based instruments, observation and data collection methods, evaluations of preschool and infant/toddler environments and family interviewing techniques. Students complete several screening and assessment projects. Issues related to cultural linguistic diversity and the family’s role in assessment and evaluation are addressed.

EXC 606
Family Systems & Partnerships
Families and family-centered practice in early intervention is explored from a family systems theory model, with a focus on strategies for promoting parent/professional partnerships in service coordination. Culturally responsive practice, the influence of disability on the family, family-to-family support, and the appreciation of families as a dynamic unit with a wide range of strengths, concerns, and aspirations beyond their need for specialized health and developmental services and support.

EXC 607
IFSP Process: Collaboration & Consultation
Students will develop skills in writing Individualized Family Service Plans. This course introduces relevant special education legislation, laws and policies. Students will develop skills in matching intervention strategies to the strengths and needs of young children with disabilities and their families. Students will acquire skills in the development and implementation of Individualized Family Service Plan in a variety of settings.

EXC 608
Interventions for Young Children with Disabilities
This course focuses on the development of teacher competencies as related to design, management, and implementation of ECSE environments and interventions appropriate for young children with special needs. The students will explore, plan, and implement developmentally supportive activities with infants and toddlers and their families. This course takes a family-centered perspective and emphasizes the role of collaborative planning with families and caregivers in preparing developmentally supportive environments maximizing interactions with nonspecialized peers.

EXC 609
Field Experience
This Field Experience is designed as a culminating experience in the Early Childhood Special Education Certificate Program. Specifically, students will be required to assess, plan, teach and evaluate the progress of young children with disabilities. Each candidate will have at least two in-depth experiences, one in a program for infants and toddlers and their families and one in a preschool program that includes children with disabilities. Students must complete a total of 100 clock hours.

EXC 615
Technology for the Disabled Person with Disabilities
(Prerequisite: Completion of Generic Core Requirements)
An investigation of the current technologies that can empower disabled individuals to access their total environment throughout life. Focuses on technology applications in the school, home, community and workplace.

EXC 615A
Field Study: Technology for the Disabled Person with Disabilities
(1.5 quarter units)
(Prerequisite: Completion of Generic Core Requirements)
Practical field activities designed to promote and supplement the course goals and outcomes of EXC 615. Students are encouraged to take the field study concurrently with EXC 615. Note: Grading is on a satisfactory/unsatisfactory basis.

EXC 620
Supporting Positive Behavior
An examination of behavioral, psychodynamic, biophysical and environmental theories of behavior management. Emphasizes practical approaches and strategies useful for managing student behavior in educational settings.

EXC 625
Exceptional Children in the Classroom
An examination of four major types of learners: special education, multicultural, gifted/talented and students at risk. Explores how those groups of learners can be best served in general education using effective instructional and behavior management strategies.

EXC 630
Assessment and Instructional Planning for Special Needs Students
An overview of informal assessment, curriculum-based assessment and a variety of diagnostic tests related to academic performance. Provides procedures for developing the IEP and methods for implementing programs to meet the objectives specified in the IEP case study. Note: This course meets one night per week during a two-month period.

EXC 637
Action Research
(Prerequisite: ILD 680)
This course is designed to provide the knowledge and skills required to understand, interpret, generate and evaluate research relevant to various areas of professional education. The work of the educator, from various areas, will be emphasized throughout the course as students produce a major action research and writing project. This course will include relevant aspects of professional writing while remaining focused on the practical needs of educators who wish to join the larger professional community in their field of specialty.

EXC 644
Reading Methods for Special Education
(Prerequisite: Completion of Generic Core Requirements)
A survey of theories about teaching reading and the language arts to the disabled student. Discusses various assessment instruments relevant to the language arts, selection and administration of instruments and the interpretation and communication of results. Through the use of case studies, students learn how to develop, implement and evaluate prescriptive plans based on diagnostic procedures. Class will meet one night per week for two months.

EXC 644A
Field Study: Reading and Language Arts Methods for Special Education
(1.5 quarter units)
(Prerequisite: Completion of Generic Core Requirements)
Practical field activities designed to promote and supplement the course goals and outcomes of EXC 644. Students are encouraged to take this field study concurrently with EXC 644. Note: Grading is on a satisfactory/unsatisfactory basis. Class will meet the first and last class session of a two-month format.

EXC 650
Consultation and Collaboration for Special Education
A discussion of the spectrum of interpersonal and interactive learning skills required of the special education teacher. Emphasizes counseling with parents to enhance the parent-professional partnership. Stresses the sharing of knowledge and mutual efforts between professionals and parents to meet the special needs of exceptional students.

EXC 655A
Professional Induction Seminar
(3 quarter units)
The first course in the Level II program. An Individual Induction Plan, an action research project, an electronic portfolio and approved non-university professional development activities initiated.

EXC 655B
Exit Seminar
(1.5 quarter units)
The last course in the Level II program. Student presentation of electronic portfolio to University Supervisor and District Support Provider.

EXC 655I
Professional Induction Seminar for the Internship Program
This is a required course for credential students participating in an approved Internship program. An Individual Induction Plan, an action research project, and a portfolio are developed as part of this course.

EXC 656
Best Practices for Special Needs Students
Development of an understanding of the philosophical, political, legal and fiscal variables that impact contemporary issues, trends and practices in the field of special education. Basic principles of professional behavior with respect to pupils, peers, administrators, teachers, parents, families and community agencies.

EXC 657
Community Resources and Transition
A comprehensive course designed to equip educators with the ability to plan and implement successful transitional life experiences for students with disabilities. Emphasis on collaboration with other educational and community agencies involved in the transition process.

EXC 658
Advanced Specialization in Mild/Moderate Disabilities
An advanced course in skills needed for effective collaboration, curriculum design and modification and assessment processes for students with mild/moderate disabilities.

EXC 659
Advanced Specialization in Moderate/Severe Disabilities
Advanced methodology designed to ensure that candidates are instructional leaders. Effective communication skills and transdisciplinary relationships with families, caregivers and para-professionals stressed.

EXC 660
Instruction of Learners with Mild/Moderate Disabilities
(Prerequisite: Completion of Generic Core Program)
Overview of the characteristics of mild/moderate disabilities. Discusses the planning and evaluation of curriculum, methods, techniques, basic strategies, materials and media used for teaching students who manifest mild/moderate disabilities across the content areas. Addresses positive behavior support. Emphasizes learning strategies, study skills, critical-thinking skills, educational assess-
ment, interactive teaming and parent involvement as they relate to IEP development and evaluation of instruction.

EXC 660A
Field Study: Instruction of Learners with Mild/Moderate Disabilities
(1.5 quarter units)
(Prerequisite: Generic Core Requirements)
Practical field activities designed to promote and supplement the course goals and outcomes of EXC 660. Students are encouraged to take this field study concurrently with EXC 665. Note: Grading is on a satisfactory/unsatisfactory basis.

EXC 665A
Field Study: Instruction of Learners with Moderate/Severe Disabilities
(1.5 quarter units)
(Prerequisite: Completion of Generic Core Requirements)
An overview of the characteristics of moderate/severe disabilities. Discussed the planning and evaluation of curriculum, methods, techniques, basic strategies, materials and media used for teaching students who manifest moderate/severe disabilities. Addresses positive behavior support, communication and social networks, as well as movement, mobility, sensory and specialized health care. Stresses linkages to educational assessment as well as interactive teaming and parent involvement as they relate to IEP development and evaluation of instruction.

EXC 665B
Examination of Learners with Moderate/Severe Disabilities
(Prerequisite: All other course work in the Level I Mild/Moderate credential program)
The second month of the full-day, full-time student teaching experience with moderately/severely disabled students. Candidates work with certified master teachers providing special education services to students with moderate/severe disabilities. Consists of a minimum of 100 hours. Note: Grading is on a satisfactory/unsatisfactory basis.

EXC 694
Thesis
(Prerequisite: ILD 680)
This course is a supervised experience culminating in the completion of a thesis. Maximum length of time is 12 months. Note: Grading is by H (for honors), S (for satisfactory work), or U (unsatisfactory work). Class size 5.

FIN – Finance

FIN 310
Business Finance
(Prerequisites: ACC 201 and ACC 202)
This course is a survey of the basic principles and concepts used in the financial management of a business enterprise addressed from both theoretical and practical standpoints. Topics include money and capital markets, financial management of working capital, capital budgeting and fixed asset management, cost of capital, and short-term and long-term financing by means of debt and equity capital.

FIN 440
Financial Institutions
(Prerequisite: FIN 310)
An examination of the nature and role of financial institutions in the economy, topics include money markets and capital markets, the Federal Reserve System and monetary policy, the commercial banking system, thrift institutions, insurance companies, pension funds, investment companies, and other major financial institutions.

FIN 442
Investments
(Prerequisites: FIN 310 and FIN 440)
A survey of principles and practices in the field of investments, the course covers the valuation of corporate securities of multinational and domestic corporations, portfolio theory, and the measurement of portfolio performance. Emphasizes the role of return and risk in valuing stocks, bonds, options, and in constructing portfolios.

FIN 443
Working Capital Management
(Prerequisite: FIN 310)
A course emphasizing the management of current assets and current liabilities, it covers planning a firm’s overall level of liquidity, stressing cash management and credit policies. Also discussed are selected topics such as bank relations, factoring, and secured inventory financing.

FIN 444
Risk Management and Insurance
(Prerequisite: FIN 310)
An analysis of the risk management problems in the business enterprise, the course emphasizes methodology for risk analysis, insurance principles and practices, techniques for risk and loss control, insurance underwriting, and rating. It also includes product liability, property damage, and bodily injury in business situations.

FIN 446
International Financial Management
(Prerequisite: FIN 310)
An examination of the international aspects of corporate finance and investing, the course covers balance of payments, foreign exchange with emphasis on exchange rate determination, exchange risk, hedging, and interest arbitrage, international money and capital markets, international financing, and international banking.

FIN 447
Financial Planning
(Prerequisites: FIN 310 and FIN 442)
The course is an overview of the broad spectrum of financial planning, including activities such as producing a comprehensive plan to meet the client’s needs and goals for sound financial management, gathering client information, analyzing client objectives, and using communication skills essential to obtaining quantitative and qualitative client data. It also acquaints students with the importance of retirement and estate planning and tax management.

FIN 448
Seminar in Finance
(Prerequisites: FIN 310, FIN 440, FIN 442, FIN 443 and FIN 446)
This is a capstone course for students specializing in the area of finance. It exposes students to a wide range of finance related topics, including issues affecting the current financial environment of business firms. The course integrates material from previous courses taken in the finance concentration and introduces the topics of capital budgeting and the process of obtaining long-term funds.

FIN 449
Analysis of Financial Statements
(Prerequisite: FIN 310)
An examination of U.S. accounting principles, the course emphasizes the analysis and interpretation of financial statements for management and investment purposes. Students evaluate financial statements of actual publicly traded firms. Course material is applicable to credit policy, investment analysis, and other operating and financial policy decisions.

FIN 501
Finance Fundamentals (Formerly BUS 501B)
(2 weeks)
(Prerequisite: ACC 501 or ACC 201)
This course is an introduction to finance for students with knowledge of accounting fundamentals but with no previous exposure to the subject of finance. Topics in this two-week course include security markets, time value of money, short-term and long-term financing, and working capital management.

FIN 600
Finance for Non-Financial Managers
This course examines the financial and accounting reports that aid managers in making business decisions. In doing so, this course covers issues such as long- and short-term budgeting, key financial statements, the role of the outside auditor, reporting financial information, and valuation of assets and equities.

FIN 609A
Seminar in Financial Management
A study of corporate financial management, through case studies and/or term projects, this course covers issues such as sources of long-term financing, cost of capital, capital budgeting, dividend policy, mergers and acquisitions, bankruptcy and reorganization, the globalization of finance, ethical standards, information technology, and financial strategy.

FIN 630
Financial Institutions
(Prerequisite: FIN 609A)
This course is an examination of the financial policies and practices of commercial banks, savings and loan associations, pension funds, insurance companies, and other major financial management institutions. It discusses sources and uses of funds, their cost and return, and government regulation of the financial sector.
FIN 631  
Security Analysis and Portfolio Management  
(Prerequisite: FIN 609A)  
This course is an analysis leading to the appraisal and pricing of securities. It discusses the income generating ability of securities, forecasts of trends in the stock and bond markets, fundamental and technical analysis, application of Modern Portfolio Theory (MPT), analysis of active and passive investment strategies, and measurement of portfolio performance.

FIN 632  
Managing Financial Resources  
(Prerequisite: FIN 631)  
An instruction on how to deploy available capital resources to gain maximum advantage, students study capital budgeting policies and procedures, formulation of growth and diversification policies, appraisal of income and risk, and establishment of decision-making guidelines.

FIN 633  
Financing Capital Requirements  
(Prerequisite: FIN 609A)  
A discussion of how to establish capital structure policies and determine the best methods for raising required capital, the course covers formulation of debt, dividend and equity policies, selection of appropriate financing vehicle, and selection of capital market.

FIN 635  
International Finance  
(Prerequisite: FIN 609A)  
An examination of the international aspects of corporate finance and investing, this course covers the international balance of payments and foreign exchange. It emphasizes exchange rate determination, exchange risk, hedging, and interest arbitrage, international money and capital markets, international financing, and international portfolio management.

FIN 641  
Advanced Security Analysis and Portfolio Management  
(Prerequisites: FIN 631 and FIN 609A)  
An in-depth look at several of the advanced topics surveyed in FIN 631, this course includes bond portfolio management strategies, bond betas and their portfolio impact, option valuation models and hedging, practical use of portfolio insurance and hedging, problems with model-dependent hedging, and the use of futures contracts and their objectives. It covers problems faced by corporate and professional investment managers in their effort to hedge portfolio risks and improve portfolio returns.

FIN 650  
Global Financing for Trade  
An examination of the basic financial problems facing an internationally oriented company, this course includes the structure and operations of the international financial system, foreign exchange rates, foreign exchange risks and their management, international sources of funds, international cash management, and basic instruments of international financial transactions (e.g., letters of credit, foreign currency contracts, foreign currency accounts, and bank facilities). Note: Students specializing in financial management may not take this course.

FIN 651  
Commercial Bank Management  
This course is a detailed analysis of the functional areas of banking including the management of deposits, cash, loans, and other asset accounts. Current problem areas in banking such as liquidity, capital adequacy, and problem loans are explored, as well as bank investment accounts and their relationship to profitability and liquidity.

FIN 652  
Real Estate Finance  
This course presents Real Estate Finance and Investment issues from a portfolio perspective. It provides a complete analysis of real estate partnership-ships, secondary mortgage markets, adjustable rate mortgages. It also includes the applied topics of corporate real estate, including lease versus own analysis, sale and leaseback decisions, and the role of real estate in corporate restructuring.

FIN 653  
Financial Engineering and Derivatives  
This course provides an introduction to futures and options markets and outlines the different ways in which they can be used. It covers futures and forward contracts, pricing of forward and futures, hedging techniques, swaps, options markets, trading strategies, option pricing models, volatility smiles, and a detailed treatment of hedge parameters such as delta, gamma, and vega. Also discussed is portfolio insurance, value-at-risk measure, multistep binomial trees to value American options, interest rate options, and other exotic options.

FIN 654  
Cases in Financial Studies  
Reflecting the fact the Finance has gone through dramatic changes in the last 20 years, this case study course will expose students to the revolutionary transformation in markets and organization we have seen the financial industry milieu.

FIN 655  
Research Project  
Students, under the guidance of their assigned faculty advisor, clarify topics, identify sources from which data will be gathered, and complete and present their research in written form.

FIN 670  
Finance and Accounting for Executives  
This course covers major topics in finance and accounting, with emphasis on current theory and concepts rather than on procedure. Topics include financial statement interpretation and analysis, internal control structure, operating and capital budgeting, capital structure theory, and issues in finance and accounting for U.S. companies with foreign operations.

FIN 690  
Guided Study  
(Prerequisite: FIN 609A)  
This course is individual study under direction of the instructor. It requires prior approval of appropriate academic department.

FSC 620  
Advanced Criminalistics  
A survey of trace evidence, physiological fluid evidence (blood, semen, etc.), impression evidence (shoe, tire, etc.), questioned documents, firearms, tool marks, and toxicological evidence with an introduction to the operation of a forensic science laboratory; principles of chain of custody; and requisites qualifications and preparation of the expert witness for the courtroom.

FSC 621  
Electronic Crime Scene Investigation: Computer Forensics  
A study of investigative techniques that are utilized in processing digital evidence. Students in the course will study cases related to expert testimony, chain-of-custody issues, and methods for proper procedures of seizing, imaging, and examining digital computer evidence.

FSC 622  
Constitution and Criminal Procedure  
An introduction to the foundation for understanding Constitutional laws, the guarantees of the Constitution to citizens of their civil right and civil liberties, and how the Constitution and its amendments influence the criminal justice system. This course covers the constitutional rules, established by Supreme Court, for collecting evidence at crime scene, questioning witnesses/suspects, arresting suspects, and seizing evidence as well as the constitutional rights of the accused at trial.

FSC 623  
Advanced Fingerprint Analysis  
As introduction to basic principles and techniques of fingerprints as applied to crime scenes, forensic evidence, identification, and court presentation. Emphasis is on the science of fingerprints, history, pattern recognition, and the application of the Henry Classification System. Additional subjects explored include the proper method of collecting both known and latent prints.

FSC 630  
Principles of Forensic Medicine  
A study in forensic terminology, anatomy and physiology of the human body. Emphasizes the underlying pathology of traumatic and sudden unexpected deaths encountered in forensics. Also discusses bone growth and repair as it relates to child abuse, structure and functions of the heart relating to sudden deaths and anatomic areas of the brain prone to hemorrhagic lesions following trauma.

FSC 631  
Major Case Investigation  
A study of investigative techniques that are utilized in felony crimes of violence and crimes against property, including homicide, rape, arson, assault and battery, robbery, burglary and grand theft. Examines the completion of such cases from initial crime scene through investigation and adjunction.

FSC 632  
Trace Evidence  
Analysis of physical trace evidence, including soil, paint, glass, wood, hairs and fibers, grease, cosmetic, arson and explosive residues, blood-pattern analysis, and questioned documents. Also includes qualifications and preparation of expert witnesses, and operation and functioning of a forensic science laboratory.

FSC 633  
Advanced Forensic Toxicology  
A comprehensive study of forensic toxicology, poisons, actions, toxicity, postmortem characteristics, samples required for toxicological analysis and methods of collection, preservation, and analysis. Includes analyses of chemical, toxicological and pathological characteristics of commonly abused drugs, including the following: ethanol, barbiturate rates, narcotics, stimulants, and hallucinogens. Utilizes most appropriate analytical techniques.

FSC 634  
Advanced Forensic Serology and DNA  
A comprehensive study of the principles of forensic identification analysis and comparison of biological evidentiary samples such as blood, semen, saliva, and all other biological samples and tissues. Utilizes electrophoresis, isoelectric focusing, DNA extraction procedures, polymerase chain reaction (PCR), DNA typing, sex and race determination and methods of genetics and DNA analysis and detection. Includes forensic applications of enzyme-linked immunosorbent assay (ELISA) as well as laboratory safety, quality assurance and quality control.
FSC 635
Forensic Anthropology and Archeology
Analysis of the methods of skeletal remains (physical and biological archeology) including species, sex, age, race, stature, congenital abnormality, trauma, cause, manner, and time of death. Analysis of the principles and application of the archeological techniques in crime scene processing.

FSC 641
Physical Aspects of Forensic Science
Survey of forensic physical sciences, fingerprints and other patterned evidence, such as tire marks and shoe prints, firearms and tool marks. Covers document examination and examination of trace evidence, such as the following: soil, paint, glass, wood, hairs and fibers, grease, cosmetics, arson and explosive residues, blood-pattern analysis, qualifications and preparation of expert witnesses and operation and functioning of a forensic science laboratory.

FSC 642
Forensic Pathology (Medico-legal Investigation of Death)
Survey of the scientific techniques used in medical-legal investigations, time, cause and manner of death (homicide, suicide and accidental deaths), injury and death, firearm injuries, transportation injuries, physical injuries, trauma and disease, battered baby syndrome (child abuse) and shaken baby syndrome, sexual assault, asphyxial deaths, drowning, infanticide, medical malpractice and medical ethics. Also discusses forensic evidence and records for court.

FSC 643
Forensic Psychology, Psychiatry and the Law
An examination of the nomenclature of mental disorders, diminished capacity and insanity defenses, involuntary commitment, mental competency to stand trial, mentally disordered sex offenders, psychological and psychiatric testing and assessment of criminal offenders, psychodynamic formulation, organic brain dysfunction and forensic neuropsychopathology.

FSC 644
Forensic Toxicology and Drug Analysis
A comprehensive study of the general principles and fundamentals of forensic toxicology, poisoning, action, toxicity, postmortem characteristics, samples required for toxicological analysis and methods of collection, methods of collection, methods of preservation and analysis. Discusses chemical, toxicological and pathological characteristics of commonly abused drugs, including the following: ethanol, barbiturates, narcotics, stimulants and hallucinogens. Details the methods used for analysis, such as color test, micro diffusion, chromatography (GC, GLC, HPLC), mass spectrometry (MS), GC-MS and radioimmunoassay (RIA). Covers the toxicologist as expert witness.

FSC 645
Forensic Serology and DNA
A study of the principles of forensic identification, analysis and correlation of biological evidentiary samples such as blood, semen, saliva and all other biological samples and tissues. Examines electrophoresis, isoelectric focusing, DNA extraction procedures, polymerase chain reaction (PCR), DNA typing, sex and race determination and methods of genetics and DNA analysis and detection (i.e., immunofixation and immunoblotting). Covers forensic applications of enzyme-linked immunosorbent assay (ELISA) as well as laboratory safety, quality assurance and quality control. Includes case work training and internship. Students obtain hands-on experience.

FSC 647
Crime Scene Investigation
Designed to help students understand techniques and procedures used for approaching and protect-
roles, political and economic participation and a host of other factors that influence any group’s participation in a global community. Topics include the distinction between sex and gender, the ways in which gender impacts education and work, the representation of gender in the media and the arts, struggles for equality between the sexes and the historical transformations of gender related to global political and economic factors.

GLS 420 Ecological Revolutions: Economics, Technology and the Global Environment (Prerequisite: ENG 240) This course places contemporary ecological concerns in a global and historical context revealing how humans have fundamentally altered their relationship to the natural environment in the last 500 years. Topics include cultural conceptions of nature and non-human species, the value and use of resources in different societies, the consequences of various kinds of economic organization (particularly capitalism) on the environment and the impact of technological revolutions on the world’s ecology.

GLS 430 The Global Economy (Prerequisite: ENG 240) Since World War II, the nature of international economic exchanges has changed significantly. Enormous changes in technology, urbanization, finance, marketing, distribution, the internationalization of both production and multilateral firms, the organization of work, power relations between nations and world cultures are currently going by the name “globalization.” This course examines the nature of those changes and the theories that try to explain them. Also looks at the consequences of and popular responses to, the new global economy.

GLS 440 Study Abroad (Prerequisite: HIS 320) During this one month elective course, students will travel as a class and spend two weeks studying in a foreign country. While the course topics will vary depending upon the country of destination and the instructor, the course offers focused study so students develop a genuine appreciation of another culture. Through exercises, readings, and field trips, the course invites learners to take an active role not only in their own preparation for the study abroad experience, but for their personal, academic, and professional growth. This course demands from them a critical exploration of their beliefs, goals, and behaviors. The course covers personal development, learning about one’s own culture, learning about another culture, professional development, and the rudiments of learning a foreign language. Each strand of development is addressed at the three crucial phases of the experience: before, during and after the sojourn abroad. The course lasts one month. It is the student’s responsibility to find out about any additional fees, waivers, passports, immunizations and other requirements that may need to be fulfilled depending on the destination.

GLS 450 Global Studies Seminar and Portfolio Project (Capstone course. To be taken as the final course in the major.) A seminar course that puts students in close contact with key faculty and with each other in forging connections between global culture, business economics and technology. Seminar topics vary. Students need to save all graded essays from required courses for possible inclusion in their portfolio. The portfolio project is the capstone for the Global Studies major and should be of such quality that it can be shown to prospective employers or clients. Students can enroll only if they have completed more than half of their degree requirements.

HCA – Health Care


HCA 620A Health Care Management An overview of health care management, including current issues in health care and theoretical basis for these current issues. Discussions of health care administration emphasizing organization, management, planning, communication, directing and controlling the practice of health care management.

HCA 629 Health Care Finance, Budget and Managed Care A study of effective management of the limited financial resources in health care industry. Focuses on the basic concepts and techniques of cost accounting, financial reporting, reimbursement, budgeting and financial controls and strategic financial planning. Also includes an examination of managed care structures including Health Maintenance Organizations (HMOs), Preferred Provider Organizations (PPOs) and Independent Practice Associations (IPAs).

HCA 634 Program Planning, Strategic Planning and Evaluation A survey of basic program planning from the conception of an idea to the implementation of the program. Explores the various program evaluation techniques. Emphasizes the value of teamwork in the learning process, as specific individuals will have responsibility for development of specific aspects of an actual program plan for a health care program in an organization.

HCA 636 Ambulatory Care Continuum A study of various ambulatory care service components. With a shift from inpatient to outpatient services, the fastest growing component of the present non-integrated health care systems. Focuses on standards of accreditation and the issues involved in monitoring these proliferating services.

HCA 640 Biostatistics and Research An introduction to the use of statistical analysis in health care management. Provides an understanding of the basic methods and underlining concepts of statistics and research that are used in management decision-making. Among topics explored are descriptive statistics, probability, hypothesis testing and non-parametric statistics. Applications in health-related management and research are featured.

HCA 641 ElderCare - Issues into Practice The aging of America continues to be an issue in the delivery of health care. This course is designed to explore the issues of eldercare, gerontology, legal implications (including patient’s rights), systems delivery and ambulatory care management. Discusses the role of administration in eldercare. An exploration into the physical, psychological and sociological aspects of caring for the elderly. This course is designed to provide the student with the option to sit for the State of California Licensing Examination for Administrators.

HCM – Hospitality and Casino Management

HCM 400 Principles of Hospitality and Casino Accounting This course encompasses financial reporting systems, internal controls, managerial reporting and federal and state regulations that impact the accounting in a hotel, resort or casino environment. Students will gain hands-on experience in complying with GAAP and legal requirements of financial reporting in the hospitality and casino industries.

HCM 410 Hospitality and Gaming Law This course will examine the role that differing state and federal laws and regulations will play in the operation of hotels, resorts and casinos. The limitations and exceptions to these laws they apply to Tribal Lands will be assessed. It provides the essential information that managers need to comply with the law and to develop preventative tactics to avoid lawsuits.

HCM 420 Hospitality and Casino Marketing This course will examine the application of the traditional marketing functions to the areas of the hospitality and casino industries. Students will develop plans for the use of promotion and promotional events as marketing tools.

HCM 430 Principles of Hospitality and Casino Staffing This course addresses the planning for the management of personnel, including the recruitment, selection, and evaluation of employees in the hospitality industry. Job analyses and descriptions developed and government regulations examined.

HCM 440 Cultural Diversity and Hospitality Management This course is designed to discuss the importance of cultural awareness and sensitivity in effective human resources management practices in the hospitality industry. The course examines the increasing cultural diversity found in both the consumer and employee populations and how managers can address different cultural needs of the relevant populations.
HCM 450
Native American Tribal Community Development
This course is an introduction to the issues and concepts of the Native American community and economic development. Discussion of the positive and negative impacts of casinos on the lives of tribal members, as well as on the community relations with the non-tribal community will be examined.

HED 220
Health, Nutrition and Safety
(Prerequisites: PSY 100 and PSY 301)
Focuses on the eight components for coordinated health for young children in out-of-home care. Health and physical education, health services, nutrition services, health promotion for the staff, counseling and psychological services, a safe healthy environment, and family/community involvement, children with special needs and legal and ethical issues will be explored.

HED 320
Introductory Health Education for Teachers K-12
An introductory study of a coordinated school health program including: comprehensive health education, health services, a healthy and safe school environment, physical education, nutrition services, physiological and counseling services, health promotion for staff, and family and community involvement. Health problems and issues are addressed at developmentally appropriate grade levels (K-12) using the Health Framework for California Public Schools in the following areas: mental and emotional health, personal health, consumer and community health, injury prevention and safety, alcohol, tobacco and other drugs, nutrition, environmental health, family living, individual growth and development and communicable and chronic diseases. The legal responsibilities of teachers related to student health and safety will be explored. Effective communication with parents and site-based and community resources to meet the individual needs of students, research-based and safety, alcohol, tobacco and other drugs, nutritional and emotional health, personal health, communicable and environmental health, family living, individual needs of special populations, and evaluation of health web sites will be discussed. This course meets credential requirements.

HED 602
Coordinated School Health Programs
An advanced health education course focusing on coordinated school health, comprehensive school health programs, and how to plan, implement, coordinate, and evaluate a health education curriculum within a comprehensive school health system. A comprehensive school health system includes health education, health services, nutrition services, psychological and counseling services, a safe and healthy environment, and health promotion for staff, parents, and community. Meets the CTC requirement for advanced health education for the professional clear credential.

HIS – History
HIS 220A
History of the United States I +
(Prerequisites: ENG 100/101)
A survey of American historical development from pre-colonial times through Reconstruction. Explores the wide variety of economic, political, social and cultural factors that shaped the origins of the nation, including the Revolution, the Constitution and the Civil War. Special attention is paid to issues of race, class, gender and ethnicity. Includes study of the Constitution.

HIS 220B
History of the United States II + (Prerequisites: ENG 100/101)
A survey of American historical development from the Reconstruction era to the present. Explores the wide variety of economic, political, social and cultural factors that shaped the development of the nation, including industrialization, America’s emergence as a world power and the challenges of the late 20th century. Pays special attention to issues of race, class, gender and ethnicity. May involve work in oral history.

HIS 233
World Civilizations I
(Prerequisites: ENG 100/101)
A discussion of how the distinctive cultures, economies and societies of the world developed from prehistoric times up to the European conquest of the Americas (ca. 1500 C.E.). Explores issues of gender, class, personal identity, love, war, imperialism, sexuality, citizenship, religion, urban life and ecology as they pertain to the ancient civilizations, classic civilizations and post-classical (medieval) civilizations in Asia, Africa, and the Americas and Europe.

HIS 234
World Civilizations II
(Prerequisites: ENG 100/101)
An explanation of how the cultures, economies and societies of the world developed through the interaction of diverse peoples and civilizations since 1500 C.E. Examines the era of the European Renaissance and such civilizations as Ming China, Mughal India, Ottoman Turkey and Aztec Mexico. Explores issues of class and class conflict, personal and cultural identity, race, work, industrial development, colonialism, ecology and political and economic life to explain the development of the modern world.

HIS 300
Foundations of Western Civilization
(Prerequisites: ENG 100/101)
Explores the important social, material, cultural, and intellectual bases of European civilization and situates them in relation to other major Afro-European civilizations. Examines hunting-gathering and early agricultural societies, Mesopotamian and Egyptian civilizations, the Hebrew, Greek and Roman worlds, the origins and spread of Christianity, the nomadic invasions of Europe, Europe’s Byzantine and Islamic legacies, and the medieval European syntheses of Graeco-Roman and Germanic heritages.

HIS 320
Culture, Capitalism and Technology in Modern World History
(Prerequisites: ENG 100/101)
Places contemporary cultural, economic and technological issues in a global and historical perspective. Shows how major issues that concern us today are rooted in the experiences of world civilizations since 1500. These issues include the rise of capitalism, industrialization and commodity production and their diffusion across the world; the pace and nature of technological change; the role of culture in directing economic and technological change; and the impact of capitalism on working life, the natural world, cultural diversity and cultural identity. Examines the ways that capitalism, culture and technology have interacted over the past 500 years to shape the places, peoples and societies that have come to exist in the modern world.

HIS 325
Peoples and Places: Migration in Modern World History
(Prerequisites: ENG 100/101)
Human migration is the story of individual lives enmeshed in larger historical issues of identity, culture, work, social institutions and various forms of coercion. Explores how work and migration have intersected in the last 500 years to shape the world in which we live today.

HIS 341
History Through Theater
(Prerequisites: ENG 100/101)
An exploration of history through the complex medium of theater. Focuses on a variety of dramatic and theatrical techniques, including readers’ theater, role-playing debates, improvisation and formal dramatizations. Scripts historical literature into performance. Studies various plays in order to gain a broader understanding of key historical issues in diverse cultures.

HIS 345
History and Cultures of Latin American (Prerequisites: ENG 100/101)
An introduction to important issues in Latin American history and culture focusing on the diversity of Latin American societies and their multicultural heritage. Topics may include the impact of colonialism on indigenous societies, the growth of plantation and mining economies, the capture and enslavement of Africans, the struggle for independence, the distribution of political power, the recurrence of popular rebellion and the creativity of artistic and cultural life.

HIS 348
History and Cultures of Asia (Prerequisites: ENG 100/101)
A critical overview of contemporary Asian history and culture focusing on the diversity of Asian societies. Emphasis is determined by the instructor and will include an in-depth examination of one of the following countries or areas: China, Japan, India, Korea, Taiwan, Southeast Asia, Thailand, Tibet and the Philippines, among others. Topics may include the distribution of political power throughout the regions, ideological and structural stratification between the east and the west, the impact of “Orientalism” in a global context, the impact of Imperialism on indigenous societies, the effects of sexual and religious stratification, the impact of sex tourism and the repression of ethnic, political and religious differences throughout and within different regions of Asia.

HIS 349
History and Cultures of Africa
(Prerequisites: ENG 100/101)
A critical introduction to the study of African society, culture and history. Examines the sources of African culture, politics and intellectual development, as well as modernization and social change in contemporary African societies. Examines social, economic and intellectual movements including issues of colonialism, post-colonial independence, under-development, genocide, gender inequality, AIDS and the politics of international relief agencies, as well as new cultural forms of art and literature. Provides an overview of Africa both as a geographic location and as a Western idea, with additional emphasis on regional variations and multi-cultural differences within the continent.

HIS 350
Cultural Diversity + (Prerequisites: ENG 100/101)
An examination of race, gender, ethnicity and class in 20th century American society. Introduces students to methods for studying the changing nature of our society and explores ways in which our
increasingly urbanized and technological culture affects all aspects of professional and unskilled work. May involve work in oral history.

**HIS 360**
**The American Colonial Experience, 1584-1783**
(Prerequisites: English 100/101 and History 220A) This upper-division course examines the various peoples and the economic, environmental, cultural, and political forces that shaped American development from the moment Europeans settled through the American Revolution. It evaluates key ecological changes after 1500 and the shaping of North American colonial society by mercantilism, merchant carriage trade. In addition, the course analyses the results of the encounter between peoples of the old and new worlds, the regional patterns and cultures of colonial society, and their implications for the future American nation. It identifies sources of conflict and change throughout the colonial era and explores the economic and political problems that contributed to rebellion and the drive for independence. Major emphasis will be given to the recurrent movement of people as a defining characteristic of American experience.

**HIS 361**
**The Making and Sundering of the United States, 1783-1865**
(Prerequisites: English 100/101 and History 220A) This upper-division course considers the development of American society from the early national period through the Civil War. It will begin with an analysis of the problems of creating a national government and the relationship between economics and politics in the new United States Constitution. It will explore the process and logic of westward expansion to the Pacific and the conflicts that occurred as affected peoples and societies responded to the demands of their cultures. A prominent element will be an examination of U.S. economic development and its meaning for the growth of sectional identities and distinctiveness. It will also explore the growth of the plantation system and slavery and the corresponding political empowerment of planter capitalists. It will evaluate the social, political, and military problems faced by the contending sides in the Civil War.

**HIS 362**
**The United States between Wars, 1865-1917**
(Prerequisites: English 100/101 and History 220B) This upper-division course investigates the transformation and expansion of America and American influence from the end of the Civil War through World War I. The issues evaluated include the problems of peace and reconstruction; the economic and political expansion into the western territories; the process of industrialization and the attendant consequences for labor and social relations; mass immigration; the growth of American imperialism; the socialist, populist, and progressive movements; and World War I and Wilsonianism. It includes an evaluation of the strains upon laissez faire capitalism with the growth of economies of scale and the resultant expansion of international financial and market networks.

**HIS 363**
**The United States Since World War I**
(Prerequisites: English 100/101 and History 220B) This upper-division course explores the social, economic, cultural, and political contours of modern America from 1920 to the present. Major attention is given to the factors and developments contribut- ing to economic disorder, cultural shift, and social transformation. These include the crisis, collapse, and restructuring of market order in the 1930s, the social fluidity that accompanied mobilization for World War II, the affluence and anxieties of the early postwar period, the civil rights and protest movements of the 1960s, and the international and domestic challenges the U.S. faced as it attempted to structure a new global political economy in the 1970s and after. The course includes an evaluation of the role of American interest and power in establishing an international system in the aftermath of Cold War bi-polarism.

**HIS 370**
**History and Cultures of the American Southwest**
(Prerequisites: ENG 100/101) An examination of what has attracted people to the Southwestern United States over the last thousand years and how people have changed and enriched the region with their diverse cultural, social, and economic contributions. Places race relations, immigration issues and environmental concerns, resource use, cultural beliefs, gender roles, public order and working life into historical perspective. May involve work in oral history.

**HIS 400**
**History and Historians: Theories & Methods**
(Prerequisites: ENG 240) This course investigates the important methodologies and theories of history that buttress contemporary historical scholarship. Instead of being a general introduction to historiography, the course focuses on the philosophical foundations of historical practice today. We will read historians who reflect critically on their historical assumptions and the historical framework of their interpretations. In the process of reading these historians, this seminar will examine four major theoretical frames that powerfully influence contemporary historical scholarship.

**HIS 410**
**The California Experience +**
(Prerequisites: ENG 100/101) Through an historical and literary approach, this course examines the interaction of the hopes and dreams of the peoples of California from the arrival of the first peoples to the post-World War II boom. May involve work in oral history.

**HIS 420**
**The Civil War**
(Prerequisites: English 100/101) An examination of the dynamic convergence of economic, geopolitical and racial factors that contributed to the most explosive conflict in U.S. history. Focuses on the consequences of the war for subsequent American historical development.

**HIS 431**
**The Ancient World**
(Prerequisites: English 100/101 and History 223) This upper-division course investigates major issues in ancient world history from roughly 5000 B.C.E. to roughly 500 B.C.E. Topics examined include the Neolithic revolution; the rise of settled agriculture; complex societies and organized states in Mesopotamia, the Nile Valley, the Indus Valley, the Yellow River Valley, the highlands and lowlands of Mesoamerica, and the Andes; the Indo-European and Bantu migrations; the rise and decline of great powers in North Africa, Southwest Asia, and East Asia; and the formation of Aegean civilization in Greece. Examining these topics, the course will explore the origins of the city-state, urban life and rural social relations in Asia, Europe, Africa, and the Americas. One of the chief emphases of the course will be the interpretation of primary sources.

**HIS 432**
**The Classical World**
(Prerequisites: English 100/101 and History 223) This upper-division course focuses on important issues in world history from roughly 500 B.C.E. to roughly 500 C.E., a seminal period called the Classical Age. Topics examined include Classical Greek culture and its sources; the Hellenistic world; ecumenism; religious and philosophical innovation (Socrates, Confucius, Buddha, Zoroaster, Christ); the unification of the Mediterranean world under the Roman Empire; the unification of China under the Qin and Han dynasties; the unification of India under the Mauryan Empire; the culture of Roman, Han and Mauryan societies; the decay and fall of the Roman, Han, and Mauryan empires; and the rise of important regional states like Meroe and Aksum in northeast Africa, Angkor in Cambodia, and Tiahuanaco and the settlement of the Polynesians in Mesoamerica. Major emphases of the course will be the seminal nature of classical civilizations and the construction of historical interpretation through the analysis of primary sources.

**HIS 433**
**The The Post-Classical World**
(Prerequisites: English 100/101 and History 223) This post-classical world (c.a. 500 C.E. to 1500 C.E.) laid the foundations for our modern world. A list of those foundations include the expansion and subsequent collapse of Byzantium; the nomadic invasions of western Europe and the development of feudalism; the rise of a militant Christianity under Charlemagne and the later Crusades; the rapid geographic dispersion of a militant Islam; the diffusion of Indian classical culture to Persia and Southeast Asia; the reunification of China under the Sui and Tang dynasties, the commercial revolution of the Sung dynasty, and the cultural revival of the Ming dynasty; the rapid geographic dispersion of a militant Islam; the diffusion of Indian classical culture to Persia and Southeast Asia; the reunification of China under the Sui and Tang dynasties, the commercial revolution of the Sung dynasty, and the cultural revival of the Ming dynasty; the rapid geographic dispersion of a militant Islam; the diffusion of Indian classical culture to Persia and Southeast Asia; the reunification of China under the Sui and Tang dynasties.
Course Descriptions

HRM – Human Resources Management

HRM 409B Survey in Human Resources Management and Organization Development
The course provides an overview of human resources management and organizational development activities including employment, interviewing, career development, compensation, benefits, training, organizational change, performance evaluation, discipline, assistance, labor relations, affirmative action, and equal opportunity considerations, and health and safety.

HRM 432 Recruiting, Selection, Promotion, and Retention
This course is designed to explore all aspects of reviewing the strategic direction of an organization and how it relates to assessing and filling jobs, from initial hiring through subsequent placement, promotion, and retention. It will include techniques for determining staffing needs, recruiting, screening, assigning, evaluating, assessing, and promoting. An exploration of options for employee development and retention in changing economic conditions is provided. Also reviewed are special concerns regarding regulations, employee attitudes, and union representation.

HRM 433 Pay and Benefit Administration, and HR Technology
This course reviews the fundamentals of wage and salary programs, including the development of job descriptions, performing job evaluations, conducting salary surveys, adjusting pay structures, considering differentials, and relating pay to performance. Benefit programs and related employee incentive and service programs are also covered. Ways to link performance to both monetary and non-monetary rewards will be reviewed, including profit sharing, bonus plans, stock options, awards and special rewards for managerial personnel. Legislative constraints and tax treatments are discussed and behavioral theories are highlighted as they apply in this area. The incorporation of technology as it relates to Human Resource Management Systems that increases efficiency in pay, benefits administration, and aligning HR with organizational activities are also covered. The synthesis of pay, benefits administration and HR technology integrates the selection, development and administration of practical programs and systems for attracting, motivating, and retaining human resources.

HRM 439 Legal, Regulatory, and Labor Relation Concerns in HRM
An introduction to the wide spectrum of legal and regulatory concerns that human resources managers face in the workplace (EEO laws, affirmative action, compliance requirements, prevention of employment-related liability). The course ties in the development, aims, structure and function of labor and employer organizations, examines the relationship of labor and management, and bargaining and resolution of employer-employee issues.

HRM 630 Legal, Ethical, and Safety Issues in Human Resource Management
A comprehensive analysis of the laws and regulations, both federal and state, that impact human resources management. The course emphasizes equal employment opportunity affirmative action, health and safety, privacy of information and methods of liability prevention in employment matters. Integrated into the course are aspects of ethical considerations as related to Human Resources Management, including employer use of power, organizational business practices, and safety concerns.

HRM 633A Seminar in Employee Relations, Labor Relations and Union Management
The course provides students with both the day-to-day realm of common and complex issues related to human behavior in the workplace as it relates to employee relations, and an examination of relationships among unions, workers, management, and the government. The course assesses legal restraints (i.e., negotiation, contract administration, decertification) and preparations and techniques for dealing with negotiations, strikes, and lockouts, as well as grievance handling and arbitration.

HRM 637 Workforce Planning, Development and Outsourcing
A comparison and evaluation of planning, organizing, directing and monitoring of human resources planning processes, including recruiting, selecting, placing and integrating individuals within organizations. A key aspect is the selection process (testing and assessment of skills and traits) that influence work performance), employee orientation and integration (employee development and career planning), and aspects of performance management. The course also covers current trends in employee outsourcing.

HRM 660 Theory and Practice of Human Resource Management
A comprehensive management/practitioner-level overview and appraisal of current practices, trends, and applied theory in the era of strategic alignment between employees, jobs, systems, technology, policies, procedures, training, and organizational development. Students will evaluate and analyze theory as it relates to practical application in the workplace.

HRM 667 Compensation and Benefits
This course provides an overview of the latest technology as it applies to the human resources function and its impact of human resource management administration and organizational development. The course also integrates and assesses fundamental aspects of wage, salary, benefit administration, and employee rewards and incentives as they are becoming increasingly supported by automated systems.

HRM 669 Research Seminar in Human Resource Management Corporate Strategy
This course is focused on a selected combination of two courses in human resource management. It covers the latest theory and research topics in corporate strategy and human resource management. Articles for evaluation, comparison, and analysis will be drawn from journals and popular press in several fields, including economics, the behavioral sciences, management science, business administration, and elsewhere as they relate to the field of Human Resource Management. Faculty will guide students through written reviews of research and current practices, and seminar discussions in order assist the HRM Professional serve as a consultant to company management.

HRM 670 Project/Thesis
The project course offers an opportunity to work individually or with a team under the guidance of an assigned faculty member. Students clarify research topics and identify data sources in preparation for the project. Students gather data and present their research in both written and oral form to faculty and classmates. This course lasts two months and encompasses integrating critical components and learning experience into a deliverable that meets academic guidelines for program completion and may be applicable to the workplace to build a student’s portfolio.

HSC – Health Science

HSC 300 Legal and Ethical Issues and Health Professions
(Prerequisites: Preparation for the major courses) Focuses on legal and ethical concepts, principles of ethics and law and use in resolving ethical conflicts and dilemmas in health care. Scope of practice, informed consent, employee and patient rights and responsibilities, patient abuse, and the influence of finance and corporate culture will be explored. Sample cases will be analyzed.

HSC 310 Issues and Trends in Health Care
(Prerequisite: HSC 300)
A history of the U.S. health care delivery system will be explored to understand the current issues and trends. The changing roles of the components of the health care system as well as technical, economic, political, and social forces affecting change will be discussed. In-patient, outpatient, and long term care will be explored.

HSC 400 Management for Health Professionals
(Prerequisite: HSC 310)
Focuses on planning, organizing, decision-making, staffing, leading or directing, communication and motivating health care personnel. Evolving trends in management, classic management theories, budget preparation and justification, training design and labor union contracts are explored.

HSC 410 Informatics for Health Professionals
(Prerequisite: HSC 400)
Focuses on the role of informatics in contemporary health care. Wireless and mobile computing, maintaining data integrity, information security and confidentiality and HIPPA, telehealth, and electronic health records (EHR) will be explored.

HSC 420 Allied Health Research
(Prerequisite: HSC 330)
Focuses on reading and conducting research in health and human performance. Research approaches and procedures will be explored. Examples of various research methods and techniques will be discussed. A research proposal will be developed.

HSC 430 Case and Outcomes Management
(Prerequisites: HSC 410 and HSC 420)
Focuses on case and outcomes management application to clinical practice. The case management and outcomes management processes, barriers, utilization review, legal and financial aspects of each and evidence-based healthcare will be explored.

HSC 440 Allied Health Capstone Project
(Prerequisites: HSC 420 and HSC 430)
This two-month capstone project undertaken by allied health students when they have completed the core courses in the program provides an opportunity for the student to complete the outcomes management project proposal developed in HSC 430. Results will be reported orally and in written form. Students will also design and participate in a collaborative service learning experience in a community, ambulatory, home or health care setting. Students will complete the portfolio of their work from core courses and revise as needed to create an impressive final portfolio that can be used. Gradings is by “H” for honors, “S” for satisfactory, and “U” for unsatisfactory.
HUB – Human Behavior

HUB 301 Behavioral Science
(Prerequisites: ENG 100/101 and PSY 100)
A study of the application of human behavior and behavioral science principles to the practice of management.

HUB 400 Group Structure and Dynamics
(Prerequisites: ENG 100/101 and PSY 100)
An analysis of behavior, perspectives and practices as applied to group dynamics. Focus on approaches and skills in group dynamics as they relate to performance and enhancement of cooperative/collaborative effectiveness. Uses practice through role-playing of effective techniques in dealing with a variety of cooperative/collaborative situations.

HUB 401 Conflict Resolution
(Prerequisites: ENG 100/101 and PSY 100)
A focus on the process of negotiation and conflict resolution. Gives special attention to conflict within and between persons in organizations and industry. Emphasizes application of techniques to conflict resolution situations via role-playing.

HUB 410 Psychology for Managers
Prerequisites: ENG 100/101 and PSY 100
A survey of psychological concepts applied to organizational settings. Emphasizes motivation, communication, leadership, and personal development.

HUB 420 Human Communication
(Prerequisites: ENG 100/101 and PSY 100)
A study of the theoretical and practical aspects of interpersonal and group communication.

HUB 440 Organizational Development
(Prerequisites: ENG 100/101 and PSY 100)
A study of human relations and its relationship to organizational effectiveness through planned change and technological development.

HUB 490 Guided Study
(1.5-4.5 quarter units)
Individual study under the direction of an instructor. Requires prior approval of appropriate academic department.

HUB 500 Cross-Cultural Dynamics of Human Behavior
(Prerequisites: ENG 100/101 and PSY 100)
A curriculum-wide elective that studies the psycho-socio-cultural aspects of human differences and the enhancement of interpersonal/intercultural communication skills. Increases the knowledge and understanding of differences in people and perspectives, enhances learning and performance in multicultural environments and fosters interactive diversity as a socio-cultural imperative and behavioral norm.

HUB 601A Organizational Behavior
An in-depth study of various types of organizational structures, both formal and informal, with special emphasis on behavior of people within those structures.

HUB 601B Communication for Managers
An analysis of interpersonal communications as related to organizational effectiveness. Covers the practical application of communication theory to work-related situations.

HUB 601D Creative Leadership
A study of the qualities of leadership required today and in the future. Emphasizes historical as well as contemporary leaders.

HUB 639 Contemporary Issues in Sexuality
An examination of the personal, interpersonal and social dimensions of human sexuality. Covers topics such as anatomy and physiology of human sexuality, contemporary American sexual behavior, sexual myths, sex-role socialization, sexual dysfunctions and sexual-social issues.

HUB 641 Stages of Adult Development
An examination of the adult stages of human biological, psychological and social development. Discusses classical as well as contemporary theories.

HUB 642 Theories of Behavior Change
A survey of social theories of behavior change and resistance to change.

HUB 646 Personal and Professional Ethics
A study of normative judgments as applied to contemporary human problems such as the uses of power, business practices and the right to live and to die. Examines varied ethical systems using a case study format.

HUB 648 Personal Growth and Communication
An examination of the meaning and importance of personal growth and human communication in human life and relationships. Development of critical communication skills, self-awareness and self-understanding to enhance personal and professional relationships. Presents a variety of models and methodologies in the exploration of physical, mental, emotional, social and spiritual growth.

HUB 650 Foundations of Behavioral Research
Behavioral research is a way to examine and understand individual and social behavior through measurement and interpretation. This course investigates the theoretical principles that underlie behavioral research and the application of current research techniques. The course forms the foundation for practical application of behavioral science and continued study in the human behavior and is essential to completing the capstone course in the program (Integrative Project in Human Behavior, HUB 680).

HUB 660 Organizational Assessment
(Prerequisite: HUB 650)
As study of the organizational assessments of human attributes (abilities, personality and vocational interests) and their role in behavioral determinants in school, work and interpersonal settings. Methodological issues encountered in the assessment of psychological traits (construct validity) and the developmental etiology will be covered.

HUB 680 Integrative Project in Human Behavior
(Prerequisite: HUB 650)
The course is the capstone project for the MAHB program. Each student conducts a major project that integrates a topic of special interest. The project will analyze and synthesize theoretical and applied concepts from a specialized area selected by the student. Specific course requirements will vary depending upon the instructor, but the student should expect to produce a 20-30 page paper (APA style) that will be evaluated on clarity, thoroughness, style, format and creativity. An oral presentation of the student's work is also expected. Literature reviews and empirically-based studies are the norm, but other formats are acceptable with the approval of the instructor. The project is conducted for a two-month period and the student may take other courses concurrently if approved by the Committee for the Application of Standards (CAS). The student will normally be required to develop a project proposal during HUB 650 (Foundations of Behavioral Research) or HUB 660 (Organizational Assessment) that can then be completed during the capstone course. This course may not be taken as an independent study.

HUB 690 Guided Study
(1.5-4.5 quarter units)
An individual study under direction of the instructor. Requires prior approval of appropriate academic department.

HUM – Humanities

HUM 490 Guided Study
(1.5-4.5 quarter units)
Individual study under direction of instructor. Requires prior approval of appropriate academic department.

HUM 501 Civic Culture and Global Awareness
(Prerequisite: ENG100/101)
Covers the relationship between knowledge and the interdependence of people and focuses on such concepts as citizenship, change and the challenges of migration/immigration patterns, cultural shifts and transnational positioning in our global economy. Also covers the major trends shaping our emerging future and explores the role of citizen education in perpetuating the value systems that provide the requisite knowledge, skills, attitudes and behaviors for a civil global society. Addresses the needs of the future workplace and marketplace demands and provides a framework for dealing with the global citizenship issues and the collaborative enterprise of community-building, economic development, social responsibility and service.

IBU 653 Global Business & Strategic Planning
Global Business & Strategic Planning: Based on a review of main theories and current trends, this course examines strategic alternatives and choices available to multinational companies in world markets. Emphasis is placed upon applied strategic analysis based on case studies involving multinational companies and settings.

IEM – Industrial Engineering

IEM 601 Engineering Economy
Economic decisions making for engineering projects and capital expenditure proposals. Concepts of time, value of money, cash flow, and capital rationing. Basic comparative models for evaluation alternatives, sensitivity and probability analysis, depreciation and tax consequences, replacement studies, consideration of intangibles. Economic analysis under conditions of risk and uncertainty with particular emphasis on econometric models applied to engineering systems.
IEM 602 Managing Production Planning and Control
Analysis of research literature for topics including scheduling capacity planning and lot sizing applied to manufacturing and production. Advanced quality assurance and control topics including multivariate quality control methods, machine control, flexible communications networks, forecasting to develop master production schedules, coordinate inventory ordering policies, periodic review, sequencing and scheduling methods of flow and job shops, principles and methods of analyzing and solving production problems.

IEM 603 Managing Facilities Planning Layout
Systematic plant layout methods, analytical and computer-aided approaches for the layout program, location models and analysis, material handling concepts, models, and equipment, warehousing and storage principles and models-automation in facilities design, study of facilities location, structure, and planning for efficient layout and material handling systems. Planning and designing facilities, layouts, and material handling system.

IEM 604 Ergonomics and Occupational Safety
Overview and introduction to ergonomics; introduction to physiology; man and the environment; biomechanics; occupational and industrial psychology; introduction to occupational medicine; human attention, vigilance and error; introduction to anthropometry; presentation and display of information; mental workload; respiratory protection; survival in extreme conditions; introduction to occupational hygiene; introduction to epidemiology; analyzing work and work station design; manual handling; upper limb and back disorders.

IEM 605 Engineering Applications of Operations Research
Application of linear programming and non-linear programming queueing theory, development and application of planning and inventory models, networks, and graph techniques, stochastic processes, waiting lines, simulation, and sequencing and scheduling algorithms to problems encountered in industry and business.

ILD – Instructional Leadership
ILD 603 Curriculum Alignment and Evaluation for School Administrators
School administrator’s perspective of instructional theory, curriculum development and methods for aligning course content to articulated goals and evaluation procedures. Student understanding of course content will be developed through class discussions, curriculum projects, presentations and reflective analysis.

ILD 680 Research in Education
Designed to provide knowledge and skills required for students to plan and complete a thesis proposal. This course requires that students utilize a high level of library skills and computer technology to locate relevant research and literature. Students must design a project related to one of the “core” courses, justify the problem statement(s), provide literature review and map out the methodology to implement the project utilizing APA format.

ILR 260 Information Literacy and Report Writing
(Prerequisite: ENG 100/101)
A cross-disciplinary course that teaches effective report and research paper writing through the use of key computer technologies. The course includes Internet research, MLA and APA style formats, computer technologies, spreadsheets and the application of multimedia software and graphics for report presentation. ILR 260 offers refinement in the use of the word processor for effective report writing and presentation.

IOP – Industrial Organization
IOP 615 Industrial and Organizational Psychology
Graduate level introduction to industrial and organizational psychology with emphasis on selection, training, performance appraisal, work motivation, and organizational determinants of employee behavior and effectiveness.

IOP 630 Research and Statistics I
(Prerequisites: If taken after the sixth course in the program, the Prelim Exam must have been passed.)
A study of the methods, procedures, and techniques used in the conduct of empirical research on phenomena of interest in Industrial, Organization and Work Psychology or Ergonomics. Design of research will be covered including philosophy of science, forming research questions, ethics in psychological research, psychological constructs, operational definitions, and strategies for experimental, quasi-experimental, and survey research. Descriptive and inferential statistics will be covered including hypothesis testing, sampling distributions, confidence interval estimates, nonparametric statistics, and correlation and regression.

IOP 631 Research and Statistics II
(Prerequisite: IOP 630)
A continuation of the study of the methods, procedures, and techniques used in the conduct of empirical research on phenomena of interest in Industrial, Organization and Work Psychology or Ergonomics. Design of research will be covered including consideration of threats to internal and external validity and qualitative analysis. Emphasis will be given to the use of SPSS in multiple regression, analysis of variance, factor analysis, and testing models of mediation and moderation. Statistical approaches to meta-analysis, causal modeling, and measuring change will be covered.

IOP 635 Psychological Measurement
(Prerequisite: IOP 631)
Provides graduate students in psychology and human behavior with an understanding of and ability to evaluate various psychometric theories and methods and apply them in practical situations. In addition, the student will be able to analyze, integrate and evaluate the classic articles in psychological measurement and apply them to dealing with current issues related to measurement in psychology.

IOP 640 Work Motivation
(Prerequisite: IOP 615)
Provides the student the initial background necessary to begin dealing with the issues of motivation and behavior at work. It covers both contemporary and classic theories of work motivation including need, cognitive, and reinforcement theories. It examines the sources and consequences of job satisfaction. It also analyzes and evaluates goal setting, VIE theories, job enrichment, reward systems and worker participation. Finally, it evaluates current applications of motivational principles in business and industry and compares research approaches to the study of motivation in the workplace.

IOP 645 Training in Organizations
(Prerequisites: IOP 610 or IOP 615)
A study of the theory and techniques used to design, conduct, and evaluate instructional programs. The basic phenomena of learning such as modern learning theory, principles of adult learning, and conditioning as well as the different approaches to training such as computer assisted instruction, simulation, behavior modification will be covered. Training in a multicultural context and training evaluation will be emphasized.

IOP 650 Organizational Development
(Prerequisite: IOP 615)
Encompasses theory and research about facilitating change in individuals, groups, and organizations to improve their effectiveness (e.g., productivity, quality, service, employee satisfaction). The course focuses on understanding OD, how to diagnose an organization and then create an intervention to improve it. The course covers many organizational development theories, diagnostic techniques, and consulting skills needed to use the information to create change. Specific interventions will be examined in detail including structural interventions (e.g., organizational design, job design), interpersonal process interventions (e.g., process consultation, team building), and human resource interventions (e.g., performance management, career development). The course builds and provides practical application in some of the techniques.

IOP 655 Attitude Theory and Measurement
(Prerequisite: IOP 635)
Focuses on the attitudes, opinions, and beliefs important in organizational settings. Principles of questionnaire and rating scale development for attitude and opinion measurement will be covered. The determinants, consequences, and measurement of job satisfaction and related constructs such as involvement and commitment are included. The practical skills of designing, administering, analyzing, and reporting survey results of employee attitudes and behavior will be also covered.

IOP 660 Applied Measurement in I-O Psychology
(Prerequisite: IOP 635)
Covers the application of psychometric principles in individual, team, and organizational assessment, career development and personnel psychology applied to work. Assessments of human attributes (e.g., aptitudes, abilities, personality and vocational interests) and their role as behavioral determinants in organizations is emphasized. Methodological issues encountered in the assessment of psychological traits and types will be covered. Topics include work analysis, criterion development including performance measurement, measurement of knowledge, skills, abilities, and other characteristics related to successful work performance, and legal and ethical issues in employment.

IOP 665 Performance Appraisal and Feedback
(Prerequisites: IOP 635 and IOP 615)
Centers on the methods of measuring and evaluating individuals as they perform organizational tasks and on taking action (administrative and/or developmental) with individuals based on such appraisals. The course focuses on both knowledge and skills. The knowledge base includes a thorough understanding of rating scale construction and use, as well as understanding of the relative advantages of different rating sources (e.g., supervision vs. peer). Also relevant are the areas of measurement theory, data analysis, criterion theory and development, motivation theory, and the factors that underlie interpersonal perception and judgment. The skill base includes procedures for communicating performance evaluations to job incumbents and counseling them in appropriate
means of improving their performance. Also, skill in designing a computer performance appraisal and feedback system that meets organizational needs while maintaining and/or enhancing worker motivation and/or performance is addressed.

IOP 690
Advanced Seminar in I/O Psychology
This seminar will address various advanced topics in I-O Psychology consistent with student interest and faculty availability. Topics may include Consumer Behavior, Compensation and Benefits, Industrial and Labor Relations, and Employment Regulation. As a seminar the instructor and students will select the most current research and application literature material on the topic and will then analyze and critically evaluate it for potential research and application. Students may also take courses in the Human Factors/Ergonomics program to meet this requirement.

IOP 695
Field Placement in I/O Psychology
(Prerequisites: Completion of Prelim and Competency Exams)
The student will be actively engaged in projects under the supervision of a qualified supervisor at the site and in advising and helping faculty member. The projects will be aimed at fulfilling specific training objectives mutually agreed to by the student, supervisor, and faculty member with special emphasis given to the acquisition and application of skills. The student will accumulate 200 hours of applied experience in I-O Psychology over a period of from 2 to 6 months. During the period that the Field Placement is active the student will meet for 3 hours per month in group supervision experience with a faculty member. This group supervision will deal with ethical problems encountered by the student and will give the student an opportunity to discuss the knowledge, skill, and abilities being acquired within the placement assignment. At the end of the placement the student presents a written report on the placement to the faculty.

ITM – Information Technology Management

ITM 310
Introduction to Information Technology
An introduction to information technology infrastructure concepts and applications in an integrated information system environment. Focuses on understanding the importance of IT for various types of IT applications within an organization. Topics will include: overview of hardware, software, data resources, telecommunications and networks. The course provides an overview of “what” Information Technology is and how to apply IT in various organizations.

ITM 320
Information Technology Management
(Prerequisite: ITM 310) An integrated perspective on how to manage, plan and integrate information technology resources. Provides an overview of the concepts of managing information technologies and covers the topics of information technologies planning, information forecasting and information processing. Project management concepts and processes are also reviewed and applied to specific information technology initiatives and projects. ITM 310 provides a foundation of computer technology, processing and administration, (2) network information technology, processing and administration and (3) database systems technology, processing and administration.

ITM 330
Desktop Applications and Information Technology Processing
This course provides the solid framework into the concepts and actual implementation of Windows 2000. Topics include understanding of the desktop processing of information to support organizational decision-making and strategic planning. Introduces the client server architecture and focuses on the desktop connected to database systems and network systems that are required to meet and support the real-world projects and various IT initiatives. Hands-on labs are included.

ITM 340
Information Technology Desktop Support
(Prerequisite: ITM 330) A follow-up to ITM 330, this course will introduce the critical role of desktop administration, application installation and desktop support. Topics include security, file backup and recovery, information sharing, user authentication, an introduction to website programming concepts using tools such as Microsoft Systems Management Software. The emphasis of this course is on installing, monitoring and the administration of desktop technologies within the client/server architecture for organizational use. Hands-on labs are included.

ITM 410
Computer Network Technologies Overview
Emphasizes the network operational concepts and implementation. Provides a basic understanding of network basics and emerging local area network technologies. Includes topics such as integration of hardware and software components, network architecture, protocols, interconnection of networks using bridges and routers, network links using cable modems and DSL and IEEE 802 network access standards. TCP/IP will also be reviewed within the context of networking protocols.

ITM 420
Data Communications, Internet, and Local Area Networks
This course covers the network management principles, practices and technologies for managing networks, systems, applications and services. Review of the latest computer network technologies, such as ATM, Gigabit, Ethernet and Fiber Optic connections. Build on LAN basics from ITM 410, including how to implement LAN solutions such as FDDI, Fiber Channel and Gigabit Ethernet and WAN technology, such as Switched Multi-Megabit Data Service and Frame Relay. Also covers integrated high-performance router and switch technologies.

ITM 430
Network Management and Security
(Prerequisites: ITM 410 and ITM 420) An overview of the management tools necessary to understand the LAN hardware and software for client server architecture technology. Focuses on the installation and management of the LAN and the connectivity to other systems and networks. The emphasis of this course is on Hands-on learning "how to install, configure and implement the network.

ITM 440
Database Systems Concepts and Data Modeling
An introduction to the concepts of data modeling and relational databases. Covers the methodologies for building a logical model, techniques for organizing and designing relational databases and practical approaches to transform logical models to a stable relational database. Introduces fundamental database and application development concepts and techniques. Given database design and application requirements, students design, construct and test a personal computer database and associated application components.

ITM 450
Database Processing and Administration
(Prerequisite: ITM 440) This course will provide students with the knowledge and skills necessary to install configure and administer Database Management Systems. Topics included in this course are conceptual understanding of data storage architecture, creation and management of files, groups, databases, tables, queries, locking options, indexes and data views.

ITM 490 A
Information Technology Project I
(Prerequisite: 9 of the 10 ITM courses must be successfully completed)
A capstone project for information technology application. Students work on an original and significant project that integrates concepts, principles and tools that are taught throughout the program. Grading is by "H" (for Honors, "B" or better work), "S" (for Marginal, "C" level work, or "U" for Unsatisfactory, "D" or below).

ITM 490 B
Information Technology Project II
(Prerequisite: ITM 490 A) A capstone project for information technology application. Students complete their projects and present their original and significant projects to a panel of academic and business professionals. Grading is by "H" (for Honors, "B" or better work), "S" (for Marginal, "C" level work, or "U" for Unsatisfactory, "D" or below).

LAS – Language Arts

LAS 100
Spanish I
An introduction to elementary Spanish conversation, reading and writing in a comfortable environment. Gives students insight into the Spanish-speaking world, including the United States.

LAS 101
Spanish for Native Speakers I
The first of a two-course sequence. Spanish for Native Speakers is designed for bilingual students seeking to become bi-literate. Reading and writing skills are stressed with special emphasis on improvement of written expression, vocabulary development and problems of grammar and orthography. This course seeks to prepare native speakers with little or no formal training in Spanish for more advanced courses.

LAS 200
Spanish II
(Prerequisite: LAS 100) A presentation of intermediate Spanish conversation, reading and writing in a comfortable environment. Gives students insight into the Spanish-speaking world, including the United States.

LAS 201
Spanish for Native Speakers II
Spanish for Native Speakers II is the second of a two-course sequence designed for bilingual students seeking to become bi-literate. Reading, writing and critical thinking skills are stressed with special emphasis on improvement of written expression, vocabulary development and problems of grammar and orthography. This course seeks to prepare native speakers for college-level communication, comprehension and written expression.

LAS 300
Spanish III
(Prerequisite: LAS 200) A presentation of advanced Spanish conversation, reading and writing in a cultural studies context. Gives students information about Spanish-speaking cultures in the Americas, particularly the United States. Topics may include history of local communities, labor and educational issues and issues of identity.
LAS 340A
Spanish in the Professional Work Place for English Speakers+

An introduction to Spanish grammar structures, vocabulary and information in cultural interaction. Gives English-speaking students an effective tool for communication with Spanish speakers in the work place.

LAS 341
Applications of Cross-cultural Communication in the Work Place +

An examination of the basic cultural differences generally encountered in the workplace. Gives students strong experience and clear perspectives on cross-cultural communication in the workplace. Covers modes of teaching including theatrical representation, lectures, videos, guest speakers and oral presentation.

LAS 490
Guided Study in Spanish (1.5-4.5 quarter units)

Individual study under direction of instructor. Requires prior approval of appropriate academic department.

LAW – Law

LAW 304
Legal Aspects of Business I

A survey of contracts, sales, agencies, personal property, commercial paper and associated topics. Emphasizes prevention of litigation and liability arising from business operations.

LAW 305
Legal Aspects of Business II (Prerequisite: LAW 304. A sequential course to LAW 304.)

A survey of business organizations (partnerships, corporations, government regulations), property (real property and leasing, estates, community property), business torts, business crimes and associated topics. Emphasizes prevention of litigation and liability arising from business operations.

LAW 310
Litigation

A broad-based overview of the various stages of the civil/criminal litigation process. Covers the complete litigation process starting from the initial filing of the criminal information and/or civil complaint, progressing through the client interview, motion and trial phase. Explores the process of court pleading and discovery, including interrogatories, depositions and the voir dire process. Also covers heavy strategies and the role of the law office assistant. Students will demonstrate their legal knowledge and understanding of the material through the drafting of a civil complaint, accompanying forms, summons and depositions.

LAW 311
Legal Research and Writing

A comprehensive overview of legal research using primary/secondary, federal and state legal authorities. Emphasizes use of both manual and computer-assisted legal research strategies for actual problem-solving applications. Introduces legal writing skills through class instruction and practical exercises to develop a systematic approach to concise legal writing.

LAW 400
Current Legal Issues

A study in the use of our legal system to resolve societal and individual problems. Reviews contemporary issues including minority rights, abortion, free speech and criminal justice.

LAW 402
The Art of Negotiation

A workshop course for pre-legal and pre-professional students to develop the verbal and analytical skills needed to be effective negotiators in the practice of law and business. Examines general negotiating principles and uses practical student exercises.

LAW 405
Analytical Reasoning

The development of analytical reasoning through identification of critical issues in the legal, business and political environments, by analyzing historical and contemporary events, followed by the application of established rules of law, ethical standards and social models in developing oral and written arguments for and against specific positions.

LAW 408
Legal Writing Research and Oral Argument

This class is devoted to learning the written and oral skills necessary for presentation of legal issues. Students will prepare and argue an appellate case in moot court format. Each student will prepare an appellate brief for one side of a case dealing with a controversial current legal issue. In team format students will prepare one case presented before a panel of judges. To prepare for oral argument students will visit and discuss presentations made before the Trial Courts and the California Court of Appeal.

LAW 410
Introduction to Law and Legal Analysis

An introduction to case brief writing and legal problem analysis. The classroom discussions employ the Socratic method used in law school classes.

LAW 420
Advocacy

A capstone course that requires students to participate in a mock trial. Students write trial briefs, create pre-trial discovery strategies, give oral arguments and examine witnesses in a simulated civil case.

LAW 605
Legal Issues in Business

A survey of contracts, sales, agencies, personal property, commercial paper, business organizations (partnerships, corporations, and related governmental regulations), real property, leasing estates, community property, business torts, business crimes, and associated topics. Emphasizes prevention of litigation and liability arising from business operations.

LED – Organizational Leadership

LED 400
Introduction to Leadership

This course will present students with the opportunity to examine core issues in the practice of leadership. The class will identify differing theories and styles of collaborative, integrative organizational leadership and compare them to authoritarian or management by edit within the organizational context. An emphasis will be placed upon developing a personal, ethical leadership style that is applicable in the daily business of the 21st century. The differences in leadership between traits and styles of collaborative, integrative organizational leadership throughout the organization as an understanding of fundamental leadership concepts.

LED 410
Leading in Diverse Groups and Teams

Diverse groups and teams present special challenges to the leader. This course will examine the application of leadership theory to groups that are diverse in gender, ethnicity, education, and functional expertise. Special emphasis will be placed upon the role of the leader in establishing effective collaboration among the members, and in assuring all members of the group have equal inclusion in the decision making process. Additionally, special attention will be given to the equitable application of power that occurs in groups and teams.

LED 420
Adaptive Leadership in Change

Change is a constant and continuous in modern organizational environments. This class will provide students with the skills needed to recognize the potential impacts of change on their organizations, and to lead their organizations through the change process effectively. A focus of the class will be to encourage the development of strategies to enhance the buy-in to change among the members of the organization as a tool to improve the transition process. Students will develop skills in assessing organizational culture and learn to create the learning organization of the future.

LED 430
Conflict and Negotiation for Leaders

Negotiation is a focal skill for leaders in the organizational structure. Effective conflict resolution, bargaining and negotiation are addressed in this course as methods for improving the organizational effectiveness in the long term. A special focus will be placed upon creation of win-win solutions to real-life organizational situations. Conflict will be examined as both a necessary and challenging workplace phenomena.

LED 440
Leadership Overview of Organizational Function

The degree to which function responsibilities of an organization are integrated serves as a major contributor to the overall success of the organization. This course introduces the student to the major areas of responsibility for each of the functional areas of a modern organization. While not designed to make the student an expert in all functional areas, this course helps the student to develop an understanding of the role each function plays in the success of the organization, and teaches strategies for the leader to use to enhance the integration of the functions into the overall mission and vision of the organization. Assessing the relationships between organizational structure and the impact on the culture and norms of the organization will be analyzed.

LED 450
Advanced Group Dynamic Theory

As increasingly more work is done in groups, effective leadership needs a greater understanding of group phenomena. This course will explore advanced topics in understanding groups and team formation, hidden agenda items of team members and strategies to navigate difficult behavior or challenging groups. This course will involve experiential learning of group dynamics, examining phenomena and the impact of leadership.

LED 460
Ethics and Decision Making in Leaders

The ability to make appropriate decisions is learned and develops over the entire life of the leader. Beginning with the fundamentals of definitions of ethical terms, students will apply ethical frameworks to case studies and hypothetical situations. This course examines the many components that influence decision-making by leaders, including cultural relativism, legal responsibilities, prescriptive approaches and universal principles. An emphasis will be placed on considering the potential impact of decision-making and transparency in the decision-making process.

LED 470
Classic Studies of Leadership

The historical context of classic leadership studies
will be examined including emotional intelligence, trait theories, personality studies and the emergence of leadership theory. Students will explore the research on leadership that has impacted the development of leadership studies and the understanding of power, authority and influence. This course will aid in preparing students for LED 480 and LED 490.

LED 480 Research for Leaders

This course should be taken toward the completion of the BSOL course work, as it allows the student to develop strategies and resources to assist in identifying and interpreting quality research. The study of leadership involves both qualitative and quantitative research which informs effective leadership in an ever-changing and global business environment. The use and comparative value of commercial websites, mass media, trade press and academic literature in the context of the leadership and business disciplines will be explored. Students will have the opportunity to explore current research, and emerging theories in their area of interest and expertise.

LED 490 Leadership Capstone Project

(Prerequisite: Completion of six of the preceding courses)

The capstone project is designed to be the culminating work for the Bachelor’s degree in Organizational Leadership. Under the guidance of the instructor, students will design a project to demonstrate their mastery of leadership theories, approaches and frameworks. Students will include scholarly research, attention to ethical frameworks, and critical analysis in their project. A professional presentation of 10-15 minutes of the student’s project is required.

LED 601 Theories, Practices, and Ethics of Leadership

In this course, students begin to develop an understanding of the theories, practices, and ethics of leadership. Students identify and assess their own leadership philosophy then analyze the relationship between their leadership philosophy and selected theories of leadership. Students evaluate leadership theories, concepts and approaches. Students integrate ethical decision making processes and assess the potential impact of leadership strategies on organizations.

LED 602 Developing and Implementing Groups and Teams

The formation and development of groups through effective leadership is the focus of this course. Team communication styles and roles within teams are examined. Strategies that foster creativity in groups are discussed. The impact of technology on teams and communication styles is evaluated.

Students learn experientially about groups and teams and the impact of diverse ethical perspectives by participating in group activities and observing leadership in small groups.

LED 603 Organizational Leadership

The role of organizations and organizations’ leadership in a society characterized by technological integration, globalization, privatization and instant communication will be discussed. Topics to be covered include leadership theory, acquisition of power and influence, charisma, participative and transformational forms of leading. The course will examine organizations within the private and public sectors, and will draw upon diverse perspectives and ethical considerations.

LED 604 Change and Adaptation within Organizations

This course looks at today’s business environment and the pervasiveness of change. Course topics will focus on continuous and discontinuous change, organizational redesign, and the essential skills necessary for leaders to initiate corporate and organizational transformations. Resistance and acceptance of change initiatives, including the impact on organizational culture will be examined. Students will strengthen their leadership skills and strategies in order to initiate and implement change in organizations through problem-solving experiences and forecasting exercises across a broad range of organizational contexts.

LED 605 Negotiation, Bargaining, and Conflict Resolution

This course focuses on the knowledge, skills, and abilities required to design, conduct, and evaluate effective conflict resolution and negotiation practices. Course topics include interpersonal and intra-group conflict resolution; persuasion, problem solving techniques and decision-making in conflict resolution; overcoming bias, anger, and retaliation. Students will assess leadership skills used to navigate a conflict situation and utilize negotiation. Students will begin to detect conflicts as potential clues of organizational challenges.

LED 606 Information Management for Leaders

This course focuses on the strategic role of information technology in today’s learning organizations. Emphasis is placed on the application of information technology strategies to strategic planning, client/customer analysis, rapid decision-making, and problem solving. Topics will include the use of information as an organization resource; integration of information into the vision, mission, goals, and assessment of practices of organizations; the use of advanced information technologies to implement change; and analysis of information to achieve competitive advantage. Emphasis will be placed on the technical skills needed in storing, updating, and retrieving information; building and using Web-based applications and business forecasting. Students will participate in a classroom/laboratory environment to facilitate application of theory to real world situations.

LED 609 Capstone Project Course

(Prerequisite: MNS 601 and five leadership courses) Working in teams and/or as individuals under the guidance of the instructor, students clarify research topics and identify scholarly sources from which data is gathered in preparation for the project. Students choose an applied business research, comparative study or case study. Students then gather data and/or analyze research and present their capstone project in both written and oral form to the client organization, if applicable, and to other students and faculty. The capstone project is the culmination of the student’s learning and must be submitted in scholarly format to be completed. Completion of a research report that is a minimum of five leadership courses is required as prerequisite to this course.

Grading is by “H” for honors, “S” for satisfactory and “U” for unsatisfactory.

LED 608 Seminars in Leadership

This course prepares students to conduct in-depth research in their area of interest synthesizing knowledge, and theory of leadership. Students will learn to judge scholarly, peer-reviewed work as unique from wisdom literature found in many popular leadership books. Two research papers will be written in the course with a focus on prepa- ration for the thesis/capstone project. APA format, 5th edition will be required, and students will gain skills in internet searches. In addition, students will give a presentation of approximately ten minutes on one of their research paper topics in professional attire and utilizing the appropriate technolo- gy.

LIT – Literature

LIT 100 Introduction to Literature +

(Prerequisites: ENG 100/101)

An overview of the main genres of literature, including fiction, poetry and drama. Examines literary language and different approaches to literary criticism designed to increase student confidence when responding to literature.

LIT 311 British Literature I

(Prerequisite: LIT 100)

A survey of important British authors and literary trends from Chaucer through the middle of the 18th century.

LIT 312 British Literature II

(Prerequisite: LIT 100)

A survey of important British authors and literary trends from the late 18th century through the modern era, with a focus on Romantic, Victorian and Modernist writers and texts. Some attention will also be paid to colonial and post-colonial writing in English.

LIT 321 American Literature I

(Prerequisite: LIT 100)

A survey of important American authors and literary trends through the late 19th century. Texts will be situated in relation to cultural, philosophical, social and historical contexts, e.g., Puritanism and its legacies, varieties of American Romanticism, debates over slavery and gender roles, formation of national identities.

LIT 322 American Literature II

(Prerequisite: LIT 100)

A survey of important American authors and literary trends from the late 19th century through the present. Texts will be situated in relation to cultural, philosophical, social and historical contexts. Particular attention will be paid to the modernist canon and to works by women and authors of color that respond to American literary heritage and social conditions.

LIT 337 American Literature +

(Prerequisite: LIT 100)

An examination of literary heritage of the United States. Includes study of major works and movements in a variety of genres.

LIT 338 Shakespeare

(Prerequisites: LIT 100)

An examination of major works of William Shakespeare.

LIT 342 World Literature +

(Prerequisite: LIT 100)

An introduction to the literary arts of Africa, the Middle East, Asia, Latin America, the Caribbean and Native North America. Presents a variety of genres, as well as both classical and contemporary works.

LIT 345 Mythology

(Prerequisite: LIT 100)

An examination of mythology. This course recognizes that myth-making is a creative activity central to all cultures, including our own society. Students analyze and compare mythological narratives from a variety of cultures.
Course Descriptions

LIT 360
Literary Theory
(Prerequisite: LIT 100)
A survey of major classical and contemporary arguments about the nature of literature, literary expression, and literary experience.

LIT 430
Children's Literature and Literacy
(Prerequisite: LIT 100)
Provides students with the foundations necessary for teaching children to read and learn through reading. It emphasizes the role of literature in literacy development and learning across the curriculum from K-8. Students learn to identify the stages in reading development, to select appropriate literary texts for diverse learners at each stage, analyze children's literary texts and assess the developing literacy and language development of young learners.

LIT 443
World of the Short Story
(Prerequisite: LIT 100)
A look at short stories. The reading list includes varieties of form and style in short fiction drawn from world literature and focuses on contemporary writing.

LIT 446
Studies in Poetry
(Prerequisite: LIT 100)
Focused study of a particular theme, genre, period, or author.

LIT 450
Studies in the Novel
(Prerequisite: LIT 100)
Focused study of a particular theme, genre, period, or author.

LIT 456
Studies in Drama
(Prerequisite: LIT 100)
An examination of the conventions and varieties of dramatic texts and performance, focusing on drama of the 20th century. Includes discussion of both Western and non-Western traditions.

LIT 460
Gender and Literature
(Prerequisite: LIT 100)
A study of the representations of gender in literature to better understand changing literary aesthetics. Discusses assumptions about the ways gender permeates language and discourse.

MAT 641
Cultural Democracy: Contemporary, Local and Global Issues
The course content examines the ways in which individuals in institutional roles operate on culturally democratic policies and practices, including how formal and informal political forces influence culturally democratic programs and culturally relevant curriculum development and implementation. The course emphasizes successes in systemic multicultural competency development and examines the observable and hidden evidence of organizational transformation.

MAT 642
Program Design: Curriculum Theory, Design and Assessment
This course examines the underlying principles that have shaped outcome based learning; content based standards, accountability and need for education reform. The course will emphasize evaluation of school programs, student assessment and program design using the California Coordinated Compliance Review guidelines.

MAT 643
Models of Teaching, Theories, Applications and Practice
This course explores how a variety of teaching models and learning theories are applied in instructional contexts. Specific application of some models and theories will be discussed in class and presented in student-designed curriculum projects.

MAT 644
Foundations and Principles of Curriculum
This course surveys the field of curriculum with specific emphasis on foundations, principles and issues for public educators in California's linguistically and culturally diverse society. The course identifies various approaches to curriculum and the development, design, implementation and evaluation of curriculum. Application of curriculum approaches is provided through student-designed analyses of curriculum.

MAT 645
Developing Fluency in Reading
Provides a research-based analysis of the phonology, morphology and orthography of English, with attention to teaching students at all grade levels to become proficient readers through reciting, sound-print relationships. Candidates will incorporate current approaches to phonemic awareness, explicit phonics instruction, recognition of high-frequency words and spelling patterns for both English language speakers and English language learners.

MAT 646
Comprehension Strategies and Procedures
An investigation of meaning-making at both the local (discourse) and global (general knowledge) levels. Covers research-based models of discourse processing and representation construction. Introduces strategies to promote guided reading, independent reading and study skills in all content areas, using the concepts of connecting background experience and applying self-monitoring strategies.

MAT 647A and B
Language Arts Assessment and Instruction I and II
(Prerequisites: MAT 645, MAT 666)
A two-course series that develops the ability to assess the strengths and needs of students in reading, writing and oral expression through multiple measures. Includes classroom-based formal and informal, group and individual assessment. Also emphasizes assessment-based instruction, particularly early intervention strategies using flexible grouping, small groups and one-on-one tutoring. Candidates must complete a field experience requiring assessment and instruction of students, including non-readers and English language learners. Grades will be assigned at the end of the second course.

MAT 650
Teaching English Language Learners
The course focuses on and applies current theories, research, and strategies in language structure and use, as well as in ESL teaching and learning. Factors such as social, political, cultural, legal, psychological, and pedagogical are addressed within the context of elementary, middle and secondary schools.

MAT 670
The Theory of Research-Based Best Practice Instruction: An Overview
Covers theories and research on Best Practices in education. Best Practice research on effective schools emphasizes: classroom instructional practices, classroom management, school organization and planning, strategies for linguistically and culturally diverse students to access the core curriculum, instructional leadership, teaching environment, teaching strategies, peer assistance, peer review process and parent and community support.

MAT 671
Applied Best Practice Strategies in Classroom Instruction
Upon completion of this course, participants will possess the knowledge, skills and abilities identified in the California Standards for the Teaching Profession. The emphasis is on developing a repertoire of Best Practice Teaching Strategies that can be applied to classroom instruction and assessment of diverse learners.

MAT 672
Integrating Multimedia Interactive Technology in Best Practice Instruction
Students in this course will learn how to integrate, differentiate, align and individualize instruction using technology and multimedia technologies.

MAT 673
Differentiated Instruction and Target Teaching
Participants in this course learn how to increase student achievement by improving the match between the learner's unique characteristics and various curriculum components; how differentiation involves changes in the depth or breadth of student learning; and how differentiation is enhanced through the use of appropriate classroom management, pre-testing, flexible small groups, tiered assignments, target teaching and the availability of appropriate resources.

MCW 600
Pedagogy of Creative Writing
This graduate level seminar examines the practical and theoretical models of teaching and learning creative writing with particular attention to the developments of the last twenty years. An introduction to and overview of contemporary theories, practices, texts, professional organizations and web sites will be the primary focus of this course.

MCW 630
Seminar in Fiction
Students will write and critique each other's original work in this advanced fiction workshop. In a workshop-style format, students will explicate and critique how the elements of fiction - details, action, structure, theme, language, setting, rhythm, narration and style - are utilized in published and student-generated works. Through reading and critical analysis, students will further define the genre, examine its many forms, and analyze the trends and patterns in literary fiction.
MCW 630A
Advanced Workshop in Fiction
In this intensive writing workshop, students will work closely with an established writer to further their development as a creative writer and critical thinker. Students will read classic and contemporary works of fiction in order to more fully understand concepts such as narrative structure, character development, point of view, tone, and theme. Students will submit original manuscripts, critique the manuscripts of peers, and will submit revised work for peer and faculty review. (May not duplicate content of MCW 630B)

MCW 630B
Advanced Workshop in Fiction
In this intensive writing workshop, students will work closely with an established writer to further their development as a creative writer and critical thinker. Students will read classic and contemporary works of fiction in order to more fully understand concepts such as narrative structure, character development, point of view, tone, and theme. Students will submit original manuscripts, critique the manuscripts of peers, and will submit revised work for peer and faculty review. (May not duplicate content of MCW 630A)

MCW 640A
Advanced Workshop in Poetry
This intensive workshop on the practice of poetry includes reading a selection of contemporary poems, doing exercises to generate original poems, critiquing each other’s writing in a workshop setting, and creating a portfolio of original poetry. (May not duplicate content of MCW 640B)

MCW 640B
Advanced Workshop in Poetry
This intensive writing workshop on the practice of poetry includes reading a selection of contemporary poems, doing exercises to generate original poems, critiquing each other’s writing in a workshop setting, and creating a portfolio of original poetry. (May not duplicate content of MCW 640A)

MCW 645
Seminar in Poetry
This seminar includes a study of the history and practice of poetry through an understanding of poetry forms. The focus is on defining poetry through close reading of a rich selection of both traditional and contemporary exemplars of various forms, and on the reading, critical analysis and writing of poetry in workshop-style format.

MCW 650
Seminar in Creative Nonfiction
An advanced study of the forms of creative nonfiction, such as memoir, autobiography, nature writing, literary journalism, and the personal essay. Through reading, critical analysis and writing in a workshop-style format, students will further their understanding of the art and techniques of creative nonfiction, will strengthen their own writing in all genres, and will broaden their understanding of literature and various modes of literary writing.

MCW 650A
Advanced Workshop in Literary Nonfiction
This intensive writing workshop will explore the artist’s quest for truth and address the question: how do we as writers in a post-modern age where memory, image and testimony are all suspect, know what we know? This course includes reading a selection of classic and contemporary literary nonfiction with selections from memoir, personal essay, travel writing, and literary journalism. Students will submit original manuscripts, critique the manuscripts of peers, and will submit revised work for peer and faculty review. (May not duplicate content of MCW 650A)

MCW 650B
Advanced Workshop in Literary Nonfiction
This intensive writing workshop will explore the artist’s quest for truth and address the question: how do we as writers in a post-modern age where memory, image and testimony are all suspect, know what we know? This course includes reading a selection of classic and contemporary literary nonfiction with selections from memoir, personal essay, travel writing, and literary journalism. Students will submit original manuscripts, critique the manuscripts of peers, and will submit revised work for peer and faculty review. (May not duplicate content of MCW 650A)

MCW 660
Thesis I (Draft)
The student will work with a mentor in the development of a substantial body of work, e.g., a collection of stories, essays, or poems, a novel, or a full-length screenplay. During this course the student will complete a comprehensive examination on their genera knowledge of creative writing, add a draft a preface (minimum 1000 words) in which the writer discusses her/his evolution as an artist and the evolution of the work.

MCW 670
Thesis II (Revision)
In this capstone course, each student will submit a body of original work of publishable quality, appropriate length to the chosen genre, with a preface in which the writer discusses his/her evolution as an artist and the evolution of the work. The student will work with a mentor in the development of this work.

MCW 680A
Advanced Workshop in Screenwriting
This intensive writing workshop is designed for students to use professional screenwriting techniques in the creation of their own original screenplay. Building on skills learned in MCW 680, students will take on their own ideas and expand it into a short treatment, a detailed outline, and, at minimum, 60 pages (one-half) of a full-length screenplay. Course assignments, readings and online discussions of both classic and contemporary films are devised to reinforce students’ knowledge of the structure and provide them with new ways to best tell the idea of their choice. Peer review of works-in-progress will be used to provide writers a mode of creative support. Instructor feedback will offer new strategies on how to craft a compelling screenplay in the creative process. (May not duplicate content of MCW 680B)

MCW 680B
Advanced Workshop in Screenwriting
This intensive writing workshop is designed for students to use professional screenwriting techniques in the creation of their own original screenplay. Building on skills learned in MCW 680, students will take on their own ideas and expand it into a short treatment, a detailed outline, and, at minimum, 60 pages (one-half) of a full-length screenplay. Course assignments, readings and online discussions of both classic and contemporary films are devised to reinforce students’ knowledge of the structure and provide them with new ways to best tell the idea of their choice. Peer review of works-in-progress will be used to provide writers a mode of creative support. Instructor feedback will offer new strategies on how to craft a compelling screenplay in the creative process. (May not duplicate content of MCW 680A)

MDC – Digital Cinema

MDC 650
Digital Film Production
This one-month online course explores the four stages of film production: development, pre-production, production, and postproduction. This overview of the digital and traditional components of film production provides students with the critical tools and terminology necessary to navigate the complexities inherent in the collaborative process of filmmaking. (Documents produced in this course are included as a part of the MFA-DC digital portfolio.)

MDC 651
Digital Cinematography
This two-month online course examines the history of film and digital cinematography, the comparative technical differences of the two methods, and the aesthetic aspects of cinematic practices. Students examine and evaluate cinematographic techniques by watching select films and engaging in critical discourse on topics such as lighting, camera movement, color, continuity, cutting, close-ups, and composition. Using digital and 35 mm. still cameras, students also apply cinematic and lighting techniques in controlled studies of digital and film image capabilities. (The results of studies are included as a part of the MFA-DC digital portfolio.)

MDC 652
Digital Video Editing
(Prerequisite: MDC 651)
This is a two-month online course that examines the history, aesthetics and theories of motion picture editing and the technical aspects of digital video editing. Students examine and evaluate editing techniques by watching select films and engaging in critical discourse on topics such as linkage, montage, rhythm, timing and continuity. Using still photographic images, students also apply editing techniques using digital video software to constructing short videos. (Video shorts are included as a part of the MFA-DC digital portfolio.)

MDC 680
Screenwriting
MCW 680 is an intensive writing workshop designed to enable students to complete the first 30 pages of a full-length feature screenplay. It will provide advanced study of the theory and practice of writing fiction material for production on film. (This screenplay excerpt is included as a part of the MFA-DC digital portfolio.)

MDC 683
Directing and Production Management
(Prerequisites: MDC 650, MDC 651, MDC 652, MDC 680)
Directing and Production Management is an onsite course where students receive practical production experience working in production teams. This one-month course is held at a National University Learning Center and must be taken concurrently with MDC 688 and 689. During the month students work in a collaborative environment using professional equipment to gain relevant production skills necessary to direct a digital motion picture. The course covers the pre-production and production aspects of directing as well as the necessary planning and logistical requirements of production management. Documents produced for this course are included as a part of the MFA digital portfolio. (An equipment rental fee applies to this course. For course details see the program catalog description.)

MDC 688
Digital Cinema Production
(Prerequisites: MDC 650, MDC 651, MDC 652, MDC 680)
This intensive, onsite course is a pre-thesis practicum in the art and techniques of digital cinematography.
Course Descriptions

This two-week course is held at a National University Learning Center and must be taken concurrently with MDC 683. Students work in production teams with digital cameras and lighting equipment in a variety of studio and exterior settings. During this course students apply such cinematic graphic techniques as camera movement, camera angles, continuity, and composition to shoot raw footage and make sound recordings that will be edited during this course is included as a part of the MDC-DC digital portfolio. (For onsite residency details see the program catalog description.)

MDC 689 Digital Cinema Post-Production
(Prerequisites: MDC 652)
This is an intensive, onsite pre-thesis practicum course on the postproduction process of digital motion pictures. This two-week course is held at a National University Learning Center and must be taken concurrently with MDC 683. Students construct short motion picture sequences from footage shot in MDC 688 by applying editing and post-production techniques in a postproduction lab using digital video and audio editing software. Edited sequences are included as a part of the MFA-DC digital portfolio. (For onsite residency details see the program catalog description.)

MDC 691 Thesis Production
(Prerequisites: all other core courses in the program)
The MFA in Digital Cinema thesis consists of an original short subject digital motion picture, a critical evaluative summary of that project and the digital portfolio of previous work. While enrolled in this online course, an MFA candidate uses the online course interface, Internet and telephone conferences to consult with the thesis advisor and plan, develop and create a digital cinema project. To be considered for graduation a candidate must submit the motion picture short, thesis evaluative summary and digital portfolio to a thesis committee within one year of the start of MDC 691. The thesis committee evaluates the digital portfolio and short subject project to determine whether the student has met the requirements for the MFA in Digital Cinema as specified in the program outcomes. (For details see the program catalog description.)

MTE – Master of Education Teaching

MTE 600 Demonstrating Effective Teaching & Learning I: Assessment & Portfolio
MTE 601 Demonstrating Effective Teaching & Learning II: Assessment & Portfolio

MG T – Management

MG T 400 Ethics in Law, Business, and Management
This course is an exploration of values and ethics in American business utilizing debate and written exercises. It also considers ethical issues arising in the global business environment.

MG T 409C Principles of Management and Organization
This course is a survey of the theories, techniques, and concepts of management in organizations and the role of the manager in a technologically-orientated society.

MG T 420 Introduction to Total Quality Management in the Context of Management and Leadership
The foundation and orientation course for the TQM certificate program, it surveys the history and development of total quality management within the general context of organizational management theory. It orients students to the philosophy of TQM, the impact of TQM on the management’s orientation towards supplier and customer relations, the importance of written communication, the impact of technology in the workplace, and the importance of quantitative analysis in the implementation of TQM / TQL. The class also explores the effect that striving for quality has had on the globalization of markets and the competitive emergence of world-class standards, including the Deming Prize and the Malcolm Baldrige National Quality Award.

MG T 421 TQM Tools of Continuous Process Improvement
(Prerequisite: MTH 210)
A survey of the basic statistical skills and research methods used to analyze organizational systems, topics include levels of data and statistical measurement, analytical approaches to problem solving, Pareto charts, control charts, attribute and variable control charts, flow charts, cause-effect diagrams, is/is not analysis, histograms, and scatter diagrams. Students take a set of data that represent the analysis of an organizational process and apply the appropriate statistical procedure, analyze the results of the procedure, and develop a recommendation based on the analysis.

MG T 422 Team Building, Interpersonal Dynamics, and Empowerment
An overview of the issues of quality applied to human resources management, topics include the delegation of authority and empowerment, work groups, team building, and employee involvement, reward/recognition programs and employee morale, and the importance of written and oral communication skill in the delegation, sharing, and execution of work. Students gain a clearer understanding of the ways the workplace is changing to improve productivity and profitability.

MG T 423 Organization and Planning for Customer Satisfaction
This course is an examination of (1) the organization and development of TQM teams in both product and service organizations, and (2) the application of continuous process improvement measurements on customer satisfaction in both product and service organizations. It presents the major concepts and approaches to leadership development and strategic planning for TQM. Topics include methods used to determine customer requirements and expectations, meeting customer expectations, setting standards and managing relationships, incorporating customer satisfaction measurements, leadership involvement, quality value creation, promotion of quality, quality strategic planning, and organizational assessment. Students learn how to use the framework of customer satisfaction concepts and measurement methods in the quality management process. They also learn how senior management can create a quality culture within an organization and provide visible guidance to employees.

MG T 424 TQM and Operational Results
An examination of the process of Benchmarking, topics include planning for improved quality on feedback drawn product and process measurements, the role of customer feedback comparisons with similar organizations (benchmarking), using information from suppliers, and supplying information to users. Students learn to benchmark and factor

the outcomes with summaries of other data into quality operational planning.

MG T 425 TQM Capstone: Implementing the Quality Process
A capstone course covering the total systems approach to assure quality services and goods, topics include product/service design, quality function deployment, process quality control, continuous improvement methodologies, quality assessment, documentation, quality of business and support services, and supplier quality assurance. Students use real workplace situations to apply the skills learned in this program to a TQM project. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work) or “U” (Unsatisfactory, “D” or below).

MG T 430 Survey of Global Business
(Prerequisites: ECO 203 and ECO 204)
A study of the accelerating internationalization of all business, this course introduces upper-division undergraduate students to all facets of international business within three broad subject areas: (1) the economic framework of international business, (2) the operating frameworks of multinational corporations, and (3) a framework for global strategic management. It uses case studies to illustrate concepts and methods.

MG T 442 Strategic Business Management
A study of the application of strategic management principles to the development, organization, financing, and operation of a business enterprise, this course integrates and applies skills and knowledge gained in other business courses, especially those in management, marketing, accounting, and finance. To enroll in MG T 442, students must first complete all “Preparation for the Degree” courses and at least four of the courses listed as upper-division BBA requirements.

MG T 451 Production and Operations Management I
A survey of the fundamental concepts of production and operations management, the course covers the use of quantitative methods and computer applications for forecasting, resource allocation, decision theory, capacity planning, project management, inventory management, and quality assurance.

MG T 481 Foundations of Entrepreneurship
A study of entrepreneurship with particular reference to creating and starting a new venture. Emphasis on historical development of entrepreneurship, risk taking and entrepreneurship, innovation and venture creation, the marketing plan, financial planning, organizational planning, going public, and legal issues for the entrepreneur.

MG T 482 Small Business Management
An in-depth study of small to mid-sized companies with a view to preparing students for leadership roles. Emphasis on building and managing companies from the start-up phase to their growth and efficient operation. Problems involve strategies of managerial, legal and ethical issues and dilemmas particularly relevant to small business.

MG T 483 E-Business
Creating, integrating and maintaining successful e-business through a business plan. Emphasis on origin and growth of e-business, security concerns of e-business, entrepreneurial aspects of business-to-business e-commerce, e-tailing and supply chain management. Students are encouraged to develop business plans through their own website.
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MGT 484  
Family Business Management  
Planning and operation of an established family business for maximization of profit. Emphasis on succession to next generation, evaluating then existing business plans, marketing strategies, conflict resolution, estate planning, legal and financial aspects.

MGT 490  
Guided Study  
This course is individual study under direction of instructor. It requires prior approval of appropriate academic department.

MGT 600  
Ethical Concerns in Business and Management  
An analysis of the values, ethics, and ideologies in American business and their applications to current issues in management and business within the contemporary socio-cultural setting, it focuses on corporate behavior and decision making. Through lecture, case study, debate, and readings, students develop an ethical outlook on a wide variety of workplace issues, such as discrimination, toxic wastes, advertising, product safety, and international operations.

MGT 602  
MGT 602S  – Spanish Version  
Strategic Decision-Making in Global Business  
(A capstone course for MBA students. To enroll in MGT 602, MBA students must first complete at least 30 quarter units of the MBA program requirements, other than MGT 610C.) An in-depth study of general management functions as organizations adapt to the global environment, this course emphasizes environmental characteristics that make strategic management critical, organizational success, including assessment of organizational strengths and weaknesses, identification of opportunities and threats, optimum response to unanticipated events, and strategic analysis in turbulent environments. It also analyzes the sociocultural, political, economic, ethical, technological, and regulatory environments that have an impact on businesses in multicultural settings. The course places special focus on the impact of NAFTA and GATT upon the strategic management of business enterprises. Explores global business opportunities provided through new technologies for both small firms and large corporations.

MGT 605  
Organizational Management and Leadership  
This course distinguishes the fundamental practices of public management functions to the understanding of effective leadership. Organizations need both leadership and management under- standing to function effectively in creating the learning organization. Students will learn to analyze and create plans for strategic management, and apply leadership concepts and approaches.

MGT 610C  
MBA Project  
A project where students work in teams or as individuals under the guidance of an assigned faculty advisor. Students clarify research topics and identify data sources in preparation for the project. Students then gather data and present their research in both written and oral form to faculty and classmates. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work) or “U” (Unsatisfactory, “D” or below). MGT 610C is two months in length.

MGT 630  
Global Business Environment  
An analysis of the global economic, political, and cultural patterns affecting international business, this course provides an overview of international trade theory, the pros and cons of protectionism, the global financial environment, and the role of the multinational corporation. It analyzes international sourcing, marketing, and strategic management for global business.

MGT 635  
The Organization Consulting Process  
A survey of the history, values, assumptions, methods, and limitations of the organization consulting process, the course discusses both internal and external consulting as well as roles of managers as both consultants and administrators of the consulting process.

MGT 637  
Comparative International Management  
This course is a study of the impressive gains registered by business in various non-American cultural and geographic settings (e.g., in Europe, Latin America, and Asia). It examines the reasons for these gains, the exportability, if any, of foreign management practices and skills, and the feasibility of adapting and combining different national management styles in the operations of domestic and multinational corporations.

MGT 640  
Operation Planning and Implementation  
This course presents the connection between the operations management of an organization and its productivity. Issues of 1) supply chain management, 2) production planning, processes, locations, and quality, 3) human resources, and 4) project management are studied from an operations management perspective. The course identifies the impact of the internet and intranets on operations management as well as the operations management issues resulting from the continued growth of e-commerce.

MGT 651  
Managing Safety Issues and Regulations  
An analysis of safety issues manifested by major legislation and the significant health and hygiene regulations faced by health safety managers, the course covers safety program models including workers compensation insurance, fire protection, product liability, and other casualty risks involved in safety and health programs.

MGT 680  
Topics in International Business  
A graduate seminar in topics of emerging trends and areas of interest in international business, the topics might include marketing and doing business in Eastern Europe, implications and opportunities created by NAFTA, emerging markets for high-tech industries, and the progress of European market integration.

MGT 690  
Guided Study  
This is individual study under direction of instructor. It requires prior approval of appropriate academic department.

MKT 402A  
Marketing Fundamentals  
This course is the introduction to contemporary marketing theory and its application in the marketing implementation process. It places special focus on identifying market opportunity, product development, promotion planning, pricing decisions, and channels of distribution.

MKT 420  
Principles of Consumer Behavior  
(A prerequisite: MKT 402A) A study of the dynamics of human behavior and how it relates to the purchase decision, the course provides an in-depth view of the many factors that influence the consumer’s decision-making process including personality, social groups, culture, values structure, perception, and learning. Course material is related to marketing strategy development through lecture, case, and field study.

MKT 430  
Introduction to Global Marketing  
(Prerequisite: MKT 402A) An introduction to the fundamentals of trade, finance, and investment in the international context, the course discusses the international monetary framework and foreign exchange in detail. It reviews theory and history of international trade, including exporting and importing, regional economic integration, and international marketing.

MKT 480A  
Introduction to Market Research  
(Prerequisite: MKT 402A) A course that gives the student an overview and practical application of contemporary methods for gathering, analyzing, and preparing market research for use in marketing decision making. It focuses on defining organizational information needs and designing appropriate research methods to obtain it. Specific topics include qualitative and quantitative research methods, secondary research, internal market intelligence systems, and data analysis.

MKT 440A  
Personal Selling  
A survey of the essential principles of salesmanship and selling techniques, the course includes the approach to non-manipulative selling and benefit identification. Also covered is how to identify the right market segment, prospect, and plan for personal selling. It introduces direct selling and provides exercises that enhance the direct selling process.

MKT 441  
Channel and Value Networks  
(Prerequisite: MKT 402A) A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies, the course covers distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers).

MKT 442A  
Public Relations  
A discussion of how to plan and implement a public relations campaign, the course examines public relations, publicity, editorials, and relationship with the press. Specifically, it investigates how to prepare and implement public relations campaigns for individuals as well as private and public enterprises, and how to choose and work with public relations firms.

MKT 443  
Introduction to Advertising  
An introduction to the principles of Advertising, the course discusses targeting, positioning, and consumer purchasing motivations as necessary tools to designing effective advertising. Students learn how to select and use various advertising media to meet specific marketing problems and opportunities. It examines radio, television, print media, outdoor advertising, and media budgeting in detail.

MKT 445  
Direct Marketing Basics  
A survey of direct marketing principles and techniques, this course includes direct mail, catalogs, telemarketing, direct response print and broadcast media, Internet marketing, database marketing, and interactive marketing. It discusses in detail the emerging direct marketing technologies that bring
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direct marketing out of the back room and into the marketing mainstream.

**MKT 446 Introduction to Services**
Marketing
This course examines services marketing as distinct and separate from product marketing. Discussions focus on the theory and practice of designing and developing service market strategies for segmented populations. Emphasis is placed on positioning various types of services through added value and immediate response using technology to communicate effectively in a global market.

**MKT 447 Marketing for Entrepreneurs**
A discussion of the strategies and ideas for building a business in the global economy for the entrepreneurial business owner taking a hands-on approach to managing a company. This course focuses on innovation and creativity, global thinking, service support, and the importance of the internet in developing marketing strategy in both large and small companies.

**MKT 602 Marketing Management**
An in-depth examination of marketing environments and the impact marketing activities have on organizational operations in competitive, global, multicultural business settings. The course discusses both domestic and international frameworks of the fundamental marketing functions of product, pricing, distribution, and promotion. It explores and analyzes modern marketing problems and solutions from conceptual, legal, and ethical perspectives. It explains marketing information systems and the use of advanced technologies in marketing decision making.

**MKT 620 Consumer Behavior**
(Prerequisite: MKT 402A or MKT 602)
An in-depth study of how psychological, sociological, and cultural variables influence buying behavior and marketing strategy development. It focuses on identifying the relevant behavioral variables in a given product purchase situation and determining how marketing strategy can be adapted to meet the ways in which consumers perceive, select, and buy. It uses advanced cases and a field study project.

**MKT 631**
**MKT 631S – Spanish Version**
**Global Marketing**
A study of strategic planning and organizing for international marketing, researching global markets, marketing consumer products, industrial products, and services in the world market, the course explores the international advertising and promotion effort, personal selling and personnel management, pricing, distribution systems, export trade mechanics and logistics, financial requirements for international marketing, and coordinating and controlling global operations. It also discusses the effect of trade agreements on international business.

**MKT 633 Sales Management**
This course is a survey of all facets of sales management, including estimating sales potential and forecasting sales in various territories, selecting, training, motivating, supervising and compensating the sales force, and interfacing with other company functions. Also covered are typical sales management problems and potential solutions.

**MKT 634 Market Research**
(Prerequisite: MKT 402A or MKT 602)
An examination of principles and techniques of market research with emphasis on quantitative applications, this course focuses on defining organizational information needs and designing appropriate research methods to obtain information. It covers qualitative and quantitative research methodologies, secondary research, internal market intelligence systems, and data analysis.

**MKT 635 Advertising Management and Marketing Communications**
An analysis of marketing communications from business, social, economic, and political perspectives, this course provides an in-depth discussion of advertising and promotion as key tools in marketing new and established products. It examines advertising planning and management, research, creative development, media selection, direct response, and advertising agencies. Emphasis is on new media technologies and the growing use of alternative media in communicating with selected publics.

**MKT 660 Students**
Study research topics and identify data sources in preparation for the development, implementation and evaluation of a Marketing Plan for a product or service. Students will gather data and present their research in both written and oral form to faculty and classmates.

**MKT 670 Selected Topics in Marketing**
(Prerequisite: MKT 402A or MKT 602)
This course that is developed on request from students. Covers trends and developments in marketing, as well as introduction to probability and statistics. The primary quantitative course required for MKT 407. (Students who have taken college algebra (MTH 215) within the last three years are exempt from this course.)

**MNS 407 Management Science**
A survey of the fundamentals of management science. Emphasizes the concepts and mathematical techniques most useful in business and finance.

**MNS 601**
**MNS 601S – Spanish Version**
**Statistics for Business**
An examination of the increasing complexity of business problem-solving confronting today’s managers, this course covers the role statistics and forecasting play in the business decision-making process, as well as the principles and steps involved in planning and conducting business research. Within the context of this course, students propose to study a situation that exists within an organizational setting and identify a faculty research advisor with knowledge in the focus area.

**MNS 682 Data Analysis for Decision Making**
In this course, the students are focused on the tools and methods for effective use of data in problem solving and making management decision. It emphasizes data management and proper ways to communicate the findings in an executive manner. This course covers probability, decision analysis, continuous distributions, hypothesis testing, forecasting, and regression. Exercises and examples are drawn from marketing, finance, and operations management. In addition, computer software will be used to demonstrate the use of the concepts and presentation techniques.

**MSM – Multiple Subject Matter**

**MSM 301 Teaching Elementary Physical Education**
A content course covering fundamental movements and movement concepts, fitness and movement forms. Also addresses issues of childhood growth and development, motor learning, nutrition, basic principles of movement and strategies of injury prevention.

**MSM 499 Multiple Subject Matter Capstone**
(Prerequisites: LIT 342 or SCI 335 or HIS 341)
This capstone course compares and analyzes how knowledge is produced across disciplinary boundaries by integrating the major areas of study in the Multiple Subject Matter program: language and literature, history and the social sciences, fine and performing arts, and sciences. Students produce a thematic unit that can be used in a particular K-8 curriculum; another course unit helps students prepare for the CSET exam. MSM 499 provides the scaffolding for students to complete the entire summative assessment project for the Multiple Subject Matter program.

**MTH – Mathematics**

**MTH 012A Beginning Algebra I**
First of a two-course sequence covering methods of simplifying formulas and expressions, solving equations and inequalities, operating with exponents, and translating statements to symbols. Calculator use is highly recommended. (This course is remedial in nature and does not award collegiate credit)

**MTH 012B Beginning Algebra II**
Second of a two-course sequence extending skills and logical analysis begun in MTH012A. Course covers rational expressions, linear equations in two variables, algebraic and graphical solutions of systems of equations, scaling and variations, quadratic and rational equations with emphasis on practical applications. Calculator use is highly recommended. (This course is remedial in nature and does not award collegiate credit)

**MTH 204 Mathematics for Business and Science**
(Prerequisites: MTH 012A & MTH 012B)
A review of basic mathematical principles for business, probability and statistics, physical, natural, and social sciences for non-mathematics majors. This course provides the necessary skills to be successful in MTH210, MTH215, SCI1104 & SCI110A, SCI110 & SCI1101A, SCI1102, SOC100 and SOC260.

**MTH 209A Structure and Concepts of Mathematical Fundamentals I**
(Prerequisites: Placement evaluation)
A study of the real number system and its subsystems, ancient and modern numeration systems,
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MTH 210  
Introduction to Probability and Statistics  
(Prerequisites: Placement Evaluation)  
An introduction to probability theory. Covers simple probability distributions, conditional probability (Bayes Rule), independence, expected value, binomial distributions, the Central Limit Theorem, hypothesis testing, sampling and analysis of variance. Assignments may utilize the MiniTab software, or test- accompanying courseware STAT-DISK for DOS PCs. Computers are available at the University’s computer lab. Calculator with statistical functions is required.

MTH 214  
Modeling of the Environment  
(Prerequisites: Placement evaluation)  
A course offering a thorough and useful beginning-level understanding of mathematical modeling. Examines diverse applications from the physical, biological, business, social and computer sciences. Teaches how to characterize data, select an appropriate model, solve for model parameters and use the model to predict. Discusses limitations, as well as the capabilities, of models as applied to understanding the real world and its inhabitants. Case studies are chosen to demonstrate useful applications. Graphing calculator is required.

MTH 215  
College Algebra and Trigonometry  
(Prerequisites: Placement Evaluation)  
(Prerequisite: Placement Evaluation)  
A continuation course in intermediate algebra. Examines higher degree polynomials, rational functions, trigonometry and matrix algebra needed for more specialized study in mathematics, computer science, engineering and other related fields. Computer usage is encouraged. This course satisfies computer science prerequisites. Graphing calculator is required.

MTH 216A  
College Algebra and Trigonometry I  
(Prerequisite: Placement Evaluation)  
The first month of a comprehensive two-month treatment of algebra and trigonometry preliminary to more specialized study in mathematics, computer science, business, or other scientific fields requiring advanced mathematics. The course is a continuation of intermediate algebra and covers higher degree polynomials, rational functions, transformations and the algebra of functions, matrix algebra and basic arithmetic of complex numbers. Graphing calculator is required.

MTH 216B  
College Algebra and Trigonometry II  
(Prerequisite: Placement Evaluation)  
The second month of a comprehensive two-month treatment of algebra and trigonometry; this course is a continuation of MTH 216A. Topics include trigonometric functions, analytic trigonometry and application, parametric equations, matrix algebra, sequences and series; and applied problems. Graphing calculator is required.

MTH 220  
Calculus I  
(Cross listed with CST 208B)  
(Prerequisite: MTH 215, or placement evaluation)  
An introduction to limits and continuity. Examines differentiation and integration concepts with applications to related rates, curve sketching, engineering optimization problems and business applications. The fundamental theorem of calculus is presented with related techniques for numerical approximation. Looks at the ideas and contributions of Newton, Leibniz, Lagrange, Maria Agnesi and Riemann. Graphing calculator is required.

MTH 221  
Calculus II  
(Prerequisite: MTH 220)  
A discussion of differentiation and integration concepts of the natural logarithm, exponential and inverse trigonometric functions and applications to volumes of revolution, work and arc length. Covers improper integrals and highlights ideas and contributions of Napi6er, Huygens and Pascal. Graphing calculator is required.

MTH 222  
Calculus  
(Prerequisite: MTH 221)  
A study of functions of several variables; extrema and Lagrange Multipliers as they apply to today’s optimization-problems in engineering, business and ecology; Vector algebra and space geometry; and Kepler’s Laws with application to satellite orbital velocity problems and the rendezvous phenomenon. Also examines integrated integrals and applications, the Jacobian transformation. Highlights contributions by Mary Fairfax Somerville, Sonya Kovalevsky, d’Alembert, Laplace and Caroline Herschel. Graphing calculator is required.

MTH 223  
Calculus IV  
(Prerequisite: MTH 222)  
A study of sequences, Taylor Polynomials, infinite series, tests for convergence and the power series. An overview of ordinary differential equations; the initial-value problem; exactness and integrating factors; and Bernoull and higher-order equations with forcing functions. Also looks at undetermined coefficients and variation of parameter methodologies; the basis for solution space and applications to chemical and electrical engineering. Provides an introduction to numerical solutions by Euler, Milne and Runge-Kutta. Highlights ideas and contributions of L. Hopital, Fourier, Srinivasa Ramanujan, Weonski and Sophie Germain. Graphing calculator is required.

MTH 301  
Structure and Concepts of Mathematical Fundamentals  
(Prerequisite: MTH 209A)  
This continuation of MTH 209A includes concepts of measurement, geometry, probability and statistics, elementary synthetic and Euclidean Geometry. Computer programming in BASIC is introduced. Methods are incorporated whenever possible. However, both MTH 209A and MTH 301 are content/concept courses as prescribed by State regulations, not methods courses. Calculator may be required.

MTH 304  
Mathematics Practicum and Portfolio Project  

MTH 311  
Topics from Geometry  
(Prerequisites: MTH 215)  
Survey of main concepts of Euclidean geometry with emphasis on the axiomatic approach, constructions, logic of proof and some ideas from non-Euclidean geometry including historical aspects. A study of axioms of Euclidean Geometry, inference rules, some basic theorems of Euclidean geometry and rigorous proofs. Examines congruence and similarity of triangles, Pythagorean Theorem, the circle, construction of straight edge and compass and geometrical loci problems.

MTH 317  
Mathematical Modeling  
(Prerequisites: MTH 215 or MTH 216A/B and MTH 210)  
A first course in mathematical modeling utilizing a variety of interesting, useful and diverse applications from the physical, biological, business, social and computer sciences. Discusses the limitations, as well as the capabilities, of mathematics as applied to understanding our world and its inhabitants. Teaches problem identification, models of solutions, model implementation, modification and maintenance using a case-study approach. Chooses case studies that are interesting, useful applications. Graphing calculator is required.

MTH 325  
Discrete Structures and Logic Design  
(Cross listed with CST 206B)  
(Prerequisites: MTH 215 or MTH 216A/B)  
A course offering a thorough and useful beginning-level understanding of mathematical modeling. Examines diverse applications from the physical, biological, business, social and computer sciences. Teaches how to characterize data, select an appropriate model, solve for model parameters and use the model to predict. Discusses limitations, as well as the capabilities, of models as applied to understanding the real world and its inhabitants. Case studies are chosen to demonstrate useful applications. Graphing calculator is required.

MTH 410  
Computer Technology in the Mathematics Classroom  
(Prerequisites: MTH 215 or MTH 216A/B or MTH 209)  
An overview of the use of computer-based technology in mathematics educational environments. Evaluates graphing calculators and computer software such as LOGO, Geometric Supposer, Rocky’s Boots, LOTUS, function plotters, MU Math, Calculus Pad and DERIVE to determine their value in illuminating concepts in the curriculum. Studies compare generic or textbook software versus the process of writing programs. Discusses the impact of fast computations and graphics on the choice of topics in the mathematics curriculum. Addresses equity issues related to usage of computers and labs. Requires access to the National University computer lab.

MTH 411  
Number Theory  
(Prerequisite: MTH 215 or MTH 216A/B or MTH 209A)  
An examination of fundamental concepts of numbers, including divisibility, congruencies, the distribution of primes, Pythagorean triples, the Euclidean Algorithm, the Fundamental Theorem of Arithmetic, Diophantine equations, Goldbach’s conjecture and other unsolved problems of number theory. Emphasizes active student involvement in posing and testing conjectures, formulating counter examples, logical arguments and proofs.

MTH 412  
History of Mathematics  
(Prerequisites: MTH 215, MTH 216A/B, or MTH 209A)  
The course offering a thorough and useful beginning-level understanding of mathematics throughout history, mathematics has changed the way people view the world. This course examines current in the development of mathematics throughout ancient Egypt, Babylon, China and the Middle East. It studies math’s influence on society through the major events of Europe, contemporary developments and some projections into the future, including the women and men who played key roles in evolution. Readings and problems are taken from original as well as secondary sources.

MTH 416  
Algebraic Structures  
(Prerequisite: MTH 325)  
A look at groups, rings and fields, as well as applications of these systems. Discusses equivalence relations, Lagrange’s Theorem, homomorphisms, isomorphisms, Cayley’s Theorem and quaternions. Also examines error correcting codes and issues of
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cryptography. Graphing calculator may be required.

MTH 417 Foundations of Geometry
(Prerequisites: MTH 216B and MTH 235)
A discussion of fundamental ideas and processes common to Euclidean and non-Euclidean geometries, including projective, affine and metric geometry. Examines the interplay between inductive and deductive reasoning and formal and informal proof. Addresses uses in areas such as science (transformations, scaling), art (Fischer-type tessellations, projections), architecture (three-dimensional figures) and computer science (fractals, computer-aided design).

MTH 418 Statistical Analysis
(Prerequisites: MTH 210 and MTH 220)
An examination of statistical applications to business, computer science, psychology, education, social sciences and mathematics. Covers fundamental concepts of probability distributions, mathematical models relating independent and dependent random variables, hypothesis testing and experimental design. Study includes fundamental analysis of variance, various distributions and methods of regression, analysis and scaling. Popular software such as SPSS or Minitab may illustrate examples and concrete problems. Graphing calculator is required.

MTH 432 Advanced Calculus
(Prerequisite: MTH 223)
A look at sets, functions and the real numbers as an ordered set. Topics include the Completeness axiom, cardinality and Cantor’s Theorem; sequences, subsequences, monotonicity and boundedness; the Bolzano-Weierstrass Theorem, LimSup and LImInf; topology of R1 and R2; open sets and limit points. Also discusses compactness and the Heine-Borel Theorem; the properties of continuous functions, uniform continuity, the mean-value Theorem, inverse functions and differentiability; the Riemann integral and the Lebesgue Measure.

MTH 433 Differential Equations
(Prerequisite: MTH 223)
An analysis of the existence and uniqueness of solutions of ordinary differential equations with initial conditions and examines linear systems of ordinary differential equations and the geometry of solutions of homogeneous linear ordinary differential equations. Discusses applications to electromechanical systems and the design of control systems. Graphing calculator is required.

MTH 435 Linear Algebra
(Prerequisites: MTH 325 and MTH 220)
An examination of systems of linear equations and matrices, elementary vector-space concepts and geometric interpretations. Discusses finite dimensional vector spaces, linear functions and their matrix representations, determinants, similarity of matrices, inner product, rank, eigenvalues and eigenvectors, canonical form and Gram-Schmidt. Computer software demonstrates computational techniques with larger matrices. Graphing calculator or appropriate software may be required.

MTH 438 Applied Mathematical Modeling
(Prerequisites: MTH 325 and MTH 435)
A capstone course for the B.S. in Mathematics, this course culminates the mathematics major studies and should be taken at or near the end of the program. Addresses important problem areas such as political science, ecology, psychology, sociology, economics, anthropology, business and institutional planning using mathematical techniques from areas such as calculus, geometry, probability and statistics, linear and matrix algebra and linear programming. Discusses principles and methods of constructing, analyzing, interpreting, evaluating and refining models. Compares mathematical models, including analytic and simulation, discrete and continuous and deterministic and stochastic. Graphing calculator is required.

MTH 440 Numerical Analysis
(Prerequisite: MTH 220)
An introduction to numerical computation employed so widely in industry and research. Discusses errors in numerical computation, truncation and discretization and machine storage restrictions. Examines function approximation, roots of nonlinear equations, systems of linear equations, algebraic eigenvalue problems, polynomial interpolation and cubic spline interpolations, quadratures, numerical differentiation, initial and boundary-value problems. May utilize programmed algorithms. Graphing calculator is required.

MTH 441 Abstract Algebra with Applications
(Prerequisite: MTH 416)
This course continues and advances the work done in MTH 416: Algebraic Structures. Discussing selected fundamental algebraic structures and their applications to computations. The main concepts of Sylow Theory of finite groups, Galois Theory, Lattices Theory, Coding Theory and Cryptography, Boolean Algebra and Switching Theory are developed. Finite permutation groups (Cayley’s Theorem) and their applications in science and arts are studied.

MTH 442 Functions of Complex Variables and its Applications
(Prerequisite: MTH 416)
This course is a study of functions of complex variables and their applications to other mathematics branches, sciences, and engineering. The following topics will be examined: the complex plane, analytic functions, integration and Cauchy’s Theorem, sequences and series, residue calculus, Fourier and Laplace transforms, and applications.

MTH 450A Mathematics Project Course I
(Prerequisites: Completion of Mathematics Core for B.S. in Mathematics and interview with Department Chair)
The project courses are not independent study. They are directed student team projects or internships in mathematics. Requires utilization of previously acquired skills and knowledge to complete the project. Students can select project topics from industry, government, business, education, or research.

MTH 460 Problem Solving Strategies
(Prerequisites: MTH 416 and MTH 417)
Students will learn about the science and art of problem solving. The course will develop student’s abilities to solve mathematics problems. The aim of the course is not to impart any specific body of knowledge, but rather to foster the students’ understanding that mathematics is a science of identifying, solving problems and generalizing, the course helps prospective mathematics teachers to acquire their professional skills in the teaching of mathematics in secondary school. Fundamental concepts of mathematics teaching, main teaching strategies, methods and forms of organization of students learning, survey of concepts of basic mathematics, algebra, geometry, trigonometry, functions, discrete mathematics, probability, statistics, beginning calculus will be studied. Effective approaches to the teaching of main mathematics will be discussed. Graphics calculators, computer mathematics learning and tutorial software, different kinds of manipulation and their used in classroom also will be considered.

MTH 490 Guided Study
(1.5-4.5 quarter units)
Individual study under direction of a faculty member. Requires prior approval of appropriate academic department and school dean. Requests should be made well in advance.

MUL – Multimedia

MUL 310 Introduction to Video Gaming
(Prerequisites: ENG 100/110; COM 100 or COM 200)
An overview of video gaming and its applications: the current soft- and hardware tools used to build and deliver video games; the history and evolution of the field; and its social and ethical implications. Students learn the fundamentals of how a video game is created from its inception to release and become familiar with the roles of programmers, designers, artists, and writers in developing the product. Includes an overview of the basics of mathematics and physics used in video game development, as well as the computer languages appropriate for the various game genres: action, role-playing, adventure, simulation, etc.

MUL 315 Video Game Design
(Prerequisite: MUL 310)
An in-depth review of video game development, with emphasis on game design theory and practice. Students learn fundamental principles and strategies of game design to transform a story or game vision into a virtual environment prototype that integrates player activity, interface, and graphics. They become familiar with basic algorithms that control interactivity and representation, and learn about the various tools available to designers, such as prototyping software and game engines. Software instruction is in Anark and Genesis3D.

MUL 318 Video Game Production
(Prerequisite: MUL 315)
A survey course in the fundamental principles and strategies of video game production. Students assume the role of producer, as they learn game assembly, project management and tracking. The course introduces the challenges posed by the ever-changing technologies used to make and deliver video games, and students become familiar with the many different engines available to developers. Software instruction is in Anark, Genesis3D, MS Project, and Concurrent Version System/Revision Control System (CVS/RCS).
MUL 318A Video Game Production Lab (Prerequisite: MUL 315)
This laboratory course provides students with an opportunity to use tools and methods of video game production. It is not intended to be an extensive and comprehensive course on the game production process, the lab introduces the student to the basic tools while providing hands-on experience on how they are used to produce the final product. This will include teaching the student the fundamental parts of a video game engine and providing examples of how the professional community makes modifications to these engines to achieve specific objectives. The student will also use tracking software during game production. Software instruction is in Anark, Genesis3D, MS Project, and Concurrent Version System/Revision Control System (CVS/ RCS).

MUL 325 Psychology of Video Games (Prerequisite: PSY 101)
An overview of the psychological aspects of game playing, with particular emphasis on video gaming. The course presents the historical foundations of research into human play activity, as well as current research in the area and its impact on individuals and society. Students learn about the interaction between people and video games in terms of individual sensory response, personality, and social behavior. Covers human-computer interaction issues specific to video gaming, such as cognitive processing, reaction time, idiosyncratic navigation, and non-traditional interface design. Topics include motivation, addiction, fantasy, escapism, conflict, aggression, reward, player persistence, and alienation.

MUL 330 Communication Tools (Prerequisites: ENG 100/101 and COM 100)
An overview of digital communication tools and techniques used in today’s workplace, as well as an introduction to message design and the social and ethical responsibilities attending the digital communication field. Through intensive practice, students learn how to write for various business purposes, such as analytical, descriptive, procedural, summative and technical. They learn copy editing and formatting techniques in conjunction with traditional and online research skills. Software instruction includes Macromedia Studio, MS Word, PowerPoint, Internet browsers, compression utilities and FTP programs. Certified Internet Webmaster (CIW) curriculum included.

MUL 331 Principles of Graphic Design (Prerequisites: ENG 100/101 and COM 100)
A hands-on introduction to the principles and techniques of graphic design for print and digital media that covers print vs. digital production; resolution and size considerations; vector vs. raster formats; color theory and layout principles; typography; file formats, output and management. Software instruction is in Adobe Photoshop.

MUL 332 Electronic Design and Layout (Prerequisites: ENG 100/101 and COM 100)
An introduction to layout design for print and Web publishing that covers typography, layout theory, prepress production methods and project management. Emphasizes practical development techniques to produce digital visual images efficiently. Software instruction is in Adobe Illustrator.

MUL 335 Desktop Publishing (Prerequisite: MUL 332)
This course covers the stages of publishing in print media from the inception of a project through to the distribution of a finished product. It provides students with the opportunity to put their theoretical and classroom practice to practical use in the design, creation and printing of a project. Topics include: typography, layout theory, prepress production and project management. Students learn through intensive hands-on practice layout techniques for digital and print delivery. Software instruction is in QuarkXPress and InDesign.

MUL 336 2-D Graphic Imaging (Prerequisites: MUL 331 and MUL 332)
An intermediate course in computer-aided photographic manipulation and the merging of vector and raster graphic files used in web authoring and print design. Students produce images in a variety of digital formats, applying aesthetic and compositional design principles. Covers technological limitations of Internet graphics. Software instruction is in Adobe Photoshop and Illustrator.

MUL 340 Principles of Web Design (Prerequisites: ENG 100/101 and COM 100)
Introduces the terminology, history and evolution of web design and the use of hypertext. Provides an overview of effective web page design and efficient site architecture. Covers content development, navigation and usability. Software instruction is in Dreamweaver. Certified Internet Webmaster (CIW) curriculum included.

MUL 350 Web Presentation (Prerequisites: MUL 332 and MUL 340)
Provides a hands-on introduction to the basics of Web presentation. Students apply aesthetic and usability criteria to produce Web presentations, “movies” and other animated components for placement into websites. Covers technological constraints of Web presentation and animation, appropriate uses of motion in a Web page and digital asset management for optimal delivery of animated content. Software instruction is in Macromedia Flash, Certified Internet Webmaster (CIW) curriculum included.

MUL 360 Digital Audio and Video (Prerequisites: ENG 100/101 and COM 100)
Provides a hands-on introduction to the basics of digital audio and video. Students produce and edit a/v clips and apply aesthetic and usability criteria to their placement and CD-ROM presentations. Covers technological constraints of video and sound files; appropriate uses of sound and video to enhance message delivery, and the management of digital assets for optimal delivery of media. Software instruction is in Adobe Premiere, Sonic Foundry Sound Forge and Acid Pro.

MUL 370 Digital Interactivity (Prerequisites: MUL 332 or MUL 336)
Provides a hands-on introduction to the basics of Web interactivity and its potential for e-business, entertainment and education. Students apply aesthetic and usability criteria to visual, textual and aural components integrated into interactive presentations, games and instructional media. Covers technological constraints of Web delivery, interactive design and composition and media integration techniques. Software instruction is in Macromedia Director.

MUL 380 3-D Modeling and Rendering (Prerequisites: ENG 100/101 and COM 100)
Provides a hands-on introduction to the basics of 3-D graphics in still and animated formats. Students produce basic 3D elements and apply aesthetic and usability criteria to their placement in digital and print media applications. Covers technological constraints of 3D applications; appropriate uses of still and motion 3D elements to enhance message delivery; and the management of digital assets for optimal delivery of media. Software instruction is in 3-D Studio Max.

MUL 381 Video Game Art (Prerequisites: all general core courses)
A hands-on course to learn video game art and its design for entertainment, military, and education; the course presents the current software tools used to build and deliver video game art. Students learn the fundamentals of how video game art is created from reception to incorporation into a video game; they learn the role of artists in the video game development team; and also the current tools used to create game art.

MUL 385 Video Game Animation (Prerequisites: all general core courses; MUL 381)
Provides a hands-on introduction to the basics of 3-D and character animation for video game development. Students produce basic 3D environments and animation, as well as animated characters for use in video games and simulations. They apply aesthetic and usability criteria specific to video games. The course covers technological constraints of 3D and character animation; appropriate uses of animated 3D characters and elements to enhance game message delivery and interactivity; and the management of digital assets for optimal delivery of media. Software instruction is in 3-D Studio Max.

MUL 410 Authoring Corporate Training I (Prerequisites: ENG 100/101 and COM 100)
Provides an introduction to instructional design for corporate training through e-learning and multimedia. Students evaluate digital training packages according to instructional design theory and learn multimedia authoring skills to apply to instructional modules they produce. Covers learning theories, authoring tools, multimedia development and usability criteria applied to instructional media. Software instruction is in Macromedia Authorware.

MUL 411 Authoring Corporate Training II (Prerequisite: MUL 410)
Provides an overview of advanced techniques of instructional design and development for corporate training through e-learning and multimedia. Students develop and conduct in-depth needs assessment procedures to determine instructional content and delivery style of digital training modules they produce—13 organizing, editing and programming content for Web and CD-ROM delivery. Covers project management, message design and usability testing for performance. Software instruction is in Macromedia Authorware.

MUL 420 Multimedia Arts Portfolio Project (Prerequisites: all general core courses; completed concentration courses)
In this two-month capstone course, students assemble a portfolio of their best work from previous Multimedia Arts courses and edit and/or improve those pieces. Suitable to show a prospective employer, the portfolio will include digital presentations—graphics, websites and animations—and printed samples, as well as multimedia documentation, such as creative briefs, proposals, flow charts, executive summaries and descriptive critiques.

MUL 430 Advanced 2-D Imaging (Prerequisite: all general core courses; MUL 336)
Course Descriptions

An advanced course in computer-aided graphic manipulations as used in Web authoring. Students produce images in Web-standard formats, applying aesthetic and composition design principles. Covers strategies to overcome technological limitations of 3-D graphics; software add-ons and extensions to aid graphic design; and digital design project management theory and practice to produce graphics efficiently. Software instruction is in Adobe Photoshop and Illustrator.

MUL 431 Advanced Page Layout/Production
(Prerequisites: all general core courses; MUL 336; MUL 430)
A hands-on course on advanced techniques of web graphics production. The course presents the current software tools and techniques for the creation and production of web graphics intended to create identity, atmosphere, and navigation on websites. Students will be exposed to advanced techniques of web graphics, including working with layers, slicing, hotspots, rollovers, using graphics as framing devices on websites and the use of graphics for content. Students will use current industry software to master the skills of print production, including Photoshop, ImageReady and Dreamweaver.

MUL 432 Print / Web Production
(Prerequisites: all general core courses; MUL 336; MUL 430; MUL 431) MUL 461 is a hands-on course on print production. The course presents the current software tools and techniques for print production of a wide variety of projects and materials. Students will be exposed to the concepts and techniques of print production, including digital pre-press, color management, and the steps required to produce printed pieces for final output. Students will use current industry software to master the skills of print production, including learning the Adobe Acrobat PDF workflow for digital pre-press and the latest digital production tools.

MUL 440 Multimedia Design for the Web
(Prerequisite: all general core courses) Intermediate Web page authoring and site design. Students compile graphics, animation and text to produce sites that demonstrate e-business, entertainment and distance education uses of the Internet. Students apply aesthetic and usability criteria to websites developed according to industry practice. Software instruction is in Macromedia Dreamweaver, Certified Internet Webmaster (CIW) curriculum included.

MUL 445 Management of Web Projects
Advanced course in managing the development of Web-based products. Students use project management tools as they produce websites for e-business, entertainment and distance education. Covers product life cycle planning, risk analysis and client-oriented rapid development. Software instruction is in MS Project, Excel and Word.

MUL 450 Advanced Web Presentation
(Prerequisites: all general core courses; MUL 440) Provides hands-on training in advanced Web presentation techniques. Students learn media integration techniques for quick-loading websites that use streaming vector animation and sound. Covers conceptual 14 approaches to building interactivity into Web presentations; advanced usability testing for user satisfaction; and digital asset management theory and practice. Software instruction is in Macromedia Flash.

MUL 460 Advanced Digital Audio and Video
(Prerequisite: all general core courses) Advanced digital audio and video production techniques. Students write scripts, create storyboards and program a/v clips for business, entertainment and educational purposes. Covers advanced Web casting techniques and strategies to overcome technological limitations of Web video and sound. Software instruction is in Sonic Foundry Sound Forge, Adobe Premiere and Terran Media Cleaner.

MUL 461 Motion Graphics
(Prerequisite: all general core courses; MUL 460) A hands-on course on motion graphics for broadcast, video, and film; the course presents the current software tools used to build and deliver motion graphics. Students will apply concepts and techniques of compositing layers of computer-generated imagery and live action video, special effects, camera movements and cinematic points of view, as well as the design of titling and motion imagery. The course surveys works of professional animators, directors, and producers to demonstrate industry-standard techniques.

MUL 462 Digital Audio Creation
(Prerequisite: all general core courses; MUL 460; MUL 461) An advanced course in computer-aided digital audio creation used in CD, DVD, video, and Web authoring. Students learn music theory and composition practices applied to digital audio production, utilizing professional software tools used in the field, as well as hardware applications such as MIDI controllers. Covers file management and compression for specific delivery mediums. Software instruction is in Adobe Audition, Acid Pro, and Pro Tools.

MUL 463 Digital Video Production Project
(Prerequisite: all general core courses; MUL 460; MUL 461; MUL 462) Students apply advanced theory and practice to create a professional video production. They develop a concept into a script and manage all phases of production, such as field lighting, videography, sound recording, editing, and producing to DVD and tape. Software instruction is Premiere Pro, Acid Pro, Pro Tools, and Audition.

MUL 470 Interactive Multimedia
(Prerequisite: all general core courses; MUL 440; MUL 450) Provides hands-on training in the production of interactive products for e-business, entertainment and education. Students conduct needs assessments for a variety of potential interactive presentations, games and instructional media and apply project management skills to a product they produce. Covers strategies to overcome the technological constraints of Web and CD-ROM delivery; interactive design theory and practice; needs assessment procedures; and methods of project management. Software instruction is in Macromedia Studio and MS Project.

MUL 471 Advanced Digital Interactivity Project
(Prerequisite: all general core courses; MUL 440; MUL 450; MUL 470) Provides advanced training in the production of interactive products using computer-based authoring tools for e-business, entertainment, and education. Students conduct extensive reviews of interactive presentations, games, and instructional media and apply lessons learned to programming interactive models in real-time virtual environments. Covers advanced techniques to overcome the technological constraints of web and CD-ROM delivery; interactive design theory and practice; and methods of project management. Software instruction in Macromedia Studio and MS Project.

MUL 480 3-D Animation
(Prerequisites: all general core courses; MUL 381; MUL 385) Provides a hands-on introduction to the basics of 3-D animation. Students produce basic 3-D animation and apply aesthetic and usability criteria for appropriate and effective use. Covers technological constraints of 3-D animation; appropriate uses of animated 3-D elements to enhance message delivery; and the management of digital assets for optimal delivery of media. Software instruction is in 3-D Studio Max.

MUL 381 Video Game Art
(Prerequisite: all general core courses) A hands-on course to learn video game art and its design for entertainment, military, and education; the course presents the current software tools used to build and deliver video game art. Students learn the fundamentals of how video game art is created from its inception to incorporation into a video game; they learn the role of artists in the video game development team; and also the current tools used to create game art.

MUL 485 Character Animation
(Prerequisite: MUL 480) Provides a hands-on introduction to the basics of 3-D character animation. Students produce basic 3-D character animation and apply aesthetic and usability criteria for appropriate and effective use. Covers technological constraints of 3-D character animation; appropriate uses of animated 3-D characters to enhance message delivery; and the management of digital assets for optimal delivery of media. Software instruction is in 3-D Studio Max.

MUL 490 Guided Study
(Prerequisite: Faculty Determined) (1.5 – 4.5 quarter units) Courses require individual study under direction of instructor. Furthermore, course requires approval of appropriate academic department.

MUL 495 Internship

MUS – Music

MUS 100 Fundamentals of Music
An examination of the basic structure of Western music, musical styles, form, different periods and their chief representatives and the dynamics of musical expression and appreciation. Introduces students to elements of music theory common to many cultures.

MUS 100A Fundamentals of Music: Creation and Performance
(Prerequisite: MUS 100) A hands-on laboratory course. Students devote workshop time to creation and performance of music.

MUS 326 Survey of American Music History
A survey of the evolution of American music from the Colonial period to the present. Emphasizes political, social and economic developments as related to the evolution of American music. Styles of music may include colonial hymns and psalmers, American Indian music, African slave music, minstrel/sentimental songs, spirituals, folk/country music, brass bands, ragtime, jazz, blues and contemporary music.

MUS 327 World Music+
(Prerequisites: ENG 100/101)
An exploration of musical traditions and techniques in a variety of cultures, including those of China, India, Native America, South America, and Africa. Broadsens students' cultural understanding of music.

NBC – National Board Certified

NBC 639 
Applications of Research for the Art of Teaching Capstone Project: Accomplished Professional
Teacher-Leader Portfolio
This course is designed to provide classroom educators with the knowledge and skills required to understand and evaluate research relevant to their roles as professional educators. The National Board for Professional Teaching Standards provides a platform, a structure and the tools to examine all aspects of their work in relating to and evaluating research and articles that focus on the definitions, features and significance of learning communities.

NBC 680 
Measuring and Informing Quality Teaching and Learning: Research, Standards, Portfolios and Assessments
This course will provide students with an overview that leads to clear interpretations and understanding of the various components and interconnections that shape and influence the quality of teaching, student learning, professional development and leadership in our schools and communities. Students will examine the history of significant issues, policies, and topics related to quality teaching and they will have an opportunity to analyze the goals, consequences and impact of resulting reforms, innovations and benchmarks for performance excellence. Students will consider approaches, strategies, practices and programs that yield successful outcomes for diverse learners. The course will emphasize the understanding and use of the Core Propositions, the Certificate Standards, and the Assessment Process set forth by the National Board for Professional Teaching Standards as a tool and resource for learning about, examining, and enhancing the quality of teaching and learning, professional development and leadership skills that require knowledge of adult learning and desirable student outcomes. Fundamental knowledge will be gained in preparation to be successful candidates in the National Board Certified Teacher Process.

NBC 681 
Membership in Learning Communities: Professional Contributions, Colleagueship, Partnerships, and Continuous Growth
This course will lay the groundwork in the review of research and articles that focus on the definitions, features and significance of learning communities in schools, classrooms, and associations. Upon review, students will apply the knowledge and understandings in relationship to the NBCT Core Propositions and Certificate Standards that are aligned with accomplished practices reflecting their own membership in learning communities and in their work with adult learners. We will also explore and determine how commitment to democratic learning can be demonstrated through work with diverse students in the classroom, with families, the community and colleagues. We will consider the effects of democratic and supportive environments for learning, and how to advance students and our own decision-making and advocacy skills. Finally, we will identify and document specific examples of accomplishments as defined in the NBCT Portfolio Entry #4 related to professional development activities, interactions with colleagues and families and professional contributions outside of the classroom that have had the greatest influence and impact on student learning and educational excellence.

NBC 682 
Evidence of Student Learning: Entries and Documentation Based on Videotapes
This course will provide students with extended time and opportunities to explore and comment on accomplished teaching practices related to the NBCT standards in their fields of expertise. Students will focus on developing responses to the two entries that require video taped segments that capture their abilities to engage and interact with students effectively as they meet identified instructional goals and objectives, and second, to capture students engaged and interacting with each other in well planned lessons supported by effective instructional strategies that require demonstrations of learning. Students will review and explore research related to a variety of “best practices” that result in student engagement, brain compatibility and content-specific approaches that making curriculum accessible to all student populations. Teachers will videotape segments of their teaching that mirror each of the two Entry requirements outlined in their certificate area, and in a collaborative mode, feedback will be provided specifically attaining the standards and achievement of clear, consistent and convincing evidence of achieving student learning outcomes.

NBC 683 
Evidence of Student Learning: Entries and Documentation Based on Student Work
Samples and Knowledge of Subject Matter
This course will provide students with opportunities to review and critique the guide and shape decisions and judgments we make when determining the levels of progress students are making toward achieving academic goals, and to identify elements of our practice that contribute to successful learning outcomes. One essential source of evidence about a teacher’s practice is student work and in this course we will look at what students are asked to do, how the teacher interprets the responses, what the teacher does with the information, and what might occur next as a result. Students will analyze, describe and reflect upon their instructional practices, lesson designs and assessment strategies related to the requirements that are outlined in the NBCT Portfolio Entries that rely on student work samples as evidence of accomplished practice. Teachers will examine individual and class work as a source for drawing conclusions about their instruction, use of assessment, interpretation of data and next steps that ensure increased achievement. In addition, an overview of the NBCT Assessment Center exercises will be provided and teachers will engage in subject matter examination based on standards and alignment with child development and learning theories. Students will explore and provide written responses to on-demand prompts as outlined in the NBCT tutorial and as generated by colleagues.

NSG – Nursing

NSG 200 
Foundations of Nursing Practice
(Prerequisite: Admission to the pre-licensure program and minimum GPA of 2.75 in prerequisite courses)
Utilizing the nursing process framework, this course focuses on meeting basic human needs through planning and providing nursing care to effectively contribute to achievement of health goals of the patient. This course covers beginning knowledge and skills required for nursing care of patients with commonly occurring health problems is emphasized. Basic concepts of therapeutic communication are discussed. Concurrent enrollment in NSG 200A is required unless approved by the Department Chair.

NSG 200A 
Foundations of Nursing Practice Clinical Laboratory
(Prerequisite: Admission to the pre-licensure program and minimum GPA of 2.75 in prerequisite courses)
Using the language of nursing, students will develop basic plans of care for patients. This course includes practical application of beginning knowledge and skills required for nursing care of patients with commonly occurring health problems is demonstrated both in laboratory and clinical settings. Through simulation and patient interaction, use of therapeutic skills of communication will be analyzed. Concurrent enrollment in NSG 200 is required. Clinical Laboratory is graded on a Satisfactory/Unsatisfactory basis based on successful completion of the course requirements.

NSG 205 
Nursing Process I: Medical-Surgical Nursing I
(Prerequisites: NSG 200, NSG 200A with grade of C or higher)
This course focuses on concepts relating to care of the adult in the acute care setting with commonly occurring medical-surgical problems. Emphasis of this course is on the use of the nursing process and in developing competence in providing nursing care for individuals with specific health care needs/problems. In addition, the student is provided with an orientation to coordination of patient care. Concurrent enrollment in NSG 205A is required.

NSG 205A 
Nursing Process I: Medical-Surgical Nursing I Clinical Laboratory
(Prerequisites: NSG 200, NSG 200A with grade of C or higher)
This course focuses on the practical application of knowledge and skills required for nursing care of adult patients with commonly occurring medical-surgical problems is demonstrated in both laboratory and clinical settings. Using the language of nursing, students will devise and implement care plans and teaching plans. Concurrent enrollment in NSG 205 is required. Clinical Laboratory is graded on a Satisfactory/Unsatisfactory basis based on successful completion of the course requirements.

NSG 211 
Health Assessment
4.5 quarter units (3.0 quarter units theory, 1.5 quarter units clinical laboratory)
(Prerequisites: Admission to nursing program and completion of the general education preparation with a minimum GPA 2.75)
This course covers holistic health assessment as the basis for nursing intervention and practice, interpersonal skills, health history, physical examination, cultural variations and laboratory and diagnostic procedures throughout the lifespan of clients.

NSG 300 
Making the Transition to the Role of the Professional Nurse
This course provides an exploration of the role of the professional nurse and the independent duty corpsman (IDC). It compares the role of the professional nurse with other health care roles. There is focus on nursing assessment, nursing diagnosis, nursing intervention, and evaluation. Includes a required clinical practicum.

NSG 301 
Practicing the Role of the Professional Nurse
This course provides an overview of the practicing role of the professional nurse. There is focus on assuming responsibility for the nursing care of complex clients in an acute care setting. The course includes a required clinical practicum.
Course Descriptions

NSG 310
Professional Nursing Values
This course provides an introduction to fundamen-
tal values as a foundation for professional nursing
practice. It provides an understanding of key comp-
ponents necessary for demonstration of profession-
al value-based behaviors. The concept of caring
will be examined through the values of altruism,
autonomy, human dignity, integrity and social jus-
tice.

NSG 314
Nursing Process II: Childbearing Family Nursing
(Prerequisites: NSG 205, NSG 205A with grade of C or
higher)
Continuing the study of life processes, this course
focuses on the health care needs of parents and
newborns during the childbearing experience.
Introducing the family as a unit, emphasis is placed on the variations in health care
due to behavioral, life cycle, physiological, cultural,
and environmental factors. Concurrent enrollment in NSG 314A is required unless approved by the Department Chair.

NSG 314A
Nursing Process II: Childbearing Family Nursing
Clinical Laboratory
(Prerequisites: NSG 205, NSG 205A with grade of C or
higher)
This course covers practical application of knowl-
edge and skills required for nursing care of fami-
lies in the childbearing period. Using the language
of nursing, students will care for the family as a unit,
considering behavioral, life cycle, physiological,
cultural, and environmental factors. Concurrent enrollment in NSG 314A is required.

NSG 315
Nursing Process III: Pediatric Nursing
(Prerequisites: NSG 314, NSG 314A with grade of C or
higher)
Continuing examination of the family as a unit,
this course focuses on the health care needs of fam-
ilies with children. Emphasis is placed on the vari-
ations in health care due to behavioral, life cycle,
genetic, cultural, and environmental factors.
Concurrent enrollment in NSG 315A is required.

NSG 315A
Nursing Process III: Pediatric Nursing Clinical Laboratory
(Prerequisites: NSG 314, NSG 314A with grade of C or
higher)
This course covers practical application of knowl-
edge and skills required in nursing care for fami-
lies with children. Using the language of nursing,
students will care for the family with children as a unit,
considering behavioral, life cycle, genetic, cul-
tural and environmental factors.
Concurrent enrollment in NSG 315A is required.

NSG 320
Nursing Process IV: Medical-Surgical Nursing II
(Prerequisites: NSG 315, NSG 315A with grade of C or
higher)
This course covers practical application of knowl-
edge and skills required for nursing care of adult
patients with commonly occurring acute/critical
medical-surgical problems is demonstrated in both
laboratory and clinical settings. Concurrent enroll-
ment in NSG 320A is required. Clinical Laboratory is
graded on a Satisfactory/Unsatisfactory basis based on successful completion of the course requirements.

NSG 322
Introduction to Biomedical Statistics
An introduction to statistical procedures commonly
used in the analysis of nursing research data, this
course teaches the utilization of computers and
statistical software in the analysis of data.

NSG 325
Nursing Process V: Psychosocial Nursing
(Prerequisites: NSG 320, NSG 320A with grade of C or
higher)
This course demonstrates the relevance of psy-
chosocial nursing concepts to all areas of profes-
sional practice. It presents the application of the
nursing process, theories, and research from the
biopsychosocial sciences and humanities to
promote mental health and provide care to elderly
people and people with mental disorders.
Concurrent enrollment in NSG 325A is required.

NSG 325A
Nursing Process V: Psychosocial Nursing Clinical Laboratory
(Prerequisites: NSG 320, NSG 320A with grade of C or
higher)
This course covers practical application of knowl-
edge and skills required for nursing care of older
adult and mentally ill patients with commonly
occurring problems is demonstrated in both labo-
rary and clinical settings. Concurrent enrollment in NSG 325A is required. Clinical Laboratory is graded on a Satisfactory/Unsatisfactory basis based on successful completion of the course requirements.

NSG 340
Nursing Leadership and Management
(Prerequisite: C or better in NSG 325 and Pass NSG
325A)
The primary purpose of this course is to facilitate
the development of a broad view of the manage-
ment of health care delivery systems and the
nurse’s role in that arena.
Concurrent enrollment in NSG 340A is required.

NSG 340A
Nursing Leadership and Management Clinical Laboratory
(1.5 quarter unit)
(Prerequisite: C or better in NSG 325 and Pass NSG
325A)
This course covers practical application of skills
and knowledge required to coordinate care for
multiple patients in a multidisciplinary setting.
Concurrent enrollment in NSG 340A is required. Clinical Laboratory is graded on a Satisfactory/Unsatisfactory basis based on successful completion of the course requirements.

NSG 403
Theoretical Models and Conceptual Frameworks
as a Basis for Nursing Practice
This course facilitates the practice of professional
nursing by providing students with an opportunity
to experiment with the application of various con-
ceptual models in order to evaluate the impact of
cognitive models on nursing practice.

NSG 404
Pharmacology for Nurses
In this course, students will synthesize pharmaco-
logical concepts. An overview of the history of
drugs will be presented along with current issues
in drug legislation, design, testing, manufacturing,
and marketing. Utilizing drug terminology, phar-
macotherapeutics, pharmacodynamics, pharmaco-
kinesics, contraindications and precautions for pro-
totype drugs for multiple body systems will be dis-
cussed. Major emphasis will be placed on nursing
management practices that minimize adverse
effects and maximize therapeutic effects for patients, including the role of the nurse in pharma-
cological research.

NSG 410
Nursing in the Community: Population Focused Practice
(Prerequisite: NSG 411)
A study of community health nursing concepts as
they apply to the health of individuals. Explores
the nursing care of individuals in the community
using primary, secondary and tertiary models of
therapeutic intervention. This course includes a
required clinical practicum.

NSG 411
Nursing in the Community: Frameworks for Practice
(Prerequisite: NSG 412)
A study of providing nursing care to families in the
community. Explores nursing care using primary,
secondary and tertiary models of intervention. This
course includes a required clinical practicum.

NSG 412
Nursing in the Community: Health Care Delivery
(Prerequisites: Completion of all 300-level nursing courses)
A study of community health nursing concepts as
they apply to the health of groups and the commu-
nity at large. Explores nursing care using primary,
secondary and tertiary models of intervention. This
course includes a required clinical practicum.

NSG 440
Issues in Professional Nursing
(Prerequisites: completion of all other required nursing courses)
A capstone course that explores the historical roots
and current catalysts of complex issues of nursing
education, practice and scholarship. Also analyzes
multiple interpretations of selected issues and
strategies for resolving issues.

ODV – Organizational Development

ODV 410
Organizational Development, Career Systems, and Training and Development
A survey of organizational development, career
systems, and training and development practices.
The course explores and defines the origin and
interrelationship of the three areas under the aus-
pice of Human Resource Development. The explo-
reration examines these areas as they relate to help-
ing practitioners achieve organizational goals and
increase effectiveness. Students learn about both
theory and practice as it relates to their ability to
assist individuals while seeking greater conson-
ance between individual, group, and organiza-
tional change and growth.
Course Descriptions

ODV 420
Introduction to Organizational Behavior
An introduction to the impact that individuals, groups, and structure have on behavior within organizations for the purpose of applying such knowledge toward improving an organizations effectiveness. The course will focus on work-related behavior with an emphasis on individual and group performance as it relates to organizational productivity, and provides the belief that the central theme will be the development of "people" skills to help all employees-staff, front-line supervision, and management-improve their effectiveness.

ODV 600
Theory and Practice of Organizational Development
The course overviews how, why, and when to integrate the behavioral sciences with human resource management principles to increase individual and organizational effectiveness. Students will analyze, evaluate, and design relevant theories as they relate to practical application in the workplace.

ODV 601
Integrating Performance Management, Technology, and Organizational Communication
This course examines and assesses how technology can best be integrated into and utilized in the workplace to maximize human performance. Implications for information management and organizational communication are investigated and classified. A key aspect is how the two components are impacted by organizational communications. It examines current trends in enterprise-wide technology solutions, specifically as they relate to HRM and OD, implementation of technology, productivity as it relates to use and misuse, and how it facilitates change in human performance and organizational growth.

ODV 606
Seminar in Training and Development
Employee development is the responsibility of the line manager, the human resources professional, and the employee. This course provides essential managerial-level comprehension of training theory and its practical applications in the business and management environment. Students learn the functions and duties of training: trainer/developer, identification and assessment of training needs, program design and development, selection of delivery methods and means of instruction, the implementation of training programs, and evaluation. The course integrates training and development, organizational development and career development, critical components of Human Resource Development.

ODV 608
Research Seminar in Current Issues/Trends in Applied Organizational Development
This course is focused on a selected combination of published empirical research and current issues in organizational development interventions and strategies. Articles for discussion will be drawn from journals and popular press in several fields, including economics, psychology, and human behavior sciences, management science, business administration, and elsewhere as they relate to the practice of organizational development interventions and techniques. Faculty will guide students through written reviews of research and current practices, and seminar discussions in order to assist the HRM and ODV Professional in their role as a change agent to company management.

ODV 610
Advanced Studies in Organizational Behavior in a Diverse Society
An in-depth review of current organizational behavior issues in the areas of workforce planning and performance management is covered as it relates to employee diversity. Using case studies, the course provides an integrated perspective of theory and practice in the areas of interpersonal and group communication, organizational structures and system, and employee performance in the diverse workplace.

PAD 400
Introduction to Public Administration
A general survey course of the theory and practice of public administration, its legal and constitutional foundation and the role of the public administrator in public policy. The context of the discussions are based on the current issues facing administrators.

PAD 401
Public Policy Development
This course discusses the public policy issues facing communities and the role of the public administrator in implementing policy. Examines the role of community action that impact the decision-making process (i.e., employee groups, labor influences, community groups, and media). Discusses the relationship between intergovernmental agencies.

PAD 402
Public Administration and Urban Environments
This course explores the role urban environments play in the nation. Discusses the issues unique to cities and large metropolitan areas and the role of governments and public agencies in addressing the issues. Discusses the ethical issues facing public administrators in dealing with urban and rural environments.

PAD 403
Government and Community Relations
This course is an exploration of how to communicate with citizens in a positive and helpful fashion. Discusses how to interact with community groups and the press and how to promote public understanding of, and support for, government activities.

PAD 404
Nonprofit Sector and Public Administration
The course discusses the theories and roles of non-profits in public administration. It explores the relationships between nonprofits and the public sector and the relationships between nonprofits and the public sector. Students who do not complete the project within the two-month period are eligible, at the discretion of the instructor, to receive a grade of “K” with a maximum of a one-time, six-month extension. Students who do not complete the project at the end of the extension period will retake the course. No grade of “U” can be given for this course.

PAD 620
Foundations of Public Administration
A general survey course covering the role of the public sector manager in American society today. Studies current issues and leading concepts in the field of non-profit management.

PAD 622
Seminar in Urban Affairs
An examination of influences affecting decisions in the urban political arena. Covers segments of the community that impact decision-making, the decision-making process and the decision-makers. Examines the political behavior of the individual and its influences in decision-making.

PAD 625
Public Personnel Policy
An examination of the important aspects of personnel management in government, including civil service procedures, affirmative action, employee motivation, and organizational development.

PAD 627
Quantitative Methods in Public Administration
A practical study of graphical methods and statistical procedures specifically aimed at presenting, interpreting and solving problems related to public administration. (This course cannot be substituted where MS 601 is required.)

PAD 631
Urban Planning and Redevelopment
An examination of historical development of urban planning practices and concepts, general plans and their elements in the urban community. Also discusses the use of technology in planning. Students must complete a minimum of five Public Administration courses prior to taking this course.

PAD 632
Financial Management and Grant Administration
An examination of the current governmental fiscal management techniques and issues. Examines various types of financial and technical assistance to quasi-governmental and non-profit management organizations.

PAD 640
Public Finance
An overview of the fundamental microeconomic analysis of policy issues in public finance, emphasizing taxation. Major topics include public good and externalities, tax incidence and equity and fiscal federalism.

PAD 641
Local Government Budgeting
A comprehensive, straightforward look at local government budgeting. Topics will include the advantages and disadvantages of various approaches to revenue projection, the collection and review of departmental proposals, the development of capital budgeting policy and other budgeting tasks. Also considered are budget implementation, accounting and financial reporting. A variety of methods for maintaining budgetary balance, preventing overspending and dealing with contingencies are presented and discussed.
Course Descriptions

PAD 642  Seminar in Public-Private Financing Partnerships
An examination of financing partnerships between private businesses and public agencies such as school districts, college and university institutions and city and state governments. The course focuses on the design and construction of needed public facilities and the sponsoring of commercial redevelopment projects. Case studies provide detailed coverage of the complex process involved in taking a real estate project from conceptualization through construction.

PAD 643  Bargaining and Negotiation in the Public Sector
An analysis of bargaining and negotiation principles and practices in the public sector. The course focuses on the financial issues of contract negotiations and labor relations. Case studies, simulation exercises, research projects and group discussions complement the presentation of theory and practical experience in developing effective negotiation skills.

PAD 644  MPA Project
A project where students work in teams or individually under the guidance of an assigned faculty advisor. Students clarify research topics and identify data sources in preparation for the project. Students then gather data and present their research in both written and oral form to faculty and classmates. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work) or “U” (Unsatisfactory, “D” or below). MPA 644 is two months in length. A student has to have completed six MPA core courses before taking this course.

PED 604  Orientation and Field Experience in School Psychology
An exploration of the field of School Psychology and its suitability as a personal career choice. Emphasis is on understanding of the multiple roles of school psychologists that includes counseling, coordination and collaboration. Field experiences, using interviews and observations, will give students insight into their future vocations. Emphasis is placed on oral and written communication, and observational skills. Practicum experience is required.

PED 637  School Psychology Action Research
(Prerequisite: I LD 680)
This course is designed to provide the knowledge and skills required to understand, interpret, generate and evaluate research relevant to school psychology. The work of the school psychologist will be emphasized throughout the course as students produce a major action research and writing project. This course will include relevant aspects of professional writing while remaining focused on the practical needs of educators who wish to join the larger professional community in their field of specialty. Maximum length of time is 12 months. (Note: Grading is 4y H (honors), S (satisfactory), or U (unsatisfactory). Class size is 5.

PED 665  Texts and Measurements
(Prerequisite: PED 604)
Covers concepts of validity, reliability, norms, item analysis, and standardization; selection, administration, and interpretation of published psychological and educational tests; development of measurable goals by decision makers for various evaluation purposes, and the development and/or selection of tests, and collection of data.

PED 666  Graduate Seminar in Human Neuropsychology
(Prerequisite: PED 604)
Explores the theories and analysis of brain function, structure, and brain behavior relationships.

PED 667  Graduate Seminar in Child and Adolescent Psychopathology
(Prerequisite: PED 604)
Examines the developmental, biological, psychosocial, and cultural variables in the etiology of behavioral disorders. Students will become familiar with characteristics, classification and diagnosis of behavioral disorders that are encountered in school settings.

PED 668A  Behavioral Research: Design and Analysis
(Prerequisite: Advancement to Candidacy, PED 667 and PED 670)
Focuses on behavioral principles and their applications to diverse populations. Students will investigate the philosophy of behaviorism, experimental and applied behavior analysis.

PED 668B  Basic Behavioral Analytic Principles
(Prerequisite: Advancement to Candidacy and PED 668A)
Provides a philosophy of behaviorism as well as experimental and applied behavior analysis. This class is a continuation of 668A and focuses on behavioral principles and the applications to diverse populations.

PED 669A  Advanced Applied Behavior Analysis: Application of Behavioral Principles in School Settings
(Prerequisite: Advancement to Candidacy, PED 668A and PED 668B)
Examines functional assessment procedures. Emphasis is placed on providing students with an understanding of both procedural and conceptual issues surrounding intervention for children with severe behavior problems following functional assessments.

PED 669B  Advanced Applied Behavior Analysis: Application of Behavioral Principles in the Technology of Teaching
(Prerequisites: PED 668A, PED 668B and PED 669A)
Examines advanced issues related to designing and evaluating behavioral assessment and instructional interventions in school and educational systems. Students will examine assessment instruments developed to support functional academic assessments.

PED 670  Graduate Seminar in Social Psychology
(Prerequisite: Advancement to Candidacy and PED 668B)
Focuses on how individuals are affected by, in turn affect social processes. Topics include social cognition; social influences on beliefs, attitudes, and identity; conformity and persuasion; culture and gender; small group influences and processes; prejudice, aggression and conflict; interpersonal attraction and love. Application of relevant theory and research to educational concern and settings is made.

PED 671  Assessment of Cognitive Abilities
(Prerequisites: Advancement to Candidacy PED 670, PED 680, PED 683, PED 688A, PED 688B)
Intensive practice in administration, interpretation and communication of results of assessment for metal ability. Emphasis is placed on the many aspects of interviewing, behavioral observation, interpretation, and integrating results into case studies.

PED 672  Advanced Psycho-educational Assessment
(Prerequisite: PED 671)
Introduces students to the administration, interpretation, and communication of psycho-educational tests. Emphasis is placed on assessing the visual, auditory, language and sensory disorders. Focus is on achievement and process measures, as well as the development of curriculum-based assessment. Focus will be placed on interviewing and behavioral observation.

PED 673  Emotional/Behavioral Assessment
The third course in a sequence of five assessment courses. In this course behavioral assessment is contrasted with traditional academic and trait-oriented assessment and is designed to introduce and then strengthen student knowledge and understanding of Applied Behavior Analysis. Practical uses of behavioral assessment in applied context with children and adults are emphasized.

PED 674  Preschool / Low Incidence Assessment
(Prerequisite: PED 673)
Emphasizes eligibility for special education that includes assessment of preschool children, diagnosis of disabling conditions, recommendations for remedial techniques and IEP development. The course is also designed to provide an introduction to the assessment of low incidence populations. Exceptionalities explored include Visually Impaired, Deaf and Hard of Hearing, Autistic Spectrum Disorders, Physically Impaired, Traumatic Brain Impaired, and Dual Sensory Impaired.

PED 675  Alternative Assessment for Multicultural Populations
(Prerequisite: PED 674)
This is an advanced course that focuses on selection, educational implications, use of alternative assessment techniques, eligibility for special education, diagnosis of disability, recommendations for remedial techniques and IEP development. Students will discuss the role of primary language and soci-cultural variables in cognitive/educational development, the implications of psycho-educational assessment on least restrictive placement and integrating assessment materials for the purpose of writing psychological test reports.

PED 678  Practicum in School Psychology
(Prerequisites: PED 671, PED 672, PED 673, PED 674, and PED 675)
The purpose of the school-based practicum is to provide students with an orientation to school and community professional as well as to clarify the role of the school psychologist. The student will have the opportunity to observe school psychologists conduct psycho-educational assessments, develop behavioral interventions, participate in child study team meetings, and provide feedback to parents. Students are expected to gain experience working with children in a multitude of settings, including preschool, elementary, middle and senior high school as well as special education centers. Students are placed in a school setting and attend a university-based seminar.

PED 680  Roles, Issues and Ethics in School Psychology
(Prerequisite: Advancement to Candidacy)
Introduction to professional, ethical, legal, theoretical and practical aspects of School Psychology. Students will examine the roles and responsibilities
of school psychologists, professional organizations, and associations. Historical and social context along with emerging professional issues and directions are included. National Standards and ethical guidelines for practice are examined.

PED 683
Program Evaluation
(Prerequisites: Advancement to Candidacy PED 680)
Provides an overview of current empirically-based programs addressing student needs such as reading difficulties, school safety, anger management and self-mutilative behavior reduction. Includes evaluation of site or district wellness and academic interventions.

PED 685
Best Practices Seminar in School Psychology
(Prerequisites: A record of a passing score on the CBEST and approval of internship site Placement Specialist. students mush have completed all program prerequisites, completion of PED coursework, 450 hours of practicum and have permission of the faculty advisor) Students will review the knowledge, skills, and standards of the graduate program in school psychology in final preparation for their employment. Students will participate in professional school psychologists. Student will prepare for the ETS Praxis examination, complete their program portfolios, and present their school project as part of this course.

PED 687
School Psychology Internship I
PED 688
School Psychology Internship II
PED 689
School Psychology Internship III
PED 690
School Psychology Internship IV
(Prerequisites: students must have completed all program coursework, must be enrolled in their internship and have permission of the faculty advisor) Students are placed in a school setting and expected to perform a variety of school psychology related activities for a minimum of 1200 hours.

PED 694
Thesis
(Prerequisite: ILD 680)
Provides supervised experience culminating in the completion of a thesis project that was designed in ILD 680. Maximum length of time is 12 months. Class size is 5. (Note. Grading is by H (honors), S (satisfactory), or U (unsatisfactory).)

PHL 100
Introduction to Philosophy
(Prerequisites: ENG 100/101)
A study of the variety of ways of thinking about such fundamental issues as knowledge and belief, human nature, the nature of reality, the existence of supernatural being(s) and the relationship between self, mind and the body. Develops philosophical thinking skills and awareness of world philosophies.

PHL 238
Critical Thinking in Everyday Life
(Prerequisites: ENG 100/101)
An introduction to the skills needed to rationally and critically evaluate common forms of illogical reasoning, verbal sleights of hand and the use of language to distort and confuse. Emphasizes critical thinking in real-world applications involving advertising, politics, claims of the paranormal and controversial issues like abortion. Also covers the basics of deductive and inductive reasoning.

PHL 320
Comparative Religion +
(Prerequisites: ENG 100/101)
A survey of major world religions in cross-cultural and historical perspective. Explores several traditions, including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Islam and Christianity. Also discusses the distinction between church, sect and cult; the experience of conversion; religious rituals, ceremonies and rites of passage; and the construction of legitimacy for controversial new religions. May involve work in oral history.

PHL 336
Philosophy of Science
(Prerequisites: ENG 100/101)
A survey of major theories of science. Considers the nature of scientific knowledge, the roots of science in our everyday cognition and behavior, the relation of theory to experimentation, the social implications of science, the relation of physical to social science and the relation of science to technology.

PHL 339
Study of a Major Philosopher
(Prerequisites: ENG 100/101)
An in-depth analysis of the writings of a major figure in the history of philosophical thought, with particular emphasis to be determined by the instructor in the context of the specific thinker chosen.

PHL 375
Environmental Ethics
(Prerequisites: ENG 100/101)
An exploration of the justification for moral and legal concerns with natural objects (including non-human animals). Examines humanitarian, eocentric and utilitarian perspectives. Issues include natural rights, animal experimentation, factory farming, species extinction, habitat loss, pollution, conservation, industrialization and population control as well as Western cultural assumptions of worth and personhood.

PHL 437
Ethics
(Prerequisites: ENG 100/101)
An examination of theories of value, ideological differences and conflicts and practical applications to clarify ethical differences. Emphasizes the dilemmas of personal and professional responsibility within a real-world context of business and workplace circumstances.

PME 601
Planning, Performing, and Controlling Projects
This course introduces the in-depth theory and practice involved in the design and management of projects. It guides students through a systematic approach to project evolution-concept, study, design and implementation. This course also covers more than fifty case studies taken from real companies illustrating successful and poor implementation of project management. In addition, the latest developments in the field such as intricate framework of organizational behavior and structure, global project management, the project management maturity model, “six sigma”, and conflict resolution modes will be covered.

PME 602
Managing Engineering Competencies and Skills
This course focuses on human resource aspect, in particular, modern concepts and practical guidelines for leading people effectively and confidently towards challenging project and organizational objectives. The concepts behind dealing with diverse project teams, issues of delegation, empowerment, accountability, control, commitment, organizational linkages, alliances and the intricacies of matrix management will be studied.

PME 603
Product Management
This course focuses on product management aspects related to project management. This course covers three major tasks facing today’s product managers namely analyzing the market, developing objectives and strategies for the product or service in question, and making decisions about price, advertising, promotion, channels of distribution and service. Product management utilizes the familiar marketing plan as the unifying framework for its lessons, and takes a “hands-on” project approach toward preparing graduates to assume the position of product manager.

POL 201
American Government and Politics
(Prerequisites: ENG 100/101)
A critical introduction to the structure of American government. Topics include classical and modern democratic theories, constitutionalism and federalism, the political process, including the mass media, voting behavior and political parties and interest groups; the institutions of government; the courts, civil liberties and civil rights; and public policy. (Includes study of the Constitution)

POL 320
Politics of Social Movements
(Prerequisites: ENG 100/101)
A global survey of the processes of social and political awareness, mobilization and the development of participation by minorities and other colonized populations. The course emphasizes the sources of political instability in Africa, the Middle East, the Caribbean, Latin America, the United Kingdom and the central European nations.

POL 490
Guided Study
(1.5-4.5 quarter units)
Individual study under direction of instructor. Requires prior approval of appropriate academic department.

POL 539
Dynamics of World Politics
An examination of international relations and politics, the factors underlying international crises from different theoretical perspectives and the future of the global community. Explores the historical and intellectual antecedents of contemporary world events.

POL 540
The American Political System
A look into the origins and development of the American political system with special emphasis on aspects of democratic theory and practice, political parties, interest groups, public opinion and political ideology and political economy. Students are encouraged to pursue topics of particular interest.
PSY – Psychology

See also courses listed under CHD (Chemical Dependency) and HUB (Human Behavior).

PSY 100 Introduction to Psychology
A survey of the field of psychology as it relates to an understanding of human behavior.

PSY 301 Child Development
(Prerequisites: ENG 100/101)
Familiarizes students with the foundational theories of human development, current research directions in developmental psychology, major developmental perspectives and research approaches in developmental psychology and issues surrounding diversity, emphasizing an ecosystemic model of thinking about and understanding children and their development. In addition to the previous topics, the following areas will be discussed: the history of childhood; developmental theories and appropriate practices in education; play as a medium for learning and development; and the field of discipline particularly as it relates to development, behaviors and considering temperament in children.

PSY 340A Effective Counseling Techniques I
(Prerequisites: ENG 100/101 and PSY 100)
An introduction to basic counseling techniques, such as nonjudgmental listening, reflection, feedback, goal setting and basic solution skills. Examines concepts of transference and countertransference and emphasizes therapist attributes such as empathy, congruence, acceptance, genuineness and respect. Includes theory and practice within scope of the course. Grading is on a satisfactory/unsatisfactory basis.

PSY 340B Effective Counseling Techniques II
(Prerequisite: PSY 340A)
An examination of intermediate counseling techniques, including imagery, role-playing, confrontation, and crisis management. Focus is on application of techniques applied to clinical, non-clinical and culturally diverse populations. Students will gain practical experience through in-class demonstrations and role plays. Grading is on a satisfactory/unsatisfactory basis.

PSY 426 History of Psychology
(Prerequisites ENG 100/101 and PSY 100)
Contemporary psychology derives from two main sources: (1) the rise of the scientific method and worldview in Western Europe during the modern era and (2) perennial issues in philosophy throughout its entire history in the West. This course reviews influences from both sources on the development of psychology, especially in America.

PSY 427 Biological Psychology
(Prerequisites: ENG 100/101 and PSY 100)
A study of the role of biological structures and processes in normal and pathological psychological functioning. Topics include attention, memory, mood, emotions, inhibitory and impulse control, sexuality, intellectual development, thought disorder and social behavior.

PSY 428 Developmental Psychology
(Prerequisites: ENG 100/101 and PSY 100)
An examination of the developing personality, including personal identity, cognition, language, social skills, relational capacities, gender and role learning and socialization for the entire life span.

PSY 429 Introduction to Personality Theory
(Prerequisites: ENG 100/101 and PSY 100)
The study of psychological characteristics of the individual that endure in stable form for substantial periods of time. Examines influential theories of personality and supporting research.

PSY 430 Introduction to Psychopathology
(Prerequisites: ENG 100/101 and PSY 100)
The study of social-cultural views of normalcy/deviance and theoretical and clinical views of healthy/ pathological psychological functioning. Examines classification and research in psychopathology within psychology and psychiatry.

PSY 431 Theories and Techniques of Psychological Testing
(Prerequisites: ENG 100/101 and PSY 100)
An introduction to theories and principles of psychological testing and measurement and to a variety of standardized tests of intelligence, personality, achievement, interest, neuropsychology and other areas. Emphasizes the principles by which tests are constructed and validated. Also examines controversies regarding the valid, appropriate and fair use of psychological tests.

PSY 432 Social Psychology
(Prerequisites: ENG 100/101 and PSY 100)
A study of the responsiveness of individuals to various sources and forms of social influence. Major areas of study include persuasion, conformity, obedience, prejudice, attitude formation and change, social behavior, altruism, aggression and the influence of the mass media. Emphasizes social circumstances rather than variations in personal characteristics, as in personality theory.

PSY 433 Cognitive Psychology
(Prerequisites: ENG 100/101 and PSY 100)
The study of psychological functioning in the area of mental operations, largely uninfluenced by individual differences in personality or motivation. This encompasses the areas of attention, pattern recognition and other perceptual achievements, memory, problem solving, categorization and concept formation, language acquisition and use, textual interpretation and decision making.

PSY 434 Psychological Research: Philosophy, Methods, Ethics
(Prerequisites: PSY 435)
A survey of core issues involved in scientific psychological research. Includes the study of the nature of explanation in psychology, the role of theory in research, the connection between research findings and theory, the distinction between experimental and other forms of research, the design of experiments, threats to the validity of research findings, operationalizing psychological concepts in a manner that yields quantitative data and ethical considerations in terms of confidentiality, informed consent and the possibility of doing harm to subjects.

PSY 435 Analysis of Data in Psychological Research
(Prerequisites: ENG 100/101, PSY 100 and MTH 210)
A study of how conclusions are made on the basis of submitting research data to statistical tests. The general area is called inferential or inductive statistics. Covers methods for analyzing parametric and non-parametric data, single-group and multiple-group sources of data and data derived from one source of information and multiple sources of information.

PSY 436 Computer Applications in Psychology
(Prerequisites: ILR 260 and PSY 435)
A survey of the uses of computers in psychology, including the application of computers in psychological research and the analysis of statistical packages for the social sciences. Also considers computer-aided instruction. Lecture and laboratory format.

PSY 437 Theories of Psychotherapy
(Prerequisites: ENG 100/101 and PSY 100)
A presentation of clinical theories of treatment that correspond to theories of psychopathology, personality and development already encountered in courses under such titles. Topics include specific treatment approaches, the nature of the therapeutic relationship and how it affects change and therapeutic interventions.

PSY 438 Introduction to Group Counseling
(Prerequisites: PSY 340A and PSY 340B)
A basic examination of the dimensions of group process, dynamics, and practice is the emphasis for this course. Focus is on effective strategies and procedures for facilitating group process practiced by clinicians in the counseling as well as practitioners in human services, criminal justice, behavioral analysis business and education. Opportunities to practice effective strategies with children, adolescents, adults and the elderly will be part of class-room experiences.

PSY 439 Counseling Diverse Populations
(Prerequisites: PSY 340A, PSY 340B and PSY 438)
An introduction to diversity and multicultural perspectives in psychology, and their impact on counseling practices. Focus will be on dimensions of culture, ethnicity, life style, religion, gender, identity development models and the effects of privilege and oppression on individuals and groups. Basic multicultural counseling competencies will be presented, with opportunities for student self-examination and practice of strategies and techniques.

PSY 460 Introduction to Addictive Disorders
(Prerequisites: ENG 100/101 and PSY 100)
An overview of the nature of addictive disorders, including the various theories regarding etiology, development and psychopathology of such disorders. Also covers the etiology, diagnosis, assessment and treatment of compulsive gambling and nicotine addiction.

PSY 461 Group Counseling with Addictive Disorders
(Prerequisites: PSY 460)
An examination of the theoretical framework for facilitating group counseling with clients with addictive disorders. Studies multicultural differences related to working with clients in a group context. Each student is given the opportunity to co-facilitate a group in class at least once during the course.

PSY 462 Etiology and Treatment of Chemical Dependency
(Prerequisites: PSY 460 and PSY 461)

PSY 463 Etiology and Treatment of Eating Disorders
(Prerequisites: PSY 460 and PSY 461)
An in-depth theoretical and practical framework regarding etiology, diagnosis, assessment and
course Descriptions

PSY 464
Etiology and Treatment of Sexual Addiction
(Prerequisites: PSY 460 and PSY 461)

PSY 465
Counseling the Addictive Family System
(Prerequisites: PSY 460 and PSY 461)
An overview of family systems theories and an in-depth understanding of how to apply those theories to the addictive family system. Discusses cross-cultural.

PSY 480
Senior Project
(Two-month, 4.5-unit course)
(Prerequisite: Completion of all other core courses)
Development of a major cumulative paper integrating what students have learned in the program with an applied area of student interest. Covers empirical or theoretical study of specific topics in psychology with an emphasis on independent and creative activity. Students meet in seminar format to present work in progress for discussion.

PSY 491
Guided Study for Honors Students
(Two-month, 4.5 quarter units)
(Prerequisites: Completion of core courses with a GPA of 3.75 or higher, and the approval of the Department)
In this capstone course students will design a research project under the direction and supervision of a faculty member. The research project will include data gathering, data analysis and interpretation of data and will be written in APA style and format. Grading is by “H” (for Honors, “B” or better work), “S” (for marginal, “C” level work), or “U” (Unsatisfactory, “D” or below).

PSY 619
Research: Paradigms and Critiques
(3 quarter units)
An overview of how to read and critically analyze psychological research. Discusses both modern and post-modern paradigms. Techniques of behavioral writing will also be discussed including process notes, treatment goals and objectives and other forms of critical writing.

PSY 623A
Individual Psychotherapy and Clinical Assessment I

PSY 623B
Individual Psychotherapy and Clinical Assessment II
(Prerequisite: PSY 623A)
Explores the realm of mental illness from the perspectives of etiology, diagnosis, classification and treatment. Covers relevant contextual issues often considered to be related to etiology and treatment. These include neurobiology, culture, family and development. Also covers post-modern considerations regarding pathology and treatment.

PSY 624A
Assessment Techniques for Marriage and Family Therapists
Acquaints students with the various information-gathering techniques used in clinical practice for the purposes of diagnosis and treatment planning. Emphasizes building conceptual and practical bridges between initial presenting symptoms, diagnosis and treatment planning.

PSY 626
Human Sexuality in Psychotherapy
An exploration of human anatomy, physiology, sexual response cycle and the current theories and techniques used to treat sexual dysfunction. Provides students an opportunity to develop skills with these techniques and confront personal biases. Covers issues such as lifestyle, gender choice, gender roles, stereotyping, religion, contraception, HIV, AIDS and physical challenges.

PSY 627
Legal and Ethical Issues in Marriage/Family Therapy
An examination of the professional laws and ethics pertaining to the practice psychotherapy and the content of these legal and ethical codes, the meaning of these tenets and the underlying principles involved.

PSY 628
Principles of Psychotherapy III: Group Approaches
A comprehensive study of the major approaches, techniques and interventions used in group psychotherapy. Also emphasizes dynamics of group process including the types, stages and formation of groups.

PSY 629A
Developmental Contexts in Psychotherapy: Adulthood and Aging
An opportunity to examine major topics in adult development and aging as they relate to the practice of psychotherapy. Includes developmental challenges and tasks unique to adult life, theories which assist in understanding the adult experience, issues related to work and career and the impact aging has on individuals and society.

PSY 631A
Principles of Psychotherapy IV: Integration and Application
A focus on integrating and applying the full range of theoretical models used in individual, couples and family psychotherapy. Students gain practical experience with both process and content issues through in-class role playing and demonstrations and receive both instructor and peer feedback.

PSY 631B
Practicum for MFT Trainees
(Prerequisite: PSY 631A)
A two-part field practicum in which students work as MFT trainees under the supervision of a licensed therapist. Students also participate in an academic seminar at the University. Students select an approved practicum site and accumulate 200 hours of supervised work with clients during a six-month period. Regular course work includes lectures, demonstrations, discussions, videotapes and role plays.

PSY 632A
Couples/Family Therapy A
Part one of a two part sequence. Part one of the sequence is designed to provide a comprehensive look at the theories, strategies, techniques, problems and critical issues involved in working with families. This course will provide an historical overview and a focus on theoretical approaches to the treatment of families. Teaching strategies for this course will include lectures, demonstrations, discussions, videotapes and role plays.

PSY 632B
Couples/Family Therapy B
(Prerequisite: PSY 632A)
Part two of a two part sequence. Part two of the sequence is designed to provide a comprehensive look at the theories, strategies, techniques, problems and critical issues involved in working with couples. This course will provide a historical overview of the major perspectives in the treatment of couples, a survey of recent research on marriage and marital therapy, and a focus on major approaches to the treatment of both married and unmarried couples. Teaching strategies for this course will include lectures, demonstrations, discussions, videotapes and role plays.

PSY 635
Developmental Contexts in Psychotherapy: Childhood and Adolescence
A seminar focusing on the application of developmental theories and research to the clinical practice of assessment, diagnosis and treatment of children and adolescents. Considers all areas of the developmental process will be considered in addition to issues surrounding diversity, gender and other relevant contexts. Addresses differences between normal developmental transitions, adjustment reactions to life events and/or trauma and deviations in development.

PSY 636
Principle of Psychotherapy II: Child and Adolescent
An examination of theories, techniques and empirical findings essential to the treatment of children and adolescents. Emphasizes the developmental, cultural and family parameters necessary to conduct successful treatment. Students gain experience with a variety of diagnostic and treatment techniques tailored to the particular age and developmental levels of children and adolescents through in-class experimental activities.

PSY 637
Principles of Psychotherapy V: Cultural Competencies
An exploration of the role of culture in psychotherapy. Emphasizes the development of a culture-centered approach to psychotherapy by integrating multicultural awareness, knowledge and skills into assessment, diagnosis and treatment.

PSY 642
Relational Violence
An examination of child abuse, battering partners and abuse of the elderly as issues rooted in relationships of one form or another. This course covers classical, modern and post-modern identifications, assessment and treatment of relational violence as well as preventive intervention. Addresses relevant cultural and gender issues.

PSY 652
Psychopharmacology
A study of the effects, patterns of use and delivery of psychopharmacological products. Evaluates and lists the primary medications in use today; critiques pertinent research in psychiatric intervention as it relates to psychotherapy. Analyzes selected issues in resolving possible conflict in treatment goals between psychotherapy and psychopharmacology. Students learn to recognize

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Course Descriptions

signs and symptoms that might be amenable to medication. Problems such as Schizophrenic disorders, mood disorders, organic mental syndromes, substance use disorders, sexual issues, eating disorders and emergencies are discussed. The course curriculum also includes areas such as when to refer a patient to a physician, basics on how medications work, who would be involved in the referral, where to look for a physician co-therapist and what outcomes can be expected.

PSY 690
Guided Study
(1.5-4.5 quarter units)
Individual study under direction of instructor. Requires prior approval of appropriate academic department.

SCI – Natural Sciences

SCI 100
Survey of Bioscience
A survey course of the basic principles of the life sciences. Examines cellular, organismal, populalation and community biology based on the unifying concept of evolution.

SCI 100A
Survey of Bioscience Laboratory
(1.5 quarter units) (Prerequisite: SCI 100)
Study of the unifying principles of life with emphasis placed on the following topics: molecular biology of the cell and cellular processes, including energy metabolism, membrane transport and cell division; classical genetics; population genetics; and the mechanism of evolution and the evolutionary basis of species classification. This laboratory course will complement the student’s knowledge of biology with demonstrations and experiments. Contact hours for this laboratory course (45) are based on a 3:1 ratio, i.e. 3 lab hours = 1 lecture hour equivalent.

SCI 101
General Chemistry
Fundamentals of inorganic and organic chemistry, including bonding and basic types of reactions. An introduction to nuclear, biological and environmental chemistry. Basic principles and calculations of chemistry with emphasis in the areas of atomic structure, molecular structure and properties, equilibria, thermodynamics, oxidation-reduction and kinetics.

SCI 101A
General Chemistry Laboratory
(1.5 quarter units) (Prerequisite: MTH 204 and SCI 101)
This laboratory course will complement the student’s knowledge of chemistry with demonstrations and experiments. Contact hours for this laboratory course (45) are based on a 3:1 ratio, i.e. 3 lab hours = 1 lecture hour equivalent.

SCI 102
Survey of Physical Science
An introduction to the basic principles and general concepts of the physical sciences. Develops selected topics from chemistry and physics. A general education course for non-technical majors.

SCI 103
Fundamentals of Geology
Introduction to the major geological processes which create and transform materials and landforms throughout the planet. Geotectonic processes, geomorphology, unifying themes such as plate tectonics, sea floor spreading and athenosphere convection cells, and degradation-aggradation processes.

SCI 103A
Fundamentals of Geology Laboratory
(1.5 quarter units)
(Prerequisite: SCI 103)
This laboratory course will complement the student’s knowledge of geology with demonstrations and experiments. Contact hours for this laboratory course (45) are based on a 3:1 ratio, i.e. 3 lab hours = 1 lecture hour equivalent.

SCI 104
General Physics
(Prerequisite: Satisfactory completion of high school algebra or equivalent. MTH 204)
Non-calculus based general physics course for earth and life science majors. Study of force, laws of motion, heat, fluid mechanics, electricity, magnetism, light (optics) and modern physics.

SCI 104A
General Physics Laboratory
(1.5 quarter units)
(Prerequisites: Satisfactory completion of high school algebra or equivalent and MTH 204, SCI 104)
Non-calculus based general physics course for earth and life science majors. Laboratory exercises, including data analysis on topics, including but not limited to: electricity, magnetism, light (optics) and nuclear physics.

SCI 201
Human Anatomy and Physiology I
This course is concerned with the Anatomy and Physiology of the Human Body. Areas for study include cells and tissues, some of our organs (skin and body membranes; the skeletal, muscular and nervous systems), the special senses (eye, ear, balance, taste and smell), and their functional relation to each other. Topics also include the aging process and diseases in these systems, as well as the effects of genetics, diet, lifestyle, and the environment.

SCI 201A
Human Anatomy and Physiology Laboratory I
(1.5 quarter units) (Prerequisite: SCI 201)
This is a laboratory course in Human Anatomy and Physiology that provides hands-on use of many instruments used in research and medical practices. The amazing progress that Cellular and Molecular Biology have experienced is mainly due to the development of biochemical and biological laboratory techniques that have played a central role in our understanding of how things work at the cellular, tissue, and organ level. Through performing a number of different experiments, students will gain a practical understanding and appreciation of the structure and function of the Human Body. Students conduct fetal pig dissections in order to better understand the mammalian anatomy, in particular, the cardiovascular and urogenital systems. Cells, tissues and organs will be compared and contrasted. Digestion, energy requirements, and how enzymes operate will be examined.

SCI 202
Human Anatomy and Physiology II
This course on human anatomy and physiology focuses on the endocrine system; blood; the cardiovascular system; the lymphatic system and body defenses; the respiratory system; the digestive system and body metabolism; the urinary system; the reproductive system and their functional relation to each other. The aging process and diseases in these systems, as well as the effects of genetics, diet, lifestyle, and the environment.

SCI 202A
Human Anatomy and Physiology Laboratory II
(1.5 quarter units) (Prerequisite: SCI 202)
This is a laboratory course in Human Anatomy and Physiology that provides hands-on use of many instruments used in research and medical practices. The course is necessary as evidence in the amazing progress that Cellular and Molecular Biology have experienced due to the development of biochemical and biological laboratory techniques that have played a central role in our understanding of how things work at the cellular, tissue, and organ level. Through performing a number of different experiments, students will gain a practical understanding and appreciation of the structure and function of the Human Body. Students will not dissect in this course, although by examining a live chick embryo students will observe the heart contracting and circulating blood. This course will also focus on mitosis, meiosis, embryonic and fetal development; the practice of aseptic techniques, gram staining and interpreting antibiotic susceptibility tests. Additional investigations include homeostasis in the lungs, liver and kidney. Emphasis will be placed on the anatomy and physiology of the endocrine, immune, nervous, and vascular systems.

SCI 203
Introduction to Microbiology
This course will introduce the students to the vast and unseen world of microorganisms, including both pathogenic and nonpathogenic forms. A basic understanding of the kingdoms of life, cell structure, prokaryotic and eukaryotic cells, cellular metabolism and methods of reproduction is necessary before focusing on the organisms of clinical interest. Topics include: pathogenicity, toxicity and the role of the opportunistic pathogen in humans, including bacteria, fungi, protozoa, viruses, parasites, and prions. The epidemiology of the most common disease-causing organisms will be compared, with an emphasis on understanding the method of pathogenicity and mode of transmission so as to prevent and control infection. The fundamental of the immune response to infection will be included, as well as a retrospective on the emergence of HIV and an awareness of newly emerging disease threats such as Ebola and SARS.

SCI 203A
Introduction to Microbiology Laboratory
(1.5 quarter units) (Prerequisite: SCI 203)
This course will introduce the students to laboratory safety and procedures for handling biological specimens. The methods of identification of microorganisms, both microscopic and by diagnostic media, will be emphasized. Students will work with a selection of the most common medically significant microorganisms including bacteria, prokaryotic and parasitic forms. This course emphasizes techniques essential to microbiology including aseptic technique, isolation of a single colony by quadrant streak method, preparation of a pure culture, inoculation and interpretation of select diagnostic tests. In addition, preparation of stained slides and wet mounts, microscopic observations, and the determination of antibiotic susceptibility will be learned. Students will culture and study the normal flora of the throat, skin, and surface of everyday items. An introduction to anaerobic bacteria and culturing techniques will be included. Students will gain an understanding of the differences between sterile conditions and disinfection. This two-month course is a combination of lecture and laboratory activities.

SCI 219
Plants and People
A study of food, fiber, forage, fuel and drug crops of major economic significance. Emphasizes ethnobotany, including basic principles of botany, geographic distribution, commercial value and marketable products.

SCI 300
Geography: Mapping the World
A course emphasizing both human cultural and physical geography and the intimate interconnectedness of the physical, biological and human realms on earth. Explains the relationships...
between the surface features of the earth, climate, plants, animals and human cultures (politics, languages, economic opportunities, urban vs. rural concerns, migrations and other social factors). Focuses on students’ immediacy in interacting with the real (measurable and map able) world in which they live. Includes a field-lab component.

SCI 301 Earth and Planetary Sciences
A study of the astronomical, geological and oceanographic sciences. Emphasizes the physical structures and processes that have formed (and are continuing to shape) the stars, planets and other objects of our solar system and the universe.

SCI 303 Introduction to Geographic Information Systems and Remote Sensing in Natural Resources
This course is designed to demonstrate interdisciplinary features in Geographic Information Systems. It will introduce the students to the fundamental concepts of sound geographic analysis in a GIS. Aspects of the class include geography, cartography, and computer science. These aspects will be incorporated in analytical uses of GIS software for scientific, business, and environmental applications. This will include teaching the student how to input spatial data into the computer, organize the data and perform basic spatial operations. Emphasis will be on natural resource data bases and applications.

SCI 322 Oceanography
An examination of the interactions between oceanographic, geological and astronomical processes on the physical and living components of the world’s oceans. The course explores the interactions between the ocean and the atmosphere and how these interactions affect currents, weather and biological activity. The course curriculum also explores how marine biological organisms and biological processes modify the oceanic and global environment.

SCI 330 Ecology
A study of the relationship of plants and animals to their environment and to one another. Emphasizes populations, the population-community interface and community structure and interactions within the ecosystem.

SCI 335 Environmental Science
A study of man’s relationship to the environment and the effects on it. Examines plant and animal community structure, renewable and nonrenewable resources and environmental degradation with emphasis on what is needed for a sustainable society.

SCI 336 Natural Resources, Conservation, Economics, and Policy
This course is designed to provide an overview of the distribution and uses of world natural resources and the application of economic concepts to the management of specific renewable resources. Included will be a review of specific resources such as soil, water, grasslands, forests, marine habitats, fish and game populations and energy resources.

SCI 337 Environmental Law, Policy, and Sustainability
This course is designed to give the student an understanding of the science disciplines which investigate the relationship of laws, national and world policy generation and human society’s promotion of a sustainable society.

SCI 400 History of Science
(Prerequisite: One 4.5 quarter unit course from the natural sciences)
A study of the history of science throughout all human cultures. Emphasizes the mutual interaction between science and society, especially in modern times.

SCI 405 Cell and Molecular Biology Laboratory
Introduction to basic biological principles including the chemical basis of life, cell structure and function, energy transformations, cell division, genetics and the origin of life.

SCI 405A Cell and Molecular Biology Laboratory
(1.5 quarter units)
This laboratory course will complement the student’s knowledge of cell and molecular biology with demonstrations and experiments. Contact hours for this laboratory course (45) are based on a 3:1 ratio, i.e. 3 lab hours = 1 lecture hour equivalent.

SCI 408 Introduction to Genetics and Heredity
Principles of heredity, with emphasis on the relationship of genetics to health, welfare, behavior and society of humankind. Application of genetics to the origin, adaptations and evolution of species.

SCI 411 Biodiversity
A survey of the form and function of diverse life forms (past and present) on earth. Describes representative members of the various kingdoms within the framework of evolutionary ecology and conservation. May also discuss current issues in habitat loss, extinctions, preservation of tropical rain forests and coral reefs, resource values for humans and restoration ecology.

SCI 412 General Zoology
A comparative approach to the study of animal life: organization, structure, physiology, reproduction, evolution and behavior of invertebrates and vertebrates.

SCI 412A General Zoology Laboratory
(1.5 quarter units)
(Prerequisite: SCI 412)
This laboratory course will complement the student’s knowledge of zoology with demonstrations and experiments. Contact hours for this laboratory course (45) are based on a 3:1 ratio, i.e. 3 lab hours = 1 lecture hour equivalent.

SCI 420 Animal Behavior
A descriptive introduction to the field of animal behavior. Will emphasize broad-based behavioral concepts that integrate the work of biologists, psychologists and anthropologists.

SCI 450 Natural History of California: A Field Course
A unique field experience for those students interested in a more comprehensive introduction to the scientific study of the Southwestern ecosystems of the U.S. This course consists of field trips, with sites specifically selected for each academic center within the University.

SCI 480 Studies in Field Biology
A field-based study in paleontology, terrestrial or freshwater ecology, marine biology, deforestation, habitat protection, endangered species, environmental education, or other aspects of field biology under the individual direction of the faculty. Topics and sites are specifically designed for teachers in career development programs or for those students traveling throughout different ecosystems. Flexibility in units and subject matter are at the discretion of this course. Units can be taken separately or cumulatively (this course can be repeated depending upon the needs of individual students).

SCI 490 Guided Study
(1.5-4.5 quarter units)
Individual study under direction of instructor. Requires prior approval of appropriate academic department.

SCI 491A Senior Seminars and Capstone Project in Environmental Studies I
This capstone course provides the student an opportunity to examine environmental issues in a focus area, selected from a menu of eight (8) options. The upper division Seminar options, each structured for seven (7) 4.5 hours sessions, will compare and analyze the different approaches to the management of specific renewable resources. The upper division Seminar options, each structured for seven (7) 4.5 hours sessions, will compare and analyze the different approaches to the management of specific renewable resources. Each seminar, students will select (with approval of the instructor) a topic within one of the completed options for further research. Students will be expected to conduct original research, producing a “capstone” paper based on a practical “hands-on” project, either field-based or agency-based.

SCI 491B Senior Seminars and Capstone Project in Environmental Studies II
This capstone course provides the student an opportunity to examine environmental issues in a focus area, selected from a menu of eight (8) options. The upper division Seminar options, each structured for seven (7) 4.5 hours sessions, will compare and analyze the different approaches to the management of specific renewable resources. The upper division Seminar options, each structured for seven (7) 4.5 hours sessions, will compare and analyze the different approaches to the management of specific renewable resources. Each seminar, students will select (with approval of the instructor) a topic within one of the completed options for further research. Students will be expected to conduct original research, producing a “capstone” paper based on a practical “hands-on” project, either field-based or agency-based. The seminar topic chosen in SCI491B should be different than the one selected in SCI491A.

SCL – Supply Chain Logistics

SCL 601 Supply Chain Management Fundamentals
The supply chain involves the processes between three or more companies to bring product and related information from source of raw supply to the final consumer. In this course, students will be introduced to the differences between logistics and supply chain management, how relationships are built, information technology that will implement the supply chain, and the competitive advantages that can occur. This course will look at the dynamics and conflicting objectives of supply chain partners, and discuss how to integrate these to improve individual company performance and market share.

SCL 602 Supply Chain Management - Strategies, Design and Implementation
This course builds on many critical issues pertinent to Supply Chain Management including inventory management; logistics network design, distribution systems, and customer value, to more advanced discussions of strategic alliances, the value of information in the supply chain, information technology...
Use of Excel regression to solve linear regression problems and reciprocal cost allocation problems, Use of Excel Solver to solve linear programming course also provides extensive integration of these systems upon entering the industry. This assures that students are fully trained on the uses and services from the source of supply or origin, to the final consumer. In this course we will look at the complex activities that make up this process, such as transportation, inventory control, warehousing, international logistics, and supply chain management, and how they are inter-related. The course will show how information systems connect all these activities, with the goal of providing the best customer service at the least cost.

SCL 603 eLogistics Management Fundamentals eLogistics is the process of getting goods and services from the source of supply or origin, to the final consumer. This course covers the advanced concepts in supply chain logistics management including Information Networks, Enterprise Resource Planning and Decision Support Systems. This assures that students are fully trained on the uses of these technologies and better prepared to manage these systems upon entering the industry. This course also provides extensive integration of spreadsheet-based solution methods, for example: Use of Excel Solver to solve linear programming problems and reciprocal cost allocation problems, Use of Excel regression to solve linear regression problems, Use of spreadsheets to perform sensitivity analysis in cost-volume-profit analysis and to prepare process cost reports.

SCL 604 Advanced Supply Chain eLogistics Management This course covers the advanced concepts in supply chain logistics management including Information Networks, Enterprise Resource Planning and Decision Support Systems. This assures that students are fully trained on the uses of these technologies and better prepared to manage these systems upon entering the industry. This course also provides extensive integration of spreadsheet-based solution methods, for example: Use of Excel Solver to solve linear programming problems and reciprocal cost allocation problems, Use of Excel regression to solve linear regression problems, Use of spreadsheets to perform sensitivity analysis in cost-volume-profit analysis and to prepare process cost reports.

SCL 605 Technology Assessment and Integration for Supply Chain Management and eLogistics This course is an in-depth study of information systems technology through systems integration and distributed computing, to maximize efficiencies to meet organizational goals in supply chain management and eLogistics. The course provides a comprehensive, thorough up-to-date treatment of IS design, analysis, and implementation, with a practical focus on client server computing and the integration of legacy systems with newer applications to meet changing business needs in supply chain management and eLogistics.

SEN 410 Introduction to Software Engineering and Professional Ethics This is an introductory course for students enrolled in or considering the Bachelor of Science in Software Engineering. Students are introduced to computer hardware, software and ethics. A general knowledge of software engineering and computer programming is introduced.

SEN 420 Introduction to Software Processes and Management A broad perspective of software engineering and widely-used techniques for developing sophisticated software systems. Overview of requirements through system evolution and develops the Software Development Life Cycle (SDLC). Students work in a team environment to develop software requirements documentation.

SEN 421 Introduction to the Unified Process and Modeling Language (UML) (Prerequisite: CST 242) Introduction to the Unified Process and Modeling Language, incorporates the Rational Unified Process (RUP) and Unified Modeling Language (UML) and Rational Rose.

SEN 425 Software Architecture and Development (Prerequisite: CST 330C) Introduction to the concepts and practices of software and component interaction. Defines architectural abstractions and differentiation from implementation, algorithmic and data representation. Reinforces integrity and independence of architecture reusability.

SEN 445 Database and Applications Development (Prerequisite: CSC 422C) Introduces and explains techniques for database and Internet applications. Includes applications for Active Server Pages (ASP) and database integration utilizing the Structured Query Language (SQL).

SEN 450 Human Computer Interface Engineering (Prerequisite: CST 427) An examination of the Graphical User Interface (GUI) design, development and evaluation. Discussion of interface technology, design methods and interface evaluation. Students will develop prototype systems and present team final projects in written and oral communication.

SEN 460 Software Quality and Testing (Prerequisite: CST 330C) This course introduces the quality standard for software testing procedures for structured and unstructured environments. Continuous quality framework, based on Deming’s spiral model for continuous improvement, and details as applied to software testing.

SEN 465 Introduction to UNIX/LINUX (Prerequisite: CST 247) Introduction to the history and fundamentals of the UNIX/LINUX Operating System. Includes the history of Linux and open source code, files and directories, shell commands, K Desktop Environment and GNU Network Object Model Environment (GNOME).

SEN 486A Software Engineering Project I This is the first Capstone Project Course towards the degree requirements. Students will apply the concepts and knowledge acquired in previous coursework towards the completion of a final project. Students will be working in teams of 3-5 as students and developing the Operational Concept Document (OCD), Software Requirements Specification (SRS) and the Software Development Plan (SDP) for their final Project.

SEN 486B Software Engineering Project II (Prerequisite: SEN 486A) This is the second Capstone Project Course towards the degree requirements. Students will continue to apply the concepts and knowledge acquired in previous coursework towards the completion of a final project. Students will be developing the System Prototype, Software Test Plan (STP) and the User’s Manual (UM) in preparation for their Final Project Report and Presentation.

SEN 486C Principles of Software Engineering A survey of principles of modern software engineering; development and maintenance of a software product and its supporting documents, software lifecycle and various models of development.

SEN 612 Software Tools and Processes Prepares students with the broad understanding of the software design and development tools and processes needed to construct software in a systematic manner. Lab work involves assignments to illustrate these concepts, tools and processes.

SEN 625 Basic Software Architecture Software architecture and its components and relationships, functionality, specifications, properties, interfaces and data models are examined during this course.

SEN 630 Applied Software Architecture An in-depth study of software architecture. Defines and discusses object-oriented programming, design methodologies, constructing, managing, advanced level. Discusses the use of UML to model architectures. Introduces a standard implementation of a distributed, object-oriented middleware (e.g., CORBA, J2EE, Microsoft .NET, etc.). Students design and implement an architecture using software.

SEN 635 Software Testing Strategies and Metrics An overview of software testing strategies and software metrics. Develops topics on structured walk-through, unit, white and black box, integration, system, acceptance and regression testing. Formulates process for requirements verification and software functional verification and validation. Introduces, examines and surveys advanced concepts of software engineering metrics and models from an application perspective.

SEN 645 Designing Database Applications An introduction to object-oriented modeling and design techniques for database applications. Discusses the benefits attributed to object-oriented techniques such as lower costs, shorter time to develop and better quality systems. Students are required to design and document a prototype database system using object-oriented modeling and relational database techniques.

SEN 650 Human Computer Interface This course prepares students to develop software user interfaces by providing a background in human computer interaction concepts. Includes procedures that form the basis of effective human computer interactions that meet human cognitive capabilities and organizational practices and processes. Design guidelines, principles and methodologies for constructing, maintaining, installing and maintaining interactive systems that optimize user productivity are explored. Students will also complete a project related interface requirements specification.

SEN 651 User Interfaces and Software Engineering A survey of current developments and tools for creating and controlling, management of user interfaces. Students discuss HCI user expectations and needs and design an effective interface through the use of an interface requirements specification that includes object specification, navigation control, graphics and multi-media. The students complete a project that consists of development and evaluation of a user interface.

SEN 655 Applications Software Development A survey of the technologies required for software development of current applications, such as internet and client/server. The Internet and the Web have revolutionized the way people communicate and organizations do business. This course will introduce students to the establishment, confi-
Course Descriptions

**SMG – Sports Management**

**SMG 430 Introduction to Sports Management**
This course examines the organization and administration of the leisure service field, ranging from the smallest for-profit entity such as a park and library to businesses such as hotels, restaurants, amusement parks and country clubs. Students analyze operating problems and propose solutions to enhance their knowledge and outlook on leisure facilities and operational management.

**SMG 432 Principles of Leisure Services Management**
An examination of the basic financial and accounting problems facing the operation of a sports enterprise, the course concentrates on the unique characteristics of sports organizations and programs, and provides the student with the skills necessary to effectively manage values, resources, and revenue streams. Students will develop skill in financial analysis and an appreciation of the financial decision-making process in the administration of sports enterprises.

**SMG 434 Principles and Problems of Coaching**
The study of vital sociopsychological aspects of coaching, the primary focus of this course is on individual sports – golf, tennis, fitness, but also includes team sports – football, soccer, basketball, etc. Includes philosophy of coaching, sports administration, psychology of sport, physiology, and ethics. Emphasis is given to the technical, tactical, physical, and psychological components of players and coach-player relationships.

**SMG 435 Legal Aspects of Sports Administration**
This course covers federal, state and organizational regulations impacting the sports industry. Focus is placed on a contract law, tort liability, agency law, labor law, copyright, license and intellectual property law as applied to sports. The legal relationship of athletes as individuals and as members of a team to sports industry management will be discussed. General legal aspects of E.O.E., affirmative action and diversity in the workforce affecting employees of the sports enterprise will also be covered.

**SMG 436 Sports Marketing and Promotions**
The course introduces students to the principles of sports marketing and the application of these principles to sports related organizations. The primary focus is on planning, with additional emphasis on promotions management.

**SOC – Sociology**

**SOC 100 Principles of Sociology +**
(Prerequisites: ENG 100/101)
A critical introduction to the basic concepts in sociology and a basic examination of major theoretical perspectives including functionalism, symbolic interactionism and conflict theory. Students learn how to formulate research topics in sociology and evaluate various research methodologies. Topics for exploration include education, religion, race relations, gender identity, the social construction of the family, deviance and social problems.

**SOC 260 Cultural Anthropology**
(Prerequisites: ENG 100/101)
An introduction to the principles and processes of anthropology and culture. This course offers a mix of theoretical and practical courses in human society. Examples of such activities include: cultural anthropology of the sports enterprise, tennis club management, fitness center management, tournament management, etc.

**SOC 310 Cultural Dynamics in the Workplace**
As the workplace changes under the impact of new technologies and alterations in the compositions of the workforce, we need to rethink the nature of cultural dynamics. This course not only seeks to define the relationship of the workplace to the community, but also examines the historical development and contemporary relevance of social, artistic and economic matters crucial to a healthy perspective for employers and employees.

**SOC 325 Contemporary Popular Culture**
(Prerequisites: ENG 100/101)
A critical examination of contemporary popular culture in sociological perspective. Introduces students to the crucial debates in the field of cultural sociology, including a critique of the distinction between ‘high’ and ‘low’ forms of culture, the social distinction between work and leisure time, the impact of travel and tourism on indigenous cultures, the influence of society on individual patterns of consumption and personal taste and the sociology of everyday life. Discusses such topics as the mass media, sports, leisure activities, fashion, youth culture, science fiction, rock music, talk shows, soap operas, Internet chat rooms, personal ads, home shopping and folkloric. Students have the opportunity to incorporate their own popular cultural preferences as topics for papers, presentations and class projects.

**SOC 328 Intercultural Thinking and Creativity**
(Prerequisites: ENG 100/101)
An expansive overview of world consciousness, drawing upon the significant, creative contributions of men and women from varied cultures and different fields of learning. Emphasizes the approach of comparative synthesis. Studies the world’s outstanding creative thinkers and the interconnectedness of their works.

**SOC 331 Social Issues in Health and Illness**
(Prerequisites: SOC 100 and ILR 260)
Emphasizes “the sociological imagination” to explore issues of health, illness and medical practice. It examines the social contexts of physical and mental health, illness and medical care and gives prominence to the debates and contrasting perspectives which characterize the field of medical sociology. Exploring the social, environmental, and occupational factors in health and disease, the development of health professions and the health care workforce, doctor patient relationships, the structure and processes of health care organizations, health care and social change, it is designed for students interested in the organization and analysis of health care in the U.S.

**SOC 332 Contemporary American Society**
(Prerequisites: ENG 100/101)
An exploration of the relationship between television and society in a cultural and historical context. In particular, students analyze the impact of television on society and explore the ways in which television has changed how individuals view the world and receive information. Considers how contemporary visual culture has transformed society and discusses such issues as the social functions of advertising; social and corporate processes of television programming; the relationship between television, democracy and political participation; and current developments in technology.

**SOC 336 American Film and Society +**
(Prerequisites: ENG 100/101)
A critical examination of the complex relationship between film and society and the processes by which film both influences and is influenced by society. Emphasizes the importance of locating the meaning of film within social and historical perspective and identifies how the film industry influences the presentation of different groups of people and issues in society. Explores the interrelationship between film and technology, the impact of narrative and the institution of Hollywood on the sociological imagination and the nature of representation, particularly as it applies to race, class and gender.

**SOC 344 Marriage, Sex and the Family**
(Prerequisites: ENG 100/101)
Over the past 30 years, ideas about marriage, sex and the family seemingly have changed. But have they? Using a sociological perspective, this course examines the institutional and sociocultural relevance of family structures through an overview of the current topics affecting family life and a discussion of sex, marriage and family in historical and cross-cultural context. Covers topics including kinship ties, the sexual revolution, changing gender roles, remaining childless, alternative forms of family, divorce, family violence, the economy and the family and an aging population.
**Course Descriptions**

**SOC 355**  
**Classical Social Theory**  
*(Prerequisites: SOC 100 and ILR 260)*  
Beginning with the Enlightenment and extending into the 20th century, this course examines the foundational theories that have engaged major social theorists. It analyzes the nature and types of classical social theory; it explores the historical, economic, political, intellectual, and biographical contexts within which they developed; and it appraises the intent to which they continue to inform current sociological research and thinking and the ways in which they differ.

**SOC 375**  
**Contemporary Social Theory**  
*(Prerequisites: SOC 100 and ILR 260)*  
Examines the major social theories that have engaged social theorists from the mid-twentieth century onward. The course also investigates the historical, sociological, intellectual, and biographical contexts within which contemporary social theories have developed and the extent to which they inform current sociological research and thinking.

**SOC 385**  
**Methods of Social Inquiry**  
*(Prerequisites: SOC 100, MTH 210, and ILR 260)*  
Designed to present students with the key methods of sociological research. Research methodologies guide the defining, collecting, organizing, and interpretation of data. We will systematically study major sociological research designs and methods including survey, qualitative technique, secondary data analysis, network analysis, and experiment. All methods have strengths and weaknesses and we will explore the kinds of conclusions that can be drawn from each method. Finally, students will develop the critical ability to understand the problems faced by contemporary researchers and how they dealt with (but not necessarily solved) these problems.

**SOC 430**  
**Culture, Technology and Society**  
*(Prerequisites: ENG 100/101)*  
A survey of the social, cultural and historical development of technology. Examines the creation and social impact of such technological innovations as the printing press, the telegraph, the telephone, railroads, steam engines, internal combustion engines, automobiles, earthmoving equipment, radio, television, computers, nuclear power, satellite communications, facsimile machines, cellular phones, fiber optics and the Internet, among others. Emphasizes the effect of technological changes on work, education, consumption, politics, the environment and especially the effect of technology on race, class and gender.

**SOC 443**  
**Sociology of Deviance**  
*(Prerequisites: SOC 100 and ILR 260)*  
Employed a critical sociological approach to deviance and social control in contemporary society. The topics to be considered include: the origins and functions of deviance in society; the institutional production and categorization of deviance; the impact of deviance on personal and social identity; deviant careers; and deviance and social change. We will consider several major theoretical perspectives on deviance within sociology, we will make use of current data on crime and current research in sociological and criminological journals and web sites, and we will examine portrayals of deviance and social control in literature, film and popular culture.

**SOC 445**  
**Contemporary Social Problems**  
*(Prerequisites: ENG 100/101)*  
A critical examination of historical and contemporary social conditions. Using various sociological perspectives, namely functionalism, conflict theory and an interactionist perspective, students explore the ways in which social problems are defined, learn how to evaluate policies designed to alleviate social problems and analyze the unintended consequences of social policies when issues of race, class, gender and other differences are not adequately taken into consideration.

**SOC 449**  
**Sociology of Law**  
*(Prerequisites: SOC 100 and ILR 260)*  
Explores the social, political, and economic foundations of law, the study of punishment and criminality, formal systems of social control and their legitimacy, the history of law, the role of law in everyday social interactions, the criminal justice system components, and critical sociopolitical analyses of law. The impact of the legal system on society and the individual will also be explored. Assignments and readings are designed to connect historical understandings with present day knowledge about law.

**SOC 455**  
**Organizational Sociology**  
*(Prerequisites: SOC 100 and ILR 260)*  
A course about organizations and their behavior. The study of social structure is central to sociology and the study of formal organizations is fundamental to the study of contemporary society. Much of our educational and working lives are spent within and passing between organizations. This course foregrounds the key issues in the sociology of organizations. The focus of the course is the major theoretical approaches and debates in organizational theory, an interdisciplinary field that is primarily grounded in sociology but that also has roots and practitioners in economics, political science, and management studies.

**SOC 460**  
**The Individual and Society**  
*(Prerequisites: SOC 100 and ILR 260)*  
About social interaction, that is, the behavior and cognitive processes which occur when people interact in groups. We will consider the individual as a social actor and the development of a person’s self-image or identity as well as the social influences on individual behavior, including the process of socialization. Students will engage in detailed analysis of social interaction and explore the processes which occur in groups, including conformity, productivity and leadership. Finally, the course considers the links between the individual and society and phenomena such as status attainment, social influences on health, and deviant behavior. Central to each of these processes are the unique qualities of human communication via the medium of language and the social construction of meaning.

**SOC 490**  
**Guided Study**  
*(1.5-4.5 quarter units)*  
Individual study under direction of instructor. Requires prior approval of appropriate academic department.

**SOC 499**  
**Capstone Seminar**  
*(Prerequisites: SOC 100, ILR 260 and ENG 240 or equivalent)*  
Taken near the end of the student’s degree program after completion of the 40.5 units of core required courses for the major, and after completion of six or more of the elective courses.)  
This two-month capstone seminar gives students the opportunity to demonstrate their mastery of the principles, theories, and methods of sociology learned in courses required in the major. Students will develop a portfolio of their work consisting of revised papers from previous courses and new essays that will demonstrate the student’s sociological imagination, knowledge of theory and methods, and will exemplify extensive research, critical thought, and intellectual engagement. Students will communicate the results of the portfolio through written and oral presentation. Completing the portfolio allows students to reflect on their academic careers and the relationship of their educational experience to contemporary students to ensure that it represents their best efforts, and to create an impressive final project of which they can be duly proud.

**SOC 500**  
**Understanding Cultural Pluralism in American Society**  
*(Prerequisite: ENG 100/101)*  
An analysis of the emergence of cultural pluralism in American society and the valuing of diversity as a socio-cultural imperative. Explores historical and cross-cultural perspectives on the issues of race, ethnicity, gender, migration and community development. Also examines the implications of the development of the modern state and the culture of mass society for the development of new forms of social organization.

**SOC 540**  
**Power and Social Change**  
*(Prerequisites: ENG 100/101)*  
A critical examination of theories of power, including an analysis of the relationship of power to culture, social class, the economic order, government, ideology, poverty, race, sex and other topics. Studies community, national and international power structures and institutional leadership.

**SOC 604**  
**Culture and Socialization**  
*(Prerequisites: ENG 100/101 and SOC 100)*  
An in-depth examination of the concepts of culture and socialization, this course analyzes the socialization process as the key means through which culture is reproduced. Through a critical engagement with competing theories of socialization, students undertake advanced research projects, oral presentations and written assignments. Lecture and discussion topics include issues of ethnic identity, cultural diversity, socioeconomic, gender and racial stratification, media representations, dress, language and religion and schooling and the reproduction of inequality. Issues are explored from a cross-cultural perspective.

**SSE – Safety and Security Engineering**

**SSE 601**  
**Introduction to Safety Engineering**  
This course offers detailed coverage of relevant laws, regulations in the U.S. and other countries and their control; the human factors in safety; and managing safety and health. Specific areas of coverage include better ways to confront safety and health issues. Numerous examples of problems and events will help students apply safety practices in daily work.

**SSE 602**  
**Design and Evaluation of Physical Security Systems**  
This course guides students through a description of the overall process of security system design and installation, teaching how the various parts work together to form an effective system. This course is organized in three major parts: 1) determine objectives, 2) design the system, and 3) evaluate the system. Several practical examples including solutions will be explored throughout this course.
Course Descriptions

SSE 603 Introduction to Security Engineering
This course introduces to security and loss prevention as well as an overview of the security field including risk assessment, physical security, personnel security and information security areas. It provides students with a solid introduction to security principles and focuses on security concepts and management in a post-9/11 world including expanded coverage of terrorism and homeland security. It introduces students to the new concerns and challenges facing contemporary security managers and describes and discusses threats and prevention strategies to more than 20 specific security applications in real world examples.

SSE 604 Security Engineering - Planning and Design
This course provides a comprehensive coverage of security planning in both new and existing facilities. This course offers real-world concepts, principles, and processes for building security and safety design—including assessing a client’s needs and working with physical security consultants. Specific areas will include: Security Design Concepts Security Evaluation and Planning Building Hardening Security Technology Biochemical and Radiological Protection Security and Emergency Operations Putting Security into Practice

SSE 608 Science of Explosives and Biological Threat Materials
This course introduces to forensic detection of explosives, the detection of hidden explosives in airfreight, luggage, vehicles, and on suspects. The course also covers biological threat materials and their assessment and control. In addition, this course covers the environmental detection of explosives, detecting on-site explosives in soil and water of contaminated areas and the detection of landmines. Specific topics to be covered include the following: Classifications of explosives Explanations of the basic terms related to the detection of explosives Vapor detection methods Probing radiation methods Tagging of explosives Systems integration and performance testing Detection of explosives in contaminated areas Detection of landmines Biological threat materials, assessment and control

SSE 609 Planning and Response for Terrorism
This course introduces the comprehensive and integrated principles behind chemical, biological, radiological, and cyber-terrorism and explosives and the appropriate response procedures for each of these terrorism and tactical violence incidents. This course focuses on Incident Management System and a Quick Reference Guide for Hazard Zoning, Incident Threat Response, SRCCOM Guidelines, and NIOSH Interim Recommendations.

TAL 200 Understanding the Adult Learner
An introduction to development in adulthood, including research in the field: knowledge, issues, concerns, and research about the unique characteristics of adult learners and understanding of the literature contributing to adult learning.

TAL 201 New Course Development
Intended to provide persons who have had little or no prior teacher education preparation with the knowledge and skills necessary to develop new courses for adult learners in diverse learning settings with specific focus on development of course outlines, syllabi, lesson plans and assessment of learning.

TAL 202 Learning Environments
Intended to introduce persons who have had little or no prior teacher education preparation to diverse learning environments. The wide range of attributes among adult learners and their teachers will be studied and explored. Students will share with each other a description of the diverse learning settings in which they intend to teach and then exchange suggestions about how best to create an environment in which learning can occur.

TAL 203 Technical Reading Skills
Designed to provide persons who have had little or no prior teacher education preparation with research-based instructional methodologies and strategies in the basic processes of literacy and literacy instruction for adult learners in diverse learning settings to be able to read project directions and technical manuals.

TAL 204 Principles of Science and Math
Designed to provide persons who have had little or no prior teacher education preparation with content, methods, and Materials for teaching basic principles of science and math to adult learners in diverse learning settings.

TAX — Taxation

TAX 601 Tax Research and Decision Making
(Prerequisite: ACC 201)
This course is an examination of the primary sources of income tax law; the statutes and administrative and judicial interpretations; inquiry into the interrelation of primary sources. Practical exercises in the use of research tools in locating, comprehending and interpreting primary source materials are used. Emphasis is placed on adequate and correct technical writing and composition.

TAX 602 Federal Tax Procedure
(Prerequisite: ACC 201)
This course is an analysis of federal tax procedure at the administrative level and in litigation: legal and practical aspects of Treasury regulations; administrative rulings; closing and compromise agreements; deficiency and jeopardy assessments; waivers; refund claims; mitigation of effects of limitations; jurisdiction; pretrial and appellate procedures; tax collection; civil penalties; criminal prosecutions; and the rights and privileges of the taxpayer. Tax preparers’ ethics, obligations and penalties are also highlighted.

TAX 603A Federal Income Taxation Theory for Individuals
(Prerequisite: TAX 603A)
This course is an introduction to federal taxation with emphasis on theoretical concepts. Special emphasis is placed on problems of individual taxpayers including deductions, exemptions, credits, basis, depreciation and income.

TAX 603B Technological and Practical Aspects of Federal Taxation for Individuals
(Prerequisite: TAX 603A)
This course is a practical application of Federal individual theory to actual workshop problems and tax returns using major tax computer software. Emphasis is on tax return forms and their correct preparation. Advanced topics highlighted.

TAX 605A Federal Taxation of Partners and Partnerships
(Prerequisite: ACC 201)
This course is an introduction to Federal taxation with emphasis on theoretical concepts. Special focus is placed on analysis of tax problems of organizing and operating partnerships with special emphasis on the treatment of distributions, withdrawals of a partner, partnership dissolution and sales or exchanges of partnership interests.

TAX 605B Federal Taxation Theory of Corporations and Shareholders
(Prerequisite: ACC 201)
An introduction to Federal taxation with emphasis on theoretical concepts, special emphasis is on transactions between corporations and shareholders, transfers to the corporation, capital structure, dividends and other distributions and corporate liquidations.

TAX 605C Technological and Practical Aspects of Federal Taxation for Partnerships and Corporations
(Prerequisites: TAX 605A and TAX 605B)
A practical application of Federal partnership and corporation theory to actual workshop problems and returns using a major taxation software program, this course places special emphasis on forms and their correct preparation. Advanced topics are highlighted.

TAX 608A Estate, Gift and Trust Taxation
(Prerequisite: ACC 201)
Statutory materials applicable to Federal estate, gift and trust taxes and the preparation of appropriate tax forms are examined.

TAX 611 Taxation of Exempt Organizations
(Prerequisite: ACC 201)
This course is an examination of U.S. taxation of tax-exempt organizations, including a broad range of nonprofit institutions; all conducting a wide variety of pursuits intended to serve the public good.

TAX 612 Retirement Plans and Deferred Compensation
(Prerequisite: ACC 201)
An introduction to funded employee retirement plans including pension and profit sharing and thrift plans; stock bonus plans; self-employment retirement plans and individual retirement accounts with emphasis on fixed contribution plans, the course examines basic concepts of plans and trusts; participation and vesting requirements; hours of service and break-in-service rules; discrimination in benefits or contributions; deductions for employer contributions; limitations on benefits and contributions; taxability of distributions; fiduciary responsibility and reporting and disclosure requirements.

TAX 614 Taxation of International Transactions
(Prerequisite: ACC 201)
This course examines U.S. taxation of foreign persons, income sourcing; allocation of deductions, residency, foreign governments, transfers between commonly controlled persons, income tax treaties, U.S. citizens abroad, controlled foreign corporations, boycotts, foreign tax credits, foreign tax credit limitations, foreign currency transactions, effectively connected income, withholding, disposition of U.S. real property, U.S. possession source income, foreign sales corporations, foreign holding companies, foreign reorganizations.

TAL – Teaching the Adult Learner
TAX 619 Master’s Project (Prerequisite: 27 quarter units of program coursework, including TAX 601)
This course is a project in which students work under the guidance of their assigned faculty advisor. Students clarify research topics and identify data sources in preparation for the project. Students then gather data and present their research in both written and oral form to faculty and classmates. Grading is by “H” (for Honors “B” or better work), “S” (for Marginal, “C” level work) or “U” (Unsatisfactory, “D” or below).

TAX 690 Guided Study
Individual study under direction of instructor. Requires prior approval of appropriate academic department.

TED 200 Schools: Children and Their Teachers (3 qu)
This course is designed to introduce students to the school environment. The wide range of attributes among children and their teachers will be studied and explored. Through a case study, students will examine a specific school and gather information about its people and their roles. Students will share their individual case studies in class in order to broaden perspectives regarding the various dynamics of school environments.

TED 201 Supporting Positive Behavior (3 quarter units)
This course is designed to introduce students to effective strategies that support positive behavior in children. Students will gain an understanding of and be able to systematically apply basic behavioral techniques. They will learn to analyze individual and cultural differences that may impact effectiveness. Through role plays, simulations, and case studies, students will develop the skills necessary in establishing and maintaining positive learning environments.

TED 202 Reading Lab: From Content to Teaching (3 qu)
This course is designed to provide paraprofessionals enrolled in a general education program with research based instructional methodologies and strategies in the basic processes of writing. These basic processes include grammar, syntax, composition and report writing and are based on Hawai‘i’s content and performance standards for reading in an integrated elementary classroom (K-5/6).

TED 203 Writing Lab: From Content to Teaching (3 qu)
This course is designed to provide paraprofessionals enrolled in a general education program with research based instructional methodologies and strategies for teaching writing, including curriculum development, design, implementation and evaluation. Designed to orient Interns to the program. Schedules will be developed for observation and assessment of instruction. Creating and maintaining effective environments for student learning will be the major curricular focus. Interns will be assessing their own classroom environments and creating more effective possibilities. Emergency or survival pedagogical skills will be covered as Interns bring to class concerns from their developing learning environments.

TED 204 Science Lab: From Content to Teaching (3 qu)
This course is designed to provide paraprofessionals enrolled in a general education program with research based instructional methodologies and strategies to assist in teaching Hawai‘i’s content and performance standards for science in integrated elementary classrooms (K-5/6).

TED 205 Math Lab: From Content to Teaching (3 qu)
This course is designed to provide paraprofessionals enrolled in a general education program with research based instructional methodologies and strategies to assist in teaching Hawai‘i’s content and performance standards for mathematics in integrated elementary classrooms (K-5/6).

TED 206 Technology in the Classroom (3 qu)
This course provides a broad overview of the use of technology as a teaching tool and mind tool in a K-5/6 classroom environment. The course is designed to provide paraprofessionals enrolled in a general education program with basic knowledge of how to use computer-based technology to assist with planning and designing a developmentally appropriate computer-based environment and to integrate the meaningful use of technology into lessons to support the diverse needs of K-5/6 learners. As part of the course requirements, are required to complete five hours of observing and assisting in a public school elementary classroom as directed by the instructor.

TED 207 Content Assessment Preparation (3 qu)
This course is designed to assist students in having a better understanding of norm-referenced standardized test measures for content mastery. Evidence of content performance for students seeking a state teaching license or preliminary teaching credential is required in all states under the No Child Left Behind (NCLB) legislation. Preparation for the Praxis I and II, CSET, and MSAT for elementary teacher candidacy are included. Assistance will include a review of core content, memory skills, and test taking skills. Practice testing and an analysis of findings will conclude the course.

TED 605 The Diverse Classroom
TED 605 presents the complexity of today’s classroom through cultural diversity, student development, curriculum planning, including curriculum development, design, implementation and evaluation.

TED 610 Introduction to the Intern Teaching Experience (Prerequisite: Admission to the Intern Program) (4.5 quarter units)
Designed to orient Interns to the program. Schedules will be developed for observation and assessment of instruction. Creating and maintaining effective environments for student learning will be the major curricular focus. Interns will be assessing their own classroom environments and creating more effective possibilities. Emergency or survival pedagogical skills will be covered as Interns bring to class concerns from their developing learning environments.

TED 611 Educational Psychology
TED 611 examines how educational psychology is applied to learning and teaching. Learning theories, instructional approaches, learning environments and student assessment are studied.

TED 615 The Foundations of Education
TED 615 is the first course in the Teacher Preparation Program. The role and nature of schooling is explored through a range of philosophical, historical, legal and political perspectives within the context of the United States and Canadian society and schooling.

TED 621A Language Development Methods in Elementary School (Prerequisites: TED 615, BTE students only: BTE 612)
This course is designed for multiple-subject credential candidates and focuses on current theories and research in language structure and use and in language learning, particularly those in the first and second language development. Social, cultural, political, legal, psychological, general pedagogical and specific methodological factors affecting the first and second language development are considered. Application of these theories, strategies and techniques of second language learning across content areas in diverse educational environment in elementary school is addressed.

TED 621B Reading and Language Arts Methods for Elementary Schools (Prerequisites: TED 615 and TED 621A)
This course provides Multiple Subject Candidates with research-based methods and strategies for designing and implementing a balanced and comprehensive program of systematic instruction in reading, writing and related language arts aligned with the state adopted English Language Arts Academic Content Standards for Students and the Reading/Language Arts Framework. Course content is organized into four Reading Instruction Competence Assessment (RICA) domains.

TED 622A Curriculum and Instruction I: History, Social Science, Physical Education, Visual and Performing Arts (Prerequisites: TED 615 and TED 621A)
TED 622A focuses on multiple subject curriculum development and teaching History, Social Science, Physical Education, Visual and Performing Arts using State of California content standards. Content-specific teaching practices, lesson design, learning environments and assessment of student learning are emphasized to provide access to the curriculum for all students.

TED 622B Curriculum and Instruction II: Mathematics and Science (Prerequisites: TED 615 and TED 621A)
TED 622B focuses on multiple subject curriculum development and teaching math and science using State of California content standards. Content-specific teaching practices, lesson design and assessment of student learning are emphasized to provide access to the curriculum for all students.

TED 623 Language Development Methods for Secondary and Middle Schools (Prerequisite: TED 615)
This course is designed for single-subject credential candidates and focuses on current theories and research in language structure and use and in language learning, particularly those in the first and second language development. Social, cultural, political, legal, psychological, general pedagogical and specific methodological factors affecting the first and second language development are considered. Application of these theories, strategies and techniques of second language learning across content areas in diverse educational environment in elementary school is addressed.

TED 624 Content Area Literacy for Secondary and Middle Schools (Prerequisites: TED 615 and TED 623)
This course is aligned with the California Board of Education adopted academic content standards in English Language Arts and the Reading/Language Arts Framework for students who are speakers of English, English language learners (ELLs) and students with special needs and is designed to assist Single Subject Credential Candidates in developing the background and skills necessary to teach literacy in the content areas to middle/junior and/ or senior high school students in the culturally and linguistically diverse classrooms in the California public schools.

TED 625A Curriculum Development for Secondary and Middle Schools (Prerequisites: TED 615 and TED 623)
This course integrates the California K-12 academic...
content standards with effective curriculum development principles for diverse learners. Through guided field activities, teacher candidates will access student background information for the purpose of designing and reflecting upon long and short term planning that enables engaged student learning and provides access to the curriculum for all learners.

TED 625B Instruction and Classroom Management for Secondary and Middle Schools (Prerequisites: TED 615, TED 623 and TED 625A) This course builds on the classroom management principles established in TED 625A by incorporating within a well-designed lesson plan, instructional strategies and related classroom management principles. The class also provides strategies for dealing with unproductive student behavior.

TED 628A Intern Practicum I
TED 628B Intern Practicum II
TED 628C Intern Practicum III
TED 628D Intern Practicum IV TED 628A-D is a comprehensive 12 unit, 36 week program. TED 628A is a 3 unit, nine-week course into which an Intern enrolls upon application for the C-19 letter or Intern Credential. TED 628B is a 3 unit nine-week course into which an Intern enrolls upon successful completion of TED 628A. TED 628C is a 3 unit nine-week course into which an Intern enrolls upon successful completion of TED 628B. TED 628D is a 3 unit nine-week course into which an Intern enrolls upon successful completion of TED 628C. The Intern Practicum, TED 628A,B,C and D, comprises the four, nine-week terms that support teaching for the Intern who is NOT covered by the intern grant. The Intern Practicum, TED 628 A-D is designed to support the intern’s employment by individualizing the practicum schedule. Interns at their job sites are given teaching support by both university and school district personnel. Each intern will be assigned a Site Support Provider in cooperation with the employing school district and a University Academic Center. Support will be provided for a term of two semesters, nine months, or one school year. The Intern Practicum begins with the application of the Intern Credential. Assessment occurs through the electronic-portfolio process and is done in the TED 629I course, The Intern Seminar. The Intern also enrolls in the TED 610 course, Introduction to Intern Teaching.

TED 629 Student Teaching Seminar (3 quarter units) TED 629 integrates theory and practical approaches to situations experienced by candidates during their Student Teaching experience. Content areas include: (1) School Culture and Classroom learning Environment, (2) Classroom Management, (3) Lesson Design, Implementation and Reflection and (4) Legal and Ethical Issues Related to the Teaching Profession.

TED 629I Intern Teaching Seminar (Prerequisite: Admission to the Intern Program) (3 quarter units) This course is designed to develop the assessment program for Interns. Interns will be developing assessment portfolios. Objectives will be set for the program; activities will be designed to meet the objectives; assessment tasks will be planned to evaluate the meeting of the objectives; and documentation of the process will be collected and organized. The documentation will be organized and presented at the close of the seminar.

TED 630A Beginning Student Teaching (Note: Does not grant graduate level credit) TED 630A comprises the first month of the full-time teaching experience, in which candidates are placed with certified field supervisors. Candidates must successfully complete four components in their supervised beginning student teaching: (1) schoolsite and classroom orientation including school personnel interviews, (2) onsite classroom observations, (3) lesson plan design, implementation and reflection within the context of fulfilling (4) professional responsibilities. Candidates also attend TED 629 Student Teaching Seminar, which integrates theory and practical approaches to situations experienced by candidates during TED 630A. Note: The grade assigned for the course will be either satisfactory or unsatisfactory.

TED 630B, TED 630C, TED 630D Student Teaching (Prerequisite: TED 630A) (Note: Does not grant graduate level credit) Student Teaching: TED 630B, C, D comprises the second, third and fourth months of the full-day, full-time semester-long Student Teaching experience. Candidates are placed with certified teacher supervisors and are required to successfully complete four components: (1) classroom responsibilities, (2) lesson plan design and presentation and (3) off-site classroom observations, each component within the context of fulfilling (4) professional responsibilities. Multiple-subject candidates spend eight weeks in both a K-2 and a 3-6 classroom (non-traditional programs may vary). One of the two assignments is with a certified Field Supervisor. Single-subject candidates experience teaching a minimum of four academic periods a day in two grade levels; a minimum of three of four periods must be in their designated academic area. Candidates complete TED 629 Student Teaching Seminar (as begun in TED 630A), which integrates theory and practical approaches to real-life situations experienced by candidates during TED 630 B, C, D. Note: The grade assigned for the course will be either satisfactory or unsatisfactory.

TED 638 Spanish for the Mathematics and Science Classroom Development of relevant Spanish vocabulary, comprehension and speaking skills to effectively support student learning in Mathematics and Science. Learning through the use of instructional scaffolds, teachers incorporate the strategies into their teaching repertoire and enhance their sensitivity to second language learners. Not recommended for BTE students.

TED 639 Spanish for the Humanities Classroom Development of relevant Spanish vocabulary, comprehension and speaking skills to effectively support student learning in the Humanities. Learning through the use of instructional scaffolds, teachers incorporate the strategies into their teaching repertoire and enhance their sensitivity to second language learners. Not recommended for BTE students.

TED 640A Student Teaching I (6 quarter units) Focuses upon the practice and development of teaching skills in the classroom in a full day, eight-week term at a school site. Elementary education candidates meet the requirements of the Teacher Performance Expectations and are mentored by a university supervisor and a master teacher at the school site. Students attend the seminar coincidentally with the student teaching experience.

TED 640B Student Teaching II (6 quarter units) A continuation of TED 640A, and as such, continues to focus upon the practice and development of teaching skills in the classroom in a full day, eight-week term at a school site. Elementary education candidates continue to meet the requirements of the Teacher Performance Expectations as they are mentored by a university supervisor and a master teacher at the school site. Students continue to attend the seminar coincidentally with the student teaching experience.

TED 649 Classroom Management & the Student Teaching Seminar Focuses upon the merger of coursework knowledge and teaching practice. The student teaching seminar addresses that merger as it relates to the management of a classroom and the development of effective student learning. Classroom rules and rewards and consequences are developed and practiced. Conflict resolution skills are taught and practiced. Problems and issues that are met within the student teaching experience are brought to the seminar, discussed, and solutions are practiced. Assessment of teaching development in the entire program and during student teaching are assessed through the completion of the e-portfolios.

TED 650 Physical Development The first in four courses to complete the Early Childhood supporting the Masters of Arts degree in Teaching. Designed to communicate the freshness and viability of real, fully dimensional children and the idea that development is, above all, a human process. The physical dimension of development is the primary focus of this course. Scientifically derived information synthesizes classic and recent findings for the developmental principles of the young child. The influence of cultural and social factors on the development of the young child is integral to the study.

TED 651 Psycho-Social Development in Early Childhood The psycho-social dimension of development is the primary focus of this course. Helps students appreciate the connections of psycho-social dimension with cognitive, emotional, and physical dimensions of child development. Weaves the developmental domains into a holistic view of a child, which provides a useful foundation upon which effective teaching of the young child can be based.

TED 652 Early Childhood Cognitive Development Explores the nature of developmental change as it pertains to cognitive development in early childhood. A brief history of developmental change, current issues in developmental study, methods of studying children and adolescents. Ideas from Jean Piaget to Howard Gardner will also be investigated.

TED 653 Teaching the Young Child The fourth and final course in the Early Childhood curriculum sequence, designed for prospective teachers of young children to guide their facilitation of healthy development of young children. Goals are to review the early childhood education field; to get information and support for early childhood education; to observe teaching of young children; and to develop effective teaching techniques for young children.

TED 655 Assessment in the Middle School Classroom A comprehensive approach to assessment practices that promotes the understanding of classroom management while being grounded in middle-level philosophy, curriculum and instruction. Includes a knowledge of appropriate student outcomes as correlated to adolescent development; exploration of state curriculum documents and other professional associations in education; development of plans to ensure educational equity and implementation in curricul-
TED 656 Contemporary Trends and Models in Middle School Education
Offers an examination of contemporary schooling policies and teaching practices in relationship to the most current issues, theories and research in education. A major focus of the class shall consider the historical and philosophical mission and development of middle level education. Also offers a diversity of institutional approaches in order to reach learners from diverse cultural backgrounds with various learning styles.

TED 657 Psychology and the Middle School
Focuses on curriculum-based advisement for the middle school student. University students learn how common traits and individual differences that characterize multiple intelligence in children and adolescents affect individual development. Students also study how economic and gender issues can impact the development of adolescent self-esteem and self-efficacy. A strong discussion of conflict resolution in middle school is also considered. This course shall also offer a diversity of instructional approaches in order to reach learners from diverse cultural backgrounds with various learning styles.

TED 658 Leadership and the Middle School
Promotes principles of leadership that focus on stakeholder cohesiveness within the middle school and the planning of curriculum and instruction based on knowledge of appropriate student outcomes. A clear understanding of early adolescent development as it relates to state curricular and other professional association objectives is one significant outcome of this course. Educational equity for people of all cultures and the implementation of such curriculum content and educational practices shall be demonstrated while the roles of historical, legal, social, political, economic and multicultural/multilingual perspectives are considered in depth.

TED 660 The Bilingual Bi-Cognitive Child
A survey of research, theory and practices related to the learning and development of the bilingual child. Applies theories on culture, cognition, bilingualism, biculturalization and psychological dynamics of a positive self-esteem and academic development.

TED 661 Socio-linguistics
An examination of the development of language within a socio-cultural context. Studies the significant role of language in culture transmission and social/political control. Emphasizes the role of code-mixing and code-switching as a communication system in a multilingual, multicultural society.

TED 662 Comparative Linguistics
An analysis of the structure, phonology and morphology of language. Compares and contrasts the structure of different languages and addresses the linguistic problems in the transfer of errors from L1 to L2. Emphasizes the strategies for teaching English Language Development.

TED 665 Cognition, Language and Culture
Research, theory and practices related to the learning and development of the bilingual bi-cognitive child. Explores theories of cultures, cognition, bilingualism, multicultural and psychological dynamics of a positive self-esteem and academic development.

TED 666 The Cultural Foundations of Linguistics
Focuses on the development of language within the social, cultural and psychological context of language learning. Looks at the roles of language in cultural transmission and social/political control, the role of code-mixing and switching as a communication system in a multilingual, multicultural society and the role of the teacher in the delivery of instruction to second-language learners.

TED 667 Diversity and Change: A Critical Pedagogy
Designed to communicate the dynamics and challenges of educating our ever-increasing diverse population. Leads educators to explore and exchange ideas of what is important in the lives of students and teachers, the school community and society in the move toward transformative education. Provides students the opportunity to develop ideas, define concepts and expand thinking in the broad social, historical, cultural and political context of teaching and learning.

TED 668 Survey of Children’s Multicultural Literature
A survey of children’s literature, emphasizing effective strategies for fostering reading for enjoyment and understanding. Encourages development of critical skills in assessing literature for multicultural students.

THR – Theater
THR 200 Theater Arts
An examination of theater as a dramatic medium capable of expressing every sort of human conflict, emotion and aspiration. Deals with tragedy, comedy, satire, historical plays, musicals, theater of the absurd and improvisational techniques. Also introduces ways to implement popular and successful performance and improvisational exercises in the elementary/secondary classroom.

TMG – Technology Management
TMG 601 Data Mining Tools: Managing Technology for Competitive Advantage
Conceptual foundations of issues and principles that underpin data-mining technologies critical to the business success. Several data-mining software products are discussed and sample studies are provided for specific industries.

TMG 602 Emerging Trends in E-Business Implementation Management
An exploration of real-world management methods that is adaptive, dynamic and flexible in an E-Business environment.

TMG 603 Information Security Risk Analysis
An analysis of vulnerabilities and threats facing organization’s information and systems. Provides an in-depth discussion of the cost-effective risk analysis techniques such as PARA (Practical Applications of Risk Analysis) and FRAP (Facilitated Risk Analysis Process).

TMG 604 Competitive Intelligence Techniques and Methodologies
An in-depth analysis of the Web-based competitive intelligence (CD) techniques and methodologies covering CI strategies across a wide range of business functions at today’s top companies.

TMG 620 Principles of Technology Management
This course provides an in-depth analysis allowing students to apply the key concepts in technology management and the role of technology managers in both private- and public-sector organizations. It provides an understanding of how organizational entities can be structured and managed to respond effectively to dynamic changes caused by technology and international competition.

TMG 625 Strategic Management of Technology and Innovation
Students apply strategic analysis techniques to business policy and organizational development. Emphasis is placed on linking technology policy with corporate strategy and the identification of technology options appropriate for the business or organizational strategy being executed.

TMG 626 Systems Analysis and Design
Students apply the fundamentals of systems analysis and design. The purpose is to provide an understanding of the systems view of a product, service, or process to include a generic representation of its elements, security, and dynamics. The skills, tools and methodologies needed to quantitatively analyze and optimize systems, and to make decisions as technology managers are provided.

TMG 640 Managing Technological Change
This course provides students with skills and knowledge that will help them introduce new technology or continuous improvement initiatives smoothly and effectively. During this course, students learn a structured approach for dealing with the organizational and human aspects of technology transition, including the key concepts of change management, communication, and managing resistance.

TMG 650 Master’s Research Project
(Prerequisite: completion of MNS 601 in addition to at least 27 quarter units of program requirements with a GPA of 3.0 or better)
The student produces an original research project (applied research). The topics are initiated by the student and include emerging trends and important areas of interest in technology issues. The project requires approval from a student advisory committee. The class meets one session per week for two months. An additional month may be added for editorial purposes. Grading is by “H” (for Honors), “B” or better work), “S” (for Marginal, “C” level work), or “U” (Unsatisfactory, “D”, or below).

TMG 665 Management of R&D and Innovation Processes
This course presents specific system concepts, methodologies, and tools to strategically plan technology developments, to effectively manage core competencies, and to integrate these technologies into existing or future products in order to remain competitive in the world economy. It casts the Research and Development (R&D) Manager into strategic development process used in the front end of the business to provide future survival and growth for the organization as the lifecycle of existing products and/or services matures to obsolescence. Also introduced are the techniques used to stimulate and manage innovation in the workplace.
WCM 301
Linear Systems and Signals
Course focuses on mathematical models of continuous-time and discrete-time signals and linear systems and includes time-domain and frequency-domain concepts, Fourier series and Fourier transform, basic filtering concepts, the Laplace transform, and applications to communication systems.

WCM 302
Probability and Random Processes in Engineering
Introduction to the concepts of probability, random variables, functions of random variables, random sequences and random processes, and elements of estimation theory.

WCM 601
Analog and Digital Communications Fundamentals
Course focuses on basic analog and digital principles and their application to the analysis and design of real-world communication systems.

WCM 602
Wireless Communications: Principles and Practice
(Prerequisite: WCM 601)
This course covers the topics in wireless communication systems, analysis of modern wireless communication system infrastructures, the cellular concept and system design fundamentals, mobile radio propagation, multiple access techniques for wireless communications, wireless networking.

WCM 603
Wireless Networking: Architectures, Protocols and Standards
(Prerequisite: WCM 602)
This course addresses the important issues of wireless networking, including architectures, protocols and standards. It describes concepts, technology and applications of wireless networking as used in current and next generation wireless networks. It also considers the engineering aspects of network functions and designs, mobility management, wireless enterprise networks, GSM, network signaling, WAP, mobile IP and 3G systems.

WCM 604
Coding and Modulation for Wireless Communications
(Prerequisite: WCM 602)
This course describes the coding and modulation techniques, and comparative studies of different coding and decoding schemes including Trellis and Turbo coding. Studies of different modulation formats and their effects on wireless channels, analysis of different modulation schemes applied to the current wireless standards.

WCM 605
Information, Privacy and Security in Wireless Systems
(Prerequisite: WCM 602)
Analysis of the security and privacy issues associated with wireless systems. Cost/risk trade-offs. Technical, physical, and administrative methods of providing security. Control of access through technical and physical means. Identification and authentication. Encryption, including the Data Encryption Standard (DES) and public key systems. Management of encryption systems, including key protection and distribution. Discussion of practices and case studies related to the ethical aspects in the telecommunication industries.

WCM 606
CDMA: Wireless Standards and Applications
(Prerequisite: WCM 602)
Analysis of CDMA (code division multiple access) concepts, models and techniques. An overview of second- and third-generation (3G) air interfaces. Direct-sequence spread spectrum (DSSS); physical and logical channels; CDMA IS-95 call processing; diversity, combining and antennas; access and paging channel capacity; planning of a CDMA system.

WCM 607
Third-Generation (3G) Wireless Networks
(Prerequisite: WCM 602)
Third-generation standards, evolution of TDMA-based 2G systems to 3G systems; CDMA2000 system architecture; third generation European standards, wireless data in CDMA; wireless local loop; Wireless application protocol (WAP), WLAN, and Bluetooth technologies.

WCM 608
Engineering Software for Wireless System Development
(Prerequisite: WCM 602)
Hands-on strategic analysis tools designed to help planners, engineers, and technologists rapidly, but thoroughly, develop wireless, wired, and broadband network and service plans including detailed technical and business analysis.

WCM 609
Communication Systems Modeling with Wireless Applications
(Prerequisite: WCM 602)
Course focuses on simulation models built with MATLAB programming software that can serve as virtual laboratories for predicting the impact of system design changes for advanced digital communication systems.

WCM 610
Next-Generation Wireless Infrastructures and Standards
(Prerequisite: WCM 602)
Course examines the visions of wireless communications applications in the 21st century: 4G mobile systems, wireless migration to packet networks, development of international standards, standardization of broadband wireless access, continuing evolution of CDMA, WCDMA radio access technology, wireless ATM networks, and new systems for PCS via satellite.

WCM 611A
Master’s Research Project I
(Prerequisite: All core requirements)
(Prerequisites: Completion of a minimum of eight out of ten courses, WCM 601 through WCM 610)
This course is the first part of the Master’s Research project. It focuses on the research and selection of an appropriate topic on one of the research or applications in the field of wireless communication systems. Student project teams research the topic of the project and complete the project proposal and timelines for project completion. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work), or “U” (Unsatisfactory, “D” or below).

WCM 611B
Master’s Research Project II
(Prerequisite: WCM 611A)
A continuation of WCM 611A. Students complete the project including all required documentation and formally present their final project to a review panel for evaluation. Grading is by “H” (for Honors, “B” or better work), “S” (for Marginal, “C” level work), or “U” (Unsatisfactory, “D” or below).
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