

NATIONAL UNIVERSITY

# THE DIVISION OF EXTENDED LEARNING 2015-16 CATALOG

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Extended  
LEARNING

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



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# Extended Learning Programs

## PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES

- Alternative Dispute Resolution
- Autism Education Certificate 
- Clinical Lab Science Didactic
- CSET Preparation 
- Executive Business Certificate 
- Emergency Medical Technician
- Online Health Continuing Education 
- Online Career Training Programs 
- Online Personal Enrichment Programs 
- Paralegal Specialist Certificates *with Specializations in:*
  - » Corporations
  - » Criminal Law
  - » Litigation
- Prior Learning
- Reading Instruction Competence Assessment (RICA) Preparation 
- Sanford Institute of Philanthropy *with Specializations in:*
  - » Cause Sales
  - » Educational Foundation Leadership
  - » Fundraising Academy
- Teacher Development Self-Paced Online Course 
- US Constitution Test Prep & Exam 


## NATIONAL UNIVERSITY GOLF ACADEMY

- Certificate in Professional Golf Management 









## NATIONAL POLYTECHNIC INSTITUTE




- Professional Certificate in Marine Technology *with Specializations in:*
  - » Underwater Inspection Technology
  - » Dive Medic Technician


## ACADEMIC CERTIFICATE PROGRAMS UNDERGRADUATE LEVEL


- Accountancy 
- Alcohol & Drug Abuse Counseling
- Alternative Dispute Resolution 
- Basic Human Resource Management
- Basic Sales & Marketing
- Criminal Justice Administration 
- Finance 
- Hospitality & Casino Management 
- Human Resource Management 
- Information Technology Management 
- Marketing 
- Subject Matter Authorization in Introductory Mathematics for Single or Multiple Subject Teaching Credential Holders (California)


## GRADUATE LEVEL

- Accountancy 
- Applied Behavior Analysis
- Autism 
- Best Practices
- Clinical Informatics
- Department of Defense Architecture Framework
- e-Teaching and Learning
- Early Childhood Education 
- Early Childhood Special Education Add-On Authorization 
- Educational Technology 
- Federal Enterprise Architecture
- Forensic & Crime Scene Investigations 
- Health Coaching 
- Health Informatics
- International Business
- National Board Certified Teacher Leadership 

- Project Management 
- Reading 
- Subject Matter Authorization in Introductory Mathematics for Single or Multiple Subject Teaching Credential Holders (California)
- Teaching Mathematics 
- US Education in a Global Context

 Entire program can be completed online.

 Online program with residency in Los Angeles.

 On-site program with possible online courses or prerequisites.

Not all courses or programs are available at every campus.

Consult an admissions advisor for online course availability.

# General Information

## Tuition

Tuition rates in effect as of July 1, 2015.

Undergraduate..... \$354 per quarter unit  
 Graduate ..... \$406 per quarter unit

COURSE LEVEL	4.5	3	2.25	1.5
	quarter units	quarter units	quarter units	quarter units
100, 200, 300, 400	\$1,593	\$1,062	\$796.50	\$531
500 (Undergrad)*	\$1,593	\$1,062	\$796.50	\$531
500 (Grad)*	\$1,827	\$1,218	\$913.50	\$609
600 & 700	\$1,827	\$1,218	\$913.50	\$609

\* 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. Students whose employers have entered into a contractual agreement with the University may be eligible for reduced tuition.

## Division of Extended Learning Mission Statement

The Division of Extended Learning is committed to providing personal and professional enrichment opportunities by offering innovative and cost effective programs and resources to a diverse community in an evolving global environment.

## About 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 Academic, Continuing Education Units and Non-Academic programs. The courses facilitate professional and organizational development, giving adults the opportunity to meet the ongoing challenges of changing careers. Many certificates, certifications, and certification training programs are directly linked to increased earnings.

Many of these programs are approved for Continuing Education Units (CEUs) for various professional organizations. The CEU is a uniform measure of non-credit continuing education learning experience. One CEU is awarded for every 10 contact hours of participation. Employers and others who routinely examine and evaluate individual accomplishments generally accept this unit of measurement.

## 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 the Division of Extended Learning to an academic degree program should consult with 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. Division of Extended Learning reserves the right to modify tuition and/or program rates at any time.

## Course Levels and Numbers

The course numbering system described below is effective only for those Division of Extended Learning courses offered after September 1, 2015.

Lower Division Academic Credit — 2100X - 2299X or 1100X - 1199X: Courses for which lower division credit may be allowed toward degree requirements.

Upper Division Academic Credit — 2300x - 2499X: Courses for which upper division credit may be allowed toward degree requirements.

Undergraduate and Graduate Credit — 5000X - 5999X: Courses for which undergraduate and graduate credit may be allowed toward degree requirements.

Graduate Academic Credit — 6000X - 6999X or 1200X - 1299X: Courses for which graduate credit may be allowed toward degree requirements.

Lower Div. CEU (would transfer into academic program) — 3000X - 3999X: Courses offer Continuing Education Units (CEUs), and upon satisfactory completion, may transfer into particular degree programs as lower division academic credit at National University up to 22.5 units. The transferability of these courses as credit to a particular program at another school, college, or university is determined solely at that school's discretion.

Upper Div. CEU (would transfer into academic program) — 4000X - 4999X: Courses offer Continuing Education Units (CEUs), and upon satisfactory completion, may transfer into particular degree programs as upper division academic credit at National University up to 22.5 units. The transferability of these courses as credit to a particular program at another school, college, or university is determined solely at that school's discretion.

Graduate CEU (would transfer into academic program) — 7000X - 7999X: Courses offer Continuing Education Units (CEUs), and upon satisfactory completion, may transfer into particular degree programs as graduate academic credit at National University. The transferability of these courses as credit to a particular program at another school,

# General Information

college, or university is determined solely at that school's discretion. Professional CEU (need CEU to continue in the field, does not transfer to academic program) – 8000X – 8999X: Courses developed by National University for which Continuing Education Credit is given. These courses may not transfer into degree programs. Students who participate satisfactorily receive one CEU for every 10 contact hours of instruction.

Licensure/Advanced Certificate – 9000X – 9999X: Courses for which specialized continuing education is offered.

Continuing Education Units (CEUs) - Certificate of Completion – 1800X – 1899X: Courses in partnership with external agencies that offer standards for knowledge, skills, or competencies that are not based on any one specific educational course.

Non-Credit – no credit awarded (CEU or Academic) – Certificate of Attendance – 1900X – 1999X: Courses carry neither academic credit nor CEUs. They are offered in response to the growing need for quality educational opportunities for professional, career, personal growth or general cultural interest and knowledge.

## Grading System for Academic Courses Grade Definition

- A ..... Outstanding Achievement
- B ..... Commendable Achievement
- C ..... Marginal Achievement
- D ..... Unsatisfactory Achievement
- F ..... Failing
- I ..... Incomplete

## Grading System for Satisfactory/Unsatisfactory Continuing Education Unit Courses and Non-Credit Courses

Students are assessed on their comprehension of course material through class attendance, participation, weekly assignments, and instructor evaluation. In most cases, students will receive a grade of Satisfactory (S)/Unsatisfactory (U)/Withdrawal (W).

## Financial Aid

Division of Extended Learning students enrolled in non-academic courses 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, Division of Extended Learning provides guidance to students who are utilizing funds through Tuition Assistance, Veterans Assistance, and/or the Workforce Innovation and Opportunity 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. Many employers offer tuition reimbursement so we encourage students to ask their manager or human resource representative about this option as well.

## 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 National University Veterans Affairs Department located at 9388 Lightwave Avenue, San Diego, (858) 541-7970, or (800) 628-8648, ext. 7970.

## Division of Extended Learning Discounts

Division of Extended Learning offers a 10% discount to National University alumni on a variety of innovative courses and training seminars, including all test preparations and Teacher Development Courses.

## Tuition

Tuition for the Division of Extended Learning courses varies per program. Current tuition rates can be found under Course Descriptions.

## Fee Information

One time application fee for Division of Extended Learning Continuing Education courses and Academic courses and programs is \$60. Non-credit bearing workshops and seminars have an application fee of \$25.

## Prior Learning Credit Transfer

In collaboration with the Council on Adult and Experiential Learning (CAEL) National University has developed a portfolio-based system of demonstrating that a student has achieved the course outcomes for University undergraduate courses. Credit may apply towards both the lower division and upper division credit requirements of the University's undergraduate degree programs unless specified otherwise in policy or limited by the state or jurisdiction of a student's residence.

In our CAEL Portfolio program, students demonstrate that what they already know is equivalent to what they would have learned in an equivalent college course. The program is designed to be as flexible as possible to meet students' needs. Students may have acquired this knowledge through past employment, independent reading and study, training programs or in-service courses, volunteer service, cultural or artistic pursuits, hobbies and recreational pastimes, community or religious activities, organizational memberships, adult education, non-credit courses, study abroad, military training not evaluated for credit by ACE, or other experiences. A portfolio enables students to identify and articulate this knowledge, and potentially earn credit for it. Students learn the process of identifying areas of course-equivalent learning and portfolio development skills through the PRLX 2100 course offered through the Division of Extended Learning. The resulting portfolio is submitted for review by Subject Matter Experts for potential award of credit. For further information regarding the Portfolio program, please contact [extlearning@nu.edu](mailto:extlearning@nu.edu).

## Transfer Credit

Coursework taken through the Division of Extended Learning may be used to fulfill degree program requirements. Courses completed must grant academic or continuing education credit. Students earn

# General Information

non-matriculated resident credit for coursework completed through the Division of Extended Learning. A maximum of 27 units may be used toward total units required for a bachelor's degree. With approval of the College/School Dean, a minimum nine units of graduate credit may be granted, depending on the degree objective, towards a graduate degree. Grades earned through the Division of Extended Learning will affect cumulative GPA.

Students pay Division of Extended Learning fees for these units. The course repeat policy applies to courses repeated through the Division of Extended Learning.

Division of Extended Learning classes may not be taken by the following: Non-matriculated foreign students. Foreign students with I-20 visas from another university. NU matriculated students. Disqualified students – Undergraduate students who have been disqualified from NU will not be allowed to attend the Division of Extended Learning until one year from the date of their disqualification. Graduate students will not be allowed for one quarter following disqualification.

Students who have been denied admission.

## Refund Policy for Academic and Continuing Education Unit (CEU) Programs/Courses

For courses that are four weeks long or more:

Students who drop a course prior to midnight of the ninth (9th) day of the session will receive a 100 percent refund.

Students who withdraw from a course on the tenth (10th) calendar day of the session will receive a 50 percent refund.

Students who withdraw from a course after the tenth (10th) calendar day will receive no refund.

In all cases in which refunds are awarded, the cost of books and materials will be deducted.

For courses that are less than one month long excluding seminars: Students will be eligible for refunds based on the percentage remaining of the course or program. Students must contact the Division of Extended Learning to withdraw from the course and to request a refund.

### Refund Percentage of Session/Course Remaining

100% refund for 75-100% of course remaining

50% refund for 67-74% of course remaining

No refund for 0-66% of course remaining

## Refund for Seminars

In the event of canceling enrollment, please contact the Division of Extended Learning. Prior to the first day a full refund will be issued. On or after the first day of the seminar, a credit will be applied to the

student account – this credit can only be used to pay for the same future seminar. No partial credit will be granted.

## Refund Policy for Test Preparations, Online Trainings and Professional Enrichment and Teacher Development

For test preparation courses and courses offered in partnership with educational providers:

Vesi Teacher Development Self-Paced Online, CD-ROM courses or any Online Professional Enrichment or Training courses are non-refundable.

## RICA and U.S. Constitution Test Preparations

RICA and U.S. Constitution Test Preparation students are not eligible to receive a refund once the course has started and access has been granted.

## CSET Test Preparations

CSET test preparation courses are non-refundable. However, we honor a one-time free retake of the same CSET preparation course. For more information please contact the Division of Extended Learning.

## Course Drop and Withdrawal for Academic Courses/Certificates

Non-attendance or notifying an instructor does not constitute officially dropping or withdrawing from a course. Students must notify the Division of Extended Learning to request a drop or withdrawal from a course. The term "drop" means a student has dropped a course prior to midnight (PST) of the 9th day of session, and no grade or notation appears on student's record.

The term withdrawal signifies that a student has withdrawn from a course after midnight (PST) of the ninth (9th) day of the session, and a "W" will appear on the student's record. Students who withdraw after midnight (PST) of the twenty-first (21st) day of the session will receive a grade of "F". This is a permanent mark with no grade points assigned.

## Course Drop and Withdrawal for Continuing Education Course(s)

Non-attendance or notifying an instructor does not constitute officially dropping or withdrawing from a course. Students must notify the Division of Extended Learning to request a drop or withdrawal from a course. The term "drop" means a student has dropped a course prior to midnight (PST) of the 9th day of session, and no grade or notation appears on student's record.

The term withdrawal signifies that a student has withdrawn from a course after midnight (PST) of the ninth (9th) day of the session, and a "W" will appear on the student's record. Students who withdraw after midnight (PST) of the twenty-first (21st) day of the session will receive a grade of "U" Unsatisfactory. This is a permanent mark with no grade points assigned.

## Course Drop and Withdrawal for Non-Credit Course(s)

Non-attendance or notifying an instructor does not constitute officially dropping or withdrawing from a course. Students must notify the

# General Information

Division of Extended Learning to request a drop or withdrawal from a course. The term “drop” means a student has dropped a course prior to midnight (PST) of the 9th day of session, and no grade or notation appears on student’s record.

The term withdrawal signifies that a student has withdrawn from a course before that last day of the session, and a “W” will appear on the student’s record. Students who withdraw after the last day of the session will receive a grade of “U” Unsatisfactory. This is a permanent mark with no grade points assigned.

## **Course Drop and Withdrawal for Seminars**

Non-attendance or notifying an instructor does not constitute officially dropping or withdrawing from a seminar. Students must notify the Division of Extended Learning to request a withdrawal from a seminar.

The term withdrawal signifies that a student has withdrawn from a course before that last day of the session, and a “W” will appear on the student’s record. Students who withdraw after the last day of the session will receive a grade of “U” Unsatisfactory. This is a permanent mark with no grade points assigned.

## **Attendance for Academic Courses**

Please refer to the Attendance Procedures in the General Policies and Procedures section of the catalog.

## **Attendance for Continuing Education Courses**

In order to obtain full Continuing Education Unit hour(s), students or attendees are held to the hours allotted for the course/program and learning outcomes. Please refer to course requirements for program of choice.

## **Attendance for Non-Credit and Seminars**

Attendance will be tracked and monitored by the instructor.

## **Payment Options**

Payment can be made by telephone, fax, online 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 Division of Extended Learning courses is required before attending class.

## **Corporate Training**

Corporate training is available for businesses or school districts through the Division of 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. National University can provide the services to maximize training budgets and will offer a discount for 10 or more people.

# Professional Certificate and Course Offerings

## BUSINESS PROFESSIONAL

### CERTIFICATE IN ALTERNATIVE DISPUTE RESOLUTION

#### Program Overview

The Alternative Dispute Resolution (“ADR”) Professional Certificate offers a condensed version of National University’s globally recognized ADR Academic Certificate. The program has been designed to provide accredited continuing education hours for a number of professions, including, but not limited to, Law and Conflict Management specialists. To obtain the professional certificate the student is required to complete five self-paced, eight hour courses addressing the fundamentals of ADR including an overview of ADR, Conflict Diagnosis & Management, Negotiation Fundamentals, and Mediation & Facilitation. Each course contains two four hour sessions which include a written lecture with links to further information related to the subject matter, an audio power point lecture, a review exercise and an examination.

#### Program Learning Outcomes

Upon completion of the certificate, the student will:

- Define the concept of Alternative Dispute Resolution
- Describe the various processes of Alternative Dispute Resolution
- Inform clients of the appropriate process for engaging Alternative Dispute Resolution
- Examine and Diagnosis sources and elements of Conflict
- Manage Conflict in an Alternative Dispute Resolution setting
- Construct a successful Negotiation strategy
- Establish Mediation and Facilitation processes

#### Certificate Requirements

There are no pre-requisites for any of the courses or the certificate. To obtain the Professional Certificate, all five courses (40 hours) must be completed. If the student prefers, each course may be taken for eight hours of continuing education (8 hours of CLE certification provided).

ADRX 8000X ADR Part I (.8 CEUs)

ADRX 8005X ADR Part II (.8 CEUs)

ADRX 8010X Conflict Diagnosis & Mgmt (.8 CEUs)

ADRX 8015X Negotiation Fundamentals (.8 CEUs)

ADRX 8020X Mediation & Facilitation (.8 CEUs)

### CERTIFICATE IN EXECUTIVE BUSINESS MANAGEMENT

Faculty Advisor: Farhang Mossavar-Rahmani; (858) 642-8402; [fmossava@nu.edu](mailto:fmossava@nu.edu)

The National University Certificate in Executive Business Management consists of five courses. Students can take all or any number of courses. However, certificates are awarded only after completion of all five courses. Each course is taken online in a period of four weeks. The National University Certificate in Executive Business Management is designed to provide managers and professionals with the latest

information in major business disciplines, update their skills, and enable them to improve organizational effectiveness. It will familiarize managers with key concepts, tools and strategies required to be successful in this rapidly changing global business environment and provide an opportunity to ‘sample’ the perspectives and experiences of an MBA program. It is designed for managers and supervisors who wish to update their business skills and learn about important changes and new practices in the business world or technical professionals whose experience is primarily in one area who are looking forward to advancing their careers.

#### Case Studies

Using case studies, students learn the underlying concepts and theories of business practice. Through their research, students develop analytical methods and problem-solving techniques while working collaboratively with other students, and refine the skills and knowledge required to be a successful manager.

#### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Business principles and theories needed for decision-making in a global business environment
- The concept of planned, managed organizational change through proven organizational development techniques
- How the International Financial System functions and the rationale underlying the existing international monetary system
- The impact of exchange rate fluctuations on global pricing of products and services
- The long-term impact of strategic and tactical decisions

#### Certificate Requirements

EBX 1902X Strategic Issues in Global Finance and Trade

EBX 1904X Leadership in the 21st Century

EBX 1906X Strategic Management

EBX 1908X Global Business

EBX 1910X Trends in Applied Organizational Development

### PARALEGAL SPECIALIST CERTIFICATE

Director: Bryan Hance; (310) 662-2115; [bhance@nu.edu](mailto:bhance@nu.edu)

A Paralegal Specialist Certificate in Litigation, Corporations, or Criminal Law requires the completion of 90 quarter units of coursework and includes 8 legal specialty courses.

The completion of 90 quarter units of coursework and include 8 legal specialty courses. A minimum of 27 quarter units of general education course work (across at least three disciplines, such as social science, natural science, mathematics, humanities, foreign language, and English) are required by the American Bar Association. All lower division general education courses must be completed at National University or another regionally accredited institution. In the absence of



# Professional Certificate and Course Offerings

transfer credit, additional general electives may be necessary to satisfy total units for the Certificate. CEU courses may not be transferred to the Associate of Science or Bachelor of Science in Paralegal Studies degree programs.

Students may earn more than one Paralegal specialization. Those specializations are Litigation, Corporations, and Criminal Law. All specializations will be designated on one Paralegal Specialist Certificate. The Certificate is tailored to include training in substantive legal analysis, drafting legal documents, and understanding procedural matters.

**Note:** Paralegals may not provide legal services to the public, except as permitted by law.

## CORPORATIONS SPECIALIZATION

The Paralegal Specialization in Corporations is intended to introduce students to the legal skills required to serve the community effectively and ethically in a corporate law practice. The Corporations Specialization covers case analysis, legal research, and documents for the formation, management, and dissolution of corporate entities. The certificate is offered at the Los Angeles and Woodland Hills campuses. CEU courses may not be transferred to the Associate of Science or Bachelor of Science in Paralegal Studies degree programs.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Discuss broad legal principles from the primary areas of law, such as Torts, Contracts, Real Property, and others, and explain the definitions of certain basic legal terms and phrases.
- Conduct legal research using manual and computer-assisted methods.
- Demonstrate the basic process of legal reasoning and analysis.
- Describe the paralegal's role in a corporate law practice.
- Recognize how broad ethical principles apply to paralegals in a corporate law practice.

### Requirements for the Certificate Requirements

(8 courses; 22.5 quarter units and 13.5 CEUs)

PLX 1000X	Torts (4.5 quarter units)
PLX 1001X	Leg Res Wrtg-Briefing/Analysis (4.5 quarter units)
PLX 1002X	Contracts (4.5 quarter units)
PLX 1003X	Leg Res Wrtg-Legal Memo (4.5 quarter units)
PLX 1804X	Foundations of Property Law (4.5 CEUs)
PLX 1005X	Computers & the Law (4.5 quarter units)
PLX 1806X	Legal Writing Project (4.5 CEUs) <i>Prerequisite: PLX 1001X and PLX 1003X</i>
PLX 1808X	Essentials of Corporate Law (4.5 CEUs)

## CRIMINAL LAW SPECIALIZATION

The Paralegal Specialist Certificate in Criminal Law is intended to introduce students to the legal skills required to serve the community effectively and ethically in a criminal law practice. The Criminal Law Specialization covers case analysis, legal research, drafting pleadings, motion and discovery documents, evidence, and preparation of cases for trial. The program provides an academic and practical education of uncompromising quality. The certificate is offered at the Los Angeles and Woodland Hills campuses.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Discuss broad legal principles from the primary areas of law, such as Torts, Contracts, Real Property, and others, and explain the definitions of certain basic legal terms and phrases.
- Conduct legal research using manual and computer-assisted methods.
- Demonstrate the basic process of legal reasoning and analysis.
- Describe the paralegal's role in a criminal law practice.
- Recognize how broad ethical principles apply to paralegals in a criminal law practice.

### Certificate Requirements

(8 courses; 22.5 quarter units and 13.5 CEUs)

PLX 1000X	Torts (4.5 quarter units)
PLX 1001X	Leg Res Wrtg-Briefing/Analysis (4.5 quarter units)
PLX 1002X	Contracts (4.5 quarter units)
PLX 1003X	Leg Res Wrtg-Legal Memo (4.5 quarter units)
PLX 1804X	Foundations of Property Law (4.5 CEUs)
PLX 1005X	Computers & the Law (4.5 quarter units)
PLX 1806X	Legal Writing Project (4.5 CEUs) <i>Prerequisite: PLX 1001X and PLX 1003x</i>
PLX 1809X	Essentials of Criminal Law (4.5 CEUs)

## LITIGATION SPECIALIZATION

The Paralegal Specialist Certificate in Litigation is intended to introduce students to the legal skills required to serve the community effectively and ethically in a litigation practice. The Litigation Specialization covers case analysis, legal research, drafting pleadings, motion and discovery documents, evidence, and preparation of cases for trial. The program provides an academic and practical education of uncompromising quality. The certificate is offered at the Los Angeles and Woodland Hills campuses.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Discuss broad legal principles from the primary areas of law, such as Torts, Contracts, Real Property, and others, and explain the definitions of certain basic legal terms and phrases.

# Professional Certificate and Course Offerings

- Conduct legal research using manual and computer-assisted methods.
- Demonstrate the basic process of legal reasoning and analysis.
- Explain the litigation process and the paralegal's role in pre-trial, trial, and post-trial proceedings.
- Recognize how broad ethical principles apply to paralegals in a litigation practice.

## Certificate Requirements

(8 courses; 22.5 quarter units and 13.5 CEUs)

PLX 1000X	Torts (4.5 quarter units)
PLX 1001X	Leg Res Wrtg-Briefing/Analysis (4.5 quarter units)
PLX 1002X	Contracts (4.5 quarter units)
PLX 1003X	Leg Res Wrtg-Legal Memo (4.5 quarter units)
PLX 1804X	Foundations of Property Law (4.5 CEUs)
PLX 1005X	Computers & the Law (4.5 quarter units)
PLX 1806X	Legal Writing Project (4.5 CEUs) <i>Prerequisite: PLX 2101X and PLX 2103x</i>
PLX 1807X	Litigation Essentials (4.5 CEUs)

## SANFORD INSTITUTE OF PHILANTHROPY

### CERTIFICATE IN CAUSE SALES

*Faculty Advisor: Valerie Livesay; (858) 642-8405; vlivesay@nu.edu*

The Certificate in Cause Sales will educate and inspire students who are currently working in or considering pursuing a career in non profit fundraising. This program will demonstrate how exciting and significant the fundraising profession is to our lives and its impact on the world around us. Regardless of your "chosen" profession, everyone has to "sell." Whether it is a product, a service, an idea or a passion, selling is a vital and unavoidable part of all of our lives. The goal of this certificate is to teach each nonprofit student how to become more adept at "communicating the-ask."

### Program Learning Outcomes

Upon completion of the Certificate in Cause Sales, students will be able to:

- Discuss how fundraising plays a key role within various aspects of all nonprofit organizations
- Explain the rewards of a career in nonprofit fundraising and describe how the intensity of individuals' efforts will usually coincide with their success
- Describe the significant responsibilities that a professional fundraiser faces as the KEY individual / point of contact representing a specific nonprofit organization within the community
- Identify and discuss the competencies needed for a successful nonprofit fundraising career within the nonprofit sector

- Identify how to successfully implement the 8-Step Fundraising Cycle Process
- Participate in a major nonprofit fundraising project where students will have the opportunity to demonstrate their newly acquired sales skills
- Apply ethical tenets to overall acquisition of skills and recognize how ethics shapes the fundraising practice

## Certificate Requirements

(2 Courses; 9 CEUs)

NPLX 7010X	Cause Sales Fund (4.5 CEUs)
NPLX 7020X	Cause Sales Pract (4.5 CEUs)

## FUNDRAISING ACADEMY

The Fundraising Academy provides students who are interested in beginning, or who are currently working in, development roles with the applied knowledge of nonprofit fundraising principles. The program is designed to create enhanced fundraising skills for individuals, groups, and organizations. Specifically, students will increase their capacity to strategically identify opportunities for funding, to execute cause selling techniques, to develop major gifts, and to organize planned giving. This will be accomplished through exploring the advantages of technology, social media, innovative applications, and accurate financial management. In doing so, this program offers a fresh perspective and new cutting-edge techniques to address the needs of fundraising in today's society. The Fundraising Academy is ideal for those seeking dynamic approaches to fundraising, further development, additional opportunities for networking, and to build their professional toolbox.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Evaluate the state of the nonprofit field as it pertains to opportunities and gaps in the areas of development.
- Examine basic principles of fundraising while considering ethical and organizational factors.
- Analyze negotiating and cause selling styles in order to evaluate their situational effectiveness.
- Articulate multiple approaches to development strategy in order to confront and address complex needs.
- Practice "making the ask" and cause selling techniques.
- Utilize emerging technology, presentation skills and communication both in face-to-face, alternative, and virtual environments.
- Compare and contrast strategies of soliciting major gifts and planned giving.
- Identify the needs and resources associated with financial and legal requirements of fundraising.
- Develop professional skills that enhance opportunities and increase possible vehicles for fundraising.

# Professional Certificate and Course Offerings

## Certificate Requirements

(Four courses)

NPLX 1900X	Basics of Fundamentals
NPLX 1905X	Cause Selling
NPLX 1910X	Major Gifts
NPLX 1920X	Planned Giving

## CERTIFICATE IN EDUCATION FOUNDATION LEADERSHIP

*Education Foundation Leadership Certificate Program Lead:*  
*Wayne Padover; (714) 429-5240; wpadover@nu.edu*

The Education Foundation Leadership Certificate explores the unique organizational requirements and skills needed to run a successful public education foundation nonprofit. Through the collaboration of the National School Foundation Association and National University, this certificate offers a practice-based approach to education foundation leadership whereby, students have the opportunity to apply their learning in field-related projects. Grounded by content-rich field expertise, this certificate explores six core areas in education foundations: organizational planning and leadership, legal requirements, financial management, resource development, board development, marketing, and educational collaboration.

The certificate is designed for mid-level foundation professionals who wish to advance their organizational impact or career as well as, those individuals who would like to pursue or are just beginning their career in education foundations. Professionals who aspire to become or have recently taken on the role of executive director will further hone their skills and expand their professional toolbox.

Students will acquire and enhance their skills in organizational management while further developing their professional relationships and establishing practices for organizational sustainability.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Examine components of strategic planning principals, program evaluation, volunteer management, liaison and support of the school district, constituent alliance, balancing the four entities of programs, administration, development, and marketing/public relations.
- Apply the unique organizational requirements of a non-profit as they relate to governing documents, legal, and IRS requirements.
- Analyze the sources of data, practices, and reports associated with financial management.
- Utilize skills and strategies necessary to execute resource development and marketing.
- Execute practices that enhance Board effectiveness and leadership.
- Understand the general organizational concepts and terminology of school district operations.

## Certificate Requirements

(6 Courses: 18 CEUs)

EFLX 8010X	Org. Planning & Leadership (3 CEUs)
EFLX 8020X	Legal Requirements (3 CEUs)
EFLX 8030X	Financial Management (3 CEUs)
EFLX 8040X	Resource Dev. & Marketing (3 CEUs)
EFLX 8050X	Board Development (3 CEUs)
EFLX 8060X	Educational Collaboration (3 CEUs)

## EDUCATION PROGRAMS AND COURSES

### AUTISM EDUCATION CERTIFICATE

*Faculty Advisor: KayDee Caywood; (310) 662-2145; kcaywood@nu.edu*

Courses are taken for continuing education units (CEUs). CEU courses may not be transferred to the Master of Arts in Teaching with a Specialization in Autism. This program is offered in cohorts only.

This CTC-approved certificate for the Education Specialist - Added Authorization is designed for those interested in finding out more about working with and teaching those that fall within the Autism Spectrum Disorder. The four course sequence is designed to provide the student with an orientation to the terms and the characteristics involved, assessment and behavior management interaction strategies, a variety of teaching strategies, and train necessary skills in collaborating with parents and families of those in the spectrum. It is required that students complete Introduction to Students with Autism Spectrum Disorders first in the sequence. Each course is two months long. A bachelor's degree is strongly recommended but not required for this program.

### Certificate Requirements

(4 courses; 16 CEUs)

AEX 1810X	Intro Students w/Autism Spect (4 CEUs)
AEX 1820X	Asses & Behav App in Autism (4 CEUs) <i>Prerequisite: AEX 1810X</i>
AEX 1830X	Interven /Instr w/Autism (4 CEUs) <i>Prerequisite: AEX 1810X</i>
AEX 1840X	Autism Collab w/Parents & Fam (4 CEUs) <i>Prerequisite: AEX 1810X</i>

### ACADEMIC COURSES

HEDX 1101X Intro to Health Ed: K-12 (4.5 quarter units)

(This course satisfies the CTC health education requirements for a Professional Clear under the Ryan Credential. This course does not grant graduate credit and cannot be used as an elective in a graduate program. This course may not be used in place of HED 602 in programs under the School of Education.)

# Professional Certificate and Course Offerings

- EDX 1201X Computer Tech. in Classroom (4.5 quarter units)
- IHD 1203X Facilitating Outcomes (4.5 quarter units)
- NBCX 1201X NBCT Prep (4.5 quarter units)
- PRLX 2100X PLA Assessment Port Develop (4.5 quarter units)

## NON-ACADEMIC EDUCATION COURSES

- FFLX 1900X Foundations For Learning
- PDX 1900X Player’s Lab B

## EMERGENCY MEDICAL TECHNICIAN PROGRAM

### EMERGENCY MEDICAL TECHNICIAN CERTIFICATE OF COMPLETION

*Program Director: Francisco Martinez; (858) 309-3514; fmartinez@nu.edu*

This certificate of completion provides entry-level basic knowledge, essential skills, and an understanding of emergency medical assistance in outpatient and emergency settings. Students will be prepared to respond in various types of emergencies that require urgent medical attention to assess emergency situations, provide care that can save a life, and transport patients to a hospital. Students will learn how to respond quickly to high level emergencies such as motor vehicle accident, heart attack, near drowning, childbirth, poisoning, and life threatening injury. Graduates will have met the national guidelines for all areas of their didactic and clinical requirements. Students will comply with all levels of legal, regulatory, and ethical requirements for EMT’s.

This Program meets the requirements of the U.S. Department of Transportation National EMS Education Standards (NEMSES) and California State Regulations, Title 22. On successful completion of this certificate the graduate is eligible to complete the NREMT-B exam. Successful completion will allow the individual to apply for their state Emergency Medical Technician (EMT) card and perform entry-level EMT skills as a member of technical rescue teams/squads or as part of an allied service such as a fire or police department. EMT certificates are issued by county/local Emergency Medical Services (EMS) agencies. Contact your agency for specific requirements.

#### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Conduct trauma and medical assessment and proper treatment of persons afflicted with medical and trauma conditions requiring advanced medical intervention following currently approved EMT practices.

#### Admission Requirements

**Age:** An applicant must be 18 years or older on or before his/her graduation. Some state and federal agencies require that an individual be 18 years of age to be qualified for licensure or certification.

**High School Diploma/GED:** Applicants must have a high school diploma from a regionally accredited high school with a high school GPA of 2.0 or equivalent GED prior to starting the program.

#### Additional Fees

After successfully completing this course, to gain licensure in the state of California, the student is responsible for National Registry test application fees, licensure fees, any additional fees required, and any travel expenses necessary to travel to out of area testing, clinical, or field internships. Based on an assessment by administration in September 2012, these fees are offered in ranges of:

Didactic Uniform .....	\$75 and up
National Registry Exam .....	\$70
Student Tuition Recovery Fund (STRF) .....	\$2.50 per \$1,000
California State Licensure .....	\$75 and up

For those registering in Central California, please check with your local agency.

#### Prerequisites

Healthcare Provider Level CPR certification is required prior to the first day of class. Students with criminal background issues (any felony and some misdemeanors) should speak with the certifying authority prior to enrollment. State public safety regulations prohibit certification of individuals who have prior criminal convictions.

Clinical and Ambulance companies may require the following immunizations in order to conduct their hospital and ambulance clinical:

- Two-step Mantoux PPD tuberculosis test which, if positive, follow with negative chest x-ray and Health Department’s guidelines for treatment.
- Measles (rubella and rubeola) and Mumps: by a positive titer, physician’s diagnosis of disease; or two doses of vaccine.
- Immunizations: Tdap given in 2005 or later (tetanus, diphtheria, acellular pertussis).
- Varicella Immunity: by a titer, physician’s diagnosis of disease; or two doses of vaccine.
- Hepatitis B vaccination or waiver declining.

#### Recommended Preparation

Since this is an accelerated program, students are recommended to complete coursework in advanced first aid or emergency medical responder prior to enrolling. Work experience at the first responder level is helpful.

Program Requirements Course Number Clock Hours:

EMTX 2181X.....	84
EMTX 2182X.....	84 + 24 hours of clinical ride along
TOTAL .....	192

To receive a certificate of completion, students must complete the program with a grade of at least 80 percent and complete 24-hours of

# Professional Certificate and Course Offerings

clinical ride along. Student account must be paid in full and all program requirements must be met in order to receive the Emergency Medical Technician Certificate of Completion.

## Certificate Requirements

(2 courses; 6 quarter units)

EMTX 2181X EMT I Basic (3 quarter units)  
*Prerequisite: BLS HCP (CPR) Cert*

EMTX 2182X EMT II Basic (3 quarter units)  
*Prerequisite: EMTX 2181X 1081X with a minimum grade of B*

## HEALTH PROGRAM

### CLINICAL LAB SCIENCE DIDACTIC CERTIFICATE

*Faculty Advisor: Michael Myers; (858) 309-3496; mmyers@nu.edu*

The Clinical Laboratory Science (CLS) Training Program is a full-time, post-baccalaureate one-year educational program that leads to a career in diagnostic laboratory medicine. This program is an internship in a clinical setting consisting of two components, a didactic component and a clinical practical training component. The lecture courses required for this program are offered through the Division of Extended Learning in special sessions to students accepted into the program. In the learning environments of National University and its clinical affiliates, participants acquire the academic knowledge, technical skills, and critical thinking experiences necessary to become proficient healthcare professionals. Participants put their scientific knowledge into practice, and are prepared to perform laboratory procedures related to patient diagnosis and treatment. Upon successful completion of the program, participants are awarded the CLS Training Program Certificate and are prepared to take the California CLS licensing exam. Graduates are also eligible to take national certification exams.

### Application and Admission Procedure

Admission is by application only. A minimum science GPA of 2.75 is required. Transcripts from all schools attended must be provided along with 3 letters of recommendation. A resume and a one or two page letter of interest in CLS must accompany other application materials. Applications are obtained from the program director. Applications must be complete and applicants must meet all minimum requirements to be considered for the program. The admission committee, comprised of the program director and faculty involved in the program, reviews all eligible applicants for admission into the program. Top applicants are contacted for a scheduled interview by the selection committee and the education coordinators from the clinical affiliates. A standardized set of questions is asked of all candidates and ample time is provided for the applicants to ask any questions that they may have regarding the program. Student applications are accepted by the program director in conjunction with the availability of clinical site placements. Unless otherwise specified by the program director,

applications will be accepted starting in April of each year, with the application deadline being the 3rd week of May. Selected students are offered interviews in June. After the interviews, students are asked to rank order their clinical site preferences, and clinical sites are asked to rank order the interviewed candidates. The two lists are reconciled and offers of positions in the program at a specific training site are sent to accepted students shortly after the interview process. Students offered positions must confirm acceptance via email. Training starts in September. Work hours vary from section to section depending on the laboratory. Typical workdays begin at 7 or 7:30 AM and end at 3:30 or 4 PM. Students are not required to work weekends or holidays. Some clinical sites are able to offer supplemental employment and/or a stipend if so desired, but it is NOT required as part of the training.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate basic knowledge and technical ability essential to the practice of Clinical Laboratory Science.
- Interpret clinical significance, clinical procedures, and laboratory test data accurately.
- Apply principles and concepts of lab operations to clinical decision making.
- Comply with established laboratory safety regulations and regulations governing regulatory compliance related to lab/pathology services.
- Exhibit analytical and critical thinking skills necessary to succeed in laboratory medicine.
- Practice professionalism through ethical behavior and attitudes.

### Degree Requirements

One of the following:

1. A Bachelor of Science Degree in CLS, or a Bachelor of Science Degree in a related science that contains the following course work:
  - 18 semester or equivalent quarter hours of Biological Science with courses in Medical Microbiology, Hematology and Immunology
  - 16 semester or equivalent quarter hours in Chemistry with courses in Analytical Chemistry (Quantitative Analysis) and Biochemistry
  - 3 semester or equivalent quarter hours in Physics Including instruction in Principles of Light and Electricity
2. A pending application to Laboratory Field Services for a Clinical Laboratory Scientist Trainee License ([https://secure.cpsshr.us/cltreg/cls\\_trainee\\_info.asp](https://secure.cpsshr.us/cltreg/cls_trainee_info.asp)). Final acceptance for admission to the program is contingent upon receiving this license.
3. A signed Statement of General Health form from the student's primary healthcare provider.

# Professional Certificate and Course Offerings

## Requirements for the Major

(8 courses; 36 quarter units)

- CLSX 6005X Microbiology Didactic Lectures  
*Prerequisite: CLS 405 with a minimum grade of A Completion of B.S. degree in Biological Science or Clinical Laboratory Science. Within the degree requirements, the student should have previously completed an Introductory Microbiology (with laboratory) and Clinical Microbiology CLS 405.*
- CLSX 6010X Urinalysis Didactic Lectures  
*Recommended: Prior completion of: CLS 301 with a minimum grade of B Trainees would benefit from having previously taken and completed Introduction to Chemistry (with laboratory), Introduction to Biochemistry, Organic Chemistry, and Microbiology to include Parasitology.*
- CLSX 6020X Serology Didactic Lectures  
*Recommended: Prior completion of: CLS 305 with a minimum grade of B Trainees would benefit from having previously taken and completed Introduction to Chemistry, Biochemistry, Organic chemistry, Introduction to Immunology ( if available).*
- CLSX 6030X Chemistry Didactic Lectures  
*Recommended: Prior completion of: CLS 301 with a minimum grade of B Trainees would benefit from having previously taken and completed Introduction to Chemistry (with laboratory), Introduction to Bio-chemistry, Organic Chemistry, Analytical Chemistry, and Quantitative Analysis.*
- CLSX 6040X Hematology Didactic Lecture  
*Recommended: Prior completion of: CLS 410 with a minimum grade of B Completion of B.S. degree in Biological Science or Clinical Laboratory Science. Within the degree requirements, the student should have previously completed an Introductory Hematology course to include laboratory or similar, and the CLS 410 Clinical Hematology.*
- CLSX 6050X Blood Bank Didactic Lectures  
*Recommended: Prior completion of: CLS 305 with a minimum grade of B Students would benefit from having taken the Upper Division CLS Biochemistry, CLS Immunology, and lower division Chemistry, Organic Chemistry, Biochemistry, and Anatomy and Physiology.*
- CLSX 6060X Phlebotomy Didactic Lectures  
*Prerequisite: Must have completed B.S. degree in Clinical Laboratory Science and currently accepted and enrolled in the National University Clinical Laboratory Scientist training programs.*

- CLSX 6070X Lab. Mgmt. Didactic Lectures  
*Prerequisite: Must have completed B.S. degree in Clinical Laboratory Science and currently accepted and currently enrolled in affiliate National University Clinical Laboratory Scientist 52 week California State licensed training program.*

## PREPARATION COURSES

### CSET PREPARATION COURSES

*Program Information: (858) 642-8600; extlearning@nu.edu*

These courses give a comprehensive overview of all subject matter content needed to pass the California Subject Examinations for Teachers (CSET). All courses have been created and will be facilitated by credentialed, subject-matter experts. CSET Preparation Courses are self-paced and instructor led

The following courses do not grant credit:

- EDX 1905X CSET English Prep Course  
EDX 1912X CSET Science Prep Course  
EDX 1913X CSET Social Science Prep Course  
EDX 1925X CSET Math Prep Subtest I: Algebra and Number Theory  
EDX 1927X CSET Math Prep Subtest II: Geometry, Probability and Statistics  
EDX 1929X CSET Math Prep Subtest III: Calculus and History of Math  
EDX 1920X CSET Multiple Subject Prep Course

### U.S. CONSTITUTION & RICA PREPARATION COURSES

- EDX 1938X U.S. Constitution Prep Course with Examination  
EDX 1940X RICA Prep Course

# Professional Development Training

## ONLINE PERSONAL ENRICHMENT

EDI 1905X	Get Assertive!	EGX 1964X	QuickBooks 2015 for Contractors
EDI 1919X	Get Grants!	EGX 1965X	Keyboarding
EDI 1926X	Secrets of Better Photography	EGX 1966X	Wireless Networking
EDI 1937X	Introduction to SQL	EGX 1967X	Mac, iPhone, and iPad Programming
EDI 1940X	Distribution and Logistics Management	EGX 1968X	A to Z Grant Writing
EDI 1957X	Interpersonal Communication	EGX 1969X	Achieving Success with Difficulty People
EDI 1964X	Praxis I Preparation	EGX 1970X	Building Teams That Work
EDI 1975X	Writing Essentials	EGX 1971X	Creating Classroom Centers
EDI 1985X	GRE Preparation – Part 1 (Verbal and Analytical) US	EGX 1972X	Certificate in Food, Nutrition, and Health
EDI 1986X	Speed Spanish, III	EGX 1973X	Effective Selling
EGX 1913X	Mastering Public Speaking	EGX 1974X	Empowering Students with Disabilities
EGX 1914X	Intermediate Microsoft Excel 2010	EGX 1975X	Fundamentals of Supervision and Management
EGX 1915X	Introduction to PHP and MySQL	EGX 1976X	Fundamentals of Supervision and Management II
EGX 1927X	Introduction to Java Programming	EGX 1977X	How to Make Money From Your Writing
EGX 1932X	Intermediate SQL	EGX 1978X	Individual Excellence
EGX 1936X	Project Management Applications	EGX 1979X	Introduction to Interior Design
EGX 1937X	Purchasing Fundamental	EGX 1980X	Introduction to Natural Health and Healing
EGX 1940X	Advanced CompTIA A+ Certification Prep	EGX 1981X	Keys to Effective Communication
EGX 1941X	Advanced PC Security	EGX 1982X	LSAT Preparation – Part 2 US
EGX 1942X	Advanced Web Pages	EGX 1983X	Managing Customer Service
EGX 1943X	CompTIA Network + Certification Prep	EGX 1984X	Marriage and Relationships: Keys to Success
EGX 1944X	CompTIA Security + Certification Prep I	EGX 1985X	Managing Life as a Single Parent
EGX 1945X	CompTIA Security + Certification Prep II	EGX 1986X	Mastering Your Digital SLR Camera
EGX 1946X	Computer Skills for the Workplace	EGX 1987X	Navigating Divorce
EGX 1947X	Creating jQuery Mobile Websites w/Dreamweaver	EGX 1988X	PMP® Certification Prep 1
EGX 1948X	Creating Mobile Apps w/HTML5	EGX 1989X	PMP® Certification Prep 2
EGX 1949X	Creating Web Pages	EGX 1990X	Project Management Fundamentals
EGX 1950X	Creating WordPress Websites	EGX 1991X	Six Sigma: Total Quality Applications
EGX 1951X	Intermediate Microsoft Excel 2013	EGX 1992X	Small Business Marketing on a Shoestring
EGX 1952X	Intermediate Networking	EGX 1993X	Spanish for Medical Professionals
EGX 1953X	Introduction to CSS3 and HTML5	EGX 1994X	Spanish for Medical Professionals II
EGX 1954X	Introduction to Microsoft Access 2010	EGX 1995X	Start Your Own Small Business
EGX1955X	Introduction to Microsoft Access 2013	EGX 1996X	Starting a Consulting Practice
EGX 1956X	Introduction to Microsoft Excel 2010	EGX 1997X	Stocks, Bonds, and Investing: Oh, My!
EGX 1957X	Introduction to Microsoft Excel 2013	EGX 1998X	Supply Chain Management Fundamentals
EGX 1958X	Introduction to Microsoft Word 2013	EGX 1999X	Teaching Adult Learners
EGX 1959X	Introduction to Networking	ETG 1900X	Total Quality Fundamentals
EGX 1960X	Introduction to Microsoft Word 2011 for MAC	ETG 1901X	Creating a Successful Business Plan
EGX 1961X	Introduction to PC Security	ETG 1929X	GRE Preparation – Part 2 (Quantitative) US
EGX 1962X	Introduction to QuickBooks 2014	ETG 1930X	Speed Spanish I
EGX 1963X	Introduction to QuickBooks 2015	ETG 1931X	Speed Spanish II
		ETG 1932X	Accounting Fundamentals II

# Professional Development Training

ETG 1938X	Understanding the Human Resources Function
ETG 1939X	LSAT Preparation – Part 1 US
ETG 1946X	Administrative Assistant Fundamentals
ETG 1949X	Professional Sales Skills
ETG 1954X	Beginning Writer's Workshop

## ONLINE CAREER TRAINING

HSCX 1907X	Medical Billing and Coding + Medical
HSCX 1910X	Clinical Dental Assistant
HSCX 1932X	Administrative Medical Specialist with Medical Billing and Coding
HSCX 1933X	Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology
HSCX 1934X	Administrative Professional with Microsoft Office 2010 Master
HSCX 1936X	Administrative Professional with Microsoft Office 2013 Master
HSCX 1937X	Administrative Professional with Microsoft Office Specialist 2013
HSCX 1938X	Certificate in Gerontology
HSCX 1941X	Certificate in Spirituality, Health, and Healing
HSCX 1942X	Certificate in Stress Management
HSCX 1943X	Certified National Pharmaceutical Representative
HSCX 1944X	Certified Personal Trainer
HSCX 1945X	Chartered Tax Professional
HSCX 1946X	Child Development Associate Training
HSCX 1947X	Child Development Associate Training Renewal
HSCX 1948X	Entrepreneurship: Start-Up and Business Owner Management
HSCX 1949X	Event Management and Design
HSCX 1950X	High School Diploma with General Career Preparation
HSCX 1951X	High School Diploma with Office Management Training
HSCX 1952X	Human Resources Professional
HSCX 1953X	Microsoft Excel 2010 Certification Training
HSCX 1954X	Medical Billing and Coding
HSCX 1955X	Microsoft Excel 2013 Certification Training
HSCX 1956X	Microsoft Office 2010 Master Certification Training
HSCX 1957X	Microsoft SharePoint 2010 Certification Training
HSCX 1958X	Mobile and Desktop Web Developer
HSCX 1959X	Payroll Practice and Management
HSCX 1960X	Professional Bookkeeping with QuickBooks 2013, Software Included
HSCX 1961X	Physical Therapy Aide

HSCX 1964X	Six Sigma Black Belt
HSCX 1965X	Video Game Design and Development
HSCX 1966X	Web Applications Developer
HSCX 1967X	Web Design Professional
HSCX 1968X	CompTIA™ Certification Training: A+, Network+, Security+
HSX 1909X	Cisco® CCNA® Certification Training
HSX 1917X	Records Management Certificate
HSX 1919X	Travel Agent Training
HSX 1921X	Search Engine Marketing
HSX 1925X	HVAC Technician
HSX 1926X	Veterinary Assistant
HSX 1927X	Administrative Dental Assistant
HSX 1931X	Certified Bookkeeper
HSX 1932X	CompTIA™ A+ Certification Training
HSX 1935X	Six Sigma Green Belt
HSX 1944X	Advanced Hospital Coding and CCS Prep
HSX 1953X	Certified Wedding Planner
HSX 1959X	Medical Terminology
HSX 1963X	Freight Broker/Agent Training
HSX 1965X	ICD-10 Medical Coding
HSX 1982X	Pharmacy Technician
HSX 1988X	Technical Writing
HSX 1999X	Grant Writing

## TEACHER DEVELOPMENT SELF-PACED ONLINE COURSES

Self-paced Online Courses are designed to satisfy teacher CEU requirements for career advancement.

TEDX 1823X	ADD: Info and Interventions (4 CEUs)
TEDX 1824X	Advanced Classroom Mgt (3 CEUs)
TEDX 1825X	Educational Assessment (3 CEUs)
TEDX 1826X	Traumatized Child (3 CEUs)
TEDX 1827X	Teaching Diversity (3 CEUs)
TEDX 1844X	Behavior is Language (4 CEUs)
TEDX 1845X	Violence in Schools (3 CEUs)
TEDX 1846X	Learning Disabilities (4 CEUs)
TEDX 1848X	Drugs & Alcohol in Schools (3 CEUs)
TEDX 1849X	Autism & Asperger's Disorder (3 CEUs)
TEDX 1868X	Inclusion (3 CEUs)
TEDX 1871X	Understanding Aggression (4 CEUs)
TEDX 1872X	Talented & Gifted (3 CEUs)



# Professional Development Training

TEDX 1879X	Child Abuse: (3 CEUs)
TEDX 1880X	Infant and Toddler Mental Health (3 CEUs)
TEDX 1881X	Reading Fundamentals #1 (3 CEUs)
TEDX 1882X	Reading Fundamentals #2 (3 CEUs)
TEDX 1883X	Reading Fundamentals #3 (4 CEUs)
TEDX 1884X	Early Childhood: Fmly-Centrd Srvcs (3 CEUs)
TEDX 1885X	Early Childhood: Observ. and Assessment (4 CEUs)
TEDX 1886X	Early Childhood: Program Planning (4 CEUs)
TEDX 1887X	Early Childhood: Tpcl & Atypcl Dvlpmnt (4 CEUs)
TEDX 1888X	Hrsmnt, Blyng & Cyber-Intmdtn (3 CEUs)
TEDX 1889X	Teaching Elem. Math Conceptually (3 CEUs)
TEDX 1890X	Ethics & Safety for Our Schools (4 CEUs)
TEDX 1891X	Why DI? An Introduction to DI (4 CEUs)
TEDX 1892X	Reading & Writing in Cont. Area (3 CEUs)
TEDX 1893X	Ethics & Safety in Education (3 CEUs)
TEDX 1894X	Underst. Impl Com. Core Standards (4 CEUs)
TEDX 1895X	Try DI!: Plan & Prep Diff. Inst. Prgm (4 CEUs)

# National University Golf Academy

Director: Nicole Moreno (760) 268-1585;  
nmoreno@nu.edu

Admissions: (760) 268-1582; golf@nu.edu

## UNDERGRADUATE CERTIFICATE IN PROFESSIONAL GOLF MANAGEMENT

Faculty Advisor: John Haggerty; (760) 268-1589; jhaggerty@nu.edu

Students pursuing the Undergraduate Certificate in Professional Golf Management can apply credit toward associate or bachelor degrees. 100-level courses are available to eligible high school students attending Virtual High School.

Responding to one of the fastest growing recreational sports industries, the Professional Golf Management will provide learners with a fundamental understanding of the knowledge and skills required for introductory positions within the golf industry and for golf enthusiasts seeking career options in the expanding arena. The courses focus upon common managerial and administrative competencies unique to supporting a wide realm of recreational and professional support positions in the field of golf. The Undergraduate Certificate in Professional Golf Management provides:

- A broad-based core of administrative competencies coupled with essential sports management fundamentals oriented to the field of golf.
- An introductory understanding of the processes that enable specific administrative functions in the recreation and golf industries.
- A foundation in applied academic rudiments to include critical thinking, writing, and communication skills required in today's recreational golf industry.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify fundamental business support activities, theoretical and practical, related to golf management
- Recognize ethical issues as they apply to cross-functional management activities in the golf industry
- Identify current and emerging trends in the golf industry in marketing, branding, finance, issues of sustainability, and the evolving customer base
- Recognize the importance of diversity and multiculturalism in the global golf industry
- Demonstrate undergraduate-level written communication skills
- Demonstrate oral communications and presentation skills
- Apply analytical and critical thinking skills in understanding the complex network of challenges and opportunities associated with the burgeoning recreational golfing market
- Prepare students for preparation in apprentice golf professional positions

### Certificate Requirements

(8 courses; 36 quarter units)  
(4.5 quarter units for each course)  
(1 Course; 24 clock hours)

PGM 102 Facility Operations (4.5 quarter units)  
PGM 104 Tournament Operations (4.5 quarter units)  
PGM 213 Merchandising & Invent Mgmt (4.5 quarter units)  
PGM 201 Hospitality & Resort Mgmt (4.5 quarter units)  
PGM 204 Sports Marketing and Promotion (4.5 quarter units)  
PGM 203 Instruction & Player Dev (4.5 quarter units)  
PGM 210 Modern Swing Concepts (4.5 quarter units)  
PGM 216 Mental Prep & Short Game (4.5 quarter units)  
PDX 1900X Player's Lab B (Classroom) (24 clock hours)\*

Students enrolled in a National University Golf Academy Degree program, Concentration, Specialization or Certificate must enroll in the minimum number of Player's Lab B courses throughout the entire educational program.<sup>1</sup> The lab is part of the practical portion of the National University Golf Academy curriculum that incorporates and builds upon prior learning in the Player's Lab series. Students participate in individual and/or group activities that include instruction, training, play and practice activities. This course is offered through National University's Division of Extended Learning. Veterans using their GI Bill educational programs – VA pays the minimum number of Player's Lab courses for the current educational program of study.

<sup>1\*</sup> Students enrolled in the Certificate in Professional Golf Management must complete a minimum of 6 Player's Lab courses (144 clock hours)

<sup>1\*</sup> Students enrolled in the Associate in Professional Golf Management must complete a minimum of 10 Player's Lab courses (240 clock hours)

<sup>1\*</sup> Students enrolled in a Bachelor's Degree with Concentration in Professional Golf Management must complete a minimum of 20 Player's Lab courses (480 clock hours)

\* Each Player's Lab B course that is equal to 24 clock hours will require a \$350 course fee.

# National University Polytechnic Institute

**General Manager: Bill Hyder(858) 309-3501; whyder@nu.edu**  
**Admissions: (800) 432-3483**  
**nupolytech@nu.edu; nupolytech.org**

National University Polytechnic Institute (NUPI) offers a certificate program in Marine Technology. NUPI's four-week long course format offers convenient education and training in these rapidly expanding fields. NUPI facilities are located in San Diego and accelerated by design. With classes taught by experienced faculty utilizing state-of-the-art classrooms and laboratory equipment, you will continue to build and strengthen the skills you need for professional growth or to begin a new career.

All students are responsible for following all policies and procedures as outlined in the National University General Catalog including undergraduate admission requirements.

## PROFESSIONAL CERTIFICATE IN MARINE TECHNOLOGY

*Program Director: Bill Hyder; (858) 309-3501; whyder@nu.edu*

The Professional Certificate in Marine Technology is a commercial diving program that provides the student with the technical diving skills needed for entry into the offshore and inland diving industry as marine technicians and commercial divers. The program is a fast paced immersion into surface supply and SCUBA diving, and includes air and helium-oxygen elements, diving safety, professional work habits, underwater work skills, and diving science needed to become a commercial diver. Students will develop problem solving, team building, and communication skills appropriate with this program.

After completion of the core training, students will select one of the following concentrations:

### DIVE MEDIC TECHNICIAN

The Dive Medic concentration prepares students in the medical aspects of diving and advanced training in hyperbaric medicine. Dive medics are respected professionals who perform regular work as divers and, when necessary, respond to medical emergencies on the job. Graduate with a Dive Medic concentration and you will be trained as a Dive Medic Technician, qualified for work as a "tender" and dive medic for underwater job sites inland and offshore. This concentration also qualifies you to take the Emergency Medical Technician-Basic (EMT-B) exam.

### UNDERWATER INSPECTION TECHNOLOGY NONDESTRUCTIVE TESTING

The Nondestructive Testing concentration prepares students to conduct a number of advanced underwater inspection and testing techniques important for insuring the quality of underwater construction. The program is designed to provide students with the knowledge, skills, and abilities to perform a variety of inspections to locate and determine the condition of structures, pipes, and components ranging from steel buildings, subsea pipelines and platforms, to engine parts

and components. Students are trained in a variety of Nondestructive Testing Methods (NDT) to inspect metals and welds, in particular, as well as non-metallic materials. Students will be trained to American Society for Nondestructive Testing (ANST) Level 1 and Level II standards in Ultrasonic Testing (UT), Magnetic Particle Testing (MT), Dye Penetrant Testing (PT), and Visual Testing (VT).

### ADMISSION PROGRAM REQUIREMENTS

**Age:** An applicant must be 18 years or older on or before his/her graduation. Some state and federal agencies require that an individual be 18 years of age to be qualified for licensure or certification.

**Medical Physical Examination:** The applicant must submit a complete dive physical examination to NUPI as part of their admittance package. This physical examination must be performed by a licensed medical practitioner using the Association of Diving Contractors International (ADCI) guidelines and their approved physical examination forms. The applicant must pass all sections of the physical exam and be within body fat standards according to ADCI guidelines. Once enrolled, students must stay within the standards according to ADCI guidelines.

**Drug Policy:** This commercial diving program has a zero tolerance drug policy. Students will be required to pass a drug screening test at a certified lab as part of the physical examination. During the course, students will be subject to random drug testing and may be tested at any time if a student is suspected of being under the influence of a controlled substance.

**SCUBA Certification:** Students do not need a SCUBA certification prior to starting the program but it is strongly recommended that students obtain a certification before starting. Students who do not have a SCUBA certification will be required to enroll in a SCUBA open water course certified by a recognized SCUBA certification agency (NAUI, PADI, etc.) that must be completed a week prior to the student beginning the inland diving and SCUBA course.

**High School Diploma/GED:** Applicants must have a high school diploma from a regionally accredited high school with a high school GPA of 2.0 or equivalent GED prior to starting the program. Applicants who have a GED or do not meet the minimum high school GPA of 2.0 will be required to take the Accuplacer prior to starting the program. Students who do not meet minimum admission requirements may be admitted under Probationary Admission status. Please see the Academic Information for Undergraduate Degree Programs section of the University catalog for additional information.

**Dress Code/Personal Protective Equipment:** The Professional Commercial Diving program requires the use of specific personal protective equipment and garments. Individual courses will have specific requirements.

### Program Information

**Test of Adult Basic Education (TABE) Examination:** Students entering the commercial diving program will be required to take the TABE

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examination during the orientation two weeks prior to the start of class. The exam will assess basic competencies in reading, mathematics, language, and spelling. Students who do not meet the required minimum scores may be subject to a remediation plan to improve basic competencies. Students will also be required to take the exit TABE test during the final course of the program.

**Divers Log Book:** It is each student diver’s personal responsibility to maintain an approved Diver’s Log Book. Future employers use these logs to verify experience, dives, and academic training for hiring and promotion within the diving industry. The Diver’s Log Book must contain a personal passport-size photo which is embossed to the page. Each student is responsible for keeping the Diver’s Log Book current and accurate. Instructors will verify dives and will sign stamp each entry with the official NUPI stamp.

**International Requirements:** Many countries have unique regulations for the training of commercial divers. Additional training after graduation may be required if you plan to work internationally. Please check the qualifications, certifications, work permit regulations, and immigration requirements of the particular country being considered. Be aware that foreign immigration laws may restrict or prevent you from working overseas. It is highly recommended that students apply for a passport prior to completing the program, and ensure you have the needed immunizations.

**Transportation Workers Identification Credential (TWIC Card):** Students enrolled in the Professional Commercial Diving program should review the information on the Transportation Security Administration (TSA) website regarding TWIC card requirements and eligibility. Most students entering the commercial diving industry will be required to have a TWIC card prior to employment. The TSA has strict requirements on the criteria that must be met for TWIC card eligibility. All students are advised to become familiar with the requirements. For more information, go to [www.tsa.gov/twic](http://www.tsa.gov/twic).

A background check must be passed prior to enrolling in any Diver Medic concentration course.

**Note:** Students are advised that, due to the nature of the program, class start and end times may be set outside normal University schedules. More information will be provided at the time of orientation.

**Grading Information:** The commercial diving program uses the following grading system:

**Definition:**

- A ..... Outstanding Achievement
- B ..... Commendable Achievement
- C ..... Marginal Achievement
- D ..... Unsatisfactory Achievement
- F ..... Failing
- I ..... Incomplete

All PMTX courses must be passed with a minimum grade of C. All EMTX courses must be passed with a minimum grade of B.

**Program Fees**

Tuition .....	\$354 per quarter unit
Student fees for materials and supplies .....	\$2,000

Fees are required to be paid prior to attending the first class of the core training. Non-standard gear will need to be purchased separately by the student, such as wetsuit, fins, scuba mask, etc. Student’s fees may be financial aid eligible.

**CERTIFICATES**

Upon successful completion of the Professional Certificate in Marine Technology program students will receive:

- Certificate of Completion as Commercial Diver
- Association of Commercial Diving Educators (ACDE) Card
- Association of Diving Contractors International (ADCI) Card
- Diver Medic Technician (DMT) Card-Only Diving Medic Technician students are eligible to receive DMT card. Students must submit application to the University, which will then be mailed to the National Board of Diving and Hyperbaric Medical Technology (NBDHMT) who will mail the student their DMT card
- Basic Life Support (BLS)/cardiopulmonary resuscitation (CPR) Card
- Forklift Operations Certificate
- KMDSI Helmet and Band Mask Operator/User Training
- Rigging Certificate
- Underwater Wet & Topside Welding-Shielded Metal Arc
- DAN O2
- Emergency Medical Responder (NDT)
- EMT (DMT) & NDT letters (UT I and II, Liquid Penetrant I and II, Magnetic Particle I and II, Visual Testing I and II)

Student account must be paid in full and all program requirements must be met in order to receive Certificate of Completion for Professional Certificate in Marine Technology.

**Program Learning Outcomes**

Upon successful completion of this program, students will be able to:

- Dive and tend using surface supply or SCUBA underwater breathing apparatuses in either air or mixed gas modes to perform underwater tasks safely.
- Perform decompression safely under a variety of situations.
- Apply formulas associated with decompression and medical aspects of diving.
- Assess medical needs of divers and provide appropriate first aid and recompression treatment for diving illnesses.
- Work effectively as a dive team member to achieve goals of a planned diving job and underwater tasks.
- Demonstrate safe operation while working as an outside tender, inside tender, communications operator, and/or log keeper.
- Plan a diving job utilizing all available data.
- Cut and weld steel properly.

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## Certificate Requirements

(16 courses; 44 quarter units)

Students must complete all core courses as well as one concentration from the following: Diving Medic Technician, Underwater Inspection Technology.

## Physical Fitness Course for Divers

(1 course; 0 quarter units)

All students will be enrolled in the Physical Fitness Course throughout the entire program. The course is designed to teach the student proper life style and a routine of exercise that is needed to be a commercial diver. This course will be offered through the Division of Extended Learning for no academic credit.

PMTX 1900X Physical Fitness & Nutrition (0 quarter units)  
*Prerequisite: Admission to Professional Certificate in Marine Technology*

## Certificate Core Requirements

(11 courses; 29 quarter units)

- PMTX 2110X Commercial Diving Orientation (3 quarter units)  
*Prerequisite: Diving Physical Examination, Corequisite: PMTX 2120X, PMTX 1900X*
- PMTX 2120X Diving Physics & Air Decomp. (3 quarter units)  
*Prerequisite: Diving Physical Exam, Corequisite: PMTX 2110X, PMTX 1900X*
- PMTX 2130X Medical Aspects of Diving (3 quarter units)  
*Prerequisite: Diving Physical Examination, PMTX 2110X with a minimum grade of C, and PMTX 2120X with a minimum grade of C, Corequisite: PMTX 2140X, PMTX 1900X*
- PMTX 2140X Decomp. Chamber & Forklift Op. (3 quarter units)  
*Prerequisite: Diving Physical Examination, PMTX 2110X with a minimum grade of C, PMTX 2120X with a minimum grade of C, Corequisite: PMTX 2130X, PMTX 1900X*
- PMTX 2150X Com. SCUBA & Inland Diving (3 quarter units)  
*Prerequisite: SCUBA card, Basic First Aid & CPR card, PMTX 2120X with a minimum grade of C, PMTX 2140X with a minimum grade of C, Corequisite: PMTX 2155X PMTX 1900X*
- PMTX 2155X Intro to Surface Supplied Diving (2 quarter units)  
*Prerequisite: Diving Physical Examination, SCUBA card, First Aid & CPR card, PMTX 2130X with a minimum grade of C, PMTX 2140X with a minimum grade of C, Corequisite: PMTX 2150X, PMTX 1900X*

- PMTX 2160X Diving Operations I (2 quarter units)  
*Prerequisite: PMTX 2150X with a minimum grade of C, PMTX 2155X with a minimum grade of C, Corequisite: PMTX 2250X, or PMTX 2200X, PMTX 1900X*
- PMTX 2165X Diving Operations II (2 quarter units)  
*Prerequisite: PMTX 2160X with a minimum grade of C, Corequisite: PMTX 2210X, or EMTX 2181X, PMTX 1900X*
- PMTX 2170X Diving Operations III (3 quarter units)  
*Prerequisite: PMTX 2165X with a minimum grade of C, Corequisite: PMTX 2220X, or EMTX 2182X, PMTX 1900X*
- PMTX 2180X Rigging Fundamentals (3 quarter units)  
*Prerequisite: PMTX 2170X with a minimum grade of C, Corequisite: PMTX 2230X, or PMTX 2280X, PMTX 1900X*
- PMTX 2190X Underwater Cutting & Welding (2 quarter units)  
*Prerequisite: PMTX 2180X with a minimum grade of C, Corequisite: PMTX 2240X, or PMTX 2290X, PMTX 1900X*

## Students must choose one of the following concentrations:

### CONCENTRATION IN DIVER MEDIC TECHNICIAN (DMT)

This concentration provides entry-level basic knowledge, essential skills, and an understanding of emergency medical assistance in outpatient and emergency settings. Students will be prepared to respond to various types of emergencies that require urgent medical attention to assess emergency situations, provide care that can save a life, and transport patients to a hospital. Students will learn how to respond quickly to high level emergencies such as motor vehicle accident, heart attack, near drowning, childbirth, poisoning, and life threatening injury. In addition, students will learn how to evaluate, recognize and perform hyperbaric chamber treatments of diving illness disorders and to perform advanced medical skills in hyperbaric conditions following current hyperbaric clinical and commercial diving practices as a diving medical technician. Graduates will have met the national guidelines for all areas of their didactic and clinical requirements. Students will comply with all levels of legal, regulatory, and ethical requirements for EMT's and DMT's.

### DMT CERTIFICATION

On successful completion of this concentration, the graduate is eligible to apply for Diver Medic Technician (DMT) certification through the National Board of Diving & Hyperbaric Medical Technology. For certification, the individual must successfully complete the DMT certification examination.

### EMT CERTIFICATION

On successful completion of this concentration, the graduate is eligible to complete the NREMT-B exam and successful completion will allow the individual to apply for their state EMT card and perform entry-level

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EMT skills as a member of technical rescue teams/squads or as part of an allied service such as a fire or police department. EMT certificates are issued by county/local Emergency Medical Services (EMS) agencies. Contact your agency for specific requirements.

- Clinical and ambulance companies may require the following immunizations in order to conduct their hospital and ambulance clinical:
  - » Two-step Mantoux PPD tuberculosis test which, if positive, follow with negative chest x-ray and Health Department's guidelines for treatment.
  - » Measles (rubella and rubeola) and Mumps: by a positive titer, physician's diagnosis of disease; or two doses of vaccine.
  - » Immunizations: Tdap given in 2005 or later (tetanus, diphtheria, acellular pertussis).
  - » Varicella Immunity: by a titer, physician's diagnosis of disease; or two doses of vaccine.
  - » Hepatitis B vaccination or waiver declining.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Conduct trauma and medical assessment and proper handling of persons afflicted with medical trauma conditions requiring advanced medical intervention following currently approved EMT practices.
- Evaluate, recognize, and perform recompression hyperbaric chamber treatments of diving illness disorders and to perform advanced medical skills in hyperbaric conditions following current hyperbaric clinical and commercial diving practices as a Diver Medic Technician (DMT).

## Requirements for the Concentration

(5 courses; 15 quarter units)

- PMTX 2200X Underwater Inspection & Survey (3 quarter units)  
*Prerequisite:* PMTX 2150X with a minimum grade of C, PMTX 2155X with a minimum grade of C,  
*Corequisite:* PMTX 2160X, PMTX 1900X
- EMTX 2181X EMT I Basic (3 quarter units)  
*Prerequisite:* BLS HCP (CPR) Cert,  
*Corequisite:* PMTX 2165X
- EMTX 2182X EMT II Basic (3 quarter units)  
*Prerequisite:* EMTX 2181X with a minimum grade of B,  
*Corequisite:* PMTX 2170X
- PMTX 2280X Advanced Diving Medicine (3 quarter units)  
*Prerequisite:* EMTX 2260X with a minimum grade of B, EMTX 2270X with a minimum grade of B, Diving Physical Exam,  
*Corequisite:* PMTX 1900X, PMTX 2180X
- PMTX 2290X Advanced Hyperbaric Medicine (3 quarter units)  
*Prerequisite:* PMTX 2280X with a minimum grade of C,  
*Corequisite:* PMTX 2190X, PMTX 1900X

**\*Please Note:** All required immunizations must be completed before students may complete their ride-along hours.

## CONCENTRATION IN UNDERWATER INSPECTION TECHNOLOGY

In this concentration the student will learn theoretical, practical, and industry-specific knowledge as an inspector-level (ASNT Level II capability in visual, liquid, penetrant, magnetic particle, and ultrasonic testing in underwater and traditional settings).

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Perform visual, liquid penetrant, magnetic particle, and ultrasonic testing.

## Requirements for the Concentration

(5 courses; 15 quarter units)

The following are recommended elective courses that could be selected as needed to reach a total of 48 quarter units.

- PMTX 2250X Emergency Medical Responder (3 quarter units)  
*Prerequisite:* PMTX 2155X with a minimum grade of C, PMTX 2150X with a minimum grade of C,  
*Corequisite:* PMTX 2160X, PMTX 1900X
- PMTX 2210X MT/PT II (3 quarter units)  
*Prerequisite:* PMTX 2160X with a minimum grade of C, PMTX 2250X with a minimum grade of C,  
*Corequisite:* PMTX 2165X, PMTX 1900X
- PMTX 2220X Ultrasonic Testing I (3 quarter units)  
*Prerequisite:* PMTX 2210X with a minimum grade of C,  
*Corequisite:* PMTX 2170X, PMTX 1900X
- PMTX 2230X Ultrasonic Testing II (3 quarter units)  
*Prerequisite:* PMTX 2220X with a minimum grade of C, PMTX 2170X with a minimum grade of C,  
*Corequisite:* PMTX 2180X, PMTX 1900X
- PMTX 2240X VT II/Underwater Inspection (3 quarter units)  
*Prerequisite:* PMTX 2180X with a minimum grade of C, PMTX 2230X with a minimum grade of C, Diving Physical Exam,  
*Corequisite:* PMTX 2190X, PMTX 1900X

# Undergraduate Certificates

## UNDERGRADUATE CERTIFICATE IN ALCOHOL AND DRUG ABUSE COUNSELING

Faculty Advisor: Donald Posson; (702) 531-7832; [dposson@nu.edu](mailto:dposson@nu.edu)

The Certificate in Alcohol and Drug Abuse Counseling is designed to meet California state standards for certification of alcohol and drug abuse counselors. This program is approved by CAADAC's education foundation CA Foundation for Advancement of Addiction Professionals. This program may not meet the requirements for certification in other states. For complete information on the CAADAC certification, or to order a CAADAC Handbook visit, [www.caadac.org](http://www.caadac.org) or call (916) 368-9412.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Establish professional relationships with diverse clients with alcohol and drug abuse and/or dependence issues.
- Demonstrate entry level counseling skills in working with individuals, groups, and families relative to alcohol and drug abuse and/or dependence issues.
- Assess and diagnose clients using DSM IV-TR alcohol and drug abuse and dependence criteria.
- Develop a treatment plan based on a biopsychosocial assessment of the individual's strengths, weaknesses, problems, and needs.
- Develop case management plans for clients that bring services, agencies, resources, or people together with a planned framework of action.
- Evaluate the effectiveness of treatment approaches.
- Provide client education to individuals, groups, and families on alcohol and drug abuse and dependence.
- Interact with counselors and other professionals in regard to client treatment and services.
- Adhere to established professional codes of ethics and standards of practice

### Certificate Requirements

To receive the certificate, students must complete at least 45 quarter units, 31.5 of which must be taken in residence at National University and complete a 255 hour practicum experience working with clients at an approved practicum site. Refer to the section on undergraduate admission requirements for specific information regarding application, placement evaluation and matriculation.

Upon application, students must sign the ADC Student Agreement before beginning their coursework. Students must obtain malpractice insurance prior to beginning their work with clients. Students attend live practicum classes one Saturday a month during the seven month clinical practicum at a National University campus. Students must attend live internet class sessions. Students will have their choice of attending either the live internet session or reviewing the recording of the session afterwards. Students must have a headset with a microphone that plugs into the USB port on the computer.

### Prerequisites for the Certificate

(1 course; 4.5 quarter units)

SOC 100\* Principles of Sociology  
*Prerequisite: ENG 100 and ENG 101*

\*May be used to meet a General Education requirement.

### Certificate Requirements

(10 courses; 45 quarter units)

PSY 100 Introduction to Psychology

ADC 205 Intro to Substance Abuse  
*Prerequisite: PSY 100, SOC 100*

ADC 215 Physiology of Substance Abuse  
*Prerequisite: PSY 100, SOC 100*

ADC 225 Law and Ethics  
*Prerequisite: PSY 100, SOC 100*

ADC 235 Case Management  
*Prerequisite: PSY 100, SOC 100*

ADC 245 Individual Counseling I  
*Prerequisite: PSY 100, SOC 100, ADC 205*

ADC 255 Individual Counseling II  
*Prerequisite: ADC 245*

ADC 265 Group & Family Counseling  
*Prerequisite: PSY 100, SOC 100*

ADC 275 Personal & Professional Growth  
*Prerequisite: PSY 100, SOC 100*

ADC 285 Practicum in Substance Abuse  
*Prerequisite: Satisfactorily complete 5 courses in the major and Program lead faculty approval*

## SUBJECT MATTER AUTHORIZATION IN INTRODUCTORY MATHEMATICS FOR SINGLE OR MULTIPLE SUBJECT TEACHING CREDENTIAL

Faculty Advisor: Igor Subbotin; (310) 662-2150; [isubboti@nu.edu](mailto:isubboti@nu.edu)

Holders of a Single or Multiple Subject Teaching Credential issued by the California Commission on Teacher Credentialing (CTC) may add a Subject Matter Authorization in Introductory Mathematics. Introductory subjects authorize the holder to teach the subject matter content typically included in curriculum guidelines and textbooks approved for study in grades 9 and below. A teacher with an introductory authorization can teach a class in which the curriculum is for grades 9 and below (but the students in the class may be in grades 10-12).

For additional information on credential requirements, please see the School of Education Credential Information section of the catalog.

# Undergraduate Certificates

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Employ reasoning skills and effective strategies for solving problems
- Use language and mathematical symbols to communicate mathematical ideas
- Employ algebra and number theory ideas

## Program Requirements

An applicant will qualify for an Introductory Mathematics Subject Matter Authorization upon the completion of 48 quarter units of non-remedial collegiate coursework as specified. The introductory subject matter authorization (included within the forty eight quarter units) requires a minimum of four quarter units (or three semester units) in each of the specific content areas listed under the subject below:

Introductory Mathematics requirements include:

- Algebra
- Advanced Algebra
- Geometry
- Probability or Statistics
- Development of the Real Number System or Introduction to Mathematics.

As both algebra and advanced algebra are required, there are several options available to meet both areas. The requirement is algebra content at two different levels.

An individual completes a college algebra course; the “advanced” course may be another level of algebra such as linear algebra. An individual may not use another college algebra course, an elementary algebra course, or the same level algebra course completed at another college or university.

An individual completes a college or other level algebra course (other than elementary algebra); the “advanced” course may be a “higher” level math course such as trigonometry or calculus.

Courses in calculus will clear the specific course requirements (one for each content area being cleared) in algebra, advanced algebra, geometry, and development of the real number system but the applicant must still have the required 48 quarter units. Note: Calculus courses will not clear the probability and statistics content area.

If the applicant has only one or two courses in calculus and no course work in algebra, geometry, or real number systems, the applicant will need to either submit course descriptions so that it can be confirmed whether or not those areas were covered by the calculus course(s) or complete additional course work in the required content areas.

Personal enrichment-type mathematics courses are not acceptable.

One mathematics-based computer course is acceptable as additional units toward the required 48 quarter units.

The following courses are strongly recommended to satisfy the requirements for the Introductory Mathematics authorization. The listed sequences are general, and are subject to change depending on the applicant’s transcript and choice. ALL APPLICANTS must submit his/her transcript (s) via an Admissions or Credential Advisor for faculty evaluation before starting any course work. The transcript will then be analyzed by the Mathematics Lead Faculty and an appropriate sequence will be identified and communicated to the applicant in writing and placed in the student’s educational record.

## INTRODUCTORY MATHEMATICS REQUIREMENT AREAS ALGEBRA AND ADVANCED ALGEBRA

(3 courses; 7.5-12 quarter units)

### Sequence 1

MTH 204\* Mathematics for Science  
*Prerequisite: MTH 12A and MTH 12B or Accuplacer test placement*

and

MTH 215\* College Algebra & Trigonometry  
*Prerequisite: Accuplacer test placement evaluation or MTH 12A and MTH 12B*

or

MTH 216A\* College Algebra I (3 quarter units)  
*Prerequisite: Accuplacer test placement evaluation or MTH 12A and MTH 12B*

and

MTH 216B\* College Algebra II (3 quarter units)  
*Prerequisite: MTH 216A*

or

### Sequence 2

MTH 215\* College Algebra & Trigonometry  
*Prerequisite: Accuplacer test placement evaluation or MTH 12A and MTH 12B*

### The following are required:

Course work must be college level mathematics or higher. Algebra courses must be for credit, applicable towards a degree, and, if completed at the community college level, transferable to a four-year institution to be acceptable. Note: Elementary algebra courses may not be used to meet these requirements. If the course in question is titled elementary algebra or similar then the student will need to submit a course description/ syllabus to verify the acceptability.

or

MTH 216A\* College Algebra I (3 quarter units)  
*Prerequisite: Accuplacer test placement evaluation or MTH 12A and MTH 12B*

and



# Undergraduate Certificates

MTH 216B\* College Algebra II (3 quarter units)  
*Prerequisite: MTH 216A*

MTH 220\* Calculus I  
*Prerequisite: Accuplacer test placement or MTH 216B, or MTH 215*

## Geometry

(1 course; 4.5 quarter units)

MTH 301\* Fundamentals of Mathematics II  
*Prerequisite: MTH 209A, or Accuplacer test placement evaluation*

or

MTH 311 Topics from Geometry  
*Prerequisite: Accuplacer test placement or MTH 216B or MTH 215*

## Probability and Statistics

(1 course; 4.5 quarter units)

MTH 210\* Probability and Statistics  
*Prerequisite: Accuplacer test placement evaluation or MTH 12A and MTH 12B*

## DEVELOPMENT OF THE REAL NUMBER SYSTEM OR INTRODUCTION TO MATHEMATICS

(1 course; 4.5 quarter units)

MTH 209A\* Fundamentals of Mathematics I  
*Prerequisite: Accuplacer test placement evaluation or MTH 12A and MTH 12B*

or

MTH 411 Number Theory  
*Prerequisite: MTH 216B or MTH 215 or MTH 301*

## Elective Course Requirements

(5-6 courses; 22.5-27 quarter units)

The following are recommended elective courses that could be selected as needed to reach a total of 48 quarter units.

MTH 220\* Calculus I  
*Prerequisite: Accuplacer test placement, or MTH 216B, or MTH 215*

or

MTH 221 Calculus II  
*Prerequisite: MTH 220*

MTH 222 Calculus III  
*Prerequisite: MTH 221*

MTH 223 Calculus IV  
*Prerequisite: MTH 222*

MTH 317 Mathematical Modeling  
*Prerequisite: MTH 215 or MTH 216A and MTH 216B and MTH 210*

MTH 325 Discrete Mathematics  
*Prerequisite: MTH 215 or MTH 216A and MTH 216B*

MTH 410 Technology in Math Education  
*Prerequisite: MTH 215 or MTH 216A and MTH 216B or MTH 301*

MTH 412 History of Mathematics  
*Prerequisite: MTH 215 or MTH 301 or MTH 216A and MTH 216B*

MTH 418 Statistical Analysis  
*Prerequisite: MTH 210 and MTH 220*

MTH 435 Linear Algebra  
*Prerequisite: MTH 220 and MTH 325 or CSC 209 and CSC 310*

MTH 417 Foundations of Geometry  
*Prerequisite: MTH 216A and MTH 216B or MTH 215 and MTH 311*

\*May be used to meet a General Education requirement.

## UNDERGRADUATE CERTIFICATE IN ACCOUNTANCY

*Faculty Advisor: Consolacion Fajardo; (916) 855-4137; cfajardo@nu.edu*

Designed for students who wish to prepare for entry into the accounting profession and may be considering one of the recognized professional accounting designations other than the Certified Public Accountant (CPA). CPA Exam candidates should consider the B.S. in Accountancy or Master in Accountancy which provide much greater in-depth preparation for the CPA Exam. CPA Exam candidates in California must have completed 24 semester units (36 quarter units) in accounting or tax and 24 semester units (36 quarter units) in business which includes business law, mathematics, statistics, computer science, and information systems.

Students who wish to pursue a baccalaureate degree, 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 its requirements and providing the course-work taken is at the same level as the 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 member for a brief interview to review the student's career objectives and provide guidance as to the courses to be selected.

# Undergraduate Certificates

## Certificate Prerequisite

(1 course; 4.5 quarter units)

Available to both undergraduate and graduate students. 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" or better, unless they receive an equivalent grade on an accounting aptitude exam.

ACC 201 Financial Accounting Funds.

## Certificate Requirements

(6 courses; 27 quarter units)

To receive a Certificate in Accountancy, students must complete any six undergraduate courses with the prefix ACC for which the required prerequisite has been successfully completed. It is strongly recommended that students consult with full-time accounting Faculty Advisor at (916) 855-4137 before enrolling in the Certificate in Accountancy.

### UNDERGRADUATE CERTIFICATE IN BASIC HUMAN RESOURCE MANAGEMENT

Faculty Advisor: Bernadette Baum; (858) 642-8404; bbaum@nu.edu

The Certificate in Basic Human Resource Management is designed to provide fundamental knowledge and skills for students seeking entry-level and supervisory positions in the field of human resource management. The program provides a basic knowledge of the foundations of managing human resources, including recruitment, selection, retention, compensation, development, and legal compliance in the workplace. The certificate program prepares students for expanded opportunities in diverse industries. Students will obtain valuable knowledge and skills in human resource management that will enable them to contribute to the ongoing process of attracting and retaining individuals who will assist in furthering an organization's interest in achieving its mission.

#### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Comprehend the various functions of human resource management.
- Identify and describe the stages of the human resource planning process.
- Describe key issues in the motivation and compensation of employees.
- Explain human resource assessment as it relates to the mission of an organization.
- Recognize common concerns surrounding employer liability in the work-place.
- Interpret employment laws and explain their impact on an organization.
- Apply research techniques to the preparation of written assignments.

## Certificate Requirements

(4 courses; 18 quarter units)

The following are recommended elective courses that could be selected as needed to reach a total of 48 quarter units.

HRM 200	Intro to Basic Human Resources
HRM 210	Staffing and Development <i>Prerequisite: HRM 200</i>
HRM 220	Compensating Employees <i>Prerequisite: HRM 200</i>
HRM 230	Legal Aspects of Basic HRM <i>Prerequisite: HRM 200</i>

### UNDERGRADUATE CERTIFICATE IN BASIC SALES AND MARKETING

Faculty Advisor: Mary Beth McCabe; (858) 642-8412; mmccabe@nu.edu

This program encompasses the foundations of the most important areas in sales and marketing including the fundamentals, advertising, consumer behavior and personal selling. Students will obtain valuable knowledge and skills in marketing and customer service to pursue entry and mid-level positions in a wide range of fields and industries.

#### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Comprehend the various elements of the sales and marketing fields and apply them to real-life situations.
- Describe how the Internet is changing marketing for all businesses.
- Identify market segments and target markets.
- Comprehend the basic marketing concepts and the four Ps: Price, Promotion, Place and Product.
- Recognize the importance of understanding customer needs and expectations as well as customer service.
- Distinguish the key components of advertising and their impact to the business
- Demonstrate the ability to use on-line resources to research and prepare written and oral assignments.

## Certificate Requirements

(4 courses; 18 quarter units)

MKT 200	Basic Marketing
MKT 210	Intro to Consumer Behavior <i>Prerequisite: MKT 200</i>
MKT 220	Intro to Personal Selling <i>Prerequisite: MKT 200</i>
MKT 230	Basic Advertising Concepts <i>Prerequisite: MKT 200</i>

# Undergraduate Certificates

## UNDERGRADUATE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

Faculty Advisor: Bernadette Baum; (858) 642-8404; bbaum@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 HRM & OD
HRM 432	Recruit, Selection, Promo, Ret
HRM 433	Pay & Benefit Admin, & HR Tech
HRM 439	Legal, Reg, & Labor Relation C

## UNDERGRADUATE CERTIFICATE IN FINANCE

Faculty Advisor: Gurdeep Chawla; (408) 236-1138; gchawla@nu.edu

This coursework and the accompanying credits may be transferred to appropriate degree programs if all other requirements for admission are met.

A certificate in Finance is designed for students who are interested in strengthening their business acumen, acquiring analytical skills, or supplementing 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 Funds.
ACC 202	Managerial Accounting Funds. <i>Prerequisite: ACC 201</i>
FIN 310	Business Finance <i>Prerequisite: ACC 201</i>
FIN 442	Investments <i>Prerequisite: FIN 310 and FIN 440</i>
FIN 443	Working Capital Management <i>Prerequisite: FIN 310</i>

### Certificate Prerequisites

(4 courses; 18 quarter units)

FIN 440	Financial Institutions <i>Prerequisite: FIN 310</i>
FIN 444	Risk Management & Insurance <i>Prerequisite: FIN 310</i>
FIN 446	International Financial Mgmt <i>Prerequisite: FIN 310</i>
FIN 448	Seminar in Finance <i>Prerequisite: FIN 310, FIN 440, FIN 442, FIN 443, FIN 446</i>

## UNDERGRADUATE CERTIFICATE IN MARKETING

Faculty Advisor: Mary Beth McCabe; (858) 642-8412; mmccabe@nu.edu

This coursework and the accompanying credits may be transferred to appropriate degree programs if all other requirements for admission 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 302A	Marketing Fundamentals
MKT 420	Principles of Consumer Behavior <i>Prerequisite: MKT 302A</i>
MKT 434	Intro to Market Research <i>Prerequisite: MKT 302A</i>
MKT 443	Introduction to Advertising <i>Prerequisite: MKT 302A</i>

## UNDERGRADUATE CERTIFICATE IN INFORMATION TECHNOLOGY MANAGEMENT

Faculty Advisor: Debra Bowen; (858) 642-3527; dbowen@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)

ITM 210	Introduction to IT
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# Undergraduate Certificates

## Certificate Requirements

(5 courses; 22.5 quarter units)

ITM 320 Information Technology Management  
*Prerequisite: ITM 210*

ITM 340 IT Clients Using MS Windows

ITM 420 Local Area Networks

ITM 430 Wide Area Networks  
*Prerequisite: ITM 420*

ITM 440 Database Concepts & Data Model

## Elective

(1 course; 4.5 units)

### Choose one of the following:

ITM 345 IT Servers Using Linux

or

ITM 434 Wireless LAN Administration

or

ITM 470 Information Security Management

## UNDERGRADUATE CERTIFICATE IN ALTERNATIVE DISPUTE RESOLUTION

*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
- Nonprofit 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 courses for the major and two electives from the courses listed below.

ADR 400 Alternative Dispute Resolution

ADR 405 Negotiation Fundamentals

ADR 410 Facilitation Fundamentals

ADR 415 Mediation Fundamentals

## Electives

### Choose two of the following:

ADR 420 Communication & Conflict

ADR 425 Issues in Conflict Management

ADR 430 Ethics and Neutrality

## UNDERGRADUATE CERTIFICATE IN HOSPITALITY AND CASINO MANAGEMENT

*Faculty Advisor: Michael Pickett; (909) 919-7631; mpickett@nu.edu*

The coursework and accompanying credits may be transferred to the BBA programs if all other requirements for admission are met.

## Certificate Requirements

(6 courses; 27 quarter units)

HCM 400 Princ of Hosp & Casino Acct

HCM 410 Hospitality and Gaming Law

HCM 420 Hospitality and Casino Mkt

HCM 430 Prin of Hosp & Casino Staffing

HCM 440 Cultural Diversity & Hosp Mgt

HCM 450 Native Am Tribal Comm Developm

## UNDERGRADUATE CERTIFICATE IN CRIMINAL JUSTICE ADMINISTRATION

*Faculty Advisor: James Guffey; (916) 855-4109; jguffey@nu.edu*

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.



# Undergraduate Certificates

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.

## **Certificate Requirements**

(4 courses; 18 quarter units)

CJA 340	Corrections
CJA 446	CJ Management and Leadership
CJA 431	Criminology
CJA 351	Courts & the Judicial Process

# Graduate Certificates

## ENTERPRISE ARCHITECTURE CERTIFICATE PROGRAM

Program Advisor: Shekar Viswanathan; (858) 309-3416;  
sviswana@nu.edu

The Federal Government requires Enterprise Architecture certifications in Federal Enterprise Architecture Framework (FEAF) and/or Department of Defense Architecture Framework (DoDAF). National University in conjunction with the Federal Enterprise Architecture Certification (FEAC) Institute provides training and education leading to certification in DoDAF and FEAF. National University offers students the opportunity to earn either continuing education units (CEU) or graduate academic credit. Students who take the classes for graduate credit can apply the units to the Master of Science in Engineering Management or Systems Engineering degree offered through the School of Engineering and Computer. For information on degree requirements, refer to the School of Engineering and Computing section of the National University catalog.

The DoDAF program offers experience with the products for the integrated architecture views including:

- Global Information Grid
- Network Centric Warfare
- Levels of Information Systems Interoperability
- Core Architecture Data Model

### The FEA(F) program addresses:

- Concepts: Regulations, concepts, theories, principles, methodology, and views
- Planning: Creating Enterprise Architecture understanding and awareness
- Implementation: Internal implementation, marketing, selling, and managing change
- Integration of: Business, data, application, and technology
- Practicum: Project Development and Presentation, Program Certification Exam

## DEPARTMENT OF DEFENSE ARCHITECTURE FRAMEWORK (DODAF) CERTIFICATION PROGRAM

### Graduate Credit

(4 courses; 18 quarter units; 1 course; 4 CEUs)

DFX 1201X	Architecture Framework Basics
DFX 1202X	Core and Supporting Products
DFX 1203X	Architecture Planning
DFX 1204X	Architecture Modeling
DFX 1810X	Architecture Practicum (CEUs only)

## FEDERAL ENTERPRISE ARCHITECTURE (FRAMEWORK) [FEA(F)] CERTIFICATION PROGRAM

### Graduate Credit

(4 courses; 18 quarter units; 1 course; 4 CEUs)

EAX 1201X	Architecture Concepts
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EAX 1202X	Architecture Planning
EAX 1203X	Architecture Implementation
EAX 1204X	Architecture Integration
EAX 1810X	Architecture Practicum (CEUs only)

## GRADUATE CERTIFICATE IN ACCOUNTANCY

Faculty Advisor: Russell Parkman; (858) 642-8462; rparkman@nu.edu

The Certificate of Accountancy program is designed for students who wish to prepare for entry into the accounting profession and for employment opportunities in private, government, or not-for-profit entities. Those desiring to prepare for taking the CPA or CMA exams should consider the B.S. in Accountancy or Master of Accountancy programs. Students taking ACC630M and ACC631M need not take the ACC 604 in the MBA program.

### Certificate Requirements

(6 courses; 27 quarter units)

To receive a Certificate in Accountancy, students must complete the following six courses from the Master of Accountancy program courses for which the required prerequisite has been successfully completed.

ACC 657	Accounting Information Systems Prerequisite: ACC 601M
ACC 640M	Acc for Gov't & NFP Entities Prerequisite: ACC 601M
ACC 630M	Cost Accounting Prerequisite: ACC 601M
ACC 631M	Advanced Managerial Accounting Prerequisite: ACC 630M
ACC 610M	Financial Accounting I Prerequisite: ACC 601M
ACC 611M	Financial Accounting II Prerequisite: ACC 610M

## GRADUATE CERTIFICATE IN INTERNATIONAL BUSINESS

Faculty Advisor: Juan Espana; (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 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 this field 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 of this certificate, students will have developed skills enabling them to match markets with goods and services from a global perspective.

# Graduate Certificates

## Degree Requirements

An undergraduate degree deemed acceptable by NU's Admissions Office and the following course work:

## Certificate Requirements

(4 courses; 18 quarter units)

### Choose 4 courses from the following courses:

IBU 637	Comparative Int'l Management
IBU 641	Topics in Int'l Business
IBU 645	Intl Entrepreneurship Project
IBU 653	Global Bus. & Strat. Planning
IBU 540	International Experience

## GRADUATE CERTIFICATE IN APPLIED BEHAVIOR ANALYSIS

Faculty Advisor: William Matthew; (661) 864-2367;  
 wmatthew@nu.edu

The six-course sequence in applied behavior analysis is designed to prepare candidates for the national certification examination sponsored by the Behavior Analyst Certification Board (BACB). Upon successful completion of National University's six course sequence, the candidate will receive a certificate of completion from National University, but this is not professional certification by the Behavior Analyst Certification Board (BACB) and does not entitle candidates to claim they are Board Certified Behavior Analysts (BCBAs). Information about becoming certified through the BACB can be found at [www.bacb.com](http://www.bacb.com).

### Required CBA Learning Module Subscription

Students are required to purchase a subscription to the CBA Learning Module Series from Behavior Development Solutions (BDS) at [www.behaviordevelopmentsolutions.com](http://www.behaviordevelopmentsolutions.com). This program is in addition to the required textbook(s), and will be used throughout the program. The current cost of this program is offered at a substantial discount to NU students.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Evaluate data and information from applied behavior analysis procedures, and synthesize in graphic, textual, and oral formats.
- Integrate overall practice guidelines, code of ethics, and laws in applied behavior management.
- Critique relevant research literature and use idiographic research methods to solve behavior problems.
- Use multiple data sources and points of view in the design, implementation, and evaluation of analytic goals.
- Apply methods of applied behavior analysis to practice.

### Certificate Requirements:

Qualifying to take the National Board Certified Behavior Analyst exam requires that candidates must do 1500 hours of Supervised Fieldwork, supervised by a Board Certified Behavior Analyst (BCBA). National

University does not provide this supervision. Candidates for admission to the ABA Certificate Program must have a bachelor's degree.

## Requirements for the Certificate

(6 courses; 27 quarter units)

ABA 600	Basics of Behavior Analysis
ABA 601	Assessment in ABA <i>Prerequisite: ABA 600 with a minimum grade of B</i>
ABA 602	Processes of ABA <i>Prerequisite: ABA 601</i>
ABA 603	Applications of ABA <i>Prerequisite: ABA 602</i>
ABA 604	Advanced Applications <i>Prerequisite: ABA 603</i>
ABA 606	Ethics for Behavior Analysts

## Optional Elective

(1 course; 4.5 quarter units)

ABA 607	ABA Intensive Practicum <i>Prerequisite: Permission of Program Lead Faculty</i>
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## GRADUATE CERTIFICATE IN AUTISM

Faculty Advisor: Kay Dee Caywood; (310) 662-2145; [kaywood@nu.edu](mailto:kaywood@nu.edu)

This certificate is designed for those interested in finding out more about working with and teaching those that fall within the Autism Spectrum Disorder. The four course sequence is designed to provide the student with an orientation to the terms and the characteristics involved, assessment and behavior management interaction strategies, a variety of teaching strategies, and train necessary skills in collaborating with parents and families of those in the spectrum. It is recommended that students complete EXC 621 first in the sequence.

Credentialed teachers interested in this certificate to enhance their knowledge of teaching those in the field, should contact a Credential Program Specialist.

Professionals in other fields such as social work, nursing, and child development can also complete the coursework for professional growth units or a National University certificate.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate knowledge of the background and orientation of the terms included in the Autism Spectrum Disorder (ASD) category.
- Demonstrate an understanding of federal and state laws, legislation and judicial decisions regarding children with autism.
- Demonstrate competence in recognizing behaviors and utilizing assessments that identify children as having autism.

# Graduate Certificates

- Demonstrate competence and understanding in using behavioral analysis to manage and change behaviors of children with autism.
- Demonstrate understanding of differing evidence-based program strategies for teaching students with autism.
- Demonstrate the competence to organize a structured classroom, to collect relevant data on behavioral outcomes, and to implement identified evidence-based strategies for a class that includes students that fall within the spectrum.
- Demonstrate skills needed for working collaboratively within and across systems that serve children and families and with professionals from diverse disciplines.

## Certificate Requirements

(4 courses; 18 quarter units)

EXC 621	Intro Students w/Autism Spect
EXC 622	Assess & Behavioral App in Aut
EXC 623	Intervention/Instr. w/Aut.
EXC 624	Autism Collab w/Parents & Fam.

## 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, or where a grade point average of 2.75 or higher as achieved in the last 90 quarter units.
- Possess a valid Education Specialist Mild/Moderate, Deaf and Hard-of-Hearing, Physical and Health Impairment, or Visual Impairment credential.
- Meet with a Credential Program Specialist within 30 days of enrollment to obtain certification application procedures.

## GRADUATE CERTIFICATE IN BEST PRACTICES

Faculty Advisor: Linda Ventriglia-Nava; (916) 444-2190; lventrig@nu.edu

The Best Practices program implements research-based practices that accelerate student achievement. It involves the following effective teaching practices: vocabulary development, comprehensive strategies, accelerated English Language Learning, higher level questioning, differentiated and targeted instruction, student engagement strategies, cooperative learning grouping strategies and standard-based instruction. Along with learning the strategies listed above, candidates will be taught how to create multidisciplinary standards-based lesson plans. They will learn how to target research-based strategies to close the achievement gap.

Candidates will do a video-streaming analysis of specific strategies. Candidates will develop a repertoire of strategies to become a trainer of trainers.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Integrate Best Practices for Standards-based instruction across content areas.

- Use Best Practice teaching Strategies across the curriculum.
- Apply to their teaching the framework of Teach, Practice and Apply using Best Practice Teaching strategies.
- Implement Best Practice teaching strategies for the development of vocabulary, math, reading comprehension and interdisciplinary learning.
- Integrate Best Practices in multimedia-interactive classroom instruction.
- Demonstrate a repertoire of differentiated instructional strategies for assessment and grouping.

## Certificate Requirements

(4 courses; 18 quarter units)

MAT 670	Theory Best Practice Teaching
MAT 671	Appl Best Practice Strat in Cl
MAT 674	Differentiated Instruction
MAT 675	21st Century Multimedia & Tech

## CERTIFICATE IN E-TEACHING & LEARNING

Faculty Advisor: Cynthia Schubert-Irstorza; (858) 642-8339; cshubert@nu.edu

The e-Teaching and Learning Certificate is designed to meet the growing need for quality online instructors in PK - 16, community colleges, and corporations. The specialization focuses on learning and applying effective student-centered online pedagogical strategies and research-based Best Practices. Course content includes the history and evolution of distance learning, the use of interactive media tools, the development of online curriculum that adheres to the National Standards for Quality Online Teaching, and the accurate evaluation of student learning outcomes using multiple assessment strategies. Upon completion of this Certificate, candidates will be prepared to teach effectively in the online learning environment.

The four course e-Teaching Certificate sequence is designed to help candidates cultivate the skills, knowledge and dispositions required for successful online course development, delivery and assessment. Given the exponential growth in online education, a Certificate in the area of e-Teaching and Learning will improve candidate teaching performance, increase student learning and enhance employment opportunities.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Analyze professional standards, trends, and issues in the online environment.
- Demonstrate the use of active teaching and assessment strategies for the online environment.
- Apply evidence based best practices research in the online teaching environment.



# Graduate Certificates

## Certificate Requirements

(4 courses; 18 quarter units)

ETL 680	Introduction to e-Teaching
ETL 682	Active Teaching and Learning
ETL 684	Differentiated Online Instruct
ETL 686	Designing Instr Materials

*Prerequisite: ETL 680, ETL 682 and ETL 684*

## GRADUATE CERTIFICATE IN EARLY CHILDHOOD EDUCATION

*Faculty Advisor: Susan Gilbert; (310) 662-2163; sgilbert@nu.edu*

The Early Childhood Education Certificate program has been designed to include the competencies and guidelines as established by the National Association for the Education of Young Children (NAEYC) Advanced Program standards. The certificate is also structured to meet the State of California Child Development Permit Matrix requirements for employment in pre-school settings however it does not confer a State of California teaching credential or license.

Non-residents of California; military personnel or their dependents; and international students should contact the Department of Education of the state in which they reside or intend to reside, or the Ministry of Education of the country in which they live, to determine specific requirements for employment. State or country specific coursework, in addition to the certificate program, may be required to obtain a permit, license or credential necessary for employment. Candidates assume the responsibility for determining and meeting these requirements. The four course sequence specializing in early childhood education is designed to prepare candidates with teaching experience for meeting the unique needs of teaching children from birth to age 8.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Analyze and evaluate effective early childhood practice using critical thinking skills, active self-reflection and professional standards.
- Analyze and articulate the impact of theory, standards and current research in Early Childhood practice.
- Apply and integrate evidence-based practices in current work situations to increase learning, growth and development.

## Certificate Requirements

(4 courses; 18 quarter units)

All Early Childhood Education coursework has a field experience component.

ECE 650	The Early Childhood Teacher
ECE 651	Current Issues in ECE
ECE 652	Cognition and the Young Child
ECE 653	Best ECE Teaching Practices

## GRADUATE CERTIFICATE IN EDUCATIONAL TECHNOLOGY

*Faculty Advisor: Cynthia Sitek-Chandler; (858) 309-3457; cchandler@nu.edu*

This graduate certificate is designed for individuals wishing to develop their knowledge and skills for integrating technology in a PK-12 educational setting. The four course sequence will provide the students with hands-on activities to develop a portfolio of digital work. Students will develop competency with contemporary web tools and online systems.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Integrate interdisciplinary connection between evidence based technologies for multimedia instruction
- Use teaching strategies to accommodate learners in an online or blended environment.
- Participate in online community building and web-based interactive activities
- Assess the effectiveness and efficiency of multimedia courseware and internet resource for use in instruction and delivery system
- Examine the critical issues involved in designing effective distance educational programs
- Design web-based courses using web page design authoring tools

## Certificate Requirements

(4 courses; 18 quarter units)

Students need to take EDT 671 as the last class in the sequence.

EDT 605	Education Theory & Technology
EDT 610	Teaching Online
EDT 660	Multimedia & Interactive Tech.
EDT 671	Curriculum for Online Learning

*Prerequisite: EDT 605 and EDT 610 and EDT 660*

## READING CERTIFICATE (ADDED AUTHORIZATION)

*Faculty Advisor: Marilyn Moore; (858) 642-8301; mmoore@nu.edu*

The Reading Certificate (Added Authorization) 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.
- Possess a valid teaching credential.

# Graduate Certificates

- Meet with Admission Advisor to enroll in the Reading Certificate (Added Authorization) program.
- Meet with Credential Program Specialist within 30 days of enrollment to obtain reading certification application procedures. This packet provides detail on the additional requirements for the certificate listed below.
- No coursework is accepted from another university for this program and no substitutions are allowed.
- Candidates must maintain a 3.0 GPA. "D" and "F" grades are not accepted. Candidates are also required to upload assignments in the Reading Specialization electronic Presentation Portfolio in Blackboard.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Show knowledge about theories and research related to effective reading and language arts instruction.
- Conduct individualized informal literacy assessments for struggling readers at early and intermediate levels including English language learners.
- Prepare a Reading Specialization Field Study Proposal with recommendations for instructional interventions, based on individualized informal literacy assessments.
- Design and conduct tutorial, small group, and whole-class language arts instruction.
- Implement research-based theory, assessment, and instructional strategies.
- Utilize the ability to incorporate instructional technology into language arts instructions.
- Communicate plans for tutorial, small group, and whole-class language arts instruction to principal and other school personnel, including assessment-based rationale.
- Communicate results of individualized informal assessments to parents.
- Make decisions about what ALL students need to succeed (Social Justice).
- Portray a professional image, model integrity, and reflect continuously on actions and interactions.

## Certificate Requirements

(4 courses; 18 quarter units)

MAT 645	Dev. Fluency in Reading
MAT 646	Comprehension Strategies
MAT 647A	Lang Arts Assess and Instruc I <i>Prerequisite: MAT 645 and MAT 646</i>
MAT 647B*	Fld St: Lag Art Assess & In II <i>Prerequisite: MAT 645, MAT 646, and MAT 647A</i>

**Note:** At the end of each course, candidates must have their instructor sign off on the competency verification eForms. These verification eForms must be completed for each course before applying for the certificate.

Candidates must maintain a 3.0 GPA. "D" and "F" grades are not accepted.

## Completion Requirements for the Certificate

- 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 permit. This experience may also be gained outside of California.
- Provide a copy of a teaching credential valid for a minimum of 12 months and have a non-delinquent student account balance.
- For each course, provide competency verification forms signed off on by each course instructor.
- After successful completion of the required coursework and a completed credential packet, the regional reading certificate coordinator will review the packet for final approval. Once approval is obtained, please see your Credential Advisor to apply to the CTC for the certificate. A valid credit card for the online application fee is required.

## NATIONAL BOARD CERTIFIED TEACHER LEADERSHIP CERTIFICATE

*Faculty Advisor: Ronarae Adams; (858) 642-8352; radams@nu.edu*

The School of Education and the National University NBPTS Professional Teaching Development Center (PTDC) provide the following services, opportunities and program options for new, practicing, and accomplished educators:

- Support and Assistance for NBCT Candidates and School Districts
- Access to Candidate Support Providers (CSPs) and NBCT Faculty
- Master of Arts in Teaching, Master of Science in Instructional Leadership, Master of Arts in Accomplished Collaborative Leadership
- Five course Certificate Program
- Teachers Leader and Professional Development Opportunities
- Networking and Celebration of Accomplishments

The five-course NBCT Leadership sequence is thoughtfully designed to develop a professional teacher leadership portfolio that aligns with requirements and submission dates outlined by the National Board for Professional Teaching Standards. The courses meet the needs of several groups of teachers:

- Those who want to improve their teaching and prepare themselves to achieve National Board Certification now or sometime during their career.
- Those who are active NBCT candidates and want to earn graduate level credit as they develop the required portfolio in response to NBPTS submission guidelines.

# Graduate Certificates

- Those who have achieved NBCT and want to earn graduate credit as they develop an NBCT Leadership Portfolio.
- New teachers who want to experience the NBCT portfolio process in advance of submitting for full candidacy to the NBPTS.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate the ability to focus on student learning through a systematic study and reflection of one's own teaching practices and through shared knowledge gained from purposefully formed professional learning communities
- Demonstrate a commitment to educating all students by examining cross-cultural educational issues and relating those to enhancing student learning
- Demonstrate knowledge of how to teach students by effectively accessing and using research based learning theories, assessment strategies, teaching models, technology, and classroom management strategies to educate all learners

## Certificate Requirements

(5 courses; 22.5 quarter units)

NBC 680 Quality Teaching and Learning

or

NBCX 1201X NBCT

NBC 681 Membership in Learning Communi

NBC 682 Videotape Analysis

NBC 683 Student Work and Assessments

NBC 639 Leadership Portfolio

## GRADUATE CERTIFICATE IN TEACHING MATHEMATICS

Faculty Advisor: Zhonghe Wu; (714) 429-5144; zwu@nu.edu

Designed to improve the quality of mathematics teaching in grades K-9, courses focus on the pedagogy of mathematics and the development of balanced instructional programs that meet the needs of today's diverse students. Based on the National Council of Teachers of Mathematics Principles and Standards, course content includes research-based strategies for developing curriculum and instructional materials, delivering instruction, conducting scholarly investigation, integrating technology and evaluating student performance. Specific course materials focus on contemporary issues and challenges in teaching mathematics, algebra and number theory, geometry and measurement, probability and statistics.

Content prepares teacher credential holders and/or candidates for the CSET 1 and 2 Foundational Level Mathematics Exam. In order to be successful in this program, potential candidates should have basic mathematics knowledge and skills (equivalent to CSET multiple subject and Praxis II elementary education) or above.

The four course Certificate sequence is designed to prepare candidates with the necessary skills, knowledge and dispositions for meeting the unique challenges of teaching Mathematics in elementary and middle schools. Given the demand for qualified teachers in this area, a Certificate in Teaching Mathematics will improve candidate teaching performance, increase student learning and enhance employment opportunities.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Analyze current principles, state and national standards, trends and issues in teaching Mathematics in grades K-9
- Demonstrate the ability to develop a balanced program of mathematics instruction that includes conceptual understanding, procedural fluency and problem solving in Algebra, Geometry, Statistics, Probability and Number Theory
- Apply evidence-based best practices research in the delivery and evaluation of a balanced mathematics education program

## Certificate Requirements

(4 courses; 18 quarter units)

MAT 635 Contemporary Issues/Challenges

MAT 636 Teaching Algebra/Number Theory  
Prerequisite: MAT 635

MAT 637 Teaching Geometry/Measurement  
Prerequisite: MAT 635, MAT 636

MAT 638 Teaching Probability/Stats  
Prerequisite: MAT 635, MAT 636, MAT 637

## GRADUATE CERTIFICATE IN US EDUCATION IN A GLOBAL CONTEXT

Faculty Advisor: Peter Serdyukov; (858) 642-8332; pserdyuk@nu.edu

These courses are designed for K-12 teachers, especially those who teach in the social sciences, foreign and second languages, language arts, math and science. With a focus on global education, content offered in this program will provide practicing educators with advanced views on US school practices based on analyses of international educational systems. Students will gain knowledge of issues affecting education, including socio-economics, culture, technology, as well as innovative approaches in teaching and learning. In addition, students will increase skills in implementing effective approaches and strategies that address the needs of contemporary school environments and diverse student populations. Educational administrators, policymakers and international students would also benefit from participation in this program.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Analyze the interdependence among socio-economic, political, geographic and technological factors at both national and global levels and appraise their impact on education and educational systems.

# Graduate Certificates

- Analyze the ways in which cultural, religious and linguistic factors affect countries' choices of educational systems and educational priorities
- Evaluate various international educational theories and practices using research and personal experiences in order to make improvements to current school environments.
- Synthesize new knowledge of innovative international educational systems, educational theories and practices, and develop practical recommendations for improving teaching and learning in US schools
- Design effective organizational, technological or instructional applications to address challenges in the US professional educational environment

## Certificate Requirements

(4 courses; 18 quarter units)

MAT 620	Multidimensional Education
MAT 621	Impact of Culture & Language <i>Prerequisite: MAT 620</i>
MAT 622	Comparative Ed Systems <i>Prerequisite: MAT 621</i>
MAT 623	Transformative Ed Practices <i>Prerequisite: MAT 622</i>

## GRADUATE CERTIFICATE IN PROJECT MANAGEMENT

*Faculty Advisor: Shekar Viswanathan; (858) 309-3416; svswana@nu.edu*

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 do not happen spontaneously; they require preparation, planning, and organization. This certificate program is designed to provide systematic training to students pursuing 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:

## Certificate Requirements

(5 courses; 22.5 quarter units)

ENM 601	Project Management Principles
ENM 602	Risk, Contracts, and Legal Iss
PME 601	Advanced Project Management <i>Prerequisite: ENM 600, ENM 601, ENM 602, and ENM 603</i>
PME 602	Skills Management
PME 604	Project Financing Management <i>Prerequisite: ENM 600, ENM 601, ENM 602, and ENM 603</i>

## GRADUATE CERTIFICATE IN CLINICAL INFORMATICS

*Faculty Advisor: Gina Piane; (858) 309-3474; gpiane@nu.edu*

The Graduate Certificate in Clinical Informatics is designed for individuals with advanced healthcare or information technology (IT) knowledge and skills to acquire core competencies that support the collection, management, retrieval, exchange and/or analysis of information in electronic form in healthcare and public health organizations. The program of study includes coursework related to data structures and analysis, health information systems and technologies, planning and project management, staff training, legal and ethical issues including confidentiality, privacy and security and health information technology leadership. This program will be most relevant for health care or IT professionals seeking rapid career advancement or transition to clinical IT.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Evaluate health data management technologies and methods to improve the quality, efficiency, equity and safety of healthcare practice and organization
- Develop and implement policies and technologies to protect data integrity and validity, including information privacy and security policies and procedures
- Collaborate in the planning, realization and evaluation of strategies for improving healthcare delivery and achieving institutional strategic initiatives using information systems and technologies
- Evaluate principles and practices in health information technology staff development, technology adoption and change management in a healthcare organization
- Evaluate a healthcare organization's processes and systems to ensure compliance with ethical, legal and regulatory mandates and professional standards of health information technology

## Certificate Requirements

(8 courses; 36 quarter units)

HCA 600	U.S. Healthcare System
HTM 552	EHR Meaningful Use
CIS 601	Information Systems Strategies
HTM 520	Health Information Exchange
HCA 626	Healthcare Information Systems
HCA 622	Quality Appraisal & Evaluation
HTM 660	System Management and Planning
HCA 670	Healthcare Leadership

## GRADUATE CERTIFICATE IN HEALTH COACHING

*Faculty Advisor: Patric Schiltz; (858) 309-3476; pschiltz@nu.edu*

This certificate is designed for integrative health professionals seeking to extend and improve their ability to coach patients through lifestyle and health changes. Potential students include physicians, nurses,

# Graduate Certificates

chiropractors, nutritionists, pharmacists, acupuncture practitioners, naturopathy practitioners, physical fitness trainers, weight management coaches, and physical therapists, among others.

For admission to the graduate certificate program, students must meet all requirements for admission to a graduate degree program. For integrative practitioners and other interested individuals who are professionally prepared and licensed, but may not have completed a bachelor's degree, six of the eight courses are offered in partnership with the Division of Extended Learning and may be taken for nonacademic credit. Please see front section for more information on non-academic coursework.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate an understanding of coaching the “whole person”.
- Recognize how to use self-awareness tools to facilitate personal development and growth in self and in coaching clients.
- Evaluate health coaching models and methods.
- Demonstrate knowledge of the coaching relationship.
- Be able to discuss the three phases of transition: endings, neutral zone, and new reality; recognize how to use exercises/tools to facilitate transition through coaching.
- Demonstrate an understanding of the core skills of motivational interviewing and when to use it, as well as why it is important for health coaching.
- Demonstrate knowledge of emotional intelligence and social intelligence.
- Demonstrate an understanding of the use of EQ assessment tools and how assessment results are useful in the coaching practice.
- Practice core coaching competencies with clients.
- Write a project focused research paper, which results in the development of a coaching application, tool or training method.
- Describe the key elements of healing environments.
- Demonstrate understanding of the elements and implications of holistic stress management.
- Differentiate between allopathic and complementary and integrative health care practices.

## Certificate Requirements

(8 courses; 36 quarter units)

To receive a Certificate in Health Coaching, students must complete the eight courses listed below. These include the six core courses, a practicum experience that requires students to complete 120 hours of coaching, and an independent study course that required a project-focused research paper.

IHC 600	Intro to Complementary Healing
IHC 610	Self as Coach
IHC 615	Fundamentals of Health Coaching
IHC 620	The Coaching Relationship

IHC 635	Multiple Intelligences in Heal
IHC 630	Advanced Health Coaching Semin
IHC 632	Practicum in Health Coaching
IHC 640	Independent Study

## GRADUATE CERTIFICATE IN HEALTH INFORMATICS

*Faculty Advisor: Linda Macomber*

Innovations in information and communication technologies are em-powering and transforming healthcare. Meeting significant health-care challenges and demands for quality, value, access, and connectivity requires new more collaborative inter-professional, patient/citizen-focused, and technology-enabled approaches. The Graduate Certificate in Health Informatics supports students interested in addressing these challenges and advancing their careers at the intersection of technological innovation and human health.

Students acquire and develop a professional portfolio to demonstrate competencies needed to contribute to the development, adoption, and progress of technology applications into healthcare delivery. In addition to healthcare professionals such as nurses, physicians, pharmacists, therapists, and lab scientists, this certificate also provides value for those with broader backgrounds including information systems and computer technologies, business, the sciences, law, engineering, and liberal arts.

Graduates then qualify for positions working as analysts, coordinators, project managers, and specialists contributing in healthcare delivery, and with consulting firms, health insurance companies, government agencies, and businesses providing innovative products and services to the over 3 trillion-dollar US and the larger global healthcare industry. Upon completion of this four-course four-month certificate, those who wish to continue their education and further grow into leadership roles in health information technology can also use all of these course credits towards their informatics master's degree.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Communicate innovative technology applications and health information system solutions to stakeholders of the healthcare ecosystem
- Evaluate the effective adoption of information and communication technologies in healthcare organizations using effective project management, inter-professional teams, and leadership practices
- Analyze health technologies, languages, standards, and methods that improve systems interoperability, communications, and patient-centered care coordination
- Evaluate best practices that advance the health of individuals and populations through technology-enabled improvements in care delivery quality, efficiency, safety, access, and value

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## Certificate Requirements

(4 courses; 18 quarter units)

HTM 552 EHR Meaningful Use

HTM 660 System Management and Planning

HTM 520 Health Information Exchange

HTM 680 Health Informatics Case Study

*Prerequisite: HTM 660, and CIS 601, and HCA 600, and HTM520, HTM 552, COH 611, HCA 622, HCA 626*

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# Course Descriptions

## ADRX – ALTERNATIVE DISPUTE RESOLUTION

### ADRX 8000X ADR Part I (.8 CEUs) \$300

This is a two-part survey course focused on the introduction to Alternative Dispute Resolution processes. In ADR Part 1, the student will be exposed to the history of ADR in the United States and its application in a global setting, including ADR in other cultures. The student will receive an overview of such ADR processes as Negotiations, Mediation, Arbitration, Facilitation and Hybrid processes.

### ADRX 8005X ADR Part II (.8 CEUs) \$300

This introductory course, is the second of two courses which will provide students with a broad understanding of ADR. The courses 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.

### ADRX 8010X Conflict Diagnosis & Mgmt (.8 CEUs), \$300

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.

### ADRX 8015X Negotiation Fundamentals (.8 CEUs), \$300

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.

### ADRX 8020X Mediation & Facilitation (.8 CEUs), \$300

An introductory interactive 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, videos, and case studies.

## AEX – AUTISM EDUCATION

### AEX 1810X Intro Students w/Autism Spect. (ASD)

4.0 CEUs; \$525

This course is an overview of autism spectrum disorders (ASD) and introduces the historical background of the term autism, and an overview of potential treatments used when working with those with ASD. By the end of this course, students will be able to demonstrate knowledge and skills in the following areas: the definition and characteristics of learners with autism spectrum disorders; possible causes and prevalence of autism; the law and rights and responsibilities of those teaching those with exceptional needs as it relates to placement and working with parents; screening and classification of those with ASD; and the accommodations and modification available when teaching these individuals. This class organizes the portfolio that students prepare by completion of the Autism Certificate.

### AEX 1820X Assess & Behavioral App in Aut 4.0 CEUs; \$525

*Prerequisite: AEX 1810X*

This course focuses on the empirical bases for the assessment and treatment of autism. This course will provide the student with skills for the assessment of students with autism spectrum disorders. The research literature supports the efficacy of behaviorally based (Applied Behavior Analysis, ABA) approaches in the treatment of autism. This course will provide the student with an overview of the ABA approach to treating autism and how ABA fits within an overall treatment paradigm for autism. Legal and ethical issues will be discussed, as well as the involvement of paraprofessionals, agencies, and parents in the assessment and treatment of students.

### AEX 1830X Intervention/Instr. w/Autism 4.0 CEUs; \$525

*Prerequisite: AEX 1810X*

The course is designed to provide the student with relevant strategies/instructional methods that are appropriate for young children (Pre-K - 5) with emphasis on development of communication skills, and older children (Grades 6-12) that include strategies on inclusion with general education standards as well as those that include life skills curriculum. All intervention strategies are taught according to their ultimate success in a full-inclusive environment. Assignments will contribute to a multiple portfolio piece (for the Autism Certificate portfolio) that students can refer back to when working with individualized programs for students with ASD.

### AEX 1840X Autism Collab w/ Parents & Fam 4.0 CEUs; \$525

*Prerequisite: AEX 1810X X*

This course explores various contemporary communication strategies special education teachers and other service providers may use to effectively support and service the families of children and adult children with Autism. Course activities and field experience provide an opportunity for students to gain specific skills and foundational knowledge for effective problem solving, decision-making, and collaboration with parents, professionals, and agencies when implementing a service plan.

## CLSX – CLINICAL LAB SCIENCE

### CLSX 6005X Microbiology Didactic Lectures

*Prerequisites: CLS 405 Completion of B.S. degree in Biological Science or Clinical Laboratory Science. Within the degree requirements, the student should have previously completed an Introductory Microbiology (with laboratory) and Clinical Microbiology CLS 405.*

The Clinical Microbiology Didactic Lectures are designed to reinforce and strengthen the practical in-laboratory trainee experience. Areas in Clinical Microbiology that will be covered are aerobic and anaerobic



# Course Descriptions

organisms, parasitology, antibiotic sensitivity testing and analysis of results, yeast, fungi, and Mycobacteriology.

### **CLSX 6010X Urinalysis Didactic Lectures**

*Recommended: Prior completion of: CLS 301 Trainees would benefit from having previously taken and completed Introduction to Chemistry (with laboratory), Introduction to Biochemistry, Organic Chemistry, Microbiology to include Parasitology.*

The Urinalysis Didactic Lectures are designed to reinforce and strengthen the practical in-laboratory trainee experience by providing didactic lecture subjects that cover essential areas in urinalysis such as clinical microscopy, chemical analysis, crystal analysis, and analytical skills..

### **CLSX 6020X Serology Didactic Lectures**

*Recommended: Prior completion of: CLS 305 Trainees would benefit from having previously taken and completed Introduction to Chemistry, Biochemistry, Organic chemistry, Introduction to Immunology (if available).*

Clinical Serology rotation consists of a wide range of laboratory disciplines such as Chemistry, Microbiology, Biochemistry, and Molecular Diagnostics. The objective of the rotation is to provide the student with the basic skills needed to perform a range of diagnostic serological tests independently, accurately, and efficiently. The student will also acquire knowledge of laboratory management and Quality control procedures.

### **CLSX 6030X Chemistry Didactic Lectures**

*Recommended: Prior completion of: CLS 301 Trainees would benefit from having previously taken and completed Introduction to Chemistry (with laboratory), Introduction to Biochemistry, Organic Chemistry, Analytical Chemistry, and Quantitative Analysis.*

Analysis and evaluation of practical laboratory hands-on procedures complement and reinforce the theoretical knowledge the student has acquired. At the conclusion of the series and the practical laboratory rotation, the student will have acquired practical experience in clinical the chemistry sufficient to perform diagnostic chemical tests in an efficient and accurate manner.

### **CLSX 6040X Hematology Didactic Lecture**

*Recommended: Prior completion of: CLS 410 Completion of B.S. degree in Biological Science or Clinical Laboratory Science. Within the degree requirements, the student should have previously completed an Introductory Hematology course to include laboratory or similar, and the CLS 410 Clinical Hematology.*

Clinical Hematology Didactic Lectures for Clinical Laboratory Scientist Trainees presents practical, technical material to compliment and reinforce the Hematology Laboratory training experience. The didactic lecture series is required by Laboratory Field Services as part of the 52 week CLS training program.

### **CLSX 6050X Blood Bank Didactic Lectures**

*Recommended: Prior completion of: CLS 305 Students would benefit from having taken the Upper Division CLS Biochemistry, CLS Immunology, and lower division Chemistry, Organic Chemistry, Biochemistry, and Anatomy and Physiology.*

Transfusion Medicine Didactic lectures reinforce and are a companion to the practical laboratory experience rotation for Transfusion Medicine. The lectures will cover a wide range of practical laboratory procedures focused on Transfusion Medicine subjects. At the finish of the lectures and the laboratory rotation, the student will be able to function independently, accurately, and efficiently in the discipline of Transfusion Medicine techniques.

### **CLSX 6060X Phlebotomy Didactic Lectures**

*Prerequisites: Must have completed B.S. degree in Clinical Laboratory Science and currently accepted and enrolled in the National University Clinical Laboratory Scientist training programs.*

Phlebotomy Didactic lectures cover basic phlebotomy skills and techniques and related knowledge needed for entry level competence in phlebotomy, as a Clinical Laboratory Scientist.

### **CLSX 6070X Lab. Mgmt. Didactic Lectures**

*Prerequisites: Must have completed B.S. degree in Clinical Laboratory Science and currently accepted and currently enrolled in affiliate National University Clinical Laboratory Scientist 52 week California State licensed training program.*

Provides insight and practical application of management techniques, exploration of financial, personnel-related issues, and operational marketing issues affecting the clinical laboratory.

## **EBX – EXECUTIVE BUSINESS**

### **EBX 1902X Strategic Issues in Global Finance and Trade**

\$300

This course examines the latest financial problems facing an internationally oriented company. This course includes the structure and operations of the international financial system, foreign exchange rates and foreign exchange risk management.

### **EBX 1904X Leadership in the 21st Century**

\$300

This course analyzes the current and developing theories of leadership, individual and group behavior, and organizational theory within the context of the highly competitive global market place.

### **EBX 1906X Strategic Management**

\$300

This course analyzes today's business environment and the pervasiveness of change. Course topics focus on element of strategic planning. Continuous and discontinuous change, organizational redesign, and essential skills necessary for managers to initiate corporate and organizations transformations, mergers and acquisitions will be covered.

### **EBX 1908X Global Business**

\$300

This course reviews the latest development in global economic, political and cultural patterns affecting international business. The course also reviews the latest theories and practices in the area of strategic management for global business.

### **EBX 1910X Trends in Applied Organizational Development**

\$300

This course provides an introduction to modeling for managerial decision making, emphasizing the formulation, solution, and limitations of linear programs, network models, integer programs, non-linear

# Course Descriptions

programs, simulation and queuing models for tactical and strategic business decisions. To facilitate understanding and communication of the various models discussed in class, the course will make extensive use of spreadsheet-based modeling and constrained optimization tools.

## EDX – EDUCATION AND INSTRUCTION TECH

### EDX 1201X Computer Tech. in Classroom

4.5 quarter units; \$795

Comprehensive overview of computer technology in the educational environment. Course addresses computer terminology, the Internet, and impact of the use of different computer modalities. Includes learning theories and hands-on practice. Satisfies the CTC technology requirement for a professional clear Ryan credential and the preliminary SB2042 credential.

### EDX 1905X CSET English Prep Course

\$355

This informative, intensive course is designed to familiarize students with a variety of proven strategies for passing the Single Subject English CSET. All subtest content will be covered.

### EDX 1912X CSET Science Prep Course

\$355

This informative, intensive course is designed to familiarize students with a variety of proven strategies for passing the Single Subject Science CSET. All subtest content will be covered.

### EDX 1913X CSET Social Science Prep Course

\$355

This informative, intensive course is designed to familiarize students with a variety of proven strategies for passing the Single Subject Social Science CSET. All subtest content will be covered.

### EDX 1925X CSET Math Prep Subtest I:

#### Algebra and Number Theory

\$195

This informative, intense course is designed to familiarize students with subject matter needed to pass Subtest I (test code 211) for the Single Subject Teaching Credential in

Mathematics. Test taking strategies are also provided. Course content for each domain of Subtest 1 includes:

#### NUMBER AND QUANTITY (SMR Domain 1)

0001 The Real and Complex Number Systems (SMR 1.1)

0002 Number Theory (SMR 1.2)

#### ALGEBRA (SMR Domain 2)

0003 Algebraic Structures (SMR 2.1)

0004 Polynomial Equations and Inequalities (SMR 2.2)

0005 Functions (SMR 2.3)

0006 Linear Algebra (SMR 2.4)

#### EDX 1927X CSET Math Prep Subtest II:

##### Geometry, Probability and Statistics

\$195

This informative, intense course is designed to familiarize students with subject matter needed to pass Subtest I (test code 212) for the Single Subject Teaching Credential in Mathematics. Test taking strategies are also provided. Course content for each domain of Subtest 2 includes:

#### GEOMETRY (SMR Domain 3)

0001 Plane Euclidean Geometry (SMR 3.1)

0002 Coordinate Geometry (SMR 3.2)

0003 Three-Dimensional Geometry (SMR 3.3)

0004 Transformational Geometry (SMR 3.4)

#### PROBABILITY AND STATISTICS

##### (SMR Domain 4)

0005 Probability (SMR 4.1)

0006 Statistics (SMR 4.2)

#### EDX 1929X CSET Math Prep Subtest III:

##### Calculus and History of Math

\$195

Covers all the topics on Calculus and History of Math based on the Subject Matter requirements for CSET Single Subject Mathematics.

#### EDX 1920X CSET Multiple Subject Prep

##### Course

\$355

This informative, intensive course is designed to familiarize students with a variety of proven strategies for passing the Multiple Subject CSET. All subtest content will be covered.

### EDX 1938X U.S. Constitution Prep Course with Exam

\$150

This 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 framers' intents. Student will take U.S. Constitution exam at the conclusion of the course.

### EDX 1940X RICA Prep Course

\$195

This intensive online 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.

## EFLX – EDUCATION FOUNDATION LEADERSHIP

### EFLX 8010X Org. Planning & Leadership

3 CEUs; \$400

When participants complete this Core Area they will have an understanding of strategic planning principles, program evaluation, volunteer management, liaison and support of the school district, constituent alliance, balancing the four entities of programs, administration, development and marketing/public relations.

### EFLX 8020X Legal Requirements

3 CEUs; \$400

When participants complete this Core Area they will have an understanding of the unique organizational requirements of a non-profit as they relate to governing documents, legal and Internal Revenue Service requirements, donor requirements, gift restrictions, ethical considerations, and basic human resource issues.

### EFLX 8030X Financial Management

3 CEUs; \$400

When participants complete this Core Area they will have an understanding of the

# Course Descriptions

unique organizational needs of a public education foundation non-profit as they relate to the financial management systems, functions and evaluation systems. This includes endowment management, investments, audits, gift management, reporting and analysis.

### **EF LX 8040X Resource Dev. & Marketing** 3 CEUs; \$400

When participants complete this Core Area they will have a comprehensive understanding of the critical components of resource development and marketing including terminology, strategies and techniques necessary to maximize the financial resources available for an education foundation.

### **EF LX 8050X Board Development** 3 CEUs; \$400

When participants complete this Core Area they will have an understanding of the unique organizational needs of a public education foundation non-profit as they relate to the development of a governing Board. This includes relationship with the School District, the School Board, cultivation, recruitment, orientation, evaluation, giving/participation and celebrations.

### **EF LX 8060X Educational Collaboration** 3 CEUs; \$400

When participants complete this Core Area they will have an understanding of the formal and informal organizational structure of most school districts in the United States. These understandings will be as related to: curriculum and instruction, personnel management, financial and legal issues, community relations and governance.

## **EMTX – EMERGENCY MEDICAL TECHNICIAN**

### **EMTX 2181X EMT I Basic** 3 quarter units; \$733.50

*Prerequisite: BLS HCP (CPR) Cert*

Introduction to the basics of Emergency Medical Technician requirements; including medical and trauma skills, basic anatomy and physiology as related to EMT

requirements. Student will learn to properly assess the sick and injured, as related to communicable diseases and trauma. Student will learn practical skills of Basic Life Support (BLS), taking blood pressures, pulses, respiratory rates, lung sounds, and complete body checks, administration of oxygen and the use of various adjuncts to assist in the management of an injured person's airway.

### **EMTX 2182X EMT II Basic** 3 quarter units; \$733.50

*Prerequisite: EMTX 2181X with a minimum grade of B.*

Continuation of Emergency Medical Technician skills, including advanced first aid skills: bandaging, splinting, and spinal immobilization techniques, and proper methods of moving and transporting the injured and ill. Trauma and psychiatric emergencies are also covered, as well as all skills required by California Title 22 state and county scope of practice. Students will be tested on assessment of the sick and injured, blood pressures, pulses, respiratory rates, lung sounds, complete body checks, proper bandaging and wound care, splinting, and spinal immobilization techniques. Students will perform ambulance ride along for clinical observations.

## **FF LX – FOUNDATIONS FOR LEARNING**

### **FF LX 1900X Foundations for Learning** \$60 Course Fee

The orientation is designed to provide students with an overview of the online National University college experience. This self-paced course will prepare students for success in their courses and it will also help students to evaluate their readiness to succeed in an online classroom setting. Students will be instructed on National University policies and student resources through a series of virtual lectures, self-assessments, readings, and activities. Students enrolled in this orientation must successfully complete all assigned activities and quizzes.

## **HEDX – HEALTH EDUCATION**

### **HEDX 1101X Intro Health Ed: K-12** 4.5 quarter units; \$795

This is an introductory study of a coordinated school health program. 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.

## **IHD – INSTITUTE HARD OF HEARING**

### **IHD 1203X Facilitating Outcomes**

4.5 quarter units; \$795 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.

## **NBCX – NATIONAL BOARD CERTIFICATION**

### **NBCX 1201X National Board Certification Preparation**

4.5 quarter units; \$795  
NBC Teacher Preparation provides new and active NBCT candidates with a yearlong, comprehensive approach to support and assistance. All aspects of the certification process are explored while candidates develop a strong, fundamental foundation and increased competence in identifying and increasing content and instructional knowledge, application, and articulation of skills and approaches.

## **NPLX – NON-PROFIT LEADERSHIP**

### **NPLX 7010X Cause Sales Fundamentals** (CEUs): \$795

This course teaches the importance of using good relationship-building tactics as the cornerstone of effective fundraising.

# Course Descriptions

Featured topics include individual and team fundraising, and development practice in a multi-cultural world. Grounded in industry-approved ethical standards of fundraising, the course offers a detailed examination of donor behavior and communication styles and the factors and motivations that influence donors in the philanthropic decision-making process. In addition, students will gain a greater understanding of one's own solicitation style while honing the tools to navigate various attributes of behavior, versatility as a communication tool, gender style differences, and each donor's unique context.

## **NPLX 7020X Cause Sales Practice**

(CEUs): \$795

Building on the knowledge gained in Cause Selling I, this sequential course focuses on preparation for "the ask." Course components include methods and tools for donor prospecting, qualification, and constituent relationship management (CRM); development of the unique values proposition to connect each donor with the cause; techniques for engaging the donor in meaningful dialogue, marrying effective questioning with equally effective listening; and skills for handling objections. Students will learn about the "asking frame of mind", the various functions involved with "the ask", timing of the ask, and creative solicitation approaches, as well as motivational factors and goal-setting for fundraisers. This is an experiential course, and participants will engage in role-play and simulation in order to develop their practice.

## **NPLX 1900X Basics of Fundraising**

\$1,550\*

In Basic of Fundraising, students will explore the current state of the nonprofit sector and begin to identify their position within it. Students will address opportunities and gaps in the areas of development while considering ethical and organizational factors. This course will provide students with an insider's perspective to what it means to be a fundraiser while examining the necessary skills of development work in today's society. A gentle introduction to financial management will be integrated and thread throughout all classes that follow.

## **NPLX 1905X Cause Selling**

\$775\*

This course is designed to increase students' knowledge and application of cause selling. Cause Selling will be explored through demonstration of a mixed media approach; emphasizing the advances technology can offer. Specifically, students will learn about negotiation and sales techniques that are applicable to the nonprofit sector but are not often utilized. Through analyzing the situational effectiveness of different styles of selling, students will be able to practice, apply, and troubleshoot "making the ask" scenarios. Students will be equipped with techniques for when the donor says "no" and ultimately gain advantage over more traditional approaches to nonprofit fundraising.

## **NPLX 1910X Major Gifts**

\$1,162.50\*

Major Gifts provides fundraisers and development professionals with the understanding and skills to create a shared vision among stakeholders, attract and retain resources, and gain the ability to execute an integrated plan throughout one's organization and the community. Utilizing technology, networking, and social media, this course will enhance students' ability to lead development initiatives that maintain a focus on the organizational purpose. Accounting and legal subject matter expertise will be shared and delineate the responsibilities of a fundraiser in garnering major gifts.

## **NPLX 1920X Planned Giving**

\$1,162.50\*

In the final course of The Fundraising Academy, Planned Giving, students will increase their capacity for leadership in others, and foster the ongoing sustainability and success of their organizations through development. Practical tools aimed at cultivating the organization's continual development plan will contribute to their professional toolbox. Acquisition of skills focused on a cohesive vision, strong community development and maintained stakeholder and donor engagement will be explored. A comprehensive understanding of the broader aspects of leading the development of a nonprofit organization and fundraising

initiatives will conclude in the culmination of this program.

**\*Note:** Special pricing is available for Non-Profit organizations. For more information, please call Dung Bandy at (844) 225-6681

## **PDX – PROFESSIONAL DEVELOPMENT**

### **PDX 1900X Player's Lab B**

24 Clock hours; Course Fee \$ 350

This course is part of the practical portion of the National University Golf Academy curriculum. Students will participate in individual and group instruction, training, play and practice activities, which will incorporate and build upon prior learning in the Player's Lab series.

## **PLX – PARALEGAL**

### **PLX 1000X Torts**

4.5 quarter units; \$595

Examines the fundamental principles of the law of intentional torts (e.g., battery, assault, false imprisonment, intentional infliction of emotional distress); negligence (standard of care, breach of duty, causation, and damages); strict liability; the torts of nuisance, defamation, invasion of privacy torts; and the defenses to each of these torts. Also addresses the concepts of products liability and vicarious liability.

### **PLX 1001X Leg Res Wrtg-Briefing/Analysis**

4.5 quarter units; \$595

Develops legal research skills through focused exercises using print and computerized research. Exposes students to primary and secondary legal authorities, with an emphasis on constitutions and statutes. Develops writing skills by analyzing and briefing court opinions, drafting letters, and examining the purposes and uses of a legal memorandum.

### **PLX 1002X Contracts**

4.5 quarter units; \$595

Examines basic contract principles, including formation, validity, defenses to formation, rights of third parties, performance, breach, remedies, and damages. Emphasizes case analysis and application of principles, and

# Course Descriptions

covers code sections from Article 2 of the Uniform Commercial Code and the Restatement Second of Contracts.

### **PLX 1003X Leg Res Wrtg-Legal Memo**

4.5 quarter units; \$595

Develops legal research skills through focused exercises using print and computerized research. Exposes students to primary and secondary legal authorities, with an emphasis on legislative history, administrative materials and loose-leaf services. Develops writing skills by examining different parts of the legal memorandum, including questions presented, brief answers, statements of fact, and conclusions.

### **PLX 1005X Computers & the Law**

4.5 quarter units; \$595

Teaches computer technology as a tool to assist the legal professional in the practice of law. Utilizes lecture, group discussion, and hands-on computer use. Using the latest software for time and billing, case management, docketing control, and litigation support, students complete legal projects with assignments in the computer lab. Students learn how to effectively evaluate vendor products, and design and manage a litigation database project. Also covered are telecommunications and computer-assisted research, and ethical considerations, such as software piracy, misuse of software and databases, security, and protecting client data.

### **PLX 1804X Foundations of Property Law**

4.5 CEUs; \$595

Examines real property law, including interests in land, landlord/tenant, easements, and conveyances. Credit granted as Continuing Education Unit only.

### **PLX 1806X Legal Writing Project**

4.5 CEUs; \$595

*Prerequisites:* PLX 1001X, and PLX 1003X

Allows students the opportunity to prepare a legal writing work product using both print and online legal resources. Credit granted as Continuing Education Unit only.

### **PLX 1807X Litigation Essentials**

4.5 CEUs; \$595

Covers civil procedure in both state and federal courts and civil litigation strategies.

Emphasizes the paralegal's role in discovery, pre-trial, and trial proceedings. Includes discussion of various forms of discovery, such as depositions, interrogatories, and demands for production of documents, and introduces judgments and the appellate process. Credit granted as Continuing Education Unit only.

### **PLX 1808X Essentials of Corporate Law**

4.5 CEUs; \$595

Examines the formation, operation, and dissolution of various types of corporate entities. Introduces students to common corporate documents, securities, and mergers and acquisitions. Credit granted as Continuing Education Unit only.

### **PLX 1809X Essentials of Criminal Law**

4.5 CEUs; \$595

Covers criminal law and procedure, including crimes and their defenses, constitutional protections, and criminal litigation practice. Credit granted as Continuing Education Unit only.

## **PMTX – PROFESSIONAL MARINE**

### **PMTX 2110X Commercial Diving Orientation**

3 quarter units; \$1,062

*Prerequisites:* Diving Physical Examination

*Corequisites:* PMTX 2120X, PMTX 1900X

Introduction to commercial diving and diving science, the various types of commercial diving, the diver's role in the industry, and safety policies, principles and procedures related to safe diving operations.

### **PMTX 2120X Diving Physics & Air Decomp.**

3 quarter units; \$1,062

*Prerequisites:* Diving Physical Exam

*Corequisites:* PMTX 2110X, PMTX 1900X

Covers the physical effects of working underwater on the diver's body by factors such as air, sound, and light, with detailed emphasis on pressure and temperature and calculation of formulas to solve diving problems related to physics. The effects of gases used in diving, gas laws related to diving and computation of the interactive effects of temperature and pressure, and air decompression theory are included.

### **PMTX 2130X Medical Aspects of Diving**

3 quarter units; \$1,062

*Prerequisites:* Diving Physical Exam., PMTX 2110X, and PMTX 2120X.

*Corequisites:* PMTX 2140X PMTX 1900X

Initial instruction on basic anatomy and physiology of the body related to diving, particularly the systems affected by hyperbaric or hydrostatic pressure. Learn to recognize, prevent, and provide care for diving related disorders.

### **PMTX 2140X Decomp. Chamber & Forklift Op.**

3 quarter units; \$1,062

*Prerequisites:* Diving Physical Exam, PMTX 2110X, PMTX 2120X

*Corequisites:* PMTX 2130X, PMTX 1900x

Instructions in operation of a standard off shore deck decompression chamber and performance of duties of outside tender, inside tender, log keeper, communications operator, and the uses, types, construction, safety, and care of hyperbaric chambers and their ancillary equipment. Students are required to demonstrate competency in safe chamber operation and the ability to make schematic drawings of diving systems and chambers and safely operate a forklift/lift truck.

### **PMTX 2150X Com. Scuba & Inland Diving**

3 quarter units; \$1,062

*Prerequisites:* SCUBA card, Basic First Aid & CPR card, PMTX 2130X PMTX 2140X

*Corequisites:* PMTX 2155X, PMTX 1900X

Dive using SCUBA in various configurations, tend, supervise, keep log records of dives, operate radios (through water), and operate decompression chambers. Instruction using SCUBA diving to perform commercial diving work underwater by successfully completing a series of in-water projects.

### **PMTX 2155X Basic Surface Supply Diving**

2 quarter units; \$708

*Prerequisites:* Diving Physical Exam, SCUBA card, First Aid & CPR card, PMTX 2130X, PMTX 2140X

*Corequisites:* PMTX 2150X, PMTX 1900X

Instruction on basic skills of air and mixed gas surface supply lightweight diving, fundamental concepts, terminology, and practical skills of seamanship, line handling, rigging,

# Course Descriptions

and underwater work procedures and the fundamentals of line (rope) and wire rope classification, composition, and use. Proper tying and use of knots and their practical application by divers, working load limit (WLL) for rope, wire, and rigging hardware, as well as to calculate the ratio and mechanical advantage of block and tackle are covered.

## **PMTX 2160X Diving Operations I**

2 quarter units; \$708

*Prerequisites:* PMTX 2155X, PMTX 2150X  
*Corequisites:* PMTX 2200X, or PMTX 2250X, PMTX 1900X

Uses surface supply diving to perform work underwater by completing a series of in-water projects to develop underwater work skills and confidence. Students dive, tend, supervise, keep logs of dives, operate radios, and operate deck decompression chambers. Underwater students solve problems in decompression, rigging, and maintenance and are introduced to the use of tools used by divers. Students refine their knowledge and skills of safe use, pre-dive checks, basic pre- and post-dive maintenance of dive gear, equipment, and air systems.

## **PMTX 2165X Diving Operations II**

2 quarter units; \$708

*Prerequisites:* PMTX 2160X, PMTX 2200 or PMTX 2250.  
*Corequisites:* PMTX 2210X, or EMTX 2181X, PMTX 1900X

Designed to challenge each student's ingenuity, motivation, and ability to work together. The class must work together as an operational team in a simulated commercial diving evolution utilizing all of the safety, planning, rigging, and other team and industrial skills they have gained in order to accomplish the assigned project tasks.

## **PMTX 2170X Dive Operations III**

3 quarter units; \$1,062

*Prerequisites:* PMTX 2165 & PMTX 2210X or PMTX 2260X, *Corequisites:* PMTX 2220X or EMTX 2182X, PMTX 1900X

Designed to build upon the knowledge, skills, and abilities developed through the two previous dive operations courses, students will be challenged with projects that require

careful analysis and problem solving techniques. Working underwater in low viability conditions, students will be tested on their ability to properly communicate the status and condition of the project while maintaining focus on completing the tasks in a safe and effective manner.

## **PMTX 2180X Rigging Administration**

3 quarter units; \$1,062

*Prerequisites:* PMTX 2170X & PMTX 2220X or PMTX 2270X  
*Corequisites:* PMTX 2230X, or PMTX 2280X, PMTX 1900X

Students will be instructed on several aspects of rigging including using tuggers and crane for mechanical advantage IAW API RP 2D standards. They will be able to identify what rigging is appropriate for performing various rigging tasks. Various practical skills of seamanship, line handling and underwater work procedures and planning. Learn the fundamentals of rope; including natural fiber lines, synthetic rope and wire rope. Students will attend the Kirby Morgan (KM) operator and user course to learn how to rebuild several different Kirby Morgan dive hats and know the functions and importance of all working parts. Umbilical rebuilds will also be performed during this course.

## **PMTX 2190X Underwater Cutting & Welding**

2 quarter units; \$708

*Prerequisites:* PMTX 2180X & PMTX 2230X or PMTX 2280X  
*Corequisites:* PMTX 2240X, or PMTX 2290X, PMTX 1900X

This is a highly specialized course designed to prepare students to obtain high quality Shielded Metal Arc Welding (SMAW) skills both above and below the water line. The course follows the guidelines in accordance with AWS D3.6M 2010 standards. The training is designed to equip students with the skills necessary to produce high quality fillet welds. Students will be introduced to all the relevant theory associated with the SMAW welding process, together with relevant safe working practices. This course emphasizes the performance of high quality, defect-free, wet welds by the student while preparing the student diver/welder to obtain a (3F) vertical welder certification

in accordance with the testing and acceptance criteria of AWS D3.6, specifications for underwater welding, class B fillet welds.

## **PMTX 2250X Emergency Medical Responder**

3 quarter units; \$1,062

*Prerequisites:* PMTX 2155X, PMTX 2150X  
*Corequisites:* PMTX 2160X, PMTX 1900X

Basics of a first responder advanced first aid skills needed by commercial divers working in offshore and inland diving remote areas including near drowning, water rescue and extraction, hypothermia incidents, marine animal bites and stings, and methods of transport from vessels. Also includes the basics of Emergency Medical Responder requirements; including medical and trauma skills, basic anatomy and physiology as related to EMR requirements. Student will learn to properly assess and begin treatment of the sick and injured, including cognitive and practical skills of Healthcare Provider Level CPR, taking blood pressures, pulses, respiratory rates, and the use of simple adjuncts to assist in the management of an injured person's airway. Additional Emergency Medical Responder skills, including advanced first aid skills: bandaging, splinting, and spinal immobilization techniques, and safe methods of moving the injured and ill while awaiting a higher level of medical care. Trauma and psychiatric emergencies are also covered.

## **PMTX 1900X**

0 quarter units; \$0

*Corequisites:* For all PMTX and EMTX Courses

Focuses on personal physical fitness required of each individual to perform as a professional diver. Instruction will be provided on nutrition, aerobic and cardiovascular exercise, and maintaining personal physical fitness for diving. This course will last the duration of the professional diving program.

## **PMTX 2210X MT/PT II**

3 quarter units; \$1,062

*Prerequisites:* PMTX 2160X, PMTX 2250X  
*Corequisites:* PMTX 2165X, PMTX 1900X  
Extensive instruction in the theory and practicum of topside and underwater survey inspections using the magnetic particle process and topside inspection using the liquid penetrate process. Gain knowledge in

# Course Descriptions

the process of identifying, evaluating, and categorizing discontinuities with respect to their acceptance or rejection in accordance with industry codes and standards.

### **PMTX 2220X Ultrasonic Testing I**

3 quarter units; \$1,062

*Prerequisites:* PMTX 2210X

*Corequisites:* PMTX 2170X, PMTX 1900X

Covers both theory and practical techniques used in ultrasonic inspections, set-up and calibration techniques of A-Scan presentations and effects of location, size, and shape of discontinuities, and flooded member, corrosion, and erosion inspection.

### **PMTX 2230X Ultrasonic Testing II**

3 quarter units; \$1,062

*Prerequisites:* PMTX 2220X, PMTX 2170X

*Corequisites:* PMTX 2180X, PMTX 1900X

Covers ultrasonic shear wave inspection theory and the set-up and calibration for shear wave inspection using a Distance Amplitude Correction (DAC) curve or 80 percent Full Screen Height (FSH) flaw evaluation technique. Students gain practice inspecting a wide range of plate and pipe welds with known discontinuities. Students also learn to identify, evaluate, and categorize discontinuities as to their acceptance or rejection in accordance with various industry codes and standards.

### **PMTX 2240X VT II/Underwater Inspection**

3 quarter units; \$1,062

*Prerequisites:* PMTX 2180X, , PMTX 2230X, *Diving Physical Exam*

*Corequisites:* PMTX 2190X, PMTX 1900X

Fundamentals of visual testing to include: visual limitations, inspector responsibilities, codes and standards, weld joint geometry, welding terminology, welding/ NDT symbols, mechanical and chemical properties of metals, destructive testing, metallurgy, weld processes, and weld / base metal discontinuities. Learn to use and maintain a variety of visual enhancing test equipment to include, but not limited to, assorted measuring tools, cathodic potential meters, still photography cameras, and closed circuit television systems.

### **PMTX 2200X Underwater Inspection & Survey**

3 quarter units; \$1,062

*Prerequisites:* PMTX 2150X,, PMTX 2155X

*Corequisites:* PMTX 2160X, PMTX 1900X

Introductory instruction in the theory and practice of conventional and underwater survey inspection using visual, magnetic particle and ultrasonic testing techniques. Students learn setup and calibration techniques and testing procedures. Practical experience is gained on a variety of test pieces as well as knowledge in the process of identifying, evaluating, and categorizing discontinuities with respect to their acceptance or rejection in accordance with industry codes and standards.

### **PMTX 2280X Advanced Diving Medicine**

3 quarter units; \$1,062

*Prerequisites:* EMTX 2260X , EMTX 2270X, *Diving Physical Exam.*

*Corequisites:* PMTX 2180X, PMTX 1900X

Diving medical requirements and the skills necessary to become a commercial diver medic technician. Recognize and manage diving decompression illness; with specific focus on barotrauma, decompression sickness, arterial gas embolism, pulmonary over inflation syndrome conditions, breathing gas disorders, hypothermia, and near drowning are covered. Student will conduct practical chamber treatments to hone necessary skills for recompression treatment and chamber nursing support.

### **PMTX 2290X Advanced Hyperbaric Medicine**

3 quarter units; \$1,062

*Prerequisites:* PMTX 2280X

*Corequisites:* PMTX 2190X, PMTX 1900X

Includes advanced medical skills needed by commercial diving medic technicians. Skills include parenteral administration of medication, aseptic techniques and sterile fields, IV administration, catheterization, advanced wound care and suturing, advanced emergency airway care and endotracheal intubation, and emergency thoracentesis. Students introduced to administration of clinical hyperbaric oxygen therapy, monoplace and multi-place chamber requirements. Students will conduct practical chamber treatments for recompression treatment and chamber

nursing support. Student must complete 40 hours of ER clinical observations.

## **PRLX – PRIOR LEARNING ASSESSMENT**

### **PRLX 2100X PLA Portfolio Development**

4.5 quarter units; \$775

Accelerated course that will help students identify areas of leaning they may want to have evaluated for college-level equivalency. The course will also guide students through the preparation and compilation of all components required for the evaluation of a portfolio of prior learning through [Learning-Counts.org](http://Learning-Counts.org). Included in this instructor led course is one free portfolio assessment.

## **TEDX – TEACHER PROFESSIONAL DEVELOPMENT**

### **TEDX 1823X Info & Interventions**

4 CEUs; \$460

Covering history of the disorder, accepted methods to assess and identify students with the disorder, and various methods, medications and strategies currently used to treat the disorder, this self-paced online course will help teachers achieve a better understanding of ADD and intervention strategies to facilitate positive student change.

### **TEDX 1824X Advanced Classroom Mgt**

3 CEUs; \$310

This course is geared primarily for professionals serving children and youth presenting behavior problems in the school or community. This course focuses on cognitive and cognitive-behavioral interventions (often lumped together under the rubric “social skills”) with an emphasis on teaching students how to change and manage their own behavior.

### **TEDX 1825X Educational Assessment**

3 CEUs; \$310

This course is designed to further develop the conceptual and technical skills required by teachers to help them identify their educational goals, and implement meaningful instructional strategies for effective learning by students with special needs. The focus of this course will therefore be on assessment for instructional programming addressed.

# Course Descriptions

## **TEDX 1826X Traumatized Child**

3 CEUs; \$310

This course helps teachers, counselors, and educational personnel gain strategies to reach and teach students affected by stress, trauma, and/or violence. Participants learn the signs and symptoms of stress and trauma and explore how stress, violence, and trauma affect a student's learning, cognitive brain development, and social-emotional development.

## **TEDX 1827X Teaching Diversity**

3 CEUs; \$310

This course is designed to give you the knowledge, tools and dispositions to effectively facilitate a diverse classroom. This course will help you understand and identify differences in approaches to learning and performance, including different learning styles and ways in which students demonstrate learning.

## **TEDX 1844X Behavior is Language**

4 CEUs; \$460

This online course gives 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.

## **TEDX 1845X Violence in Schools**

3 CEUs; \$310

This online course gives 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 1846X Learning Disabilities**

4 CEUs; \$460

This online course describes diverse theoretical approaches to handling learning disabilities and lays the foundation for appropriate assessment and evaluation. It covers program planning and implementation, stresses the importance of a close, positive partnership with parents/caregivers,

and explores methods for ensuring the home-school axis is effective and meaningful.

## **TEDX 1848X Drugs & Alcohol in Schools**

3 CEUs; \$310

This online course teaches about alcohol, drugs and their influences in the classroom. Learn what students may be experiencing through their own use or from the use of persons close to them and the biological, psychological and social factors that comprise the disease of addiction.

## **TEDX 1849X Autism & Asperger's Disorder**

3 CEUs; \$310

This online course 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 1868X Inclusion**

3 CEUs; \$310

This interactive online course helps special and general educators to understand inclusion, an educational reform movement that advocates educating students with disabilities in the general education classrooms. This course will also help teachers identify their role in providing special services to students educated in inclusive classrooms.

## **TEDX 1871X Understanding Aggression**

4 CEUs; \$460

This online course includes topics on violence, aggression in the classroom, youth gangs, sports and television, drugs and alcohol, and "hot spots" that tend to breed aggression/violence. School personnel become more aware of causes of aggression and ways to evaluate and intervene before it turns to violence.

## **TEDX 1872X Talented & Gifted**

3 CEUs; \$310

This online course provides information on the history of exceptional children in relation to education, current law, and accepted methods for referral, assessment, and identification. It covers major program models and methods of differentiating instruction to

meet the rate and level of learning of those students identified.

## **TEDX 1879X Working with Abused and Neglected Children**

3 CEUs; \$310

This online course teaches how to recognize signs of physical abuse, emotional abuse, sexual abuse, physical neglect and emotional neglect in children. Participants explore 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.

## **TEDX 1880X Infant & Toddler Mental Health**

3 CEUs; \$310

This online course gives educators an understanding of infant and toddler mental health, child development, and strategies to promote positive relationships with children and families. It provides information that will help the learner understand and identify their role as a child care provider, educator, and early childhood professional.

## **TEDX 1881X Reading Fundamentals #1**

3 CEUs; \$310

This online course, on effective reading instruction, was designed to give background on Reading First as it applies to the No Child Left Behind federal legislation. The course discusses the research that supports scientifically-based research as it applies to phonetically-based instruction, assessment, and evaluation.

## **TEDX 1882X Reading Fundamentals #2**

3 CEUs; \$310

This online course is designed to lay the foundation for effective reading instruction and to teach about the elements of effective instruction and the importance of reading instruction.

## **TEDX 1883X Reading Fundamentals #3**

4 CEUs; \$460

This online course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these key areas of reading instruction, the five elements of effective reading instruction will be highlighted, including definitions, implications for instruction and future directions.



# Course Descriptions

## **TEDX 1884X Early Childhood: Family-Centered Services**

3 CEUs; \$310

Family-Centered Services covers four chapters. The first chapter takes an in-depth look at the definition and application of family-centered services. The second and third chapters are designed to improve your understanding of the complexity of families. The final chapter emphasizes parent education, interagency collaboration, and building communities of care.

## **TEDX 1885X Early Childhood: Observation & Assessment**

4 CEUs; \$460

This course is designed to help educators, para-professionals and child caregivers observe and assess various aspects of children's development and programs. Participants will learn the components necessary for strong observation skills and will discover how to apply course learning to each student's particular environment and needs.

## **TEDX 1886X Early Childhood: Program Planning**

4 CEUs; \$460

Program Planning will cover planning and implementing a comprehensive, research-based curriculum for young children. We will discuss what curriculum is, and identify guidelines presented by the National Association for the Education of Young Children (NAEYC). We will review the steps for creating curriculum, planning a schedule, and creating lesson plans.

## **TEDX 1887X Early Childhood: Typical & Atypical Development**

4 CEUs; \$460

This course will present an introduction to the study of child development from conception to age 6 including a study of child development chronologically and a discussion of the newly-delivered infant. The course will also cover the time of early childhood that was called the magic years by Selma Fraiberg.

## **TEDX 1888X Harassment, Bullying & Cyber-Intimidation**

3 CEUs; \$310

Harassment, Bullying and Cyber-Intimidation

in School will discuss definitions and the personal, social, and legal ramifications associated with sexual harassment, bullying, and cyber-intimidation. We will then explore preventative strategies as well as how school staff can address these issues when they occur.

## **TEDX 1889X Teaching Math Conceptually**

3 CEUs; \$310

The course incorporates strategies for teaching concepts constructively and contextually. The goal is to gain a deeper understanding of the underlying concepts of various math topics and explore the principles of teaching those concepts to learners. This course will focus on the topics of number sense, basic operation, and fractions.

## **TEDX 1890X Ethics and Safety for Our Schools**

4 CEUs; \$460

An interactive computer-based instruction course, which is a prevention course developed to help educators reduce and eliminate violations of ethics and professional conduct codes. The course is intended to keep ethical teachers ethical and to be a part of a larger school district plan to protect the district's teachers, staff, and students.

## **TEDX 1891X Why DI? An Intro to Differentiated Instruction**

4 CEUs; \$460

This is an interactive computer-based instruction course, designed to give students an understanding of the framework of and need for creating supportive learning environments for diverse learning populations. It will also provide connections to a variety of concepts, variables, and resources that will assist practitioners in aligning their own professional practices with those found in the differentiated classroom.

## **TEDX 1892X Reading & Writing in Content Area**

3 CEUs; \$310

Reading & Writing in Content Area offers instruction in teaching reading and writing in various subject matter fields at the secondary level. The material stresses the skills of vocabulary building, comprehension, and writing, as well as methods for motivating adolescents to read and write. The course

also provides information on recognizing reading difficulties, assessing textbooks, and the integration of reading strategies within a content area. The strategies taught are aligned with the Praxis Reading Across the Curriculum test guide and the Reading in the Content Area national standards.

## **TEDX 1893X Ethics & Safety in Education**

3 CEUs; \$310

Ethics & Safety in Education is a prevention course developed to help educators reduce and eliminate violations of ethics and professional conduct codes. The course is intended to keep ethical teachers ethical and to be a part of a larger school district plan to protect the district's teachers, staff, and students. The course's central premise is that the vast majority of ethics and boundary violations occurring in schools today are being committed by competent and ethical educators who, for reasons to be discussed, are making very poor decisions during susceptible periods in their careers. All professionals have the potential to commit an ethics/boundary violation. Understanding and addressing educators' violation potential before a violation occurs is essential in protecting students, careers, and the teaching profession's integrity.

## **TEDX 1894X Under & Implement Common Core Standards**

4 CEUs; \$460

The organization of the course covers the rationale for and design of the Common Core State Standards, the "Common Core Mind-set" practitioners need for successful implementation, and what specific actions can be taken for deeper implementation across settings

## **TEDX 1895X Try DI!: Plan & Prep Differentiated Instruction**

4 CEUs; \$460

Try DI! is designed to provide you an opportunity to learn about an instructional framework, Differentiated Instruction (DI), aimed at creating supportive learning environments for diverse learning populations. Students will be presented a method for self-assessment of the extent to which their current instructional approach reflects the perspective, principles, and practices of the DI approach. The course reflects an approach that aligns the principles of DI with the practices of DI. The concept of a "theory

# Course Descriptions

of action” will also be provided within a DI context. The course has also been designed to introduce students to a range of strategies associated with a DI approach. Strategies included in this course have been selected on the basis that they are effective in the widest possible range of educational K-12 settings. This course follows Why DI?: An Introduction to Differentiated Instruction, which addressed the What, Why, and Who of a classroom that reflects a DI approach. The focus of Try DI!: Planning & Preparing a Differentiated Instruction Program is on the When, Where, and How of the DI approach.

## ONLINE PERSONAL ENRICHMENT

### **EGX 1958X Introduction to Microsoft Word 2013**

\$100

In this course, you'll master all the basics of Microsoft Word. You'll learn how to add, move through, and edit text; move words from one part of your document to another; work on two or more documents simultaneously; change the size or appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; use tools such as the grammar checker, spell checker, and thesaurus; and save, retrieve, copy, organize, and print your documents.

### **EGX 1959X Introduction to Networking**

\$100

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

### **EGX 1960X Introduction to Microsoft Word 2011 for MAC**

\$100

Now you can learn to use Word 2011, the version specifically designed to work with Apple's popular Macintosh computers. Whether you're new to Word or you're familiar with Word for Windows, you'll quickly master the program's user interface and be able to create pages from your first lesson. In addition, you'll learn how to easily transfer documents between Word 2011 for Mac and any version of Microsoft Word running on Windows so you can share documents with friend and coworkers effortlessly.

### **EGX 1961X Introduction to PC Security**

\$100

Security expert teaches the fundamentals of PC and network security.

### **EGX 1962X Introduction to QuickBooks 2014**

\$100

Gain control of your business as you learn to use this powerful accounting software to create and print invoices, track your payables and receivables, and more.

### **EGX 1963X Introduction to QuickBooks 2015**

\$100

Learn how to quickly and efficiently gain control over the financial aspects of your business using this powerful software program.

### **EGX 1964X QuickBooks 2015 for Contractors**

\$100

Contractors have many unique bookkeeping needs, so we've designed this course from the ground up specifically for the construction industry.

### **EGX 1965X Keyboarding**

\$100

Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

### **EGX 1966X Wireless Networking**

\$100

Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.

### **EGX 1967X Mac, iPhone, and iPad Programming**

\$100

Learn to create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler.

### **EGX 1968X A to Z Grant Writing**

\$100

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

### **EGX 1969X Achieving Success with Difficult People**

\$100

Learn how to have more successful rela-

tionships with difficult bosses, co-workers, students, neighbors, or relatives.

### **EGX 1970X Building Teams That Work**

\$100

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.

### **EGX 1971X Creating Classroom Centers**

\$100

Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small group instruction time.

### **EGX 1972X Certificate in Food, Nutrition, and Health**

(16 contact hours)

\$100

In this certificate program, you'll gain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

### **EGX 1973X Effective Selling**

\$100

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

### **EGX 1974X Empowering Students with Disabilities**

\$100

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

### **EGX 1975X Fundamentals of Supervision and Management**

\$100

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

### **EGX 1976X Fundamentals of Supervision and Management II**

\$100

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

# Course Descriptions

## **EGX 1977X How to Make Money From Your Writing**

\$100

You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how to's here.

## **EGX 1978X Individual Excellence**

\$100

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

## **EGX 1979X Introduction to Interior Design**

\$100

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

## **EGX 1980X Introduction to Natural Health and Healing**

\$100

Learn how to promote wellness, balance, and health in all aspects of your daily life.

## **EGX 1981X Keys to Effective Communication**

\$100

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

## **EGX 1982X LSAT Preparation – Part 2 US**

\$100

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).

## **EGX 1983X Managing Customer Service**

\$100

Become indispensable to any organization by understanding how to identify and meet customer needs.

## **EGX 1984X Marriage and Relationships: Keys to Success**

\$100

Getting married is just the first step! Learn how to build a solid foundation for a healthy partnership that will last far beyond "I do."

## **EGX 1985X Managing Life as a Single Parent .**

\$100

You love your kids more than anything in the world, but being a single parent is hard work. Whether you're single by choice or because of divorce, loss, or separation, this online parenting course will help you manage your life more effectively, from streamlining your daily routines and dealing with challenging behaviors at home to handling conflicts with your ex and making decisions about dating

## **EGX 1986X Mastering Your Digital SLR Camera**

\$100

Take your photography to the next level with your digital SLR camera by learning how to master lenses, apertures, shutter speed, exposure settings, and more.

## **EGX 1987X Navigating Divorce**

\$100

Learn how to navigate the legal, financial, emotional, and interpersonal waters of the divorce process and emerge grounded and healthy.

## **EGX 1988X PMP® Certification Prep 1**

\$100

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK®, Guide), 5th edition—the essential resource for the PMP® certification exam. Find out about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam.

## **EGX 1989X PMP® Certification Prep 2**

\$100

Prepare to take—and pass—the Project Management Institute's PMP® certification exam. Master chapters seven through 13 of A Guide to the Project Management Body of Knowledge, the most essential resource for the PMP® certification exam. Learn all about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and

techniques related to the questions you'll encounter on the PMP® exam

## **EGX 1990X Project Management Fundamentals**

\$100

Gain the skills you'll need to succeed in the fast-growing field of project management.

## **EGX 1991X Six Sigma: Total Quality Applications**

\$100

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

## **EGX 1992X Small Business Marketing on a Shoestring**

\$100

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money.

## **EGX 1993X Spanish for Medical Professionals**

\$100

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

## **EGX 1994X Spanish for Medical Professionals II**

\$100

Build on your foundation of Spanish for healthcare providers by learning medical terminology and phrases from a variety of medical fields as well as Spanish grammar.

## **EGX 1995X Start Your Own Small Business**

\$100

Stop dreaming and learn how to start your own successful small business.

## **EGX 1996X Starting a Consulting Practice**

\$100

Find out how you can earn income by sharing your training or knowledge with others.

## **EGX 1997X Stocks, Bonds, and Investing: Oh, My!**

\$100

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

# Course Descriptions

## **EGX 1998X Supply Chain Management Fundamentals**

\$100

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

## **EGX 1999X Teaching Adult Learners**

\$100

Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom.

## **ETG 1900X Total Quality Fundamentals**

\$100

Learn the basics of total quality management.

## **ETG 1901X Creating a Successful Business Plan**

\$100

Turn your business ideas into a solid plan for financing and long-term success.

## **ETG 1929X GRE Preparation – Part 2 (Quantitative) US**

\$100

Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE; revised General Test (Course 2 of 2).

## **ETG 1930X Speed Spanish I**

\$100

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

## **ETG 1931X Speed Spanish, II**

\$100

Follow-up to our popular Speed Spanish course. Several new recipes help you continue building fluency.

## **ETG 1932X Accounting Fundamentals II**

\$100

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

## **ETG 1938X Understanding the Human Resources Function**

\$100

Learn to handle basic human resource functions to ensure the best possible results.

## **ETG 1939X LSAT Preparation – Part 1 US**

\$100

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).

## **ETG 1946X Administrative Assistant Fundamentals**

\$100

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

## **ETG 1949X Professional Sales Skills**

\$100

Discover how to begin a successful and rewarding career in sales.

## **ETG 1954X Beginning Writer's Workshop**

\$100

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

## **ETG 1958X Write Your Life Story**

\$100

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

## **ETG 1966X Assisting Aging Parents**

\$100

Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

## **ETG 1973X Start and Operate Your Own Home-Based Business**

\$100

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

## **ETG 1977X Effective Business Writing**

\$100

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

## **ETG 1980X Leadership**

\$100

Gain the respect and admiration of others,

exert more control over your destiny, and enjoy success in your professional and personal life.

## **ETG 1996X Marketing your Business on the Internet**

\$100

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

## **ETG 1997X Accounting Fundamentals**

\$100

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

## **ETG 1998X Real Estate Investing**

\$100

Build and protect your wealth by investing in real estate.

### ONLINE CAREER TRAINING

## **HSCX 1907X Medical Billing and Coding + Medical Terminology**

300 hours; \$2295

This nationally recognized program combines the Medical Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the health-care field.

## **HSCX 1910X Clinical Dental Assistant**

240 hours; \$2295

The Clinical Dental Assistant Online Training Program will provide you with the skills you need to become a dental assistant. After you've completed this program, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

## **HSCX 1932X Administrative Medical Specialist with Medical Billing and Coding**

300 hours; \$2295

Get the training you need to become an Administrative Medical Specialist (AMS), a medical receptionist, a scheduler, an insurance specialist, or a diagnostic or procedural coder.

# Course Descriptions

**HSCX 1933X Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology**

360 hours; \$2795

This nationally recognized program combines the Administrative Medical Specialist program with training in medical billing and coding and medical terminology to give you a competitive edge in the health-care field.

**HSCX 1934X Administrative Professional with Microsoft Office 2010 Master**

380 hours; \$2295

Get the training to become an administrative professional, and prepare to become a certified Microsoft Office 2010 Master at the same time.

**HSCX 1935X Administrative Professional with Microsoft Office Specialist 2010**

460 hours; \$2695

Get the training to become an administrative professional, and prepare to become a certified Microsoft Office Specialist 2010 (MOS) at the same time.

**HSCX 1936X Administrative Professional with Microsoft Office 2013 Master**

445 hours; \$2295

The Administrative Professional with Microsoft Office 2013 Master program teaches the skills students need to become a successful administrative professional and prepares students to use Microsoft Office 2013 programs: Excel, Word, PowerPoint, and Outlook.

**HSCX 1937X Administrative Professional with Microsoft Office Specialist 2013**

455 hours; \$2695

The Administrative Professional with Microsoft Office Specialist 2013 training program teaches the skills required to become a successful administrative professional and prepares students for the Microsoft Office Specialist Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), 77-423 (Outlook), and 77-424 (Access).

**HSCX 1938X Certificate in Gerontology**

44 hours; \$150

Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

**HSCX 1940X Certificate in Pain Assessment and Management**

12 hours; \$84

This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain.

**HSCX 1941X Certificate in Spirituality, Health, and Healing**

25 hours; \$259

Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

**HSCX 1943X Certified National Pharmaceutical Representative**

90 hours; \$2095

Learn the skills necessary to become a certified pharmaceutical sales representative. The program covers pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

**HSCX 1944X Certified Personal Trainer**

62 hours; \$1295

Prepare for an in-demand career as a personal trainer as you earn a nationally-recognized W.I.T.S. Certification and gain real-life experience in an internship.

**HSCX 1945X Chartered Tax Professional**

180 hours; \$2195

Learn to prepare individual tax returns for almost all U.S. taxpayers! With this innovative program, you can start working and earning money while completing your program.

**HSCX 1946X Child Development Associate Training**

120 hours; \$1150

With the certificate program in Childcare & Education offered at Smart Horizons Career Online High School, you can pursue your Child Development Associate (CDA) certification and launch your career in childcare.

**HSCX 1947X Child Development Associate Training Renewal**

45 hours; \$799

Fulfill your renewal requirement for Child Development Associate (CDA) certification

as you work at your own pace in a flexible, self-directed online learning environment.

**HSCX 1948X Entrepreneurship: Start-Up and Business Owner Management**

360 hours; \$2395

This program covers everything from financing to leadership. You'll learn the keys to business planning, communication skills, marketing, and management. If you've ever thought about owning your own business, this program can help make that dream come true!

**HSCX 1949X Event Management and Design**

300 hours; \$2295

From planning to pyrotechnics, the Event Management and Design Online Training Program will teach you everything you need to know to create events that are truly special.

**HSCX 1950X High School Diploma with General Career Preparation**

750 hours; \$1595

Earn your high school diploma and prepare to enter the job market as you master skills valued by today's employers.

**HSCX 1951X High School Diploma with Office Management Training**

750 hours; \$1595

Earn your high school diploma online as you prepare for a career as an office manager, receptionist, data input specialist, or customer service representative.

**HSCX 1952X Human Resources Professional**

120 hours; \$2095

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

**HSCX 1953X Microsoft Excel 2010 Certification Training**

95 hours; \$895

Build and validate your business computer skills using Microsoft Excel 2010 software with this comprehensive, performance-based certification preparation program.

**HSCX 1954X Medical Billing and Coding**

240 hours; \$2095

With the Medical Billing and Coding (MBC)

# Course Descriptions

program, you'll gain the skills you need to enter one of the fastest-growing fields in allied health as a medical billing specialist, medical coder, or medical office manager.

## **HSCX 1955X Microsoft Excel 2013 Certification Training**

95 hours; \$895

The Microsoft Excel 2013 Certification Training program prepares students for the Microsoft Office Specialist (MOS) Certification Exam 77-420.

## **HSCX 1956X Microsoft Office 2010 Master Certification Training**

300 hours; \$1995

Learn basic to advanced skills in Microsoft Word, Excel, PowerPoint and Outlook 2010 while you prepare for Microsoft Office Specialist (MOS) certification.

## **HSCX 1957X Microsoft SharePoint 2010 Certification Training**

82 hours; \$1095

This SharePoint 2010 training program prepares you to take the Microsoft Certification Exam 77-886 in order to achieve a certification as a Microsoft Office Specialist.

## **HSCX 1958X Mobile and Desktop Web Developer**

460 hours; \$3295

Students who successfully complete this career course will have developed a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

## **HSCX 1959X Payroll Practice and Management**

80 hours; \$2095

Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today.

## **HSCX 1960X Professional Bookkeeping with QuickBooks 2013, Software Included**

140 hours; \$1895

This program teaches students how to master professional bookkeeping using QuickBooks 2013 software.

## **HSCX 1961X Physical Therapy Aide**

150 hours; \$2195

Master the skills you need to begin a career as a physical therapy aide.

## **HSCX 1964X Six Sigma Black Belt**

200 hours; \$2995

Learn the essential components for understanding this unique and growing career field, including search engine optimization, pay-per-click marketing, and Web site copy-writing.

## **HSCX 1965X Video Game Design and Development**

500 hours; \$2295

Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games.

## **HSCX 1966X Web Applications Developer**

360 hours; \$2695

Master the skills you need to create dynamic database-driven websites using the latest technologies.

## **HSCX 1967X Web Design Professional**

350 hours; \$3295

The Webmaster course prepares students with the skills and knowledge needed for successful careers in the Web development. Web applications are a vital part of communication on the Internet, and Web developers are in high demand in large and small companies and organizations.

## **HSCX 1968X CompTIA™ Certification Training: A+, Network+, Security+**

420 hours; \$3495

This program provides students with skillsets in CompTIA™ A+, CompTIA™ Network+, and CompTIA™ Security+. Students will prepare for industry exams that are desirable for IT professionals and practice in interactive labs where they can gain simulated experience. The program prepares students for the following exams: CompTIA A+ Exams 220-801, 220-802, CompTIA Network+ Exam N10-006 CompTIA Security+ Exam SY0-401.

## **HSX 1909X Cisco® CCNA® Certification Training**

150 hours; \$2295

The Cisco CCNA Online Training Program

will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 100-101 ICND1 and 200-101 ICND2 Cisco exams or the single 200-120 CCNA exam.

## **HSX 1917X Records Management Certificate**

180 hours; \$1895

This comprehensive program will help you establish a successful records management program, including electronic, magnetic, and paper media.

## **HSX 1919X Travel Agent Training**

250 hours; \$2095

Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotels, or as a home-based agent, and get started in a career in the travel industry!

## **HSX 1921X Search Engine Marketing**

250 hours; \$2195

Learn the essential components for understanding this unique and growing career field, including search engine optimization, pay-per-click marketing, and Web site copy-writing.

## **HSX 1925X HVAC Technician**

265 hours; \$4095

The HVACR Certified Technician program is a comprehensive online training that encompasses heating, ventilation, air conditioning, and refrigeration.

## **HSX 1926X Veterinary Assistant**

170 hours; \$2295

This program will prepare you to become a productive member of a veterinary team.

## **HSX 1927X Administrative Dental Assistant**

150 hours; \$2095

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

## **HSX 1931X Certified Bookkeeper**

140 hours; \$2295

The Certified Bookkeeper Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

# Course Descriptions

## **HSX 1932X CompTIA™ A+ Certification Training**

230 hours; \$1995

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2gos online program makes training convenient and interactive.

## **HSX 1935X Six Sigma Green Belt**

100 hours; \$2195

The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction.

## **HSX 1944X Advanced Hospital Coding and CCS Prep**

80 hours; \$2195

This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist.

## **HSX 1953X Certified Wedding Planner**

340 hours; \$1895

This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

## **HSX 1959X Medical Terminology**

60 hours; \$1095

Get the education you need to get started in the medical field. This program will teach you proper medical terminology and spelling.

## **HSX 1963X Freight Broker/Agent Training**

150 hours; \$2195

Become a part of the exciting trucking, freight logistics, and transportation industries! This program will teach you everything you need to know to start your own freight business or become a freight agent.

## **HSX 1965X ICD-10 Medical Coding**

200 hours; \$2095

Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures.

## **HSX 1982X Pharmacy Technician**

330 hours; \$2295

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

## **HSX 1988X Technical Writing**

80 hours; \$2095

This program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You'll learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more.

## **HSX 1999X Grant Writing**

300 hours; \$2595

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

## UNDERGRADUATE CERTIFICATE COURSE DESCRIPTIONS

*\*Please refer to Academic Tuition Rates for course fees.*

## **ALCOHOL AND DRUG ABUSE COUNSELING**

### **PSY 100 Introduction to Psychology**

A survey of the field of psychology that provides an overview of the scientific principles and theories in psychology. Topics include: biological psychology, abnormal behavior, motivation, emotion, sexuality and gender, and personality theory.

### **SOC 100 Principles of Sociology**

*Prerequisites: ENG 100 and ENG 101*

Critical introduction to basic sociology concepts. Examination of major theoretical perspectives and research methods. Topics

include: economic stratification, race, gender, family, deviance, complex organizations.

### **ADC 215 Physiology of Substance Abuse**

*Prerequisites: PSY 100 and SOC 100*

A survey of drug classifications and medical complications of their use, and the basic mechanisms of drug absorption, metabolism, distribution, and elimination. Mechanisms of tolerance, dependence, and withdrawal are emphasized. Also covered is an overview of brain systems involved in drug use, abuse, and dependence.

### **ADC 225 Law and Ethics**

*Prerequisites: PSY 100 and SOC 100*

This course explores the ethical and legal issues related to substance abuse counseling. Topics include laws related to confidentiality, mandated reporting, scope of practice, informed consent, and record keeping as well as ethical systems and standards. Students will practice the application of standards in a case study format.

### **ADC 235 Case Management**

*Prerequisites: PSY 100 and SOC 100*

The 12 Core Functions related to the assessment and management of client progress while in chemical dependency treatment are covered. Skills related to intake assessment, diagnosis, treatment planning and developing effective referrals will be taught and practiced. Concepts related to psycho-education, special populations, prevention, and community outreach will be discussed.

### **ADC 245 Individual Counseling I**

*Prerequisites: PSY 100, SOC 100 and ADC 205*

Focus on the major theories and techniques of substance abuse counseling. Emphasis will be on strategies related to assisting clients in accepting the diagnosis of substance abuse and the early stages of recovery. Considerations for working with special populations will be discussed. Students will use case studies to apply techniques.

### **ADC 255 Individual Counseling II**

*Prerequisites: ADC 245*

This course focuses on the application of the counseling techniques learned in ADC 245. Students will be expected to role-play

# Course Descriptions

techniques with volunteer(s) in their professional/social environment and submit videos of those sessions for discussion. Discussion of assessment techniques for clients with other psychiatric disorders will be covered.

## **ADC 265 Group & Family Counseling**

*Prerequisites: PSY 100 and SOC 100*

This course examines group counseling and family systems theories related to working with substance abuse clients and their families. Students will learn the application of these theories through the use of video sessions and case studies.

## **ADC 275 Personal & Professional Growth**

*Prerequisites: PSY 100 and SOC 100*

This course examines two inter-related concepts of counseling: personal awareness and growth with professional growth. This course is designed to assist students to begin the process of becoming aware of their personal issues and how those may impact their work with clients.

## **ADC 285 Practicum in Substance Abuse**

*Prerequisites: Satisfactorily complete 5 courses in the major, and Program lead faculty approval*

A two-part field practicum in which students work in an approved practicum site doing 255 hours of substance abuse counseling. They also participate in an academic seminar where they discuss their field work. This course is a minimum of 6 months in length.

## **SUBJECT MATTER AUTHORIZATION IN INTRODUCTORY MATHEMATICS FOR SINGLE OR MULTIPLE SUBJECT TEACHING CREDENTIAL**

### **MTH 204 Mathematics for Science**

*Prerequisites: MTH 12A and MTH 12B, or Accuplacer test placement*

A review of basic mathematics principles, including main algebra concepts, for business, probability and statistics, physical, natural, and social sciences for non-mathematics majors. This course provides the necessary skills to be successful in MTH 210, MTH 215, SCI 104 and SCI 104A, SCI 101 and SCI 101A, SCI 102, SOC 100 and SOC 260.

### **MTH 209A Fundamentals of Mathematics I**

*Prerequisites: Accuplacer test placement evaluation or MTH 12A and MTH 12B*

A study of the real number system and its subsystems, ancient and modern numeration systems, problem-solving and simple number theory. Includes teaching materials and discussion of today's professional organizations. This is a content course, not a methods course.

### **MTH 210 Probability and Statistics**

*Prerequisites: Accuplacer test placement evaluation or MTH 12A and MTH 12B*

An introduction to statistics and 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 text-accompanying course-ware STATDISK for DOS PCs. Computers are available at the University's computer lab. Calculator with statistical functions is required.

### **MTH 215 College Algebra & Trigonometry**

*Prerequisites: Accuplacer test placement evaluation or MTH 12A and MTH 12B*

Examines higher degree polynomials, rational, exponential and logarithmic functions, trigonometry and matrix algebra needed for more specialized study in mathematics, computer science, engineering and other related fields. Computer and/or graphing calculator use is highly recommended.

### **MTH 216A College Algebra I**

(3 quarter units)

*Prerequisites: Accuplacer test placement evaluation or MTH 12A and MTH 12B*

The first part of a comprehensive two-month treatment of algebra and trigonometry preliminary to more specialized study in mathematics. The course covers higher degree polynomials, rational functions, exponential and logarithmic functions, transformations and the algebra of function, matrix algebra and basic arithmetic of complex numbers.

### **MTH 216B College Algebra II**

(3 quarter units)

*Prerequisites: MTH 216A*

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 may be required.

### **MTH 220 Calculus I**

*Prerequisites: Accuplacer test placement or MTH 216B or MTH 215*

(Cross listed and equivalent to CSC208) An introduction to limits and continuity. Examines differentiation and integration concepts with applications to related rates, curve sketching, engineering

### **MTH 221 Calculus II**

*Prerequisites: 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 Natpier, Huygens and Pascal. Graphing calculator is required.

### **MTH 222 Calculus III**

*Prerequisites: MTH 221*

A study of sequences, Taylor Polynomials, infinite series, and tests for convergence, and the power series. An overview of ordinary differential equations; the initial-value Problem; exactness and integrating factors; and Bernoulli and higher-order equations with forcing functions. Graphing calculator is required.

### **MTH 223 Calculus IV**

*Prerequisites: MTH 222*

A study of functions of several variables: extrema and Lagrange Multipliers, with application to today's optimization-problems in engineering, business, and ecology. Vector algebra and space geometry; Kepler's Laws with application to satellite orbital velocity problems and the rendezvous phenomenon, iterated integrals and applications, the Jacobian transformation will be studied. A graphing calculator is required.



# Course Descriptions

## **MTH 301 Fundamentals of Mathematics II**

*Prerequisites: MTH 209A or Accuplacer test placement evaluation*

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 311 Topics from Geometry**

*Prerequisites: Accuplacer test placement or MTH 216B or MTH 215*

A survey of main concepts of Euclidean geometry with the 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 rule, some basic theorems of Euclidean Geometry, and rigorous proofs will be offered.

## **MTH 317 Mathematical Modeling**

*Prerequisites: MTH 215 or MTH 216A and MTH 216B and MTH 210*

An introductory to mathematical modeling, utilizing a variety of diverse applications from physical, biological, business, social, and computer sciences. Discuss the limitations, as well as the capabilities, of mathematics as applied to understanding of our world. Teaches problem identification, models of solutions and model implementation. Graphing calculator is required.

## **MTH 325 Discrete Mathematics**

*Prerequisites: MTH 215 or MTH 216A and MTH 216B*

(Cross listed and equivalent to CSC331)  
 This course studies combinatorial and graph theory as the theoretical foundation for today's advanced technology. It analyzes algorithms, logic, circuits, number bases, and proofs. Ample applications (graphs, counting problems, Turing Machines, codes) examine the ideas of Euler, Boole, Floyd, Warshall, Dijkstra, Church and Turing, Shannon, Bernoulli. Graphing calculator is required.

Students may not receive credit for both MTH 325 and CSC 331.

## **MTH 410 Technology in Math Education**

*Prerequisites: MTH 215 or MTH 216A and MTH 216B or MTH 301*

Computer Technology in the Mathematics Classroom. An overview of the computer-based technology in the mathematics classroom. Evaluates graphing calculators, and computer software such as Maple, Scientific Workplace, Geometer's Sketchpad, MiniTab, SPSS, and others to determine their value in illuminating concepts in the curriculum.

## **MTH 411 Number Theory**

*Prerequisites: MTH 216B or MTH 215 or MTH 301*

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, and Goldbach's conjecture. Emphasizes active student involvement in posing and testing conjectures, formulating counter examples, logical arguments and proofs.

## **MTH 412 History of Mathematics**

*Prerequisites: MTH 215 or MTH 301 or MTH 216A and MTH 216B*

Examines currents in the development of mathematics and 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 of mathematics.

## **MTH 417 Foundations of Geometry**

*Prerequisites: MTH 216A and MTH 216B or MTH 215 and MTH 311*

A discussion of fundamental ideas and processes common to Euclidean and Non-Euclidean Geometries: projective, affine and metric geometry. Examines the interplay between inductive and deductive reasoning and formal and informal proof. Addresses uses in science (transformations, scaling), art (Escher-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 with fundamental concepts of probability distribution, mathematical models relating independent and dependent random variables, hypothesis testing and experimental design. Includes fundamental analysis of variance, various distributions and methods of regression, analysis and scaling.

## **MTH 435 Linear Algebra**

*Prerequisite: MTH 220 and MTH 325*

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 process. Computer software will demonstrate computational techniques with larger matrices. Graphing calculator or appropriate software may be required.

## **ACCOUNTANCY**

### **ACC 201 Financial Accounting Funds.**

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 Funds.**

*Prerequisites: 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

# Course Descriptions

accounting, budgeting and responsibility accounting for cost and profit centers.

## **ACC 300 Applied Tech for Accountants**

*Prerequisites: ACC 201*

Emphasis on 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.

## **ACC 410A Intermediate Accounting I**

*Prerequisites: 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 entails a more in-depth and detailed study of the principal financial statements, accounting concepts, revenue and expense recognition, and accounting for cash, receivables, and inventories.

## **ACC 410B Intermediate Accounting II**

*Prerequisites: ACC 410A*

Often referred to as "Intermediate Accounting," (See ACC 410A for a series description.) ACC 410B covers accounting for plant, property and equipment, intangible assets, leases, current and long-term liabilities, and stockholders' equity and retained earnings.

## **ACC 410C Intermediate Accounting III**

*Prerequisites: ACC 410B*

Often referred to as "Intermediate Accounting," (See ACC 410A for a series description.) ACC 410C covers earnings per share, investments, deferred income taxes, pensions, accounting changes and errors, preparation of the statement of cash flows, and full disclosures with emphasis on segment and interim reporting.

## **ACC 431 Advanced Accounting**

*Prerequisites: ACC 410C*

An examination of advanced concepts of accounting for business combinations, with emphasis on the consolidation of parent/subsidiary balance sheet and income state-

ment reporting. It also covers accounting for the formation, operation, and liquidation of partnerships, as well as special reporting requirements for multinational entities.

## **ACC 432A Taxation-Individual**

*Prerequisites: ACC 431*

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**

*Prerequisites: ACC 432A*

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**

*Prerequisites: ACC 201*

A study of cost accounting principles and procedures including fixed, variable and mixed costs, break-even point analysis, job order costing, process costing, standard costing, activity based costing, variance analysis for variable and fixed costs, budgeting (static and flexible budgets), and preparation of variable and absorption costing statements.

## **ACC 433B Managerial Accounting II**

*Prerequisites: ACC 433A*

A continuation of Managerial Accounting I, this course covers additional managerial accounting topics for decision-making including relevant costs, balanced scorecard, value added and non-value added costs, allocations of indirect costs using direct, step, and reciprocal methods, allocating joint cost, main and by-product costing, determination of Economic Order Quantity (EOQ), accounting for spoilage, transfer pricing, performance measurement, and capital budgeting techniques.

## **ACC 434 Government and Nonprofit Acct**

*Prerequisites: 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 non-profit entities.

## **ACC 435A Auditing I**

*Prerequisites: ACC 431*

A study of financial statement audits in accordance with auditing standards promulgated by authoritative bodies. Topics include planning of the audit engagement, auditor's responsibility for fraud, review of internal controls, gathering substantive evidence using analytical procedures and test of account balances for the revenues, acquisition and expenditures, and inventory processes.

## **ACC 435B Auditing II**

*Prerequisites: ACC 435A*

A continuation of ACC 435A, this course focuses on sampling plan and techniques, gathering substantive evidence for cash and investment cycle, long-term debts and owners' equity, and contingent liabilities. It also covers audit work papers, audit opinions, attestation services, compilation and reviews, and auditor's legal liability associated with an audit engagement.

## **BASIC HUMAN RESOURCE MANAGEMENT**

### **HRM 200 Intro to Basic Human Resources**

Introductory overview of basic human resource management activities. Various functions of human resource management are explored including planning, staffing, training, compensation, motivation, employee development, benefits, performance evaluation, discipline, health and safety issues, employer-employee relationships, and compliance with employment laws.

### **HRM 210 Staffing and Development**

*Prerequisites: HRM 200*

Exploration of the basic aspects of the human resource planning process, including recruitment, selection, retention, and development of employees. Special attention

# Course Descriptions

is given to the strategic direction of an organization in assessing its human resource needs.

## **HRM 220 Compensating Employees**

*Prerequisites: HRM 200*

Overview of the fundamentals of wage and salary programs. Benefit programs and related employee incentive programs are explored. Linking performance to monetary and non-monetary rewards will be reviewed. Utilizing HR technology to increase efficiency in pay and benefits administration, as well as aligning HR with organizational activities will be highlighted.

## **HRM 230 Legal Aspects of Basic HRM**

*Prerequisites: HRM 200*

Introduction to the wide spectrum of legal concerns that human resource managers face in the workplace. Emphasis on employment discrimination laws as they relate to the employer-employee relationship. EEO methods of liability prevention are examined. Integrated into the course are aspects of ethical considerations for HR managers.

## **BASIC SALES AND MARKETING**

### **MKT 200 Basic Marketing**

Introduction to contemporary marketing and its application in the marketing implementation process. It places special focus on the use of the four P's (Price, Promotion, Product and Place) as well as market opportunities, product development, promotion planning, pricing decisions, and channels of distribution.

### **MKT 210 Intro to Consumer Behavior**

*Prerequisites: MKT 200*

A study of the dynamics of human behavior and how it relates to the purchasing decision, this course provides a general view of the different factors that influence the consumer's decision-making including, personality, social groups, culture, values structure, perception and learning.

### **MKT 220 Intro to Personal Selling**

*Prerequisites: MKT 200*

Overview of the elements of success in sales, including researching products and compet-

itors, handling objections, making sales through in-person interviews or over the phone, identify different types of customers and how to sell best to each type, and selling to corporations.

### **MKT 230 Basic Advertising Concepts**

*Prerequisites: MKT 200*

Introduction to the principles of advertising where students learn how to select and use the various advertising media to meet specific marketing problems and opportunities. It encompasses an overview of radio, television, print media, outdoor advertising, and media budgets.

## **HUMAN RESOURCES MANAGEMENT**

### **HRM 409B Survey in HRM & OD**

The course provides an overview of human resources management and organizational development activities including employment, interviewing, career systems, compensation, benefits, training, organizational change, performance evaluation, discipline and employee assistance, labor relations, affirmative action and equal employment opportunity considerations, and health and safety.

### **HRM 432 Recruit, Selection, Promo, Ret**

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 economy is provided. Also reviewed are special concerns regarding regulations, employee attitudes, and union representation.

### **HRM 433 Pay & Benefit Admin, & HR Tech**

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 area 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 restraints 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, Reg, & Labor Relation C**

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.

## **FINANCE**

### **ACC 201 Financial Accounting Funds.**

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.

### **FIN 310 Business Finance**

*Prerequisites: ACC 201*

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

# Course Descriptions

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**

*Prerequisites: 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**

*Prerequisites: 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 & Insurance**

*Prerequisites: 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 under-writing, and rating. It also includes product liability, property damage, and bodily injury in business situations.

## **FIN 446 International Financial Mgmt**

*Prerequisites: 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 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.

## **MARKETING**

### **MKT 302A 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**

*Prerequisites: MKT 302A*

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 market strategy development through lecture, case, and field study.

### **MKT 434 Intro to Market Research**

*Prerequisites: MKT 302A*

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 topic areas include qualitative and quantitative research methods, secondary research, internal market intelligence systems, and data analysis.

### **MKT 443 Introduction to Advertising**

*Prerequisites: MKT 302A*

A survey of effective advertising techniques in multiple media (virtual, visual, radio, television) and advertising campaign allocation methods.

## **INFORMATION TECHNOLOGY MANAGEMENT**

### **ITM 210 Introduction to IT**

This course provides an introduction to Information Technology (IT) infrastructure concepts and applications in an integrated information system environment. This course focuses on understanding the importance of IT for various types of IT applications within an organization. Topics include: overview of hardware, software, data resources, tele-communications and networks. The course provides an overview of "what" IT is and how to apply IT in various organizations.

### **ITM 320 Information Technology Management**

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 tasks related to (1) Desktop technology, processing and administration, (2) network information technology, processing and administration and (3) database systems technology, processing and administration.

### **ITM 340 IT Clients Using MS Windows**

This course provides a solid framework into the concepts and implementation of Windows Client Operating Systems. Topics include understanding of the desktop processing of information to support organizational decision-making and strategic

# Course Descriptions

planning. This course introduces the client server architecture and focuses on the desktop role as the client connected to database systems and network systems that are required to meet and support real-world projects and various IT initiatives. Hands-on labs are included.

### **ITM 345 IT Servers Using Linux**

This course provides a solid framework into the concepts, installation, and configuration of server Operating System (OS). Topics include understanding of the desktop environments used in the server environment. This course describes ways of exploring and understanding of the OS. It demonstrates the system administration tasks and how they are used to provide support for multiple users. This course also describes issues related to security and shows how to automate tasks through shell scripting.

### **ITM 420 Local Area Networks**

Network management principles, practices and technologies for managing networks, systems, applications and services. This course reviews the latest computer network technologies, such as ATM, Gigabit, Ethernet, and Fiber Optic connections. This course builds on LAN basics from ITM 230, including how to implement LAN solutions such as FDDI, Fiber Channel and Gigabit Ethernet and WAN technology such as Switched MultiMegabit Data Service and Frame Relay. This course also covers integrated high-performance router and switch technologies.

### **ITM 430 Wide Area Networks**

*Prerequisites: ITM 420*

Overview of the management tools necessary to understand the WAN hardware and software for client server architecture technology. This course focuses on the installation and management of the WAN 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 434 Wireless LAN Administration**

Fundamental concepts of wireless network administration. The focus is on 802.11 standard wireless solutions including: fundamentals of 802.11 WLANs; radio

frequency fundamentals; antennas; RF math and system operating margin; RF power output regulations; wireless LAN operation; 802.11 analyses and troubleshooting; and site surveying. This course provides the basic preparation for the Certified Wireless Network Administration (CWNA) exam.

### **ITM 440 Database Concepts & Data Model**

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 470 Information Security Management**

This course covers the managerial aspects of information security on computer networks. Security is becoming of utmost importance. This course prepares the student to manage from start to end all aspects of securing a network. This course is divided into six sections covering various aspects of planning and implementing security policies. It starts with defining what security is, it talks about the security triad, CIA, followed by security management practices. Security models and architectures followed by business continuity planning and disaster recovery are discussed. This course includes laws, investigations, ethics, and operation security.

## **ALTERNATIVE DISPUTE RESOLUTION**

### **ADR 400 Alternative Dispute Resolution**

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.

### **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 & 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 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.

# Course Descriptions

## 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 competency 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.

## CRIMINAL JUSTICE ADMINISTRATION

### CJA 340 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 351 Courts & 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 431 Criminology

This course exposes the students to the basic tenets of criminal behavior, the causative and contributory factors of behavior. It explores the general personality, intellectual and social perspectives of criminal behavior.

### CJA 446 CJ 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.

## GRADUATE CERTIFICATE COURSE DESCRIPTIONS

*\*Please refer to Academic Tuition Rates for course fees.*

### ACCOUNTANCY

#### ACC 601M Foundations of Financial Accounting

Basic financial accounting theory, including the recording of business transactions and preparation of financial statements using "generally accepted accounting principles" (GAAP). Analysis and interpretation of financial data to assist users in their decision-making. Spreadsheets and accounting system software.

#### ACC 610M Financial Accounting I

*Prerequisites: ACC 601M*

The first course in a comprehensive three course sequence covering a substantial portion of U.S. financial reporting principles known as GAAP including an in-depth review of the conceptual framework and principal financial statements. Emphasis on revenue and expense recognition, together with accounting for current assets.

#### ACC 611M Financial Accounting II

*Prerequisites: ACC 610M*

The second course of a comprehensive three-course sequence covering a substantial portion of U.S. financial reporting principles known as GAAP, accounting for tangible assets, natural resources and intangible assets, current and long-term liabilities, leases, and shareholder equity.

#### ACC 630M Cost Accounting

*Prerequisites: ACC 601M*

The first course in a two course sequence. Tracking, recording, and analyzing costs associated with the products or activities of an organization. Cost terminology, cost measurement concepts, cost accumulation systems, accumulating and allocating overhead costs using various cost drivers.

#### ACC 631M Advanced Managerial Accounting

*Prerequisites: ACC 630M*

The second course in a two course sequence. Measurement, analysis, and use of accounting information for management decision-making. Variable costing and inventory management, capital budgeting and operational budgeting decisions, and performance measurement and control of cost/profit/ investment centers.

#### ACC 640M Acc for Gov't & NFP Entities

*Prerequisites: ACC 601M*

Accounting principles used by governmental units and non-profit organizations. Concepts of fund accounting and the analysis and interpretation of the financial statements.

#### ACC 657 Accounting Information Systems

*Prerequisites: ACC 601M*

Study of 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.

### INTERNATIONAL BUSINESS

#### IBU 540 International Experience

Tour foreign location and experience the business, economic, political, legal, and cultural environment of a host country. Development of thorough knowledge of foreign business environment through combination of predeparture study, on-site lectures and presentations by host country experts and business executives, post-tour analysis and reflection.

#### IBU 637 Comparative Int'l Management

This course studies the impact of country specific cultural, economic and legal factors on the theory and practice of managing multinational corporations. Case studies focusing on North American, Latin American, European and Asian settings are used to illustrate the feasibility of adapting and combining different national management styles in the operations of domestic and multinational corporations.

# Course Descriptions

## **IBU 641 Topics in Int'l Business**

A seminar-style course covering trends and new areas of interest in international business with a focus on country and regional business environments. Examples of topics covered are: Assessing and analyzing international markets based on cultural, country risk, taxation, government intervention and other factors that facilitate or hinder doing business in specific locations; business ethics in international environments; economic integration in Europe and South America, etc. Students with an international background are encouraged to share their knowledge of specific national business environments.

## **IBU 645 Int'l Entrepreneurship Project**

Examine the cross-border operations of multinational companies focusing on country assessment and market entry, market research, segmentation, marketing mix adaptation, outsourcing and global Corporate Social Responsibility. Also includes the role of exchange rates, the mechanics and institutional structure of global trade and payments, as well as the role of social media in global operations. Students will prepare an applied international business project.

## **IBU 653 Global Bus. & Strat. 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.

## **DEPARTMENT OF DEFENSE ARCHITECTURE FRAMEWORK**

### **DFX 1201X Architecture Framework Basics**

4.5 quarter units; \$2,560  
 Overview of DoDAF Framework background, history, planned evolution, government regulations, architecture uses, framework philosophy, concepts, definitions, review of the DoDAF six step process, products overview and relationships, government regulations details and reporting requirements, case studies, comparison with other frameworks and methods, and overview

of Universal Reference Resources for DoD Framework.

### **DFX 1202X Core and Supporting Products**

4.5 quarter units; \$2,560  
 Overview of products and relationships from DOD architecture framework views. Learn modeling and integrating them into a viable DOD Architecture Framework for different DoD functions, organizations, programs and operations. All products represent a different type of model. Students learn how to create each product and use EA DoDAF specified tools.

### **DFX 1203X Architecture Planning**

4.5 quarter units; \$2,560  
 Overview of concepts and theories of organizational strategic planning as basis for enterprise architecture. Examine FEA Program Management Office reference models. Define business architecture by utilizing business strategy, goals, objectives, technological environment and external variables. Gain understanding of planning and managing EA project within an enterprise.

### **DFX 1204X Architecture Modeling**

4.5 quarter units; \$2,560  
 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, LISI, TRM/JTA, security, CADM, XML and DoD Technical Reference Model (TRM) and Joint Technical Architecture (JTA).

### **DFX 1810X Architect Practicum**

4.0 CEUs; \$2,135  
 This practicum project course focuses on the application of architecture principles and processes learned through this program. The students are to select research topic under the guidance of instructor and conduct research and write a detailed report. Working as individuals under the guidance of assigned faculty advisor, students clarify research topics and identify sources from which data is gathered in preparation for the project. Students then gather data and develop an architectural plan for implementation. In addition, they present their research in both written and oral form to other students and faculty.

## **FEDERAL ENTERPRISE ARCHITECTURE FRAMEWORK**

### **EAX 1201X Architecture Concepts**

4.5 quarter units; \$2,560  
 Introduces the basic concepts, theories, and documentation frameworks upon which enterprise architecture is based. Enterprise architecture is viewed as a management and documentation process, with approaches from the private, public, defense, and international sectors being presented. Analyze all major enterprise architecture frameworks.

### **EAX1202X Architecture Planning**

4.5 quarter units; \$2,560  
 Introduces organizational strategic planning as basis for enterprise architecture. Provides examination of the Federal Enterprise Architecture Program Management Office reference models, how to define business architecture, goals and objectives, technological environment and external variables. Provides understanding of how to plan and manage an EA project within an enterprise.

### **EAX 1203X Architecture Implementation**

4.5 quarter units; \$2,560  
 Analyze and integrate Enterprise Architecture Methodologies & review basic concepts. Activity based costing and cost/benefits analysis, developing performance measures in context of OMB Reference Models, Balanced Scorecard and GPRA, use of visual modeling, managing and incorporation of legacy systems, information assurance and security architecture, stakeholder communication strategies and maintenance.

### **EAX 1204X Architecture Integration**

4.5 quarter units; \$2,560  
 This course covers the integration of EA components across the matrices of different frameworks (Zachman, FEA, TEAF, TOGAF, etc) and the OMB Reference Models, the integration of business, technical, data and application architectures, configuration management and standards.

### **EAX 1810X Architecture Practicum**

4.0 CEUs; \$2,135  
 This practicum project course focuses on the application of architecture principles and processes learned through this program. The students are to select research topic

# Course Descriptions

under the guidance of instructor and conduct research and write a detailed report. Working as individuals under the guidance of assigned faculty advisor, students clarify research topics and identify sources from which data is gathered in preparation for the project. Students then gather data and develop an architectural plan for implementation. In addition, they present their research in both written and oral form to other students and faculty.

## APPLIED BEHAVIOR ANALYSIS

### ABA 600 Basics of Behavior Analysis

Overview of the major components –philosophical as well as applied – of Applied Behavior Analysis. Major topics include functional behavioral assessment and analysis, single-subject research design, basic principles of behavior shaping and reduction, how to achieve behavioral generalization and maintenance, aspects of stimulus control and its relation to the three term contingency model, discrete trial training, and aversive control.

### ABA 601 Assessment in ABA

*Prerequisites: ABA 600*

Introduction to the philosophy of behaviorism and the basic tenets of applied behavior analysis. Focuses on behavioral assessment and observation, and time series research design and its use in the scientific evaluation of behavior-environment relations. Students are required to purchase a one year subscription to the CBA Learning Module Series from Behavior Development Solutions (BDS). See Program Description for more details.

### ABA 602 Processes of ABA

*Prerequisites: ABA 601*

Focuses on the fundamental aspects of behavior change strategies and tactics, such as stimulus control and the nature of reinforcing and aversive stimuli and their properties, and how these properties influence behavior change processes. Basic and applied empirical research demonstrating these strategies are covered. Students are required to purchase a one year subscription to the CBA Learning Module Series from

Behavior Development Solutions (BDS). See Program Description for more details.

### ABA 603 Applications of ABA

*Prerequisites: ABA 602*

Continuation of ABA 602, and covers the complex aspects of behavior change strategies that are built upon the fundamental behavioral principles. Detailed examples of behavior change strategies from the basic and applied research literature are covered. Major topics covered include verbal behavior, generalization and maintenance, contingency contracting, and self-management. Students are required to purchase a one year subscription to the CBA Learning Module Series from Behavior Development Solutions (BDS). See Program Description for more details.

### ABA 604 Advanced Applications

*Prerequisites: ABA 603*

Examines functional assessment and functional analysis procedures with a focus on mental health and educational settings. Emphasis is on providing students with an understanding of both procedural and conceptual issues surrounding evidence-based intervention design for persons with severe behavior problems. Students are required to purchase a one year subscription to the CBA Learning Module Series from Behavior Development Solutions (BDS). See Program Description for more details.

### ABA 606 Ethics for Behavior Analysts

Overview of the major issues in the ethical use of applied behavior analytic practices. Students will be exposed to scenarios and case studies which impact the ethical and legal treatment of persons receiving behavior change treatments. This course meets the ethics requirements established by the Behavior Analyst Certification Board. Students are required to purchase a one year subscription to the CBA Learning Module Series from Behavior Development Solutions (BDS). See Program Description for more details.

### ABA 607 ABA Intensive Practicum

*Prerequisites: Permission of Program Lead Faculty*

This practicum is designed to provide students with frequent, direct, on-site supervision of applied behavior analysis activities. The practicum is designed to meet the Behavior Analyst Certification Board criteria for an intensive, 750 hr. practicum experience.

## AUTISM

### EXC 621 Intro Students w/Autism Spectrum

This course includes history, terms, law, rights of parents, and issues regarding service and programs. Students will develop understanding of successful teaching environment for students with ASD.

### EXC 622 Assess & Behavioral App in Autism

Course focuses on empirical bases for assessment and treatment. Overview of ABA approach w/in overall treatment paradigm for autism. Includes schools, agencies & professionals in discussion.

### EXC 623 Intervention/Instr. w/Autism

Provides student with relevant strategies for younger (emphasis on communication) and older students (emphasis on inclusion & Life Skills). Interventions are taught according to success in environment.

### EXC 624 Autism Collab w/Parents & Fam.

Strategies to build supportive relationships with families. Develops knowledge and skills for sensitive communication. Helps to assist families in managing short and long term issues.

## BEST PRACTICES

### MAT 670 Theory Best Practice Teaching

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.



# Course Descriptions

## **MAT 671 Appl Best Practice Strat in CI**

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 674 Differentiated Instruction**

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.

## **MAT 675 21st Century Multimedia & Tech**

Students in this course will learn how to integrate, differentiate, align and individualize instruction using technology and multimedia technologies.

## **E-TEACHING AND LEARNING**

### **ETL 680 Introduction to e-Teaching**

Traces the evolution of online learning to its current state. Course content includes the legal, ethical and behavioral issues as well as the professional standards required for the delivery of exemplary online instruction.

### **ETL 682 Active Teaching and Learning**

Explores the characteristics of the effective online teacher, the distinguishing features of online learners, and how these two elements converge in the design and development of active, student-centered lessons, courses, and multiple assessments in the online learning environment.

### **ETL 684 Differentiated Online Instruct**

Examines the strategies required for adapting instruction and assessment to the individual needs of diverse learners in a wide spectrum of educational environments. Course content focuses on the application of current effective online practices for

increasing the instructors' competency in responding appropriately to students' diverse learning needs.

### **ETL 686 Designing Instr Materials**

*Prerequisites: ETL 680, ETL 682 and ETL 684*

Design and develop effective instructional materials for use in online courses. Create a community who collaboratively produce engaging interactive online products.

## **EARLY CHILDHOOD EDUCATION**

### **ECE 650 The Early Childhood Teacher**

Examines the critical role of the early childhood teacher. Opportunities to reflect upon beliefs, analyze current role, recognize strengths and develop a plan to move forward that strengthens and supports their professional growth. Addresses NAEYC/NCATE Advanced Standard 5: Growing as a professional.

### **ECE 651 Current Issues in ECE**

Focuses on current issues on early childhood. Particular attention paid to the transition to Kindergarten. Multiple perspectives considered. Addresses NAEYC/NCATE Advanced Standard 1: Promoting Child Development and Learning, Standard 2: Building Family and Community Relationships, Standard 4: Teaching and Learning and Standard 5: Growing as a professional.

### **ECE 652 Cognition and the Young Child**

Deepen understanding of the capabilities of young children thinking skills. Focus is on current research. Opportunities to examine learning research in light of current educational reform efforts and develop practical application. Addresses NCATE/NAEYC Advanced Standard 1: Promoting child development and learning and Standard 5: Growing as a professional.

### **ECE 653 Best ECE Teaching Practices**

Focus on research based effective teaching strategies for young children. Examines opportunities for integrating curriculum across content areas. Close attention paid to balancing standards and Developmentally Appropriate Practice (DAP). Addresses NCATE/NAEYC Advanced Standard 4, Teaching and Learning, Sub standards 4B, 4c, and 4d.

## **EDUCATIONAL TECHNOLOGY**

### **EDT 605 Education Theory & Technology**

This course provides a comprehensive view of curricular issues facing teachers and instructors as the role of technology stimulates change in teaching methodology within the classroom instructional setting. Topics focus on cognition and learning and using technology to support constructivist learning, building technology-supported learning communities, student-directed research projects, and using collaborative communication tools both among students and between students and their mentors.

### **EDT 610 Teaching Online**

This comprehensive course covers principles and strategies for conducting online lessons in a variety of online teaching environments including hybrid courses, with a primary focus on how teaching strategies have evolved in order to fit the new medium of online learning. Students survey theories and applications of online learning and teaching. Special focus is given on the use of the Internet for implementing distance education systems for adult learners. The course covers hands-on tools such as web page design authoring tools and videoconferencing technology. Career paths in the arena of online teaching will also be investigated.

### **EDT 660 Multimedia & Interactive Tech.**

An overview of the use of multimedia and interactive technologies in the educational environment, focusing on design and production of multimedia products. Students will develop media literacy via exposure to web-based conferencing, art programs, PowerPoint, Dreamweaver, image scanning and editing, as well as video and sound digitization.

### **EDT 671 Curriculum for Online Learning**

*Prerequisites: EDT 605, and EDT 610 and EDT 660*

A comprehensive course on how to design curriculum that will be implemented in an online teaching environment. Students use an online course management and authoring system to design a course for use in K-16, public or private.

# Course Descriptions

## READING

### **MAT 645 Dev. Fluency in Reading**

Research-based analysis of English phonology, morphology and orthography, with attention to teaching students to become proficient readers through recognizing sound-print relationships. Incorporates current approaches to phonemic awareness, explicit phonics instruction, recognition of high-frequency words and spelling patterns for both English speakers and English language learners.

### **MAT 646 Comprehension Strategies**

Provides 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 Lang Arts Assess and Instruc I**

*Prerequisites: MAT 645 and MAT 646*

Develops the ability to assess the strengths and needs of students in reading, writing, and oracy 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.

### **MAT 647B Fld St: Lag Art Assess & In II**

*Prerequisites: MAT 645, MAT 646 and MAT 647A*

This field-experience course is the fourth course of the Reading specialization course sequence. It serves to offer the candidate the opportunity to implement research-based theory, assessment, and instructional strategies with a diverse student population. Candidates must complete a field experience requiring assessment and instruction of students, including non-readers and English Language Learners. Candidates work with English Language Learners and struggling readers at early and intermediate levels in

one-on-one, small group and whole class settings. The field experience component of this course is a supervised application of theoretical concepts in a practical setting.

## NATIONAL BOARD TEACHER LEADERSHIP

### **NBC 639 Leadership Portfolio**

This course is designed to provide classroom educators the knowledge and skills required to understand and evaluate research relevant to their roles as professional educators. Teachers will develop a professional portfolio that incorporates knowledge, understanding, and evaluation of research providing evidence of meeting NBPTS certificate standards by performance-based assessments. Course is eligible for an "IP" grade.

### **NBC 680 Quality Teaching and Learning**

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.

### **NBC 681 Membership in Learning Communi**

This course will guide students in the review of research and articles that focus on the definitions, features and significance of learning communities in schools, classrooms, and associations.

### **NBC 682 Videotape Analysis**

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.

### **NBC 683 Student Work and Assessments**

This course will provide students with opportunities to review research and commentary that 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.

### **NBCX 6001X National Board Certification Preparation**

4.5 quarter units; \$795

NBC Teacher Preparation provides new and active NBCT candidates with a yearlong, comprehensive approach to support and assistance. All aspects of the certification process are explored while candidates develop a strong, fundamental foundation and increased competence in identifying and increasing content and instructional knowledge, application, and articulation of skills and approaches.

## TEACHING MATHEMATICS

### **MAT 635 Contemporary Issues/Challenges**

Provides advanced study in mathematics education with emphasis on contemporary issues and challenges confronting K-12 mathematics education at the K-12 levels. Focus on applying the mathematics principles and standards to improve curriculum, teaching and learning, assessment, technology usage and equity.

### **MAT 636 Teaching Algebra/Number Theory**

*Prerequisites: MAT 635*

Provides K-9 advanced study in teaching and learning algebra and number theory content. Presents effective strategies and models of instruction to improve pedagogy and assessment in mathematics classrooms.

### **MAT 637 Teaching Geometry/Masurement**

*Prerequisites: MAT 635 and MAT 636*

Provides K-9 advanced study in teaching and learning geometry and measurement content. Presents effective strategies and models of instruction to improve pedagogy and assessment in mathematics classrooms.

### **MAT 638 Teaching Probability/Stats**

*Prerequisites: MAT 635, MAT 636 and MAT 637*

Provides K-9 advanced study in teaching and learning probability and statistics content. Presents effective strategies and models of instruction to improve pedagogy and assessment in mathematics classrooms.

# Course Descriptions

## US EDUCATION IN A GLOBAL CONTEXT

### **MAT 620 Multidimensional Education**

Examination of the interconnection between geography, politics, history, and economic development in major regions of the world within a global context assessing the impact of these factors on education with specific emphasis on the U.S. educational system.

### **MAT 621 Impact of Culture & Language**

*Prerequisites: MAT 620*

Students will develop an understanding of the ways in which cultural, religious and linguistic factors affect countries' choices of educational systems and educational priorities. The main focus of the course is the impact of these factors on education within global, regional and national contexts. Students will compare the impact of these factors on education in selected world regions with their influence on the U.S. educational system and some of the issues they face in classrooms.

### **MAT 622 Comparative Ed Systems**

*Prerequisites: MAT 621*

Examination of national and regional educational systems, approaches and theories, identify global trends, and theorize on a prospective system of education for the 21st century US school. They will develop a comparative perspective of international educational ideas, traditions and systems and their relationships with U.S. education. Course investigates structure and organization of national educational systems, societal attitudes towards education, teacher preparation, instructional methodologies, student behaviors, collaboration with family and community.

### **MAT 623 Transformative Ed Practices**

*Prerequisites: MAT 622*

Evaluation of current national and international developments in education and future challenges. They will investigate global trends in education based on the analysis of factors affecting educational systems in individual nations and groups of countries, and synthesize them to develop a research-based, consistent and systemic under-

standing of 21st century education. This study will help formulate the most advanced, innovative and effective approaches for transforming US schools in view of future challenges. This course will have two options, one to travel overseas to a selected country to study education first hand, and the other to conduct research in the student's area through interviewing international students and faculty about their educational systems. This course will conclude with the project demonstrating an application of innovative global education ideas in the student's school.

## PROJECT MANAGEMENT

### **ENM 601 Project Management Principles**

Focus on 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. Introduction to project negotiation, project manager selection and project auditing and terminating.

### **ENM 602 Risk, Contracts, and Legal Iss**

Focus on risks, contracts and legal issues related to project management. Covers materials on theories of risk management, cost estimation, pricing competitive bids, risk allocation, and incentive contract design, evaluation of threats and opportunities, and portfolio management.

### **PME 601 Advanced Project Management**

*Prerequisites: ENM 600, ENM 601, ENM 602 and ENM 603*

Introduction to the in-depth theory and practice involved in the design and management of projects. It guides students through Concept, Study, Design, and Implementation. The latest developments in the field such as intricate framework of organizational behavior and structure, global project management, project management maturity model will be covered.

### **PME 602 Skills Management**

Focus on 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 intricacies of matrix management will be studied.

### **PME 604 Project Financing Management**

*Prerequisites: ENM 600, ENM 601, ENM 602 and ENM 603*

Discussion of essential concepts in finance related to project management such as accounting statements and their interpretation, forecasting, risk and return, time value of money, project budgeting, and project finance management such as working capital, cash flow management, account receivables and inventory and global finance management.

## CLINICAL INFORMATICS

### **HCA 600 U.S. Healthcare System**

US healthcare system overview, including terminology, components of healthcare delivery systems, financing, personnel, regulation, delivery and consumers. Consideration of the effects of public policy on services.

### **HCA 622 Quality Appraisal & Evaluation**

*Prerequisites: HCA 600, HCA 610, HCA 620 and COH 606*

Theoretical and practical frameworks to facilitate the continuous improvement of quality in healthcare organizations. Includes data collection, data planning and evaluation. Introduces multiple approaches, including strategy and outcome measurement. Team development, analytical statistics, and process knowledge are central themes, along with culture transformation.

### **HCA 626 Healthcare Information Systems**

*Prerequisites: HCA 620*

Effective data and information technology utilization to improve performance in healthcare organizations: including information systems, databases and analytical tools to structure, analyze and present information; legal and ethical issues affecting management of healthcare information.

# Course Descriptions

## HCA 670 Healthcare Leadership

*Prerequisites: HCA 624*

Concepts of leadership related to current healthcare organizations. Communications –including public relations – team building, negotiation, and conflict resolution considered. Strategic aspects such as vision, viewpoint, and mission included. Managing uncertainty emphasized.

## HTM 520 Health Information Exchange

Health data standards, sources, representation, terminologies, vocabularies and ontologies to support interoperability of information within and between health care organizations. Health information security practices, privacy, confidentiality, and management of patient rights. Clinical data and process modeling for medical decision making. Policy development and documentation for exchange of health information.

## HTM 552 EHR Meaningful Use

Introduces electronic health record (EHR) and communication systems including the application of Meaningful Use criteria to optimize quality and effectiveness of patient care and improve care coordination. Explore care delivery innovations across multiple care settings and specialties using a patient-centric model.

## HTM 660 System Management and Planning

Healthcare information technology lifecycle management and strategic planning; organization and management of informatics support staff and other healthcare professionals to optimize the value from health information technology implementation.

## CIS 601 Information Systems Strategies

Exploration of the merger of Information Systems with legal, ethical, cultural, human resources, business philosophies and organizational structures. Learn the strategic role IS professionals play in the modern work-place environment and the role telecommunications plays in the modern work place, networked environment.

## HEALTH COACHING

### IHC 600 Intro to Complementary Healing

Introduction to complementary and healing practices and opportunities to explore these practices. The cultural context of healing traditions and specific practices such as Chinese medicine, energy healing, mindbody healing, healing environments, spirituality and healing, naturopathy, homeopathy, manual therapies, and integrative nutrition will be examined.

### IHC 615 Fundamentals of Health Coaching

Coaching fundamentals, including: coaching models, relationships, contexts, principles and practices. Students will demonstrate learning through reading of primary texts, virtual discussions of ideas presented in readings and related websites, and application of material via written work. Students will related past experiences to their future role as health coach.

### IHC 630 Advanced Health Coaching Seminar

Opportunity to explore advanced topics in health coaching. Students will demonstrate learning through assignments including: reading of primary texts, virtual discussions and application of learned material via written work. Students will acquire a depth of knowledge and understanding of ways to serve their clients as health coach.

### IHC 635 Multiple Intelligences in Heal

Provides student with a clear understanding of and appreciation for emotional social intelligence. Students will craft an individual emotional competency development plan. They will leave the course with a depth of knowledge concerning emotional and social intelligence and the ways in which they can develop these competencies in themselves and in their coaching clients.

### IHC 640 Independent Study

Opportunity to focus on a health coaching topic of interest. Students propose an area for study with faculty guidance and determine a topic. The outcome is a project focused research paper which results in the development of a coaching application, tool or training method.

## HEALTH INFORMATICS

### HTM 520 Health Information Exchange

Health data standards, sources, representation, terminologies, vocabularies and ontologies to support interoperability of information within and between health care organizations. Health information security practices, privacy, confidentiality, and management of patient rights. Clinical data and process modeling for medical decision making. Policy development and documentation for exchange of health information.

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### HTM 660 System Management and Planning

Healthcare information technology lifecycle management and strategic planning; organization and management of informatics support staff and other healthcare professionals to optimize the value from health information technology implementation.

### HTM 680 Health Informatics Case Study

*Prerequisites: HCA 600, HTM 660, CIS 601, HTM 520, HTM 552, COH 611, HCA 622 and HCA 626*

Health informatics case study requiring analysis and synthesis of complex human, financial, and technical resources for the strategic use of information technology in a healthcare organization. Students study best practice case studies and make recommendations considering organizational dynamics and technical and market knowledge in a simulated healthcare environment.



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