



2018-19 CATALOG



BUILDING YOUR FUTURE



SUPPORTING LIFELONG LEARNING



NATIONAL
UNIVERSITY

THE DIVISION *of* EXTENDED LEARNING

A Private Nonprofit University Serving the Public Good™

NU.EDU/EL

Administration



NATIONAL UNIVERSITY DIVISION OF EXTENDED LEARNING

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NATIONAL UNIVERSITY EMERGENCY MEDICAL SERVICES PROGRAMS

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
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Entire program/course completed online	
On-site course	
Academic Credit awarded	
Continuing Education Units awarded	
Exam included	

Not all courses or programs are available at every campus.
Consult a student services coordinator for online course availability.

Welcome

Dear Students,

In the pursuit of life-long learning, the Division of Extended Learning at National University offers professional development and personal enrichment courses in a variety of subjects including business, leadership, marketing, education, human resources, and more. Most can be taken completely online so you don't have to leave the comfort of your own home as you manage work and family.

If you're working full-time, check with your employer on your company's tuition reimbursement plan. This is a great way to fund your education while learning a valuable skill that can strengthen your value to your employer and broaden your career options.

Do something for yourself by expanding your professional development, pursuing a special interest, or acquiring a new skill. Most courses provide continuing education units (CEUs) of credit that you may need to stay relevant in your industry.

To speak with a student services coordinator, please call **(858) 642-8600** or email us at extlearning@nu.edu.

Sincerely,



Roxanne J. Kymaani, PhD

Executive Director

The Division of Extended Learning

National University

Division of Extended Learning Mission

The Division of Extended Learning is committed to providing personal and professional learning opportunities through innovative and relevant programs and resources to a diverse community in an evolving global environment.

Application / Registration

Online application and registration is required for most classes.

Please apply: www.nu.edu/el-apply

Many of our classes operate on an open-entry open-exit format. Students are assisted on a first-come, first-serve basis.

Eligibility

If you are 18 or older, you are eligible to register for Extended Learning classes. Certificate programs may have additional eligibility requirements.

Please contact a student services coordinator for more information.

(858) 642-8600 | extlearning@nu.edu

2018 - 2019 Calendar

The Division of Extended Learning follows the National University holiday schedule. University holidays/breaks are:

May 28, 2018	Memorial Day
July 1-7, 2018	Summer Break
September 3, 2018	Labor Day
November 22-23, 2018	Thanksgiving
December 23, 2018 - January 6, 2019	Winter Break
January 21, 2019	Martin Luther King Birthday
February 18, 2019	President's Day
April 1-7, 2019	Spring Break
May 27, 2019	Memorial Day
July 1-7, 2019	Summer Break

Highlights

THE DIVISION of EXTENDED LEARNING

Offering Innovative Courses to Facilitate Professional and Personal Development



WHY A CERTIFICATE PROGRAM IS A GOOD CAREER MOVE

- Learn relevant skills to stay on top of trends in your profession
- Gain tangible, workforce-ready skills
- Boost your earning potential
- Prepare for qualifying industry exams
- Provides networking opportunities and job prospects
- Gain an edge over your peers
- Offers practical, hands-on knowledge you can apply to your job immediately
- Proves mastery in a subject area
- Learn from subject matter experts working in the field

OTHER ADVANTAGES

- Short time commitment
- Pursue a passion
- Explore a new career field
- Discover personal enrichment courses

YOUR ORGANIZATION BENEFITS

- Stay current with the latest trends in your industry
- Stand out as leaders in your industry
- Meet the ever-changing business needs
- Attract highly skilled and engaged workforce

CALIFORNIA IN-DEMAND CAREERS (See pages 28 & 30 for Program Details)

BUSINESS

- Administrative Assistants/Office Manager
- Accountant
- Business Analyst
- Business Development Manager

HEALTHCARE

- Emergency Medical Technician (EMT) - page 17
- Veterinary Assistant
- Medical Aide & Assistant
- Nurse - page 13
- Physical Therapists Assistant

HOSPITALITY

- Food & Service Manager
- Warehouse Manager

INFORMATION SYSTEMS

- Information Security Analyst
- Software & Web Developer
- Computer Network Architect
- Computer Support Specialist

LAW

- Legal Secretary
- Mediator & Arbitrator

MARKETING & SALES

- Online Marketing Manager
- Sales Manager
- Customer Service Representative
- Marketing Specialist

OPEN HOUSE

Open house for **EMT and NUPI programs** are held throughout the year. Please see pages 16 and 22 for a web link for more details.

Extended Learning Certificates

ALTERNATIVE DISPUTE RESOLUTION CERTIFICATE

Schedule: Open Enrollment/Self-paced

Duration:

- **Hours:** 8 per course
- **Courses:** 5 courses, 1 day each
- **Course Access:** 2 months/class

Cost: \$300 per class.

Awarded: CEUs and MCLEs

This certificate is ideal for:

- Real Estate professionals, HR professionals and Therapists seeking to advance their career goals
- ADR practitioners who seek to expand their expertise
- Academics interested in attaining credentials in dispute resolution
- Corporate attorneys who support companies with conflict management
- International business professionals interested in building ADR processes in their communities
- Attorneys and legal professional seeking to effectively represent clients through the ADR process

Note: (1) Minimum Continuing Legal Education (MCLE) refers to the required continuing education hours for individuals working in the legal field, such as lawyers and paralegals. **(2)** To apply please complete the Continuing Education Certificates and Courses application at www.nu.edu/el-apply

PROGRAM OVERVIEW

Alternative Dispute Resolution (ADR) has gained a widespread increase in recognition as a valuable skill set among both the general public and legal professionals. In fact, many courts and companies are resorting to some type of ADR to resolve conflict as it is an effective way to cut cost and time spent on each situation. This ADR certificate prepares you to implicitly participate in ADR matters giving you an advantage in the global workforce.

Completion of this certificate provides students with Continuing Education Units (CEUs) and MCLE credit to a wide range of occupations, including Attorneys, Paralegals, and Law and Conflict Management specialists. Each course consists of an eight-hour, self-paced, course with a written lecture with links to additional relevant information, an audio lecture, a review exercise and an examination. Each of the five courses have been state approved for 6 hours of MCLE credit. To earn the certificate, students must complete all five courses. Courses can also be taken individually.

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

5 courses; 4 CEU's/30 hrs MCLE

There are no prerequisites 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 8 hours of continuing education and 6 hours of MCLE certification.

COURSE DESCRIPTIONS

ADRX 8000X ADR Part I

.8 CEU's/6 MCLE hrs

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 CEU's/6 MCLE hrs

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 CEU's/6 MCLE hrs

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 CEU's/6 MCLE hrs

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 CEU's/6 MCLE hrs

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.

Extended Learning Certificates

EDUCATIONAL FOUNDATION LEADERSHIP CERTIFICATE

In partnership with the National School Foundation Association



Faculty Advisor: Wayne Padover; wpadover@nu.edu

Schedule: Annually

Duration:

- **Hours:** 30 per course
- **Courses:** 6 courses, 4 weeks each
- **Program Length:** 6 months

Cost: \$2,400

Note: To apply please complete the Continuing Education Certificates and Courses application at www.nu.edu/el-apply

PROGRAM OVERVIEW

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 and marketing, and school district collaboration.

The certificate is designed for mid-level foundation professionals who wish to advance their organizational impact or career, as well as individuals who would like to pursue or are just beginning their career in education foundations. Those 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

COURSE DESCRIPTIONS

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

EFLX 8040X Resource Dev. & Marketing

3 CEUs; \$400

When participants complete this Core Area, they will have 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.

EFLX 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.

EFLX 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.

Extended Learning Certificates

SMART Power Leadership™ Certificate

Schedule: First online course available in August 2018

Duration:

- **Hours:** 40 hours per course
- **Courses:** 6 courses, 4 weeks each
- **Program Length:** 6 months

Cost: \$2,994

Note: To apply please complete the Continuing Education Certificates and Courses application at www.nu.edu/el-apply

Program Overview

The SMART Power Leadership™ program is a science-proven learning design, which enables women to gain the insight and ask critical questions that will cement both learning and behavior change. This 6-month program was created from a commitment to rapidly improve the leadership and business impact of female leaders. It is centered on the concept of SMART Power Leadership™, an expert use of both empowerment and accountability to achieve strategically relevant goals, including the ability to **Set** direction, **Motivate** innovation, lead **Agile** collaboration, focus on **Results**, and create **Transformational** improvement. Students will understand the science of highly effective female leadership in demanding and competitive work environments. They will learn how to harness and adopt a SMART Power mindset to lead with the confidence that comes from knowing precisely how to unleash their own personal “brand” of leadership for immediate impact in their life and organization.

SMART Power Leadership™ addresses the gender bias and inequality facing women in leadership positions and teaches the strategies and skills to overcome them. Students will learn the science behind why men and women think differently, and how these patterns of thinking impact specific behaviors in the workplace. The SMART Power Leadership™ system helps leaders recognize and understand these different perspectives, the impact that diversity and inclusion have on workplace dynamics, and gives women the tools and skills to lead with the emotional intelligence and strengthen their personal organizational impacts. Most importantly, research clearly indicates that women learn best through interactive discussion, so this training design specifically incorporates more discussions and exercises to apply learning.

Program Learning Outcomes

Upon completion of the certificate, the student will:

- Create their own unique approach to empowerment and leadership opportunity.
- Develop SMART Power Leadership™ habits to ignite immediate individual change, optimize mental, emotional, and physical energy to set a clear path to self-inspired mastery and growth.
- Develop a working knowledge of the daily habits of work/life happiness to increase personal productivity, stress resilience, and unleash one’s personal genius.
- Demonstrate the awareness of the essential skills and behaviors women must adopt to be given more opportunity and increase their influence and impact.
- Examine the disempowering impact of bias and institutionalized prejudice and the only way to empower individuals and workplace culture to overcome inequality.
- Analyze the science-based research on why we need women in leadership positions of all organizations today and how to implement female leadership behaviors in demanding and competitive work environments.

- Design and apply a persuasive message, to gain respect and enhance opportunities for advancement, make financially based business cases, and create a custom leadership action plan that incorporates new skills and a commitment to professional growth.

COURSE DESCRIPTIONS

ISLX 7010X You, the SMART Leader

4 CEUs; \$499

Examination of the need for women in leadership and analyze the positive impacts your leadership strengths support. Identify how your voice can make a difference and get your workplace to value your unique strengths and talents. Evaluate the disempowering impact of bias and institutionalized prejudices, and develop the skills to empower yourself and your culture to overcome inequality in demanding and competitive work environments.

ISLX 7020X Setting Strategy

4 CEUs; \$499

Introduction to the first of the five SMART Power science-based leadership skills, **Setting Direction and Strategy**. Evaluate a set of attitudes and behaviors that facilitate empowerment of all employees regardless of their hard or soft power tendencies. Differentiate between SMART goals, and SMART Power. Apply “talking SWOT” and employ SMART Power goal setting, which aligns personal values with leadership goals, and aligns this vision with those of the organization’s senior leadership.

ISLX 7030X Inspiring Motivated Action

4 CEUs; \$499

The second of the five SMART Power science-based leadership skills is **Inspiring Motivated Action**. Examine a set of communication strategies and tools that will enable students to be more influential by opening closed minds using collaborative scripts. Construct a persuasive message designed to gain consideration from decision-makers, make financially based business cases, and create realistic work plans.

ISLX 7040X Leading Agile Collaboration

4 CEUs; \$499

The third of the five SMART Power science-based leadership skills is **Leading Agile Collaboration to Innovate**. Students will practice implementing the three-step process of SMART Power collaboration that increases group intelligence, deepens engagement and a commitment to act. Distinguish the five levels of decision rights to overcome disengagement, confusion and blame. Apply SMARTest Question to increase empowerment.

ISLX 7050X Driving Relevant Results

4 CEUs; \$499

The fourth of the five SMART Power science-based leadership skills is **Driving Relevant Results**. Students will learn the benefits of knowing the answers to the five questions of self-empowerment, using a simple method for giving empowering feedback with timeliness and precision, positioning the team for success.

ISLX 7060X Transformational Improvement

4 CEUs; \$499

The fifth, and last of the five SMART Power science-based leadership skills is **Transformational Improvement of people, systems, and processes**. Students will analyze the behavior and communication styles of both men and women in providing feedback for improvement. Students will apply the 10 steps of the alignment dialogue and test it in a real-world situation.

Extended Learning Certificates

PARALEGAL SPECIALIST CERTIFICATE

Faculty Advisor: Bryan Hance; bhance@nu.edu

Schedule: As Needed

Duration:

- **Hours:** 45 per course
- **Courses:** 8 courses, 4 weeks each
- **Program Length:** 8 months

Locations: Los Angeles and Woodland Hills

Cost: \$4,760

PROGRAM OVERVIEW

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.

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 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. Available 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: (1) Paralegals may not provide legal services to the public, except as permitted by law. (2) Some courses in this program award academic credit. (3) CEU courses may not be transferred to the Associate of Science or Bachelor of Science in Paralegal Studies degree programs.

▲ 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 program provides an academic and practical education of uncompromising quality. 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.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will:

- 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.

CERTIFICATE REQUIREMENTS

8 courses; 22.5 quarter units and 13.5 CEUs

COURSE DESCRIPTIONS

PLX 2100X Torts

4.5 quarter units

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 2101X Leg Res Wrtg-Briefing/Analysis

4.5 quarter units

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 2102X Contracts

4.5 quarter units

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

PLX 2103X Leg Res Wrtg-Legal Memo

4.5 quarter units

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 1804X Foundations Property Law

4.5 CEUs

Examines real property law, including interests in land, landlord/tenant, easements, and conveyances.

PLX 2105X Computers & the Law

4.5 quarter units

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

Extended Learning Certificates

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 1806X Legal Writing Project

4.5 CEUs

Prerequisite: PLX 2101X and PLX 2103X

Allows students the opportunity to prepare a legal writing work product using both print and online legal resources.

PLX 1808X Essentials of Corporate Law

4.5 CEUs

Examines the formation, operation, and dissolution of various types of corporate entities. Introduces students to common corporate documents, securities, and mergers and acquisitions.

▲ 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:

- 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

COURSE DESCRIPTIONS

PLX 2100X Torts

4.5 quarter units

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 2101X Leg Res Wrtg-Briefing/Analysis

4.5 quarter units

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 2102X Contracts

4.5 quarter units

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

PLX 2103X Leg Res Wrtg-Legal Memo

4.5 quarter units

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 1804X Foundations of Property Law

4.5 CEUs

Examines real property law, including interests in land, landlord/tenant, easements, and conveyances.

PLX 2105X Computers & the Law

4.5 quarter units

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 1806X Legal Writing Project

4.5 CEUs

Prerequisite: PLX 2101X and PLX 2103X

Allows students the opportunity to prepare a legal writing work product using both print and online legal resources.

PLX 1809X Essentials of Criminal Law

4.5 CEUs

Covers criminal law and procedure, including crimes and their defenses, constitutional protections, and criminal litigation practice.

Extended Learning Certificates

▲ 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:

- 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.
- 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

COURSE DESCRIPTIONS

PLX 2100X Torts

4.5 quarter units

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 2101X Leg Res Wrtg-Briefing/Analysis

4.5 quarter units

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 2102X Contracts

4.5 quarter units

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

PLX 2103X Leg Res Wrtg-Legal Memo

4.5 quarter units

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 1804X Foundations of Property Law

4.5 CEUs

Examines real property law, including interests in land, landlord/tenant, easements, and conveyances.

PLX 2105X Computers & the Law

4.5 quarter units

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 1806X Legal Writing Project

4.5 CEUs

Prerequisite: PLX 2101X and PLX 2103X

Allows students the opportunity to prepare a legal writing work product using both print and online legal resources.

PLX 1807X Litigation Essentials

4.5 CEUs

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.



Applying to Nursing School? Prepare for TEAS on page 13.

Extended Learning Certificates

UNMANNED SYSTEMS CERTIFICATE

Faculty Advisor: Michael Phipps; michael.phipps@natuniv.edu

Schedule: Offered once a year in late spring

Duration:

- **Hours:** 45 per course
- **Courses:** 3 courses, 4 weeks each
- **Program Length:** 3 months

Cost: \$3,600

This certificate is ideal for:

- Engineers, Program and Project Managers, and Field Support Engineers in related fields
- Vehicle, sensor, and controller professionals
- Mission Coordinators and Emergency Management Professionals
- Marketing Professionals
- Entrepreneurs
- Insurance and Legal Professionals
- Transitioning Military UxS Operators

Note: To apply please complete the Continuing Education Certificates and Courses application at www.nu.edu/el-apply

PROGRAM OVERVIEW

Emerging UxS (x meaning space, air, ground and sea) technologies have transitioned out of the Department of Defense domain into a broad scope of commercial applications. Affordable technologies are giving large and small businesses, research institutions, and individuals the opportunity to customize platforms and sensors to applications including precision agriculture, natural resource exploration, forestry, public safety, undersea exploration, infra-structure protection, energy and pipeline infrastructure inspection and repair, shipping delivery and management, construction, real estate, land management applications and more.

This is a unique program focused on the application of unmanned systems as an information resource, focused on the management of platforms and sensor assets as an information source for current and emerging applications. Topics include platforms and sensing technologies, management of assets, processing of data to create meaningful and actionable information, and the dissemination of that information to interested consumers.

PROGRAM LEARNING OUTCOMES

Upon completion of the certificate, the student will:

- Analyze global trends and emerging markets in the use of unmanned systems.
- Demonstrate awareness of professional, ethical, legal, security and global policy issues in the use of unmanned systems.
- Design and manage projects deploying unmanned systems, and function effectively as a member of a technical or marketing team.
- Apply sound science, engineering, and technology to solve current and emerging problems using unmanned systems.
- Develop a working knowledge of mission planning tools; remote sensing and data collection using unmanned systems; data analytics and information development; and information dissemination and presentation methods.

- Discuss entrepreneurial opportunities deploying unmanned systems to solve emerging government and commercial problems
- Apply professional standards in decision-making.

CERTIFICATE REQUIREMENTS

3 courses; 13.5 CEUs

COURSE DESCRIPTIONS

PDX 8000X Unmanned Systems Fundamental

4.5 CEUs

In this course, students will create a foundation of knowledge regarding unmanned systems needed for subsequent courses, including an understanding of unmanned systems are, global trends and emerging markets for their use, and mission planning and analytics. Students will also demonstrate knowledge of legal, security, ethical, and other policy issues regarding use of unmanned systems.

PDX 8005X Applications for Unmanned Systems

4.5 CEUs

This course will identify current and emergent uses for unmanned systems, to include movies and sporting events, agriculture and ranching, homeland security, real estate, wild fire support, and public safety and package delivery. Students will also demonstrate the ability to apply science, engineering, and technology solutions to emerging government and commercial problems.

– STUDENTS MUST COMPLETE ONE OF THE FOLLOWING COURSES –

PDX 8010X Unmanned Systems Engineering, Architecture & Design

4.5 CEUs

In this course, students will work as a technical or marketing team to design projects deploying unmanned systems, gain an understanding of mission planning tools, remote sensing, and data collection. Students will demonstrate an understanding of the use data analytics and information development, information dissemination, and presentation methods.

PDX 8015X Project Management for Unmanned Systems Applications

4.5 CEUs

In this course, students will apply project management practices and professional decision-making skills as they manage projects deploying unmanned systems as a member of a technical or marketing team.

Extended Learning Courses

ACCX 5200X Professional Exam Review 1

4.5 quarter unit; \$500

This course is designed to help students pass the professional examination for various licensures in accounting. Passing professional exams provides additional opportunities and greater versatility to employment options within the accounting profession and other areas of business. Whether the professional exam is the CPA, CMA, CIA or other, the review for the exam takes time, commitment and dedication. Grading is S/U only. The professional exam review emphasizes learning through preparation and practice. The professional review is a review and reflection of some of the content of prior accounting and business courses as well as introduction of new material necessary to pass various professional exams.

ACCX 5250X Professional Exam Review 2

4.5 quarter unit; \$500

Prerequisite: ACCX 5200X

This course is designed to help student pass the CPA exam. Passing professional exams provides additional opportunities and greater versatility to employment options within the accounting profession and other areas of business. The review for the CPA exam takes time, commitment, and dedication. The professional exam review emphasizes learning through preparation and practice. The professional review is a review and reflection of some of the content of prior accounting and business courses as well as introduction of new material necessary to pass various professional exams.

ACCX 5500X Business Professional Development

4.5 quarter unit; \$500

Emphasis is on development of business professional soft skills to help a student prepare for a successful job search by knowing about their own personal profile, their career opportunities, and the skills necessary to effectively interact with other business professionals. Grading is S/U only.

ACEX 2100X History of Sport

4.5 quarter unit; \$1,629

A survey of the history of American sport with a focus on European influences, as well as the influences of technological, cultural, racial, and economic diversity from Colonial American to present day.

ACEX 2101X Philosophy of Coaching

4.5 quarter units; \$1,629

A survey of basic coaching philosophies in sports. The concepts of motivation, planning, player development, and training will be explored. Historical examples will be used to highlight the importance and development of coaching techniques.

EDX 1800X Tech & Univ Design in Spc Edu

3 CEUs; \$300

An innovative course to provide students with a variety of technologies used in Special Education and with persons with exceptionalities. Students will gain hands-on skills in designing technology-based instructional materials for students with a wide range of exceptionalities. A focus on Universal Design for Learning is at the core of this course with a goal of providing students with the ability to adapt technology, instruction, and assessment to meet a range of student needs. Exposure to adaptive and assistive technologies, as well as state-of-the-art software and hardware, will take place during the course.

EDX 6001X 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.

FFLX 1900X Foundations for Learning (non-credit)

Schedule: Open Enrollment, Self-paced

Duration:

- Hours: 3
- Course Access: 30 days

Cost: \$60

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 2301X Intro to 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.

This course satisfies the CTC health education requirement 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 National University School of Education.

NBCX 6001X NBCT Prep

4.5 quarter units; \$795

NBC Teacher Preparation provides new and active NBCT candidates with a year-long, 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.

Extended Learning Courses

ONLINE TEACHER TEST PREPARATION COURSES

CSET PREPARATION COURSES

OPTION 1 – WITH AN INSTRUCTOR

Schedule: Self-paced

Duration: 4 weeks

Cost: See below

Instructors: Credentialed, subject matter experts

CLASS START DATES - 2018
June 4
August 6
October 1
November 26

CLASS START DATES - 2019
February 7
April 8
June 3

These courses give a comprehensive overview of all subject matter content needed to pass the California Subject Examinations for Teachers (CSET).

Note: (1) To apply please complete the Continuing Education Certificates and Courses application at www.nu.edu/el-apply. **(2)** Test Preparation courses do not grant academic credit.

EDX 1905X CSET English Prep Course Bundle

\$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 1913X CSET Social Science Prep Course Bundle

\$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 1920X CSET Multiple Subject Prep Course Bundle

\$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 1925X CSET Math Prep Subtest I: Algebra and Number Theory

\$195

This informative, intensive 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 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 2.2)
- 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 II 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)

OPTION 2 – WITHOUT AN INSTRUCTOR

Schedule: Open Enrollment

Duration: 3 months

Cost: See below

EDX 1907XX CSET English Prep Course Subtest I – \$95

EDX 1908XX CSET English Prep Course Subtest II – \$95

EDX 1909XX CSET English Prep Course Subtest III – \$95

EDX 1910XX CSET English Prep Course Subtest IV – \$95

EDX 1911XX CSET Social Science Prep Course Subtest I – \$95

EDX 1917XX CSET Social Science Prep Course Subtest II – \$95

EDX 1919XX CSET Social Science Prep Course Subtest III – \$95

Extended Learning Courses

U.S. CONSTITUTION AND RICA PREPARATION COURSES

Schedule: Self-paced

Duration: 4 weeks

Cost: See below

Instructors: Credentialed, subject matter experts

CLASS START DATES - 2018
May 7
July 9
September 4
October 29

CLASS START DATES - 2019
January 7
March 4
May 6

EDX 1938X U.S. Constitution Prep Course with Examination

\$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 + materials

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.

TEAS TEST PREPARATION COURSES

The content of these courses will present modules of test preparation material for nursing students to help prepare for the TEAS test, a required test to enter nursing programs at the collegiate level. These informative, intensive courses offer students test preparation in the areas of:

Math:

- Number & Algebra
- Measurement & Data

Science:

- Human Anatomy & Physiology
- Life & Physical Sciences
- Scientific Reasoning

English Language:

- Conventions of Standard English
- Knowledge of Language
- Vocabulary Acquisition

Reading:

- Key Ideas & Details
- Craft & Structure
- Integration of Knowledge & Ideas

OPTION 1 – WITH AN INSTRUCTOR

Schedule: Self-paced

Duration: 4 weeks

Cost: \$195 per class

Instructors: Credentialed, subject matter expert

CLASS START DATES - 2018
April 9
July 9
October 1

CLASS START DATES - 2019
January 7
April 8
July 8
September 30

Courses:

- EDX 1950X TEAS Test Prep – Math
- EDX 1951X TEAS Test Prep – Science
- EDX 1952X TEAS Test Prep – English Language
- EDX 1953X TEAS Test Prep – Reading

OPTION 2 – WITHOUT AN INSTRUCTOR

Schedule: Open Enrollment

Duration: 3 months

Cost: \$95 per class

Courses:

- EDX 1950XX TEAS Test Prep – Math
- EDX 1951XX TEAS Test Prep – Science
- EDX 1952XX TEAS Test Prep – English Language
- EDX 1953XX TEAS Test Prep – Reading

Extended Learning Courses

NATIONAL BOARD CERTIFIED TEACHER PREPARATION COURSES

PROGRAM OVERVIEW

The National Board Certified Teacher Preparation courses are a series of four courses that allows you to explore your path to inspired teaching and learning focused on the National Board for Professional Teaching Standards (NBPTS) assessment. Each course is designed to allow you to deeply explore one of the four components that make up the entire NBPTS assessment.

Eligibility Requirements: Applicant must be a current credentialed teacher, counselor, librarian, or administrator with 3+ years of teaching experience.

CREDIT COURSES WITH AN INSTRUCTOR

Schedule: Self-paced

Duration: 4 weeks

Cost: \$395

Instructors: National Board Certified Teachers

CLASS START DATES - 2018
July 9
October 1

CLASS START DATES - 2019
January 7
April 8
July 8
September 30

Note: Upon completion of a well-crafted Component 2 - 4 portfolio draft, feedback will be provided specific to attainment of the standards and achievement of clear, consistent and convincing evidence of achieving candidate learning outcomes.

NBCX 8005X National Board Component 1: Content Knowledge Assessment Preparation

4 CEUs

Component 1: Content Knowledge is a computer-based assessment requiring candidates to demonstrate knowledge of and pedagogical practices for their teaching content area. Candidates must demonstrate knowledge of developmentally appropriate content, which is necessary for teaching across the full age range and ability levels of the chosen certificate area. This course will provide candidates with an in-depth understanding of the expectations of completing the Component 1: Content Knowledge Assessment of the National Board for Professional Teaching Standards (NBPTS). The course will emphasize the understanding and use of the Five Core Propositions, the certificate area standards, certificate area standards, certificate area prompts, and the assessment center process set forth by the NBPTS as tools and resource for learning about, examining, and enhancing the quality of teaching and learning, professional development, and leadership skills that require knowledge of adult learning and that lead to desired student outcomes. Fundamental knowledge is gained in preparation to be successful candidates in the National Board Certified Teacher process. Candidates will be challenged to create study guides specifically tailored to gaps in knowledge in relationship to their content and pedagogical knowledge that will be tested during the assessment, and to prepare and take practice tests in

order to be best equipped for the actual assessment. Candidates will also be armed with some test-taking strategies to lower anxiety, and be best prepared for their testing experience.

NBCX 8010X National Board Component 2: Differentiation in Instruction

4 CEUs

Component 2: Differentiation in Instruction is a written portfolio assessment wherein candidates demonstrate their abilities related to using formative and summative assessment to drive decision-making and instruction that impacts student learning. This course will provide candidates with opportunities to review research and commentary that guide and shape decisions and judgments made when determining the levels of progress students are making toward achieving academic goals, and to identify elements of teaching practice that contribute to successful learning outcomes. One essential source of evidence about a teacher's practice is student work, and in this course, candidates will look at what students are asked to do, how the teacher interprets the responses, what the teacher does with the information, and what might occur next as a result. Candidates will analyze, describe and reflect upon their instructional practices, lesson designs, and assessment strategies related to the requirements that are outlined in the NBCT Portfolio Component Entries that rely on student work samples as evidence of accomplished practice. Candidates will gain specific to attainment and understanding of the standards and will be challenged to provide clear, consistent and convincing evidence of achieving candidate learning outcomes. Candidates will examine individual and class work as a source for drawing conclusions about their instruction, use of assessments, interpretation of data and next steps that ensure increased achievement. Candidates will culminate this course by completing all of the component portfolio sections as required for submission.

NBCX 8015X National Board Component 3: Teaching Practice and Learning Environment

4 CEUs

Component 3: Teaching Practice and Learning Environment is a written portfolio assessment wherein candidates provide example of real-life teaching and learning involving a lesson, or lessons highlighting best-practice using video analysis that demonstrates impact on student learning. This course will provide candidates with time and opportunities to explore and comment on accomplished teaching practices related to the NBCT standards in their fields of expertise. Candidates will focus on developing a response to Component 3 of their National Board work that captures their ability to engage and interact with students effectively as they meet identified instructional goals and objectives, and capture students engaged and interacting with each other in well-planned lessons supported by effective instructional strategies that require demonstrations of learning. Candidates will review and explore research related to a variety of 'best practices' that result in student engagement, brain compatibility and content-specific approaches that make curriculum accessible to all student populations. Candidates will record segments of their teaching that mirror Component 3 requirements outlined in their specific certificate areas. Candidates will gain specific to attainment and understanding of the standards and will be challenged to provide clear, consistent and convincing evidence of achieving candidate learning outcomes. Candidates will culminate this course by completing all of the component portfolio sections as required for submission.

Extended Learning Courses

NBCX 8020X National Board Component 4: Effective and Reflective Practitioner

4 CEUs

Component 4: Effective and Reflective Practitioner is a written portfolio assessment wherein candidates demonstrate their ability to identify student needs, and seek out and utilize appropriate resources to help meet those needs to influence student learning. This course will guide candidates to engage with the tools of the National Board for Professional Teaching Standards and other source materials that focus on highlighting effective and reflective practices to best support student learning. Candidates will apply the knowledge and understanding in relationship to the National Board Certified Teacher (NBCT) Core Propositions and Certificate Standards that are aligned with accomplished practices reflecting their own ability gather information from a variety of sources about students; use assessments to effectively plan for and positively impact students' learning; and provide evidence of collaboration with families, caregivers, the community, colleagues and of contributions to learning communities to advance student's learning and growth. The types of information candidates submit, the sources of that information, and how this information is used will be specific to the current subject area, and the unique characteristics of the current students, school, district, and community of which the candidate is associated. Candidates will also explore and determine how commitment to democratic learning can be demonstrated through work with diverse students in the classroom, with families, the community and colleagues. Candidates will consider the effects of democratic and supportive environments for learning and how to advance students' decision-making and advocacy skills. Candidates will culminate this course by completing all of the component portfolio sections as required for submission.

NON-CREDIT COURSES WITHOUT AN INSTRUCTOR

Schedule: Open Enrollment

Duration: 3 months

Cost: \$195 per class

Instructors: Non-credit courses do not have an instructor. Candidates will work through the curriculum at their own pace, in a self-directed learning manner, and monitor their own learning through the process of completing the coursework.

Upgrade option: One-time portfolio review

Cost: \$100 for each Component 2, 3, or 4

Reviewer: National Board Certified Teacher

Upon completion of a well-crafted Component portfolio draft, feedback will be provided by a National Board Certified Teacher specific to attainment of the standards and achievement of clear, consistent and convincing evidence of achieving candidate learning outcomes. Please note that the review of your draft is a one-time offering. Also, your NBCT reader will not give you a National Board rubric score, as they are not trained assessors. Their role is to provide feedback in the form of inquiry and suggestions for revision (i.e. missing content, not well explained responses, etc.), but will not be adding suggestions related to answering the prompts (i.e. curriculum, instructional strategies, assessment choices).

NBCX 1905XX National Board Component 1: Content Knowledge Assessment Preparation NC

\$195

NBCX 1910XX National Board Component 2: Differentiation in Instruction NC

\$195

NBCX 1911X National Board Component 2 prep NC/Review

\$100

NBCX 1915XX National Board Component 3: Teaching Practice and Learning Environment NC

\$195

NBCX 1916X National Board Component 3 prep NC/Review

\$100

NBCX 1920XX National Board Component 4: Effective and Reflective Practitioner Preparation NC

\$195

NBCX 1921X National Board Component 4 prep NC/Review

\$100



Want to pursue your passion?
See pages 28 and 30 for the hottest courses.



Emergency Medical Services Programs

OVERVIEW

The Emergency Medical Services programs at National University are designed to meet a wide variety of healthcare provider continuing education needs. Our courses are taught by a diverse group of content experts who bring something unique to our programs. Our goal is to assist everyone with the highest quality education, whether you are just starting your healthcare career or are a seasoned clinician. Our culture within the EMS programs, as well as National University as a whole, is to always put our students first.

Regardless of which course or program you choose, you can anticipate an exceptional student experience. Due to the fact that we offer a wide range of healthcare related courses, we are able to provide a one-stop-shop environment for an individual's continuing education needs.

WHY CHOOSE OUR EMT PROGRAM?

- Course Materials Provided
 - E-textbook w/MyBradyLab
 - EMSTesting.com access
 - Onsite NREMT skills testing
 - Newest EMS technology and supplies
- Faculty team has more than 30 years of combined experience in EMS education
- Immunizations not required for class
- Day and night classes available at four campus locations: Kearny Mesa, Chula Vista, Fresno, and San Jose
- Refresher courses and continuing education courses available to maintain your certification

FEATURES OF EMS CONTINUING EDUCATION COURSES

- Approved American Heart Association (AHA) training site
- Approved National Association of EMT (NAEMT) training site
- Course materials (book and provider card) included
- Most courses offer continuing education units
- Video-based courses
- Instructor-led, hands-on class format updated science-based content
- Learning stations and high fidelity manikins used to practice essential skills

ENROLLMENT PROCESS

- **EMT Program:** Complete the [Academic Certificate Programs](#) application and pay the \$60 application fee at www.nu.edu/el-apply
 - Provide *official* high school or GED transcripts and copy of BLS CPR Certification
- **CE Courses:** Visit www.nupolytech.org/american-heart-association-classes/
 - If taking a renewal course, please provide a copy of current certification on the first day of class.
- Instructor-led, hands-on class format updated science-based content
- Learning stations and high fidelity manikins used to practice essential skills

Note: (1) These courses are not eligible for FAFSA financial aid. **(2)** Some courses may require an application fee.

Tuition for CE courses are due at enrollment. Tuition for EMT is due in two payments. The first is on the first day of class and the second payment is due half way through the program. Cash or check payments can be made before class with an Extended Learning Student Services Coordinator or the campus Center Assistant.

Contact a Student Services Coordinator to coordinate the campus location and start date that works best for you. Call (858) 642-8600 or email ems@nu.edu.

Emergency Medical Services Programs



EMERGENCY MEDICAL TECHNICIAN CERTIFICATE

Sr. Director - EMS: Francisco Martinez; fmartinez@nu.edu
Sr. EMS Regional Coordinator: Cody Rogers, crogers@nu.edu

Schedule: Day and Night Classes Available, Varies by Location

Duration:

- **Hours:** 168 lecture, 24 clinical ride along (scheduled by clinical coordinators)
- **Courses:** 2
- **Program Length:** 8-12 weeks

Cost: \$1,467

LOCATIONS AND CONTACT		
Location	Coordinator	Email
Kearny Mesa, CA	Cody Rogers, BA, EMT-P	crogers@nu.edu
Chula Vista, CA	Cody Rogers, BA, EMT-P	crogers@nu.edu
Fresno, CA	Scarlett Carlson, AEMT	scarlson2@nu.edu
San Jose, CA	Brian Boucher, FP-C, NRP	bboucher@nu.edu

Note: EMTX 2381X and EMTX 2382X are approved as elective credit for the Bachelor of Science in Homeland Security and Emergency Management degree program.

PROGRAM OVERVIEW

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 EMTs.

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.

Clinical sites and ambulance companies may require the following immunizations in order to conduct their hospital and/or ambulance clinical hours:

- **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.

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 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 (needed on first day) \$60+
National Registry Exam \$80
Student Tuition Recovery Fund (STRF) \$2.50 per \$1,000
California State Licensure Check with your local EMS Authority

PREREQUISITE

Basic Life Support (BLS) for Healthcare Provider Level CPR certification can be completed prior to the first day of class, or can be taken during the first week of class for an additional charge of \$50. 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.

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 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.

GRADING INFORMATION

The Emergency Medical Technician program uses the following grading system:

Grade	Percentage	
A	100-96	Outstanding Achievement
A-	95-90	Outstanding Achievement
B+	89-87	Commendable Achievement
B	86-84	Commendable Achievement
B-	83-80	Commendable Achievement
C+	79-77	Marginal Achievement
C	76-74	Marginal Achievement
C-	73-70	Marginal Achievement
D-F	69-50	Unsatisfactory Achievement
I		Incomplete

Emergency Medical Services Programs



COURSE DESCRIPTIONS

EMTX 2381X EMT I Basic

3 quarter units

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 pressure, 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 2382X EMT II Basic

3 quarter units

Prerequisite: EMTX 2381X with a minimum grade of 80%

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 pressure, 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.

PROGRAM REQUIREMENTS

Course Number: EMTX 2381 | **Clock Hours:** 84 lecture

Course Number: EMTX 2382 | **Clock Hours:** 84 lecture & 24 ride alongs

TOTAL HOURS: 192

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

EMS CONTINUING EDUCATION COURSES

EMSX 1910X AHA Basic Life Support (BLS) for Healthcare Providers - CPR

Schedule: Offered each month at Fresno, Kearny Mesa & San Jose campuses.

Duration: 5 hours

Awarded: 2 year Provider Card Only

Cost: \$50

The AHA BLS for Healthcare Provider card is good for 2 years and is issued upon completion.

The Basic Life Support (BLS) for Healthcare Providers classroom course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings.

Basic Life Support is the foundation for saving lives after cardiac arrest. This video-based, instructor-led course teaches both single-rescuer and team basic life support skills for application in both in-facility and pre-hospital settings. This course is designed for healthcare professionals and other personnel who need to know how to preform CPR and other basic cardiovascular life support skills.

Note: (1) Obtaining an "instructor based" BLS for Healthcare Provider Card is a prerequisite for gaining entrance into any California approved EMT training program and is also a requirement for entry into many healthcare professions. (2) This course is a prerequisite for the EMT Program.

COURSE LEARNING OUTCOMES

- Key changes in basic life support, reflecting the new science from the 2015 American Heart Association Guidelines for Cardio-pulmonary Resuscitation and Emergency Cardiovascular Care
- Critical concepts of high-quality CPR
- The American Heart Association Chain of Survival
- 1-Rescuer CPR and AED for adult, child, and infant
- 2-Rescuer CPR and AED for adult, child, and infant
- Differences between adult, child and infant rescue techniques
- Bag-mask techniques for adult, child and infant
- Rescue breathing for adult, child and infant
- Relief of choking for adult, child and infant
- CPR with an advanced airway

EMSX 1920X AHA Basic Life Support (BLS) for Healthcare Providers - CPR - Renewal

Schedule: Offered each month at Fresno, Kearny Mesa & San Jose campuses.

Duration: 4 hours

Cost: \$30

The AHA BLS for Healthcare Provider card is good for 2 years and is issued at the end of the course.

Prerequisite: Current AHA approved BLS for Healthcare Provider CPR certification.

This course is a renewal of the initial Basic Life Support (BLS) for Healthcare Provider CPR certification and is intended for individuals who have successfully completed an AHA approved BLS for Healthcare Provider CPR certification course within two years and are looking to renew their certification.

EMSX 8000X AHA Advanced Cardiovascular Life Support (ACLS) - Initial

Schedule: Offered each month at Fresno, Kearny Mesa & San Jose campuses.

Duration: 10 hours

CEUs Awarded: 10

Cost: \$180

The AHA ACLS Provider card is good for 2 years and is issued at the end of the course.



The AHA Advanced Cardiovascular Life Support Course (ACLS) is intended for Healthcare workers who direct or participate during the resuscitation of a patient. The course emphasizes the importance of good CPR to patient survival, the integration of effective basic life support with advanced cardiovascular life support interventions, and the importance of effective team interaction and communications during resuscitation.

COURSE LEARNING OUTCOMES

- Key changes in advanced cardiovascular life support, reflecting the new science from the 2015 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care.
- Basic life support skills, including effective chest compressions, use of a bag-mask device and use of an (AED)
- Recognition and early management of respiratory and cardiac arrest
- Recognition and early management of peri-arrest conditions such as symptomatic bradycardia
- Airway management
- Related pharmacology
- Management of Acute Coronary Syndromes (ACS) and stroke
- Effective communication as a member and leader of a resuscitation team
- Effective Resuscitation Team Dynamics

EMSX 8005X AHA Advanced Cardiovascular Life Support (ACLS) - Renewal 🗣️ 👤

Schedule: Offered each month at Fresno, Kearny Mesa & San Jose campuses.

Duration: 5 hours

CEUs Awarded: 5

Cost: \$145

The AHA ACLS Provider card is good for 2 years and is issued at the end of the course.

Prerequisite: Current AHA approved Advanced Cardiovascular Life Support (ACLS) certification

This course is a renewal of the initial Advanced Cardiovascular Life Support (ACLS) certification and is intended for individuals who have successfully completed an AHA approved Advanced Cardiovascular Life Support (ACLS) certification course within two years and are looking to renew their certification. This course can take up to 6.5 hours to complete.

EMSX 8010X AHA Pediatric Advanced Life Support (PALS) - Initial 🗣️ 👤

Schedule: Offered each month at Fresno, Kearny Mesa & San Jose campuses.

Duration: 10 hours

CEUs Awarded: 10

Cost: \$180

The AHA PALS Provider card is good for 2 years and is issued at the end of the course.

The AHA Pediatric Advanced Life Support Course (PALS) is for healthcare providers who initiate and direct advanced life support in pediatric

emergencies, and for first-time or renewal training to obtain a PALS course completion card. This course uses a scenario-based, team approach to teach pediatric emergency respiratory management or cardiac arrest.

COURSE LEARNING OUTCOMES

- Key changes in pediatric advanced life support, reflecting the new science from the 2015 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care.
- 1 and 2-rescuer CPR and AED use for children new science from the 2015 American Heart Association Guidelines for Cardio-pulmonary Resuscitation and Emergency Cardiovascular Care
- 1 and 2-rescuer CPR and AED use for children
- 1 and 2-rescuer CPR for infants
- Cardiac, respiratory, and shock case discussions and simulations
- Management of respiratory emergencies
- Resuscitation team concept
- Rhythm disturbances and electrical therapy
- Systematic approach to pediatric assessment
- Vascular access

EMSX 8015X AHA Pediatric Advanced Life Support (PALS) - Renewal 🗣️ 👤

Schedule: Offered each month at Fresno, Kearny Mesa & San Jose campuses.

Duration: 6 hours

CEUs Awarded: 5

Cost: \$145

The AHA PALS Provider card is good for 2 years and is issued at the end of the course.

Prerequisite: Current AHA approved Pediatric Advanced Cardiovascular Life Support (PALS) certification

This course is a renewal of the initial Pediatric Advanced Life Support (PALS) certification and is intended for individuals who have successfully completed an AHA approved Pediatric Advanced Life Support (PALS) certification course within two years and are looking to renew their certification.

EMSX 8020X NAEMT Prehospital Trauma Life Support (PHTLS) Provider - Initial 🗣️ 👤

Schedule: Offered each month at Fresno, Kearny Mesa & San Jose campuses.

Duration: 2 days, 8 hours/day

CEUs Awarded: 16

Cost: \$245

The NAEMT PHTLS Provider card is good for 4 years and is issued at the end of the course.

Prerequisite: Completion of PHTLS course pretest (sent with registration confirmation)

NAEMTs Prehospital Trauma Life Support (PHTLS) is recognized around the world as the leading continuing education program for prehospital emergency trauma care. The mission of PHTLS is to promote excellence



in trauma patient management by all providers involved in the delivery of prehospital care through global education. PHTLS is developed by NAEMT in cooperation with the American College of Surgeons' Committee on Trauma. The Committee provides the medical direction and content oversight for the PHTLS program.

COURSE LEARNING OUTCOMES

- Identify the mechanism of injury
- Identify life-threatening injuries and the related pathophysiology
- Rapid assessment and management of trauma patients
- Perform appropriate interventions
- Airway management and ventilation
- Rapid extraction
- Spinal immobilization
- Pediatric assessment
- Pediatric immobilization

EMSX 8025X NAEMT Prehospital Trauma Life Support (PHTLS) Provider - Renewal

Schedule: Offered each month at Fresno, Kearny Mesa & San Jose campuses.

Duration: 8 hours

CEUs Awarded: 8

Cost: \$155

The NAEMT PHTLS Provider card is good for 4 years and is issued at the end of the course.

Prerequisite: (1) Completion of PHTLS course pretest (sent with registration confirmation), (2) Current NAEMT approved Prehospital Trauma Life Support (PHTLS) certification

This 8-hour, one-day refresher course is for individuals who have successfully completed the full PHTLS provider course within the last 4 years. This is an onsite course complete with lectures, skills station instructions, and summative evaluations.

EMSX 8030X Emergency Medical Technician Refresher Course

Schedule: Offered each month at Fresno, Kearny Mesa & San Jose campuses.

Duration: 4 days, 8 hours/day

CEUs Awarded: 24

Cost: \$200

The EMT Skills Verification is good for 2 years and is issued at the end of the course.

Prerequisite: Current EMT licensure (NREMT or State/County)

This comprehensive EMT refresher course will support Emergency Medical Technician training and certification covering medical knowledge and manipulative skills for EMT personnel preparing for recertification. This course will review all of the necessary training components within the standards of prehospital care and patient transport. The content is based on the National Registry curriculum, as adopted by the state of California, delineated in *Title 22: Division 2.5 of the Health and Safety Code*, and

specific local EMS guidelines. This course includes both the skills verification and 24-hour continuing education units required for EMT recertification.

COURSE LEARNING OUTCOMES

- Identify local and state certifying authorities by answering exam items
- Define an Emergency Medical Services System and identify organizational components on a written exam
- Answer exam questions regarding the knowledge of medical-legal terms and considerations, EMT-Basic scope of practice and roles/responsibilities of the EMT
- Define medical terms and comment abbreviations
- Covers various NREMT skills required for recertification, to include Patient Medical Assessment, Oxygen Administration, CPR/AED, Spinal Immobilization (Supine/Seated), and Long Bone Immobilization

EMSX 8032X Emergency Medical Technician Refresher Skills Verification Course

Schedule: Offered each month at Fresno, Kearny Mesa & San Jose campuses.

Duration: 8 hours

Cost: \$110

An EMT Skills Verification is good for 2 years and is issued at course completion.

Prerequisite: Current EMT licensure (NREMT or State/County)

The EMT Skills Verification refresher course will meet the NREMT requirements for psychomotor certification within a two period to maintain EMT licensure. The content is based on the National Registry curriculum, as adopted by the state of California, delineated in *Title 22: Division 2.5 of the Health and Safety Code*, and specific local EMS guidelines.

COURSE LEARNING OUTCOMES

- Covers various NREMT skills required for recertification, to include Patient Assessment Medical, Oxygen Administration, CPR/AED, Spinal Immobilization (Supine/Seated), and Long Bone Immobilization.

EMSX 8034X Emergency Medical Technician Refresher 24-Hour (Excluding Skills) Continuing Education Course

Schedule: Offered each month at Fresno, Kearny Mesa & San Jose campuses.

Duration: 3 days, 8 hours/day

CEUs Awarded: 24

Cost: \$110

Prerequisite: Current EMT licensure (NREMT or State/County)

The EMT 24-Hour (Excluding Skills) Continuing Education Refresher course provides the lecture and psychomotor content required to meet the NREMT recertification standards. The content is based on the National Registry curriculum, as adopted by the state of California, delineated in the *Title 22: Division 2.5 of the Health and Safety Code*, and specific local EMS guidelines.

Emergency Medical Services Programs



COURSE LEARNING OUTCOMES

- Identify local and state certifying authorities by answering exam items
- Define an Emergency Medical Services System and identify organizational components on a written exam
- Answer exam questions regarding the knowledge of medical-legal terms and considerations, EMT-Basic scope of practice, and roles/responsibilities of the EMT
- Define medical terms and common abbreviations

EMSX 8040X EKG and Pharmacology

Schedule: Offered each month at Fresno, Kearny Mesa & San Jose campuses.

Duration: 8 hours

Cost: \$180

EKG and Pharmacology is designed to focus on the specific introductory skills needed to successfully pass ACLS and successfully implement the needed skills in clinical settings. The class focuses on three different sections of the ACLS curriculum: EKG interpretation, pharmacology, and hemodynamic stability recognition. This course is designed to provide students with foundational ACLS knowledge and prepare them for successful completion of ACLS certification.

COURSE LEARNING OUTCOMES

- Identify and interpret beginner level cardiac arrhythmias
- Define and describe the primary medications used in adult and pediatric cardiac arrest and medications used for live arrhythmias
- Describe the signs and symptoms of patients in cardiogenic shock and understand shock pathophysiology

OFFICIAL TRAINING SITE OF



National University EMT Graduates



National University Polytechnic Institute

OVERVIEW

National University Polytechnic Institute (NUPI) offers students the opportunity to train in realistic environments while gaining valuable knowledge and skills to become a commercial diver. One of the world's most respected commercial diving training schools, NUPI's state-of-the-art program includes a 44,000-gallon dive tank, pier dives on San Diego, open water boat dives, and more.

Our highly sought after program only graduates 80 students per year. Therefore, each student gets one-on-one attention from the faculty while they receive training in underwater construction, inspection, salvage, installation, and underwater welding. Our graduates are hired with confidence because of the high level of experience and training they receive.

WHY CHOOSE OUR DIVE PROGRAM?

- Accelerated 8-month program
- Accreditations include:
 - Association of Commercial Diving Educators (ACDE)
 - National Board of Diving and Hyperbaric Medical Technology (NBDHMT)
 - WASC Senior College and University Commission (WSCUC)
- Hands-on training in underwater welding, burning and cutting
- State-of-the-art facility with recently renovated 44,000 gallon dive tank and pier dives in downtown San Diego
- All students experience an open water boat dive

CERTIFICATIONS ISSUED

- 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
- Basic Life Support (BLS) CPR Card
- Forklift Operations Certificate
- 40-hour OSHA HASWOPER Certificate
- KMDSI Helmet and Band Mask Operator/User Training
- Rigging Certificate
- Underwater Wet & Topside Welding-Shielded Metal Arc issued by American Welding Society
- DAN O2 Card
- Emergency Medical Technician (DMT only)
- NDT letters (UT I and II, Liquid Penetrant I and II, Magnetic Particle I and II, Visual Testing I and II)

DIVE MEDIC TECHNICIAN (DMT) STUDENTS LEARN

1. Medical aspects of diving and advanced training hyperbaric medicine
2. EMT students will be eligible to sit for National Registry of EMT (NREMT) and National Board of Diving and Hyperbaric Medical Technology (NBDHMT) certifications

NON-DESTRUCTIVE TESTING (NDT) STUDENTS LEARN

1. Metal and weld testing, to include visual, liquid penetrant, ultrasonic and magnetic particle tests
2. Level I and Level II ASNT standards in four areas of non-destructive testing

NUPI ENROLLMENT PROCESS

1. Complete the [Academic Certificate Programs](#) application and pay the \$60 application fee at www.nu.edu/el-apply
2. Contact a Student Services Coordinator to determine the next start date available. Call 800-432-3483 or email nupolytech@nu.edu.
3. Provide copy of completed dive physical which includes labs, chest x-rays, EKG, 10 panel drug test and a signed medical waiver (more details on page 23)
4. Provide *official* high school or GED and college transcripts (see page 23 for details)

Note: Tuition for these programs is due on the first day of class. Credit or debit card payments for course fees can be made online through the SOAR Student Portal or over the phone with an Extended Learning Student Services Coordinator. Cash or check payments can be made before class with the campus Center Assistant.



MARINE TECHNOLOGY CERTIFICATE

General Manager: William Hyder; whyder@nu.edu

SCHEDULE – STARTS EVERY
August
November
February
May

Duration:

- **Hours:** 40 per course
- **Courses:** 16 courses, 2 per month
- **Program Length:** 8 months

Cost: \$362/quarter unit

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

PROGRAM OVERVIEW

The Professional Certificate in Marine Technology provides the student with the technical diving skills needed for entry into the offshore and inland diving industry as professional 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 the diving science needed to become a professional commercial diver. Students will develop problem solving, team building, and communication skills appropriate with this program.

After completion of the core training, students will be directed to one of two diving professional concentrations:

▲ Dive Medic Technician

The Dive Medic concentration prepares students in the medical aspects of diving and advanced training in hyperbaric medicine. Diver medics are respected professionals who perform regular work as divers and, when necessary, respond to medical emergencies on the job. Graduate with a Diver Medic concentration and you will be trained as a Diver Medic Technician, qualified for work as a “tender” and diver medic for underwater job sites inland and offshore. This concentration qualifies you to take both Emergency Medical Technician-Basic (EMT-B) and National Board of Diving and Hyperbaric Medical Technology (NBDHMT) exams.

▲ Underwater Inspection Technology/ Nondestructive Testing

The Nondestructive Testing concentration prepares students to conduct a number of advanced underwater inspection and testing techniques important for ensuring 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 (NDT) methods 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 I and Level II standards in Ultrasonic Testing (UT), Magnetic Particle Testing (MT), Dye Penetrant Testing (PT), and Visual Testing (VT). The NDT program instructs the student on underwater applications and uses of many of these inspection methods including underwater photography and video.

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.
- **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

- **ACCUPLACER:** Students not meeting the minimum cumulative grade point average (GPA) of 2.0 for admission will be required to take the ACCUPLACER Mathematics and English evaluation as part of the admissions process. The results of the evaluation are printed immediately and a copy is provided to students. First-time undergraduate students can take the ACCUPLACER evaluation tests once at no charge. Subsequent examinations can be repeated after 14 days for a \$5 fee. The ACCUPLACER may be repeated a maximum of three (3) times.
- **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.

Note: (1) Students are advised that, due to the nature of the program, class start and end times may be set outside normal National University schedules. More information will be provided at the time of mandatory orientation. (2) TWIC Card is required by the beginning of the third month of the program. (3) SCUBA Card is recommended – not required.

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 70%.
All EMTX courses must be passed with a minimum grade of 80%.

PROGRAM FEES

Tuition\$362/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, etc. See full list of student materials on page 40. Student 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 Diver 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 Card
- Emergency Medical Technician (DMT)
- NDT letters (UT I and II, Liquid Penetrant I and II, Magnetic Particle I and II, Visual Testing I and II) (NDT)
- 40-hour OSHA HASWOPER Certificate

Note: 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.

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 Program



CERTIFICATE CORE REQUIREMENTS

12 courses; 32 quarter units

PMTX 2110X Commercial Diving Orientation

3 quarter units

Prerequisite: Diving Physical Examination

Co-requisite: PMTX 2120X, PMTX 1900X

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

PMTX 2120X Diving Physics & Air Decomp.

3 quarter units

Prerequisite: Diving Physical Exam

Co-requisite: 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

Prerequisite: Diving Physical Examination, PMTX 2110X with a minimum grade of C, and PMTX 2120X with a minimum grade of C

Co-requisite: 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

Prerequisite: Diving Physical Examination, PMTX 2110X with a minimum grade of C, PMTX 2120X with a minimum grade of C

Co-requisite: 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

Prerequisite: Basic First Aid & CPR card, PMTX 2130X with a minimum grade of C, PMTX 2140X with a minimum grade of C

Co-requisite: 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 Intro to Surface Supplied Diving

2 quarter units

Prerequisite: Diving Physical Examination, First Aid & CPR card, PMTX 2130X with a minimum grade of C, PMTX 2140X with a minimum grade of C

Co-requisite: PMTX 2150X, PMTX 1900X

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

Prerequisite: PMTX 2155X with a minimum grade of C, PMTX 2150X with a minimum grade of C

Co-requisite: PMTX 2162X, 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 2162X Haz Waste Ops and Response

3 quarter units

Prerequisite: PMTX 2150X with a minimum grade of C, PMTX 2155X with a minimum grade of C

Co-requisite: PMTX 2160X, PMTX 1900X

The Hazardous Waste Operations and Emergency Response (HAZWOPER) is designed to train students in the clean-up, treatment, storage, and disposal of hazardous waste. The objectives of the OSHA 40 hour HAZWOPER are to meet the federal OSHA HAZWOPER training requirements of 29 CFR 1910.120 for general industry and construction.

PMTX 2165X Diving Operations II

2 quarter units

Prerequisite: PMTX 2160X with a minimum grade of C, PMTX 2162X with a minimum grade of C

Co-requisite: PMTX 2210X or EMTX 2381X, 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 Diving Operations III

3 quarter units

Prerequisite: PMTX 2165X with a minimum grade of C, PMTX 2210X with a minimum grade of C, or EMTX 2381X with a minimum grade of B

Co-requisite: PMTX 2220X or EMTX 2382X, 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 Fund

3 quarter units

Prerequisite: PMTX 2170X with a minimum grade of C, PMTX 2220X with a minimum grade of C, or EMTX 2382X with a minimum grade of B

Co-requisite: 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

Prerequisite: PMTX 2180X with a minimum grade of C, PMTX 2230X with a minimum grade of C, or PMTX 2280X with a minimum grade of C

Co-requisite: PMTX 2240X or PMTX 2290X

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.

See more at: <http://nupolytech.wpengine.com/underwater-welding-schools/#sthash.t5umY8HS.dpuf>

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 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

4 courses; 12 quarter units

EMTX 2381X EMT I Basic

3 quarter units

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



pressure, pulse, 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 2382X EMT II Basic

3 quarter units

Prerequisite: EMTX 2381X 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.

PMTX 2280X Advanced Diving Medicine

3 quarter units

Prerequisite: PMTX 2170X with a minimum grade of C, EMTX 2382X with a minimum grade of B

Co-requisite: 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

Prerequisite: PMTX 2280X with a minimum grade of C, PMTX 2180X with a minimum grade of C

Co-requisite: 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, mono-place 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.

▲ 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

4 courses; 12 quarter units

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

PMTX 2210X MT/PT II

3 quarter units

Prerequisite: PMTX 2160X with a minimum grade of C, PMTX 2162X with a minimum grade of C

Co-requisite: 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 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

Prerequisite: PMTX 2210X with a minimum grade of C, PMTX 2165X with a minimum grade of C

Co-requisite: 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

Prerequisite: PMTX 2220X with a minimum grade of C, PMTX 2170X with a minimum grade of C

Co-requisite: PMTX 2180X with a minimum grade of C, 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

Prerequisite: PMTX 2180X with a minimum grade of C, PMTX 2230X with a minimum grade of C

Co-requisite: PMTX 2190X, 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.

Partnership Programs

ONLINE CAREER TRAINING PROGRAMS

IN PARTNERSHIP WITH:



OVERVIEW

The online open enrollment programs available are designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced Career Training Program.

Price varies per program and is subject to change. These courses do not offer academic credit. Students may be required to pay an application fee.

ADVANTAGES

- 6-18 months, Self-paced
- Start Anytime
- Completely Online
- All Materials Included
- Prepare for Industry Recognized Certification Exams
- Financial Aid Accepted
- Instructors Experienced in Online Education
- Mentors and Career Counselors Available
- Receive an official National University certificate by email within 10 business days of completion

PROGRAM CATEGORIES

- Art & Design
- Business
- Computer Applications
- Computer Programming
- Construction & Trade
- Health & Fitness
- Hospitality
- Information Technology
- Teacher Professional Development
- Writing

HOW TO GET STARTED

1. Visit our Online Instruction Center: <https://careertraining.ed2go.com/nu/>
2. Choose the category and course title you are interested in and select *Enroll Now*. Follow the instructions to enroll and pay for your course.
3. Please call an Extended Learning Student Services Coordinator at (858) 642-8600 to create your National University student account which will allow the courses to appear on your National University transcripts.
4. On the first day of your class, return to the Online Instruction Center and click the *Classroom link*. Login with your email and the password you created during registration.

Partnership Programs

TOP IN-DEMAND CAREERS

Many of our more than 200 Career Training Programs align with the fastest growing occupations identified by the Bureau of Labor Statistics for 2016 through 2026. For more programs and details, please visit <https://careertraining.ed2go.com/nu/>

BOOKKEEPER/ACCOUNTANT CLERK

Fundamental Courses:

Accounting Fundamental Series
Workplace Law Essentials Suite
Quick Books 2017 Series

Advanced Career Training:

Certified Bookkeeper
Professional bookkeeping with Quick Books 2017

BUSINESS DEVELOPMENT/SALES MANAGER

Fundamental Courses:

Sales Training Suite
Workplace Law Essentials Suite
Soft Skills Suite

Advanced Career Training:

Project Management Essentials with CAPM Prep
Salesforce: Power User

BUSINESS MANAGEMENT ANALYST

Fundamental Courses:

Project Management Suite
Project Management Professional (PMP)[®] Prep Series
Project Management Fundamentals Series

Career Training Programs:

The Complete Project Management with CAPM and PMP[®] Prep
The Complete Project Manager with Microsoft Project 2016
Six Sigma: Total Quality Applications

COMPUTER SYSTEMS ANALYST

Fundamental Courses:

Advanced PC Security
Introduction to PC Security
CompTia[®] Security+ Certification Prep 1
CompTia[®] Security+ Certification Prep 2

Career Training Programs:

CompTia[®] Security+ Certification
Certified Information Systems Security Professional (CISSP)
Information Security Master Certification Training

MEDICAL AIDE

Fundamental Courses:

Veterinary Assistant Series
Human Physiology Series
Nutrition and Health Bundle

Advanced Career Training:

Physical Therapy Aide
Veterinary Aide
Optician Training Certificate

MEDICAL ASSISTANT

Fundamental Courses:

Explore a Career in Healthcare Suite
Medical Spanish Series
Medical Terminology Series

Career Training Programs:

Certified Medical Administrative Assistant
Clinical Dental Assistant

ONLINE MARKETING MANAGER

Fundamental Courses:

Digital Marketing Suite
Effective Business Writing
Small Business Marketing on a Shoestring

Career Training Programs:

OMCP[®] Digital Analytics and Conversion Professional
OMCP[®] Search Marketing Professional
OMCP[®] Email Marketing and Automation Professional

SOFTWARE DEVELOPER

Fundamental Courses:

PHP and MySQL Series
Java Programming Series
HTML and CSS Series
SQL Series

Career Training Programs:

Full Stack Software Developer
Oracle SQL and PL/SQL Developer + Java Programmer

Partnership Programs

ONLINE PERSONAL DEVELOPMENT TRAINING PROGRAMS

IN PARTNERSHIP WITH:



OVERVIEW

Whether you are looking for professional development or personal enrichment, these six-week online courses are the perfect way to learn a new skill or enhance your existing ones. Expert instructors develop and lead every course, and you will be able to interact with them and with fellow students in lively online discussion areas. New sessions start every month, so you can sign up anytime. These online courses are affordable, fun, fast, and convenient.

Price varies per program and is subject to change. These courses do not offer academic credit. Students may be required to pay an application fee.

CLASS START DATES 2018

July 11
August 15
September 12
October 17
November 14
December 12

CLASS START DATES 2019

January 16
February 13
March 13
April 10
May 15
June 12

FEATURES

- Open enrollment
- 6-week classes
- Interactive learning environment
- Lessons available Wednesday and Friday of each week
- Instructors are subject matter experts
- Suites, series, and bundled courses available
- Project-based coursework
 - Lectures
 - Discussion Boards
 - Quizzes
 - Assignments

SYSTEM REQUIREMENTS

- Email and Internet access
- Adobe Flash
- Mozilla Firefox, Chrome or Internet Explorer
- Most courses are Macintosh compatible
- Some courses may have additional requirements

OBTAIN CERTIFICATE OF COMPLETION

- Complete course with 70% grade or higher
- Download certificate after completion of course

HOW TO GET STARTED

1. Visit our Online Instruction Center: www.ed2go.com/nu
2. Choose the category and course title you are interested in and select *Enroll Now*. Follow the instructions to enroll and pay for your course.
3. Please call an Extended Learning Student Services Coordinator at (858) 642-8600 to create your National University student account which will allow the courses to appear on your National University transcripts.
4. On the first day of your class, return to the Online Instruction Center and click the *Classroom link*. Login with your email and the password you created during registration.

Partnership Programs

MOST POPULAR COURSES AND SUITES

Check out the newest courses and suites available through our partnership with ed2go on www.ed2go.com/nu/. We offer over 300 Instructor-Led Courses in a wide range of topics to help you learn a new skill to boost your career.

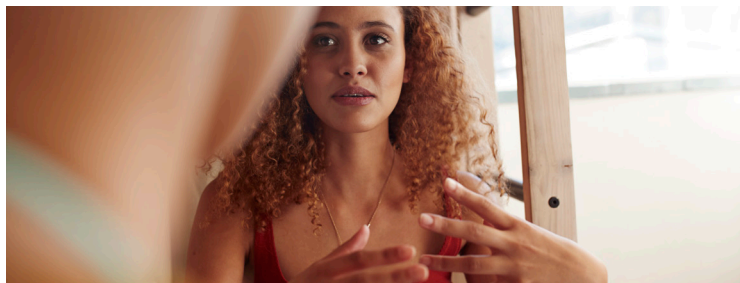


- Accounting Fundamentals
- Accounting Fundamentals Series
- Introduction to QuickBooks Online
- Project Management Fundamentals
- Project Management Fundamentals Series
- Project Management Professional (PMP)[®] Prep Series
- Project Management Suite

- Computer Skills for the Workplace
- Creating WordPress Websites Series
- Introduction to Microsoft Excel 2016
- Introduction to SQL
- Microsoft Excel 2016 Series
- Microsoft Office 2016 Value Suite
- SQL Series

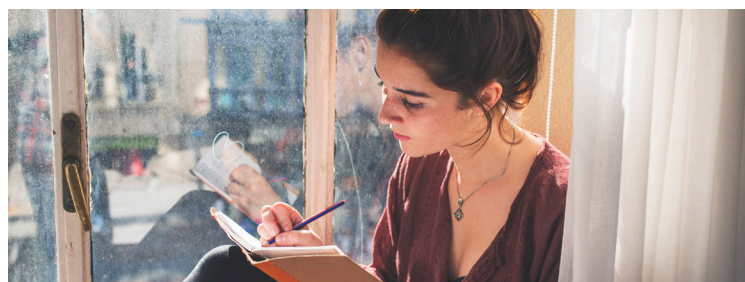
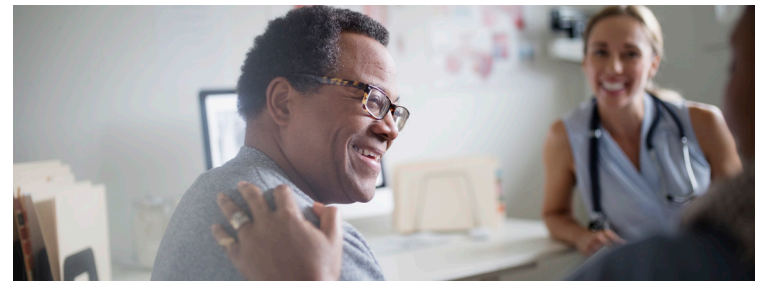


Online Personal Development
Training Programs



- Discover Sign Language
- Get Assertive!
- Interpersonal Communication
- Keys to Effective Communication
- Leadership Suite
- Speed Spanish
- Speed Spanish Series

- Become a Veterinary Assistant
- Explore a Career as an Administrative Medical Assistant
- Explore a Career in Healthcare Suite
- Human Anatomy and Physiology
- Medical Spanish Series
- Medical Terminology Series
- Medical Terminology: A Word Association Approach



- A to Z Grant Writing Series
- Advanced Grant Proposal Writing
- Beginning Writer's Workshop
- Effective Business Writing
- Grammar Refresher
- The Keys to Effective Editing
- Writing and Editing Value Suite

Partnership Programs

ONLINE TEACHER PROFESSIONAL DEVELOPMENT TRAINING COURSES

IN PARTNERSHIP WITH:



OVERVIEW

Through a partnership with Virtual Education Software, Inc. (VESi), self-paced, online courses are available to aid educators looking to meet professional development requirements and earn CEUs. VESi is committed to offering relevant coursework that cover today's crucial school issues and is continually developing new courses to address Common Core Standards and the challenges of 21st century education.

Courses for teachers are designed to serve the need for professional upgrading, salary advancement and in-service education requirements.

For over a decade, National University has recommended more students for teaching credentials than any other university in California.

Check with your school district to ensure these courses will meet your district and/or state requirements for salary advancement and/or re-licensure.

Students can enroll in these courses at any time and have one year to complete the material. Students may be required to pay an application fee.

ADVANTAGES

- 30+ Courses Available
- Self-Paced
- Open Enrollment
- Completely Online
- All Materials Included
- One Year to Complete
- 3 CEUs - \$315
- 4 CEUs - \$465

COURSE CATEGORIES

- Common Care
- Early Childhood
- Exceptional Education
- General Education
- Math
- Reading

HOW TO GET STARTED

1. View Course Descriptions and Syllabi at: www.virtualeduc.com/national/
2. When you have selected the course(s) you would like to register for, please complete the [Continuing Education Certificates and Courses](http://www.nu.edu/el-apply) application at www.nu.edu/el-apply
3. Call an Extended Learning Student Services Coordinator at (858) 642-8600 to activate your National University student account and register for the course.
4. Payment is due at the time of registration.
5. On the first day of your class, access the *Welcome email* sent from VESi after your registration and enter the class by clicking the *Classroom link*. Login with your email and the password you created during registration.

Partnership Programs

ONLINE TEACHER PROFESSIONAL DEVELOPMENT COURSES

TEDX 1823X ADD Info and Interventions

4 CEUs; \$465

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 Mgmt

3 CEUs; \$315

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 1849X Autism & Asperger’s Disorder

3 CEUs; \$315

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 1844X Behavior is Language

4 CEUs; \$465

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 1879X Child Abuse: Working with Abused & Neglected Children

3 CEUs; \$315

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 1848X Drugs & Alcohol in Schools

3 CEUs; \$315

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 1884X Early Childhood: Family-Centered Services

3 CEU; \$315

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 and Assessment

4 CEUs; \$465

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; \$465

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 CEU; \$465

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 1825X Educational Assessment

3 CEUs; \$315

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.

TEDX 1888X Harassment/ Bullying in School

3 CEUs; \$315

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 1868X Inclusion

3 CEUs; \$315

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 1880X Infant and Toddler Mental Health

3 CEUs; \$315

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

Partnership Programs

help the learner understand and identify their role as a childcare provider, educator, and early childhood professional.

TEDX 1846X Learning Disabilities

4 CEUs; \$465

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 1892X Read & Write in Content Area

3 CEUs; \$315

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 1881X Reading Fundamentals #1

3 CEUs; \$315

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; \$315

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; \$465

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.

TEDX 1896X Response to Intervention **NEW**

4 CEUs; \$465

RTI is a process schools can and should use to help students who are struggling with academics or behavior. Even though RTI is primarily linked to special education and the early identification of learning problems, RTI is not just for students in special education. RTI is for all students and is based on the premise that a student might be struggling due to instruction or the curriculum in the past, or in the current classroom. Every teacher will have students who are struggling and whether it's short term or long term, RTI is a valuable tool.

TEDX 1842X Six Traits of Writing Model **NEW**

3 CEUs; \$315

This course will discuss why writing is important and why teachers should include writing as often as possible in all content areas. The course will also include practical applications for assessing and teaching writing, including teaching students how to self-assess their own writing. The first chapter of this course will discuss why teaching writing is important and give you an introduction to the Six Traits of Writing Model. Through chapters 2, 3, and 4 we will discuss the elements of the Six Traits of Writing Model. Throughout those elements we will look at practical ways to use this model in your classroom.

TEDX 1872X Talented & Gifted

3 CEUs; \$315

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 1827X Teaching Diversity

3 CEUs; \$315

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 1889X Teaching Math Conceptually

3 CEUs; \$315

The course incorporates strategies for teaching concepts constructively and contextually. The goal is to gain a deeper understating 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 1843X Teaching Secondary Math Conceptually **NEW**

4 CEUs; \$465

This course will explore an instructional methodology that incorporates strategies for teaching concepts, constructively, and contextually. The goal is for you to gain a deeper understanding of the underlying concepts of various math topics and explore the principles of teaching those concepts to learners. The course will also explore teaching methodologies that support many federal and state standards. This course will focus on the topics of integers, fractions, factoring, and functions.

TEDX 1826X Traumatized Child

3 CEUs; \$315

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 1895X Try DI!: Planning & Preparing Differential Instruction Programs

4 CEUs; \$465

Try DI! is designed to provide you an opportunity to learn about an instructional framework, Differentiated Instruction (DI), aimed at creating

Partnership Programs

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 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 TEDX 1891X, 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.

TEDX 1894X Understand & Implement CCS 4 CEUs; \$465

The organization of the course covers the rationale for and design of the Common Core State Standards, the “Common Core Mindset” practitioners need for successful implementation, and what specific actions can be taken for deeper implementation across settings.

TEDX 1871X Understanding Aggression 4 CEUs; \$465

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 1845X Violence in Schools 3 CEUs; \$315

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 1891X Why DI? An Intro to DI 4 CEUs; \$465

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.



Looking to get into a high-demand career analyzing data? See page 10.

General Information

Division of Extended Learning Mission

The Division of Extended Learning is committed to providing personal and professional learning opportunities through innovative and relevant 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 credit and non-credit programs. The courses facilitate professional and organizational development, giving adults the opportunity to meet the on-going 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.

Please note that some EMSX courses are awarded different Continuing Education Unit credit hours, as the courses are approved by the Emergency Medical Services Authority (EMSA) and accepted for EMTs, AEMTs, and Paramedics toward recertification. The credits are included in the price of the course. California Board of Registered Nursing (BRN) continuing education units are available for a fee of \$15 for every 4 hours. These credits may be used by Nurses and Respiratory professionals.

The Division of Extended Learning reserves the right to reschedule, modify, or cancel courses or programs at any time.

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: 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: Courses for which graduate credit may be allowed toward degree requirements.

Lower Division 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 Division 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, 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

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

General Information

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).

Tuition

Tuition for the Division of Extended Learning courses varies per program. Current tuition rates can be found in the program/course descriptions.

Use of Social Security Number/Tax Credit Information

Students are required to show their Social Security Number in designated places on applications pursuant to the authority contained in Title 5, California Code of Regulations, Section 41201. The Social Security Number is used as a means of identifying records pertaining to the student as well as identifying the student for purposes of financial aid eligibility and disbursement, and the repayment of financial aid and other debts payable to the University. It is also necessary in order to receive Lifetime Learning or Hope Scholarship tax credit.

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 campus. Programs can be tailored to target an organization's unique challenges. National University can provide the services to maximize training budgets and may offer a discount for 15 or more people.

FINANCE AND PAYMENT OPTIONS

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 Affairs Education Benefits
- My Career Advancement Account (MyCAA)
- Workforce Innovation and Opportunity Act (WIOA)
- Employer Tuition Reimbursement

The Division of Extended Learning does work with full-time 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.

Payment Options

Payment can be made by either telephone, online through the student portal, 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 the Division of Extended Learning courses is required before attending class.

Division of Extended Learning Discounts

The Division of Extended Learning offers a 10% discount to National University current students and alumni on some of their courses and training seminars, including all test preparations and Teacher Development Courses. Discounts for school districts can be arranged. Please call for more information.

A 25% discount is offered to current National University Nursing students on AHA/NAEMT Continuing Education courses.

The Emergency Medical Technician Certificate program is eligible for the National University Military Tuition rate of \$166 per quarter unit (Undergraduate).

- **Eligibility Requirements:** Active Duty Military must provide copy of recent LES to activate discount prior to the first day of class.

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.



Thinking about becoming a teacher?
See page 12 to prepare for your required tests.

Policies and Procedures

ATTENDANCE

Academic Courses

Please refer to the Attendance Procedures in the General Policies and Procedures section of the National University General Catalog.

Continuing Education Courses

In order to obtain full Continuing Education 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.

Non-Credit Courses and Seminars

Attendance will be tracked and monitored by the instructor.

COURSE DROP AND WITHDRAWAL

A **drop** means a student has dropped a course prior to midnight (PST) of the 9th calendar day of session, and no grade or notation appears on student's record.

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

Academic Courses

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 in writing.

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 in writing.

Non-Credit 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.

Seminars

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

REFUND POLICIES

Academic and Continuing Education Unit Courses/Programs

For all courses, students must contact the Division of Extended Learning in writing to withdraw from the course and to request a refund.

Academic Courses and Programs

- 100% refund if course is dropped prior to midnight of the 9th calendar day of the session.
- 50% refund if the course is dropped on the 10th calendar day of the session.
- No refund for 0-66% of course remaining after the 10th day of the session.

*Online Non-Academic Courses

The Course fee is non-refundable after the first day of class access. The course fee can be applied toward the students re-enrollment for the same course within 1 year of original enrollment date.

*In-person, Hybrid or Partnered Courses

Tuition is non-refundable after the start of class.

All cases in which refunds are awarded, students will be charged a 10% processing fee and the cost of books and materials.

*Policies vary per program and are subject to change.

TRANSFER CREDIT

Some 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 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.
- 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.

Policies and Procedures

NUPI CODE OF STUDENT CONDUCT

The goals of the Marine Technology Program are designed to guide the student in becoming a safe practitioner in the commercial diving industry. The goals are partially fulfilled by holding the student accountable for safe and mature behaviors. The establishment of a code of ethics and conduct, in conjunction with professional standards of behavior, will help the student meet the expectations of the profession.

The following Marine Technology Program **Code of Student Conduct** has been established to make the student aware of guidelines regarding program expectations. These expectations are in keeping with the rights and responsibilities outlined in the University's Code of Student Conduct which can be found in the National University General Catalog.

Violations of this code will result in disciplinary action whether the offense occurs in the classroom or while participating in operations at University owned or operated facilities. Discipline may range from a documented verbal warning to dismissal from the program. Depending on the type or seriousness of the incident, the University disciplinary process may also be triggered. This is a separate process and may result in additional sanctions.

Reasons for disciplinary action may include but are NOT LIMITED TO:

1. Use of alcohol or drugs prior to or during class or while at off-site diving locations.

Examples may include but are not limited to:

- Alcohol on a student's person or detected on her/his breath. Slurred speech, glassy red eyes.
- Difficulty in maintaining his/her balance.
- Belligerent, combative, irrational behavior.
- Illogical or inappropriate decision-making that could endanger others.
- Possessing articles commonly associated with drug use.

2. Impairment by reason of mental or physical health, alcohol, or other mind-altering drugs which could expose students and faculty unnecessarily to risk of harm.

Examples may include but are not limited to:

- Demonstration of hallucination, delusion or combative behavior.
- Physically or verbally attacking or threatening to attack other students or faculty.
- Misleading and deceptive comments including slanderous remarks or actions.

3. Unprofessional or dishonorable conduct which may deceive, defraud, or injure the public, school staff, other students, and faculty.

Examples may include but are not limited to:

- The brandishing of any kind of knife, firearm, or other instrument that could be used as a weapon or that could frighten others.
- Informing fellow students, staff members, or faculty that a procedure has been done when in fact it has been omitted.
- Failing to follow instructional directives.
- Falsifying of records.
- Stealing.

4. Aiding another student in deceiving or attempting to deceive the faculty in obtaining exam or other course materials.

Examples may include but are not limited to:

- Cheating on an exam or allowing another student to copy answers.
- Plagiarizing data for any reason.
- Submitting late papers and then informing the instructor that the paper was previously submitted.
- Using codes, gestures, or any other types of conduct designed to share or obtain answers from another student.
- Using "crib" notes or writing answers on the walls or desk tops, etc.
- Utilizing advanced technology for sharing of information via text messaging, internet, etc.

5. Damaging or destroying school property or equipment or removing property or equipment from campus or dive site.

Examples may include but are not limited to:

- Defacing laboratory or classroom equipment in any way.
- Destroying computers, printers, library magazine or journal articles.
- Removal of property of any kind from the lab.

6. Using profane language or gestures.

Examples may include but are not limited to:

- Using profane or obscene language or obscenities, or words and phrases that are derogatory or demeaning.
- Using language or engaging in conduct that could be construed as sexual harassment under the National University policy on sexual harassment.
- Demonstrating obscene gestures.
- Making derogatory statements regarding a specific cultural, ethnicity or other protected group.

7. Being disruptive, habitually late, or absent from class or off-site diving locations.

Examples may include but are not limited to:

- Arguing with faculty over an assignment, examination, or practical evolution.
- Habitually arriving to class late and disrupting instruction that is in progress.
- Having beepers, cell phones, computers, or other electronic devices which are not on silent mode during practical evolutions or class time. Electronic devices should not be visible in the classroom or on dive station.
- Cameras or picture taking with phone cameras are prohibited without approval from the lead instructor or general manager.

8. Physically or verbally assaulting others, demonstrating poor coping mechanisms or becoming confrontational during the instructional process or educational experience.

Examples may include but are not limited to:

- Grabbing, hitting or assaulting a student, staff, faculty or other persons affiliated with the university.

Policies and Procedures

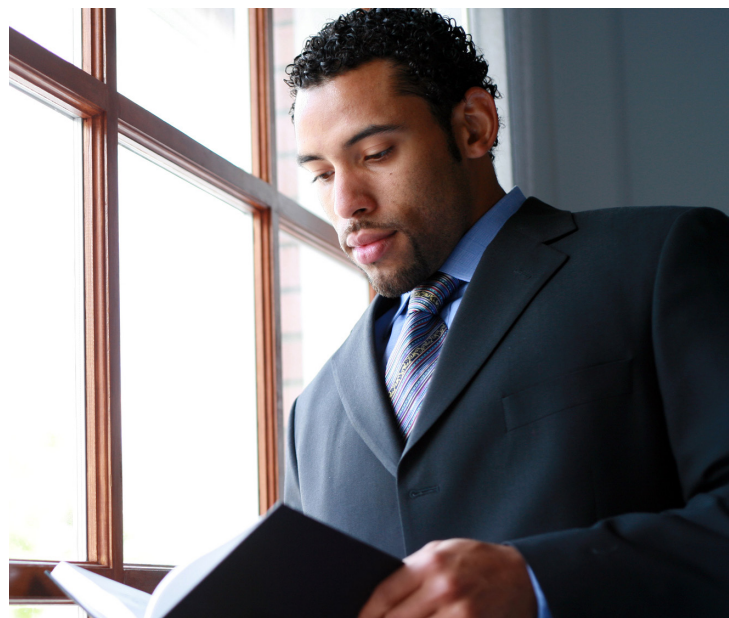
- Using menacing, aggressive verbal or physical behavior.
 - Shouting obscene or abusive words.
 - Being argumentative and menacing.
 - Threatening others with physical or personal injury.
9. Refusing to adhere to the specified dress code and code of student conduct.

Examples may include but are not limited to:

- Dressing in a garment that is not the designated uniform for physical training, classroom, and practical evolutions.
 - Refusing to follow uniform policy or failure to meet the program's professional expectations.
10. Demonstrating behaviors that could be categorized as harassment.

Examples may include but are not limited to:

- Following or stalking a staff member around campus or to the staff member's home or other places. The proper method for school discussions is for the student to visit the staff member during office hours or to make an appointment.
- Calling staff members at home without specific permission.
- Making repeated phone calls to the staff member's office or home to challenge grade or assignment.
- Making obscene calls to the staff member's office or home.
- Harassing another student or staff member is in violation of the University's policy on sexual harassment.



Interested in a career in Law? See page 7.

NUPI SUPPLEMENTAL INFORMATION

Student Supply List

Details about the Commercial Diving program supply requirements are given at the mandatory orientation.

Recommended Retailers and price lists are available upon request.

REQUIRED BY FIRST DAY

General Classroom Supplies

- Highlighters
- Index Cards
- Notebook
- Pencil (#2), Pens (black or blue ink)

Required Campus Uniform

- Composite-Toe Safety Boots
- Hard Hat, Eye Protection (provided to student)
- Long Pants (jeans or other 100% cotton recommended)
- NUPI T-shirts (provided to student)

While these protection items are not used every single day, you are required to have them in your possession each day for field instruction purposes.

Physical Training Supplies

- Black Running Shorts
- Running Shoes
- Steel Toe Boots
- Swimwear
- Towel

REQUIRED BY THIRD MONTH

Diving Supplies

- #2 or #3 Swivel Brass Clips (minimum of 1)
- Diving Bottom Boots
- Dive Knife
- Neoprene Dive Socks (soft soles)
- Neoprene Wetsuit (5-7 mm recommended)
- Stainless Shackle, "Lock Tight"
- Weight Belt with Buckle and Weights (10-18 lbs)

Policies and Procedures

EMS STUDENT CODE OF CONDUCT

The goals of the Emergency Medical Services (EMS) Professions programs are designed to guide the student in becoming a safe practitioner of prehospital care. The goals are partially fulfilled by holding the student accountable for their behavior(s). Further, the establishment of a code of ethics and conduct, in conjunction with professional standards of behavior will help the student meet the expectations of the profession.

The following EMS Program Student Code of Conduct has been established to make the student aware of guidelines regarding the program's expectations. These expectations are in keeping with the rights and responsibilities outlined in the University's Student Code of Conduct which can be found in the National University General Catalog.

Violations of this Code, whether occurring in the classroom, any University owned or operated facility, online, at clinical sites, or during ride-alongs will result in disciplinary action. Discipline from the EMS Program can range from a documented verbal warning to dismissal from the academic program. Depending on the type or severity of the incident, the University disciplinary process may also be triggered. This process is handled by the Office of Student Conduct, and separate from the EMS Program. That separate process may result in additional sanctions.

Reasons for disciplinary action may include but are NOT LIMITED TO:

1. Use of alcohol or drugs prior to or during class or clinical shift.

Examples may include but are not limited to:

- Alcohol on a student's person or detected on their breath. Slurred speech, glassy red eyes
- Difficulty in maintaining their balance
- Belligerent, combative, irrational behavior
- Illogical or inappropriate decision-making that could endanger clients or others
- Possessing articles commonly associated with drug use

2. Impairment by reason of mental or physical health, alcohol, or other mind-altering drugs that could unnecessarily expose patients, the public, students or faculty to risk of harm.

Examples may include but are not limited to:

- Demonstration of hallucination, delusion or combative behavior
- Physically or verbally attacking or threatening to attack patients, family of patients, other students, faculty or staff
- Misleading or deceptive comments, including slanderous remarks or actions

3. Unprofessional or dishonorable conduct that may deceive, defraud, or injure clients, the public, school staff, other students, or faculty.

Examples may include but are not limited to:

- The brandishing of any kind of knife, firearm, or other instrument that could be used as a weapon or that could frighten others
- Informing the Clinical Teaching Assistant, staff member, or faculty member that a treatment, medicine, or procedure has been done when in fact it has been omitted

- Possessing medications including narcotics that need to be credited to the patient or returned to the narcotic locker or the pharmacy
- Omitting the administration of medications, treatments or other necessary activities that could endanger the patient's life
- Failing to follow instructional directives
- Falsifying of records
- Stealing

4. Failure to care adequately for patients or to conform to minimum standards of acceptable practice under the supervision of the faculty, Clinical Teaching Assistant, or the designee of the facility.

Examples may include but are not limited to:

- Failure to follow the plan of care including medications, treatments, or other treatment activities
- Failure to administer medications in a responsible manner
- Failure to follow the instructional directives of the clinical preceptor or faculty member
- Failure to wait for instructor supervision when directed to do so by program or student policy
- Disclosing confidential information or knowledge concerning a patient except where required by law
- Performing any act beyond the scope of students approved level of practice

5. Aiding another student in deceiving or attempting to deceive the faculty in obtaining exam or other course materials.

Examples may include but are not limited to:

- Cheating on an exam or allowing another student to copy answers
- Plagiarizing data for any reason
- Submitting late papers and then informing the instructor that the paper was previously submitted
- Using codes, gestures, or any other types of conduct designed to share or obtain answers from another student
- Using "crib" notes or writing answers on the walls or desk tops, etc.
- Utilizing advanced technology for sharing of information via text messaging, internet, etc.
- Accessing on-line testing material before or after designated time frame

6. Damaging or destroying school or hospital property or equipment or removing property or equipment from campus or a clinical site.

Examples may include but are not limited to:

- Removing limbs, eyes or other body parts from the teaching mannequins or torsos
- Defacing laboratory or classroom equipment in any way
- Destroying computers, printers, library magazine or journal articles
- Removal of property of any kind from the lab

Policies and Procedures

7. Using profane language or gestures.

Examples may include but are not limited to:

- Using profane or obscene language or obscenities, or words and phrases that are derogatory or demeaning
- Using language or engaging in conduct that could be construed as sexual harassment under the National University policy on sexual harassment
- Demonstrating obscene gestures
- Making derogatory statements regarding a specific cultural, ethnicity or other protected group

8. Disruption or obstruction or interference with teaching, classes, research, administration, the educational environment or experience. Being habitually late, or absent from class or clinical.

Examples may include but are not limited to:

- Arguing with faculty or instructors over an assignment, examination, or other academic or clinical issue. The University recognizes the value of class discussion and debate. However, the University will not tolerate students who are knowingly confrontational or who knowingly attempt to embarrass or intimidate, making gestures, slamming down books, or talking loudly when someone else has the attention of the group. Monopolizing class time to share personal family problems or medical experience.
- Habitually arriving to class late and disrupting instruction that is in progress
- Missing more than one scheduled clinical shift without prior notification to the faculty and Clinical Coordinator
- Failing to call the faculty and Clinical Coordinator when an absence from clinical occurs
- Having beepers, cell phones, computers, or informational devices that are not on silent mode during clinical or class time. Electronic devices, including earphones or telephones in ears, should not be visible in the clinical area
- Cameras or picture taking with phone cameras are prohibited without EMS department approval from the Program Director or Clinical Coordinator

9. Physically or verbally assaulting others, demonstrating poor coping mechanisms or becoming confrontational during the instructional process or educational experience.

Examples may include but are not limited to:

- Grabbing, hitting, or assaulting a student, patient, faculty member, or other persons affiliated with the college or clinical site
- Using menacing or aggressive verbal or physical behavior
- Shouting obscene or abusive words
- Being argumentative and menacing
- Threatening others with physical or personal injury
- Causing or participating in an incident that attracts attention during clinical rotations

10. Refusing to adhere to the specified dress code and code of student conduct.

Examples may include but are not limited to:

- Dressing in a garment other than the designated uniform during the clinical experience
- Refusing to follow uniform policy or failure to meet the program's professional expectations
- Arriving at clinical without proper grooming or arriving in a dirty or wrinkled uniform

11. Demonstrating behaviors that could be categorized as harassment.

Examples may include but are not limited to:

- Following or stalking a faculty member around campus or to the faculty member's home or other places. Except in an emergency or under conditions previously approved by the faculty member, the proper method for school discussions is for the student to visit the instructor during office hours or to make an appointment
- Calling faculty/administrators at home without specific permission
- Making repeated phone calls to the faculty member's office or home to challenge grade or assignment
- Making obscene calls to the faculty member's office or home
- Harassing another student or faculty member in violation of the University policy on sexual harassment

Process of Adjudicating Violations to the EMS Student Code of Conduct

The National University Program Director for the Emergency Medical Services program is the University official designated to be responsible for the administration of this EMS Student Code of Conduct.

The term "Complainant" refers to a person bringing forth allegations of potential violations of University policy, rule, procedures, and/or code. The University will evaluate the allegations in determining whether to pursue charges.

The term "Respondent/Accused" refers to a student or student organization charged or alleged to have violated University policy, rule, procedures, and/or code.

Jurisdiction of the EMS Student Code of Conduct: The Code shall apply to conduct that occurs as part of the EMS Program, at University-sponsored activities, and to off-campus conduct that adversely affects the EMS Program and/or University.

Each student shall be responsible for his or her conduct from the time of application for admission until the individual is no longer considered a current student, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment even if the student's conduct is not discovered until after a degree is awarded.

Within seven business days of determining a student has committed Academic Misconduct, the instructor shall:

Policies and Procedures

1. Make every reasonable attempt to meet with the student in order to notify the student of the potential misconduct and hear any explanation from the student prior to assigning appropriate classroom sanctions.
 - Instructors must consult with/or notify their department chair/director during this period
2. An incident report will be filed through the Incident Reporting Tool on the NU website, to report the alleged misconduct, document the meeting and assign appropriate classroom sanction(s) as appropriate.
3. The faculty will discuss and document the student infraction with the EMS Program Director to ascertain possible student sanctions.
4. The EMS Program Director will notify the Office of Student Conduct of the alleged violation and of the sanction(s). The Student Conduct Officer will use the Maxient Information System to communicate to the accused student the charge, and sanction(s). Should the student wish to contest the misconduct charge and/or sanctions, the Student Conduct Officer will provide information regarding appropriate options for further procedures, pursuant to the EMS Student Code of Conduct.
 - Based on the severity of the incident and the student's conduct history, the Program Director and Student Conduct Officer may choose to meet with the student for a meeting, during which time additional sanctions (including but not limited to, probation, loss of privileges, discretionary sanctions, suspension, withdrawal from program and/or department, denial of academic credit, or expulsion) may be imposed
5. The EMS Program Director will work with a Student Conduct Officer to determine the appropriate resolution for the charges, which may include one or more of the following possible outcomes:
 - Insufficient Cause. If the fact finding process finds insufficient cause to charge a student with violating the EMS Conduct Code, and/or if the fact finding indicates that the student is not responsible for the violations, they will be informed of that in writing by the EMS Program Director and the Student Conduct Officer
 - Mediation. In appropriate cases, the EMS Program Director and the Student Conduct Officer may coordinate a mediation process with the complainant and the accused student. Mediation is a voluntary process in which the parties involved meet with a neutral third party to discuss and design a resolution of the issues of concern. Mediation often results in a written agreement that is drafted and signed by both parties.
6. In all programmatic misconduct cases described above, students may contest the charges and/or the sanctions and request an appeal of the program specific adjudication by notifying the Student Conduct Officer within five working days of receiving the notification of the charges and sanctions.
 - Appeals are to be made in writing to The Office of Student Conduct. The Student Conduct Officer will gather pertinent information and forward the appeal the Executive Director of Extended Learning.

EMT PROGRAM SUPPLEMENTAL INFORMATION

Student Uniform Requirements

While uniform shirts are provided to all EMT students on the first day of class, students are responsible for purchasing the following uniform items by the end of the first week.

Uniform recommendations are available upon request.

- Navy Blue work pants (heavy duty cotton)
- Black Uniform Boots (Steel-toe preferred)
- Black Belt
- Watch with second hand
- Laptop/Tablet recommended for e-textbook access



Considering advancing your career? See why women in leadership positions are invaluable on page 6.

Student Services

Career Services

Career Services is committed to providing professional career and employment related services to National University's current students and alumni in the following areas: resume review and development, job search assistance, interviewing and negotiating techniques, career management assistance and career exploration through online assessments for those seeking additional support.

Visit nu.edu/OurPrograms/StudentServices/CareerCenter.html or call 858.541.7950 or email careerservices@nu.edu for more information.

Division of Extended Learning Discounts

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The Emergency Medical Technician Certificate program is eligible for the National University Military Tuition rate of \$166 per quarter unit (Undergraduate).

- **Eligibility Requirements:** Active Duty Military must provide copy of recent LES to activate discount prior to the first day of class.

Employer Tuition Reimbursement

The Division of Extended Learning does accept employers tuition reimbursement. We encourage students to ask their manager or human resource representative about this option.

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, MyCAA, and/or the Work-force Innovation and Opportunity Act (WIOA). The Division of Extended Learning does work with full-time 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.

For more information, please call (858) 642-8500 or email financialaid@nu.edu.

Mathematics Tutoring

National University students have the opportunity to work one-on-one with math tutors in algebra, geometry, calculus, and statistics. Tutoring is also available in chemistry and physics. Experienced tutors help students further their skills and build confidence. Mathematics tutors are available to work with students online or onsite in San Diego, Los Angeles and Fresno.

Visit nu.edu/OurPrograms/StudentServices/mathcenter.html for more information.

Online Scheduler

<http://numath.mywconline.com>

National University Library

The Library offers a wide range of resources and services designed to meet the needs of all students. Free document delivery of books and articles is available to current students. Library services include tutorials, research guides, and consultations.

Location: Spectrum Campus
9393 Lightwave Avenue San Diego, CA 92123

Library Services: <http://nu.libguides.com/services>

Online Library: <http://library.nu.edu>

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 Spectrum Campus, Veterans Affairs Department.

(858) 541-7970, or (800) 628-8648, ext. 7970

nu.edu/OurPrograms/StudentServices/VeteransAffairs.html

Writing Center

National University students have the opportunity to work one-on-one with writing consultants to develop their writing and critical thinking skills via synchronous appointments with the Online Writing Center and in person in San Diego, Los Angeles, and Fresno.

Writing Center Services

nu.edu/OurPrograms/StudentServices/WritingCenter.html

See the appendix for more details.



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