

# KAPLAN UNIVERSITY

## 2009–2010 CATALOG ADDENDUM

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Addenda are published on a regular basis and reflect changes to policies and programs based on decisions made by the University during the previous term.



# Table of Contents

## Policy Information

### University Information

Accrediting Agencies, Approvals, and Memberships .....	7
Facilities .....	7
Tutoring .....	7

### Admissions Information

General Policies .....	7
International Applicants .....	7
Policy of Nondiscrimination .....	8
Transfer of Credit Between Kaplan Higher Education Institutions .....	9
Student Technology Requirements for Online Courses .....	9

### Academic Information

Changes in Programs or Policies .....	10
Definition of an Academic Year .....	10
Dropping or Adding Courses .....	10
Leave of Absence .....	10
Program Transfers .....	11
Refresher Courses for Graduates .....	11
Withdrawal From the University .....	11

### Academic Standards

Pass/Fail Option .....	12
------------------------	----

### Financial Information

Financial Aid Services .....	12
------------------------------	----

## Undergraduate Programs

### Program and Course Changes

College of Arts and Sciences Programs .....	14
School of Business and Management Programs .....	21
School of Criminal Justice Programs .....	26
School of Health Sciences Programs .....	33
School of Information Systems and Technology Programs .....	42
School of Legal Studies Programs .....	46
School of Nursing Programs .....	50

### Undergraduate Course Descriptions

Discontinued Courses .....	52
Revised Course Titles/Numbers .....	52
Course Prerequisite Changes .....	52
Course Descriptions .....	53

## Graduate Programs

### Program and Course Changes

School of Business and Management Programs .....	62
School of Graduate Education Programs .....	64
School of Information Systems and Technology Programs .....	70
School of Legal Studies Programs .....	72
School of Nursing Programs .....	73

### Graduate Course Descriptions

Discontinued Courses .....	74
Revised Course Titles .....	74
Revised Course Credits .....	74
Course Prerequisite Changes .....	74
Course Descriptions .....	74

## Concord Law School

### School Policies

Financial Aid Services .....	77
Concord Law School Course Descriptions .....	77
Concord Law School Administrators and Faculty Members .....	78

## Academic Leadership and Administration

Kaplan University Administrators and Academic Leadership .....	79
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## Other Information

Ownership .....	81
Kaplan Higher Education Campuses .....	82

# Kaplan University

## Contact Information

### ONLINE

#### ONLINE REGISTRAR'S OFFICE

550 West Van Buren Street, 7th Floor  
Chicago, IL 60607

Tel: 866.522.7747 (Toll Free)

Fax: 800.588.4127 (Toll Free)

#### ONLINE PROGRAMS/ ADMISSIONS

6301 Kaplan University Avenue  
Fort Lauderdale, FL 33309

Tel: 866.527.5268 (Toll Free)

#### Office for Returning Students

Tel: 888.252.7895,

ext. 4911 (Toll Free)

4646 East Van Buren Street

Phoenix, AZ 85008

Tel: 866.527.5268 (Toll Free)

6600 North Andrews Avenue

Fort Lauderdale, FL 33309

Tel: 866.527.5268 (Toll Free)

12650 Ingenuity Drive

Orlando, FL 32826

Tel: 866.527.5268 (Toll Free)

#### ONLINE SUPPORT CENTERS

6301 Kaplan University Avenue

Fort Lauderdale, FL 33309

550 West Van Buren Street, 7th Floor

Chicago, IL 60607

Tel: 866.522.7747 (Toll Free)

Email: techsupport@kaplan.edu

#### PRIOR LEARNING ASSESSMENT CENTER

550 West Van Buren Street, 7th Floor

Chicago, IL 60607

Fax: 800.582.9261 (Toll Free)

#### CONCORD LAW SCHOOL

10866 Wilshire Boulevard,

Suite 1200

Los Angeles, CA 90024

Tel: 310.689.3200

Fax: 310.470.3547

### CAMPUSES

#### MAIN CAMPUS

##### Davenport

1801 East Kimberly Road, Suite 1

Davenport, IA 52807

Tel: 563.355.3500

Tel: 800.747.1035 (Toll Free)

Fax: 563.355.1320

#### IOWA

##### Cedar Falls

7009 Nordic Drive

Cedar Falls, IA 50613

Tel: 319.277.0220

##### Cedar Rapids

3165 Edgewood Parkway, SW

Cedar Rapids, IA 52404

Tel: 319.363.0481

##### Council Bluffs

1751 Madison Avenue, Suite 750

Council Bluffs, IA 51503

Tel: 712.328.4212

##### Des Moines

4655 121st Street

Urbandale, IA 50323

Tel: 515.727.2100

##### Mason City

Plaza West

2570 4th Street, SW

Mason City, IA 50401

Tel: 641.423.2530

#### MARYLAND

##### Frederick

5301 Buckeystown Pike, Suite 103

Frederick, MD 21704

Tel: 877.510.2300 (Toll Free)

Tel: 301.682.4882

##### Hagerstown

18618 Crestwood Drive

Hagerstown, MD 21742

Tel: 800.422.2670 (Toll Free)

Tel: 301.739.2670

#### NEBRASKA

##### Lincoln

1821 K Street

Lincoln, NE 68508

Tel: 402.474.5315

##### Omaha

5425 North 103rd Street

Omaha, NE 68134

Tel: 402.572.8500

### KAPLAN UNIVERSITY LEARNING CENTER

#### WISCONSIN

##### Milwaukee

201 West Wisconsin Avenue

Milwaukee, WI 53203

Tel: 414.223.2105

When confirming accreditation, please note that Kaplan University's main campus is located in Iowa.

### Business Offices

	6301 KAPLAN UNIVERSITY AVENUE FORT LAUDERDALE, FL (ONLINE)	6600 NORTH ANDREWS AVENUE FORT LAUDERDALE, FL (ONLINE)	CHICAGO, IL (ONLINE)	DAVENPORT, IA (ONSITE)	PHOENIX, AZ (ONLINE)	ORLANDO, FL (ONLINE)
Academic Advising	X	X	X	X	X	
Admissions	X		X	X	X	X
Financial Aid	X		X	X	X	X
Online Registrar's Office			X			
Support Services	X			X		

# Kaplan University Program Offerings

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Frederick	Hagerstown	Lincoln	Mason City	Omaha	Learning Center, Milwaukee
<b>PROFESSIONAL LAW DEGREES</b>												
Juris Doctor (JD)	X											
Executive Juris Doctor (EJD)	X											
<b>MASTER'S DEGREES</b>												
Master of Arts in Teaching	X											
Master of Business Administration	X	X	X	X	X	X			X	X	X	
Master of Science in Accounting	X											
Master of Science in Criminal Justice	X											
Master of Science in Education	X											
Master of Science in Higher Education	X											
Master of Science in Information Technology	X											
Master of Science in Legal Studies	X											
Master of Science in Management	X											
Master of Science in Nursing	X											
<b>BACHELOR'S DEGREES</b>												
<b>Advanced Start</b>												
Advanced Start Bachelor of Science in Accounting	X	X		X		X					X	X
Advanced Start Bachelor of Science in Business Administration	X	X	X	X	X	X		X	X	X	X	X
Advanced Start Bachelor of Science in Communication	X	X										
Advanced Start Bachelor of Science in Criminal Justice	X	X	X	X		X			X	X	X	X
Advanced Start Bachelor of Science in Criminal Justice Administration and Management	X											
Advanced Start Bachelor of Science in Environmental Policy and Management	X											
Advanced Start Bachelor of Science in Fire and Emergency Management	X											
Advanced Start Bachelor of Science in Fire Science	X											
Advanced Start Bachelor of Science in Health and Wellness	X											X
Advanced Start Bachelor of Science in Health Science	X					X			X			X
Advanced Start Bachelor of Science in Human Services	X											X
Advanced Start Bachelor of Science in Information Technology	X	X	X	X		X		X	X		X	X
Advanced Start Bachelor of Science in International and Comparative Criminal Justice	X											
Advanced Start Bachelor of Science in Legal Studies	X	X										
Advanced Start Bachelor of Science in Nutrition Science	X											X
Advanced Start Bachelor of Science in Paralegal Studies	X	X										X
Advanced Start Bachelor of Science in Professional Studies	X											
Advanced Start Bachelor of Science in Public Administration and Policy	X											
Advanced Start Bachelor of Science in Psychology	X	X										X
<b>Bachelor of Science</b>												
Bachelor of Science in Accounting	X	X		X		X					X	X

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Frederick	Hagerstown	Lincoln	Mason City	Omaha	Learning Center, Milwaukee
<b>Bachelor of Science (continued)</b>												
Bachelor of Science in Business Administration	X	X	X	X	X	X		X	X	X	X	X
Bachelor of Science in Communication	X	X										
Bachelor of Science in Criminal Justice	X	X	X	X		X			X	X	X	X
Bachelor of Science in Criminal Justice Administration and Management	X											
Bachelor of Science in Environmental Policy and Management	X											
Bachelor of Science in Fire and Emergency Management	X											
Bachelor of Science in Fire Science	X											
Bachelor of Science in Health and Wellness	X											X
Bachelor of Science in Health Information Management	X											
Bachelor of Science in Health Science	X					X			X			X
Bachelor of Science in Human Services	X											X
Bachelor of Science in Information Technology	X	X	X	X		X		X	X		X	X
Bachelor of Science in International and Comparative Criminal Justice	X											
Bachelor of Science in Legal Studies	X	X										
Bachelor of Science in Liberal Studies	X											X
Bachelor of Science in Nursing	X											
Bachelor of Science in Nutrition Science	X											X
Bachelor of Science in Paralegal Studies	X	X										X
Bachelor of Science in Public Administration and Policy	X											
Bachelor of Science in Professional Studies	X											
Bachelor of Science in Psychology	X	X										X
<b>ASSOCIATE'S DEGREES</b>												
Associate of Science in Interdisciplinary Studies	X	X	X	X	X	X			X	X	X	X
Associate of Science in Nursing (offered in Fort Lauderdale, Florida, only)	X											
Associate of Applied Science in Accounting	X	X	X	X		X		X	X	X	X	X
Associate of Applied Science in Business Administration	X	X	X	X	X	X		X	X	X	X	X
Associate of Applied Science in Computer Forensics								X				
Associate of Applied Science in Criminal Justice	X	X	X	X	X	X		X	X	X	X	X
Associate of Applied Science in Fire Science	X											
Associate of Applied Science in Global Travel and Hospitality Management	X	X										X
Associate of Applied Science in Graphic Design								X				
Associate of Applied Science in Health Information Technology	X							X				
Associate of Applied Science in Human Services	X											X
Associate of Applied Science in Information Technology	X	X	X	X	X	X		X	X	X	X	X
Associate of Applied Science in Medical Assisting	X	X	X	X	X	X		X	X	X	X	
Associate of Applied Science in Medical Office Management	X	X		X	X	X						
Associate of Applied Science in Medical Transcription	X	X						X				
Associate of Applied Science in Paralegal Studies	X	X	X			X		X	X	X	X	X

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Frederick	Hagerstown	Lincoln	Mason City	Omaha	Learning Center, Milwaukee
<b>Associate's Degrees (continued)</b>												
Associate of Applied Science in Public Administration	X											
<b>DIPLOMA PROGRAMS</b>												
Dental Assistant Diploma											X	
Practical Nursing Diploma			X	X		X			X		X	
<b>CERTIFICATE PROGRAMS</b>												
Computer Systems Technician Certificate		X	X	X		X			X	X	X	
Corrections Certificate	X											
Crime Scene Technician Certificate	X											
Dental Assistant Certificate							X					
Global Travel and Hospitality Management Certificate		X										
Information Technology Pathway Certificate	X	X										
Internet and Website Development Certificate	X	X										
Introduction to Computer Programming Language Certificate	X	X										
Legal Secretary Certificate	X											
Management and Supervision Certificate in Criminal Justice	X											
Medical Assistant Certificate							X	X				
Medical Billing/Coding Certificate								X				
Office Management Certificate		X	X	X	X	X			X	X	X	
Pathway to Paralegal Postbaccalaureate Certificate	X	X										
Phlebotomist Certificate								X				
Private Security Certificate	X											
Private Security Management Certificate	X											

# POLICY INFORMATION

Unless otherwise noted, students enrolled at a Learning Center must adhere to Kaplan University online policies and procedures as stated in the University Catalog and Addendum.

## UNIVERSITY INFORMATION

The addition of the Indiana Commission on Proprietary Education to Kaplan University's Accrediting Agencies, Approvals, and Memberships is effective August 5, 2009; the addition of the Arkansas Higher Education Coordinating Board is effective November 11, 2009; changes to the Associate of Applied Science in Health Information Technology's statement of accreditation are effective November 11, 2009:

### Accrediting Agencies, Approvals, and Memberships

- Kaplan University is regulated by the Indiana Commission on Proprietary Education:  
302 West Washington Street, Room E201  
Indianapolis, IN 46204-2767  
Tel: 800.227.5695 (Toll Free)  
Tel: 317.232.1320
- Kaplan University is certified to offer online degree programs by the Arkansas Higher Education Coordinating Board. Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code §6-61-301.
- The Associate of Applied Science in Health Information Technology program offered onsite in Hagerstown is accredited by the Commission on Accreditation for Health Informatics and Information Education (CAHIIM). The online program has applied for CAHIIM accreditation and is currently in candidacy status. CAHIIM can be contacted at:  
223 North Michigan Avenue, Suite 2150  
Chicago, IL 60601  
Tel: 312.233.1183

The addition of the Milwaukee Learning Center to Kaplan University's facilities is effective August 5, 2009; changes to the Lincoln, Nebraska, campus description are effective November 11, 2009:

### Facilities

#### CAMPUS

The Lincoln, Nebraska, campus is located at 1821 K Street. This 47,000 square-foot building is located close to both business and cultural activities.

#### LEARNING CENTER

The Milwaukee Learning Center is located at 201 West Wisconsin Avenue and encompasses 7,355 square feet.

The following changes to Kaplan University's Tutoring policy are effective August 5, 2009:

### Tutoring

Students who need extra assistance because of academic difficulties may inquire about available tutoring services through their Academic Advisor (online), the Academic Success Center (onsite), or the Academic Dean (Learning Center). Tutorial sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. Any tutorial sessions are intended to supplement, not replace, class attendance or personal study time. The availability of tutoring resources may be limited to certain courses and/or subject areas.

## ADMISSIONS INFORMATION

The following changes to Kaplan University's general admissions policies in regards to undergraduate programs are effective November 11, 2009:

### General Policies

An applicant to the University's undergraduate programs must:

- a. Be a high school graduate, or
- b. Possess a General Education Development (GED) certificate, or
- c. Possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and recognized by the student's home state, and be beyond the age of compulsory attendance in that state, or
- d. Be a high school senior eligible to apply and submit proof of high school graduation.

The following changes to Kaplan University's International Applicants Admissions Policy are effective November 11, 2009:

### International Applicants

The University is authorized under federal law to enroll nonimmigrant, alien students. International applicants interested in enrolling in an online nursing, health science, or education program should contact their Admissions Advisor for information related to international availability. Not all programs are available for enrollment. In addition to the general requirements listed in the University Catalog, additional requirements apply to all international students. International students who wish to be admitted to any Kaplan University for-credit program must:

1. Be 18 years or older;
2. If applying to an onsite program, submit bank statement(s), with balance(s) converted into U.S. dollars, indicating that the student or parent/guardian has sufficient funds to cover the costs of tuition, fees, and/or living expenses for the entire program of study, or a certified government sponsor letter indicating that tuition, fees, and/or living expenses will be paid in advance of each term. If enrolled in English language course(s) at another institution, bank statement(s) or a certified government sponsor letter proving sufficient funds for the entire University program can be submitted along with the Enrollment Agreement;
3. Demonstrate a command of oral and written English skills to ensure they are prepared to complete the college-level coursework.

Minimum required TOEFL or IELTS scores are as follows:

TOEFL	PAPER-BASED	COMPUTER-BASED	INTERNET-BASED
Undergraduate	525	195	71
Graduate	550	213	80

IELTS	
Undergraduate	6
Graduate	6.5

- If applying to an onsite program, submit an enrollment fee of \$100.00 U.S. with the Enrollment Agreement, which will exempt the student from paying administrative, application, and registration fees stated on the Tuition and Fees Schedule, if applicable. The application fee is fully refundable if the applicant decides not to complete the enrollment process or is not accepted by the University;
- If applying to an onsite program, submit a registration fee of \$100.00 U.S. Upon receipt of the Enrollment Agreement, the University will issue the appropriate paperwork to students attending a residential campus in order to apply for a student visa. If enrolled in English language course(s) at another institution, final acceptance will be contingent upon the above-referenced TOEFL/IELTS score and sufficient funds to cover the costs of tuition, fees, and/or living expenses for the entire University program;
- If applying to an online program, submit a tuition deposit and/or application fee as stated on the Enrollment Agreement; and
- Submit a high school or official college transcript (as required by the program of application). Transcripts from foreign institutions must meet the same requirements as domestic institutions. Foreign transcripts must be translated into English along with an explanation of the grading scale, and evaluated for equivalency to a United States high school or college diploma by an authorized school official, appropriate outside agency, or approved foreign credential evaluator and submitted prior to enrollment. Evaluation documents must include U.S. equivalency of the degree and/or diploma, and a course-by-course equivalency evaluation if the student desires to receive credit for individual courses. For undergraduate students, any costs incurred as a result of this service will be the responsibility of the student, and may range from approximately \$50.00 to \$150.00 U.S.

The following changes to Kaplan University's Policy of Nondiscrimination are effective October 14, 2009:

## Policy of Nondiscrimination

The University does not discriminate on the basis of race, color, religion, ancestry, national origin, age, nondisqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students or in the implementation of its policies,

procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

The University's policies and practices are in accordance with all applicable laws and regulations, including:

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color, or national origin);
- Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR Part 105 (barring discrimination on the basis of sex);
- The Family Educational Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99;
- Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap);
- The Age Discrimination Act of 1975 and the implementing regulations 45 CFR Part 90; and
- The Americans With Disabilities Act of 1990 and the implementing regulations in 29 CFR Part 1630 (1992).

The University is committed to full compliance with these laws and has appointed compliance coordinators to assist those who have questions or concerns with respect to the University's compliance with these laws. The name, address, and telephone number of these staff members are available through the University.

The University has designated the following person as the Director of the Center for Disability Services:

Justin O'Sullivan  
6301 Kaplan University Avenue  
Fort Lauderdale, FL 33309  
Tel: 954.515.3378  
Email: JO'Sullivan@kaplan.edu

The University has designated the following person to resolve complaints of age or gender discrimination:

Teshanne Phillip  
Student Relations Manager  
6301 Kaplan University Avenue  
Fort Lauderdale, FL 33309  
Tel: 954.515.3635  
Email: TPhillip@kaplan.edu

Pursuant to the Rehabilitation Act of 1973 (Section 504) and the 1990 Americans With Disabilities Act (ADA), Kaplan University will provide reasonable and individualized academic modifications for students who have provided proper documentation outlining their disabilities and have requested reasonable and appropriate accommodations. Because each student's disabilities may differ in degree and impact, reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment or as the need arises due to disability. Documentation to support the disability must be provided to the University at the time of the request. Information pertaining to a student's disability is voluntary and confidential. If this information is supplied, it will be used to seek to overcome the effects of conditions that limit the participation of qualified disabled students.

## ONLINE

The Center for Disability Services is the primary office responsible for the coordination of services for students with disabilities. Students seeking reasonable and appropriate accommodations may request, through their Academic Advisor, to be placed in contact with the Center for Disability Services. The Director of the Center for Disability Services is:

Justin O'Sullivan  
6301 Kaplan University Avenue  
Fort Lauderdale, FL 33309  
Tel: 954.515.3378  
Email: JO'Sullivan@kaplan.edu

## ONSITE

The name, address, and telephone number of the Disabilities Coordinator are noted in a supplement to this Catalog, are posted in the Admissions Office, and can be obtained from the Campus President/Executive Director.

The following changes to the Transfer of Credit Between Kaplan University Campuses section of Kaplan University's Transfer of Credit Between Kaplan Higher Education Institutions Policy are effective November 11, 2009:

## Transfer of Credit Between Kaplan Higher Education Institutions

### TRANSFER OF CREDIT BETWEEN KAPLAN UNIVERSITY CAMPUSES

Students transferring between Kaplan University campuses must fulfill their financial obligations at any previously attended locations prior to enrollment.

The following changes to Kaplan University's Student Technology Requirements for Online Courses are effective November 11, 2009:

## Student Technology Requirements for Online Courses

As part of the admission process to Kaplan University, students are required to attest to certain competencies in the use of technology. Students must have the following skills:

- Ability to use email to correspond with faculty, staff, and students
- Ability to access, create, and save documents in Microsoft Office formats; at a minimum, students must be familiar with Microsoft Word
- Ability to browse the Web, including downloading and installing common plug-ins (listed below) and configuring common browser options
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free

To enroll in classes online, all Kaplan University students must have access to a computer with the below minimum requirements. Some courses and programs may have additional software and hardware requirements. Students should review the Hardware and Software Requirements document, which is provided as a supplement to the University Catalog, for their school's specific requirements.

## HARDWARE

- A PC running a Microsoft Windows Operating System (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X with the operating system's minimum requirements for processor, memory, and hard drive (See the Microsoft or Apple website for minimum requirements)\*
- At least 10.0 GB of free hard-drive space (additional space may be needed for multimedia files)
- 1024 x 768 monitor with a 16-bit or greater video card (24-bit preferred)
- DVD-ROM drive or CD-ROM drive
- Sound card with speakers and microphone (for selected courses)

\*Students must be able to run, install, and configure programs and be able to store and retrieve documents and files on their computer.

## SOFTWARE\*

- Microsoft Windows Operating System (XP, Vista, or Windows 7; please note, release candidate versions are not supported) or Mac OS X
- Microsoft Office 2003 or a more recent version<sup>†</sup>
- A current antivirus and antispyware application that is updated regularly
- Internet Explorer 7.0 or a more recent version, or Firefox 3.0.13 or a more recent version
- Adobe Reader 8.0 or more recent version (free download)
- Adobe Flash Player 9.0 or more recent version (free download)
- Sun Java 2 SDK (Java 1.5) or a more recent version for PC (free download)
- Classic Java (MRJ 2.2.5) or a more recent version for Mac (free download)
- AOL Instant Messenger (free download)

\*Please note: newly released versions of software may not be immediately supported.

<sup>†</sup>Microsoft Word is required to submit all assignments. Some classes require the use of additional software such as Microsoft Office 2007. Students are responsible for ensuring that they have the licensed software required and should not enroll in courses for which they do not have the necessary licensed software.

## INTERNET/EMAIL

- An Internet service provider (ISP)
- A dedicated, reliable 128 Kbps or faster Internet connection

An email address and account will be issued to all Kaplan University students for use within their courses. By enrolling, students understand and acknowledge that Kaplan University will communicate with students via their Kaplan University issued email account. Please note that the University may also send communications to an alternate email account provided by the student upon enrollment.

To be part of Kaplan University's online program, students will need an Internet service provider (ISP). An ISP supplies access to the Internet for a fee. In many areas, cable television and digital Internet services offer high-speed Internet access. Kaplan University does not provide access to the Internet as part of its online program agreement.

# ACADEMIC INFORMATION

The following changes to Kaplan University's policy in regards to changes in programs or policies are effective November 11, 2009:

## Changes in Programs or Policies

The University has the right, at its discretion, to make reasonable changes to policies and program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

Students who elect certain emphasis areas and/or career focus areas may need to move to an alternate academic calendar track in order to complete the courses required. When this occurs, students may experience a delay of 2 weeks or more between the end of the term and the beginning of the next available term in the alternate calendar track.

The University is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

The following changes to Kaplan University's definition of an academic year for graduate programs are effective August 5, 2009:

## Definition of an Academic Year

### GRADUATE

**Master of Science in Criminal Justice, Master of Science in Education, Master of Science in Higher Education, Master of Science in Information Technology, Master of Science in Legal Studies, Master of Science in Nursing, and Master of Arts in Teaching**

The University defines an academic year as a period of time in which a full-time student is expected to complete 24 credit hours in 30 weeks.

### Standard Graduate Programs

The University defines an academic year as a period of time in which a full-time student is expected to complete 24 credit hours in 36 weeks.

### Nonstandard Graduate Programs

Given the accelerated pace of nonstandard graduate programs, the University defines an academic year as a period of time in which a student is expected to complete 20 credit hours in 30 weeks.

The following changes to the Dropping Courses section of Kaplan University's Dropping or Adding Courses Policy are effective November 11, 2009:

## Dropping or Adding Courses

### DROPPING COURSES

- Students may drop a course prior to or during the first week of classes.
- Students dropping a course beyond the first week of classes will incur 100 percent financial responsibility for the course. The last date of actual attendance is used in calculating any refund amount.

- Students not attending any one course will be administratively withdrawn from that course, or from the program.
- Onsite students enrolled in a Foundations course may drop the course for personal reasons if approved by the Dean. At the time of withdrawal, students must have a passing grade of "C" or above. Students may retake the Foundations course at a later date if approved by the Dean.

Any of the above actions could affect the student's financial aid and it is ultimately the student's responsibility to learn this ahead of time by contacting the Financial Aid Office.

The following changes to Kaplan University's Leave of Absence Policy are effective November 11, 2009:

## Leave of Absence

The University may grant, on a limited basis, a leave of absence to students when the student is experiencing such extenuating circumstances as to prevent attendance and/or endanger academic success. Requests must be approved for onsite students by the Campus President/Executive Director and the Financial Aid Officer, and for online students by the Dean of the student's school or appointed designee. Students must realize that an administrative leave of absence could affect their future financial aid eligibility and the availability of class scheduling.

The following policies apply:

1. A request for a leave of absence must be made in writing, including the student's signature, and be submitted through Academic Advising (online) or Student Services (onsite) to the Dean of the student's school or designee or the Campus President/Executive Director and the Financial Aid Officer for approval. This request must include the reason for the request, the date of requested leave, and the date of return. Supporting documentation must be included, as appropriate.
2. A leave of absence may only be requested to be effective on the first day of the next term, and students must return at the beginning of a term.
3. Students must have completed two consecutive terms of enrollment at Kaplan University to be eligible. Active military personnel, National Guardsman, and Reservists may request a leave of absence after one term of enrollment in cases of military deployment or activation. Active military students must provide a copy of their official orders at the time of request. National Guardsman and Reservists must supply documentation of activation exceeding 21 days at the time of request. In cases of top-secret or restricted orders, students must supply alternative documentation made available to them.
4. The total number of days on leave cannot exceed 180 days within a 12-month period. The 12-month period begins on the first day of the student's initial leave of absence.
5. Students who fail to return to class by the scheduled date will be dropped from their program.
6. A leave of absence does not provide debt relief from payments if the student has a balance due.
7. Students are not eligible for financial aid while on leave.

8. Veterans Affairs will be notified if a student has their VA education benefits terminated.
9. Students who have received financial aid and fail to return from a leave of absence will have their grace period for federal loan repayment begin retroactively from the date the leave began, and may have their grace period reduced or eliminated.

The following changes to Kaplan University's Program Transfers policy are effective August 5, 2009:

## Program Transfers

While reasonable efforts are made to direct students to a program of study best suited to their individual goals and abilities, students may request a program transfer between most programs through their Academic Advisor or the onsite Office of the Registrar.

Program transfers may substantially impact financial aid eligibility, and additional charges for a program transfer may be assessed. All coursework from previous programs that is accepted toward the new program will be used in calculating satisfactory academic progress.

Admitted undergraduate students who wish to transfer to a different undergraduate program at the University must have achieved a 2.0 cumulative GPA in their current Kaplan University program of study and meet the admissions requirements of the desired program of study. Students with a Kaplan University cumulative GPA below 2.0 may change academic programs with the permission of the Dean of the new program, provided their Kaplan University cumulative GPA in all nonmajor courses is a 2.0 or above.

Students who have been officially admitted to a graduate program at the University and wish to transfer to a different graduate program of study at the University must have achieved a 3.0 cumulative GPA in their current program of study and meet the admissions requirements of the desired program of study. Graduate students meeting these requirements may submit a request to change academic programs to their Academic Advisor along with any other admissions documents required by the new program of study. The student's Academic Advisor will then submit the request and other materials to the Dean of the new program of study, who will approve or deny the request.

Students transferring to a new program must complete a new Enrollment Agreement and will be charged the current tuition rate for the newly selected program. Students must meet all applicable admissions requirements within the new program.

## Refresher Courses for Graduates

Effective November 11, 2009, Kaplan University will no longer offer refresher courses.

The following changes to Kaplan University's Withdrawal Policy are effective November 11, 2009:

## Withdrawal From the University

Many students who begin classes at the University successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the University require that students withdraw from the University. Please refer to the Refund Policy located in the Financial Information section of the Catalog for the Notice to Students section, the Withdrawal After Commencement of Classes section, and the Tuition Refund Chart. Students who determine the need to withdraw from the University prior to completion must follow the steps below for an official withdrawal:

1. Meet with the Campus President/Executive Director or Office of the Registrar (onsite) or Academic Advisor (online) via telephone, mail, electronic notification, or in person to discuss the student's decision to withdraw. The University will make reasonable efforts to assist students in continuing their educations.
2. Once students have officially notified the above indicated designee of their intent to withdraw, the student should meet with the representatives of the Financial Aid Office and the Business Office (online) or Bursar's Office (onsite) to discuss payment options. The Business/Bursar's Office can answer questions regarding financial obligations to the University, and the Financial Aid Office can answer questions regarding student loan repayment responsibilities. Refer to the Refund Policy in this Catalog for specific calculation information.
3. The Business/Bursar's Office will complete the refund calculation and communicate this to the student.
4. If a student using veterans benefits withdraws from the University, a notice of termination of enrollment will be sent to Veterans Affairs.
5. Students who withdraw from and reenter a nursing or health science program may be required to demonstrate competency in clinical skills prior to beginning a clinical or externship.

# ACADEMIC STANDARDS

The following changes to Kaplan University's pass/fail option for the Master of Arts in Teaching are effective November 11, 2009:

## Pass/Fail Option

### GRADUATE COURSES

#### Master of Arts in Teaching

Students must take the following courses on a pass/fail basis:

- ED 596: Student Teaching/Internship I
- ED 596A: Student Teaching/Internship I
- ED 597: Student Teaching/Internship II
- ED 597A: Student Teaching/Internship II

# FINANCIAL INFORMATION

The following changes to Kaplan University's Financial Aid Services Workforce Investment Act policy are effective August 5, 2009. The addition of Arizona and Florida state grants to Kaplan University's Financial Aid Services policy are effective September 2009:

## Financial Aid Services

Prior to enrolling at the University, applicants are encouraged to explore all options available to them for financing their education, including employer or military tuition assistance or reimbursement, veterans benefits, and financial aid funding through state and federal agencies. Financial aid information and application assistance is provided by the University Financial Aid Office to help students and their families understand their options before entering into a contractual agreement. The University is approved for the following loans and grants:

### Federal Grants (undergraduate only)

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant Program
- Academic Competitiveness Grant (ACG)
- National SMART Grant (specifically identified degree programs only)

### State Grants (undergraduate only)

- State of Iowa Scholarship Program (Iowa residents)
- Iowa Tuition Grant (Iowa residents)
- Iowa Grant (Iowa residents)
- Rhode Island State Grant (Rhode Island residents)
- Vermont State Grant (Vermont residents)
- Nebraska State Grant (Nebraska state residents—onsite only)
- Iowa National Guard (Iowa residents)
- Arizona Early Graduation Scholarship Grant Program (Arizona residents)
- Arizona Postsecondary Education Grant Program (Arizona residents)
- Arizona Postsecondary Education Student Assistance Program (must possess associate's degree from an Arizona community college)

- Florida Scholarship for Children and Spouses of Deceased or Disabled Veterans and Servicemembers (Florida residents)
- Florida Bright Futures Scholarship Program (Florida residents)
- Florida Post-Secondary Student Assistance Grant (Florida residents)
- Florida Access to Better Learning and Education Grant Program (Florida residents)
- Florida José Martí Scholarship Challenge Grant Fund (Florida residents)

### State Grant (undergraduate or graduate)

- Florida Critical Teacher Shortage Tuition Reimbursement Program (Florida residents)

### Loans (available to all students, subject to eligibility requirements)

- Subsidized Federal Stafford Loan
- Unsubsidized Federal Stafford Loan
- Federal PLUS Loan
- Alternative Loans

### Work Study (undergraduate only)

- Federal Work Study Program
- State Work Study Program

### Other Agencies or Programs (undergraduate and graduate)

- Promise Jobs
- Veterans Administration Benefits
- Workforce Development Center
- Workforce Investment Act\*
- Division of Vocational Rehabilitation
- Defense Activity for Non-Traditional Education Support (DANTES)

\*Kaplan University may be eligible to be an approved training provider for Workforce Investment Act (WIA) student aid. Students must contact their local WIA One-Stop Centers or their Local Workforce Investment Boards to determine training program eligibility.

Students who receive loans to pay for their course of instruction must realize that it is their responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Office.

Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of such agencies. Although the University will assist students in completing necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

Some alternative loans are only available to pay any direct tuition charges that are not covered by a student's federal, state, or institutional funding. Students are encouraged to take advantage of federal Title IV funding before making application toward the alternative loan programs. Students and, when applicable, their parents have the right and ability to choose any lender they wish, and the University does not require that any loans be obtained from any particular lender or source.

# UNDERGRADUATE PROGRAMS

## Program and Course Changes

### COLLEGE OF ARTS AND SCIENCES

The following changes to the College of Arts and Sciences Admissions Requirements for the Bachelor of Science in Professional Studies are effective August 5, 2009:

#### ADMISSIONS REQUIREMENTS

In addition to the general University admissions requirements, the College of Arts and Sciences has specific requirements for the following program:

##### Bachelor of Science in Professional Studies

Students applying for admission to the Bachelor of Science in Professional Studies must submit an unofficial transcript indicating previously earned college credit from a regionally accredited institution or an institution accredited by an agency recognized by the U.S. Department of Education. Students without prior college credit may gain entry to the program if they possess prior learning from work or other experience that can be evaluated by Kaplan University and applied to degree requirements. Students interested in this option should contact their Admissions Advisor for more information on qualifying for experiential learning credit.

Students who do not possess either prior college credit or prior learning from work or other experience, but who feel qualified to enter this program, can appeal to the Dean or Department Chair of the program.

The following program changes are effective November 11, 2009:

## XXV. Bachelor of Science in Human Services

### Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
CS 124: Academic Strategies for Human Service Professionals OR CS 121: Pathways to Academic Success*	5
HN 115: Introduction to Human Services	5
HN 144: Human Behavior and the Environment	5
HN 200: Survey of Social Problems	5
HN 205: Applied Skills for Human Services	5
HN 220: Prevention and Crisis Intervention	5
MM 207: Statistics	5
SS 124: Psychology	5
HN 300: Human Services and Social Policy	6
HN 330: Case Management in Human Services	6
HN 410: Human Services Delivery	6
300/400-level: Emphasis Area Courses	24
HN 499: Bachelor's Capstone for Human Services	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>

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<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

**ADVANCED START DEGREE REQUIREMENTS**

**ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS**

Comparable Associate's or Bachelor's Degree<sup>†</sup>

<b>TOTAL PRIOR DEGREE CREDITS</b>	<b>90</b>
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**PREREQUISITE REQUIREMENTS**

- HN 115: Introduction to Human Services
- HN 144: Human Behavior and the Environment
- HN 200: Survey of Social Problems

**CORE REQUIREMENTS**

300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>18</b>

**MAJOR REQUIREMENTS**

HN 300: Human Services and Social Policy	6
HN 330: Case Management in Human Services	6
HN 410: Human Services Delivery	6
300/400-level: Emphasis Area Courses	24
HN 499: Bachelor's Capstone for Human Services	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>48</b>

**OPEN ELECTIVE REQUIREMENTS**

Open Electives	24
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>24</b>

<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>
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**EMPHASIS AREAS**

**Option I: Human Services Administration**

HN 345: Public Relations in Not-for-Profit Organizations	6
HN 347: Public Personnel Administration	6
HN 400: Proposal Designs for Human Services	6
HN 450: Legal and Ethical Issues in Human Services	6

**Option II: Gerontology**

HN 360: The Aging Population and Society	6
HN 365: Psychology of Aging	6
HN 420: Social and Health Care Issues in Aging	6
HN 450: Legal and Ethical Issues in Human Services	6

**Option III: Child and Family Welfare**

HN 370: Child Welfare and Family	6
HN 377: Studies in Child and Adolescent Development	6
HN 430: Advocacy for Families and Youth	6
HN 450: Legal and Ethical Issues in Human Services	6

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take the program-specific academic strategies course.

<sup>†</sup>Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

The following program changes are effective November 11, 2009:

## **XXV. Bachelor of Science in Liberal Studies**

The Bachelor of Science in Liberal Studies is a degree-completion program designed to accommodate students with prior learning credit who wish to create a program to meet personal and professional interests. The program allows students to receive credit for eligible prior learning, which may include transfer credits from a regionally or nationally accredited institution, military training, or other experiential learning.

During the first term of study, students will develop an Individualized Learning Plan under the guidance of a faculty advisor. The Individualized Learning Plan contains a career goal statement and outlines the coursework the student will complete as part of his or her degree plan. The student and faculty advisor choose up to two focus areas that align with the student's professional and personal goals. The student is required to write a one-paragraph goal statement explaining his or her rationale for choosing the area(s) of focus and submit it to his or her faculty advisor for approval.

Students will complete the core and major requirements outlined in the degree plan and may choose elective courses from the Catalog that support the educational goals developed in their Individualized Learning Plan.

Graduates of this program may find career opportunities in a variety of fields based on the individualized design of the program. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

While the program is designed to prepare graduates to pursue graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in Liberal Studies program consists of a minimum of 180 quarter credit hours, including the standard general education requirements. Upon successful completion of the program, graduates will be awarded a Bachelor of Science degree.

### **Program Outcomes**

#### **Discipline-Specific Outcomes**

1. Occupational Specialization: Apply program-specific interests and general education knowledge to the development of an approved individualized degree plan designed for a specific career or professional occupation.
2. Interdisciplinary Core: Use the interdisciplinary approach to learning to successfully complete a student-selected, focused sequence of elective coursework.
3. Professional Competencies: Use critical thinking and effective communications in locating, presenting, and analyzing information.
4. Cultural and Diversity Awareness: Demonstrate an understanding of individual and cultural differences and effective collaboration with colleagues of diverse backgrounds.

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## Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
CS 123: Academic Strategies for Professional and Liberal Studies Professionals OR CS 121: Pathways to Academic Success*	5
HU 245: Ethics	5
MM 207: Statistics	5
SC 115: Principles of Nutrition	5
SS 124: Psychology	5
100/200-level: Major Electives	15
CM 310: Communication and Conflict	6
HU 345: Critical Thinking	6
SS 360: American Women	6
300/400-level: Major Electives	24
LI 499: Bachelor's Capstone in Liberal Studies	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take the program-specific academic strategies course.

The following program changes are effective November 11, 2009:

## **XXV. BACHELOR OF SCIENCE IN PROFESSIONAL STUDIES**

The Bachelor of Science in Professional Studies is designed to help prepare students to advance in the professional ranks of any sector—public, private, or nonprofit. The program integrates courses from across Kaplan University’s College of Arts and Sciences, School of General Education, School of Business and Management, School of Information Systems and Technology, School of Criminal Justice, School of Legal Studies, School of Health Sciences, and School of Nursing. The program is designed to build expertise across five themes central to the modern world: creativity, research, socially responsible leadership, technology, and communications. These concepts are integrated throughout the program in the course curriculum.

The Bachelor of Science in Professional Studies is a degree-completion program designed to accommodate students with prior learning credit who wish to create a program to meet personal and professional goals. The program allows students to receive credit for eligible prior learning, which may include transfer credits from a regionally or nationally accredited institution, military training, or other experiential learning. The program is also designed to help provide students with the leadership and administrative competencies required by many organizations.

During the first term of study, students will develop an Individualized Learning Plan under the guidance of a faculty advisor. The Individualized Learning Plan contains a career goal statement and outlines the coursework the student will complete as part of his or her degree plan. The student and faculty advisor choose up to two focus areas that align with the student’s professional and personal goals. The student is required to write a one-paragraph goal statement explaining his or her rationale for choosing the area(s) of focus and submit it to his or her faculty advisor for approval.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

While the program is designed to prepare graduates to pursue graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

Kaplan University offers the Advanced Start Bachelor of Science in Professional Studies degree option for students who have earned a comparable associate’s or bachelor’s degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate’s degree, students have the option of joining the workforce while continuing toward a bachelor’s degree. The combination of career courses and general education in the first 2 years of study allows students to join the workforce with the skills they may need to succeed, while pursuing their lifelong learning aims.

Associate’s and bachelor’s degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

Kaplan University has expanded the advanced start option to include students who have received a bachelor’s degree, but wish to change careers, and receive a second bachelor’s degree. Lower-level (100/200) coursework will be transferred as a block of 90 credits. Upper-level (300/400) coursework will be evaluated on a course-by-course basis and applied toward appropriate upper-level degree requirements.

In addition to possessing an associate’s or bachelor’s degree, students applying for admission under this option must also complete all prerequisites required for the bachelor’s degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start Bachelor of Science degree option.

The Bachelor of Science in Professional Studies degree program consists of a minimum of 180 quarter credit hours, including the standard general education requirements. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### **Program Outcomes**

#### **Discipline-Specific Outcomes**

1. Knowledge and Skills Base: Apply theoretical and conceptual perspectives, best practices, and historical and current trends to one’s professional area of study.
2. Creativity: Create professional perspectives that add value to real-world situations in one’s professional area of study.
3. Technology: Analyze the role of emerging technologies within one’s professional area of study.
4. Communication: Compose effective communications as required within one’s professional area of study.
5. Professional Development: Analyze one’s own professional growth and progress toward the achievement of self-initiated goals

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## Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
CS 123: Academic Strategies for Professional and Liberal Studies Professionals	5
100/200-level: Communication Course	5
100/200-level: Diversity and Culture Course	5
100/200-level: Ethics Course	5
100/200-level: Major Elective	5
100/200-level: Major Requirements	15
300/400-level: Major Requirements	18
300/400-level: Major Electives	24
PR 499: Bachelor's Capstone in Professional Studies	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>
<b>ADVANCED START BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS</b>	
Comparable Associate's or Bachelor's Degree*	
<b>TOTAL PRIOR DEGREE CREDITS</b>	<b>90</b>
<b>PREREQUISITE REQUIREMENTS</b>	
100/200-level: Diversity and Culture Course	
100/200-level: Ethics Course	
200-level: Communication Course	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>18</b>
<b>MAJOR REQUIREMENTS</b>	
300/400-level: Major Requirements	18
300/400-level: Major Electives	24
PR 499: Bachelor's Capstone in Professional Studies	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>48</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	24
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>24</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

The following program changes are effective November 11, 2009:

## XXV. Associate of Applied Science in Human Services

### Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>15</b>
<b>MAJOR REQUIREMENTS</b>	
CS 124: Academic Strategies for Human Service Professionals OR CS 121: Pathways to Academic Success*	5
HN 115: Introduction to Human Services	5
HN 144: Human Behavior and the Environment	5
HN 200: Survey of Social Problems	5
HN 205: Applied Skills for Human Services	5
HN 220: Prevention and Crisis Intervention	5
SS 124: Psychology	5
HN 299: Associate's Capstone for Human Services	5
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>40</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	35
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>35</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>90</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations

\*Online students will take the program-specific academic strategies course.

## SCHOOL OF BUSINESS AND MANAGEMENT

The following program changes are effective November 11, 2009:

### XXV. Bachelor of Science in Business Administration

#### Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
CS 113: Academic Strategies for the Business Professional OR CS 121: Pathways to Academic Success*	5
AC 113: Accounting for Nonaccounting Majors OR AC 114: Accounting I	5
<b>Choose one of the following:</b>	<b>5</b>
BU 204: Macroeconomics	
BU 224: Microeconomics	
MT 220: Global Business	
BU 250: Business Math	5
MT 140: Introduction to Management	5
MT 203: Human Resource Management OR MT 209: Small Business Management	5
MT 217: Finance	5
MT 219: Marketing	5
AC 330: Managerial Accounting for Business Professionals	6
MT 302: Organizational Behavior	6
MT 310: Ethics and the Legal Environment OR MT 311: Business Law	6
<b>Choose one of the following:</b>	<b>6</b>
MT 355: Marketing Research	
MT 450: Marketing Management	
300/400-level: Marketing Elective	
MT 435: Operations Management OR SA 400: Business Process Analysis	6
MT 445: Managerial Economics OR MT 480: Corporate Finance	6
MT 460: Management Policy and Strategy	6
MT 499: Bachelor's Capstone in Management	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

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## ADVANCED START BACHELOR'S DEGREE REQUIREMENTS

### ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS

Comparable Associate's or Bachelor's Degree<sup>†</sup>

TOTAL PRIOR DEGREE CREDITS	90
<b>PREREQUISITE REQUIREMENTS</b>	
AC 113: Accounting for Nonaccounting Majors OR AC 114: Accounting I	
MT 140: Introduction to Management	
MT 217: Finance	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
TOTAL CORE REQUIREMENTS	18
<b>MAJOR REQUIREMENTS</b>	
AC 330: Managerial Accounting for Business Professionals	6
MT 302: Organizational Behavior	6
MT 310: Ethics and the Legal Environment OR MT 311: Business Law	6
<b>Choose one of the following:</b>	<b>6</b>
MT 355: Marketing Research	
MT 450: Marketing Management	
300/400-level: Marketing Elective	
MT 435: Operations Management OR SA 400: Business Process Analysis	6
MT 445: Managerial Economics OR MT 480: Corporate Finance	6
MT 460: Management Policy and Strategy	6
MT 499: Bachelor's Capstone in Management	6
TOTAL MAJOR REQUIREMENTS	48
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	24
TOTAL OPEN ELECTIVE REQUIREMENTS	24
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

### CAREER FOCUS AREAS

#### Accelerated MBA Option

AC 301: Intermediate Accounting II <sup>‡</sup>	6
HR 485: Strategic Human Resource Management	6
MT 445: Managerial Economics	6
MT 450: Marketing Management <sup>§</sup>	6
MT 480: Corporate Finance OR MT 482: Financial Statement Analysis	6

#### Business Process Analyst

MT 435: Operations Management	6
MT 475: Outcomes Assessment and Quality Management	6
MT 482: Financial Statement Analysis	6
SA 400: Business Process Analysis	6

#### Criminal Justice

CJ 345: Supervisory Practices in Criminal Justice	6
CJ 421: Organizational Behavior in Criminal Justice Organizations	6
CJ 422: Human Resource Development for the Criminal Justice Professional	6
CJ 424: Application of Management Theory to Criminal Justice Organizations	6

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**Entrepreneur**

AC 420: Cost Accounting	6
MT 311: Business Law	6
MT 359: Advertising in the Twenty-First Century	6
MT 360: Business Entrepreneurship	6

**Financial Analyst**

MT 445: Managerial Economics	6
MT 480: Corporate Finance	6
MT 481: Financial Markets and Institutions	6
MT 482: Financial Statement Analysis	6

**Human Resources**

HR 400: Employment and Staffing	6
HR 410: Employee Training and Development	6
HR 420: Employment Law	6
HR 435: Compensation OR HR 485: Strategic Human Resource Management	6

**Information Assurance**

IT 286: Introduction to Network Security <sup>#</sup>	5
IT 331: Technology Infrastructure	6
MT 300: Management of Information Systems	6
SA 411: Risk Management	6

**Management**

HR 400: Employment and Staffing	6
MT 340: Conflict Resolution and Team Dynamics	6
MT 355: Marketing Research OR MT 450: Marketing Management	6
MT 435: Operations Management OR SA 400: Business Process Analysis	6

**Management of Information Systems**

MT 300: Management of Information Systems	6
MT 351: Issues in Economic Policy	6
MT 451: Managing Technological Innovation	6
IT 430: IT Project Management	6

**Marketing**

MT 330: International Marketing	6
MT 355: Marketing Research OR MT 450: Marketing Management	6
MT 359: Advertising in the Twenty-First Century	6
MT 459: Consumer Behavior	6

**Operations Manager**

MT 435: Operations Management	6
MT 475: Outcomes Assessment and Quality Management	6
MT 482: Financial Statement Analysis	6
SA 400: Business Process Analysis	6

**Prelaw**

HR 420: Employment Law	6
MT 310: Ethics and the Legal Environment	6
MT 311: Business Law	6
MT 312: Business Law II	6

**Project Management**

IT 301: Project Management I	6
IT 401: Project Management II	6
SA 400: Business Process Analysis	6
MT 475: Outcomes Assessment and Quality Management	6

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<b>Project Management Analyst</b>		
MT 425:	Managerial Finance and Accounting	6
MT 435:	Operations Management	6
MT 451:	Managing Technological Innovation	6
MT 475:	Outcomes Assessment and Quality Management	6
<b>Purchasing Specialist</b>		
MT 300:	Management of Information Systems	6
MT 435:	Operations Management	6
MT 482:	Financial Statement Analysis	6
RT 441:	Supply Chain Management	6
<b>Retail Manager</b>		
MT 455:	Salesforce Management	6
RT 301:	Store Management	6
RT 401:	Merchandising Management	6
RT 441:	Supply Chain Management	6
<b>Risk Management Analyst</b>		
MT 435:	Operations Management	6
MT 482:	Financial Statement Analysis	6
SA 410:	Risk Analysis and Strategy	6
SA 411:	Risk Management	6
<b>Sales Manager</b>		
MT 310:	Ethics and the Legal Environment	6
MT 340:	Conflict Resolution and Team Dynamics	6
MT 455:	Salesforce Management	6
MT 459:	Consumer Behavior	6
<b>Web/E-Commerce Manager</b>		
IT 214:	Foundations of Web Design <sup>#</sup>	5
IT 476:	Web Marketing and E-Commerce	6
MT 311:	Business Law	6
RT 441:	Supply Chain Management	6

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take the program-specific Academic Strategies course.

†Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

‡Advanced start students need to satisfy the prerequisite requirement of AC 300: Intermediate Accounting I. Students who do not possess prior learning credit comparable to AC 300 will need to complete the course beyond the minimum degree requirements.

§Students choosing the accelerated MBA option career focus area will take MT 450: Marketing Management as their 300/400-level marketing elective.

#Students will need to complete additional elective courses in order to satisfy the necessary number of credits required for completion of the degree.

The following program changes are effective November 11, 2009:

## XXV. Office Management Certificate

### Curriculum

Courses	Credits
<b>CERTIFICATE REQUIREMENTS</b>	
CS 113: Academic Strategies for the Business Professional OR CS 121: Pathways to Academic Success	5
AC 113: Accounting for Nonaccounting Majors OR AC 114: Accounting I	5
MT 140: Introduction to Management	5
CM 107: College Composition I	5
IT 133: Software Applications OR MT 103: Information and Office Management	5
MT 219: Marketing	5
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
100/200-level: Program Elective	5
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>45</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations

## SCHOOL OF CRIMINAL JUSTICE

The following program changes are effective November 11, 2009:

### XXV. Bachelor of Science in Fire and Emergency Management

#### Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
FS 100: Academic Strategies for the Fire Science and Emergency Management Student	5
FS 101: Fire Behavior and Combustion	5
FS 105: Fire Prevention Practices	5
FS 201: Strategy and Tactics	5
FS 202: Principles of Emergency Services	5
FS 204: Occupational Safety and Health for Emergency Services	5
FS 205: Ethics for the Fire and Emergency Services	5
FS 208: Legal Aspects of Emergency Services	5
CJ 307: Terrorism, WMD, and Disaster Response Methodology	6
FS 302: Advanced Principles of Firefighter Safety and Survival	6
FS 304: Community Risk Reduction for Fire and EMS	6
FS 401: Fire Prevention Organization and Management	6
FS 402: Political, Ethical, and Legal Foundations of EMS	6
FS 403: Leadership and Management	6
FS 412: Safety Risk Management for Fire and EMS	6
FS 499: Bachelor's Capstone in Fire Science and Emergency Management	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives*	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

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## ADVANCED START BACHELOR'S DEGREE REQUIREMENTS

### ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS

Comparable Associate's or Bachelor's Degree<sup>†</sup>

TOTAL PRIOR DEGREE CREDITS	90
<b>PREREQUISITE REQUIREMENTS</b>	
FS 101: Fire Behavior and Combustion	
FS 105: Fire Prevention Practices	
FS 201: Strategy and Tactics	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
TOTAL CORE REQUIREMENTS	18
<b>MAJOR REQUIREMENTS</b>	
CJ 307: Terrorism, WMD, and Disaster Response Methodology	6
FS 302: Advanced Principles of Firefighter Safety and Survival	6
FS 304: Community Risk Reduction for Fire and EMS	6
FS 401: Fire Prevention Organization and Management	6
FS 402: Political, Ethical, and Legal Foundations of EMS	6
FS 403: Leadership and Management	6
FS 412: Safety Risk Management for Fire and EMS	6
FS 499: Bachelor's Capstone in Fire Science and Emergency Management	6
TOTAL MAJOR REQUIREMENTS	48
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives*	24
TOTAL OPEN ELECTIVE REQUIREMENTS	24
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Students must take CJ 101: Introduction to the Criminal Justice System in place of an open elective.

<sup>†</sup>Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

The following program changes are effective November 11, 2009:

## XXV. Bachelor of Science in Fire Science

### Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
FS 100: Academic Strategies for the Fire Science and Emergency Management Student	5
FS 101: Fire Behavior and Combustion	5
FS 102: Building Construction for Fire Protection	5
FS 103: Fire Protection Hydraulics and Water Supply	5
FS 104: Fire Protection Systems	5
FS 105: Fire Prevention Practices	5
FS 201: Strategy and Tactics	5
FS 202: Principles of Emergency Services	5
FS 301: Fire Investigation and Analysis	6
FS 302: Advanced Principles of Firefighter Safety and Survival	6
FS 303: Fire Protection Structures and Systems	6
FS 304: Community Risk Reduction for Fire and EMS	6
FS 408: Fire-Related Human Behavior	6
FS 412: Safety Risk Management for Fire and EMS	6
FS 413: Quality Management and Research for Fire and EMS	6
FS 498: Bachelor's Capstone in Fire Science	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

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## ADVANCED START BACHELOR'S DEGREE REQUIREMENTS

### ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS

Comparable Associate's or Bachelor's Degree\*

TOTAL PRIOR DEGREE CREDITS	90
<b>PREREQUISITE REQUIREMENTS</b>	
FS 101: Fire Behavior and Combustion	
FS 105: Fire Prevention Practices	
FS 201: Strategy and Tactics	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
TOTAL CORE REQUIREMENTS	18
<b>MAJOR REQUIREMENTS</b>	
FS 301: Fire Investigation and Analysis	6
FS 302: Advanced Principles of Firefighter Safety and Survival	6
FS 303: Fire Protection Structures and Systems	6
FS 304: Community Risk Reduction for Fire and EMS	6
FS 408: Fire-Related Human Behavior	6
FS 412: Safety Risk Management for Fire and EMS	6
FS 413: Quality Management and Research for Fire and EMS	6
FS 498: Bachelor's Capstone in Fire Science	6
TOTAL MAJOR REQUIREMENTS	48
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	24
TOTAL OPEN ELECTIVE REQUIREMENTS	24
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

The following program changes are effective November 11, 2009:

## XXV. Bachelor of Science in International and Comparative Criminal Justice

### Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
CJ 100: Eight Skills of the Effective Criminal Justice Student	5
CJ 101: Introduction to the Criminal Justice System	5
CJ 102: Criminology I	5
CJ 106: Foundations of International and Comparative Criminal Justice	5
CJ 107: Introduction to International Policing	5
CJ 210: Criminal Investigation	5
CJ 219: Peacekeeping Operations	5
CJ 293: Investigating Terrorism	5
CJ 307: Terrorism, WMD, and Disaster Response Methodology	6
CJ 343: Comparative Criminal Justice Systems	6
CJ 350: Organized Crime	6
CJ 360: Globalism, Culture, and Criminal Justice	6
CJ 361: Current Issues in International Police Growth	6
CJ 362: Current Gender Issues in International Criminal Justice	6
CJ 412: Role of Criminal Justice in Peacekeeping Operations	6
CJ 498: Bachelor's Capstone for International and Comparative Criminal Justice	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

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## ADVANCED START BACHELOR'S DEGREE REQUIREMENTS

### ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS

Comparable Associate's or Bachelor's Degree\*

TOTAL PRIOR DEGREE CREDITS	90
<b>PREREQUISITE REQUIREMENTS</b>	
CJ 101: Introduction to the Criminal Justice System	
CJ 102: Criminology I	
CJ 106: Foundations of International and Comparative Criminal Justice	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
TOTAL CORE REQUIREMENTS	18
<b>MAJOR REQUIREMENTS</b>	
CJ 307: Terrorism, WMD, and Disaster Response Methodology	6
CJ 343: Comparative Criminal Justice Systems	6
CJ 350: Organized Crime	6
CJ 360: Globalism, Culture, and Criminal Justice	6
CJ 361: Current Issues in International Police Growth	6
CJ 362: Current Gender Issues in International Criminal Justice	6
CJ 412: Role of Criminal Justice in Peacekeeping Operations	6
CJ 498: Bachelor's Capstone for International and Comparative Criminal Justice	6
TOTAL MAJOR REQUIREMENTS	48
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	24
TOTAL OPEN ELECTIVE REQUIREMENTS	24
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

The following program changes are effective November 11, 2009:

## XXV. Associate of Applied Science in Fire Science

### Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>15</b>
<b>MAJOR REQUIREMENTS</b>	
FS 100: Academic Strategies for the Fire Science and Emergency Management Student	5
FS 101: Fire Behavior and Combustion	5
FS 102: Building Construction for Fire Protection	5
FS 103: Fire Protection Hydraulics and Water Supply	5
FS 104: Fire Protection Systems	5
FS 105: Fire Prevention Practices	5
FS 201: Strategy and Tactics	5
FS 299: Associate's Capstone in Fire Science	5
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>40</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	35
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>35</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>90</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

## SCHOOL OF HEALTH SCIENCES

The following changes to the School of Health Sciences' progression requirements in regards to MR 290 are effective November 11, 2009:

### PROGRESSION REQUIREMENTS

#### Associate's Degree Programs

Students in the Associate of Applied Science in Medical Transcription program will be withdrawn from their program if unable to successfully complete MR 290: Medical Transcription Practicum on the second attempt.

The following changes to the policy governing the School of Health Sciences Honors Program are effective November 11, 2009:

### THE SCHOOL OF HEALTH SCIENCES HONORS PROGRAM

Membership in the School of Health Sciences Honors Program is limited to online students.

The School of Health Sciences Honors Program contributes to excellence in education by enriching and enhancing the degree programs of qualified students. The Honors Program emphasizes critical thinking, leadership, and communication skills in both professional and academic arenas. To this end, the Honors Program promotes intellectual and personal development through curricular and co-curricular initiatives. Ultimately, the School of Health Sciences Honors Program reflects the University's stated missions of commitment to general education, applied scholarship, and student-centered service and support.

#### General Eligibility Requirements for the Honors Program

Application to the School of Health Sciences Honors Program is voluntary, and qualification is based on evidence of academic achievement and leadership potential. The School of Health Sciences Honors Program is not available to students enrolled in advanced start programs.

Students who wish to enter the School of Health Sciences Honors Program must:

- Be enrolled in a School of Health Sciences degree program
- Have a minimum GPA of 3.5.
- Maintain at least a CGPA of 3.5 to remain in the Honors Program
- Successfully complete an Honors Program application
- Have completed their second term at Kaplan University
- Be in and maintain good standing with the University

Honors students must maintain a minimum CGPA of 3.5 to remain in good standing in the School of Health Sciences Honors Program. Honors students falling below a CGPA of 3.5 will be placed on probation. Honors students on probation will have two terms to attain a CGPA of 3.5. Honors students who fail to raise their CGPA to 3.5 within the designated two terms will be dropped from the Honors Program. Students may reapply to the Honors Program when they have raised their CGPA to the required 3.5 minimum.

Honors students reprimanded for an academic violation, such as plagiarism or inappropriate behavior or communication, will be immediately removed from the Honors Program. A complete list of academic violations can be found in the Catalog.

#### Service Component

The School of Health Sciences Honors Program service component requirements can be found in the School of Health Sciences Honors Handbook.

The following program changes are effective August 5, 2009:

## XX. Bachelor of Science in Health Science

### Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
CS 119: Academic Strategies for the Health Care Professional OR CS 121: Pathways to Academic Success*	5
HS 120: Anatomy and Physiology I	5
HS 130: Anatomy and Physiology II	5
HS 200: Diseases of the Human Body	5
HS 230: Health Care Administration	5
HW 215: Models for Health and Wellness	5
SC 155: Introduction to Chemistry— Matter and Equilibrium	5
100/200-level: Major Elective	5
HS 305: Research Methods for Health Sciences	6
HS 310: Epidemiology and Biostatistics	6
HS 315: Public Health	6
300/400-level: Major Electives	24
HS 499: Bachelor's Capstone in Health Science	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>
<b>ADVANCED START BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS</b>	
Comparable Associate's or Bachelor's Degree <sup>†</sup>	
<b>TOTAL PRIOR DEGREE CREDITS</b>	<b>90</b>
<b>PREREQUISITE REQUIREMENTS</b>	
HS 260: Anatomy, Physiology, and Chemistry	
HS 265: Drugs, Disease, and Health Care	
HW 215: Models for Health and Wellness	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>18</b>

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**MAJOR REQUIREMENTS**

HS 305: Research Methods for Health Sciences	6
HS 310: Epidemiology and Biostatistics	6
HS 315: Public Health	6
300/400-level: Major Electives	24
HS 499: Bachelor's Capstone in Health Science	6
<hr/>	
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>48</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	24
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<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>24</b>
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<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take the program-specific Academic Strategies course.

†Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

The following changes to the program description are effective November 11, 2009:

## **Associate of Applied Science in Health Information Technology**

The objective of the Associate of Applied Science in Health Information Technology program is to help prepare graduates with the knowledge, technical skills, and work habits required to pursue an entry-level position in the health information management field. The curriculum is geared toward the ability to process, maintain, compile, and report health information data for patient care, reimbursement, facility planning, marketing, risk management, quality assessment, and research. Through this program, students are taught medical coding and abstracting procedures. The curriculum also covers supervisory issues as well as medicolegal aspects of health information. Basic courses that address the use of computers in these areas are also part of the program.

Graduates of this program may abstract health records and compile reports on health care services; accurately assign code numbers to diagnoses and procedures for indexing health data and processing bills; answer legal, government, insurance, and other inquiries for patient health information; and organize, analyze, and evaluate health record content for completeness and accuracy. Graduates may also review and evaluate health records to assist with meeting accreditation guidelines, release patient information in accordance with applicable laws, and supervise human resources.

This program is designed to prepare graduates to pursue entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

This program blends online coursework with on-ground clinical experiences. Students will need to complete a minimum 30-hour clinical practicum at an approved clinical site during HI 160: Health Information Practicum. Students must also complete a 90-hour externship in a hospital or other health care facility to complete their course of study. Students must complete and pass a criminal background check prior to placement at a site. Externship sites may require a medical examination.

The Associate of Applied Science in Health Information Technology program consists of a minimum of 91 quarter credit hours. Upon successful completion of the program, graduates will receive an associate of applied science degree.

The following changes to the program description are effective November 11, 2009:

## **Associate of Applied Science in Medical Assisting**

The objective of the Associate of Applied Science in Medical Assisting program is to prepare students with the knowledge, technical skills, and work habits required to pursue an entry-level position in the ambulatory medical field. The Associate of Applied Science in Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This program concentrates on helping students acquire knowledge and develop skills in performing laboratory, clinical, and medical office procedures in a physician's office or ambulatory care clinic. The associate's degree program is designed to provide a broad education that helps the student develop advanced technical and communication skills. Although the program is designed to prepare the student to take various certification exams, the University cannot guarantee the student will pass those exams. In some cases, field experience may be necessary to be eligible to take or to successfully pass the exam. Graduates may be eligible to take the Certified Medical Assistant examination, given by the American Association of Medical Assistants, or the Registered Medical Assistant examination, given by the American Medical Technologists.

Duties for graduates of this program may include performing CLIA-waived tests, venipuncture, urinalysis, and electrocardiograms. They may also assist the physician in patient preparation and patient relations. This program is designed to prepare graduates to pursue employment in the medical field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

The online program blends online coursework with on-ground experience. Students enrolling in the online program will need to complete unpaid clinical experiences at an approved clinical site for both MA 260: Clinical Competencies I and MA 270: Clinical Competencies II. All students must also complete an unpaid practicum or externship (160 hours) in a physician's office or clinic to complete the course of study. Students must complete and pass a criminal background check prior to placement at a site. The site may require a medical examination.

The Associate of Applied Science in Medical Assisting program consists of a minimum of 92 quarter credit hours. Upon successful completion of this program, graduates will be awarded an associate of applied science degree.

The following changes to the program description are effective November 11, 2009:

## **Associate of Applied Science in Medical Office Management**

The objective of the Associate of Applied Science in Medical Office Management program is to prepare students with the knowledge, technical skills, and work habits required to pursue entry-level positions in medical offices. The program concentrates on helping students acquire knowledge and develop skills in administrative procedures and clerical skills. The associate's degree program provides a broad education that teaches the student to develop advanced technical and communication skills.

Although the program is designed to prepare students to take various certification exams, the University cannot guarantee the student will pass those exams. Graduates may be eligible to take the examination given by the American Medical Technologists to become a Certified Medical Administrative Specialist (CMAS).

Duties for graduates of this program may include appointment management and scheduling, medical records management, insurance processing, insurance coding and billing, and fundamentals of financial management. Competence in the field also requires that a medical office assistant display professionalism, communicate professionally, and provide instruction to patients.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

This program blends online coursework with on-ground experience. Students enrolling in the online program will need to complete a minimum 90-hour, supervised externship in a physician's office or clinic to complete the course of study. Students must complete and pass a criminal background check prior to placement at a site. The externship site may require a medical examination.

The Associate of Applied Science in Medical Office Management program consists of a minimum of 91 quarter credit hours. Upon successful completion of the program, graduates will be awarded an associate of applied science degree.

The following program changes are effective November 11, 2009:

## XX. Associate of Applied Science in Medical Transcription

The objective of the Associate of Applied Science in Medical Transcription program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position as a medical transcriptionist. Students are trained to transcribe and edit medical dictations with accuracy, consistency, and timeliness, while upholding the privacy and security of the health care data. Students may acquire proficiency in grammar, punctuation, medical terminology, and editing. Maintaining the integrity of the transcribed document and applying the principles of professional and ethical conduct are also stressed. The program provides a broad education and, if the student pursues Registered Medical Transcriptionist certification, may allow the graduate to advance faster in the workplace.

Graduates of this program may pursue work in hospitals, offices, or other health care organizations. Duties may include transcribing dictation, utilizing medical terminology, editing and revising documents, and interpreting and transcribing a variety of medical reports. Medical transcriptionists may also start their own businesses and work at home.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

The Associate of Applied Science in Medical Transcription program is designed to prepare students to enter the medical transcription field through academic and transcription skill preparation. Although the program is designed to prepare students to take various certification exams, the University cannot guarantee the student will pass those exams. After completion of the program and following eligibility requirements set by the Association for Healthcare Documentation Integrity, students may be eligible to take the Registered Medical Transcriptionist examination.

The program includes a simulated practicum experience designed to prepare students for work in the medical transcription field.

The Associate of Applied Science in Medical Transcription program consists of a minimum of 90 quarter credit hours. Upon successful completion of the program, graduates will be awarded an associate of applied science degree.

## Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>15</b>
<b>MAJOR REQUIREMENTS</b>	
CS 119: Academic Strategies for the Health Care Professional OR CS 121: Pathways to Academic Success*	5
HS 101: Medical Law and Bioethics	5
HS 111: Medical Terminology	5
HS 115: Software Applications for Health Care Professionals	3
HS 120: Anatomy and Physiology I	5
HS 130: Anatomy and Physiology II	5
HS 200: Diseases of the Human Body	5
MR 105: Keyboarding I—Fundamentals	2
MR 110: Keyboarding II—Advanced Techniques	3
MR 160: Pharmacology and Laboratory Medicine	5
MR 250: Medical Records Transcription I	5
MR 260: Medical Records Transcription II	5
MR 270: Medical Records Transcription III	5
MR 275: Professional Development for Medical Transcriptionists	2
MR 290: Medical Transcription Practicum	5
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>65</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	10
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>10</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>90</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take the program-specific Academic Strategies course.

The following program changes are effective November 11, 2009:

## XXVI. Dental Assistant Diploma

The objective of the Dental Assistant Diploma program is to prepare students with the knowledge, technical skills, and work habits required to pursue an entry-level position in a dental office, clinic, or lab environment. The program concentrates on helping students acquire knowledge and develop skills in treatment room care of the dental patient. In addition, students are taught how to assist the dentist, infection control and sterilization techniques, how to handle medical emergencies, the correct procedure for taking dental X-rays and making impressions, and the use of various dental instruments. Topics covered in the program also include oral evacuation, fixed prosthodontics, pharmacology and pain control, preventative dentistry, how to assist with oral surgery, and tray setups. Instruction occurs in classroom, laboratory, and clinical settings.

Students who enroll in this program generally seek post-graduation employment in positions such as dental assistant. Duties for graduates of this program may include providing essential and vital auxiliary services for the dentist chairside, in the business office, and in the office laboratory. This program is designed to prepare graduates to pursue entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

The length of the program is 960 contact hours over a 48-week period. All students must complete the program with a minimum of 56 quarter credit hours. Prior to graduation, students are required to complete two externships for a total of 300 contact hours. Please refer to the Externship and Clinical Experiences policy within the Policies Governing Undergraduate Study section of the Catalog. Upon successful completion of the program, graduates will be awarded a diploma. The program is only available onsite.

## Curriculum

Courses	Credits
<b>DIPLOMA REQUIREMENTS</b>	
DA B170: Radiology	4.5
DA G151: Patient Interaction	6.5
DA K151: Foundational Skills for Dental Assisting	6
DA O170: Operative Assisting	5
DA P170: Dental Materials	5.5
DA R170: Chairside Specialties	6
DA V190: Specialty Dentistry Externship	2.5
DA W151: Technology and Terminology for Dental Assisting	6
DA Y151: Diagnostic Assisting	5
DA Z190: General Dentistry Externship	9
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>56</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following program changes are effective November 11, 2009:

## XXH. Medical Billing/Coding Certificate

### Curriculum

Courses	Credits
<b>CERTIFICATE REQUIREMENTS</b>	
CS 119: Academic Strategies for the Health Care Professional OR CS 121: Pathways to Academic Success	5
CM 107: College Composition I OR CM 109: College Composition I—Effective Writing I for the Health Care Professional	5
HS 111: Medical Terminology	5
HS 115: Software Applications for Health Care Professionals	3
HS 120: Anatomy and Physiology I	5
HS 130: Anatomy and Physiology II	5
HS 140: Pharmacology	5
HS 200: Diseases of the Human Body	5
HS 210: Medical Office Management	5
HS 215: Medical Insurance and Billing	3
HS 225: Medical Coding I	4
HI 250: Medical Coding II	4
HS 292: Billing and Coding Externship	3
MM 150: Survey of Mathematics	5
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>62</b>

NOTE: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

## SCHOOL OF INFORMATION SYSTEMS AND TECHNOLOGY

The following program changes are effective November 11, 2009:

### XX. Bachelor of Science in Information Technology

#### Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
CS 114: Academic Strategies for the IT Professional OR CS 121: Pathways to Academic Success*	5
IT 117: Introduction to Website Development	5
IT 190: Foundations in Information Technology	5
IT 193: Foundations of Programming Using Visual Basic	5
100/200-level: Major Electives <sup>†</sup>	15
200-level: Mathematics Course	5
IT 320: Operating System Concepts OR IT 331: Technology Infrastructure <sup>‡</sup>	6
IT 430: IT Project Management	6
IT 460: Systems Analysis and Design	6
300/400-level: Major Electives	24
IT 499: Bachelor's Capstone in Information Technology	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

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## ADVANCED START BACHELOR'S DEGREE REQUIREMENTS

### ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS

Comparable Associate's or Bachelor's Degree<sup>§</sup>

TOTAL PRIOR DEGREE CREDITS	90
<b>PREREQUISITE REQUIREMENTS</b>	
100/200-level: IT Course <sup>#</sup>	
100/200-level: IT Course <sup>#</sup>	
100/200-level: IT Course <sup>#</sup>	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
TOTAL CORE REQUIREMENTS	18
<b>MAJOR REQUIREMENTS</b>	
IT 320: Operating System Concepts OR	
IT 331: Technology Infrastructure <sup>‡</sup>	6
IT 430: IT Project Management	6
IT 460: Systems Analysis and Design	6
300/400-level: Major Electives	24
IT 499: Bachelor's Capstone in Information Technology	6
TOTAL MAJOR REQUIREMENTS	48
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives <sup>†</sup>	24
TOTAL OPEN ELECTIVE REQUIREMENTS	24
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

### EMPHASIS AREAS

#### Option I: Web Development

IT 214: Foundations of Web Design OR	
IT 245: Website Development**	5
IT 247: Fundamentals of Web Graphics	5
IT 250: Enhancing Websites With PHP	5
IT 373: Introduction to Multimedia Using Adobe Flash	6
IT 476: Web Marketing and E-Commerce	6
IT 490: Multimedia Scripting	6
IT 492: Advanced Scripting for Interactivity	6

#### Option II: Database Management

IT 163: Database Concepts Using Microsoft Access	5
IT 271: Visual Basic Fundamentals OR	
IT 293: Intermediate Visual Basic Programming <sup>††</sup>	5
IT 273: Networking Concepts	5
IT 350: Structured Query Language	6
IT 358: Oracle Query Design	6
IT 452: Intermediate Query Design and Reporting	6
IT 456: SQL Server Database Administration	6

#### Option III: Application Development

IT 254: Foundations of Programming Using C#	5
IT 258: Foundations of Programming Using Java	5
IT 271: Visual Basic Fundamentals OR	
IT 293: Intermediate Visual Basic Programming <sup>††</sup>	5
IT 310: Data Structures and Algorithms	6
IT 350: Structured Query Language	6
IT 355: Web Programming Development	6
IT 461: Advanced Visual Basic Programming	6

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**Option IV: Network Administration**

IT 273:	Networking Concepts	5
IT 278:	Network Administration	5
IT 283:	Networking with TCP/IP	5
IT 375:	Windows Enterprise Administration	6
IT 388:	Routing and Switching I	6
IT 471:	Routing and Switching II	6
IT 482:	Network Design	6

**Option V: Information Security and Forensics**

IT 273:	Networking Concepts	5
IT 278:	Network Administration	5
IT 286:	Introduction to Network Security	5
CJ 317:	Computer Forensics	6
IT 390:	Intrusion Detection and Incident Response	6
IT 411:	Digital Forensics	6
IT 412:	Information Systems Security	6

**Option VI: Project Management**

IT 301:	Project Management I	6
IT 401:	Project Management II	6
SA 400:	Business Process Analysis	6
MT 475:	Outcomes Assessment and Quality Management	6

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take the program-specific Academic Strategies course.

† Students who do not possess prior learning credit comparable to IT 133: Software Applications must either take the course as an elective or pass the challenge exam for the course during their first term.

‡ Students enrolled in the network administration, database management, or information security and forensics emphasis area will take IT 320: Operating System Concepts.

§ Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

# Students enrolled in the advanced start degree option must complete the prerequisite 100/200-level emphasis area courses.

\*\* Students enrolled in the advanced start degree option will take IT 214: Foundations of Web Design.

†† Students enrolled in the advanced start degree option will take IT 271: Visual Basic Fundamentals.

The following program changes are effective November 11, 2009:

## XXH. Associate of Applied Science in Graphic Design

### Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
CM 106: College Composition I—Effective Writing I for IT Majors OR	
CM 107: College Composition I	5
CM 220: College Composition II	5
MM 150: Survey of Mathematics	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>15</b>
<b>MAJOR REQUIREMENTS</b>	
CS 114: Academic Strategies for the IT Professional OR	
CS 121: Pathways to Academic Success	5
GD 100: Color and Design Layout	5
GD 110: Introduction to the History of Graphic Design	5
GD 120: Typography	5
100/200-level: Major Electives	15
IT 299: Associate's Capstone in Computer Information Systems	5
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>40</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	35
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>35</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>90</b>
<b>EMPHASIS AREAS</b>	
<b>Option I: Print Layout and Design</b>	
GD 180: Digital Design I	5
GD 200: Digital Design II	5
GD 210: Print and Production Design	5
<b>Option II: Web and Online Animation Design</b>	
IT 214: Foundations of Web Design	5
IT 247: Fundamentals of Web Graphics	5
GD 260: Multimedia and Production	5

NOTE: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

## SCHOOL OF LEGAL STUDIES

The following changes to the program description are effective November 11, 2009:

### **Bachelor of Science in Legal Studies**

The Bachelor of Science in Legal Studies degree plan is designed to provide students wishing to enter the legal profession with an education that incorporates the study of law (and related disciplines) with the development of both practical skills and analytical skills. Students who plan to continue their course of study at the law school level also will have the solid educational foundation necessary to prepare them for the rigors of advanced study of the law or other areas of graduate study.

The program focuses on the knowledge, skills, and values needed to become competent and ethical professionals working in the legal services industry. Courses provide a well-rounded academic foundation that emphasizes analytical thinking, reading comprehension, and communication skills, while developing the practical skills needed to successfully enter the job market. Students have the opportunity to develop strong interpersonal skills, self-discipline, and ethical principles.

The legal education and training provided to students in the bachelor's degree in legal studies is useful for individuals interested in pursuing law school and graduate education or in many other occupations including: arbitrator, mediator, patent agent, title examiner, legislative assistant, lobbyist, political office holder, corporate executive, journalist, abstractor, claims examiner, compliance and enforcement inspector, occupational and safety health worker, legal psychology expert, and jury consultant.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

Kaplan University offers the Advanced Start Bachelor of Science in Legal Studies degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students the opportunity to join the workforce with the skills necessary to succeed, while pursuing their lifelong learning aims. Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

Kaplan University has expanded the advanced start option to include students who have received a bachelor's degree, but wish to change careers, and receive a second bachelor's degree. Lower-level (100/200) coursework will be transferred from the student's previous degree as a block of 90 credits. Upper-level (300/400) coursework will be evaluated on a course-by-course basis and applied toward appropriate upper-level degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option. The Bachelor of Science in Legal Studies program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

The following program changes are effective November 11, 2009:

## XXV. Bachelor of Science in Paralegal Studies

### Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
LS 100: Eight Skills of the Effective Legal Studies Student OR CS 121: Pathways to Academic Success*	5
IT 133: Software Applications OR PA 230: Introduction to Legal Technology†	5
PA 101: The Paralegal Professional	5
PA 110: Civil Litigation	5
PA 201: Introduction to Legal Research	5
PA 205: Introduction to Legal Analysis and Writing	5
PA 253: Legal Ethics	5
100/200-level: Major Elective	5
PA 300: Real Estate Law	6
PA 310: Tort Law	6
PA 401: Advanced Legal Writing	6
300/400-level: Major Electives	24
PA 499: Bachelor's Capstone in Paralegal Studies	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

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**ADVANCED START BACHELOR'S DEGREE REQUIREMENTS**

**ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS**

Comparable Associate's or Bachelor's Degree<sup>‡</sup>

TOTAL PRIOR DEGREE CREDITS	90
<b>PREREQUISITE REQUIREMENTS</b>	
PA 101: The Paralegal Professional	
PA 110: Civil Litigation	
PA 201: Introduction to Legal Research	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
TOTAL CORE REQUIREMENTS	18
<b>MAJOR REQUIREMENTS</b>	
PA 300: Real Estate Law	6
PA 310: Tort Law	6
PA 401: Advanced Legal Writing	6
300/400-level: Major Electives	24
PA 499: Bachelor's Capstone in Paralegal Studies	6
TOTAL MAJOR REQUIREMENTS	48
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	24
TOTAL OPEN ELECTIVE REQUIREMENTS	24
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take the program-specific Eight Skills of the Effective Student course.

†Onsite students will take IT 133: Software Applications.

‡Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

The following program changes are effective November 11, 2009:

## XXV. Associate of Applied Science in Paralegal Studies

### Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>15</b>
<b>MAJOR REQUIREMENTS</b>	
LS 100: Eight Skills of the Effective Legal Studies Student OR CS 121: Pathways to Academic Success*	5
IT 133: Software Applications OR PA 230: Introduction to Legal Technology <sup>†</sup>	5
PA 101: The Paralegal Professional	5
PA 110: Civil Litigation	5
PA 201: Introduction to Legal Research	5
PA 205: Introduction to Legal Analysis and Writing	5
PA 253: Legal Ethics	5
PA 299: Associate's Capstone—Project	5
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>40</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	35
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>35</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>90</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take the program-specific Eight Skills of the Effective Student course.

<sup>†</sup>Onsite students will take IT 133: Software Applications.

## SCHOOL OF NURSING

The following changes to the program description are effective November 11, 2009:

### **Bachelor of Science in Nursing**

The Bachelor of Science in Nursing program is designed to provide registered nurses with the education needed to enhance their skills, better meet the complex demands of health care, and pursue employment in numerous nursing and management specialties. Additionally, the program is designed as a foundation from which students can pursue graduate nursing studies.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in Nursing degree is considered essential for registered nurses seeking broader professional responsibilities and career opportunities. Kaplan University's degree program emphasizes professional growth and continuous learning. The program features a capstone course and a professional development plan that include career planning.

In addition to possessing an associate's degree or diploma in nursing, students applying for admission must also complete all prerequisites for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours.

This program blends online coursework with a practicum experience. Students participate in a supervised learning experience, which is the capstone course (NU 499). The capstone experience will need to be completed in the state of licensure. Prior to beginning the practicum experience, students will be required to complete a criminal background check, as required by applicable federal and/or state regulatory agencies. Please refer to the Criminal Background Check Policy listed in the School of Nursing—Undergraduate section of the Catalog.

All students will have completed a minimum of two graduate courses upon graduation from the program. Students who are not interested in enrolling in Kaplan University's Master of Science in Nursing program will complete the Bachelor of Science in Nursing program with a minimum of 181 quarter credit hours. Those students interested in continuing on to pursue a Kaplan University Master of Science in Nursing will complete three or four graduate courses, depending on whether or not they possess a prior non-nursing bachelor's degree, and will complete the Bachelor of Science in Nursing program with a minimum of 180 or 185 credits, respectively. All graduate courses completed in the Bachelor of Science in Nursing program satisfy course requirements in the Kaplan University Master of Science in Nursing.

The Bachelor of Science in Nursing program consists of a minimum of 180 to 185 quarter credit hours including the requisite 90-credit associate's degree or diploma in nursing. Upon successful completion of the program, graduates will receive a bachelor of science degree.

The following changes to the program description are effective November 11, 2009:

## **Associate of Science in Nursing**

The Associate of Science in Nursing program is a prelicensure, nursing education program. The program is designed to support the learner through the organization and integration of content, skills, and procedures along with a dynamic curriculum designed to increase student knowledge and competence, and provide the foundation for progressively higher levels of nursing practice. A student successfully completing the required plan of study and all other graduation requirements may be academically prepared to apply to take the licensing examination for registered nurses (NCLEX-RN). Students who complete the associate's degree and successfully pass the National Council Licensure Examination (NCLEXRN) will be eligible to enter the Kaplan University Bachelor of Science in Nursing degree-completion program.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

The Associate of Science in Nursing program is designed to provide students with the background and practical experience that meet state and nationally recognized standards for such degrees; however, individual state licensing requirements vary and are subject to change. Thus, Kaplan University makes no representations or warranties as to whether the degree program meets the specific licensing requirements of any individual state. Kaplan University suggests that students independently research the licensing requirements of any state in which they intend to seek licensure.

The program blends online coursework with on-ground, facility-based clinical practicum experiences. Students are required to complete their clinical practice experience in Palm Beach County, Broward County, or Miami Dade County in Florida. Students will be required to successfully complete both components of the coursework to fulfill program requirements. Prior to the end of the first term, students will be required to submit a criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify the student for practice as a nursing student under the requirements of the state of his or her clinical placements. Please refer to the Criminal Background Check Policy listed in the School of Nursing—Undergraduate section of the Catalog.

Enrollment in the program is limited. Contact an Admissions Advisor for details.

The Associate of Science in Nursing degree program consists of a minimum of 98 quarter credit hours. Due to state-specific nursing education requirements, the student may need to take more than 98 credits to complete the prelicensure program. Upon successful completion of the program, graduates will receive an associate of science degree.

# UNDERGRADUATE COURSE DESCRIPTIONS

## Discontinued Courses

- BU 100: INTRODUCTION TO BUSINESS**<sup>‡</sup>
- CJ 390: FIELDWORK IN CRIMINAL JUSTICE**<sup>‡</sup>
- CJ 394: INDEPENDENT STUDY IN CRIME SCENE INVESTIGATION**<sup>‡</sup>
- IT 267: SYSTEMS PROGRAMMING AND UNIX**<sup>‡</sup>
- MT 204: ESSENTIALS OF MANAGEMENT**<sup>‡</sup>
- MT 305: HEALTH CARE ORGANIZATION AND DELIVERY**<sup>‡</sup>
- MT 315: OPERATIONS MANAGEMENT IN HEALTH CARE**<sup>‡</sup>
- MT 471: THE LEGAL AND ETHICAL ENVIRONMENT OF HEALTH CARE**<sup>‡</sup>
- NS 320: NUTRITIONAL RESEARCH**<sup>‡</sup>
- PA 100: EIGHT SKILLS OF THE EFFECTIVE ONLINE PARALEGAL STUDENT**<sup>‡</sup>
- PA 293: ASSOCIATE'S CAPSTONE—PORTFOLIO OPTION**<sup>‡</sup>
- SA 421: ETHICS AND COMPLIANCE—SARBANES-OXLEY AND SEC REGULATIONS**<sup>‡</sup>
- SA 422: ETHICS AND COMPLIANCE—HIPAA AND HEALTH INDUSTRY REGULATIONS**<sup>‡</sup>
- SA 423: ETHICS AND COMPLIANCE—FEDERAL ACTS AND REGULATIONS**<sup>‡</sup>
- SA 442: ETHICS AND COMPLIANCE —HIPAA AND HEALTH INDUSTRY REGULATIONS**<sup>‡</sup>
- SS 114: CHILD DEVELOPMENT AND LEARNING**<sup>‡</sup>

## Revised Course Titles/ Numbers

- DA B170: RADIOLOGY** will replace **DA B150: RADIOLOGY (BLUE)**<sup>‡</sup>
- DA G151: PATIENT INTERACTION** will replace **DA G150: PATIENT INTERACTION (GREEN)**<sup>‡</sup>
- DA K151: FOUNDATIONAL SKILLS FOR DENTAL ASSISTING** will replace **AH K102: ALLIED HEALTH INDUSTRY AND FUNDAMENTALS (BLACK)**<sup>‡</sup>
- DA O170: OPERATIVE ASSISTING** will replace **DA O150: OPERATIVE ASSISTING (ORANGE)**<sup>‡</sup>
- DA P170: DENTAL MATERIALS** will replace **DA P150: DENTAL MATERIALS (PURPLE)**<sup>‡</sup>
- DA R170: CHAIRSIDE SPECIALTIES** will replace **DA R150: CHAIRSIDE SPECIALTIES (RED)**<sup>‡</sup>
- DA V190: SPECIALTY DENTISTRY EXTERNSHIP** will replace **DA V150: SPECIALTY DENTISTRY EXTERNSHIP (TAN)**<sup>‡</sup>
- DA W151: TECHNOLOGY AND TERMINOLOGY FOR DENTAL ASSISTING** will replace **AH W102: ALLIED HEALTH CAREERS AND COMMUNICATION (WHITE)**<sup>‡</sup>
- DA Y151: DIAGNOSTIC ASSISTING** will replace **DA Y150: DIAGNOSTIC ASSISTING (YELLOW)**<sup>‡</sup>
- DA Z190: GENERAL DENTISTRY EXTERNSHIP** will replace **DA Z150: GENERAL DENTISTRY EXTERNSHIP (TAN)**<sup>‡</sup>
- FS 100: ACADEMIC STRATEGIES FOR THE FIRE SCIENCE AND EMERGENCY MANAGEMENT STUDENT** will replace **FS 100: ACADEMIC STRATEGIES FOR THE FIRE SCIENCE STUDENT**<sup>‡</sup>
- GD 180: DIGITAL DESIGN I** will replace **GD 180: DIGITAL DESIGN I (PHOTOSHOP/ ILLUSTRATOR)**<sup>‡</sup>
- HS 292: BILLING AND CODING EXTERNSHIP** will replace **HS 292: BILLING/CODING EXTERNSHIP**<sup>‡</sup>

- IT 285: WIRELESS LAN TECHNOLOGIES** will replace **IT 285: WIRELESS CASES**<sup>‡</sup>
- IT 430: IT PROJECT MANAGEMENT** will replace **IT 430: PROJECT MANAGEMENT**<sup>‡</sup>
- MR 290: MEDICAL TRANSCRIPTION PRACTICUM** will replace **MR 290: MEDICAL TRANSCRIPTION EXTERNSHIP AND EVALUATION**<sup>‡</sup>
- PR 499: BACHELOR'S CAPSTONE IN PROFESSIONAL STUDIES** will replace **PR 499: CAPSTONE IN PROFESSIONAL STUDIES**<sup>‡</sup>

## Course Prerequisite Changes

- CJ 102: CRIMINOLOGY I**<sup>†</sup>  
*Prerequisite: CJ 101*
- CJ 216: COMPUTERS, TECHNOLOGY, AND CRIMINAL JUSTICE INFORMATION SYSTEMS**<sup>‡</sup>  
*Prerequisite: Any College Composition I course*
- CJ 343: COMPARATIVE CRIMINAL JUSTICE SYSTEMS**<sup>‡</sup>  
*Prerequisite: CJ 101*
- CJ 386: FORENSIC BIOLOGY AND IMPRESSION EVIDENCE**<sup>‡</sup>  
*Prerequisite: CJ 101*
- CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS**<sup>‡</sup>  
*Prerequisite: None*
- CM 103: COLLEGE COMPOSITION I—EFFECTIVE WRITING I FOR CRIMINAL JUSTICE MAJORS**<sup>‡</sup>  
*Prerequisite: None*
- CM 225: COLLEGE COMPOSITION II FOR BUSINESS MAJORS**<sup>‡</sup>  
*Prerequisite: None*
- DA B170: RADIOLOGY**<sup>‡</sup>  
*Prerequisites: DA K151, DA W151, DA Y151, and DA G151*
- DA G151: PATIENT INTERACTION**<sup>‡</sup>  
*Prerequisite: None*

\*Effective August 5, 2009 †Effective September 11, 2009 ‡Effective November 11, 2009

**DA 0170: OPERATIVE ASSISTING\***

Prerequisites: DA K151, DA W151, DA Y151, and DA G151

**DA P170: DENTAL MATERIALS\***

Prerequisites: DA K151, DA W151, DA Y151, and DA G151

**DA R170: CHAIRSIDE SPECIALTIES\***

Prerequisites: DA K151, DA W151, DA Y151, and DAG151

**DA V190: SPECIALTY DENTISTRY EXTERNSHIP\***

Prerequisites: DA B170, DA O170, DA P170, and DA R170

**DA Y151: DIAGNOSTIC ASSISTING\***

Prerequisite: None

**DA Z190: GENERAL DENTISTRY EXTERNSHIP\***

Prerequisites: DA B170, DA O170, DA P170, and DA R170

**HS 120: ANATOMY AND PHYSIOLOGY I\***

Prerequisite: None

**HS 140: PHARMACOLOGY\***

Prerequisite: MM 150

**IT 285: WIRELESS LAN TECHNOLOGIES\***

Prerequisite: IT 273

**MA 260: CLINICAL COMPETENCIES I\***

Prerequisite: HS 210

**MR 290: MEDICAL TRANSCRIPTION PRACTICUM\***

Prerequisite: MR 270; final term of study

**NR 150: MEDICAL SURGICAL NURSING\***

Prerequisites: NR 120 and NR 130

**NR 165: ADVANCED MEDICAL SURGICAL NURSING I\***

Prerequisite: NR 150

**NS 315: NUTRITIONAL BIOCHEMISTRY\***

Prerequisites: SC 155 and SC 115, NS 220 or NS 270

**NS 335: NUTRITION FOR SPECIAL POPULATIONS\***

Prerequisite: SC 115, NS 220, or NS 270

**NS 415: FOOD SCIENCE WITH LAB\***

Prerequisite: NS 205

**NS 420: NUTRITIONAL COUNSELING\***

Prerequisite: SC 115, NS 220, or NS 270

**NS 425: SPORTS NUTRITION\***

Prerequisite: SC 115, NS 220, or NS 270

**NS 430: WHOLE FOODS PRODUCTION\***

Prerequisite: SC 115 or NS 205

**NU 310: NURSING RESEARCH\***

Prerequisite: NU 300 or concurrent enrollment in NU 300 and MM 207

**PA 230: INTRODUCTION TO LEGAL TECHNOLOGY\***

Prerequisite: PA101 or LS102

Corequisite: Students enrolled in an advanced start paralegal studies program: PA 101

**PP 310: FINANCE AND BUDGETING IN THE PUBLIC SECTOR\***

Prerequisite: None

## Course Descriptions

Courses offered at the University are identified by a code indicating subject area, followed by a three-digit number indicating the level of the course offering. The following subject codes and numbers are used:

ALLIED HEALTH	AH
ANATOMY	ANA
BUSINESS	
Accounting	AC
General Business	BU
Human Resources	HR
Management	MT
Retail Management	RT
Security and Assurance	SA
Travel and Hospitality Management	TH
CHILDHOOD EDUCATION	CE
COMMUNICATION AND COMPOSITION	CM
CRIMINAL JUSTICE	CJ
DENTAL ASSISTING	DA
EDUCATIONAL PARAPROFESSIONAL	EP
ENGLISH	ENG
ENVIRONMENTAL POLICY AND MANAGEMENT	EM
EXPERIENTIAL LEARNING	EL
FIRE SCIENCE	FS
FOUNDATIONS	KU
HEALTH SCIENCES	
Exercise and Fitness	EF
Health and Wellness	HW
Health Information Technology	HI/HIT
Health Science	HS
Medical Assisting	MA/MED
Medical Office Management	MO
Medical Records	MR

Nutrition Science	NS
HUMANITIES	HU
HUMAN SERVICES	HN
INFORMATION SYSTEMS AND TECHNOLOGY	IT
Computer Forensics	CF
Graphic Design	GD
INTERDISCIPLINARY STUDIES	IS
LEGAL STUDIES	LS
LIBERAL STUDIES	LI
MATHEMATICS	MM
NURSING	NU
Practical Nursing	NR/PN
OFFICE TECHNOLOGY DIVISION	OTD
PARALEGAL STUDIES	PA
PROFESSIONAL STUDIES	CS/PR
PSYCHOLOGY	PS
PUBLIC ADMINISTRATION AND POLICY	PP
SCIENCE	SC
SOCIAL SCIENCE	SS

**COURSE NUMBERING:**

100–199 First-year courses

200–299 Second-year courses

300–399 Third-year courses

400–499 Fourth-year courses

**AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS\***

This course emphasizes the use of accounting by managers in a business environment. Topics covered include accounting concepts, internal control, current assets, noncurrent assets, liabilities, and equity. The course is specifically designed for nonaccounting majors, and emphasis is placed on accounting areas affecting business owners and managers.

5 Quarter Credit Hours

Prerequisite: None

**AC 116: ACCOUNTING II\***

This course continues the study of accounting principles by further exploring the assets, liabilities, and stockholders' equity sections of a corporation's balance sheet. This course continues to lead students to accounting mastery using an integrated learning system. This course provides further understanding of what accounting is all about and accounting's evolving role in business. Students will use an accounting homework assistance program. The program is an online interactive homework solution system that assists students in the accounting learning process.

5 Quarter Credit Hours

Prerequisite: AC 113 or AC 114

\*Effective August 5, 2009 †Effective September 11, 2009 ‡Effective November 11, 2009

**AC 301: INTERMEDIATE ACCOUNTING II\***

This course covers the accounting theory and practices associated with inventory valuations; the acquisition, cost allocation, and disposal of property, plants, and equipment; intangible assets; current liabilities, contingencies, and long-term liabilities; and investments.

6 Quarter Credit Hours

Prerequisite: AC 300

**AC 302: INTERMEDIATE ACCOUNTING III\***

This course covers the accounting theory and practices associated with corporate accounting issues involving pensions, leases, earnings per share, taxes, contributed capital, and income recognition. The reporting requirements and structure of the statement of cash flows are examined. In-depth studies of accounting changes and error analysis are also included.

6 Quarter Credit Hours

Prerequisites: AC 300 and AC 301

**ANA 201: ANATOMY AND PHYSIOLOGY\***

This course provides an introductory treatment of the structure and function of the human body. A detailed overview of cellular and tissue structure is given, followed by a brief review of the body systems and functions. The general scientific education is enhanced by using a balance of anatomical and physiological concepts.

Frederick campus only

4.5 Quarter Credit Hours

Prerequisite: None

**CF 101: COMPUTER FORENSICS I\***

This course will introduce students to the fundamentals of computer forensics. Topics discussed will include preservation of evidence and chain of custody, applying computer forensic methodologies to acquire, extract, and analyze data from digital media, and report writing. Students will analyze and complete several sample cases.

Hagerstown campus only

5 Quarter Credit Hours

Prerequisite: IT 190

**CF 201: COMPUTER FORENSICS II\***

This is a continuation of Computer Forensics I. Advanced forensic techniques will be discussed including an in-depth overview of Microsoft file systems and registry analysis. Additional topics discussed will include metadata, steganography, and other data-hiding techniques. Students will complete several hands-on projects.

Hagerstown campus only

5 Quarter Credit Hours

Prerequisite: CF 101

**CF 235: COMPUTER SECURITY AND PENETRATION TESTING\***

This course introduces students to the fundamentals of network and computer security and penetration testing. Students will learn about various attacks and methods used by hackers to gain access to computer systems and how to combat them. Various tools

and techniques used for penetration testing will be discussed and utilized.

Hagerstown campus only

5 Quarter Credit Hours

Prerequisite: CF 201

**CF 245: MOBILE DEVICE FORENSICS\***

This course will introduce students to various techniques used to acquire, extract, and analyze digital information found on cell phones and PDA devices. Mobile phone technologies and available tools will be discussed.

Hagerstown campus only

5 Quarter Credit Hours

Prerequisite: None

**CF 265: NETWORK FORENSICS\***

This course will introduce students to the fundamentals of network forensics. Students will develop an understanding of the fundamentals of topologies, protocols, and applications required to conduct forensic analysis in a network environment. Topics such as conducting network investigations, live analysis, and analyzing log files will be discussed.

Hagerstown campus only

5 Quarter Credit Hours

Prerequisite: CF 201

**CJ 216: COMPUTERS, TECHNOLOGY, AND CRIMINAL JUSTICE INFORMATION SYSTEMS\***

This course is an introduction to information systems used within the criminal justice system at the local, state, and federal levels. Included is an overview of existing systems, the impact of technology upon criminal justice agencies, and a summary of future needs.

5 Quarter Credit Hours

Prerequisite: Any College Composition I course

**CJ 230: CRIMINAL LAW FOR CRIMINAL JUSTICE\***

In this course, students learn how to identify the elements of a crime and to categorize crimes by type, including homicide, crimes against the person, and crimes against property or habitation. Students learn about criminal capacity, different defenses, and who may be considered parties to a crime.

5 Quarter Credit Hours

Prerequisite: CJ 101

**CJ 343: COMPARATIVE CRIMINAL JUSTICE SYSTEMS\***

This course compares and contrasts justice systems around the world. Topics covered include crime on the world scene, legal traditions, substantive law and procedural law, and an international perspective on policing, the courts, corrections, and juvenile justice. The study of other cultures and countries is an important feature of a comprehensive educational experience. In this course, students discuss the positive and negative attributes of the various justice systems of England, France, Sweden, Japan, and Russia.

6 Quarter Credit Hours

Prerequisite: CJ 101

**CJ 481-486: INDEPENDENT STUDY IN CRIMINAL JUSTICE\***

In this course, students will engage in an independent, directed-studies project focused on a student-submitted topic of inquiry. The student will select a project or topic for inquiry which is of interest and relevant to her/his professional goals.

CJ 481: 1 Quarter Credit Hour

CJ 482: 2 Quarter Credit Hours

CJ 483: 3 Quarter Credit Hours

CJ 484: 4 Quarter Credit Hours

CJ 485: 5 Quarter Credit Hours

CJ 486: 6 Quarter Credit Hours

Prerequisite: A minimum of 30 quarter credit hours of criminal justice coursework completed

**CM 103: COLLEGE COMPOSITION I—EFFECTIVE WRITING I FOR CRIMINAL JUSTICE MAJORS\***

This course is designed to illustrate how writing is used within the criminal justice field. Using a problem-based model, students will learn how to communicate effectively by applying various writing styles to real-world issues. Additionally, they will identify and further develop their own writing process. Grammar, mechanics, effective paragraph construction, source use, and APA formatting and documentation standards will be reviewed, helping students focus on areas that will improve their writing.

5 Quarter Credit Hours

Prerequisite: None

**CM 112: COLLEGE COMPOSITION I—EFFECTIVE WRITING I FOR FIRE SCIENCE MAJORS\***

This course is designed to illustrate how writing is used within the fire science field. Using a problem-based model, students will learn how to communicate effectively by applying various writing styles to real-world issues. Additionally, they will identify and further develop their own writing process. Grammar, mechanics, effective paragraph construction, source use, and APA formatting and documentation standards will be reviewed, helping students focus on areas that will improve their writing.

5 Quarter Credit Hours

Prerequisite: None

**CM 214: PUBLIC SPEAKING\***

This course provides students with practical advice and essential skills for public speaking. In addition to learning how to be effective oral communicators, students will explore addressing diverse audiences and analyze the ethical impact of their communication. Students will learn how to use organization and research to support their views. They will write and deliver speeches on diverse topics and also view and critique examples from professional speeches.

5 Quarter Credit Hours

Prerequisite: Any College Composition I course

**CM 221: COLLEGE COMPOSITION II FOR FIRE SCIENCE MAJORS\***

Using a scenario-based model, this course demonstrates methods for applying research and critical thinking skills to develop effective

arguments. Particular emphasis is placed on source analysis and synthesis and the application of APA formatting and documentation standards. Ultimately, students will create professional writings, incorporating postdraft revision strategies and working constructively with colleagues.

5 Quarter Credit Hours  
Prerequisite: CM 112

### **CM 223: COLLEGE COMPOSITION II FOR CRIMINAL JUSTICE MAJORS\***

Using a scenario-based model, this course demonstrates methods for applying research and critical thinking skills to develop effective arguments. Particular emphasis is placed on source analysis and synthesis and the application of APA formatting and documentation standards. Ultimately, students will create professional writings, incorporating postdraft revision strategies and working constructively with colleagues.

5 Quarter Credit Hours  
Prerequisite: CM 103

### **CS 122: ACADEMIC STRATEGIES FOR THE PRACTICAL NURSING PROFESSIONAL\***

In this course, students are taught the purpose and processes of university education. Emphasis is placed on study, communication, and thinking skills to support academic achievement. Students have the opportunity to demonstrate their interpersonal communication and team building skills.

Onsite only  
3 Quarter Credit Hours  
Prerequisite: None

### **CS 124: ACADEMIC STRATEGIES FOR HUMAN SERVICE PROFESSIONALS\***

Designed to facilitate personal and professional success, this course introduces students to the purposes and processes of university education. An emphasis is placed on study, communication, and thinking skills that support academic achievement. Students also examine the relationship between learning and motivation.

5 Quarter Credit Hours  
Prerequisite: None

### **DA 01: PROFESSIONAL DEVELOPMENT\***

This course is designed to provide an overview of the dental profession, introduce the other members of the dental health care team, and explain the legal and ethical standards expected of a dental professional. Emphasis is placed on education and skills performed by different disciplines of the dental team, while noting the historical contributions of dental founders. Upon successful completion of this course, students should understand basic terminology. Students should also be able to list individuals who had a great impact on the profession of dentistry; explain the terms DDS, DMD, and the eight specialties of dentistry; and define G.V. Black's six classifications of a cavity.

Frederick campus only  
2.5 Quarter Credit Hours  
Prerequisite: None

### **DA 02: DENTAL SCIENCE\***

This course gives students an overview of basic human anatomy and physiology. Emphasis is placed on the structures of the oral cavity and how teeth begin developing from before birth. Upon successful completion of this course, students should be able to use their knowledge with dentition and charting on a daily basis in their career as a dental assistant. Students should be able to identify regions of the head, bones of the skull, and muscles of the head and neck; describe the development of the face and oral cavity; explain the life cycle and tissues of a tooth; know the different types of teeth; name the universal code for each tooth; and provide the correct location.

Frederick campus only  
4 Quarter Credit Hours  
Prerequisite: DA 01

### **DA 03: DENTAL BIOMEDICAL\***

This course is a study of anatomical systems with emphasis on oral pathology and developmental abnormalities. Emphasis will be placed on the study of microorganisms in virus form and bacteria and their relationship to the anomalies of teeth. Upon successful completion of this course, students should be able to recognize pathological conditions in the mouth, explain the process of tooth decay and identify the stages, describe the diseases of the oral soft tissues and conditions of the tongue, and describe symptoms and causes of temporomandibular disorders.

Frederick campus only  
2 Quarter Credit Hours  
Prerequisites: DA 01 and DA 02

### **DA 04: DENTAL CHAIRSIDE ASSISTING I\***

This course is an introduction to chairside assisting procedures, instrumentation, infection control, equipment safety, pharmacology, and maintenance. This will include proper positioning of the team, maintaining visibility of the operative field, identifying and transferring instruments, treatment planning, charting the oral cavity, preparing and maintaining rotary instruments, placing dental dams, and preparing matrices for dental procedures. Upon successful completion of this course, students should be able to provide assistance to the doctor during the preoperative phases of dental treatment.

Frederick campus only  
3.5 Quarter Credit Hours  
Prerequisites: DA 01, DA 02, and DA 03

### **DA 05: PREVENTIVE DENTISTRY\***

In this course, students study the prevention of dental diseases. Emphasis will be placed on community dental health research and projects, fluoridation, nutrition and nutritional counseling, visual aids, and oral hygiene instruction for dental patients. Students demonstrate the clinical skills of coronal polishing, fluoride, and pit and fissure sealants application. Upon successful completion of this course, students should be able to provide patient education in tooth brushing, flossing, auxiliary aids, and nutritional counseling.

Frederick campus only  
3.5 Quarter Credit Hours  
Prerequisites: DA 01, DA 02, and DA 03

### **DA 06: OFFICE EMERGENCIES AND PROCEDURES\***

This course provides training in the assessment of dental emergencies and their treatment. Students identify the medically compromised patient and assist in emergency situations. Upon successful completion of this course, students should be able to identify several dental emergencies that a patient may have such as an abscessed tooth, alveolitis, an avulsed tooth, a broken prostheses, soft tissue injury, a broken tooth, and a loose crown and their treatment.

Frederick campus only  
1 Quarter Credit Hour  
Prerequisites: DA 01, DA 02, and DA 03

### **DA 07: DENTAL CHAIRSIDE ASSISTING II\***

This course is designed for students to learn instrument setup and procedures for each specialty. Topics include recording diagnosis and treatment planning in the specialty area of periodontics, endodontics, general dentistry, oral pathology, orthodontics, pediatrics, prosthodontics, and oral and maxillofacial surgery. Upon successful completion of this course, students should be able to assist in operative dentistry procedures. Students explore the various specialties of dentistry, specifically as they relate to procedures performed in a general dental practice, and become proficient in oral evacuation, instrument transfer zones, four-handed dentistry, and seating and dismissing a patient.

Frederick campus only  
2.5 Quarter Credit Hours  
Prerequisites: DA 01, DA 02, and DA 03

### **DA 08: DENTAL CHAIRSIDE ASSISTING APPLICATIONS\***

This course provides training in the basic concept of chairside assisting. Emphasis will be on preparing the patient for treatment, handling instruments, and managing the dental milieu. Upon successful completion of this course, students should be able to apply all the skills of chairside assisting while incorporating all areas of the eight specialties.

Frederick campus only  
3.5 Quarter Credit Hours  
Prerequisites: DA 01, DA 02, and DA 03

### **DA 09: DENTAL MATERIALS\***

This course is designed to present students with dental materials that will guide and improve the skills of the dental assistant when working in the general and specialized areas of dentistry. Emphasis will be placed on the role of the dental assistant in the preparation and application of dental materials. Upon successful completion of this course, students should have knowledge and skills in the use of restorative materials, lab materials, dental cements, resins, and any materials that may be used in any of the dental specialties.

\*Effective August 5, 2009 †Effective September 11, 2009 ‡Effective November 11, 2009

*Frederick campus only*  
3.5 Quarter Credit Hours  
*Prerequisites: DA 01, DA 02, and DA 03*

#### **DA 10: DENTAL LAB MATERIALS AND TECHNIQUES\***

This course is designed to familiarize students with dental laboratory safety while preparing dental models and dental impressions for use. Emphasis will be placed on fabricating and polishing custom impression trays, bleaching trays, mouth guards, temporary crowns, and bridges, and operating and maintaining sterilization equipment, dental lathes, model trimmers, and other necessary lab equipment. Upon successful completion of this course, students should possess the knowledge and skills to manipulate and pour elastomeric and rigid impression materials.

*Frederick campus only*  
1.5 Quarter Credit Hours  
*Prerequisites: DA 01, DA 02, and DA 03*

#### **DA 11: DENTAL OFFICE INVENTORY\***

This course provides training in dental office inventory management and control. Emphasis will be placed on inventory control of laboratory equipment, all dental instruments, chairside assisting materials, and front office supplies. Upon successful completion of this course, students should possess the knowledge to organize and manage an effective inventory system in all aspects of the dental office, business office, operatories, and the lab.

*Frederick campus only*  
1 Quarter Credit Hour  
*Prerequisites: DA 01, DA 02, and DA 03*

#### **DA 12: CPR\***

This course provides training in the use of methods and equipment in CPR and other emergencies for patients and dental office personnel. Students identify the medically compromised patient and assist in emergency situations while demonstrating the ABCs of CPR and the skills associated with it. Upon successful completion of this course, students should be able to sit for the CPR examination administered by the American Heart Association.

*Frederick campus only*  
0.5 Quarter Credit Hour  
*Prerequisites: DA 01, DA 02, and DA 03*

#### **DA 13: DENTAL RADIOLOGY I†**

This course is designed to give students an understanding of the physics and biological effects of ionizing radiation and how to utilize this understanding during every radiographic exposure. Emphasis will be placed on ALARA principles, utilizing protective equipment to maintain a patient's safety, and labeling and storing radiograph materials to prevent loss and exposure. Upon successful completion of this course, students should be able to describe the nature and behavior of radiation, radiology

equipment operation, radiation production, safety, and the basics of mounting, darkroom procedures, and factors in radiographic quality.

*Frederick campus only*  
3 Quarter Credit Hours  
*Prerequisites: DA 01, DA 02, and DA 03*

#### **DA 14: DENTAL RADIOLOGY II‡**

This course is designed for hands-on training in exposing film and taking full-mouth radiographs for proper diagnosis by the dentist. Students will receive instruction in film processing and developing, film placement, bitewing radiograph techniques, intraoral techniques, mounting radiographs, and manual film processing. Upon successful completion of this course, students should be able to incorporate the knowledge gained in Dental Radiology I to correctly expose diagnostically acceptable radiographs on patients.

*Frederick campus only*  
3 Quarter Credit Hours  
*Prerequisites: DA 01, DA 02, and DA 03*

#### **DA 15: DENTAL RADIOLOGY CERTIFICATION\***

This course is designed to prepare students to sit for the national and state board radiologic certification examinations. Emphasis will be placed on concepts of radiologic imaging, radiographic techniques, radiation health, and assessment and interpretation in a case-based question format. Upon successful completion of this course, students should be proficient in all aspects of radiology in order sit for the radiology exam mandated by their state.

*Frederick campus only*  
0.5 Quarter Credit Hour  
*Prerequisites: DA 01, DA 02, and DA 03*

#### **DA 16: OFFICE MANAGEMENT AND COMMUNICATION\***

This course is designed to introduce students to the structures of the oral cavity including location of teeth, their surfaces, tooth landmarks, dentition, classifications of occlusion, and tooth numbering systems. Students also study the assistant's role when diagnosing and charting, and the importance of treatment planning. Emphasis will be placed on communication skills when dealing with colleagues and patients, managing the financial aspects of a practice, and marketing your personal skills for lifelong learning. Topics include filing, scheduling appointments, charting procedures, and coding, along with insurance-processing protocols. Upon successful completion of this course, students should be able to discuss the role of the office manager, identify filing systems, schedule appointments, identify practice records, and be familiar with insurance company requirements. Students should also be able to properly greet patients, produce professional quality letters, and maintain a positive office atmosphere.

*Frederick campus only*  
2.5 Quarter Credit Hours  
*Prerequisite: None*

#### **DA 17: RECORD MANAGEMENT AND ETHICS\***

This course is designed to introduce students to the legal boundaries that govern the practice of dentistry, risk management, and the importance of accuracy and management of patient records. Topics include civil and criminal law, standards of care, dental records, and medical ethics. Upon successful completion of this course, students should be able to explain the difference between ethical and legal consideration, discuss ethical decision making, explain the American Dental Assistants Association's Principles of Ethics, identify dental certification requirements, and discuss the role of the dental assistant in preventing malpractice lawsuits.

*Frederick campus only*  
2.5 Quarter Credit Hours  
*Prerequisite: None*

#### **DA 18: INTRODUCTION TO BASIC COMPUTER SKILLS\***

This course is an introduction to beginning keyboarding, records management, business math, word processing, and spreadsheets. Emphasis will be placed on proficiency in keyboarding, guidelines to efficient records management, computer use in the dental practice, and proficiency in the use of the Microsoft Office suite including Word, Excel, Outlook, and PowerPoint. Upon successful completion of this course, students should be proficient in the operation of basic computer systems similar to those found in the dental office.

*Frederick campus only*  
2.5 Quarter Credit Hours  
*Prerequisite: None*

#### **DA 19: EXTERNSHIP\***

This course is designed to place students in a general dental office and/or specialty practice where they actively participate in the rendering of patient treatment, as directed by a supervisor. Emphasis is on all aspects of clinical chairside assisting and the performance of expanded functions. This includes operative, preventive, laboratory, and specialty procedures performed by the dental assistant. Upon successful completion of this course, students should have performed all duties designated to a chairside assistant in a general dentistry/family practice as well as specialty practices, if desired.

*Frederick campus only*  
10 Quarter Credit Hours  
*Prerequisites: All courses in the program, 2.0 CGPA, scheduled during final module, and hepatitis B vaccination and CPR documentation required*

#### **DA B170: RADIOLOGY\***

The Radiology module focuses on one of the dental assistant's key areas of competence. This module focuses on the tasks associated with x-ray equipment, the nature of x-rays, film placement, angulation of x-rays, mounting, and developing techniques. This module is also designed to develop professional skills and proactive career management.

\*Effective August 5, 2009 †Effective September 11, 2009 ‡Effective November 11, 2009

Omaha campus only

4.5 Quarter Credit Hours

Prerequisites: DA K151, DA W151, DA Y151, and DA G151

#### **DA G151: PATIENT INTERACTION\***

The Patient Interaction module, one of the four prerequisite modules for the Dental Assistant Diploma program, includes an overview of academic strategies and a review of fundamental math concepts. In addition, emphasis is placed on the types and physical characteristics of microorganisms and their method of study, the most common diseases found in the oral cavity, the prenatal development of teeth, the development of structures of the surrounding tooth, and tissues of the oral cavity. Students practice prophylaxis procedures, instrument exchanges, and other core dental assisting skills. Additionally, students are introduced to appointment book entries, telephone techniques, filing, insurance forms, accounts receivable, accounts payable, and dental office management software. This module is also designed to develop professional skills and proactive career management.

Omaha campus only

6.5 Quarter Credit Hours

Prerequisite: None

#### **DA K151: FOUNDATIONAL SKILLS FOR DENTAL ASSISTING\***

The Foundational Skills for Dental Assisting module is one of the four prerequisite modules for entering dental assistant students. This module includes an overview of academic strategies; general concepts of nutrition, law, and ethics; math fundamentals; an introduction to pharmacology, infection control, and vital signs; and complementary and alternative medicine. Also included is a focus on dental anatomy and basic setup and instrumentation. This module is also designed to develop professional skills and proactive career management.

Omaha campus only

6 Quarter Credit Hours

Prerequisite: None

#### **DA O170: OPERATIVE ASSISTING\***

The Operative Assisting module includes an overview of general dentistry and chairside assisting. This module focuses on the tasks associated with working with the dentist, equipment, instruments, tray setups, patient seating, four-handed dentistry, charting, anesthetic, amalgams, resins, and various other chairside procedures. This module also focuses on passing instruments correctly and the operation and maintenance of dental equipment, in addition to fundamental skills such as oral evacuation, placing rubber dams, syringe assembling, handling, and passing, and assembling the matrix band.

Omaha campus only

5 Quarter Credit Hours

Prerequisites: DA K151, DA W151, DA Y151, and DA G151

#### **DA P170: DENTAL MATERIALS\***

The Dental Materials module includes an overview of the properties and proper uses of dental materials. The lab portion of this module focuses on mixing materials, taking impressions, pouring and trimming study models, and fabricating custom trays and temporary crowns. This module is also designed to develop professional skills and proactive career management.

Omaha campus only

5.5 Quarter Credit Hours

Prerequisites: DA K151, DA W151, DA Y151, and DA G151

#### **DA R170: CHAIRSIDE SPECIALTIES\***

The Chairside Specialties module focuses on the specialty practices, such as periodontal surgery, root canal treatment, extractions, orthodontics, crown preparations, assisting with a child patient, assisting with crown and bridge procedures, and the process of fabricating a denture or partial. Students are taught critical regulation issues in law and ethics. This module is also designed to develop professional skills and proactive career management.

Omaha campus only

6 Quarter Credit Hours

Prerequisites: DA K151, DA W151, DA Y151, and DA G151

#### **DA V190: SPECIALTY DENTISTRY EXTERNSHIP\***

The Specialty Dentistry Externship module is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 80-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics.

Omaha campus only

2.5 Quarter Credit Hours

Prerequisites: DA B170, DA O170, DA P170, and DA R170

#### **DA W151: TECHNOLOGY AND TERMINOLOGY FOR DENTAL ASSISTING\***

The Technology and Terminology for Dental Assisting module is one of the four prerequisite modules for entering dental assistant students. This module includes an overview of computer applications, medical emergencies, including first aid and CPR, human behavior, medical terminology, and anatomy and physiology. Students are required to develop a plaque control program. This module emphasizes the prenatal development of teeth, development of structures of the surrounding tooth, and tissues of the oral cavity, and provides instruction on the expanded duties of a dental assistant. This module is also designed to develop professional skills and proactive career management.

Omaha campus only

6 Quarter Credit Hours

Prerequisite: None

#### **DA Y151: DIAGNOSTIC ASSISTING\***

One of the four prerequisite modules for the program, the Diagnostic Assisting module includes an overview of academic strategies, English fundamentals, and a review of computer applications. This module emphasizes general dentistry and chairside assisting, and focuses on the tasks associated with working hand in hand with the dentist. Emphasis is placed on patient seating, charting, anesthesia, and various other chairside procedures. The module includes a focus on maintaining dental equipment, oral evacuation, and diagnoses. This module is also designed to develop professional skills and proactive career management.

Omaha campus only

5 Quarter Credit Hours

Prerequisite: None

#### **DA Z190: GENERAL DENTISTRY EXTERNSHIP\***

The General Dentistry Externship module is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 220-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. The remaining 20 hours of the General Dentistry Externship module will be devoted to preparing students to sit for the dental assisting certification examination.

Omaha campus only

9 Quarter Credit Hours

Prerequisites: DA B170, DA O170, DA P170, and DA R170

#### **ENG 203: PRESENTATION SKILLS FOR THE PROFESSIONAL\***

This course helps students develop professionalism. Topics include resume preparation and interviewing techniques, proper business attire and etiquette, and professional conduct.

Frederick campus only

4.5 Quarter Credit Hours

Prerequisite: Recommended to be taken in quarter prior to externship

#### **FS 100: ACADEMIC STRATEGIES FOR THE FIRE SCIENCE AND EMERGENCY MANAGEMENT STUDENT\***

Designed to facilitate personal and professional success, this course introduces students to the purposes and processes of university education. An emphasis is placed on study, communication, and thinking skills that support academic achievement. Students also examine the relationship between learning and motivation.

5 Quarter Credit Hours

Prerequisite: None

### **FS 303: FIRE PROTECTION STRUCTURES AND SYSTEMS\***

This course explains the in-depth principles of fire protection system design. Students will explore fire systems and their components, such as sprinkler, water spray, water mist, standpipe, and ultra high-speed water spray systems, as well as other methods of fire extinguishment such as foam systems, dry chemical agents, and clean agent systems. Also, this course will provide a comprehensive review of special hazard detection and fire alarm systems.

6 Quarter Credit Hours  
Prerequisite: FS 101

### **FS 402: POLITICAL, ETHICAL, AND LEGAL FOUNDATIONS OF EMS†**

This course explains various aspects of the government's role in public safety, as well as the American legal system, fire and emergency medical services (EMS) operations, employment and personnel issues, and emergency officials' roles. The course also discusses legislative and political influence in fire and EMS.

6 Quarter Credit Hours  
Prerequisite: FS 101

### **GD 100: COLOR AND DESIGN LAYOUT†**

This course introduces students to the elements and principles of design, and their application in two-dimensional composition. Students learn color theory and color relationships, and are challenged to apply elements of design to various real-life projects.

Hagerstown campus only  
5 Quarter Credit Hours  
Prerequisite: None

### **GD 110: INTRODUCTION TO THE HISTORY OF GRAPHIC DESIGN†**

In this course, students will be introduced to the history and usage of graphic design throughout its evolution. Topics will concentrate on how graphic design has been utilized in the translation of ideas and concepts at various points throughout the history of the visual communication methodologies. Students will review, utilize, and develop work based on styles and processes of eras covered in class.

Hagerstown campus only  
5 Quarter Credit Hours  
Prerequisite: None

### **GD 120: TYPOGRAPHY†**

This course introduces students to the history, technical usage, and various aspects of typography, calligraphy, and hand lettering that are utilized in advertising, graphics, and illustrations. Students will utilize the principles and elements that are covered in lecture, demonstration, and studio work and will be introduced to setting type on the computer.

Hagerstown campus only  
5 Quarter Credit Hours  
Prerequisite: None

### **GD 180: DIGITAL DESIGN I†**

In this course, students are introduced to the fundamentals of computer-aided drawing and photo rendering for print and media production by utilizing industry-standard applications like Adobe Photoshop and Illustrator. Students will work with various design and production methods to become familiar with processes that utilize cross-media usage and implementation in both vector and bitmap formats. Lectures, assignments, and projects will focus on tools, methodologies, and industry-standard processes.

Hagerstown campus only  
5 Quarter Credit Hours  
Prerequisites: GD 100 and GD 120

### **GD 190: METHODOLOGIES OF PUBLISHING†**

In this course, students will learn about standard types of 3-D packages and the key elements of a package composition. In addition, branding and branding theories in the design world will be covered. The student will learn how product, audience, and placement all influence a package design as well as how the role of branding affects design. Client briefs will be covered and utilized. Template design construction will also be discussed in order to make the translation from a 2-D surface to a 3-D design. Emphasis will be placed on print preflighting and proper prepress procedures.

Hagerstown campus only  
5 Quarter Credit Hours  
Prerequisites: GD 100 and GD 120

### **GD 200: DIGITAL DESIGN II†**

In this course, students will continue to utilize processes and procedures introduced in Digital Design I by using industry-standard applications like Adobe Photoshop and Illustrator. This course will focus on more advanced methods and practices in the usage of design methods and tools in the creation of projects that can be utilized in real-world environments. Lectures, assignments, and projects will focus on these advanced processes and implementation methods.

Hagerstown campus only  
5 Quarter Credit Hours  
Prerequisite: GD 180

### **GD 210: PRINT AND PRODUCTION DESIGN†**

In this course, students will learn the foundation, standards, and procedures for proper prepress printing. Layouts, papers, and inks are reviewed as well as design equipment and the production process. Business components and technical proficiency will be stressed throughout the course. Preflighting and packaging will also be enforced. Students will create a project from concept to layout to print-ready mechanicals, including choosing Pantone colors and paper selection. Students will also learn how to get quotes from print companies as well as how to work with the printer on projects.

Hagerstown campus only  
5 Quarter Credit Hours  
Prerequisite: GD 200

### **GD 220: DIGITAL PHOTOGRAPHY†**

This course is designed to develop students' skills in pixel-based photographic design and printing design methodologies. Students will learn how to create, edit, post, and share images electronically using proper techniques. They will also become proficient with the technical aspects of photography using a digital camera and working with those images, including the digital editing, saving, sizing, posting, and printing of those images. Photographic tools and supplies will be discussed such as filters, lenses, and lighting. Students will learn about this art form through the study of historic and contemporary trends and apply that appreciation to their own work. Students will also learn how to parlay their photographs into the realm of graphic design.

Hagerstown campus only  
5 Quarter Credit Hours  
Prerequisite: GD 180

### **GD 230: MULTIPAGE DESIGN†**

In this course, students will create multiple page layouts utilizing design tools and processes in industry-standard applications like Adobe InDesign. Projects focus on incorporating the features of text flow, nested styles, story and style editors, drawing tools, document presets, and master pages.

Hagerstown campus only  
5 Quarter Credit Hours  
Prerequisite: GD 190

### **GD 240: DIGITAL PRESENTATION†**

In this course, students will utilize industry-standard applications like Adobe Flash and Director to create digital presentations to be viewed on- and offline. Focus will be on the creation of presentations using tools and real-world methods that conform to industry standards and expectations. Students will learn, review, and implement processes using lecture, exercise, and project assignments.

Hagerstown campus only  
5 Quarter Credit Hours  
Prerequisites: GD 180 and IT 214

### **GD 260: MULTIMEDIA AND PRODUCTION†**

In this course, students will learn, review, and utilize industry-standard applications like Adobe Premiere and After Effects to create moving image presentations utilizing video and sound recording, editing, and manipulation processes. Focus will be on setting up a location for recording, recording footage and sound from that location, and bringing the footage into programs to edit, enhance, and manipulate. Students will work on individual and group projects to focus on the processes and industry methods applied to create on- and offline videos and movies.

Hagerstown campus only  
5 Quarter Credit Hours  
Prerequisite: IT 214

## **HIT 102: BASIC PRINCIPLES OF ICD-9-CM CODING\***

This course focuses on medical coding, including an in-depth study of nomenclature and classification systems used in the collection of data. Coding guidelines for inpatient and outpatient settings as well as basic coding principles are learned and applied to coding practice.

*Frederick campus only*

*4.5 Quarter Credit Hours*

*Prerequisite: MED 105*

## **HN 205: APPLIED SKILLS FOR HUMAN SERVICES\***

Students will gain an understanding of the basic interviewing skills and documentation techniques required of a human service worker. Students will learn how to respond to a variety of situations involving clients with different needs and backgrounds; ask probing questions to elicit the required information; and document the client's needs correctly, considering confidentiality, legal, and ethical implications. The course also addresses a number of other issues critical in human services such as problem solving, avoiding self-disclosure, and cultural sensitivity in verbal and nonverbal communications.

*5 Quarter Credit Hours*

*Prerequisite: None*

## **HS 102: INTRODUCTION TO HUMAN DISEASES\***

This course is designed to introduce students to common diseases of each body system and relate signs, symptoms, common treatments, and prognoses of these diseases. The student demonstrates, throughout the course, proper use of medical terminology. Manifestations of various diseases, including AIDS, and diagnostic procedures are discussed. The basic application and principles of preventative medicine are presented.

*Hagerstown campus only*

*5 Quarter Credit Hours*

*Prerequisites: HS 111 and HS 291*

## **HS 140: PHARMACOLOGY\***

This course is a systematic study of basic pharmacology principles with emphasis on the skills and information needed to succeed in a working environment. Topics covered include drug classes, dosage calculations and measurement conversions, drug administration routes, and proper medication documentation procedures.

*5 Quarter Credit Hours*

*Prerequisite: MM 150*

## **HS 291: PHLEBOTOMY LAB\***

This course requires students to describe and demonstrate proper care of laboratory equipment. Infection control and laboratory safety, including proper specimen handling and transport, are developed throughout the class. Point-of-care testing is introduced and performed through in-class laboratory exercises. Students will successfully perform capillary punctures and venipunctures and have knowledge of arterial

puncture techniques. Knowledge of professionalism in the workplace is discussed, and students are expected to demonstrate this throughout the class.

*Hagerstown campus only*

*5 Quarter Credit Hours*

*Prerequisite: HS 111*

## **HS 292: BILLING AND CODING EXTERNSHIP\***

The externship provides practical on-the-job training in medical billing, coding, insurance submission, and patient referrals at various physician offices or long-term care facilities. Students work under the direct supervision of experienced billers and coders to apply classroom knowledge to actual work situations.

*Hagerstown campus only*

*3 Quarter Credit Hours*

*Prerequisite: Last term or earlier with permission of Program Coordinator*

## **HS 299: PHLEBOTOMY EXTERNSHIP\***

This externship provides practical on-the-job training with emphasis on phlebotomy under appropriate supervision. Students procure blood specimens for clinical analysis.

*Hagerstown campus only*

*5 Quarter Credit Hours*

*Prerequisite: Last term or earlier with permission of Program Coordinator*

## **IT 285: WIRELESS LAN TECHNOLOGIES\***

Wireless local area networks (WLANs) fit well into today's business world, giving mobile workers the freedom they need to access network resources. Students will learn basic wireless topics including protocols, transmission methods, and IEEE standards. In addition, students will take a hands-on approach to implementing these WLANs. With step-by-step instructions, real-world examples, in-depth discussions, and hardware suggestions, the course teaches students how to configure wireless hardware and software and explains the best techniques for creating and managing WLANs.

*5 Quarter Credit Hours*

*Prerequisite: IT 273*

## **IT 301: PROJECT MANAGEMENT I\***

This course introduces students to the principles of project management. Students will gain knowledge of the project management skills and processes needed to select, initiate, and plan a project. Students will explore the project management knowledge areas. Topics include creating the project charter, developing project scope statements, creating the project schedule and budget, and risk planning.

*6 Quarter Credit Hours*

*Prerequisite: None*

## **IT 401: PROJECT MANAGEMENT II\***

This course is the second of two project management courses and explores more advanced topics. Students will gain knowledge

of the project management skills and processes needed to execute, control, and close a project. Topics include planning project resources, developing the project team, conducting procurements, measuring project performance, controlling work results, and applying professional responsibility.

*6 Quarter Credit Hours*

*Prerequisite: IT 301*

## **IT 489: INFORMATION TECHNOLOGY EXTERNSHIP\***

This course gives students practical job experience in the information technology field. Students will arrange an externship working in an IT position with a cooperating employer. The externship provides students an opportunity to learn about the IT career field through practical, real-world experiences and mentoring from an IT professional. This experience will enrich their technology skills and provide a better understanding of the level of expertise needed to be successful in their career. Externships must be preapproved by the Dean prior to the start of the term. Students who fail this course on the first attempt may not reenroll in this course without approval of the Dean.

*6 Quarter Credit Hours*

*Prerequisite: Last term or permission of the Dean*

## **IT 490: MULTIMEDIA SCRIPTING\***

Students will learn to use the ActionScript programming language to create powerful, compelling, and highly interactive digital content for the Web. The course focuses on teaching students how to use and write functions, understanding classes, the use of text and arrays, advanced graphics and animation tools, working with multimedia, and adding advanced interactivity. Students will work step-by-step through various scripts to create animation control for real-world interactive website applications.

*6 Quarter Credit Hours*

*Prerequisite: IT 373*

## **MED 103: CLINICAL ARTS I\***

This course introduces students to noninvasive office procedures. Coursework includes general pharmacology, vital signs, examination preparation, identification, proper care of instruments and equipment, asepsis, sterilization, and medical/office emergencies.

*Frederick campus only*

*4.5 Quarter Credit Hours*

*Prerequisite: None*

## **MED 104: MEDICAL OFFICE MANAGEMENT\***

This course offers specialized instruction in managing a professional office including techniques unique to the medical office. Topics include files and color-coding, telephone techniques, charts, insurance forms, medical appointments, and billing. It provides guidelines for administrative and managerial work that deals with medical records, insurance claims, and employee policies. The course also focuses

on developing organizational charts and job descriptions and interviewing techniques. A strong emphasis is placed on computer applications in regard to patient information, billing, and office reports.

*Frederick campus only*  
4.5 Quarter Credit Hours  
*Prerequisite: None*

### **MED 105: MEDICAL TERMINOLOGY I\***

This course enables students to communicate and understand the language of medicine through a study of root words, prefixes, and suffixes. By reducing medical words into their components, the definitions are determined and students can use this terminology to properly transcribe medical material and communicate with other health care providers.

*Frederick campus only*  
4.5 Quarter Credit Hours  
*Prerequisite: None*

### **MED 203: CLINICAL ARTS II\***

This course will introduce students to the knowledge, skills, and techniques necessary to perform and evaluate simple blood and urine tests in the laboratory and teach proper techniques for injections.

*Frederick campus only*  
4.5 Quarter Credit Hours  
*Prerequisite: Hepatitis B vaccination documentation is required*

### **MED 204: CLINICAL ARTS III\***

This course will cover three separate content areas of study. Students should gain the knowledge, skills, and techniques necessary to perform electrocardiograms and troubleshoot equipment. Students also receive instruction regarding laws and ethics pertaining to the medical office setting. Students receive instruction in basic psychology, which enhances the ability to interact with all contacts in a medical office setting.

*Frederick campus only*  
4.5 Quarter Credit Hours  
*Prerequisite: None*

### **MED 205: MEDICAL TERMINOLOGY II\***

In this course, building upon the root words, prefixes, and suffixes learned in MED 105, students advance in the communication of medical language necessary to function efficiently with physicians and other professionals in the health care field.

*Frederick campus only*  
4.5 Quarter Credit Hours  
*Prerequisite: MED 105*

### **MED 209: CLINICAL ARTS IV\***

This course will cover three separate content areas of study. Students gain knowledge, skills, and techniques necessary to perform basic venipuncture, urinary catheterization, and IV (intravenous) setup. Students learn the principles of asepsis, infection-control techniques, OSHA

standards, bloodborne pathogen protocol, proper setup for identified procedures, and the anatomy and physiology of relative systems.

*Frederick campus only*  
4.5 Quarter Credit Hours  
*Prerequisite: MED 203*

### **MED 255: MEDICAL EXTERNSHIP\***

In this course, students apply skills obtained through classroom instruction to actual work situations. Medical students participate in a cooperative project between the University and a variety of medical facilities to gain on-the-job performance evaluations.

*Frederick campus only*  
6 Quarter Credit Hours  
*Prerequisites: All courses in program, 2.0 CGPA, scheduled during final module, certified in CPR/First Aid*

### **MR 250: MEDICAL RECORDS TRANSCRIPTION I\***

Medical Records Transcription I offers students the opportunity to begin transcribing basic health care documents from dictation and integrates the application of English language skills, medical terminology, proofreading, editing, research, and technology. Accuracy rates and productivity standards consistent with beginning transcription will be adhered to in this course.

5 Quarter Credit Hours  
*Prerequisites: HS 111 and HS 200*

### **MR 270: MEDICAL RECORDS TRANSCRIPTION III\***

This course builds on students' mastery of intermediate health care dictation. Using industry-specific software and equipment, students progress in their knowledge of proper format, grammar, and punctuation as well as refine proofreading and editing skills. Students transcribe a variety of advanced difficulty specialty reports by health care providers with and without accents, and increase their familiarity with industry reference materials. Students implement realistic productivity and accuracy standards via a multistep approach of quality control, turn-around time, and records management.

5 Quarter Credit Hours  
*Prerequisite: MR 260*

### **MR 275: PROFESSIONAL DEVELOPMENT FOR MEDICAL TRANSCRIPTIONISTS\***

This course encompasses the development of professional skills in the medical transcription work environment. Topics include ethics as they relate to medical transcription, components of increased job performance, credentialing, career opportunities, and continuing education.

2 Quarter Credit Hours  
*Prerequisite: None*

### **MR 290: MEDICAL TRANSCRIPTION PRACTICUM\***

This course provides students with a simulated practicum experience to prepare for work in the field of medical transcription. Students will experience life as a medical transcriptionist

working from home and dealing with a variety of specialties, accents, and turnaround times.

5 Quarter Credit Hours  
*Prerequisite: MR 270; final term of study*

### **NR 101: MEDICAL TERMINOLOGY\***

In this course, students are taught basic principles and skills to understand medical terminology. Topics include basic prefixes, suffixes, word roots, and plural rules, along with word analysis, word building, spelling, and pronunciation for all body systems. Students are taught medical terms for anatomy and physiology, diagnostic, lab, and surgical procedures, and pharmacology.

*Onsite only*  
3 Quarter Credit Hours  
*Prerequisite: None*

### **NR 120: CLINICAL PHARMACOLOGY\***

In this course, students are taught classifications, sources, actions, side effects, and adverse reactions of commonly used medications. Topics include medication contraindications and accurate dosing. Emphasis is placed on medications, procedures, regulations, and issues related to the administration of drugs. Special attention is given to the administration of medications for the pediatric and geriatric patient populations. Students have the opportunity to practice and demonstrate competency in basic medication administration skills and procedures.

*Onsite only*  
6 Quarter Credit Hours  
*Prerequisites: MM 212, NR 101, and NR 200*

### **NR 150: MEDICAL SURGICAL NURSING\***

In this course, students are introduced to critical thinking and problem-solving skills to assist in caring for medical-surgical patients. Students are also taught pre- and postoperative care skills, principles of managing pain, and basic oncology care. Topics include diseases and disorders of the body systems. Emphasis is placed on the nursing process, health promotion, the health-wellness continuum, and care of medical-surgical patients with selected common diseases and disorders. Through structured clinical assignments, this course is designed to provide practice in basic practical nursing procedures in medical-surgical settings.

*Onsite only*  
11 Quarter Credit Hours  
*Prerequisites: NR 120 and NR 130*

### **NR 165: ADVANCED MEDICAL SURGICAL NURSING I\***

In this course, students are taught critical thinking and problem-solving skills to assist in caring for medical-surgical patients. Students are also taught pre- and postoperative care skills, principles of managing pain, and oncology care. Topics include diseases and disorders of the body systems. Emphasis is placed on the nursing process, health promotion, the health-wellness continuum, and care of medical-surgical patients with selected common diseases and disorders. Through structured clinical assignments, this course is

designed to provide practice in basic practical nursing procedures in medical surgical-settings.  
*Onsite only*  
*9 Quarter Credit Hours*  
*Prerequisite: NR 150*

### **NR 185: ADVANCED MEDICAL SURGICAL NURSING II\***

In this course, students are taught to apply critical thinking and problem-solving skills to assist in caring for medical-surgical patients. Students are also taught pre- and postoperative care skills, principles of managing pain, and oncology care. Topics include diseases and disorders of the body systems. Emphasis is placed on the nursing process, health promotion, the health-wellness continuum, and care of complex medical surgical patients with common diseases and disorders. Through structured clinical assignments, this course is designed to provide practice in practical nursing procedures in medical-surgical settings.  
*Onsite only*  
*4 Quarter Credit Hours*  
*Prerequisite: NR 165*

### **NS 415: FOOD SCIENCE WITH LAB\***

This course complements the student's knowledge of nutrition by presenting the scientific foundation of foods through weekly in-home kitchen preparation of specific recipes that demonstrate the scientific properties of foods. Students explore current food technology and develop a base for additional study in specific areas of food science.  
*6 Quarter Credit Hours*  
*Prerequisite: NS 205*

### **NU 350: ISSUES AND INFORMATICS\***

This course teaches students to develop a leadership role in the current technological arena in health care and nursing. Students examine, interpret, and evaluate current nursing issues while focusing on the ethical, legal, political, economic, and quality components within each topic. Nursing informatics is investigated using existing informatics standards, tools, and technological advances. Topics covered include the role of informatics in health care and how it can impact patient outcomes, and the nurse's role in effectively managing and/or applying informatics in the workplace.  
*6 Quarter Credit Hours*  
*Prerequisite: NU 300*

### **NU 415: GERIATRIC NURSING CONCEPTS\***

Given that the fastest-growing segment of the U.S. population are those aged 85 and older, it is important to understand the role the nurse plays in caring for this population. Topics will include: aging theory, geriatric health care, economic and legal concerns of the aged, age-related changes, and common issues and problems for the aged and their caregivers. Current developments and trends in health care treatments for the geriatric population will be studied.  
*6 Quarter Credit Hours*  
*Prerequisite: NU 300*

### **NU 417: ALTERNATIVE AND COMPLEMENTARY THERAPIES\***

Consumers of all ages may seek complementary and alternative forms of health care. Current developments and trends in health care treatments with complementary medicine will be explored. The need for nursing care that integrates holistic nursing concepts of caring for self and others will be studied. An aesthetic project completion will assist with the process of reflection and an understanding of caring for self.  
*6 Quarter Credit Hours*  
*Prerequisite: NU 300*

### **NU 440: PARISH NURSING\***

This course provides students with an overview of the role of the professional nurse as a member of a ministerial team and faith community. Focusing broadly in a variety of spiritual belief systems, the student will learn about the dimensions of the parish nurse role. The course will include the history and development of parish nursing; the work of the nurse as a member of the ministerial team; and the integration of faith, health, and healing practice for parish nurses. Legal and ethical considerations of parish nursing will be covered, along with nursing interventions for some common issues and concerns treated by parish nurses. Note: this course does not endorse or promote any specific spiritual or religious faith, nor is the particular practice of the student a requirement for the course other than in the context of self-reflection and self-awareness assessment.  
*6 Quarter Credit Hours*  
*Prerequisite: NU 300*

### **OTD 111: BEGINNING KEYBOARDING\***

This course provides students with a foundation in keyboarding using word processing applications. Fundamental skills and correct techniques are developed through hands-on instruction using the personal computer. Emphasis is placed on mastery of the keyboard, including figures, symbols, and special characters, along with drills for speed and accuracy. Projects include tabulations and business letters.  
*Frederick campus only*  
*3 Quarter Credit Hours*  
*Prerequisite: None*

### **PR 499: BACHELOR'S CAPSTONE IN PROFESSIONAL STUDIES\***

This capstone course is the culminating experience for the Bachelor of Science in Professional Studies. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program. Students will conduct an approved research project under the supervision of a program chair or full-time faculty person in the College of Arts and Sciences. Students will identify a topic for research, conduct a literature review and synthesize relevant scholarly literature, and prepare a formal research report that conforms to American Psychological Association (APA) style, includes a bibliography, and is properly formatted.  
*6 Quarter Credit Hours*  
*Prerequisite: Last term or permission of the Dean*

# GRADUATE PROGRAMS

## Program and Course Changes

### SCHOOL OF BUSINESS AND MANAGEMENT

The following changes to the School of Business and Management's Admissions Requirements for the Master of Science in Accounting are effective August 5, 2009:

#### ADMISSIONS REQUIREMENTS

##### Master of Science in Accounting

In addition to the general University admissions requirements, the Master of Science in Accounting program requires an unofficial transcript, submitted prior to enrollment, indicating receipt of a bachelor's degree in business with an upper-level major in accounting or finance from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the second term, students must provide the University with an official copy of the transcript. If official transcripts are not submitted by the end of the second term, the student will be blocked from future classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

The following program changes are effective November 11, 2009:

## XX. Master of Science in Management

### Curriculum

Courses	Credits
<b>CORE REQUIREMENTS</b>	
GB 512: Business Communications	4
GM 500: Managers as Leaders	4
GM 501: Management Theories and Practices—Past, Current, and Future	4
GM 502: Skills for Professional Impact	4
GM 503: Foundations for Effective Management Practice	4
GM 504: Organizational Excellence and Change	4
GM 505: Action Research and Consulting Skills	4
GM 506: Strategic Financial Analysis	4
GM 507: Strategic Human Resources Management	4
GM 599: Applied Research Project	4
<b>TOTAL CORE REQUIREMENTS</b>	<b>40</b>
<b>ELECTIVES</b>	
Specialization Courses	16
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>16</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>56</b>
<b>SPECIALIZATIONS</b>	
<b>Change Leadership</b>	
GB 543: Managing Change	4
GM 541: Foundations of Organization Development	4
GM 543: Organization Diagnosis and Design	4
GB 600: Leadership Strategies for a Changing World	4

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**Health Care Management**

GM 521: Health Care Systems	4
GM 522: Comprehensive Health Care Strategies	4
GM 523: Quality Health Care Management	4
GM 524: International Health Care Systems	4

**Human Resources**

GB 541: Employment Law	4
GB 542: Training and Development	4
GB 545: Strategic Reward Systems	4
GB 546: Recruitment and Selection	4

**Project Management**

GM 591: Strategic Project Management	4
GM 592: Project Initiation, Planning, and Execution	4
GM 593: Project Cost and Schedule Monitoring and Controlling	4
GM 594: Project Risk, Quality, and Procurement Monitoring and Controlling	4

**Supply Chain Management and Logistics**

GM 581: Supply Chain Management	4
GM 582: Inventory and Distribution Management	4
GM 583: Managing the Service Value Chain	4
GM 584: Strategic Global Logistics Management	4

## SCHOOL OF GRADUATE EDUCATION

The School of Graduate Education's Admissions Requirements for the Master of Arts in Teaching are effective November 11, 2009:

### ADMISSIONS REQUIREMENTS

#### Master of Arts in Teaching

In addition to the general University admissions requirements, candidates for the Master of Arts in Teaching Iowa certification track must meet the content area requirements specified by the Iowa Board of Educational Examiners, including the completion of the minimum amount of semester hours in the chosen content area. Prior to enrollment, candidates must submit unofficial transcripts showing completed coursework in the content area to the School of Graduate Education. An official transcript analysis will be conducted to ensure the minimum requirements for the state of Iowa are met. Admission to the program will be approved by the Dean of the program.

The following changes to the School of Graduate Education's Progression Requirements for the Master of Arts in Teaching are effective November 11, 2009; changes to the requirements for the Master of Science in Education are effective August 5, 2009:

### PROGRESSION REQUIREMENTS

In addition to the general graduate student progression and satisfactory academic progress requirements, the School of Graduate Education has specific requirements for the following programs:

#### Master of Arts in Teaching

- The grade of "C" is the minimum acceptable score for Master of Arts in Teaching courses. Candidates earning a grade of "F" in a course are required to immediately retake the course. Candidates may only take a course twice and must earn the required grade of "C" or higher. Failure to earn the required grade will result in dismissal from the University after the second attempt.
- Any candidate whose cumulative GPA has fallen below 3.0 will be placed on immediate probation.
- Prior to the end of the first term, candidates enrolled in the Iowa certification track will be required to:
  - Provide proof of passing a background check.
  - Submit passing scores on the required Praxis I test or state required exams. Kaplan University's Educational Testing Service (ETS) recipient code for Praxis test results is 5340. In lieu of Praxis tests, Kaplan University may accept passing scores on state exams required for licensure to teach. Specific deadlines will be determined for each region.

Minimum acceptable Praxis I scores are established by the state where the candidate will seek licensure and are listed at [www.ets.org](http://www.ets.org). In states that do not require Praxis tests, minimum acceptable Praxis I scores are established by the Dean and are as follows:

- Reading: 173
- Mathematics: 172
- Writing: 172

Candidates who have taken the Graduate Record Examination (GRE) may be exempt from submitting passing Praxis I scores. The Dean will review each candidate's scores on a case-by-case basis. Candidates should check their own state's requirements to see if they qualify for this exemption.

- Candidates enrolled in the Iowa certification track are required to complete a student teaching experience or a year-long internship in a local school district.

#### Interns

Candidates who choose to complete a year-long internship, which generally spans two semesters in a local school, will begin their experience by enrolling in ED 596: Student Teaching/Internship I. In this 10-week course, candidates will begin the first semester of their internship experience. The first semester of the internship will typically exceed the 10-week term. When this occurs, Kaplan University will automatically grant candidates an extension to complete the first semester of their internship by enrolling them in ED 596A: Student Teaching/Internship I, a noncredit course.

ED 596A will be followed by ED 597: Student Teaching/Internship II, a 10-week course designed to allow candidates to begin the second semester of their internship experience. Generally, the second semester will also exceed the 10-week term. Kaplan University will automatically grant interns an extension to complete the second semester of their internship by enrolling them in ED 597A: Student Teaching/Internship II, a noncredit course.

ED 596, ED 596A, ED 597, and ED 597A will be graded on a pass/fail basis. Kaplan University will not charge tuition for ED 596A or ED 597A, but the student will be required to pay the normal technology fee.

#### Student Teachers

Candidates who choose to complete a student teaching experience will enroll in ED 596: Student Teaching/Internship I, a 10-week course designed to allow candidates to complete the first half of their student teaching experience. This course will be followed by ED 597: Student Teaching/Internship II, a 10-week course in which candidates will complete the second half of their student teaching experience.

If, after completing ED 597, candidates are unable to meet the minimum number of student teaching hours required by the state of Iowa, candidates must contact the Iowa Supervising Director to gain an extension. An extension is granted by candidates enrolling in ED 597A: Student Teaching/Internship II, a noncredit course. Enrollment in this course will only be granted at the discretion of the Iowa Supervising Director of the program.

If an extension is granted, Kaplan University will not charge tuition for ED 597A, but the student will be required to pay the normal technology fee.

- Candidates enrolled in the Iowa certification track who have secured an approved, year-long internship in a local school district may be asked to enroll in only one course per term (ED 596, ED 596A, ED 597, or ED 597A) during their internship year to comply with the best practices of the Iowa Board of Educational Examiners.
- Candidates enrolled in the Iowa certification track complete a minimum of 100 hours of fieldwork prior to student teaching. Kaplan University prefers candidates spend at least 8 hours per week in the field. Therefore, candidates must have flexible work schedules to ensure the minimum number of required hours is met.

- Candidates enrolled in the Iowa certification track must provide proof of immunization, if required, prior to the start of student teaching.

#### **Master of Science in Education**

- The grade of “C” is the minimum acceptable score for Master of Science in Education courses. Candidates earning a grade of “F” in a course are required to immediately retake the course. Candidates may only take a course twice and must earn the required grade of “C” or higher. Failure to earn the required grade will result in dismissal from the University after the second attempt.
- Any candidate whose cumulative GPA has fallen below 3.0 will be placed on immediate probation.
- Candidates in the Master of Science in Education program can enroll in no more than three courses per term without written permission from the Dean of the program.
- Applicants who received National Board Certified Teacher (NBCT) status through the National Board for Professional Teaching Standards (NBPTS) prior to enrollment may receive transfer credit for ED 502: Transforming Teaching Practice, ED 532: Curriculum Design, and ED 562: Student Assessment.

In order to receive credit, candidates must submit by the end of their first term an official transcript from the American Council on Education for review and verification by the Prior Learning Assessment Center. This transcript can be obtained by visiting [www.acenet.edu/transcripts](http://www.acenet.edu/transcripts). Transcripts received by the Prior Learning Assessment Center after the end of first term may be denied eligibility for an official transfer credit evaluation.

The following changes to the School of Graduate Education’s transfer of credit guidelines for the Master of Arts in Teaching and Master of Science in Education are effective November 11, 2009:

#### **TRANSFER OF CREDIT FOR MASTER OF ARTS IN TEACHING AND MASTER OF SCIENCE IN EDUCATION PROGRAMS**

The following transfer of credit guidelines apply to Master of Arts in Teaching and Master of Science in Education programs:

- Candidates in the School of Graduate Education may not transfer credits between the Master of Science in Education and the Master of Arts in Teaching programs.
- Courses can be transferred between the Master of Arts in Teaching’s Iowa certification and noncertification tracks upon approval by the Dean of the School of Graduate Education.
- Candidates enrolled in the Master of Science in Education program may not use transfer credit to replace ED 512: Action Research I or ED 572: Action Research II (Capstone Course) without written permission from the Dean of the program. Candidates must complete these courses at Kaplan University.
- Without approval of the Dean of the program, candidates enrolled in the Master of Arts in Teaching Iowa certification track may not use transfer credit to replace ED 503: Educational Psychology, ED 511: Teaching Methods Through Differentiated Instruction, ED 513: Child and Adolescent Development, ED 531: Secondary Student Assessment, and ED 581: Secondary Classroom Management. Candidates must complete these courses at Kaplan University.

The following program changes are effective November 11, 2009:

## XXVI. Master of Arts in Teaching

### Curriculum

Courses	Credits
<b>IOWA CERTIFICATION TRACK</b>	
<b>CORE REQUIREMENTS</b>	
ED 503: Educational Psychology	4
ED 511: Teaching Methods Through Differentiated Instruction	4
ED 513: Child and Adolescent Development	4
ED 521: Reading in the Content Areas	4
ED 523: Research on Effective Teaching	4
ED 531: Secondary Student Assessment	4
ED 533: Perspectives on Diversity	4
ED 543: Education and Psychology of Exceptional Children	4
ED 553: History and Philosophy of Education	4
ED 581: Secondary Classroom Management	4
<b>Choose one of the following six Methods courses:</b>	<b>4</b>
ED 541: Methods of Teaching Secondary English Language Arts	
ED 551: Methods of Teaching Secondary Mathematics	
ED 561: Methods of Teaching Secondary Science	
ED 571: Methods of Teaching Secondary Social Studies	
ED 586: Methods of Teaching a Foreign Language	
ED 591: Methods of Teaching Visual and Performing Arts	
ED 596: Student Teaching/Internship I	5
ED 597: Student Teaching/Internship II	5
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>54</b>
<b>NONCERTIFICATION TRACK</b>	
<b>CORE REQUIREMENTS</b>	
ED 503: Educational Psychology	4
ED 511: Teaching Methods Through Differentiated Instruction	4
ED 513: Child and Adolescent Development	4
ED 521: Reading in the Content Areas	4
ED 523: Research on Effective Teaching	4
ED 531: Secondary Student Assessment	4
ED 533: Perspectives on Diversity	4
ED 543: Education and Psychology of Exceptional Children	4
ED 553: History and Philosophy of Education	4
ED 581: Secondary Classroom Management	4
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>40</b>

The following program changes are effective November 11, 2009:

## XXVI. Master of Science in Education

### Curriculum

Courses	Credits
<b>CORE REQUIREMENTS</b>	
ED 502: Transforming Teaching Practice	4
ED 512: Action Research I	5
ED 522: Classroom Management	5
ED 532: Curriculum Design	5
ED 552: Educational Leadership	5
ED 562: Student Assessment	5
ED 572: Action Research II (Capstone Course)	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>34</b>
<b>ELECTIVE REQUIREMENTS</b>	
Emphasis Area Courses	12
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>12</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>46</b>
<b>EMPHASIS AREAS</b>	
<b>Option I: Teaching Literacy and Language—Grades K–6</b>	
LT 502: Teaching Reading Across the Curriculum (Grades K–6)	4
LT 503: Teaching Writing Across the Curriculum (Grades K–6)	4
LT 504: Reading Diagnosis and Remediation	4
<b>Option II: Teaching Literacy and Language—Grades 6–12</b>	
LT 504: Reading Diagnosis and Remediation	4
LT 511: Teaching Writing Across the Curriculum (Grades 6–12)	4
LT 512: Reading in the Content Areas (Grades 6–12)	4
<b>Option III: Teaching With Technology</b>	
ET 501: Using Technology—Fundamentals of Integration	4
ET 502: Using Technology—Practical Applications	4
ET 503: Using Technology—Applications in the Content Areas	4
<b>Option IV: Teaching Students With Special Needs</b>	
SN 501: Teaching Exceptional Students in Inclusive Settings	4
SN 502: Teaching Students With Learning Disabilities	4
SN 503: Teaching Students With Behavior Disorders	4
<b>Option V: Teaching Mathematics—Grades K–5*</b>	
MH 501: Developing Mathematical Proficiency—Numbers and Operations (Grades K–5)	4
MH 502: Developing Mathematical Proficiency—Geometry and Measurement (Grades K–5)	4
MH 503: Developing Mathematical Proficiency—Algebra (Grades K–5)	4
<b>Option VI: Teaching Mathematics—Grades 6–8*</b>	
MH 511: Developing Mathematical Proficiency—Numbers and Operations (Grades 6–8)	4
MH 512: Developing Mathematical Proficiency—Geometry and Measurement (Grades 6–8)	4
MH 513: Developing Mathematical Proficiency—Algebra (Grades 6–8)	4
<b>Option VII: Teaching Mathematics—Grades 9–12*</b>	
MH 521: Principles, Pedagogy, and Standards for High School Mathematics (Grades 9–12)	4
MH 522: Measurements, Number, and Operations (Grades 9–12)	4
MH 523: Algebra	4
<b>Option VIII: Teaching Science—Grades K–6*</b>	
SE 511: Planning and Teaching an Inquiry-Based Science Class (Grades K–6)	4
SE 512: Physical and Life Science (Grades K–6)	4
SE 513: Earth and Space Science (Grades K–6)	4
<b>Option IX: Teaching Science—Grades 6–12*</b>	
SE 521: Planning and Teaching an Inquiry-Based Science Class (Grades 6–12)	4
SE 522: Science as Inquiry (Grades 6–12)	4
SE 523: Historical and Social Perspectives on Science and Technology (Grades 6–12)	4

\*Subject to minimum enrollments and approval of the Dean. Students interested in enrolling should consult their Admissions Advisor for details.

The following program changes are effective November 11, 2009:

## XX. Master of Science in Higher Education

### Curriculum

Courses	Credits
<b>THESIS TRACK</b>	
<b>CORE REQUIREMENTS</b>	
HE 510: Foundations of Higher Education	5
HE 520: Higher Education Laws and Regulations	5
HE 530: Higher Education Organization and Governance	5
HE 540: Multiculturalism and Diversity in Higher Education	5
HE 550: Higher Education Finance	5
HE 560: Research Methods in Higher Education	5
HE 601: Master's Thesis Proposal	5
HE 602: Master's Thesis Defense	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>40</b>
<b>ELECTIVES</b>	
Specialization Courses	10 or 25
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>10 OR 25</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>50 OR 65*</b>
<b>NONTHESIS TRACK</b>	
<b>CORE REQUIREMENTS</b>	
HE 510: Foundations of Higher Education	5
HE 520: Higher Education Laws and Regulations	5
HE 530: Higher Education Organization and Governance	5
HE 540: Multiculturalism and Diversity in Higher Education	5
HE 550: Higher Education Finance	5
HE 560: Research Methods in Higher Education	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>30</b>
<b>ELECTIVES</b>	
Specialization Courses	20 or 30
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>20 OR 30</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>50 OR 60†</b>
<b>SPECIALIZATIONS</b>	
<b>College Administration and Leadership*</b>	
HE 511: Departmental and Divisional Leadership	5
HE 513: Institutional Research and Strategic Planning	5
HE 515: Educational Program Assessment	5
HE 543: Assessment of Online Learning	5
<b>College Teaching and Learning*</b>	
HE 521: Teaching Adult Learners	5
HE 523: Curriculum Design and Implementation	5
HE 525: Student Learning Assessment Methods	5
HE 545: Teaching and Learning Online	5

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**Student Affairs<sup>§</sup>**

HE 551: Student Services Foundations and Philosophy	5
HE 553: Current Issues in Student Affairs in Higher Education	5
HE 555: Student Services Administration in Ground and Virtual Environments	5
HE 585: Student Services Practicum I	5
HE 586: Student Services Practicum II	5

Choose one of the following: 5

HE 511: Departmental and Divisional Leadership
HE 513: Institutional Research and Strategic Planning
HE 515: Educational Program Assessment
HE 521: Teaching Adult Learners
HE 523: Curriculum Design and Implementation
HE 525: Student Learning Assessment Methods
HE 543: Assessment of Online Learning
HE 545: Teaching and Learning Online

**Online College Teaching<sup>†</sup>**

HE 521: Teaching Adult Learners	5
HE 527: Assessing Student Learning Online	5
HE 545: Teaching and Learning Online	5
HE 547: Effective Online Instruction—Design and Practice	5

\*Thesis-track students choosing the college teaching and learning specialization, the college administration and leadership specialization, or the online college teaching specialization will complete 10 quarter credits of specialization courses for a program total of 50 quarter credit hours. Thesis-track students choosing the student affairs specialization will complete 25 quarter credits of specialization courses for a program total of 65 quarter credit hours.

†Nonthesis-track students choosing the college teaching and learning specialization, the college administration and leadership specialization, or the online college teaching specialization will complete 20 quarter credits of specialization courses for a program total of 50 quarter credit hours. Nonthesis-track students choosing the student affairs specialization will complete 30 quarter credits of specialization courses for a program total of 60 quarter credit hours.

‡Thesis-track students will choose two of the four specialization courses.

§Thesis-track students will take five of the six specialization courses, excluding the elective course.

## SCHOOL OF INFORMATION SYSTEMS AND TECHNOLOGY

The following program changes are effective November 11, 2009:

### XXV. Master of Science in Information Technology

#### Curriculum

Courses	Credits
<b>NONSPECIALIZED TRACK</b>	
<b>CORE REQUIREMENTS</b>	
IT 500: Critical Concepts and Competencies for the IT Professional	4
IT 510: System Analysis and Design	4
IT 511: Information Systems Project Management	4
IT 520: Database Management Systems	4
IT 530: Computer Networks	4
IT 540: Management of Information Security	4
IT 560: Managing Technology in a Business Environment	4
IT 590: Legal and Ethical Issues in IT	4
IT 599: Applied IT Master Project	4
<b>TOTAL CORE REQUIREMENTS</b>	<b>36</b>
<b>ELECTIVES</b>	
IT Electives	16*
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>16</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>52</b>
<b>SPECIALIZED TRACK</b>	
<b>CORE REQUIREMENTS</b>	
IT 500: Critical Concepts and Competencies for the IT Professional	4
IT 510: System Analysis and Design	4
IT 511: Information Systems Project Management	4
IT 520: Database Management Systems	4
IT 530: Computer Networks	4
IT 540: Management of Information Security	4
IT 590: Legal and Ethical Issues in IT	4
IT 599: Applied IT Master Project	4
<b>TOTAL CORE REQUIREMENTS</b>	<b>32</b>
<b>ELECTIVES</b>	
Specialization Courses	24*
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>24</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>56</b>

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**SPECIALIZATIONS**

**Business Intelligence**

IT 521: Decision Support Systems	4
IT 522: Knowledge-Based Management Systems	4
IT 523: Data Warehousing and Data Mining	4
IT Electives	12

**Information Security and Assurance**

IT 541: Computer and Network Security	4
IT 542: Ethical Hacking and Network Defense	4
IT 550: Computer Forensics and Investigations	4
IT Electives	12

**Project Management<sup>†</sup>**

GM 591: Strategic Project Management	4
GM 592: Project Initiation, Planning, and Execution	4
GM 593: Project Cost and Schedule Monitoring and Controlling	4
GM 594: Project Risk, Quality, and Procurement Monitoring and Controlling	4
IT Electives	8

\*Students entering the program who do not possess a bachelor's degree in information technology or a comparable field of study must take IT 501: Principles of Information Technology their first term in place of an IT elective.

<sup>†</sup>Students who choose the project management emphasis area will need to move to an alternate calendar track to complete the courses required. Students may experience a delay of 2 weeks or more between the end of the term and the beginning of the next available term in the alternate calendar track.

## SCHOOL OF LEGAL STUDIES

The following program changes are effective November 11, 2009:

### XXV. Master of Science in Legal Studies

#### Curriculum

Courses	Credits
<b>CORE REQUIREMENTS</b>	
LS 500: Legal Methods and Process	5
LS 501: Ethics and the Professional	5
LS 502: Legal Research, Analysis, and Writing	5
LS 503: Jurisprudence and Legal History	5
LS 504: Applied Action Research in Legal Studies*	5
LS 698: Applied Action Research Project <sup>†</sup>	5
Elective: Legal Studies Core Elective <sup>‡</sup>	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>35</b>
<b>INTENSIVE STUDY AREA REQUIREMENTS</b>	
Intensive Study Area Requirements or General Electives	20
<b>TOTAL INTENSIVE STUDY AREA REQUIREMENTS</b>	<b>20</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>55</b>
<b>INTENSIVE STUDY AREAS</b>	
<b>Education and the Legal System</b>	
LS 515: Legal Foundations for the Formation of Colleges and Universities	5
LS 516: Rules and Regulations Governing Higher Education	5
LS 517: Management of Institutions of Higher Education	5
<b>Health Care Delivery</b>	
LS 620: Health Care Organizations and Finance	5
LS 621: Federalism and the Health Care Delivery System	5
LS 622: Professionals and Health Care Institutions	5
<b>Legal System and the Media</b>	
LS 510: Intellectual Property and Digital Entertainment	5
LS 511: Music Content IP—Building Blocks of the Music Business	5
LS 512: Current and Future Issues in Music Law	5
<b>State and Local Government</b>	
LS 605: Organization and Function of State Government	5
LS 606: Legislative Process	5
LS 607: Gubernatorial and Administrative Process	5

\*First of two courses in research.

<sup>†</sup>Applied Action Research combines research and writing skills with application in a professional setting. This is a capstone course.

<sup>‡</sup>Choose from LS 506: Understanding Civil Responsibility, LS 507: Understanding Criminal Responsibility, LS 508: Family and the Legal System, or LS 509: Contracts as Private Law.

## SCHOOL OF NURSING

The following changes to the program description are effective November 11, 2009:

### Master of Science in Nursing

The Master of Science in Nursing program is designed to build on previous nursing education and clinical experience, prepare students to pursue advanced practice in a variety of health care settings, and lay a foundation to pursue doctoral education. The overall purpose of the master's program is to provide high-quality graduate education for advanced nursing roles that respond to the needs of individuals, families, and communities.

The program of study includes completion of the core curriculum, specialization courses, and a project proposal. The core courses focus on the acquisition of a theoretical base in nursing, evidence-based decision making, health policy, financing and organization of the health care delivery system, advanced practice issues, ethics, health promotion and disease prevention in a diverse community, and biostatistics. Specialization courses are designed to give the student further knowledge in their chosen specialty and their specific advanced role. A practicum program is designed to provide for applications of theoretical knowledge with a mentor in a facility selected by the student, in consultation with the Clinical Coordinator. Prior to beginning the practicum experience, students will be required to complete a criminal background check, as required by applicable federal and/or state regulatory agencies. Please refer to the Criminal Background Check Policy listed in the School of Nursing—Graduate section of the Catalog. Students complete a culminating experience that is designed to serve as evidence of successful integration of the diverse content areas in the curriculum via the submission of an evidence-based practice project proposal.

Students will choose from two specializations designed to provide further knowledge specific to their advanced role. The nurse educator specialization is designed to prepare nurses to teach in schools of nursing, continuing education programs, staff development, clinical education, and patient and community education. The graduate may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

The nurse administrator specialization prepares nurses to assume managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems. The graduate may be prepared to sit for the Nursing Administration or Nursing Administration, Advanced Certification examinations (depending on the level of leadership with their organization) provided by the American Nurses Credentialing Center.

Although the program is designed to prepare students to take various certification and licensing exams, the University cannot guarantee students will be eligible to sit for or will pass these exams.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

While the program is designed to prepare graduates to pursue continued graduate- or doctorate-level education, the University cannot guarantee that students will be granted admission to any graduate or doctoral programs.

The Master of Science in Nursing program consists of a minimum of 63 quarter credit hours. Upon successful completion of the program, graduates will be awarded a master of science degree.

# GRADUATE COURSE DESCRIPTIONS

## Discontinued Courses

Effective November 11, 2009, the following courses are discontinued:

**GB 501: LEADERSHIP, CULTURE, AND CHANGE**

**GB 505: MARKETING MANAGEMENT**

**GB 509: ANALYTICAL DECISION MAKING**

**GB 511: STRATEGIC HUMAN RESOURCES MANAGEMENT**

**GM 544: APPLIED ORGANIZATION RESEARCH METHODS**

**MH 504: DEVELOPING MATHEMATICAL PROFICIENCY—DATA ANALYSIS AND PROBABILITY (GRADES K–5)**

**MH 514: DEVELOPING MATHEMATICAL PROFICIENCY—DATA ANALYSIS AND PROBABILITY (GRADES 6–8)**

**SE 524: PHYSICAL SCIENCE (GRADES 6–12)**

**SE 525: LIFE SCIENCE (GRADES 6–12)**

**SE 526: EARTH AND SPACE SCIENCE (GRADES 6–12)**

## Revised Course Titles

The following changes are effective November 11, 2009:

**GB 541: EMPLOYMENT LAW** will replace **GB 541: EMPLOYMENT AND LABOR LAW**

**ED 597: STUDENT TEACHING/INTERNSHIP II** will replace **ED 597: STUDENT TEACHING/INTERNSHIP**

## Revised Course Credits

The following changes are effective November 11, 2009:

**ED 597: STUDENT TEACHING/INTERNSHIP II** will be revised from 10 quarter credit hours to 5 quarter credit hours

## Course Prerequisite Changes

The following changes are effective November 11, 2009:

**CJ 502: RESEARCH METHODOLOGY**

*Prerequisite: None*

**ED 553: HISTORY AND PHILOSOPHY OF EDUCATION**

*Prerequisite: None*

**ED 581: SECONDARY CLASSROOM MANAGEMENT**

*Prerequisite: None*

**GB 554: OPERATIONS MANAGEMENT**

*Prerequisite: GB 519*

**GB 599: BUSINESS STRATEGY**

*Prerequisite: Completion of all core courses*

**GM 599: APPLIED RESEARCH PROJECT**

*Prerequisite: GM 507*

**LS 605: ORGANIZATION AND FUNCTION OF STATE GOVERNMENT**

*Prerequisite: None*

**LS 606: LEGISLATIVE PROCESS**

*Prerequisite: None*

**LS 607: GUBERNATORIAL AND ADMINISTRATIVE PROCESS**

*Prerequisite: None*

**MN 600: EVIDENCE-BASED PROJECT PROPOSAL**

*Prerequisites: All core and specialization courses, MN 519 or MN 520*

## Course Descriptions

The following changes and additions are effective November 11, 2009:

Courses offered at the University are identified by a code indicating subject area, followed by a three-digit number indicating the level of the course offering.

The following subject codes and numbers are used:

### BUSINESS

Accounting	AC
Graduate Business	GB
Graduate Management	GM

### CRIMINAL JUSTICE

CJ

### EDUCATION

ED

Educational Technology	ET
Higher Education	HE
Teaching Literacy	LT
Teaching Mathematics	MH
Teaching Science	SE
Teaching Special Needs	SN

### FOUNDATIONS

KU

### INFORMATION SYSTEMS AND TECHNOLOGY

IT

### LEGAL STUDIES

LS

### NURSING

MN

### COURSE NUMBERING:

500–699 Graduate courses

### CJ 502: RESEARCH METHODOLOGY

This course is designed to provide students with an understanding of the research process and the ethical context within which research should be conducted. Further, it will provide the basic skills needed to conduct and evaluate research on topics relevant to the criminal justice field. In order to accomplish these objectives, the course will focus on the nature of scientific inquiry; the connections between theory and research; designing research projects and exploring causation; sampling procedures and logic; research techniques; reliability, validity, and measurement of data; and descriptive analyses of data.

5 Quarter Credit Hours

*Prerequisite: None*

### CJ 514: SEMINAR—CONTEMPORARY INTERNATIONAL JUSTICE ISSUES

This course focuses on the historical development and current status of various forms of transnational crime from the perspective of the international criminal justice community. Particular emphasis is given to issues of organized crime, narcotics trafficking, money laundering, trafficking in human beings, and contemporary strategies for the containment of the aforementioned activities.

5 Quarter Credit Hours

Prerequisite: None

### **CJ 520: ISSUES IN PRIVATE SECURITY**

This course will provide students with the fundamental knowledge necessary to competently address various critical issues concerning security including, but not limited to: physical security concerns, threat assessment, privatization trends, relationships with the law enforcement community, crisis planning, and the impact of the Department of Homeland Security on security thinking and delivery.

5 Quarter Credit Hours

Prerequisite: None

### **CJ 533: PSYCHOLOGY AND LAW**

This course examines the field of forensic psychology and provides students with knowledge of how psychology can assist the field of law and criminal justice. Students are encouraged to examine the legal system through the use of psychological concepts and methods and apply them to practical situations. Topics will include an overview of the intersection of law and psychology, forensic clinical assessment, competency and criminal responsibility issues, jury selection, correctional psychology, and diagnosis as well as a comprehensive review of the ethics code. An emphasis will be on utilizing case law and research as well as psychological testing to accurately and ethically report findings.

5 Quarter Credit Hours

Prerequisite: None

### **ED 596: STUDENT TEACHING/INTERNSHIP I**

The Student Teaching/Internship I course is the first part of the capstone experience for Master of Arts in Teaching teacher candidates. This extended field experience provides a laboratory in which candidates test theories they have studied, discover the strategies and styles that work best for them and their students, and practice reflective decision making. During this experience, candidates begin to develop their skills in the nine Master of Arts in Teaching program competencies and engage regularly in professional discussion of their practice with their field supervisor, school mentor or cooperating teacher, classmates, and Iowa field instructor. They also participate in teachers' meetings, work with a variety of school staff members, and communicate with parents and caregivers.

5 Quarter Credit Hours

Prerequisite: None

### **ED 596A: STUDENT TEACHING/INTERNSHIP I**

The Student Teaching/Internship I course is the first part of the capstone experience for Master of

Arts in Teaching teacher candidates. This extended field experience provides a laboratory in which candidates test theories they have studied, discover the strategies and styles that work best for them and their students, and practice reflective decision making. During this experience, candidates begin to develop their skills in the nine Master of Arts in Teaching program competencies and engage regularly in professional discussion of their practice with their field supervisor, school mentor or cooperating teacher, classmates, and Iowa field instructor. They also participate in teachers' meetings, work with a variety of school staff members, and communicate with parents and caregivers.

0 Quarter Credit Hours

Prerequisite: None

### **ED 597: STUDENT TEACHING/INTERNSHIP II**

The Student Teaching/Internship II course is an extension to the final capstone experience for Master of Arts in Teaching teacher candidates. This extended field experience provides a laboratory in which candidates test theories they have studied, discover the strategies and styles that work best for them and their students, and practice reflective decision making. During this experience, candidates engage regularly in reflective professional discussion of their practice with field supervisors, cooperating teachers or school mentors, instructors, and colleagues, refining their philosophy of education and demonstrating the knowledge, dispositions, and professional performance that indicate proficiency in all nine program competencies.

5 Quarter Credit Hours

Prerequisite: ED 596

### **ED 597A: STUDENT TEACHING/INTERNSHIP II**

The Student Teaching/Internship II course is an extension to the final capstone experience for Master of Arts in Teaching teacher candidates. This extended field experience provides a laboratory in which candidates test theories they have studied, discover the strategies and styles that work best for them and their students, and practice reflective decision making. During this experience, candidates engage regularly in reflective professional discussion of their practice with field supervisors, cooperating teachers or school mentors, instructors, and colleagues, refining their philosophy of education and demonstrating the knowledge, dispositions, and professional performance that indicate proficiency in all nine program competencies.

0 Quarter Credit Hours

Prerequisite: None

### **GB 541: EMPLOYMENT LAW**

We depend upon the law as well as ethics and common sense to help us make good decisions about issues surrounding employment that are routinely decided in workplaces every day. These issues can have devastating financial and productivity consequences if mishandled by the employer. Yet it seems as if few employers or their managers are equipped to handle them well. Employment law helps to regulate the workplace environment by protecting employees from discrimination and harassment, and providing a safer, fairer workplace where the rules provide for certain rights and responsibilities for both employees and employers alike. Those who choose to work in the business arena must understand basic legal concepts, plus have working knowledge of regulatory and compliance issues in order to effectively manage a business. In this course, students will analyze and evaluate legal concepts and learn to identify potentially troublesome employment-related legal and ethical issues in order to avoid liability as well as to develop an understanding of how to manage employees to maximize productivity.

4 Quarter Credit Hours

Prerequisite: Completion of all core courses

### **GB 542: TRAINING AND DEVELOPMENT**

Students will examine human resources development management processes from a strategic human resources perspective. Students will analyze theories and practices as they relate to human and organizational development. The course will cover the evolution of human resource development (HRD) and the relationship between HRD and human resource management (HRM). Students will look at major internal and external factors that affect employee behavior, define learning and how learning can be maximized, look at needs assessments and their purpose, write training objectives for a specific program, describe broad approaches to training design and delivery, define the evaluation methods used in HRD and their purposes, discuss the process of organizational socialization beginning with employee orientation, identify and describe basic workplace competencies, define coaching and its tie to performance management systems, explain the need for employee counseling processes and their importance to employee wellness programs, and discuss career, management, and leadership development and the "new employment" relationship. The course defines organizational development and how planned-change models create intervention strategies to improve organizational effectiveness; and how changing demographics is creating a new, diverse, global workforce and the challenges in managing these new workers.

4 Quarter Credit Hours

Prerequisite: Completion of all core courses

### **HE 527: ASSESSING STUDENT LEARNING ONLINE**

This course provides an introduction to the theoretical perspectives and real-world practices of evaluating student learning in an online learning context. Students learn to apply a variety of methods used to assess learning outcomes effectively, with special attention paid to the unique nature of the online learning context.

5 Quarter Credit Hours

Prerequisite: None

### **HE 547: EFFECTIVE ONLINE INSTRUCTION—DESIGN AND PRACTICE**

This course explores the factors that make online learning courses successful, as well as what lessons can be learned from less successful classes. The course examines how the findings of online learning research, a deep understanding of local context, and the intelligent use of technology tools can work together to allow the development and delivery of top-flight online courses. Practical, applicable skills are stressed in this practice-oriented course.

5 Quarter Credit Hours

Prerequisite: HE 527 or HE 525 preferred

### **IT 570: GRAPHICS AND MULTIMEDIA SYSTEMS**

This course provides a detailed overview of implementing graphics and multimedia into website designs. Students will create Web pages to address a variety of needs and target audiences. Students will learn to design a website for a variety of browsers. Web design principles, HTML tags, multimedia, and interactivity will be discussed.

4 Quarter Credit Hours

Prerequisite: None

### **LS 504: APPLIED ACTION RESEARCH IN LEGAL STUDIES**

Students will be introduced to action research, which encourages adoption of the role of a reflective practitioner who seeks to simultaneously understand and change the professional setting. Students will examine the history of action research in the social services setting and the intersection of action research and experimental research, while becoming familiar with and practicing the steps of the action research cycle. This study allows participants to develop an understanding of the processes and how they can impact their own professional setting. Students will identify the focus of their research project to be completed during LS 698: Applied Action Research Project, including a literature review, stakeholders, organizational/institutional need, and appropriate research methods. This course must be taken in the term immediately preceding the one in which the student will take LS 698.

5 Quarter Credit Hours

Prerequisite: LS 503

### **LS 698: APPLIED ACTION RESEARCH PROJECT**

Students experience the art and science of action research while they develop the tools of reflective inquiry and collaborative practice. Students will engage in analysis of current issues and challenges to explore and practice action research methods as a logical extension of professional practice. Integral to this process is the examination of both informal and systematic ways to ask and answer questions. Candidates will conduct their own action research, using their approved topic, and prepare the chapters of their action research project. Students must take this capstone course as the final course in the program and as the only registered course in the final term.

5 Quarter Credit Hours

Prerequisite: LS 504

### **MN 519: NURSE EDUCATOR PRACTICUM**

This course is the first of two practicum courses. This course will provide the student with a mentored learning experience in the content area and site selected by the student and approved by the clinical coordinator. The student will also begin an evidence-based project proposal that is to be completed in MN 600.

5 Quarter Credit Hours

Prerequisites: All core and specialization courses, or permission of the Dean

### **MN 520: NURSE ADMINISTRATOR PRACTICUM**

This course is the first of two practicum courses. This course will provide the student with a mentored learning experience in the content area and site selected by the student and approved by the clinical coordinator. The student will also begin an evidence-based project proposal that is to be completed in MN 600.

5 Quarter Credit Hours

Prerequisites: All core and specialization courses, or permission of the Dean

### **MN 600: EVIDENCE-BASED PROJECT PROPOSAL**

This course is the second of two practicum courses. This course will continue to provide the student with a mentored learning experience in their content area. The student will also complete and present an evidence-based project proposal at the end of the course.

5 Quarter Credit Hours

Prerequisite: All core and specialization courses; the specialization residency requirement may be taken concurrently.

# CONCORD LAW SCHOOL

## SCHOOL POLICIES

The following changes to Concord Law School's Financial Aid Services policy are effective August 5, 2009:

### Financial Aid Services

Prior to enrolling at Concord, applicants are encouraged to explore all options available to them for financing their education, including employer or military tuition assistance or reimbursement, veterans benefits, and financial aid funding through state and federal agencies. Financial aid information and application assistance is provided by the School's Financial Aid Office to help students understand their options before entering into a contractual agreement. Concord is approved for the following loans and programs:

**Loans** (available to all students, subject to eligibility requirements)

- Subsidized Federal Stafford Loan
- Unsubsidized Federal Stafford Loan
- Federal PLUS Loan
- Alternative Loans

### Other Agencies or Programs

- Promise Jobs
- Veterans Administration Benefits
- Workforce Development Center
- Workforce Investment Act\*
- Division of Vocational Rehabilitation
- Defense Activity for Non-Traditional Education Support (DANTES)

\*Concord Law School may be eligible to be an approved training provider for Workforce Investment Act (WIA) student aid. Students must contact their local WIA One-Stop Centers or their Local Workforce Investment Boards to determine training program eligibility.

Students who receive loans to pay for their course of instruction must realize that it is their responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Office.

Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of such agencies. Although the University will assist students in completing necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

Some alternative loans are only available to pay any direct tuition charges that are not covered by a student's federal, state, or institutional funding. Students are encouraged to take advantage of federal Title IV funding before making application toward the alternative loan programs. Students and, when applicable, their parents have the right and ability to choose any lender they wish, and the University does not require that any loans be obtained from any particular lender or source.

## COURSE DESCRIPTIONS

The following changes and additions are effective November 11, 2009:

### CJ 343: COMPARATIVE CRIMINAL JUSTICE SYSTEMS

This course compares and contrasts justice systems around the world. Topics covered include crime on the world scene, legal traditions, substantive law and procedural law, and an international perspective on policing, the courts, corrections, and juvenile justice. The study of other cultures and countries is an important feature of a comprehensive educational experience. In this course, students discuss the positive and negative attributes of the various justice systems of England, France, Sweden, Japan, and Russia.

*4 units*

### CL8831: ADR AND TECHNOLOGY

ADR and Technology explores how technology can facilitate dispute resolution and problem solving. Students will analyze online dispute resolution platforms that already exist and each student will have an opportunity to resolve disputes using those platforms. Students first will be introduced to different traditional offline dispute resolution processes. Students then will use and critically evaluate different audio, video, and text-based technologies that can assist in resolving disputes; become familiar with several existing dispute resolution software programs that are available commercially; study and discuss current literature concerning technology mediated dispute resolution; and be expected to use video and audio technology to make a presentation to the entire class. Each student is expected to attend select live class sessions. Every student must have, or have ready access to, a Web camera (webcam) as well as a sufficiently fast internet connection to allow the student to participate in a direct negotiation via webcam. Students are also required to participate in dispute resolution simulations using email and instant messaging.

*2 units*

# CONCORD LAW SCHOOL ADMINISTRATORS AND FACULTY MEMBERS

The following addition to Concord Law School's listing of faculty and administrators is effective January 1, 2010:

## **DAVID ALLEN LARSON**

### **Professor**

Professor Larson is a professor of law at the Hamline University School of Law and a senior fellow at Hamline's Dispute Resolution Institute. He was the founder and editor-in-chief of the *Journal of Alternative Dispute Resolution in Employment* (CCH Inc.), served as an arbitrator for the Omaha Tribe, was a hearing examiner for the Nebraska Equal Opportunity Commission, and currently is an independent arbitrator. Professor Larson also has served as a tenured faculty member at the Creighton University School of Law, an appellate attorney at the Equal Employment Opportunity Commission headquarters in Washington, DC, and a litigation attorney in a Minneapolis law firm. Professor Larson has published 50 articles and book chapters and has made more than 120 professional presentations in Austria, Australia, China, England, Ireland, Sweden, and the United States. His recent articles have focused on technology mediated dispute resolution (TMDR) and are available online at [ssrn.com/author=709717](http://ssrn.com/author=709717).

**Education:** BA, DePauw University; JD, University of Illinois College of Law; LLM, University of Pennsylvania Law School

**Course:** ADR and Technology

**State Bar Memberships:** Illinois, Nebraska, and Minnesota

# KAPLAN UNIVERSITY ADMINISTRATORS AND ACADEMIC LEADERSHIP

## SENIOR ADMINISTRATORS

**JEFFREY CONLON**  
**President and CEO, Kaplan Higher Education**  
MBA, Northwestern University  
BA, Brown University

**GREGORY MARINO**  
**President, Kaplan University Group**  
MBA and BS, University of Maryland University College  
MCSE

**WADE DYKE**  
**Interim President**  
PhD and BS, University of Oxford  
BBA, University of Wisconsin—Madison

**DAVID CLINEFELTER**  
**Provost**  
PhD and MA, The Ohio State University  
BA, Graceland University

**JANICE BLOCK**  
**Executive Vice President, Chief Compliance Officer, and General Counsel, Kaplan Higher Education**  
JD, Columbia University School of Law  
MS, Northwestern University  
BA, Princeton University

**RONALD BLUMENTHAL**  
**Senior Vice President, Administration**  
MSW, Washington University  
BA, University of Missouri

**BARRY CURRIER**  
**President and Dean of Concord Law School, President of Kaplan Legal Education**  
JD, University of Southern California  
BA, University of California at Los Angeles

**MICHAEL J. DEMAKOS**  
**Chief Information Officer**  
MBA, State University of NY  
BA, Siena College

**LISA GEFEN SICILIAN**  
**Chief Administrative Officer, Kaplan Higher Education**  
JD, Emory University School of Law  
BA, Goucher College

**LIONEL LENZ**  
**Chief Financial Officer, Kaplan Higher Education**  
MSM, Northwestern University  
BBA, St. Norbert College  
CPA

**PETER SMITH**  
**Senior Vice President for Academic Strategy and Development**  
EdD and MAT, Harvard Graduate School of Education  
BA, Princeton University

## ACADEMIC LEADERSHIP

### ARTS AND SCIENCES

**CONNIE BOSSE**  
**Vice President of Arts, Education, and Health**  
MBA and BS, Boston University

**SARA SANDER**  
**Dean, College of Arts and Sciences**  
MA and BA, University of Arkansas at Fayetteville

### BUSINESS AND MANAGEMENT

**BETTY VANDENBOSCH**  
**Vice President, Business and Technology, and Dean, School of Business and Management**  
PhD, MBA, and BS, University of Western Ontario

### CONCORD LAW SCHOOL

**BARRY CURRIER**  
**President and Dean of Concord Law School, President of Kaplan Legal Education**  
JD, University of Southern California  
BA, University of California at Los Angeles

### CRIMINAL JUSTICE

**CHRISTOPHER CAYWOOD**  
**Chief Operating Officer, Kaplan Legal Education**  
JD, AM, and AB, University of Michigan  
MBA, University of Chicago

**FRANK DIMARINO**  
**Dean, School of Criminal Justice**  
LLM, George Washington University School of Law  
JD, Case Western Reserve University School of Law  
AB, Georgetown University

### EDUCATION

**CONNIE BOSSE**  
**Vice President of Arts, Education, and Health**  
MBA and BS, Boston University

**DREW ROSS**  
**Dean, School of Graduate Education**  
PhD and MSc, Oxford University  
MS, University of Chicago  
BA, Bard College

### GENERAL EDUCATION

**KARA H. VANDAM**  
**Dean, School of General Education**  
PhD and MA, University of North Carolina—Chapel Hill

### HEALTH SCIENCES

**CONNIE BOSSE**  
**Vice President of Arts, Education, and Health**  
MBA and BS, Boston University

**KEITH L. SMITH**  
**Dean, School of Health Sciences**  
EdD, Seattle University  
MBA, City University  
MA, Fuller Theological Seminary

## INFORMATION SYSTEMS AND TECHNOLOGY

### **BETTY VANDENBOSCH** Vice President, Business and Technology

PhD, MBA, and BS, University of Western Ontario

### **AHMED NAUMAAN** Dean, School of Information Systems and Technology

PhD and MS, University of Cincinnati  
BE, University of Karachi

## LEGAL STUDIES

### **CHRISTOPHER CAYWOOD** Chief Operating Officer, Kaplan Legal Education

JD, AM, and AB, University of Michigan  
MBA, University of Chicago

### **WILLIAM WESTON** Dean, School of Legal Studies

JD, University of Maryland  
ABML, Loyola College

## NURSING

### **JOHN DANAHER** President, School of Nursing

MD, Dartmouth Medical School  
MBA, Stanford University  
BS, Trinity College

### **SHEILA A. BURKE** Dean, School of Nursing

MSN and MBA, University of Phoenix  
BSN, Rush University School of Nursing

## UNIVERSITY ADMINISTRATORS

### **JOE ALBERS** Executive Director, Kaplan University, Mason City Campus

MBA, Xavier University  
BA, University of Toledo

### **LYNN M. BOERSCHEL** Executive Director, Kaplan University, Frederick Campus

MA, University of Baltimore  
BS, University of Delaware

### **GWEN BRAMLET-HECKER** Campus President, Kaplan University, Cedar Falls Campus

MS, Illinois State University  
BA, Eastern Illinois University

### **WADE BRITT** Vice President, International

MIB and BA, University of South Carolina

### **RICK BROADY** Vice President, Financial Aid

BS, University of Lowell

### **JEREMY BRUNSEN** Campus President, Kaplan University, Omaha Campus

MBA, Kaplan University  
BA, Iowa State University

### **SUZANNE CALFEE** Vice President, Human Resources, Kaplan University Group

BA, Pennsylvania State University

### **BRANDON CHOICE** Vice President, Vertical Development and Student Experience

MBA, Georgia State University  
BA, Clark Atlanta University

### **JAIME COCUY** Vice President, Strategic Alliances Organiza- tion

BBA, Florida Atlantic University

### **MARK GARLAND** Campus President, Kaplan University, Davenport Campus

MBA, University of Phoenix  
BA and BS, Texas A&I University  
AAS, Texas State Technical Institute

### **WENDI GRAFE** Vice President of Student Operations

BS, Bradley University

### **KERRI J. HOLLOWAY** Dean of Curriculum

LLM, The John Marshall Law School  
JD, University of Illinois at Urbana-Champaign  
BA, Bradley University

### **SCOTT KILGORE** Senior Vice President, Enrollment and Student Services

MBA, University of Iowa  
BA, University of Nebraska

### **JASON LEVIN** Executive Director, Institutional Intelligence

MBA, University of Miami  
BS, Florida Atlantic University

### **DONNA LILJEGREN** Senior Director, Center for Teaching and Learning

Edd, Nova Southeastern University  
MA and BA, Governors State University

### **MICHAEL LORENZ** Registrar

MA, Indiana University  
BA, Knox College

### **KATHRYN MCFARLAND** Vice President, Academic Advising

MFA, Sarah Lawrence College  
BA, University of Minnesota

### **LINDA MIGNONE** Vice President, Brand and Strategic Marketing, Kaplan Higher Education

MBA and BBA, Dowling College

### **AFSHIN MIKAILI** Director of Prior Learning Assessment Center

PhD, MS, and BS, Iowa State University  
MBA, University of Chicago

### **CHRISTOPHER MOTZ** Campus President, Kaplan University, Frederick and Hagerstown Campuses

MA, Ball State University  
MCM and BA, Huntington College

### **SANDRA MUSKOPF** Campus President, Kaplan University, Lincoln Campus

Edd, University of North Texas  
MBA and BBA, James Madison University

### **RON ROBERTS** Library Services Coordinator

MA, Eastern Illinois University  
BA, East Carolina University

### **JOHN STATEN** Chief Financial Officer, Kaplan University Group

MS and BS, University of Florida

### **SUSAN SPIVEY** Campus President, Kaplan University, Cedar Rapids Campus

MBA, University of Iowa  
BA, William Penn College

### **RONALD TRAUTMAN** President, Kaplan Continuing Education

BA, Florida Atlantic University

### **CAROLE VALENTINE** Vice President, Student Finance

MBA, American University  
BA, University of Pennsylvania

**SOPHIE VLESSING**

**Senior Vice President, Strategic Marketing and  
Student Experience**

MBA, Northwestern University

BS, University of Pennsylvania

**JEREMEY WELLS**

**Campus President, Kaplan University,  
Des Moines Campus**

MEd and BS, Brigham Young University

JD, The Ohio State University

**MICHAEL ZAWISKY**

**Executive Director, Kaplan University,  
Council Bluffs Campus**

BA, University of Daytona

# OTHER INFORMATION

## Ownership

As of November 11, 2009, Kaplan Higher Education Corp., 6301 Kaplan University Avenue, Fort Lauderdale, FL 33309, owns the schools listed below. Kaplan Higher Education Corp. is a wholly owned subsidiary of Kaplan, Inc. Kaplan, Inc., is a subsidiary of The Washington Post Company (a publicly traded company).

### **ANDOVER COLLEGE, LEWISTON CAMPUS**

475 Lisbon Street  
Lewiston, ME 04240

### **ANDOVER COLLEGE, PORTLAND CAMPUS**

265 Western Avenue  
South Portland, ME 04106

### **BAUDER COLLEGE, ATLANTA CAMPUS**

384 Northyards Boulevard, NW  
Suite 190 and 400  
Atlanta, GA 30313

### **CAREER CENTERS OF TEXAS, BROWNSVILLE CAMPUS**

1900 North Expressway, Suite O  
Brownsville, TX 78521

### **CAREER CENTERS OF TEXAS, CORPUS CHRISTI CAMPUS**

South Coast Plaza  
1620 South Padre Island Drive,  
Suite 600  
Corpus Christi, TX 78416

### **CAREER CENTERS OF TEXAS, EL PASO CAMPUS**

8360 Burnham Road, Suite 100  
El Paso, TX 79907

### **CAREER CENTERS OF TEXAS, FORT WORTH CAMPUS**

2001 Beach Street, Suite 201  
Fort Worth, TX 76103

### **CHI INSTITUTE, BROOMALL CAMPUS**

1991 Sproul Road, Suite 42  
Broomall, PA 19008

### **CHI INSTITUTE, FRANKLIN MILLS CAMPUS**

125 Franklin Mills Boulevard  
Philadelphia, PA 19154

### **HESSER COLLEGE, CONCORD CAMPUS**

25 Hall Street, Suite 104  
Concord, NH 03301

### **HESSER COLLEGE, MANCHESTER CAMPUS**

3 Sundial Avenue  
Manchester, NH 03103

### **HESSER COLLEGE, NASHUA CAMPUS**

410 Amherst Street  
Nashua, NH 03063

### **HESSER COLLEGE, PORTSMOUTH CAMPUS**

170 Commerce Way  
Portsmouth, NH 03801

### **HESSER COLLEGE, SALEM CAMPUS**

11 Manor Parkway  
Salem, NH 03079

### **KAPLAN CAREER INSTITUTE, CHARLESTOWN CAMPUS**

570 Rutherford Avenue  
Charlestown, MA 02129

### **KAPLAN CAREER INSTITUTE, CLEVELAND CAMPUS**

8720 Brookpark Road  
Brooklyn, OH 44129

### **KAPLAN CAREER INSTITUTE, DEARBORN CAMPUS**

18440 Ford Road  
Detroit, MI 48228

### **KAPLAN CAREER INSTITUTE, DETROIT CAMPUS**

3031 West Grand Boulevard,  
Suite 236  
Detroit, MI 48202

### **KAPLAN CAREER INSTITUTE, HARRISBURG CAMPUS**

5650 Derry Street  
Harrisburg, PA 17111

### **KAPLAN CAREER INSTITUTE, ICM CAMPUS**

10 Wood Street  
Pittsburgh, PA 15222

### **KAPLAN CAREER INSTITUTE, KENMORE SQUARE CAMPUS**

540 Commonwealth Avenue  
Boston, MA 02215

### **KAPLAN CAREER INSTITUTE, NASHVILLE CAMPUS**

750 Envious Lane  
Nashville, TN 37217

### **KAPLAN CAREER INSTITUTE, SAN ANTONIO CAMPUS**

7142 San Pedro Avenue,  
Suite 100  
San Antonio, TX 78216

### **KAPLAN COLLEGE, ARLINGTON CAMPUS**

2241 South Watson Road  
Arlington, TX 76010

### **KAPLAN COLLEGE, BAKERSFIELD CAMPUS**

1914 Wible Road  
Bakersfield, CA 93304

### **KAPLAN COLLEGE, CHULA VISTA CAMPUS**

Chula Vista Center  
555 Broadway, Suite 144  
Chula Vista, CA 91910

### **KAPLAN COLLEGE, CINCINNATI CAMPUS**

801 Linn Street  
Cincinnati, OH 45203

### **KAPLAN COLLEGE, COLUMBUS CAMPUS**

2745 Winchester Pike  
Columbus, OH 43232

### **KAPLAN COLLEGE, DALLAS CAMPUS**

12005 Ford Road, Suite 100  
Dallas, TX 75234

### **KAPLAN COLLEGE, DENVER CAMPUS**

500 East 84th Avenue,  
Suite W-200  
Thornton, CO 80229

### **KAPLAN COLLEGE, FRESNO CAMPUS**

44 Shaw Avenue  
Clovis, CA 93612

### **KAPLAN COLLEGE, HAMMOND CAMPUS**

7833 Indianapolis Boulevard  
Hammond, IN 46324

### **KAPLAN COLLEGE, LAS VEGAS CAMPUS**

3315 Spring Mountain Road  
Las Vegas, NV 89102

### **KAPLAN COLLEGE, MERRILLVILLE CAMPUS**

3803 East Lincoln Highway  
Merrillville, IN 46410

### **KAPLAN COLLEGE, MIDLAND CAMPUS**

Westwood Village Shopping Center  
4320 West Illinois Avenue, Suite A  
Midland, TX 79703

### **KAPLAN COLLEGE, MILWAUKEE CAMPUS**

111 West Pleasant Street,  
Suite 101  
Milwaukee, WI 53212

**KAPLAN COLLEGE,  
MODESTO CAMPUS**

5172 Kiernan Court  
Salida, CA 95368

**KAPLAN COLLEGE,  
NORTH HOLLYWOOD CAMPUS**

6180 Laurel Canyon Boulevard,  
Suite 101  
North Hollywood, CA 91606

**KAPLAN COLLEGE, NORTHWEST  
INDIANAPOLIS CAMPUS**

7302 Woodland Drive  
Indianapolis, IN 46278

**KAPLAN COLLEGE,  
PALM SPRINGS CAMPUS**

2475 East Tahquitz Canyon Way  
Palm Springs, CA 92262

**KAPLAN COLLEGE,  
PANORAMA CITY CAMPUS**

14355 Roscoe Boulevard  
Panorama City, CA 91402

**KAPLAN COLLEGE,  
PHOENIX CAMPUS**

13610 North Black Canyon Highway,  
Suite 104  
Phoenix, AZ 85029

**KAPLAN COLLEGE,  
RIVERSIDE CAMPUS**

4040 Vine Street  
Riverside, CA 92507

**KAPLAN COLLEGE,  
SACRAMENTO CAMPUS**

4330 Watt Avenue, Suite 400  
Sacramento, CA 95821

**KAPLAN COLLEGE,  
SAN DIEGO CAMPUS**

9055 Balboa Avenue  
San Diego, CA 92123

**KAPLAN COLLEGE, SOUTHEAST  
INDIANAPOLIS CAMPUS**

4200 South East Street  
Indianapolis, IN 46227

**KAPLAN COLLEGE,  
STOCKTON CAMPUS**

722 West March Lane  
Stockton, CA 95207

**KAPLAN COLLEGE,  
VISTA CAMPUS**

2022 University Drive  
Vista, CA 92083

**KAPLAN UNIVERSITY,  
CEDAR FALLS CAMPUS**

7009 Nordic Drive  
Cedar Falls, IA 50613

**KAPLAN UNIVERSITY,  
CEDAR RAPIDS CAMPUS**

3165 Edgewood Parkway, SW  
Cedar Rapids, IA 52404

**KAPLAN UNIVERSITY,  
COUNCIL BLUFFS CAMPUS**

1751 Madison Avenue, Suite 750  
Council Bluffs, IA 51503

**KAPLAN UNIVERSITY,  
DAVENPORT CAMPUS**

1801 East Kimberly Road, Suite 1  
Davenport, IA 52807

**KAPLAN UNIVERSITY,  
DES MOINES CAMPUS**

4655 121st Street  
Urbandale, IA 50323

**KAPLAN UNIVERSITY,  
FREDERICK CAMPUS**

5301 Buckeystown Pike,  
Suite 103  
Frederick, MD 21704

**KAPLAN UNIVERSITY,  
HAGERSTOWN CAMPUS**

18618 Crestwood Drive  
Hagerstown, MD 21742

**KAPLAN UNIVERSITY,  
LINCOLN CAMPUS**

1821 K Street  
Lincoln, NE 68508

**KAPLAN UNIVERSITY,  
MASON CITY CAMPUS**

Plaza West  
2570 4th Street, SW  
Mason City, IA 50401

**KAPLAN UNIVERSITY,  
OMAHA CAMPUS**

5425 North 103rd Street  
Omaha, NE 68134

**KAPLAN UNIVERSITY LEARNING  
CENTER, MILWAUKEE**

201 West Wisconsin Avenue  
Milwaukee, WI 53203

**OHIO INSTITUTE OF PHOTOGRAPHY  
& TECHNOLOGY (OIP&T), DAYTON  
CAMPUS**

2029 Edgefield Road  
Dayton, OH 45439

**SAN ANTONIO COLLEGE OF  
MEDICAL & DENTAL ASSISTANTS,  
MCALLEN CAMPUS**

1500 South Jackson Road  
McAllen, TX 78503

**TESST COLLEGE OF TECHNOLOGY,  
BALTIMORE CAMPUS**

1520 South Caton Avenue  
Baltimore, MD 21227

**TESST COLLEGE OF TECHNOLOGY,  
BELTSVILLE CAMPUS**

4600 Powder Mill Road  
Beltsville, MD 20705

**TESST COLLEGE OF TECHNOLOGY,  
TOWSON CAMPUS**

803 Glen Eagles Court  
Towson, MD 21286

**TEXAS CAREERS,  
BEAUMONT CAMPUS**

194 Gateway Street  
Beaumont, TX 77701

**TEXAS CAREERS,  
LAREDO CAMPUS**

6410 McPherson Road  
Laredo, TX 78041

**TEXAS CAREERS,  
LUBBOCK CAMPUS**

1421 9th Street  
Lubbock, TX 79401

**TEXAS CAREERS,  
SAN ANTONIO CAMPUS**

6441 NW Loop 410  
San Antonio, TX 78238

**TEXAS SCHOOL OF BUSINESS,  
EAST CAMPUS**

12030 East Freeway  
Houston, TX 77029

**TEXAS SCHOOL OF BUSINESS,  
FRIENDSWOOD CAMPUS**

3208 FM 528  
Friendswood, TX 77546

**TEXAS SCHOOL OF BUSINESS,  
NORTH CAMPUS**

711 East Airtex Drive  
Houston, TX 77073

**TEXAS SCHOOL OF BUSINESS,  
SOUTHWEST CAMPUS**

6363 Richmond Avenue,  
Suite 300  
Houston, TX 77057

**THOMPSON INSTITUTE,  
PHILADELPHIA CAMPUS**

3010 Market Street  
Philadelphia, PA 19104