

Kaplan University

2004-2005 Catalog Addendum

Published: August 17, 2005

Previously Issued: December 15, 2004; March 28, 2005; May 11, 2005; June 15, 2005; July 13, 2005

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.



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Contact Information

KAPLAN UNIVERSITY

Residential Campus

1801 East Kimberly Road, Suite 1
Davenport, IA 52807
Tel: 800-747-1035 (Toll Free)

Online Programs

6301 Kaplan University Avenue
Fort Lauderdale, FL 33309
Tel: 866-527-5268 (Toll Free)

Online Registrar's Office

550 W. Van Buren, 7th Floor
Chicago, IL 60607
Tel: 800-817-8272 (Toll Free)
Tel: 312-777-6333
Fax: 312-777-6704

Policy Changes

University Information

ACCREDITING AGENCIES, APPROVALS, AND MEMBERSHIPS

The following change to Kaplan University's Accrediting Agencies, Approvals, and Memberships is effective August 17, 2005:

- Kaplan University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). Their address is:

30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
Tel: 800-621-7440 (Toll Free)

- The Bachelor of Science in Nursing program has interim approval from the Iowa Board of Nursing. Their address is:

400 SW 8th Street, Suite B
Des Moines, IA 50309-4685
Tel: 515-281-3255

This program is currently seeking national accreditation and will be reviewed by the Commission on Collegiate Nursing Education (CCNE). Their address is:

One Dupont Circle, NW, Suite 530
Washington, DC 20036
Tel: 202-887-6791

- The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Their address is:

35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208
Tel: 312-553-9355

- Kaplan University is a licensed testing center for the Institute of Certified Travel Agents (ICTA).
- Kaplan University is recognized by the Iowa Department of Education. Qualified students of Kaplan University are eligible to receive Iowa state tuition grants. Kaplan University is approved by the Iowa and Illinois Divisions of Vocational Rehabilitation and the Iowa Private Industry Area Council.
- Kaplan University is approved under the provisions of Title 38, United States Code, to train eligible persons and veterans.
- Kaplan University is approved to train eligible students by the Workforce Development Center.
- Kaplan University is authorized under federal law to enroll non-immigrant, alien students.
- Kaplan University is a member of the Career College Association and the Davenport, Iowa, Chamber of Commerce.

Admissions Information

The following changes to Kaplan University's Admission Requirements and Procedures are effective August 17, 2005:

ADMISSIONS REQUIREMENTS AND PROCEDURES

General Undergraduate and Graduate Admissions Requirements

Listed below are general requirements and procedures that Kaplan University has established for undergraduate and graduate admissions. If a requirement or procedure does not apply to a specific group of students, that language is denoted.

1. All applicants to the University must complete an Enrollment Agreement and Student Information Form and submit monies as outlined on the Tuition and Fees Schedule. The Enrollment Agreement must be signed by a parent or legal guardian if the applicant is under 18 years of age.
2. All applicants must complete an informational interview. For Kaplan University campus interviews, parents or spouses are encouraged to be present.
3. All applicants are encouraged to tour the online learning environment or campus before enrolling.
4. All courses are taught in English. Students must be able to speak, read, and write English fluently. English abilities will be determined through the University's interview, application process, and placement exam.
5. Kaplan University is authorized under federal law to enroll non-immigrant alien students. International students who wish to be admitted to any Kaplan University credit program must be 18 years or older, and must complete admission requirements and provide evidence of adequate financial resources. To ensure that international students are prepared to complete college-level coursework, they must demonstrate a command of oral and written English skills. Onsite students must attain a TOEFL score of 477/153 or higher, online undergraduate students must attain a TOEFL score of 525/159 or higher, and graduate students must attain of TOEFL score of 550/213 or higher.
6. Applications for credit for previous education, training, work experience (experiential learning), or College Level Examination Program (CLEP) must be completed before the end of the first term for undergraduate students. This may require testing by examinations to determine credit for previous education, training, or work experience. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency by an approved evaluating agency. There will be no charge for these evaluations except for those charges required by outside agencies.
7. All applicants must complete financial arrangements prior to starting class. If applicable, financial aid applications must be completed.

8. Documentation of any required health examinations, pathology tests, and immunizations must be presented within the first term and again prior to clinical courses or externship experience.
9. The state and various other agencies may require criminal background checks before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed. Students are responsible for inquiring about current requirements prior to enrolling in the program of their choice.
10. Students in the Master of Business Administration program can enroll in no more than two courses per term. Students in the Master of Science in Criminal Justice program can enroll in no more than three courses per term.

Listed below are the specific requirements and procedures that Kaplan University has established for undergraduate admission.

Undergraduate

For online students:

An applicant to the University must:

- a. be a high school graduate, or
- b. possess a General Educational 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.

An attestation by the student confirming high school graduation, receipt of a GED, or successful completion of an appropriately recognized home schooling program must be presented to the University.

A student who has graduated from a high school, earned a GED certificate, or graduated from a recognized home schooling program may execute an attestation to this effect. Acceptable attestation for Kaplan University may be a Kaplan University Proof of Graduation Attestation form, the Free Application for Federal Student Aid (FAFSA), or any other document deemed acceptable by the University. If, for any reason, this attestation of high school graduation or its equivalent 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.

Furthermore, if the attestation is found to be false or untrue, all Title IV financial aid or any state or institutional financial aid that was disbursed on the student's behalf must be refunded to the appropriate source, and the student will be responsible for payment of these funds to the original source or to Kaplan University, if the University is required to and has refunded such funds on the student's behalf.

Kaplan University verifies the statements made in this attestation through a random sampling of students admitted to the University. If a student is selected for this verification, he or she will have 30 days in which to provide the University with proof of

graduation from a recognized high school program, receipt of a GED certificate, or receipt of a Home Study certificate. Acceptable proof consists of the following documents: a copy of a transcript or diploma that confirms graduation from high school; an official college transcript indicating the date of high school graduation; a transcript of an associate's degree or better; a GED certificate or official notification that a GED certificate has been issued; a copy of a DD214 military record indicating high school graduation or equivalent; or, as available, a valid Home Study certificate or transcript confirming completion of a home study program. If Kaplan University is required to obtain this proof of graduation on your behalf, there will be a \$10.00 fee charged to your account. Title IV financial aid cannot be used to pay this fee. If this fee is charged, it must be paid by the student using his or her own funds.

All graduates of foreign high schools must provide actual proof of graduation. If applicants who reside in the United States but attended school in foreign countries are unable to produce the required documents, evidence may include certification from other official sources.

Nursing Program

General Considerations

In addition to the admissions requirements for all undergraduate students, Bachelor of Science in Nursing candidates must:

- Provide documentation of a current, unencumbered license to practice as a registered nurse in at least one U.S. state, including the state in which the clinical practicum will be completed.
- Be actively practicing nursing in at least one U.S. state, or in the U.S. military, at the time of enrollment or have worked actively as a registered nurse for 1,000 hours or more within the three years prior to enrollment at Kaplan University.
- Have a cumulative grade point average of 2.5 from all previous coursework or apply for admission through the alternative admissions procedures set forth below.
- Submit proof of student nurse professional liability insurance coverage in the amount of at least \$1 million per incident/\$3 million aggregate by the end of the first term. Failure to submit appropriate documentation evidencing proof of such insurance in a timely fashion may result in dismissal from the Bachelor of Science in Nursing program.

Alternative Admissions

Students with a grade point between 2.0 and 2.5 from a regionally accredited institution or accredited by another agency recognized by the U.S. Department of Education may apply for admission to the program by completing an Alternative Admissions Dean's Evaluation. The Associate Dean will review the work history, transcripts, and resume of alternative admissions applicants and admit those for whom admission is deemed appropriate.

Any student with a CGPA below 2.5 who has not completed an Alternative Admissions Dean's Evaluation will not be admitted to the program.

This policy is retroactive to November 15, 2004, and properly states the Alternative Admissions policy for the Bachelor of Science in Nursing program from its inception.

Student Progression

The following is required prior to beginning NU 499:

The student will meet all health and safety requirements as requested by the practice site for NU 499: Bachelor's Clinical (Capstone in Nursing). Failure to submit the required documentation to the clinical coordinator prior to beginning the clinical project will delay completion of this course and may result in dismissal from the Bachelor of Science in Nursing program. Facilities that require no health and safety requirements will decline this in their written agreement with Kaplan University.

Requirements for Graduates of Foreign Nursing Programs

Students who have graduated from foreign nursing programs must have an official course-by-course translation and evaluation by one of the approved agencies listed by the National Association of Credential Evaluation Services at the following website:

<http://www.naces.org/members.htm>

Official evaluated transcripts of foreign programs must be received by Kaplan University prior to enrolling in the program.

For onsite students:

1. An applicant to the University must:
 - a. be a high school graduate, or
 - b. possess a General Educational 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.

Evidence of high school graduation or equivalent must be presented to the University. Evidence will include a copy of an original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a copy of a DD214 military record indicating high school graduation or equivalent, a GED certificate or official notification that a GED certificate has been issued, a college transcript indicating the date of high school graduation, or a transcript of an associate's degree or better. If applicants who reside in the United States but attended school in foreign countries are unable to produce the required documents, evidence may include certification from other official sources.

2. Submit the registration fee stated on the Tuition and Fee Schedule.

Listed below are the specific requirements and procedures that Kaplan University has established for graduate admission.

Graduate

Master of Arts in Teaching and Learning and Master of Education
The Master of Arts in Teaching and Learning and Master of Education programs admit candidates with:

- An official transcript indicating receipt of a bachelor's degree from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education.

- Kaplan University recommends that applicants have achieved a minimum GPA of 2.75 (out of 4.0), but all eligible candidates will be considered.
- A minimum 250-word personal statement describing the candidate's most significant personal or professional accomplishment as well as his or her goals and motivation for graduate study.

Master of Arts in Teaching and Learning Program

The Master of Arts in Teaching and Learning program is intended for practicing teachers with a valid U.S. teaching license, per the requirements of the issuing state, but a license is not a prerequisite for admission. Candidates without a valid U.S. teaching license are welcome to apply, and special cohorts may be assembled according to background and area of interest.

Master of Education Program (expected to be offered in 2005/2006)

Program candidates for education degrees with both the elementary and secondary teaching concentrations will be required to take the Praxis I exam prior to registering for the third term and score above the following:

- Reading: 171
- Mathematics: 172
- Writing: 173

Students cannot proceed past the second term without attaining a minimum passing score on the Praxis I in all three sections.

The exam is a national standard for assessing general math and verbal skills for aspiring teachers. Scores must be submitted to the University prior to enrollment in the third term. Academic Advisors will make contact with candidates who score below the minimum scores in each section of the exam to develop a strategy for addressing the relevant skill weaknesses so that they may maximize their professional capacities in advance of enrolling in the third term.

Master of Business Administration

The Master of Business Administration program admits candidates with:

- An official transcript indicating receipt of a bachelor's degree from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education.
- A cumulative grade point average of 2.5 or greater from the institution that conferred the degree. Candidates who do not meet this requirement must apply for admission through the alternative admissions procedures set forth below.

Master of Science in Criminal Justice

The Master of Science in Criminal Justice program admits candidates with:

- An official transcript indicating receipt of a bachelor's degree from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education.
- A cumulative grade point average of 2.5 or greater from the institution that conferred the degree. Candidates who do not meet this requirement must apply for admission through the alternative admissions procedures set forth below.

- Students may be required to complete prerequisite courses prior to admission into the Master of Science in Criminal Justice program.
- Students must declare their choice of thesis or nonthesis track by the end of their second term.

Alternative Admissions Procedures

Students with a grade point average between 2.0 and 2.5 from a regionally accredited institution or accredited by another agency recognized by the U.S. Department of Education may apply for admission to the program by completing an Alternative Admissions Dean's Evaluation. The Associate Dean will review the work history, transcripts, and resume of alternative admissions applicants and admit those for whom admission is deemed appropriate.

Any student with a CGPA below 2.5 who has not completed an Alternative Admissions Dean's Evaluation will not be admitted to the program.

International Students

Students who completed their university education abroad must have earned an equivalent recognized baccalaureate degree. Students must request a course-by-course translation and evaluation by one of the approved agencies listed by the National Association of Credential Services at the following website:

<http://www.naces.org/members.htm>

Official evaluated transcripts of foreign programs must be received by Kaplan University prior to enrolling in the program.

Foreign applicants who possess a bachelor's degree from an institution in which English was not the primary language must submit official TOEFL scores of at least 550 (paper format) or 213 (online format).

PRIOR LEARNING ASSESSMENT

The following changes to Kaplan University's Transfer of Credit policy are effective August 17, 2005:

Transfer of Credit

All students are encouraged to apply for transfer credit evaluation. Those who receive veterans benefits through Kaplan University must submit documentation of previous education for review. Students must use the Kaplan University Transcript Request Form and/or follow the specified procedures for requesting ACE, AARTS, SMART, CLEP, AP, DSST, and other transcripts or test scores.

All college-level transcripts for transfer credit evaluation must be received by the end of the first full term of enrollment (second term for Master of Business Administration students). Transcripts received after this time may be denied eligibility for official transfer credit evaluation.

All transcripts for onsite students should be sent to the following address:

Kaplan University

Prior Learning Assessment Center
1801 East Kimberly Road, Suite 1
Davenport, IA 52807

All transcripts for online students should be sent to the following address:

Kaplan University

Prior Learning Assessment Center
6301 Kaplan University Avenue
Fort Lauderdale, FL 33309

All undergraduate and graduate transcript reviews will be subject to program requirements and the general guidelines listed below. Specific requirements pertaining to the undergraduate programs, the nursing program, and the graduate programs follow this section.

General Guidelines for Undergraduate and Graduate Programs

The following general guidelines apply for all undergraduate and graduate programs:

1. Official transcripts documenting all previous college credit are required to conduct an official credit evaluation.
2. Coursework submitted for transfer credit must be from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. Students having completed professional certification or training may be eligible for college credit based on American Council on Education (ACE) credit recommendations or Kaplan University evaluations of curriculum.
3. Coursework must be equivalent to the course requirements of the program selected. Course syllabi, objectives, catalog descriptions, or other documentation may be requested to show equivalencies to Kaplan University course outcomes.
4. Conversions from semester credit to quarter credit systems will follow the standard conversion such that 90 quarter credit hours equals 60 semester hours. Conversions resulting in a surplus or deficit of credits cannot fulfill or be fulfilled by courses outside of the original core area.
5. Applicants will receive notification regarding their request for credit. If an applicant is denied credit, they may present a written appeal for reconsideration to the Dean or Associate Dean of the program that offers the course.
6. Transcripts from foreign institutions must meet the same requirements as domestic institutions and must be translated and evaluated by an approved foreign credential evaluator. The University does not guarantee the transferability of credits from other educational institutions.

Specific Guidelines for Undergraduate Programs

In addition to the general guidelines outlined above, the following specific guidelines also apply to students enrolled in all undergraduate programs:

1. Official transcripts documenting all credit by examination and military experience are required to conduct an official credit evaluation.
2. Credit earned through any combination of Transfer Credit (TC), Challenge Exam Credit (CC), or Experiential Credit (EC) will not exceed 75 percent of the credits required for degree and diploma programs or 50 percent of the credits required for certificate programs.
3. Students must complete a minimum of 50 percent of the major requirements, including the capstone course, at Kaplan University.

4. Coursework submitted for transfer credit must have a corresponding grade of “C” or better.
5. Students in the advanced start bachelor’s degree option must fulfill all prerequisites required for 300/400-level courses and, therefore, may be required to take more than 90 quarter credit hours.
6. Official Transfer Credit (TC), Challenge Exam Credit (CC), or Experiential Credit (EC) will be listed on a student degree plan and official transcript, recorded by the Office of the Registrar, and placed in the student’s academic file. Neither grades nor grade points are transferable or calculable as part of the cumulative grade point average (CGPA).
7. Information technology transfer credits must be consistent with the current knowledge and skills taught in an information technology course to be awarded transfer credit.

Additional Guidelines for the Nursing Program

Kaplan University’s Bachelor of Science in Nursing program has an articulation plan by which R.N. to B.S.N. degree completion students can obtain higher education academic credit and avoid a repetition of previous coursework. The articulation options are determined using the student’s state of residency, current licensure, and original transcripts from the ADN or diploma degree granting institution. Each student’s transcripts shall be evaluated in their entirety for possible transfer of prior academic credits.

Specific Guidelines for Graduate Programs

In addition to the general guidelines described above, a student may apply as many as three courses earned at another college or university toward the total number of credits required for graduation at Kaplan University, provided the following conditions are met:

1. Grades in the courses to be transferred must be of “B” or better. Credit will not be given for a mark of “Credit” on a “Credit/D/Fail” option or for a grade of “Pass” on a “Pass/Fail” option.
2. Courses are relevant to the degree in which the student is enrolled.
3. Courses must have been completed prior to matriculation.
4. Students cannot apply transfer credits from courses that were used to attain another degree.
5. Official Transfer Credit (TC) will be listed on a student degree plan and official transcript, recorded by the Office of the Registrar, and placed in the student’s academic file. Neither grades nor grade points are transferable or calculable as part of the cumulative grade point average (CGPA).

Student Information and Services

CAREER SERVICES

The following change to Kaplan University’s Career Services for graduate students is effective August 9, 2005:

Graduate

Degree candidates in the master’s-level programs will have access to the same Career Services resources as all other Kaplan University degree candidates.

Master of Arts in Teaching and Learning and Master of Education In addition, students in the Master of Arts in Teaching and Learning and Master of Education programs will have access to the Center for Teacher Placement. The Center provides the support that Kaplan University graduate education students need to arrange for, learn from, and reflect upon their field experiences. The Center aims to facilitate meaningful and productive student teaching experiences for all stakeholders. For full-time placements, the Center has the ultimate responsibility to approve student teaching candidates, assist in arranging appropriate student teaching placements, hire and manage University supervisors, facilitate communication, and assist teacher candidates in preparing for licensure. The Center’s goal is to nurture teacher candidates’ development as reflective decision makers who are competent and caring, and who can monitor student progress and individualize learning for students with diverse needs.

The Center for Teacher Placement is built around the responsibilities of the three key stakeholders in the student teaching experience:

- the teacher candidate, who is pursuing a degree from Kaplan University and works full-time in a classroom;
- the cooperating teacher, who is a licensed educator and teacher of record in the classroom; and
- the University supervisor, who is an experienced professional trained by the University to supervise and evaluate the teacher candidate’s performance in the classroom.

GUIDANCE SERVICES

The following change to Kaplan University’s Guidance Services policy is effective August 17, 2005:

Students may experience educational, personal, or financial problems during their enrollment. The University offers academic advising to students as necessary to assist them in meeting their educational goals. Students requiring other types of professional assistance will be referred to counselors or agencies they may contact.

Academic Information

ATTENDANCE/TARDINESS POLICY, ONLINE STUDENTS

The following changes to the Attendance/Tardiness Policy for online students are effective May 11, 2005:

Kaplan University online courses have both synchronous and asynchronous requirements. Synchronous (or real time) learning experiences called seminars happen at the same time for all students in a section. Asynchronous learning experiences happen throughout the course and do not require student participation at a scheduled time.

The specific requirements for attendance are the following:

1. Students are required to attend class a minimum of 2 calendar days per week for each course of 1–4 credits and a minimum of 3 calendar days per week for each course of 5 credits or more by logging on to the course site. Courses are presented in weekly lessons. The weekly attendance period begins Mondays at 12:00 am and ends on Sundays at 11:59 pm.
2. Any first-term student, or any student seeking re-entry, who does not log into classes within the first seven days of the term

will be withdrawn from their classes and their enrollment will be cancelled.

3. Students who have logged in but are absent from classes 21 consecutive calendar days (excluding scheduled breaks) will be administratively withdrawn from the program.
4. Seminars are an integral part of the learning experience. Lack of an appropriate level of course participation will affect the course grade. Alternative assignments must be completed for absences in seminars according to the instructor's syllabus.
5. Students dismissed due to nonattendance must apply for readmission by following reentry procedures.
6. Students may appeal to the Dean of Students if they feel an error has been made in their attendance calculation.
7. Tardiness is a disruption to good learning environments and is discouraged. Students in attendance less than 50 percent of any scheduled seminar may be considered absent for that seminar.

PROGRAM TRANSFERS

Graduate

The following change to Kaplan University's Program Transfers policy for graduate students is effective August 17, 2005:

Students are prohibited from transferring between graduate programs.

Undergraduate

The following change to Kaplan University's Program Transfers Policy for undergraduate students is effective April 13, 2005:

Efforts are made to direct students to the program of study best suited to their individual goals and abilities. However, students may request a program transfer. Students are required to apply in writing to Associate Dean/Director of Education for a program change. Program transfers must be approved by the Financial Aid Director and the Program Director. Program transfers may substantially impact financial aid eligibility and additional charges for a program transfer may be assessed. All course work from the previous program that applies toward the new program will be used in calculating satisfactory academic progress.

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.

Academic Standards

ACADEMIC PROGRESS STANDARDS

Graduate

The following change to Kaplan University's Academic Progress Standards policy for graduate students is effective August 17, 2005:

Students in graduate programs must maintain a GPA of 3.0 or higher to graduate. The registrar will calculate GPAs according to the point values stated in the grading scale. Grades such as "I" and "W" are not figured into the student's GPA. Students must have completed the degree program no later than 7 years after completing the first class.

To be eligible for financial aid, continuing graduate students must maintain the academic standards and degree progress required for their program. Students whose academic standing or degree progress falls below the standard for their academic department will be ineligible to receive Title IV federal financial aid funds.

Students who receive a "C" in any course will receive an academic warning encouraging them to enroll in the noncredit, self-paced course KU 500: Foundations of Graduate Learning. There is no cost for the course for students who take the course prior to becoming academically dismissed.

Advancement to Candidacy

Students in the Master of Business Administration and Master of Science in Criminal Justice programs are advanced to candidacy status after successfully completing their first four courses with grades of B or better and having attained a 3.0 cumulative GPA. Prerequisite courses for programs (if any) and credits transferred to Kaplan University do not count toward the four courses required for advancement. A student who receives a grade of "F" in any one course or grades of "C" in two or more courses prior to advancement to candidacy are not advanced to candidacy and are academically dismissed from the program. After advancement to candidacy, students must maintain a cumulative grade point average of 3.0 for courses completed at Kaplan University.

Probation

Immediate Probation

Any student who receives a grade of "C" or below and/or whose cumulative average has fallen below 3.0 will be on immediate probation. The student will be given one term to raise the GPA to the required minimum of 3.0.

Final Probation

If a student has two terms with a GPA below 3.0, the student is placed on final probation. The student then has one additional term to restore his/her GPA to 3.0 (thereby being removed from probation). Failure to do so will result in academic dismissal and students must reapply for admission according to the Reinstatement Procedures.

Academic Progress Appeal Procedures

Within 10 business days of notification of termination, the student may appeal the decision by submitting a written appeal to the Review Committee. The appeal should explain the circumstances that the student believes would have a bearing on the reinstatement.

The Committee will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information.

Based on this review, the Committee will determine if the student will be reinstated on an extended enrollment basis. The student will be notified in writing within five business days of the Committee's final decision.

Bachelor of Science in Nursing

The following change to Kaplan University's Academic Progress Standards for the Bachelor of Science in Nursing program is effective beginning December 15, 2004:

Systematic progression through the Bachelor of Science in Nursing program is dependent upon:

- In addition to meeting Kaplan University's requirements, students must achieve a minimum grade of "C" in each Kaplan University nursing course and required support courses (see degree plan) and attain a minimum CGPA of 2.5.
- A student will be asked to withdraw from the program if unable to successfully complete a nursing or support course on the second attempt.

PLAGIARISM POLICY

The following change to Kaplan University's Plagiarism Policy is effective beginning December 15, 2004:

Kaplan University considers academic honesty to be one of its highest values. Students are expected to be the sole authors of their work. Use of another person's work or ideas must be accompanied by specific citations and references. Though not a comprehensive or exhaustive list, the following are some examples of dishonesty or unethical and unprofessional behavior:

- Plagiarism: Using another person's words, ideas, or results without giving proper credit to that person; giving the impression that it is the student's own work.
- Any form of cheating on examinations.
- Altering academic or clinical records.
- Falsifying information for any assignments.
- Submitting an assignment(s) that was partially or wholly completed by another student.
- Copying work or written text from a student, the Internet, or any document without giving due credit to the source of the information.
- Submitting an assignment(s) for more than one class without enhancing and refining the assignment, and without first receiving instructor permission. In cases where previous assignments are allowed to be submitted for another class, it is the responsibility of the student to enhance the assignment with additional research and to also submit the original assignment for comparison purposes.

In essence, plagiarism is the theft of someone else's ideas and work. Whether a student copies verbatim or simply rephrases the ideas of another without properly acknowledging the source, it is still plagiarism. In the preparation of work submitted to meet course requirements, whether a draft or a final version of a paper or project, students must take great care to distinguish their own ideas and language from information derived from other sources.

Sources include published primary and secondary materials, electronic media, and information and opinions gathered directly from other people.

A computer program, marketing plan, PowerPoint presentation, and other similar work produced to satisfy a course requirement are, like a paper, expected to be the original work of the student submitting it. Copying documentation from another student or from any other source without proper citation is a form of academic dishonesty, as is producing work substantially from the

work of another. Students must assume that collaboration in the completion of written assignments is prohibited unless explicitly permitted by the instructor. Students must acknowledge any collaboration and its extent in all submitted coursework. Students are subject to disciplinary action if they submit as their own work a paper purchased from a term paper company or downloaded from the Internet.

Kaplan University subscribes to Turnitin.com, the world's largest plagiarism-detection service, and reserves the right to check all student work to verify that it meets the guidelines of this policy.

Academic dishonesty is a serious offense and may result in the following sanctions:

1st offense: Failure of the assignment in which the action occurred.

2nd offense: Failure of the class in which the action occurred.

3rd offense: Expulsion or permanent dismissal from the University.

Procedures for processing plagiarism offenses are as follows:

Online Students

Charges of academic dishonesty brought against a student shall be made in writing by the instructor to the Assistant Dean of Faculty and Coordinator of Academic Records. The Coordinator of Academic Records maintains a database of plagiarism offenses and a file of all plagiarism charges. When an offense has been committed, the Coordinator of Academic Records sends the student a copy of the plagiarism policy and a letter of the action taken, and informs the Assistant Dean of Faculty and the course instructor of any plagiarism charges.

Onsite Students

Charges of academic dishonesty brought against a student shall be made in writing by the instructor to the Program Coordinator, the Director of Academic Services, and the Coordinator of Academic Records. The Coordinator of Academic Records maintains a database of plagiarism offenses and a file of all plagiarism charges. When an offense has been committed, the Coordinator of Academic Records sends the student a copy of the plagiarism policy and a letter of the action taken.

PASS/FAIL OPTION FOR UNDERGRADUATE COURSES

Online Students

Kaplan University's Pass/Fail Option for Undergraduate Courses is effective beginning March 28, 2005:

Kaplan University students enrolled in undergraduate courses may elect to take up to two, 100-level courses in each of their first two terms on a pass/fail basis. Students must elect to take a course pass/fail by the Friday of the fifth week of the term. Students who must submit grades to employers, to funding agencies, to other academic programs, or who anticipate transferring to another institution should also consult the appropriate offices before electing the pass/fail option.

Instructors are expected to evaluate student performance without regard to grading status and to give students appropriate feedback regarding their performance throughout the term. A grade of "P" will be recorded on the official grade roster for those students who have elected the pass/fail option and whose performance would

otherwise be rated as “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” or “D-.” For students who fail the course, instructors will assign a grade of “F.” A grade of “P” will not be calculated into a student’s cumulative grade point average. A grade of “F” will be calculated into a student’s cumulative grade point average.

Deadlines for filing pass/fail requests will be adhered to without exception. All students should consider carefully before exercising the pass/fail option.

REINSTATEMENT PROCEDURES

Graduate

The following change to Kaplan University’s Reinstatement Procedures policy for graduate students is effective August 17, 2005:

A student dismissed from the University may reapply for admission by successfully completing the noncredit, self-paced course KU 500: Foundations of Graduate Learning and completing a readmission application that states the grounds for the applicant’s belief that they will be successful in graduate school upon reentry. Students may repeat KU 500 until they successfully pass the course. A fee for the course is required for each attempt. Students who are readmitted must repeat the last course in which they were enrolled and that resulted in their dismissal from the University. The decision to readmit a student rests with the Associate Dean.

If insufficient grades from two courses in the same term resulted in academic dismissal, the student must repeat the course with the highest course number prefix. A readmitted student must achieve successful candidacy pursuant to the Advancement to Candidacy policy and maintain a grade point average of 3.0 in all coursework after candidacy. A student dismissed from the University a second time is ineligible for readmission.

Financial Information

The following changes to Kaplan University’s Scholarships are effective June 15, 2005:

SCHOLARSHIPS

Kaplan University awards scholarships, awards, and discounts for a variety of reasons, including but not limited to: merit, military service, need, and to assist students in acceleration of their academic program. Scholarships and awards have specific requirements that must be met. Not all scholarships and awards are available on a continuous basis and all are subject to changes in criteria and funding.

Kaplan University is pleased to offer four different scholarships for qualified students—the Kaplan University Success Scholarship, the Phi Theta Kappa Scholarship, the Criminal Justice Scholarship, and the Accelerated Scholars Award. Interested students should contact their Admissions Advisor for additional information.

KAPLAN UNIVERSITY SUCCESS SCHOLARSHIP

Awards

\$200 per course per quarter with total amount of award not to exceed \$3,000.

Number of Recipients

Varies

Application Information

Students must fill out a scholarship application form as part of the University application process. Students are responsible for requesting that all official college transcripts be submitted to Kaplan University.

Requirements

- Must be a first-time enrollee in a bachelor’s degree program at Kaplan University; continuing students are not eligible.
- Must meet all current admissions requirements.
- Must be a transfer student having earned a minimum of 45 quarter credit hours (30 semester hours) of college credit at a regionally or nationally accredited institution other than Kaplan University.
- Must have attended college within the last three years.
- Must have a minimum 2.75 cumulative college GPA.
- Must take a minimum of two courses per term and maintain a cumulative GPA of 2.5.
- Must be continuously enrolled; withdrawing from school will result in ineligibility.

Guidelines

Students will be notified of a scholarship award upon receipt and verification of all official application materials. If approved, the scholarship will be granted at the time of initial enrollment and credited at the rate of \$200 per course per quarter until the funds awarded have been depleted or the student loses eligibility. If a student fails and retakes a course, scholarship money will not be re-awarded for that course. This scholarship may be combined with the Kaplan University Accelerated Scholars Award, as well as with outside scholarships not funded by Kaplan University. Kaplan University reserves the right to amend scholarship policies or awards, or discontinue granting this scholarship to additional students at any time. Scholarships granted shall be honored in their entirety according to the guidelines specified herein. Scholarships are limited to one per student.

PHI THETA KAPPA SCHOLARSHIP

Awards

\$200 per course per quarter, with total amount of award not to exceed \$3,000.

Number of Recipients

Varies

Application Information

Students must fill out a scholarship application form as part of the University application process. Membership in Phi Theta Kappa will be verified by Kaplan University prior to a scholarship award.

Requirements

- Must be a first-time enrollee in a bachelor’s degree program at Kaplan University; continuing students are not eligible.
- Must meet all current Kaplan University admissions requirements.

- Must be a verifiable member of Phi Theta Kappa International Honor Society of the Two-Year College at a previously attended institution of higher education.
- Must take a minimum of two courses per term and maintain a cumulative GPA of 2.5.
- Must be continuously enrolled; withdrawing from school will result in ineligibility.

Guidelines

Students will be notified of a scholarship award upon receipt and verification of all official application materials. If approved, the scholarship will be granted at the time of initial enrollment and credited at the rate of \$200 per course per quarter until the funds awarded have been depleted or the student loses eligibility. If a student fails and retakes a course, scholarship money will not be re-awarded for that course. This scholarship may be combined with the Kaplan University Accelerated Scholars Award, as well as with outside scholarships not funded by Kaplan University. Kaplan University reserves the right to amend scholarship policies or awards, or discontinue granting this scholarship to additional students at any time. Scholarships granted shall be honored in their entirety according to the guidelines specified herein. Scholarships are limited to one per student.

KAPLAN UNIVERSITY CRIMINAL JUSTICE SCHOLARSHIP

Awards

- Criminal Justice Certificate Programs: \$200 per course per quarter, with total amount of award not to exceed \$1,200.
- Associate of Applied Science or Advanced Start Bachelor of Science in Criminal Justice Programs: \$200 per course per quarter, with total amount of award not to exceed \$3,600.
- Bachelor of Science in Criminal Justice Program: \$200 per course per quarter, with total amount of award not to exceed \$5,400.

Number of Recipients

Varies

Application Information

Students must fill out a scholarship application form as part of the University application process. In addition, students must submit two letters of recommendation and a letter from an employer confirming one year of full-time criminal justice experience.

Requirements

- Must be a first-time enrollee in a certificate or degree program offered through Kaplan University.*
- Must meet all current Kaplan University admissions requirements.
- Must have at least one year of full-time experience working in the criminal justice field.
- Must take a minimum of two courses per term and maintain a cumulative GPA of 2.5.
- Must be continuously enrolled; withdrawing from school will result in ineligibility.

Guidelines

Students will be notified of a scholarship award upon receipt and verification of all official application materials. If approved, the scholarship will be granted at the time of initial enrollment and credited at the rate of \$200 per course per quarter until the funds awarded have been depleted or the student loses eligibility. If a student fails and retakes a course, scholarship money will not be re-awarded for that course. This scholarship may be combined with the Kaplan University Accelerated Scholars Award, as well as with outside scholarships not funded by Kaplan University. Kaplan University reserves the right to amend scholarship policies or awards, or discontinue granting this scholarship to additional students at any time. Scholarships granted shall be honored in their entirety according to the guidelines specified herein. Scholarships are limited to one per student.

*Students who have graduated from one Kaplan University program (for example, a certificate or associate's degree program) and who subsequently enroll as students in a Bachelor of Science or Associate of Applied Science in Criminal Justice program are eligible to apply or reapply for the Criminal Justice Scholarship.

KAPLAN UNIVERSITY ACCELERATED SCHOLARS AWARD

Awards

This award was created to encourage students who wish to increase course load each quarter by providing a tuition credit equal to 25 percent off one 5- or 6-credit course.

Number of Recipients

Varies

Application Information

Students must fill out a scholarship application form. The Accelerated Scholars Award application can be found on My Desk. For further information, please contact your Academic Advisor.

Requirements

- Must have completed a minimum of one term of study at Kaplan University and attained a cumulative GPA of 3.0.
- Must take 15 or more credits per term and maintain a GPA of 3.0.
- Must be continuously enrolled; withdrawing will result in ineligibility.

Guidelines

Students will be notified of a scholarship award upon receipt and verification of all official application materials at the start of the new term. The scholarship can only be used for tuition and will not provide any direct cash benefit to a student. It may be combined with financial aid and other Kaplan University and outside scholarships. Kaplan University reserves the right to amend scholarship policies or awards, or discontinue granting this scholarship to additional students at any time. Scholarships granted shall be honored in their entirety according to the guidelines specified herein. Scholarships are limited to one per student.

Program and Course Changes

The following program changes are effective August 17, 2005:

Master of Business Administration

The objective of the Master of Business Administration program is to help students satisfy their intellectual curiosity, build knowledge, and prepare to successfully undertake leadership positions in competitive business environments. The program will challenge students to critically examine the theories and practices comprising the body of knowledge related to the conduct of business in dynamic environments and increase the breadth and depth of their skills and abilities. Upon successful completion of the program, graduates will be awarded a Master of Business Administration degree.

Students whose academic backgrounds do not include economics, accounting, or finance should attain that knowledge prior to advancing to candidacy in the Master of Business Administration program. Kaplan University offers two foundation courses specifically designed to expose them to these essential skills (KU 510: Foundations of Mathematics and Economics and KU 511: Foundations of Accounting and Finance).

The Master of Business Administration degree program consists of a minimum of 52 quarter credit hours. In addition, students may add a specialization to their degree plan, for which they are required to take a minimum of four courses from a group of six specializations. Specializations are not required for completion of the general program. Specializations include finance; marketing; human resources management; information technology; entrepreneurship; and management, communication, and quality.

Curriculum

Courses	Credits
GB 500: Becoming an Effective Leader	4
GB 501: Leadership, Culture, and Change	4
GB 502: Managerial Economics	4
GB 503: Managerial Accounting	4
GB 504: Financial Management	4
GB 505: Marketing Management	4
GB 506: Information Systems Management	4
GB 507: Business Ethics	4
GB 508: The Legal Environment of Business	4
GB 509: Analytical Decision Making	4
GB 510: Project Management	4
GB 511: Strategic Human Resources Management	4
GB 599: Business Strategy	4
Total Program Requirements	52

SPECIALIZATIONS

Finance

GB 521: Capital Markets and Investments	4
GB 522: Mergers and Acquisitions	4
GB 572: International Management	4
GB 523: International Finance	4

Marketing

GB 531: Advertising	4
GB 532: Marketing Research	4
GB 533: Salesforce Management	4
GB 534: Marketing Psychology	4

Human Resources Management

GB 541: Employment Law	4
GB 542: Training and Development	4
GB 543: Managing Change	4
GB 544: Quality Management	4

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Information Technology

GB 551: Managing Information Technology Projects	4
GB 552: Database Analysis and Design	4
GB 553: eBusiness Principles and Practices	4
GB 554: Operations Management	4

Entrepreneurship

GB 561: Entrepreneurship	4
GB 562: Small Business Administration	4
GB 543: Managing Change	4
GB 544: Quality Management	4

Management, Communication, and Quality

GB 571: Power and Negotiation	4
GB 572: International Management	4
GB 554: Operations Management	4
GB 544: Quality Management	4

PROGRAM OUTCOMES

1. Assess financial, quantitative, and qualitative information to arrive at reasoned decisions for solving business problems.
2. Critically assess and evaluate the theoretical bases, current knowledge, best practices, and trends related to the conduct of business.
3. Critically assess the role of ethics and law in the conduct of business.

Master of Science in Criminal Justice

The Kaplan University Master of Science in Criminal Justice program is intended to help students satisfy their intellectual curiosity, build knowledge, and prepare to successfully undertake leadership and other professional positions in today's complex criminal justice environment. The program provides students an opportunity to pursue either a professional practice-based, nonthesis-track course of study or a more traditional, research-based thesis-track course of study. Moreover, students have the option of selecting a specialization in addition to the core curriculum requirements. The specializations include law, global issues in criminal justice, leadership/executive management, and policing. All courses designated as specialization courses may be applied toward elective credit if a student(s) elects not to pursue a specialization.

The Master of Science in Criminal Justice program also assesses students' acquisition of competencies at the conclusion of the program via their coursework and either the submission of a thesis research project for thesis-track students or successful completion of a comprehensive examination covering the core curriculum for nonthesis-track students. In so doing, the program enables graduates to become better prepared to meet the dynamic challenges of the field today and in the future.

The Master of Science in Criminal Justice degree program consists of a minimum of 55 quarter credit hours. Upon successful completion of the program, graduates will be awarded a master of science degree.

Curriculum

Courses	Credits
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THESIS TRACK

CORE REQUIREMENTS

CJ 500: Critical Legal Issues in Criminal Justice	5
CJ 501: Criminological Theory	5
CJ 502: Research Methodology	5
CJ 503: Organizational Behavior	5
CJ 504: Data Analysis	5
CJ 600: Research and Thesis I	5
CJ 601: Research and Thesis II	5

ELECTIVES

Specialization or general electives	20
Total Program Requirements	55

NONTHESIS TRACK

CORE REQUIREMENTS

CJ 500: Critical Legal Issues in Criminal Justice	5
CJ 501: Criminological Theory	5
CJ 502: Research Methodology	5
CJ 503: Organizational Behavior	5
CJ 505: Critical Issues in Criminal Justice	5
CJ 602: Comprehensive Examination	0

ELECTIVES

Specialization or general electives	30
Total Program Requirements	55

SPECIALIZATIONS

Law

Select four of the following courses:

CJ 506: Advanced Topics in Criminal Law	5
CJ 507: Criminal Procedure and the U.S. Supreme Court	5
CJ 508: Evidentiary Issues in Criminal Cases	5
CJ 509: Comparative Criminal Justice Systems	5
CJ 510: Specialized Criminal Statutes and Complex Investigations	5
CJ 511: Employment and Policy Law	5

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Global Issues in Criminal Justice

CJ 509: Comparative Criminal Justice Systems	5
CJ 512: Transnational Crime	5
CJ 513: Critical Issues in Terrorism	5
CJ 514: Seminar—Contemporary International Justice Issues	5

Leadership/Executive Management

CJ 511: Employment and Policy Law	5
CJ 515: Theoretical Applications of Justice Management	5
CJ 516: Fiscal Issues in Criminal Justice	5
CJ 517: Human Resource Development	5

Policing

CJ 511: Employment and Policy Law	5
CJ 516: Fiscal Issues in Criminal Justice	5
CJ 518: Critical Issues in Policing	5
CJ 519: Ethics and Diversity in Policing	5

ELECTIVES

CJ 520: Issues in Private Security	5
CJ 521: Critical Issues in Corrections	5
CJ 522: Comparative Correctional Systems	5
CJ 590: Independent Study in Criminal Justice	1-5

PROGRAM OUTCOMES

Research Methods: Critically evaluate current qualitative and quantitative research on current knowledge and developing trends in the criminal justice profession.

Organizational Behavior and Management: Apply organizational behavior and management theories to day-to-day operations within the profession of criminal justice.

Criminological Theory: Apply criminological theory to the investigation of micro- and macrolevel problems facing criminal justice systems throughout the world.

Law: Select appropriate policies and practices to meet legal principles and standards applicable to the professional practice of criminal justice.

Professionalism: Engage in scholarly academic discourse with colleagues and practitioners in the field of criminal justice.

Ethics: Select accepted ethical practices within both the academic and practitioner arenas of the criminal justice field.

I. Master of Arts in Teaching and Learning Curriculum

Courses	Credits
CORE REQUIREMENTS	
ED 500: Introduction to the Master of Arts Program	1
ED 502: Transforming Teaching Practice	5
ED 512: Classroom Research Practice	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 (Capstone Course)	5
EMPHASIS AREAS	
Choose 12 credits from one of the following emphasis areas:	
Option I: Teaching Literacy and Language	
ED 504: Literacy Education in the Primary Grades	4
ED 514: Literacy Education in the Intermediate Grades	4
ED 524: Literacy Education in Adolescence	4
ED 534: Teaching ESL in the Content Areas	4
ED 544: Language and Culture of Bilingual Students	4
LT 502: Teaching Reading Across the Curriculum (Grades K–5)	4
LT 503: Teaching Writing Across the Curriculum (Grades K–5)	4
LT 511: Teaching Writing Across the Curriculum (Grades 6–12)	4
LT 512: Reading in the Content Areas (Grades 6–12)	4
LT 513: Methods of Teaching English Language Arts (Grades 6–12)	4
Option II: Teaching With Technology	
ED 554: Using Technology in Instructional Settings	4
ED 564: Web Design in the Classroom Setting	4
ED 574: Technology in Special Education	4
ED 573: Using Technology: Fundamentals of Integration	4
ED 583: Using Technology: Practical Applications	4
ED 593: Using Technology: Applications in the Content Areas	4
Option III: Teaching Students With Special Needs	
ED 506: Teaching Students With Behavior Disorders	4
ED 584: Teaching Exceptional Students in Inclusive Settings	4
ED 594: Teaching Students With Learning Disabilities	4
Total Program Requirements	48

Bachelor of Science in Nursing

Courses	Credits
ASSOCIATE'S DEGREE REQUIREMENTS	
CM 102/Composition/Communication	8
CM ELE	
MA 104: Anatomy and Physiology I	5
MA 107: Anatomy and Physiology II	5
MA 126: Pharmacology	5
SC 115: Principles of Nutrition	5
Elective: Science (Microbiology)	5
Elective: Social Science (Human Growth and Development)	5
Elective: History/Humanities (100/200)	5
Elective: Mathematics (100/200)	5
Electives: Prior Nursing Credit	42
	90
CORE REQUIREMENTS	
IT 133: Software Applications	5
MM 207: Statistics	5
HU 280: Bioethics	5
CM 220: College Composition II	5
SS 124: Sociology OR	
SS 144: Psychology	5
Elective: Diversity and Culture (100/200)	5
Electives: 300/400-level electives must be completed from two of the following areas: Communications, History, Humanities, Mathematics, Science, or Social Science	12
MAJOR REQUIREMENTS	
NU 300: Professional Leadership Transitions	6
NU 304: Health/Wellness Assessment (Lab Course)	6
NU 310: Nursing Research	6
NU 350: Issues and Informatics	6
NU 410: Emerging Concepts in Disease, Aging, and Alternative Therapies	6
NU 420: Leadership and Management in the Current Health Care Environment	6
NU 450: Leadership Concepts in Population-Focused Nursing	6
NU 499: Bachelor's Clinical (Capstone in Nursing)	6
Total Program Requirements	180

The following program changes are effective July 13, 2005:

Advanced Start Bachelor of Science in Business

Kaplan University offers the Advanced Start Bachelor of Science in Business degree option for students who have earned an A.A.S., A.S., A.A., B.A., or B.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. The flexibility inherent in the two-step process is unparalleled: 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 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.

Effective July 13, 2005, 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.

Kaplan University offers several options for personalizing your degree through focusing your electives and the subject of your capstone course on a particular emphasis area. The following emphasis areas are available in this degree: accounting, finance, management of information systems, and business security and assurance.

VI. Advanced Start Bachelor of Science in Business Curriculum

Courses	Credits
ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS	
A.A.S./A.S./A.A./B.A./B.S. Degree	90
PREREQUISITE REQUIREMENTS	
CM 220: College Composition II	
MM 201: College Algebra (or higher)	
100/200: Accounting Course	
100/200: Computer Course	
100/200: Management Course	
IT 133: Software Applications *	
CORE REQUIREMENTS	
CS 410: Advanced Career Development Strategies	2
MM 305: Quantitative Methods	6
MT 310: Ethics and the Legal Environment	6
Elective: History 300/400-level	6
OPEN ELECTIVE REQUIREMENTS	
Electives: 300-level or above	6
MAJOR REQUIREMENTS	
MT 300: Management of Information Systems	6
MT 320: Research and Presentation	6
MT 340: Conflict Resolution and Team Dynamics	6
MT 425: Managerial Finance and Accounting	6
MT 435: Operations Management	6
MT 460: Management Policy and Strategy	6
MT 499: Bachelor's Capstone in Business and Management	4
Electives: 300/400-level Management Electives or Emphasis Area	24
Total Program Requirements	180

*Students choosing the management of information systems emphasis area will take IT 101: Introduction to Information Technology.

VI. Bachelor of Science in Criminal Justice/Forensic Psychology Emphasis Area Curriculum

Courses	Credits
CORE REQUIREMENTS	
CJ 105: History of Criminal Justice	5
CM 103: College Composition I for Criminal Justice Majors*	5
CM 220: College Composition II	5
CS 111: Academic Strategies for the Criminal Justice Professional†	5
CS 410: Advanced Career Development Strategies	2
IT 133: Software Applications	5
MM 201: College Algebra (or higher)	5
Elective: Communications 300/400-level	6
Elective: Ethics	5
Elective: Diversity and Culture	5
Elective: Science	5
Elective: Social Science 300/400-level	6
Elective: Humanities 300/400-level	6
OPEN ELECTIVE REQUIREMENTS	
Electives: 100/200-level	10
Electives: 300/400-level	18
MAJOR REQUIREMENTS	
CJ 101: Introduction to the Criminal Justice System	5
CJ 102: Criminology	5
CJ 230: Criminal Law for Criminal Justice	5
CJ 300: Research Methods in Criminal Justice	6
CJ 340: Applied Criminal Justice Ethics	6
CJ 345: Supervisory Practices in Criminal Justice OR	
CJ 444: Managing Criminal Justice Organizations	6
CJ 343: Comparative Justice Systems OR	
CJ 350: Organized Crime	6
CJ 499: Bachelor's Capstone in Criminal Justice	4
Electives: 100-level or above Criminal Justice	
Electives, or Emphasis Area	20
Electives: 300-level or above Criminal Justice Electives, or Emphasis Area	24
EMPHASIS AREAS	
Option I: Law Enforcement	
CJ 210: Criminal Investigation	5
CJ 211: Police Operations	5
CJ 223: Criminal Evidence	5
CJ 333: Family and Domestic Violence	6
CJ 370: Courtroom Presentation of Scientific Evidence	6
Option II: Corrections	
CJ 130: Introduction to Corrections	5
CJ 150: Juvenile Delinquency	5
CJ 242: Critical Issues in Corrections	5
CJ 411: Drugs and Alcohol in the Criminal Justice System	6
CJ 433: Probation and Parole	6
Option III: Private Security	
CJ 180: Private Security	5
CJ 223: Criminal Evidence	5
CJ 264: White-Collar Crime	5
CJ 350: Organized Crime	6
CJ 443: Administering the Business of Security	6

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Option IV: Forensic Psychology	
SS 124: Psychology	5
CJ 233: Introduction to Forensic Psychology	5
CJ 325: Psychology for Law Enforcement	6
SS 440: Abnormal Psychology	6
CJ 440: Crisis Intervention	6
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Total Program Requirements	180

*Residential and developmental students will take CM 102: College Composition I.

†Residential students will take CS 110: Human Dynamics.

Advanced Start Bachelor of Science in Criminal Justice

Kaplan University offers the Advanced Start Bachelor of Science in Criminal Justice degree option for students who have earned an A.A.S., A.S., A.A, B.A., or B.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. The flexibility inherent in the two-step process is unparalleled: 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 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.

Effective July 13, 2005, 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.

Kaplan University offers several options for personalizing your degree through focusing your electives and the subject of your capstone course on a particular emphasis area. The following emphasis areas are available in this degree: Law Enforcement, Corrections, Private Security, and Forensic Psychology.

VI. Advanced Start Bachelor of Science in Criminal Justice Curriculum

Courses	Credits
ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS	
A.A.S./A.S./A.A./B.A./B.S. Degree	90
PREREQUISITE REQUIREMENTS*	
CJ 101: Introduction to the Criminal Justice System	
CJ 102: Criminology	
CJ 230: Criminal Law for Criminal Justice	
CM 220: College Composition II	
Computer Course: 100-level or above	
Mathematics Course: 200-level or above	
CORE REQUIREMENTS	
CS 410: Advanced Career Development Strategies	2
Elective: Communications 300/400-level	6
Elective: Humanities 300/400-level	6
Elective: Social Science 300/400-level	6
OPEN ELECTIVE REQUIREMENTS	
Electives: 300-level or above	18
MAJOR REQUIREMENTS	
CJ 300: Research Methods in Criminal Justice	6
CJ 340: Applied Criminal Justice Ethics	6
CJ 345: Supervisory Practices in Criminal Justice OR	
CJ 444: Managing Criminal Justice Organizations	6
CJ 343: Comparative Justice Systems OR	
CJ 350: Organized Crime	6
CJ 499: Bachelor's Capstone in Criminal Justice	4
Electives: 300/400-level Criminal Justice Electives or Emphasis Area	24
Total Program Requirements	180

*Students pursuing a Criminal Justice emphasis area in forensic psychology, law enforcement, corrections, or private security must complete 15 100/200-level Criminal Justice credits as prerequisites. Please see the Bachelor of Science in Criminal Justice degree plan for emphasis area requirements.

Bachelor of Science in Information Technology

The objective of the Bachelor of Science in Information Technology degree program is to prepare students for career advancement in information technology with the knowledge, communication skills, critical thinking, creative skills, and technical competencies required in the modern workplace. At the completion of this degree students will be able to design and create real-world electronic media products or technical solutions and analysis to hardware and software problems depending on their chosen area of emphasis.

This degree accommodates both the student whose immediate educational goals are satisfied by the completion of a bachelor's degree and the student who is planning to pursue study in the information technology field beyond the baccalaureate level. The five emphasis areas available in the Bachelor of Science in Information Technology are programming, network administration, Web development, database, and multimedia and animation. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

VII. Bachelor of Science in Information Technology

Courses	Credits
CORE REQUIREMENTS	
CM 106: College Composition I for Technology and Design Majors*	5
CM 220: College Composition II	5
CS 114: Academic Strategies for the Technology and Design Professional†	5
IT 101: Introduction to Information Technology	5
MM 201: College Algebra (or higher)	5
MM 207: Statistics	5
MM 309: Discrete Mathematics	6
Elective: Economics	5
Elective: Diversity and Culture	5
Elective: Ethics 100/200-level	5
Elective: Communications 300/400-level	6
Elective: History/Humanities 300/400-level	6
CS 410: Advanced Career Development Strategies	2
OPEN ELECTIVE REQUIREMENTS	
Elective: 100/200-level	5
Electives: 300/400-level	12
MAJOR REQUIREMENTS	
IT 102: Introduction to Information Technology II	5
IT 117: Introduction to Web Design	5
IT 163: Database Management	5
IT 182: Introduction to Programming	5
IT 190: Computer Hardware and Operating Systems	5
IT 273: LAN Concepts	5
IT 331: Technology Infrastructure	6
IT 430: Project Management	6
IT 460: Systems Analysis and Design	6
IT 499: Bachelor's Capstone in Information Technology	4
Electives: Information Technology 300-level	12
Electives: Emphasis Area Courses 200-level	10
Electives: Emphasis Area Courses 300/400-level	24
EMPHASIS AREAS	
Option I: Programming	
IT 254: Programming II	5
IT 293: Advanced Visual Basic	5
IT 350: Structured Query Language	6
IT 461: Advanced Visual Basic II	6
IT 464: Object-Oriented Programming	6
IT 466: Advanced Object-Oriented Programming	6

(continued on next page)

Option II: Network Administration		
IT 278:	Network Administration	5
IT 283:	Networking Cases	5
IT 380:	Network Operating Systems	6
IT 386:	Wide Area Networking	6
IT 482:	Network Design	6
IT 484:	Networking Security	6
Option III: Web Development		
IT 245:	Website Development	5
IT 247:	Website Tools	5
IT 373:	Graphics and Multimedia for Web Design	6
IT 470:	Advanced Web Languages for Web Design	6
IT 476:	Web Marketing and E-Commerce	6
IT 478:	Web Servers and Security	6
Option IV: Database		
Electives: 200-level		10
IT 350:	Structured Query Language	6
IT 354:	Database Design	6
IT 452:	Advanced Query Design and Reporting	6
IT 456:	Database Administration	6
Option V: Multimedia and Animation		
IT 245:	Website Development	5
IT 247:	Website Tools	5
IT 373:	Graphics and Multimedia for Web Design	6
IT 490:	Animation Behaviors	6
IT 492:	Website Animation Integration	6
IT 496:	Animation for Gaming	6
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Total Program Requirements		180

* Residential and developmental students will take CM 102: College Composition I.

† Residential students will take CS 110: Human Dynamics.

Advanced Start Bachelor of Science in Information Technology

Kaplan University offers the Advanced Start Bachelor of Science in Information Technology degree option for students who have earned an A.A.S., A.S., A.A., B.A., or B.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. The flexibility inherent in the two-step process is unparalleled: 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 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.

Effective July 13, 2005, 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.

Kaplan University offers several options for personalizing your degree through focusing your electives and the subject of your capstone course on a particular emphasis area. The following emphasis areas are available in this degree: programming, network administration, Web development, database, and multimedia and animation.

VII. Advanced Start Bachelor of Science in Information Technology Curriculum

Courses	Credits
ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS	
A.A.S./A.S./A.A./B.A./B.S. Degree	90
PREREQUISITE REQUIREMENTS	
CM 220: College Composition II	
MM 201: College Algebra (or higher)	
IT 101: Introduction to Information Technology	
IT 117: Introduction to Web Design	
IT 163: Database Management	
IT 182: Introduction to Programming	
IT 273: LAN Concepts	
CORE REQUIREMENTS	
CS 410: Advanced Career Development Strategies	2
MM 309: Discrete Mathematics	6
Elective: Communications 300/400-level	6
Elective: History/Humanities 300/400-level	6
OPEN ELECTIVE REQUIREMENTS	
Electives: 300/400-level	12
MAJOR REQUIREMENTS	
IT 331: Technology Infrastructure	6
IT 430: Project Management	6
IT 460: Systems Analysis and Design	6
IT 499: Bachelor's Capstone in Information Technology	4
Electives: Information Technology 300-level	12
Electives: Emphasis Area Courses 300/400-level	24
Total Program Requirements	180

Advanced Start Bachelor of Science in Management

Kaplan University offers the Advanced Start Bachelor of Science in Management degree option for students who have earned an A.A.S., A.S., A.A, B.A., or B.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. The flexibility inherent in the two-step process is unparalleled: 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 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.

Effective July 13, 2005, 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.

Kaplan University offers several options for personalizing your degree through focusing your electives and the subject of your capstone course on a particular emphasis area. The following emphasis areas are available in this degree: Sales and Marketing, Human Resource Management, Health Care Management, E-Business, and Management of Information Systems.

VI. Advanced Start Bachelor of Science in Management Curriculum

Courses	Credits
ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS	
A.A.S./A.S./A.A./B.A./B.S. Degree	90
PREREQUISITE REQUIREMENTS	
CM 220: College Composition II	
MM 201: College Algebra (or higher)	
100/200: Accounting Course	
100/200: Computer Course	
100/200: Management Course	
CORE REQUIREMENTS	
CS 410: Advanced Career Development Strategies	2
MT 310: Ethics and the Legal Environment	6
Elective: Communications 300/400-level	6
Elective: History 300/400-level	6
OPEN ELECTIVE REQUIREMENTS	
Electives: 300/400-level	6
MAJOR REQUIREMENTS	
MT 300: Management of Information Systems	6
MT 302: Organizational Behavior	6
MT 320: Research and Presentation	6
MT 340: Conflict Resolution and Team Dynamics	6
MT 435: Operations Management	6
MT 460: Management Policy and Strategy	6
MT 499: Bachelor's Capstone in Business and Management	4
Electives: 300/400-level Management Elective or Emphasis Area Courses	24
Total Program Requirements	180

Advanced Start Bachelor of Science in Paralegal Studies

Kaplan University offers the Advanced Start Bachelor of Science in Paralegal Studies degree option for students who have earned an A.A.S., A.S., A.A, B.A., or B.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. The flexibility inherent in the two-step process is unparalleled: 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 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.

Effective July 13, 2005, 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.

Kaplan University offers several options for personalizing your degree through focusing your electives and the subject of your capstone course on a particular emphasis area. The following emphasis areas are available in this degree: Personal Injury, Office Management, and Alternative Dispute Resolution.

VI. Advanced Start Bachelor of Science in Paralegal Studies Curriculum

Courses	Credits
ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS	
A.A.S./A.S./A.A./B.A./B.S. Degree	90
PREREQUISITE REQUIREMENTS	
CM 220: Composition II	
PA 101: Paralegalism Today (Introduction to Paralegal Studies)	
PA 110: Civil Litigation I	
PA 112: Civil Litigation II	
PA 130: Contracts	
PA 201: Legal Research	
PA 253: Legal Ethics	
200-level: Mathematics	
CORE REQUIREMENTS	
CS 410: Advanced Career Development Strategies	2
Elective: Communications 300/400-level	6
Elective: Social Science 300/400-level	6
Elective: Humanities 300/400-level	6
OPEN ELECTIVE REQUIREMENTS	
Electives: 300/400-level	18
MAJOR REQUIREMENTS	
PA 300: Real Estate Law	6
PA 310: Tort Law	6
PA 323: Evidence	6
PA 401: Advanced Legal Writing	6
PA 499: Bachelor's Capstone in Paralegal Studies	4
Electives: 300/400-level Paralegal Electives or Emphasis Area Courses	24
Total Program Requirements	180

Accounting Assistant Diploma Curriculum

Courses	Credits
GENERAL EDUCATION COURSES	
CM 102: College Composition I	5
CM 220: College Composition II	5
CM 206: Interpersonal Communications	5
CS 110: Human Dynamics	5
DC 101: Diversity and Culture	5
IT 133: Software Applications	5
CORE COURSES	
AC 114: Accounting I	5
AC 116: Accounting II	5
AC 122: Payroll Accounting	5
AC 152: Computerized Accounting	5
Elective: Accounting 100/200-level	5
IT 153: Spreadsheet Applications	5
CS 210: Career Development Strategies	2
Externship	5
Total Program Requirements	67

Business Management Diploma Curriculum

Courses	Credits
GENERAL EDUCATION COURSES	
CM 102: College Composition I	5
CM 220: College Composition II	5
CM 206: Interpersonal Communications	5
CS 110: Human Dynamics	5
DC 101: Diversity and Culture	5
IT 133: Software Applications	5
CORE COURSES	
AC 114: Accounting I	5
MT 101: Introduction to Management	5
MT 203: Human Resource Management	5
MT 211: Business Law	5
MT 219: Marketing	5
IT 153: Spreadsheet Applications	5
CS 210: Career Development Strategies	2
Externship	5
Total Program Requirements	67

Computer Systems Technician Diploma Curriculum

Courses	Credits
GENERAL EDUCATION COURSES	
CM 102: College Composition I	5
CS 110: Human Dynamics	5
CS 210: Career Development Strategies	2
MM 201: College Algebra (or higher)	5
SS 204: Macroeconomics OR	
SS 224: Microeconomics	5
CORE COURSES	
IT 101: Introduction to Information Technology	5
IT 163: Database Management	5
IT 182: Introduction to Programming	5
IT 190: Computer Hardware and Operating Systems	5
IT 273: LAN Concepts	5
Total Program Requirements	47

Medical Assistant Diploma Curriculum

Courses	Credits
GENERAL EDUCATION COURSES	
CM 102: College Composition I	5
CS 110: Human Dynamics	5
MA 104: Anatomy and Physiology I	5
MA 208: Medical Law and Ethics	5
IT 133: Software Applications	5
CORE COURSES	
MA 107: Anatomy and Physiology II	5
MA 142: Medical Office Management	5
MA 146: Medical Terminology	5
MA 156: Diseases of the Human Body	5
MA 178: Medical Coding and Insurance	5
MA 165: Clinical Competencies I	5
MA 265: Clinical Competencies II	5
MA 205: Medical Externship and Evaluation (MA)	5
CS 210: Career Development Strategies	2
Total Program Requirements	67

Travel Professional Diploma

Curriculum

Courses	Credits
GENERAL EDUCATION COURSES	
CM 102: College Composition I	5
CM 206: Interpersonal Communications	5
CS 110: Human Dynamics	5
IT 133: Software Applications	5
TT 202: International Geography	5
CORE COURSES	
TT 102: Domestic Geography	5
TT 220: Travel Internet Research	5
TT 106: Methods and Principles of Reservations	5
TT 110: Travel Sales and Marketing	5
TT 120: Computer Reservation I	5
TT 280: Global Classroom	5
CS 210: Career Development Strategies	2
Externship	3
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Total Program Requirements	60

The following program changes are effective April 13, 2005:

VII. Associate of Applied Science in Computer Information Systems

Courses	Credits
CORE REQUIREMENTS	
CM 106: College Composition I for Technology and Design Majors*	5
CM 220: College Composition II	5
CS 114: Academic Strategies for the Technology and Design Professional†	5
CS 210: Career Development Strategies	2
IT 101: Introduction to Information Technology	5
MM 201: College Algebra (or higher)	5
Elective: Diversity and Culture	5
Elective: Economics	5
Elective: Humanities 100/200-level	5
OPEN ELECTIVE REQUIREMENT	
Electives: 100-level or above	5
MAJOR REQUIREMENTS	
IT 102: Introduction to Information Technology II	5
IT 117: Introduction to Web Design	5
IT 163: Database Management	5
IT 182: Introduction to Programming	5
IT 190: Computer Hardware and Operating Systems	5
IT 273: LAN Concepts	5
IT 299: Associate's Capstone in Computer Information Systems	3
Electives: IT Emphasis Area	10
EMPHASIS AREAS	
Option I: Programming	
IT 254: Programming II	5
IT 293: Advanced Visual Basic	5
Option II: Network Administration	
IT 278: Network Administration	5
IT 283: Networking Cases	5
Option III: Web Development	
IT 245: Website Development	5
IT 247: Website Tools	5
Option IV: Wireless Networking	
IT 284: Introduction to Wireless Technologies	5
IT 285: Wireless Networking Cases	5
Option V: Java	
IT 258: Introduction to Java Programming	5
IT 259: Java Programming II	5
Total Program Requirements	90

* Residential and developmental students will take CM 102: College Composition I.

† Residential students will take CS 110: Human Dynamics.

VI. Bachelor of Science in Business/ Business Security and Assurance Emphasis Area

Courses	Credits
CORE REQUIREMENTS	
CM 105: College Composition I for Business Majors*	5
CM 220: College Composition II	5
CS 113: Academic Strategies for the Business Professional [†]	5
CS 410: Advanced Career Development Strategies	2
IT 133: Software Applications	5
MM 201: College Algebra (or higher)	5
MM 207: Statistics	5
MM 305: Quantitative Methods	6
MT 310: Ethics and the Legal Environment	6
SS 204: Macroeconomics	5
SS 224: Microeconomics	5
Elective: Communications	5
Elective: Diversity and Culture	5
Elective: History 300/400-level	6
OPEN ELECTIVE REQUIREMENTS	
Electives: 100-level or above	10
Electives: 300-level or above [‡]	6
MAJOR REQUIREMENTS	
AC 114: Accounting I	5
AC 116: Accounting II	5
MT 101: Introduction to Management	5
MT 211: Business Law	5
MT 217: Finance	5
MT 219: Marketing	5
MT 300: Management of Information Systems	6
MT 320: Research and Presentation [§]	6
MT 340: Conflict Resolution and Team Dynamics	6
MT 425: Managerial Finance and Accounting	6
MT 435: Operations Management	6
MT 460: Management Policy and Strategy	6
MT 499: Bachelor's Capstone in Business and Management	4
Electives: 300/400-level Management Electives or Emphasis Area	24
EMPHASIS AREA	
AC 239: Managerial Accounting—	5
IT 273: LAN Concepts—	5
IT 430: Project Management**	6
SA 400: Business Process Analysis	6
SA 410: Risk Analysis and Strategy	6
SA 411: Risk Management	6
Select one of the following three emphasis area courses:	
SA 421: Ethics and Compliance - Sarbane/Oxley and SEC Regulations	6
SA 422: Ethics and Compliance - HIPAA and Health Industry Regulations	6
SA 423: Ethics and Compliance - Federal Acts and Regulations	6
Total Program Requirements	180

* Residential and developmental students will take CM 102: College Composition I.

[†] Residential students will take CS 110: Human Dynamics.

[‡] Students choosing the business security and assurance emphasis area are suggested to take HU 345 as one of their 300-level or higher open electives.

[§] Students choosing the business security and assurance emphasis area will not take MT 320, but will take a 300-level or higher open elective in its place.

— Taken as an open elective requirement

** Taken in place of MT 300

The following program changes are effective December 15, 2004:

VI. Associate of Science in Interdisciplinary Studies/ Educational Paraprofessional Emphasis Area

Courses	Credits
CORE REQUIREMENTS	
CM 107: College Composition I for Arts and Sciences Majors*	5
CM 220: College Composition II	5
CS 115: Academic Strategies†	5
CS 210: Career Development Strategies	2
IT 133: Software Applications	5
MM 201: College Algebra (or higher)	5
Elective: Communications	5
Elective: Diversity and Culture	5
Elective: Ethics	5
Elective: History	5
Elective: Humanities/Social Science	5
Elective: Science	5
MAJOR REQUIREMENT	
IS 299: Associate's Capstone in Interdisciplinary Studies	3
EMPHASIS AREA‡	
SS 114: Child Development and Learning	5
EP 101: Introduction to Classroom Management	5
EP 210: Math Methods	5
EP 220: Reading Methods	5
EP 230: Health and Safety	5
EP 240: Technology and Curriculum	5
Total Program Requirements	90

* Residential and developmental students will take CM 102: College Composition I.

† Residential students will take CS 110: Human Dynamics.

‡ Emphasis area courses must be taken in the sequence listed.

The Associate of Science in Interdisciplinary Studies with Educational Paraprofessional emphasis is designed to prepare students with the introductory knowledge and skills for assisting with children and teachers. However, the ASIS degree with Educational Paraprofessional emphasis is not represented as meeting specific state Board of Education criteria for assisting with children and teachers in a public school setting. Students are encouraged to check with their local school district on specific college education requirements needed in the field of paraprofessional education.

VI. Bachelor of Science in Management/ Human Resource Management Emphasis Area

Courses	Credits
CORE REQUIREMENTS	
CM 105: College Composition I for Business Majors*	5
CM 220: College Composition II	5
CS 113: Academic Strategies for the Business Professional†	5
CS 410: Advanced Career Development Strategies	2
IT 133: Software Applications	5
MM 201: College Algebra (or higher)	5
MM 207: Statistics	5
MT 310: Ethics and the Legal Environment	6
Elective: Social Science	10
Elective: Communications	5
Elective: Diversity and Culture	5
Elective: History 300/400-level	6
Elective: Communications 300/400-level	6
OPEN ELECTIVE REQUIREMENTS	
Electives: 100-level or above	10
Elective: 300-level or above	6
MAJOR REQUIREMENTS	
AC 114: Accounting I	5
MT 101: Introduction to Management	5
MT 203: Human Resource Management	5
MT 211: Business Law	5
MT 217: Finance	5
MT 219: Marketing	5
MT 300: Management of Information Systems	6
MT 302: Organizational Behavior	6
MT 320: Research and Presentation	6
MT 340: Conflict Resolution and Team Dynamics	6
MT 435: Operations Management	6
MT 460: Management Policy and Strategy	6
MT 499: Bachelor's Capstone in Management	4
EMPHASIS AREA	
HR 400: Personnel Administration‡	6
HR 410: Employee Training and Development	6
HR 435: Employee Compensation and Benefits	6
HR 480: Employment Law and Labor Relations	6
HR 485: Strategy and Change Management	6
Total Program Requirements	180

* Residential and developmental students will take CM 102: College Composition I.

† Residential students will take CS 110: Human Dynamics.

‡ Taken as an open elective requirement.

Discontinued Program Emphasis Areas

Effective June 1, 2005, the following Emphasis Areas are no longer available for enrollment:

VII. Bachelor of Science in Information Technology/Branding and Visual Communication

VII. Bachelor of Science in Information Technology/Business and Communications Entrepreneur

VII. Bachelor of Science in Information Technology/Web Optimization and Integration

VII. Advanced Start Bachelor of Science in Information Technology/Branding and Visual Communication

VII. Advanced Start Bachelor of Science in Information Technology/Business and Communications Entrepreneur

VII. Advanced Start Bachelor of Science in Information Technology/Web Optimization and Integration

Program Prerequisite Changes

The following prerequisite changes will be effective April 13, 2005, for students enrolled in certain advanced start degree options who choose to specialize in a particular emphasis-specific area.

Prerequisites have been changed or added for the following degree programs:

ADVANCED START BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY, NETWORK ADMINISTRATION EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
IT 101: Introduction to Information Technology
IT 117: Introduction to Web Design
IT 163: Database Management
IT 182: Introduction to Programming
IT 278: Network Administration
IT 273: LAN Concepts
IT 283: Networking Cases

ADVANCED START BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY, WEB DEVELOPMENT EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
IT 101: Introduction to Information Technology
IT 117: Introduction to Web Design
IT 163: Database Management
IT 182: Introduction to Programming
IT 245: Website Development
IT 247: Website Tools
IT 273: LAN Concepts

The following prerequisite changes will be effective December 15, 2004, for students enrolled in certain advanced start degree options who choose to specialize in a particular emphasis-specific area.

Prerequisites have been changed or added for the following degree programs:

ADVANCED START BACHELOR OF SCIENCE IN BUSINESS

CM 220: College Composition II
MM 201: College Algebra
100/200: Accounting Course
100/200: Computer Course
100/200: Management Course

ADVANCED START BACHELOR OF SCIENCE IN BUSINESS, ACCOUNTING EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
AC 114: Accounting I
AC 116: Accounting II
AC 239: Managerial Accounting
100/200: Computer Course
100/200: Management Course

ADVANCED START BACHELOR OF SCIENCE IN BUSINESS, FINANCE EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
AC 114: Accounting I
AC 116: Accounting II
100/200: Computer Course
100/200: Management Course

ADVANCED START BACHELOR OF SCIENCE IN BUSINESS, MANAGEMENT OF INFORMATION SYSTEMS EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
IT 101: Introduction to Information Technology
IT 163: Database Management
IT 273: LAN Concepts
100/200: Accounting Course
100/200: Management Course

ADVANCED START BACHELOR OF SCIENCE IN MANAGEMENT, E-BUSINESS EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
IT 117/IT 255: Introduction to Web Design, or E-Commerce Development
100/200: Accounting Course
100/200: Management Course

ADVANCED START BACHELOR OF SCIENCE IN MANAGEMENT,
HEALTH CARE MANAGEMENT EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
100/200: Accounting Course
100/200: Computer Course
100/200: Management Course

ADVANCED START BACHELOR OF SCIENCE
IN MANAGEMENT, SALES AND MARKETING
EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
MT 219: Marketing
100/200: Accounting Course
100/200: Computer Course

ADVANCED START BACHELOR OF SCIENCE
IN INFORMATION TECHNOLOGY, PROGRAMMING
EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
IT 101: Introduction to Information Technology
IT 117: Introduction to Web Design
IT 163: Database Management
IT 182: Introduction to Programming
IT 254: Programming II
IT 273: LAN Concepts
IT 293: Advanced Visual Basic

ADVANCED START BACHELOR OF SCIENCE
IN INFORMATION TECHNOLOGY, DATABASE
EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
IT 101: Introduction to Information Technology
IT 117: Introduction to Web Design
IT 163: Database Management
IT 182: Introduction to Programming
IT 273: LAN Concepts

ADVANCED START BACHELOR OF SCIENCE
IN INFORMATION TECHNOLOGY, BUSINESS
AND COMMUNICATIONS ENTREPRENEUR
EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
IT 101: Introduction to Information Technology
IT 117: Introduction to Web Design
IT 163: Database Management
IT 182: Introduction to Programming
IT 201: Typography and Design Principles
IT 210: Color and Imaging
IT 273: LAN Concepts

ADVANCED START BACHELOR OF
SCIENCE IN INFORMATION TECHNOLOGY,
BRANDING AND VISUAL COMMUNICATION
EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
IT 101: Introduction to Information Technology
IT 117: Introduction to Web Design
IT 163: Database Management
IT 182: Introduction to Programming
IT 201: Typography and Design Principles
IT 210: Color and Imaging
IT 273: LAN Concepts

ADVANCED START BACHELOR OF SCIENCE IN
INFORMATION TECHNOLOGY, WEB OPTIMIZATION
AND INTEGRATION EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
IT 101: Introduction to Information Technology
IT 117: Introduction to Web Design
IT 163: Database Management
IT 182: Introduction to Programming
IT 201: Typography and Design Principles
IT 210: Color and Imaging
IT 273: LAN Concepts

ADVANCED START BACHELOR OF SCIENCE IN
INFORMATION TECHNOLOGY, MULTIMEDIA AND
ANIMATION EMPHASIS PREREQUISITES

CM 220: College Composition II
MM 201: College Algebra
IT 101: Introduction to Information Technology
IT 117: Introduction to Web Design
IT 163: Database Management
IT 182: Introduction to Programming
IT 245: Website Development
IT 247: Website Tools
IT 273: LAN Concepts

Course Prerequisite Changes

The following course prerequisite change is effective August 17, 2005:

HR 410: EMPLOYEE TRAINING AND DEVELOPMENT

Prerequisite: HR 400

The following course prerequisite changes are effective July 13, 2005:

CM 102: COLLEGE COMPOSITION I

Prerequisite: CS 111, CS 112, CS 113, CS 114, or CS 115

**CM 103: COLLEGE COMPOSITION I FOR CRIMINAL
JUSTICE MAJORS**

Prerequisite: CS 111

**CM 104: COLLEGE COMPOSITION I FOR PARALEGAL
STUDIES MAJORS**

Prerequisite: CS 112

**CM 105: COLLEGE COMPOSITION I
FOR BUSINESS MAJORS**

Prerequisite: CS 113

**CM 106: COLLEGE COMPOSITION I
FOR TECHNOLOGY AND DESIGN MAJORS**

Prerequisite: CS 114

**CM 107: COLLEGE COMPOSITION I FOR ARTS
AND SCIENCES MAJORS**

Prerequisite: CS 115

CM 110: NONVERBAL COMMUNICATIONS

*Prerequisite: CM 102 or the appropriate discipline-specific College
Composition I course**

CM 202: MASS COMMUNICATIONS

*Prerequisite: CM 102 or the appropriate discipline-specific College
Composition I course**

CM 206: INTERPERSONAL COMMUNICATIONS

*Prerequisite: CM 102 or the appropriate discipline-specific College
Composition I course**

CS 210: CAREER DEVELOPMENT STRATEGIES

*Prerequisite: CM 102 or the appropriate discipline-specific College
Composition I course**

CS 410: ADVANCED CAREER DEVELOPMENT STRATEGIES

*Prerequisite: CM 102 or the appropriate discipline-specific College
Composition I course**

MT 300: MANAGEMENT OF INFORMATION SYSTEMS

Prerequisites: IT 133 and MT 101

**MT 471: THE LEGAL AND ETHICAL ENVIRONMENT
OF HEALTH CARE**

Prerequisites: MT 101, MT 203, and MT 211

SS 110: HUMAN GEOGRAPHY

*Prerequisite: CM 102 or the appropriate discipline-specific College
Composition I course**

**SS 120: AMERICAN FILM AND SOCIETY—
1930s THROUGH 1960s**

*Prerequisite: CM 102 or the appropriate discipline-specific College
Composition I course**

SS 124: PSYCHOLOGY

*Prerequisite: CM 102 or the appropriate discipline-specific College
Composition I course**

SS 144: SOCIOLOGY

*Prerequisite: CM 102 or the appropriate discipline-specific College
Composition I course**

**SS 220: AMERICAN FILM AND SOCIETY—
1970s TO PRESENT**

*Prerequisite: CM 102 or the appropriate discipline-specific College
Composition I course**

The following course prerequisite changes are effective
April 13, 2005:

IT 117: INTRODUCTION TO WEB DESIGN

Prerequisite: IT 102

IT 153: SPREADSHEET APPLICATIONS

Prerequisite: IT 101 OR IT 133

IT 163: DATABASE MANAGEMENT

Prerequisite: IT 102

IT 182: INTRODUCTION TO PROGRAMMING

Prerequisite: IT 102

IT 245: WEBSITE DEVELOPMENT

Prerequisite: IT 117 or IT 118 and IT 119

IT 259: JAVA PROGRAMMING II

Prerequisite: IT 258

IT 273: LAN CONCEPTS

Prerequisite: IT 102

IT 310: DATA STRUCTURES AND ALGORITHMS

Prerequisites: IT 182, IT 254, and MM 309

IT 452: ADVANCED QUERY DESIGN AND REPORTING

Prerequisite: IT 354

MT 459: CONSUMER BEHAVIOR

Prerequisite: MT 219

The following course prerequisite changes are effective
December 15, 2004:

**NU 304: HEALTH/WELLNESS ASSESSMENT
(LAB COURSE)**

Prerequisites: NU 300 and IT 133

NU 310: NURSING RESEARCH

Prerequisites: NU 304 and MM 207

NU 350: ISSUES AND INFORMATICS

Prerequisite: NU 310 or concurrent enrollment in NU 310

**NU 410: EMERGING CONCEPTS IN DISEASE,
AGING, AND ALTERNATIVE THERAPIES**

Prerequisite: NU 350

**NU 420: LEADERSHIP AND MANAGEMENT IN
THE CURRENT HEALTH CARE ENVIRONMENT**

Prerequisite: NU 410 or concurrent enrollment in NU 410

**NU 450: LEADERSHIP CONCEPTS IN POPULATION-
FOCUSED NURSING**

Prerequisite: NU 420

**NU 499: BACHELOR'S CLINICAL
(CAPSTONE IN NURSING)**

Prerequisites: NU 450 and HU 280

*CM 103-107 are discipline-specific Composition I courses.

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:

AC	Accounting
MA/MR	Allied Health
CM	Communications
CJ	Criminal Justice
DC	Diversity and Culture
ED	Education
EP	Educational Paraprofessional
GB	Graduate Business
HR	Human Resources
HU	Humanities
IS	Interdisciplinary Studies
LT	Literacy
MT	Management
MM	Mathematics
NU	Nursing
PA	Paralegal Studies
CS	Professional Studies
SC	Science
SS	Social Science
IT	Technology and Design
TT	Travel and Tourism

Course Numbering:

100-199	First-year courses
200-299	Second-year courses
300-399	Third-year courses
400-499	Fourth-year courses
500-699	Graduate-level courses

The following course descriptions are effective August 17, 2005:

CJ 500: CRITICAL LEGAL ISSUES IN CRIMINAL JUSTICE

This course involves the study of recent legislation and case law, both state and federal, that impact criminal justice professionals and the administration of criminal justice. The topics will depend upon current legal developments but will include such areas as law enforcement, criminal procedure, civil and criminal liability, civil rights, employment law, substance abuse, corrections, and judicial review of administrative decisions.

5 Quarter Credit Hours

Prerequisite: None

CJ 501: CRIMINOLOGICAL THEORY

This course consists of an in-depth analysis of various explanations of criminal behavior. Readings include the original works of prominent authors from a broad range of disciplines related to crime, social deviance, and causation. Ethical and legal foundations in defining social deviance and crime are also considered. Specific focus is placed on applications of theory that address causes and correlates of criminal behavior in a variety of cultures throughout the world.

5 Quarter Credit Hours

Prerequisite: None

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 provides students with the basic skills needed to conduct and evaluate research on topics relevant to the criminal justice field. To accomplish these objectives, the course focuses on the nature of scientific inquiry; the connections between theory and research; research project design; causation;

sampling procedures and logic; research techniques; the reliability, validity, and measurement of data; and descriptive analysis of data.

5 Quarter Credit Hours

Prerequisite: None

CJ 503: ORGANIZATIONAL BEHAVIOR

This course presents an in-depth analysis of the various dynamics facing criminal justice organizations, including but not limited to the theoretical concepts underlying organizational behavior, management and leadership of human resources, and design and structural processes. The scope includes fiscal accountability; personnel deployment; implementation of change; motivation and retention of personnel; the hiring, assignment, and promotion of personnel; organizational communication; professional development; and fundamental legal issues as they pertain to agency operations.

5 Quarter Credit Hours

Prerequisite: None

CJ 504: DATA ANALYSIS

This course focuses on the data analysis techniques used in scientific research. Heavy emphasis is placed on descriptive statistics, cross-tabulations, regression and correlation analysis, inferential statistics and parameter estimation, and hypothesis testing. Techniques used for analyzing qualitative data are included as well.

5 Quarter Credit Hours

Prerequisite: CJ 502

CJ 505: CRITICAL ISSUES IN CRIMINAL JUSTICE

This course addresses critical issues facing all facets of the criminal justice system, including but not limited to homeland security, training and education, ethics and morality in professional practice, and community-based law enforcement and corrections programs. Other current trends and any other critical issue facing the fields of policing, private

security, and corrections are addressed as needed.

5 Quarter Credit Hours

Prerequisite: None

CJ 506: ADVANCED TOPICS IN CRIMINAL LAW

This course addresses complex issues related to substantive criminal law, focusing on the sources of modern criminal law, the purposes and types of laws, the interpretation of criminal laws, the categories of crime and penalties, the similar characteristics of criminal violations, the elements of complex crimes, and the types of criminal defenses.

5 Quarter Credit Hours

Prerequisite: CJ 500

CJ 507: CRIMINAL PROCEDURE AND THE U.S. SUPREME COURT

This course examines the implementation of the Federal Rules of Criminal Procedure and similar state rules as construed by the U.S. Supreme Court. It covers recent Supreme Court decisions regarding search and seizure, the privilege against self-incrimination, immunity, confessions, the right to counsel, and the right to a speedy, public jury trial in criminal cases.

5 Quarter Credit Hours

Prerequisite: None

CJ 508: EVIDENTIARY ISSUES IN CRIMINAL CASES

This course involves the study of the Federal Rules of Evidence and similar state rules, as well as the requirements of the U.S. Constitution concerning the admission into evidence at trial of testimonial and physical evidence. Students examine such topics as the foundational requirements for the admission of real and demonstrative exhibits, the authentication of writings and business records, witness credibility, hearsay, privileges, expert testimony, victims' rights, and chain of custody.

5 Quarter Credit Hours

Prerequisite: None

CJ 509: COMPARATIVE CRIMINAL JUSTICE SYSTEMS

This course covers comparative foreign criminal justice systems, including the investigation and prosecution of international terrorists, the International Criminal Court, U.S. criminal cases affecting international relations, mutual assistance treaties, and issues concerning the formation of criminal justice systems in developing democracies.

5 Quarter Credit Hours

Prerequisite: CJ 506 or permission of the Associate Dean

CJ 510: SPECIALIZED CRIMINAL STATUTES AND COMPLEX INVESTIGATIONS

This course involves the study of legislation and case law that affect the prosecution of cases. Students examine such areas as white-collar crime; Racketeer Influenced and Corrupt Organizations (RICO) Act; money laundering; health care fraud; wire, mail, and bank fraud; identity and access device fraud; securities fraud; insurance fraud; corporate criminal liability; tax enforcement; and public corruption. In addition, the USA PATRIOT Act, Title III wiretaps, and grand jury procedures are also discussed.

5 Quarter Credit Hours

Prerequisites: CJ 506 or permission of the Associate Dean

CJ 511: EMPLOYMENT AND POLICY LAW

This course involves the study of specialized topics in substantive and procedural criminal law with a special emphasis on employment law, and how these legal issues impact ethics and leadership in criminal justice organizations.

0 Quarter Credit Hours

Prerequisite: CJ 506 or permission of the Associate Dean

CJ 512: TRANSNATIONAL CRIME

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, human trafficking, and the current strategies for the containment of such activities.

5 Quarter Credit Hours

Prerequisite: None

CJ 513: CRITICAL ISSUES IN TERRORISM

This course is designed to provide students with a critical analysis and understanding of issues related to terrorism. This includes historical analyses of the causes and effects of social, political, economic, and religious conflict as they pertain to terrorist groups from source countries; protective intelligence gathering and associated legal issues; threat assessment; emergency first-responder plans and policies; counterterrorism tactics and strategies; cyberterrorism and the role of technology; and concerns for the future.

5 Quarter Credit Hours

Prerequisite: None

CJ 514: SEMINAR—CONTEMPORARY INTERNATIONAL JUSTICE ISSUES

This seminar course is designed to address the most current and serious international justice issues. Topics include but are not limited to criminal exploitation of human beings, technology-based crimes, organized and white-collar crime, or any other relevant and current international justice issue identified as such by governmental agencies, as well as researchers and practitioners in the field.

5 Quarter Credit Hours

Prerequisite: None

CJ 515: THEORETICAL APPLICATIONS OF JUSTICE MANAGEMENT

This course provides students with a knowledge base for the practical application of social and psychological principles to the day-to-day administration of criminal justice agencies. It presents an overview of the scope and historical development of organizational psychology, including the virtual workplace and employee. Topics include psychological testing as it relates to employment selection; performance appraisal; training

and development; leadership and motivation; job satisfaction and involvement; organizational organization; safety, violence, and health; and stress and occupational health psychology. Future issues in the field are also discussed.

5 Quarter Credit Hours

Prerequisite: CJ 503 or permission of the Associate Dean

CJ 516: FISCAL ISSUES IN CRIMINAL JUSTICE

This course is designed to address a variety of fiscal issues encountered by criminal justice professionals during the course of their daily responsibilities. Special emphasis is given to the preparation and management of budgets and the preparation of grant applications, as well as the management and evaluation of grants.

5 Quarter Credit Hours

Prerequisite: None

CJ 517: HUMAN RESOURCE DEVELOPMENT

This course is designed to address innovative practices in human resource leadership and development. Specifically, the course addresses issues such as change management, business process reengineering, effective team building strategies, performance management, the role of consultants, integrated human resources information systems, and futures roles of human resources professionals in a rapidly changing global and technological society.

5 Quarter Credit Hours

Prerequisite: None

CJ 518: CRITICAL ISSUES IN POLICING

This course focuses on the myriad of critical issues facing law enforcement organizations, including but not limited to education and training; hiring and promotional practices; ethics, diversity, and professionalism; meeting the needs of the international law enforcement community; promoting and managing organizational change; and various community-related issues.

5 Quarter Credit Hours

Prerequisite: None

CJ 519: ETHICS AND DIVERSITY IN POLICING

Discrimination in the workplace, prejudicial treatment of individuals by public officials, official misconduct, and a lack of individual and collective professional practice are all enduring issues that must be addressed by our criminal justice system. Accordingly, this course is designed to address these and other related issues at length, as well as offer strategies for improved individual and professional practice.

5 Quarter Credit Hours

Prerequisite: None

CJ 520: ISSUES IN PRIVATE SECURITY

This course provides students with the fundamental knowledge necessary to competently address various critical issues in private security. Students explore such topics as physical security concerns, threat assessment, privatization trends, relationships with the law enforcement community, first-responder preparedness, crisis planning, legal issues germane to the private security sector, and pertinent managerial issues.

5 Quarter Credit Hours

Prerequisite: None

CJ 521: CRITICAL ISSUES IN CORRECTIONS

This course provides a critical analysis of contemporary issues facing the U.S. correctional system. Students address issues such as the philosophies and theories that guide practice, community-based policies and practices, prison reform, special populations, recidivism, and legal mandates affecting the administration and operations of correctional facilities.

5 Quarter Credit Hours

Prerequisite: None

CJ 522: COMPARATIVE CORRECTIONAL SYSTEMS

The course addresses a variety of correctional issues from an international perspective, including but not limited to a comparative analysis of the philosophies and theories guiding practice, supervision, and treatment of prison populations with an emphasis on human rights, postconfinement

intervention strategies, and legal standards governing practice.

5 Quarter Credit Hours

Prerequisite: CJ 521 or permission of the Associate Dean

CJ 590–594: INDEPENDENT STUDY IN CRIMINAL JUSTICE

This course is designed to engage students in a directed applied research project of relevance to the criminal justice graduate curriculum. Students decide on a suitable topic under the direction and supervision of a terminally degreed, full-time criminal justice professor.

1-5 Quarter Credit Hours

Prerequisite: Permission of the Associate Dean

CJ 600: RESEARCH AND THESIS I

This course requires students to develop a formal proposal for research in criminal justice and submit it in writing to their chosen thesis committee, made up of a chairperson and two additional members, all of whom must be terminally degreed criminal justice faculty members from Kaplan University. It is acceptable to have one committee member from the faculty of another school at Kaplan University or from an outside, regionally accredited institution of higher learning with the approval of the Associate Dean.

5 Quarter Credit Hours

Prerequisites: All thesis-track core courses

CJ 601: RESEARCH AND THESIS II

During this phase of the research process, students submit the final draft of their research project to their committee members for review and orally present their results during a scheduled thesis defense hearing. The research report shall be prepared according to Kaplan University guidelines and the final, approved product shall be submitted to appropriate personnel for binding and acquisition.

5 Quarter Credit Hours

Prerequisites: All thesis-track core courses and CJ 600

CJ 602: COMPREHENSIVE EXAMINATION

Nonthesis track students must successfully complete a written examination covering the core curriculum courses. Students are given one question covering each of the core courses, for a total of five questions, and have two weeks to complete the examination. It is recommended that the response to each question range from eight to ten typewritten, double-spaced pages. Students must take the examination within two weeks after successful completion of the core curriculum courses.

The examination is graded as satisfactory/unsatisfactory and shall be evaluated by two terminally degreed criminal justice professors. Both assessments must concur. If there is a split decision, a third terminally degreed criminal justice professor will be asked to evaluate the examination, and this evaluation will serve as the deciding vote. Should a student fail the examination, he or she shall be given remediation by criminal justice graduate personnel in preparation for the second and final attempt at the examination. If a student fails the exam a second time, he or she will be academically dismissed from the program.

0 Quarter Credit Hours

Prerequisites: Successful completion of all nonthesis track core curriculum courses

ED 584: TEACHING EXCEPTIONAL STUDENTS IN INCLUSIVE SETTINGS

This course explores the challenge of meeting the various learning needs of students from diverse backgrounds in an inclusive setting. Best practices are examined, including curriculum adaptations in the content areas, instructional strategies, and behavior management in the school setting.

4 Quarter Credit Hours

Prerequisite: None

GB 500: BECOMING AN EFFECTIVE LEADER

This course is the cornerstone course experience for M.B.A. students. Students will analyze and evaluate major theories of management and leadership, explore and assess their own

approaches and styles as they relate to the theories, and create the first draft of a Self-Directed Learning Plan that will be developed and implemented as students matriculate through the program. This course will be taken in the first term.

4 Quarter Credit Hours

Prerequisite: None

GB 501: LEADERSHIP, CULTURE, AND CHANGE

This course provides an analysis and evaluation of the relationship among the culture in which an organization exists, the leadership of the organization, and the people who work within it. Students will examine the concept of organizational culture, evaluate selected leadership theories, and analyze change management theories and practices.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 502: MANAGERIAL ECONOMICS

This course provides an evaluation of microeconomic tools used in managerial decision making. Topics include demand analysis and forecasting, cost analysis, production function, market structures, and public sector analysis. Students will analyze and evaluate business problems and opportunities using applied economics as they evaluate the efficacy of these theories. In this course, students will sharpen both their economic analysis and critical thinking skills.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 503: MANAGERIAL ACCOUNTING

This course provides an analysis and evaluation of effective uses of internal accounting information by operational business managers in directing the activities of manufacturing and service organizations. Students will assess the importance of accounting data in planning and controlling operations and making effective management decisions.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 504: FINANCIAL MANAGEMENT

This course provides an analysis and evaluation of the roles and functions of corporate financial managers as they relate to the effective managing of a business. Students will apply and evaluate methods and tools for planning, forecasting, managing, and improving an organization's financial performance. Topics include asset valuation, risk and return, capital budgeting, international financial markets, risk analysis, and effective use of capital.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 505: MARKETING MANAGEMENT

This course provides an analysis and evaluation of the theories and practices for effectively managing the relationships between customers and providers of goods, services, and ideas. Students will, in three segments, analyze and evaluate theories related to an understanding of the marketplace; an understanding of the relationship between the marketplace and marketing functions such as pricing, promotion, distribution, and products; and strategy formation within the marketing function as it relates to overall business strategies.

4 Quarter Credit Hours

Prerequisite: GB 500 or permission of faculty advisor

GB 506: INFORMATION SYSTEMS MANAGEMENT

This course examines current concepts, tools, and theories related to the effective management of information in organizations. Students learn to evaluate information system needs associated with business in general, as well as with global and ebusiness ventures, to analyze control and security issues, and to apply process management principles to the selection, application, and implementation of hardware, software, and system issues related to the meeting of those needs.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 507: BUSINESS ETHICS

This course provides an analysis of theories of ethics, domestically and globally, and practices that stem from such theories, such as corporate codes of conduct. Students will also explore their own personal ethics related to their roles and behaviors within business organizations. The concept of corporate responsibility within a global context will also be analyzed.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 508: THE LEGAL ENVIRONMENT OF BUSINESS

This course provides an analysis and evaluation of the legal issues related to the success of entrepreneurs, managers, and organizations. Students will analyze and evaluate theories and practices related to issues concerning the legal environment of doing business in the United States and those related to global legal issues and problems.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 509: ANALYTICAL DECISION MAKING

This course provides an analysis and evaluation of the use of statistics and mathematical modeling for effective decision making in management practice. Students will analyze and evaluate cases from a wide variety of functional business areas, developing hypotheses and testing them using such tools as analysis of variance, regression, linear programming, inventory control, and simulation. Students will also analyze and evaluate software programs, websites, and other sources for their veracity as decision-making resources.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 510: PROJECT MANAGEMENT

This course provides an analysis and evaluation of the theories and practices for managing projects in effective organizations. Students will analyze and evaluate strategies, tools, software, and management approaches to effectively complete and evaluate the effectiveness of projects. Topics include setting

project goals and objectives, conducting feasibility studies, measurement tools including the most current and best software tools, strategies for effective human resource allocation, and approaches to gauging the worth of the project deliverables and the effectiveness of the project management process.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 511: STRATEGIC HUMAN RESOURCES MANAGEMENT

This course provides an analysis and evaluation of the role of human resources planning and practices in an organization's strategic planning efforts. Students will evaluate and apply the most current theories and practices of strategic human resources management to the operation and effectiveness of organizations in domestic and global business environments. Topics include managing knowledge workers, managing cross-cultural teams, the impact of changing legal environments, downsizing, and outsourcing.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 521: CAPITAL MARKETS AND INVESTMENTS

This course provides an analysis and evaluation of major capital markets and the underlying investments that comprise those markets. Emphasis will be placed upon both the stock and bond markets and how they interrelate. In addition, students will address the primary real and financial assets that comprise the bulk of corporate balance sheets and examine derivatives markets and their underlying securities.

4 Quarter Credit Hours

Prerequisite: GB 504

GB 522: MERGERS AND ACQUISITIONS

This course provides an analysis and evaluation of the theories and skills related to the strategic use of mergers and acquisitions to grow an enterprise. Students learn advanced mergers and acquisitions skills by applying extensive applications and execution skills to real cases.

4 Quarter Credit Hours

Prerequisite: GB 504

GB 523: INTERNATIONAL FINANCE

This course provides an analysis and evaluation of the financial management problems of a firm operating in an international environment. Students explore the impact of foreign exchange risk on the management of a firm's funds, including hedging strategies, managing funds flow, and the positioning of assets on a global basis. Students will study the complexities of a multinational environment, with emphasis on money and capital market opportunities not typically available to a domestic firm.

4 Quarter Credit Hours

Prerequisite: GB 504

GB 531: ADVERTISING

This course provides an analysis and evaluation of strategic advertising and distribution decisions. Students will examine the linkages between national advertising and intermediary promotion and evaluate effective creation and implementation strategies for advertising campaigns.

4 Quarter Credit Hours

Prerequisite: GB 505

GB 532: MARKETING RESEARCH

This course provides an analysis and evaluation of theories and practices of marketing research as an aid to marketing decision making. Students will apply marketing research methods and techniques to actual marketing problems through the design, implementation, and evaluation of a marketing research project.

4 Quarter Credit Hours

Prerequisite: GB 505

GB 533: SALESFORCE MANAGEMENT

This course provides an analysis and evaluation of theories and practices involved in the building and managing of effective salesforces. Students will examine such aspects of sales management as forecasting, human resources, field automation, and data analysis. Topics include training, motivation, compensation, team building, performance evaluation,

and interaction with promotions and marketing.

4 Quarter Credit Hours

Prerequisite: GB 505

GB 534: MARKETING PSYCHOLOGY

This course provides an analysis and evaluation of behavioral and social science concepts and theories as they relate to the marketing function of business. Students will analyze factors that affect purchase decisions in the marketplace. Special attention will be given to research related to buyer behavior research, the role of models in explaining behavior, the influence of buyer behavior on the development of marketing programs, and issues of consumer protection as they affect marketing strategy.

4 Quarter Credit Hours

Prerequisite: GB 505

GB 541: EMPLOYMENT LAW

This course provides an analysis and evaluation of theories and employment practices as they relate to labor law and effective leadership of organizations. Through case studies, students will examine issues related to such topics as wrongful termination, employment at will, compliance, current and potential legal changes in the employment environment, and collective bargaining laws.

4 Quarter Credit Hours

Prerequisite: GB 508

GB 542: TRAINING AND DEVELOPMENT

This course provides an analysis and evaluation of the role of the training and development function in supporting change management programs and other strategic initiatives. Students will evaluate training and development designs, methods, and tools, analyze the training skills required to develop a learning organization, and assess the effectiveness of training and development programs.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 543: MANAGING CHANGE

This course provides an analysis and evaluation of organizational development theories and practices as they relate to managing change

in organizations. Students will analyze factors that affect change, the role of leadership in influencing and managing change, and change models currently being employed in organizations.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 544: QUALITY MANAGEMENT

This course provides an analysis and evaluation of theories and practices related to the role of quality in establishing and maintaining a company's competitive market position. Students will explore the impact of quality as a philosophy, basic statistical tools, problem-solving methods, and behavioral models on improving performance of a business enterprise.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 551: MANAGING INFORMATION TECHNOLOGY PROJECTS

This course provides an analysis and evaluation of the skills and knowledge necessary to lead, and become effective members of, information technology project teams. As information technology consumes an increasing proportion of worldwide corporate capital, today's line managers and general managers are becoming more involved in information technology projects. Students examine key issues related to managing large projects, differences between technology projects and other projects, and the tasks faced by those who design and implement new software applications.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 552: DATABASE ANALYSIS AND DESIGN

This course provides an analysis and evaluation of the theory and practice of computer-based data management. Business applications are increasingly centered on the construction and use of databases in the effective delivery of high-quality data throughout an organization. This course focuses on the design of database applications that will meet the

needs of an organization and its managers.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 553: EBUSINESS PRINCIPLES AND PRACTICES

This course provides an analysis and evaluation of the theories and practices related to the effective use of information technology (IT) to add value to business processes at each stage of the value chain.

This course takes a functional and cross-functional look at how companies can use IT to enhance performance and achieve competitive advantage in supplier and customer relationships, inbound and outbound logistics, marketing and distribution, and support services such as human resources and technology services. Students examine local and global e-commerce implications and technology.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 554: OPERATIONS MANAGEMENT

This course provides an analysis and evaluation of theories, principles, concepts, and techniques used for effectively managing the flow of goods or services. Students will examine supply chain management, capacity planning and scheduling, managing inventories, assuring quality, motivating employees, and locating facilities. Emphasis is given to systems and tools for analyzing design and operational problems in both the service and production sectors.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 561: ENTREPRENEURSHIP

This course provides an analysis and evaluation of the theories and practices related to the start-up, development, and management of a new venture. Students will analyze and evaluate theories related to entrepreneurial attributes, discovering and evaluating business opportunities, and developing strategies for creating new ventures.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 562: SMALL BUSINESS ADMINISTRATION

This course provides an analysis and evaluation of the knowledge and skill sets necessary to effectively lead a small business. Leaders of small business enterprises face unique issues and challenges. Emphasis will be given to problem solving and decision making in the major functional areas common to small enterprises. Case study analyses will focus on the following themes: measuring economic performance, obtaining information for management decision making, developing management control systems for innovative companies, planning for the near and long term in owner-managed businesses, and examining the differences between managing start-up versus growing companies.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 571: POWER AND NEGOTIATION

This course provides an analysis and evaluation of formal and informal mechanisms for managing conflicts and differences of opinion. Students analyze, evaluate, and apply theories of conflict negotiation and use of personal power in labor relations and personal relations in organizations. Students also assess their own skills and abilities related to the theoretical concepts.

4 Quarter Credit Hours

Prerequisite: GB

GB 572: INTERNATIONAL MANAGEMENT

This course provides an analysis and evaluation of the factors that create unique managerial challenges in international or multinational organizations. Students will analyze and evaluate theories and practices related to foreign trade and investment, international monetary flow, government/business relationships, impacts of differing cultures on management and business practices, and issues related to doing business in developing countries.

4 Quarter Credit Hours

Prerequisite: GB 500

GB 599: BUSINESS STRATEGY

This course provides an integration of the functional areas of business with a focus on the use of this information for effective strategic decision making. Students will engage in, analyze, and reflect upon an interactive business simulation. Students will also submit their completed Self-Directed Learning Plan and a plan for their continued professional growth and development.

4 Quarter Credit Hours

Prerequisite: Last term or permission of the Associate Dean

IT 102: INTRODUCTION TO INFORMATION TECHNOLOGY II

This course continues the exploration of information technology begun in IT 101. Course topics include hardware, file management and security, network technologies, use of Web and multimedia techniques, databases, programming concepts, and basic project management. This course is designed for students preparing for careers in information technology and approaches its topics from the perspective of the skill set and knowledge base needed by IT professionals.

5 Quarter Credit Hours

Prerequisite: IT 101

IT 133: SOFTWARE APPLICATIONS

This course teaches students to use application software. Topics include an introduction to the Windows operating system and to Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook. Students also learn how to apply the use of software applications within a profession.

5 Quarter Credit Hours

Prerequisite: None

IT 182: INTRODUCTION TO PROGRAMMING

This course introduces the fundamentals of programming. Basic concepts and syntax used to write programs including variables, input, output, looping, and program flow are introduced. The course also introduces structured programming design

and development techniques and presents an overview of object-oriented programming and Visual Basic.

5 Quarter Credit Hours

Prerequisite: IT 102

IT 259: JAVA PROGRAMMING II

This course focuses on advanced programming concepts and techniques in Java. Students will expand upon their basic Java skills to develop more advanced software applications. Topics include GUI concepts, event-driven programming, serialization, multithreading, Java beans, network programming, J2EE, XML, security, and Web applications. Students learn how to create interactive applications in Java that employ across multiple platforms.

5 Quarter Credit Hours

Prerequisite: IT 258

IT 490: ANIMATION BEHAVIORS

The course incorporates the fundamentals of animation scripting for designers. Students will apply scripting to add interactivity to their websites. Topics will include programming and reusing animation code scripts, handling object collisions, and debugging and troubleshooting motion scripts. Students will work step by step through various scripts to create animation control for real-world website designs.

6 Quarter Credit Hours

Prerequisite: IT 373

KU 500: FOUNDATIONS OF GRADUATE LEARNING (GUIDED)

This course introduces the practical, creative, and analytical skills necessary for the successful completion of graduate school. It examines Kaplan University's expectations for graduate students and encourages students to develop their own unique strengths to maximize success in their chosen academic programs and professions.

0 Quarter Credit Hours

Prerequisite: None

KU 501: FOUNDATIONS OF GRADUATE LEARNING

This course introduces the practical, creative, and analytical skills necessary for the successful completion of graduate school. It examines Kaplan University's expectations for graduate students and encourages students to develop their own unique strengths to maximize success in their chosen academic programs and professions.

0 Quarter Credit Hours

Prerequisite: None

KU 510: FOUNDATIONS OF MATHEMATICS AND ECONOMICS

In this course students will be introduced to mathematics and economics concepts. Topics covered will include basic algebra, average and standard deviation calculations, histograms and pie charts, ratio analyses, and microeconomic demand and supply analysis. The framework of government macroeconomic approaches such as fiscal and monetary policies will also be reviewed. This course may not be applied toward degree requirements.

0 Quarter Credit Hours

Prerequisite: None

KU 511: FOUNDATIONS OF ACCOUNTING AND FINANCE

In this course students will be introduced to the basic concepts in accounting and finance. Students will use concepts from accounting and finance as tools for understanding business operations and decision making. Topics include: product cost decisions, statement analyses, investing, and budgeting. This course may not be applied toward degree requirements.

0 Quarter Credit Hours

Prerequisite: None

LT 502: TEACHING READING ACROSS THE CURRICULUM (GRADES K-5)

This course examines research-based methods, national standards, and best practice strategies for reading instruction in grades K-5. Topics include assessing and building upon students' prior knowledge, metacognitive strategies, reading as a constructive

process, active-reading behaviors, reading comprehension, guided reading, workshop models, and strategies for integrating reading and writing. Additionally, the course explores methods for assisting struggling readers, including English language learners and children identified as having reading disabilities.

4 Quarter Credit Hours

Prerequisites: This course should be taken in alignment with the Program Sequence defined in the Kaplan University Catalog

LT 503: TEACHING WRITING ACROSS THE CURRICULUM (GRADES K-5)

This course explores strategies for teaching writing skills through use of the writing workshop approach and under the guidelines of NCTE writing standards. Course assignments include practice with the minilesson, cooperative learning groups, peer reviews, student/teacher conferencing, journaling, and portfolios. In addition, the course explores evaluation rubrics for assessing student achievement.

4 Quarter Credit Hours

Prerequisites: This course should be taken in alignment with the Program Sequence defined in the Kaplan University Catalog

LT 511: TEACHING WRITING ACROSS THE CURRICULUM (GRADES 6-12)

The course focuses on training intermediate and secondary students across the curriculum in the writing process: prewriting, drafting, revising, editing, and publishing. The course examines national content area standards and research-based best practices for teaching a variety of writing genres, including expository, narrative, persuasive, and descriptive prose. In addition, the course covers various informal and formal assessment methods that align with NCTE writing standards, including self-reflection, peer review, and the use of specialized rubrics.

4 Quarter Credit Hours

Prerequisites: This course should be taken in alignment with the Program Sequence defined in the Kaplan University Catalog

LT 512: READING IN THE CONTENT AREAS (GRADES 6-12)

This course is grounded in the theoretical bases of balanced literacy and constructivist learning. It focuses on building teacher competence in the processes of planning, implementing, and evaluating content-area literacy learning activities for intermediate and secondary students.

4 Quarter Credit Hours

Prerequisites: This course should be taken in alignment with the Program Sequence defined in the Kaplan University Catalog

LT 513: METHODS OF TEACHING ENGLISH LANGUAGE ARTS (GRADES 6-12)

This course focuses on methods of teaching the English language arts, including oral language, writing, reading, and literature. Degree candidates will learn how to design instructional units and assess students' growth in literacy. Candidates will also learn about content standards, effective instructional practices, and research-based assessment strategies in the field.

4 Quarter Credit Hours

Prerequisites: This course should be taken in alignment with the Program Sequence defined in the Kaplan University Catalog

MT 211: BUSINESS LAW

This course introduces fundamentals of the legal system as they apply to business. Specific areas of focus include contracts, torts, sales, agency, and employment law. Students will also examine the different types of business organizations, from small closely held corporations to large international conglomerates. The course also evaluates the importance of business ethics, as well as current events that impacted the community, especially the rapid advancement of technology in the business world and the impact it has on the law.

5 Quarter Credit Hours

Prerequisite: None

MT 218: FINANCE B

This course, which studies the basic concepts and techniques of corporate finance practices, is the second of a two-part introductory approach to the finance area. Together with MT 217: Finance A, this course provides students with the necessary tools for analyzing financial statements, the time value of money, stocks and bonds valuations, and short- and long-term financial planning techniques.

3 Quarter Credit Hours

Prerequisites: AC 114, MM 207, and MT 216

PA 330: MEDICAL RECORDS SUMMARY AND REVIEW

This course provides an overview of medical records. Theories and strategies for medical record procurement and analysis are discussed and various methods of medical record summary preparation are presented. Topics include reading a medical record for legal purposes, areas of the law where medical records are used, sources of medical records, issues related to the acquisition of medical records, medical records analysis, problems encountered with medical records, and the use of expert testimony. Emphasis is placed on substantive knowledge of law and medicine with skills of legal research and medical record reading. A major component of the course is the application of knowledge to specific legal issues, real and hypothetical.

6 Quarter Credit Hours

Prerequisites: PA 101, PA 110, PA 112, and PA 310

The following course descriptions are effective July 13, 2005:

AC 256: FEDERAL TAX

This course introduces students to the procedures to decipher tax information on an individual federal tax basis. Basic concepts in federal income taxation are explored, including gross income, exclusions, adjusted gross income, deductions, exemptions, and credits. Introductory tax concepts including cash and accrual

methods, like-kind exchanges, and passive loss rules are covered. Additionally, students will familiarize themselves with a tax software package and will explore the tax software's use in generating a tax return.

5 Quarter Credit Hours

Prerequisite: AC 114

AC 293–296: ASSOCIATE'S-LEVEL ACCOUNTING EXTERNSHIP

These courses provide variable credits based on the completion of 90 to 180 hours of hands-on experience with an area employer.

AC 293: 3 Quarter Credit Hours

AC 294: 4 Quarter Credit Hours

AC 295: 5 Quarter Credit Hours

AC 296: 6 Quarter Credit Hours

Prerequisites: Permission from Registrar's Office, Program Coordinator, and Externship Coordinator

AC 430: ADVANCED TAX—CORPORATE

This course overviews federal income tax requirements, procedures, and tax planning for business entities, with emphasis on C and S corporations.

6 Quarter Credit Hours

Prerequisites: AC 256 and AC 301

AC 493–496: BACHELOR'S-LEVEL ACCOUNTING EXTERNSHIP

These courses provide variable credits based on the completion of 90 to 180 hours of hands-on experience with an area employer.

AC 493: 3 Quarter Credit Hours

AC 494: 4 Quarter Credit Hours

AC 495: 5 Quarter Credit Hours

AC 496: 6 Quarter Credit Hours

Prerequisites: Permission from Registrar's Office, Program Coordinator, and Externship Coordinator

CJ 140: INTRODUCTION TO CONSTITUTIONAL LAW

This course is designed to acquaint the student with the U.S. Constitution, the Bill of Rights, and constitutional amendments as they relate to criminal law and the collection of criminal evidence. It will introduce students to criminal evidence through landmark Supreme Court cases and provide background in search and seizure

and due process as they relate to criminal justice practice.

5 Quarter Credit Hours

Prerequisite: CJ 101

CJ 233: INTRODUCTION TO FORENSIC PSYCHOLOGY

This course introduces the student to the field of forensic psychology, and encourages the student to examine the legal system through the use of psychological concepts, methods, and research results. Topics covered include the theories of crime, the role of psychology in the legal system, the police and the criminal justice system, and the use of forensic assessments in both criminal and civil cases. Using case law and landmark Supreme Court decisions, the student will explore the foundations of forensic psychology and its impact on the criminal justice system.

5 Quarter Credit Hours

Prerequisites: CJ 101 and SS 124

CJ 292, 294, 296, AND 298: ASSOCIATE'S-LEVEL CRIMINAL JUSTICE EXTERNSHIP

These courses provide variable credits based on the completion of 90 to 180 hours of hands-on experience with an area employer. Onsite students only.

CJ 292: 3 Quarter Credit Hours

CJ 294: 4 Quarter Credit Hours

CJ 296: 5 Quarter Credit Hours

CJ 298: 6 Quarter Credit Hours

Prerequisites: Permission from Registrar's Office, Program Coordinator, and Externship Coordinator

CJ 302: CRIMINOLOGY II

This course expands previous study on the nature and causes of crime and antisocial behavior. Lessons will focus on furthering the ability to apply, explain, and combine theoretical concepts through assessment, application, and comparative exercises. Topics range from crime causation and the extent of crime, to victimization, social and psychological theories, the role criminology plays in criminal justice policy, and various types of criminal offenses.

6 Quarter Credit Hours

Prerequisite: CJ 102

CJ 325: PSYCHOLOGY FOR LAW ENFORCEMENT

The goal of this course is provide the student with practical knowledge and information pertaining to the field of psychology within law enforcement. It will cover fundamental issues regarding crisis/hostage negotiations and the various psychological services provided to police officers by the organizations they work for. This course will aim to counter any myths about using these services by illustrating the benefits they can provide officers and their families.

6 Quarter Credit Hours

Prerequisites: CJ 101 and SS 124

CJ 440: CRISIS INTERVENTION

The goal of this course is to provide the student with practical knowledge and information to effectively mediate in a crisis situation. This course will review empirically validated approaches to crisis intervention. It will describe the evolution of crisis intervention as a field, theoretical bases, and the role of law enforcement in crisis situations. In addition, assessment and diagnosis of psychological issues commonly found in crisis situations will be covered.

6 Quarter Credit Hours

Prerequisite: SS 440

CJ 443: SECURITY MANAGEMENT AND ADMINISTRATION

This course will guide students toward an understanding of the role of management within a security organization and explain techniques and offer practical methods that will help them achieve effective security department management. During the course students will examine the following issues and topics: basic management and organizational theory; individual roles of security management personnel; policy and procedure; current computer applications that can help all aspects of the security function; the importance of security statistics; and how to sell security to the organization. One of the course's major themes is the importance of security within

the organization and within the community.

6 Quarter Credit Hours

Prerequisite: CJ 180

CJ 491, 493, 495, AND 497: BACHELOR'S-LEVEL CRIMINAL JUSTICE EXTERNSHIP

These courses provide variable credits based on the completion of 90 to 180 hours of hands-on experience with an area employer. Onsite students only.

CJ 491: 3 Quarter Credit Hours

CJ 493: 4 Quarter Credit Hours

CJ 495: 5 Quarter Credit Hours

CJ 497: 6 Quarter Credit Hours

Prerequisites: Permission from Registrar's Office, Program Coordinator, and Externship Coordinator

CM 205: INTRODUCTION TO INTERCULTURAL COMMUNICATION

This course explores the impacts of cultural differences on the process of interpersonal communication in order to equip students with some of the knowledge and tools necessary to communicate in a multicultural and global community. Emphasis is given to how diverse backgrounds influence the act of communication, how cultural perceptions and experiences determine how people send and receive messages, and the communication skills that can enhance intercultural communication. Topics include verbal and nonverbal communication within and between various cultures, perceptual influences, beliefs and world views, communication barriers, and adapting to an unfamiliar culture

3 Quarter Credit Hours

*Prerequisite: CM 102 or the appropriate discipline-specific College Composition I course**

ED 532: CURRICULUM DESIGN

This course examines current theories of curriculum design in K–12 education, with an emphasis on both the application and evaluation of best practices in the context of local and national standards-based education.

5 Quarter Credit Hours

Prerequisite: None

ED 534: TEACHING ESL IN THE CONTENT AREAS

This course focuses on developing an understanding of the needs of English language learners in the content classroom. In addition to providing a profile of the English language learner and the developmental stages of second language acquisition, the course examines oral language development and emergent literacy with the goal of establishing a knowledge base relevant to the key focus of this course: reading, writing, and assessment in the content areas.

4 Quarter Credit Hours

Prerequisite: None

ED 552: EDUCATIONAL LEADERSHIP

This course examines educational leadership strategies and skills, including best practices for collaborative decision making, improving students' educational performance, and constructing systems for institutional change. Additionally, the course explores techniques of observation and self-appraisal that contribute to professional development and career growth.

5 Quarter Credit Hours

Prerequisite: None

ED 562: STUDENT ASSESSMENT

This course examines various assessment tools and their relationship to student achievement. Multiple measures for use in assessing student growth, including data gathering to document class practice and building greater teacher self-awareness, will be explored as strategies for effecting change in student learning.

5 Quarter Credit Hours

Prerequisite: None

ED 573: USING TECHNOLOGY: FUNDAMENTALS OF INTEGRATION

This course provides an in-depth introduction to how technology can be integrated into classroom instruction. The course presents theories of technology integration in context, including: planning

and implementation, learning theories, and integration models. Course topics are aligned with the National Educational Technology Standards for Teachers (ISTE NETS*T), specifically Standard 1: Technology Operations and Concepts, and Standard 2: Planning and Designing Learning Environments and Experiences. As part of their work in this course, degree candidates will create personal blogs and maintain them throughout other Teaching With Technology emphasis area courses.

4 Quarter Credit Hours

Prerequisites: This course should be taken in alignment with the program sequence defined in the Kaplan University Catalog.

ED 583: USING TECHNOLOGY: PRACTICAL APPLICATIONS

This course explores the integration of technology into teaching by examining a variety of the most effective software applications available to educators. The course includes the following major topic areas: (1) teaching with instructional software; (2) teaching with software tools, including the three basic applications—word processors, spreadsheets, and database programs; and (3) teaching with multimedia and hypermedia tools. Course topics are aligned with ISTE/NETS*T National Educational Technology Standards for Teachers, specifically Standard 3: Teaching, Learning, and the Curriculum, and Standard 5: Productivity and Professional Practice.

4 Quarter Credit Hours

Prerequisites: This course should be taken in alignment with the program sequence defined in the Kaplan University Catalog, and should be preceded by ED 573: Using Technology: Fundamentals of Integration.

ED 593: USING TECHNOLOGY: APPLICATIONS IN THE CONTENT AREAS

This course provides candidates an opportunity to explore new pedagogical applications of Web-based and other technological

resources and tools across the content areas. The course also reviews strategies for how technology can help teachers with English language learners and students with special needs. Candidates will also have the unique opportunity to discover ways to integrate art and music technology into their classrooms. Course topics are aligned with ISTE/NETS*T National Educational Technology Standards, specifically Standard 4: Assessment and Evaluation, and Standard 6: Social, Ethical, Legal, and Human Issues.

4 Quarter Credit Hours

Prerequisites: This course should be taken in alignment with the program sequence defined in the Kaplan University Catalog. Ideally, the course will be taken as a third course in sequence with ED 573 and ED 583.

IT 102: INTRODUCTION TO INFORMATION TECHNOLOGY II

This course continues the exploration of the technology and design field begun in IT 101. This course is designed for students preparing for careers within the IT field and approaches its topics from the perspective of the skill set and knowledge base needed by IT professionals. Course topics include hardware, file management and protection, network technologies and operations, use of Web and multimedia techniques, databases, and programming concepts.

5 Quarter Credit Hours

Prerequisite: IT 101

IT 285: WIRELESS CASES

Wireless local area networks (WLANs) fit well into today's business world, giving mobile workers the freedom they need to access network resources. Students in this second wireless course 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 284

**IT 292, 294, 296,
AND 298: ASSOCIATE'S-
LEVEL INFORMATION
TECHNOLOGY
EXTERNSHIP**

These courses provide variable credits based on the completion of 90 to 180 hours of hands-on experience with an area employer.

IT 292: 3 Quarter Credit Hours

IT 294: 4 Quarter Credit Hours

IT 296: 5 Quarter Credit Hours

IT 298: 6 Quarter Credit Hours

Prerequisites: Permission from Registrar's Office, Program Coordinator, and Externship Coordinator

**IT 490: ANIMATION
BEHAVIORS**

This course incorporates the fundamentals of animation scripting for designers. Students will apply scripting to add interactivity to their websites.

Topics will include programming and reusing animation code scripts, handling object collisions, and debugging and troubleshooting motion scripts. Students will work step by step through various scripts to create animation control for real-world website designs.

6 Quarter Credit Hours

Prerequisite: IT 492

**IT 491, 493, 495,
AND 497: BACHELOR'S-
LEVEL INFORMATION
TECHNOLOGY
EXTERNSHIP**

These courses provide variable credits based on the completion of 90 to 180 hours of hands-on experience with an area employer.

IT 491: 3 Quarter Credit Hours

IT 493: 4 Quarter Credit Hours

IT 495: 5 Quarter Credit Hours

IT 497: 6 Quarter Credit Hours

Prerequisites: Permission from Registrar's Office, Program Coordinator, and Externship Coordinator

MT 216: FINANCE I

Finance I is the first of a two-part introductory approach to the finance area, which studies the basic concepts and techniques of corporate finance practices. This

course, together with Finance II, provides students with the tools necessary for analyzing financial statements, time value of money, stocks and bonds valuations, short-term financial management, and long-term financial planning techniques.

2 Quarter Credit Hours

Prerequisites: AC 114 and MM 207

**MT 293–296: ASSOCIATE'S-
LEVEL MANAGEMENT
EXTERNSHIP**

These courses provide variable credits based on the completion of 90 to 180 hours of hands-on experience with an area employer.

MT 293: 3 Quarter Credit Hours

MT 294: 4 Quarter Credit Hours

MT 295: 5 Quarter Credit Hours

MT 296: 6 Quarter Credit Hours

Prerequisites: Permission from Registrar's Office, Program Coordinator, and Externship Coordinator

**MT 475: OUTCOMES
ASSESSMENT AND
QUALITY MANAGEMENT**

Health care institutions are expected to assess their performance and assure the quality of outcomes. In this course, the student will learn how and when to apply Continuous Quality Improvement (CQI) processes. CQI and quality management employ systematic processes designed to provide the necessary tools to deliver quality care and services and assess the outcomes. Course components include the processes used to develop effective quality management programs and assess current practices; statistical measurements; outcomes data evaluation and interpretation; and the use of quality improvement tools.

6 Quarter Credit Hours

Prerequisite: MT 320

**MT 493–496: BACHELOR'S
LEVEL MANAGEMENT
EXTERNSHIP**

These courses provide variable credits based on the completion of 90 to 180 hours of hands-on experience with an area employer.

MT 493: 3 Quarter Credit Hours

MT 494: 4 Quarter Credit Hours

MT 495: 5 Quarter Credit Hours

MT 496: 6 Quarter Credit Hours

Prerequisites: Permission from Registrar's Office, Program Coordinator, and Externship Coordinator

**NU 310: NURSING
RESEARCH**

This course introduces the student to the research process. The course investigates the scientific method as it applies to the nurse's role. The leadership role of the

professional nurse in research is explored. Ethical considerations involved in research procedures are discussed. Critical thinking skills are developed as the student

gains understanding of the basic processes of research. Students develop skills to access and

evaluate electronic sources of research data through projects.

Application of nursing research to current practice is initiated. Topics include examination of the methodology of each step of the research process, quantitative and qualitative research designs, and critical appraisal techniques in

examining research. Students learn to search for research data and

complete a literature review through class projects. Students will analyze the role of research

as it applies to their personal professional development.

6 Quarter Credit Hours

Prerequisite: NU 304

PA 210: LEGAL RESEARCH I

One of the basic tasks performed by the paralegal is legal research—finding the law. Accurate, concise, and up-to-date information can be the difference between winning and losing a lawsuit. Students who complete this course learn about the sources of law, the legal research process, and resources available to the paralegal.

3 Quarter Credit Hours

Prerequisite: PA 110

**PA 211: LEGAL
RESEARCH II**

One of the basic tasks performed by the paralegal is legal research—finding the law. Accurate, concise, and up-to-date information can be the difference between winning and losing a lawsuit. Students who complete this course will be able to conduct legal research effectively and compose well-written legal

arguments.

2 Quarter Credit Hours

Prerequisites: PA 101 and PA 210

**PA 293–296: ASSOCIATE'S-
LEVEL PARALEGAL
EXTERNSHIP**

These courses provide variable credits based on the completion of 90 to 180 hours of hands-on experience with an area employer.

PA 293: 3 Quarter Credit Hours

PA 294: 4 Quarter Credit Hours

PA 295: 5 Quarter Credit Hours

PA 296: 6 Quarter Credit Hours

Prerequisites: Permission from Registrar's Office, Program Coordinator, and Externship Coordinator

PA 311: TORT LAW I

Paralegals must be familiar with tort law. This course includes an overview of a tort case; negligence; defamation; malpractice; strict liability; product liability; intentional torts; misrepresentation; miscellaneous torts; vicarious liability; joint liability; overview of insurance; automobile insurance; and bad faith.

3 Quarter Credit Hours

Prerequisites: PA 101, PA 110, and PA 112

**PA 493–496: BACHELOR'S-
LEVEL PARALEGAL
EXTERNSHIP**

These courses provide variable credits based on the completion of 90 to 180 hours of hands-on experience with an area employer.

PA 493: 3 Quarter Credit Hours

PA 494: 4 Quarter Credit Hours

PA 495: 5 Quarter Credit Hours

PA 496: 6 Quarter Credit Hours

Prerequisites: Permission from Registrar's Office, Program Coordinator, and Externship Coordinator

**SS 220: AMERICAN FILM
AND SOCIETY–1970'S
TO PRESENT**

This course is a continuation of SS 120: American Film and Society–1930s Through 1960s; however, it may be taken as a standalone course. The course is designed to expand students' knowledge of the reciprocal relationship of film with American society from the 1970s forward. Focusing on films selected from the 1970s to recent times, the

course examines how the industry both reflects and perpetuates aspects of culture by examining the historical, social, economic, and political factors that influenced the industry during that timeframe.

3 Quarter Credit Hours

Prerequisite: None

SS 440: ABNORMAL PSYCHOLOGY

This course presents an integrative and multidimensional perspective to the fascinating field of abnormal psychology. Students will acquire basic knowledge of various psychological disorders, including depression, anxiety, and psychotic and mood disorders. Students will be introduced to how abnormal behavior is defined, assessed, and diagnosed using the current classification system, as well as the limitations of assessment. The course will provide an overview of the various models used to understand psychological disorders and the therapeutic approaches used to treat them. Additionally, students will be given an overview of the legal, economic, and socio-cultural influences on abnormal behavior and the mental health system in order to gain a greater understanding of how mental illness affects all in our society.

6 Quarter Credit Hours

Prerequisite: CM 220

Recommended: SS 124

TT 293–296: ASSOCIATE'S-LEVEL TRAVEL EXTERNSHIP

These courses provide variable credits based on the completion of 90 to 180 hours of hands-on experience with an area employer.

TT 293: 3 Quarter Credit Hours

TT 294: 4 Quarter Credit Hours

TT 295: 5 Quarter Credit Hours

TT 296: 6 Quarter Credit Hours

Prerequisites: Permission from Registrar's Office, Program Coordinator, and Externship Coordinator

CJ 394: INDEPENDENT STUDY IN CRIME SCENE INVESTIGATION

This course is designed to afford students, who either do not elect to complete CJ 390: Fieldwork in Criminal Justice or cannot find an appropriate agency, the opportunity to identify a specific crime scene investigation topic of interest and relevance. Under the direct supervision of a faculty member, students conduct a systematic literature review of the identified topic and demonstrate mastery of this topic through a variety of andragogical techniques. This course is restricted to students enrolled in the Crime Scene Technician Certificate.

3 Quarter Credit Hours

Prerequisite: Permission of internship coordinator or chair

CJ 481–486: INDEPENDENT STUDY IN CRIMINAL JUSTICE

This course is designed to afford students, who either do not elect to complete the student internship or cannot find an existing criminal justice elective course to suit their academic needs, with the opportunity to identify a specific criminal justice topic of interest and relevance. Under the direct supervision of a faculty member, students will conduct an exhaustive literature review of the identified topic and demonstrate mastery of this topic through a variety of andragogical techniques.

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.

HR 400: PERSONNEL ADMINISTRATION

In this course, students explore the role of personnel administration in the area of human resource management by examining the areas of employee recruiting, retention, and development. Topics focus on how an organization can implement effective recruiting and development policies. These

factors will include the topics of compensation and benefits packages, recruitment sources and techniques, electronic recruitment, competency-based recruiting and interviewing, why employees leave, rewards, recognition and opportunities, and balancing work with personal life.

6 Quarter Credit Hours

Prerequisites: none

IT 118: INTRODUCTION TO WEB DESIGN I

This course is part one of a two part series that explores Web design. This course instructs students in the basics of building a Web page. Coursework will include learning HTML and creating a Web page with images and formatting. The student will demonstrate work by producing and linking several Web pages that include lists, links, and form fields.

2 Quarter Credit Hours

Prerequisite: IT 102

IT 119: INTRODUCTION TO WEB DESIGN II

This course is part two of a two part series that explores Web design. This course instructs students in the second phase of the basics of building a Web page. Coursework will include learning HTML and applying these skills to develop an attractive user-friendly page. The student will demonstrate work by producing and linking several Web pages that may include tables, frames, graphic images, and different formatting styles.

3 Quarter Credit Hours

Prerequisites: IT102 and IT118

IT 258: INTRODUCTION TO JAVA PROGRAMMING

This course is an introduction to object-oriented programming in Java, where students learn analysis and design techniques of software engineering. Projects and assignments cover numerous aspects of program development. Students successfully completing the course will have the necessary background to analyze, design, and implement basic software solutions in Java.

5 Quarter Credit Hours

Prerequisite: IT182

IT 259: JAVA PROGRAMMING II

This course offers students more advanced programming concepts and techniques in Java. Topics include GUI concepts, event-driven programming, serialization, multithreading, relational database programming, JavaBeans, network programming, J2EE, XML, security, and Web applications. Upon completion, students will be able to create interactive applications in Java and to employ its cross-platform capabilities. Students should be able to expand upon their basic Java familiarity to a more advanced level by developing more complex software applications.

5 Quarter Credit Hours

Prerequisites: IT 258

IT 278: NETWORK ADMINISTRATION

This course covers the major concepts and utilities involved in using current network operating systems, including administrator duties, server organization, rights, user addition, security, shared printing, login scripts, accounting, menus, and the most common network commands and files. It considers the three most widely used network platforms: Microsoft Windows, Novell NetWare, and Linux.

5 Quarter Credit Hours

Prerequisites: IT 101 or IT 113

IT 354: DATABASE DESIGN

This course covers the advanced concepts of database design and database security. Students expand their database skills by designing and creating databases using SQL. Emphasis is placed on the skills needed to develop and secure databases to meet business needs.

6 Quarter Credit Hours

Prerequisites: IT 350

IT 386: WIDE AREA NETWORKING

This course introduces the field of telecommunications and wide area network technology by examining various technologies and how applications of those technologies work together to form functioning systems and networks. The use of these technologies to

The following course descriptions are effective April 13, 2005:

meet business requirements is emphasized.

6 Quarter Credit Hours

Prerequisite: IT 380

MM 201A: COLLEGE ALGEBRA

College Algebra (A) covers topics of algebra, including linear functions, equations and inequalities, systems of equations in two variables, and graphing.

2.5 Quarter Credits

Prerequisite: Testing into College Algebra or MM 101

MM 201B: COLLEGE ALGEBRA

College Algebra (B) covers topics of algebra, including polynomial functions, rational and radical equations and inequalities, exponential and logarithmic functions, ratios, proportions, and variation.

2.5 Quarter Credits

Prerequisite: MM 201A

MM 207A: STATISTICS

This course examines the principles of descriptive and inferential statistics. Topics include measures of central tendency and sampling techniques. The application of these principles to simple hypothesis testing methods and to confidence intervals is also covered.

2.5 Quarter Credits

Prerequisite: Testing into Statistics or MM 101

MM 207B: STATISTICS

Topics include probability concepts, measures of central tendency, normal distributions, and sampling techniques. The application of these principles to simple hypothesis testing methods and to confidence intervals is also covered.

2.5 Quarter Credits

Prerequisite: MM 207A

MM 305A: QUANTITATIVE METHODS

This course is an introduction to the theory and application of statistics. Through a combination of readings, terminology, practical application exercises, and discussions, students will be provided with the introductory knowledge

and the skills required to perform various statistical analyses.

3 Quarter Credits

Prerequisites: IT 133 and MM 201

MM 305B: QUANTITATIVE METHODS

This course continues the application of statistics and includes decision making and business-related activities such as marketing, academic research, and quality control. Through a combination of readings, terminology, practical application exercises, discussions, and the use of a statistical software package, students will be provided with the knowledge and skills required to offer solutions to business-related problems and issues.

3 Quarter Credits

Prerequisite: MM 305A

MM 309A: DISCRETE MATHEMATICS

In this course, students learn about elementary logic, sets, Boolean algebra, number systems, counting methods, and algorithms. These processes are especially relevant to students in information technology, and the application of these principles in the context of information technology will be discussed.

3 Quarter Credits

Prerequisite: MM 201

MM 309B: DISCRETE MATHEMATICS

In this course, students learn mathematical processes that are sequential in nature. Topics covered include relations and functions, recursion, mathematical induction, an introduction to graph theory, combinatorial circuits, and algebraic structure. These processes are especially relevant to students in information technology, and the application of these principles in the context of information technology will be discussed.

3 Quarter Credits

Prerequisite: MM 309A

PA 101: PARALEGALISM TODAY

This introduction to paralegal studies welcomes the student to the world of the law office, as

well as the United States legal system as a whole. In addition to providing context for paralegal studies by surveying the history and structure of the U.S. legal system, the course covers legal analysis, legal research and briefing, the litigation process, formal legal citation, the use of the IRAC (Issue, Rule, Application, Conclusion) method of analysis, and ethical rules and licensing requirements related to paralegal work. The course develops critical thinking and professional writing skills through individual and team assignments, including case readings and analysis, document preparation, and a variety of professional writing assignments.

5 Quarter Credit Hours

Prerequisite: None

PA 110: CIVIL LITIGATION I

This course introduces students to civil litigation, the civil law process, rights, and defense procedures. Topics include informal fact gathering and investigation, case management and strategy, jurisdiction, the structure of the court systems in the United States, parties, pleadings, and motions.

5 Quarter Credit Hours

Prerequisite or corequisite: PA 101

PA 112: CIVIL LITIGATION II

In this course, students will continue to learn about the civil litigation process, with emphasis on preparing for trial, trial procedures, and post-trial procedures. Topics include provisional remedies; an introduction to evidentiary considerations, discovery, settlement, preparing for trial, trial procedures, appeals, and enforcement of judgments; and a brief introduction to alternative dispute resolution options.

5 Quarter Credit Hours

Prerequisite: PA 110

PA 130: CONTRACTS

The basics of contract preparation and proper legal requirements are outlined in this course. Topics include elements of a contract, types of contracts, promise, breach, duty to perform, remedies to

breach, damages, small claims procedures, Uniform Commercial Code (U.C.C.), Statute of Frauds, and governmental regulations.

5 Quarter Credit Hours

Prerequisite or corequisite: PA 101

PA 250: FAMILY LAW

This course presents major issues in family law such as the nature of marriage, common-law marriage, ante nuptial contracts, annulments, separation, divorce, child custody, child support, alimony, tort action, adoption, property distribution, and current trends.

5 Quarter Credit Hours

Prerequisite: PA 101

PA 300: REAL ESTATE LAW

In this course, students will become familiar with procedures and documentation of real estate transactions. The course will address a wide range of issues and functions within the field of real estate law, including ethics, types of ownership, use, possession, mortgages, financing, taxation, closings, and litigation.

6 Quarter Credit Hours

Prerequisite: PA 130

PA 308: LAW AND SOCIETY

The student completing this course will learn about the law as a generic entity with pervasive influence in all aspects of social interaction, formation, and change. Theories of design, enforcement, and remediation under the American system, and interacting with different global systems will provide the student the opportunity to gain appreciation of the value, reach, and utility of a well-defined legal system.

6 Quarter Credit Hours

Prerequisite: PA110, PA 112, PA 201

PA 360: CONSTITUTIONAL LAW THEORY

The course materials present theoretical rationales and philosophies that explain the formation of systems of laws and their evolution from primitive to present systems. The student will learn about the theory behind the rights ensured under the American legal system, as well as the enforce

ment model for violation of those rights.

6 Quarter Credit Hours

Prerequisite: PA110, PA 112, PA 201, PA 253

PA 372: CONSTITUTIONAL RIGHTS

Appreciation of our form of government and individual rights and protections is best understood in context. This course looks at each aspect of the document on which our government was built, and proceeds from there through an analysis of each of the branches established in the Constitution. The student will also explore how individuals, society, and government interact, including the scope and limitations of each.

6 Quarter Credit Hours

Prerequisite: PA110, PA201, PA 253

PA 401: ADVANCED LEGAL WRITING

The course will focus on researching legal issues and drafting various documents using the results of student research. Emphasis will be placed on the drafting of documents commonly used in practice, rather than strictly legal theory. The course is intended to prepare students for the demands of a legal practice environment.

6 Quarter Credit Hours

Prerequisite: PA 201

PA 490: LEGAL PHILOSOPHY

This course provides the student with an opportunity to look at a number of historically significant philosophical and legal thinkers and theories. The student will analyze and compare them to the American theoretical and philosophical system. Critical thinking skills and communication competence are built through the individual and collaborative discussion and analysis process. Upon completion of the final project, the student will be able to identify the most historically significant legal philosophers and assess American legal philosophy in historical context. Further, philosophical thinking that contributed directly to the design

of our system will be understood in current legal context.

6 Quarter Credit Hours

Prerequisite: PA 110, PA 201, PA 253, PA 362

SA 400: BUSINESS PROCESS ANALYSIS

In this course, students will integrate their accumulated knowledge of the multiple facets of business processes and operations in order to identify industry risks. Knowledge gained from studies in accounting, finance, marketing, operations management, and law allows the student to identify the multitude of threats - both internal and external - that can undermine the ongoing viability of a business entity. This course involves the student in contemporary business case studies and written analysis that are used to accentuate the key risks faced by businesses in major industry sectors.

6 Quarter Credit Hours

Prerequisite: MT 211, MT 217, MT 219, MT 425, MT 435, IT 273

SA 410: RISK ANALYSIS AND STRATEGY

This course guides students through risk assessment and analytical tools used to identify threats, access means to counter or avoid threats, and create countermeasures for future contingencies. The course allows the student to learn how to determine an organization's vulnerabilities and assess ways and means to avoid threats which might compromise its mission. The student will also study copyrights, licensing, piracy, and prosecution parameters open to organizations for the protection of their proprietary assets.

6 Quarter Credit Hours

Prerequisite: SA 400

SA 411: RISK MANAGEMENT

In this course, the student will learn risk avoidance planning and disaster recovery planning. These plans include budget development, which consists of micro- and macro-level assessments, and cost benefit analysis as applied to risk management and resource allocations. The course provides a basis of knowledge that the student

can apply to the strategic and operational planning needs of an organization and develops resource management skills. The student will learn the various legal means to protect corporate assets and plan countermeasures to manage future natural disasters, terror threats, fraud, and international crises influencing business assurance.

6 Quarter Credit Hours

Prerequisite: SA 410

SA 421: ETHICS AND COMPLIANCE - SARBANE/OXLEY AND SEC REGULATIONS

In this course, the student will learn about the Sarbane-Oxley Act, how it relates to SEC regulations, and the management controls necessary to ensure ongoing compliance. The integration of ethics as the foundation for long term as well as day-to-day operations of an entity is emphasized.

6 Quarter Credit Hours

Prerequisite: MT 211, SA 400

SA 422: ETHICS AND COMPLIANCE - HIPAA AND HEALTH INDUSTRY REGULATIONS

For the student interested in the allied health industry, this course covers national standards for the protection of individual's health information as applied to health plans, health care clearinghouses, and health care providers. The student will also learn of other health industry regulations that protect patients and providers. The integration of ethics as the foundation for long term as well as day-to-day operations of an entity is emphasized.

6 Quarter Credit Hours

Prerequisite: MT 211, SA 400

SA 423: ETHICS AND COMPLIANCE - FEDERAL ACTS AND REGULATIONS

This course will cover all federal acts and resulting regulations that impact the various facets of an entity's operations and processes. Knowledge gained from this course will allow the student to make credible business decisions based on regulatory standards, such as the Privacy Act and the Federal Records Act. The integration of

ethics as the foundation for long term as well as day-to-day operations of an entity is emphasized.

6 Quarter Credit Hours

Prerequisites: MT 211, SA 400

SC 202: FOUNDATIONS OF SCIENCE

This course introduces and explores topics in the physical and natural sciences by connecting the concepts of science to applications found in students' professional fields of practice and everyday lives. Included are selected topics in physics, chemistry, biology, and other related fields.

5 Quarter Credit Hours

Prerequisites: 200-level mathematics class or above

The following course descriptions are effective December 15, 2004:

AC 152: COMPUTERIZED ACCOUNTING

This course familiarizes students with an accounting software package and its use in providing important accounting information. Students learn how to build, maintain, and operate a computerized accounting system.

5 Quarter Credit Hours

Prerequisite: AC 114

CM 110: NONVERBAL COMMUNICATIONS

True communication and understanding of human behavior combine both verbal and nonverbal communications. This course will acquaint students with the basic channels and interpretations of nonverbal communications including facial expressions, tones of voice, gestures, posture and expressive movement, eye contact, proximity, and humor. Students will examine how to effectively send and receive nonverbal signals, how nonverbal communication affects cross-cultural communication, and how nonverbal communication can occur via electronic communication.

2 Quarter Credit hours

Prerequisite: None

Partially fulfills communications, social science, or diversity and culture core requirement

CM 410: ORGANIZATIONAL COMMUNICATION

This course focuses on the study and implementation of effective organizational communication. Different theories will be identified, discussed, and critiqued. Students will study the major components of organizational communication including leadership, conflict, and ethics. Additionally, students will read and critique case studies showing organizational communication in practical applications.

6 Quarter Credit Hours

Prerequisite: CM 220

Fulfills communications core requirement

EP 101: INTRODUCTION TO CLASSROOM MANAGEMENT

This course will provide students with an overview of the paraprofessional's role in effective classroom management. Topics include an introduction to classroom culture, the importance of communication and positive interpersonal relationships in the classroom, motivation and learning methods, and working with educational specialists to manage challenging student behavior. Emphasis is placed on managing individuals and small groups and enhancing the learning environment.

5 Quarter Credit Hours

Prerequisite: SS 114 or concurrent enrollment in SS 114

EP 210: MATH METHODS

This course is designed to prepare students to proficiently assist pupils with mathematics in grades K–12. Students will be provided with opportunities to explore mathematical ideas using a problem-solving approach and a variety of manipulative materials. Emphasis is on problem solving, reasoning, and the ability to communicate mathematical thinking orally and in writing.

5 Quarter Credit Hours

Prerequisite: EP 101

EP 220: READING METHODS

This course is designed to familiarize students with key reading skills and strategies used when working with students. Emphasis will be on key reading elements including phonics, phonemic awareness, fluency, comprehension, and vocabulary.

5 Quarter Credit Hours

Prerequisite: EP 101

EP 230: HEALTH AND SAFETY

The course is designed to increase the student's knowledge of personal safety and accident prevention procedures to ensure the safety, health, and general well-being of children. Roles of the teacher and paraprofessional in preventing accidents; providing and maintaining a safe, healthy environment; childhood diseases; nutrition; curriculum; and parent communication are reviewed. CPR is not a component of this course.

5 Quarter Credit Hours

Prerequisite: EP 101

EP 240: TECHNOLOGY AND CURRICULUM

This course focuses on the use of technology to increase the effectiveness, efficiency, and appeal of instruction to diverse learners. Topics focus on a variety of media communication tools, including audiovisual aids and computer technology, to enrich learning opportunities. Students will learn the basics of operating equipment for instructional purposes in the classroom.

5 Quarter Credit Hours

Prerequisite: EP 101

HR 410: EMPLOYEE TRAINING AND DEVELOPMENT

This course focuses on the issues related to employee training and employee development. Topics focus on how an organization's mission and goals provide guidance for employee training and development and how to assess an organization's job needs in terms of the knowledge, skills, and attitudes needed by employees to complete the organization's mission and achieve its goals.

6 Quarter Credit Hours

Prerequisite: None

HR 435: EMPLOYEE COMPENSATION AND BENEFITS

This course focuses on the issues related to employee compensation and benefits. Topics focus on how an organization's compensation program sends a strong message to its employees, how to develop compensation philosophies that are appropriate for the organization's business objectives and corporate culture, and how to develop a flexible and comprehensive benefits program to remain competitive for attracting and retaining the top employees.

6 Quarter Credit Hours

Prerequisites: HR 400 and HR 410

HR 480: EMPLOYMENT LAW AND LABOR RELATIONS

This course focuses on the issues related to federal statutes and state-regulated areas that impact the personnel function. Among topics addressed are employment relationships and procedures, employment discrimination, and employment regulations. Some specific issues covered in the course are EEO and affirmative action, OSHA, employee privacy issues (polygraph testing, drug and alcohol testing, employer searching and monitoring), and wrongful discharge.

6 Quarter Credit Hours

Prerequisites: MT 211, HR 400, and HR 410

HR 485: STRATEGY AND CHANGE MANAGEMENT

This course focuses on the issues related to strategy and change management within organizations. This course addresses the challenges management in organizations face when implementing strategies, particularly by examining the organizational elements that must be drawn into line to support a strategy, as well as the immense difficulties of changing an organization. The primary focus of the course will be organizational alignment and managing the change process.

6 Quarter Credit Hours

Prerequisites: HR 400 and HR 410

HU 280: BIOETHICS

In this course, students develop and apply sound ethical reasoning and judgment to important issues in health care. Topics studied include access to health care, medical privacy, end-of-life care, genetic screening, and emerging genetic technologies. Emphasis is on practical applications of ethical principles and analytic methods.

5 Quarter Credit Hours

Prerequisite: CM 102

IT 101: INTRODUCTION TO INFORMATION TECHNOLOGY

This course introduces students to elementary concepts of computer hardware and terminology, as well as the basic use of Web browsers, email, word processing, spreadsheets, and database software applications.

5 Quarter Credit Hours

Prerequisite: None

IT 102: INTRODUCTION TO INFORMATION TECHNOLOGY II

Introduction to Information Technology II continues the exploration of the technology and design field begun in IT 101. This course is designed for students preparing for careers within the IT field and approaches its topics from the perspective of the skill set and knowledge base needed by IT professionals. Course topics include file management and protection, network technologies and operations, use of Web page and website technologies, working with digital media, concepts of information system analysis and design, databases, and programming concepts and languages.

5 Quarter Credit Hours

Prerequisite: IT 101

IT 182: INTRODUCTION TO PROGRAMMING

This course introduces the fundamentals of programming. Basic concepts and syntax used to write programs including variables, input, output, looping, and program flow are introduced. The course also introduces structured programming design and development techniques and

presents an overview of object-oriented programming languages such as Visual Basic, C/C++, and Java.

5 Quarter Credit Hours

Prerequisites: IT 102

IT 261: DESKTOP ADMINISTRATION

This course prepares networking students to install, configure, and administer a desktop operating system. Students learn to automate operating system installation, set up and manage user accounts, and configure local file systems. They learn to configure and troubleshoot both local and network printers, manage and troubleshoot access to shared folders, and recover from system failures.

5 Quarter Credit Hours

Prerequisites: IT 102

IT 283: NETWORKING CASES

This course provides a thorough examination of the protocols and services in the TCP/IP protocol suite. Students gain an understanding of how network traffic is encapsulated and transported by TCP/IP on local area networks and on wide area networks including the Internet. Students learn about message addressing and forwarding, and how network errors are resolved.

5 Quarter Credit Hours

Prerequisites: IT 273

IT 284: INTRODUCTION TO WIRELESS TECHNOLOGIES

This course provides students with a broad overview of wireless communications including in-depth coverage of protocols, transmission methods, and IEEE standards. It covers the new developments in wireless devices and the many real-world business applications available. Students learn wireless terminology, basic radio wave foundations, and the way to choose a workable wireless solution.

5 Quarter Credit Hours

Prerequisites: IT 273

IT 285: WIRELESS NETWORKING CASES

This course provides students with a more detailed discussion of wireless communications

including in-depth coverage of protocols, transmission methods, and IEEE standards. It covers case studies of wireless networking in the workplace. Students increase their understanding of wireless terminology, basic radio wave foundations, and the way to choose a workable wireless solution.

5 Quarter Credit Hours

Prerequisites: IT 284

IT 317: PUBLISHING TECHNOLOGIES

This course presents an overview of electronic text publishing software and graphics tools. Students will design complex documents from start to finish, including photos, illustrations, and incorporated design principles. Topics will also include text, color, and image manipulation.

6 Quarter Credit Hours

Prerequisite: IT 210

IT 340: ADVANCED WEB DESIGN

This course introduces the process of managing the complexities of developing rich Internet applications. Topics include Web navigation, animation, and planning and organizing websites to meet performance objectives when measuring for proficiency and competency. Students choose an array of software tools to build websites that incorporate interactive components to design animation as well as interactive websites. The course will teach audio integration and logical frameworks for designing and implementing better design.

6 Quarter Credit Hours

Prerequisite: IT 210

IT 386: WIDE AREA NETWORKING

This is an upper-level networking course focused on the way data is transmitted around the globe. Students learn how wide area network (WAN) technologies enable long-distance transmission of data, voice, and video. During this course, students will focus on topics such as WAN protocols, transmission methods, digital

network services, and current carrier service trends.

6 Quarter Credit Hours

Prerequisite: IT 283

IT 452: ADVANCED QUERY DESIGN AND REPORTING

This course covers the advanced concepts of database query design and the use of reporting tools. Students will expand their database skills by designing and creating queries using SQL. Emphasis will be placed on the skills needed to develop reports and queries to meet business needs.

6 Quarter Credit Hours

Prerequisite: IT 354

IT 462: BRANDING AND MARKETING

This course illustrates the importance of developing a brand identity and elements that make up successful branding. Knowing what branding is and how it can affect the recognition and success of your product can be critical. Students will trace the history of a number of brands that have found success and evoked emotions. Methods to distinguish products and perceptual mapping will be discussed. Research on brand image appeal, positioning, and attitude will be performed. Technical online branding, e-commerce, and Internet direct marketing will be addressed. Students will review packaging, pricing, style of advertising, and the nature of the product.

6 Quarter Credit Hours

Prerequisite: IT 210

IT 464: OBJECT-ORIENTED PROGRAMMING

This course focuses on object-oriented programming (OOP). A wide range of OOP concepts and principles and their use in programming are discussed. Object-oriented, event-driven, and interactive programming techniques are presented. Emphasis is placed on design process and structure.

6 Quarter Credit Hours

Prerequisite: IT 254

IT 499: BACHELOR'S CAPSTONE IN INFORMATION TECHNOLOGY

The Bachelor's Capstone in Information Technology is designed to build on the concepts of all information technology courses students have taken as a part of their degree plans. The capstone project integrates problem-solving techniques and the development and implementation of viable, student-developed solutions to meet an identified technology or design need in a business or institutional environment.

4 Quarter Credit Hours

Prerequisite: Last quarter or permission of the Program Chair

MT 209: SMALL BUSINESS MANAGEMENT

This course presents the fundamentals of organizing and operating a small business in services, retailing, wholesaling, and manufacturing. The problems of labor, marketing, location, financing, management, accounting, entrepreneurship, and research are studied. This course stresses concepts and principles of business that are utilized in successful small business operation through a balance of business and management functions.

5 Quarter Credit Hours

Prerequisites: MT 101, MT 217, and MT 219

MT 429: POLITICAL ECONOMY

This course will examine, analyze, and evaluate the interrelationship between economics and politics on both a domestic and global level. This course will examine, analyze, and evaluate how this interrelationship between politics and economics shapes and defines not only the political dynamics but also the cultural values of societies, both domestically and globally.

6 Quarter Credit Hours

Prerequisite: MT 101

SC 115: PRINCIPLES OF NUTRITION

This is an introductory-level course in which students investigate the essential nutrients with regard to food sources, function, digestion, absorption,

and metabolism, and learn how to apply nutritional principles to food choices. Special attention is given to how individual nutritional requirements affect the current and future health of the individual. Students will learn how nutritional needs change from infancy through adulthood, including pregnancy and the senior stages of life.

5 Quarter Credit Hours

Prerequisite: None

Fulfills science core requirement

SS 114: CHILD DEVELOPMENT AND LEARNING

This course will survey normative and non-normative cognitive, social, and emotional development in children and adolescents. Students will use developmental theory to understand why problems occur and how they may be resolved in a particular age group. Using their understanding of how children and adolescents learn and develop, students will develop strategies to provide classroom assistance that supports the intellectual, social/emotional, and personal development of all learners.

5 Quarter Credit Hours

Prerequisite: None

Fulfills social science core requirement

SS 120: AMERICAN FILM AND SOCIETY—1930S THROUGH 1960S

Students examine the reciprocal relationship of film with American society from its boom in the 1930s through the 1960s. Students examine the historical, social, economic, and political factors that influenced the industry, as well as the industry's impact on society. Students will look at works selected from the early decades, examining language and images of masculinity, femininity, class, and race relations in film to gain an understanding of how film reflects and perpetuates the culture of the times.

2 Quarter Credit Hours

Prerequisite: None

Partially fulfills communications, social science, or diversity and culture core requirement

SS 144: SOCIOLOGY

In order to become effective members of society, students need to be able to recognize the social rules and patterns that will affect them, their communities, and their futures. To help students become more effective, this course explores culture and socialization, groups and social institutions, social inequality, and social change as well as examining the structure and dynamics of human society.

5 Quarter Credit Hours

Prerequisite: None

Fulfills social sciences core requirement

Discontinued Courses

The following courses are discontinued effective June 1, 2005:

IT 201: TYPOGRAPHY AND DESIGN

IT 210: COLOR AND IMAGING

IT 317: PUBLISHING TECHNOLOGIES

IT 340: ADVANCED WEB DESIGN

IT 462: BRANDING AND MARKETING

IT 463: THE ART OF SELF-PROMOTION

IT 465: BUSINESS OPPORTUNITIES

IT 467: ADVERTISING AND MARKETING STRATEGIES

IT 472: PUBLISHING PROCESSES AND TECHNIQUES

IT 474: BUILDING BRANDED CAMPAIGNS

IT 477: CORPORATE IDENTITY DESIGN

IT 483: WEB USABILITY DESIGN

IT 485: LEVERAGING SEARCH ENGINES FOR MARKETING

IT 487: WEBSITE SPEEDUP

The following courses are discontinued effective April 13, 2005:

IT 263: NETWORK ADMINISTRATION

IT 454: DATABASE DESIGN

The following courses are discontinued effective December 15, 2004:

CJ 494: SPECIAL TOPICS IN CRIMINAL JUSTICE

IT 486: WIDE AREA NETWORKING

Kaplan University Administrators

The following are Kaplan University administrators effective as of August 17, 2005:

THOMAS BEAUDRY — IT MANAGER (ONSITE)

A.A.S., Spartan School of Aeronautics

Prior to working for Kaplan University, Mr. Beaudry was employed with Bank One for three years as server support supervisor for all data centers in the downtown Chicago area.

KRISTINA BELANGER — DEAN OF CONTINUING EDUCATION

J.D., University of Miami School of Law

B.A., Marietta College

Ms. Belanger has practiced law and developed curriculum for paralegal studies, criminal justice, and legal nurse consulting. Over the last 11 years, she has held several academic, administrative, and marketing positions for online education institutions.

RONALD BLUMENTHAL — SENIOR VICE PRESIDENT, ADMINISTRATION

M.S.W., Washington University

B.A., University of Missouri

Mr. Blumenthal is a 29-year veteran of the Kaplan organization. His primary responsibility is for the regulatory and accreditation areas of Kaplan University's educational endeavors.

JANE L. BOLLMANN — DIRECTOR OF CAREER SERVICES (ONSITE)

B.S., Murray State University

Ms. Bollman has been with Kaplan University for 13 years. She was formerly the department coordinator for the business department at Colerain High School. She is very active in the business community in the Quad Cities.

CONNIE BONNE — DIRECTOR OF ACADEMIC SERVICES

Ms. Bonne has three years' experience with the admissions department at the Kaplan University campus, where she has worked with both online and onsite students. Previously, she taught elementary and middle school for 16 years.

CONNIE BOSSE — PROGRAM VICE PRESIDENT FOR ARTS AND SCIENCES

M.B.A. and B.S., Boston University

Prior to joining Kaplan University in 2000, Ms. Bosse was dean of undergraduate administration for Babson College. Her previous employment includes Boston University, where she was the assistant dean for graduate and undergraduate programs, and Interactive Data Corporation, where she was a marketing field consultant.

WILLEM BROOKE-DEBOCK — DIRECTOR, FIRST-TERM EXPERIENCE, AND DEPARTMENT CHAIR, PROFESSIONAL STUDIES

M.S. and B.A., Marlboro College

Mr. Brooke-deBock has been involved in higher education for 20 years in a variety of capacities. He has taught sociology at the undergraduate level, as well as worked in student affairs, institutional development, and grant writing. In the late 1990s his career shifted toward work in Internet technologies. He has managed teams that developed a learning platform for Massachusetts General Hospital, as well as interactive websites for various educational services companies. He has been with Kaplan University since 2000 in various roles, including academic advisor, director of curriculum development, and dean of students for the professional and continuing education programs.

JENNIFER CHRISTIANSEN — DIRECTOR OF ACADEMIC RESOURCE CENTER (ONSITE)

M.L.S., University of Illinois at Urbana-Champaign

B.A., University of Illinois at Chicago

Ms. Christiansen has over nine years' experience providing reference service in public and academic libraries. Previously, she was the Internet department supervisor for Stanislaus County Library in Modesto, California.

DAVID CLINEFELTER — VICE PRESIDENT OF ACADEMIC AFFAIRS AND PROVOST

Ph.D. and M.A., Ohio State University

B.A., Graceland University

Prior to joining Kaplan University, Dr. Clinefelter was the president of Graceland University, where he also served as chairman of the board of directors of SkillPath Seminars, a Graceland subsidiary. He has also worked in K-12 education as a teacher, high school principal, and superintendent of schools.

JEFF CONLON—SENIOR VICE PRESIDENT, ACADEMIC AFFAIRS/ ACTING PROGRAM VICE PRESIDENT FOR BUSINESS AND TECHNOLOGY AND DESIGN

M.B.A., Northwestern University

B.A., Brown University

Jeff Conlon has been with Kaplan since January 1993. He most recently served as Chief Executive Officer at Score! and previously managed test prep centers in Chicago, then served as regional director in South Florida and later Washington, D.C.

ROBERT COX — NETWORK ADMINISTRATOR

B.S.E.E., Northern Illinois University

A.A.S., Waubesa Community College

MCSE Certified

Mr. Cox has taught information technology and math courses at Kaplan University. He has also worked for John Deere's IT support division.

ED DEJAEGHER — CAMPUS PRESIDENT

E.D.M., Case Western Reserve University

E.M.B.A., University of Notre Dame

M.A., Marquette University

B.B.A., St. Ambrose University

Prior to joining Kaplan University, Dr. DeJaegher was the dean of graduate studies at the Indiana Institute of Technology. He has also taught courses in the Executive M.B.A. program and Executive Continuing Education Division at the University of Notre Dame and has served in various executive positions for several domestic multinational HVAC companies.

SCOTT ERVIN — DIRECTOR OF HIGH SCHOOL ADMISSIONS (ONSITE)

Graduate of the American Institute of Commerce

Mr. Ervin has worked both as a high school admissions representative and a high school presenter in the proprietary school business before joining Kaplan University as the Director of High School Admissions. Mr. Ervin has also coached middle school football for the past five years.

KAREN EVANS — DIRECTOR OF CURRICULUM DEVELOPMENT

Ph.D., University of Virginia

M.A., University of South Florida

B.A., University of California at Davis

Dr. Evans serves as Director of Curriculum Development for Kaplan University. Previously, she was a vice president of product development at LessonLab.

BRANDI FARNUM BUSINESS MANAGER (ONSITE)

B.S., Kaplan University

A.A.S., Black Hawk College

Ms. Farnum has been with Kaplan University for six years. She worked for the residential Admissions Department and also served as the Online Student Accounts Manager for Kaplan University.

B.J. FLAHERTY — STUDENT SERVICES (ONSITE) AND TRAVEL PROGRAM COORDINATOR

B.S., California Coast University

Ms. Flaherty has been involved in education since April 1985, when she was an instructor in the Travel and Tourism department. In addition to teaching, she was offered and accepted the opportunity to train for the Pacific Institute Goal Training World Wide. She has facilitated training for several colleges and companies for about eight years.

CLAIRE GALLICANO — DIRECTOR OF STUDENT MANAGEMENT AND COMPLIANCE COORDINATOR (ONLINE)

M.A., University of Phoenix

B.S., Kutztown University of Pennsylvania

Ms. Gallicano's previous posts include director of admissions at Moore College of Art, director of student services at the Pennsylvania Academy of Fine Arts, assistant director of the St. Joseph's University M.B.A. program, and director of student management at American InterContinental University.

RUBEN GARCIA, JR. — VICE PRESIDENT, FINANCIAL AID

M.S., Texas A&M University-Kingsville

B.A., Texas A&I University

Mr. Garcia began his career in education as a work study at Texas A&I University. He continued his career at Texas A&M-Kingsville as a financial aid counselor. He managed all technology processing within the office, as well as the customer service division. Upon completing his master's of science in counseling, he worked at Indiana University – Purdue University at Fort Wayne as an associate director of financial aid, where he successfully led the effort to automate the financial aid office. In 2000, Mr. Garcia became the director of financial aid at Vincennes University in Vincennes, Indiana. Prior to coming to Kaplan University, Mr. Garcia was vice president of student finance at two online education universities, where he managed both student accounts and financial aid.

JANET GEHRLS — REGISTRAR (ONSITE)

B.A., Augustana College

Diploma, American Institute of Commerce

Ms. Gehrls has been with the University for the past 12 years. Prior to her work with Kaplan University, she worked as a substitute teacher, a preschool teacher, and daycare provider. She also has experience as a sales associate and assistant manager.

LISA GEFEN SICILIAN — VICE PRESIDENT, LEGAL AND HUMAN RESOURCES

J.D., Emory University School of Law

B.A., Goucher College

Ms. Gefen Sicilian is responsible for all legal matters as well as the human resource functions. Prior to joining Kaplan University, Ms. Gefen Sicilian served as vice president and corporate secretary of United States Sugar Corp., where she was responsible for the development and implementation of strategic legal decision making. She has significant experience in both litigation and corporate legal matters. She began her legal career clerking for three judges at the Federal Energy Regulatory Commission and went on to practice law at the Washington, D.C., offices of Sidley & Austin and Verner, Liipfert, Bernhard, McPherson & Hand. She is a member of the Maryland and District of Columbia Bar Associations.

DAVID HARPOOL — PROGRAM VICE PRESIDENT FOR PARALEGAL STUDIES AND CRIMINAL JUSTICE/DEAN OF GRADUATE STUDIES

Ph.D., Saint Louis University

J.D., University of Missouri-Columbia

B.S., Southwest Missouri State University

Dr. Harpool is the dean of the College of Public Service and Health for Kaplan University. Previously, he was president of Argosy University and regional vice president of Education Management. He is the author of *Survivor College: Best Practices of Traditional and For-Profit Colleges*. Dr. Harpool is also an analyst for NBC and CNN.

ROBERT HOFFMANN — DIRECTOR OF ADMISSIONS (ONSITE)

Mr. Hoffmann began his career in college admissions in 1988. Initially hired at a private college as an outside representative to meet with prospective students, he was promoted to Director of Admissions and stayed in that role for four years before starting at Kaplan University in 2001.

SCOTT KILGORE — VICE PRESIDENT, ADMISSIONS

M.B.A., University of Iowa

B.A., University of Nebraska

Mr. Kilgore received his commission in the U.S. Army as a cavalry officer. For the past 12 years he has worked in all capacities of the teleservices industry, assisting Fortune 500 companies achieve their marketing objectives. He is leveraging this experience to integrate contact center disciplines to the admissions arena of Kaplan's for-profit education division.

GREGORY MARINO — SENIOR VICE PRESIDENT, ADMISSIONS

MCSE

Mr. Marino is responsible for admissions. Since joining Kaplan, Inc., in 1993 as an intern, Mr. Marino has been instrumental in many different roles. After a three-year tenure at two of the Kaplan Test Prep centers in Long Island and Queens, New York, he was project manager in technology, then director of technology operations. In 2001 he was named Vice President of Operations for then Kaplan College.

SUE MCCABE — DIRECTOR OF FINANCIAL AID (ONSITE)

A.A., Black Hawk College

Diploma, Scott Community College

Ms. McCabe has developed a strong background in federal student aid through her experience at Palmer College of Chiropractic and as financial aid director of Hamilton College. She has spent three years working in special education and was instrumental in the development of a program to prepare and place students in the workforce. She is currently pursuing her bachelor's degree in business management.

VANESSA NAZARIO — REGISTRAR (ONLINE)

B.S., Loyola University

Prior to joining Kaplan University, Ms. Nazario worked on leading large-scale implementations of student information systems for institutions of higher learning such as Brandeis University, Jersey City University, University of Kansas, and University of Massachusetts. She also held positions as associate and assistant director of student information systems at DePaul University and Loyola University. She is currently pursuing a master's degree at Capella University.

ANDREW S. ROSEN — PRESIDENT

J.D., Yale Law School

A.B., Duke University

Mr. Rosen is president and chief operating officer of Kaplan, Inc., and also serves as president of Kaplan University. He has led the institution's efforts into the burgeoning online higher learning market, through Kaplan University and Concord Law School. Previously, Mr. Rosen served as a staff attorney for *The Washington Post* newspaper, then moved to *Newsweek* as Assistant Counsel in 1988 before coming to Kaplan, Inc., in 1992. He served as Center Administrator, Regional Director, and Vice President of Field Management prior to assuming the role of Chief Operating Officer in early 1997. He currently serves on the Board of Trustees of The Children's Aid Society in New York City.

**SUSAN E. SAXTON — PROGRAM
VICE PRESIDENT FOR NURSING AND
HEALTH CARE AND EDUCATION**

Ph.D.s, Capella University

M.B.A., Boston University

B.A., Wellesley College

Dr. Saxton previously held positions as dean of the College of e-Learning at Lynn University and as dean of the School of Business at Capella University in Minneapolis. She previously served as faculty for the University of Maryland and Central Texas College. She is a consultant and evaluator for the North Central Association Commission on Institutions for Higher Education.

**JANE SMALEC — VICE PRESIDENT,
FINANCE AND CFO**

M.B.A., Harvard University

M.A., University of Manchester

B.A., University of Liverpool

Ms. Smalec has over 20 years of experience in directing the accounting, finance, and planning functions for technology-based business and service operations.

**RONALD TRAUTMAN — VICE
PRESIDENT OF MARKETING
AND BUSINESS DEVELOPMENT**

B.A., Florida Atlantic University

Mr. Trautman is Vice President of Marketing and Business Development for Kaplan University. Prior to joining Kaplan University, he was chief executive officer for Cyberads, Inc., and previously worked with MediaOne for 15 years.

**GREG VIGIL — DIRECTOR OF
ACADEMIC INFORMATION SYSTEMS**

M.B.A., Harvard University

B.S., University of Colorado at Boulder

Prior to his current role at Kaplan University, Mr. Vigil was the business unit manager for Concord Law School and the Kaplan University School of Continuing and Professional Studies. He has experience in public accounting and the financial services industry.

**TOM WEST — CHIEF
TECHNOLOGY OFFICER**

M.B.A., Florida Institute of Technology

B.S., University of North Carolina at Charlotte

Mr. West has extensive experience leading complex information systems organizations. He previously spent 25 years in information technology within Pfizer, General Electric, and Citigroup. His background includes operations, telecommunications, mergers and acquisitions, application development/migration, call center integration, and ecommerce implementation. He has regional experience in Asia, Australia, South America, Mexico, and Europe.

**DON WILSKE — DIRECTOR OF
FINANCE (ONSITE)**

M.B.A., St. Ambrose University

Prior to joining Kaplan University, Mr. Wilske was the chief financial officer for the Illinois Community College Board in Springfield, IL, where he was responsible for the operating and capital budgets for the Illinois community college system and also for the agency's technology services operations. He previously held the position of chief financial officer at Black Hawk College and worked in public accounting and the automobile industry.