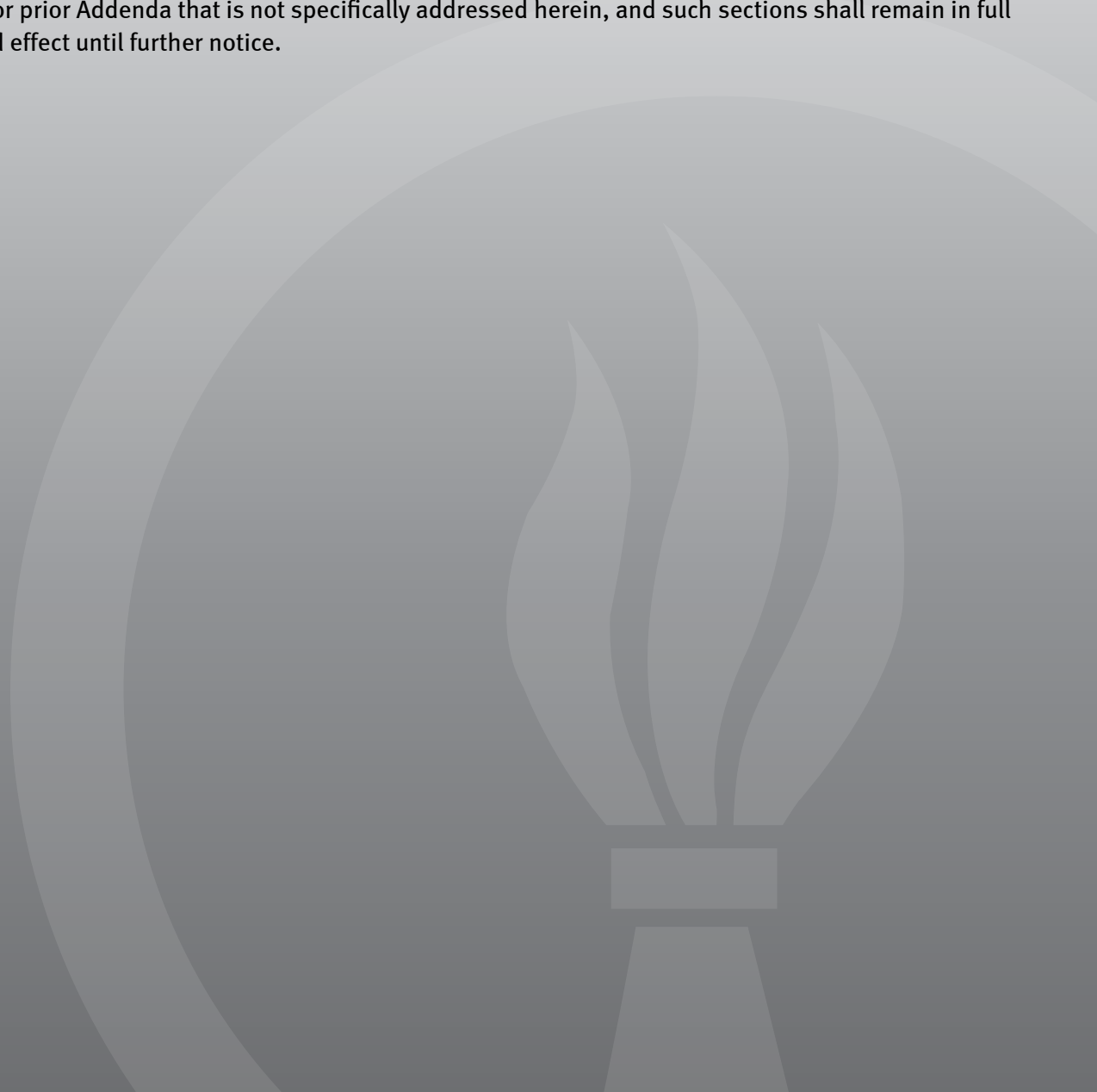


KAPLAN UNIVERSITY

2011–2012 CATALOG ADDENDUM

PUBLISHED: AUGUST 17, 2011

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. This Addendum is not intended to alter any section of the Catalog or prior Addenda that is not specifically addressed herein, and such sections shall remain in full force and effect until further notice.



Kaplan University Program Offerings

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Hagerstown	Lewiston	Lincoln	Mason City	Omaha	South Portland
<input checked="" type="radio"/> Online instruction <input type="radio"/> Program enrollment through campus locations; online instruction <input checked="" type="radio"/> Program enrollment through campus locations; combines onsite and online instruction												
PROFESSIONAL LAW DEGREES												
Master of Laws (LLM)	●											
Juris Doctor (JD)	●											
Executive Juris Doctor (EJD)	●											
MASTER'S DEGREES												
Master of Arts in Teaching	●											
Master of Business Administration	●	X	X	X	X	X	○		X	X	X	
Master of Health Care Administration	●	○	○	○	○	○	○		○	○	○	
Master of Public Administration	●	○	○	○	○	○	○		○	○	○	
Master of Public Health	●	X	X	X	X	X	X		X	X	X	
Master of Science in Accounting	●											
Master of Science in Criminal Justice	●	○	○	○	○	X	○		○	○	○	
Master of Science in Education	●											
Master of Science in Education in Instructional Technology	●											
Master of Science in Educational Psychology*	●											
Master of Science in Environmental Policy	●	○	○	○	○	○	○		○	○	○	
Master of Science in Finance	●											
Master of Science in Fire and Emergency Services	●											
Master of Science in Health Education	●											
Master of Science in Higher Education	●											
Master of Science in Homeland Security and Emergency Management	●	○	○	○	○	○	○		○	○	○	
Master of Science in Information Technology	●	○	○	○	○	○	○		○	○	○	
Master of Science in Legal Studies	●											
Master of Science in Management	●	○	○	○	○	○	○		○	○	○	
Master of Science in Nursing	●											
Master of Science in Psychology	●	○	○	○	○	○	○		○	○	○	
BACHELOR'S DEGREES												
Advanced Start												
Advanced Start Bachelor of Science in Accounting	●	X	X	X	○	X	○		○	X	X	
Advanced Start Bachelor of Science in Business Administration	●	X	X	X	X	X	X	X	X	X	X	X
Advanced Start Bachelor of Science in Communication	●	X	X	X	○	X	○		○	○	X	

*Not currently available in Alabama, Arkansas, Florida, Indiana, Tennessee, and Wisconsin.

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Hagerstown	Lewisiston	Lincoln	Mason City	Omaha	South Portland
● Online instruction ○ Program enrollment through campus locations; online instruction X Program enrollment through campus locations; combines onsite and online instruction												
Advanced Start (continued)												
Advanced Start Bachelor of Science in Criminal Justice	●	X	X	X	X	X	○	X	X	X	X	X
Advanced Start Bachelor of Science in Criminal Justice Administration and Management	●	○	○	○	○	○	○		○	○	○	
Advanced Start Bachelor of Science in Early Childhood Development	●							X				X
Advanced Start Bachelor of Science in Environmental Policy and Management	●	○	○	○	○	○	○		○	○	○	
Advanced Start Bachelor of Science in Fire and Emergency Management	●	○	○	○	○	○	○		○	○	○	
Advanced Start Bachelor of Science in Fire Science	●	○	○	○	○	○	○		○	○	○	
Advanced Start Bachelor of Science in Health and Wellness	●	○	○	○	○	○	○		○	○	X	
Advanced Start Bachelor of Science in Health Care Administration	●	X	X	X	X	X	X		X	X	X	
Advanced Start Bachelor of Science in Health Science	●	○	○	○	○	X	○		X	○	○	
Advanced Start Bachelor of Science in Human Services	●	X	X	X	○	X	X		X	X	X	
Advanced Start Bachelor of Science in Information Technology	●	X	X	X	○	X	X		X	○	X	
Advanced Start Bachelor of Science in International and Comparative Criminal Justice	●	○	○	○	○	○	○		○	○	○	
Advanced Start Bachelor of Science in Legal Studies	●	X										
Advanced Start Bachelor of Science in Nutrition Science	●	○	○	○	○	○	○	X	○	○	○	X
Advanced Start Bachelor of Science in Paralegal Studies	●	X										
Advanced Start Bachelor of Science in Political Science	●	○	○	○	○	○	○		○	○	○	
Advanced Start Bachelor of Science in Professional Studies	●	X	X	○	○	○	○		○	X	○	
Advanced Start Bachelor of Science in Psychology	●	X	○	○	○	○	○		○	○	○	
Advanced Start Bachelor of Science in Public Administration and Policy	●	○	○	○	○	○	○		○	○	○	
BACHELOR OF SCIENCE												
Bachelor of Science in Accounting	●	X	X	X	○	X	○		○	X	X	
Bachelor of Science in Business Administration	●	X	X	X	X	X	X	X	X	X	X	X
Bachelor of Science in Communication	●	X	X	X	○	X	○		○	○	X	
Bachelor of Science in Criminal Justice	●	X	X	X	X	X	○	X	X	X	X	X
Bachelor of Science in Criminal Justice Administration and Management	●	○	○	○	○	○	○		○	○	○	

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Hagerstown	Lewiston	Lincoln	Mason City	Omaha	South Portland
● Online instruction ○ Program enrollment through campus locations; online instruction X Program enrollment through campus locations; combines onsite and online instruction												
Bachelor of Science (continued)												
Bachelor of Science in Early Childhood Development	●							X				X
Bachelor of Science in Environmental Policy and Management	●	○	○	○	○	○	○		○	○	○	
Bachelor of Science in Fire and Emergency Management	●	○	○	○	○	○	○		○	○	○	
Bachelor of Science in Fire Science	●	○	○	○	○	○	○		○	○	○	
Bachelor of Science in Health and Wellness	●	○	○	○	○	○	○		○	○	X	
Bachelor of Science in Health Care Administration	●	X	X	X	X	X	X		X	X	X	
Bachelor of Science in Health Information Management	●											
Bachelor of Science in Health Science	●	○	○	○	○	X	○		X	○	○	
Bachelor of Science in Human Services	●	X	X	X	○	X	X		X	X	X	
Bachelor of Science in Information Technology	●	X	X	X	○	X	X		X	○	X	
Bachelor of Science in International and Comparative Criminal Justice	●	○	○	○	○	○	○		○	○	○	
Bachelor of Science in Legal Studies	●	X										
Bachelor of Science in Liberal Studies	●	○	○	○	○	○	○		○	○	○	
Bachelor of Science in Nursing	●											
Bachelor of Science in Nutrition Science	●	○	○	○	○	○	○	X	○	○	○	X
Bachelor of Science in Paralegal Studies	●	X										
Bachelor of Science in Political Science	●	○	○	○	○	○	○		○	○	○	
Bachelor of Science in Professional Studies	●	X	X	○	○	○	○		○	X	○	
Bachelor of Science in Psychology	●	X	○	○	○	○	○		○	○	○	
Bachelor of Science in Public Administration and Policy	●	○	○	○	○	○	○		○	○	○	
ASSOCIATE'S DEGREES												
Associate of Applied Science in Accounting	●	X	X	X	○	X	X	X	X	X	X	X
Associate of Applied Science in Business Administration	●	X	X	X	X	X	X	X	X	X	X	X
Associate of Applied Science in Computer Forensics							X					
Associate of Applied Science in Criminal Justice	●	X	X	X	X	X	X	X	X	X	X	X
Associate of Applied Science in Early Childhood Development	●											
Associate of Applied Science in Educational Paraprofessional	●							X				X
Associate of Applied Science in Fire Science	●	○	○	○	○	○	○		○	○	○	

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Hagerstown	Lewiston	Lincoln	Mason City	Omaha	South Portland
● Online instruction ○ Program enrollment through campus locations; online instruction X Program enrollment through campus locations; combines onsite and online instruction												
Associate's Degrees (continued)												
Associate of Applied Science in Graphic Design							X					
Associate of Applied Science in Health Information Technology	●						X					
Associate of Applied Science in Human Services	●	X	X	X	X	X	X		X	X	X	
Associate of Applied Science in Information Technology	●	X	X	X	X	X	X		X	X	X	
Associate of Applied Science in Medical Assisting	●	X	X	X	X	X	X	X	X	X	X	X
Associate of Applied Science in Medical Office Management	●	X	X	X	X	X	X		X	X	X	
Associate of Applied Science in Medical Transcription	●	X			X		X		X		X	
Associate of Applied Science in Paralegal Studies	●	X	X			X	X	X	X	X	X	X
Associate of Applied Science in Public Administration	●	○	○	○	○	○	○		○	○	○	
Associate of Science in Nursing—Florida (offered in Fort Lauderdale, Florida, only)	●											
Associate of Science in Nursing—Iowa			X*	X		X						
Associate of Science in Nursing—Nebraska									X†			
DIPLOMA PROGRAMS												
Dental Assistant Diploma											X	
Practical Nursing Diploma			X	X		X			X		X	
CERTIFICATE PROGRAMS												
Adult Nurse Practitioner Certificate‡	●											
Applied Behavioral Analysis Postbaccalaureate Certificate	●											
Cisco Networks Postbaccalaureate Certificate	●											
Computer Forensics Postbaccalaureate Certificate	●											
Corrections Certificate	●											
Crime Scene Technician Certificate	●											
Family Nurse Practitioner Certificate‡	●											
Graduate Certificate in Accounting	●											
Graduate Certificate in Addictions	●											
Graduate Certificate in Entrepreneurship for Growth Ventures	●											
Graduate Certificate in Entrepreneurship for New Ventures	●											
Graduate Certificate in Human Resources	●											

*Effective November 9, 2011.

† Effective August 24, 2011.

‡Available in California, Connecticut, Delaware, Florida, Iowa, Michigan, Mississippi, Montana, Oklahoma, Rhode Island, South Carolina, South Dakota, and Vermont.

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Hagerstown	Lewiston	Lincoln	Mason City	Omaha	South Portland
<input checked="" type="radio"/> Online instruction <input type="radio"/> Program enrollment through campus locations; online instruction <input checked="" type="radio"/> X Program enrollment through campus locations; combines onsite and online instruction												
Certificate Programs (continued)												
Graduate Certificate in Information Security	●											
Graduate Certificate in Instructional Design for Organizations	●											
Graduate Certificate in K-12 Educational Leadership	●											
Graduate Certificate in Literacy and Language Teaching	●											
Graduate Certificate in Mathematics Teaching	●											
Graduate Certificate in Online College Teaching	●											
Graduate Certificate in Project Management	●											
Graduate Certificate in Teaching With Technology	●											
Human Resources Postbaccalaureate Certificate	●											
Information Security Postbaccalaureate Certificate	●											
Internet Web Design Postbaccalaureate Certificate	●											
Legal Secretary Certificate	●											
Linux System Administration Postbaccalaureate Certificate	●											
Management and Supervision Certificate in Criminal Justice	●											
Medical Assistant Certificate							X					
Medical Billing/Coding Certificate							X				X	
Microsoft Operating Systems Postbaccalaureate Certificate	●											
National Security Administration Postbaccalaureate Certificate	●											
Nurse Administrator Graduate Certificate	●											
Nurse Educator Graduate Certificate	●											
Nurse Informatics Graduate Certificate	●											
Oracle Database Administration Postbaccalaureate Certificate	●											
Pathway to Paralegal Postbaccalaureate Certificate	●	X										
Phlebotomist Certificate							X					
Postgraduate Certificate in Applied Behavioral Analysis	●											
Private Security Certificate	●											
Private Security Management Certificate	●											

Kaplan University Learning Centers provide an opportunity for students to enroll in many online degree-level programs and offer limited onsite support for students. Students should contact their local Kaplan University Learning Center for details.

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Undergraduate Programs

UNDERGRADUATE SCHOOL OF NURSING

The following changes to the admissions requirements for the Associate of Science in Nursing—Florida and Associate of Science in Nursing—Nebraska are effective August 17, 2011; the following changes to the admissions requirements for the Associate of Science in Nursing—Iowa are effective August 31, 2011:

Admissions Requirements

ASSOCIATE OF SCIENCE IN NURSING – FLORIDA

Students applying for admission must:

1. Achieve a passing grade on the standardized admission examination that evaluates basic academic skills. Additional information about the exam is available through the School of Nursing.
2. Complete an admissions interview conducted by Academic Chair of the Associate of Science in Nursing program or designee.
3. Submit evidence of high school graduation, GED certificate, or certificate of completion of a vocational school program and/or college transcript with a minimum cumulative GPA of 2.5 from any previously completed college coursework.
4. Be at least 18 years old at program start date.
5. Complete an informational interview with an admissions representative.
6. Complete enrollment activities, including Student Expectations Acknowledgment Form.
7. Pay all applicable application fees.

If applicable:

- Applicants who have completed a PN program must have passed the NCLEX-PN® and be a Licensed Practical Nurse in good standing with the Board of Nursing in the state in which the campus is located
- Kaplan University Practical Nurse Diploma students or graduates must be in good academic standing and have no violations of the Code of Conduct, as outlined in the University Catalog

ASSOCIATE OF SCIENCE IN NURSING – IOWA AND NEBRASKA

Associate of Science in Nursing—Iowa and Nebraska applicants who are graduates of the Practical Nursing Diploma program must have passed the NCLEX-PN® and be a licensed practical nurse in good standing with the Board of Nursing in the state in which the campus is located. Graduates of the University's Practical Nursing Diploma program must be in good academic standing and have no Code of Conduct violations, as outlined in this Catalog.

Two weeks prior to the beginning of any course with a clinical component students may be required to submit current American Heart Association CPR Certification (also called BLS) at the Healthcare Provider Level (online and the American Red Cross not accepted). Certification must be valid during a student's full tenure in the program.

Prior to enrollment, applicants to the Associate of Science in Nursing program will be required to complete and/or submit proof of the following:

- Must be at least 18 years old at program start date
- Informational interview with an admissions representative
- Achieve the minimum required scores on the entrance assessment tests as required by the School of Nursing
 - LPNs may not need to take the entrance assessment tests
- Complete enrollment activities, including Student Expectations Acknowledgment Form
- Application fee paid

If applicable:

- Applicants who have completed a PN program must have passed the NCLEX-PN® and be a licensed practical nurse in good standing with the Board of Nursing in the state in which the campus is located
- Kaplan University Practical Nurse Diploma students or graduates must be in good academic standing and have no violations of the Code of Conduct, as outlined in the University Catalog

The following changes to the progression requirements for the Associate of Science in Nursing—Florida and Associate of Science in Nursing—Nebraska are effective August 17, 2011; the following changes to the progression requirements for the Associate of Science in Nursing—Iowa are effective August 31, 2011:

Progression Requirements

ASSOCIATE OF SCIENCE IN NURSING—FLORIDA

1. Students enrolled in the Associate of Science in Nursing program are required to complete their clinical practice experience in Palm Beach County, Broward County, or Miami Dade County in Florida. Faculty will assign the student to a clinical practice site. Students are responsible for arranging and paying for their own transportation, housing, and availability to attend the clinical practice experience. Clinical practice locations may change at any time. Students are required to complete all clinical activities assigned.
2. Students who enter the program with a current license to practice as a practical nurse (LPN) will not be required to complete NU 102: Nursing Fundamentals, but will be required to complete NU 202: Role Transitions.
3. Prior to the end of the first term, students enrolled in the Associate of Science in Nursing program will be required to submit the following:
 - a. Proof of a physical exam no more than 1 year old. The exam must be signed by a medical doctor, physician assistant, or nurse practitioner.
 - b. Provide documentation of required health examinations, tests, and immunizations.
 - c. Negative result on drug/chemical substance testing.

- d. Students must maintain current vaccination records throughout the program and will be required to submit proof of continued vaccination before beginning a clinical experience.
4. In order to remain enrolled in the program, proof of the following is required by the end of the conditional admittance period for conditionally admitted students or by the official start date for students who do not qualify for conditional admittance:
- A criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify the student for practice as a nursing student under the requirements of the state of his or her clinical placements.
5. Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for student nurse candidates. Failure to submit appropriate documentation by the deadline will result in dismissal from the University.

ASSOCIATE OF SCIENCE IN NURSING – IOWA AND NEBRASKA

1. Students enrolled in the Associate of Science in Nursing program are required to complete their clinical practice experience in Polk, Story, Dallas, or Warren Counties for the Des Moines, Iowa, campus; Linn, Johnson, or Benton Counties for the Cedar Rapids, Iowa, campus; and Black Hawk or Bremer Counties for the Cedar Falls, Iowa, campus. Students enrolled in the Associate of Science in Nursing program in Nebraska are required to complete their clinical practice

experience in Lancaster County. The Lincoln campus program begins August 24, 2011, and the Cedar Falls, Iowa, campus program begins November 9, 2011.

2. Students in Iowa who enter the program with a current license to practice as a practical nurse (LPN) will not be required to complete NU 102: Nursing Fundamentals, but will be required to complete NU 202: Role Transitions.
- Students in Nebraska who enter the program with a current license to practice as a practical nurse (LPN) will not be required to complete NU 102: Nursing Fundamentals, but will be required to complete NU 103: Role Transitions for the LPN/VN-to-RN. These students should refer to the Nebraska LPN-to-Associate of Science in Nursing degree program as listed in this Catalog Addendum.
3. After enrollment, students must complete and/or submit the following before starting coursework in the Associate of Science in Nursing – Iowa and Nebraska program:
- Evidence of high school graduation or GED certificate submitted
 - Official transcripts from all other colleges, universities, and/or vocational schools attended, if applicable, submitted
 - Admissions interview conducted by Director of Nursing (DON) or designee
4. In order to remain in enrolled in the program, proof of the following are required by the end of the conditional admittance period for conditionally admitted students or by the official start date for students who do not qualify for conditional admittance:
- Negative result on drug/chemical substance testing. Applicant must provide a valid, verifiable, current prescription for medications they are presently taking. If an applicant tests positive and does not have a prescription as described above, he or she will not be permitted to start in the program or re-enroll at a later date.
 - Satisfactory national criminal background check.

The following program changes are effective August 17, 2011:

XXX. Associate of Science in Nursing –Nebraska

Program Outcomes

General Education Literacy Outcomes

1. Communications: Demonstrate college-level communication through a variety of media.
2. Mathematics: Apply quantitative reasoning to real-world situations.
3. Science: Analyze how scientific principles are applied in real-world contexts.
4. Social Science: Critically evaluate the social or psychological issues that impact human behavior.
5. Arts and Humanities: Recognize human potential through a study of human expressions.
6. Research and Information: Apply methods for finding, evaluating, and using resources.
7. Ethics: Identify, apply, and evaluate ethical reasoning.
8. Critical Thinking: Apply critical thinking to real-life situations. 9. Technology Literacy: Use information technology to solve real-world problems and communicate effectively.

Discipline-Specific Outcomes

1. Foundational Nursing Skills: Integrate the nursing process into caring for clients at different levels along the health–wellness continuum.
2. Professional Roles: Integrate knowledge from nursing and other disciplines into the delivery of competent, culturally sensitive, and developmentally appropriate care.
3. Leadership: Utilize leadership and management skills within the scope of identified roles for the associate’s degree graduate.
4. Problem Solving: Use evidence-based practice and the nursing process to develop solutions appropriate for delivery of care.
5. Health Care Technology: Demonstrate safe and appropriate performance of nursing skills, including using various technologies within the health care delivery system.
6. Values: Integrate ethical decision making and legal considerations into professional practice.
7. Communication: Apply effective communication skills within the professional role.

Curriculum

Courses	Credits
ASSOCIATE’S DEGREE REQUIREMENTS	
CORE REQUIREMENTS	
IT 133: Software Applications	5
MM 212: College Algebra	5
CM 107: College Composition I	5
SC 246: Fundamentals of Microbiology	5
PS 124: Introduction to Psychology	5
SS 144: Sociology	5
CM 220: College Composition II	5
TOTAL CORE REQUIREMENTS	35
MAJOR REQUIREMENTS	
SC 121: Human Anatomy and Physiology I	5
SC 131: Human Anatomy and Physiology II	5
NU 102: Nursing Fundamentals	7
NU 104: Pathophysiology for Nursing	5
NU 107: Pharmacology for Nursing	6
NU 111: Medical–Surgical Nursing I	7
NU 122: Maternal Infant Nursing	6
NU 132: Medical–Surgical Nursing II	6
NU 242: Mental Health Nursing	5
NU 262: Medical–Surgical Nursing III	5
NU 222: Pediatric Nursing	6
NU 280: Leadership and Trends in Nursing	5
NU 297: Capstone in Nursing	7
TOTAL MAJOR REQUIREMENTS	75
TOTAL PROGRAM REQUIREMENTS	110

Students are required to complete their clinical practice experience in Lancaster County for the Lincoln, Nebraska, campus.

XXX. LPN-to-Associate of Science in Nursing –Nebraska

Curriculum

Courses	Credits
CORE REQUIREMENTS	
SC 246: Fundamentals of Microbiology	5
MM 212: College Algebra	5
IT 133: Software Applications	5
CM 107: College Composition I	5
PS 124: Introduction to Psychology	5
SS 144: Sociology	5
CM 220: College Composition II	5
TOTAL CORE REQUIREMENTS	35
MAJOR REQUIREMENTS	
NU 103: Role Transitions for the LPN/VN-to-RN	5
NU 104: Pathophysiology for Nursing	5
NU 107: Pharmacology for Nursing	6
NU 112: Medical–Surgical Nursing I for the LPN/VN-to-RN	6
NU 124: Maternal Infant Nursing for the LPN/VN-to-RN	5
NU 132: Medical–Surgical Nursing II	6
NU 243: Mental Health Nursing for the LPN/VN-to-RN	4
NU 262: Medical–Surgical Nursing III	5
NU 224: Pediatric Nursing for the LPN/VN to RN	5
NU 280: Leadership and Trends in Nursing	5
NU 297: Capstone in Nursing	7
TOTAL MAJOR REQUIREMENTS	59
TOTAL PROGRAM REQUIREMENTS	94

Students are required to complete their clinical practice experience in Lancaster County for the Lincoln, Nebraska, campus.

Graduate Programs

GRADUATE SCHOOL OF NURSING

The following changes to the admissions requirement for the graduate nursing certificate programs are effective August 17, 2011.

Admissions Requirements

CERTIFICATE PROGRAMS

Nurse Administrator Graduate Certificate, Nurse Educator Graduate Certificate, and Nurse Informatics Graduate Certificate

Prior to enrollment, students applying for admission to a certificate program must submit an unofficial transcript indicating receipt of a master's degree with an upper-level major in nursing from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the fifth week of classes, students must provide Kaplan University with an official copy of the transcript. If an official transcript is not submitted by the end of the fifth week of classes, the student will be blocked from classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

Policies for Nondegree-Seeking Students

The following changes to the General Nondegree-Seeking Option Courses are effective August 17, 2011.

Appendix B: General Nondegree-Seeking Option Courses

ARTS AND SCIENCES

CM 104: College Composition I—Effective Writing for Legal Studies Majors¹
CM 222: College Composition II for Legal Studies Majors¹
CM 312: Communication and Organizational Change
CM 313: Tools for the Digital Age
PS 124: Introduction to Psychology
PS 210: History of Psychology
PS 220: Child and Adolescent Psychology
PS 330: Personality Development
PS 340: Exceptional Needs Children²
PS 360: Applied Behavioral Analysis I²
PS 365: Applied Behavioral Analysis II²
PS 375: Substance Abuse Prevention and Treatment
PS 380: Clinical Psychology
PS 410: Screening and Assessment²
PS 420: Social Relationships in Childhood
PS 430: Program Design and Evaluation²
PS 506: Life Span Development³
PS 511: Chemical and Psychological Dependency Counseling³
PS 512: Research Design in Applied Behavior Analysis⁴
PS 516: Psychopharmacology³
PS 517: Advanced Principles of Applied Behavior Analysis⁴
PS 521: Group Counseling³
PS 522: Behavioral Measures and Interpretation of Data⁴
PS 526: Advanced Addiction Counseling³
PS 527: Implementing Behavioral Change⁴
PS 531: Co-occurring Disorders and Treatments³
PS 532: Clinical Applications of Applied Behavior Analysis⁴

BUSINESS

AB 104: Personal Financial Management
AC 501: Financial Accounting and Reporting⁵
AC 502: Regulation⁵
AC 503: Advanced Auditing⁵
AC 505: Advanced Managerial/Cost Accounting⁵
GB 514: Foundations of Entrepreneurship—FastTrac[®] NewVenture[™] 6
GB 515: FastTrac[®] NewVenture[™] Lab⁶
GB 516: Managing a Growing Business—FastTrac[®] GrowthVenture[™] 7
GB 517: FastTrac[®] GrowthVenture[™] Lab⁷
GB 541: Employment Law⁸
GB 542: Training and Development⁸
GB 545: Strategic Reward Systems⁸
GB 546: Recruitment and Selection⁸
GM 591: Strategic Project Management⁹
GM 592: Project Initiation, Planning, and Execution⁹
GM 593: Project Cost and Schedule Monitoring and Controlling⁹
GM 594: Project Risk, Quality, and Procurement Monitoring and Controlling⁹
HR 400: Employment and Staffing¹⁰

HR 410: Employee Training and Development¹⁰
HR 420: Employment Law¹⁰
HR 435: Compensation¹⁰
HR 485: Strategic Human Resource Management¹⁰
MT 300: Management of Information Systems¹¹
MT 400: Business Process Management²⁶
MT 460: Management Policy and Strategy¹¹
MT 475: Outcomes Assessment and Quality Management²⁶

CRIMINAL JUSTICE

CJ 317: Computer Forensics¹²

GENERAL EDUCATION

CM 107: College Composition I
CM 220: College Composition II
MM 150: Survey of Mathematics
MM 207: Statistics
MM 212: College Algebra
SC 235: General Biology I—Human Perspectives

GRADUATE EDUCATION

(Subject to Minimum Enrollments)

ED 502: Transforming Teaching Practice
ED 503: Educational Psychology
ED 511: Teaching Methods Through Differentiated Instruction
ED 512: Action Research I
ED 513: Child and Adolescent Development
ED 521: Reading in the Content Areas
ED 522: Classroom Management
ED 523: Research on Effective Teaching
ED 531: Secondary Student Assessment
ED 532: Curriculum Design
ED 533: Perspectives on Diversity
ED 543: Education and Psychology of Exceptional Children
ED 552: Educational Leadership
ED 553: History and Philosophy of Education
ED 562: Student Assessment^{14, 15, 16}
ED 572: Action Research II
ED 581: Secondary Classroom Management
ER 502: The Principalship¹⁷
ER 504: Management of Resources¹⁷
ER 506: Legal Issues in Education¹⁷
ER 508: Supervision and Instructional Leadership¹⁷
ET 501: Using Technology—Fundamentals of Integration¹⁶
ET 502: Using Technology—Practical Applications¹⁶
ET 503: Using Technology—Applications in the Content Areas¹⁶
HE 510: Foundations of Higher Education
HE 520: Higher Education Laws and Regulations
HE 521: Teaching Adult Learners¹⁸
HE 527: Assessing Student Learning Online¹⁸
HE 530: Higher Education Organization and Governance
HE 540: Multiculturalism and Diversity in Higher Education
HE 543: Assessment of Online Learning
HE 545: Teaching and Learning Online¹⁸
HE 547: Effective Online Instruction—Design and Practice¹⁸
HE 550: Higher Education Finance
HE 557: Introduction to Assessment and Evaluation in Higher Education
HE 560: Research Methods in Higher Education

IX 500: Foundations of Instructional Technology
 IX 520: Needs Assessment and Evaluation in Education and Training¹⁹
 IX 535: Developing Instructional Materials¹⁹
 IX 536: Design and Development Tools¹⁹
 IX 564: Design of Learning Environments¹⁹
 LT 502: Teaching Reading Across the Curriculum (Grades K–6)¹⁴
 LT 503: Teaching Writing Across the Curriculum (Grades K–6)¹⁴
 LT 504: Reading Diagnosis and Remediation¹⁴
 LT 511: Teaching Writing Across the Curriculum (Grades 6–12)¹⁴
 LT 512: Reading in the Content Areas (Grades 6–12)¹⁴
 MH 501: Developing Mathematical Proficiency—Numbers and Operations (Elementary Grades)¹⁵
 MH 502: Developing Mathematical Proficiency—Geometry and Measurement (Elementary Grades)¹⁵
 MH 503: Developing Mathematical Proficiency—Algebra (Elementary Grades)¹⁵
 MH 511: Developing Mathematical Proficiency—Numbers and Operations (Grades 6–8)¹⁵
 MH 512: Developing Mathematical Proficiency—Geometry and Measurement (Grades 6–8)¹⁵
 MH 513: Developing Mathematical Proficiency—Algebra (Grades 6–8)¹⁵
 MH 521: Principles, Pedagogy, and Standards for High School Mathematics (Grades 9–12)¹⁵
 MH 522: Measurement, Numbers, and Operations (Grades 9–12)¹⁵
 MH 523: Algebra¹⁵
 MH 526: Principles of Numbers and Operations (Grades 9–12)
 MH 527: Principles of Algebra (Grades 9–12)
 SE 511: Planning and Teaching an Inquiry-Based Science Class (Grades K–6)
 SE 512: Physical and Life Science (Grades K–6)
 SE 513: Earth and Space Science (Grades K–6)
 SE 521: Planning and Teaching an Inquiry-Based Science Class (Grades 6–12)
 SE 522: Science as Inquiry (Grades 6–12)
 SE 523: Historical and Social Perspectives on Science and Technology (Grades 6–12)
 SN 501: Teaching Exceptional Students in Inclusive Settings
 SN 502: Teaching Students With Learning Disabilities
 SN 503: Teaching Students With Behavior Disorders

HEALTH SCIENCES

EF 205: Scientific Foundations of Exercise and Fitness
 EF 310: Current Trends in Exercise/Fitness—Aging Well Across the Life Span
 HA 255: Human Resources for Health Care Organizations
 HA 405: Leadership and Ethics in Health Care
 HA 415: Health Care Policy and Economics
 HA 425: Operational Analysis and Quality Improvement
 HA 515: Leadership in Health Care
 HI 215: Reimbursement Methodologies
 HI 255: Medical Coding II
 HS 111: Medical Terminology
 HS 120: Anatomy and Physiology I²⁶
 HS 130: Anatomy and Physiology II²⁶
 HS 200: Diseases of the Human Body
 HS 215: Medical Insurance and Billing
 HS 225: Medical Coding I
 HS 230: Health Care Administration
 HS 240: Medical Office Accounting
 HS 410: Organization and Management for Health Care
 HS 420: Advanced Health Informatics
 HS 440: Finance for Health Care

HS 450: Strategic Planning and Organizational Development for Health Care
 HW 205: Vitamins, Herbs, and Nutritional Supplements
 HW 210: Complementary and Alternative Medicine
 HW 220: Contemporary Diet and Nutrition
 HW 280: Mapping the Mind-Body Divide
 HW 410: Stress—Critical Issues in Management and Prevention
 HW 420: Creating Wellness—Psychological and Spiritual Aspects of Healing
 MO 250: Medical Records Management
 MR 105: Keyboarding I—Fundamentals
 MR 160: Pharmacology and Laboratory Medicine²⁶
 MR 250: Transcription I²⁶
 MR 260: Transcription II²⁶
 MR 270: Transcription III²⁶
 NS 325: Nutrition Across the Human Life Cycle
 NS 425: Sports Nutrition
 NS 435: Ecological and Environmental Perspectives on Food
 PU 615: Grant and Contract Writing

INFORMATION SYSTEMS AND TECHNOLOGY

IT 117: Introduction to Website Development¹³
 IT 163: Database Concepts Using Microsoft Access²⁰
 IT 190: Foundations in Information Technology^{21, 22}
 IT 241: Web Design Methods and Technology¹³
 IT 245: Website Development¹³
 IT 247: Fundamentals of Web Graphics¹³
 IT 261: Desktop Administration²²
 IT 273: Networking Concepts^{12, 21, 22, 23, 24}
 IT 275: Linux System Administration²¹
 IT 278: Network Administration^{22, 23, 24}
 IT 283: Networking With TCP/IP²³
 IT 286: Introduction to Network Security^{12, 24}
 IT 301: Project Management I²⁶
 IT 331: Technology Infrastructure¹¹
 IT 350: Structured Query Language²⁰
 IT 358: Oracle Query Design²⁰
 IT 373: Introduction to Multimedia Using Adobe Flash¹³
 IT 374: Linux Systems Administration II²¹
 IT 375: Windows Enterprise Administration²²
 IT 388: Routing and Switching I²³
 IT 390: Intrusion Detection and Incidence Response¹²
 IT 401: Project Management II²⁶
 IT 411: Digital Forensics¹²
 IT 412: Information Systems Security²⁴
 IT 458: Oracle Database Administration²⁰
 IT 471: Routing and Switching II²³
 IT 540: Management of Information Security²⁵
 IT 541: Computer and Network Security²⁵
 IT 542: Ethical Hacking and Network Defense²⁵
 IT 543: Cryptography Concepts and Techniques²⁵

LEGAL STUDIES

PA 101: The Paralegal Professional¹
 PA 106: Legal Terminology and Transcription¹
 PA 230: Introduction to Legal Technology¹
 PA 305: Law Office Management¹

NURSING

MN 501: Advanced Nursing Roles
 MN 502: Theoretical Foundations of Advanced Nursing
 MN 506: Ethical and Legal Perspectives of the Health Care System

Note: Students should be aware that, depending on the course(s) chosen and unless otherwise noted in the Catalog, additional prerequisites may apply. Please reference the full course description for a complete listing of these requirements.

¹Course is applicable to the Legal Secretary Certificate

- ²Course is applicable to the Applied Behavioral Analysis Postbaccalaureate Certificate
- ³Course is applicable to the Graduate Certificate in Addictions
- ⁴Course is applicable to the Postgraduate Certificate in Applied Behavioral Analysis
- ⁵Course is applicable to the Graduate Certificate in Accounting
- ⁶Course is applicable to the Graduate Certificate in Entrepreneurship for New Ventures
- ⁷Course is applicable to the Graduate Certificate in Entrepreneurship for Growth Ventures
- ⁸Course is applicable to the Graduate Certificate in Human Resources
- ⁹Course is applicable to the Graduate Certificate in Project Management
- ¹⁰Course is applicable to the Human Resources Postbaccalaureate Certificate
- ¹¹Course is applicable to the National Security Administration Postbaccalaureate Certificate
- ¹²Course is applicable to the Computer Forensics Postbaccalaureate Certificate
- ¹³Course is applicable to the Internet Web Design Postbaccalaureate Certificate
- ¹⁴Course is applicable to the Graduate Certificate in Literacy and Language Teaching
- ¹⁵Course is applicable to the Graduate Certificate in Mathematics Teaching
- ¹⁶Course is applicable to the Graduate Certificate in Teaching With Technology
- ¹⁷Course is applicable to the Graduate Certificate in K–12 Educational Leadership
- ¹⁸Course is applicable to the Graduate Certificate in Online College Teaching
- ¹⁹Course is applicable to the Graduate Certificate in Instructional Design for Organizations
- ²⁰Course is applicable to the Oracle Database Administration Postbaccalaureate Certificate
- ²¹Course is applicable to the Linux System Administration Postbaccalaureate Certificate
- ²²Course is applicable to the Microsoft Operating Systems Postbaccalaureate Certificate
- ²³Course is applicable to the Cisco Networks Postbaccalaureate Certificate
- ²⁴Course is applicable to the Information Security Postbaccalaureate Certificate
- ²⁵Course is applicable to the Graduate Certificate in Information Security
- ²⁶Enrollment in this course is limited to members of preselected organizations engaged in an educational alliance with the University.