

Aspen University 2016 Academic Catalog

Aspen University understands the educational needs of working professionals and their desire to have relevant opportunities for lifelong learning. We also understand that our students take pride in their accomplishments, their ability to direct their own lives, and their potential to grow in today's rapidly changing work environments. We are aware of the demands and constraints associated with trying to fit education into an already busy work and life schedule. By harnessing the power of the Internet and online collaboration, Aspen University has created interactive, flexible, and facilitated online courses designed to fit around the professional lifestyle. Education at Aspen University is a journey of professional growth.

Expert Instructors

Aspen University understands your educational needs as a working professional and your desire for lifelong learning opportunities. All courses are facilitated by industry-expert instructors with advanced degrees, so you can be assured of a high level of relevant and meaningful feedback.

Debt-Free Education Plan

We want our students to graduate with great opportunities for their future, not large student loan debt. We offer our students the opportunity to earn their degree debt-free by charging affordable tuition rates and offering a Monthly Payment Plan, which allows students to make one low payment each month instead of having to take out a loan to pay for their education.

Flexible Courses and Scheduling

Aspen University's online courses are accessible anywhere and anytime. Since most of our students are earning their degree while working full-time jobs, we offer flexible scheduling. Courses are 10-weeks long, with start dates on alternating Tuesdays each month.

Last Revised Date: June 13, 2016

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University Mission & Goals

Aspen University Mission Statement

Aspen is dedicated to offering any motivated college-worthy student the opportunity to receive a high quality, responsibly priced distance-learning education for the purpose of achieving sustainable economic and social benefits for themselves and their families.

Aspen University achieves this in two ways:

Aspen's Academic Achievement Goal is to transition motivated learners to higher levels of productive citizenship by providing a readily accessible education that teaches knowledge and skills of enduring value.

- A productive citizen is defined as a self-directed life-long learner who functions successfully in high-performance teams; exhibits professional behavior through leadership, advocacy, cultural competence and ethical conduct; conducts research, using evidence-based practices; leverages technology to produce high-value work products; and achieves and maintains a productive professional career.

Aspen's Economic Responsibility Goal is to offer tuition rates low enough that a majority of students will not incur debt through utilization of federal financial aid, and ensure alumni have achieved a return on investment benefit following earning a degree from Aspen.

- Economic responsibility is defined as Aspen offering tuition rates low enough that a majority of students will be able to afford to pay tuition in cash (maintaining Federal Financial Aid revenues below 50%); and ensuring alumni have achieved a return on investment benefit following earning a degree from Aspen.

Aspen University Goals

- Provide academic degree programs that combine the basic foundation of traditional education in a distance-learning format to working adults to enable them to meet their academic, professional, and personal goals.
- Obtain and maintain appropriate institutional and programmatic accreditation.
- Establish an admissions system that offers educational opportunities to qualified applicants who have a desire to learn, a desire to improve their personal status and a reasonable likelihood of success in the University's programs.
- Provide open student access to qualified advisors and faculty mentors who, based on their successful professional experience and expertise can guide students in managing contemporary challenges.
- Prepare students to be leaders capable of making significant impact within their organizations.
- Maintain systems of continuous quality improvement based upon feedback provided from employees, faculty, students, employers and other important stakeholders.
- Help students develop increased capacities to think critically, conduct fair analyses, communicate effectively, quantify information and synthesize knowledge.

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Accreditation & Authorizations

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Distance Education Accrediting Commission



Aspen University is accredited by the the Distance Education Accrediting Commission (DEAC). The Accrediting Commission of the DEAC is listed by the U.S. Department of Education as a nationally recognized accrediting agency, and is a recognized member of the Council for Higher Education Accreditation.

Distance Education Accrediting Commission (DEAC)
1101 17th Street, NW, Suite 808
Washington, DC 20036
(202) 234-5100
<http://www.deac.org>

Accreditation through January 2019.

Commission on Collegiate Nursing Education



The baccalaureate and master's degree in nursing at Aspen University are accredited by the Commission on Collegiate Nursing Education.

Commission On Collegiate Nursing Education (CCNE)
One DuPont Circle, NW, Suite 530, Washington, DC 20036

Next Scheduled Review: MSN - Spring of 2021
BSN - Spring of 2019



Project Management Institute

Aspen University has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI®).

14 Campus Boulevard
Newtown Square, PA 19073-3299

The National Association for Addiction Professionals



Aspen University's bachelor's and master's degrees in Psychology of Addiction and Counseling are approved by the NAADAC. The NAADAC-approved education providers offer training and education for those who are seeking to become certified and those who want to maintain their certification. All educational training programs are reviewed for content applicability to state and national certification standards.

NAADAC: The National Association for Addiction Professionals
1001 N. Fairfax St., Suite 201 Alexandria, VA 22314



National Council for State Authorization Reciprocity Agreements

Aspen University has been approved by Colorado to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

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Academic Calendar

Aspen University's Academic Year is 30-weeks and courses are 10-weeks long. Course Start Dates are on alternating Tuesdays each month.

2016 Academic Calendar

Start Date	End Date
January 12, 2016	March 21, 2016
January 26, 2016	April 4, 2016
February 9, 2016	April 18, 2016
February 23, 2016	May 2, 2016
March 8, 2016	May 16, 2016
March 22, 2016	May 30, 2016
April 5, 2016	June 13, 2016
April 19, 2016	June 27, 2016
May 3, 2016	July 11, 2016
May 17, 2016	July 25, 2016
May 31, 2016	August 8, 2016
June 14, 2016	August 22, 2016
June 28, 2016	September 5, 2016
July 12, 2016	September 19, 2016
July 26, 2016	October 3, 2016
August 9, 2016	October 17, 2016
August 23, 2016	October 31, 2016
September 6, 2016	November 14, 2016
September 20, 2016	November 28, 2016
October 4, 2016	December 12, 2016
October 18, 2016	December 26, 2016
November 1, 2016	January 9, 2017
November 15, 2016	January 23, 2017
November 29, 2016	February 6, 2017
December 13, 2016	February 20, 2017
December 27, 2016	March 6, 2017

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Student Services

Student Services

Aspen University has a commitment to the educational goals of a regional, national, and international student population. This mission, shared by the entire University community, is that students live and learn in an environment that fosters a supportive and caring community. The Office of Student Services makes every attempt to meet the needs of the University's globally diverse students through various programs designed to enhance the experience of all students. The University provides a wide range of student-centered services. Many are part of the Office of Student Services, while others are provided elsewhere throughout the University. Services provided are subsequently detailed.

Website

Aspen University's website, www.aspen.edu, provides students with up-to-date information about academic offerings and student events.

Alumni Services

As a graduate of Aspen University, alumni are entitled valuable benefits including: career and professional development webinars, continued access to career services, discounts on select products and services, access to online social communities such as Facebook and LinkedIn.

Employment Services

Aspen University does not guarantee employment to any applicant as a condition of their application, acceptance, or attendance in any program. Aspen University does not promote employment services or make student referrals to prospective employers based on direct contact with the employer regarding current job openings to any student attending Aspen University online programs.

Academic Advisement

Aspen University has supportive faculty and staff members in the online modality who work with each student to help support the student's success at the University. Advising is managed by a staff Academic Advisor and based on academic policies set by faculty and operational procedures that uphold consistency and service to students. An Academic Advisor is assigned to each degree-seeking student upon enrollment. This approach provides students with an available point of contact for academic and administrative direction. The advisor assists the student in course scheduling/registration, developing a degree-completion plan, and clarifying University policies and procedures.

Office of the Registrar

The Aspen University Registrar's Office works closely with members of the admission, academic, and student services departments to facilitate inclusive student recruitment and retention efforts in compliance with regulatory requirements. This office collects, records, maintains and reports all student records within FERPA guidelines, e.g., grades, registration information, transcripts, and student academic progress. The Registrar's Office determines student admissibility by reviewing student's admission application as well as requesting and evaluating all student transcripts to determine applicability to programs. Program change requests, name changes, official and unofficial transcript requests and graduation functions are all handled by the Registrar's Office. Students in need of these services should contact the Registrar's Office for more information. Students who attempt coursework access their final grade information on their Aspen University Student Portal.

Student Portal

Aspen University students use the Student Portal as a self-service resource center. The Student Portal provides one location for students to access and print versions of their schedule, degree progress report, and ledger card; access additional learning resources; receive important information regarding the University; and connect with their advisors. Online students also use the Student Portal to access the online classroom. Additionally, the Student Portal allows students to do the following:

- Make payments online;
- Use a GPA calculator;
- Download copies of their unofficial transcripts;
- View their financial aid award information;
- Generate financial receipts; and
- Receive important alerts and news regarding the University.

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Faculty & Administration

Faculty

School of Education

Rachel Holmes, MED, BA
Casey Reason, Ph.D, MED
Lorraine Cleeton, Ph.D, MSED
David Franklin, Ed.D, MED
Peter Kiriakidis, Ph.D
Brook McKenzie, MAT
Lisa Reason, Ph.D, MED
Doris Christopher, PhD., MA, BA

School of Nursing

Bob Wade, Ph.D, MSN, BSN
Carmen Spears, DHA
Cheryl Rules, MSN, PhD
Dawn Deem, MSN
Eric Oestmann, Ph.D, MS
Heidi Haldeman, MSN
Jennifer Muhammad, MSN
Jenny Erkitz, MSN, BSN
Marcos Gayol, MSN
Nina Beaman, EdD, MSN
Sandra Chen-Walta, DNP, MSN
Vanessa Kramasz, MSN
Felisity Gardner, MSN
Karen Lilyquist, Ph.D, MSN
Diane Labanowsky, MSN
Barbara Miller, Ed.D, MSN
Jean Gordon, DBA, MSN, MBA
Miranda Keeton, MSN
Lucy Smith, MSN
Randall Mangrum, MSN
Kristine Warner, MSN
Kathryn Mauch, EdD, MSN
Jeannie Randall, MSN

School of Professional Studies

Colin Campbell, Ed.D, MBA
Helen Livingston, DCJ/Psych, MC
Joseph Nicoletti, MLIR, BS
Keith Riley, Ed.D, MA, BS
Kym Lum, MS, BA
Richard Sauer, MA, BS
Ron Smith, MS, BA
Tammie Clearfield, Ph.D., JD, MS, BA
Johnny Thomas, Ed.D, MS, BS
Sherrie Campbell, MS, MBA, BS
Nancy Trojanowski, MS, BS
Matt Loux, MS, BS
Lance Spivey, Ed.D, MA, BA
David Rand, MS, BPA
James Mathews, MA, BA
William Lipkin, MA, BA
Rachel Hall, MA, BA
Kathryn Brown, MA, BA

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School of Management

Alfred Siu, DBA, MIM, BS
Bari Courts, Ph.D, MBA, BA
Craig Hovey, Ph.D, MSW, BA
David Castle, Ph.D, MBA, BS
Donald Dunn, D Mgmt, MEd
Jason Lum, JD, MPP, BA
Kevin Chen, Ph.D, MS, BS
Laura Pogue, D Mgmt, MBA, BS
Mitch Miller, DBA, MBA, BA
Richard Barksdale, MIM, BS
Barry Thompson, Ed.D, MA, BS
James Marion, PhD., MBA, MSE, BSEET
George Arnold, DBA, MA, BSBA
Jean Accius, PhD., MS, BSBA

School of Information Technology

Biswajit Panja, Ph.D, MS, B Eng
Ebenezer Oladimeji, Ph.D, MS, B Eng
Michael Jones, Ph.D, MS, BS
Sam Hijazi, DBA, MA, BS
Ying Liu, Ph.D, MBA, BS
Peter Kiriakidis, Ph.D

Administration

Mike Mathews, Chairman & CEO
Kate Dillon Hogan, SVP of Compliance
Janet Gill, Chief Financial Officer
Cheri St. Arnauld, Chief Academic Officer
Gerard Wendolowski, Chief Operating Officer
Marius Rosedale, Director of Academic Advising
Karla Jimenez, Bursar
Tracy Craven, Director of Financial Aid
Ashley Moss, Registrar
Joel Whalen, Director of Curriculum and Faculty Services

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Aspen University Classroom

Brightspace by D2L, powers Aspen University's Classroom located at <http://classroom.aspen.edu>. Students are provided their login credentials for the Classroom at the time they register for their first course. Prior to a student's first course the Office of Student Services will conduct an orientation, a one-on-one comprehensive walk-through of the Classroom. During orientation, students will learn how to navigate the classroom, post and reply to discussions, submit assignments, check their grades and communicate with their Instructor.

System Requirements

Aspen University's Classroom

Supported Operating Systems:

- Windows XP (service pack 3 for 32-bit, service pack 2 for 64-bit), Windows Vista, Windows 7, Windows 8
- MAC OS X 10.6 (Snow Leopard) and higher
- IOS 6 and higher
- Android 4.0 (Ice Cream Sandwich) and higher
- Blackberry 7 and higher

Browser Support:

- Internet Explorer 9 and higher
- Firefox 24 and higher
- Chrome 32 and higher
- Safari 5.1 and higher

Additional Browser Support Info:

- Adobe Flash 10.1 or greater
- Javascript and Cookies must be enabled

Aspen University's Website and Student Portal

Supported Operating Systems:

- Windows XP (service pack 3 for 32-bit, service pack 2 for 64-bit), Windows Vista, Windows 7, Windows 8
- MAC OS X 10.6 (Snow Leopard) and higher

Browser Support:

- Internet Explorer 9 and higher
- Firefox 24 and higher
- Chrome 32 and higher
- Safari 5.1 and higher

Other Software Needed:

- Javascript and Cookies must be enabled

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University Contact Information

General Contact Information

Aspen University
1660 S. Albion St., Suite 525
Denver, Colorado 80222
Phone: (303) 333-4224
Fax: (303) 200-7428
Email: info@aspen.edu

Office of Enrollment

Phone: 1-800-373-7814
Email: enrollment@aspen.edu

Office of Student Services

Phone: 1-800-441-4746
Email: studentservices@aspen.edu

Office of the Registrar

Phone: 1-800-441-4746
Email: registrar@aspen.edu

Office of the Bursar

Phone: 1-800-441-4746
Email: bursar@aspen.edu

Office of Financial Aid

Phone: 1-800-441-4746
Email: financialaid@aspen.edu

Office of Faculty Services

Phone: 1-800-441-4746
Email: facultyservices@aspen.edu

Marketing

Email: marketing@aspen.edu

Press Releases and Media

Phone: 1-800-441-4746
Email: publicrelations@aspen.edu

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Tuition

Tuition Rates

Aspen University's tuition rates by degree level are below. In some cases tuition rates may vary by program, so please review tuition rates for your specific program before making a decision.

Program of Study	Tuition Rate (per Credit Hour)
Certificate Program	\$325
Associates Degree	\$150
Bachelor's Degree*	\$150
Master's Degree	\$325
Doctoral Degree	\$450

* The RN to BSN Program is \$325 per Credit Hour.

Fees

Fee Type	Amount	Frequency
Transcript	\$10	per Request
Technology Fee	\$150	Annual
Portfolio Credit Evaluation*	\$200	per Request
Tuition Deferment	\$200	per Course
Graduation	\$100	One Time
Proctored Examination	\$100	per Exam
Course Withdrawal**	20%	per Withdrawal
Nursing Capstone	\$250	per Course
Nursing Practicum	\$250	per Course
Additional Diploma	\$50	per Request
Dissertation	\$1,500	One Time
Internship	\$300	One Time

*The Portfolio Credit Evaluation fee is \$200 per 3-credit course for the School of Nursing Programs only.

** The Course Withdrawal fee is 20% of the amount tuition charged for the course, capped at \$100 per withdrawal and a total of \$200 per program.

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Refund Policy

Aspen University refund policies conform to the requirements of the Colorado Commission on Higher Education (CCHE) SECTION I, PART J 26.02.05 (effective June 7, 2013). In addition, the institution meets refund policies required by the federal Department of Education in 34 CFR 668 and complies with the refund and termination procedure requirements of the institution's accrediting body, the Distance Education Accrediting Commission (DEAC).

A full refund of any monies paid towards tuition and required fees will be made in the event that one of the following occurs:

- If the student is otherwise not approved for courses or accepted into a degree program by the University;
- It is determined by a state authority or accrediting agency that the enrollment of the student was procured as a result of any misrepresentation in advertising, promotional materials of the school or representations by the owners or representatives of the school; or,
- If a course of instruction is discontinued by the school and this, for a valid reason, prevents the student from completing the course.

Course Enrollment Cancellation

Enrollment in a course may be canceled by the student at any time after the execution of the Course Enrollment Agreement up through the day before the scheduled Start Date of the class. Upon the scheduled Start Date, students who elect to cancel within 7 calendar days of enrolling will receive a full refund. Enrollment cancellations under these circumstances will result in a full refund of any course tuition and required fees paid. Aspen University provides additional consideration for students that have had extenuating circumstances, such as a student illness or accident, death in family, or other circumstances beyond the student's control.

Course Withdrawal

A student can withdraw from a course by submitting the Course Withdrawal form in the Student Portal, or by contacting their Academic Advisor or the Office of the Registrar. Depending upon the date of withdrawal, there may be a refund of tuition and fees. All money due to the student will be refunded within 30 days of the effective date of the withdrawal. A course withdrawal may be recorded as a "W" or, "WA" on the student's transcript and may affect the student's financial aid status. The determination of a course withdrawal will be effective on the earliest of the following:

- the date the student submits the Course Withdrawal form in the Student Portal;
- the last day of an academic participation activity if the student fails to meet/maintain progress as required and is administratively withdrawn from the course by the school; or
- the first of the following dates when the student's participation in an academically related activity cannot be documented:
 - at the end of the first week,
 - at the end of the month, midterm or academic term.

Refund Calculations

Refunds are calculated based on the Total Course Price, which includes tuition, course specific fees, earned financial charges, and other fees that are charged to students for required courses, such as proctoring or technology access. The amount of the refund is based on the portion of the course duration for which the student has paid but has not yet used as of the point of termination. The refund tables presented below provide the percentage of Total Course Price to be refunded at different points of withdrawal throughout the duration of a course.

A student will be assessed a course withdrawal fee of 20% of the amount paid for the course, not to exceed \$200 per program. A student may withdraw from one or more courses during a term and not be withdrawn from the University if the student is attending at least one course within the term, or has registered for a course in a subsequent term within 30 days from the last scheduled date of the term.

Refund of Other Fees

Non-Refundable Fees

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Fee Type	Amount	Frequency
Course Withdrawal	20%*	per Withdrawal
Graduation	\$100	One Time
Transcript Request	\$10	per Request
Portfolio Credit Evaluation	\$200**	per Course
Additional Diploma	\$50	per Request

* The Course Withdrawal fee is 20% of the amount tuition charged for the course, capped at \$100 per withdrawal and a total of \$200 per program.

** The Portfolio Credit Evaluation fee is \$200 per 3-credit course for the School of Nursing Programs only.

Refundable Fees

Fee Type	Amount	Frequency
Technology	\$150	Annual
Dissertation	\$1,500	One Time
Tuition Deferment	\$200	per Course
Proctored Examination	\$100	per Exam
Internship	\$300	One Time
Nursing Capstone	\$250	One Time
Nuring Practicum	\$250	per Practicum Course

In the event that the student cancels their enrollment prior to the Start Date, or withdraws from the course during the first week, the course specific fees are refunded at a rate of 100%. In the event the student completes the course, the fees are non-refundable. If the student withdraws from the course, the course specific fees will be refunded in accordance with the below refund table.

Students are not required to purchase instruction books, supplies and tools from the institution specifically, and, are not required to purchase materials until they are necessary. If a student purchases books, supplies, tools, etc. from the University, once payment for these materials is complete no refund will be issued. However, Aspen University provides additional consideration for students that have had extenuating circumstances.

Students Called to Active Military Service

A student of Aspen University who withdraws from the University as a result of being called to active duty in a military service of the United States or their State National Guard may elect one of the following options for each course or program in which the student is enrolled:

- If tuition and fees are collected in advance of the withdrawal the student will receive a refund in accordance with the Refund Tables below for any tuition, fees, or other refundable charges paid by the student for the program. In addition, any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal will be canceled;
- Re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and other charges; or
- Receive the assignment of an appropriate final grade or credit for the courses in which the student is currently enrolled, but only if the instructor or instructors of the program determine that the student has:
 - Satisfactorily completed at least 90 percent of the required coursework for the course; and,
 - Demonstrated sufficient mastery of the course material to receive credit for completing the course.

Multiple Course Prepayment Plan Refund

Refunds for pre-payments are provided based upon the number of courses completed per the refund table below and are only given upon student's withdrawal from one or more courses. After a student has successfully completed all of the pre-paid courses Aspen University calculates refunds based on the course-by-course tuition amount paid for a course and processes the refund according to the refund table. A student withdrawing from the degree program will be granted a refund based on the tuition paid and according to the refund table.

For example, if a student signs a multiple Course Enrollment Agreement in the master's degree program, paying for 3 courses, and then withdraws from the degree program after completing only 2 courses, the student is entitled to a full refund on 1 uncompleted course based on the full single-course tuition amount per course and is also entitled a refund based on the course-by-course tuition paid for any other courses less all applicable withdrawal fees.

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Refund Table

Withdrawal Date	Percentage of Total Course Price
During the 1st week of class	100%
During the 2nd week of class	80%
During the 3rd week of class	60%
During the 4th week of class	40%
During the 5th week of class	20%
After the 5th week of class	0%

Sample Refund Calculation: A student enrolls in a course where the Total Course Price is \$975.00. If Student withdraws from the course during the second week, Student is entitled to a refund of \$780.00. ($\$975 \times 80\%$)

Return of Title IV Funds

If a student completely withdraws from the University, the student may have to return federal financial aid received. For purposes of this section, there are situations in which the student may be deemed to have withdrawn even though he or she has not gone through the formal process of withdrawing. Also, while dropping below half-time enrollment status does not in and of itself require the return of federal financial aid, it may affect future disbursements and a student's ability to meet Satisfactory Academic Progress requirements.

Though students may receive financial aid at the beginning of the term, they have to "earn" it over the course of the term by continuing to meet academic participation requirements. When a student withdraws, the University will determine the earned and unearned portion of the student's federal financial aid based on the repayment regulations for each federal financial aid program. If a student meets academic participation requirements for over 60% of the term before the withdrawal, the student has received 100% of his or her federal financial aid and does not have to return any funds. If a student withdraws having met 60% or less of academic participation requirements, the student will be required to return any unearned funds.

For example, if a student receives \$3000 in federal financial aid that must be repaid and then withdraws exactly halfway through the semester, the student has only earned half of the \$3000 and is only entitled to keep \$1500. The remainder must be repaid to the University so that it can return the money to the federal government. However, if the student withdraws after passing the 60% threshold, he or she will not have to return any financial aid funds. The University will notify the student within 45 days of the withdrawal date if he or she is required to return any financial aid funds. Failure to repay the funds could jeopardize the student's eligibility to return to school or receive financial aid in the future.

A student who has not yet been disbursed financial aid which he or she has earned may be eligible for a post-withdrawal disbursement. In such cases, students will be notified by the University and must provide written authorization before the funds are disbursed.

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Payment Methods

Aspen's Economic Responsibility Goal is to offer tuition rates low enough that a majority of our students will not incur debt through utilization of federal financial aid, and ensure alumni have achieved a return on investment benefit following earning a degree from Aspen. To achieve this goal, Aspen University has established several payment methods from which students may choose. These payment methods are outlined below.

Monthly Payment Plan

Students that participate in the Monthly Payment Plan make one payment per month, based upon their degree program. The payment is automatically be charged to the Credit or Debit Card provided by the student at the time of enrollment, on the same day each month. When a payment is made Aspen University applies that payment towards tuition and fees the student has incurred. Participation in the Monthly Payment Plan is voluntarily and students may stop their participation in the Monthly Payment Plan at anytime.

Federal Student Aid

Aspen University is approved by the U.S. Department of Education to participate in Federal Student Financial Aid Programs. Financial Aid is available to qualifying U.S. citizens and permanent residents. Financial Aid programs include both grants and loans. To learn more about Federal Student Aid, please contact the Office of Financial Aid.

Installment Plan

Students that participate in the Installment Plan pay their tuition over three equal installments throughout the duration of their course. Installments are automatically be charged to the Credit or Debit Card provided by the student at the time of enrollment on the 1st, 31st and 61st day of their course. Students are still required to pay off any outstanding balance or fees prior to enrollment in a course.

Credit or Debit Card

Students can use their Credit or Debit Card to pay for their tuition or fees when they enroll in a course. In this case, the student must pay their course tuition and any outstanding fees prior to enrolling in the course.

Tuition Reimbursement & Assistance

If a student's employer offers Tuition Reimbursement, the student can place a deposit on a course and provide a Credit or Debit Card instead of paying the course tuition in full prior to enrollment. The student is able to enroll in the course after paying any applicable fees and the course deposit. The student will have until four weeks after a grade is awarded to make the course payment in full. After four weeks, the Office of the Bursar will charge the tuition amount to the Credit or Debit Card on file. Payment is ultimately the responsibility of the student. In order to be approved for Tuition Reimbursement, the student will need to provide documentation from their employer. In the case of students receiving education benefits from the United States Military, a course deposit may not be required or the United States Military may pay Aspen University directly. Please contact the Office of the Bursar to discuss your Military Benefits.

Employer Direct Billing

Aspen University has Direct Billing agreements in place with employers. Students of employers participating have their tuition and fees paid to Aspen University directly from their employer. Please contact the Office of the Bursar or your Human Resources Manager to determine if your employer participates.

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United States Military Benefits

Students who have served in the United States Military and their spouses are eligible to receive Military Benefits from Aspen University.

Tuition Rates?

- Master's Degree: \$750 per Course
- Doctoral Degree: \$1,050 per Course

Fees Waived

- Annual Technology Fee (\$150 per year)
- Graduation Fee (\$100)

Who Qualifies?

- United States Military
 - Active Duty
 - Reserve and National Guard
 - Veterans
 - Spouses

Required Documentation

In order for a student to receive Aspen University's Military Benefits, the following documentation is required depending upon the student's status:

- Military Transcripts
- DD-214 (Discharge of Duties)
- Letter from Commanding Officer
- VA Letter Certifying Military Service
- Benefit Documentation (TA form, COE, VA form 1905)
- Government issued photo identification (e.g. Driver's License or Passport)

Spouses

- Copy of Marriage License or Certificate
- Copy of Spouse's Military Documentation
- Copy of Spouse's Government issued photo identification (e.g. Driver's License or Passport)

Veterans Affairs and G.I. Benefits

Aspen University is approved by the Colorado State approving agency for Veterans Benefits. Most programs allow veterans 10 years from the date of separation listed on the Military Discharge (DD 214) to use their Veterans Benefits. Please contact the Veterans Benefits Administration for more information.

Defense Activity for Non-Traditional Education Support (DANTES)

DANTES processes Tuition Assistance reimbursement for Active Duty service members including; Navy, Marines, Army, Active Guard Reservists, Army National Guard, Military and Civilian Personnel, U.S. Army Reserves and Air Force Reserve Command after a course is successfully completed. Prospective students requesting Tuition Assistance under this program must have the DANTES Independent Study Form (1562/31) signed by the student's Educational Services Specialist, Guidance Counselor, or Commanding Officer certifying

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their eligibility. Please contact DANES for more information.

Entitlement Programs

- Chapter 30 - Montgomery G.I. Bill - Active Duty Educational Assistance Program
- Chapter 31 - Vocational Rehabilitation Educational Assistance Program
- Chapter 32 - Post Vietnam Era Veterans Educational Assistance Program
- Chapter 35 - Survivors and Dependents Educational Assistance Program
- Chapter 1606 - Montgomery GI Bill - Selected Reserve

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Financial Aid

Institutional Financial Assistance Information

It is the goal of Aspen University to assist every eligible student in procuring financial aid that enables the student to attend school. The school participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called federal Student Financial Aid (SFA). This includes the Federal Pell Grant, Federal Direct Student (FDSL) Program (Subsidized and Unsubsidized Stafford and Federal Parent Loans for Undergraduate students).

The primary responsibility for meeting the costs of education rests with the individual student and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

Consumer Information

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within our catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis (With the exception of Pell);
- Have a high school diploma or its recognized equivalent such as a GED certificate
- Be a U.S. citizen or national or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if required;
- Sign an updated Statement of Educational Purpose/Certification Statement on refunds and default.

Financial Aid Programs

General

All Title IV financial aid funds received by the institution will be credited to the student's account with the exception of requirements set forth in Section 6.82.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

Federal Pell Grant

This grant is designed to assist needy students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree and students who are enrolled in an eligible Post-baccalaureate teacher certification program if they meet certain requirements. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application (FAFSA) to participate in the Federal Pell Grant program from the student finance office of the school or from a high school counselor. A student may also apply online at <https://fafsa.ed.gov/>. The

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application will be transmitted electronically through a federally approved need analysis system, which will determine the applicant's Expected Family Contribution (EFC).

Federal Direct Loan Program

DIRECT STAFFORD LOANS, from the William D. Ford Federal Direct Loan Program

Direct Loan programs are low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. The loan is then sent to the U.S. Department of Education's Common Origination and Disbursement Center (COD) and disbursed to the school electronically through the G-5 website. The loans are serviced by the Direct Loan Servicing System. Direct loans include Direct Subsidized, Direct Unsubsidized and Direct PLUS loans.

Direct Subsidized Stafford Loans

Direct Subsidized Stafford Loans are loans available to students with financial need. Undergraduate students may borrow up to \$3,500 for their first academic year, and \$4,500 for their second academic year, and \$5,500 for their third or fourth year at a fixed interest rate established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school and for six months after students cease their enrollment. For "First time borrowers" as of 7/1/13 there is a 150% loan limit provision. A first time borrower is an individual who has no outstanding balance on a Direct loan or a FFEL Program loan 7/1/13 or the date the borrower obtains a Direct loan after 7/1/13. A student may not receive Direct Subsidized Stafford loans for more than 150% of the published length of the student's program of study.

Regular payments begin six months after students cease enrollment or fail to carry at least one-half the normal full-time school workload. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning their loan. Applications can be obtained from the college's student finance office or from the Federal Direct Loan program. Total Indebtedness for an independent undergraduate student is \$57,500. (No more than \$23,000 of this amount may be subsidized loans.)

There is an origination fee of 1.068% charged as an expense of borrowing one of these loans (for loans first disbursed on/after 10/1/15 and before 10/1/16). The loan fee is a percentage of the amount of each loan the borrower receives, and is subtracted proportionately from each loan disbursement. This must be repaid. The loan interest rate is fixed and set on July 1st of each year.

Direct Unsubsidized Stafford Loans

Direct Unsubsidized Stafford Loan programs are available for students to borrow for additional education costs regardless of family income who do not qualify in whole or in part, for a Subsidized Stafford loan. An unsubsidized Stafford loan is not awarded based on need. The term "unsubsidized" means that interest is not paid for the student. The student is charged interest from the time the loan is disbursed until it is paid in full.

Independent and Dependent students whose parents are unable to obtain a PLUS loan can borrow up to \$9,500 for their first academic year as a combined total with the Federal Subsidized Stafford loan, and up to \$10,500 for their second academic year, at a fixed interest rate established annually by the U.S. Department of Education. Dependent students whose parents are approved for a PLUS loan are limited to a combined total of \$5,500 for the first Academic year and \$6,500 for the second academic year. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Stafford Loan program. Graduate students may borrow up to \$20,500 each year. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. The Government does not pay interest on the student's behalf on an Unsubsidized Federal Stafford Loan. Regular payments begin six months after students cease enrollment or fail to carry at least one-half the normal full-time school workload.

There is an origination fee of 1.068% charged as an expense of borrowing one of these loans (for loans first disbursed on/after 10/1/15 and before 10/1/16). The loan fee is a percentage of the amount of each loan the borrower receives, and is subtracted proportionately from each loan disbursement. This must be repaid. The loan interest rate is fixed and is set on July 1st of each year.

Direct Plus Loans

The Federal Direct PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is an origination fee of 4.272% charged as an expense of borrowing one of these loans (for loans first disbursed on/after 10/1/14 and before 10/1/15). The loan fee is a percentage of the amount of each loan the borrower receives, and is subtracted proportionately from each loan disbursement. This must be repaid. The loan interest rate is fixed and is set on July 1st of each year.

Repayment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time of the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although, the minimum payment amount is \$50 with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the college's student finance office or from the Federal Direct Loan Program.

For deferment information, contact the Office of Financial Aid.

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Transfer Credit Policy

Aspen University recognizes that new students may have earned credits at a previous institution or have experiential learning. Aspen University accepts credits earned from an appropriately accredited academic institution when the course content is deemed equivalent to that of Aspen and the course meets the minimum credit and grade requirements. In order to make that determination, Aspen University will conduct a comprehensive review of a student's prior academic work. Aspen University will make every reasonable effort to provide students with an appropriate amount of transfer credit based upon their records. Aspen University adheres to the standards of good practice set forth by our accrediting bodies.

Credit System Transfer Ratio

The number of transfer credits awarded is dependent on the original institution's credit system. Credits from an institution on a quarter credit system will transfer in at a ratio of two-thirds semester credit for each quarter credit on a course-by-course basis, rounded to the nearest whole credit. Aspen University measures courses in credit hours. Converting clock hours to credit hours for the purpose of transfer credit is calculated as follows; one semester credit hour is equal to at least 37.5 clock hours.

Example: 100 clock hours is equivalent to 2 semester hours.

International Students

Students attempting to transfer in credits earned at institutions outside of the United States must have their academic transcripts evaluated by an appropriate evaluation agency. An evaluation agency must be instructed to provide a course-by-course evaluation report. Students must have the report be sent directly to Aspen University. Please contact your Enrollment Advisor for additional information.

Applying for Credit

Students who intend to apply for transfer credits must submit the following with their Admissions Package:

- Official transcripts for all potential transfer credits
- Course descriptions for all potential transfer credits

Transfer Credit Qualifications

Certificate Programs

Transfer credits are not awarded for Aspen University certificate programs.

Associates Degree Programs

- A minimum grade of C in every course evaluated for transfer.
- Subject to evaluation and approval by the Office of the Registrar, students may be awarded a maximum of 30 transfer credits towards an Aspen University associates degree program.

Bachelor's Degree and Completion Programs

- A minimum grade of C in every course evaluated for transfer.
- Subject to evaluation and approval by the Office of the Registrar, students may be awarded a maximum of 90 total transfer credits towards an Aspen University bachelor's degree program. This includes transfer credit awarded towards bachelor completion program requirements.

Master's Degree Programs

- A minimum grade of B in every course evaluated for transfer.
- Subject to evaluation and approval by the Office of the Registrar, students may be awarded a maximum of 18 credits towards an Aspen University master's degree programs, with the following exceptions;
 - The Master of Science in Nursing program accepts a maximum of 12 transfer credits

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- The RN to MSN Program accepts a maximum of 18 credits
- The Master of Arts in Psychology and Addiction Counseling accepts a maximum of 24 transfer credits

Doctorate Degree Programs

- A minimum grade of B in every course evaluated for transfer.
- Subject to evaluation and approval by the Office of the Registrar, students may be awarded a maximum of 9 credits towards an Aspen University doctorate degree program.

Portfolio Credit

Prior Experiential Learning (Portfolio Credit) is a learning experience that took place outside of a college or university course, where academic degree credit was not earned. A maximum of 25% of credits towards an Aspen University degree can come from Portfolio Credit*. Any portfolio credits awarded count towards the total maximum allowable credits outlined in the transfer credit qualification section. Recognized learning experiences include, but are not limited to:

- Military Training
- Continuing Education Courses (with course descriptions and outcomes)
- Seminars and Workshops (with class descriptions and outcomes)
- Training Programs or In-Service courses (with program descriptions and outcomes)
- On the Job Training (with descriptions and documentation of completion)

Academic Standards for awarding Portfolio Credit are in the Portfolio Guideline Handbook and includes submission of an essay following the Kolb's Model of Experiential Learning. Credit is awarded for documented learning and must align the experience to the topics and course objectives in an appropriate academic context. Portfolio credit applications are reviewed by the program chair or designated faculty.

*MSN level courses and doctoral level courses are not eligible for portfolio credit.

Process for Submission

Contact your advisor for more information regarding the Portfolio Credit application process and to request a copy of the Portfolio Credit Guideline handbook.

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Faculty Availability

To facilitate student learning, faculty will:

- Maintain regular and substantive interaction with students
- Check on a near-daily basis for student assignment submissions, student questions, student discussions, student requests, new students enrollments in their classes and any other student activity
- Provide scholarly feedback, guidance, supportive interactions and genuine performance assessments (grades) within 3-7 days of receiving a submission by a student
- Respond to any student questions, discussion posts or any other student initiated request as quickly as possible, but certainly within 72 hours of receiving the request. If additional time is needed to research the request, faculty will acknowledge receipt of request and notify the student as to when a complete response can be expected
- Proactively and regularly initiate and post meaningful contributions to all appropriate course discussion threads for the purpose of stimulating the students' academic experience and keeping the discussions on topic

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Grading Policy

Assignment Grades

Unless otherwise specified in a course, student assignments will be evaluated based upon three main quality areas demonstrated in a work product:

- Demonstrated Quality Thought and Understanding of the subject matter,
- Synthesis and Analysis of Core Concepts,
- Presentation, Style, Accuracy and Resource Usage

For evaluation purposes, each quality area is treated as independent of the other quality areas, and, each individual area will be used to fully evaluate the completeness of a submitted work product. The following is a rubric for the consideration of each of the qualities relative to a work product.

1. Demonstrated Comprehension: 50%
 - Evaluation is primarily focused on the demonstrated quality of thought and the comprehension of the subject matter.
2. Synthesis and Analysis: 40%
 - Instructors will evaluate critical thinking and synthesis of the core material, through an appearance that demonstrates thought provoking analysis of the core concepts, including original ideas presented as an extension of course material.
3. Research and Quality of Resources: 10%
 - Research and quality of resources are an integral element of a student's work and will constitute a large portion of assignment work. Textbooks are introduced as a single resource amongst many, with the expectation that students will conduct a substantial amount of additional research in order to present a cohesive, multi-faceted view of subject material.

Course Grades

Undergraduate

Numeric Grade Percentage	Letter Grade	GPA
94% - 100%	A	4.000
90% - 93.9%	A-	3.667
87% - 89.9%	B+	3.333
83% - 86.9%	B	3.000
80% - 82.9%	B-	2.667
77% - 79.9%	C+	2.333
73% - 76.9%	C	2.000
70% - 72.9%	C-	1.667
67% - 69.9%	D+	1.333
63% - 66.9%	D	1.000
60% - 62.9%	D-	0.667
59.9% or Under	U	0.000
Pass / Fail - P / U	*	*

* Not counted towards the GPA calculation.

Graduate

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Numeric Grade Percentage	Letter Grade	GPA Value
94% - 100%	A	4.000
90% - 93.9%	A-	3.667
87% - 89.9%	B+	3.333
83% - 86.9%	B	3.000
80% - 82.9%	B-	2.667
77% - 79.9%	C+	2.333
73% - 76.9%	C	2.000
70% - 72.9%	C-	1.667
69.9% or Under	U	0.000
Pass / Fail - P / U	*	*

* Not counted towards the GPA calculation.

Withdrawal Grading

Aspen University classifies a withdrawal differently based on the circumstances of the withdrawal.

“W” (Student Initiated Withdrawal)

A grade of “W” is awarded when a student withdraws from a course after the first 7 days, but before Day 49 (70% of the course length). The “W” is not factored into the student’s GPA calculation, but counts against their Course Completion Rate as attempted credits. In this circumstance, the effective date is the date that the student notified Aspen University of their intent to withdraw from their course.

“WA” (Administrative Withdrawal)

A grade of “WA” is awarded when a student does not meet the academic participation requirements for the course. The “WA” is not factored into the student’s GPA calculation, but counts against their Course Completion Rate as attempted credits. Students who are issued a grade of “WA” in consecutive attempts of a course may be withdrawn from their program of study. In this circumstance, the effective date is the date Aspen University administratively withdrew the student from their course.

For Example: Students that do not upload their assignment by the required due date and fail to satisfy their academic participation requirements within 14 calendar days from their last academic participation will be Administratively Withdrawn from their course automatically. At this point, the student will no longer have access to their course.

GPA Calculation

A student’s GPA is calculated by multiplying the course’s credit hours by the Letter Grade GPA value, which produces a weighted Grade Value for each course. The weighted Grade Value of each course is totaled and then divided by the sum of all course credit hours. “W”, “WA”, or “P” grades are not factored into the GPA calculation.

- All masters and doctoral degree seeking students must successfully complete their program requirements and earn an overall GPA of 3.0 in order to graduate.
- All associate and bachelor's degree seeking students must successfully complete their program requirements and earn an overall GPA of 2.0 in order to graduate.

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Proctored Examinations

Proctored Exams are designed to test a student's overall knowledge of the subject material of completed courses and are administered at pre-determined points during a student's program. The number of Proctored Exams and their location in the curriculum is determined on a program level.

Exams are graded as either "Successful" or "Unsuccessful" and will not impact the student's cumulative GPA. Students who are awarded an "Unsuccessful" grade for a Proctored Exam may retake the exam one additional time.

The Office of the Registrar will notify students when they are eligible to take their Proctored Exam. Additionally, students will be prompted to register for their Proctored Exam on their Student Portal. Once a student is eligible for their Proctored Exam, they may register for the exam through their Student Portal. Within one business day of registering, students will be provided comprehensive instructions on how to setup and complete their Proctored Exam. This email will come from the Aspen University Testing Office. If you have registered for your exam and did not receive this email within one business day, please contact the Testing Office at testing@aspen.edu.

Taking a Proctored Exam

Students must go to a pre-approved proctoring site and present valid photo and secondary identification. Students are responsible for paying any administrative costs of the examination, which are solely determined by the proctoring site. All Proctored Exams are given open-book; no other internet resources or notes may be used during the exam. Students are strongly encouraged to type their exam answers using word processing software, though handwritten exams may be accepted if they are done legibly and with a dark colored ink.

Each exam is graded by a designated faculty member on four elements:

- Content/Application of Theory & Concepts
- Critical Thinking and Analysis
- Organization and Style
- Support

A passing grade for the Proctored Exam is a 70% for undergraduate degree programs and an 80% for graduate degree programs. The format and time restraints of the Proctored Exam may differ depending upon the student's program or school. Please direct all questions regarding Proctored Exams to the Aspen University Testing Office at testing@aspen.edu.

Proctored Exams at Aspen University are timed exams that must be taken outside the home at a pre-approved proctoring site. Aspen University is committed to our mission of providing all college students the opportunity to achieve their educational goals. If you feel that you could benefit from testing accommodations, please contact Aspen University's Disability Services by emailing disabilityservices@aspen.edu. Students with approved accommodations will be given a Student Accommodations form that must be provided to the Aspen University Testing Office before the student's Proctor Identification Form is received. It is the responsibility of the student, not the Disability Services Office, to provide this form to the Testing Office. Failure to comply with this rule will not hold the Testing Office to the accommodations. Please note that a student cannot retroactively request accommodations for any past courses/proctored exams.

Frequently Asked Questions

I just registered for my exam. What is my next step? After registering for your exam, you will be prompted to pay the Proctored Exam fee through your student portal. You will receive instructions regarding choosing your proctor/proctoring site within one business day. That same email will also include a Proctor Identification Form that your chosen proctor will need to submit to testing@aspen.edu before you schedule your exam.

Who is an acceptable proctor? Your proctor may not be a friend, relative, neighbor, manager, or direct supervisor (exceptions are made for police or military students using a higher ranking police/military member as your proctor). Some suggestions for exam proctors include: National College Testing Association testing centers (Consortium of College Testing Centers), local libraries, local universities/community colleges, religious officials, local school principals/instructors/guidance counselors, local government officials, etc.

How long does it take to process my proctor identification form and have my test sent? Once the Proctor Identification Form is received from the proctor and processed, your exam will be sent to your proctor along with instructions on how to administer the exam. This process may take up to 3-5 business days from when the form is received.

Will I be notified once my test has been sent to my proctor? Yes. You will receive a confirmation email from the Office of the Registrar once your test has been sent to your proctor. You will have 30 days from that date to complete your exam.

Who is responsible for scheduling my exam? It is the student's responsibility to schedule their exam within the 30 day time frame. It is also the responsibility of the student to pay any administrative costs required by their chosen proctoring site.

Are the exams open-book? Yes. All of Aspen University's Proctored Exams are open-book. If your textbooks are not available to you, it is highly suggested that you rent or borrow them. eBook textbooks are permitted during the exam. You may access the internet if necessary to

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retrieve your eBook textbooks, but you are not to access the internet for any other reason during the exam. You may not use any notes or internet resources during your exam.

How long is my exam? You will receive a copy of the exam instructions, including the time frame for your exam, when your exam is sent to your proctor. If you have further questions regarding the specifics of your exam, please contact testing@aspen.edu.

What classes will my exam cover? The number of exams a student must take and the courses covered during the exam vary based on program and the individual student. Please contact testing@aspen.edu for information regarding your individual test.

Is there a minimum word count/minimum amount of sources I must use during my exam? No. Please make sure that you are answering each question fully and to the best of your ability. The content of your exams should be based on the appropriate writing level for your program.

Am I required to cite sources during my exam? Yes. You will be required to cite from your textbooks during your exam to back up your arguments, just like you would a paper in one of your classes. You will not be asked to cite from any other additional materials that are not provided with your exam.

Who submits my completed exam and how is it submitted? Your proctor must submit your completed exam and Identification Verification form. No exams will be accepted if submitted by the student or other party. Your proctor may submit your completed exam as an email attachment to testing@aspen.edu or as a fax to 303-200-7428.

Will I receive confirmation once my completed exam has been submitted? Yes. Once your completed exam has been processed and sent off for grading, you will receive an email confirmation.

How long will it take to grade my exam? It may take up to 7 business days from the date of your confirmation email for your exam grade to post. You will receive a confirmation email once your grade has posted.

What happens if I don't pass my exam? If you do not pass your Proctored Exam, you will be given one additional chance to complete the exam successfully. You will be provided with grader feedback from your first exam to help you better prepare for your second attempt.

Contact Us

If you have any questions about the Proctored Exam process, please direct them to the Office of the Registrar by email at testing@aspen.edu or by phone at 800-373-7814.

Hours of Operation: The Aspen University Testing Office is open from 7:30am-4:00pm (Mountain Time), Monday through Friday.

Testing Resources

Exam Strategies and Tips:

Essay Exams: The Writing Center, University of North Carolina at Chapel Hill

Essay Tests: Butte College

Tips on Writing the Essay-type Examination: College of Saint Benedict/St. John's University

Top 10 Tips for Taking Essay Tests: US News & World Report

Testing Anxiety Resources:

5 Ways to Reduce Anxiety on Test Day: US News & World Report

Stress Management Techniques for Reducing Test Anxiety: Utah State University, Academic Success Center

Five Finger Relation Technique: University of Chicago, Student Counseling Service

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Academic Integrity Policy

The Academic Integrity Policy is built upon the concepts of honesty, truth, fairness, respect, and responsibility. These concepts in the context of academic integrity are well presented in The Fundamental Values of Academic Integrity published through The International Center for Academic Integrity (ICAI) at Clemson University. The following is an excerpt from The Fundamental Values of Academic Integrity, which serves as the basis for all academic policy considerations at Aspen University.

An academic community of integrity:

- Advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service,
- Fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential,
- Establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators,
- Recognizes the critical significance of honor and respect for a wide range of opinions and ideas in participatory nature of the learning process, and
- Upholds personal responsibility and accountability that depends upon action in the face of wrongdoing.

Personal Honesty: An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service. Honesty is the foundation of teaching, learning, research, and service and the prerequisite for full realization of trust, fairness, respect, and responsibility. Academic policies uniformly deplore cheating, lying, fraud, theft, plagiarism and other dishonest behaviors that jeopardize the rights and welfare of the community and diminish the worth of academic degrees. Honesty begins with oneself and extends to others. In the quest for knowledge, students and faculty alike must be honest with themselves and with each other, whether in the classroom, laboratory, or library, or on the playing field. Cultivating honesty lays the foundation for lifelong integrity, developing in each of us the courage and insight to make difficult choices and accept responsibility for actions and their consequences, even at personal cost.

Mutual Trust: People respond to consistent honesty with trust. Trust is also promoted by faculty who set clear guidelines for assignments and for evaluating student work; by students who prepare work that is honest and thoughtful; and by schools that set clear and consistent academic standards and that support honest and impartial research. Only with trust can we believe in the research of others and move forward with new work. Only with trust can we collaborate with individuals, sharing information and ideas without fear that work will be stolen, careers stunted, or reputations diminished. Only with trust can academic communities believe in the social value and meaning of an institution's scholarship and degrees.

Fairness: Fair and accurate evaluation is essential in the educational process. The important components of fairness are predictability, clear expectations, and a consistent and just response to dishonesty. Faculty members, students and administration all have the right to expect fair treatment from one another and their colleagues. All academic constituencies have a role in ensuring fairness. A lapse by one member of the community does not excuse misconduct by another.

Honor and Respect: To be most rewarding, teaching and learning demand active engagement and mutual respect. Students and faculty must respect themselves and each other as individuals, not just as a means to an end. They must also respect themselves and each other for extending their boundaries of knowledge, testing new skills, building upon success, and learning from failure. Respect through attendance, attention, listening to multiple viewpoints being prepared, contributing to discussions, meeting deadlines, performing to the best of one's ability, taking others' ideas seriously, providing full and honest feedback, valuing aspirations and goals, recognizing each other as individuals and acknowledging intellectual contributions through proper recognition. The interdependence of the values that constitute academic integrity becomes apparent. Honor and respect involves fair and honest treatment. All of which is critical for a community of trust.

Responsibility and Accountability: Every member of an academic community – each student, faculty member, and administrator – is responsible for upholding the integrity of the community. Shared responsibility and accountability distributes the power to effect change, helps overcome apathy, and stimulates personal investment in upholding academic integrity standards. Being responsible means taking action against wrongdoing, despite peer pressure, fear, loyalty, or compassion. At a minimum, individuals must take responsibility for their own honesty and must discourage and seek to prevent misconduct by others. Whatever the circumstances, members of an academic community must not tolerate or ignore dishonesty on the part of others.

Aspen University is committed to fostering a spirit of honesty and integrity. All members of the Aspen University community including students, prospective students, instructors, staff, and the administration are responsible for following Aspen University's Academic Integrity Policy. A violation of the policy is deemed to be academic misconduct will not be tolerated even if the act of academic misconduct remains undiscovered until after credits have been awarded or a degree has been conferred. In all cases of academic misconduct, the violating party will be subject to sanctions based on available information, including, but not restricted to, admission credentials, coursework, research, theses, dissertations, or other work products. Sanctions may be imposed up to and including; dismissal from the University, or revocation of credit or degree.

Distance learning programs require a higher level of self-monitoring with regard to academic integrity. Aspen University depends on the

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accuracy and the integrity of all records submitted by students or prospective students. All work submitted by a student must represent original work produced by that student. All sources used in a work must be documented through acceptable references and citations and the extent to which the sources have been used must be apparent to the reader. False information on an application, an act to intentionally mislead or misinform a member of the Aspen University community, or submission of work that is written or produced by another as his or her own are considered cause for dismissal from the University.

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Continuous Enrollment Policy

Students are required to maintain Continuous Enrollment throughout their degree program. Students are considered Continuously Enrolled while they are currently enrolled in a course and up to 30-days after a course is completed. During that time period the student's status is considered Active. After the 30-day period, should a student not commence with academic participation in their next course, the student will have their status changed to Inactive. In the event the student does not enroll in their next course and does not submit a Leave of Absence form within 180 days from their most recent course's end date, the student will be Administratively Withdrawn from their program. Students who are Administratively Withdrawn must reapply for admission.

Continuous Enrollment For Federal Student Aid

A student receiving Federal Student Aid must make progress through a program at a rate that ensures the student will not be administratively withdrawn due to violating Aspen University's Continuous Enrollment policy. Students who fail to maintain Continuous Enrollment as defined above, may lose their eligibility for Federal Student Aid and may have reduced access to funds.

Time Between Terms

The maximum time between the end of a student's first term of an Award Year and the beginning of the student's second term of an Award Year is 30-days. An Award Year is defined as three consecutive terms of enrollment. If the student has not enrolled in their second term of an Award Year within 30-days after completing their first term in the Award Year, the student will have their status changed to Inactive and will have all future Federal Student Aid eligibility removed, and upon returning to Aspen University will have to reapply for available funds. At any point a student is not enrolled, any Federal Student Aid is subjected to repayment.

Time Between Award Years

The maximum time between the end of a student's current Award Year and the beginning of the student's next Award Year is less than 180 days. If the student has not enrolled in the following Award Year within 180 days after completion of their previous Award Year then the student will be Administratively Withdrawn.

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Course Withdrawal Policy

A student may request to withdraw from a course at any point before Day 49 (70% of the course length), but not after. If a student wants to withdraw from a course, he/she may do so by completing the Course Withdrawal form in the Student Portal or by contacting their Academic Advisor or the Office of the Registrar.

Withdrawal Grading

Aspen University classifies withdrawals differently based on the circumstances of the withdrawal.

“W” (Student Initiated Withdrawal)

A grade of “W” is awarded when a student withdraws from a course after the first 7 days, but before Day 49 (70% of the course length). The “W” is not factored into the student’s GPA calculation, but counts against their Course Completion Rate as attempted credits. In this circumstance, the effective date is the date that the student notified Aspen University of their intent to withdraw from their course.

“WA” (Administrative Withdrawal)

A grade of “WA” is awarded when a student does not meet the academic participation requirements for the course. The “WA” is not factored into the student’s GPA calculation, but counts against their Course Completion Rate as attempted credits. Students who are issued a grade of “WA” in consecutive attempts of a course may be withdrawn from their program of study. In this circumstance, the effective date is the date Aspen University administratively withdrew the student from their course.

For Example: Students that do not upload their assignment by the required due date and fail to satisfy their academic participation requirements within 14 calendar days from their last academic participation will be Administratively Withdrawn from their course automatically. At this point, the student will not longer have access to their course.

In either case the student may be entitled to a refund of tuition and/or course fees in accordance with the Aspen University Refund Policy. If a student withdraws from their course prior to Day 8, they will receive no academic penalty and a full refund of tuition and fees paid for the course. Students that withdraw from a course after Day 8 of that course are assessed a course withdrawal fee of 20% the amount paid for the course and are entitled to a partial refund of the course tuition. Withdrawing from a course will impact the student’s Satisfactory Academic Progress. Before withdrawing from a course, please review the Satisfactory Academic Progress Policy. Students that are receiving Federal Student Aid should contact the Office of Financial Aid prior to withdrawing from a course.

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Course Retake Policy

Students may retake a course if they received a "U" in the course or if they passed the course and would like to try to improve their grade. Students who want to retake a course that they have successfully completed should contact their Academic Advisor, prior to enrolling. Students are only permitted to retake a course once. Course retakes are factored into the student's Course Completion Rate, which may negatively impact their Satisfactory Academic Progress if the student does not successfully complete the course.

For example, if on the first attempt of a course the student was awarded a "U". When the student retakes the course and earns a passing grade, the "U" from the first attempt will be changed to a "R", representing that the student has retaken the course. The "U" will no longer be factored into the student's GPA. This example does not address Course Completion Rate. It calculates only GPA which is the qualitative standard.

Students that retake an elective course after earning a "U" may take another elective course in its place, however the "U" will continue to be calculated in the student's GPA. In this circumstance, the student will remain eligible to graduate from their degree program as long as they are meeting the requirements of Satisfactory Academic Progress.

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Administrative Withdrawal & Dismissal

Administrative Withdrawal

A student may be Administratively Withdrawn from his/her program as a consequence of violating Aspen University policy. If the student wishes to continue studies at Aspen University, the student will need to file a petition prior to submitting their application. Students are required to resolve all outstanding financial obligations prior to submitting their petition. If the student is readmitted, he/she will be subject to the program requirements, tuition and fees in effect at the time of readmission.

A student readmitted to the University after having been Administratively Withdrawn from their program, must meet the following requirements:

1. successfully complete a predetermined number of credits based on the student's specific circumstances,
2. maintain an acceptable cumulative GPA for the predetermined number of credits; and,
3. demonstrate satisfactory academic progress (SAP).

Upon successful completion of these requirements, the student will be allowed to petition the Office of the Registrar for readmission into their degree program. If the student is readmitted and subsequently Administratively Withdrawn a second time readmission will not be permitted.

Dismissal

A student may be dismissed from Aspen University due to violations of University policy at any time, without a prior warning or notice. The University may consider Dismissal in cases of;

- unethical or illegal conduct,
- academic dishonesty,
- submitting false or misleading information,
- failing to complete a degree program within the maximum timeframe,
- violating the Code of Conduct, or Academic Integrity Policy

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Readmission Policy

Student Re-enrollment

Any student who has been withdrawn is required to complete an application for readmission and meet the University's admission requirements. Re-admission is necessary for any student who wants to resume degree candidacy after any of the following situations:

- Withdrawal from university
- Failure to begin a course within 180 days
- Interruption of continuous enrollment

Once readmitted, a student will re-enroll in the program, or a substantially equivalent program if that program is no longer available. Students are required to resolve all outstanding financial obligations prior to submitting their petition. If the student is readmitted, they will be subject to the program requirements, tuition and fees in effect at the time of readmission.

Readmission

To be readmitted to Aspen University and be permitted to re-enroll, a student must complete the Readmission Application. Students may obtain the form at www.aspen.edu. Once the form is completed, the student will be contacted by an Enrollment Advisor to ensure that all requirements have been met and the student is informed of changes.

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Admission Requirements

Undergraduate Degree Programs

Associates Degree Programs

- Completed application
- High School Diploma, GED or equivalent.
 - Waived if the student has completed at least 15 credits of college level coursework.
- Official Transcripts for all previous college credit earned
- Minimum cumulative GPA of 2.00 for all previous high school or college education

Bachelor's Degree Programs

- Completed application
- High School Diploma, GED or equivalent.
 - Waived if the student has completed at least 15 credits of college level coursework.
- Official Transcripts for all previous college credit earned
- Minimum cumulative GPA of 2.00 for all previous high school or college education

Conditional Acceptance

Students enrolling in an associates or bachelor's degree program who have not previously earned college credit from an accredited institution will be Conditionally Accepted pending successful completion of Introduction to Communications. Upon successful completion of Introduction to Communications, students will receive an Unconditional Acceptance.

Program Specific Requirements

RN to BSN Program:

- Resume or curriculum vitae
- Current Registered Nursing (RN) License from the United States or Canada
- Associate Degree in Nursing (i.e. ADN or ASN) or diploma in nursing
 - Minimum cumulative GPA of 3.0
- Completion of 50 credits (semester hours) of required liberal arts education coursework
- A minimum of one year of nursing experience as a RN completed within the past five years
 - Students for whom an exception is made will be advised to take core courses the first year of study while working to meet the experience requirement

Graduate Degree Programs

Master's Degree Programs

- Completed application
- A minimum of a Bachelor's degree Official Transcript from an institution that is accredited by a CHEA recognized accrediting body.

Program Specific Requirements

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RN to MSN Bridge Program

- Associate Degree in Nursing (ADN or ASN) or diploma in nursing from a school
 - Minimum cumulative GPA of 3.0
- Completion of 50 credits of Liberal Arts coursework
- Current RN License from the United States or Canada
- A minimum of one year of nursing experience completed within the past five years
 - Students for whom an exception is made will be advised to take core courses the first year of study while working to meet the experience requirement

Master of Science in Nursing

- Bachelor of Science in Nursing (BSN)
 - Minimum cumulative GPA of 3.0
- Current RN License from the United States or Canada
- A minimum of one year of nursing experience completed within the past five years
 - Students for whom an exception is made will be advised to take core courses the first year of study while working to meet the experience requirement

Master of Business Administration with a Specialization in Finance

- Applicants must demonstrate one of the following:
 - Substantial professional experience in the finance, accounting, or a related field;
 - Successful completion of an undergraduate program majoring or with a minor in finance or accounting at an accredited university; or
 - Successful completion of two graduate level finance classes at an accredited university

Doctorate Degree Programs

- Completed application
- Resume or curriculum vitae
- Master's degree Official Transcript from an institution that is accredited by a CHEA recognized accrediting body
- Minimum cumulative GPA of 3.0
- Statement of Goals

Additional Information

Official Transcripts from previous institutions are required and must be sent directly from a student's previous institution via mail or electronically to the Office of the Registrar. If a student's previous institution is no longer available, the student may provide Official Transcripts from the appropriate representing institution in the sealed envelope to the Office of the Registrar or electronic for the Office of the Registrar to access directly.

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International Students

International Degree Evaluation Process

Applicants seeking admission or transfer credits for credits earned at institutions outside the United States must have their transcripts evaluated and certified by a National Association of Credential Evaluation Services, Inc. (NACES) member organization. Students can also have their transcripts evaluated by an Association of International Credential Evaluators, Inc. (AICE) member organization. Applicants may be assessed a fee by the certifying organization and must request the report be sent directly to Aspen University.

If an applicant's transcript is published in English by the granting institution and the granting institution is Appropriately Accredited, then the applicant is not required to have their academic transcript evaluated and certified by a NACES or AICE member organization. Appropriately Accredited Institutions are those that are currently accredited by agencies recognized by the United States Secretary of Education or the Council for Higher Education Accreditation (CHEA) or, for institutions outside the United States, an accepted foreign equivalent that is listed in the International Handbook of Universities.

International Student Nursing Admission Requirements

International students may be eligible for admission to the Nursing programs at Aspen University. To meet the admission requirements students must provide documentation of a current, unencumbered license to practice as a registered nurse in at least one U.S. state, U.S. territory or Canada, OR provide evidence of a nursing license comparable to a U.S. registered nurse license from the nation, province, or region where the student is employed as a nurse.

Nursing applicants educated outside of the United States must have their academic transcripts evaluated by an approved agency. Applicants with international nursing licensure must also have their nursing credentials evaluated to determine equivalency with United States RN licensure. Internationally educated applicants that hold a current RN license in the United States, U.S. territory, or Canada are not required to have their nursing license credentials evaluated. Applicants may be assessed a fee by the certifying organization and must request that an official report be mailed directly to Aspen University.

International Transcript Evaluation

Nursing program applicants that have credits or degrees earned from institutions outside of the United States must have their academic transcripts evaluated by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) member organization, or by the Commission on Graduates of Foreign Nursing Schools (CGFNS). Applicants pursuing the Bachelor of Science in Nursing or RN to MSN programs or applicants seeking transfer credit must request a course by course evaluation.

International Nursing Credential Evaluation

Applicants that hold a RN license outside of the United States or Canada must have their nursing credentials evaluated by the Commission on Graduates of Foreign Nursing Schools CGFNS in order to determine licensure equivalency.

Steps to Meeting the Admission requirements

U.S. Nurse educated outside of the United States

1. Complete Aspen University Admission Application
2. Provide transcript evaluated by NACES, AICE, or CGFNS
3. Provide proof of current unencumbered license to practice as a Registered Nurse in the U.S., U.S. territory or Canada

Registered Nurse licensed and educated outside of the United States

1. Complete Aspen University Admission Application
2. Provide transcript of education evaluated by NACES, AICE, or CGFNS
3. Provide proof of current unencumbered license to practice as a Registered Nurse evaluated by CGFNS as comparable to a U.S. license

English Proficiency

Applicants whose native language is not English must meet at least one of the following requirements:

1. Student has attended an Appropriately Accredited institution in a country where English is the Official Language.
2. Receive a minimum score on the Test of English as a Foreign Language (TOEFL)
 - **Paper Based Test - Minimum Required Score**
 - Undergraduate Applicants: 500
 - Graduate Applications: 530
 - Doctoral Applicants: 550
 - **Internet Based Test - Minimum Required Score**

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- Undergraduate Applicants: 61
 - Graduate Applications: 71
 - Doctoral Applicants: 80
3. Receive a minimum score of Level 3 on the ACT Compass ESL Placement Test
 4. Transcript demonstrates completion of at least 30 semester credits, or an English Composition course from an Appropriately Accredited University where the language of instruction was English.
 - Undergraduate Applicants: Average minimum grade of a "C"
 - Graduate Applicants: Average minimum grade of a "B"
 5. Transcript evaluation, degree or diploma indicating that the course instruction was in English
 6. Official letter from the student's previous institution stating that the course instruction was in English

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Student Status

Full-Time and Half-Time Status

Student status as full-time or half-time is based on the number of credit hours for which a student is enrolled to complete in an Academic Year and their degree level. At Aspen University, an Academic Year is defined to be a minimum of 30 weeks of enrolled study. Because Aspen University offers rolling start dates, each student's Academic Year begins on the start date of their first course in a program and again on the start date of the first course after having completed the minimum enrollment and credit hour requirements of an Academic Year.

Undergraduate Students

Full-Time Students

An undergraduate student is considered to be a full-time student if the student is enrolled in a minimum of 30 weeks and 24 credit hours per academic year, with a minimum of 9 credit hours per term.

Half-Time Students

An undergraduate student is considered to be a half-time student if the student is enrolled in a minimum of 30 weeks and 12 credit hours per academic year, with a minimum of 6 credit hours per term.

Graduate Students

Full-Time Students

A graduate student is considered to be a full-time student if the student is enrolled in a minimum of 30 weeks and 18 credit hours per academic year, with a minimum of 6 credit hours per term.

Half-Time Students

A graduate student is considered to be a half-time student if the student is enrolled in a minimum of 30 weeks and 9 credit hours per academic year, with a minimum of 3 credit hours per term.

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Course Extension Policy

A student may request a two-week extension beyond the course's scheduled End Date if they will not be able to successfully complete all course requirements on time. Extensions are reviewed and approved by the student's instructor. Extensions may be granted in cases where the student has made significant progress in the course, but has encountered an extenuating circumstance that will prohibit successful completion of the course on the scheduled End Date. Extensions are limited to a maximum of two-weeks, one per course and three per calendar year. Students may request an extension by completing the Course Extension Request form in the Student Portal at least one week prior to the course's Scheduled End Date.

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Good Academic Standing

Aspen University maintains a Good Academic Standing policy for all degree-seeking students to help monitor the student's progress throughout their degree program. Academic Standing is measured in qualitative terms. The qualitative evaluation is the student's cumulative Grade Point average (CGPA). Students who fail to maintain Good Academic Standing may be placed on Academic Probation or Dismissed from the University.

Cumulative GPA (CGPA)

Cumulative GPA is the weighted average of the numerical grade values for each completed course.

GPA Requirements

- Undergraduate students must maintain a CGPA of 2.00 or higher Graduate students must maintain a CGPA of 3.00 or higher

Frequency of Good Academic Standing Evaluation

A student's Academic Standing is evaluated initially after 9 attempted credits at Aspen University, then subsequently at the end of each term. The Academic Standing evaluation is applied to the student's current degree program regardless of the student's payment method. If a student is determined to be in violation of the Good Academic Standing Policy, the student will be placed on Academic Probation and notified by the Office of the Registrar.

Students will be contacted by the Office of the Registrar and placed on Academic Probation at the end of the term in which they fail to meet the Good Academic Standing requirements. Students on Academic Probation are required to meet regularly with their Academic Advisor to evaluate their Good Academic Standing status. A student will have nine additional credits to meet Good Academic Standing requirements. After meeting the Good Academic Standing requirements students will be removed from Academic Probation. If a student does not meet Good Academic Standing requirements after being placed on Academic Probation the student may be Dismissed from the University. Students who are Dismissed will have 60 days to appeal the decision. Contact the Office of the Registrar for the appeal process.

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Satisfactory Academic Progress

Federal Student Aid Eligibility

Federal Student Aid regulations require the University to establish, publish and apply standards to monitor a student's progress toward the completion of their degree program.

To be eligible for Federal Student Aid, a student must be in Good Academic Standing and meet Satisfactory Academic Progress. In addition to the qualitative measure of GPA, Satisfactory Academic Progress requires a quantitative measure. The quantitative evaluation is student's program completion pace measured by the student's credits completed ratio (CCR) within a Maximum Timeframe.

Credit Completion Ratio (CCR)

Credit Completion Ratio is the percentage of total credits completed compared to the total credits attempted. Credits completed is defined as; courses where a passing grade was awarded, or Transfer Credits or Portfolio Credits awarded by the Office of the Registrar. Credits attempted is defined as; courses where a passing or failing grade was awarded, courses that ended in a withdrawal, Transfer Credits or Portfolio Credits awarded by the Office of the Registrar.

For example, if a student enrolled in a total of fourteen (14) 3-credit courses, withdrew from two (2) and successfully completed 12 courses, the student would have successfully completed 36 credits $[(14-2) \times 3]$ while having attempted 42 credits $[(14 \times 3)]$. The student's CCR is $36/42 = 85.7\%$.

Maximum Timeframe

The maximum timeframe for completing a degree program is defined as, 150% of the total number of credits in the degree program.

For example, if the total number of credits required to complete an undergraduate degree is 120, then the Maximum Timeframe for that degree program is 180 credits.

Eligible

A student will remain "Eligible" as long as they continue to meet the Satisfactory Academic Progress requirements. To maintain eligibility a student must maintain half-time status or greater during all terms of their enrollment.

Warning

A student will be placed on "Warning" if they fail to meet the Satisfactory Academic Progress requirements. When a student is placed on "Warning" they will have one academic year to meet the SAP requirements, in order to remain eligible for Federal Student Aid. Students who meet the SAP requirements after the completion of their "Warning" term will be reinstated as "Eligible" for Federal Student Aid. Students who are unable to meet the SAP requirements after the completion of their "Warning" term will become "Ineligible" to receive Federal Student Aid for their subsequent term(s).

Ineligible

If a student becomes "Ineligible", they may continue their studies with a different payment method. When the student meets the SAP requirements, they may reapply for Federal Student Aid.

Frequency of SAP Evaluation

A student's Satisfactory Academic Progress is evaluated initially after 9 attempted credits at Aspen University, then subsequently at the end of the student's financial aid year. The Satisfactory Academic Progress evaluation is applied to the student's current degree program. If a student is determined to be in violation of the Satisfactory Academic Progress policy, the student will be placed on Academic Warning and notified by the Financial Aid Office.

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Academic Progress and Participation Policy

Course Progress

Assessment of student progress in a course is based on the timeliness of the student's recognized participation in academic or academically related activities. Students are required to exhibit satisfactory progress within their courses by demonstrating academic participation every 7 days. If a student fails to demonstrate recognized academic participation for 21 consecutive days they will be administratively withdrawn from the course.

Academic or Academically Related Activities

Students must participate in academic or academically related activities throughout their class. At Aspen University, academic or academically related activities include:

- Submitting an academic assignment;
- Taking a quiz or exam;
- Completing a required interactive tutorial;
- Attending a required computer-assisted instruction session with a qualified faculty member; and
- Making a quality contribution to an online discussion with qualified instructors and peer students that is directly related to an academic assignment.

Important Note: A student's discussion contribution will be considered a quality contribution if and only if it is related to the content and the contribution is judged to be of sufficient quality by the course instructor. Unless both of these conditions are met, the discussion contribution will not be considered a quality contribution and will not count as participation in an academic or academically related activity.

Recommended Every 7-Day Academic Participation Schedule

The student should maintain the following academic participation schedule to avoid the risk of being Administratively Withdrawn from a class for failure to demonstrate adequate course participation and progress.

Before End of Day	Activity
3	Post an initial response to the Discussion Question
7	Submit First Module Discussion and Assignment
14	Submit Second Module Discussion and Assignment
21	Submit Third Module Discussion and Assignment
28	Submit Fourth Module Discussion and Assignment
35	Submit Fifth Module Discussion and Assignment
42	Submit Sixth Module Discussion and Assignment
49	Submit Seventh Module Discussion and Assignment
56	Submit Eighth Module Discussion and Assignment
63	Submit Ninth Module Discussion and Assignment
70	Submit Tenth Module. Final day to submit any additional work.

Important Note: Students are required to post assignments during the Module in which it is due or the assignment may not receive full points.

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Leave of Absence Policy

Students may request a Leave of Absence if they require an extended period of time away from their studies. A Leave of Absence is reviewed and approved by the Office of the Registrar. Students may request a Leave of Absence by completing the Leave of Absence form located in the Student Portal. If a student is currently enrolled in a course, the student must complete or withdraw from the course before requesting a Leave of Absence. When a Leave of Absence is approved, the student must enroll in their next course prior to the End Date of their Leave of Absence. Students that do not enroll in their next course prior to their End Date may be Administratively Withdrawn from the University. The maximum allowable time for a Leave of Absence is 180 days.

Federal Student Aid

Students awarded Financial Aid they may be subject to additional requirements. Financial Aid recipients are responsible for meeting with the Office of Financial Aid prior to starting a Leave of Absence. The Office of Financial Aid will explain how the Leave of Absence may impact the student's loan repayment terms, the student's grace period and the consequences of failing to return to the program. The student is required to meet with the Office of Financial Aid prior to receiving an approved Leave of Absence.

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Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974 was adopted to protect the privacy of a student's educational records, establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings. These rights and Aspen University's procedures regarding FERPA are detailed below.

Directory Information

Aspen University has designated the following items of a student's record as public information. Such information may be disclosed by Aspen University at its discretion:

- First Name
- Last Name
- Email
- Phone Number
- Date of Birth
- Field of Study
- Degree Program
- Degrees Awarded
- Entry Date
- Dates of Attendance (Current and Past)
- Conferral Date
- Previous Institutions Attended

Currently enrolled students may withhold disclosure of any of the above named items by completing and submitting a Request to Withhold Directory Information Form to the Office of the Registrar. To withhold disclosure, students must submit the completed form within 30 days of enrollment.

Right to Prior Written Consent

Students have the right to consent to disclosure of personally identifiable information contained in their educational records. Exceptions under FERPA allow Aspen University to disclose educational records without the student's prior written content to:

- School officials with a legitimate educational interest. School officials include any staff, faculty or other person employed by the University or a person or company which the University has outsourced functions that otherwise would be performed by its employees.
- Officials at an institution at which the student seeks or intends to enroll. The University will make a reasonable attempt to notify the student of these disclosures prior to forwarding educational records.
- Authorized representatives of the following agencies: U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities. Disclosures under this provision may be made in connection with an audit or evaluation or for the enforcement of or compliance with federal legal requirements.
- Officials associated with financial aid for which the students has applied or received if the information is deemed necessary to determine eligibility, amount of aid and the conditions of aid, or to enforce terms or conditions of the aid.
- Organizations conducting studies on behalf of the university to develop, validate or administer predictive tests; administer student aid programs; or improve instruction.
- Accrediting organizations to perform accrediting functions.
- Parents of an eligible student if the student is dependent for IRS tax purposes.
- Officials in compliance with a judicial order or lawfully issued subpoena.
- Appropriate officials in connection with a health or safe emergency.

Requests for access to educational records that does not include directory information or is not an allowable exception

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require prior written student consent.

In order to authorize a third party access to their educational records, students must complete and submit a FERPA Release Form to the Office of the Registrar. If at any time a student wishes to revoke the authorization, they may complete the FERPA Revoke Form and submit the completed form to the Office of the Registrar.

Right to Inspect, Review and Amend Educational Record

Students have the right to inspect and review their educational records within 45 days of submitting the request. Students also have the right to request amendment of their educational records if the student believes there is inaccurate or misleading information or that the University is in violation of their privacy rights under FERPA.

In order to request a review of their educational record, students must submit the Request to View Educational Records Form to the Office of the Registrar.

In order to request amendment of their educational record, students must submit the Request to Appeal to Amend Educational Record Form to the Office of the Registrar. Amendment requests must clearly state the portion of the educational record that the student wants changed and the reasons for the change. If the request is denied, the Office of the Registrar will notify the student of their due process rights for a hearing regarding the request.

Right to File a Complaint

Students have the right to file a complaint with the U.S. Department of Education regarding any allegations of failure of the University to comply with the requirements of FERPA. Complaints may be sent to the below address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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Disability Policy

Aspen University's Disability Services will work to uphold the mission of the University by providing reasonable accommodations to all students with disabilities in order to help them achieve their academic goals. Aspen University complies and adheres to Section 504 of the Rehabilitation Act of 1973, as amended. Aspen University's policy and practice is to provide students with disabilities full and equal use of the services, facilities, and privileges. Aspen University does not discriminate on the basis of disability in its admission, recruitment, academics, research, financial aid, counseling, or employment assistance processes. Furthermore, Aspen University does not screen out, exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student, or an individual enrolled as a student, based on disability. Aspen University promotes an environment of respect and support for individuals with disabilities.

Students are responsible for disclosing disability information and requesting accommodation, in accordance with University requirements. Students who need assistance, even on a temporary basis, are encouraged to utilize the services available through the Office of Disability Services. For more information please contact DisabilityServices@aspen.edu.

Request for Accommodation Based on Documented Disability

If you are requesting accommodation based on a disability, please make your request in writing using the Accommodation Request Form and disclose your disability in accordance with University requirements. Accommodations are authorized by Disability Services staff through an interactive process, which may include a combination of the student's account of disability or its impact, observations of the Disability Services staff member, and supporting documentation provided by the student.

Please understand that accommodations are not retroactive and the determination of reasonable accommodation resides with Disability Services staff.

Aspen University requirements for documentation are based on the Best Practices published by Association on Higher Education and Disability (AHEAD).

Requesting Accommodation

Any student seeking accommodations will need to submit the Accommodation Request Form and subsequent documentation as outlined below to DisabilityServices@aspen.edu.

It is the responsibility of the student to advise Disability Services of the disability impacts they experience in the learning environment and the potential accommodations that may support their learning. Accommodation requests are authorized by Disability Services staff based on the guidelines below for disability documentation.

Prior Accommodation: If the student has received an accommodation from a prior institution, those decisions may be submitted as documentation to validate student's self-reported information.

Information From External or Third Parties: Documentation from external sources may include educational or medical records, reports and assessments created by health care providers, school psychologists, teachers, or the educational system. This information is inclusive of documents that reflect education and accommodation history, such as an Individual Education Program (IEP), Summary Of Performance (SOP), and teacher observations. External documentation will vary in its relevance and value depending on the original context, credentials of the evaluator, the level of detail provided, and the comprehensiveness of the narrative. However, all forms of documentation are meaningful.

Aspen University Accommodations

After reviewing the student's Accommodation Request form and subsequent documentation, Disability Services staff will determine reasonable accommodations for the student. These reasonable accommodations will be outlined on the Student Accommodations form, which will be given to each student granted accommodations for use in their courses/proctored exams. This form will remain valid for one year. At the end of one year, either a new Accommodation Request form must be provided by the student or a new interview must be conducted between the student and Disability Services staff to assess the student's progress, the appropriateness and effectiveness of the student's accommodations, and to make changes to the accommodations as needed.

It is the responsibility of the student to provide the Student Accommodations form to their instructor within the first week of their course. Failure to comply with this rule will not hold the instructor to the accommodations. A student may request accommodations at any point in their program. However, accommodations will not take effect until the beginning of the student's next course after the accommodations have been granted. A student cannot retroactively request accommodations for any past courses/proctored exams.

Aspen University strives to accommodate the needs of all of our students. If a student requires accommodations, please email: disabilityservices@aspen.edu.

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Petition, Appeal and Grievance Policy

Petition

A student may petition the University for special consideration or exemption from University policy and procedure when it can be shown that extraordinary or extenuating circumstances have contributed to the student's status being inconsistent, contrary or contradictory to University policy. A petition or appeal must be submitted in writing to the Office of the Registrar. The petition must include a detailed description of the request with sufficient documentation and justification for granting the request. A decision on a petition will be rendered within 30 days of it being submitted. All decisions will be communicated by the Office of the Registrar to the student in writing.

Appeal

A student may appeal for reinstatement in cases where the student is determined ineligible, has been administratively withdrawn from a program or has been dismissed from the University. A reinstatement petition must include verifiable documentation of the mitigating circumstances that contributed to student's current status and a specific plan of remediation. An appeal must be submitted to the Office of the Registrar at least six weeks in advance of the desired start date. Reinstated students will be placed on academic probation until successful completion of the first course taken upon re-admission or resolution of all factors that would keep them on academic probation. A decision on an appeal will be rendered within 30 days of it being submitted. All decisions will be communicated by the Office of the Registrar to the student in writing.

Grievance

The Grievance Policy is in place to provide a formal procedure to address issues that require investigation or resolution. For example, a grievance may arise because of a decision or action made by an instructor or administrator, which is thought to be in violation of Aspen University's policies, or constitutes arbitrary, capricious or unequal application of University policy. The grievance process requires that all parties make a good faith effort to resolve all issues. The following is the Grievance Policy procedure:

- **Step 1: Informal Resolution**
 - The individual filing the grievance is encouraged to resolve the issue informally with the instructor or administrator involved.
- **Step 2: Supervisor Intervention**
 - If an Informal Resolution does not solve the issue, the individual filing the grievance is encouraged to communicate informally with the instructor or administrator's supervisor.
- **Step 3: Student Services Intervention**
 - If Supervisor Intervention does not resolve the issue, the individual filing the grievance should submit the grievance to the Office of Student Services. The grievance must be submitted within one month of the action occurring and include supporting documentation. The individual filing the grievance will receive notification from the Office of Student Services confirming receipt of the grievance, including additional information about the grievance process. The Office of Student Services will attempt to resolve the grievance directly, to the mutual satisfaction of all parties involved. The Office of Student Services will conduct an initial review of the grievance to determine whether it sets forth information and allegations that reasonably suggest a violation of University policy or constitutes arbitrary, capricious or unequal application of University policy. If necessary, the Office of Student Services may require additional information. If the requested information is not received within 15 calendar days, the grievance may be considered abandoned. If the Office of Student Services determines the grievance information and allegations do not reasonably suggest violation of University policy or constitutes arbitrary, capricious or unequal application of University policy, the individual filing the grievance will be notified with an explanation and the grievance may be closed.
- **Step 4: Grievance Committee**
 - If the Student Services Intervention does not reach an acceptable resolution in a reasonable amount of time (2 - 4 weeks), the Aspen University Grievance Committee will convene. The Grievance Committee will investigate the grievance and provide a decision in writing no later than 30 days after the Office of Student Services has formally submitted the issue to the committee.
- **Step 5: Decision Appeal**
 - A decision made by the Grievance Committee may be appealed to the Chief Academic Officer (CAO) of Aspen University. The CAO will render a decision in writing no later than 30 days after the grievance has been formally submitted. The CAO's decision is final. The individual filing the grievance will be updated throughout the grievance process.

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Written Grievances

Written grievances must contain the following;

- an explanation of the basis for the grievance;
- relevant dates, names and a succinct description of the actions that occurred;
- copies of any available documents or materials that support the allegations;
- a release authorizing the University to forward a copy of the grievance including identification of the individual(s) to the involved parties within the University

In case of an anonymous complaint or where the individual's name is requested to be kept confidential, the University will consider how to move forward and whether the anonymous complaint sets forth reasonable and credible information that a policy or standard has been compromised and whether the individual's identity is necessary to investigate. Anonymity is respected at the discretion of the University.

Aspen University Grievance Committee

The Aspen University Grievance Committee will at a minimum consist of the Director of Student Services, Director of Faculty, and a designated member of the Office of the Registrar. Impartial instructors, staff, administrators or third party experts may be invited to serve or chair the Grievance Committee on an as needed basis, specific to the situation at the University's discretion. Individuals about whom the grievance is made will not be a member of the committee or the decision process. Sufficient opportunity will be provided for individuals named in the grievance to respond.

Records of all grievances are kept on file at Aspen University.

Current or former students of Aspen University who believe that the school or anyone representing the school has acted unlawfully have the right to file a complaint with Aspen University's Accrediting Commission.

Distance Education Accrediting Commission (DEAC).
1601 18th Street, NW
Washington, DC 20009
www.deac.org

Arizona State Residents

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board of Private Postsecondary education. The student must contact the State Board for further details. 1400 W. Washington Street • Room 260 • Phoenix, AZ 85007 Phone: 602-542-5709 www.azppse.gov

Maryland State Residents

The institution is subject to investigation of complaints by the Office of the Attorney General or the Maryland Higher Education Commission. Complaints should be directed to: Maryland Attorney General Consumer Protection Division
• 200 St. Paul St. • Baltimore, MD 21202 • 410-528-8662/888/743/0823 (toll free)

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Code of Conduct

Aspen University is committed to fostering a spirit of honesty, integrity and respect. All members of the Aspen University student community and prospective students are responsible for following Aspen University's Code of Conduct Policy. A violation of these policies will be deemed to be misconduct and will not be tolerated even if the violation remains undiscovered until after credits have been awarded or a degree has been conferred. Sanctions may be imposed up to and including; dismissal from the University, or revocation of credits or degrees.

Student Code of Conduct

Aspen University students are members of an academic community founded upon principles of integrity and mutual respect. Students are expected to abide by these principles during their interactions with students, instructors, and Aspen University staff. Disrespectful treatment or derisive comments about the work or opinions of students or instructors will not be tolerated. Communication with students, instructors or Aspen University staff containing bullying, derogatory, discriminatory or threatening statements of any kind will not be tolerated. Falsification of information on an application or any act to intentionally mislead or misinform a member of Aspen University's administration will be considered a violation the University's conduct policy. Any student reported for violating the conduct policy will be subject to a formal review process. If the student is found responsible for the violation, they may be dismissed from the University. Regardless of the outcome, if the student is found to have violated University policy, it will be reflected on his/her academic record.

The following is a non-exhaustive list of actions that are considered student conduct violations, for which students are subjected to disciplinary action up to and including expulsion from the University:

- Falsification, forgery, alteration, or invention of information, including, but not limited to, any document used for admission or eligibility to the University, or other official University documents
- Communicating or behaving in any form that disrupts or interferes with the educational process or any institutional function
- Behaving in any manner that creates a disruption, or a hostile or offensive educational environment for a student, faculty member, or staff member
- Failing to comply promptly with any reasonable directive from a faculty member or University official
- Failing to cooperate with officials in a University investigation
- Permitting anyone, with the exception of authorized persons, access to one's classroom, to attend class in one's stead, or to attend class for another
- Sharing one's password or using someone else's password for any University system or network
- Using any University system, network, or other IT resources to upload, download, or otherwise share and/or distribute any copyrighted music, video, software, written works, or other materials without the written consent of the copyrighted owner
- No student or person, individually or on behalf of any business or organization of any kind, whether for-profit or not-for-profit, is permitted to solicit, market, offer goods or services, or operate on behalf of such organization in any way on the University's campus without the prior written consent of the University's Chief Executive Officer or Provost. In addition, no student or person, individually or on behalf of any business or organization of any kind, whether for-profit or not-for-profit, may use the University's name, marks, seal, logos or other identifying symbols, without the prior written consent of the University's Chief Executive Officer or Provost.

Aspen University students reported for violating the conduct policy may be subject to sanctions. Any reported student is allowed due process according to Aspen University's conduct violation procedure. Details regarding the procedure can be found through the following link.

[Conduct Violation Procedure](#)

Plagiarism Policy

Distance learning programs require a higher level of self-monitoring with regard to academic integrity. Aspen University depends on the accuracy and the integrity of all records submitted by students. All work submitted by a student must represent original work produced by that student. All sources used in a work must be documented through acceptable references and citations and the extent to which the sources have been used must be apparent to the reader. Submission of work that is written or produced by another as his or her own may be considered cause for dismissal from the University.

Students found guilty of plagiarizing will be subject to academic and disciplinary consequences. Instructors are responsible for determining whether or not a work includes plagiarized material. The instructor may unilaterally take academic action against the student (such as failure). If the instructor decides that disciplinary actions are necessary, they will officially report the incident to the University. Any student reported for violating the University's academic integrity policy will be subject to a formal review process. If the student is found responsible for the violation, they may be dismissed from the University. Regardless of the outcome, if the student is found to have violated university policy, it will be reflected on his/her academic record.

Any reported student is allowed due process according to Aspen University's plagiarism violation procedure. Details regarding the procedure can be found through the following link.

[Plagiarism Violation Procedure](#)

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Violations of Code of Conduct

Conduct Violation Procedure

1. Student conduct violations will be reported to the Office of the Registrar. The Office of the Registrar will be responsible for documenting the student conduct violation and keeping all evidentiary records.
2. Each conduct violation will be reviewed by a preliminary committee, made up of the University Registrar and the Director of Student Services. The preliminary committee will review the violation, the documentation, and the recommendation of the reporting party, and decide whether or not the violation will be escalated to a committee hearing.
3. If deemed necessary by the preliminary committee, the Code of Conduct Committee, made up of members of the Office of Academics, the Office of Academic Advising, designated Executive Academic Chairs, and designated faculty, will convene to discuss the student's standing with the university and sanctions up to and including university dismissal.
 - a. The student will be notified by the university that a Code of Conduct Committee hearing is being held. This notification will include the student's due process rights.
 - b. The student will have the option to submit their defense in writing prior to the Code of Conduct Committee hearing. Their defense will then be presented to all committee members during the hearing for consideration.
4. Written results of the Code of Conduct Committee Hearing will sent to the student.
5. Any appeals of the Code of Conduct Committee decisions will be reviewed by the Chief Academic Officer.

Plagiarism Violation Procedure

1. Student plagiarism violations will be reported to the Office of the Registrar by faculty members. Each faculty member has the right to determine what constitutes a plagiarism violation within their own classroom. The Office of the Registrar will be responsible for documenting the student plagiarism violation and keeping all evidentiary records.
2. If the violation is the student's first reported offense, the student's academic advisor will reach out to the student with additional APA and plagiarism resources.
3. If the violation is the student's second reported offense, the student will receive an official written warning letter from the university and will be contacted again by their academic advisor in order to set up weekly meetings to discuss APA and plagiarism.
4. If the violation is the student's third reported offense or higher, the Code of Conduct Committee, made up of members of the Office of Academics, the Office of Academic Advising, designated Executive Academic Chairs, and designated faculty, will convene to discuss the student's standing with the university and sanctions up to and including university dismissal.
 - a. The student will be notified by the university that a Code of Conduct Committee hearing is being held. This notification will include the student's due process rights.
 - b. The student will have the option either to submit their defense in writing prior to the Code of Conduct Committee hearing or to speak on their own behalf during the committee hearing. If the student chooses to submit a written defense, their defense will then be presented to all committee members during the hearing for consideration.
5. Written results of the Code of Conduct Committee Hearing will sent to the student.
6. Any appeals of the Code of Conduct Committee decisions will be reviewed by the Chief Academic Officer.

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Alcohol Use and Abuse Policy

Because alcohol consumption may impair or block formal education and disrupt the learning environment, Aspen University is obligated to observe and abide by the laws of the state of Colorado regulating alcohol consumption and to safeguard those persons whose rights and safety are threatened by alcohol consumption. Because Aspen University is strictly an online University, each student is further obligated to observe and abide by the laws of the state in which they participate in the University's online education forum. Further, it is each student's obligation to be apprised of the laws relating to alcohol use in their home state.

1. Students may not be on University premises, including all locations used for programs and educational experiences, while under the influence of alcohol.
2. By Colorado State Law, it is illegal for anyone under the age of 21 to drink alcohol. Therefore, the use of alcoholic beverages by students under the age of 21 is both illegal and unacceptable on or off any University location.
3. The serving, purchasing, selling, or in any way providing alcoholic beverages to or for anyone who is under the age of 21 is a misdemeanor violation under Colorado State Law that may result arrest, community service, or a fine of up to \$500. As noted above, Aspen University is strictly an online school. The consequences for violating state laws relating to serving, purchasing selling, or in any way providing alcoholic beverages to or for anyone who is under the age of 21 vary by state could result in longer incarceration or larger fines than those noted in this paragraph.
4. Under-age students with alcohol on their breath or other signs of intoxication will be considered in violation of the law.
5. Under-age drinkers may be subject to disciplinary procedures outlined in the Student Code of Conduct.
6. The University reserves the right to notify the parent(s) of underage students who violate the Alcohol policy and/or refer violations of the law to civil authorities for prosecution.
7. Students must recognize the potential for personal liability which alcohol consumption creates and they must accept the responsibility for preventing and coping with these problems.
8. Students must recognize the potential harmful effects of consuming alcohol, including but not limited to liver disease, anemia, increased risk for certain types of cancer, increased risk of heart attack and/or stroke, dementia, depression, seizures, gout, high blood pressure, nerve damage, and suppressed immune system, which increases the risk of contracting certain types of infections including HIV/AIDS.
9. The University celebrates initiatives to educate students in the responsible use of alcohol through organizations such as Alcoholics Anonymous, Narcotics Anonymous, Alanon, or Alateen.
10. The University encourages students who believe that alcohol is having an unfavorable effect on their every-day life, who believe they have an alcohol abuse problem, or who believe a fellow student has an alcohol abuse problem, to seek assistance in finding help through the Office of Student Services.
11. Alcohol at all University sponsored off-campus events attended by currently enrolled students is prohibited, regardless of funding for the event.
12. Advertising that states or suggests that alcohol will be available at an event is prohibited for student organization-sponsored events. The Office of Student Services must approve any student organization event information before it is displayed.
13. The University prohibits alcohol purchases with student activity fee funds.
14. The University considers the use, possession, cultivation, production, sale, distribution, transfer, manufacture and purchase of any illegal or controlled substance to be unacceptable behavior.
15. The use of prescribed medications by persons for whom the medications were not prescribed or not in conformity with the prescription, distribution or transfer of prescription medication to others, the misuse or abuse of prescribed or over-the-counter medications, and the misuse or abuse of inhalants are violations of this policy.
16. The University expects compliance with all local, state, and federal laws governing illegal drugs, prescribed medications, and non-prescribed drugs and substances.
17. Violations of local, state, and federal laws governing illegal drugs, prescribed medications, and non-prescribed drugs and substances can carry severe penalties, including but not limited to, imprisonment and substantial fines.
18. The University reserves the right to notify the parent(s) of underage students who violate the Substance Abuse policy and/or refer violations of the law to civil authorities for prosecution.
19. Students must recognize the potential harmful effects of consuming illicit drugs and/or prescribed medications inappropriately. Any drug a person takes illegally poses some level of risk. The risks of using any drug illegally are determined by many different factors and range in level of severity, up to and including death. There are many potential harmful effects of consuming illicit drugs, including but not limited to the following: increased or irregular heart rate, increased blood pressure, increased risk of stroke and/or heart attack, convulsions, anorexia, difficulty breathing, confusion, anxiety, mental disturbance, changes in personality, learning problems and loss of memory.
20. The University encourages students who believe that substance abuse is having an unfavorable effect on their every-day life, who

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believe they have a substance abuse problem, or who believe a fellow student has a substance abuse problem, to seek assistance in finding help through the Office of Student Services.

21. The University may refer students with problems beyond its means to outside rehabilitative or counseling services.
22. Students shall notify their instructor when taking prescribed medication that could adversely affect their performance. If a student is taking a prescribed drug, which might hinder the safe and efficient performance of their academic duties, the student must obtain a release to return to school from the prescribing health care professional. The prescribing professional must assure that the student is able to perform in a clinical setting, if appropriate based on the student's educational needs. If a release cannot be obtained, the student may be suspended from the academic and clinical setting. This determination will be based on the student's educational needs.
23. If the University determines that the student does not pose a threat to his/her own safety or the safety of others, and that the student's performance is not significantly affected by the use of the specific declared medication, the student may be allowed to continue online classes.
24. If the student does not notify the University of the use of a licit drug, and it becomes known to the University through another source (and verified through drug testing), the student will be referred to the Director of Student Services who will have discretion and may take the following actions:
 - Obtain medical records to verify the need for the medication
 - Referral to an outside treatment agency,
 - Referral to inpatient or outpatient treatment, or
 - Referral for involvement with Alcoholics Anonymous, Narcotics Anonymous, Alanon, or Alateen
25. Progressive disciplinary action up to and including dismissal from the program and referral for prosecution will be taken against anyone involved in the purchase, use, sale, distribution or possession of unlawful substances while under University jurisdiction.
26. Reporting and Resolution Standards for Suspected Use/Abuse of Alcohol or Substance Abuse
27. Students struggling with alcohol or substance abuse are strongly encouraged to seek counseling or other professional help. The Office of Student Services may be able to provide these services or will provide referral for students to specialty agencies outside the University as appropriate.
28. Information shared by students with University professionals is considered privileged and subject to the standards of confidentiality and privacy established by applicable professional codes of ethics.
29. It is the responsibility of all faculty, staff and peers to identify students' behavior that leads to the suspicion of alcohol or drug use and to implement the procedures associated with the suspicion.
30. The faculty member identifies and documents student behavior that is suspicious of alcohol or drug possession, use, or consumption.
31. The Director of Student Services reviews all the facts relevant to each incident of suspected alcohol and/or drug use, forwarded by the faculty, and renders a decision on the appropriate course of action.
32. None of the following symptoms and signs listed is in themselves indicative of alcohol or drug abuse. One or more in isolation may be seen in most normal people from time to time. However, when any of these are persistent or frequently recurrent, and in conjunction with failing attendance and/or performance, the instructor should consider referring the student for a fitness evaluation.
 - Slurred speech
 - Dullness, drowsiness
 - Difficulty in concentrating or making decisions, confusion
 - Redness of eyes, nose
 - Tremulousness
 - Frequent and prolonged trips to rest room (with a change in symptoms)
 - Aggressive behavior, loud talking, giggling, silliness
 - Hallucinations (seeing or hearing things that are not there)
 - Feelings that everyone is talking about him/her or are trying to hurt him/her
 - Rapid speech, extreme elation, laughing
 - Slow depressed speech, extreme sadness, crying
 - Alternations between the last two symptoms within the same day, or within a few days
 - Odor resembling alcohol on breath at any time during class or clinical hours, especially prior to class time or after lunch
 - Recurrent 1 or 2 day "sickness" (especially "stomach" or "flu"), requests for "funeral" or "court" time
33. Students who abuse or misuse substances and/or alcohol will be subject to disciplinary action as described in the Student Code of Conduct. Violation of this policy is a serious offense and misuse or abuse of substances may result in disciplinary proceedings with potential sanctions including, but not limited to, probation, suspension and expulsion from the University.

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Equal Opportunity

Aspen University is an equal opportunity university committed to a policy of providing opportunities to people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, age, veteran status, or physical or mental disability. Inquiries may be directed to Institutional Equity & Equal Opportunity, 1660 South Albion Street., Suite 525 Denver, CO 80222, (303) 333-4224).

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Terms and Conditions

Aspen University provides the Aspen University Classroom and Student Portal for your educational and informational purposes. Your use of the Aspen University Classroom and Student Portal, including registration, enrollment, courses and course materials is subject to the following Terms and Conditions and all applicable laws. By accessing the Aspen University Classroom or Student Portal, you agree to the following:

Conduct

You agree to access and use the Aspen University Classroom and Student Portal only for lawful purposes. You are solely responsible for the knowledge of and adherence to any and all laws, statutes, rules, and regulations pertaining to your use of the site, including any Aspen Classroom, interactive or collaborative areas. By accessing the site, you agree that you will not: (i) use the site to commit a criminal offense or to encourage conduct that would constitute a criminal offense or give rise to a civil liability, or otherwise violate any local, state, federal, or international law or regulation, including, but not limited to, export control laws and regulations; (ii) post or transmit any unlawful, threatening, libelous, harassing, defamatory, vulgar, obscene, pornographic, profane, or otherwise objectionable content, or content that is either prohibited by law or pursuant to these terms and conditions of Use; (iii) use the site to impersonate Aspen personnel or other parties or entities; (iv) use the site to cause the distribution of any content that contains a software virus, worm, time bomb, "Trojan horse," or any other computer code, files, or programs that may alter, damage, or interrupt the functionality of the site or the hardware, software, programs, or content of any other person, entity, or organization, whether or not such other person, entity, or organization uses the site or is a direct target of your actions; (v) upload, post, email or otherwise transmit any materials that you do not have a right to transmit under any law or under a contractual or fiduciary relationship (e.g., inside information, proprietary, and confidential information learned or disclosed as part of an employment relationship or under a non-disclosure agreement); (vi) alter, damage, or delete any content or other communications that are not your own; (vii) disrupt the normal flow of communication in any Aspen classroom or Aspen interactive or collaborative areas; (viii) claim a relationship with or speak for any business, association, institution, or other organization for which you are not authorized to claim such a relationship or to speak; (ix) post or transmit any advertising, promotional materials, or other forms of solicitation to other users; (x) post any material that infringes or violates the intellectual property rights of another; or (xi) collect or store personal information about other users.

Privacy

Aspen University believe that a vibrant community depends on maintaining a trusted learning environment. As such, Aspen University is committed to providing a clear and specific description of its policies to protect the privacy of its users. Any material changes to this policy will be reflected on this page. As part of the application and enrollment process, Aspen University collects personal information that is provided by you when going through these processes. This information includes, but may not be limited to, your name, address, email address, phone numbers, employer, and education history. You can browse Aspen University's website without providing this information, but you will need to provide personal information when applying to a program or enrolling in a course.

When and With Whom We Share Your Personal Information

We never sell or rent personal information to any third parties under any circumstances. We will share personal student information only with our agents, representatives, service providers, and faculty for limited purposes, including; reviewing and process your application, enrollment or verifying the information provided during the application process.

Termination

Aspen University, in its sole discretion, may terminate or suspend your access to and use of the website without notice and for any reason. Aspen may discontinue operating the website and terminate these Terms and Conditions of use without notice at any time for any reason in its sole discretion.

Links

Some links on the website and in Aspen University's courses lead to websites posted by independent site owners. Aspen University does not review independent sites or control their content. These links are not an endorsement of products, services, or information provided by such websites. Aspen University is not responsible for the accuracy, operation, quality, or reliability of these websites or any products and services offered therein. In no event shall Aspen University be liable to any person or entity, either directly or indirectly, with respect to any materials from third parties accessed through the site. The students assume total responsibility and risk for their use of any third-party website and the Internet in general. Aspen University disclaims any and all responsibility for content contained in any third-party materials provided through links from the website. Further, the inclusion of these links to other websites does not imply that the other websites have given permission for the inclusion of these links, or that there is any relationship between Aspen University and the linked websites, nor do the owners of the linked websites endorse any of our courses or Aspen University. Aspen University is an independent company and references to other companies do not imply any partnership, joint venture, or other legal connection in which Aspen University would be responsible for the actions of their respective owners or operators.

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Opinions of Experts, Faculty, and Other Students

Our courses and this website include discussions, conversations, or chats initiated or joined by Aspen University instructors, staff, or other students (collectively, "Opinions"). As such, these Opinions are those of the individual expressing them, and are not the Opinions or beliefs of Aspen University. No representation is made that any such Opinions are accurate or complete. Aspen University and its affiliates will not be responsible or liable for claims relating to the Opinions, and neither Aspen University nor its affiliates make any express or implied representations or warranties as to the accuracy or completeness of the Opinions, or for statements or errors contained therein or omissions from them.

Policy on Spamming

Students specifically agree that they will not utilize email addresses obtained through using Aspen University's services or equipment to transmit the same or substantially similar unsolicited messages, unless such messages specifically pertain to coursework and are communication to an instructor, administration or other students.

Login Numbers and Passwords

Students are responsible for maintaining the confidentiality of all of their login credentials, names, numbers, passwords, and similar information. Students must immediately notify Aspen University of any unauthorized use of their login credentials, names, numbers, passwords, or similar information.

Use of Content and Copyrights

Aspen University has the right to monitor the content that students provide by means of the website, but shall not be obligated to do so. The contents of the website and Aspen University courses are protected by copyright as individual works, collective works, and/or compilations, pursuant to United States and foreign copyright laws. Students agree to abide by all copyright notices and other restrictions contained in the website and in the course materials. Access to, and use of the site is solely for their personal, non-commercial use. Students may copy and download content from the site solely for their personal, educational, and non-commercial use. Accessing, using, displaying, performing, distributing, copying, or downloading content from the site for use other than personal, educational, and non-commercial expressly is prohibited without the prior written consent of Aspen University or the individual copyright owner identified in any copyright notice.

Indemnification

By accessing the website, students agree to defend, indemnify, and hold harmless Aspen University, its officers, directors, shareholders, employees, affiliates, and agents ("Indemnified Parties") from and against any and all liabilities and costs (including, without limitation, reasonable attorneys' fees and costs) incurred by the Indemnified Parties in connection with any claim arising from any breach of these terms and conditions of use. Students further agree to cooperate as fully as reasonably may be required in the defense of any such claim. Aspen reserves the right to assume, at its own expense, the exclusive defense and control of any matter otherwise subject to indemnification by students, and they shall not in any event settle any matter without the written consent of Aspen University.

Disclaimer of Warranty

STUDENTS EXPRESSLY UNDERSTAND AND AGREE THAT THEIR USE OF THE SITE, INCLUDING ANY ASPEN CLASSROOM, INTERACTIVE OR COLLABORATIVE AREAS, IS AT THEIR OWN RISK. NEITHER ASPEN UNIVERSITY NOR ANY OF ITS OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES, AFFILIATES, OR AGENTS WARRANTS THAT THE WEBSITE WILL BE UNINTERRUPTED OR ERROR-FREE; NOR DO THEY MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE SITE. THE CONTENT AND FUNCTION OF THE SITE ARE PROVIDED "AS IS", WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, QUIET ENJOYMENT, AND ABSENCE OF VIRUSES AND DAMAGING OR DISABLING CODE. TO THE FULLEST EXTENT PERMISSIBLE BY LAW, ASPEN UNIVERSITY SHALL NOT BE LIABLE FOR ANY INTERRUPTION OF OR ERROR IN PROVIDING SERVICES UNDER ANY CIRCUMSTANCES, OR ANY VIRUSES OR DAMAGING CODE TRANSMITTED IN CONNECTION WITH THE SITE OR ANY ASPEN UNIVERSITY COURSES, INCLUDING, BUT NOT LIMITED TO, ASPEN UNIVERSITY'S NEGLIGENCE OR THE NEGLIGENCE OF ANY OF ITS OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES, AFFILIATES, OR AGENTS. THE STUDENTS ACKNOWLEDGE THAT DUE TO THE NATURE OF THE INTERNET, THE SITE MAY NOT BE ACCESSIBLE AT ALL TIMES, AND THAT INFORMATION TRANSMITTED OVER THE INTERNET MAY BE SUBJECT TO THIRD-PARTY INTERCEPTION AND MODIFICATION. BECAUSE SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF IMPLIED WARRANTIES, IN SUCH STATES, THE PRECEDING EXCLUSIONS AND LIMITATIONS SHALL APPLY TO THE GREATEST EXTENT PERMITTED.

Limitation of Liability

IN NO EVENT WILL ASPEN UNIVERSITY OR ANY OF ITS OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES, AFFILIATES, OR AGENTS BE LIABLE TO STUDENTS OR ANY THIRD PARTY FOR ANY INCIDENTAL, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES (EVEN IF ASPEN UNIVERSITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), ARISING OUT OF THEIR USE OF OR INABILITY TO USE THE SITE, INCLUDING, WITHOUT LIMITATION, THE LOSS OF REVENUE OR ANTICIPATED

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PROFITS, LOSS OF GOODWILL, LOST BUSINESS, LOST DATA, COMPUTER FAILURE OR MALFUNCTION, OR ANY AND ALL OTHER DAMAGES OR LOSSES. BECAUSE SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, IN SUCH STATES, ASPEN UNIVERSITY'S LIABILITY IS LIMITED TO THE GREATEST EXTENT PERMITTED.

Modification of these Terms and Conditions of Use

Aspen University maintains the right to modify these Terms and Conditions of use at any time, and may do so by posting notice of such modifications in this location. Any modification is effective immediately upon posting the modification. A student's continued use of the website following the posting of any modification signifies his or her acceptance of such modification and willingness to be bound by the Terms and Conditions of use as modified. Thus, students will be bound by such revisions, and should periodically visit this page to review the current Terms and Conditions of use.

General

By using any Aspen University website or property, students agree to these Terms and Conditions of use. In any action to enforce these Terms and Conditions of use, the prevailing party will be entitled to costs and reasonable attorney fees. In the event that any provisions of these Terms and Conditions of use are held to be unenforceable, such provisions shall be limited or eliminated to the minimum extent necessary so that these Terms and Conditions of use shall otherwise remain in full force and effect. These Terms and Conditions of use, together with the agreements entered into in connection with enrolling in a program or course, constitute the entire understanding between the parties pertaining to use of the website, and any prior written or oral agreements between the parties are expressly canceled. Any questions about the Terms and Conditions of use, the practices of the website, or dealings with the website should be addressed to:

Mail:

Office of Student Services
Aspen University
1660 S. Albion St., Suite 525
Denver, Colorado 80222

Email:

studentservices@aspen.edu

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Graduation Requirements

Aspen University confers degrees once all academic and financial obligations have been satisfied. Students are subject to the program requirements as outlined in the catalog at the time of their acceptance. Student must meet the below requirements prior to degree conferral.

Credit and Program Requirements

- Completion of course and proctored exam requirements for program as outlined in the University Catalog at the time of acceptance.
- Students must also successfully complete a minimum number of their required program credits with Aspen University as outlined below:
 - Associate's and Bachelor's degree programs require a minimum of 30 credits.
 - Master's degree programs require a minimum of 18 credits.
 - RN to MSN requires a minimum of 39 credits.
 - Master of Arts in Psychology and Addiction Counseling requires a minimum of 24 credits.
 - Doctorate degree programs require a minimum of 51 credits.

Grade Point Requirements

- Undergraduate programs require a minimum Cumulative Grade Point Average of 2.0.
- Graduate Programs require a minimum Cumulative GPA of 3.0.

Conferral Date

The date of conferral will be posted on the student's transcript and diploma. The conferral date is the date in which the student is cleared by the university as having met all academic and financial requirements. A conferral date will not be posted for students with an outstanding balance.

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List of Programs

Certificates

- Certificate in eLearning Pedagogy
- Certificate in Project Management

Associates

- Associate of Applied Science in Early Childhood Education

Bachelors

- Bachelor of Arts in Psychology and Addiction Counseling
- Bachelor of Science in Business Administration
- Bachelor of Science in Business Administration, (Completion Program)
- Bachelor of Science in Criminal Justice
- Bachelor of Science in Criminal Justice with a specialization in Criminal Justice Administration
- Bachelor of Science in Criminal Justice with a specialization in Major Crime Investigation Procedure
- Bachelor of Science in Criminal Justice, (Completion Program)
- Bachelor of Science in Early Childhood Education
- Bachelor of Science in Early Childhood Education, (Completion Program)
- Bachelor of Science in Medical Management
- Bachelor of Science in Nursing (Completion Program)

Masters

- Master in Business Administration
- Master in Business Administration with a specialization in Entrepreneurship
- Master in Business Administration with a specialization in Finance
- Master in Business Administration with a specialization in Information Management
- Master in Business Administration with a specialization in Pharmaceutical Marketing and Management
- Master in Business Administration with a specialization in Project Management
- Master in Education with a specialization in Curriculum Development and Outcomes Assessment
- Master in Education with a specialization in Educational Technology
- Master in Education with a specialization in eLearning Pedagogy
- Master in Education with a specialization in Transformational Leadership
- Master of Arts in Psychology and Addiction Counseling
- Master of Science in Criminal Justice
- Master of Science in Criminal Justice with a specialization in Forensic Sciences
- Master of Science in Criminal Justice with a specialization in Law Enforcement Management
- Master of Science in Criminal Justice with a specialization in Terrorism and Homeland Security
- Master of Science in Information Management
- Master of Science in Information Systems with a specialization in Application Development
- Master of Science in Information Systems with a specialization in Web Development

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- Master of Science in Information Technology
- Master of Science in Nursing with a specialization in Administration and Management
- Master of Science in Nursing with a specialization in Administration and Management, (RN to MSN Bridge Program)
- Master of Science in Nursing with a specialization in Nursing Education
- Master of Science in Nursing with a specialization in Nursing Education, (RN to MSN Bridge Program)
- Master of Science in Technology and Innovation

Doctorate

- Doctor of Education in Leadership and Learning with a specialization in Health Care Administration and Leadership
- Doctor of Education in Leadership and Learning with a specialization in Higher Education Leadership
- Doctor of Education in Leadership and Learning with a specialization in K-12 Educational Leadership
- Doctor of Education in Leadership and Learning with a specialization in Organizational Leadership
- Doctor of Education in Leadership and Learning with a specialization in Organizational Psychology
- Doctorate of Science in Computer Science

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School of Professional Studies

Certificate in Project Management

Program Description:

Aspen University's Certificate in Project Management program presents systematic approaches and provides the practical tools and skills for planning, organizing, regulating, and leading projects to successful completion.

Each participant produces a project plan as part of the course requirements. Participants are encouraged to use projects they are currently working on in their professional lives to complete their course requirements.

Anticipated Learning Outcomes:

- Introduce the fundamental concepts of scope, time management and human resource planning, and project communications
- Build skills for strategic project planning, initiation, regulation, and modification
- Explain the tools and techniques used to effectively manage the organizational and operational aspect of project management
- Present project initiation concepts including product description, strategic planning, and project selection criteria
- Provide project management leadership, project staffing, staff acquisition and evaluation, and other human resource considerations
- Introduce the concepts of work breakdown structure, activities duration estimation, various diagramming methodologies, and other time management tools
- Equip participants with tools and techniques for effective communication and information management within the scope of project management
- Apply new skills and knowledge to planning real business projects.

Degree Requirements: 9 Credits

Academic Schedule:

- MGT645 - Project Management Essentials
- MGT646 - Project Management Organizational Framework
- MGT647 - Project Management Integration Framework

Additional Information:

As a Project Management Institute (PMI) Certified Education Provider, Aspen's Project Management program is approved by the PMI (www.pmi.org) and prepares the student to take the Project Management Professional (PMP®) Certification exam, if desired. The PMP® credential is the project management profession's most recognized and respected certification credential. Individuals must qualify to sit for the PMP® Certification examination.

Registered PMPs must accrue a minimum of 60 Professional Development Units (PDUs) every three years to maintain certification status. Each course in the PM Certificate program qualifies for 45 PDUs. The PMPs also may take other Aspen courses to fulfill their Professional Development Unit (PDU) requirements; see the PMP Credential Handbook.

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Bachelor of Arts in Psychology and Addiction Counseling

Program Description:

This program is designed for people seeking addiction counseling knowledge, and those who wish to find a career in the addiction counseling field. The program includes detailed information, guidelines, terminology, and procedures regarding addiction counseling. Graduates of this program will have acquired the necessary skill sets to succeed in today's competitive counseling field, and will have the tools and knowledge to become effective addiction counselors.

The mission of the Bachelor of Arts in Psychology and Addiction Counseling program is to educate students in the foundations of addiction counseling and to prepare individuals to apply ethical reasoning and discerning critical thought, while presenting the strong communication and analytical skills needed to undertake the important and challenging roles of an addiction counselor.

The program offers a comprehensive curriculum designed to provide students with the requisite general education foundation and then present the skills needed to gain a competitive edge when pursuing or advancing in addiction counseling careers. Successful completion of the program will provide graduates with a recognized degree that will prove invaluable when pursuing growth and promotion opportunities into psychology, counseling, and addiction counseling careers.

Program Goals:

- Professional Behavior/Ethics Within a legal and ethical framework, apply diverse skills in psychology as they relate to counseling and addiction counseling.
- Cultural Competence Foster educational and developmental policies and procedures that accommodate varying cultural beliefs, and be sensitive to the cultural diversity that reflects the changing demographics of society.
- Research and Evidence-Based Practice Collaborate in discussion activities to generate, utilize, and disseminate knowledge in order to leverage the concepts presented in the curriculum to improve counseling systems, processes, and organizations.
- Leadership/Advocacy Influence positive change within organizations through thoughtful analysis, critical thought, and applied concepts, while assuming collaborative leadership roles with other professionals and communities.

Anticipated Learning Outcomes:

- Demonstrate a well-rounded and comprehensive knowledge of general education topics including psychology, sociology, American history, physical science, mathematics, communications, statistics, and others.
- Evaluate the basic theories and contemporary issues in psychology and addiction counseling.
- Demonstrate an understanding of the application of economic, accounting, human resource, ethical and operations principles, and best practices.
- Evaluate and implement methods of assessment and development within a legal, ethical, and strategic framework
- Communicate effectively, integrating a collaborative professional approach.
- Competently assess, interpret, and communicate information using oral, written, and electronic methods.

Degree Requirements: 120 Credits

Academic Schedule:

- COM100 - Introduction to Communications
- Elective Choice
- Mathematics Choice
- PAC102 - Education Psychology
- CMP160 - English Composition I
- Social and Behavioral Sciences Choice
- Mathematics Choice
- Proctored Exam I

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- PAC110 - Addiction Counseling Theories
- Social and Behavioral Sciences Choice
- PAC115 - Medical Terminology
- Humanities Choice
- Communications Choice
- Natural and Physical Sciences Choice
- Humanities Choice
- CMP170 - English Composition II
- PAC230 - Families and Health
- Social and Behavioral Sciences Choice
- Humanities Choice
- Elective Choice
- PAC120 - Multicultural Counseling Theories
- Proctored Exam II
- PAC105 - Pharmacology
- Elective Choice
- Elective Choice
- PAC201 - Child Development
- PAC240 - Counseling Skills
- PAC302 - Assessment Procedures in Addiction Counseling
- Social and Behavioral Sciences Choice
- PAC310 - Ethical, Legal and Professional Issues in Counseling
- Elective Choice
- Natural and Physical Sciences Choice
- PAC320 - Psychology of Addiction Counseling
- PAC330 - Substance Abuse Counseling
- PAC405 - Child Psychology
- Final Proctored Exam
- CJ440 - Juvenile Justice
- PAC410 - Crisis Intervention and Prevention
- PAC411 - Social Work as a Profession
- PAC414 - Child Abuse and Neglect Counseling
- PAC415 - Healthcare Ethics
- PAC420 - Group Therapy
- CAP499 - Senior Capstone

Additional Information:

As an NAADAC Approved Education Provider and approved program, Aspen voluntarily has opened its educational programs to examination by an independent body. The NAADAC Approved Academic Education Provider program ensures that state, national, and international certification standards of all participating programs are scrutinized and approved by the National Certification Commission (NCC). This rigorous review process ensures that students receive a consistent, reliable, and quality learning experience that is applicable to their careers and advances their understanding of addiction-related issues.

Specifically, the NAADAC Approved Academic Education Providers demonstrate a college or university's commitment to quality education and its dedication to excellence that only can be achieved by connecting a student's learning experience to the standards and learning objectives required by the addiction profession.

By completing an NAADAC Approved Academic Education Provider degree program, students are completing many of the state, national, and international certification requirements simultaneously that must be met to practice as an addiction professional in the United States and

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abroad, as well as receiving the highest quality education available to addiction professionals looking to enter the profession. **NOTE:** To be eligible to take the National Certified Counselor Exam, which is the exam many states use for counselor licensure, students must complete additional requirements beyond the degree requirements. Please check www.naadac.org for more information.

Students who complete an NAADAC Approved Academic Education Provider degree program receive the following benefits:

- Degree requirements and approved education training requirements for certification are satisfied by most students. See “NCC Certification Requirements by Credential” at www.naadac.org.
- Students who are scheduled to complete an Approved Academic Education Provider degree program are eligible to take the NAADAC’s national certification written examination during their last semester of courses without having to pay the application fee. The student’s score on the national certification written examination will be eligible for four years and can be used to satisfy state, national, and/or international certification requirements.

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Bachelor of Science in Criminal Justice with a specialization in Major Crime Investigation Procedure

Degree Requirements: 120 Credits

Academic Schedule:

- COM100 - Introduction to Communications
- CJ110 - Introduction to Criminal Justice
- Mathematics Choice
- Elective Choice
- CMP160 - English Composition I
- Natural and Physical Sciences Choice
- Mathematics Choice
- Proctored Exam I
- Elective Choice
- Social and Behavioral Sciences Choice
- CJ100 - Ethics in Law Enforcement
- Humanities Choice
- Communications Choice
- Natural and Physical Sciences Choice
- Humanities Choice
- CMP170 - English Composition II
- CJ140 - Introduction to Criminology
- Social and Behavioral Sciences Choice
- Humanities Choice
- Elective Choice
- CJ105 - Technology in Criminal Justice
- Proctored Exam II
- Elective Choice
- CJ305 - Constitutional Law I
- Social and Behavioral Sciences Choice
- CJ401 - Comparative Criminal Justice Systems
- CJ435 - Kinesic Interviewing
- CJ306 - Constitutional Law II
- CJ400 - Criminal Law
- Social and Behavioral Sciences Choice
- CJ440 - Juvenile Justice
- CJ420 - Criminalistics and Forensic Investigation
- CJ430 - Criminal Evidence
- CJ425 - Criminal Investigation I
- CJ426 - Criminal Investigation II
- Final Proctored Exam

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- CJ497 - First Responders
- CJ493 - Security Systems, Procedures, and Developments
- CJ450 - Homicide Investigation I
- Elective Choice
- CJ451 - Homicide Investigation II
- CJ490 - The Investigation of White Collar Crime
- CAP499 - Senior Capstone

Master of Arts in Psychology and Addiction Counseling

Program Description:

The mission of the Master of Arts in Psychology and Addiction Counseling program is to educate students in the foundations of counseling and addiction, to prepare individuals to apply ethical reasoning and discerning critical thought while presenting the strong communication and analytical skills needed to undertake the important and challenging roles of an addiction counselor.

The program offers a comprehensive curriculum designed to provide students with the skills needed to gain a competitive edge when pursuing or advancing in addiction counseling careers. Successful completion of the program will provide graduates with a recognized degree that will prove invaluable when pursuing growth and promotion opportunities in psychology, counseling, and addiction counseling careers.

The program is versatile in its ability to offer a course of study both for students who are pursuing licensure, or students who just are looking to further their education in counseling and addiction. Students seeking licensure will be able to complete a practicum totaling 540 hours, or students continuing their education with previous licensure or not seeking licensure can complete a research-based capstone project.

The Master of Arts in Psychology and Addiction Counseling program provides courses that cover fundamental theories of general counseling and addiction and courses that tie the two together, so that students can have a wide berth of knowledge to draw upon with a focus in the field of addiction counseling.

Anticipated Learning Outcomes:

- Identify concepts in counseling and the psychology of addiction to develop skills in providing high-quality addiction counseling.
- Explore advanced topics in the chemical and psychological process of addiction, counseling skills, and ethics, ensuring successful application of the understanding.
- Discover a conceptualization of addiction and counseling as applied to the counseling profession.
- Learn advanced principles of addiction counseling as applied to the counseling profession.
- Understand ethical issues in counseling.
- Apply leadership and professionalism in counseling profession.
- Prepare students to pursue licensure.

Degree Requirements: 48 Credits

Academic Schedule:

- RSH505 - Research in Counseling
- ADC510 - Addiction Counseling Theory and Practice
- ADC515 - Psychology of Addiction
- ADC605 - Substance Abuse Prevention
- ADC655 - Neurobiology of Addiction
- ADC665 - Advanced Addiction Counseling Skills
- PSY530 - Advanced Counseling Skills
- Mid-Program Proctored Exam
- PSY650 - Counseling Ethics
- ADC630 - Diagnosis and Treatment of Substance Abuse Disorders
- ADC660 - Addiction Counseling and Families
- CJ545 - Drug Enforcement
- PAC610 - Psychopharmacology for Counselors
- PSY540 - Clinical Supervision
- PSY620 - Psychological Consultation

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- Final Proctored Exam
- PAC799A - Counseling Capstone
- PAC799B - Counseling Capstone

Additional Information:

As an NAADAC Approved Education Provider and approved program, Aspen voluntarily has opened its educational programs to examination by an independent body. The NAADAC Approved Academic Education Provider program ensures that state, national, and international certification standards of all participating programs are scrutinized and approved by the National Certification Commission (NCC). This rigorous review process ensures that students receive a consistent, reliable, and quality learning experience that is applicable to their careers and advances their understanding of addiction-related issues.

Specifically, the NAADAC Approved Academic Education Providership demonstrates a college or university's commitment to quality education and its dedication to excellence that only can be achieved by connecting a student's learning experience to the standards and learning objectives required by the addiction profession.

By completing an NAADAC Approved Academic Education Provider degree program, students are completing many of the state, national, and international certification requirements simultaneously that must be met to practice as an addiction professional in the United States and abroad, as well as receiving the highest quality education available to addiction professionals looking to enter the profession. **NOTE:** To be eligible to take the National Certified Counselor Exam, which is the exam many states use for counselor licensure, students must complete additional requirements beyond the degree requirements. Please check www.naadac.org for more information.

Students who complete an NAADAC Approved Academic Education Provider degree program receive the following benefits:

Degree requirements and approved education training requirements for certification are satisfied by most students. See "NCC Certification Requirements by Credential" at www.naadac.org.

Students who are scheduled to complete an Approved Academic Education Provider degree program are eligible to take the NAADAC's national certification written examination during their last semester of courses without having to pay the application fee. The student's score on the national certification written examination will be eligible for four years, and can be used to satisfy state, national, and/or international certification requirements.

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Bachelor of Science in Criminal Justice with a specialization in Criminal Justice Administration

Degree Requirements: 120 Credits

Academic Schedule:

- COM100 - Introduction to Communications
- CJ110 - Introduction to Criminal Justice
- Mathematics Choice
- CJ120 - Introduction to Law Enforcement
- CMP160 - English Composition I
- Natural and Physical Sciences Choice
- Mathematics Choice
- Proctored Exam I
- CJ130 - Introduction to Justice Administration
- Social and Behavioral Sciences Choice
- CJ100 - Ethics in Law Enforcement
- Humanities Choice
- Communications Choice
- Natural and Physical Sciences Choice
- Humanities Choice
- CMP170 - English Composition II
- Elective Choice
- Social and Behavioral Sciences Choice
- Humanities Choice
- Elective Choice
- Elective Choice
- Proctored Exam II
- Elective Choice
- CJ305 - Constitutional Law I
- Social and Behavioral Sciences Choice
- CJ401 - Comparative Criminal Justice Systems
- CJ435 - Kinesic Interviewing
- CJ306 - Constitutional Law II
- CJ400 - Criminal Law
- SBS190 - Introduction to Economics
- CJ440 - Juvenile Justice
- CJ410 - Police Management
- CJ485 - Traffic Law and Accident Investigation
- CJ415 - Supervision of Police
- CJ423 - Criminal Procedure
- Final Proctored Exam
- CJ497 - First Responders
- CJ493 - Security Systems, Procedures, and Developments

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- CJ405 - Community Policing
- Elective Choice
- CJ445 - Corrections
- CJ490 - The Investigation of White Collar Crime
- CAP499 - Senior Capstone

Aspen University 2016 Academic Catalog

Bachelor of Science in Medical Management

Program Description:

The mission of the BSMM program is to educate students whose goal is to perform support and leadership functions in a variety of healthcare settings. This degree focuses on understanding the basics of delivering medical care as well as a foundation of the business of medicine. Students may use this degree as an entry point to the medical management field or as a stepping stone to an advanced degree. A bachelors degree in medical management gives a student the opportunity to assume administrative and support roles at any healthcare organization.

Program Goals:

- **Business Management Knowledge** Learn a wide variety of medical office skills. Develop the skills and knowledge to pursue positions in physician offices, HMO facilities, clinics, urgent care, rehabilitation centers, and other allied healthcare facilities.
- **Professional Behavior/Ethics** Within a legal and ethical framework, apply diverse skills in healthcare, patient support, and business management in multiple settings.
- **Cultural Competence** Identify opportunities for healthcare approaches that accommodate varying cultural beliefs, and demonstrate sensitivity to the cultural diversity that reflects the changing demographics of society.
- **Research and Evidence-based Practice** Collaborate in discussion activities to generate, utilize, and disseminate knowledge in order to leverage the concepts presented in the curriculum to improve management systems, processes, and organizations.
- **Leadership/Advocacy** Influence positive change within organizations through the thoughtful analysis of healthcare policy, critical thought, and applied concepts, while assuming collaborative hands-on and leadership roles with other professionals.

Anticipated Learning Outcomes:

- Demonstrate a well-rounded and comprehensive knowledge of general education topics including psychology, sociology, history, physical science, mathematics, communications, statistics, and others.
- Evaluate the basic theories and contemporary issues in business operations, administration, and management.
- Demonstrate an understanding of healthcare management policies, leadership principles, and operational best practices.
- Evaluate and implement methods of medical office management developed within legal, ethical, and strategic frameworks.
- Communicate effectively using a collaborative professional approach.
- Competently assess, interpret, and communicate information using oral, written, and electronic methods.

Degree Requirements: 120 Credits

Academic Schedule:

- COM100 - Introduction to Communications
- PAC115 - Medical Terminology
- Mathematics Choice
- MM100 - Contemporary Issues in Health Care
- CMP160 - English Composition I
- Social and Behavioral Sciences Choice
- Mathematics Choice
- Proctored Exam I
- MM110 - Insurance and Healthcare Reimbursement
- Social and Behavioral Sciences Choice
- MM120 - Healthcare Information Systems
- Humanities Choice
- Communications Choice

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- Natural and Physical Sciences Choice
- Humanities Choice
- CMP170 - English Composition II
- MM205 - Principles of Health and Disease
- Social and Behavioral Sciences Choice
- Humanities Choice
- Elective Choice
- MM125 - Healthcare Finance
- Proctored Exam II
- MM105 - Pharmacology
- MM130 - Healthcare Writing and Communications
- Elective Choice
- Elective Choice
- MM310 - HIPAA and Electronic Health Records
- MGT414 - Principles of Management
- SBS150 - Cultural Anthropology
- MGT464 - Organizational Behavior
- Elective Choice
- Natural and Physical Sciences Choice
- MM305 - Health Perspectives and Assessment
- MM315 - Legal Aspects of Health Care Management
- MM320 - Healthcare Policy and Economics
- Final Proctored Exam
- MM405 - Medical Office Management
- MM410 - Healthcare Careers
- MM415 - Healthcare Ethics
- BUS454 - Ethical Decision Making for Business
- Elective Choice
- MGT424 - Leadership in Organizations
- CAP499 - Senior Capstone

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Bachelor of Science in Criminal Justice

Program Description:

Personnel trends in law enforcement over the past 15 years have stressed the importance of education in addition to the time spent in service when considering candidates for promotion. Furthermore, candidates seeking entry into state police forces or federal law enforcement agencies are much more competitive if they possess a bachelors degree. Aspen's bachelors degree program provides you with the critical and current knowledge needed in today's law enforcement community. Dramatically increase your potential (without setting foot on a campus) through our online degree program.

Program Goals:

- Explain the scientific study of crime, criminals, the law-making process, the criminal justice system, and the treatment of offenders
- Develop critical thinking, analytical, and interpersonal skills applicable to real-world problems
- Implement innovative solutions for law enforcement, criminal investigation, and the management and administration of criminal justice related activities
- Achieve career goals and rapid advancement in criminal justice and related fields

Anticipated Learning Outcomes:

- Explain the scientific study of crime, criminals, the law-making process, the criminal justice system, and the treatment of offenders.
- Develop critical thinking, analytical, and interpersonal skills applicable to real-world problems.
- Implement innovative solutions for law enforcement, criminal investigation, and the management and administration of criminal justice related activities.
- Achieve career goals and rapid advancement in criminal justice and related fields.

Degree Requirements: 120 Credits

Academic Schedule:

- COM100 - Introduction to Communications
- CJ110 - Introduction to Criminal Justice
- Mathematics Choice
- Elective Choice
- CMP160 - English Composition I
- Natural and Physical Sciences Choice
- Mathematics Choice
- Proctored Exam I
- Elective Choice
- Social and Behavioral Sciences Choice
- CJ100 - Ethics in Law Enforcement
- Humanities Choice
- Communications Choice
- Natural and Physical Sciences Choice
- Humanities Choice
- CMP170 - English Composition II
- CJ140 - Introduction to Criminology
- Social and Behavioral Sciences Choice
- Humanities Choice

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- Elective Choice
- Elective Choice
- Proctored Exam II
- Communications Choice
- CJ305 - Constitutional Law I
- Social and Behavioral Sciences Choice
- CJ401 - Comparative Criminal Justice Systems
- CJ435 - Kinesic Interviewing
- CJ306 - Constitutional Law II
- CJ400 - Criminal Law
- Social and Behavioral Sciences Choice
- CJ440 - Juvenile Justice
- CJ495 - Police Patrol
- CJ485 - Traffic Law and Accident Investigation
- CJ420 - Criminalistics and Forensic Investigation
- CJ425 - Criminal Investigation I
- Final Proctored Exam
- CJ497 - First Responders
- CJ493 - Security Systems, Procedures, and Developments
- CJ405 - Community Policing
- Elective Choice
- CJ455 - Investigation of Organized Crime
- CJ490 - The Investigation of White Collar Crime
- CAP499 - Senior Capstone

Additional Information:

Aspen University also offers a BSCJ degree completion program designed to benefit students who have yet to complete an undergraduate degree and who now seek to transfer accumulated undergraduate credits or an associates degree into an accredited and widely-recognized college degree program. Please contact an admissions representative if you would like further information on this valuable option.

[Click here to access the N.Y.P.D. Elective Courses Page](#)

Aspen University 2016 Academic Catalog

Master of Science in Criminal Justice with a specialization in Law Enforcement Management

Degree Requirements: 36 Credits

Academic Schedule:

- CJ500 - Advanced Criminal Law
- CJ510 - Advanced Criminal Procedure
- CJ515 - Technology in Law Enforcement
- CJ520 - Criminology
- MGT514 - Human Relations Management
- CJ560 - Dynamics of Family Violence
- Mid-Program Proctored Exam
- CJ585 - Advanced Corrections
- CJ530 - Law Enforcement Management
- CJ565 - Use of Force in Law Enforcement
- CJ575 - Police Administration
- CJ595 - Communications in Law Enforcement
- Final Proctored Exam
- CAP799 - Graduate Capstone

Aspen University 2016 Academic Catalog

Master of Science in Criminal Justice with a specialization in Terrorism and Homeland Security

Degree Requirements: 36 Credits

Academic Schedule:

- CJ500 - Advanced Criminal Law
- CJ510 - Advanced Criminal Procedure
- CJ515 - Technology in Law Enforcement
- CJ520 - Criminology
- MGT514 - Human Relations Management
- CJ555 - Major Incident Response Management
- Mid-Program Proctored Exam
- CJ585 - Advanced Corrections
- CJ580 - Terrorism and Homeland Security
- CJ565 - Use of Force in Law Enforcement
- CJ570 - Patrol Procedures
- CJ590 - Interview & Interrogation
- Final Proctored Exam
- CAP799 - Graduate Capstone

Aspen University 2016 Academic Catalog

Master of Science in Criminal Justice with a specialization in Forensic Sciences

Degree Requirements: 36 Credits

Academic Schedule:

- CJ500 - Advanced Criminal Law
- CJ510 - Advanced Criminal Procedure
- CJ515 - Technology in Law Enforcement
- CJ520 - Criminology
- MGT514 - Human Relations Management
- CJ525 - Expert Testimony and Ethics
- Mid-Program Proctored Exam
- CJ585 - Advanced Corrections
- CJ550 - Forensic Science
- CJ535 - Crime Scene Investigation
- CJ540 - Fingerprinting
- CJ545 - Drug Enforcement
- Final Proctored Exam
- CAP799 - Graduate Capstone

Aspen University 2016 Academic Catalog

Bachelor of Science in Criminal Justice, (Completion Program)

Program Description:

Personnel trends in law enforcement over the past 15 years have stressed the importance of education in addition to the time spent in service when considering candidates for promotion. Furthermore, candidates seeking entry into state police forces or federal law enforcement agencies are much more competitive if they possess a bachelors degree. Aspen's bachelors degree completion program provides you with the critical and current knowledge needed in today's law enforcement community. Dramatically increase your potential (without setting foot on a campus) through our online degree program.

Program Goals:

- Explain the scientific study of crime, criminals, the law-making process, the criminal justice system, and the treatment of offenders
- Develop critical thinking, analytical, and interpersonal skills applicable to real-world problems
- Implement innovative solutions for law enforcement, criminal investigation, and the management and administration of criminal justice related activities
- Achieve career goals and rapid advancement in criminal justice and related fields

Anticipated Learning Outcomes:

- Explain the scientific study of crime, criminals, the law-making process, the criminal justice system and the treatment of offenders.
- Develop critical thinking, analytical and interpersonal skills applicable to real-world problems.
- Implement innovative solutions for law enforcement, criminal investigation and the management and administration of criminal justice related activities.
- Achieve career goals and rapid advancement in criminal justice and related fields.

Degree Requirements: 60 Credits

Academic Schedule:

- Communications Choice
- CJ305 - Constitutional Law I
- Social and Behavioral Sciences Choice
- CJ401 - Comparative Criminal Justice Systems
- CJ435 - Kinesic Interviewing
- CJ306 - Constitutional Law II
- CJ400 - Criminal Law
- Social and Behavioral Sciences Choice
- CJ440 - Juvenile Justice
- Mid-Program Proctored Exam
- CJ495 - Police Patrol
- CJ485 - Traffic Law and Accident Investigation
- CJ420 - Criminalistics and Forensic Investigation
- CJ425 - Criminal Investigation I
- CJ497 - First Responders
- CJ493 - Security Systems, Procedures, and Developments
- CJ405 - Community Policing

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- Elective Choice
- CJ455 - Investigation of Organized Crime
- CJ490 - The Investigation of White Collar Crime
- Final Proctored Exam
- CAP499 - Senior Capstone

Additional Information:

The degree completion program is designed to benefit students who successfully have completed a minimum of 60 credit hours of undergraduate studies, including general education requirements, or earned an associates degree from an accredited institution. Please note that a minimum GPA of 2.0 is required for transfer credits.

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Master of Science in Criminal Justice

Program Description:

Dramatically increase your potential without setting foot on a campus through our Master of Science in Criminal Justice (MSCJ) program. The MSCJ program prepares students for entry and advancement in criminal justice related careers. Students will gain advanced knowledge of the justice system and law enforcement process, including police patrol procedures, the courts, terrorism, forensic science, the correctional facilities, and the systems of probation and parole.

Graduates of the program are prepared to provide leadership in agencies and institutions of the criminal justice system.

Anticipated Learning Outcomes:

- Evaluate the scientific study of crime, criminals, the law-making process, the criminal justice system, and the treatment of offenders.
- Develop critical thinking, analytical, and interpersonal skills applicable to real-world problems.
- Implement innovative solutions for law enforcement, criminal investigation, and the management and administration of criminal justice related activities.
- Achieve career goals and rapid advancement in criminal justice and related fields.
- Develop the qualifications to advance in administrative and managerial positions in the criminal justice industry or related fields.
- Apply advanced research in the collection, analysis, and reporting of criminal justice related information and empirical data.
- Develop an advanced understanding of ethical practices and professionalism as they apply in the fields of criminal justice.
- Develop problem solving skills to identify and implement solutions to issues confronting practitioners in areas of criminal justice.

Degree Requirements: 36 Credits

Academic Schedule:

- CJ500 - Advanced Criminal Law
- CJ510 - Advanced Criminal Procedure
- CJ515 - Technology in Law Enforcement
- CJ520 - Criminology
- MGT514 - Human Relations Management
- CJ560 - Dynamics of Family Violence
- Mid-Program Proctored Exam
- CJ585 - Advanced Corrections
- CJ550 - Forensic Science
- CJ535 - Crime Scene Investigation
- CJ575 - Police Administration
- CJ590 - Interview & Interrogation
- Final Proctored Exam
- CAP799 - Graduate Capstone

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School of Nursing

Bachelor of Science in Nursing (Completion Program)

Program Description:

Aspen University offers an online RN-to-BSN degree program for registered nurses who have an associate degree or diploma in nursing and wish to pursue a baccalaureate degree. With a liberal arts foundation, our RN- to-BSN program builds on initial nursing preparation with course work to enhance professional development, prepare for a broader scope of practice, and provide a better understanding of the cultural, political, economic, and social issues that affect patients and influence care delivery. By developing stronger clinical reasoning and analytical skills, BSN-prepared nurses can assume roles as care providers; as designers, managers, clinical instructors and coordinators of care; and as members of a profession within a diverse society and across a spectrum of healthcare settings.

Program Goals:

The goals of the RN-BSN Program are to educate professional nurse generalists who emulate the following characteristics and behaviors:

- **Basic Organizational and Systems Leadership for Quality Care and Patient Safety**

Work within organizational and community arenas to promote high quality patient care through organizational and systems leadership, quality improvement, and safety.

- **Scholarship for Evidence Based Practice**

Use research findings and other evidence in designing, implementing, and evaluating care that is multidimensional, high quality, cost-effective and leads to improved patient outcomes.

- **Information Management and Application of Patient Care Technology**

Design and implement measures to modify risk factors and promote healthy lifestyles, utilizing emerging advances in science and technology.

- **Health Care Policy, Finance, and Regulatory Environments**

Develop interventions and advocacy activities to improve the health of patients and the workplace of nurses.

- **Interprofessional Communication and Collaboration**

Demonstrate effective communication skills while collaborating with other professionals in the pursuit of improving patient care.

- **Clinical Prevention and Population Health**

Use critical thinking to solve problems proposed in case studies and create an intervention to improve community health.

- **Professionalism and Professional Values**

Develop a personal values system and value-based behaviors that include the capacity to make and act upon ethical judgments.

Anticipated Learning Outcomes:

The RN-BSN curriculum has been designed to meet the AACN Baccalaureate Essentials. Upon completion of the RN-BSN Program, students should be able to:

- Analyze the impact of economic, demographic and technological forces on health care delivery, and the concerns relating to ethical, legal, and social issues that influence nursing practice.
- Apply a solid foundation of research and theory, focusing on the interrelationships and application of these concepts to nursing

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practice, education, and leadership

- Improve population health across the lifespan and across the continuum of healthcare environments through health promotion and disease prevention strategies
- Apply leadership and management concepts that directly and indirectly influence the nature and functioning of the healthcare system and professional nursing practice.
- Use technology effectively for personal and educational growth and for patient education and advocacy.
- Assess health among a diverse patient population, devising strategies for the prevention and early detection of disease across the life span.
- Integrate professional values, attitudes, knowledge, and behaviors into nursing practice

Degree Requirements: 30 Credits

Academic Schedule:

- HUM410 - Academic Success: Strengthening Scholarly Writing
- N490 - Issues and Trends in Professional Nursing
- N491 - Concepts and Theories in Nursing
- CIS450 - Informatics in Healthcare
- N492 - Community Health Nursing I
- N493 - Community Health Nursing II
- MM320 - Healthcare Policy and Economics
- N494 - Essentials of Nursing Research
- N495 - Health Assessment
- N496 - Nursing Leadership and Management
- Comprehensive Proctored Exam

Additional Information:

DEGREE REQUIREMENTS:

The BSN degree requires a minimum of 120 credits, 30 of these credits must be completed at Aspen University:

- 50 credits in liberal arts (as required for admission)
- 40 credits from lower-division nursing courses
- 30 credits earned at Aspen University
 - 21 credits from upper-division (400-level) nursing courses
 - 9 Credits from health professions-related education courses

LIBERAL ARTS REQUIREMENTS

The 50-credit requirement in liberal arts provides students with a broad background in the humanities, social sciences, natural sciences/mathematics and a foundation for the professional nursing requirements and potential future graduate study.

LOWER-DIVISION NURSING

The 40-credit lower-division nursing requirement will be satisfied by transfer credit from an associate degree nursing program or by the award of credit for diploma nursing course work. These will be held "in escrow" and added to the transcript after the first 9 credits of 400-level nursing courses are completed at Aspen.

UPPER-DIVISION NURSING

The 21-credit upper-division nursing requirement may be completed entirely by online courses offered by the Aspen University School of Nursing. These seven courses are N490-N496.

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HEALTH PROFESSIONS-RELATED GENERAL EDUCATION CLASSES

This requirement will consist of nine credits of general education courses that are directly relevant to and compliment the nursing curriculum. These three courses will include HUM410 Academic Success:

Strengthening Scholarly Writing, MM320 Healthcare Policy, and CIS450 Informatics in Healthcare. These cross-disciplinary courses allow students to explore topics of importance to the delivery of health care while simultaneously gaining exposure to the perspectives of students from related health-care fields.

GAINFUL EMPLOYMENT DISCLOSURE

For more information, please visit <http://www.aspen.edu/degrees/bachelors-degree/bachelor-of-science-in-nursing-completion-program/gainful-employment>

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Master of Science in Nursing with a specialization in Nursing Education, (RN to MSN Bridge Program)

Program Description:

The Nursing Education emphasis is geared for students who want to teach in academic nursing programs or staff development units. It prepares the student to develop creative lesson plans, engage participants, utilize technology, assess effectiveness, and continuously evaluate activities.

Anticipated Learning Outcomes:

- Integrate knowledge of pathophysiology to educate patients or students to improve patient outcomes.
- Integrate knowledge of pharmacology to educate patients or students to improve patient outcomes.
- Create solutions to current problems in nursing education.
- Using effective teaching strategies, create lesson plans appropriate for an audience of nursing students or nursing staff.
- Develop curriculum related to nursing, using adult learning theory principles.
- Create a nursing lesson or intervention that demonstrates competency in teaching, with the mentoring of a nurse educator as preceptor.
- Create a capstone research manuscript that addresses a problem in nursing education, through a thorough review of literature, proposal of an intervention, data collection and analysis, and discussion of findings.

Degree Requirements: 57 Credits

Academic Schedule:

- N490 - Issues and Trends in Professional Nursing
- N491 - Concepts and Theories in Nursing
- N492 - Community Health Nursing I
- N493 - Community Health Nursing II
- N494 - Essentials of Nursing Research
- N495 - Health Assessment
- N496 - Nursing Leadership and Management
- Bridge Proctored Exam
- N502 - Health Care Systems
- N508 - Theory and Research
- N512 - Diverse Populations & Health Care
- N520 - Legal and Ethical Issues in Health Care
- N510 - Advanced Pathophysiology
- N511 - Advanced Pharmacology
- N518 - Advanced Physical Assessment
- N580 - Issues in Nursing Education
- N582 - Teaching Strategies in Nursing Education
- N584 - Curriculum Development, Implementation and Evaluation
- N586 - Nursing Education Practicum
- N599 - Nursing Capstone
- Final Proctored Exam

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Master of Science in Nursing with a specialization in Administration and Management, (RN to MSN Bridge Program)

Program Description:

The Nursing Administration program is designed to develop leaders and managers. Students learn how to solve complex problems through realistic case studies and mentoring practica with preceptors who are leaders in nursing.

Anticipated Learning Outcomes:

- Explore complex health care organizations and analyze the components of the health care system.
- Solve problems related to the art and science of nursing, using information technology.
- Create solutions to complex financial problems in the health care environment.
- Plan strategic solutions to complex health care problems.
- With the mentoring of a nurse leader, demonstrate effective leadership and management skills.
- Create a capstone research manuscript that addresses a problem in nursing education, through a thorough review of literature, proposal of an intervention, data collection and analysis, and discussion of findings.

Degree Requirements: 57 Credits

Academic Schedule:

- N490 - Issues and Trends in Professional Nursing
- N491 - Concepts and Theories in Nursing
- N492 - Community Health Nursing I
- N493 - Community Health Nursing II
- N494 - Essentials of Nursing Research
- N495 - Health Assessment
- N496 - Nursing Leadership and Management
- Bridge Proctored Exam
- N502 - Health Care Systems
- N508 - Theory and Research
- N512 - Diverse Populations & Health Care
- N520 - Legal and Ethical Issues in Health Care
- N522 - Modern Organizations and Health Care
- N537 - Health Care Informatics
- N538 - Advanced Health Care Informatics
- N542 - Health Care Finance and Economics
- N547 - Health Care Strategic Management and Planning
- N550 - Nursing Administration Practicum I
- N552 - Nursing Administration Practicum II
- N599 - Nursing Capstone
- Final Proctored Exam

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Master of Science in Nursing with a specialization in Nursing Education

Program Description:

The Nursing Education emphasis is geared for students who want to teach in academic nursing programs or staff development units. It prepares the student to develop creative lesson plans, engage participants, utilize technology, assess effectiveness, and continuously evaluate activities.

Anticipated Learning Outcomes:

- Integrate knowledge of pathophysiology to educate patients or students to improve patient outcomes.
- Integrate knowledge of pharmacology to educate patients or students to improve patient outcomes.
- Create solutions to current problems in nursing education.
- Using effective teaching strategies, create lesson plans appropriate for an audience of nursing students or nursing staff.
- Develop curriculum related to nursing, using adult learning theory principles.
- Create a nursing lesson or intervention that demonstrates competency in teaching, with the mentoring of a nurse educator as preceptor.
- Create a capstone research manuscript that addresses a problem in nursing education, through a thorough review of literature, proposal of an intervention, data collection and analysis, and discussion of findings.

Degree Requirements: 36 Credits

Academic Schedule:

- N502 - Health Care Systems
- N508 - Theory and Research
- N512 - Diverse Populations & Health Care
- N520 - Legal and Ethical Issues in Health Care
- N510 - Advanced Pathophysiology
- N511 - Advanced Pharmacology
- N518 - Advanced Physical Assessment
- N580 - Issues in Nursing Education
- N582 - Teaching Strategies in Nursing Education
- N584 - Curriculum Development, Implementation and Evaluation
- N586 - Nursing Education Practicum
- N599 - Nursing Capstone
- Final Proctored Exam

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Master of Science in Nursing with a specialization in Administration and Management

Program Description:

The Nursing Administration program is designed to develop leaders and managers. Students learn how to solve complex problems through realistic case studies and mentoring practica with preceptors who are leaders in nursing.

Anticipated Learning Outcomes:

- Explore complex health care organizations and analyze the components of the health care system.
- Solve problems related to the art and science of nursing, using information technology.
- Create solutions to complex financial problems in the health care environment.
- Plan strategic solutions to complex health care problems.
- With the mentoring of a nurse leader, demonstrate effective leadership and management skills.
- Create a capstone research manuscript that addresses a problem in nursing education, through a thorough review of literature, proposal of an intervention, data collection and analysis, and discussion of findings.

Degree Requirements: 36 Credits

Academic Schedule:

- N502 - Health Care Systems
- N508 - Theory and Research
- N512 - Diverse Populations & Health Care
- N520 - Legal and Ethical Issues in Health Care
- N522 - Modern Organizations and Health Care
- N537 - Health Care Informatics
- N538 - Advanced Health Care Informatics
- N542 - Health Care Finance and Economics
- N547 - Health Care Strategic Management and Planning
- N550 - Nursing Administration Practicum I
- N552 - Nursing Administration Practicum II
- N599 - Nursing Capstone
- Final Proctored Exam

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School of Education

Associate of Applied Science in Early Childhood Education

Program Description:

The associate degree program offers a comprehensive curriculum designed to provide students with the requisite general education foundation and then present the skills needed to gain a competitive edge when pursuing or advancing in the fields of child care, early childhood education, and national Head Start programs as teachers, assistants, and administrators. The program may satisfy the formal training and competency requirements for child care professionals to pursue the Child Development Associate (CDA) credential from the Council for Professional Recognition. The coursework in the associate of applied science degree can also be applied as a stepping stone to Aspen University's bachelors degree in early childhood education, providing all admission standards are met.

The Early Childhood Education program promotes the learning and development of children in early care and educational settings, encourages application of the latest knowledge in ECE and Child Development, and provides opportunities for placement, advancement, and ongoing professional development of caregivers.

In the AAS degree program, students also will gain real-world experience through structured Internship courses. Successful completion of the program will enable graduates to advance in age-appropriate child care organizations, early childhood education programs, preschools, kindergartens, elementary schools, and Head Start programs, subject to the qualifying requirements for their area. The AAS in ECE provides a stepping stone on the way to earning a bachelors degree.

Anticipated Learning Outcomes:

- Establish and maintain a safe and healthy learning environment
- Advance physical and intellectual competence
- Support social and emotional development and provide positive guidance
- Establish positive and productive relationships with families
- Ensure a well-run, purposeful program that is responsive to participant needs
- Maintain a commitment to professionalism
- Advance to entry in the bachelor of science in Early Childhood Education program

Degree Requirements: 60 Credits

Academic Schedule:

- COM100 - Introduction to Communications
- ECE103 - Professionalism and Growth in the Early Childhood Field
- Mathematics Choice
- ECE102 - Skills for Early Childhood Teachers
- CMP160 - English Composition I
- Natural and Physical Sciences Choice
- Mathematics Choice
- Mid-Program Proctored Exam
- ECE101 - Family, School and Community
- Social and Behavioral Sciences Choice
- Social and Behavioral Sciences Choice
- Humanities Choice
- Communications Choice

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- Natural and Physical Sciences Choice
- Humanities Choice
- CMP170 - English Composition II
- ECE108 - Cultural and Linguistic Diversity
- Social and Behavioral Sciences Choice
- Humanities Choice
- Social and Behavioral Sciences Choice
- ECE109 - Problem Solving in Early Childhood Education
- Final Proctored Exam

Additional Information:

Additional information about the CDA credential and the requirements of qualification can be found at the Council for Professional Recognition website: <http://www.cdacouncil.org>. Additional information about the Head Start and Early Head Start programs can be found at the U.S. Department of Health and Human Services website: <http://www.acf.hhs.gov/programs/ohs/about/index.htm>. Please check with the agency of the state where you intend to teach to confirm the requirements. **NOTE:** Fingerprinting and a criminal background check are required for any job working with children.

Bachelor of Science in Early Childhood Education

Program Description:

The mission of the Early Childhood Education program is to educate students whose goal is to work or advance in the fields of child care and early childhood education programs as teachers, assistants, and administrators.

The program offers a comprehensive curriculum designed to provide professionals with the skills needed to gain a competitive edge when pursuing or advancing in careers in early childhood education and child caregiver organizations. It provides childhood education teachers and professionals with a recognized degree that will prove invaluable when pursuing growth and promotion opportunities in administration, management, or areas of specialization.

The Early Childhood Education program provides students with a comprehensive overview and application of the education of young children (from birth through age eight, or third grade) and the information necessary to manage high-quality early childhood education programs.

Additionally, the program promotes the learning and development of children in early care and educational settings, encourages application of the latest knowledge in ECE and child development, and provides opportunities for the placement, advancement, and ongoing professional development of caregivers.

Successful completion of the program will enable graduates to guide age-appropriate child care organizations, early childhood education programs, preschools, kindergartens, elementary schools, and Head Start programs. Graduates will be able to effectively contribute to the growth of a child-socially, emotionally, physically, and intellectually.

The program curriculum also was designed to accommodate individuals seeking the Child Development Associate (CDA) credential. Training requirements for this credential include documented minimum education in the following content areas:

1. Planning a safe and healthy learning environment;
2. Steps to advance children's physical and intellectual development;
3. Positive ways to support children's social and emotional development;
4. Strategies to establish productive relationships with families;
5. Strategies to manage an effective program operation;
6. Maintaining a commitment to professionalism;
7. Observing and recording children's behavior; and
8. Principles of child development and learning.

Program Goals:

- Professional Behavior/Ethics Within a legal and ethical framework, apply diverse skills in early childhood educational planning, delivery, and care giving in multiple settings.
- Cultural Competence Foster educational and developmental policies and procedures that accommodate varying cultural beliefs, and be sensitive to the cultural diversity among children and families that reflects the changing demographics of society.
- Research and Evidence-based practice Collaborate in discussion activities to generate, utilize, and disseminate knowledge in order to improve early childhood education systems and organizations.
- Leadership/Advocacy Influence change within the early childhood education professions and improve the educational delivery systems by addressing the social, environmental, and cultural factors, as well as the legal and economic policies that affect early childhood education delivery. Assume roles as leaders and collaborators with other professionals and communities in planning, providing, and evaluating early childhood education for a diverse population.

Anticipated Learning Outcomes:

- Evaluate the basic theories in early childhood development
- Demonstrate an understanding of contemporary issues in early childhood education
- Evaluate methods of assessment, observation, and recording
- Explain the processes inherent in the physical, cognitive, language, social, emotional, and moral developmental domains
- Adjust for diversity as it influences the developmental processes

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- Create and demonstrate teaching strategies and techniques in a professional early childhood setting that reflect appropriate practice methodologies
- Apply the studied academic concepts in real-world situations

Degree Requirements: 120 Credits

Academic Schedule:

- COM100 - Introduction to Communications
- ECE103 - Professionalism and Growth in the Early Childhood Field
- Mathematics Choice
- ECE102 - Skills for Early Childhood Teachers
- CMP160 - English Composition I
- Natural and Physical Sciences Choice
- Mathematics Choice
- Natural and Physical Sciences Choice
- Proctored Exam I
- ECE101 - Family, School and Community
- Social and Behavioral Sciences Choice
- Social and Behavioral Sciences Choice
- Humanities Choice
- Communications Choice
- Humanities Choice
- CMP170 - English Composition II
- ECE108 - Cultural and Linguistic Diversity
- Social and Behavioral Sciences Choice
- Humanities Choice
- Social and Behavioral Sciences Choice
- Elective Choice
- Proctored Exam II
- Elective Choice
- Elective Choice
- Elective Choice
- ECE302 - Children with Special Needs
- ECE407 - Infant and Toddler Mental Health
- ECE304 - Curriculum for Young Children
- Elective Choice
- ECE307 - Early Childhood Research
- ECE303 - Language Development
- ECE403 - Promoting Literacy in Preschool
- ECE401 - Guiding Preschool Behavior
- ECE402 - Strategies for Classroom Management
- ECE400 - Play and Learning for the Preschool Child
- Final Proctored Exam
- ECE406 - Quality Programs for Infants and Toddlers
- ECE409 - Developmentally Appropriate Practices in Infant and Toddler Settings
- ECE405 - Developmentally Appropriate Practices in Preschool and School Age Settings

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- ECE410 - Bridging: Assessment in Early Childhood Education
- ECE411 - Early Cognition and Education I: The Preschool Years
- ECE412 - Early Cognition and Education II: The Early Years
- CAP499 - Senior Capstone

Additional Information:

Additional information about the CDA credential and the requirements of qualification can be found at the Council for Professional Recognition website: <http://www.cdacouncil.org>.

Additional information about the Head Start and Early Head Start programs can be found at the U.S. Department of Health and Human Services website: <http://eclkc.ohs.acf.hhs.gov/hslc>.

Please check with the agency of the state where you intend to teach to confirm the requirements. Depending on your goals for this program, please check your local and state regulatory requirements for program acceptance. This program is not designed as a teacher certification program, and different states and municipalities often have specific requirements concerning appropriate degree programs.

Aspen University also offers a BSECE degree completion program designed to benefit students who have yet to complete an undergraduate business degree, and who now seek to transfer accumulated undergraduate credits or an associate's degree into an accredited and widely-recognized college degree program. Please contact an admissions representative if you would like further information on this valuable option.

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Bachelor of Science in Early Childhood Education, (Completion Program)

Program Description:

The mission of the Early Childhood Education program is to educate students whose goal is to work or advance in fields of child care and early childhood education programs as teachers, assistants, and administrators. The Early Childhood Education program provides students with a comprehensive overview and application of the education of young children (from birth through age eight or third grade) and the information necessary to manage high-quality early childhood education programs.

The Early Childhood Education completion program is designed to benefit adults who have yet to complete an undergraduate ECE degree, and who now seek to transfer accumulated undergraduate credits or an associates degree into an accredited bachelor program.

Program Goals:

- *Professional Behavior/Ethics* Within a legal and ethical framework, apply diverse skills in early childhood educational planning, delivery, and care giving in multiple settings
- *Cultural Competence* Foster educational and developmental policies and procedures that accommodate varying cultural beliefs, and be sensitive to the cultural diversity among children and families that reflects the changing demographics of society
- *Research and Evidence-based practice* Collaborate in discussion activities to generate, utilize, and disseminate knowledge in order to improve early childhood education systems and organizations.
- *Leadership/Advocacy* Influence change within the early childhood education professions and improve the educational delivery systems by addressing the social, environmental, and cultural factors, as well as the legal and economic policies that affect early childhood education delivery. Assume roles as leaders and collaborators with other professionals and communities in planning, providing, and evaluating early childhood education for a diverse population

Anticipated Learning Outcomes:

- Evaluate the basic theories in early childhood development.
- Demonstrate an understanding of contemporary issues in early childhood education.
- Evaluate methods of assessment, observation, and recording.
- Explain the processes inherent in the physical, cognitive, language, social, emotional, and moral developmental domains.
- Adjust for diversity as it influences the developmental processes.
- Create and demonstrate teaching strategies and techniques in a professional early childhood setting that reflect appropriate practice methodologies.
- Apply the studied academic concepts in real-world situations.

Degree Requirements: 60 Credits

Academic Schedule:

- Elective Choice
- Elective Choice
- Elective Choice
- ECE302 - Children with Special Needs
- ECE407 - Infant and Toddler Mental Health
- ECE304 - Curriculum for Young Children
- Elective Choice
- ECE307 - Early Childhood Research
- ECE303 - Language Development
- Mid-Program Proctored Exam

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- ECE403 - Promoting Literacy in Preschool
- ECE401 - Guiding Preschool Behavior
- ECE402 - Strategies for Classroom Management
- ECE400 - Play and Learning for the Preschool Child
- ECE406 - Quality Programs for Infants and Toddlers
- ECE409 - Developmentally Appropriate Practices in Infant and Toddler Settings
- ECE405 - Developmentally Appropriate Practices in Preschool and School Age Settings
- ECE410 - Bridging: Assessment in Early Childhood Education
- ECE411 - Early Cognition and Education I: The Preschool Years
- ECE412 - Early Cognition and Education II: The Early Years
- Final Proctored Exam
- CAP499 - Senior Capstone

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Master in Education with a specialization in Educational Technology

Program Description:

This program is designed for those individuals who want to increase their expertise in using technology as an educational tool to enhance student learning and increase teacher effectiveness and efficiency. The Master of Education in Educational Technology is aligned to the professional standards in the field, the National Board for Professional Teaching Standards (NBPTS). Additionally, this degree emphasis is also aligned to the International Society for Technology in Education (ISTE) standards.

Degree Requirements: 36 Credits

Academic Schedule:

- MED705 - Research on Effective Teaching
- MED710 - Multidisciplinary Foundations of Education
- MED730 - Curriculum Development, Implementation and Evaluation
- MED700 - Integrating Technologies Across the Curriculum
- MED725 - Classroom Environments and Management
- MED720 - The Instructional Role of Assessment
- Mid-Program Proctored Exam
- MED740 - Ethics and Educational Law
- MED750 - Introduction to Online Learning and Internet Research
- MED751 - Instructional Design
- MED752 - Multimedia for Educators
- MED753 - The Wired School: Emerging Technologies
- Final Proctored Exam
- CAP799 - Graduate Capstone

Master in Education with a specialization in Curriculum Development and Outcomes Assessment

Program Description:

This program is designed for those individuals who are interested in developing a deep knowledge and skill set related to curricular design and evaluation techniques. The Master of Education in Curriculum Development and Outcomes Assessment is aligned to the professional standards in the field, the National Board for Professional Teaching Standards (NBPTS).

Degree Requirements: 36 Credits

Academic Schedule:

- MED705 - Research on Effective Teaching
- MED710 - Multidisciplinary Foundations of Education
- MED730 - Curriculum Development, Implementation and Evaluation
- MED700 - Integrating Technologies Across the Curriculum
- MED725 - Classroom Environments and Management
- MED720 - The Instructional Role of Assessment
- Mid-Program Proctored Exam
- MED740 - Ethics and Educational Law
- MED760 - Emotional Intelligence and Academic Achievement
- MED761 - Curriculum Mapping and Assessment Data
- MED762 - Schools and Leadership
- MED763 - Academic Portfolios
- Final Proctored Exam
- CAP799 - Graduate Capstone

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Master in Education with a specialization in Transformational Leadership

Program Description:

This program is for those individuals who seek positions of influence within their workplace setting and who want to become inspirational and motivating leaders in their educational field. The Master of Education in Transformational Leadership is aligned to the professional standards in the field, the National Board for Professional Teaching Standards (NBPTS).

Degree Requirements: 36 Credits

Academic Schedule:

- MED705 - Research on Effective Teaching
- MED710 - Multidisciplinary Foundations of Education
- MED730 - Curriculum Development, Implementation and Evaluation
- MED700 - Integrating Technologies Across the Curriculum
- MED725 - Classroom Environments and Management
- MED720 - The Instructional Role of Assessment
- Mid-Program Proctored Exam
- MED740 - Ethics and Educational Law
- MED780 - Leadership Basics
- MED781 - Educational Innovation
- MED782 - Shaping School and Community Cultures
- MED783 - Communicating and Framing Leadership Issues and Decisions
- Final Proctored Exam
- CAP799 - Graduate Capstone

Master in Education with a specialization in eLearning Pedagogy

Program Description:

This program focuses on preparing the graduate for using best practices in online learning and pedagogical practice. This emphasis will prepare the learner to effectively teach in digital classroom environments. The Master of Education in eLearning Pedagogy is aligned to the professional standards in the field, the National Board for Professional Teaching Standards (NBPTS). Additionally, this degree emphasis is also aligned to the International Society for Technology in Education (ISTE) standards.

Degree Requirements: 36 Credits

Academic Schedule:

- MED705 - Research on Effective Teaching
- MED710 - Multidisciplinary Foundations of Education
- MED730 - Curriculum Development, Implementation and Evaluation
- MED700 - Integrating Technologies Across the Curriculum
- MED725 - Classroom Environments and Management
- MED720 - The Instructional Role of Assessment
- Mid-Program Proctored Exam
- MED740 - Ethics and Educational Law
- EDU500 - Critical Issues in eLearning Paradigms
- EDU505 - Developing Community and Student Engagement in Online Contexts
- EDU510 - Designing High Impact eLearning Environments
- EDU515 - Pedagogical Tools for eLearning
- Final Proctored Exam
- CAP799 - Graduate Capstone

Doctor of Education in Leadership and Learning with a specialization in Health Care Administration and Leadership

Program Description:

The Doctor of Education with an emphasis in Health Care Administration and Leadership focuses on preparing individuals for leadership roles in health care systems or nursing education programs that are quickly changing environments and that often have a high degree of unpredictability. Through practical, real-world applications, learners will gain adeptness with leading health care practitioners and nursing educators to create cultures that are highly innovative, ethical, and evidenced-based. Individuals seeking greater knowledge and skills in accreditation policies and practices for health care settings, integration of health care technology strategies, and financial management of those environments would benefit most from this doctoral degree emphasis.

Program Goals:

- Take reasoned positions on health care issues and analyze international models of reform and innovation in the health care field based on understanding the history, philosophy, and sociology
- Serve as an integral part of a collaborative team who makes decisions and creates policy and programs that create positive outcomes for all stakeholders in the healthcare field
- Develop a clear understanding of the nature of leadership, of themselves as leaders, of the moral and ethical imperatives of leadership, and a clear grasp of the environment in which effective health care leaders function
- Possess knowledge of human differences domestically and globally, relate and lead across a range of health care settings
- Cultivate the skills to initiate, build, and maintain positive human interactions, develop human potential, build systemic learning communities, build supportive relationships, operate in challenging and diverse cultural settings, and view others as worthy and valuable individuals
- Possess the knowledge and understanding necessary to generate and manage human and fiscal resources effectively within health care organizations; apply appropriate legal and accountability oversight; evaluate programs, employees, and team members; and comprehend the environmental forces, political directions, and institutional governance processes necessary to successfully lead different health care settings within its current and changing environment
- Demonstrate an ethic of care for colleagues and stakeholders by building effective visions and nurturing relationships across multiple functional areas within health care organizations and institutions
- Analyze and continuously reflect upon the critical nature of valid data in the decision-making process; apply sound inquiry methodologies and effective technologies; analyze complex data sets, draw strategic conclusions and develop strategic plans, build collaborative work teams, formulate effective implementation plans and evaluate results for improving outcomes for patients and health care organizations
- Possess a firm grasp of adult learning behaviors and team development theory with an emphasis on resilience, persistence, motivation, and coaching, and acquire and practice the skills, concepts, and techniques to structure effective learning environments and implement interventions that maximize support and success within a range of health care settings
- Demonstrate the ability to perform effective programmatic assessment and strategic problem solving as a practice of continuous improvement for health care processes and outcomes

Degree Requirements: 60 Credits

Academic Schedule:

- EDD830 - Leadership Theory
- RSH900 - Doctoral Writing and Inquiry into Research
- EDD832 - Human Potential and Motivation
- EDN810 - The Nature of Health Care Organizations and Systems
- EDN812 - Legal and Ethical Issues in Health Care Administration
- EDD834 - Creating Strategic Change That Lasts

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- RSH910 - Research Design and Methodology
- EDD836 - Project Management Techniques
- RSH912 - Introduction to the Dissertation
- EDN814 - Nursing Accreditation and Advocacy in the Profession
- EDD838 - Building Successful Organizations that Endure
- RSH914 - Techniques and Interpretation for Statistical Analysis
- EDN816 - Financial Management in Healthcare Environments
- EDN818 - Innovation and Technology in Health Care
- RSH916 - Problem-Based Research in Action
- EDN820 - Evidence-Based Practice and Quality Improvement
- Comprehensive Proctored Exam
- EDD820 - Dissertation I: Dissertation Committee Selection and Research Proposal
- EDD821 - Dissertation II: Literature Review, Methodology, and IRB Process
- EDD822 - Dissertation III: Research and Results
- EDD823 - Dissertation IV: Conclusions, Oral Defense, and Publication

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Doctor of Education in Leadership and Learning with a specialization in Higher Education Leadership

Program Description:

The Doctor of Education with an emphasis in Higher Education Leadership focuses on preparing individuals for leadership roles in higher education settings that are quickly changing environments and that often have a high degree of unpredictability and accountability. Through practical, real-world applications, learners will gain adeptness with leading college and university administrators and faculty to create cultures that promote student success. Individuals seeking greater knowledge and skills in accreditation policies and practices for higher education settings, strategies for developing scholarship and inclusive governance, historical and legal perspectives, and financial management of those environments would benefit most from this doctoral degree emphasis.

Program Goals:

- Take reasoned positions on issues and analyze international models of reform and innovation in higher education field based on understanding the history, philosophy, and sociology of a democratic society
- Serve as an integral part of a collaborative team who makes decisions and creates policy and programs that create positive outcomes for all stakeholders in higher education settings
- Develop a clear understanding of the nature of leadership, of themselves as leaders, of the moral and ethical imperatives of leadership, and a clear grasp of the environment in which effective leaders function within institutions of higher education
- Possess knowledge of human differences domestically and globally, relate and lead across a range of higher education roles and organizations
- Cultivate the skills to initiate, build, and maintain positive human interactions, develop human potential, build systemic learning communities, build supportive relationships, operate in challenging and diverse cultural settings, and view others as worthy and valuable individuals
- Possess the knowledge and understanding necessary to generate and manage human and fiscal resources effectively; apply appropriate legal and accountability oversight; evaluate programs, employees, and team members; and comprehend the environmental forces, political directions, and institutional governance processes necessary to successfully lead different organizational settings in higher education within its current and changing environment
- Demonstrate an ethic of care for colleagues and stakeholders by building effective visions and nurturing relationships across multiple functional areas within organizations and institutions of higher education
- Analyze and continuously reflect upon the critical nature of valid data in the decision-making process; apply sound inquiry methodologies and effective technologies; analyze complex data sets, draw strategic conclusions and develop strategic plans, build collaborative work teams, formulate effective implementation plans and evaluate results that address the institutional effectiveness of the higher education context
- Possess a firm grasp of adult learning behaviors and team development theory with an emphasis on resilience, persistence, motivation, and coaching, and acquire and practice the skills, concepts, and techniques to structure effective learning environments and implement interventions that maximize support and success within the higher education setting
- Demonstrate the ability to perform effective programmatic assessment and strategic problem solving as a practice of continuous improvement in a range of higher education environments

Degree Requirements: 60 Credits

Academic Schedule:

- EDD830 - Leadership Theory
- RSH900 - Doctoral Writing and Inquiry into Research
- EDD832 - Human Potential and Motivation
- EDH810 - Historical and Legal Perspectives in Higher Education
- EDH812 - Student Affairs and Development in Higher Education

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- EDD834 - Creating Strategic Change That Lasts
- RSH910 - Research Design and Methodology
- EDD836 - Project Management Techniques
- RSH912 - Introduction to the Dissertation
- EDH814 - Accountability and Accreditation
- EDD838 - Building Successful Organizations that Endure
- RSH914 - Techniques and Interpretation for Statistical Analysis
- EDH816 - Strategic Planning
- EDH818 - Financial Management and Enrollment Development
- RSH916 - Problem-Based Research in Action
- EDH820 - Building Scholarship and Organizational Governance
- Comprehensive Proctored Exam
- EDD820 - Dissertation I: Dissertation Committee Selection and Research Proposal
- EDD821 - Dissertation II: Literature Review, Methodology, and IRB Process
- EDD822 - Dissertation III: Research and Results
- EDD823 - Dissertation IV: Conclusions, Oral Defense, and Publication

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Doctor of Education in Leadership and Learning with a specialization in K-12 Educational Leadership

Program Description:

The Doctor of Education with an emphasis in K-12 Educational Leadership focuses on preparing individuals for leadership roles in school systems that are quickly changing environments and that often have a high degree of unpredictability. Through practical, real-world applications, learners will gain adeptness with leading educators to create continuous and permanent change that impacts student learning and classroom practices. Individuals seeking greater knowledge and skills in educational policies affecting K-12 classrooms, technology integration strategies, and techniques for positively influencing school culture would benefit most from this doctoral degree emphasis.

Program Goals:

- Take reasoned positions on issues and analyze international models of reform and innovation in the K-12 educational field based on understanding the history, philosophy, and sociology of a democratic society
- Serve as an integral part of a collaborative team who makes decisions and creates policy and programs that create positive outcomes for all stakeholders within the K-12 school environment
- Develop a clear understanding of the nature of leadership, of themselves as leaders, of the moral and ethical imperatives of leadership, and a clear grasp of the environment in which effective leaders function within a range of K-12 school settings
- Possess knowledge of human differences domestically and globally, relate and lead across different school settings within K-12 contexts
- Cultivate the skills to initiate, build, and maintain positive human interactions, develop human potential, build systemic learning communities, build supportive relationships, operate in challenging and diverse cultural settings, and view others as worthy and valuable individuals
- Possess the knowledge and understanding necessary to generate and manage human and fiscal resources effectively; apply appropriate legal and accountability oversight; evaluate programs, employees, and team members; and comprehend the environmental forces, political directions, and institutional governance processes necessary to successfully lead different K-12 educational and organizational settings within its current and changing environment
- Demonstrate an ethic of care for colleagues and stakeholders by building effective visions and nurturing relationships across multiple functional areas within K-12 school organizations and institutions
- Analyze and continuously reflect upon the critical nature of valid data in the decision-making process; apply sound inquiry methodologies and effective technologies; analyze complex data sets, draw strategic conclusions and develop strategic plans, build collaborative work teams, formulate effective implementation plans and evaluate results for K-12 school systems
- Possess a firm grasp of adult learning behaviors and team development theory with an emphasis on resilience, persistence, motivation, and coaching, and acquire and practice the skills, concepts, and techniques to structure effective learning environments and implement interventions that maximize support and success within the K-12 school environment
- Demonstrate the ability to perform effective programmatic assessment and strategic problem solving as a practice of continuous improvement in a range of K-12 school settings

Degree Requirements: 60 Credits

Academic Schedule:

- EDD830 - Leadership Theory
- RSH900 - Doctoral Writing and Inquiry into Research
- EDD832 - Human Potential and Motivation
- EDD815 - Psychology of Education
- EDD805 - Educational Leadership and Organizational Behavior
- EDD834 - Creating Strategic Change That Lasts
- RSH910 - Research Design and Methodology
- EDD836 - Project Management Techniques

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- RSH912 - Introduction to the Dissertation
- EDD807 - Law, Policy, and Practice in Education
- EDD838 - Building Successful Organizations that Endure
- RSH914 - Techniques and Interpretation for Statistical Analysis
- EDD818 - Continuous Improvement in Education
- EDD811 - Technology in Education
- RSH916 - Problem-Based Research in Action
- EDD816 - Faculty Development
- Comprehensive Proctored Exam
- EDD820 - Dissertation I: Dissertation Committee Selection and Research Proposal
- EDD821 - Dissertation II: Literature Review, Methodology, and IRB Process
- EDD822 - Dissertation III: Research and Results
- EDD823 - Dissertation IV: Conclusions, Oral Defense, and Publication

Doctor of Education in Leadership and Learning with a specialization in Organizational Leadership

Program Description:

The Doctor of Education with an emphasis in Organizational Leadership focuses on preparing individuals for leadership roles in organizations that are quickly changing environments and that often have a high degree of unpredictability. Through practical, real-world applications, learners will gain adeptness with leading teams, both within and across multicultural contexts, while maintaining high ethical standards in all business practices. Individuals seeking greater knowledge and skills in adult learning paradigms, effective leadership strategies, and innovative entrepreneurship development would benefit most from this doctoral degree emphasis.

Program Goals:

- Take reasoned positions on issues and analyze international models of reform and innovation in organizational leadership field based on understanding the history, philosophy, and sociology of a democratic society
- Serve as an integral part of a collaborative team who makes decisions and creates policy and programs that create positive outcomes for all stakeholders within the organizational setting
- Develop a clear understanding of the nature of leadership, of themselves as leaders, of the moral and ethical imperatives of leadership, and a clear grasp of the environment in which effective leaders function within a range of organizational structures
- Possess knowledge of human differences domestically and globally, relate and lead across different organizational types and sizes
- Cultivate the skills to initiate, build, and maintain positive human interactions, develop human potential, build systemic learning communities, build supportive relationships, operate in challenging and diverse cultural settings, and view others as worthy and valuable individuals
- Possess the knowledge and understanding necessary to generate and manage human and fiscal resources effectively; apply appropriate legal and accountability oversight; evaluate programs, employees, and team members; and comprehend the environmental forces, political directions, and institutional governance processes necessary to successfully lead different organizational settings within its current and changing environment
- Demonstrate an ethic of care for colleagues and stakeholders by building effective visions and nurturing relationships across multiple functional areas within different types of organizations
- Analyze and continuously reflect upon the critical nature of valid data in the decision-making process; apply sound inquiry methodologies and effective technologies; analyze complex data sets, draw strategic conclusions and develop strategic plans, build collaborative work teams, formulate effective implementation plans and evaluate results
- Possess a firm grasp of adult learning behaviors and team development theory with an emphasis on resilience, persistence, motivation, and coaching, and acquire and practice the skills, concepts, and techniques to structure effective learning environments and implement interventions that maximize support and success for organizational outcomes and viability
- Demonstrate the ability to perform effective programmatic assessment and strategic problem solving as a practice for continuous improvement within the organizational setting

Degree Requirements: 60 Credits

Academic Schedule:

- EDD830 - Leadership Theory
- RSH900 - Doctoral Writing and Inquiry into Research
- EDD832 - Human Potential and Motivation
- EDO810 - Organizational Theory
- EDO812 - Innovation and Entrepreneurship
- EDD834 - Creating Strategic Change That Lasts
- RSH910 - Research Design and Methodology
- EDD836 - Project Management Techniques
- RSH912 - Introduction to the Dissertation

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- EDO814 - Adult Learning Theory
- EDD838 - Building Successful Organizations that Endure
- RSH914 - Techniques and Interpretation for Statistical Analysis
- EDO816 - Leading in Highly Uncertain and Rapidly Changing Environments
- EDO818 - Leading Across Contexts and Cultures
- RSH916 - Problem-Based Research in Action
- EDO820 - Ethical Issues in Leading Organizations
- Comprehensive Proctored Exam
- EDD820 - Dissertation I: Dissertation Committee Selection and Research Proposal
- EDD821 - Dissertation II: Literature Review, Methodology, and IRB Process
- EDD822 - Dissertation III: Research and Results
- EDD823 - Dissertation IV: Conclusions, Oral Defense, and Publication

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Doctor of Education in Leadership and Learning with a specialization in Organizational Psychology

Program Description:

The Doctor of Education with an emphasis in Organizational Psychology focuses on preparing individuals for leadership roles in various organizational and industrial settings that are quickly changing environments and that often have a high degree of unpredictability. Through practical, real-world applications, learners will gain adeptness with understanding the psychology of groups and organizational cultures with attention on leading permanent change efforts. Individuals seeking greater knowledge and skills in the psychology of effective leaders, the foundations in organizational and industrial psychology, and a deep awareness of professional and ethical standards in the field would benefit most from this doctoral degree emphasis.

Program Goals:

- Take reasoned positions on issues and analyze international models of reform and innovation in organizational leadership field based on understanding the history, philosophy, and sociology of a democratic society
- Serve as an integral part of a collaborative team who makes decisions and creates policy and programs that create positive outcomes for all stakeholders within the organizational setting
- Develop a clear understanding of the nature of leadership, of themselves as leaders, of the moral and ethical imperatives of leadership, and a clear grasp of the environment in which effective leaders function within a range of organizational structures
- Possess knowledge of human differences domestically and globally, relate and lead across different organizational types and sizes
- Cultivate the skills to initiate, build, and maintain positive human interactions, develop human potential, build systemic learning communities, build supportive relationships, operate in challenging and diverse cultural settings, and view others as worthy and valuable individuals
- Possess the knowledge and understanding necessary to generate and manage human and fiscal resources effectively; apply appropriate legal and accountability oversight; evaluate programs, employees, and team members; and comprehend the environmental forces, political directions, and institutional governance processes necessary to successfully lead different organizational settings within its current and changing environment
- Demonstrate an ethic of care for colleagues and stakeholders by building effective visions and nurturing relationships across multiple functional areas within different types of organizations
- Analyze and continuously reflect upon the critical nature of valid data in the decision-making process; apply sound inquiry methodologies and effective technologies; analyze complex data sets, draw strategic conclusions and develop strategic plans, build collaborative work teams, formulate effective implementation plans and evaluate results
- Possess a firm grasp of adult learning behaviors and team development theory with an emphasis on resilience, persistence, motivation, and coaching, and acquire and practice the skills, concepts, and techniques to structure effective learning environments and implement interventions that maximize support and success for organizational outcomes and viability
- Demonstrate the ability to perform effective programmatic assessment and strategic problem solving as a practice for continuous improvement within the organizational setting

Degree Requirements: 60 Credits

Academic Schedule:

- EDD830 - Leadership Theory
- RSH900 - Doctoral Writing and Inquiry into Research
- EDD832 - Human Potential and Motivation
- EDP810 - The Psychology of Leadership
- EDP812 - Foundations of Industrial and Organizational Psychology
- EDD834 - Creating Strategic Change That Lasts
- RSH910 - Research Design and Methodology
- EDD836 - Project Management Techniques
- RSH912 - Introduction to the Dissertation

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- EDP814 - The Social Psychology of Groups
- EDD838 - Building Successful Organizations that Endure
- RSH914 - Techniques and Interpretation for Statistical Analysis
- EDP816 - Cultural Perspectives in Psychology
- EDP818 - Cognitive and Affective Principles in Psychology
- RSH916 - Problem-Based Research in Action
- EDP820 - Ethics and Professional Standards in Psychology
- Comprehensive Proctored Exam
- EDD820 - Dissertation I: Dissertation Committee Selection and Research Proposal
- EDD821 - Dissertation II: Literature Review, Methodology, and IRB Process
- EDD822 - Dissertation III: Research and Results
- EDD823 - Dissertation IV: Conclusions, Oral Defense, and Publication

Aspen University 2016 Academic Catalog

Certificate in eLearning Pedagogy

Program Description:

This program prepares instructors to effectively teach online, understand the most current practices in the field of online education, and implement the range of tools that impact student learning, classroom community, and instructor pedagogy. This is a post-bac, graduate-level program, and it does not lead to any certification or degree.

The eLearning Pedagogy Certificate is aligned to the International Society for Technology in Education (ISTE-T) standards for teachers.

Degree Requirements: 15 Credits

Academic Schedule:

- EDU500 - Critical Issues in eLearning Paradigms
- EDU505 - Developing Community and Student Engagement in Online Contexts
- EDU510 - Designing High Impact eLearning Environments
- EDU515 - Pedagogical Tools for eLearning
- EDU520 - Adult Learning and the Digital World

Aspen University 2016 Academic Catalog

School of Management

Bachelor of Science in Business Administration

Program Description:

The Bachelor of Science in Business Administration (BSBA) program educates students in the foundations of general business knowledge and prepares them to apply ethical reasoning and discerning critical thought while presenting the strong communication and analytical skills needed to lead and manage corporate organizations.

The comprehensive curriculum is designed to provide students with a competitive edge when pursuing or advancing in business management careers, whether as leaders in the corporate world or as entrepreneurs.

Program Goals:

- Professional Behavior/Ethics Within a legal and ethical framework, apply diverse skills in administration and business management in multiple settings
- Cultural Competence Foster educational and developmental policies and procedures that accommodate varying cultural beliefs and are sensitive to the cultural diversity that reflects the changing demographics of society
- Research and Evidence-based Practice Collaborate in discussion activities to leverage the concepts presented in the curriculum designed to improve management systems, processes, and organizations
- Leadership/Advocacy Influence positive change within organizations through thoughtful analysis, critical thought, and applied concepts, while assuming collaborative leadership roles with other professionals and business communities

Anticipated Learning Outcomes:

- Comprehensive knowledge of general education topics including psychology, sociology, American history, physical science, mathematics, communications, statistics, and others
- Ability to evaluate the basic theories and contemporary issues in business operations, administration, and management
- Understanding of the application of economic, accounting, human resource, project management, e-business, and operations principles and best practices
- Competency in evaluating and implementing methods of organizational assessment and development within a legal, ethical, and strategic framework
- Communications skills necessary for a collaborative professional approach
- Ability to assess, interpret, and communicate information using oral, written, and electronic methods

Degree Requirements: 120 Credits

Academic Schedule:

- COM100 - Introduction to Communications
- MAT200 - Principles of Accounting I
- Elective Choice
- MAT201 - Principles of Accounting II
- CMP160 - English Composition I
- Natural and Physical Sciences Choice
- Elective Choice
- Proctored Exam I
- COM220 - Management Communication
- Social and Behavioral Sciences Choice

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- SBS210 - Principles of Macroeconomics
- Elective Choice
- Elective Choice
- Natural and Physical Sciences Choice
- Elective Choice
- CMP170 - English Composition II
- SBS211 - Principles of Microeconomics
- Social and Behavioral Sciences Choice
- Humanities Choice
- Elective Choice
- COM230 - Human Resource Management
- Proctored Exam II
- BUS210 - Business Fundamentals
- MGT414 - Principles of Management
- BUS320 - Principles of Marketing
- BUS305 - Business Research and Communications
- MAT350 - Quantitative Methods
- MGT464 - Organizational Behavior
- MAT444 - Finance for Managers
- BUS225 - Legal Environment of Business
- BUS454 - Ethical Decision Making for Business
- CIS315 - Business Information Systems
- Final Proctored Exam
- CIS490 - Introduction to eBusiness
- MGT240 - Operations Management
- MGT215 - Customer Relationship Management
- CIS434 - Internet Marketing
- MGT474 - Fundamentals of Project Management
- BUS484 - Entrepreneurship
- BUS495 - International Business
- MGT424 - Leadership in Organizations
- MGT494 - Strategic Management
- CAP499 - Senior Capstone

Additional Information:

Aspen University also offers a BSBA degree completion program designed to benefit students who have yet to complete an undergraduate business degree, and who now seek to transfer accumulated undergraduate credits or an associates degree into an accredited and widely-recognized college degree program. Please contact an admissions representative if you would like further information on this valuable option.

Aspen University 2016 Academic Catalog

Bachelor of Science in Business Administration, (Completion Program)

Program Description:

Aspen University's Bachelor Degree Completion Program provides you with the critical and current knowledge needed by today's progressive companies that is sought after by employers. Dramatically increase your potential (without setting foot on a campus) through our degree completion program.

Program Goals:

- *Professional Behavior/Ethics* Within a legal and ethical framework, apply diverse skills in administration and business management in multiple settings
- *Cultural Competence* Foster educational and developmental policies and procedures that accommodate varying cultural beliefs, and be sensitive to the cultural diversity that reflects the changing demographics of society
- *Research and Evidence-based Practice* Collaborate in discussion activities to generate, utilize, and disseminate knowledge in order to leverage the concepts presented in the curriculum to improve management systems, processes, and organizations
- *Leadership/Advocacy* Influence positive change within organizations through thoughtful analysis, critical thought, and applied concepts, while assuming collaborative leadership roles with other professionals and business communities

Anticipated Learning Outcomes:

- Demonstrate a well-rounded and comprehensive knowledge of general education topics including psychology, sociology, American history, physical science, mathematics, communications, statistics, and others.
- Evaluate the basic theories and contemporary issues in business operations, administration, and management.
- Demonstrate an understanding of the application of economic, accounting, human resource, project management, e-business, and operations principles and best practices.
- Evaluate and implement methods of organizational assessment and development within a legal, ethical, and strategic framework.
- Communicate effectively, integrating a collaborative professional approach.
- Competently assess, interpret, and communicate information using oral, written and electronic methods.

Degree Requirements: 60 Credits

Academic Schedule:

- BUS210 - Business Fundamentals
- MGT414 - Principles of Management
- BUS320 - Principles of Marketing
- BUS305 - Business Research and Communications
- MAT350 - Quantitative Methods
- MGT464 - Organizational Behavior
- MAT444 - Finance for Managers
- BUS225 - Legal Environment of Business
- BUS454 - Ethical Decision Making for Business
- Mid-Program Proctored Exam
- CIS315 - Business Information Systems
- CIS490 - Introduction to eBusiness
- MGT240 - Operations Management
- MGT215 - Customer Relationship Management

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- CIS434 - Internet Marketing
- MGT474 - Fundamentals of Project Management
- BUS484 - Entrepreneurship
- BUS495 - International Business
- MGT424 - Leadership in Organizations
- MGT494 - Strategic Management
- Final Proctored Exam
- CAP499 - Senior Capstone

Additional Information:

The degree completion program is designed to benefit students who successfully have completed a minimum of 60 credit hours of undergraduate studies, including general education requirements, or who have earned an associates degree from an accredited institution. Please note that a minimum GPA of 2.0 is required for transfer credits.

Aspen University 2016 Academic Catalog

Master in Business Administration

Program Description:

Aspen University's innovative Master of Business Administration program builds solid career foundations for adult learners. Moving beyond passive "sage on the stage" lectures, students actively apply cutting-edge business practices to real world organizational challenges. Core courses focus on proven best practices in marketing, finance, strategy, accounting and supply chain management. Participants also hone their competitive edge by gaining real world skills in team collaboration, conflict management, process improvement and technology deployment. Challenging the notion that online education is inherently a "one size fits all" proposition, our faculty and curriculum help each student leverage their unique individual strengths and personal experiences to build business competencies in high demand in our increasingly globalized economy.

Degree Requirements: 36 Credits

Academic Schedule:

- MGT500 - Management
- BUS530 - Marketing Management
- BUS560 - Business Ethics
- CIS685 - eBusiness
- MGT520 - Quantitative Analysis
- BUS510 - Managerial Accounting
- Mid-Program Proctored Exam
- BUS550 - Business Finance
- BUS540 - Managerial Economics
- MGT570 - Advanced Strategic Management
- BUS580 - Strategies for Change
- MGT590 - Advanced Organizational Behavior
- Final Proctored Exam
- CAP799 - Graduate Capstone

Aspen University 2016 Academic Catalog

Master in Business Administration with a specialization in Entrepreneurship

Program Description:

The MBA with an emphasis in entrepreneurship focuses on business as a driving economic force in the world economy, presents the concepts of strategic management, market competition, competitive advantage, and concludes with the concept of the supply chain. Students will be provided with the knowledge, skills, and attitudes necessary to lead and perform creatively, ethically, and effectively within any organization or industry, and they will be able to use economic information and financial management techniques effectively in driving businesses forward.

Anticipated Learning Outcomes:

- A framework for responsible decision making based on ethical standards
- Increased facility in critical analysis, planning, problem solving, and communication skills
- Global awareness as more businesses compete in a world marketplace
- Ability to apply the concepts of strategic management to a small business
- Clear definition of why and how a small business must create a competitive advantage in the market
- Development of a strategic plan for a business using the 10 steps in the strategic planning process

Degree Requirements: 36 Credits

Academic Schedule:

- MGT500 - Management
- BUS530 - Marketing Management
- BUS560 - Business Ethics
- CIS685 - eBusiness
- MGT520 - Quantitative Analysis
- BUS510 - Managerial Accounting
- Mid-Program Proctored Exam
- BUS550 - Business Finance
- BUS540 - Managerial Economics
- BUS552 - Innovative Finance and Venture Capital
- MGT502 - Sales Force Management
- CIS605 - Customers, Markets, and Technology
- Final Proctored Exam
- CAP799 - Graduate Capstone

Aspen University 2016 Academic Catalog

Master in Business Administration with a specialization in Finance

Program Description:

The MBA with an emphasis in finance prepares students to assume a leadership role in managing their organization's fiscal policy and operations. Students will gain the knowledge and skills necessary to perform creatively, ethically, and effectively within any organization or industry, and to apply accounting practices and financial management techniques effectively in making management decisions.

Anticipated Learning Outcomes:

To provide students with:

- Ethical standards to provide a framework for responsible decision making
- Increased facility in critical analysis, planning, problem solving, and communication skills
- Global awareness as more businesses compete in a world marketplace
- Management skills for a variety of careers in business, banking, insurance, mergers and acquisitions, and the assessment of global financial transactions

Degree Requirements: 36 Credits

Academic Schedule:

- MGT500 - Management
- BUS530 - Marketing Management
- BUS560 - Business Ethics
- CIS685 - eBusiness
- MGT520 - Quantitative Analysis
- BUS510 - Managerial Accounting
- Mid-Program Proctored Exam
- BUS550 - Business Finance
- BUS540 - Managerial Economics
- BUS551 - Corporate Financial Management
- BUS552 - Innovative Finance and Venture Capital
- BUS553 - Global Corporate Finance
- Final Proctored Exam
- CAP799 - Graduate Capstone

Aspen University 2016 Academic Catalog

Master in Business Administration with a specialization in Information Management

Program Description:

Aspen University's MBA Specialization in Information Management program equips business professionals and entrepreneurs to deal with the proliferation of information technologies and the need for managing the flow of information effectively both within an organization and between the organization and its various constituencies. It provides students with an understanding of essential business principles and technical topics, such as technology integration and e-Business strategies.

Degree Requirements: 36 Credits

Academic Schedule:

- MGT500 - Management
- BUS530 - Marketing Management
- BUS560 - Business Ethics
- CIS685 - eBusiness
- MGT520 - Quantitative Analysis
- BUS510 - Managerial Accounting
- Mid-Program Proctored Exam
- BUS550 - Business Finance
- BUS540 - Managerial Economics
- MGT645 - Project Management Essentials
- CIS525 - Information Systems Strategic Planning
- CIS545 - Emerging Technologies
- Final Proctored Exam
- CAP799 - Graduate Capstone

Aspen University 2016 Academic Catalog

Master in Business Administration with a specialization in Pharmaceutical Marketing and Management

Program Description:

The MBA in Pharmaceutical Marketing and Management program offers a comprehensive curriculum designed to provide professionals with the skills needed to gain a competitive edge when pursuing a career in pharmaceutical sales, management, and marketing. It also provides pharmaceutical executives and sales representatives with a recognized degree, which can increase their chances of moving into advanced management positions or areas of product specialization.

The MBA in Pharmaceutical Marketing and Management program will enable students to develop a broad understanding of the major management areas of the pharmaceutical sales industry. Courses cover areas specific to pharmaceutical marketing, ethics, regulation, portfolio development, managed care, and sales force management. Additionally, the program covers the core MBA topic courses in finance, quantitative analysis, managerial economics, accounting, and organizational behavior. Successful completion of the program will enable graduates to make calculated business decisions and apply current techniques in management and marketing aimed specifically at the pharmaceutical industry. The program provides the adult professional with a comprehensive overview and application of essential business concepts and the necessary business acumen for successful business operations, in addition to preparing individuals to assume larger roles in managing fiscal policy and operations.

Anticipated Learning Outcomes:

- Application of fundamental management functions: planning, decision-making, organizing, and leading and controlling, as well as the tools and techniques of managing people and processes in the work environment
- Development of critical thinking, analytical, and interpersonal skills applicable to real-world problems
- Ability to construct and interpret financial statements, generate budgets, and use accounting data for strategic and management purposes with an emphasis on profitability
- Grasp of quantitative tools for analyzing data, modeling problems, and making informed decisions
- Ability to apply market research and analysis to the pharmaceutical sales process and develop effective marketing strategies through segmentation, targeting, and positioning
- Comprehension of the Microeconomic theory's application to business management to enhance decision-making
- Understanding of the framework, concepts, and tools for analyzing financial decisions by applying the fundamental principles of modern financial theory
- Knowledge of corporate ethics and the role of moral leadership in the pharmaceutical industry
- Skills necessary to employ marketing concepts with a focus on the pharmaceutical industry and an awareness of the regulatory, ethical, and organizational considerations
- Demonstration of leadership, professionalism, ethical behavior, and advocacy in the performance of pharmaceutical industry and sales duties
- Competency in assessing, interpreting, and communicating information using oral, written, and electronic methods

Degree Requirements: 36 Credits

Academic Schedule:

- MGT500 - Management
- BUS530 - Marketing Management
- BUS560 - Business Ethics
- MGT590 - Advanced Organizational Behavior
- MGT520 - Quantitative Analysis
- BUS510 - Managerial Accounting
- Mid-Program Proctored Exam
- BUS550 - Business Finance

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- BUS540 - Managerial Economics
- HTH583 - Pharmacy Management and Leadership
- HTH554 - Pharmaceutical Regulation
- HTH582 - Advanced Concepts in Managed Care
- Final Proctored Exam
- CAP799 - Graduate Capstone

Aspen University 2016 Academic Catalog

Master in Business Administration with a specialization in Project Management

Program Description:

The MBA with specialization in project management provides students with the skills essential to operating effectively in corporations and start-ups organized around project-driven teams, as most are today. Because of Aspen's demonstrated commitment to project management and recognized solid professional development infrastructure for the project management profession, we are approved as a Project Management Institute (PMI®) Charter Registered Education Provider. Our MBA with specialization in project management covers all of the knowledge areas in PMI's "Guide to the Project Management Body of Knowledge". Learners who successfully complete this MBA degree will be well on their way to Project Management Professional (PMP®) certification. For additional certification requirements, please contact PMI (www.pmi.org).

Anticipated Learning Outcomes:

- Increased facility in critical analysis, planning, problem solving, and communication skills.
- Increased marketability of the student and his or her experience in today's world of constant change
- A structured, yet varied knowledge of the principles and practices of program/project management.
- An opportunity to study the roles of the project manager, project team, and major stakeholders, and to learn the strategies, tactics, and functions necessary to lead and manage a project or complex program.
- An ability to understand the project's internal interests in relation to the organization as a whole, and to the total business, economic, political, technological, and social environment in which it exists.

Degree Requirements: 36 Credits

Academic Schedule:

- MGT500 - Management
- BUS530 - Marketing Management
- BUS560 - Business Ethics
- MGT570 - Advanced Strategic Management
- MGT520 - Quantitative Analysis
- BUS510 - Managerial Accounting
- Mid-Program Proctored Exam
- BUS550 - Business Finance
- BUS540 - Managerial Economics
- MGT645 - Project Management Essentials
- MGT646 - Project Management Organizational Framework
- MGT647 - Project Management Integration Framework
- Final Proctored Exam
- CAP799 - Graduate Capstone

Additional Information:

Applicants who hold valid and current PMP® certification are eligible to receive nine credits in lieu of the following courses: MGT645 Project Management Essentials, MGT646 Project Management Organization Framework, and MGT647 Project Management Integration Framework.

Aspen University 2016 Academic Catalog

School of Information Technology

Master of Science in Information Management

Program Description:

In a competitive world, it's been said that information is power. The true power comes from having the right amount of the right information properly processed and in the hands of the right people at the right time in a useful form. Properly managing the processes of information gathering, assessment, processing, distributing, interpreting, deciding, and acting in a timely and appropriate manner differentiates the winners from the rest. Aspen's Master of Science in Information Management program is designed to provide the learner with the foundational vocabulary, concepts, knowledge and skills Information Management professionals require, including the impact of technology change, and the need to appreciate organizational behaviors, especially during times of stress and change.

Program Goals:

- Enable students to blend business requirements with technical requirements as needed to produce truly effective solutions - Balance strategic needs with technical and business realities and appreciate the consequences of the choices that must be made - Critical thinking and communication skills in a wide range of contexts, producing useful work products aimed at the needs of clients and other key stakeholders - Planning, organizing, directing, assessing, and producing creative solutions (both technical and managerial) with and through the work of others - Reflecting on activities in process and on the results, recognize opportunities for improvement, design and implement changes, and capture the results in lessons learned so that others can effectively use them

Degree Requirements: 36 Credits

Academic Schedule:

- CIS515 - Management of Information Systems
- CIS525 - Information Systems Strategic Planning
- CIS535 - Telecommunications
- MGT645 - Project Management Essentials
- CIS605 - Customers, Markets, and Technology
- BUS560 - Business Ethics
- Mid-Program Proctored Exam
- MGT505 - Managing in an Age of Information Technology Change
- CIS634 - Strategic Management of Technology and Innovation
- MGT590 - Advanced Organizational Behavior
- CIS685 - eBusiness
- CIS545 - Emerging Technologies
- Final Proctored Exam
- CAP799 - Graduate Capstone

Aspen University 2016 Academic Catalog

Master of Science in Information Systems with a specialization in Application Development

Degree Requirements: 36 Credits

Academic Schedule:

- CIS515 - Management of Information Systems
- CIS680 - Object Oriented Analysis & Design with UML
- CIS670 - C++ Programming for C Programmers
- CIS656 - Relational Database Design
- CIS658 - Java Programming
- CIS685 - eBusiness
- Mid-Program Proctored Exam
- CIS660 - Website Development with HTML/JavaScript
- CIS525 - Information Systems Strategic Planning
- CIS655 - XML Programming
- CIS657 - Enterprise JavaBeans and J2EE
- MGT649 - Information Technology Project Management
- Final Proctored Exam
- CAP799 - Graduate Capstone

Aspen University 2016 Academic Catalog

Master of Science in Information Systems with a specialization in Web Development

Degree Requirements: 36 Credits

Academic Schedule:

- CIS515 - Management of Information Systems
- CIS680 - Object Oriented Analysis & Design with UML
- CIS670 - C++ Programming for C Programmers
- CIS656 - Relational Database Design
- CIS650 - ASP.Net Programming
- CIS685 - eBusiness
- Mid-Program Proctored Exam
- CIS660 - Website Development with HTML/JavaScript
- CIS653 - Perl Programming and CGI Scripting
- CIS655 - XML Programming
- CIS654 - PHP Programming
- MGT649 - Information Technology Project Management
- Final Proctored Exam
- CAP799 - Graduate Capstone

Aspen University 2016 Academic Catalog

Master of Science in Information Technology

Program Description:

Investments in information management processes and the systems to support them as well as the costs associated with storing the information can be significant, even for small firms. Information management is not typically part of secondary school education and is seldom part of efforts to introduce computing in college. As a result, most people in business have little appreciation for or even basic ideas about information technology let alone what the issues are, the tool and technology options, or the best practice solutions. Aspen's Master of Science in Information Technology provides a solid foundation and the requisite knowledge and skills for the professional to join a firm's IT team and quickly add value.

Anticipated Learning Outcomes:

- Discover a working foundation of technologies needed in order to effectively use information technology for different types of applications
- Apply skills in analysis and design of various information systems necessary to manage system development projects
- Develop the ability to plan, organize, and manage technology, people, and resources
- Discover the ability to control processes to improve quality, reliability, and productivity
- Hone human resource management skills, including how to deal with the development of a changing workplace to achieve organizational goals
- Apply problem solving and creative thinking skills

Degree Requirements: 36 Credits

Academic Schedule:

- CIS515 - Management of Information Systems
- CIS525 - Information Systems Strategic Planning
- CIS535 - Telecommunications
- MGT645 - Project Management Essentials
- MGT646 - Project Management Organizational Framework
- CIS665 - Data Communications
- Mid-Program Proctored Exam
- CIS675 - Systems Design
- MGT647 - Project Management Integration Framework
- CIS695 - Intranets
- CIS685 - eBusiness
- CIS545 - Emerging Technologies
- Final Proctored Exam
- CAP799 - Graduate Capstone

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Master of Science in Technology and Innovation

Program Description:

The creation of new and innovative solutions requires a unique blend of skills in solution creation as well as talent to assess new technologies and weaving the most promising into key elements of real worlds systems. The trick is to go beyond replicating the old way with new technologies to a completely different way of working, which better leverages the people and the other system elements to produce significantly enhanced value. Success requires not only an effective solution, but also requires support to help all involved through the transformation from the old way of working to the new. Aspen's program for Technology and Innovation provides the proper mix of technical knowledge, skill, and insight with the business insight and change management expertise to both plan for and assist new product deployments achieve success.

Degree Requirements: 36 Credits

Academic Schedule:

- CIS515 - Management of Information Systems
- CIS525 - Information Systems Strategic Planning
- CIS535 - Telecommunications
- CIS680 - Object Oriented Analysis & Design with UML
- CIS656 - Relational Database Design
- BUS560 - Business Ethics
- Mid-Program Proctored Exam
- CIS634 - Strategic Management of Technology and Innovation
- CIS675 - Systems Design
- CIS660 - Website Development with HTML/JavaScript
- CIS635 - Decision Support Systems
- CIS545 - Emerging Technologies
- Final Proctored Exam
- CAP799 - Graduate Capstone

Doctorate of Science in Computer Science

Program Description:

The DSCS program recruits individuals from diverse settings and communities who seek to become effective technological innovators, who exhibit a foundational knowledge in computer science and use this knowledge to ask questions and creatively think in order to determine the best uses of technological innovation in a variety of fields and apply technological methods to create systems that benefit and improve business and society.

The mission of the DSCS program is to provide quality education grounded in theoretical and empirical research, in order to prepare students to assume positions as technological innovators in the professional workforce. The program provides an academically rigorous learning environment that encourages creative thought in technical and theoretical issues so that students have the ability to apply their educational foundation in a variety of real-life settings.

The mission of the Doctorate of Science in Computer Science program is to provide a deep understanding and systemic ability to apply doctoral-level research and writing, discrete and statistical mathematics, economic and operations theory, technology and innovations management, simulation, modeling, algorithmic design, logic, programming constructs, and automata complexity theory to business and societal topics.

This doctorate program is broad in scope, preparing students in the application, research, analysis, and evaluation of past and emerging computer software design topics and applications.

Throughout the program, students engage in the research, inquiry, and application of computer software design related topics, with a special focus on the evaluation and identification of new possibilities for computer technology and algorithm-based applications. Students work individually and in the learning community setting through applied course projects, assignments, deep research, ideation, cross-disciplinary assignments, and online communications. Completion of the dissertation follows Aspen University's mentorship model and produces a unique new piece of knowledge to the field of computer science.

Program Goals:

- Reflect on their own possibilities and current opportunities in the computer science field
- Read and study a broad range of highly interdisciplinary literature
- Acquire the skills necessary to research and more fully grasp the complexity of the computer science field
- Draw on the knowledge and experience of both faculty and fellow cohort members
- Develop a profound understanding of business, personal, and societal transformation opportunities as they relate to the computer sciences
- Articulate effective vision and describe possible new applications within the computer science field
- Practice scholarly writing expected in doctoral-level work
- Apply computer science concepts and best practices
- Understand and be able to leverage the computer sciences in an economic and operational context
- Produce unique research and application of computer science topics that advance the field

Anticipated Learning Outcomes:

- Demonstrate attitudes, values, ethics, and competencies consistent with the practice of doctoral-level education.
- Develop, maintain, and evaluate technology-engineered systems to facilitate the delivery of new technological possibilities within diverse settings.
- Create meaningful strategies to maximize the research and application of computer science topics as a whole.
- Demonstrate intellectual curiosity, critical thinking, and motivation toward continued learning.
- Practice technical research through the appraisal, synthesis, and generation of evidence.
- Competently assess, interpret, and communicate information using oral, written, and electronic methods.
- Understand and apply doctoral-level writing and research as it relates to the field of computer science
- Apply doctoral-level research practices to new investigations and application of a specific field of computer science
- Research and analyze current computer science issues and opportunities
- Evaluate the current state of the field and propose ideas, topics, and concepts that create new knowledge or new usages of computer

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sciences based technologies

Degree Requirements: 60 Credits

Academic Schedule:

- RSH900 - Doctoral Writing and Inquiry into Research
- DCS901 - Discrete Mathematics for Computer Scientists
- DCS902 - Concurrent and Distributed Systems
- DCS903 - System Metrics & Risk Management
- RSH901 - Techniques and Interpretation for Advanced Statistical Research
- DCS904 - Modern Compiler Design
- DCS905 - Simulation and Modeling
- DCS906 - Automata Complexity Theory
- DCS907 - Algorithm Design
- DCS908 - Computer Ethics
- DCS909 - Artificial Intelligence
- RSH801 - Research Methods
- RSH902 - Managerial Economics and Business Theory
- RSH905 - Operations and Supply Chain Management
- RSH906 - Technology and Innovation Management
- Comprehensive Proctored Exam
- DIS995 - Dissertation I: Concept Paper and Doctoral Committee Selection
- DIS996 - Dissertation II: Literature Review
- DIS997 - Dissertation III: Methodology and Ethics
- DIS998 - Dissertation IV: Research and Results
- DIS999 - Dissertation V: Conclusion and Oral Defense

Additional Information:

The doctoral degree program must be completed in no fewer than two years from the date of initial enrollment, not to exceed four years for completion of course requirements, with the exception of completing the dissertation course. Completion of the dissertation is expected to conclude within two years after beginning the course. Duration in the doctoral program is not expected to extend beyond a six-year period. The entire program must be successfully completed within a maximum of 10 years.

Students may have to take the prerequisite course, DCS900 Logic & Programmatic Constructs, before beginning their doctoral program work.

If a student can provide official transcripts proving that he has completed an Object Oriented programming course in the last seven years, he will not be required to take this course, and may enroll in RSH900.

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Course Descriptions

Course Type

- Addiction
- Addiction and Counseling
- Business
- Capstone
- Communication
- Composition
- Computer Information Systems
- Criminal Justice
- Dissertation
- Doctorate in Computer Science
- Doctorate in Education
- Early Childhood Education
- eLearning
- Health
- Healthcare Administration
- Higher Education
- Humanities
- Management
- Masters in Education
- Mathematics
- Medical Management
- Natural and Physical Science
- Nursing
- Organizational Leadership
- Organizational Psychology
- Psychology
- Research
- Social and Behavioral Sciences

Addiction Courses

ADC510 - Addiction Counseling Theory and Practice

This course takes a comprehensive look at chemical dependency, covering the most recent issues in the areas of epidemiology, etiology, substance abuse policy, and treatment. The course looks at substance abuse from a systems perspective, making it particularly appropriate for social work students who are accustomed to a “person-in-environment” approach. The course presents all major theories of addiction, as well as the major physiological and psychological results of substance abuse, including fetal alcohol syndrome. Coverage of the latest developments in treatment and research incorporates the most recent findings on genetic causes of alcoholism. This course includes an up-to-date discussion of the most recent trends in designer drugs to help explain the considerable frequency of changes in which drug use patterns occur.

Required Textbooks:

- Becoming an Addictions Counselor: A Comprehensive Text, 3rd ed - 978-1449673000

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ADC515 - Psychology of Addiction

This graduate level course will offer students a foundational study of psychological factors associated with addiction. This course covers important material for counselors to understand one facet of the roots and behaviors associated with addiction in order to better treat their clients. This course will focus on implicit cognition, or feelings, thoughts or actions beyond the realm of conscious explicit cognition. This course integrates cutting-edge research from formerly independent disciplines that help provide a better understanding of the etiology, prevention, and treatment of addictive behaviors.

Required Textbooks:

- Psychology of Addictive Behaviour - 978-0230272224
- Introduction to Addictive Behaviors, 4th ed - 978-1462510689

ADC605 - Substance Abuse Prevention

This course is designed for students and prevention professionals with an interest in improving their prevention programs. This course explores the history of drug abuse with a special emphasis on scientifically defensible substance abuse prevention research and practices. The problem of substance abuse has impacted most societies from early world history to the current age. Preventing substance abuse also has a long and rich history. It is important for people who work in the helping profession to understand that preventing substance abuse is both possible and probable when based on science-based best practices. As the field of substance abuse prevention advances, skills and understanding are a growing requirement for prevention specialists. This course explores the complex web between substance abuse and other social problems and presents science-based prevention findings that aid prevention professionals with tools to prevent drug use before it starts.

Required Textbooks:

- Drug Abuse Prevention: A school and Community Partnership - 978-0763771584

ADC630 - Diagnosis and Treatment of Substance Abuse Disorders

This graduate level course provides a “cutting edge” philosophy for students dealing with the assessment, diagnosis, treatment, and aftercare of individuals suffering from issues with chemical dependency. The course presents the D.E.C.L.A.R.E model of treatment—a model in which each letter represents one of the seven bio-psychosocial modalities, or points of entry, for viewing the problems of a dependent client. This model takes the student through every phase of the acronym, which employs a therapeutic approach aimed at facilitating the improvement of drug-abusing behavior. Throughout the course, the student is provided with helpful suggestions regarding treatment impasses, assessing strengths and weaknesses, developing a treatment plan, and prioritizing intervention strategies. Transcripts from actual sessions and case vignettes provide rich clinical material.

Required Textbooks:

- Solution Focused Substance Abuse Treatment - 9780789037237
- Substance Abuse Treatment - 9780826195791

ADC655 - Neurobiology of Addiction

This course provides students with an overview of the available and emerging approaches used to investigate the biologic mechanisms of drug addiction, including animal models of addiction, which mimic the state of humans entering treatment, the biological processes that happen in the brain during the course of addiction, and the theoretical background and results of neuroimaging studies as it relates to the neurobiology of addiction. This course also delineates the promising research discoveries being made in relapse prevention and describes modern genetic approaches to manipulating the chemicals in the brain that influence addictive behavior.

Required Textbooks:

- Drugs, Addiction, and the Brain - 978-0123869371

ADC660 - Addiction Counseling and Families

This course provides students an opportunity to study and analyze the importance of the familial context of addiction. The course presents the Integrated Family Addictions Model, which consists of six progressive treatment tiers which organize the relevant family treatment theories into a graduated and coherent sequence, beginning with the briefest and least costly forms of therapy. Whereas many family treatment theories are an imperfect fit in cases of addiction, this course provides students with the opportunity to study a concise model for counseling addicts and their families that is based on years of clinical experience.

Required Textbooks:

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- Theory and Practice of Family Therapy and Counseling - 978-1111840501

ADC665 - Advanced Addiction Counseling Skills

This course addresses knowledge, skills, and attitudes in addictions counseling. Evidence-based findings, cutting-edge treatment techniques, and a focus on critical thinking show future counselors how to respond to clients' needs rather than impose ""cookie-cutter"" routines. An experiential learning approach is encouraged with structured activities and exercises, and its devotion to significant coverage of ethics, treatment planning and case management.

Required Textbooks:

- Substance Abuse and Addiction Treatment: Practical Application of Counseling Theory Plus NEW MyCounselingLab with Video-Enhanced Pearson eText -- Access Card Package - 978-0133411119

Addiction and Counseling Courses

PAC101 - Child, Family, School and Community

This course offers the opportunity to learn about each child as an individual. It will demonstrate how working as a team will ensure a well-run purposeful program that meets the needs of each child and how to evaluate and manage the program at school. This course will also demonstrate how to develop a care giving partnership with each family and offers a variety of ways for families to be involved in the program. Methods of providing support to families will be discussed.

Required Textbooks:

- Working with Young Children, 7th ed - 978-1605254364

PAC102 - Education Psychology

The field of educational psychology seems to be constantly enmeshed in controversy. Some of the controversies are ongoing. Occasionally the debate may die down a bit, only to return in force again, perhaps in a slightly different form. Other controversies are more short-lived. Either they are resolved or they are abandoned as intractable. This course contains issues in educational psychology, each of which has elicited sharply divergent responses from scholars and practitioners. Some are issues that concern the diverse needs and characteristics of the students found in most classrooms in the U.S. schools today. Some are issues that concern the theoretical foundations of teaching and learning in the classroom. Each issue is stated as a question and is represented by two previously published articles for supporting a "yes" answer to the question in the second arguing and "no" response. This gives students a diverging viewpoint of the issues and the challenge to formulate their own opinions and approaches in the classroom.

Required Textbooks:

- A-Z of Substance Misuse and Drug Addiction (Professional Keywords) - 978-0230314207
- Approaches to Substance Abuse and Addiction in Education Communities: A Guide to Practices that Support Recovery in Adolescents and Young Adults - 9780789036971

PAC105 - Pharmacology

This course in pharmacology is designed to meet the needs of the addiction-counseling student. The introductory modules provide the groundwork for learning this subject by explaining the history of pharmacology, discussing the legal and ethical principles involved, illustrating drug administration techniques, reviewing math, and explaining drug calculations. Modules on drug categories focus on drugs used to treat specific body systems and diseases. The modules provide a concise review of anatomy, physiology, and neurobiology. Individuals seeking training in addictions counseling will find this information useful and necessary for interactions with other professionals helping to treat patients. The information gained in this course will prepare future or practicing counselors with a foundation of pharmacological knowledge that will allow them to be an active participant in helping clients reach a well-rounded treatment plan and ensure their ability to communicate effectively with a variety of other professionals in the field.

Required Textbooks:

- Basic Psychopharmacology for Counselors and Psychotherapists, 2nd ed - 978-0137079803

PAC110 - Addiction Counseling Theories

Based on the premise that theory does matter in effective helper/client interactions, this course examines fourteen theories of counseling and psychotherapy. The course presents each theory's basic philosophical assumptions; beliefs about what motivates human behavior;

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central constructs; pictures of how humans develop; ideas about what constitutes mental health and dysfunction; perspectives on how our relationships with those around us impact our functioning; and views of how our behavior, thoughts, and emotions impact our functioning. Throughout each module, the course illustrates the application of a construct or process by showing how it relates to client cases described at the beginning of the module, demonstrating the translation of each theory into practice.

Required Textbooks:

- Theory and Practice of Counseling and Psychotherapy, 9th ed - 978-0840028549

PAC115 - Medical Terminology

Designed for the administrators, management, researchers, addiction counselors, and other professionals working in the medical field, this course uses a consistent and logical system to help students build their understanding of medical terminology. It also has a real-world focus that relates medical terminology to various health professions including addiction counseling, thereby capturing the students' interest and providing information about many different potential health careers.

Required Textbooks:

- Medical Terminology: A Living Language, 4th Edition - 9780131589988

PAC120 - Multicultural Counseling Theories

This course brings multicultural addiction counseling and therapy to the table as a distinct approach to integrating theory and practice and incorporates multicultural issues throughout. The course also examines feminist theory and social justice perspectives. In addition, the course provides a review of critical skills necessary to master important theories and explores the influence of new movements in the field of counseling and psychotherapy. The material covered includes competency-building activities, offering prospective addiction counselors multiple opportunities to develop practical and necessary skills.

Required Textbooks:

- Social Justice, Multicultural Counseling, and Practice: Beyond a Conventional Approach - 978-1412960571

PAC201 - Child Development

This course examines the biological, physical, perceptual, moral, and socioemotional nature of development in children from their prenatal beginnings through their early years. Learning objectives include developing an understanding about children's care as well as exploring diversity, careers, and research in child development.

Required Textbooks:

- Child Development: An Introduction 14e - 978-0078035333

PAC230 - Families and Health

This interdisciplinary course examines five different components of family health--biology, behavior, social-cultural circumstances, the environment, and health care--and the ways they affect the abilities of family members to perform well in their homes, workplaces, and communities. Special awareness is paid to health disparities among individuals, families, groups, regions, nations, and how those disparities link to addictions and other forms of dependencies. The course explores how health of individual families influences decisions that individuals make concerning life choices and personal self-esteem. Counseling strategy is discussed within the context of the family health environment. The course material proposes that family health is not a privilege for the few, but a personal, national, and global right and responsibility.

Required Textbooks:

- Health Psychology: An Introduction to Behavior and Health - 978-1133593072

PAC240 - Counseling Skills

This course provides a theoretical framework on basic counseling skills. It presents a strong multicultural thread, as well as a strong emphasis on self-awareness. The class discusses the counseling process, the micro skills model, helping skills and techniques, and includes integrated case conceptualization. The course is designed to help students learn the skills needed to become counselors, social workers, psychologists, or anyone interested in learning the basic techniques of helping in the context of theory and application to diverse populations.

Required Textbooks:

- Acquiring Counseling Skills: Integrating Theory, Multiculturalism, and Self-Awareness - 9780131991330

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PAC302 - Assessment Procedures in Addiction Counseling

This course covers psychometric and statistical concepts; new and revised tests, inventories, and scales; relevant ethical and legal issues; contemporary measurement theories; and important multicultural issues. In addition, the modules of this course provide guidance on how and when to use tests in different settings with different populations and information on basic procedures like test selection, administration, and reporting. Additional case studies have also been used to help students understand how to work with assessments and assessment results in real world addiction counseling situations.

Required Textbooks:

- Assessment Procedures for Counselors and Helping Professionals - 9780137152520

PAC310 - Ethical, Legal and Professional Issues in Counseling

This course offers an in-depth examination of the addiction counseling profession. The modules approach each professional issue in addiction counseling from both an ethical and a legal point of view, offering students a complete, integrated exploration of all facets. Difficult issues are addressed in a straightforward manner that highlights typical situations and dilemmas followed by practical, realistic advice.

Required Textbooks:

- Ethical, Legal, and Professional Issues in Counseling, 4th ed. - 978-0132851817

PAC320 - Psychology of Addiction Counseling

Psychology of Addiction Counseling explores the techniques and skills a new practitioner will need in the real world, while providing a thorough review of the theory, history, and research of addiction counseling. This course offers prospective counselors the tools and strategies they will need for working with general and special populations, including assessment tools, strategies for outpatient and inpatient treatment, information about maintenance and relapse prevention, and counseling strategies for couples, families, children and adolescents, and recovering addicts.

Required Textbooks:

- Foundations of Addiction Counseling, 2nd ed - 978-0137057788

PAC330 - Substance Abuse Counseling

This course covers the specific addictions of substance abuse, focusing on counseling fundamentals and proven techniques. The course also focuses on the most prevalent substances abused, along with physical reactions in the human body. The setting and planning of individual, group, and family treatment is covered in depth.

Required Textbooks:

- Substance Abuse Counseling: Theory and Practice, 5th ed - 978-0132615648

PAC405 - Child Psychology

This course presents items unique to counseling children and understanding different drivers concerning juvenile addiction psychology. The material covered takes a multidimensional four-part approach to counseling children. This approach: 1) capitalizes on the relationships children build with parents, teachers, and other adults; 2) looks at children's developmental processes; 3) examines multicultural influences upon them; and 4) takes into consideration the variety of intervention models available. The course examines four major approaches to child therapy: psychodynamic, child-centered, behavioral/cognitive-behavioral, and family systems. The course brings everything together through a case study that shows the multidimensional approach in action.

Required Textbooks:

- Counseling Children, 8th Edition - 978-0495903383

PAC410 - Crisis Intervention and Prevention

Within the context of addiction related concerns but also focusing on broader issues that a counselor may face, this course covers vital information concerning crisis intervention and prevention. The course covers assessing and reacting to crises involving suicide, homicide, intimate partner violence, sexual assault and abuse, bereavement and grief, substance abuse, natural disaster, war, and terrorism. The course also focuses on practical applications, assessment, and treatment options for each crisis. Taking the needs of modern-day

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counselors into mind, this class not only addresses traditional conceptualizations of crisis but also expands to cover recent developments in the concept of crisis in today's world, such as terrorism, school shootings, and natural disasters. The course allows students to become familiar with various crisis issues and situations and practice necessary skills before encountering the problem for the first time in the field. The class features numerous crisis situations and analyzes these situations keeping in mind specialized fields such as school counseling, mental health counseling, and pastoral counseling. Students are asked to see the process as a whole and are exposed to crucial information, clinical considerations, and practical experiences on each crisis topic. Prerequisite: All Required Liberal Arts and 100/200-Level

Required Textbooks:

- Crisis Intervention Strategies (HSE 225 Crisis Intervention) - 978-1111186777
- Crisis Intervention and Prevention - 9780132431774

PAC411 - Social Work as a Profession

Throughout this course, students will learn about the profession of social work, social work perspectives, generalist social work, addiction counseling and social work crossovers, and contemporary issues in fields of practice. The course is designed to give students a better understanding of who social workers are, what their roles are, and a view of the diverse population that social workers serve. In the course, students will learn the strengths and empowerment perspective to social work while examining values and ethics, cultural diversity, social justice and human rights, social work practice, human behavior, populations at risk, and policy and services.

Required Textbooks:

- Social Work: An Empowering Profession, 8th ed. - 978-0205848942

PAC414 - Child Abuse and Neglect Counseling

This course will teach students how to identify the signs of child abuse and neglect, as well as how to report cases for the best outcome for the child. Fundamental counseling approaches with regards to the needs of abused and neglected children will also be addressed. Methods of providing support to families of abused children will also be discussed.

Required Textbooks:

- Understanding Child Abuse and Neglect, 9th ed. - 978-0205399697

PAC415 - Healthcare Ethics

Within the context of addiction counseling, this course explores the full range of contemporary issues in healthcare ethics in a clear and concise way from a practical wisdom approach. The course presents the fundamental concerns of modern medical ethics--autonomy, beneficence, justice, and confidentiality--and then provides analysis, cases, and insights from the perspective of addiction related topics. Throughout, the discussion starts with larger issues or concepts and principles and then focuses on specific problems or complications with a focus on real world application and counseling techniques.

Required Textbooks:

- Issues and Ethics in the Helping Professions - 978-1285464749

PAC420 - Group Therapy

Within an addiction-counseling context, this course introduces students to the theory and research findings needed to understand how to make groups effective and to build the skills required to apply that knowledge in practical situations. The class illustrates how this knowledge and mastery of skills creates choices, opportunities, and successes for each individual.

Required Textbooks:

- Groups: Process and Practice, 9th Edition (HSE 112 Group Process I) - 978-1133945468

PAC610 - Psychopharmacology for Counselors

This course serves as an in-depth guide to pharmacology. The road of pharmacology is paved with extensive and often unrecognized research on the part of thousands of doctors and scientists around the world. Pharmacology is built layer by layer upon previous discoveries and consists of equal parts of hard work, astute observation, sudden insights, and divinely appointed coincidences. Indeed, the road of pharmacology is constantly being built anew with each drug discovery. This course provides insight into the history of pharmacology as well as a detailed study of drug categories, rational for using drugs, understanding drug side effects, and an exploration of clinical applications and current healthcare issues relating to pharmacology.

Required Textbooks:

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- Understanding Pharmacology for Health Professionals (4th Edition) - 9780135145708

PAC799A - Counseling Capstone

The capstone project/research course is taken through two courses: PAC799A and PAC799B. The capstone empowers students to apply the knowledge and skills acquired in their courses to the professional field of counseling. In PAC799A students explore topics related to addiction counseling treatment. PAC799B focuses students on the operational concerns of persons providing addiction counseling services. Each project is completely individualized; students are encouraged to select projects that are of particular interest to them and that will result in professional growth in their field of counseling.

PAC799B - Counseling Capstone

The capstone project/research course is taken through two courses: PAC799A and PAC799B. The capstone empowers students to apply the knowledge and skills acquired in their courses to the professional field of counseling. In PAC799A students explore topics related to addiction counseling treatment. PAC799B focuses students on the operational concerns of persons providing addiction counseling services. Each project is completely individualized; students are encouraged to select projects that are of particular interest to them and that will result in professional growth in their field of counseling.

Business Courses

BUS210 - Business Fundamentals

This course will provide an overview of the world of business by exploring both the external and the internal environments that impact a business. Basic business aspects such as organizational structures and forms, marketing, management, human resource development, finance, and operations will be evaluated. Each of these concepts will be applied to real-life situations for further understanding. The class will culminate with a fictitious business outline incorporating each of the fundamental areas of business.

Required Textbooks:

- Understanding Business, 10th Edition - 978-0073524597

BUS225 - Legal Environment of Business

This course provides a comprehensive introduction to the legal and regulatory environment of business. Topics include law as a foundation of business, litigation, contracts, intellectual property, criminal law, securities regulations, agency and employment laws, discrimination, consumer protection, and more.

Required Textbooks:

- The Legal Environment of Business and Online Commerce, 7th ed - 978-0132870887

BUS305 - Business Research and Communications

Today, good communication skills are at the top of the list of employee qualifications that are in high demand. Additionally, it is important to be able to process and communicate information in today's high-tech environment. Those equipped with these skills will have a distinct advantage in the workplace. This course examines real-world business communication issues such as ethics, cultural diversity, technology, teamwork, law, audience-centered messages and the writing process. It teaches techniques, strategies and forms of writing used in the professional world in order to achieve business goals. This course also provides an understanding of business research. Through library research and online information gathering, this course will increase your knowledge of organizational writing and communications including case analysis, data interpretation, problem solving, and report writing.

Required Textbooks:

- Excellence in Business Communication, 10th ed - 978-0132719049

BUS320 - Principles of Marketing

This is an introductory course in Marketing designed for the general business student, not just the Marketing major. This is a survey course designed to provide you with a comprehensive understanding of the bedrock concepts of marketing. This course has four basic learning objectives. First, we will introduce you to the basic principles of marketing that have existed for many years. Second, marketing success is based on forming internal partnerships between marketing professionals and their colleagues in other functional areas of the firm. Third, enhanced capabilities of marketing organizations have produced new and better products, which have in turn, heightened customers' expectations. The last of our cutting-edge subjects is the impact of the Internet. No single development in recent memory has had such a

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profound impact on marketing.

Required Textbooks:

- MKTG 8 - 978-1285432625

BUS454 - Ethical Decision Making for Business

This course is designed to acquaint you with the unique challenges of resolving ethical dilemmas and making ethical decisions in today's complex business organizations. This course relies upon applying a stakeholder perspective and value-based management approach to situations that involve groups and individuals who often have competing demands and interpretations of a problem, crisis, or opportunity. The stakeholder management approach ideally aims at having all parties reach win-win outcomes through communication and collaborative efforts. Unfortunately, this does not always happen in reality. Business professionals need straightforward frameworks to thoughtfully and objectively analyze and then sort through complex issues in order to make decisions that matter - ethically, economically, socially, legally, and spiritually.

Required Textbooks:

- Business Ethics: A Stakeholder and Issues Management Approach, 6th ed. - 978-1626561403

BUS484 - Entrepreneurship

Entrepreneurship is an introductory course intended to provide students with a solid foundation in terms of the vital role played by entrepreneurs and entrepreneurship in the 21st century global economy. Students will assess, explore, critique, and celebrate the phenomenon of entrepreneurship. The course will focus on the creation of new ventures, the ways that they come into being, and factors associated with their success.

Required Textbooks:

- Entrepreneurship, 9th ed - 978-0078029196

BUS495 - International Business

This course is designed to acquaint you with the unique challenges of conducting business on a global basis. We will quickly dispel the theory that international business is really nothing more than conducting business domestically - only on a larger scale. Managers wishing to succeed internationally will face a variety of new and unique challenges that must be understood within a broader context of global strategy and cross-border management. The goal of this course is to provide such a context. Today, multinational corporations are making their operations in large emerging economies like China and India central to their global strategies; they are coming to grips with social responsibility issues and challenges raised by the anti-globalization movement. The globalization of business creates wealth that benefits business entities, nations, and people. Many people associate international business only with huge businesses making huge profits, but it also supports entrepreneurs and corporations in developing countries and reduces poverty throughout the world. A joint study conducted by the United Nations, Organization for Economic Development, the World Bank, and the International Monetary Fund, reports that the goal of reducing poverty by half from 1990 to 2015 is on schedule.

Required Textbooks:

- International Business, 7th ed. - 978-0132667876

BUS510 - Managerial Accounting

Accounting, the language of business, provides crucial decision-making information to business organizations. This introduction to financial and managerial accounting prepares students to construct and interpret financial statements, generate budgets, and to use accounting data for strategic and management purposes with an emphasis on profitability. Legal and ethical issues in accounting are also discussed.

Required Textbooks:

- Managerial Accounting, 2nd Edition - 9780136091165

BUS530 - Marketing Management

This pulls together specialized models, tools, and processes from the perspective of the manager who is responsible for implementing a coordinated marketing program. Because consumers and business buyers face an abundance of suppliers seeking to satisfy their every need, companies and not-for-profit organizations cannot survive today by simply doing a good job at marketing management. They must do an excellent job if they are to remain in the increasingly competitive global marketplace. Many studies have demonstrated that the key to profitable performance is knowing and satisfying target customers with competitively superior offers. This process takes place today in an increasingly global, technical, and competitive environment. Marketing management is the conscious effort to achieve desired exchange

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outcomes with target markets. The marketer's basic skill lies in influencing the level, timing, and composition of demand for a product, service, organization, place, person, idea or some form of information.

Required Textbooks:

- Marketing Management, 14th Edition - 9780132102926

BUS540 - Managerial Economics

Economics is the study of how resources are allocated. People of a nation and their government decide how much of a commodity should be produced and how that commodity is allocated. The allocation is done by a price system in free markets. There, prices determine how commodities are to be allocated, and prices determine how much should be made by a business. Microeconomics conveys the study of this allocation system to the level of an individual business. For over 200 years, business behavior has been carefully studied, conclusions made and tested, the models formulated and refined. Managerial Economics draws on the principles of economics and applies them to managerial decisions. It is incumbent on the student to be well versed in economic theories, models, and concepts so that their applications are pertinent, appropriate, and well-reasoned.

Required Textbooks:

- Managerial Economics: Foundations of Business Analysis and Strategy, 11th ed. - 9780078021718

BUS550 - Business Finance

This course explores financial statement and cash flow analysis and the time value of money. It presents information on bonds and stock valuation and risk, return, and value. There are also discussions on capital budgeting processes and techniques, cash flow and capital budgeting, and cost of capital and project risk. Options and the international financial market are discussed as well.

Required Textbooks:

- Corporate Finance: The Core, 2nd ed. - 978-0132153683

BUS551 - Corporate Financial Management

This course guides students to develop intuition about decision making that will hold true through future evolutions in the financial world. It provides an integrated view of the theory of finance providing timely, real word examples and connecting the theory with practice. The course covers important corporate financial management topics and theories including options, agency theory, corporate governance, capital budgeting, long-term financing, risk analysis, and international corporate finance.

Required Textbooks:

- Financial Management: Core Concepts, 2nd Edition - 9780132671033

BUS552 - Innovative Finance and Venture Capital

This course provides a connection between finance theory and venture capital practice. It explores cutting edge financial tools applied to venture capital and research and development investing. Various techniques are explored, including Monte-Carlo analysis, real options, binominal trees, and game theory.

Required Textbooks:

- Venture Capital and the Finance of Innovation, 2nd Edition - 9780470454701

BUS553 - Global Corporate Finance

This course is designed to provide an overview of the global financial environment, such as motives for foreign trade and investment, the balance of payments, and the international monetary system. It deals with the forces that affect the relative prices of currencies in international markets. The course goes on to describe sources of global corporate finance and discusses the management of assets.

Required Textbooks:

- Fundamentals of Multinational Finance 4th Ed. - 9780132138079

BUS560 - Business Ethics

Today's managers face many different opportunities to make decisions ethical and unethical as they compete with other firms. This course

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will provide an opportunity for managers to take business ethics seriously. That means taking the time to understand the core elements of the system that have gone awry and led to some extreme behaviors. Business ethics is primarily about business. This course will allow managers to get beyond the view of business as separate from ethics by allowing an opportunity to understand that business ethics is a fundamental of business management. This course begins by exploring the inherent values of future managers, how ethics is an integral aspect of an organization's value-creation activities and aspirations.

Required Textbooks:

- Business Ethics Now 3rd Ed. - 9780073524696
- Taking Sides: Clashing views in Business Ethics and Society 12th Ed. - 9780073527352

BUS580 - Strategies for Change

This course is divided into two major segments. The first four Modules focus on issues related to how complex, large-scale change initiatives can be managed to ensure planned changes are implemented quickly and effectively. The final four Modules address the many organizational issues facing companies - the organizational context in which these changes will take place. In other words, the first half on this course is about changing people's minds so they can work differently to achieve more, while the second half is about understanding change as an organizational phenomenon. This module introduces characteristics of organizations and organizations as systems. Definitions and examples are given to provide an understanding of organization theory and its value in becoming better managers in a rapidly changing world. You may wish to refer back throughout the semester to the Xerox case that opens the chapter and to update the case regularly from current business analyses. Organization theory is defined and shown to have practical applications for managers.

Required Textbooks:

- Implementing Organizational Change: Theory into Practice 3rd Ed. - 9780132729840

Capstone Courses

CAP499 - Senior Capstone

The purpose of this individualized learning experience is to enable you, as an Aspen student well along the way toward the completion of your degree requirements, to develop an original comprehensive research project on a topic of professional or personal interest. This project-based course is designed to encourage you to draw upon knowledge and experience that you have gained over the course of your studies with Aspen. The project also allows you to integrate your other related educational or professional development activities. Projects are intended to be of an applied and pragmatic nature and we hope that the outcome and findings of your research will be of value to you, either in connection with your own organizational situation, or personally such as in the exploration of entrepreneurial opportunities. Due to the extensive evaluation process, and the quantity of work and research involved, the capstone course has a time limit of 10 weeks.

CAP799 - Graduate Capstone

The capstone project allows students to apply the knowledge and skills acquired in their courses to the work environment. This project is completely individualized; students are encouraged to select work-related projects that are of particular interest to them and that will result in professional growth and benefit the organization. Due to the extensive evaluation process, and the quantity of work and research involved, the Capstone course has a time limit of 10 weeks.

Communication Courses

COM100 - Introduction to Communications

This course provides a study of human communication by covering major communication concepts, theories, research, and trends. This introduction communications course will help students to understand their own communication behavior as well the communication behavior of others. Concepts covered include basic theories of communication, understanding individual communication styles, the use of communication across cultures, and listening and critical thinking skills.

Required Textbooks:

- Communication and You: An Introduction - 978-1457638916

COM110 - Introduction to Computers

This course serves as an introduction to computer terminology and computer equipment and provides fundamental concepts for using PC-based software. Topics covered include computer hardware and its operation, operating systems, application software, networks and computer communications, and the Internet and the World Wide Web. Emphasis is placed on the use of computers to assist with business

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issues. The impact of computers on our lives is also explored.

Required Textbooks:

- Practical Computing (3rd Edition) - 9780132839969

COM140 - Managing Performance and Developing Teams

We believe the combination of performance and team management can produce dramatic improvement in organizational success. Too often performance management programs are more about classifying or categorizing employees rather than improving their performance. These approaches tend to be administrative in nature, rather than tools managers can use to improve performance. In today's organizations, teams - not the individual - have become the basic unit of performance management. As a result, team building and development has become critical. This course addresses two of the most important challenges managers face. The first half of the course is devoted to managing performance toward achieving the organization's strategic objectives. The second half of the course is focused on creating, developing, and leading high-performance teams.

Required Textbooks:

- Team Building: Proven Strategies for Improving Team Performance, 5th ed. - 978-1118105139

COM175 - Speech Communications

This course explores the relationship between our sense of self and how we communicate. It suggests that the self evolves and changes over time based on our interactions with others, and that we can play an active role in shaping our identities, abilities, and esteem. It explores the relationship between communication and perception, the process of assigning meaning to sensory information and experiences. It explores good listening skills, which are important in both our professional and personal lives. Because being an effective communicator requires the use of appropriate, responsible, and ethical language, this course offers strategies for using language responsibly. The process you will use to prepare and deliver a classroom speech is the same as that needed in professional and civic contexts. Careful preparation is the foundation of an effective speech.

Required Textbooks:

- Communication in a Changing World, 2nd Edition - 9780077212186

COM220 - Management Communication

This course focuses on the skills and strategies that managers need in today's workplace. The role of communications will be explored, as well as an examination of effective communications in hiring and promoting, conflict management, presentations, routine messages, and reporting and proposals. Studies consistently report the importance of communication to business success, and managers frequently correlate communications proficiency with career satisfaction and progress. This course builds that ability central to managers as they pursue goals and objectives.

Required Textbooks:

- Managerial Communication: Strategies and Applications, 5th Edition - 9780073377759

COM230 - Human Resource Management

The management of human resources is critical for companies to provide "value" to customers, shareholders, employees, and the community where they are located. Value includes not only profits but also employee growth and satisfaction, creation of new jobs, protection of the environment, and contributions to community programs. All aspects of human resource management including acquiring, preparing, developing, and compensating employees can help companies meet their competitive challenges and create value. Also, effective human resource management requires an awareness of broader contextual issues affecting business such as changes in the labor force, legal issues, and globalization. Both the popular press and academic research show that effective human resource management practices do result in greater value for shareholders and employees.

Required Textbooks:

- Fundamentals of Human Resource Management - 978-0078112614

Composition Courses

CMP160 - English Composition I

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This course is designed to help students master the traditional five-paragraph essay and variations of this essay. Four principles are presented as keys to effective writing: unity, support, coherence, and sentence skills. The first part of the course focuses on the first three principles and to some extent on sentence skills. It shows, respectively, how these four principles apply in the different patterns of essay development and in specialized types of writing.

Required Textbooks:

- College Writing Skills with Readings, 9th ed - 978-0078036279

CMP170 - English Composition II

In this course we focus on grammar, sentence structure, and other aspects of the "mechanics" of English. Our emphasis is on creating arguments that persuade, convince, and inspire. The goal of this course is to develop writing skills that enable students to develop powerful arguments that are more than just correct; they produce the results intended. We identify the fixed types of questions that an argument can address, helping students to build writing projects around the need to develop answers to significant questions concerning facts, definitions, causes, values, and actions. These questions form a logical progression - questions of fact and definition must be settled before questions of cause can be addressed, and so on - which means that they can serve as the basis of a sequence of assignments.

Required Textbooks:

- Everything's an Argument with Readings - 978-1457606045

Computer Information Systems Courses

CIS315 - Business Information Systems

Today, in business, we see the continuing emergence of the digital firm. A continuing stream of information technology innovations is continuing to transform the business world. Every aspect of the firm is not only touched by the digital process, but has been transformed by it. Managing information systems has become a task for all levels of managers and all functional areas of the business. In today's digital firm there is no escaping the opportunities (as well as the challenges) that technology brings. This course focuses on understanding the nature of the digital firm and the key issues in organizing and managing it. Managers need to identify the challenges facing their firms; understand the technologies that will help them meet these challenges; design business processes to take advantage of the technologies; and create management procedures and policies to implement the required changes. It is essential that business students understand how information technologies are changing business firms and markets today and how they will likely change in the near-term future as digital technologies continue to evolve.

Required Textbooks:

- Management Information Systems: Managing the Digital Firm, 13th ed. - 978-0133050691

CIS434 - Internet Marketing

Much has been written about how the Internet will revolutionize the practice of marketing. While it is clear that this new technology will not replace offline marketing vehicles, including print, radio and television, the Internet can "turbo charge" a firm's marketing strategy. By this, we mean that the interactivity and individuality afforded by the Internet allow marketers to create synergy by supporting and enhancing offline levers. Additionally, online marketing levers can be leveraged, when appropriate, to decrease or replace the use of offline levers. The goal of this course is to encourage current and future executives, managers and strategists to rethink their views on marketing strategy. The course presents a customer-centric view of marketing, one that focuses on how firms can create tangible customer relationships by using a practitioner-focused, seven-stage framework for the conception, design and implementation of marketing programs. These customer relationships are enhanced by a wide range of online and offline marketing levers, with an emphasis on the Internet.

Required Textbooks:

- Internet Marketing: Integrating Online and Offline Strategies - 978-1133625902

CIS450 - Informatics in Healthcare

This undergraduate-level course provides students with an introduction to health care informatics from an interdisciplinary perspective. Foundational concepts of health care informatics are explored, including theoretical underpinnings of health care informatics; use of information systems in a variety of health care settings; the e-patient and participatory informatics; quality, usability, and standards related to health care informatics, legal and ethical implications for practice; and emerging technologies.

Required Textbooks:

- Healthcare Informatics: Improving Efficiency and Productivity - 978-1439809785

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CIS490 - Introduction to eBusiness

This is an introductory course that is based on the assumption that E-business practices are not only being used by ".com" companies, but are also being adopted by established businesses as well. E-business is not just about new venture startups; it is also about transforming business to gain efficiencies. The references in the text for this course are fairly exhaustive and represent e-business practice as of the year 2003. The heavy reliance on trade journals is due to the rapidly evolving business environment. Information in trade journals typically precedes material found in textbooks, journals, or academic papers. Over the past fifteen years, the Internet has grown from a new way to communicate to a driver of technological transformation of business processes. The current focus has produced dramatic change in both pure-play e-business and traditional brick-and-mortar companies. This course will address the new technological environment that marketers are facing by introducing strategic considerations related to technology and technology implementation. The course will explore the basics of marketing exchange utilizing the information highway, multimedia techniques, database marketing, and interactive telecommunications and other e-business techniques. Prerequisites: All Required Liberal Arts and 100/200-Level

Required Textbooks:

- E-Commerce Essentials - 978-0133544985

CIS515 - Management of Information Systems

This course imparts valuable insight into the planning, organizing, and controlling of user services. Managing the essential technologies as well as the management of the traditional information systems development process is explored. This course also incorporates investigation into organizational learning curves, dealing with vendors, budgeting, accounting, management reporting, and legal considerations of information systems (IS). Each module in this course melds textbook material with additional content from external resources. This course addresses issues and strategies enabled through creative exercises and brief research projects designed to help students synthesize new learning and apply the concepts presented. Each encourages critical thinking about the subject matter. A broad range of analysis and synthesis skills, such as inference, recognition of assumptions, deduction, evaluation of arguments, and interpretation are enlisted through such project-oriented assignments. Investigating articles and case studies that present timely and different approaches to information systems management assists in emulating real MIS challenges. Discussion questions afford online interactive students the opportunity to exchange ideas with peer learners on current topics concerning this dynamic field.

Required Textbooks:

- Business Driven Information Systems, 3rd Ed. - 9780073376820

CIS525 - Information Systems Strategic Planning

In this course we will provide you with both a strong foundation for understanding what is meant by information technology and the business side of managing it. We will explain information technology in the context of organizations and their use of it. This course focuses on business pressures and the strategies used to counter them, especially through the use of Web-based strategic information systems.

Required Textbooks:

- Information Technology for Management: Improving Performance in the Digital Economy - 9780470287484

CIS535 - Telecommunications

Telecommunications has become an essential feature of the business environment, and has become linked to the success of a business' operations. It has been said that information is the lifeblood of the organization. Then, to complete the analogy, telecommunications represents the firm's circulatory system that maintains its life and viability. This course systematically evaluates a fictional business and its telecommunications systems. Students will examine telecommunications primarily from a business management perspective, rather than an engineering one. The objective of this course is to provide students with the vocabulary and technical understanding required to be effective telecommunications decision makers.

Required Textbooks:

- Business Data Networks and Security - 978-0133544015

CIS545 - Emerging Technologies

This course is designed to address the entire technology commercialization process, from idea to market. As technology drives innovation and companies seek more effective ways to exploit the intellectual property they create, it is important for students in business, engineering, and the sciences to understand the processes that result in successful new technology products in the market. This course is a comprehensive look at the issues related to the transfer and commercialization of new technology. High-tech businesses with patentable technology, whether engineering technology, biotechnology, or information systems technology, display different business models, processes, and characteristics from mainstream types of business.

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Required Textbooks:

- Bringing New Technology to Market - 9780130933732
- The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses - 978-0307887894

CIS605 - Customers, Markets, and Technology

The relationship between technology-based products and the consumers of these products comes under investigation in this course. This course also teaches methods for designing, developing, and delivering technology-based products that can solve real-world problems. Students will examine best practices for integrating technology solutions and metrics managers can apply to measure the return on an IT investment. Throughout the course, students will learn skills they can use to increase their own creative skills.

Required Textbooks:

- The Management of Technology and Innovation: A Strategic Approach - 978-0538478229

CIS634 - Strategic Management of Technology and Innovation

As scholars and managers have raced to better understand innovation, a wide range of work on the topic has emerged and flourished in disciplines such as strategic management, organization theory, economics, marketing, engineering, and sociology. This work has generated many insights about how innovation affects the competitive dynamics of markets, how firms can strategically manage innovation, and how firms can implement their innovation strategies to maximize their likelihood of success. You find as you take Strategic Management of Technology and Innovation, that a great benefit will be in recognizing the dispersion of the literature across such diverse domains of study and that many innovation topics have been examined from different angles. This diversity might pose integration challenges to you the student, as you seek to integrate this wide body of work into a single coherent strategic framework.

Required Textbooks:

- A Management of Technology and Innovation: A strategic Approach, 2nd Edition - 9780538478229

CIS635 - Decision Support Systems

This course strives to combine your power to logically model and analyze diverse decision-making scenarios with software-based solution procedures. You will learn skills needed to apply decision models to different kinds of organizational decision-making situations. Assignments will be application oriented and software based in order to meet this goal. You will discuss fundamental concepts, assumptions, and limitations behind a variety of decision modeling techniques and how to effectively implement these theories in current technological settings and in practical situations.

Required Textbooks:

- Managerial Decision Modeling with Spreadsheets, 3rd ed - 978-0136115830

CIS640 - Analytical Information Processing & Presentation

This course takes a managerial approach to Business Intelligence (BI), and therefore emphasizes the BI applications and implementations. This exposure allows students to truly understand how BI works so they can adopt it in their future managerial roles. The field of BI is evolving from its origins as a support tool for executives to a shared commodity by managers, analysts, and top executives at almost all medium and large companies. Business Intelligence integrates previously independent tools and technologies into a systematic, unified software suite for the most accurate and timely information. Extensive, vivid examples from large corporations, small businesses, and government and not-for-profit agencies from all over the world make difficult concepts more accessible and relevant. International examples of global competition, partnerships, and trade are also provided throughout. These real-world case studies show students the capabilities of BI, its cost and justification, and the innovative ways real corporations are using BI in their operations.

Required Textbooks:

- Business Intelligence: A Managerial Approach, 2nd Edition - 9780136100669

CIS650 - ASP.Net Programming

ASP.NET is the web development technology of Microsoft's .NET development platform. As the World Wide Web continues its meteoric growth, websites have matured from simple collections of static HTML pages to data-driven dynamic web applications. For example, websites such as eBay or Amazon.com are much more than a collection of HTML pages—they are complex applications that happen to be accessed through the Internet. ASP.NET web applications are composed of individual ASP.NET web pages. As we will see in numerous

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examples throughout this book, these ASP.NET pages can display HTML, collect user input, and interact with databases. ASP.NET pages contain a mix of both HTML and source code. It is the source code of an ASP.NET page that allows for the more advanced features, such as accessing data from a database, or sending an email. Some prior programming experience is recommended.

Required Textbooks:

- Sams Teach Yourself ASP.NET 4 in 24 Hours: Complete Starter Kit - 978-0672333057

CIS653 - Perl Programming and CGI Scripting

Perl is a common development language prevalent in industry and on the Internet today. This course is intended primarily for both professional and amateur developers who will find it useful in making the transition from compiled languages to understanding and using Perl, which is a "scripting" language. This hands-on course provides students the knowledge necessary to create Perl programs that deliver usable functionality for industry. Object oriented programming concepts are not required, as this course will remain primarily in the realm of 3rd generation structured programming and its related syntax. Students can then easily review the object-oriented concepts of Perl, which result primarily in changes to program and module packaging techniques, object-oriented concept application, and syntax changes. The course takes the student through the important concepts required to delineate Perl from other traditional programming languages. When the student has completed the course, the student should have a good idea of how to use Perl for general programming. Topics include creating stand-alone programs and programs that access data from a data source such as a relational database. Comprehensive labs reinforce learning and build competence incrementally throughout the course. Some prior software development experience is recommended.

Required Textbooks:

- Beginning Perl, 1st ed. - 978-1118013847

CIS654 - PHP Programming

PHP and MySQL are two of the most famous open source software programs in the world. Open Source software has grown significantly in importance in the computing world, offering excellent functions and reliability at very low cost. This movement has now prompted many big software players to enter this market and offer their products on open source licenses or support open source initiatives. This course provides coverage of the programming features and capabilities of PHP. Attendees will learn how to use PHP in performing various programming operations and application functions. It also introduces attendees to MySQL and how to use PHP in combination with MySQL.

Required Textbooks:

- Beginning PHP and MySQL: from Novice to Professional, 4th Ed. - 9781430231141

CIS655 - XML Programming

This beginning Extensible Markup Language (XML) course investigates and outlines the use of XML Schemas, SOAP, XSLT, DOM, and SAX 2.0. Major Course Goals for this course are to 1) gain an exposure to XML and how it is being used in application development and 2) understand how XML is used in enterprise application deployment. It's most well-known applications are web related but it can be used on other non-web-based applications as a replacement for traditional databases or for the transfer of financial information between businesses. To illustrate and reinforce course concepts, a variety of examples, readings, exercises and required terms to become familiar with and use will be examined along with two case studies. Topics throughout the course to be discussed in detail are an introduction to XML - "a mark-up language used to describe the structure of data in meaningful ways" and how XML may be used (anywhere that data is input/output, stored, or transmitted from one place to another and is a potential fit for XML's capabilities).

Required Textbooks:

- Beginning XML, 5th ed - 978-1118162132

CIS656 - Relational Database Design

The goal of this course is to provide a comprehensive introduction to the SQL language. This course not only covers the syntax of SQL, but also shows how it can be used to create and maintain a database and retrieve information from it. It also provides an introduction to relational databases. In addition to explaining concepts, the course uses a variety of assignments to reinforce the material in each chapter.

Required Textbooks:

- Discovering SQL: A Hands-On Guide - 9781118002674

CIS657 - Enterprise JavaBeans and J2EE

This course provides a thorough coverage of enterprise-computing technologies using the Java Enterprise Edition. It focuses on Java EE 6

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– a recent version of the Java EE specification that includes several features that simplify enterprise application development. It covers how to build multi-tier distributed applications using Java EE APIs as JSPs, Servlets, JSTL, JSF, JPA, EJBs, JMS, MDBs, JAX-WS, and JAX-RS. Specifically it addresses how to build web-based user interfaces, business logic layer and the data access layers. The course will also expose students to the use of NetBeans – a free integrated development environment (IDE) that provide support for all features of Java EE 6. This course is designed for the student who has some Java programming experience. A student ought to be very comfortable with object-oriented programming using Java. It is also important for the student to be familiar with several of Java's APIs, the most important of which for our purposes are JDBC and I/O and Serialization. While not required, prior experience with developing dynamic web contents using PHP, CGI, or ASP will also put a prospective student at an advantage. Also, students with experience using some messaging service or developing distributed applications using COM or CORBA, will find portions of the course simpler.

Required Textbooks:

- Java EE 6 Development with NetBeans 7 - 97818495012701

CIS658 - Java Programming

This course provides thorough coverage of the Java programming language and the object oriented nature of Java is covered extensively. Also covered in depth are the APIs included with the Java, such as I/O, Threading, Database connectivity, and networking. This course is designed for the student who has some programming experience. A student ought to be able to work with loops, conditionals, arrays, and subroutines or functions in some language before attempting this course. Those students with a background in C, C++, Perl or some related language will find the syntax familiar, as Java uses basically the same syntax as C. Students who have experience using pointers and references will also find the course less difficult than those with no such experience. Finally, the most difficult part of the course for those with no such background is Java's object oriented nature. Any student who is comfortable with Object Oriented Concepts should find this course much easier than a student who has no such background.

Required Textbooks:

- Java: How to Program, 9th Edition - 9780132575669

CIS660 - Website Development with HTML/JavaScript

JavaScript is one of the most used scripting languages on the Internet. It is also the standard for client-side scripting. In other words, even though a JavaScript program resides on a web site, it is using the computing resources of the user's hardware and software. Xtensible Hyper Text Markup Language. The precursor was HTML. However, with XHTML unlike HTML, content can be separated from presentation. A full explanation of XHTML is necessary to take full advantage of JavaScript which is embedded in XHTML web pages. Editing, headings, linking, lists, tables and cascading style sheets (CSS) will be covered as well as many other features. JavaScript will cover control statements, functions, arrays, objects, document object model (DOM) and events. Also, the course project is about creating a working web site based upon sponsorship needs, business and monetary models. The student will use a What You See Is What You Get (WYSIWYG) web editor.

Required Textbooks:

- Internet and World Wide Web: How to Program, 5th Edition - 9780132151009

CIS665 - Data Communications

This course provides an overview of business communication technologies, from basic components and subsystems to whole networks. A solid understanding of the fundamentals of data communications is essential for business and information management students. In today's business environment management and staff need a thorough understanding of information communications in order to assess needs; plan for the introduction of products, services, and systems; and manage the systems and technical personnel that operate them.

Required Textbooks:

- Business Data Networks and Telecommunication, 8th Edition - 9780136100126

CIS670 - C++ Programming for C Programmers

This C++ training course presents a thorough hands-on introduction to object oriented programming in C++ for experienced C programmers. The central concepts of C++ syntax and style are taught in the context of using object-oriented methods to achieve reusability, adaptability and reliability. Emphasis is placed on the features of C++ that support abstract data types, inheritance, and polymorphism. Students will learn to apply the process of data abstraction and class design. Programming examples and exercises are provided. Practical aspects of C++ programming including efficiency, performance, testing, and reliability considerations are stressed throughout. Prior programming experience with C is recommended.

Required Textbooks:

- C++ In a Nutshell: A Language and Library Reference - 9780596002985

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CIS675 - Systems Design

This graduate-level course provides an in-depth discussion of both the theories behind systems design as well as "real world" information about how the systems design process works in a variety of industries. The text we have selected for this course can be useful both for primary learning and as a reference book that can be used after graduation. Systems design is a practical field that relies on a core set of concepts and principles, as well as what sometimes seems an eclectic collection of rapidly evolving tools and techniques. Learning systems design requires an appreciation of the tried-and-true techniques plus mastery of new and emerging tools and techniques that recent graduates are increasingly expected to apply on the job.

Required Textbooks:

- Systems Analysis and Design in a Changing World, 6th Edition - 9781111534158

CIS680 - Object Oriented Analysis & Design with UML

This course investigates the use of object-oriented approaches to modeling software requirements and design. Topics covered in detail include an introduction to object oriented analysis & design (OOAD), specifying a system's requirements using a use-case driven approach, defining a set of candidate classes that suitably model a problem domain, and leveraging the experience of experts by applying analysis and design patterns to describe the solution domain. Students will develop a hands-on experience of using the widely adopted graphical modeling language - the Unified Modeling Language (UML) version 2.0 - to visually model concepts and decisions in both the problem and the proposed-solution domains. A mix of a semester-long course project and case studies will be used to illustrate the application of the major concepts discussed. The course project will expose the student to a practical OOAD road map from requirements analysis to system design.

Required Textbooks:

- Systems Analysis and Design with UML, 4th Edition - 9781118037423

CIS685 - eBusiness

This is an especially good time for a thoughtful course on eBusiness. We are nearly a quarter of the way into the second half of the Information Age revolution. Very little of what is now accepted management practice and application opportunity was even conceived of 13 years ago. E-Business will provide a comprehensive strategy framework that addresses the crucial elements of e-business strategy formulation. The key elements of the three phases of strategic analysis, strategy formulation and strategy implementation will be explored.

Required Textbooks:

- Strategies for E-Business: Creating Value Through Electronic and Mobile Commerce Concepts and Cases - 9780273757870

CIS695 - Intranets

You will find in this course that enterprise social networks are made up of people who are linked together in some fashion. These linkages can be formal and well-defined, such as an organizational structure, partner network, or a team workspace membership. They can also be informal and fluid in nature, based on shared goals, objectives, expertise, or projects. Information and metadata (description of the information) logically link individuals together, thereby providing the social network.

Required Textbooks:

- Intranets A Guide to their Design, Implementation and Management - 9780851424415

Criminal Justice Courses

CJ100 - Ethics in Law Enforcement

This course explores ethical standards and codes in criminal justice professions. Students will study cases to illustrate ethical issues, and derive solutions to ethical dilemmas using critical thinking. The student will be given a critical perspective of how constituent parts interrelate in a framework of questions about moral and ethical conduct.

Required Textbooks:

- Ethical Dilemmas and Decisions in Criminal Justice - 978-1285062662

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CJ105 - Technology in Criminal Justice

This course provides a framework of information about technology and computers and specifically how they are used by criminals and law enforcement agencies. It examines basic computer concepts and design, networking and information exchange, and then delves into more advanced and crime-specific technologies such as wiretaps, surveillance, and the use of technology in high-tech crimes, disaster response, and police protection. The study of technology is integrated into wider criminal justice themes: ethical and legal implications of technology; technology's place in the community based policing model; and, how technology impacts traditional criminal justice theories.

Required Textbooks:

- Police Technology, 1st Edition - 9780131149571

CJ110 - Introduction to Criminal Justice

This introductory course focuses directly on the crime picture in America and the three traditional elements of the criminal justice system: police, courts, and corrections. The course is divided into eight modules corresponding with the major issues of criminal justice including an introductory study of the definition of criminal justice, the crime picture in America, and the nature and purpose of criminal law and how the guilty are handled.

Required Textbooks:

- Criminal Justice: A Brief Introduction (11th Edition) - 978-0133591316

CJ120 - Introduction to Law Enforcement

The purpose of this course is to equip the criminal justice student with a complete and practical set of procedures and techniques that are needed for understanding the policing of America. This course reflects the changing times in which we live and the tremendous challenges facing law enforcement officers each day. The specter of terrorism and our resulting emphasis on homeland security loom large throughout this course as well as what the police are doing to prevent, and react to, any future attacks. This course stresses what it is like ""to wear a police uniform"" because of more than 35 years of both scholarly and policing experience put into the effort of writing the textbook. This text provides a highly practical yet comprehensive view of the largely misunderstood, often obscure world of policing. Introduction to Law Enforcement is divided into eight Modules and contains several chapters from the textbook of the material that must be covered in each module. The information from your text and the essay questions in this Syllabus are the sources for completing each Module.

Required Textbooks:

- Policing America: Challenges and Best Practices - 9780135101827

CJ130 - Introduction to Justice Administration

The purpose of this course is to provide an introduction to the justice administration system, encompassing police, courts, and corrections management. These three institutions must work together to achieve an effective overall system for the protection of public safety and order, the impartial and fair trial of those accused of crime, and the enlightened confinement and rehabilitation of those found guilty to minimize the rate of recidivism.

Required Textbooks:

- Justice Administration: Police, Courts and Corrections Management, 7th ed - 978-0132708999

CJ140 - Introduction to Criminology

This course introduces the student to the dynamic field of criminology that changes constantly with each release of major research studies, Supreme Court rulings, and governmental policy, not to mention the current events of everyday life. Criminologists spend their career trying to understand what drives people to commit crime. This introductory course will provide insights into the answers, and will help students to think critically about law and justice. At the end of this course, students should have developed a critical perspective toward the social and legal institutions entrusted with crime control.

Required Textbooks:

- Criminology, 2nd ed. - 978-0132966757

CJ305 - Constitutional Law I

Effective law enforcement requires a basic understanding of the fundamental laws of the land. This course provides the overview of legal guidelines and protections enshrined in the US Constitution, from which all American criminal law is derived. Students will explore the theory of governmental authority that underpins the Constitution, and the evolution of Constitutional rights as codified in the Constitutional

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amendments.

Required Textbooks:

- Constitutional Law, 13th ed - 978-1455730070

CJ306 - Constitutional Law II

This course builds on the foundations established in Constitutional Law I by taking the students through a series of legal case studies to gain an appreciation of how the legal system works in practice. The objective of these case studies is to provide the students with the insights that come from courtroom experience so that they are better prepared to find, collect, and handle evidence in a way that will facilitate criminal conviction.

Required Textbooks:

- Constitutional Law, 13th ed - 978-1455730070
- Taking Sides: Clashing Views in Constitutional Law - 978-0078050794

CJ400 - Criminal Law

The purpose of this course is to equip the criminal justice student with a practical set of procedures and techniques that are needed for understanding the code of criminal law that police officers must deal with as an integral part of their career. This course addresses the body of criminal law that affects police agencies and the criminal justice system. This course is divided into eight modules.

Required Textbooks:

- Criminal Law Today, 5th ed. - 978-0133008586

CJ401 - Comparative Criminal Justice Systems

Welcome to Comparative Criminal Justice Systems. The class will explore how crime is addressed and adjudicated in selected countries bearing varied cultural perspectives. It is important to understand the diversity of how human beings respond to acts of criminality within their culture. Through this form of comparative benchmarking the student will analyze and evaluate the United States' criminal justice system with that of other cultures. Students will also critically examine contemporary issues shared across the studied countries and thoughtfully create their own recommendations to address those issues. COURSE OBJECTIVES: The student should be able to: · Identify the varying levels of criminality across cultures and how that might shape criminal justice systems. · Articulate the value of comparing the application of various criminal justice systems and the utility of knowing the associated outcomes of those practices. · Evaluate the integrity of sources of international criminal justice statistics. · Understand the importance of the sources of various criminal justice systems to their formation. · Differentiate the methods used to address juvenile justice across the studied countries. · Assess the ramifications of being incarcerated in various countries. · Analyze alternative approaches to criminal justice in a manner that promotes consideration, and possibly synthesis, of these alternatives when confronted with issues of crime. · Understand the role terrorism plays in tactical and strategic planning of criminal justice activities. · Explore both the need for collaboration and limitations inherent to trans-border coordination to address transnational crime. · Evaluate the role of leaders in the criminal justice system by considering the many responsibilities accounted for when selecting appropriate courses of action. Expected Prerequisites in course sequence: CJ110 Introduction to Criminal Justice CJ120 Introduction to Law Enforcement

Required Textbooks:

- Comparative Criminal Justice Systems - 978-1-285-06786-5

CJ405 - Community Policing

This course focuses on one of the most revolutionary models of policing we have seen in many decades. Community policing is not merely a means of better addressing community needs, but a philosophy that turns traditional policing on its head by empowering the community rather than dictating to the community. In this way, policing derives its role and priorities from the community rather than dictating to the community what the police role will be. Community policing requires a new breed of police officers who must serve as more than law enforcers. Community Police Officers (CPOs) must also play the important roles of advisors, facilitators, and supporters of new community-based initiatives. The CPO has responsibility for a specific geographical area and works as a generalist who considers making arrests as only one of many options that can be use, if only temporarily, to address community problems. As the community's conduit for positive change, the COP enlists citizens in the process of policing themselves.

Required Textbooks:

- Community Policing, Sixth Edition: A Contemporary Perspective - 9781455728503

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CJ410 - Police Management

This course is designed to be an introduction to a wide variety of issues that confront today's modern police manager. The complex nature of policing in modern society mandates a thorough understanding of such issues as organizational culture, leadership styles, transactional analysis, problem identification and decision making, management by objectives, productivity, fiscal management, civil liability, accreditation, and ethics, to name but a few. This course will explore these issues.

Required Textbooks:

- The Police Manager - 978-1455730476

CJ415 - Supervision of Police

This course explores what a modern police supervisor is and what that person should know and do, as well as when and how to do it. The course addresses the issue of role conflict that someone typically experiences when in the situation of having to meet the expectations of numerous sets of constituencies. This course will provide an understanding of the group behaviors and organizational dynamics necessary to understand the fundamentals of police administration.

Required Textbooks:

- Effective Police Supervision, 7th ed - 978-1455777600

CJ420 - Criminalistics and Forensic Investigation

This is an introductory course to criminalistics which explores the history and scope of forensic science. Criminalistics or forensic science is the application of science to those criminal and civil laws that are enforced by police agencies in a criminal justice system. The scope of this course includes discovery at a crime scene, the most important location of evidence; physical evidence; analytical techniques for organic and inorganic materials; forensic toxicology; and firearms, ammunition, unique tool marks, and various impressions (e.g., shoe prints, fabric properties, and bloodstains).

Required Textbooks:

- Criminalistics: An intro to Forensic Science - 978-0135045206

CJ423 - Criminal Procedure

The study of constitutional criminal procedure is the study of U.S. Supreme Court decisions and opinions. This course is designed primarily as a supplementary course for undergraduate and graduate students taking a criminal procedure course whose main interest consists of U.S. Supreme Court cases. Reading law cases-a daunting task even for first-year law students-is a significant intellectual challenge for non-law students, especially if the criminal procedure class is their first law course. The demands of the case method create a risk that students will get "lost" in the thicket of cases, wasting valuable time until they get a hang of the method and perhaps mentally dropping out. This course provides a guide to the U.S. Supreme Court cases that students are likely to encounter in a criminal procedure course. The decisions are stated succinctly and with enough basic reasoning to grasp the direction of the decision-making process. There are many benefits to the case method approach in which students read original source material. Such benefits include gaining in-depth knowledge of the reasoning process by which constitutional rules are formulated, a sharpening of critical thinking skills through the analysis of the justices' written opinions, and improving students' reading comprehension levels and writing skills. Prerequisite: All Required Liberal Arts and 100/200-Level Courses

Required Textbooks:

- Criminal Procedure - 978-0132457613

CJ425 - Criminal Investigation I

This course explores criminal investigation including the role of the investigator, physical and testimonial evidence, and preservation and collection of evidence at crime scenes. It examines the uses of people, records and files as sources of information and the proper uses of interrogation. The course describes surveillance as a fact finding tool and the use of eye witnesses. The course concludes with a description of methods for reconstructing what happened in the context of crime and provides an in-depth discussion of the most feared social crime: homicide. Criminal Investigation I prepares you to study the more complex subject matter presented in Criminal Investigation II.

Required Textbooks:

- Criminal Investigation: A Method for Reconstructing the Past, 7th ed - 978-1455731381

CJ426 - Criminal Investigation II

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This course builds on the fundamentals of criminal investigation that were studied in Criminal Investigation I, and illustrates their application to some of the special issues presently plaguing law enforcement worldwide (e.g. terrorism and enterprise crime).

Required Textbooks:

- Criminal Investigation: A Method for Reconstructing the Past, 7th ed - 978-1455731381

CJ430 - Criminal Evidence

This course builds on the foundations laid in Criminal Law by exploring the principles and rules associated with the management of criminal evidence. Topics covered in this course include the collection of evidence, how to handle evidence to prevent contamination, chain of custody, and preparation of evidence for presentation in the courtroom to attain criminal convictions. The rules of evidence are thoroughly discussed. The scope of the course encompasses physical evidence, witness testimony, polygraphs and technical evidence.

Required Textbooks:

- Criminal Evidence, 11th ed. - 9781437735031

CJ435 - Kinesic Interviewing

With all of the knowledge taught in law enforcement academies and criminal justice training centers throughout the United States, the principles of interviewing and interrogating suspects always seem to attract little or no attention. For that reason, this course on kinesic interviewing equips the criminal justice student with a complete and practical set of procedures and techniques needed for conducting effective interviews and interrogations. It is vital to any case that investigators obtain essential information from victims, witnesses, and informants, and confessions from suspects in such a way as to stand up to court scrutiny.

Required Textbooks:

- Principles of Kinesic Interview and Interrogation - 2/e - 9780849310713

CJ440 - Juvenile Justice

The purpose of this course is to provide students with a solid overview of the juvenile justice system in the United States. It presents the historical background of the U.S. juvenile justice system, its current status, as well as contemporary societal and legal debates. An examination of various policies, programs, and practices is provided throughout the text. The course includes coverage of juvenile law and procedure, juvenile corrections, juvenile delinquency, delinquency prevention, and the future of juvenile justice in the United States. This knowledge will serve you well as a strong foundation for other more specialized courses in juvenile justice and the social sciences. The need for post-secondary juvenile justice education becomes more evident every day as the law changes and new forms of crime emerge to befuddle the best efforts of those charged with dealing with crime.

Required Textbooks:

- Juvenile Justice: Policies, Programs, and Practices, 4th ed. - 978-0078026560

CJ445 - Corrections

This course introduces students to the corrections system. The growing population of prisoners constitutes a management challenge for all law enforcement communities, and a potential source of governmental liability. This course discusses the historical development of corrections, and examines the goals of criminal sentencing, the management of jails and prisons, the concept of alternative sentencing, guidelines on prisoner rights, and issues associated with parole and probation.

Required Textbooks:

- Corrections in America: An introduction, 13th ed - 9780132726771

CJ450 - Homicide Investigation I

The purpose of this course is to equip the criminal justice student with a complete and practical set of methods for processing a homicide investigation. This course guides the student through the procedure used by investigators upon arriving on the scene of a violent and sudden death. Guidelines are provided on how to manage the scene, analyze evidence to determine the likely cause of death, and initiate the process of identifying the perpetrator.

Required Textbooks:

- Practical Homicide Investigation-Tactics, Procedures and Forensic Techniques - 4/e - 9780849333033

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CJ451 - Homicide Investigation II

The purpose of this course is to equip the criminal justice student with a complete and practical set of procedures and techniques that are needed after a homicide scene has been processed. The student proceeds through information relevant to the follow-up work necessary for preparing a solid case for presentation in court and the attainment of a homicide conviction.

Required Textbooks:

- Practical Homicide Investigation-Tactics, Procedures and Forensic Techniques, 4th ed - 9780849333033
- Practical Homicide Investigation Checklist and Field Guide, 2nd Edition - 978-1466591882

CJ455 - Investigation of Organized Crime

The study of organized crime is one of the most fascinating educational endeavors, posing thematic, scholarly, and ideological questions. As we attempt to understand this area of interest, bear in mind that during the past century organized crime became the most insidious form of criminality involving criminals, politicians, bankers, lawyers, and the all-important users of illegal goods and services. The problem of organized crime is examined from a social perspective using specially designed pedagogical features that you will find in the text. These include objectives, critical thinking projects, chapter summaries, key terms, points of discussion, and suggested readings for the student. You will encounter a considerable amount of material on the topics of emerging groups, redefining organized crime (OC), drug-trafficking cartels, Chinese OC, Nigerian drug traffickers, Albanian drug-smuggling networks, organized crime and the Bushes, Tri-border Area OC activity along with updated case studies, statistics, and graphics.

Required Textbooks:

- Organized Crime, 5th ed - 9780132457774

CJ460 - Investigation of Terrorism

The Global War on Terror has posed new challenges for law enforcement organizations to contribute, along with military forces, to the homeland security of the United States. The purpose of this course is to offer the latest information on the technology, weapons (including weapons of mass destruction), transportation modes of terrorists, and profiles of terrorists themselves. Likely trends in 21st Century terrorism and the law enforcement response are also discussed.

Required Textbooks:

- Terrorism in the 21st Century, 6th ed - 9780205779710

CJ465 - Clandestine Laboratory Investigation

The investigation of clandestine labs is one of the most challenging of law enforcement. Traditional investigative techniques are used to develop information concerning the location of the lab and the identity of the operator. No other law enforcement activity relies on forensic experts as heavily as does the investigation of clandestine labs. This course explores the many people involved in identifying the clandestine lab, the proper collection and preservation of the physical evidence followed by the complete analysis of the evidentiary samples. It reveals how the information gathered is the cornerstone on which the forensic expert's opinion is based and if it is handled properly, the Court will have all the information it needs to make a fully informed decision.

Required Textbooks:

- Forensic Investigation of Clandestine Laboratories - 9780849312274

CJ485 - Traffic Law and Accident Investigation

Each year tens of thousands of Americans are killed or injured on our nation's roadways. Property damage and other direct and indirect costs of traffic collisions have become one of the most personally devastating and wasteful drains on our economy. For maximum effect, traffic supervision must be carefully planned; if planning is to be effective, it must be based on accurate and timely facts. The best traffic control schemes and techniques are learned primarily from research obtained from accident investigation. Traffic and patrol officers play a critical role in attempting to stem the tide of unnecessary death and destruction which can be attributed to traffic accidents. This course serves as a guide for traffic enforcement responsibility.

Required Textbooks:

- Traffic Law Enforcement and Crash Investigation - 9780135057988

CJ490 - The Investigation of White Collar Crime

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One of the guiding premises of this course is that the range of activities that can fall under the heading of white collar crime is more pervasive and more costly to society than are conventional crime and deviance. The study of white collar crime should obviously be of interest to students planning criminal justice careers and to people already employed in the criminal justice system. As the investigation and prosecution of white collar crime increases, career opportunities for individuals well informed about this type of activity should expand. The law in the white collar realm that confronts pre-law and law students is especially dynamic and complex. The problem of corporate liability poses special difficulties, and the subtle and sometimes arbitrary lines of demarcation between criminal law and civil law are crucial aspects of the study of white collar crime. The study of white collar crime is likely to be of interest to students of the social and behavioral sciences because white collar criminality, as it is defined here, often involves human behavior in its most devious and diabolical forms. Finally, as citizens, employees, employers, and professionals, most of us are likely to be affected more by white collar crime than by any other type of criminal activity. Prerequisite: All Required Liberal Arts and 100/200-Level Courses

Required Textbooks:

- Profit Without Honor: White Collar Crime and the Looting of America, 6th ed. - 978-0133008500

CJ493 - Security Systems, Procedures, and Developments

The purpose of this course is to equip the criminal justice student with a complete and practical set of procedures and techniques that are needed to understand and succeed in the field of private and public security. Introduction to Security is divided into eight Modules corresponding to three parts: 1) Introduction and Security's Function, 2) The Basics of Defense, and 3) Specific Threats and Solutions. In this interesting course, you will realize the drastic changes that have occurred in the aftermath of the September 11, 2001 attacks on the World Trade Center and the Pentagon that have shaken the security industry-both private and governmental.

Required Textbooks:

- Introduction to Security, 9th Edition - 978-0123850577

CJ495 - Police Patrol

This course covers patrol operations, goals, and strategies. Each module focuses on a specific aspect of police patrol operations. It combines management theory with case study examples taken from small police departments in addition to coverage of community and problem oriented policing.

Required Textbooks:

- Police Field Operations: Theory Meets Practice, 2nd ed - 978-0133599381

CJ497 - First Responders

The role of a first responder is a special one. While the Emergency Medical Services (EMS) system is comprised of a talented team of many individuals at different certification levels, the First Responder is the one who arrives on the scene of an emergency first. This is a unique responsibility, one for which specialized training is required. In addition to providing information about emergency care for the First Responder, this course will also discuss issues about staying safe while at the scene of an emergency.

Required Textbooks:

- Emergency Response and Emergency Management Law: Cases and Materials - 978-0398088316

CJ500 - Advanced Criminal Law

The purpose of this course is to equip the criminal justice student with a complete and practical set of procedures and techniques that are needed after a homicide scene has been processed. The student proceeds through information relevant to the follow-up work necessary for preparing a solid case for presentation in court and the attainment of a homicide conviction.

Required Textbooks:

- Criminal Law, 12th ed. - 978-1285458410

CJ510 - Advanced Criminal Procedure

This course provides a clear and legally based exploration of the criminal procedure. It takes an in-depth look at conducting searches and what goes in to obtaining a search warrant, conducting plain view, open fields and consent searches and frisk searches. It covers all aspects of confessions, suspect identifications, and entrapment. This course concludes with pretrial matters and the trial and jury process.

Required Textbooks:

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- Criminal Procedure, 9/e - 978-1285457871

CJ515 - Technology in Law Enforcement

This course provides a comprehensive outline of the use of technology by both criminals and law enforcement agencies. Advanced law enforcement-specific technologies are explored in depth. Topics include wiretaps, surveillance, high-tech crimes, disaster response, and police protection. Ethical and legal implications of technology are explored, as well as technology's place in the community based policing model; and, how technology impacts traditional criminal justice theories.

Required Textbooks:

- Police Technology, 1st Edition - 9780131149571

CJ520 - Criminology

This course explores criminology and the factors that affect it including Supreme Court rulings, and governmental policies. This course examines the nature and causes of crime, and the effects of crime on issues of law, community, and law enforcement. Students will explore the nature, extent, and patterns of crime; victims and victimization; and theories of crime causation.

Required Textbooks:

- Cengage Advantage Edition: Criminology: Theories, Patterns, and Typologies, 11th ed - 978-1133307570

CJ525 - Expert Testimony and Ethics

The Expert Testimony and Ethics course is designed for law enforcement professionals who may find themselves appointed to lead a forensics laboratory or to train lab workers in evidentiary procedures. A Crime Lab Manager may not be one of the actual crime lab scientists, but must be able to lead and teach others how to process evidence and protect the evidentiary chain of custody as well as testify to the court. They may also serve in an internal quality assurance capacity to inspect processes in the agency's crime laboratory. The course discusses the various forms of evidence and ethics surrounding the handling of materials vital to a court case. Course Goals: Recount the development of the adversarial process of trials in the United States Explain the standards of relevance, reliability, and competence of evidence Recognize federalism and the creation of standards of evidence in varied jurisdictions Recount criminal courtroom processes for the presentation of evidence Comprehend the use of special plea situations Explain the requirements for witnesses, the impeachment of witnesses, and the exclusion of some witnesses due to privileges written into the law Understand the impact of proper evidentiary processes on the judicial system

Required Textbooks:

- Criminal Evidence: Principles and Cases - 978-1111838034

CJ530 - Law Enforcement Management

This course explores the behavioral and functional aspects of police management, and issues associated with modern law enforcement. Students study leadership styles, the organizational environment, workforce development, management planning, problem identification, management by objectives, productivity, and fiscal management. Additionally, there is focus on special issues such as the use of power and force, civil liability, accreditation, ethics, establishing a police presence in schools, and the use of an assessment center for identifying promotion candidates.

Required Textbooks:

- Management and Supervision in Law Enforcement, 5th Edition - 9780495093411

CJ535 - Crime Scene Investigation

This course covers the skills necessary for gathering evidence from a crime scene and reconstructing what occurred. The course begins with the basic principles that apply to gathering evidence. Students study the different types of evidence, including fingerprints, hair, fiber, glass, paint, soil, arson accelerant, biological fluid stains, firearms, impressions, drugs, alcohol, and document evidence. The course concludes with how to use evidence to reconstruct the crime.

Required Textbooks:

- Crime Scene Investigation and Reconstruction, 3rd ed - 978-0136093602

CJ540 - Fingerprinting

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Because of the advances in fingerprint technology and research, it is imperative for law enforcement personnel to keep their knowledge on the subject up-to-date. This course explores the latest techniques and findings in the science of fingerprinting. Students study how a fingerprint is formed, the techniques necessary for detecting fingerprints on a wide variety of surfaces, how to identify the fingerprint and issues related to fingerprint evidence.

Required Textbooks:

- Fingerprints and Other Ridge Skin Impressions - 9780415271752

CJ545 - Drug Enforcement

This course explores a variety of drug enforcement methods and the methods criminals use to avoid detection. Students study how to conduct investigations in hotels/motels, airports, storage units, trains, commercial busses, parcels, and rental vehicles.

Required Textbooks:

- Practical Drug Enforcement, 3rd Edition - 0849398088

CJ550 - Forensic Science

This course takes a comprehensive look at the field of forensic science, or criminalistics. Case studies and information about the most current technologies in forensic analysis are used to instruct students on the methods for properly identifying, collecting, and preserving crime scene evidence. Students study how to evaluate crime scene evidence by developing fingerprints, examining documentation, and identifying bullets. Students also explore the history and scope of forensic science and how it applies to laws that are enforced by police agencies in a criminal justice system.

Required Textbooks:

- Criminalistics: An Introduction to Forensic Science (11th Edition) - 978-0133458824

CJ555 - Major Incident Response Management

Welcome to Major Incident Response Management. The class prepares learners to plan and lead in emergency management incidents. For this course, all references to emergency management practices are based on those formed in the United States. Emergency management has evolved over the last two decades to encompass not only natural disasters, but also manmade calamities. Law enforcement leaders must quickly determine the scope and severity of disasters to ensure they can respond in ways that minimize danger to both the public and critical personnel responding to the event. The course discusses full-spectrum threat responses at the federal, state, and local levels to increase multi-level preparedness and integrated response. COURSE OBJECTIVES: The student should be able to: · Explain the development of emergency management as a federal, state, and local responsibility · Clearly communicate stages of emergency management · Evaluate the preparedness of their own community · Understand the roles assigned under the Federal Emergency Management Agency's schema for integrated response · Conduct a risk assessment for catastrophes likely to endanger their locality · Understand risk analysis and mitigation as proactive efforts to lessen the impact of disasters · Analyze the level of preparedness for their locality when considering likely risks · Utilize the preparedness framework during the response phase of a disaster · Comprehend the role situational awareness plays when prioritizing tactical response activities · Understand the role terrorism plays in tactical and strategic planning of emergency management · Evaluate the role of leaders in developing plans that account for future threats

Required Textbooks:

- Introduction to Emergency Management - 978-0-12-407784-3

CJ560 - Dynamics of Family Violence

Thousands of police officers across the country routinely come face to face with domestic violence. With little direction they face the challenges that researchers and academics ponder. Rarely are they part of the intellectual discourse on abuse and neglect; however, this course is focused on that goal. This course is meant to tear down myths about both victims and offenders. Women and men have been victimized. Elderly and children are present as both perpetrators and victims as well. Heterosexuals and homosexuals can both be violent; dating relationships can be dangerous. To leave anyone out is to ignore the pain and suffering that domestic violence brings.

Required Textbooks:

- Heavy Hands: An Introduction to the Crimes of Family Violence, 3rd Edition - 9780131188853

CJ565 - Use of Force in Law Enforcement

Understanding the police use of force focuses on the extraordinary and rare event that develops when physical force is used by the police.

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Whenever police officers come into contact with citizens, there is always a chance that the encounter will digress to one in which force is used on a suspect. Fortunately, most police activities do not result in the use of force, but those that do take on an interesting pattern of interaction between the officer and the citizen. This course tackles the research and summaries of a close statistical look into the use of force in law enforcement.

Required Textbooks:

- Understanding Police Use of Force: Officers, Suspects and Reciprocity, 1st Edition - 9780521837736

CJ570 - Patrol Procedures

This course will provide students with an understanding of police field operations. This course will cover various topics including community policing, communications, field procedures, traffic direction and enforcement, preliminary investigations, interviewing, arrest, search, custody, and use of force, reporting and records, and stress in the workplace.

Required Textbooks:

- Police Field Operations, 7th Edition - 9780132193702

CJ575 - Police Administration

Police administrators do not have an easy job. Society wants the police to fight crime, but is not sure how they want the police to go about doing this effectively. The basic duty of the police administrator is to reduce crime while still holding on to democratic ideals and values in an increasingly diverse culture.

Required Textbooks:

- Police Administration, 8th ed - 978-1455731183

CJ580 - Terrorism and Homeland Security

Terrorism began receiving increased attention on university and college campuses as the number of American casualties grew from terrorist violence in the 1990s. This course introduces criminal justice and other social science students to the field of terrorism. It is designed to understand the world of terrorism and provide knowledge as a foundation for further understanding. Issues in terrorism are emotionally charged. This course is written for those who will counter terrorism with the purpose to explain many points of view without taking sides. This is true whether examining issues like the Israeli-Palestinian conflict or the controversy surrounding the USA Patriot Act.

Required Textbooks:

- Terrorism and Homeland Security: An Introduction, 5th Edition - 9780534643812

CJ585 - Advanced Corrections

This course will provide students with an understanding of the American correctional system. It covers various topics including the history and law of corrections, punishment and rehabilitation of offenders, correctional practices ranging from probation to prison, and correctional trends. To begin, this course provides an overview of corrections, including the early history of correctional thought. Later, correctional law and the punishment of offenders will be examined, including the various types of correctional clients. Correctional practices including jails, probation, and intermediate sanctions and community corrections are explored. Corrections also covers incarceration, including the prison experience for men and women. This course reviews issues related to institutional management and programs; as well as once offenders are released from incarceration. This course explores supervision of offenders in the community, as well as corrections for juveniles. It also covers various trends including incarceration, race and ethnicity, and the death penalty. Finally, surveillance and control in the community are discussed, as well as community justice. The discussion will conclude with a look at the future of corrections.

Required Textbooks:

- Cengage Advantage Books: American Corrections, 10th ed - 978-1111841638

CJ590 - Interview & Interrogation

Of all the topics taught in law enforcement academies and criminal justice training centers throughout the United States, one of the critical topics that always seem to get poor, little or even no attention at all is a course on the principles of interview and interrogation. For that reason, this University is offering Kinesic Interviewing to equip the criminal justice student with a complete and practical set of procedures and techniques needed for interviewing and interrogation. It is vital to any case that investigators obtain essential information from victims, witnesses, informants, and confessions from suspects in such a way as to stand up to court scrutiny.

Required Textbooks:

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- Principles of Kinesic Interview and Interrogation, 2nd Edition - 9780849310713

CJ595 - Communications in Law Enforcement

The course is about language evidence, not the more commonly known physical evidence such as DNA, fingerprints, or hair and fiber analysis. The areas of linguistics and communications have provided a powerful framework for law enforcement; there is no field of study that is broader or has more relationships with the rest of human existence since language is involved in virtually all of human activity. In much of life, the ability to make a good impression can be very useful. Unfortunately, there are also ways that some people can use language to create the impression that our words mean something that we really didn't intend. This course is focused toward forensic linguists, discourse analysts, criminologists, defense attorneys, prosecutors, and judges. It is the major intention of this course to show how powerful conversational strategies are used by law enforcement.

Required Textbooks:

- Creating Language Crimes: How Law Enforcement Uses (and Misuses) Language - 9780195181661

Dissertation Courses

DIS995 - Dissertation I: Concept Paper and Doctoral Committee Selection

This course will begin the Dissertation process by guiding the Doctoral student through the selection of the Doctoral Committee. After the selection of a Committee Chair and committee members, the doctoral student will begin selection of a dissertation topic and formulation of the Concept Paper. The formulation of the Concept Paper will provide a foundation for the first three chapters of the dissertation. Doctoral students will work closely with their Committee Chair to determine an appropriate dissertation topic.

Required Textbooks:

- Publication Manual of the American Psychological Association, 6th Edition - 9781433805615
- The Dissertation Journey: A Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation, 2nd ed. - 978-1412977982

DIS996 - Dissertation II: Literature Review

This course will focus on the second chapter of the dissertation, the Literature Review. The Doctoral student will expand on the annotated bibliography that he/she included in the Concept Paper to create a narrative literature review that provides a theoretical and conceptual framework for the dissertation study and places the topic of study in its proper context in time by covering the historical data available on the topic in scholarly literature while creating a foundation for the doctoral student's conclusions that will be drawn from the study and grounded in existing literature.

Required Textbooks:

- The Dissertation Journey: A Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation, 2nd ed. - 978-1412977982
- Publication Manual of the American Psychological Association, 6th Edition - 9781433805615

DIS997 - Dissertation III: Methodology and Ethics

This course will focus on chapter three of the dissertation and culminate in a meeting of the Doctoral Student, Institutional Review Board, and the Doctoral Committee for approval of the Dissertation Proposal. In this course, the Doctoral student will formulate the third chapter of the dissertation, including the research procedure that will be used in the study, the methods which will be used to obtain research results, and the proposed methods for data analysis. This course will also cover ethics in research, concerning the use of human subjects, and provide the Doctoral Student with proper procedures for obtaining approval for his/her research methods and successfully completing an ethical research study.

Required Textbooks:

- Publication Manual of the American Psychological Association, 6th Edition - 9781433805615
- The Dissertation Journey: A Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation, 2nd ed - 978-1412977982

DIS998 - Dissertation IV: Research and Results

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In this course of the Dissertation, students will conduct the research/study portion of the dissertation while adhering to ethical standards as well as formulate the fourth chapter of the dissertation. The fourth chapter on communicating the facts obtained through research in an organized way so that the reader can assess the results of the study on his/her own.

Required Textbooks:

- The Dissertation Journey: A Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation, 2nd ed - 978-1412977982
- Publication Manual of the American Psychological Association, 6th Edition - 9781433805615

DIS999 - Dissertation V: Conclusion and Oral Defense

In this final course of the Dissertation, students will be writing the Conclusion of the Dissertation. This chapter focuses on analysis of the Dissertation research with recommendations for further research. Students will also facilitate and perform the Oral Defense via teleconference. Upon successful completion of the Oral Defense, students will apply for publication of the Dissertation.

Required Textbooks:

- Publication Manual of the American Psychological Association, 6th Edition - 9781433805615
- The Dissertation Journey: A Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation, 2nd ed - 978-1412977982

Doctorate in Computer Science Courses

DCS901 - Discrete Mathematics for Computer Scientists

This course is designed to explore the foundations and intricacies of discrete mathematics, exploring the architecture, theory, application, and new possibilities of the topic as it relates to the field of computer science. This course will review and expand on previous mathematical knowledge and introduce discrete mathematical concepts specific to the area of advanced computer science.

Required Textbooks:

- Discrete Mathematics for Computer Scientists - 9780132122719

DCS902 - Concurrent and Distributed Systems

This course covers the fundamentals of concurrent and distributed systems including threading, synchronization and deadlock prevention as well as logical clocks, group communication and distributed transactions. It also covers current topics such as web services and software for multiprocessors and multicore processors.

Required Textbooks:

- Distributed Systems: Concepts and Design, 5th Edition - 9780132143011

DCS903 - System Metrics & Risk Management

This course concentrates on the engineering of human-made systems and systems analysis by covering theories, methods, and procedures for creating new systems as well as techniques for improving existing systems. The course introduces a variety of analytical models and methods for accomplishing system analysis as well as addressing the need to properly integrate a variety of engineering design and management disciplines to effectively implement the concepts and principles of systems engineering.

Required Textbooks:

- Systems Engineering Principles and Practice, 2nd ed - 978-0470405482

DCS904 - Modern Compiler Design

This course is designed to explore the foundations and intricacies of modern computer compilers, exploring the architecture, theory, application, and new possibilities of the topic as it relates to the field of computer science. This course integrates basic compiler construction using pseudo-code with a focus on current changes in the field such as the requirement for compilers to accommodate an increasing diversity of architectures and programming languages.

Required Textbooks:

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- Compiler Design: Virtual Machines - 9783642149085

DCS905 - Simulation and Modeling

Complex computing applications are launched system wide only after simulation, modeling and testing have been conducted and the results analyzed. This course addresses fundamental issues in developing those processes and prepares students for their own project simulation or model. Students will be able to describe differences in various methods of central tendency, effectively use a variety of methods for data analysis and demonstrate how different testing variables can affect simulations or models.

Required Textbooks:

- Introduction to Computational Science: Modeling and Simulation for the Sciences, 2nd ed. - 978-0691160719

DCS906 - Automata Complexity Theory

This course is designed to explore the foundations and intricacies of automata complexity theory, exploring the architecture, theory, application, and new possibilities of the topic as it relates to the field of computer science. The theory of computation or computer theory is the branch of computer science, theory, and mathematics that deals with whether and how efficiently a problem can be solved. The field is divided into two major branches: computability theory and complexity theory. This course will introduce theories, terms, and applications relevant in the area of computation as well as require doctoral level research and writing in order to understand the material in the broader context of computer science.

Required Textbooks:

- Automata, Computability and Complexity: Theory and Applications - 978-0132288064

DCS907 - Algorithm Design

This course is designed to explore the foundations and intricacies of algorithm design, exploring the architecture, theory, application, and new possibilities of the topic as it relates to the field of computer science. Algorithm design is a specific method to create a mathematical or theoretical process in solving problems. This course implements exercises to ensure comprehension of algorithm concepts and applications as well as requires research and doctoral level writing on the theoretical problem-solving concepts of algorithm design.

Required Textbooks:

- Algorithm Design - 9780321295354

DCS908 - Computer Ethics

This course discusses IT history, with a focus on cultivating an awareness of current issues and a familiarity with ethics. Student will study the ethical theories used to analyze problems encountered by computer professionals in today's environment. By presenting provocative issues such as social networking, government surveillance, and intellectual property from all points of view, this course challenges students to think critically and draw their own conclusions, which ultimately prepares them to become responsible, ethical users of future technologies.

Required Textbooks:

- Ethics in Information Technology, 4th Edition - 9781111534127

DCS909 - Artificial Intelligence

This course design to study the foundations of Artificial Intelligence in modern environment and to instill an understanding of representations and external constraints with the idea of enabling a student to think creatively. Topics include knowledge representation, search strategies, logical and probabilistic reasoning, learning, natural language understanding, expert systems, and computer vision.

Required Textbooks:

- Artificial Intelligence: A Modern Approach, 3rd Edition - 9780136042594

Doctorate in Education Courses

EDD805 - Educational Leadership and Organizational Behavior

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This course provides a historical overview of educational leadership and organizational behavior, investigating the many useful theories that assist the educational leader and the fundamental processes inherent to effective school administration. Throughout the course, organizational theories are presented within the context of their usefulness in informing practice. Direct relationships and applications are made to the environment of school principals and superintendents. Theories and concepts are explored in the historical context as it is important to recognize the larger social, cultural, and economic forces that influence all organizations, particularly schools.

Required Textbooks:

- Leadership & Organizational Behavior in Education: Theory Into Practice - 978-0137050444

EDD807 - Law, Policy, and Practice in Education

This course is designed to provide educators and others with a broad overview of the legal aspects of the organization, operation, and control of education in the United States. Topics covered include the limits of compulsory education; the relationship between public education and religious institutions and practices; the nature of a constitutional right to education; the adequacy and equity of school funding; the balance between federal control through statutes, like the No Child Left Behind Act, and state control over curriculum; school governance; the rights and responsibilities of students; traditional and novel torts in the educational environment; and the rights and responsibilities of educators.

Required Textbooks:

- Education Law - 978-0-415-62280-6

EDD810 - Education Administration

The purpose of this course is to help practicing and future educational leaders become reflective practitioners dedicated to the excellence of service to others. This course centers on identifying, analyzing, and developing effective methods of administering the human resources function. This course will help those seeking certification and licensure to understand certain ideas and concepts which are usually part of the educational leader's assessment. The main aspects of this course will be to identify major human resource issues, develop an ability to analyze issues confronting educational administrators from a human resources perspective, and to develop a professional approach to solving problems and confronting issues in the practice of human resources leadership.

Required Textbooks:

- Human Resources Administration in Education: A Management Approach, 9th Edition - 978-0137004812

EDD811 - Technology in Education

This course explores how technology can contribute to meaningful learning, achieving deep understanding of complex ideas that are relevant to the lives of students. Emphasis is on the effectiveness of learning supported, technology-based curricula with a focus on history, suggesting models and approaches for teacher professional development required to effectively implement technology in the classroom.

Required Textbooks:

- Educational Leadership and Technology - 978-0-415-80976-4

EDD815 - Psychology of Education

This is a course on modern educational psychology and its application in enhancing the quality of classroom teaching. Each module will focus on one or two major factors affecting the quality of learning and explain how a range of theories and up-to-date research can be applied in the classroom. Cognitive factors, including cognitive development, intelligence, learning styles and thinking skills are covered in detail, and additional influences, including motivational and emotional factors. The final three modules are concerned with professional issues and address the effective use of information learning technology, teacher stress and the conduct and application of educational research. This course is aimed at all training and qualified teachers. It is clear enough to be comprehensible to those new to psychology, teaching, or both—but at the same time, challenging, and up-to-date enough to be of interest to the experienced practitioner; particularly those undertaking higher degrees in education. Finally, we will demonstrate how education research is conducting. Education differs from comparable professions, such as medicine and psychology, in that although there is a thriving field of professional research, it takes place largely in isolation from professional practice. Perhaps most obviously, teachers may wish to use research to evaluate aspects of their own practice.

Required Textbooks:

- The Psychology of Education (2nd Ed.) - 978-0-415-48690-3

EDD816 - Faculty Development

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This course is about organizing and initiating a thoughtful professional development program for new faculty. Faculty Development is for administrators, faculty, and other staff who are involved with the professional development of faculty in the school setting. In particular, it will be useful to individuals working with new faculty. Typical programs for new faculty are limited to orientations around the start of a school year and last from one day to one week. New faculty members should not be a "trial by fire" but rather an intentional developmental process. An academic year allows enough time for the new faculty to be presented with new ideas, practice what they are learning, share what they know and to get acquainted with the culture and systems of the new institution.

Required Textbooks:

- Handbook of Professional Development in Education: Success Models and Practices Pre-K-12 - 1462515215

EDD818 - Continuous Improvement in Education

This course will introduce assessment methods for gauging necessary educational improvements and how these are implemented in a variety of areas across the educational spectrum. This course also provides a focus on technology as an implementation of educational improvement. Students will analyze the use of technology in education and formulate a paper on its implementations, benefits and concerns. This course will reflect on educational improvement from personal, historical, philosophical, legal, and job related perspectives. Texts and research based supplementary reading build the foundational information to strengthen students' preparation for the dissertation process. Through research data gathering, students will have the opportunity to build a framework for learning and analyzing continuous improvement methods in education from a variety of perspectives.

Required Textbooks:

- Looking in Classrooms, 10th Edition - 9780205496785
- Transforming Learning with New Technologies, 1st Edition - 9780131596115

EDD820 - Dissertation I: Dissertation Committee Selection and Research Proposal

EDD 820 is designed to provide students the guidance to select a dissertation research topic, create a research plan and form their dissertation committee. After establishing the committee, students will begin work on Chapter 1 of their dissertation. Chapter 1 serves as the guiding document as it overviews the scope, purpose, nature and intent of the dissertation. At the completion of this course, students will be ready to defend their dissertation proposal.

Required Textbooks:

- Publication Manual of the American Psychological Association, 6th Edition - 9781433805615
- Surviving Your Dissertation: A Comprehensive Guide to Content and Process (4th) - 9781452260976

EDD821 - Dissertation II: Literature Review, Methodology, and IRB Process

EDD 821 is designed to guide students through two integral components of the dissertation process, the literature review and methodology. Under the direction of their dissertation committee, students will frame their dissertation study within the context of the relevant academic literature. Using this knowledge, students will design the methodology of their dissertation study, complete the required ethical training to conduct research, and submit their proposal to the Institutional Review Board. At the completion of this course, students will have finalized Chapters 2 and 3 and will be prepared to conduct their dissertation study.

Required Textbooks:

- Surviving Your Dissertation: A Comprehensive Guide to Content and Process (4th Ed.) - 9781452260976
- Publication Manual of the American Psychological Association, 6th Edition - 9781433805615

EDD822 - Dissertation III: Research and Results

EDD 822 focuses on the implementation of the dissertation study and the analysis of the results. Students will conduct their study with an understanding of key ethical, practical, theoretical and methodological considerations. At the conclusion of the data collection, students will analyze and interpret data in relation to the research questions and theoretical framework. Through this process, students will complete Chapter 4 of their dissertation.

Required Textbooks:

- Publication Manual of the American Psychological Association, 6th Edition - 9781433805615
- Surviving Your Dissertation: A Comprehensive Guide to Content and Process (4th Ed.) - 9781452260976

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EDD823 - Dissertation IV: Conclusions, Oral Defense, and Publication

EDD 823 brings students to the completion of their dissertation journey. Students will complete the final chapter of their dissertation, polish the completed work, and will then organize and facilitate an oral defense of their work. Upon receiving final approval and grade, students will be able to apply for publication as well as their commencement from Aspen University.

Required Textbooks:

- Surviving Your Dissertation: A Comprehensive Guide to Content and Process (4th Ed.) - 9781452260976
- Publication Manual of the American Psychological Association, 6th Edition - 9781433805615

EDD830 - Leadership Theory

The emphasis of this course is on leadership with the focus on the application of leadership concepts and leadership skills. Through the examination of a wide array of different leadership theories, the student will gain knowledge and skills for a plethora of theoretical paradigms and model which can be used to influence others towards positive and lasting change. Working with teams and dealing with the politics and power within an organization are also examined in depth.

Required Textbooks:

- Leadership: Theory, Application, & Skill Development (6th edition) - 978-1285866352

EDD832 - Human Potential and Motivation

This course examines a meaningful and sophisticated understanding of motivation and emotion. Blending motivation and emotion with leadership builds a powerful sense of tolerance and meaning in many domains of life: home, school, workplace, clinical setting, athletic fields, healthcare, and interpersonal relationships. The course will deeply explore individual emotion, mindset, and interventions. A leader can use this knowledge to motivate individuals and evaluate how emotion drives behavior to obtain the best performance out of their employees and relationships in all facets of life.

Required Textbooks:

- Understanding Motivation and Emotion, 6th Edition - 978-1118517796

EDD834 - Creating Strategic Change That Lasts

Creating strategic change that lasts is a fine art of every successful leader. Throughout this course, students will examine what the best leaders do to create an atmosphere where employees in the organization can flourish. The focus is on learning essential behaviors that promote a high energy culture.

Required Textbooks:

- Leading the High Energy Culture: What the Best CEOs Do to Create an Atmosphere Where Employees Flourish (1st Edition) - 978-0071781268
- Leading the Way (1st Edition) - 978-0273776802

EDD836 - Project Management Techniques

Every career today requires both leadership and management. Traditionally, leadership is seen as charting the vision while management provides the execution. Modern day leaders understand that it is more complex than that. Precise and thoughtful management does more than simply execute a collective leadership vision. It creates continuity, organization, and the capacity to understand the systemic objectives ahead. This course ultimately helps to provide guidance in the all-important area of project management and the techniques that support those outcomes.

Required Textbooks:

- Project Management (6th Edition) - 1259420329

EDD838 - Building Successful Organizations that Endure

This course is about the steps that leaders take to create organizations that are fully undergirded in a way that leads to their ongoing sustenance and growth and continued innovation and improvement. This is an essential course in pursuit of highly effective organizations, we know that it is imperative to create cultures of change and to attempt to create organizations that are self-sustaining and highly organized. This course addresses a number of pertinent topics regarding this change dynamic and offers the learner an opportunity to give considerations to theory and instructional practices.

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Required Textbooks:

- Triple Crown Leadership: Building Excellent, Ethical, and Enduring Organizations - 978-0071791502

Early Childhood Education Courses

ECE100 - Safe and Healthy Learning Environments

The purpose of this course is to give students a solid grounding in theory and research so that they will quickly grasp the major tenets of the profession of early childhood education. Through this course students will understand a developmental approach and be able to apply it as you work with children. They will also be able to reflect on your practices, an essential goal and disposition of effective teachers. This course will train students to learn, remember, and feel confident enough to use the principles and concepts identified in the standards of the National Association for the Education of Young Children.

Required Textbooks:

- Introduction to Early Childhood Education: A Developmental Perspective - 978-0131139329

ECE101 - Family, School and Community

Parents are an important feature to this course, and this course suggests that the student expand from child-centered care and education programs to family-centered ones, taking into account that the child always comes to school in a context, a fact that can't be ignored. Urie Bronfenbrenner's ecological model of human development is introduced and discussed in Module 1, to emphasize the numerous influences on children, including families, teachers, schools, communities, and so forth. This course goes beyond mere parent involvement to something bigger and more inclusive. Partnering with parents isn't about simply educating the adults in children's lives or requiring them to become involved in the program. The partnership is a collaboration with shared power and working relationships. Communication skills, which are emphasized throughout this course, are the key to those partnerships. This course examines developmental theory and adds diverse perspectives from a base of solid academics, constructivist theory, and the experiences of the author of the text.

Required Textbooks:

- Child, Family, and Community: Family-Centered Early Care and Education, 6th ed. - 978-0132657143

ECE102 - Skills for Early Childhood Teachers

This course prepares students to work with children in early childhood settings. The materials are based primarily on self-concept, social, guidance, physical, cognitive, communication and creative skills. This course provides ways to help children learn about themselves, provide experiences to be successful, build supportive relationships with children, develop social skills, and learn how to appreciate others. It will also examine indoor and outdoor environments that invite children to move and explore offering opportunities to use their muscles and gain new physical skills. Other content will include understanding their world, building thinking skills, language development, literacy-rich environments, expression through music and movement, and nurturing creativity through art experiences.

Required Textbooks:

- Teaching Young Children: An Introduction, 5th ed. - 9780132657105

ECE103 - Professionalism and Growth in the Early Childhood Field

Whether you are a beginner or a veteran in the field of early childhood, the underlying message is clear: We decide to teach children because we feel that early childhood is one of the most delightful periods in life, because we are intrigued and charmed by the young children's newcomer's perspective on the world, and because we feel well suited to fulfill the early childhood educator's multiple roles. In short, we seek careers in early childhood education because we believe that we can exert a powerful and positive influence on children's lives. Professionalism and Growth in the Early Childhood Field is designed to inaugurate your investigation into the roles associated with the early childhood education profession, and your inquiry into how to grow and develop as a professional in this field.

Required Textbooks:

- Exploring Your Role: An Introduction to Early Childhood Education (4th Edition) - 978-0132310475

ECE108 - Cultural and Linguistic Diversity

This course includes a rationale for interviewing and observing children as a way to understand their behavior, learning, and development and makes connections to the work of major developmental theorists and educational researchers. It provides practical tips for incorporating observations and interview of children into teachers' busy schedules and discusses the analysis of observational data and its uses for

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guiding educational practices (e.g. instruction, cooperative grouping, and parent conferences).

Required Textbooks:

- The New Voices, Nuevas Voces: Guide to Cultural & Linguistic Diversity in Early Childhood Education - 9781598570465

ECE109 - Problem Solving in Early Childhood Education

This course emphasizes the process of developing human potential in all children by consciously applying principles of guidance, a process that is in keeping with the current emphasis on "intentional teaching" in the early childhood field. Those principles are based upon child development theory and research, as well as upon the knowledge, beliefs and values we have gained through many years of experience in our work with young children and their families, with early childhood professionals, and with students preparing for careers with young children.

Required Textbooks:

- A Guidance Approach for the Encouraging Classroom - 978-1133938934

ECE200 - History and Philosophies of Education

In this course we have chosen to emphasize what we consider the key challenge for educators in the twenty-first century—responding to multiple perspectives in a changing world. By multiple perspectives we mean educators must consider, reflect, and respond to divergent ideas drawn from different disciplines of study, different points of view, different experiences, different contexts, and different voices. Students come to this course with perspectives of their own based on unique personal experiences, cultures, and communities. During this course, you will be exposed to other perspectives, values, cultures, and points of view. This course helps you analyze these divergent perspectives through academic disciplines including history, philosophy, politics, sociology, and the law. These new perspectives will interact with your own views and ultimately influence your role as a teacher. This process of analyzing and responding to differences does not end when you enter the teaching profession; different perspectives continue to emerge and your response to them changes as your own unique career path evolves. Multiple perspectives provide points of view that can enhance your own understanding of the changing world. By change we acknowledge the fast-paced world of information that influences you and your experiences. Your identity as a teacher emerges and evolves in response to this unending road of changes. The anchor that we provide in this sometimes chaotic and confusing world is the anchor of reflection and analysis. Throughout this course, we provide numerous opportunities to make sense of the changes in the world, to determine a reflective response to the present, and to adjust your response as new changes emerge. This course also presents a broad perspective of the changing world with a view to a global economy and global citizenship.

Required Textbooks:

- Foundations of American Education: Becoming Effective Teachers in Challenging Times (16th Ed.) - 978-0132836722

ECE201 - Child Development

This course examines the biological, physical, perceptual, moral, and socioemotional nature of development in children from their prenatal beginnings through their early years. Learning objectives include developing an understanding about children's care as well as exploring diversity, careers, and research in child development.

Required Textbooks:

- Child development, 12th ed. - 9780073370637

ECE301 - Foundations of Early Childhood Education

Early childhood education is of concern to everyone who wants to live in an economically sound democracy. Although the early years have been traditionally the domain of early childhood professionals and parents, the rest of the society is beginning now to pay attention to what research has been telling us for a long time: "The first years last forever," as the slogan goes. Early care and education isn't just about preparing individuals for success in life, but also about giving them the kind of experiences that make them productive citizens of a democratic society. In quality early care and education programs, children not only gain the foundations they need for school success and beyond, but they also learn to interact with cooperative ways with others, the basis for gaining a sense of community. A good beginning in a high quality early care and education program can lead to both social and economic benefits and is a great investment for the society to make. It's the kind of investment that will grow from generation to generation. Individuals reap the benefits of this investment and so does society.

Required Textbooks:

- Foundations of Early Childhood Education: Teaching Children in a Diverse Society (6th Ed.) - 978-0078024481

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ECE302 - Children with Special Needs

This course was created with the student of either early childhood or special education, in mind. Whether you are studying to become a teacher of young children with special needs or are an early interventionist with a related background who wishes to develop greater versatility in your chosen field, we have designed this to be a comprehensive resource for you. Young children with special needs are now enrolled in a variety of settings and are served by professionals and paraprofessionals with diverse backgrounds. Our objective now is to present a course that will play a major role in the development of all who serve young children.

Required Textbooks:

- Adapting Early Childhood Curricula for Children with Special Needs (8th Ed.) - 978-0132596787

ECE303 - Language Development

To be an effective teacher of young children, one must have keen powers of observation and be able to determine what activities are appropriate for each child's learning and motivation. A teacher has to know what to look for to determine a child's level of progress and the success of different learning activities and experiences. For example, if you do not know the critical nature of parent-infant interactions established through eye contact, shared reference, and turn-taking, you will miss recognizing the beginning of a child's language development and communicative competencies. If you do not know how to analyze a young child's early attempts at writing by invented spelling, then you will not know how to respond to the writing and how to provide learning activities that will enhance the development of literacy. In writing Language Development, it has been our goal to provide preservice early childhood teachers with a foundation of knowledge they will need to develop classrooms and learning environments where children's language development will be enhanced.

Required Textbooks:

- Language Development in Early Childhood Education, 4th ed - 978-0132867559

ECE304 - Curriculum for Young Children

This course was written for teachers of children from infancy to 8 years of age. It was prepared in response to the need of present and future teachers to understand the role of the child's development in the curriculum. The curriculum discussed is planned for the very youngest child, whether in a child care, private preschool, or public school setting. In this course, attention is given to increased legislation and mandatory testing that affects how teachers are expected to teach young children. The impact of the No Child Left Behind Act (under President George W. Bush) is especially significant today's teachers and children. We will likewise explore national and state goals and standards in the language arts and mathematics with strategies for how these specific standards may be met with appropriate teaching strategies.

Required Textbooks:

- Meaningful Curriculum for Young Children - 978-0135026908

ECE306 - Teaching Strategies in Early Childhood Education

This course provides an overview of teaching strategies from infants to the early elementary grades. It also covers the history and theories of teaching and learning, as well as how to implement these strategies in early childhood programs.

Required Textbooks:

- Fundamentals of Early Childhood Education, 6th Edition - 9780137033874

ECE307 - Early Childhood Research

Our goal in this course was to bring together the best information currently available for developing an integrated approach to curriculum and instruction in the early years of education. We also hope to bridge the worlds of child-care and early education, as well as those of preprimary and primary programs. The result is a course that addresses early childhood professionals-in-training and professionals working in formal group settings with young children from 3 to 8 years old. We realize that early childhood education spans birth to age 8 years; however, we see infancy and toddlerhood as unique ages within this period, requiring specialized knowledge beyond the scope of this course. For this reason, we did not focus on infants or toddlers in our discussions. We believe the information in this course will be valuable to both newcomers to the field and master practitioners. The ideas in this course have been extensively field tested and found to be effective. All are designed to give you a cohesive view of the what, why, and how of developmentally appropriate practices.

Required Textbooks:

- Developmentally Appropriate Curriculum: Best Practices in Early Childhood Education. 5th ed. - 9780131381445

ECE400 - Play and Learning for the Preschool Child

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This course examines the vital importance of play as a developmental tool, supporting all those who work in early childhood education and who care in developing and implementing the highest quality play experiences for young children.

Required Textbooks:

- Play and Child Development, 4th ed. - 978-0132596831

ECE401 - Guiding Preschool Behavior

The philosophy presented in this course is a balanced, child-centered philosophy that addresses the developmental needs and abilities of young children and enables teachers to implement their high standards. The philosophy is called problem solving because it emphasizes children's ability to solve their own problems when they are trusted and encouraged to do so. This course is a practical guide to understanding and using a child-centered philosophy. It contains the basic theoretical information needed to understand problem solving, yet its emphasis is on application, on working with groups of children in day care or preschool on a daily basis.

Required Textbooks:

- Guidance of Young Children, 9th ed - 978-0133427226

ECE402 - Strategies for Classroom Management

This course explores creating and managing a developmentally-appropriate early childhood classroom. Topics include young children's growth and development, long-term and short-term planning, room arrangements, center ideas, and scheduling and management.

Required Textbooks:

- Principles of Classroom Management: A Professional Decision-Making Model, 7th - 978-0132868624

ECE403 - Promoting Literacy in Preschool

This course focuses on how literacy develops in young children and the ways in which educators can encourage the natural emergence of early reading and writing. Whether you are studying to become a teacher of young children or are an early interventionist with a related background who wishes to develop greater versatility in your chosen field, we have designed this to be a comprehensive resource for you. This course has special emphasis on multicultural children's literature and introduces educators to a variety of multicultural children's books. ECEP 403 Provides practical supports and strategies for teachers, such as how to set up a literacy friendly environment, and it provides many suggestions for using classroom materials and centers to support literacy. This course also discusses in detail articles from various professionals in the field, and analyzes a variety of topics that affect the early childhood educator. This course offers an effective approach for teaching early literacy in preschool, and is applicable to most early childhood professionals.

Required Textbooks:

- Early Literacy in Preschool and Kindergarten: A Multicultural Perspective, 3rd Edition - 978-0137056989

ECE405 - Developmentally Appropriate Practices in Preschool and School Age Settings

This course builds on the foundational principles presented in ECEI 409 (Developmentally Appropriate Practices in Infant and Toddler Settings) with an introduction to child development in general but is a course that stands on its own. We will launch into the major material of this course by beginning with development of preschool children (early childhood) and progress on to the time when children are of school age (middle childhood). Assessments of these developmental years are our major foci.

Required Textbooks:

- Developmentally Appropriate Curriculum in Action - 978-0137058075

ECE406 - Quality Programs for Infants and Toddlers

This course combines a child-centered philosophy with problem-solving strategies and a thorough discussion of diversity. This is an ideal introduction to curriculum and care for infants and toddlers. We will cover the ten core principles that are the underlying framework for our studies remembering that respect is an attitude that shows up in behavior. Respectful behaviors on the part of caregivers are the basis of the Ten Principles, which show how respect applies to treating babies as people when changing a diaper, communicating with them, and facilitating their growth, development, and learning. Additionally, honoring diversity and including children with special needs in infant-toddler programs is a strong point of the course along with the latest research in brain development.

Required Textbooks:

- Infants, Toddlers, and Caregivers: A Curriculum of Respectful, Responsive, Relationship-Based Care and Education, 9th ed -

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978-0078024351

ECE407 - Infant and Toddler Mental Health

The factors we will address in Infant and Toddler Mental Health mean that professionals who work with young children with special needs need specialized knowledge, training, and experience. This course provides an excellent overview for the beginning professional. As we look toward the future of early intervention and early childhood special education, the core values and approaches that have long been advocated by early childhood specialists and developmental psychologists will continue to guide the development and evaluation of effective practices in working with both children and families. But in an era of accountability, programs for young children with special needs will increasingly be asked to demonstrate that the services provided result in improved outcomes for children and families.

Required Textbooks:

- Young Children With Special Needs, 6th ed - 978-0133399943

ECE409 - Developmentally Appropriate Practices in Infant and Toddler Settings

This course provides a guide for thoughtful consideration of classroom and caregiver practices in Preschool & School Age settings. The two periods covered in this course are the prenatal period (9 months) and infancy and toddlerhood (birth to 2 years of age).

Required Textbooks:

- Infants and Toddlers: Curriculum and Teaching - 978-0495807865

ECE410 - Bridging: Assessment in Early Childhood Education

This course is designed for students preparing to become (or are) teachers of young children—those from infancy through the primary grades—must be prepared to measure or evaluate children who are in the period of development called early childhood. Tests and other types of assessments designed for young children are different from those intended for children in later grades in elementary school. Because infants and children under age 8 have developmental limitations different from those of older children. This course uses a current textbook that includes discussion of assessment in the early childhood years written from a developmental perspective.

Required Textbooks:

- Assessment in Early Childhood Education, 6th ed. - 978-0132481229

ECE411 - Early Cognition and Education I: The Preschool Years

This course covers observation techniques for assessing child development in the emotional, social, physical, cognitive, language, and creative areas of development. Students will learn methods and techniques for assessing child development supplemented with exercises and study of how to best apply an understanding of early cognition in order to develop a nurturing and beneficial educational setting for young children.

Required Textbooks:

- Cognitive Development: An Advanced Textbook - 978-1848729254

ECE412 - Early Cognition and Education II: The Early Years

This course focuses on early childhood education by examining theories related to development and learning and provides examples of methods and practices best implemented to ensure healthy, well-rounded development of children in the early childhood education setting. This course will also present current education legislation related to testing, assessment and curriculum development and the effect that this legislation has on the early childhood classroom. You will study nutrition, play and the importance of creativity in the classroom with a focus on practices designed to assist children with disabilities. This course will also look at cultural awareness in the classroom and how to be aware of multi-cultural issues in a diverse classroom. You will complete assignments to ensure comprehension of the material presented in the course as well as field activities in the classroom or with children in a variety of settings.

Required Textbooks:

- The Whole Child: Developmental Education for the Early Years, 10th ed. - 978-0132853422

eLearning Courses

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EDU500 - Critical Issues in eLearning Paradigms

This course is designed to examine theories of eLearning and its application in modern learning organizations. The course will also examine how learning at a distance is influenced by technology and how the changing tools of technology are shaping this type of learning. Furthermore, critical, social, cultural, and political issues will also be examined in relationship to the evolution of these variables and their impact on distance learning. In some cases, the opposite is true wherein the capacity to connect can conversely drive these levels of change as well and these implications will be examined.

Required Textbooks:

- Key issues in e-learning: Research and practice - 978-1847063601

EDU505 - Developing Community and Student Engagement in Online Contexts

This course is designed to help learners take the critical steps in designing community in a distance learning environment. The goal of the development of this community is to enhance opportunities for engagement en route to maximizing learning. Participants will explore web based communities of practice and the impact on team and individual learning. Opportunities for strategic application will be examined as well.

Required Textbooks:

- Web-based learning solutions for communities of practice - 978-1605667119

EDU510 - Designing High Impact eLearning Environments

Not all of distance learning environments are the same. In earlier incarnations of distance learning there were fewer distinctions made and learning at a distance simply meant bringing that which was presented in real time to a virtual learning space. Today, we know that the best eLearning environments are highly engaging, have high levels of impact, and create levels of connectivity that inspire deeper levels of learning. This course will focus on techniques for designing digital environments that are impactful and engaging.

Required Textbooks:

- The successful virtual classroom - 978-0814434284

EDU515 - Pedagogical Tools for eLearning

This course is designed to identify tools for virtual pedagogy and begin to establish the sensibility to choose the right tool for the right situation. Clearly, the best instructors in a virtual learning environment have a wide variety of strategies for supporting learning at a distance. This class helps learners to begin to assemble that arsenal and learn to use it effectively.

Required Textbooks:

- eLearning and the science of instruction - 978-0470874301

EDU520 - Adult Learning and the Digital World

This course is designed to take a close look at issues in adult learning and how they are affected by learning with digital tools. There certainly have been a number of learning theories developed over the years that relate to the capacity for adults to establish deeper levels of understanding. This course examines some of those issues in relationship to what it means to work and learn in a digital environment.

Required Textbooks:

- Learning theory and online technologies - 978-0415999762

Health Courses

HTH554 - Pharmaceutical Regulation

The goal of this course is to prepare you to be successful in your endeavor to pass the federal portion of the Pharmacy Boards. For those of you who have been successful in passing the Pharmacy Boards, this course will serve as a reference tool as you advance the practice of pharmacy.

Required Textbooks:

- Title: Pharmacy Law: Textbook and Review, 1st Edition - 9780071486354

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HTH582 - Advanced Concepts in Managed Care

This course explains managed care and insurance roles in the pharmaceutical industry. Students will explore the dynamics and trends of the evolving healthcare system and review managed care's impact on pharmaceutical industry. The course explains the fundamentals of developing and operating a successful managed care pharmacy benefit, and also supplies insightful guidance on professional careers in the field. Students will assess managed healthcare market segments in order to better determine the needs of this customer and to identify the potential business opportunities for their company's brands, and develop strategies for success with the managed care customer.

Required Textbooks:

- Managed Care Pharmacy Practice, 2nd Edition - 0763732400

HTH583 - Pharmacy Management and Leadership

This course focuses on developing leadership, professionalism, and advocacy in the pharmaceutical sales industry. You will explore unique perspectives from leaders in the field who share stories, real life dilemmas, experienced perspectives, and rare career insights. Emphasis is also placed on issues such as personal stress management, finances, customer service, people-management skills, marketing, and value-added services. Numerous models and case studies are provided to solidify the concepts presented.

Required Textbooks:

- Pharmacy Management: Essentials for All Practice Settings, 2nd Edition - 9780071494366

Healthcare Administration Courses

EDN810 - The Nature of Health Care Organizations and Systems

This course examines the organizational structure of healthcare systems. It will assist the student in evaluating resources and competition. Students will learn to create strategic initiatives and add value to an organization. This will be grounded in theories that drive health care organizations in the 21st century. Leaders of health care organizations should be able to conceptualize, initiate, and support organizational change that meets the needs of the business, patient, and employees. Leaders are guided in these endeavors by the National Association for Healthcare Quality (NAHQ) Code of Ethics and Standards of Practice.

Required Textbooks:

- The Strategic Management of Health Care Organizations (7th Edition) - 978-1118466469
- Advances in Health Care Organization Theory (2nd Edition) - 978-1118028858

EDN812 - Legal and Ethical Issues in Health Care Administration

This course reviews the legal impact on a local, state, and federal level for health care organizations. Students will evaluate laws, regulations, and mandates as well as implement effective processes to assure compliance and reporting to a variety of agencies. Students will learn what constitutes the elements of negligence, malpractice, and intentional criminal acts. They will learn how to establish processes for end-of-life issues, informed consent, and root cause analysis for sentinel events. Leaders of health care organizations should understand how personal feelings influence morality and ethics to be able to avoid discriminatory actions toward employees, establish a collaborative relationship with organized labor, and create fair and fiscally responsible contracts with managed care organizations. Leaders are guided in these endeavors by the National Association for Healthcare Quality (NAHQ) Code of Ethics and Standards of Practice.

Required Textbooks:

- Legal And Ethical Essentials Of Health Care Administration (2nd Edition) - 978-1449694340

EDN814 - Nursing Accreditation and Advocacy in the Profession

Nursing Accreditation and Advocacy in the Profession will delve into the rationale, processes, and importance of programmatic accreditation for nursing and nursing programs. Programmatic accreditation is the industry standard for the nursing profession. Understanding the factors, processes, and options for programmatic accreditation guides the nursing professions decisions. The programmatic accreditation process also becomes a critical aspect of nursing leadership and nursing leadership decisions. This course will investigate the programmatic accreditation options, selecting an appropriate accrediting body, discuss the accrediting process, and review the future of programmatic accreditation to nursing.

EDN816 - Financial Management in Healthcare Environments

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This course provides the student with the information and skills to review, understand, and implement basic principles in healthcare finance. The student will also be able to discern the unique aspects of finance in healthcare organization for the management of patient care decisions. Accounting principles, government oversight and healthcare financial management concepts will provide the student with the skills necessary to make informed leadership decisions. This course will assist the student in making sound leadership decisions using financial management as a foundation.

Required Textbooks:

- Financial Management of Health Care Organizations: An Introduction to Fundamental Tools, Concepts and Applications (4th Edition) - 978-1118466568

EDN818 - Innovation and Technology in Health Care

This course is about authentic leadership and how leaders drive innovation in organizations. It will assist future leaders in developing the unique skill set required in the health care environment that exists today. Creativity can be developed for use in both the organization and classroom. Authentic leadership, properly developed, can be intuitive and support innovative environments. This course will also explore technological advances and prepare leaders for the next phases of the digital revolution. Leaders must embrace evidence based practice and understand how to explore innovation in complex systems with theories such as Complex Adaptive System Theory. Leaders need to be able to enact cost saving measures such as Six Sigma and Lean Enterprise Theory. Leaders are accountable to the Code of Ethics of the American College of Healthcare Executives and these will be explored as well.

Required Textbooks:

- Transforming Health Care Management: Integrating Technology Strategies (1st Edition) - 978-0763744502
- Innovation Leadership: Creating The Landscape Of Healthcare (1st Edition) - 978-0763765439

EDN820 - Evidence-Based Practice and Quality Improvement

Evidence-based practice and quality improvement will give the healthcare professionals tools to assess the applicability of evidence-based practice to healthcare delivery. The course will integrate evidence-based results into practice decisions. The student will also synthesize patient outcomes into a quality improvement plan for positive patient outcomes.

Required Textbooks:

- Integrating Quality And Strategy In Health Care Organizations (1st Edition) - 978-0763795405
- Launching and Leading Change Initiatives in Health Care Organizations: Managing Successful Projects (1st Edition) - 978-1118099148

Higher Education Courses

EDH810 - Historical and Legal Perspectives in Higher Education

This course will explore higher education law and critical issues in higher education including the numerous facets of sub-topics that fall under both. These include governance of higher education, sources of higher education law, legal relationships within institutions of higher education, law/policy distinction, and the U.S. legal system as it relates to higher education law. This course will include methodological approaches using a new historical lens and critical examinations of special issues.

Required Textbooks:

- The History of U.S. Higher Education - Methods for Understanding the Past - 978-0415873642
- The Law of Higher Education (5th Edition) - 978-1118036624

EDH812 - Student Affairs and Development in Higher Education

One of the critical areas of higher education administration is student affairs. University and college leaders must understand the characteristics of a student population and be able to create environments that promote learning, safety, socio-emotional health, and inclusion. This course deals with topics related to assessing student learning, establishing positive campus cultures, dealing with crisis on campus, involving community partners, and designing academic intervention plans.

Required Textbooks:

- The Handbook of Student Affairs Administration - 978-0787997335
- Learning Development in Higher Education - 978-0230241480

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EDH814 - Accountability and Accreditation

This course addresses the issue of assessment, accountability, and accreditation. It examines the national context for a culture of assessment and address issues in mission identification and planning. Students will also explore the use of tools to evaluate institutional effectiveness and develop measures to investigate the degree to which student learning is shaped by these dynamics. Clearly, cost is a factor in higher education and program effectiveness is impacted by how these initiatives are conceptualized, executed, and ultimately led. Communication and goal identification are also key points of interest.

Required Textbooks:

- Planning and Assessment in Higher Education: Demonstrating Institutional Effectiveness (1st Edition) - 978-0470400906

EDH816 - Strategic Planning

This course will explore the essence of contemporary strategic planning. Strategic planning today has evolved in terms of process and expected outcomes and this course will investigate both in higher education institutions. All effective leaders need to have a solid, achievable plan that targets the specific outcomes of the organization. This course addresses techniques for implementing strategic planning that will result in a significant impact on the success of the institution.

Required Textbooks:

- The Innovative University: Changing the DNA of Higher Education from the Inside Out - 978-1118063484

EDH818 - Financial Management and Enrollment Development

In this course, the learner will have an opportunity to explore financial planning and the enrollment development process. Both of these aspects of leadership in a modern day educational system are linked. Developing the skills, strategies, and necessary leadership to accurately navigate these ever-changing dynamics creates opportunities for much better outcomes. This course will explore this emergent topic and directly identify mechanisms for developing enrollment goals that drive budget needs.

Required Textbooks:

- Budgets and Financial Management in Higher Education - 978-0470616208

EDH820 - Building Scholarship and Organizational Governance

This course will explore four main components of governance within higher education institutions. In higher education these include: (a) organizational governance, (b) teaching, (c) learning, and (d) research. The sub-topics that will be covered are converting theory to practice, political and cultural issues in higher education settings, the concept of organized anarchy, quality teaching, diversity, assessment, workplace learning, developing research and scholarship, and learning in the digital age. The sub-topics weave into the larger umbrella of the main four topics and all are necessary to be successful in higher education leadership.

Required Textbooks:

- Organizational Theory in Higher Education - 978-0415874663
- Teaching, Learning and Research in Higher Education: A Critical Approach - 978-0415962636

Humanities Courses

HUM100 - World of Art

This course puts the humanities in perspective by discussing the arts and ways of knowing art's main concerns, purposes, and functions. The course also discusses artistic style and how to apply critical skills. This course is designed for students with little or no background in the arts.

Required Textbooks:

- Reality Through the Arts, 8th edition - 978-0205858224

HUM110 - Introduction to Spanish I

This course provides an introduction to basic conversational Spanish. Students will study vocabulary, verb conjugation and sentence structure with a focus on practice of Spanish speaking in real life situations.

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Required Textbooks:

- Hoy Día: Spanish for Real Life, Volume 1, 1st Edition - 978-0-205-75602-5

HUM111 - Introduction to Spanish II

This course continues with basic conversational Spanish. Students will study vocabulary, verb conjugation, and sentence structure with assignments geared towards speaking Spanish in real life settings.

Required Textbooks:

- Hoy Dia! Spanish for Real Life, Volume 2, 1st Edition - 9780205761524

HUM135 - Literary Studies

This course is intended to enrich student learning through their active engagement with ideas in written text. This course provides students with multi-genre reading experiences designed to immerse them in critical and creative thinking as they address problems and issues from multiple perspectives. Students will be encouraged to see language as a way to create meaning in their lives and to see themselves as writers with a purpose and an audience.

Required Textbooks:

- Reading Literature and Writing Argument, 4th Edition - 9780205766420

HUM140 - Introduction to Ethics

This course provides students with an opportunity to study and appreciate diverse ethical positions different from those they may have been acculturated into. Topics studied include issues such as abortion, euthanasia, racial discrimination and injustice as well human rights, war and violence, gender issues and human cloning. This course is designed to use current ethical issues as a means to help students think critically about ethical issues in the real world.

Required Textbooks:

- Basic Ethics, 2nd Edition - 9780136006558

HUM155 - American History I

This course covers American history from the 1500s to post Civil War Reconstruction. You will study a diverse range of cultures from these time periods and how migrations, social and economic changes and interactions between cultures have shaped the history of America. You will study the shifting frontiers and political landscapes of the land before and after the Revolution and examining associated patterns to form a big picture of the historical story of America.

Required Textbooks:

- Out of Many A History of the American People, Vol. 1. (8th Ed.) - 978-0205962488

HUM156 - American History II

Part II of American History covers the rise of industrial America, up to the post-cold-war era. The course visually represents complex and controversial decisions and underscores that historical events were contingent on human agency, and not inevitable. Topics include New York's decision to ratify the Constitution, female suffragists' decision to withhold support for the Fifteenth Amendment, and President Truman's decision to drop the atomic bomb on Japan. It also presents students with excerpts from key primary source documents to exemplify conflicting visions of America. This feature helps students to recognize that Americans have always debated the course of action their country should take to remain true to its founding principles.

Required Textbooks:

- Out of Many: A History of the American People, Volume II, 5th Edition - 9780136015666

HUM157 - World History

This course and accompanying readings interweave two stories: the story of our interactions with nature and the story of our interactions with each other. The environment-centered story is about humans distancing themselves from the rest of nature and searching for a relationship that strikes a balance between constructive and destructive exploitation. The culture-centered story is about how human cultures have become mutually influential and yet mutually differentiating. Both stories have been going on for thousands of years and will provide a

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well-rounded course in world history.

Required Textbooks:

- The World: A History, Volume I - 9780205759316

HUM410 - Academic Success: Strengthening Scholarly Writing

This undergraduate-level course acclimates students to the academic community by developing and refining the knowledge and skills needed to read and critically analyze scholarly texts, write essays of increasing complexity, and practice stages of the composing process. Students are introduced to principles of effective written communication and critical reading, with a focus on invention, drafting, revising, editing, and self-assessment of written scholarly work. While a number of citation and formatting styles exist in scholarly writing, this course focuses on application of the basic rules of the American Psychological Association (APA) style.

Required Textbooks:

- Publication manual of the American Psychological Association (6th Ed.) - 9781433805615
- A sequence for academic writing (5th Ed.) - 9780205172887

Management Courses

MGT215 - Customer Relationship Management

This course explores the aspects and impacts of CRM. It examines how Web 2.0 technologies and social media tools are being woven into CRM strategies. The course identifies the new business models being used by the most successful companies and also provides guidance on how other companies can and should adopt these innovations. Students will explore companies that are providing the best tools, provide various recommendations and insights and present insightful interviews with industry leaders on how to establish and maintain customer relationships.

Required Textbooks:

- Customer Service - A Practical Approach (6th Ed) - 978-0-13-274239-9

MGT240 - Operations Management

This course examines recent developments in operations management including revenue management, bullwhip effect, supply chain coordination and manufacturing flexibility. Quantitative topics are explained using real-world examples with data from actual companies. It introduces the topics including process flow, estimating, labor costs, batching, the impact of variability, projecting uncertain demand, reactive capacity, risk pooling and others.

Required Textbooks:

- Operations Management (10th Ed.) - 9780136119418

MGT414 - Principles of Management

This course trains on managing in the new competitive landscape, how business operates on a global scale, what types of technology is advancing online and offline, and managing for competitive advantage through environmental analysis and responding to the environment. The functions of management are demonstrated in eight modules and cover every management topic from the foundational theories and paradigms to ethics, strategic planning, the management of human resources in a diverse workforce, and of course, leadership, teamwork, and entrepreneurship.

Required Textbooks:

- M: Management, 3rd Edition - 978-0078029523

MGT424 - Leadership in Organizations

This course provides a basic foundation of skills needed to equip students for future leadership activities. It introduces the history, philosophy, theories, and concepts of leadership and its relationship to the management of organizational change. Students identify and hone their own personal characteristics that will help them develop into effective leaders.

Required Textbooks:

- Leadership in Organizations, 8th ed. - 000-0132771861

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MGT464 - Organizational Behavior

This course focuses on the people in the organization and how they work and behave in the work environment. It examines the behavior of individuals, the dynamics of teamwork, the processes of small groups, decision-making, problem-solving, conflict management, and ways to eliminate barriers to effective communications within the workplace.

Required Textbooks:

- Organizational Behavior, 15th ed. - 978-0132834872

MGT474 - Fundamentals of Project Management

This course introduces students to the fundamental elements of effective project management. In the context of the typical project life cycle, the required tools and techniques used to plan, measure, and control projects and the methods used to organize and manage projects are presented.

Required Textbooks:

- Project Management in Practice, 5th ed - 978-1118674666

MGT494 - Strategic Management

Strategic management is designed to help students effectively guide an organization toward a profitable and dynamic future. This course provides students with a formal method of defining the organization's purpose and aligning the entire business to achieve corporate goals. It also examines emerging technologies in information processing as an important element of strategic planning.

Required Textbooks:

- Strategic Management: Concepts - 978-0077645069

MGT500 - Management

Management provides a solid foundation for facing the challenges of a rapidly changing and highly competitive business environment. This course introduces the fundamental management functions of planning, decision-making, organizing, leading, and controlling, as well as the tools and techniques of managing people, processes, projects, and the work environment. Students explore current issues in management and gain insights into how successful organizations operate.

Required Textbooks:

- Modern Management: Concepts and Skills, 12th Edition - 9780132176316

MGT502 - Sales Force Management

To function effectively as managers, students must know how salespeople perform their jobs. This course covers the concepts and applies the theories associated with managing a sales force. It is designed to help students learn sales management concepts and to apply them to solve business problems in their industry.

Required Textbooks:

- Management of a Sales Force, 12th Ed. - 007352977X

MGT505 - Managing in an Age of Information Technology Change

This course investigates the challenges that fast-paced frequently-changing IT environments present to managers. Students will examine factors that are common to most IT departments, symptoms of IT-related problems, the characteristics of software projects, and the challenges of managing IT personnel and IT projects. Students will develop the skills managers must possess to successfully manage IT projects.

Required Textbooks:

- Management Information Systems - 978-1118443590

MGT514 - Human Relations Management

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This course is designed to assist students in becoming more effective in professional as well as personal life through the development of human relations skills. Emphasizing different aspects of human relations, this course covers such topics as career advancement, developing good work habits, and managing stress and personal problems. This course is ideal for managerial, professional, and technical workers who want to improve workplace and personal relationships.

Required Textbooks:

- Human Resource Management, 10th ed. - 978-0073137117

MGT520 - Quantitative Analysis

Welcome to Quantitative Analysis. This course provides you with the background for using a broad array of powerful analytic tools to make business decisions. The skills you acquire and sharpen in this course will enable you to make recommendations regarding key business decisions based on the application of quantitative models. In addition, these skills will also enhance your ability to communicate and to reason in work, academic, and personal situations. By learning which methods are appropriate to a given situation and by becoming familiar with the assumptions associated with each method, you will be able to evaluate the quality of business proposals made by others. The abilities and knowledge to be gained from this course will help you become a better-skilled decision maker and problem solver. A key ability is to use mathematical programming to make or confirm decisions instead of relying on rules of thumb, opinions, and expert judgment.

Required Textbooks:

- Quantitative Analysis for Management, 10th ed. - 978-0136036258

MGT570 - Advanced Strategic Management

Advanced Strategic Management is designed to help students effectively guide an organization toward a profitable and dynamic future. This course provides students with a formal method of defining the organization's purpose and aligning the entire business to achieve corporate goals. It also examines emerging technologies in information processing as an important element of strategic planning.

Required Textbooks:

- Strategic Management: Formulation, Implementation, and Control, 12th ed. - 978-0-07-813716-7

MGT590 - Advanced Organizational Behavior

Today, businesses run on hardware, software, and human capital more than ever before. This course focuses on the people in the organization and how they work and behave in the work environment. It examines the behavior of individuals, the dynamics of teamwork, the processes of small groups, decision-making, problem-solving, conflict management, and ways to eliminate barriers to effective communications within the workplace.

Required Textbooks:

- Organizational Theory, Design, and Change, 7th ed. - 9780132729949
- Organizations: Structures, Processes and Outcomes, 10th ed. - 978-0132448406

MGT645 - Project Management Essentials

Project Management Essentials introduces the fundamental elements of effective project management and provides students with the opportunity to apply these elements using exercises and examples based on real-time projects. The tools and techniques used to plan, measure, and control projects, as well as the methods used to organize and manage projects, are also discussed. If you intend to certify as a Project Management Professional (PMP®), initiate contact with the Project Management Institute at www.pmi.org and/or your local PMI® chapter.

Required Textbooks:

- A Guide to the Project Management Body of Knowledge, 5th Edition - 9781935589679
- Microsoft Project 2010: Step-by-Step - 9780735626959
- Project Management in Practice, 5th Ed - 978-1118674666

MGT646 - Project Management Organizational Framework

Project Management Organizational Framework covers principles and practices presented in the Project Management Body of Knowledge (PMBOK® Guide) developed by the Project Management Institute (PMI®) Standards Committee. This guide addresses such organizational and structural issues as scope, time management, human resource planning, and project communications, and serves as the foundation for

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the project manager certification areas of competency.

Required Textbooks:

- A Guide to the Project Management Body of Knowledge, 5th Edition - 9781935589679
- Project Management: A Systems Approach to Planning, Scheduling and Controlling, 11th Edition - 9781118022276

MGT647 - Project Management Integration Framework

PMIF completes the topics presented in the Project Management Institute's Project Management Body of Knowledge and includes project cost, quality, procurement, and risk management. Continuing the work from PMOF®, PMIF® provides students with additional opportunities to apply these concepts using real-life exercises and examples. Special consideration is given to preparing students for the Project Management Professional (PMP®) certification exam.

Required Textbooks:

- Project Management: A Systems Approach to Planning, Scheduling and Controlling, 11th Edition - 9781118022276
- A Guide to the Project Management Body of Knowledge, 5th Edition - 9781935589679
- Project Management Case Studies, 4th Edition - 9781118022283

MGT649 - Information Technology Project Management

In today's fast-paced and dynamic environment, innovative information technology and system development projects are critical to many companies' success. The emphasis on such projects creates greater demand from senior management to deliver quality information technology projects on time, within budget, and which add functionality and value to their customers and clients. IT Project Management will teach the project manager how to integrate sound project management principles in the information technology project's development profile in order to assure every aspect of the project is under control and delivers the technical objectives. This course will also cover the IT project's life cycle from initiation through closeout and address all the components of project management as they relate to IT projects, based on the Project Management Body of Knowledge (PMBOK) as defined by the Project Management Institute (PMI).

Required Textbooks:

- Information Technology Project Management, 6th Edition - 978-1111221751
- A Guide to the Project Management Body of Knowledge, 4th Edition - 9781933890517

Masters in Education Courses

MED700 - Integrating Technologies Across the Curriculum

This course provides practical skills to meaningfully incorporate technology into the classroom in order to enhance students' understanding of the curriculum. Students will create a portfolio; examine internet resources and evaluate educational software.

Required Textbooks:

- Integrating Educational Technology into Teaching, 6th Edition - 978-0132612258

MED705 - Research on Effective Teaching

This course is a research based course that will require students to survey the research literature on effective teaching and schools. Research in a particular area, on-site observations in a school setting, and post-observation and analysis of observed teaching and learning will be examined and compared to what the literature reveals is "best practices".

Required Textbooks:

- Visible Learning for Teachers: Maximizing Impact on Learning - 978-0-415-69015-7
- Classroom Instruction That Works: Research-Based Strategies for Increasing Student Achievement, 2nd edition - 978-1416613626

MED710 - Multidisciplinary Foundations of Education

This course will give students an opportunity to study the dynamic and continuing impact of social, political, and economic forces on American education. Students will be introduced to the historical evolution of the public schools to help them identify important social issues that can have an impact on the educational system. Students will be required to complete a major research paper.

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Required Textbooks:

- American Education, 16th Edition - 978-0078024511

MED720 - The Instructional Role of Assessment

The purpose of this course is to explore how accountability system standards, relevant, engaging curriculum, and valid assessments all fit together to increase student achievement. The process of interdisciplinary, standards-based instruction and assessment will be discussed in depth.

Required Textbooks:

- Creating Standards-Based Integrated Curriculum, 3rd Edition - 978-1452218809

MED725 - Classroom Environments and Management

Two current forces are converging to invest classroom management with greater importance. The first is the increasing number and levels of disruptive student behaviors occurring in the classroom. The second is pressure of high stakes testing which has resulted in student disappointments, being left back, and failures to graduate. What can be done will be addressed in this survey and examination of classroom management techniques.

Required Textbooks:

- Practical Classroom Management (2nd Ed.) - 978-0-13-336705-8

MED730 - Curriculum Development, Implementation and Evaluation

The purpose of this course is to study the process of curriculum development from the planning stages to implementation and ultimately evaluation. This course will examine the foundations of curriculum, the principles used in designing and applying curriculum, and the current educational, policy and social issues that impact the curriculum field.

Required Textbooks:

- Curriculum: Foundations, Principles, and Issues, 6th Edition - 978-0132678100

MED740 - Ethics and Educational Law

Ethics and Educational Law will deal with the legal obligations and ethical responsibilities of educators. The course will present an overview of the general topics most commonly experienced by educators including student privacy, gender and disability law, constitutional rulings on prayer and religious expression, discipline, and reporting issues. The rights of teachers, students, and school administrators will be discussed within the context of new Supreme Court Rulings.

Required Textbooks:

- American Public School Law, 8th Edition - 978-0495910497

MED750 - Introduction to Online Learning and Internet Research

This course will provide you with an opportunity to learn about online learning, teaching, integration, and research issues. You will learn to use online content, develop critical thinking skills, and to formulate effective search strategies in order to research and document valuable and current resources. You will exploit a variety of Internet- and Web-based discussion and information-sharing tools. You will also integrate best practices of content authentication and validation into your research techniques. Throughout the course, you will examine various strategies for locating, evaluating, citing, and applying information resources in the research process and for use in the classroom. You will also examine issues such as privacy and security.

Required Textbooks:

- E-Learning: Strategies for Delivering Knowledge in the Digital Age - 9780071362689
- Teaching and Learning at a Distance: Foundations of Distance Education, 4th Edition - 9780135137765

MED751 - Instructional Design

The purpose of this course is to study the fundamental principles of instructional design, not just as a means of instructional delivery, but as a system for diagnosing and remediating human performance problems. This course will examine the foundations of instructional design,

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and focus on models that reflect the instructional design process.

Required Textbooks:

- The Systematic Design of Instruction (8th Ed.) - 978-0-13-282485-9

MED752 - Multimedia for Educators

This course concerns the integration of multimedia with education. Students in this course acquire the knowledge and skills necessary for using multimedia to actively engage their students in learning, and create enthusiasm for class curriculum and instruction. This course presents the fundamental concepts and techniques required for working with multimedia, and solutions for common multimedia pitfalls. Students learn how to use current technology to combine multimedia elements for the effective delivery of educational content.

Required Textbooks:

- Multimedia Projects in Education: Designing, Producing, and Assessing, 4th Edition - 978-1598845341

MED753 - The Wired School: Emerging Technologies

This graduate-level course provides an in-depth discussion of both the theories and application of technology in the classroom. Educational technology can enrich and enhance instructional experiences for both the teacher and the learner. This course explains, on many levels, how educational technology can provide resources for teachers and students and opens the door to more comprehensive learning as well as extends the learning process. This course examines the latest hardware and software that is enabling new technologies in the classroom, but we will also explore the idea that the very structure of education needs to be examined in light of these new technological tools.

Required Textbooks:

- Teaching and Learning with Technology, 5th Edition - 978-0132824903

MED760 - Emotional Intelligence and Academic Achievement

This course examines the significance of social-emotional learning in the classroom. This course is for educators and designed to provide answers based on existing best feasible practices. We use the word feasible because the emphasis has been on selecting approaches that have been used successfully in many places for a long time, both before and after NCLB (No Child Left Behind). This course will show you how to bring emotional intelligence (EI) or social-emotional learning (SEL) into classrooms in ways that enhance academic achievement, from elementary grades through Grade 12. It is designed to illuminate the connection between soul, heart, and mind. SEL/EI restores and reaffirms the value of teachers as creators of learning momentum and links education with the larger social world and set of social responsibilities that children will encounter as adults. After taking this course, you will be familiar with the field of SEL, its rationale, how it supports and enhances academic achievement and other areas of school improvement, and best practices in the field as exemplified through acclaimed SEL programs and approaches. Through the discussion of different forms of teacher preparation to carry out SEL, you will be able to identify areas in which your own SEL-related skills or those of colleagues might be further developed.

Required Textbooks:

- Coaching Emotional Intelligence in the Classroom - 978-0-415-57779-3

MED761 - Curriculum Mapping and Assessment Data

This course provides students with detailed coaching on using curriculum mapping and assessment analysis to evaluate student achievement. Traditionally, student achievement gaps have been identified using parallel assessment and evaluation of curriculum development and management processes. In this course, students will learn how to employ reports generated from curriculum mapping software to create meaningful consensus on how to create a learning environments full of possibility and engagement.

Required Textbooks:

- Curriculum Leadership: Readings for Developing Quality Educational Programs (10th Ed.) - 978-0132852159
- Interweaving Curriculum and Classroom Assessment: Engaging the 21st Century Learner - 9780195447484

MED762 - Schools and Leadership

This course examines the significance of effective leadership to the successful administration of schools and colleges. Educational leadership now involves confronting complex social issues such as educational equity, inclusion and diversity. Strong leaders are required for implementing changes that will bring about social and educational justice. There are no blueprints for the best way to prepare and develop leaders in education; however, this course presents a broad range of expert analysis from the education field, and will stimulate meaningful debate about leadership concepts among students and educational administrators.

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Required Textbooks:

- School Leadership and Administration: Important Concepts, Case Studies, and Simulations (9th Ed.) - 9780078110269

MED763 - Academic Portfolios

This course provides an in-depth examination of the principles of using academic portfolios for authentic assessment. The richness of the portfolio as a valuable assessment tool in schooling has become evident to educators in the United States and throughout the world. As academic portfolios have been introduced, implemented, and modified in classrooms, they have been defined and redefined as a container of evidence about and for student achievement. This course will address the importance of portfolios and e-portfolios in the academic lives of students and teachers. It will provide the student with an understanding of the various definitions of print and e-portfolios, and will promote understanding of the location of portfolios at the intersection of student evaluation and assessment.

Required Textbooks:

- How to Assess Authentic Learning (5th Ed.) - 9781412962797
- How to Develop a Professional Portfolio: A Manual for Teachers (6th Ed.) - 978-0133101171

MED780 - Leadership Basics

The purpose of this course is to explore the definition and application of strategic leadership. The course will examine the conceptual foundations of strategy as a leadership skill, discuss the practice of strategy, relate the components of an effective strategy, and evaluate the limits and possibilities of strategic leadership.

Required Textbooks:

- A Guide to Effective School Leadership Theories - 978-0-415-89950-5

MED781 - Educational Innovation

In order to be a transformational leader, one who is competent as an agent of change, one must first be transformed as an educator and person. Leaders must format creative ways to deliver education and become prepared to take ownership as a leader. Teachers are being given the opportunity to create and work in new educational environments. These opportunities increase the responsibility level of teachers and also lead to new skills necessary for leadership. Participants will experience personal reflection about who they are, why they are educators, what they hope to accomplish, and begin setting new professional goals as teacher-leaders. Participants also will read and discuss the history of American education reform in order to create a personal and professional philosophy for leadership and reform. Readings, reflection, discussions, and experiences will be used to help participants work through their rationale and begin developing a personal philosophy and the skills to become a transformational leader.

Required Textbooks:

- Organizational Behavior in Education: Leadership and School Reform, 11th ed. - 978-0-13-348903-3

MED782 - Shaping School and Community Cultures

The purpose of this course is to review significant issues in the field of educational leadership. Public education has only recently come to realize the central role instructional leaders play in the success of schools. This course will offer insights and examples of how to build a positive, caring, and intellectually challenging culture.

Required Textbooks:

- The Jossey-Bass Reader on Educational Leadership, 3rd Edition - 978-1118456217

MED783 - Communicating and Framing Leadership Issues and Decisions

The goal of this course is to treat leaders as managers of the meanings of their world. In particular, the course introduces leaders to the skill of framing, which is not in-born but can be taught. Based on extensive research and questionnaires, framing situations, strategies and tools can be identified, analyzed and communicated. This course examines not only the nature of leadership in decision making, but also the role of communication as an integral component of effective leadership.

Required Textbooks:

- Leadership Communication, 4th Edition - 9780073403205

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Mathematics Courses

MAT125 - Critical Thinking

This course prompts students to question their own assumptions and to enlarge their thinking through the analysis of the most common problems associated with everyday reasoning. Three main concepts include the fundamentals of critical thinking, common barriers to critical thinking, and strategies for overcoming those barriers. Critical Thinking outlines persuasion through rhetoric and understanding the details of deductive and inductive argumentation and logic. Further, students delve into causal explanation, explanatory adequacy and forming hypotheses. Major perspectives in moral reasoning, consequentialism, legal morality, religious relativism and religious absolutism are covered along with virtue ethics.

Required Textbooks:

- Critical Thinking, 10th ed. - 978-0078038280

MAT130 - Concepts of Fundamental Mathematics

Concepts of Fundamental Mathematics will be a review of fundamental math concepts for some students and may break new ground for others. Students of all backgrounds will be delighted to find an approach that appeals to all learning styles and reaches out to diverse demographics. Through down-to-earth explanations, patient skill-building, and exceptionally interesting and realistic applications, this course will empower students to learn and master mathematics in the real world.

Required Textbooks:

- Basic College Mathematics, 4th ed. - 978-0073384382

MAT180 - Statistics

This course is designed to provide students an overview of the field of statistics and its many applications. This course is applications oriented and written with the needs of the non-mathematician in mind. Although the course is applications-orientated, we have taken care to provide a sound methodological development and to use notation that is generally accepted for the topic being covered. Students will find that this course provides a good preparation for the study of more advanced material.

Required Textbooks:

- Essentials of Business Statistics, 4th ed. - 978-0073401829

MAT200 - Principles of Accounting I

The purpose of accounting is to provide a means of recording, reporting, summarizing, and interpreting economic data. In order to do this, an accounting system must be designed. A system design serves the needs of users of accounting information. Once a system has been designed, reports can be issued and decisions based upon these reports are made for various departments. Since accounting is used by everyone in one form or another, a good understanding of accounting principles is beneficial to all. Accounting is concerned with the design, interpretation of data, and the preparation of financial reports. Three forms of business entities exist: 1) sole proprietorship, 2) partnership, and 3) corporations. Corporations have the unique status of being a separate legal entity in which ownership is divided into shares of stock. A shareholder's liability is limited to his/her contribution to capital. Whenever a business transaction is recorded, it must be recorded to accounting records at cost. All business transactions must be recorded. All properties owned by businesses are assets. All debts are liabilities. The rights of owners are equity.

Required Textbooks:

- College Accounting, 12th ed - 978-0132772068

MAT201 - Principles of Accounting II

A continuation of Principles of Accounting I, this course extends the accounting principles and procedures to corporate accounting. Budgeting, managerial accounting, and automated accounting systems are introduced.

Required Textbooks:

- College Accounting, 12th ed - 978-0132772068

MAT245 - Personal Finance

This course provides comprehensive coverage of personal financial planning in the areas of money management, career planning, taxes,

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consumer credit, housing and other consumer decisions, legal protection, insurance, investments, retirement planning, and estate planning. The goal is to teach the fundamentals of financial planning so students can make informed choices related to spending, saving, borrowing, and investing that lead to long-term financial security. Provided financial planning tools help identify and evaluate choices as well as understand the consequences of decisions in terms of opportunity costs.

Required Textbooks:

- Personal Finance, 11th ed - 978-0077861643

MAT350 - Quantitative Methods

The quantitative approach involves using numbers to help define, describe, and resolve a wide range of business problems. Quantitative Methods is an overview of statistical techniques used in business decision-making. Students examine research design, statistics, data analysis, and research methodology.

Required Textbooks:

- Business Statistics, 6th ed - 978-0132807265

MAT444 - Finance for Managers

This introduction to corporate financial management and investments provides the framework, concepts, and tools for analyzing financial decisions by applying the fundamental principles of modern financial theory. Major topics include the time value of money and capital budgeting.

Required Textbooks:

- Essentials of Corporate Finance, 8th ed - 978-0078034756

Medical Management Courses

MM100 - Contemporary Issues in Health Care

Contemporary Issues in Health Care introduces students to the skills they need to become competent and productive health care workers throughout their careers, with a strong emphasis on employability skills such as teamwork, effective communication, professionalism, and medical ethics. The course also introduces the terminology, concepts, and elements students need to gain employment as health care professionals supporting administrative and clinical functions.

Required Textbooks:

- Health Science Fundamentals - 9780136059929

MM105 - Pharmacology

This course offers content in pharmacology which meets the needs of the allied health student. The focused approach of this course provides students with the perfect blend of content and practical exercises which promote understanding of pharmacology concepts. A focused approach introduces the history of pharmacology, discussing the legal and ethical principles involved, illustrating drug administration techniques, reviewing math, and explaining drug calculations.

Required Textbooks:

- Basic and Clinical Pharmacology - 9780071604055

MM110 - Insurance and Healthcare Reimbursement

This class provides students with the knowledge and skills needed to work in a variety of medical billing and coding positions in the medical field. It covers the foundations of insurance, billing, coding and reimbursement. Students learn not only the submission of claims to the insurance carrier but reviewing medical records, verifying patient benefits, submitting a secondary claim, posting payments and appealing the insurance carrier's decision.

Required Textbooks:

- Comprehensive Health Insurance: Billing, Coding, and Reimbursement - 9780132368155

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MM120 - Healthcare Information Systems

This course provides an overview of how information technology is used in healthcare, how it has affected traditional techniques, practices, and devices, and ways healthcare professionals can continue to learn and prosper alongside advancing technology. The course covers how computers and other forms of technology have been used in medical offices up until the present day, as well as cutting-edge ideas and techniques that are just beginning to gain popularity.

Required Textbooks:

- Information Technology for the Health Professions, 4th ed. - 978-0132897648

MM125 - Healthcare Finance

In this course, students will study the writings of Doug Perednia in order to examine the healthcare system today, how it is currently run, financed, and implemented. This course encourages students to critically assess the structure and financial implementation of the current healthcare system as well as consider alternatives to the current system. This course will prove invaluable for students seeking careers or currently working in the healthcare system as thinking critically about ongoing healthcare reform and the effects that it has on patients and workers will be an integral part of any healthcare professional. Supplementary readings will present a variety of perspectives on the healthcare finance issue.

Required Textbooks:

- Healthcare Information Management Systems: Cases, Strategies and Solutions - 978-1441923509

MM130 - Healthcare Writing and Communications

This course focuses on the writing needs of students in allied health fields. Proofreading and revision exercises help develop critical thinking skills in writing and a keen eye for written work. The course reviews basic writing concepts but also builds knowledge specific to communication in healthcare fields.

Required Textbooks:

- Writing Basics for the Healthcare Professional - 9780835953191

MM205 - Principles of Health and Disease

This course is a comprehensive survey of common diseases affecting each body system. This class presents the basic principles of human disease, organized by human organ system. Included in the course are new diagnostic tests and lab procedures, treatment and diagnostic sections to include common treatments and general medical options, coverage of disease statistics, risk factors for diseases and disease prevention.

Required Textbooks:

- Human Diseases: A Systemic Approach, 7th Edition - 9780135155561

MM210 - Medical Transcription

This course provides a glimpse into the practice of transcribing in each medical specialty with transcription tips which offer handy suggestions to increase accuracy. The course provides exercises which relate specifically to the dictations and are designed to develop critical thinking and problem solving skills in the students.

Required Textbooks:

- Medical Transcription, Fundamentals and Practice, 3/e - 9780131881433

MM305 - Health Perspectives and Assessment

This class includes extensive coverage of the administrative medical assisting profession including the history of the profession, the responsibilities of the medical assistant, responding to emergencies in the medical office, medical practice finances, and career strategies for the medical assistant.

Required Textbooks:

- Administrative Medical Assisting, Foundations and Practices (2nd Edition) - 9780133430653

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MM310 - HIPAA and Electronic Health Records

This course prepares students to understand and use electronic records in a medical practice. The material is designed to train future users of EHR programs to document patient exam, diagnosis, orders, and coding. The course focuses on the importance and implementation of electronic record keeping. The impact of HIPAA rules is examined from the perspective of patients and providers.

Required Textbooks:

- Electronic Health Record, Understanding and Using Computerized Medical Records, 2/e - 9780132499767

MM315 - Legal Aspects of Health Care Management

The course provides essential legal and ethical principles for healthcare careers. It provides a foundation of all the essentials including the legal system, the patient/physician relationship, professional liability and medical malpractice prevention, public duties of the physician, workplace law and ethics, the medical record, confidentiality, bioethical issues, and HIPAA.

Required Textbooks:

- Medical Law and Ethics, 4th ed. - 978-0132559225

MM320 - Healthcare Policy and Economics

This undergraduate-level course focuses on how healthcare policies, financial issues, regulations, legislative actions, businesses, healthcare providers, and other stakeholders influence healthcare in the United States and the world. Students will develop a solid understanding of the broader context of healthcare, including how patient care services are organized and financed, and how reimbursement is structured. Students will learn how healthcare policy is both developed and changed, and how that process can be influenced by healthcare professionals as well as lay and special advocacy groups. Students will be encouraged to participate in the political process and advocate for patients, families, communities, their profession, and changes in the healthcare system as needed. Advocacy for vulnerable populations with the goal of promoting social justice is discussed.

Required Textbooks:

- Policy and politics for nurses and other health professionals - 9780763756598

MM405 - Medical Office Management

This course focuses on what office managers actually do on the job. The material systematically explores the full range of office management topics-office environment, employees, systems, and functions. The course examines selecting, supervising and motivating employees. The analysis of job duties and performance are also covered.

Required Textbooks:

- Administrative Office Management: An Introduction, 8th ed. - 9780131245105

MM410 - Healthcare Careers

With a focus on professional involvement, this course shows all health care students how they can be more engaged in their profession. Taking a how-to approach, it clearly outlines the types of professional activities that develop one's professional identity with a special focus on life after college. The course utilizes action-oriented assignments and address professional behaviors, professional organizations, workshops, seminars, conferences and community involvement in order to provide students with a foundation of knowledge to better help them develop the career they seek in healthcare.

Required Textbooks:

- Career Trek: The Journey Begins - 9780131193048
- Resumes for Health and Medical Careers - 978-0071545358

MM415 - Healthcare Ethics

This class applies critical thinking tools to medical ethics readings, and explains the dialogue which is formed by the readings and clarifies how the various thinkers respond to one another in a common discussion. The course's unified approach offers a critical thinking pedagogy to pull the many ethical perspectives together. The class examines moral theory and illustrates critical thinking tools.

Required Textbooks:

- Meaningful Work: Rethinking Professional Ethics - 978-0195133257

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- Legal and Ethical Issues for Health Professionals - 978-1449672119
- The Miniature Guide to Critical Thinking: Concepts and Tools - 978-0944583104

Natural and Physical Science Courses

NPS100 - Introductory Biology

This course provides a foundation of factual knowledge about biology in order to help students build a cognitive framework for critical scientific thinking. Students will learn key biological terms and theories and exhibit understanding of these terms through assignments that incorporate case studies, essays and ethics questions concerning current biological issues.

Required Textbooks:

- Biology: Life on Earth, 9th Edition - 9780321598479

NPS105 - Introduction to Alternate Energy

This course is an introductory course covering a wide spectrum of alternative energy sources. At the end of this course, the students will be able to demonstrate a general level of understanding of renewable energy technologies; solar, wind, tidal, wave geothermal etc. An appreciation of the socio-economic issues associated with the widespread use of renewable energy will also be gained. The students will develop specific skills necessary to assimilate scientific and engineering concepts, to model these concepts mathematically and to form a rigorous solution, along with the ability to assess the practical limitations of such solutions.

Required Textbooks:

- Renewable Energy: Power for a Sustainable Future, 3rd ed. - 978-0199545339

NPS110 - Survey of Chemistry

This course is designed to help students learn chemical skills and concepts by studying the connection between key concepts and key problem-solving skills through critical thinking. Basic math and problem solving skills will be covered in order to lay a foundation for the study of a variety of diverse chemistry concepts including the periodic table, chemical bonding, and stoichiometry of gases.

Required Textbooks:

- Introduction to Chemistry, 6th Edition - 9780321663054

NPS115 - Introduction to Environmental Science

This course focuses on environmental issues such as global climate change, geology, minerals, and mining. This course aims to provide a basis of knowledge on environment issues and hone the skills needed to make informed decisions on environmental issues.

Required Textbooks:

- Essential Environment: The Science behind the Stories, 4th ed - 978-0321752901

NPS195 - Study of Physical Science

This course is on thinking about and understanding your physical surroundings. It is a straightforward but substantial introduction to the fundamental behavior of matter and energy. It is intended to serve the needs of non-science majors who are required to complete one or more physical science course and will introduce basic concepts and key ideas while providing opportunities to learn reasoning skills and a new way of thinking about your environment.

Required Textbooks:

- Physical Science, 10th ed. - 978-0073513898

Nursing Courses

N490 - Issues and Trends in Professional Nursing

Issues and Trends in Professional Nursing analyzes the impact of economic, demographic and technological forces on health care delivery,

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and the concerns relating to ethical, legal, and social issues that influence nursing practice. A historical background gives perspective to current nursing problems, and future trends are considered in terms of their impact on roles and practice. Issues impacting professional nursing are examined within a framework set forth by the Institute of Medicine's (IOM) five core competencies on quality and healthcare. The potential transformation of nursing practice in response to societal changes will be explored as well as the new opportunities these challenges have for career development.

Required Textbooks:

- Publication Manual of the American Psychological Association, 6th ed - 978-1433805615
- Professional nursing practice: Concepts and perspectives - 978-0133801316

N491 - Concepts and Theories in Nursing

Concepts and Theories in Nursing provides an introduction to theory and reasoning in nursing. The significance of theory for nursing as a profession is explored, thus providing students with a foundation for professional nursing practice and research. This course provides an overview of theory, theory development, important nursing theories and nursing theorists, as well as a method for critiquing theory. Students are guided to develop a foundation of reasoning skills that are necessary to integrate the components of knowledge, skills, values, meanings, and experiences into nursing practice.

Required Textbooks:

- Nursing theories: The base for professional nursing practice - 978-0135135839
- Publication manual of the American Psychological Association (6th ed.) - 9781433805615

N492 - Community Health Nursing I

Community Health Nursing I provides a solid foundation in community and public health nursing concepts and interventions for individuals, families, and communities. Various roles of the nurse are explored in relation to primary, secondary, and tertiary prevention with target populations across the lifespan. The impact of political, economic, social, environmental, and cultural concerns on the health of populations is examined. Health promotion and disease prevention concepts are integrated into the multifaceted role of population-focused, community-oriented nursing practice.

Required Textbooks:

- Publication manual of the American Psychological Association (6th ed.) - 9781433805615

N493 - Community Health Nursing II

Community Health Nursing II builds upon the foundation provided in N492 Community Health Nursing I. From a theoretical and scientific framework, the concepts of epidemiology and disease transmission, comprehensive assessment of risk factors and health problems, program planning and intervention, environmental health, and collaboration with the interdisciplinary team are explored. The clinical component focuses upon developing and evaluating health promotion programs, family assessment, community assessment, and community-based home care within the context of the community. The nursing process is applied with the goal of promoting and preserving the health of populations. It is anticipated that sixty hours of community interaction will be required to complete this health promotion project.

Required Textbooks:

- Publication manual of the American Psychological Association (6th ed.) - 9781433805615
- Population and community health nursing - 978-0133859591

N494 - Essentials of Nursing Research

Essentials of Nursing Research introduces the steps of the research process and the role of research in the practice of professional nursing. The methods and analytical tools required to critically evaluate nursing research literature are emphasized. Quantitative and qualitative approaches are highlighted. The focus of this course is on accessing and analyzing current nursing research literature to enable the professional nurse to apply research to current practice and issues. The skills of using technology to locate research information are developed, and the essential role of databases is explored. An understanding of ethical research practices is explored. This course prepares students to be critical consumers of evidence based research, and serves as a foundation for graduate-level nursing research courses.

Required Textbooks:

- Foundations of Nursing Research - 978-0132118576
- Publication manual of the American Psychological Association (6th ed.) - 9781433805615

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N495 - Health Assessment

Health Assessment focuses on the complete health assessment, the nursing process, and its relationship to the prevention and early detection of disease in diverse patients across the life span. The process of health assessment is introduced, including: interviewing, history-taking, and physical assessment. Health assessment occurs within the context of the family and community and incorporates cultural and developmental variations and needs of the patient. Normal findings and cultural and age variations are emphasized. Incorporated throughout the course is the importance of communication and collaboration with patients and health care professionals. This course prepares the professional nurse to apply the concepts, knowledge and skills necessary to complete a health assessment for patients in all age groups, emphasizing the major elements, sequence and methodology of health assessment. This course also serves as a foundation for a graduate-level health assessment course.

Required Textbooks:

- Publication manual of the American Psychological Association (6th ed.) - 9781433805615

N496 - Nursing Leadership and Management

Nursing Leadership and Management provides broad and comprehensive coverage of leadership and management theories and processes that are critical to the creation of a work environment that is efficient, cost-effective, and committed to quality nursing care. The emphasis is on understanding the key skills employed by highly successful nurse leaders/managers such as critical thinking, effective communication, conflict resolution, successful delegation, team building, controlling resources, quality improvement, stress management, utilization of information technology, and leading change. Students are engaged with opportunities to participate in learning activities that integrate knowledge about the activities, roles, and responsibilities of nurse managers/leaders and enable students to practice conceptual, technical, and interpersonal management and leadership skills. This course prepares the student for an entry position into the professional nurse manager role, and serves as a foundation for graduate-level leadership and management courses.

Required Textbooks:

- Publication manual of the American Psychological Association (6th ed.) - 9781433805615
- Effective leadership and management in nursing - 978-0132814546

N502 - Health Care Systems

This graduate-level course introduces students to the historical development, structure, operation, and current and future directions of the major components of the American health care delivery system. It reviews the historical evolution of the health care system's features and examines the ways in which health care services are organized and delivered, the influences that affect health care public policy decisions, factors that determine priorities for the allocation of health care resources, and the relationship of health care costs to measurable benefits. The course enables students to assess the role of organized efforts to influence health policy formulation, and the contributions of medical technology, research findings, and societal values on our evolving health care delivery system.

Required Textbooks:

- Publication manual of the American Psychological Association (6th ed.) - 9781433805615
- Health Care USA: Understanding its Organization and Delivery, 7th Edition - 9780763784584

N508 - Theory and Research

This graduate-level course in theory and research for advanced nursing practice is designed to develop and refine the knowledge and skills necessary to critique theory and research from nursing and related fields. The focus of this course is on the examination of the research process with applicability to advanced nursing practice. Emphasis is placed on the critique, evaluation, and utilization of nursing and related research that applies to advanced nursing practice and a comprehensive approach to care. Ethical and technological aspects of scholarly inquiry are explored. This course supports the development of the research design, theoretical framework, methods of analysis, and creating an abstract for the capstone project proposal.

Required Textbooks:

- Advanced nursing research: From theory to practice (2nd Edition) - 978-1284048308

N510 - Advanced Pathophysiology

This graduate-level course focuses on developing advanced knowledge of human pathophysiological functions and responses to altered conditions, and includes integration of this knowledge into evidenced-based nursing practice. The focus is on frequently encountered primary care conditions across the general lifespan and for special populations. This course will prepare students to function in advanced practice and nurse educator roles by providing an in-depth understanding of pathophysiologic processes, enabling the student to predict clinical manifestations, select evaluative studies, initiate appropriate therapies, and anticipate potential complications. Insights into the

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underlying disease process will prepare the practitioner and educator for integration of new and innovative interventions, pharmacotherapeutics, analysis of risk factors, and associated signs and symptoms. Appropriate screening and diagnostic testing methods will also be included. Emphasis will be placed on important pathophysiological concepts needed to support the goals of Healthy People 2020 to improve clients' quality of life and reduce health disparities. Additionally, this course will address the pathophysiologic needs of communities and individuals in emergency and disaster settings.

Required Textbooks:

- Pathophysiology: The biologic basis for disease in adults and children (7th Edition) - 978-0-323-08854-1
- Disaster nursing and emergency preparedness - 978-0-8261-0865-4
- 100 case studies in pathophysiology - 978-0781761451

N511 - Advanced Pharmacology

This graduate level course focuses on developing advanced knowledge of pharmacology and pharmacologic responses. A deeper look will be taken at cultural, social, genetic, and other issues that impact patient decisions regarding pharmacologic treatment. Students will be prepared to address common herbal and alternative therapies utilized by patients. Also included in the course is a discussion of the role of the nurse in the process of approvals for new pharmacologic treatments and in the coordination of medication distribution. Application will be made to disaster and emergency management and the role of the nurse in the multidisciplinary team under these circumstances.

Required Textbooks:

- Pharmacology for Nurses: A Pathophysiologic Approach (4th Edition) - 978-0133026184
- Disaster nursing and emergency preparedness (3rd Edition) - 978-0-8261-0865-4

N512 - Diverse Populations & Health Care

This graduate-level course provides an in-depth study of cultural diversity, delineating ethnocultural congruent health-care practices in a pluralistic society. Assessment, planning, and interventions for health promotion and maintenance, illness and disease prevention, health restoration, and health policy are explored. The course examines the meanings of health and illness across ethnocultural groups and communities.

Required Textbooks:

- Transcultural Health Care: A Culturally Competent Approach, 4th Edition - 9780803637054
- Publication manual of the American Psychological Association (6th ed.) - 9781433805615

N518 - Advanced Physical Assessment

This graduate level course focuses on advanced health/physical assessment and includes the comprehensive history, physical, and psychological assessment of signs and symptoms, pathophysiologic changes, and psychosocial variations of the patient (individual, family, or community). This course will prepare students by providing an in-depth knowledge of core general assessment content, in addition to geriatric, pediatric, genetic, social, cultural, and community-specific needs. Appropriate screening and diagnostic testing methods will also be included. Content knowledge will be reinforced through a series of virtual reality patient encounter simulations. This will culminate with a precepted virtual reality comprehensive physical assessment.

Required Textbooks:

- Bate's guide to physical examination and history taking (11th Edition) - 9781609137625
- Disaster nursing and emergency preparedness (3rd Edition) - 978-0-8261-0864-7

N520 - Legal and Ethical Issues in Health Care

This graduate-level course focuses on the legal and ethical rights, responsibilities, and obligations of the practicing nurse in a changing health environment. It is intended to provide graduate nursing students with the theory, knowledge and application necessary to deal with pressing legal and ethical issues in nursing practice. Learners will develop a framework for working through increasingly complex legal and ethical issues that affect nurses. This framework and broadened perspective will help practitioners recognize and respond to dilemmas within diverse health care settings and nursing roles. This course will provide an overview of regulatory action and the legislative and judicial processes, enabling learners to become familiar with changes affecting the health care system such as patient rights, technological advances, and managed care. Within an ethical framework, ethical and professional issues affecting the individual, the practice of professional nursing, and the profession will be explored.

Required Textbooks:

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- Publication manual of the American Psychological Association (6th ed.) - 9781433805615
- Legal and Ethical Issues in Nursing, 6th Edition - 9780133355871
- Legal and Ethical Issues for Health Professionals - 3rd Edition - 9781449672119

N522 - Modern Organizations and Health Care

This graduate-level course contains both theoretical content as well as an examination of processes involved in human behaviors in the healthcare organizational setting. Students will become more aware of the dynamics of group processes and acquire skills (i.e., motivation and leadership skills, conflict management, negotiation skills, etc.) to improve their group performance. This course examines (1) individual behaviors, (2) leadership, and (3) intrapersonal and interpersonal issues. Specific areas included in this course are diversity, perceptions and attitudes, communications, decision-making, power, leadership, motivation, stress and conflict management. Additionally, we will discuss strategies for facilitating learning experiences in a multicultural environment.

Required Textbooks:

- Organizational Behavior, Theory, and Design in Healthcare - 9780763742850
- Publication manual of the American Psychological Association (6th ed.) - 9781433805615

N537 - Health Care Informatics

This graduate-level course covers the history of healthcare informatics, current issues, basic informatics concepts, and health information management applications. Health informatics is the intersection of information science, computer science, and health care. It deals with the resources, devices, and methods required to optimize the acquisition, storage, retrieval, and use of information in health care settings. Health informatics tools include not only computers but also clinical guidelines, formal medical terminologies, and information and communication systems. This course focuses on the application of health care informatics from a nursing perspective. Based on the Foundation of Knowledge model, this course demonstrates how nursing and healthcare informatics relate to knowledge acquisition, knowledge processing, knowledge generation, knowledge dissemination, and feedback, all of which build the science of nursing.

Required Textbooks:

- Publication manual of the American Psychological Association (6th ed.) - 9781433805615
- Nursing Informatics and the Foundation of Knowledge - 978-1-4496-3174-1

N538 - Advanced Health Care Informatics

This course will build on previous informatics knowledge to apply problem-solving skills to complex nursing informatics problems. Healthcare organizations face many issues that will be covered in this course including interoperability, integration, health information exchange, and electronic health records. Applying successful solutions through the lens of quality, meaningful use, education, public health and evidence-based practice will be emphasized. Additional emphasis on underserved populations also be a thread throughout this course.

Required Textbooks:

- American Psychological Association (6th Edition) - 978-1-4338-0561-5
- Handbook of informatics for nurses and healthcare professionals (5th Edition) - 978-0-13-257495-2

N542 - Health Care Finance and Economics

This graduate-level course will help nurse managers to understand and implement processes for management of financial issues in health care. Finance is a complicated and frequently confusing part of providing healthcare in the United States. Regulatory bodies, multiple payer sources, and complicated reimbursement schedules are just a few of the things that contribute to the state of healthcare finance in the 21st century. This course will introduce the concepts of reimbursement based on meeting the needs of the client rather than meeting the bottom line. Budgetary considerations, cash flow, cost to benefit analysis, and salaries are discussed in a forthright and comprehensive manner. Understanding how clients view healthcare and then understanding the role of healthcare payment will assist nursing leaders to make quality decisions that will benefit the patient and the facility. This course will assist the nurse manager to implement financial considerations into quality patient care.

Required Textbooks:

- Financial Management for Nurse Managers: Merging the Heart with the Dollar, 2nd Edition - 9780763757137
- Publication manual of the American Psychological Association (6th ed.) - 9781433805615

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N547 - Health Care Strategic Management and Planning

This graduate-level course provides in-depth coverage of strategic thinking, strategic planning, and managing the strategic momentum. This course demonstrates how strategic managers can become strategic thinkers with the crucial skills to evaluate the changing environment, analyze data, question assumptions, and develop new ideas. Students will be introduced to methods to develop and document a plan of action through strategic planning and illustrate how, as managers attempt to carry out the strategic plan, they evaluate its success, learn more about what works, and incorporate new strategic thinking into future planning. Diverse strategic situations will be presented in case study format, which enhances the applicability of the concepts.

Required Textbooks:

- Publication manual of the American Psychological Association (6th ed.) - 9781433805615
- Strategic Management of Health Care Organizations (7th ed.) - 9781118466469

N550 - Nursing Administration Practicum I

This practicum experience focuses on the analysis, synthesis, and application of principles and theories related to nursing administration and leadership. It is designed to provide the student with the opportunity to integrate theory in a context of the nurse executive's role. During the precepted practicum experience, students observe, analyze, and participate in the role of the nurse executive in a designated health care delivery system. Experiences are designed and arranged by the student and approved by the faculty to provide executive level exposure to nursing administration operations and local business health policies and procedures. Within the asynchronous classroom environment, students will explore concepts pertinent to enactment the nurse executive role, with an emphasis on application of leadership/management theory, effective supervision, problem solving, organizational theory and structure, personnel and operations management, and communication. 80 practicum hours are required.

Required Textbooks:

- Beyond Leading and Managing: Nursing Administration for the Future - 9780323028776
- Management and Leadership for Nurse Administrators, 6th Edition - 9781449614928
- Scope and Standards for Nursing Administrators, 3rd Edition - 9781558102675
- Publication manual of the American Psychological Association (6th ed.) - 9781433805615

N552 - Nursing Administration Practicum II

This practicum experience focuses on the analysis, synthesis, and application of principles and theories related to nursing administration and leadership. It is designed to provide the student with the opportunity to integrate theory in a context of the nurse executive's role. During the precepted practicum experience, students observe, analyze, and participate in the role of the nurse executive in a designated health care delivery system. Experiences are designed and arranged by the student and approved by the faculty to provide executive level exposure to nursing administration operations and local business health policies and procedures. Within the asynchronous classroom environment, students will explore concepts pertinent to enactment the nurse executive role, with an emphasis on application of leadership/management theory, effective supervision, problem solving, organizational theory and structure, personnel and operations management, and communication (Minimum 80 practicum hours for N550, and 100 practicum hours for N552).

Required Textbooks:

- Publication manual of the American Psychological Association (6th ed.) - 9781433805615
- Beyond Leading and Managing: Nursing Administration for the Future, 1st Edition - 9780323028776
- Management and Leadership for Nurse Administrators, 6th Edition - 9781449614928
- Scope and Standards for Nursing Administrators, 3rd Edition - 9781558102675

N580 - Issues in Nursing Education

This graduate level course explores foundational principles of the scholarship of teaching as the basis for examining the role of the nurse educator in academic, clinical, and community settings. Characteristics of learners with diverse learning styles and backgrounds are explored, with emphasis on assessing learning style preferences, critical thinking abilities, and literacy. Current trends in nursing education are examined, including the evolving role of technology, the influence of demographics, and educational policies that impact the learner, the teacher, and the learning environment. This course concludes with an analysis of legal and ethical issues that relate to client/staff education as well as the academic performance of students.

Required Textbooks:

- Nurse as Educator: Principles of Teaching and Learning for Nursing Practice - 9781449697501
- Teaching in Nursing: A Guide for Faculty, 4th Edition - 9781455705511

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- Theory and Research for Academic Nurse Educators: Application to Practice - 9780763774134
- National League for Nursing, The Scope of Practice for Academic Nurse Educators - 9781934758175

N582 - Teaching Strategies in Nursing Education

This graduate level course introduces the principles of teaching and learning among a diverse population of learners in academic and clinical environments. A variety of strategies to facilitate learning in cognitive, psychomotor and affective domains will be explored. Students will develop learning activities for the traditional, non-traditional and online learning environments in academic and clinical settings, utilizing evidence-based resources to support teaching and learning. Integrating educational technology within the learning environment is also a component of the course. Various methods for designing, conducting, and analyzing assessments and evaluations of learning outcomes will be appraised.

Required Textbooks:

- Teaching strategies for nurse educators - 9780131790261
- Nurse as Educator: Principles of Teaching and Learning for Nursing Practice - 9781449697501
- Innovative Teaching Strategies in Nursing and Related Health Professions - 9781284030990

N584 - Curriculum Development, Implementation and Evaluation

This graduate level course focuses on designing nursing curriculum in diverse learning environments using evidence-based theories and concepts as well as relevant standards and criteria for evaluation. The relationship of nursing curriculum to the parent institution's mission and philosophy is analyzed. Development, implementation and evaluation of a continuing education program for staff, patient or public education also is emphasized.

Required Textbooks:

- Teaching in Nursing: A Guide for Faculty, 4th Edition - 9781455705511
- Curriculum Development in Nursing Education, 2nd Edition - 9780763755959
- Curriculum Development and evaluation in nursing, 2nd Edition - 9780826107220

N586 - Nursing Education Practicum

This graduate level course focuses on the implementation of the nurse educator role through the application of theoretical teaching and learning concepts and strategies for a selected learner population in an academic or clinical setting. Emphasis is on effective communication and sensitivity to varying needs of the learner based on cultural and educational background. The nurse educator role will be analyzed and applied in collaboration with a master's prepared nurse educator preceptor. Evidence-based teaching strategies will be developed into a comprehensive teaching plan to engage learners in active learning and implemented to meet mutually determined outcomes. 180 hours will be required.

Required Textbooks:

- National League for Nursing, The Scope of Practice for Academic Nurse Educators - 9781934758175
- Publication manual of the American Psychological Association (6th ed.) - 9781433805615

N599 - Nursing Capstone

The purpose of this individualized learning experience is to enable you to develop an original comprehensive nursing research project on a topic of professional or personal interest. This project-based course is intended to enable you to research, design and develop a substantial original applied project of your own authorship. This project is intended to encourage the application of theories, principles, and processes that you have studied in the Aspen graduate courses to an actual nursing related problem or issue of interest and relevance to you in your professional activities. Due to the extensive evaluation process, and the quantity of work and research involved, the Capstone course has a time limit of 10 weeks.

Required Textbooks:

- Publication manual of the American Psychological Association (6th ed.) - 9781433805615
- Publication manual of the American Psychological Association (6th ed.) - 9781433805615

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Organizational Leadership Courses

EDO810 - Organizational Theory

The purpose of this course is to review theories in the field of educational and organizational leadership. Students will be able to understand organizational theories and apply those theories in a variety of leadership scenarios. Students will also be able to use organizational theories to help their organizations assess, measure, and increase organizational effectiveness.

Required Textbooks:

- Organizational Theory, Design, and Change (7th Edition) - 978-0132729949

EDO812 - Innovation and Entrepreneurship

This course takes a thorough look at the topics of innovation and entrepreneurship. Various definitions will be examined and analyzed. Furthermore, implications associated both with the theoretical exploration of the topic as well as the opportunities for professional application will be examined. Clearly innovation and entrepreneurship are essential components in organizational leadership today. They require strategic leadership behaviors and the thoughtful consideration of the systems and structures required to make these ever present and continuous elements of a contemporary, successful organization.

Required Textbooks:

- Everything connects: How to transform and lead in the age of creativity, innovation, and sustainability - 978-0-07-183136-9
- Managing Innovation and Entrepreneurship - 9781452241357

EDO814 - Adult Learning Theory

Adult Learning Theory analyzes the theories and principles associated with andragogy, the theory and practice of the education of adults. Regardless of the organizational context, adults are constantly in a learning mode as they develop new skills and adjust to the ever-changing demands of organizational systems. When best practices in andragogy are integrated into the personnel development of an organization, it creates a 'learning culture' that promotes effective change.

Required Textbooks:

- Adult Learning: Linking Theory and Practice (1st Edition) - 9781118130575

EDO816 - Leading in Highly Uncertain and Rapidly Changing Environments

This course thoroughly examines the issue of change in modern, learning organizations. In an era where technology and other social and cultural shifts have created uniquely fluid environments, this course examines the leadership capacity to anticipate, plan for, and in some cases respond to the inevitable arc of change. Change requires uniquely specific leadership behaviors around system organization and orientation. This course will examine the thought processes required and the preferred structures and approaches regarding this ever present and all important strategic organizational reference point. The topic of change will be evaluated from both the theoretical and application-based perspectives.

Required Textbooks:

- Leading in Highly Uncertain and Rapidly Changing Environments - 978-1-292-01747-1

EDO818 - Leading Across Contexts and Cultures

Leading across contexts and cultures is a course on applying management practices and processes across national and regional environs. Leaders need to hone their skills and develop strategies to compete in a global market. Research in anthropology, psychology and management will be explored to explain the cultural and psychological foundations which influence leadership and managerial attitudes and behaviors.

Required Textbooks:

- Management Across Cultures - 9780511686078

EDO820 - Ethical Issues in Leading Organizations

This course analyzes the moral psychology of dysfunctional leadership which causes ethical issues within the governance of public, private, and non-profit organizations. Focus is placed on the central question of leadership ethics, "Do the distinctive features of leadership justify rule-breaking behavior?"

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Required Textbooks:

- Understanding Ethical Failures in Leadership - 9780511838323
- Leadership Ethics - 9780511433856

Organizational Psychology Courses

EDP810 - The Psychology of Leadership

This course will focus on exploring, discussing and applying the Four Frames of Leadership: The Structural Frame, the Political Frame, the Symbolic Frame and the Human Resource Frame. Students learn to apply the concepts of reframing in order to resolve organizational conflicts and leadership challenges. Students will also complete and discuss their personal frame of leadership style and how to incorporate each of these in their own set of leadership tools. Additionally, discussions will center on learning about the Neuroscience of Leadership and the newly coined term 'Neuroleaders'. Questions such as the role of neuroscience in leadership and the role of emotions in problem-solving and decision-making and how these affect leading organizations through periods of change, will also be explored.

Required Textbooks:

- Your Brain and Business: The Neuroscience of Great Leaders - 9780137064441
- How Great Leaders Think: The Art of Reframing - 978-1118140987

EDP812 - Foundations of Industrial and Organizational Psychology

In this course, students will gain valuable knowledge and application of concepts in real-life situations related to industrial and organizational psychology. The elements of this course include the History of I/O psychology, as well as research methods used in this field. Theories of motivation and the application of theoretical models to real-life problems encountered in businesses and organizations will be addressed. This course also helps students learn to apply methods to reduce workplace stress and strain and will examine some of the innovative ways businesses today are addressing the important issue of family-work conflict and finding balance.

Required Textbooks:

- Industrial Organizational Psychology (4th Edition) - 9781429242295

EDP814 - The Social Psychology of Groups

This course is designed to provide students with a deeper understanding of group processes viewed through the lens of social psychology. Students will examine and apply concepts of the 'self' and the 'self in groups'. The course will explore how groups work and why some groups work better than others; the influences of genetics, culture and gender on group performance as well as the motivation for performance and the generation of ideas and creativity. Students will also view four famous or infamous social psychology experiments from the past: The Milgram Experiment, Blue Eyes/Brown Eyed: A Class Divided; the Robbers Cave and, finally, the Stanford Experiment.

Required Textbooks:

- Social Psychology (11th Edition) - 9780078035296
- Group Performance - 978-1-84169-668-3

EDP816 - Cultural Perspectives in Psychology

This doctoral level course about culture and psychology combines social psychology and cultural anthropology. Students learn the inter-connections and inter-generationally transmitted behaviors between meanings, symbols, and psychological processes such as cognition, personality structure, behavior, and affect, as it applies to professionals and paraprofessionals in psychology, sociology, education, and leadership. Students will examine culture and psychology by investigating common psychological experiences with an emphasis on human and social science conceptual paradigms, theory, knowledge, and intervention.

Required Textbooks:

- Culture and Psychology (5th Edition) - 9781111344931

EDP818 - Cognitive and Affective Principles in Psychology

This doctoral level course examines learning and how people perceive, remember, and think through the lens of neuroscience, computer science, linguistics, anthropology, and philosophy. Cognitive and affective principles in psychology apply to professionals and

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paraprofessionals in education, psychology, health care, leadership, and other organizational settings.

Required Textbooks:

- Emotion - 978-1-4522-2625-5
- Cognitive Psychology (6th Edition) - 978-1-111-34476-4

EDP820 - Ethics and Professional Standards in Psychology

This doctoral level course analyzes ethical judgments, principles, and guidelines regarding individuals, leadership, and organizations. Students will explore the history and impact of ethical standards in research and their implications and application in performing research studies. Ethics and professional standards in psychology apply to professionals in all aspects of leadership.

Required Textbooks:

- Ethical Issues in Psychology - 978-0-415-42987-0

Psychology Courses

PSY530 - Advanced Counseling Skills

This course takes an experiential approach to understanding and applying counseling theory. Students will be introduced to various and complex counseling theories with evaluative and reflective assignments in order to synthesize the information presented and incorporate it into their counseling practices. In addition, students will have access to videos of clinicians demonstrating these theories in action as an accompaniment to the text in order to see how theory can be applied in practice.

Required Textbooks:

- Theories of Counseling and Psychotherapy: A Case Approach Plus NEW MyCounselingLab with Pearson eText -- Access Card Package - 978-0133155396

PSY540 - Clinical Supervision

This graduate-level course focuses on study in the area of counselor licensing. Students will learn the requirements for different levels of licensing and the procedures involved, including necessary number of clinically supervised hours required for different types of licenses. This course will also cover licenses across geographic location and help students assess the licensing procedure that is most beneficial for each individual's counseling career goals. In addition, this course will provide students with the basic skills and resources to obtain different licenses and to find a qualified supervisor once they are ready for that step in their education and career.

Required Textbooks:

- Psychology Licensure and Certification: What Students Need to Know - 978-1591474074
- Supervision and Clinical Psychology: Theory, Practice and Perspectives - 978-0415495127

PSY620 - Psychological Consultation

Within the context of addiction counseling, this course outlines the major theoretical approaches to consultation and collaboration and offers concrete ideas about the processes as well as techniques and strategies for use in collaboration and consultation. The course presents the assessment model incorporated into the behavioral consultation identifying the federal guidelines for assessment and intervention for children, and includes material that can be used in any situation. The course includes a strong emphasis on cross-cultural consultation.

Required Textbooks:

- Psychological Consultation and Collaboration: Introduction to Theory and Practice (7th Edition) - 9780137062645

PSY650 - Counseling Ethics

This course provides exceptional coverage of the philosophical foundations of counseling. After a thorough discussion of ethical principles and standards, students will practice conscientious examination of ethical issues as they manifest themselves in counseling. In addition, students will be introduced to a compendium of ethical codes ideal for study by future counselors or as a reference for current practitioners.

Required Textbooks:

- Ethical, Legal, and Professional Issues in Practice of Marriage and Family Counseling, 5th Edition - 9780137051922

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Research Courses

RSH505 - Research in Counseling

In this course, counseling students are given the opportunity to learn research design, methodology, and analysis through a counseling-specific framework. This course gives counseling students the opportunity to learn research methods within their own unique discipline. By using addiction counseling-specific examples, students will be more able to apply their learning to other aspects of their training and have a more straightforward means of making research understandable and relevant. The course also focuses not only on how to produce valid research, but also on how to competently read, analyze, and utilize others' research. In addition to the requisite research materials, the course includes modules on ethics in counseling research, multicultural issues in counseling research, and a practical guide to SPSS.

Required Textbooks:

- Counseling Research: Quantitative, Qualitative, and Mixed Methods - 9780131757288

RSH801 - Research Methods

This course primarily investigates how to design and evaluate research in education. Emphasis in this course is on providing students with the basic information needed to understand the research process from idea formulation through data analysis and interpretation, enabling students to use this knowledge to design their own research on a topic of personal interest and permitting students to read and understand the literature of educational research. Topics include quantitative, qualitative, and mixed research designs; and applications specific to education and scholarly research.

Required Textbooks:

- How to Design and Evaluate Research in Education, 9th ed. - 978-0078110399

RSH900 - Doctoral Writing and Inquiry into Research

This research course examines the basic principles and techniques of doctoral scholarship, and offers an overview of the development of theory and research logic, explores the relationship between theoretical and empirical constructs, and provides a wide variety of specific research methodologies, including the scholarly publication process. Learners study the principles of the scientific method and research design techniques common to both qualitative and quantitative research, including sampling methods and data collection techniques. Material includes examination of various research methods including electronic searches and retrieval methods. Students learn to critically read research papers and articles, and are introduced to the writing techniques necessary to produce expository and analytical papers to the standards of publishable work. This course is a prerequisite for all other doctorate courses.

Required Textbooks:

- Research Methods, Design, and Analysis, 12th Edition - 978-0205961252

RSH901 - Techniques and Interpretation for Advanced Statistical Research

Emphasizes practicality and flexibility in its approach to augmenting business decision-making. Traditionally, statistics has been taught with an emphasis on calculation with inadequate attention paid to selecting the optimal techniques and interpreting the results. In this course, a practical approach is adopted that prepares students to identify the correct method, calculate the statistics, and properly interpret the results to solve the question at hand. Interpretation is stressed by providing students with Excel spreadsheets that allow for what-if analyses. By changing input parameters, students can see for themselves how statistics work. To frame this learning technique as it relates to the field of computer science, Java applets are presented as hands-on computer programs that perform what-if simulations.

Required Textbooks:

- Statistics for Business: Decision Making and Analysis, 1st Edition - 9780321123916

RSH902 - Managerial Economics and Business Theory

Provides a cross-functional framework for analyzing organizational problems, examines economic research, and applies research inferences to decision making. Integrates the topics of strategy and organizational architecture to explore the theory of business and environmental management. Investigates corporate policy, finance, accounting, marketing, information systems, operations, compensation, and human resources, and focuses on the interrelationships and coordination needs to do business. Explores the theoretical roots of competing policy options and assesses implications of business decisions and various regulations as they affect the productivity and overall performance of the private sector.

Required Textbooks:

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- Managerial Economics: Economics Tools for Today's Decision Makers, 6th Edition - 9780136040040

RSH905 - Operations and Supply Chain Management

Explores the fundamental issues and recent developments in operations management, including manufacturing and service management, supply chain management, and project and systems management. Learners investigate the role of operations and supply chain management, and the interactions of these business activities with other functional areas within the firm. In addition, students examine contemporary issues related to total quality management, just-in-time systems, supply and value chains, reengineering, and other business improvement processes. Case methods and review and analysis of pertinent scholarly and practitioner research are used to enhance the learning experience and assist students to develop a framework for understanding, analyzing and addressing operations and supply chain management issues.

Required Textbooks:

- Supply Chain Management: Strategy, Planning, and Operation, 4th Edition - 9780136080404

RSH906 - Technology and Innovation Management

Provides an integrated, strategic view of management of technology. Focusing on theory and practice, the course addresses the contemporary challenges general managers face today; e.g., globalization, time compression, and technology integration. Explores several strategic approaches for dealing with these challenges, both from a managerial and from an economic viewpoint. Concepts presented will be especially valuable for chief technology officers, directors of technology, chief information officers, and management personnel in R&D, product development, and operations.

Required Textbooks:

- The Management of Technology and Innovation - 9780538478229

RSH910 - Research Design and Methodology

This course begins to ask the doctoral student to reflect on past courses, studies and articles that support and build upon personal areas of interest. The course is designed to challenge students to think about an interest and begin to develop a comprehensive research topic aligned with their professional goals. Students will expand on the research topic, identify appropriate theories, methodologies and consider research design. At the end of ten weeks, students will frame the beginning of a doctoral research dissertation.

Required Textbooks:

- Practical research: Planning and design (10th Edition) - 978-0132693240

RSH912 - Introduction to the Dissertation

This course provides the student with an overview of each part required in the completion of the dissertation writing process. It reflects each of the five chapters necessary when preparing the doctoral dissertation and includes the ethical and professional requirements to help make the author accountable and reflective in its presentation, validity, and significance to future researchers and readers. The student will select an existing, published dissertation in their discipline and examine it throughout the course as a model for how to effectively design and write a solid dissertation.

Required Textbooks:

- Dissertation Journey: A Practical and comprehensive guide to planning, writing, and defending your dissertation (2nd Ed.) - 978-1412977982

RSH914 - Techniques and Interpretation for Statistical Analysis

This research course emphasizes practicality and flexibility in its approach to augmenting organizational decision-making. In this course, a practical approach is adopted that prepares students to identify the correct method, calculate the statistics, and properly interpret the results to solve the question at hand. Application and interpretation of statistics is stressed as students see for themselves how statistics work.

Required Textbooks:

- Practical Statistics for Educators (4th Edition) - 978-1-4422-0655-7
- Studyguide for Practical Statistics for Educators (4th Edition) - 978-1490278711

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RSH916 - Problem-Based Research in Action

This course is designed to provide students with additional research tools used to solve everyday problems through a process of inquiry and developing solutions to significant problems in the workplace. This useful strategy can provide the leader a design for decision making based on data and supportive research.

Required Textbooks:

- Action Research (4th Ed.) - 978-1452205083

Social and Behavioral Sciences Courses

SBS105 - Introduction to Psychology

This course focuses on the many voices of psychology. To some, the science of psychology provides its students with a better understanding of others' behaviors. Others view psychology as a pathway to self-understanding. Others see the potential for a future career, and some are drawn to psychology by the opportunity for intellectual discovery that its study provides. The overall goal of this course is to provide a comprehensive overview to the subject of psychology.

Required Textbooks:

- Psychology of everyday life (3rd ed) - 978-1464109362

SBS110 - Introduction to Sociology

This introductory course in sociology gives students the opportunity to use sociological imagination to master their social world. It examines aspects of the social environment that students might otherwise ignore, neglect, or take for granted. It looks beneath the surface of everyday life to help students understand and anticipate human behavior in a variety of environments.

Required Textbooks:

- Sociology: The Core, 11th ed - 978-0078026768

SBS120 - Diversity and Culture

This course focuses on understanding and managing diversity. Clearly, diversity is an interdisciplinary field. Much of its theoretical framework originates in the social sciences. There is some disagreement among scholars on the definition of diversity; much less what materials should be included in a course about diversity. To meet this challenge we have selected a text for this course that gathers a wealth of information from the salient issues surrounding the topic of diversity in a law enforcement setting.

Required Textbooks:

- Understanding and Managing Diversity, 5th ed - 978-0132553117

SBS150 - Cultural Anthropology

This course provides an up-to-date introduction to cultural anthropology and carefully balances coverage of core topics with contemporary changes in the field. No single theoretical perspective orients this course so a wide range of views and approaches can be applied effectively.

Required Textbooks:

- Mirror for Humanity: A Concise Introduction to Cultural Anthropology, 9th ed. - 978-0078035050

SBS190 - Introduction to Economics

This course focuses on resource-allocation, strategic, and tactical decisions that are made by analysts, managers, and consultants. The techniques discussed here seek to achieve the objectives of the organization in the most efficient manner, while considering both explicit and implicit constraints. This course emphasizes real-world business applications - not just theories and concepts.

Required Textbooks:

- The Economic Way of Thinking - 978-0132991292

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SBS200 - Human Development

Using an interdisciplinary approach that emphasizes culture and family, Human Development challenges students to understand development from a broader perspective. Students draw on their own experiences as they weigh the research and ideas presented in the course. The course explores controversies about human development, often within a specific cultural context. Also incorporated into each module are questions that link development concepts with addiction related counseling strategies. The material covered includes competency-building activities, offering prospective addiction counselors multiple opportunities to develop practical and necessary skills.

Required Textbooks:

- Human Development Through the Lifespan, 5th Edition - 9780205687930

SBS210 - Principles of Macroeconomics

Macroeconomics emphasizes national income, the monetary system, economic fluctuations, fiscal policy, and the international economy. This course includes a study of institutions that help develop the national and international economy. Supply and demand, theory of prices, government spending and taxation, business cycles, fiscal and monetary policy, banking system and economic development are examined through class discussion and analysis of current economic events.

Required Textbooks:

- Economics Today: The Macro View, 17th ed. - 978-0132948890

SBS211 - Principles of Microeconomics

Microeconomics focuses on economic decision-making, production, competition and market structures, government, labor markets, unions and the distribution of income. The principles of scarcity, choice, and the laws of supply and demand are examined through class discussions and analysis of current economic events.

Required Textbooks:

- Microeconomics: Principles, Problems, & Policies - 978-0077660819

SBS230 - Religious Studies

This course examines the full spectrum of religions, from small-scale societies to full-blown "world religious movements." The course provides an in-depth treatment of Islam, Hinduism and includes study of real life field projects directly related to material covered in the course.

Required Textbooks:

- Experiencing the World's Religions: Tradition, Challenge, and Change, 5/e - 9780073407500