

Estimated Costs by Program

Bachelor of Arts Degree Program

The cost of a five (5) quarter unit course in the Bachelor of Arts in Business Administration Program is \$390 or \$78 per unit. The price of the bachelor's program will vary based upon the number of units transferred in at the time of enrollment and include the required fees (\$75 Application Fee, \$175 one-time Registration Fee, \$200 Petition to Graduate). The estimated minimum cost would be \$3,960, the estimated maximum cost would be \$14,490.

The estimated cost for books and supplies will vary according to the requirements made by the course instructors. The estimated cost ranges from \$900 to \$3,600.

Master of Arts Degree Programs

The cost of a five (5) quarter unit course in the Master of Arts (Marriage & Family Therapy, Expressive Arts Therapy, Sport Counseling, Transpersonal Psychology) programs either online or on-site is \$1200, or \$240 per unit. The price will vary based on the program in which the student is enrolled and include the required fees (\$75 Application Fee, \$175 one-time Registration Fee, \$200 Petition to Graduate, \$150 Comprehensive Exam Fee for applicable programs).The estimated minimum cost would be \$22,200, the estimated maximum cost would be \$24,840.

The estimated cost for books and supplies, will vary according to the requirements made by the course instructors. The estimated cost ranges from \$1600 to \$2,100.

Master's Degree Programs

The cost of a five (5) quarter unit course in the Master's programs (MBA, MBA-Hospitality, MBA-Marketing, Master of Accounting, MA Information Technology) either online or on-site is \$600, or \$120 per

unit. The price will vary based on the program in which the student is enrolled and include the required fees (\$75 Application Fee, \$175 one-time Registration Fee, \$200 Petition to Graduate, \$150 Comprehensive Exam Fee for applicable programs).The estimated minimum cost would be \$10,050 the estimated maximum cost would be \$11,850.

The estimated cost for books and supplies will vary according to the requirements of the course instructors. The estimated cost ranges from \$1,600 to \$2,100.

Doctoral Degree Program

The cost of a five (5) quarter unit course in the Doctoral program is \$600, or \$120 per unit. The price of the doctoral program is \$13,650. Books and supplies will cost approximately \$2,200.

Certificate Programs

The cost of a five (5) quarter unit course in the following Certificate programs (Expressive Arts, Sport Psychology, Tibetan Buddhist Psychology) is \$1200, or \$240 per unit. The price will vary based on the program in which the student is enrolled and include the required fees (\$75 Application Fee, \$175 one-time Registration Fee, \$200 Petition of Certificate Completion). The estimated minimum cost would be \$8,850, the estimated maximum cost would be \$10,050.

The estimated cost for books and supplies ranges from \$700 to \$800.

The cost of a five (5) quarter unit course in the remaining Certificate programs is \$600, or \$120 per unit. The price of these certificate programs is \$5,250. The estimated cost for books and supplies is \$800.

Extension students who are not officially enrolled in a degree program, but are taking classes for personal or professional purposes,

pay tuition charges according to the degree level of the courses for which they register.

Auditors pay a reduced tuition charge amounting to 50% of the cost of enrolled student tuition.

The University offers a 20% discount to all alumni interested in auditing any class and some special events.

Books

For a list of required textbooks, students can go to <http://www.sduis.edu>. Students who do not have Internet service are welcome to use the University's computer lab during regular office hours. Students have the option to buy their texts from any bookstore that best suits their needs.

Other Fees

The following is a breakdown of various fees for which students are responsible for paying based on their particular status with the University.

1. **Application Fee**: This is a non-refundable fee that must accompany the SDUIS application form to be completed and submitted by all students applying to the school. The fee is \$75.

2. **Registration Fee**: This one-time registration fee is payable at the time of initial registration. The fee is \$175. \$100 of the fee is non-refundable should a student officially withdraw from the University prior to the start of classes.

3. **Late Registration Fee**: Students who register or add classes after the registration deadline are assessed the fee of \$50.

4. **Late Tuition Payment Fee**: A late processing fee of \$50 is charged when a monthly payment is received after the 15th of the month.

5. **Added Course Fee**: Students with a tuition contract, who elect to take courses in addition to those included in their original degree programs, will be assessed the tuition rate in effect at the time the additional courses are taken. Additional courses must be paid for at the time of registration.

6. **Dropped Course Fee**: This processing fee applies to students who drop a course. The fee is \$50 and must accompany the add/drop form. Students will also pay for actual classes attended.

7. **Retaking a Class**: Students who wish to retake a class which they have not successfully completed are able to do so by registering for it and paying the appropriate full tuition fees.

8. **Petition for an Incomplete Fee**: The petition for an incomplete, which is a twelve (12) week extension for a class, may only be used in extreme hardship cases. The petition must be submitted with the fee of \$50.

9. **Returned Check Fee or Declined Credit Card**: This fee is charged for each check that is returned by the bank or whenever a credit card payment is declined. The fee is \$25.

10. M.A. & MFT Comprehensive Examination Fee:

Students enrolled in one of the following programs, MA Marriage & Family Therapy, MA Expressive Arts Therapy, MA Sport Counseling or MA Transpersonal Psychology, are required to take this examination. Registration for the exam and payment of the fee are due by the quarterly registration deadline. The fee is \$150.

11. **DBA Comprehensive Examination Fee**: All doctoral students are required to take this examination. Registration for the

exam and payment of the fee are due by the quarterly registration deadline. The fee is \$150.

12. **Retake Fee:** This fee is charged for retaking any portion of the comprehensive examination and is payable by the quarterly registration deadline. The fee is \$90.

13. **Transcript Fee:** To protect a student's privacy, transcripts are available upon written request and require one (1) week to process. There is a per copy fee of \$10. Rush transcript requests (within 48 hours) are assessed for each transcript requested and is \$25 per copy.

14. **Graduation Fee:** This fee must accompany the Petition to Graduate form regardless of graduation ceremony attendance. This cost includes use of a cap and gown and is \$200.

15. **Certificate Completion Fee:** This fee must accompany the Petition of Certificate Completion form regardless of graduation ceremony attendance. This cost includes use of a cap and gown and is \$200.

16. **Abroad Booking Fee:** This fee applies to all International students who are applying for admission from outside of the United States. This fee is \$300.

Student Tuition Recovery Fund
From the CA State Code: 76215. Student Tuition Recovery Fund Disclosures.
You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a

charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

The current STRF amount is \$0.00 per \$1000 of tuition paid.

Equipment Costs

Students at SDUIS are able to use the computers available in the computer lab at no charge. Students are encouraged to respect the planet by minimizing printing and submitting assignments via email. However, printing services are available for a nominal fee.

Housing and Transportation

The cost of housing and transportation is assumed by all SDUIS students and will vary depending upon the individual's living situation and mode of transportation to and from the school. There are no dormitory or apartment buildings designated for SDUIS

students. There are several apartment buildings in the Old Town area and surrounding neighborhoods, with rental costs ranging from \$750 for a studio to \$1300 for a two bedroom apartment per month, plus applicable fees. Short-term rental properties are also available at a range from \$800 to \$1000 per month

Our students commute to the school to attend classes and all special events or seminars. Students can take a bus, train, taxi, shuttle, car pool, bicycle, or drive their own vehicles to get to the campus. Students assume the cost(s) for the form of transportation used.

Financial Assistance

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

The following options are available for those students seeking financial assistance:

Independent Loans: Many financial institutions offer loans to those individuals with good credit. They can also suggest ways to secure a loan.

Employee Reimbursement: Many companies offer tuition reimbursement or tuition assistance to employees completing their college degrees. Students should contact their personnel office for their company's policy regarding continuing education.

Residential Quarterly Deferred Tuition

Payment Schedule: This payment plan allows students to make quarterly tuition payments in three (3) equal monthly installments during a particular quarter instead of paying the entire tuition at registration. Students wishing to utilize this plan must submit the following: 1) a "Pay As You Go" Monthly Tuition Payment contract, obtained from the Registrar; 2) a

course registration form; 3) the first installment payment; and 4) the \$5 Deferred Payment Plan Processing Fee. This \$5 processing fee is due with each of the monthly payments. There will be no interest charged for this deferred tuition payment plan if payments are made on schedule. Students who register late are not eligible for this three-month payment plan. Payments are due by the fifteenth of each month; when received after the 15th of the month, a late tuition payment fee of \$50 is assessed.

CANCELLATION AND REFUND POLICIES

Student’s Right to Cancel:

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

The University shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through your attendance at the first class session (or before the first lesson and materials are received for Distance Education courses), or the seventh day after signing this enrollment agreement, whichever is later.

There is no penalty or obligation from the date the student cancels their enrollment agreement. The institution shall pay or credit refunds within 45 days of a student’s cancellation or withdrawal.

If the school has given a student any equipment, she/he must return it within 10 days of the cancellation notice. If it is not returned within this time, SDUIS may keep an amount out of the fees paid that equals the replacement cost of the equipment. The school will refund any amount over that and the student may keep the equipment.

Refund Policy

The refund policy of SDUIS for the unused portion of tuition costs follows the appropriate guidelines of the Veteran's Administration and California Education Code. Drop/add forms are available in the Administrative Office. The amount of a refund is determined by the date that the student last attended class. The ratios remain the same for Certificate, MA and Doctoral programs. Refunds are mailed to the student within 45 days. See the following example:

Refund Policy Example for a five-unit \$600.00 master’s or certificate level course meeting 12 times. The formula is: Total Amount paid minus Registration Fee equals Adjusted Amount paid. The Adjusted Amount times Hours of Instruction paid for but not received divided by Hours of Instruction paid for, minus the drop fee equals final Refund Amount.

Hours Of Instruction	Class Meeting(s)	Refund Amount
4 h 10 m	1	\$600
8 h 20 m	2	\$500
12 h 30 m	3	\$450
16 h 40 m	4	\$400
20 h 50 m	5	\$350
25 h	6	\$300
28 h 10 m	7	\$250
32 h 20 m	8	\$200
36 h 30 m	9	\$150
40 h 40 m	10	\$100
44 h 50 m	11	\$ 50
50 h	12	\$ 0

For example, a student may attend a class for 20 hours 50 minutes, but then elect to drop. The refund would be prorated as follows:
 $\$600 - (\$600 \times 20\text{hrs } 50 \text{ mins}/50\text{hrs}) = \400
 $- \$50 \text{ drop fee} = \350

University Initiated Class Drop

An administrative drop occurs when a student fails to attend 80% of a class. A pro-rated refund will be provided to the student that is based on the amount of the unused portion of the tuition charges, effective based upon the last date of attendance. A drop fee will be charged for processing purposes.

To maintain regular status at SDUIS, students must:

- Attend classes (at least 80%)
- Maintain minimum passing grades (BA – C, MA – B, MBA – B, , DBA – B,)
- Complete all courses and not have N/C (No Credit)
- Be current with payments.
- Take and pass at least 4 courses a year.
- Not fail to enroll in a course for 2 consecutive quarters.
- If coursework has been completed, register every quarter for BA (Senior Project), MA (Thesis/Project Writing) and DBA (Dissertation/Project Writing) until project has been completed.
- MA must be completed within 5 years from the time of enrollment.
- MBA must be completed within 5 years from the time of enrollment.
- DBA must be completed within 8 years from the time of enrollment.

ADMINISTRATIVE AND ACADEMIC POLICIES

Appeal of Academic Policies

If a student wishes to question a policy or procedure of the University, he or she must submit a “Request for an Exception to an

Academic Regulation” form (available in the administrative office and SDUIS website) to the Exceptions Review Committee.

Notification with response is sent by mail within 30 days of the request. Exception to SDUIS policies can only be approved by the Exceptions Review Committee. Individual staff members are not authorized to grant student requests for exceptions to SDUIS policy or procedures.

Attendance Policy

The University requires a minimum of 80% class attendance and individual instructors may require more. A student who has missed more than 20% of a class (8 hours 20 minutes of a 5 quarter unit class, or 4 hours 10 minutes of a 2.5 quarter unit class) will be administratively dropped.

Students who have missed nearly 20% of a class will receive a "Drop Warning" letter in the mail, which states that if they miss one (1), more class they will be administratively dropped from that class. If a student misses one (1) more class after the receipt of the Drop Warning, they will then receive a "Drop Notice" letter stating they will be administratively dropped from that class. Refunds for administrative drops are prorated and based on the last date of attendance.

SDUIS requires that students sign the "Class Attendance Sheet" provided in each class in order to receive credit for attending the class.

Under certain circumstances, a student may have missed more class hours than permitted due to reasons beyond their control. The student can request permission to arrange a plan with the instructor to complete the required course work they had missed. The instructor has the right to approve or deny the student's request. All work must be completed by the end of that quarter.

Distance Learning students are required to log on a minimum of five (5) times per week or 30 days every 6 week session. Students who fail to log on the required number of times will receive a “Drop Warning” email the week following the failure to log on. The next week that the student fails to log on a “Drop Notice” will be emailed and the student should not log on after receiving this notice, as the refund, if due, would be prorated based upon the date of the last time the student logged on.

ONLINE SDUIS RESPONSE POLICY

SDUIS will respond to student submissions and questions within 48 hours of receipt. Final grades will be posted within 3 weeks of the quarter end date.

Leave of Absence

The Exceptions Review Committee will consider a request for a leave of absence from studies due to financial, medical and other emergency reasons. Students must submit a "Request for Leave of Absence" form detailing the reasons for requesting the leave. Leave of absence must be approved each quarter and should not exceed 1 year per degree program. A leave of absence will not be granted to students who have completed coursework and are all but dissertation or thesis.

A leave of absence does not extend the deadline for an incomplete grade nor does it extend the time limit for completion of a degree. Current outstanding financial obligations must be paid; under normal circumstances, an unpaid balance precludes re-entry into a program and institutes a Hold on Records.

Course Numbering

All courses numbered 499 and below are undergraduate classes. Courses numbered 500 to 599 are graduate (MA) level classes. Courses numbered 600 to 699 are Masters level classes; and courses numbered 700 and

above are post-masters and doctoral level classes, but may occasionally be used in Masters Programs.

Definition of a Quarter Credit

A quarter unit of credit is comprised of at least 10 hours of academic engagement and 20 hours of preparation. Academic engagement may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that is assigned by the institution; contributing to an academic online discussion; initiating contact with a faculty member to ask a question about the academic subject studied in the course and laboratory work, externship, or internship. Preparation is typically homework, such as reading and study time, and completing assignments and projects.

During the course of their studies at SDUIS, students have regular contact with faculty members in a variety of settings and venues. The SDUIS model recognizes the independence of the adult student but also provides tremendous opportunity for support.

Students have direct contact with their faculty as they give feedback online, mentor students, and evaluate the student's work product for each course. While students work independently as they read original sources and write the required discussion posts, their faculty are available for assistance and/or discussion at the student's request. Meeting requests may also initiate from faculty who recognize that a student needs additional support, for example, if a work product is late or does not meet minimum standards.

Other academic engagement activities include assigned group discussions on

specific academic topics and relevant audio/video presentations.

Definition of an Academic Year

An academic year is defined as 3 quarters of instruction.

Ethical Conduct and Academic Honesty

San Diego University for Integrative Studies embraces a high standard of integrity of performance for students, administrators, faculty, and staff members. All members of the campus community have the responsibility to foster a standard of conduct which reflects credit on themselves and on the University, while preserving a climate that respects the dignity and integrity of each individual. San Diego University for Integrative Studies expects and requires that all students maintain the ethical standards of the professions and careers for which they are training. Plagiarism, or presenting the ideas, words, or views of another, as if they were one's own, is considered unethical conduct by the University. Failure in maintaining such standards or engaging in actions that are deleterious to San Diego University for Integrative Studies may result in disciplinary action, including dismissal. (See dismissal policy page)

Academic Honesty

Plagiarism occurs whenever a person presents the words, ideas, or views of someone else as if they were his or her own, as well as recycling of your own work without acknowledgment (e.g. submitting the same paper for different classes). The use of another's published or unpublished ideas, words, or views on a paper, report, or oral presentation must be accompanied by specific citations and references. The consequence of plagiarism and other forms of academic dishonesty may include non-acceptance of the work submitted by the student to the faculty member (failure of the assignment), failure of the course, or

dismissal from the University. The Dean of Academic Affairs handles all matters involving academic dishonesty.

Grading Standards

The University will use a combination of letter and pass/fail grades. Grades, along with written feedback from the instructor, will be used to accurately inform students of their progress, areas of strengths or need for improvement(s). The grading system at SDUIS was designed to accurately reflect students' performance relative to generally recognizable professional and educational standards for a given degree level. It is an individual's performance, rather than effort, experience, or mere attendance that are the substantial basis for assigning a grade. Requirements and performance expectations increase with the level of degree sought, from bachelors to masters to doctorate.

Academic and personal accomplishment is recognized and expected at SDUIS. It is the intention of the administration and faculty that all students attain a high level of proficiency in their course work and make satisfactory progress in their degree program, or individual educational pursuits.

Letter Grades

Letter grades are awarded for courses by the instructor using a university approved objective measure. The instructor also has the option of using a plus or minus system to further distinguish degrees of achievement.

Student will receive a copy of this evaluation along with written comments for each class by e-mail.

* The Thesis, Dissertation Writing and Senior Project courses (699, 800, 801) do not receive a letter grade but receive credit upon satisfactory completion. Course in progress (IP) will be assigned for Thesis, Dissertation and Senior Project courses, until completed.

Grades are assigned on the following basis:

- A** - Excellent achievement and high scholarship.
- B** - Above average work for undergraduates. Average graduate student work.
- C** - Average performance for undergraduates. Below the average performance expected from graduate students. Graduate students must repeat the course if it is required in their degree program.
- D** - Minimally passing performance for undergraduates. For graduate students, work does not meet graduate student standards. All students must repeat a course if it is required in their degree program.
- F** - Unsatisfactory work for all students. All students must repeat a course if it is required in their degree program.

Inc - Incomplete, course requirements not completed.

NC - Student's work did not meet course requirements. Equivalent to a grade of **C** or below for graduate students, and **D** or below for undergraduates.

WF- Withdrew from class with failing grade or administrative drop from class due to failure to meet attendance requirement.

Incomplete-Students who, for extenuating circumstances, need to receive an incomplete in any of their courses, must submit a "Petition for Incomplete" (obtained from the Registrar or SDUIS website, approved and signed by the Instructor) and pay a \$50 a processing fee. The petition must be submitted no later than the last day of the quarter. If he or she successfully resolves the incomplete, the instructor will assign the appropriate grade. A grade of PH or A cannot be assigned under these circumstances. Work must be submitted to the instructor no later than 12 weeks after the end of class.

For coursework not completed by the student the following designations may appear on a student transcript:

IP- Course in progress

W- Withdrew from class in good standing.

Grade Point Scale

SDUIS uses a 4.0 scale in assigning grade points. The grading policy/scale is as follows:

Grade	Description	Percentage Breakdown	Quality Points per Credit Hr.
A	Superior achievement	92-100	4.0
B	Commendable achievement	85-91	3.0
C	Satisfactory achievement	78-84	2.0
D	Not passing and less than satisfactory achievement	70-77	1.7
F or NC	Unacceptable achievement	69 or below	0
INC	Incomplete coursework		Not computed
W	Withdrew from class in good standing.		Not computed
WF	Withdrew from class with failing grade or administrative drop from class due to failure to meet attendance requirement.		Not computed
TR	Credit granted through transfer		Not computed
AU	Course audited—no credit awarded		Not computed

- The following sample calculation outlines how CGPA is determined:

Course	Grade	Credit Hours Attempted	Credits Earned	Quality Points	=	Quality Points Earned
Writing Skills & Research	B	5	5	3.0	=	15.0
Finance & Environmental Accounting	A	5	5	4.0	=	20.0
Quantitative Methods in Business	F	5	0	0		0
Academic English Skills	W	0	0	Not computed in GPA		
Total		15	10	35		

Cumulative Grade point average (CGPA) = 35 (sum of quality points earned) divided by 15 (sum of computed credit hours attempted included in CGPA) = 2.33 CGPA.

Student Evaluations

Instructors will evaluate the strengths and weaknesses of students in their classes at the end of each quarter. Confidential, written feedback will be provided to each student with personalized, constructive criticism of his or her performance. Students are evaluated in mastery and application of course content, oral and written communication skills, and class participation. Three levels of feedback are described below. Student's with Serious Concern feedback are required to meet with the Dean of Academic Affairs, and may be subject to academic probation. Categories of overall performance feedback are:

No Concern - Student's are performing at or above expected level(s).

Some Concern - Student's need to improve the identified knowledge and/or skill(s).

Serious Concern - Student's are not prepared to proceed.

Tutorials

Although the majority of students complete their course work in regular classroom settings and/or online, provisions can be made, under extenuating circumstances, for the completion of courses as tutorials. A tutorial is an independent study course conducted under the guidance of an approved faculty member. Tutors should be recognized in their fields. It is not recommended that students use the same tutor more than once.

The following steps must be taken to successfully complete a tutorial:

1. Obtain a tutorial packet from the Registrar or SDUIS website and select the course you want to fulfill by tutorial. The course can be from SDUIS catalog

or in an area you wish to study that is part of your chosen degree program.

2. Select a tutor knowledgeable in your area of study. Tutor must be appropriate to your degree level. Hold a Ph.D. for a Ph.D. level tutorial. Hold a Ph.D. for a Masters level tutorial and at least a Masters for a B.A. or a Certification program.
3. Complete the study plan.
 - a. Guided by a conference with the tutor and/or course description in the SDUIS catalog the student writes a 50-100 word paragraph on the intent of the learning and complete all required information(see study plan). The tutor then approves it.
 - b. Student gives the tutor the following:
 - Instructor Sheet for Tutors
 - Instructor's Personal Data Form
 - Grade Report Form
 - c. The tutor approves and signs the Study Plan, and returns it to the student with their Personal Data Form.
4. Submit **Study Plan**, completed **Registration Form**, and **Personal Data Form**; to the Registrar for approval by the Exceptions Review Committee no later than the end of the second week of the quarter. ***Submission of the necessary forms is the responsibility of the student.***
5. When approved, the student will be notified, and registered in the course. Tutorials must be approved before coursework starts and must be completed by the end of the quarter.

6. Read the entire Tutorial Packet including Instructions for Tutors. Carry out Study Plan to completion with the tutor.
7. Keep Time Log as a running record of your activities. This includes time with tutor, reading, research, writing, experiential work, etc.
8. Submit Copy of Final Project and Time Log to the Instructor for grading. Keep copies in your files until after graduation.
9. Final Grade: The tutor is responsible to get the completed grade sheet to the Registrar with a copy of Final Project and Final Log.
10. All forms submitted to the Exceptions Review Committee and the Final Project must be typewritten.

Examination Policies and Procedures

1. University regulations require that all students enrolled in the following Master of Arts programs (Expressive Arts Therapy, Marriage and Family Therapy, Sport Counseling and Transpersonal Psychology) successfully complete a comprehensive graduate examination. The exam functions to assess students' mastery of core and specialty curriculum content central to their respective degree program, which is deemed necessary for graduate level scholarship.

2. The comprehensive examination is administered when a student has completed all of the required courses in their degree program. A student must register for the comprehensive examination by the quarterly registration deadline, with the \$150 fee, or \$90 re-take fee. If a student registers after the quarterly registration deadline, a \$50 late fee will apply. The Registrar's Office will only accept registrations up to two-weeks prior to the comprehensive exam administration date.

3. The comprehensive examination consists of two (2) components: an objective format designed to measure the students' knowledge of the basic science and theoretical foundations of Psychology; and, a written essay component comprised of practice based clinical vignettes designed to measure the students' applied knowledge of assessment and intervention strategies, psychodiagnosis, treatment planning, and the utility of various therapeutic modalities.

4. The objective component of the comprehensive examination for the University's Master of Arts degree programs in Expressive Arts Therapy, Sport Counseling, Transpersonal Psychology, and Marriage & Family Therapy consists of questions generic to the University's Graduate Core Psychology Course Requirements. These multiple-choice items are sampled from: CPS 601; CPS 603; CPS 604; CPS 605; CPS 610; CPS 611; CPS 612; CPS 613; CPS 614; and, CPS 615

In addition to questions based on the content of the above courses, faculty members contribute to a pool of exam questions based on the content of specialty-specific course requirements:

Expressive Arts Therapy— CEX 600; CEX 631; CEX 632; and CEX 633

Sport Counseling— SPO 600; SPO 651; SPO 652; SPO 653; SPO 665; and SPO 668

Transpersonal Psychology—TRP670; TRP 671; TRP 672; and TRP 673

Marriage and Family Therapy—CPS 616; CPS 617A; CPS 617B; CPS 618; CPS 619; CPS 620; 622A; CPS 624B; CPS 628; and CPS 704

In all objective (multiple-choice) exams the items vary from one administration to the next. There is no implication that each course area is represented by the same number of items, and there is no implication

that a particular version of the exam must include items from every course area that is eligible to be included. Objective exams ordinarily consist of 150 items. However, the University reserves the right to alter the number of items in any particular administration, as necessary.

For the written essay component of the University's Master of Arts level comprehensive exam, students are presented with practice based clinical vignettes to test their knowledge and professional skills, as well as the ability to make judgments about appropriate techniques and methods as applicable to their scope of practice. Ordinarily, the written essay exam consists of three vignettes, of which the student is required to select and respond to two. However, the University reserves the right to alter the number of items in any particular administration, as necessary.

5. Students are encouraged to prepare for the comprehensive exams months in advance of their scheduled administration date. Routine reviews of course textbooks and other required reference materials, lecture notes, and copies of previously administered course examinations are recommended. For students who perceive objective tests as particularly challenging, develop a multiple-choice test taking response set through frequent self-administrations of objective tests that cover the various core content areas in Psychology. There are several resources that are useful for this purpose. These can typically be found in university bookstores or online resources that sell similar materials. Also check the appropriate professional licensing boards or their websites for additional useful information about their licensing exams, which typically cover similar content areas (in California, www.bbse.ca.gov for marriage and family therapy licensing).

6. During the comprehensive exam, the test proctor provides the examinee with the

necessary materials. The use of supportive adjuncts, such as a Dictionary, is prohibited. The use of cellular phones during the course of the exam is not permitted. Brief breaks are taken, one examinee at a time, as per need.

7. Comprehensive examination test items are revised for all degree program specialty areas from one administration to the next.

8. Examination performance is documented and reported in terms of a Total Correct Raw Score. Currently, students must achieve a minimum correct raw score of 70% of the items correct to pass the exam.

9. Comprehensive exam scores are determined and reported in writing to the student within 30 days from the date of the examination.

10. Students have three (3) trials to achieve a passing score. If the third attempt is unsuccessful, academic probation is assigned and the student must: submit a request for a fourth and final attempt to the Exceptions Review Committee; and, prepare a detailed comprehensive examination study the Dean of Academic Affairs for review and approval. Additional academic advising will be required. Students do not review their completed examination protocols or their incorrect items.

11. Master's level students are required to register for the comprehensive exam during the quarter that they enroll in their capstone research project, be it a thesis (699).

12. The comprehensive examination is administered on a quarterly basis. Generally, the exam is scheduled for the second month of the quarter on the second Friday of the month. The University Catalog includes a schedule of examination dates for the next several calendar years. Verify exam dates with the Registrar's office, as schedule changes are occasionally necessary, and the

University is not bound to the dates announced in the Catalog.

Grievance Procedure

If students have a complaint or protest regarding University procedures, policies, academic decisions, faculty, staff, or other students that they wish to formally submit, they are advised to file a grievance. San Diego University for Integrative Studies is committed to resolving all student grievances in a fair and timely manner. Students are encouraged to first seek guidance from the Registrar, Dean of Academic Affairs, the President or designee, regarding their concerns. When such concerns cannot be initially resolved, the following grievance procedure is followed:

Informal Review: A student with a grievance should first schedule an appointment with the Dean of Academic Affairs. If the Dean of Academic Affairs is the subject of the grievance, then the student should contact the President. The Dean of Academic Affairs, or the President, tries to resolve the matter to the satisfaction of all parties. If this informal review does not result in resolution, the student may file a formal grievance with the Grievance Review Committee.

Formal Review: The grievant must complete a "Student Request" form (available in the administrative office) and submit it to the Registrar. Students may have witnesses and other administrative, faculty, or student support at the grievance hearing. In most cases, the Grievance Review Committee makes a decision within five (5) working days unless external consultation is necessary. Normally, the student is notified by mail of the decision of the Committee within two (2) weeks.

Final Review: If the grievant remains dissatisfied, he or she may appeal the

decision with the San Diego University for Integrative Studies Final Review Board with lawyer. All facts, issues, recommendations, supporting documentation, as well as a second "Student Request" form must be submitted in writing. The Board notifies the students of its final decision within thirty (30) days of the final request.

Grounds for Dismissal

A student may be dismissed from the University for any of the following reasons:

- * Failure to meet financial obligations
- * Failure to complete a minimum of four (4) classes each year with passing grades or failure to enroll in any courses for two consecutive quarters
- * Failure to meet probation requirements
- * Failure to meet International Student requirements
- * Excessive absences from class(es)
- * Incomplete course work
- * Unethical and/or illegal behavior or conduct
- * Inappropriate, disruptive, or unprofessional behavior
- * Lack of reasonable or consistent academic progress
- * Drug use and alcohol abuse
- * Sexual Harassment
- * Academic dishonesty, including plagiarism
- * Damage to school property
- * Fraud

A warning letter will be mailed to the student prior to dismissal and the opportunity for consultation with the Dean of Academic Affairs will be available to discuss solutions to problems that may be remedied within 2 weeks of notification. After meeting with the Dean of Academic Affairs the student may submit an appeal letter to the University's Grievance Committee for reconsideration of the solution. If such a letter is not received within 2 weeks from the meeting with the

Dean of Academic Affairs then the student will be dismissed.

Withdrawal from the University

A student may withdraw from the University at any time. The University Withdrawal and Notice of Cancellation Form is required of the student and must be submitted to the Registrar. Withdrawal removes the student from active status, and the Notice of Cancellation terminates the Student Enrollment Agreement.

The date of the postmark on the envelope or electronic transmission will establish the date of withdrawal and be used in determining the refund amount due to the student, if any.

Upon withdrawal the student is responsible for the unpaid balance of tuition for courses completed, the non-refundable application and registration fees, and all administration fees and penalties up to the time of an official withdrawal.

A refund, if applicable, will be computed in accordance with the SDUIS Refund Policy.

Readmissions

Students who have withdrawn or been dismissed from the University can reapply for admission by doing the following:

1. Submit application for admission to the registrar.
2. Pay the \$75 application fee.
3. Submit the Educational Intent Statement

If readmitted, the student is responsible for fulfilling all requirements, policies,

procedures and fees in effect at the time of re-enrollment.

Registration

Quarterly class schedules with a registration form are made available to all students (by mail and at the SDUIS website). Students are required to complete and sign the form and submit it by the registration deadline accompanied by the payment. Student may also elect to register online on the University's website www.sduis.edu. Quarterly registration deadline dates are published in the catalog, on the SDUIS website, as well as on the registration form. A late registration fee will be assessed to those students who register online after the registration deadline or whose registration form arrives after the deadline. Registration forms will only be processed if signed and accompanied by appropriate payment or credit card authorization. Registration forms received without signature or payment will not be processed.

Full time status refers to graduate and certificate students registered in at least 10 quarter units per quarter. Undergraduate students must be registered in 15 quarter units per quarter to be considered full time.

Part-time status refers to those graduate and certificate students registered in less than 10 quarter units per quarter, and undergraduate students registered in less than 15 quarter units per quarter.

A student is officially registered when she or he selects the appropriate course(s), and makes the correct tuition payment.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) is designed to measure, incrementally, that students are progressing through their program of study both academically and in a timely manner. In order to be considered to be making satisfactory progress toward a degree or certificate, a student must achieve a minimum cumulative grade point average and a specified completion rate.

To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated at the end of every quarter after grades are posted, approximately 5 days after the end of the quarter.

The minimum cumulative grade point average (CGPA) and completion rate required based on quarter progression is as follows:

For Undergraduate Certificate, and Bachelor level programs:

Quarter	Minimum Percentage of Cumulative Credit Hours Earned that were attempted	Minimum CGPA*
1	50%	1.5
2 nd and beyond	67%	2.0

For Master and Doctoral programs and Graduate Certificates:

Quarter	Minimum Percentage of Cumulative Credit Hours Earned that were attempted	Minimum CGPA*
1	50%	1.5
2 nd and beyond	67%	3.0

*A description of how CGPA is calculated, including an example, is provided in the Grading Policy/Scale section of the catalog.

Students are expected to complete the requirements for their program in the scheduled time frame, but in no case may the credits attempted exceed 1.5 times the number of credits required to complete the program.

Academic Warning

At the end of each quarter, if the student has not earned the minimum CGPA and/or has earned less than the minimum percentage of credits that were attempted as described in the chart above he or she will be notified and placed on Academic Warning for the remainder of the current quarter (i.e. if you are placed on academic warning for your first quarter's performance, five days after the quarter ends you will be notified and placed on Academic Warning for the next quarter, quarter two). At the end of the quarter (quarter 2 in this example), either:

If a student fails to achieve satisfactory progress by the end of the quarter in which they are on Academic Warning, the student will be notified and withdrawn from the program (unless the student files and is granted an appeal as defined below), or

If the student regains SAP by the end of the quarter (by achieving the minimum CGPA and completion rate), they will be notified and removed from Academic Warning.

Satisfactory Academic Progress Appeals, Probation, and Academic Plans

A student may appeal the University's determination of withdrawal due to failure to re-establish satisfactory progress by the end of the warning period to the Dean based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received on or before the 5th day of classes in the new quarter for the student to be eligible to continue in their program.

The appeal must contain, 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The Dean will review the information submitted in the context of the student's entire academic record, and notify the student of his or her decision within 24 hours. This decision is final. If the appeal is granted, then the student will be placed on probation for the quarter, and the Dean's notice to the student will outline the requirements of the academic plan the student must follow. The quarters of the academic plan must ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required CGPA for graduation.

At the end of the probationary quarter, the student's progress will be evaluated based upon the academic plan. If the student is meeting the quarters of the academic plan, the student will be eligible to remain in school. In all subsequent quarters the student must again meet the quarters of the academic plan to continue in their program of study.

If the student fails to meet the requirements of the academic plan at the end of the probationary quarter, the student will be withdrawn. Second appeals in this situation will only be granted at the discretion of the Dean, and based upon very exceptional circumstances.

Procedure for re-establishing Satisfactory Academic Progress: A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be notified and removed from Academic Warning.

A student who files an appeal and is placed on Probation and re-establishes SAP at the end of the Probation period will be notified and removed from Probation.

The effect on SAP for all courses with a grade assignment (including Withdrawal and Incomplete Grades)

Grade Assignment	Description	Included as Credits Attempted	Included as Credits Earned	Included in CGPA
A	Superior achievement	Yes	Yes	Yes
B	Commendable achievement	Yes	Yes	Yes
C	Satisfactory achievement	Yes	Yes	Yes
D	Not passing and less than satisfactory achievement	Yes	No	Yes
F or NC	Unacceptable achievement	Yes	No	Yes
I	Incomplete coursework	No	No	No
W	Withdrawn, without penalty	Yes	No	No
WF	Withdrawn, with penalty	Yes	No	No
TR	Credit granted through transfer	Yes	Yes	No
AU	Course audited—no credit awarded	No	No	No

The effect on SAP for repeated courses: The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses are included in the calculation of the completion rate.

The effect of BASICS Coursework on Satisfactory Academic Progress: Credit for remedial coursework (BASICS) will be counted when calculating the incremental completion rate and for determining the maximum time frame. However, the credits will not count in the CGPA and do not count toward the total number of credits required to graduate from any program of study.

The effect on SAP for non-punitive grades and non-credit courses: The grade assignments AU or I are non-punitive noncredit grades that do not impact CGPA or completion rate calculations.

The effect on SAP when a student seeks to earn an additional credential: If a student seeks an additional credential, the credits and grades attempted in the original credential that apply to the new credential are included in the determination of a student’s satisfactory academic progress, both in CGPA and completion rate.

The effect on SAP for Extended-Enrollment Status: A student who has failed to maintain the academic minimums outlined above and is therefore ineligible to remain in regular enrollment may apply to continue his/her studies at the College in a non-regular enrollment status. During this time, the student is not eligible to receive financial aid and must attempt to improve the deficient areas that led to the failure to maintain satisfactory academic progress by retaking courses he/she failed. Upon completion of the non-regular status quarter, a student who has re-established satisfactory academic progress may apply to return to a regular student status and reinstate his/her eligibility for financial aid. A meeting will be scheduled between the Dean and the student applying for reinstatement to determine if the student has the academic ability and desire to

successfully continue in the program. If reinstated, the student will be placed on Academic Warning for a quarter.

The effect on SAP when student changes programs or is re-admitted to the same program: If a student is re-admitted into the College or changes program of study, the credits and grades that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress and the appropriate evaluation level for the quarter.

The effect on SAP for Transfer Credits: Transfer credits are included as both credits attempted and earned for determining the completion rate. Credits accepted for transfer from any other post-secondary institution other than MJS College will be recorded on the student's transcript as "TR", and are not computed in the CGPA. The actual grade assigned for credits earned at MJS that apply to the current program of study are reflected on the student's transcript and included for determining the students CGPA.

Re-entry for students dismissed due to failure to meet SAP: Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary quarter upon reentry. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

STUDENT AND INSTITUTIONAL RECORDS

Record Retention

In accordance with the California Education Code SDUIS has adopted the Bureau for Private Postsecondary Education record requirement standards, as follows:

Required Student Records

- (a) SDUIS shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program.
- (b) SDUIS shall maintain, for each student granted a degree or certificate, permanent records of all of the following:
 - (1) The degree or certificate granted and the date on which that degree or certificate was granted.
 - (2) The courses and units on which the certificate or degree was based.
 - (3) The grades earned by the student in each of those courses.

Required Institutional Records

SDUIS shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:

- (a) The educational programs offered by SDUIS and the curriculum for each.
- (b) The names and addresses of the members of the SDUIS's faculty and records of the educational qualifications of each member of the faculty.

Directory Information

All new and returning students have the right to withhold the disclosure of any or all categorical information that is provided to the University through the "Directory Information and Disclosure Prevention Request" form. Students are asked to carefully consider their decision to release information to individuals or organizations outside San Diego University for Integrative Studies. The provisions of the Family Educational Rights and Privacy Act of 1974, clearly state each student's right to refuse the

release of San Diego University for Integrative Studies Directory Information and San Diego University for Integrative Studies honors each student's request to withhold or release such information. The Registrar is available to answer any questions concerning this matter.

Transcript Requests

To protect the confidentiality of students and alumni, copies of transcripts of course work completed at the University must be requested in writing and sent to the attention of the Registrar. The written request must include the following: 1) the student's signature needed for release; 2) requester's full name; 3) social security number; 4) the address where the transcript(s) should be sent; and 5) a processing fee for each transcript mailed. Although University transcripts indicate the number of units transferred from other institutions of higher education, individual courses are not listed.

It takes one (1) week to process a request for transcripts. If a week is not soon enough, the requester may put in a rush order, which is processed within 48 hours (2 business days) upon receipt of the written request and is charged a rush order processing fee for each transcript. Issuance of full transcripts may be denied when the requester has unfulfilled financial obligations to the University.

SDUIS offers two different types of transcripts:

1. "Official copies" are those containing the Registrar's signature and University seal, and enclosed in an envelope stamped "Official Transcript: Void if Seal is Broken". This can be sent directly from the Registrar's office to the respective agency or institution or to the student. This is the type normally required by potential employers, or schools.
2. "Student copies" are not sealed or signed by the Registrar, are stamped "Student Copy: Not Valid without University Seal", and can

be given directly to the student. Therefore, they are considered unofficial copies.

Hold on Records

A hold will be placed on the records of any student who has unpaid obligations to the University or has failed to comply with other requirements or regulations. If the student has made partial payment, the portion of grades or transcripts withheld would correspond on a pro-rated basis to the unpaid obligation. If the course of study consists of only one course, the grades and transcript will be withheld until the tuition or loan obligation is paid in full. Students with unpaid obligations will not be permitted to register for the subsequent quarter.

POLICIES REGARDING HEALTH AND SAFETY

The following policies and procedures are designed to establish a campus environment that is conducive to learning and to maintaining the health, safety, and comfort of all students and faculty.

Safety Information

The University provides information to the student body, administrators, supervisors, faculty, staff members, and campus visitors concerning the safety policies and procedures to be followed in the event of an on-campus incident or crime. Any questions about these safety procedures should be directed to the President.

Drug and Alcohol Use

San Diego University for Integrative Studies is committed to an environment that is free from drug and alcohol abuse. The manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited at all San Diego University for Integrative Studies work and academic meeting places. Violation of this policy will result in dismissal. Permission to serve

alcoholic beverages on all other parts of the campus must be approved by the President, five (5) days prior to the event.

Smoking

The use of tobacco products is prohibited in all campus buildings. Smoking is permitted in *designated areas only*. Smokers must be greater than 20 feet from all building entrances and operable windows while in the act of smoking.

Sexual Harassment

The University maintains a policy that prohibits any member of the campus community to sexually harass, assault, or injure another. It especially strives to maintain a study and work environment free of inappropriate and disrespectful conduct of a sexually harassing nature. If a student, faculty or staff member, or visitor to the San Diego University for Integrative Studies campus feels they have been witness to, or the victim of, an on-campus sexual assault, or subject to any form(s) of sexual harassment, they should follow the procedures set forth by the University. These procedures are posted in the administration office and other prominent campus locations.

Anyone who violates this policy will be subject to disciplinary action that includes dismissal of a student and termination of employment of an employee

Reporting On-Campus Crimes

If a student, faculty or staff member, or visitor feels they have been witness to or the victim of an on-campus crime involving violence, theft, injury, destruction of property, or illegal drugs or alcohol use, they should follow the established University procedures. These procedures are posted in the administration office and other prominent campus locations. If the crime has been committed by a member of the San Diego University for Integrative Studies campus community, appropriate disciplinary action will follow. Contact the available member of the administrative staff or Faculty member to report such incidents immediately. However, 911 should first be called in emergency situations.

Animals

Except for guide-dogs for the blind or other approved animals for assistance to disabled people, animals are prohibited from all campus buildings.

COLLEGE OF UNDERGRADUATE STUDIES

Philosophy

Our belief in the inherent value and dignity of individuals formally pursuing educational goals is the philosophical foundation of the Undergraduate programs. The purpose of these programs is to educate and to prepare the individual to serve and advance the community in health, dignity, understanding and cooperation. The undergraduate programs are committed to studying values, intentions, and meaning of life, as well as history and physical data, as elements of conscious existence. In an innovative and unique orientation that asks questions first and then seeks disciplined academic understanding, the University's intent is to inspire scholarly inquiry and practical solutions.

Program Overview

SDUIS offers a Bachelor of Arts (BA) degree in Business Administration. This program is designed to provide a relevant and contemporary education to undergraduate students who wish to complete their studies at SDUIS.

Students who graduate from SDUIS must have completed at least 45 quarter units or 30 semester units of general education courses. These units must include written and oral communications, mathematics, humanities/fine arts, political/social or behavioral science, and physical/natural science classes, which must be completed prior to graduation from the University. SDUIS offers the full range of the required general education courses.

The programs consist of 180 quarter units. Students can transfer a maximum of 135 quarter units, or 90 semester hours, to SDUIS. All students must complete at least 45 quarter units at SDUIS. Overall, a total of

60 quarter units of credit in the following general education areas are required, along with the 120 units of additional coursework in Business Administration, including a Senior Research Project.

- * Written Communication (minimum of 5 quarter units)
- * Oral Communication (minimum of 5 quarter units)
- * Mathematics (minimum of 5 quarter units)
- * Humanities and Fine Arts (minimum of 15 quarter units)
- * Social or Behavioral Science (minimum of 15 quarter units)
- * Physical or Natural Science (minimum of 15 quarter units)

All courses, other than independent study, are traditionally taught in a classroom setting or online with a seminar style of instruction that includes lively discussions and in-depth reading and writing assignments. Each instructor provides students with a syllabus containing an outline of the course objectives, content, student performance expectations, textbooks and related study materials, and any activities and evaluation methods used for grading purposes. Demonstrations and experiential components may also be required. Students' papers, examinations, and projects are discussed at the beginning and during the course.

Independent study courses are an in-depth study of a topic and directed by SDUIS faculty or equally qualified mentors who must be approved by the Exception Review Committee.

BACHELOR DEGREE PROGRAMS

Bachelor of Arts in Business Administration

Program Objectives:

This program is designed to provide the student with a foundation and marketable skills in business administration, organization, management, and communication guided by international and multicultural applied perspectives. A logically sequenced curriculum presents a practical orientation for developing and implementing effective entrepreneurial systems and administrative strategies targeting the needs, issues, and trends of the 21st Century global marketplace. By the end of the program graduates will be able to:

Define components of the strategic management process

Demonstrate effective business communication both orally and in writing

Select appropriate accounting tools and techniques to make decisions about both day-to-day operations and long-term strategies

Apply basic statistical concepts and tools in order to assist in interpreting the results of statistical analyses.

Describe the tools and methodologies needed to solve marketing problems and to gain competitive advantage.

Complete a business plan

Demonstrate professional communication skills in writing through

organizing, thinking critically, and communicating ideas and information in documents and presentations.

Graduation Requirements:

The Bachelor of Arts in Business Administration degree program requires the completion of one hundred eighty (180) quarter units at the undergraduate level. The student completes one hundred five (105) quarter units in basic collegiate education and seventy-five (75) quarter units in Business Administration. This includes twenty-one (21) lower and upper division courses logically sequenced from the University's approved undergraduate curriculum and fifteen (15) specialty courses in Business Administration. Completion of this program also requires the student to fulfill a capstone Senior Research Project relative to applied topics in Business Administration and allied fields such as international marketing and finance, for example. Students majoring in Business Administration have the option of pursuing additional specialty instruction in either Communications or Information Technology Systems, and each specialty curriculum consists of thirty-five (35) quarter units, which is the equivalent of seven (7) courses beyond the minimum graduation requirement of one-hundred eighty (180) quarter units. As such, students fulfilling either Specialization course sequence complete a total of two-hundred fifteen (215) quarter units in completing all graduation requirements.

Students having earned an Associate of Arts degree, or the equivalent, from a state approved or regionally accredited institution may transfer a maximum of one hundred thirty-five (135) quarter or ninety (90) semester units. The B.A. program in Business Administration requires all transfer students to complete a minimum of sixty (60) quarter units. **Curriculum:** Course numbers, titles, and units meeting basic undergraduate education requirements (lower and upper division courses):

<u>Course</u>	<u>Units</u>
BHS 100 The Human Body	5
BHS 103 The Written Word	5
BHS 105 Mathematics: A Most Powerful Tool	5
BHS 200 Connecting Up / Getting Online	5
BHS 302 How to Start Your Own Business	5
BHS 402 The Study of Great Leaders Through Literature	5
BHS 405 The Humanistic Tradition	5
BHS 410 Introduction to Philosophy	5
BHS 451 Introduction to Political Thought	5
BHS 454 Individuals and Their Social Behavior	5
BHS 456 Contemporary International Writers	5
BHS 457 The Media as Mediator	5
BHS 464 Inventing the Modern Mind	5
BHS 465 History of the Ordinary People of the United States	5
BHS 471 The Third World	5
BHS 487 Career Counseling	5
BHS 488 Personal and Social Ethics	5
BHS 490 Leadership Development	5

Required Total Units: 90

Required Courses (15 Units)

BHS 401 Writing Skills and Research	5
BHS 455 Critical Thinking	5
BHS 495 Senior Project	5

Course numbers, titles, and units meeting business specialization requirements (upper division courses):

Required Business Courses (75 Units)

<u>Course</u>	<u>Units</u>
BUS 401 Introduction to Business Principles & Organizations	5
BUS 402 Fundamentals of Business Administration	5
BUS 406 Business Math for Administrators	5
BUS 412 Business Information Technologies	5
BUS 416 Business Administrative Law	5
BUS 418 Essentials of Advertising	5
BUS 420 Business Communications & the Global Economy	5
BUS 424 Organizational Statistics	5
BUS 432 Production and Service Management	5
BUS 434 Organizational Entrepreneurship	5
BUS 442 Foundations in Accounting	5
BUS 449 Foundations in Marketing	5
BUS 452 Foundations in Finance	5
BUS 458 Foundations in Economics	5
BUS 466 Legal and Ethical Issues in the Global Marketplace	5
BUS 475 Cross Cultural Strategic Management	5

Required Total Units: 180

Specialty Curriculum in Communications (35 Units)

<u>Course</u>	<u>Units</u>
BSCM 400 Oral and Written Communication Skills	5
BSCM 406 Effective Public Speaking	5
BSCM 408 Advanced Public Speaking	5

	for Business Managers	5
BSCM 412	Expository and Technical Writing Skills	5
BSCM 430	Persuasive Communication	5
BSCM 438	Cross Cultural Communication	5
BSCM 460	World Wide Journalism and Expressive Writing	5
<u>Required Total Units:</u>		35

Business Administration degree program students who complete the specialty courses in Communications accumulate a total of 215 undergraduate quarter units for matriculation.

**Specialty Curriculum in Information
Technology Systems (35 Units)**

<u>Course</u>	<u>Units</u>	
ITS 404 Survey of Information Systems	5	
ITS 424 Operational System Principles	5	
ITS 434 Design and Analysis of Information Systems	5	
ITS 458 Web Development and Management	5	
ITS 466 Global Networks and Telecommunications	5	
ITS 478 Frontend and Backend Database Management	5	
ITS 492 Electronic Business Principles	5	
<u>Required Total Units:</u>		35

Business Administration degree students who complete the specialty courses in Information Technology Systems accumulate a total of 215 undergraduate quarter units for matriculation.

COLLEGE OF GRADUATE STUDIES

Philosophy

Since its inception, the University and the programs in psychology have explored a broad spectrum of approaches that expanded the range of options for dealing with psychological, psychosocial and psycho-spiritual confrontations of the human psyche. The psychology curricula not only focus on the needs of individuals struggling with behavioral issues, but also the aspirations of the healthy and curious who are desirous of exploring greater human potential. The Business curricula center on the needs of a society moving toward globalization and integration. The curricula focus is on applied knowledge that students can utilize immediately in their personal and professional lives. San Diego University for Integrative Studies is committed to upholding a responsible approach to scholarship and research and practice. Basic to each of these is development of personal competence and a true sense of responsibility and growth.

The programs in psychology address differing focal points and means of enhancing psychological health, creativity, and respect for the interaction of the body, mind and spiritual essence of individuals. The philosophical, integral or holistic approaches to human consciousness demand conviction to and respect for human existence.

Program Overview

The College of Graduate Studies offers the following degrees:

- Master of Accounting
- Master of Arts in Expressive Arts Therapy

- Master of Arts in Information Technology
- Master of Arts in Marriage and Family Therapy
- Master of Arts in Sport Counseling
- Master of Arts in Transpersonal Psychology
- Master of Business Administration
- Master of Business Administration, Specialization: Hospitality Management
- Master of Business Administration, Specialization: Marketing

Various emphasis areas are available to students in each program. The scope and intent of each emphasis area are described separately in each degree program. The graduate programs at SDUIS provide academic, scientific, and practitioner training in preparation for multifaceted professional roles as change agents for individuals, families, and organizations. Humanistic values such as diversity, inclusiveness, personal and professional education, centrality of relationships, and responsible use of power and authority are emphasized. The mastery of professional knowledge, skills, ability, and the capability for compassionate intervention and preparation for life-long learning are expected outcomes of the programs. Students entering masters programs must have completed a bachelor's degree which includes certain prerequisite courses. See the description of each degree program for specific entrance requirements. All doctoral applicants must have completed a relevant master's degree, again with certain prerequisite courses that are listed with the specific degree program. A maximum of 9

quarter units may be transferred into the Master's program, and 45 quarter units into a doctoral program from a regionally accredited or California State Approved University. Credit is not given for work or life experience in any of the programs offered.

Master's students in psychology programs other than the Marriage and Family Therapy program must complete a written thesis. Master's students enrolled in the MBA, MBA with specialization in Hospitality Management, MBA with specialization in Marketing, Information Technology, and Accounting must complete the course BUS 695 Comprehensive Business Project at the end of their program. All doctoral students must complete a dissertation. Thesis and dissertation students are required to meet with the Director of Research to have their proposal approved before beginning their research.

Licensing as a Marriage and Family Therapist in California

The Marriage and Family Therapy program satisfies the academic course requirements of the State of California Board of Behavioral Sciences, for the Marriage and Family Therapy license. However, Students must also meet the Board's post-masters experiential requirements before they are eligible to sit for the licensing exam.

Students in the MFT program are required to pass a Masters Comprehensive Examination. This exam is partially modeled after the State exam, and consists of two parts: multiple choice questions on theory and clinical vignette essays on practice. The exams are offered once each quarter and dates are noted in the SDUIS

quarterly schedules. Students have three opportunities to pass the exams, after which additional course work is required.

All MFT students will enroll in a 225 hour practicum sequence during the last half of their studies. Students must have their practicum sites approved by the University before beginning training hours. All students must contact the SDUIS Registrar for information and forms. Students should enroll in CPS 622 for supervision during the first 112.5 hours, and in CPS 624 during the second 112.5 hours, for direct face to face counseling hours and supervision.

It is the student's responsibility to remain informed of the Board of Behavioral Science's licensing requirements. All licensing forms and documents must be obtained directly from the Board.

Masters Thesis

Students enrolled in the Master of Arts programs in Expressive Arts Therapy, Sport Counseling and Transpersonal Psychology must complete a thesis. The thesis is the capstone project to complete the Master's degree program. The topic should emerge from the field of the student's Master's degree studies. Investigational methodologies will be determined by the nature of the student's interest but may include an experimental study, a study using surveys and questionnaires, a case study, or a literature review with summarizations and novel conclusions. While of a high standard, generally the thesis requires somewhat less demanding originality, scope and depth than the dissertation, and it usually takes a shorter time to complete.

Students are expected to use the research of others and provide their own analysis on their discoveries, in order to demonstrate their level of critical and analytical thinking, as well as their knowledge acquired through their program. The process is supervised by the student's Thesis Instructor, Thesis Chairperson, and the Director of Research, and culminates in the Final Oral Defense of the Thesis. Details of this process are available from the Registrar's office in the syllabus manual entitled *San Diego University for Integrative Studies Dissertation and Thesis Guidelines*.

Doctoral Dissertations

All doctoral students complete a dissertation. All dissertations are expected to make a novel contribution to the literature in their respective fields based on research completed by the student. Doctoral dissertations tend to focus on research and analysis of theoretical issues related to the student's doctoral research topic. Methodology may be either quantitative or a mixture of quantitative and qualitative designs. **Prior to beginning capstone research projects, all students must meet with their Research Instructor to have their topic approved.** Dissertations are supervised by a three member faculty committee that is selected by the student and approved by the Exceptions Review Committee.

The dissertation process includes forming a committee, a comprehensive literature review, an in-depth research project, writing a scholarly text, an Oral Qualifying Examination, and a Final Oral Defense of the dissertation. The process is supervised by the student's Dissertation Instructor, Dissertation Chair, Committee and the Director of Research. Details of this process

are available from the Registrar's office in the syllabus manual entitled *San Diego University for Integrative Studies Dissertation and Thesis Guidelines*.

Students working on their dissertation, master thesis, or senior project must be registered for the respective course each subsequent quarter until the project has been completed. The dissertation, master thesis, or senior project is complete when the student has successfully passed the oral examination where applicable and the final approval forms have been signed by the project chairperson, Research Instructor, SDUIS Director of Research, and Dean of Academic Affairs.

Personal Counseling

SDUIS faculty and staff consider growth through therapy an essential tool in becoming an effective therapist or counselor. The personal counseling requirement is designed to provide the student with the existential experience of being counseled and to deal with personal issues that could interfere with student becoming an effective therapist.

Masters students in all psychology programs must complete 50 hours of personal counseling within three years of enrollment at San Diego University for Integrative Studies. All therapists must be approved in advance by the University. Forms for therapist approval and documentation of hours are available from the Registrar.

What kind of counseling qualifies?

- At least 25 hours must be one-on-one therapy.
- Up to 25 hours (maximum) can be in a group therapy context.
- Educational training, self-help

seminars, and workshops cannot be used for the personal counseling requirement.

- Therapy hours must be completed face-to-face. Therapy conducted via Email, telephone, webcam, IM or any other means of distance or online mechanisms cannot be used for the personal counseling requirement.

What kind of license is needed for the therapist?

- The therapist must be licensed as an MFT, or Psychologist.

Can therapy done prior to enrollment qualify?

- Up to 25 hours of individual therapy may be completed before enrollment.
- Previous therapy must meet the above qualifications and date from within two years prior to enrollment.

How is the therapist selected?

- The student is responsible for selecting and engaging his or her own therapist.
- The administrative staff will maintain a list of local therapists with student discount prices.
- SDUIS instructors will not be approved as therapists to SDUIS students.
- The entire 50 hours do not have to be completed with the same therapist.

Procedures for meeting the requirement

- After selecting the therapist, please fill out the Request for Psychotherapist Approval form and submit the signed form to the Registrar. This will ensure that the therapy done will qualify for the requirement.
- Keep track of the hours on the Documentation of Personal Counseling Hours form.
- When all the hours have been completed with the therapist, have the therapist sign the form and mail directly to San Diego University for Integrative Studies Administrative Office.

Regulations

The “Academic and Administrative Policies” Section of this catalog apply to all Degree and Certificate Programs. Please review the complete listing of these policies which address such policies as Attendance, Satisfactory Academic Progress, Grading, etc.

Admissions- Master Degree Programs Admission to the University's Master degree programs is based largely on a process of personal interview(s) and evaluation of relevant academic achievement. Since the programs at SDUIS are humanistic and professional in orientation, the school seeks students who are committed to promoting compassion, personal responsibility and well-being in themselves and others.

The criteria for admission into the degree programs is based on the applicant's academic preparation and his/her apparent orientation to humanistic and integrative education. No entrance exams are required.

Prior Education Requirements

Students enrolling in the University's Master's degree programs must have earned a Bachelor's degree in addition to specific prerequisite courses, which must be completed in the first year of study.

TOEFL Exam

Foreign, non-English speaking students must submit minimum TOEFL scores of 500 (paper-based), 173 (computer-based) or 61 (Internet-based).

English as a Second Language instruction is provided under USA English Language Center at SDUIS. SDUIS is approved by the Student Exchange and Visitor Program (SEVP) to issue student visas.

ADMISSION PROCEDURES:

All applicants must complete and submit the following items:

1. Application for admission with a \$60 fee.
2. Educational intent statement (2-5 page essay or update for returning students).
3. Two (2) letters of recommendation.
4. Official transcripts from schools previously attended.
5. Transferability of Units form.
6. Transcripts from foreign, non-English speaking Universities must be accompanied by a certified official translation of the transcript and evaluation by a degree evaluation service to determine equivalency of credits.

7. Declaration of finances for International students is required.

8. Foreign, non-English speaking students must submit minimum TOEFL scores of 500 (paper-based), 173 (computer-based) or 61 (Internet-based).

After all admissions materials have been received and evaluated, a Final Admissions Interview will be scheduled. The applicant is notified within two weeks of this interview on the status of his or her candidacy. During the Final Admissions Interview, the degree plan is reviewed with the applicant and the Student Enrollment Agreement form is completed.

Students enrolling for Distance Learning follow the same admission procedure except that the Final Admissions Interview is conducted through a conference telephone call.

Students who are accepted receive a Student Handbook, ID card by request, Disabled Student Services information or financial assistance information, if appropriate.

Deadline for admission as a Full Status student is one (1) month prior to the beginning of the quarter. Applicants who have not completed the admissions process may provisionally enroll on a Conditional basis for one (1) quarter while completing and submitting the remainder of materials needed.

After the student receives the registration information forwarded by the Registrar, he/she registers for classes and is required to settle all appropriate fees prior to the deadline for the upcoming quarter.

Admissions documents submitted to SDUIS become the property of the University and cannot be returned, forwarded, copied or released to the student, other organizations or institutions, professional associates or family and friends.

Conditional Enrollment Status

A student can be admitted to SDUIS with Full, Conditional, or Extension Status:

* Full Status: Students with this classification have completed the application process, paid all fees, met all requirements, and signed a Student Enrollment Agreement form.

* Conditional Status: Students with this classification have initiated but have not completed the admissions process. These are applicants being considered for full status pending receipt and acceptance of remaining application materials. This includes, for Degree seeking students, the completion of the Final Admissions Interview. The courses taken during the first quarter will transfer into a degree program upon acceptance.

“Conditional” students must complete the admission requirements before the end of the first quarter they enroll in order to be eligible to register for the second quarter. Students who are not accepted into a program may be eligible to receive units as an extension student. “Conditional” students enrolled for classes while completing the admissions process are not guaranteed acceptance into a degree program as a full time student.

Transfer Credit Policy

When students wish to transfer units into a degree program at SDUIS, all units must be

from an accredited or approved school and have not been counted towards a completed degree program, or one to be completed concurrently elsewhere. If a course is evaluated at the University as being equivalent to a course required in the student's program, it may be accepted as such. The amount of transfer credit permitted varies with each program. The following formula is used when changing semester hours to quarter hours:

1 semester hour = 1.5 quarter units
2 semester hours = 3.0 quarter units
3 semester hours = 4.5 quarter units
4 semester hours = 6.0 quarter units
5 semester hours = 7.5 quarter units

Credits eligible for transfer must be earned at institutions approved by the BPPE (Bureau for Private Postsecondary Education), public or private schools of higher education that are regionally accredited or foreign institutions recognized by the U.S. Department of Education. In determining how courses are evaluated for acceptance as transfer credits, each course will be compared with the catalog course description from the school previously attended (where transfer credits will come from) to the SDUIS catalog course description. The student will provide a copy of the catalog with course description(s) that was in use during the time the student had attended that school, in order for the evaluation to occur. Courses eligible for transfer at the graduate level must have been completed within the last 10 years, or 6 years for the licensing tract. At the BA level, each case will be evaluated individually.

General education requirements may also be met by successful scores on CLEP exams in

subjects not previously credited on transcripts.

Credits transferred into the Bachelor of Arts program are limited to 90 semester and 135 quarter units. A passing grade of "C" or better is required for courses to transfer into the Bachelor of Arts program. Master of Arts programs are limited to six (6) semester hours or eight (8) quarter units. These units must be in subjects directly related to the core courses for the degree. A passing grade of "B" or better is required for courses to transfer into SDUIS graduate programs. No more than 30 semester hours, or 45 quarter units, can be transferred into any of the Doctoral programs. These units must be in subjects directly related to the core courses for the degree.

The University does not accept undergraduate credit hours, even at advanced levels, as transfer credit in graduate programs.

This institution had not entered into an articulation or transfer agreement with any other college or university.

Residency Requirement

The residency requirement refers to the minimum number of units of formal classroom instruction that must be completed with the University to meet all course requirements. In all masters programs the residency requirement is 76 quarter units except for the Marriage and Family Therapy (MFT) program, which is 82 quarter units; and, Sport Counseling at 66 quarter units. The following courses cannot be transferred into SDUIS programs and must be completed at the university:

4. CPS 605 – Clinical Counseling Skills Training
5. CPS 611 – Advanced Clinical Skills Training
6. CEX/CTR/SPO 600 – Business Principles

Residency Requirement for International Students

The residency requirement refers to the minimum number of classes an international student must register for per quarter. For the master's programs, the residency requirement is a minimum of two classes per quarter for three consecutive quarters; 50% of classes each quarter must be completed residentially.

Residency Requirement for Online Students

Distance learning students, enrolled in Psychology program, and are required to complete the following courses in the classroom setting. These courses must be completed at SDUIS and cannot be transferred from another university. The University's fifteen (15) quarter unit residency requirement is offered as intensive courses in the Winter and Summer Quarters, and includes the following:

- CPS 605 – Clinical Counseling Skills Training
- CPS 611 – Advanced Clinical Skills Training

Auditing Courses

Qualified individuals (admitted students or extension students) who wish to attend a class without receiving credit may register as an auditor for a reduced fee of \$600. Alumni can audit classes and certain special events at a 20% discount. Auditors must

meet all pre-requisite requirements. Some classes cannot be taken as an audit.

Classes completed as an audit do not satisfy University degree requirements, and will not appear on a transcript. Registered students can change from audit to credit status before the last class meeting by completing the appropriate forms, paying the tuition difference and completing all course requirements.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at the San Diego University for Integrative Studies is at the complete discretion of an institution

to which you may seek to transfer. Acceptance of the (degree or certificate) you earn at the San Diego University for Integrative Studies is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer.

MASTER DEGREE PROGRAMS

Master of Accounting

Program Objectives:

This program is designed for finance and accounting professionals wishing to extend their skills or for those just entering the accounting profession. The program is intended to provide a broader understanding of accounting principles and business applications by offering graduate exposure to the traditional areas of accounting (financial accounting, managerial accounting, income tax, and auditing). Participants will learn how accounting functions within organizations and a wide variety of businesses, ranging from startups to global corporations, by building the conceptual, analytical and communications

skills necessary to succeed in the accounting profession.

By the end of the program graduates will be able to:

Apply accounting theory, principles, practice, and ethics to business decisions

Demonstrate the use of generally accepted accounting principles and practices using emerging technologies

Compare and contrast national and international accounting concepts

Evaluate fraud examination concepts and processes

Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

Complete a thesis or final project

Graduation Requirements:

The Master of Accounting program requires the participant to successfully complete a total of 90 quarter units of graduate-level coursework. The student must complete 5 units from the Graduate Course Requirements, 40 units from the Graduate Core Accounting Course Requirements, , select 40 units (8 courses) from the Graduate Core Business Course Requirements. In addition, students must pass course BUS 695 Comprehensive Business Project.

Students working on their Comprehensive Business Project must be registered for the respective course each subsequent quarter until the project has been completed. The capstone project is complete when the final draft of the students' Comprehensive Business Project has been completed, evaluated, and formally approved by the Comprehensive Business Project Instructor.

Curriculum:

Course titles that satisfy degree requirements:

Graduate Core Required Courses: (5 Units)

<u>Course</u>	<u>Units</u>
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CPS 501 Writing Skills & Research 5

Graduate Core Required Accounting Courses: (40 Units)

<u>Course</u>	<u>Units</u>
ACT 614 Financial Statement Analysis	5
ACT 618 Cost Accounting	5
ACT 630 Intermediate Accounting	5
ACT 631 Fraud Examination & Forensic Accounting	5
ACT 633 Federal Income Tax	5
ACT 635 Taxation for Business Decisions	5
ACT 636 Advanced Auditing	5
ACT 640 Fair Value Accounting: GAAP & IFRS	5

Graduate Core Required Business Courses: (40 Units)

<u>Course</u>	<u>Units</u>
BUS 602 Quantitative Methods in Business	5
BUS 610 Leading & Managing People & Organizations	5
BUS 614 Marketing Strategies & Tactics	5
BUS 616 Social Responsibility: Business Law & Ethics	5
BUS 617 Financial Planning & Investing	5
BUS 618 Information Technology Strategies for Entrepreneurial Business	5
BUS 625 Bargaining & Negotiating Skills: Asia, the US, Internationally	5
BUS 650 Advanced Marketing Strategies: Successes & failures	5
BUS 656 Special Topics in Business Management	5

BUS 657 International Economics	5
Capstone Course (5 units)	
<u>Course</u>	<u>Unit</u>

BUS 695 Comprehensive Business Project	5
<u>Required Total Units:</u>	90

Master of Arts in Expressive Arts Therapy
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Program Objectives:

This program was designed to give the student a sound base in Expressive Arts Therapy. The Expressive Arts Therapy Master's Degree is designed to provide participants with a holistic and culturally enriched perspective about facilitating health, emotional growth, and human potential. The personal integration of a host of experiences and techniques is intended to contribute to the development of greater personal health and increased therapeutic options.

By the end of the program graduates will be able to:

- Describe current counseling and psychotherapy theories and practice standards

- Demonstrate assessment and appraisal techniques

- Apply multiple approaches in expressive arts therapy

- Evaluate appropriate indicators for the use of play therapy

- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating

ideas and information in documents and presentations.

Complete a thesis or final project

Graduation Requirements:

The Master of Arts degree requires the completion of 90 quarter units at the graduate level. The student will develop an individualized program of study by completing the core Psychology requirements (55 units), and selecting 30 additional Master's units from the Expressive Arts curriculum. Students are required to write a Master's Thesis/Project (5 units). In addition the students must complete 50 hours of personal counseling with licensed professionals. Successful passage of the MA Comprehensive Exam is also required.

Curriculum:

Course titles that satisfy degree requirements:

Prerequisite Courses (20 units)	
<u>Course</u>	<u>Units</u>
CPS 400 Introduction to Psychology	5
or	
CPS 401 History & Systems of Psychology	5
CPS 402 Abnormal Psychology	5
CPS 403 Theories of Personality	5

CPS 404 Quantitative Perspectives 5

w/Adults & Aging Population

Graduate Core Psychology Course Requirements (55 units)

<u>Course</u>	<u>Units</u>
CPS 501 Writing Skills & Research	5
CPS 601 Counseling Theories & Strategies	5
CPS 603 Developmental Psychology	5
CPS 604 Introduction to Psychological Research	5
CPS 605 Clinical Counseling Skills Training	5
CPS 610 Psychopathology	5
CPS 611 Advanced Clinical Skills Training	5
CPS 612 Legal & Ethical Issues in Counseling	5
CPS 613 Human Sexuality & Gender Issues	5
CPS 614 Theories, Therapies & Issues in Chemical Dependency	5
CPS 615 Cross-Cultural Counseling	5

Graduate Expressive Arts Core Requirements (30 units)

<u>Course</u>	<u>Units</u>
CEX 600 Expressive Arts Business Principles	5
CEX 630 Foundations of Expressive Therapy	5
CEX 631 Psychodrama, Ritual and Performance	5
CEX 632 Fundamentals of Music Therapy	5
CEX 633 Fundamentals of Movement Therapy	5
CEX 634 Art and Expressive Therapy w/Children and Adolescents	5
<u>or</u>	
CEX 635 Art and Expressive Therapy	5

Thesis / Project (5 units)

CEX 699 Thesis/Project 5

Required Total Units 90

Students working on their dissertation, master thesis, or senior project must be registered for the respective course every quarter until the project has been completed. The Dissertation, Master's Thesis, or Senior Project is complete when the student has successfully passed the oral examination where applicable and the final approval forms have been signed by the project chairperson and SDUIS Director of Research.

Master of Arts in Information Technology

Program Objectives:

Businesses, government, schools, and other organizations are continually seeking new applications for computers and networks in the workplace. As the role of technology increases, the need for professionals with a strong background in information technology is also increasing.

The Master of Arts in Information Technology at SDUIS will educate participants in such areas as software engineering methodologies, theoretical and formal areas of computer science, digital media arts, and the latest trends in IT management. The program allows graduates to enhance their knowledge and skills of the rapidly changing field of information technology.

By the end of the program graduates will be able to:

Design, implement and evaluate the effectiveness of computer-based solutions, processes and components

Identify and describe hardware components and peripherals

Apply technical concepts and practices within the IT field

Integrate IT-based solutions into various business environments

Effectively communicate with IT end users

Complete a thesis or final project

Graduation Requirements:

Each student must complete 95 quarter units of Information Technology coursework. The student will complete the Required Core Course Requirements (5 units), Information Technology requirements (75 units), and select (10) additional units from the Elective Information Technology courses. In addition, students successfully complete the capstone course, BUS 695 Comprehensive Business Project.

Curriculum:

Course titles that satisfy degree requirements:

Prerequisite Courses: (5 Units)

<u>Course</u>	<u>Units</u>
AES 502 Academic English Skills (If required)	5
ITS 145 Introduction to Information Systems	5

Graduate Core Course Requirements (5 Units)

<u>Course</u>	<u>Units</u>
CPS 501 Writing Skills & Research	5

Graduate Core Information Technology Course Requirements (75 Units)

<u>Course</u>	<u>Units</u>
ITS 621 Advanced Information Technology	5
ITS 622 Database Design	5
ITS 623 Database Development & Management	5
ITS 625 IT Project Management Skills Training	5
ITS 626 Object Oriented Modeling	5
ITS 627 Voice Communication Networks	5
ITS 628 Software Design	5
ITS 629 Computer Network Design	5
ITS 631 LAN, WAN & Wireless Networks	5
ITS 632 Legal Aspects of Information Technology	5
ITS 634 Information Technology Security	5
ITS 635 Advanced Operating Systems & Distributed Systems	5
ITS 637 Architecture of Computer Hardware	5
ITS 649 Web Standards & Search Engine Optimization	5
ITS 652 Web Design	5

Elective Information Technology Courses (10 Units)

<u>Course</u>	<u>Units</u>
ITS 641 Computer Aided Design	5
ITS 642 Java Programming	5
ITS 643 C# Programming	5

ITS 645 .Net Framework	5
ITS 647 Telecommunication Systems	5
ITS 648 User Interface Design	5
ITS 650 C++ Programming	5
ITS 651 Systems Engineering & Analysis	5

Capstone Course (5 units)

<u>Course</u>	<u>Unit</u>
BUS 695 Comprehensive Business Project	5

Required Total Units: 95

Conduct effective counseling of individuals, couples, families, children and groups

Appreciate the diversities of individuals, couples, families, children and groups

Communicate with peers and supervisors using appropriate terminology and consultative practices.

Complete a thesis or final project

Master of Arts in Marriage and Family Therapy

Program Objectives:

This program is designed to provide professional training as well as personal development. The courses satisfy the course requirements for the Marriage and Family Therapy license. Eligibility to sit for the exam with the Board of Behavioral Sciences (BBS) requires the degree be earned at a school operating under full approval by the Bureau of Private Postsecondary and Vocational Education.

By the end of the program graduates will be able to:

Describe the theory and rationale for counseling

Identify human development changes across the life span

Graduation Requirements:

The Master of Arts degree requires the completion of 101 units at the graduate level, two hundred (200) supervised internship hours must be fulfilled, in addition to 50 hours of personal counseling with licensed professionals. Successful passage of the MA Comprehensive Exam is also required.

Curriculum:

Course titles that satisfy degree requirements:

Prerequisite Courses (20 units)

<u>Course</u>	<u>Units</u>
CPS 400 Introduction to Psychology	5
or	
CPS 401 History & Systems of Psychology	5
CPS 402 Abnormal Psychology	5
CPS 403 Theories of Personality	5
CPS 404 Quantitative Perspectives	5

Graduate Core Psychology Course Requirements (96 units)

CPS 501 Writing Skills & Research	5
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CPS 601	Counseling Theories & Strategies	5
CPS 603	Developmental Psychology	5
CPS 604	Introduction to Psychological Research	5
CPS 605	Clinical Counseling Skills Training	5
CPS 610	Psychopathology	5
CPS 611	Advanced Clinical Skills Training	5
CPS 612	Legal & Ethical Issues in Counseling	5
CPS 613	Human Sexuality and Gender Issues	5
CPS 614	Theories, Therapies & Issues in Chemical Dependency	5
CPS 615	Cross-Cultural Counseling	5
CPS 616	Psychotherapy w/Children & Adolescents	5
CPS 617A	Assessment & Treatment of Child Abuse	2.5
CPS 617B	Assessment & Treatment of Partner Abuse	2.5
CPS 618	Psychological Tests & Measurements	5
CPS 619	Theories of Family Therapy	5
CPS 620	Theory & Practice of Family Therapy	5
CPS 622	Supervised Practicum A	5
CPS 624	Supervised Practicum B	5
CPS 628	HIV Treatment & Counseling	1
CPS 704	Psychopharmacology	5

This program is designed to provide students with the theoretical and practical training needed to help athletes be more effective in sports and their personal lives. The program is intended to prepare professionals to consult with individual athletes, teams, and athletic organizations, and to effectively develop and teach programs tailored for this unique population.

By the end of the program graduates will be able to:

Describe the unique mental health needs of a professional athlete

Identify and describe the ethical and legal considerations in counseling psychology

Articulate the theory and research that are central to counseling and sports psychology

Conduct effective counseling of individual athletes, coaches and teams

Demonstrate effective intervention techniques based on the need of the client

Complete a thesis or final project

Elective (5 units)

<u>Course</u>	<u>Units</u>
CPS 621 Selected Topics in Psychotherapeutic Techniques	5

Required Total Units: 101

Master of Arts in Sport Counseling

Program Objectives:

Graduation Requirements:

The Master of Arts degree in Sport Counseling requires the completion of 90 quarter units at the graduate level. Students will complete the core Psychology requirements (55 units) and the required Sport Counseling requirements (30 units). Students are required to write a Master's Thesis/Project (5 units), and complete 50 hours of personal counseling. Successful passage of the MA Comprehensive Exam is also required.

Describe the tenets and traditions of traditional Western Psychology

Describe the tenets and philosophy behind Eastern Psychology

Identify and describe the ethical and legal considerations associated with psychology

Demonstrate various transpersonal therapies

Demonstrate alternative healing therapies

Complete a thesis or final project

Graduation Requirements:

The Master of Arts degree in Transpersonal Psychology requires the completion of 90 quarter units at the graduate level. The student will develop an individualized program of study by completing the core Psychology requirements (55 units), the core Transpersonal requirements (25 units) and selecting (5) additional elective graduate units from the SDUIS combined curricula. Students are required to write a Master's Thesis/Project (5 units), in addition to completing 50 hours of personal counseling with licensed professionals. Successful passage of the MA Comprehensive Exam is also required.

Curriculum:

Course titles that satisfy degree requirements:

Prerequisite Courses (20 units)

<u>Course</u>	<u>Units</u>
CPS 400 Introduction to Psychology	5

or

CPS 401 History & Systems of Psychology	5
CPS 402 Abnormal Psychology	5
CPS 403 Theories of Personality	5
CPS 404 Quantitative Perspectives	5

Graduate Core Psychology Course Requirements (55 units)

<u>Course</u>	<u>Units</u>
CPS 501 Writing Skills & Research	5
CPS 601 Counseling Theories, Strategies	5
CPS 603 Developmental Psychology	5
CPS 604 Introduction to Psychological Research	5
CPS 605 Clinical Counseling Skills Training	5
CPS 610 Psychopathology	5
CPS 611 Advanced Clinical Skills Training	5
CPS 612 Legal & Ethical Issues in Counseling	5
CPS 613 Human Sexuality and Gender Issues	5
CPS 614 Theories, Therapies & Issues in Chemical Dependency	5
CPS 615 Cross-Cultural Counseling	5

Graduate Transpersonal Core Requirements (25 units)

<u>Course</u>	<u>Units</u>
CTR 600 Psychology Business Principles	5
CTR 670 Introduction to Tibetan Buddhist Psychology	5
CTR 671 Theories of Consciousness	5
CTR 672 East/West Psychology	5
CTR 673 Meditation & Mandalas	5

Graduate Transpersonal Electives Available (choose 1 course - 5 units)

<u>Course</u>	<u>Units</u>
TRP 674 Traditions of Transformational Arts	5
TRP 675 Mind/Body Approaches to Health	5
TRP 676 Alternative Healing Therapies	5
TRP 678 Selected Topics in Transpersonal Studies	5
TRP 771 Foundations of Contemplative Depth Psychotherapy	5
TRP 774 Fundamentals of Energetic & Somatic Therapies	5
TRP 776 Contemplative, Transpersonal Therapies	5

Thesis / Project (5 units)

<u>Course</u>	<u>Units</u>
CTR 699 Thesis/Project	5

Students working on their Dissertation, Master’s Thesis, or Senior Project must be registered for the respective course every quarter until the project has been completed. The Dissertation, Master’s Thesis, or Senior Project is complete when the student has successfully passed the oral examination where applicable and the final approval forms have been signed by the project chairperson and SDUIS Director of Research.

Required Total Units: 90

objectives, course content, weekly assignments and student performance expectations.

3) Instructors work closely with students to monitor their progress.

Master of Business Administration
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Program Objectives:

The MBA program at San Diego University for Integrative Studies is designed for mid-career business managers, multicultural organizational leaders, educators, investors, entrepreneurs, and other mature adult learners who are seeking to broaden and deepen their knowledge and skill in launching new businesses, investing in them, and developing them. The program offers three tracks. The first is a general track focusing on business in a US context, the second focuses on the global and multicultural context of US and international business, and includes a special emphasis on doing business with China, and finally our third “Green” track, which focuses on ecological sustainability and social responsibility.

By the end of the program graduates will be able to:

Evaluate business opportunities taking into consideration financial, marketing, and human resource data.

Use quantitative and qualitative tools to make business decisions

Demonstrate strategic management and leadership

Describe ethical considerations of business ownership

Complete a thesis or final project

Graduation Requirements:

The MBA program requires the participant to successfully complete a total of 75 quarter units of graduate-level coursework in business administration. The sequence of available courses for each of the three tracks includes both required courses (12 courses) and electives (3 courses). In addition, students must complete the course BUS 695 Comprehensive Business Project.

Students working on their Comprehensive Business Project must be registered for the respective course each subsequent quarter until the project has been completed. The Comprehensive Business Project is complete when the final draft of the students' Comprehensive Business Project has been completed, evaluated, and formally approved by the Comprehensive Business Project Instructor.

Curriculum:

Participants in the Master of Business Administration program must complete 15 courses from the courses below. CPS 501, BUS 601 or BUS 631, and BUS 602 are required for all students. General track students must also complete courses BUS 610 through BUS 618; international business track students must complete courses 620 through BUS 628. Students who select the Green track must complete courses BUS 630 through BUS 639. An additional 3 courses must be selected from the list of elective courses (numbered BUS 650 through BUS 656).

Prerequisite Courses: (5 Units)

<u>Course</u>	<u>Units</u>
AES 502 Academic English Skills (If required)	5

Required Courses: (15 Units)

<u>Course</u>	<u>Units</u>
CPS 501 Writing Skills & Research	5
BUS 601 Financial Accounting from a Managerial Perspective	5
OR	
BUS 631 Finance & Environmental Accounting	5
BUS 602 Quantitative Methods in Business	5

Required Courses: General Track (45

Units

<u>Course</u>	<u>Units</u>
BUS 610 Leading & Managing People and Organizations	5
BUS 611 Entrepreneurship: Developing New Ventures	5
BUS 612 Managing Franchise Businesses	5
BUS 613 Venture Capital & Private Equity	5
BUS 614 Marketing Strategies & Tactics	5
BUS 615 Real Estate Investing	5
BUS 616 Business Law	5
BUS 617 Financial planning & Investing	5
BUS 618 Information Technology Strategies for Entrepreneurial Businesses	5

Required Courses: International Business Track (45 Units)

<u>Course</u>	<u>Units</u>
BUS 620 Managing People & Organizations: Eastern & Western Perspectives	5
BUS621 Entrepreneurship in the US & in China: Developing New Ventures	5

BUS 622 Global Business Perspectives: Focus on China.	5
BUS 623 Venture Capital & Private Equity	5
BUS 624 Marketing Strategies & Tactics in a Global Environment	5
BUS 625 Negotiating & Bargaining Skills: Asia, the US, Internationally	5
BUS 626 Business Law Around the World	5
BUS 627 Leadership Issues & Styles Across the Pacific: China & the US.	5
BUS 628 Information Technology Strategies for International Businesses	5

Required Courses: Green Track (45 Units)

<u>Course</u>	<u>Units</u>
BUS 630 Introduction to Sustainable Business	5
BUS 632 Eco-commerce Models	5
BUS 633 Foundations in Ecological Economics	5
BUS 634 Sustainable Products and Services	5
BUS 635 Application of Sustainable Business Practices	5
BUS 636 Air Pollution, Animal Rights, Land Use, Energy Law and Biodiversity Protection	5

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**Master of Business Administration with
Specialization in Hospitality
Management**

Program Objectives:

The Master of Business Administration program with specialization in Hospitality Management is designed for students who

BUS 637 Environmental Economics Policy & Management	5
BUS 638 Global Environmental Issues in Business Transactions	5
BUS 639 Climate Change and the Law	5

Elective Courses (15 Units)

<u>Course</u>	<u>Units</u>
BUS 650 Advanced Marketing Strategies: Successes & Failures	5
BUS 651 Mergers & Acquisitions East & West	5
BUS 652 Identifying & Analyzing Domestic Business Opportunities	5
BUS 653 Identifying & Analyzing International Business Opportunities	5
BUS 654 Financial Institutions & Markets in a Global Perspective	5
BUS 655 The Federal Reserve & Business Forecasting	5
BUS 656 Special Projects in Business Management	5

Capstone Cours: (5 units)

<u>Course</u>	<u>Unit</u>
BUS 695 Comprehensive Business Project	5

Required Total Units: 80

want to qualify for top hospitality jobs, and for working professionals who want to further their education and career. Students will study general business disciplines necessary to achieve success in the corporate and public sectors, as well as develop a sound understanding of the hospitality industry and how to fulfill the

needs of consumers and organizations in the hospitality industry. This program will prepare graduates for professional roles and managerial positions across the hospitality spectrum

By the end of the program graduates will be able to:

Evaluate business opportunities in the hospitality industry taking into consideration financial, marketing, and human resource data.

Use quantitative and qualitative tools to make hospitality business decisions

Demonstrate strategic management, leadership, and communication that is required to hold managerial positions in the hospitality industry

Describe ethical considerations of owning or managing a service business

Complete a thesis or final project

Graduation Requirements:

The MBA with specialization in Hospitality Management program requires the participant to successfully complete a total of 80 quarter units of graduate-level coursework, including 10 units of required coursework, 30 units of Business Administration required courses, 35 units of required Hospitality Management courses. In addition, students must complete course BUS 695 Comprehensive Business Project.

Students working on their Comprehensive Business Project must be registered for the respective course each subsequent quarter until the project has been completed. The capstone project is complete when the final draft of the students' Comprehensive Business Project has been completed, evaluated, and formally approved by the Comprehensive Business Project Instructor.

Curriculum:

Participants in the Master of Business Administration with Specialization in Hospitality Management program must complete 16 courses from the courses below. CPS 501 is required for all Hospitality Management students. Students may elect to take either BUS 601 or HMT 642 to satisfy the accounting requirement, complete all required business courses and hospitality management courses, and the capstone course BUS 695.

Prerequisite Courses: (5 Units)

<u>Course</u>	<u>Units</u>
AES 502 Academic English Skills (If required)	5

Required Courses: (10 Units)

<u>Course</u>	<u>Units</u>
CPS 501 Writing Skills & Research	5
BUS 601 Financial Accounting from a Managerial Perspective	5
OR	
HMT 642 Financial Accounting in Hospitality Management	5

Required Business Courses (30 Units)

<u>Course</u>	<u>Units</u>
BUS 602 Quantitative Methods in Business	5

BUS 610 Leading & Managing People and Organizations	5
BUS 611 Entrepreneurship: Developing New Ventures	5
BUS 616 Business Law	5
BUS 617 Financial planning & Investing	5
BUS 618 Information Technologies Strategies for Entrepreneurial Business	5

**Required Hospitality Management
Courses (35 Units)**

<u>Course</u>	<u>Units</u>
HMT 615 Human Resource Management in Hospitality	5
HMT 618 Hotel Management Operations	5
HMT 625 Supervision Skills in Hospitality	5
HMT 628 Hospitality Law	5
HMT 631 Social Media in Hospitality & Tourism	5
HMT 632 Hotel & Restaurant Marketing & Merchandising	5
HMT 635 Conference & Banquet Management	5

Capstone Course: (5 units)

<u>Course</u>	<u>Unit</u>
BUS 695 Comprehensive Business Project	5

Required Total Units: 80

The Master of Business Administration program with specialization in Marketing is designed for students who want to qualify for top marketing jobs, and for working professionals who want to further their education and career. Students will study general business disciplines necessary to achieve success in the corporate and public sectors, as well as develop a sound understanding of marketing methodology and the marketing needs of consumers and organizations. This program will prepare graduates for professional roles and managerial positions across the marketing spectrum.

By the end of the program graduates will be able to:

Apply marketing strategies
Compare and contrast US and
International marketing methods

Use quantitative and qualitative tools to
make business decisions

Demonstrate strategic management,
leadership, and communication skills
needed for managerial positions

Describe ethical considerations of
business ownership

Complete a thesis or final project

**Master of Business Administration with
Specialization in Marketing**

Program Objectives:

Graduation Requirements:

The MBA with specialization in Marketing program requires the participant to successfully complete a total of 80 quarter units of graduate-level coursework, including 5 units of required coursework, 35

Doctoral Degree Program

Regulations

The “Academic and Administrative Policies” Section of this catalog apply to all Doctorate Degree Programs. Please review the complete listing of these policies which address such policies as Attendance, Satisfactory Academic Progress, Grading, etc.

Admissions

Admission to the University's Doctor of Business Administration program is based largely on a process of personal interview(s) and evaluation of relevant academic achievement. Since the programs at SDUIS are humanistic and professional in orientation, the school seeks students who are committed to promoting compassion, personal responsibility and well-being in themselves and others.

The criteria for admission into the degree programs is based on the applicant's academic preparation and his/her apparent orientation to humanistic and integrative education. No entrance exams are required.

Prior Education Requirements:

Doctorate in Business Administration (DBA)

Students enrolling in the University's DBA program must have earned a Master's degree.

TOEFL Exam:

Foreign, non-English speaking students must submit minimum TOEFL scores of 500 (paper-based), 173 (computer-based) or 61 (Internet-based).

English as a Second Language instruction is provided under USA English Language Center at SDUIS. SDUIS is approved by the Student Exchange and Visitor Program (SEVP) to issue student visas.

ADMISSION PROCEDURES:

All degree applicants must complete and submit the following items:

1. Application for admission with a \$60 fee.
2. Educational intent statement (2-5 page essay or update for returning students).
3. Two (2) letters of recommendation.
4. Official transcripts from schools previously attended.
5. Transferability of Units form.
6. Transcripts from foreign, non-English speaking Universities must be accompanied by a certified official translation of the transcript and evaluation by a degree evaluation service to determine equivalency of credits.
7. Declaration of finances for International students is required.
8. Foreign, non-English speaking students must submit minimum TOEFL scores of 500 (paper-based), 173 (computer-based) or 61 (Internet-based).

After all admissions materials have been received and evaluated, a Final Admissions Interview will be scheduled. The applicant

is notified within two weeks of this interview on the status of his or her candidacy. During the Final Admissions Interview, the degree plan is reviewed with the applicant and the Student Enrollment Agreement form is completed.

Students enrolling for Distance Learning follow the same admission procedure except that the Final Admissions Interview is conducted through a conference telephone call.

Students who are accepted receive a Student Handbook, ID card by request, Disabled Student Services information or financial assistance information, if appropriate.

Deadline for admission as a Full Status student is one (1) month prior to the beginning of the quarter. Applicants who have not completed the admissions process may provisionally enroll on a Conditional basis for one (1) quarter while completing and submitting the remainder of materials needed.

After the student receives the registration information forwarded by the Registrar, he/she registers for classes and is required to settle all appropriate fees prior to the deadline for the upcoming quarter.

Admissions documents submitted to SDUIS become the property of the University and cannot be returned, forwarded, copied or released to the student, other organizations or institutions, professional associates or family and friends.

Conditional Enrollment Status

A student can be admitted to SDUIS with Full, Conditional, or Extension Status:

* Full Status: Students with this classification have completed the application process, paid all fees, met all requirements, and signed a Student Enrollment Agreement form.

* Conditional Status: Students with this classification have initiated but have not completed the admissions process. These are applicants being considered for full status pending receipt and acceptance of remaining application materials. This includes, for Degree seeking students, the completion of the Final Admissions Interview. The courses taken during the first quarter will transfer into a degree program upon acceptance.

“Conditional” students must complete the admission requirements before the end of the first quarter they enroll in order to be eligible to register for the second quarter. Students who are not accepted into a program may be eligible to receive units as an extension student. “Conditional” students enrolled for classes while completing the admissions process are not guaranteed acceptance into a degree program as a full time student.

Transfer Credit Policy

When students wish to transfer units into a degree program at SDUIS, all units must be from an accredited or approved school and have not been counted towards a completed degree program, or one to be completed concurrently elsewhere. If a course is evaluated at the University as being equivalent to a course required in the student's program, it may be accepted as such. The amount of transfer credit permitted varies with each program.

The following formula is used when changing semester hours to quarter hours:

- 1 semester hour = 1.5 quarter units
- 2 semester hours = 3.0 quarter units
- 3 semester hours = 4.5 quarter units
- 4 semester hours = 6.0 quarter units
- 5 semester hours = 7.5 quarter units

Credits eligible for transfer must be earned at institutions approved by the BPPE (Bureau for Private Postsecondary Education), public or private schools of higher education that are regionally accredited or foreign institutions recognized by the U.S. Department of Education. In determining how courses are evaluated for acceptance as transfer credits, each course will be compared with the catalog course description from the school previously attended (where transfer credits will come from) to the SDUIS catalog course description. The student will provide a copy of the catalog with course description(s) that was in use during the time the student had attended that school, in order for the evaluation to occur. Courses eligible for transfer at the graduate level must have been completed within the last 10 years, or 6 years for the licensing tract. At the BA level, each case will be evaluated individually. General education requirements may also be met by successful scores on CLEP exams in subjects not previously credited on transcripts.

A passing grade of "B" or better is required for courses to transfer into SDUIS graduate programs. No more than 30 semester hours, or 45 quarter units, can be transferred into any of the Doctoral programs. These units must be in subjects directly related to the core courses for the degree.

The University does not accept undergraduate credit hours, even at advanced levels, as transfer credit in graduate programs.

This institution had not entered into an articulation or transfer agreement with any other college or university.

Residency Requirement

The residency requirement refers to the minimum number of units of formal classroom instruction that must be completed with the University to meet all course requirements. For the bachelor's degrees, the residency requirement is 45 quarter units, in all masters programs the residency requirement is 76 quarter units except for the Marriage and Family Therapy (MFT) program, which is 82 quarter units; and, Sport Counseling at 66 quarter units. The residency requirement for all Doctoral programs is 55 quarter units.

Residency Requirement for International Students

The residency requirement refers to the minimum number of classes an international student must register for per quarter. For the doctorate programs, the residency requirement is a minimum of two classes per quarter for three consecutive quarters; 50% of classes each quarter must be completed residually.

Residency Requirement for Online Students

Auditing Courses

Qualified individuals (admitted students or extension students) who wish to attend a class without receiving credit may register as an auditor for a reduced fee of \$600.

Alumni can audit classes and certain special events at a 20% discount. Auditors must meet all pre-requisite requirements. Some classes cannot be taken as an audit.

Classes completed as an audit do not satisfy University degree requirements, and will not appear on a transcript. Registered students can change from audit to credit status before the last class meeting by completing the appropriate forms, paying the tuition difference and completing all course requirements.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at the San Diego University for Integrative Studies is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree or certificate) you earn at the San Diego University for Integrative Studies is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer.

Doctor of Business Administration

Program Objectives:

The Doctor of Business Administration program at San Diego University for Integrative Studies designed for management consultants, mid-career business managers, multicultural organizational leaders, educators, investors, entrepreneurs, and other mature adult learners. The DBA degree program will build on the skills acquired through master's-level studies to equip professionals with expertise in leadership principles and management ideas and practices, as well as develop a higher level of competence in conducting research. The DBA program will concentrate on the application of theory related to professional practice and issues of corporate concerns, as well as prepare graduates to lead, consult, and teach in corporate and academic arenas.

By the end of the program graduates will be able to:

Evaluate complex issues related to human resources nationally and internationally

Describe capitalization strategies for companies.

Use quantitative and qualitative tools research to make high-level business decisions

Apply strategic management, leadership, and communication skills

Describe ethical considerations of business ownership

Complete a dissertation

Students working on their Dissertation, Master's Thesis, or Senior Project must be registered for the respective course every quarter until the project has been completed. The Dissertation, Master's Thesis, or Senior Project is complete when the student has successfully passed the oral examination where applicable and the final approval forms have been signed by the project chairperson and SDUIS Director of Research.

Graduation Requirements:

The Doctor of Business Administration degree requires the completion of 110 quarter units at the doctoral level. Successful passage of the Capstone Course BUS 795 Comprehensive Business Project is required, after which the student must complete a Dissertation project.

Curriculum:

Course titles that satisfy degree requirements:

Prerequisites:

Students must possess a master's degree in the discipline of business administration, management or related areas from an approved university or equivalent, and

demonstrated ability to succeed in the doctoral program.

Graduate Course Requirements (95 units)

<u>Course</u>	<u>Units</u>
CPS 501 Writing Skills & Research	5
BUS 701 Accounting	5
BUS 702 Quantitative Methods & Statistics	5
BUS 720 Strategic Management Skills I	5
BUS 722 Managerial Finance	5
BUS 723 Managerial Economics	5
BUS 724 Integrated Marketing I	5
BUS 725 Sales I	5
BUS 726 Business & Labor Law I	5
BUS 727 Computer Applications	5
BUS 728 Internet Environment	5
BUS 730 Strategic Management Skills II	5
BUS 731 Advanced Accounting	5
BUS 732 Quantitative Methods & Statistics II	5
BUS 734 Integrative Marketing II	5
BUS 735 Sales II	5
BUS 736 Business & Labor Law II	5
BUS 738 E-Commerce Applications & Operations	5
BUS 740 Crisis Management & Reorganization	5

Capstone Course (5 Units)

BUS 795 Comprehensive Business Project	5
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Dissertation (10 units)

BUS 800 Dissertation/Project Writing I	5
BUS 801 Dissertation/Project Writing II	5

Required Total Units: 110

GRADUATE CERTIFICATE PROGRAMS (NON DEGREE)

Graduate Certificate in Expressive Arts Therapy

Program Objectives:

The San Diego University for Integrative Studies offers a non-degree certification program in Expressive Arts Therapy for students, therapists, interns, educators, and other professionals. This program provides exposure and training within an academic area of Expressive Arts that utilize a variety of media, techniques, and theories of human growth.

The Expressive Arts Therapy Certificate at SDUIS is designed to provide participants with a holistic and culturally enriched perspective about facilitating health,

emotional growth, and human potential. The personal integration of a host of experiences and techniques is intended to contribute to the development of greater personal health and increased therapeutic options.

The 35 units can also be applied toward the degree requirements for MA in Expressive Arts Therapy or Ph.D. in Expressive Arts Therapy.

By the end of the program graduates will be able to:

Describe current counseling and psychotherapy theories and practice standards

Demonstrate assessment and appraisal techniques

Apply expressive arts therapy techniques

Evaluate appropriate indicators for the use of play therapy

Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

Graduation Requirements:

Each student must complete 40 quarter units of Required Core and Expressive Arts Therapy coursework consisting of seven courses and a practicum. The student is free to choose which courses are included in the certificate work.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Units

Course

Units

AES 402 Academic English Skills 5

**Required Core Expressive Arts Courses
(choose 3-4)**

<u>Course</u>	<u>Units</u>
CEX 600 Expressive Arts Business Principles	5
CEX 630 Foundations of Expressive Arts Therapy	5
CEX 631 Psychodrama, Ritual & Performance	5
CEX 632 Fundamentals of Music Therapy	5
CEX 633 Fundamentals of Movement Therapy	5
CEX 730 Traditions of Transformational Arts	5
EXA 735 Fundamentals of Color Therapy	5
EXA 737 Language, Poetry, Myth and Folklore Therapy	5
EXA 738 Sandtray and World Play Therapy	5

**Required Target Populations Courses
(choose 1-2)**

<u>Course</u>	<u>Units</u>
CEX 634 Art and Expressive Therapy w/Children & Adolescents	5
CEX 635 Art and Expressive Therapy w/Adults & Aging Populations	5
EXA 733 Expressive Techniques in Family Therapy	5

Required Practice Course (choose 1-2)

<u>Course</u>	<u>Units</u>
CEX 739 Practicum in Expressive, Creative Therapy	5
EXA 740 Selected Expressive Techniques	5

EXA 741 Special Topics in Expressive Therapies 5

EXA 742 Seminar in Expressive Therapy 5

EXA 745 Independent Study in Expressive Arts Therapy 5

Required Total Units: 40

Graduate Certificate in Integrative Nursing Care

Program Objectives:

The San Diego University for Integrative Studies offers a non-degree certificate Program in Integrative Nursing, which is designed for those planning on contributing to the development of healthcare in general practice settings. Students will learn skills in the professional practice, clinical care, management of healthcare systems and collaborative practice. This non-degree course of professional instruction provides participants with a foundation and skills development in seven distinct, yet interrelated courses, logically sequenced to provide a practical orientation to engage in a range of collaborative relationships with individuals and groups, the general practice team, and primary health and service providers to create positive outcomes for patients.

Graduates of the Certificate in Integrative Nursing program will exhibit an understanding of professional, legal, and ethical standards as they apply to nursing. Students will develop the skills to provide comprehensive, episodic interventions and population based health care to include health monitoring and maintenance.

By the end of the program graduates will be able to:

Describe the role of the body, mind, and spirit in health and healing

Describe current research on nutrition and nutraceuticals in health

Demonstrate the ability to work as part of a collaborative, multi-disciplinary health care team

Discuss lifestyle change and complementary modalities in the treatment and prevention of disease

Demonstrate providing care for the whole person in a variety of setting

Graduation Requirements:

Participants in this non-degree certificate program are required to successfully complete the core required course and seven modular units of coursework in Integrative Nursing.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Units

<u>Course</u>	<u>Units</u>
AES 402 Academic English Skills	5

Required Core Integrative Nursing Courses (35 units)

<u>Course</u>	<u>Units</u>
NUR 601 Medical Surgical Concepts I	5
NUR 602 Medical Surgical Concepts II	5
NUR 603 Maternal-Newborn Nursing Review	5
NUR 604 Pediatrics and Adolescents	5
NUR 605 Psychological Processes	5
NUR 606 Medications, Nursing Management & Nutrition	5
NUR 607 Success in Healthcare Settings	5

Required Total Units: 40

Graduate Certificate in Sport Psychology

Program Objectives:

The San Diego University for Integrative Studies offers a non-degree certification program in Sport Psychology for students, and other professionals interested in working with athletes and athletic organizations. This program is designed to provide students with the theoretical and practical training needed to help athletes be more effective in sports and their personal lives. The program is intended to prepare professionals to consult with individual athletes, teams, and athletic organizations, and to effectively develop and teach programs tailored for this unique population.

The Sport Psychology Certificate at SDUIS is designed to provide participants with a holistic and culturally enriched perspective about facilitating health, emotional growth, and human potential. The personal integration of a host of experiences and techniques is intended to contribute to the

development of greater personal health and increased therapeutic options.

The 40 units can also be applied toward the degree requirements for MA in Sport Counseling.

By the end of the program graduates will be able to:

Describe the unique mental health needs of a professional athlete

Identify and describe the ethical and legal considerations in sports psychology

Articulate the theory and research that are central to sports psychology
Conduct effective programs for individual athletes, coaches and teams

Demonstrate effective intervention techniques based on the need of the client

Graduation Requirements:

Each student must complete 40 quarter units of Sport Psychology coursework consisting of seven classes and a practicum. The student is free to choose which courses are included in the certificate work.

Curriculum:

Course titles that satisfy certificate requirements:

Sport Psychology Certificate Courses (35 required units)

<u>Course</u>	<u>Units</u>
SPO 600 Sport Psychology Business	5

	Principles	
SPO 651	Introduction to Sport Counseling	5
SPO 652	Assessment & Evaluation in Sport Counseling	5
SPO 653	Adult Fitness & Performance Enhancement	5
SPO 668	Career Transition & Athletic Retirement	5
SPO 751	Seminar in Sport Psychology	5
SPO 754	Nutrition & Lifestyle Management	5
SPO 766	Psychology of Coaching	5
SPO 767	Advanced Sport Psychology Intervention Techniques	5
SPO 769	Selected Topics in Sport Psychology	5

Required Sport Counseling Practicum Course (5 units)

SPO 665	Sport Counseling Practicum I	5
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Required Total Units: 40

Graduate Certificate in Tibetan Buddhist Psychology

Program Objectives:

The Tibetan Buddhist Psychology Certificate Program is a unique blending of traditional Tibetan Buddhist Theory and Practice with Contemporary Western Psychological perspectives. This program is offered to provide health care providers and interested persons a basic understanding of Tibetan Buddhist Concepts and how they can contribute to service for others.

By the end of the program graduates will be able to

Graduation Requirements:

Each student must complete the 35 quarter units of study from the coursework listed below. The student is free to choose six courses and must complete the practicum course.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Units

<u>Course</u>	<u>Units</u>
AES 402 Academic English Skills	5

Tibetan Buddhist Psychology Certificate Requirements (30 units)

<u>Course</u>	<u>Units</u>
CTR 600 Psychology Business Principles	5
CTR 670 Intro. to Tibetan Buddhist Psychology	5
CTR 671 Theories of Consciousness	5
CTR 672 East/West Psychology	5

CTR 673 Meditation and Mandalas	5
CTR 770 Birth, Death, & Intermediate States	5
TBP 779 Selected Topics in Tibetan Buddhist Psychology	5
TBP 790 Introduction to Tibetan Healing Approaches	5
TBP 791 East/West Medical Dialogue	5
TBP 794 Advanced Methods in Tibetan Healing	5
TBP 795 Independent Study in Tibetan Buddhist Psychology	5

Required Tibetan Buddhist Psychology Practicum Course (5 units)

<u>Course</u>	<u>Units</u>
CTR 778 Engaged Buddhism: Practicum in Buddhist Psychology	5

Required Total Units: 40

UNDERGRADUATE CERTIFICATE PROGRAMS (NON DEGREE)

Certificate in Accounting

Program Objectives:

The demand for accountants continues to rise, with recent changes in accounting law and a new focus on ethical accounting practices fueling the market. The Bureau of Labor Statistics recently reported that the accounting field will grow an estimated 19.5% by the year 2012.

SDUIS non-degree Certificate Program in Accounting is designed to provide students with a broad and thorough understanding of accounting principles and financial reporting practices, to keep students abreast of innovations in the field, and to enhance proficiency in accounting-related functions such as financial analysis and data interpretation.

This program is appropriate for adults looking to learn new job skills, to refine existing accounting knowledge, or to improve the performance of a small business by better understanding the essentials of accounting and finance.

By the end of the program graduates will be able to:

Apply financial accounting and reporting concepts

Describe the principles of auditing

Demonstrate an understanding of managerial accounting concepts
Interpret financial data to make sound business decisions

Apply ethically informed solutions to business issues

Graduation Requirements:

Participants are required to successfully complete forty (40) quarter units of Core and Accounting coursework to fulfill Certificate completion requirements.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Units

<u>Course</u>	<u>Units</u>
AES 402 Academic English Skills	5

Required Accounting Courses

<u>Course</u>	<u>Units</u>
ACT 170 Introduction to Accounting	5
ACT 210 Auditing	5
ACT 213 Financial Reporting: Internal & External	5
ACT 215 Tax Influences on Business Decision Making	5

ACT 217 Computerized Accounting	5
ACT 232 Legal Elements of Fraud	5
ACT 234 Accounting Ethics & Professional Responsibilities	5
<u>Required Total Units:</u>	40

Certificate in Advertising

Program Objectives:

San Diego University of Integrative Studies non-degree Certificate Program in Advertising provides students with a breadth of information and practical know-how in advertising communication, marketing strategy, copywriting, and design. It introduces contemporary advertising theories and practices by integrating traditional media – such as print - and with new media – such as Internet.

Participants will be exposed to the latest thinking in creating and writing ads and skillfully placing them for maximum success in influencing customers. Students will also learn how to manage the relationships between advertising agencies and their clients.

Identified by the US Department of Commerce as one of the fastest growing career fields, SDUIS non-degree Certificate in Advertising will help participants to understand media and markets, learn how corporations communicate effectively, and learn how to effectively manage advertising.

By the end of the program graduates will be able to:

Describe the steps required to develop, execute and evaluate an advertising program
 Explain the advantages and disadvantages of alternate advertising media

Compare and contrast consumer-orientated and trade-oriented sales promotions

Explain why public relations is an important form of communication for business.

Create an advertising campaign for a real or fictional product

Graduation Requirements:

Participants in this non-degree certificate program must complete a total of 40 units of Core and Advertising coursework consisting of eight (8) courses.

Prerequisites:

By approval of the program director.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Units

<u>Course</u>	<u>Units</u>
AES 402 Academic English Skills	5

Required Advertising Certificate Courses (choose 7)

<u>Course</u>	<u>Units</u>
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ADV 150 Essentials of Advertising	5
ADV 155 Creative Advertising Concepts	5
ADV 160 Advertising Research & Strategy	5
ADV 165 Introduction to Advertising Design and Graphics	5
ADV 175 Advertising Profiles & Trends	5
ADV 180 Client Relations	5
ADV 220 Internet Advertising	5
ADV 230 Copywriting	5
ADV 235 Branding Theory	5
ADV 240 Advertising Design for Alternative Media	5
ADV 245 International Advertising	5
ADV 250 Advertising Sales	5
ADV 255 Advertising & Society	5
<u>Required Total Units</u>	40

Certificate in Communication

Program Objectives:

San Diego University for Integrative Studies offers a non-degree certificate program in Communication and provides participants with strategic communication skills necessary to navigate the rapidly changing, information-driven work-place. This program will include training in all types and aspects of communication to express oneself professionally by focusing on major competencies of effective communication-interpersonal skills, written communication, and informal oral presentation.

The program is designed for the individual seeking to develop professional-level communication skills in writing or speaking, and learn to apply such skills to professional or personal tasks.

The need for good communication and interpersonal skills is recognized across a wide range of careers. This program is designed with the professional of all fields in mind. The opportunity to demonstrate a mastery of communication skills and best practices can give one a competitive edge with potential employers or help others already employed advance in their careers.

By the end of the program graduates will be able to:

Describe the theories of communication in rhetorical, group and interpersonal settings

Apply oral communication skills

Demonstrate the ability to write persuasive resumes and other business communications

Describe how nonverbal cues impacts the communication receiver

Improve their speaking style and presentation ability

Graduation Requirements:

Each participant in the Communication Certificate program must successfully complete eight (8) courses on the components of effective communication for a total of 40 units.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Units

<u>Course</u>	<u>Units</u>
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AES 402 Academic English Skills	5
<u>Required Communication Courses</u>	
<u>(choose 7)</u>	
<u>Course</u>	<u>Units</u>
BSCM 170 Oral & Written Communication Skills	5
BSCM 210 Effective Public Speaking	5
BSCM 215 Advanced Public Speaking For Business Managers	5
BSCM 220 Expository & Technical Writing Skills	5
BSCM 225 Persuasive Communication	5
BSCM 230 Cross Cultural Communication	5
BSCM 235 Public Relations Writing	5
BSCM 240 World Wide Journalism & Expressive Writing	5
BSCM 245 Conflict & Negotiation	5
BSCM 250 Teambuilding & Leadership	5
BSCM 255 Administrative Communication	5
BSCM 260 Visual Communication & Culture	5
BSCM 265 Crisis Communication	5
BSCM 470 Interpersonal Communication Skills in the Workplace	5
BSCM 280 Communication Through Social Media	5
<u>Required Total Units:</u>	40

Certificate in Executive Leadership Coaching

Program Objectives:
San Diego University for Integrative Studies' offers a non-degree certificate

program in Executive Leadership Coaching designed for managers, organizational leaders, international students, educators, entrepreneurs, and mature adult learners seeking to broaden their working knowledge of contemporary leadership approaches in the 21st century global marketplace. This non-degree course of professional instruction offers an integrated approach to leadership through twelve interrelated but distinct modules. These modules offer research-based leadership strategies where adaptability, innovation, team-building and integrity are the vital cornerstones of leadership.

The Executive Leadership Coaching Certificate at SDUIS comprises a powerful and intensive curriculum of interactive coaching that will enhance participants' abilities to:

Make successful transitions into leadership roles while organizing and managing executive decisions.

Develop Leadership communication skills for focus and purpose with practical applicability to real-world situations.

Clarify a personal vision for leadership by increasing ability to think and act strategically and inspire others.

Acquire priority management skills for necessary maximum performance.

Graduation Requirements:
Each participant in the Executive Leadership Coaching Certificate program must successfully complete a total of 40

units. Participants will complete a total of eight (8) courses from the Core and Required Executive Leadership Coaching courses on the components of effective leadership, from the list below.

Curriculum:

Course titles that satisfy certificate requirements:

Required Executive Leadership Coaching Courses (Select 7 Courses)

<u>Course</u>	<u>Units</u>
EXL 170 The New Executive Leaders	5
EXL 180 Personal Benchmarking	5
EXL 190 Individual Responsibility	5
EXL 200 Internal Values	5
EXL 205 Non-Situational Integrity	5
EXL 210 Desire Motivation	5
EXL 215 Delayed Gratification	5
EXL 220 Self-Discipline	5
EXL 230 Resilient Optimism	5
EXL 240 Empowerment & Stewardship	5

Required Total Units: 40

Certificate in Family Leadership Coaching

Program Objectives:

The San Diego University for Integrative Studies offers a non-degree certificate Program in Family Leadership Coaching, which is designed for family counselors, educators, child, youth and adult counselors, students, and mature adult learners seeking to advance their working knowledge of contemporary, effective approaches to family leadership issues in multi-cultural societies. This non-degree

course of professional instruction provides participants with a foundation and skills development in ten distinct, yet interrelated courses, logically sequenced to provide a practical orientation to behavioral and social challenges encountered by parents as they function as primary role models and coaches for their children of all ages.

The Certificate Program in Family Leadership Coaching offers basic and specialty instruction, including skill building techniques related to leadership in traditional families, single-parent families and blended families, with emphasis on developing healthy social skills and methods of dealing with the impact of technology, media, socio-economic factors and multicultural environments encountered in contemporary society.

By the end of the program graduates will be able to:

Describe how the process of personal transformation occurs

Define elements of the coaching relationship

Apply coaching techniques with adults, children, and groups

Demonstrate leadership skills

Graduation Requirements:

Participants in this non-degree certificate program are required to successfully complete forty (40) quarter units of Core and Family Leadership courses for a total of eight (8) courses from the list below.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Units

<u>Course</u>	<u>Units</u>
AES 402 Academic English Skills	5

Family Leadership Coaching Certificate Courses (Select 7 courses)

<u>Course</u>	<u>Units</u>
FAL 175 Positive Self-Awareness	5
FAL 180 Positive Self-Esteem	5
FAL 185 Positive Self-Discipline	5
FAL 190 Positive Self-Determination	5
FAL 195 Positive Self-Honesty	5
FAL 200 Positive Self-Motivation	5
FAL 205 Positive Self-Expectancy	5
FAL 210 Positive Self-Image	5
FAL 215 Positive Self-Direction	5
FAL 220 Positive Self-Dimension	5

Required Total Units 40

Certificate in Fashion Design

Program Objectives

San Diego University for Integrative Studies offers a non-degree certificate program in Fashion Design. This program will introduce students to entry level and advanced principles of fashion design. Participants will learn both the creative and technical sides of the fashion industry, as well as gain hands-on experience. Classes are offered on a rotating schedule that allows participants to complete the certificate in just one year,

This course curriculum is designed to help students qualify for employment as assistant

designers, fashion illustrators, assistant pattern-makers, and product developers. Design training can lead to entrepreneurship, or careers working for large or small companies. By the end of the program graduates will be able to:

Demonstrate apparel production processes from conception to finished product

Use industry specific software

Demonstrate draping, fitting and patternmaking techniques

Describe trends in the fashion design industry

Effectively use fashion design equipment and supplies in the creation of garments.

Graduation Requirements:

Each participant in the Fashion Design Certificate program must successfully complete eight (8) courses for a total of forty (40) units from Core and Fashion Design courses listed below.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Units

<u>Course</u>	<u>Units</u>
AES 402 Academic English Skills	5

Required Fashion Design Courses

<u>Course</u>	<u>Units</u>
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DSN 101 Art 1: Human Cognition & Interface Design	5
FASH 100 Introduction to Fashion Design & Fashion Careers	5
FASH 110 Fashion History	5
FASH 200 Principles of Fashion Design	5
FASH 205 Apparel Construction I	5
FASH 210 Apparel Construction II	5
FASH 220 Fashion Draping	5
FASH 225 Flat Pattern Design	5
FASH 230 Textile Analysis	5
FASH 235 Computer Assisted Fashion Design	5
FASH 245 Contemporary Design	5
FASH 250 Design Portfolio & Creation of a Garment Business	5
<u>Required Total Units:</u>	40

Certificate in Graphic Design

Program Objectives

San Diego University for Integrative Studies offers a non-degree certificate program in Graphic Design. This course curriculum emphasizes packaging, typography, identity branding and print and computer technology. Students learn concept development, strategic planning, fundamental techniques and verbal presentation skills in a career-focused classroom setting.

Participants of the SDUIS Certificate in Graphic Design will gain practical design and typography skills, as well as real-world knowledge in the uses of the computer as a design tool. The primary focus of all courses is the conceptual, creative process. The program will provide participants design, drawing and computer graphics

skills necessary to enter the graphic design field. By the end of the program graduates will be able to:

Discuss the history of the graphic design industry

Demonstrate graphic design processes from conception to finished product

Use industry specific software

Describe and apply the principles of color, composition, and typography in a design using various media such as digital, print, motion, and 3-D.

Critically evaluate client specifications using design thinking and professional standards and practices

Graduation Requirements:

Each participant in the Graphic Design Certificate program must successfully complete eight (8) courses of core and required graphic design courses a total of forty (40) units.

Curriculum:

Course titles that satisfy certificate requirements:

<u>Required Core Course (5) Units</u>	<u>Units</u>
AES 402 Academic English Skills	5

<u>Required Graphic Design Courses</u>	<u>Units</u>
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DSN 101 Human Cognition and Interface Design	5
DSN 103 Project Management	5
GDES 100 Introduction to Graphic Design: Graphic Design I	5
GDES 105 Graphic Design II	5
GDES 110 Typography & Symbolism	5
GDES 205 Open Source Desktop Publishing	5
GDES 210 Package Design	5
GDES 220 Marketing & Advertising Design	5
GDES 225 Identity Branding & Basic Copyright Law	5
GDES 230 Material Science and Graphic Design	5
GDES 280 Graphic Design Portfolio Preparation	5
<u>Required Total Units:</u>	40

Certificate in Hospitality Management

Program Objectives:

Travel and tourism is a vitally important part of the world economy today. It is the largest and fastest-growing sector, with more than 800 million people traveling every year, and a strong growth rate predicted. Travel and tourism is the world's number one employer and represents more than 10% of global spending. As it grows, the industry is becoming both more diverse and more specialized, calling on many different kinds of talents.

At the heart of travel and tourism is the hospitality industry, with its huge range of hotels, resorts and restaurants. SDUIS non-degree Certificate Program in Hospitality Management is designed for professionals who want to sharpen their existing skills, develop new skills, and enhance their understanding of hospitality management

competencies to give them a competitive edge with employers and strengthen their opportunity for success within this fast growing industry.

Participants of the Certificate Program in Hospitality Management will learn to utilize the fundamental vocabulary and operating principles of the hospitality industry, conduct themselves in accordance to professional ethics and values of the hospitality industry, and to employ principles of professionalism and best practices relevant to the hospitality industry.

More and more companies recognize the strategic importance of the “hospitality element” and are searching for individuals with hospitality expertise. Fascinating hospitality careers exist in hotels, resorts and in the restaurant industries, as well as in related fields, such as consulting, marketing, spa & wellness, sport & travel, event management or human resources.

By the end of the program graduates will be able to:

- Identify vocabulary and operating principles used in the hospitality industry
- Evaluate business opportunities in the hospitality industry taking into consideration financial, marketing, and human resource data.

- Demonstrate strategic management, leadership, and communication that is required to hold managerial positions in the hospitality industry

Describe ethical considerations of in the hospitality industry

Graduation Requirements:

Each student must complete a total of 40 quarter units of Required Core and Required Core Hospitality Management coursework.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core

<u>Course</u>	<u>Units</u>
AES 402 Academic English Skills	5

Required Core Hospitality Management Courses

<u>Course</u>	<u>Units</u>
HMT 110 Introduction to Hospitality, Travel & Tourism	5
HMT 125 Consumer Behavior in Hospitality & Tourism	5
HMT 130 Marketing in Hospitality	5
HMT 140 e-Business for Tourism & Hospitality	5
HMT 230 Sanitation & Safety	5
HMT 238 Restaurant Management	5
HMT 242 Front Office Operations	5

Required Total Units: 40

Certificate in Information Technology Systems

Program Objectives:

Businesses, government, schools, and other organizations are continually seeking new applications for computers and networks in the workplace. As the role of technology

increases, the need for professionals with a strong background in information technology is also increasing.

The Information Technology Systems Certificate at SDUIS is designed for students, career changers, and other professionals, and provides participants with essential training in computer and information systems. The ITS Certificate enhances technological literacy by introducing the concepts, terminology, business processes, and computer applications necessary to effectively interact in a high tech environment.

By the end of the program graduates will be able to:

Analyze a problem, and identify and define the computing requirements appropriate to its solution

Describe the professional, ethical, legal, security and social issues and responsibilities

Use industry specific IT hardware and software

Identify and analyze user needs in the selection, creation, evaluation and administration of computer-based systems

Effectively integrate IT-based solutions into the user environment

Graduation Requirements:

Each student will complete AES 402 Academic English Skills (5 units), and an

additional 35 units from the Information Technology Coursework, for a total of 40 quarter units.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Units

<u>Course</u>	<u>Units</u>
AES 402 Academic English Skills	5

Required Core Information Technology Courses (35 units)

<u>Course</u>	<u>Units</u>
ITS 145 Introduction to Information Systems	5
ITS 150 Design and Analysis of Information Systems	5
ITS 165 Operating Systems	5
ITS 170 Web Development and Management	5
ITS 175 Data Communication & Computer Networking	5
ITS 180 Database Management Systems	5
ITS 200 Information Systems Security	5
ITS 205 Programming Languages & Concepts	5
ITS 210 E-business Concepts & Technologies	5
ITS 220 IT Ethics	5

Required Total Units: 40

Certificate in International Business Administration

Program Objectives:

This program is designed for international business managers, multi-cultural organizational leaders, international students, educators, entrepreneurs, and mature adult learners seeking to broaden their knowledge of contemporary international business administrative approaches in the global marketplace.

This non-degree course of professional instruction provides participants with a foundation in international business administration, organization, management, and communication according to multicultural applied perspectives. The Certificate in International Business Administration offers basic and specialty instruction, including skill building emphasis on worldwide commerce and electronic business systems and principles, to provide the participant with the knowledge and resources central to successful business managerial approaches needed in the contemporary international workplace.

By the end of the program graduates will be able to:

Describe the role of the body, mind, and spirit in health and healing

Describe current research on nutrition and nutraceuticals in health

Demonstrate the ability to work as part of a collaborative, multi-disciplinary health care team

Discuss lifestyle change and complementary modalities in the treatment and prevention of disease

Demonstrate providing care for the whole person in a variety of setting

Graduation Requirements:

Participants are required to successfully complete thirty-five (35) quarter units of coursework in International Business Administration. In addition to the two (2) required seminar courses, participants select five (5) Business Administration courses to fulfill Certificate completion requirements.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Units

<u>Course</u>	<u>Units</u>
AES 402 Academic English Skills	5

Required International Business Administration Seminar (10 units)

<u>Course</u>	<u>Units</u>
IBUS 400A International Trade and Economics	5
IBUS 400B International Business Law	5

Required International Business Administration (25 units)

<u>Course</u>	<u>Units</u>
BUS 401 Introduction to Business Principles and Organizations	5
BUS 402 Fundamentals of Business Administration	5
BUS 406 Business Math for Administrators	5
BUS 412 Business Information Technologies	5

BUS 416 Business Administrative Law	5
BUS 420 Business Communications and the Global Economy	5
BUS 424 Organizational Statistics	5
BUS 432 Production and Service Management	5
BUS 434 Organizational Entrepreneurship	5
BUS 442 Foundations in Accounting	5
BUS 449 Foundations in Marketing	5
BUS 452 Foundations in Finance	5
BUS 458 Foundations in Economics	5
BUS 466 Legal and Ethical Issues in the Global Marketplace	5
BUS 475 Cross Cultural Strategic Management	5
BUS 480 Selected Topics	5
BUS 485 Special Topics in Business Administration	5
BUS 490 Seminar in Business Administration	5

Required Total Units: 35

Certificate in Marketing

Program Objectives:

San Diego University for Integrative Studies non-degree certificate program in Marketing prepares students to enter the exciting fields of marketing. For current workers in the field, a Marketing Certificate offers a chance to learn all of the latest industry techniques.

Marketing is a competitive field and the techniques used to capture consumer attention are always changing. A Certificate in Marketing will give participants the knowledge and skills necessary to obtain a marketing job or improve their current position. The Marketing Certificate is an

excellent way to round out one's business acumen.

The Certificate in Marketing is designed to provide students with a breadth of marketing skills, including knowledge of marketing and advertising terms, how to create a marketing plan, create a marketing strategy for a small business, write marketing materials, effective sales techniques, how to market on the internet and much more. By the end of the program graduates will be able to:

Define common marketing and advertising terms

Compare and contrast US and International marketing methods

Demonstrate strategic management, leadership, and communication skills needed for managerial positions

Develop a marketing plan for a real or fictional company

Apply marketing strategies

Graduation Requirements:

Each student must complete 40 quarter units of required core and marketing coursework.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Units

<u>Course</u>	<u>Units</u>
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AES 402 Academic English Skills	5
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Marketing Courses (Choose 7)

<u>Course</u>	<u>Units</u>
BUS 449 Foundations in Marketing	5
MKT 124 Consumer Motivation & Behavior	5
MKT 132 Customer Relationship Management	5
MKT 222 Public Relations	5
MKT 226 Business-to-Business Marketing	5
MKT 234 Retailing Strategy & Management	5
MKT 240 Marketing through Social Media: Tools of the Trade	5

Required Total Units: **40**

Certificate in Web Design

Program Objectives:

The San Diego University for Integrative Studies offers a non-degree certificate program in Web Design. This course curriculum is an introduction to the design, creation, and maintenance of web pages and websites. With it, a student will learn how to critically evaluate website quality, learn how to create and maintain quality web pages, learn about web design standards and why they're important, and learn to create and manipulate images.

Students enrolled in the Certificate in Web Design will gain the skills and project-based experience needed for entry into web design and development careers. The student will be able to use a variety of strategies and tools to create website, develop awareness and appreciation of the many ways that

people access the web, and will be able to create standards-based websites that can be accessed by the full spectrum of web access technologies.

By the end of the program graduates will be able to:

Define terms, identify file types, download files, use hardware and compression techniques related to web design

Identify concepts on Section 508 of the American Disabilities Act and incorporate methods of accessibility into web design projects
 Create, edit, capture and import graphics, video, sound, and animations both for multimedia presentations and the web

Integrate a variety of scripting languages to enhance interactivity within multimedia and web design projects

Implement CSS, database integration, web page usability rules, Search Engine Optimization (SEO) and social marketing techniques within their web projects

Graduation Requirements:

Each student must complete the 40 quarter units of study from the coursework listed below.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Units

<u>Course</u>	<u>Units</u>
AES 402 Academic English Skills	5

Required Core Web Design Courses (Choose 3-4)

<u>Course</u>	<u>Units</u>
DSN 101 Human Cognition & Interface Design	5
DSN 103 Project Management	5
WEB 100 Introduction to HTML and Web Creation	5
WEB 103 Principles of Web Site Architecture & Design	5
WEB 104 Introduction to Apache, MySQL, and PHP	5
WEB 205 Open Source Tools for Web Site Creation	5
WEB 105 Web Design Marketing	5
WEB 220 CSS Workshop and CSS 2.1	5
WEB 225 Search Engine Optimization	5
WEB 230 Introduction to Open Source Content Management Systems	5

Required Total Units: 40

COURSE DESCRIPTIONS

Courses are listed by prefixes related to their general emphasis: **Accounting (ACT)**, **Advertising (ADV)**, **Bachelor General Education Courses (BHS)**, **Bachelor of Arts - Business Administration and Master of Business Administration (BUS)**, **Communications (BSCM)**, **Executive Leadership Coaching (EXL)**, **Expressive Arts Requirements (CEX)**, **Expressive Arts Therapy (EXA)**, **Family Leadership Counseling (FAL)**, **Fashion Design (FASH)**, **Graphic Design (GDES)**, **Hospitality Management (HMT)**, **Information Technology Systems (ITS)**, **Integrative Nursing Care (NUR)**, **Marketing (MKT)**, **Psychology (CPS)**, **Sport Psychology (SPO)**, **Core Transpersonal Psychology Requirements (CTR)**, **Tibetan Buddhist Psychology (TBP)**, **Transpersonal Psychology (TRP)**, and **Web Design (WEB)**.

All courses numbered 499 and below are undergraduate classes. Courses numbered 500 to 599 are graduate (MA) level classes. Courses numbered 600 to 699 are Masters level classes; and courses numbered 700 and above are post-master and doctoral level classes, but may occasionally be used in Masters Programs.

ACCOUNTING (ACT)

ACT 170 INTRODUCTION TO ACCOUNTING

(5 quarter credits) Prerequisite: None

This course serves as an introduction to the language of business and takes into consideration the importance of accounting information when making business decisions. Students will examine the needs of stakeholders outside of the organization.

ACT 210 AUDITING (5 quarter credits) Prerequisite:

None

This course focuses on the application of auditing principles while examining financial statements and principles and practice of auditing especially as it relates to the examination of financial statements by certified public accountants.

ACT 213 FINANCIAL REPORTING:

INTERNAL & EXTERNAL (5 quarter credits)

Prerequisite: None

This course will provide students with the skills to become a sophisticated reader and user of financial statements. An emphasis will be placed on understanding and analyzing statements and supporting notes.

ACT 215 TAX INFLUENCES ON BUSINESS

DECISION MAKING (5 quarter credits) Prerequisite:

None

The focus of this course is federal income tax law as applied to individuals, corporations, and partnerships, tax research and responsibilities in a tax practice.

ACT 217 COMPUTERIZED ACCOUNTING (5 quarter credits) Prerequisite: None

In this course students will study the documentation, design, operation and control of computerized accounting information systems. Focus will be placed on the accounting cycle and financial statement preparation in a computerized system, as well as other applications for financial and managerial accounting. Emphasis is given to hands-on use of the Internet and PC-based spreadsheet and accounting software.

ACT 232 LEGAL ELEMENTS OF FRAUD (5 quarter credits) Prerequisite: None

This course focuses on federal legislation as it relates to fraud examination. Students will examine the laws that preserve the rights of individual suspected of committing fraud and laws that govern civil prosecutions, acceptance of evidence, etc.

ACT 234 ACCOUNTING ETHICS AND

PROFESSIONAL RESPONSIBILITIES (5 quarter credits) Prerequisite: None

This course examines the ethical and professional responsibilities of accounting professionals.

Students will explore the evolution of ethics within the accounting profession. Case studies regarding ethical situations will be analyzed.

ACT 614 FINANCIAL STATEMENT ANALYSIS

(5 quarter credits) Prerequisite: None

This course teaches the skills, analytical process, and decision-making techniques for analyzing financial statements to make sound credit decisions. This course will cover: financial statement analysis, financial statements, ratio analysis, borrowing causes and repayment sources, and cash flow statements and projections.

ACT 618 COST ACCOUNTING (5 quarter credits)

Prerequisite: None

In this course students will examine current trends in effective cost management and information gathering. Other topics that will be discussed include traditional costing theories and procedures, such as: job-order and process costing, budgeting, responsibility accounting, absorption and direct costing, standard costing, relevant costs, and capital budgeting. This course will combine textbook theory with the practical tools necessary for collecting and analyzing key accounting data

ACT 630 INTERMEDIATE ACCOUNTING (5 quarter credits) Prerequisite: ACT – 601 Introduction to Accounting.

This course examines the principles used to prepare basic financial statements. Students will analyze elements of the balance sheet, liabilities, property, plant and equipment, intangible assets, depreciation, amortization, depletions, impairments, statement of income and retained earnings.

ACT 631 FRAUD EXAMINATION & FORENSIC ACCOUNTING (5 quarter credits)

Prerequisite: None

This course focuses on the methodology of occupational fraud examination including obtaining documentary evidence, interviewing witnesses and potential suspects, writing investigative reports,

testifying to findings, and forensic document examination.

ACT 633 FEDERAL INCOME TAX (5 quarter credits) Prerequisite: None

This course introduces students to the Internal Revenue Code Provisions as they affect individuals and organizations. Students will examine how these provisions are achieved through Federal Income Tax Regulations.

ACT 635 TAXATION FOR BUSINESS DECISIONS (5 quarter credits) Prerequisite: None

This course examines federal income taxes. The development of taxable income and deductions for individuals, partnerships, and corporations will be covered.

ACT 636 ADVANCED AUDITING (5 quarter credits) Prerequisite: None

Students will explore current and prospective auditing concepts in auditing. Attention will be given to case studies to emphasize the applications of auditing standards, statistical sampling, ethics, and legal liability.

ACT 640 Fair Value Accounting: GAAP & IFRS (5 quarter credits)

Fair value accounting and fluctuations in fair value have become increasingly important in business in recent years, impacting financial reporting and risk management practices. This course will provide an overview of fair value accounting, including such topics as, fair value measurements and disclosures; various valuation models; avoiding unnecessary risks; the nature of markets, and; impact on the global economy. Furthermore, this course will address the primary differences between GAAP (Generally Accepted Accounting Principles) and IFRS (International Reporting Financial Standards), and how those differences impact financial statement reporting.

ADVERTISING (ADV)

ADV 150 ESSENTIALS OF ADVERTISING (5 quarter credits) Prerequisite: None

This course will emphasize the role of advertising in a free economy, and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media,

testing of advertising effectiveness and organization of the advertising profession.

ADV 155 CREATIVE ADVERTISING CONCEPTS (5 quarter credits) Prerequisite: None

In this fundamental course, students learn and practice a set of conceptual skills and techniques. Readings, lectures and in-class exercises emphasize creative thinking and specific methods for generating advertising ideas. Students develop proficiency at conceiving numerous, varied and original advertising ideas.

ADV 160 ADVERTISING RESEARCH & STRATEGY (5 quarter credits) Prerequisite: None
The acquisition, evaluation and analysis of information for advertising decisions. Emphasis will be placed on understanding the scientific method, developing explicit and measurable research objectives, selecting appropriate methodologies and analyzing data for developing and evaluating advertising and promotional strategy.

ADV 165 INTRODUCTION TO ADVERTISING DESIGN AND GRAPHICS (5 quarter credits)
Prerequisite: None
This course provides an introduction of the advertising design industry, including visual communication theory and methodology, principles of design and production processes. Topics include symbols, visual perception, conceptualization and layout stages, design principles, typography, illustration and imaging, color and color reproduction, print production, printing processes, computer graphics and video production and graphics.

ADV 175 ADVERTISING PROFILES & TRENDS (5 quarter credits) Prerequisite: None
This course surveys the evolution and achievements of advertising through the investigation of advertising trends, past and present. Lectures, visual presentations, discussions and research promote students' exploration of the leaders, agencies, events and campaigns that have influenced advertising, contributed to advertising innovations, and suggested directions in which advertising may be headed.

ADV 180 CLIENT RELATIONS (5 quarter credits)
Prerequisite: None
As an extension of marketing, advertising must be understood in context with all aspects of marketing. This course will introduce students to the four Ps: product, price, place and promotion, and then transition into a deeper investigation of these principles. This course will emphasize the rudiments of advertising and marketing in a way that is sensible and logical, and will explain how the message, the target market and subsequent positioning impacts the overall advertising effort.

ADV 220 INTERNET ADVERTISING (5 quarter credits) Prerequisite: None
Focusing on production of Web-specific advertising materials, this course will focus on applied and theoretical knowledge of interactive advertising development. Through an exploration of the history and future of the infrastructure of the Web as medium for interactivity, as well as real-time interaction with professionals, students learn how to create effective advertising solutions and communication specific to the various online media.

ADV 230 COPYWRITING (5 quarter credits)
Prerequisite: None
This course surveys the written expression and economy of words and thought associated with advertising and creative thinking. Emphasis will be placed on the rudimentary techniques of writing persuasive advertising, in order to enhance the student's ability to influence human thinking and buying behaviors through the power of the written word.

ADV 235 BRANDING THEORY (5 quarter credits)
Prerequisite: None
In this course students will explore the sophisticated thinking, planning, and the use design and visual communication that go into establishing a successful brand position. Through reading, research, lectures, and case studies, students will learn the principles of modern branding, target group, differentiating, position, communication objectives, brand hierarchy, extension and marketing communications. . Students then apply those principles as they develop a brand strategy, brand position and brand personality for a specific product or service just as they would in the professional world of advertising.

ADV 240 ADVERTISING DESIGN FOR ALTERNATIVE MEDIA (5 quarter credits)
Prerequisite: None
This course explores advertising design opportunities beyond traditional media. Students conduct a thorough analysis of the application of alternative media opportunities resulting from changes in demographic and cultural tendencies, environmental development and technological advances

ADV 245 INTERNATIONAL ADVERTISING (5 quarter credits) Prerequisite: None
This course concentrates on creating an awareness and understanding of advertising in the world's markets. With the help of case studies, discussions, readings and assignments, students will review the various advertising methods and techniques in copy and layout used in a foreign market. Topics covered include creative localization, economy structures, and

cultural conditioning that affect communication across geographic and cultural boundaries.

ADV 250 ADVERTISING SALES (5 quarter credits) Prerequisite: None

Principles of selling media time and space to advertisers. An overview of sales opportunities and challenges in the various advertising media. How to prepare and deliver effective sales presentations.

ADV 255 ADVERTISING & SOCIETY (5 quarter credits) Prerequisite: None

Advertising is one of the most pervasive forms of communication in our society. This course will examine the impact of advertising on economic, political, and cultural attitudes and norms. Participants will critically survey the history of advertising from the 19th through 21st centuries, and examine its influence *on* and how it is influenced *by* such constructs as self, gender, class, ethnicity, and nationality

BACHELORS LEVEL - GENERAL EDUCATION COURSES

BHS 100 THE HUMAN BODY (5 quarter credits)

Prerequisite: None

This course will examine the human body from several different historical, cultural, and theoretical perspectives. Beginning with an overview of evolution and an introduction to gross structure and functioning, more and more subtle orientations of the human form, including emotional, the energetic and the metaphorical, will be considered. Emphasis will be placed on the role the body plays in determining our earthly destinies.

BHS 101 THE OCEANS (5 quarter credits)

Prerequisite: None

This will be an introduction to the science of oceanography. We will explore the interactions with the ocean and land in an experiential format, using field trips as the laboratory component of the class.

BHS 102 THE COSMOS (5)

This course will deal with the scientific description of the unfolding of the cosmos and the biosphere. Students will study basic principles of chemistry and classical and modern physics in an experiential learning environment.

BHS 103 THE WRITTEN WORD (5 quarter credits) Prerequisite: None

Different strategies of expository writing will be explored, such as, defining, narrating, classifying, comparing, cueing readers and arguing. Basic styles of writing will be used to practice written communication in different situations.

BHS 104 LEARNING SPEECH THROUGH THE "READER'S THEATER" (5 quarter credits)

Prerequisite: None

This course will deal with formal and informal communication as presented in the dramatic literature with attention to representations of class, race,

gender, ethnicity, nationality. Through oral reading performances and final videotaping, the students will learn about the differences in oral communication.

BHS 105 MATHEMATICS: A MOST POWERFUL TOOL (5 quarter credits) Prerequisite:

None

This class will increase numerical literacy in students, whatever their level of understanding in math. Emphasis will not be put on computation, but on appreciation of mathematics as a practical tool for daily life. This class is designed to be fun and interesting.

BHS 116 HUMAN SYMBOLS AND RITUALS (5 quarter credits) Prerequisite: None

This course is a survey course covering the human qualities that lead to the making of symbols and rituals in a variety of cultures and times. The impact of these practices on human behavior and psychology will also be covered.

BHS 200 CONNECTING UP / GETTING ONLINE (5 quarter credits) Prerequisite: None

Nothing in history has more quickly brought the world to the average person's doorstep than the advent of the Internet. "Connecting up" opens the doors to an infinite number of new frontiers. In this course students will learn to rapidly and effectively become computer literate and begin to quickly and confidently achieve personal goals on-line.

BHS 302 HOW TO START YOUR OWN BUSINESS (5 quarter credits) Prerequisite: None

Often a topic overlooked by other universities, the knowledge regarding how to start and run a business is essential to anyone planning on going into private practice or consulting. Knowledge about accounting, record keeping, and scheduling will bring you just so far. All good businesses start with a business plan that

is well thought out and organized in such a fashion that it becomes the recipe for your success. This class will accelerate your professional standing and your integration into the community.

BHS 401 WRITING SKILLS & RESEARCH (5 quarter credits) Prerequisite: None
- SEE CPS 501

BHS 402 THE STUDY OF GREAT LEADERS THROUGH LITERATURE (5)

The study of great leaders is made through biography and autobiography. The class will study the qualities and values of those who led humanity in new and positive directions. Starting with the autobiography of Gandhi, *My Experiments with Truth* and Dag Hammarskjöld's *Markings*, additional texts from current leaders will be identified each time the course is taught.

BHS 405 THE HUMANISTIC TRADITION (5

quarter credits) Prerequisite: None
This course will examine the founding of the humanistic tradition in civilization through the comparison of the myths, history, art and literature of the following peoples: The Sumerians, the Egyptians, Asians, the Greek and Roman civilizations. The class will read their myths, examine their plays, poetry and art, and learn how their histories are reflected in the modern world.

BHS 410 INTRODUCTION TO PHILOSOPHY

(5 quarter credits) Prerequisite: None

An introduction to the basic issues in philosophy, especially metaphysics and epistemology. The course includes the development of ideas and the modern contributions of feminism, deconstruction, and multiculturalism.

BHS 451 INTRODUCTION TO POLITICAL THOUGHT (5 quarter credits)

Prerequisite: None
Basic concepts of the State, who has the right to rule, why groups obey and the purpose of government are explored through classical readings from Plato, Rousseau, Marx and Thoreau as well as modern political thinkers and actors.

BHS 452 EVOLUTION OF CONSCIOUSNESS

(5 quarter credits) Prerequisite: None
What was Darwin's perceptual feat and what were its antecedents? Are we the culmination of the evolutionary process? The dilemmas confronting the Darwin explanation in contemporary thought will be discussed as well as the concepts of the evolution of human consciousness.

BHS 454 INDIVIDUALS AND THEIR SOCIAL BEHAVIOR (5 quarter credits)

Prerequisite: None
A comprehensive analysis of human nature in terms of the physiological, psychological, and sociological determination of the interrelationships between individuals. Truth, deception, and the justification of dishonesty will be examined as a uniquely human experience.

BHS 455 CRITICAL THINKING (5 quarter credits)

Prerequisite: None
This course will attempt to distinguish between critical opinion and critical thought, between judgment and judgementalism. It will look at a process anchored in openness of mind and honesty that defers judgment, seeks connections and looks at evidence no matter how reluctantly. The meanings of logic and reason will be discussed while a variety of media expressions in television, journalism and the arts will be critically deciphered.

BHS 456 CONTEMPORARY INTERNATIONAL WRITERS (5 quarter credits)

Prerequisite: None
What stories are being told today in Africa, Asia, South America and Europe? In this course, selected readings by contemporary novelists from abroad will be read and discussed in search of cultural and social perspectives. The course may focus on contemporary plays, theater, or poetry, as well.

BHS 457 THE MEDIA AS

MEDIATOR (5 quarter credits) Prerequisite: None
How do we know what is happening in the world around us? What do we know? Who owns the media and how does this ownership control information? How does voluntary censorship work? Does the advent of desk top production of visual and printed information challenge the censor? This course will examine how our sources of information determine our beliefs, attitudes, values and judgments.

BHS 459 CARL ROGERS AND HUMANISTIC PHENOMONOLOGY (5 quarter credits)

Prerequisite: None
Each individual has a natural ability to evaluate his or her own experience and behavior. In Rogerian theory, the phenomenal field is the sum of all a person's experiences. When conflicts occur between one's natural evaluation of experience and that of another's, the person changes his/her behavior to conform to the wishes of the outsiders and as a result creates anxiety, defensiveness and psychological maladjustment.

BHS 460 THE SELF & LITERARY

PSYCHOLOGY (5 quarter credits) Prerequisite: None

The self is a concept we each have. Where did it come from? What is the difference between ego and self, between self and Self? Self consciousness, self-esteem, self-defense, self-denial, are among the correlates of self concept which will be explored as these issues are dealt with in literature.

BHS 461 INTRODUCTION TO HUMANISTIC AND TRANSPERSONAL PSYCHOLOGY (5 quarter credits) Prerequisite: None

Covers the major themes of Humanistic Psychology and its development into Transpersonal Psychology: the phenomenological approach, self-determination, the ideal of authenticity, the actualizing tendency, person-centeredness and purpose, holism as the experience of consciousness, and self-transcendence into Transpersonal Psychology. Will explore historical roots of movement and survey the major western figures from James, Jung and Maslow to the present.

BHS 464 INVENTING THE MODERN MIND (5 quarter credits) Prerequisite: None

This course is a comprehensive exploration of the psychological birth of the modern era. You will learn to describe trends and features in the psychology of art, science, literature and political movements through the lives of historical figures in those fields. Howard Gardner's model of domains of creativity will be used to explore how the lives of Freud, Einstein, Picasso, Stravinsky, T.S. Elliot, Martha Graham and Gandhi represent the emerging modern mind.

BHS 465 HISTORY OF THE ORDINARY PEOPLE OF THE UNITED STATES (5 quarter credits) Prerequisite: None

Most history tells the story of the powerful, a handful of men who are said to have shaped history, but what is the history of the mass of people who have lived in this country? What were their daily lives like? This course, using texts, novels and other source materials will examine the lives of ordinary women and men - the farmer's wife, the factory worker, the slave, and the Army private. Reform movements and alternative social experiments will be discussed.

BHS 466 HEALTH AND HEALING (5 quarter credits) Prerequisite: None

Is health one's fate and illness a throw of the dice? Is health a product one buys, if one can afford it? The sources of health and ill health, such as stress, exercise, diet and attitude will be examined. Also, alternative approaches to health and healing, including homeopathic, ayurvedic and shamanistic practices will be discussed. The mind-body relationship will be examined.

BHS 467 THE FAMILY (5 quarter credits)

Prerequisite: None

Has the family become an anachronism? Who needs a family? This course will provide a historical, socioeconomic and comparative study of the family. Family formation will be examined. The prevalent attitudes of women, men and children will be noted and the present and future status of the family discussed.

BHS 468 LOSS OF SELF (5 quarter credits)

Prerequisite: None

How are the dehumanizing aspects of work, poverty, family, sex and the media internalized, diminishing one's sense of self? How will one live one's life? Often as an escape from a perceived reality which lacks correspondence with one's expectations, women and men loose themselves in work or idleness or substance abuse or death. In contrast, transcendence of the self through meditation and devotion is the ageless proposal for self-realization and deathlessness.

BHS 469 FOUNDATIONS OF MEDITATION (5 quarter credits) Prerequisite: None

What are the commonalties in different meditative practices? A comparative study of the various practices of Eastern and Western meditation is central to this course. Students will experience a practice of basic meditation.

BHS 470 VARIETIES OF RELIGIOUS AND MYSTICAL EXPERIENCE (5 quarter credits)

Prerequisite: None

Religious, psychic, and mystical experience are explored and compared from pre-history to the present. The primary focus will be on identifying the human essence of spirituality in the transpersonal experience of ourselves and in reading and analyzing reports of such experiences in other cultures.

BHS 471 THE THIRD WORLD (5 quarter credits)

Prerequisite: None

From the point of view of the whole world, how much of it is Third World? What defines the Third World? This course will focus on the relationships between economically developed centers and non-developed centers of the world, and how those relationships are perpetuated and intensified. New grassroots, solidarity and co-operative movements will be studied in light of the new capitalism.

BHS 484 PHYSICAL DISCIPLINE (5 quarter credits) Prerequisite: None

This is a practice of a physical discipline such as T'ai Chi, Aikido, and Yoga which requires concentration, focus, and practice. Since antiquity these disciplines

have produced physical and mental well-being and longevity.

BHS 485 THE GENDERED WORLD (5 quarter credits) Prerequisite: None

This course is an inquiry into the future of femininity and masculinity through an examination of social and psychological development of men and women. It examines the contemporary, human condition from the paradigm of patriarchy and its alternative cultural partnership.

BHS 486 SELF-IN-RELATIONSHIP (5 quarter credits) Prerequisite: None

Psychology is shifting from a science of processes associated with becoming an autonomous individual to a view of the human being as a being-in-representation. The philosophical foundation for this shift can be found in the philosophy of dialogue. This course is designed to familiarize the student with the philosophy of dialogue and the self-in-representation model of human development. This explores the philosophy of dialogue and its implication for psychology and psychotherapy.

BHS 487 CAREER COUNSELING (5 quarter credits) Prerequisite: None

This course is offering support and practical work for creative career design, involving personal assessment, exploration of alternatives, and decision making. Personal assessments focus on personality, interests, values, and skills. Formal and informal methods are used to explore alternatives and decision making is presented as a process to promote a resulting decision. This course includes guidelines and preparation for effective job search.

BHS 488 PERSONAL AND SOCIAL ETHICS (5 quarter credits) Prerequisite: None

This class will explore several bases for moral behavior, including religion, tradition, law, personal intuition, and reason. Several ethical systems will be examined, as well as whether moral values are enduring and universal or relative to the time or occasion.

BHS 490 LEADERSHIP DEVELOPMENT (5)

This is an overview course for those interested in learning how to become effective leaders in all levels of life. Topics to be explored are leadership styles, group dynamics, decision making techniques, motivation, and practical skills, such as organizing, chairing meetings, communicating, committee functioning, delegating, evaluating, prioritizing, resolving conflicts, and mediating. This class will

encourage active participation of the group with enrichment from outstanding leaders.

BHS 495 SENIOR PROJECT (5 quarter credits)

Prerequisite: Project proposal approved by the Director of Undergraduate Program.

The senior project is an independent study with the Director of Undergraduate Program leading to the completion of the Senior Project, a 40 page research paper.

BHS 498 SELECTED TOPICS (5 quarter credits)

Prerequisite: None

Special courses on selected topics in Humanistic Studies. Occasionally, special lecturers are available to present classes on current issues of interest.

BHS 499 INDEPENDENT STUDY (5 quarter credits) Prerequisite: None

Individualized studies in special topics in Humanistic Studies. Each student's work is directed by a faculty member or recognized leader in the subject area.

BIO 230 PSYCHOLOGICAL TYPE: THEORY & APPLICATION (5 quarter credits) Prerequisite: None

This course is an introduction to personality type. Participants will review the Jung/Myers model of type theory [Carl Jung's theory of psychological type as interpreted by the authors of the Myers-Briggs Type Indicator (MBTI)] and engage in exploration and practical exercises for its application to improve self-understanding, time utilization, communication, one-on-one relationships and team participation.

BIO 231 HUMAN PHYSIOLOGY (5 quarter credits) Prerequisite: None

The physiology of body fluids, blood, nerve and muscle, peripheral nerves, central nervous system, special senses, autonomic nervous system, defense mechanisms will be examined in depth in this course

BIO 232 APPLIED MUSCULOSKELETAL ANATOMY (5 quarter credits) Prerequisite: None

This course will examine the regional human gross anatomy of the skeleton, joints, muscles and neurovascular structures of the limbs and back. Students will gain extensive practice in learning to palpate all bony landmarks of the trunk and extremities; muscle, ligament, and tendon palpation by clinical zones. This course is also an introduction to postural analysis with practice in taking and interpreting postural measurements.

BIO 233 EXERCISE PSYCHOPHYSIOLOGY (5 quarter credits) Prerequisite: None

This course provides an examination of the physiological and psychological responses of the neuromuscular, metabolic, endocrine, and circulatory and respiratory systems to acute and chronic exercise.

BIO 234 EXERCISE PSYCHOLOGY

(5 quarter credits) Prerequisite: None

This course will examine the physiological and psychological bases of selected cardiovascular, respiratory and metabolic disorders and an examination of the particularities of exercise responses and the effects of exercise conditioning in these populations. A special emphasis on the scientific basis for exercise prescription.

BIO 235 PSYCHOBIOMECHANICS (5 quarter credits) Prerequisite: None

This course will examine the functional anatomy of the human musculoskeletal system with emphasis on mechanics, electromyography (EMG), motor control and psychological strategies.

BIO 240 THE SCIENCE OF HUMAN

MOVEMENT (5 quarter credits) Prerequisite: None

This course introduces basic and practical knowledge of human movement in sports and physical activity. Anatomical and physiological knowledge pertinent to body movement is presented in depth. Biomechanical concepts and principles applied to body movement in

different sports and physical activities are also addressed.

BIO 248 PSYCHOLOGY OF INJURY AND ILLNESS (5 quarter credits) Prerequisite: None

There is clear evidence that psychological and social factors are among the most significant predictors of the scale of disability and measurable outcomes of injury and illness. In this course participants will develop an understanding of psychological theories of adjustment to physical disability, traumatic or catastrophic injury, or chronic illness. Students will learn psychotherapeutic strategies and treatment options appropriate to various stages of adaptation to physical injury or illness. This course will also examine the manner in which common injuries and diseases impact the anatomical structures and functional systems of the body. The various medical treatments and procedures available to maintain or restore structural and functional integrity of the body are also addressed. Conditions of a cardiovascular, pulmonary, neuromuscular, metabolic and oncologic nature will be discussed.

SPECIALITY COURSES, CODES: BUS, BSCM, ITS, IBUS

IBUS 400A International Trade and Economics (5 quarter credits) Prerequisite: None

This course examines factors affecting the global economy and international economic institutions. Students will be introduced to the tools used by economists to analyze international economic interactions. This course will also cover the role of international trade and finance in the world economy by analyzing the way in which participation in the international economy affects consumers, businesses, economic policy, and the economy in general.

IBUS 400B International Business Law (5 quarter credits) Prerequisite: None

This course focuses on the international rules created to engage in global business activities. Students examine rules in light of political, economic and social factors. This course will provide an overview of how to conduct business in a dynamic environment, by comparing the international legal system in the context of legal history, language, and culture. Students will study the differences between

international and American law, in such areas as contract, corporate, labor law, and tax law.

BUS 401 INTRODUCTION TO BUSINESS PRINCIPLES AND ORGANIZATIONS (5 quarter credits) Prerequisite: None

Survey of organizations, principles, and practices of the business world; provides a general view of the field as a whole, emphasizing the overall "system" of business, its common traits, dimensions, personalities, and life cycles, and serves as a foundation for more specialized courses.

BUS 402 FUNDAMENTALS OF BUSINESS ADMINISTRATION (5 quarter credits) Prerequisite: None

An introduction into the world of business and business administration providing a general overview of the various elements of the field; basic principles, companies, history of business and business administration, organization, management, human relations, business law and ethics, business policy, and operations.

BUS 406 BUSINESS MATH FOR**ADMINISTRATORS** (5 quarter credits) Prerequisite: None

An overview of basic business math skills providing the foundation of arithmetic, mathematics and measurements used in common business and industry practices.

BUS 412 BUSINESS INFORMATION TECHNOLOGIES (5)

In this course students will investigate the appropriate, innovative, and effective design and use of information technology to serve business needs.

BUS 416 BUSINESS ADMINISTRATIVE LAW

(5 quarter credits) Prerequisite: None

This course examines the laws governing business and commerce, such as the regulation of contracts, their formation, performance, breach, and legal and equitable remedies, hiring practices, and the manufacture and sale of consumer goods. The primary focus will be on legal rules applicable to business.

BUS 418 ESSENTIALS FOR ADVERTISING (5

quarter credits) Prerequisite: None

This course will emphasize the role of advertising in a free economy, and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media, testing of advertising effectiveness and organization of the advertising profession.

BUS 420 BUSINESS COMMUNICATIONS AND THE GLOBAL ECONOMY (5 quarter credits)

Prerequisite: None

This course will teach students the theories and practice of business communications with an emphasis on how the Global Economy of Today changes the traditional approaches used in past decades. With the technologies of the new millennium and the built up ICT infrastructures of developing countries, students will learn the new language of business in today's global village.

BUS 424 ORGANIZATIONAL STATISTICS (5

quarter credits) Prerequisite: None

This course will teach students teaching principles and practices of organizational assessment, covering concepts such as validity, reliability, hypothesis testing, correlation/multiple regression, and quality control models. Focus will be on application of statistics in organizational problem solving

BUS 432 PRODUCTION AND SERVICE**MANAGEMENT** (5 quarter credits) Prerequisite: None

Examines problems encountered in planning, operating, and controlling production of goods and services. Topics include: waiting-line management, quality assurance, production systems, project management, and inventory management.

BUS 434 ORGANIZATIONAL**ENTREPRENEURSHIP** (5 quarter credits)

Prerequisite: None

Provides an opportunity to develop concepts, attitudes, and philosophies about business and entrepreneurship at the organizational level.

BUS 442 FOUNDATIONS IN ACCOUNTING (5

quarter credits) Prerequisite: None

This course will evaluate the role of accounting in organizations by identifying and discussing principles and concepts. Topics include recording process, financial reporting and the application of accounting information in managerial decision processes.

BUS 449 FOUNDATIONS IN MARKETING (5

quarter credits) Prerequisite: None

A good company must understand its market and customers. This course will provide a concise introduction to the fundamental principles of marketing, including market and customer research, pricing strategies, and promotional tactics to enhance sales.

BUS 452 FOUNDATIONS IN FINANCE (5 quarter

credits) Prerequisite: None

This course provides a broad overview of financial management and an introduction to the practical application of financial tools and techniques to business decisions. It will include an overview of the three principal financial statements--balance sheet, income statement, and cash flow statement--and the use of financial ratios to assess a firm's financial health. Additional topics include financial planning and forecasting; the choice of debt or equity to finance business operations; and the evaluation of investment opportunities using tools such as discounted cash flow, net present value, and risk analysis. The course also examines financial instruments, including stocks and bonds, and techniques of business valuation.

BUS 458 FOUNDATIONS IN ECONOMICS (5

quarter credits) Prerequisite: None

This course will cover the basic institutions of market economy and the role they play in defining and pursuing economic goals in the U.S. economy. Emphasis is placed upon the economic behavior of existing institutions; current economic policy alternatives as they affect both the individual and the society.

BUS 466 LEGAL AND ETHICAL ISSUES IN THE GLOBAL MARKETPLACE (5)

Business law relates to those laws involving the business and commercial components of society and allows businesses to function. This course is designed to provide a brief, broad overview of the legal business. Emphasis will be placed on the ethical and moral principles as they apply to the legal and business community.

BUS 475 CROSS CULTURAL STRATEGIC MANAGEMENT (5 quarter credits) Prerequisite: None

Students will analyze some of the major cultural profiles, communication patterns, negotiation strategies and management styles in several countries and companies in various regions of the world, in order to develop a better understanding of the main cultural issues that must be taken into account when doing business in a multicultural setting. Special attention will also be given to ethical considerations.

BUS 480 SELECTED TOPICS (5)

Special courses on selected topics in Business Administration. Occasionally, special lecturers are available to present classes on current issues of interest.

BUS 485 SPECIAL TOPICS IN BUSINESS ADMINISTRATION (5 quarter credits) Prerequisite: None

An individualized, faculty supervised opportunity to address a business problem or issue in greater depth.

BUS 490 SEMINAR IN BUSINESS ADMINISTRATION (5 quarter credits) Prerequisite: None

Addresses various topics or issues of relevance in business administration. Each student's work is directed by a faculty member or recognized leader in the subject area being investigated.

BUS 601 FINANCIAL ACCOUNTING FROM A MANAGERIAL PERSPECTIVE (5 quarter credits)

Prerequisite: None
An examination of standard accounting principles and practices, from the perspective of a business manager rather than the perspective of an accountant.

BUS 602 Quantitative Methods In Business (5 quarter credits) Prerequisite: None

An introduction to quantitative tools used to plan and manage businesses, including descriptive statistics, linear and non-linear projection methodologies, and basic hypothesis-testing methods used in the business context.

BUS 610 LEADING AND MANAGING PEOPLE AND ORGANIZATIONS (5 quarter credits)

Prerequisite: None
A survey of both classic and contemporary theories and approaches to business leadership, and to the selection, motivation, and management of employees in the US context.

BUS 611 ENTREPRENEURSHIP: DEVELOPING NEW VENTURES (5 quarter credits) Prerequisite: None

Considerations in establishing new business ventures, including an introduction to the legal and regulatory climate, banking practices, and obtaining and managing start-up funding.

BUS 612 MANAGING FRANCHISE BUSINESSES (5 quarter credits) Prerequisite: None

In this course students will survey of the franchise market in the US, including the diversity of franchise opportunities, and unique regulatory, contractual, legal, logistical, and managerial issues involved in operating franchise businesses.

BUS 613 VENTURE CAPITAL AND PRIVATE EQUITY (5 quarter credits) Prerequisite: None

An in-depth introduction to the various means of financing new business ventures through venture capital and through private investment.

BUS 614 MARKETING STRATEGIES AND TACTICS (5 quarter credits) Prerequisite: None

An examination of the major approaches to developing and implementing marketing strategies, along with "how-to" tactics, across a wide variety of business types.

BUS 615 REAL ESTATE INVESTING (5 quarter credits) Prerequisite: None

A survey of financial, regulatory, and managerial issues related to real estate, both as an investment category in itself, and as an aspect of the overall management of a business enterprise.

BUS 616 SOCIAL RESPONSIBILITY: BUSINESS LAW AND ETHICS (5 quarter credits)

Prerequisite: None
An introduction to the notion of the social responsibility of businesses, taking into account variations in theory and practice, as well as recent legal developments such as Sarbanes-Oxley.

BUS 617 FINANCIAL PLANNING AND INVESTING (5 quarter credits) Prerequisite: None

Business leaders must address personal financial issues as well as those for their businesses. This course introduces the fundamentals of personal

financial planning and investing for the entrepreneur and business investor.

BUS 618 INFORMATION TECHNOLOGY STRATEGIES FOR ENTREPRENEURIAL BUSINESSES (5 quarter credits) Prerequisite: None
Information and communication technologies are essential bases for doing business. This course surveys major technologies and related issues in the US, with special emphasis on the needs of smaller and entrepreneurial businesses or business units.

BUS 620 MANAGING PEOPLE AND ORGANIZATIONS: EASTERN AND WESTERN PERSPECTIVES (5 quarter credits) Prerequisite: None
A survey of both classic and contemporary theories and approaches to the selection, motivation, and management of employees, taking into account cultural differences between the US and Asia.

BUS 621 ENTREPRENEURSHIP IN THE US AND IN CHINA: DEVELOPING NEW VENTURES (5 quarter credits) Prerequisite: None
Considerations in establishing new business ventures in the two countries, including an introduction to the legal and regulatory climates, banking practices, and obtaining and managing start-up funding.

BUS 622 GLOBAL BUSINESS PERSPECTIVES: FOCUS ON CHINA (5 quarter credits) Prerequisite: None
A survey of economic analyses and forecasts regarding doing business in China: major sectors and niche opportunities.

BUS 623 VENTURE CAPITAL AND PRIVATE EQUITY (5 quarter credits) Prerequisite: None
An in-depth introduction to the various means of financing new business ventures through venture capital and through private investment, in both the US and the Chinese context.

BUS 624 MARKETING STRATEGIES AND TACTICS IN A GLOBAL ENVIRONMENT (5 quarter credits) Prerequisite: None
This course will examine the similarities and differences in marketing strategies and tactics as they are influenced by local culture and economic climate.

BUS 625 NEGOTIATING AND BARGAINING SKILLS: ASIA, THE US, INTERNATIONALLY (5 quarter credits) Prerequisite: None
This course will discuss how “business is done” and how agreements, when negotiated, vary significantly by region and culture. This course will survey primary themes for success in negotiating in Asia, the US, and elsewhere.

BUS 626 SOCIAL RESPONSIBILITY: BUSINESS LAW AND ETHICS AROUND THE WORLD (5 quarter credits) Prerequisite: None

An introduction to the notion of the social responsibility of businesses, taking into account variations in theory and practice from around the globe.

BUS 627 LEADERSHIP ISSUES AND STYLES ACROSS THE PACIFIC: CHINA AND THE US (5 quarter credits) Prerequisite: None
Leadership is a universal requirement in business; this course surveys the differences in how the function of leadership is viewed and practiced between China and the US, as well as variations within each country.

BUS 628 INFORMATION TECHNOLOGY STRATEGIES FOR INTERNATIONAL BUSINESSES (5 quarter credits) Prerequisite: None
Information and communication technologies are essential bases for doing business internationally. This course surveys major technologies and related issues in the US and in Asia

BUS 630 INTRODUCTION TO SUSTAINABLE BUSINESS (5 quarter credits) Prerequisite: None
This course will examine the different environmental, social and economic issues in sustainable business. The course will focus on how to integrate issues of corporate social responsibility (CSR) in business corporations operating in a global economy. Students will examine such topics as the development of markets for eco-innovations, CSR in supply chains, environmental management systems, and green management accounting.

BUS 631 FINANCE & ENVIRONMENTAL ACCOUNTING (5 quarter credits) Prerequisite: None
The concern in environmental accounting problems has grown quickly in recent years, and the issues effect various specializations within the accounting field. This course introduces the profession's responsibility toward environmental problems and the broader issues of sustainability. For instance, financial reporting, analysis and disclosure, cost management and managerial decision making, capital investment analysis, auditing, and taxation.

BUS 632 ECO-COMMERCE MODELS (5 quarter credits) Prerequisite: None
This course provides an overview of the intersection of business development and environmental and social responsibility. Students will explore the methodologies used to establish enterprises that

incorporate environmental and social considerations throughout the levels of organization.

BUS 633 FOUNDATIONS IN ECOLOGICAL

ECONOMICS (5 quarter credits) Prerequisite: None
This course examines the economics behind natural resource use and environmental issues. Students consider problems such as deforestation, over fishing, oil consumption and minerals pollution, global warming, acid rain, and land conservation. Students will examine the link between economic, environmental, and social systems.

BUS 634 SUSTAINABLE PRODUCTS & SERVICES (5 quarter credits) Prerequisite: None

This course explores the creation and development of sustainable products and services. Students explore the link between products and services while examining historic, current, and future examples of sustainable products and services.

BUS 635 APPLICATION OF SUSTAINABLE BUSINESS PRACTICES (5 quarter credits)

Prerequisite: None
This course focuses on transforming businesses, both internally and externally, by focusing on numbers, markets, people and sustainability.

BUS 636 AIR POLLUTION, ANIMAL RIGHTS, LAND USE, ENERGY LAW, & BIODIVERSITY PROTECTION (5 quarter credits)

Prerequisite: None
This course focuses on interpreting and applying national regulations as it applies to air pollutants and air quality standards. The ethics of animal rights will be explored and current animal legal protections discussed. Students will explore the concept of biodiversity and its growing threats. Land use and development practices will be addressed to increase the conservation of biodiversity.

BUS 637 ENVIRONMENTAL ECONOMICS POLICY & MANAGEMENT (5 quarter credits)

Prerequisite: None
This course analyzes various areas of environmental economics such as the economics of pollution control, the application of cost benefit analysis to the environment, the economics of sustainable development, environmental policy, and international environmental issues.

BUS 638 GLOBAL ENVIRONMENTAL ISSUES IN BUSINESS TRANSACTIONS (5 quarter credits)

Prerequisite: None
Students study the developments that have contributed to the dynamic growth of the European Union, Asia, and Latin America and over the past half

century. This course provides an overview of the environmental challenges China faces. Class will survey the regulatory schemes managing air quality, water resources and quality, natural resources, environmental impact assessments, waste management and energy conservation.

BUS 639 CLIMATE CHANGE & THE LAW (5 quarter credits) Prerequisite: None

This course integrates the science and law of climate change in respect to the generational implications of the problem. Students will consider how existing federal laws may be used to address climate change and how more comprehensive laws may be created.

BUS 650 ADVANCED MARKETING STRATEGIES: SUCCESSES AND FAILURES (5 quarter credits) Prerequisite: None

An in-depth examination, using case studies, of notable successes and failures in marketing strategies, addressing the interplay of marketing strategies, culture, the legal and regulatory climate, and generational differences.

BUS 651 MERGERS AND ACQUISITIONS EAST AND WEST (5 quarter credits) Prerequisite: None

Detailed study of similarities and differences in the legal, regulatory, and cultural aspects of (1) initiating corporate mergers and acquisitions and (2) making a success of the merged organization.

BUS 652 IDENTIFYING AND ANALYZING DOMESTIC BUSINESS OPPORTUNITIES (5 quarter credits) Prerequisite: None

An advanced examination of sources of data and information on business opportunities in the US, and methods of determining the feasibility of pursuing these opportunities in particular state and regional contexts

BUS 653 IDENTIFYING AND ANALYZING INTERNATIONAL BUSINESS OPPORTUNITIES (5 quarter credits) Prerequisite: None

None
An advanced examination of sources of data and information on international business opportunities, and methods of determining the feasibility of pursuing these opportunities in particular contexts around the world.

BUS 654 FINANCIAL INSTITUTIONS AND MARKETS IN A GLOBAL PERSPECTIVE (5 quarter credits) Prerequisite: None

Advanced focus on banking, finance, and investment opportunities and markets, and their similarities and differences in various portions of the globe.

BUS 655 THE FEDERAL RESERVE AND BUSINESS FORECASTING (5 quarter credits)

Prerequisite: None

An introduction to the impacts of the Federal Reserve on US capital markets, and examples of how to use federal financial data for purposes of forecasting the financial climate for businesses.

BUS 656 SPECIAL PROJECTS IN BUSINESS MANAGEMENT (5 quarter credits) Prerequisite: None

An individualized, faculty-supervised opportunity to address a business problem or issue in greater depth, such as development of a business plan for a real or hypothetical venture.

BUS 657 INTERNATIONAL ECONOMICS (5 quarter credits) Prerequisite: None

This course provides an overview of international financial markets. Students will analyze what determines the patterns of merchandise and service trade between countries. Special topics to be covered: alternative international monetary arrangements and institutions; foreign exchange markets and hedging instruments; international trade policy, including the effects of tariffs, quotas, subsidies, exchange control, and other trade restrictions upon a nation's economy.

BUS 695 CAPSTONE RESEARCH PROJECT (5 quarter credits) Prerequisite: Project proposal approved by the Director of Graduate Program.

The capstone research project is an independent study with the Director of Graduate Program leading to the completion of the Capstone Project.

BUS 701 ACCOUNTING (5 quarter credits)

Prerequisite: None

This course focuses on generally accepted accounting principles as they apply to partnerships, business combinations, branches, and international operations. This course will also focus on the examination of contemporary issues in financial and managerial accounting within the context of pronouncements of the financial accounting standards board.

BUS 702 QUANTITATIVE METHODS AND STATISTICS (5 quarter credits) Prerequisite: None

This course in business research covers concepts of probability theory, regression analysis, assumptions of multivariate analysis, use of computer software, and the ethics of research in business settings. Emphasis is on application and understanding of the statistical tools, mathematical concepts, and processes.

BUS 720 STRATEGIC MANAGEMENT SKILLS I (5 quarter credits) Prerequisite: None

This course focuses on creating, implementing, and evaluating cross-functional decisions for a business to succeed. Students will learn core management skills and techniques to deliver results

BUS 722 MANAGERIAL FINANCE (5 quarter credits) Prerequisite: None

The course examines financial management for corporate value creation. Students study the underwriting process and alternate sources of capital, use of financial planning methods for short-term financing; merger motivation, acquisitions and bankruptcy reorganization.

BUS 723 MANAGERIAL ECONOMICS (5 quarter credits) Prerequisite: None

This course focuses on microeconomics analysis and its application decision making within the context of business. Includes demand and consumer behavior, production and costs analysis, forecasting, risk analysis, and public policy toward business.

BUS 724 INTEGRATED MARKETING I (5 quarter credits) Prerequisite: None

This course focuses on the components of advertising within the total marketing function. This course examines the value of marketing, the different phases of marketing, marketing a good versus a service, wholesaling and retailing, pricing strategies, analysis of markets, distribution; creating advertising campaigns, planning, production, media, management, and budgeting.

BUS 725 SALES I (5 quarter credits) Prerequisite: None

This course focuses on the most prevalent promotional and persuasive models used in written, oral, and electronic communication. Students examine the psychological aspects of persuasion and influence. The application of effective strategies for sales, product introduction, and advocacy for a position are emphasized.

BUS 726 BUSINESS AND LABOR LAW I (5 quarter credits) Prerequisite: None

The course focuses on governmental and quasi-governmental regulations as they relate to corporate social responsibility business impacts. Students will learn the process of developing corporate social responsibility standards and policies, how to interpret them, and how to determine relative weight; and how to assess, handle and prevent corporate social responsibility risks.

BUS 727 COMPUTER APPLICATIONS (5 quarter credits) Prerequisite: None

This course emphasizes solving business problems by integrating data from all of the software applications. Examines applications used to communicate information.

BUS 728 INTERNET ENVIRONMENT (5 quarter credits) Prerequisite: None

This course focuses on the impact of the Internet on business dealings. Focus on digitization, globalization, mobility, work groups, communication, and computing power.

BUS 730 STRATEGIC MANAGEMENT SKILLS II (5 quarter credits) Prerequisite: None

This course will integrate the management principles of planning, organizing, leading, and controlling employees.

BUS 731 ADVANCED ACCOUNTING (5 quarter credits) Prerequisite: None

This course provides students with advanced managerial accounting skills. Emphasis on strategic decision making and management control systems.

BUS 732 QUANTITATIVE METHODS AND STATISTICS II (5 quarter credits) Prerequisite: None

This course teaches statistical models, techniques, and tools for management decisions. Attention will be given to probability distributions, random sampling and standard errors, hypothesis testing, multiple regression, ANOVA, chi-square tests.

BUS 734 INTEGRATED MARKETING II (5 quarter credits) Prerequisite: None

Marketing and selling products in a global environment presents many demanding decisions that need to be updated on a consistent timeframe with hard-to-retrieve knowledge, information and data. This course focuses on the analysis a contemporary marketing case, evaluation of alternative marketing strategies and the preparation of a comprehensive marketing plan for a client.

BUS 735 SALES II (5 quarter credits) Prerequisite: None

This course focuses on personal selling and sales management including organizing, directing, and compensating and evaluating the sales force.

BUS 736 BUSINESS/ LABOR LAW II (5 quarter credits) Prerequisite: None

This course will build upon knowledge of legal theory, legal and deductive reasoning, constitutional law, administrative law, the court system, civil and criminal procedures, alternative dispute resolution,

criminal law and the concepts of tort and strict liability. Attention will be given to the Uniform Commercial Code, the application of the property, bail, agency, employment law, business structures, intellectual property, e-commerce, and international law. Basic Business Law will be emphasized.

BUS 738 E-COMMERCE APPLICATIONS AND OPERATIONS (5 quarter credits) Prerequisite: None

This course focuses on the synergy between technology and business management. Covers technical topics such as the Internet, intranets, extranets, and portals. Students learn the importance of Enterprise Resource Planning (ERP), outsourcing, e-procurement, and electronic payment systems; how to conduct business on-line and how to manage the technological issues associated with constructing an electronic-commerce Web site. Students will investigate strategies and products for building e-commerce sites, examine how such sites are managed, and explore how they can augment an existing business infrastructure.

BUS 740 CRISIS MANAGEMENT AND REORGANIZATION (5 quarter credits) Prerequisite: None

This course addresses planned change in organizations, including organizational design and structure, principles of organizations, human resources training, intra- and inter-departmental communications, coordination activities, and leadership development. Focused attention on utilizing leadership and collaboration practices in solutions oriented decision-making.

BUS 750 LEADERSHIP AND ORGANIZATIONAL MANAGEMENT (5 quarter credits) Prerequisite: None

This course examines leadership issues in global, international, and multicultural organizations. Focus on culturally sensitive leadership skills, styles, practices, models, trends, and concepts. Attention is given to international and conflict management practices, and team collaboration skills.

BUS 752 HUMAN RESOURCES MANAGEMENT (5 quarter credits) Prerequisite: None

This course covers the nature of human resource development and utilization in business. Students will investigate and discuss of various topics in recruiting, utilization, conservation, and development of human resources within the context of the individual firm.

BUS 754 ADVANCED MARKETING III (5 quarter credits) Prerequisite: None

This course explores the intricate relationships between objectives, strategies, positioning, tactics, budgets, competitive analysis, and target markets. Learn how to increase profitability by monitoring the environment, conducting market research, and choosing customers and suppliers. Discover the effect of an information-based economy on marketing and selling.

BUS 755 REAL ESTATE (5 quarter credits)

Prerequisite: None

This course reviews real estate concepts, practices, and institutions. Specific attention is given to legal aspects of real estate ownership, appraisal, market analysis, mortgage financing, analysis of complex real estate projects and financing.

BUS 756 MEANING CENTERED APPROACH TO ORGANIZATIONAL COMMUNICATION (5 quarter credits) Prerequisite: None

Course focuses on managerial communications within organizational management and organizational behavior at the individual, interpersonal, team, and organizational levels. Students learn how to listen empathically; resolve conflict; influence others through professional speaking. Self-assessments and skill building exercises will be utilized to learn how to effectively manage relationships within organizations.

BUS 757 INTEGRATED ECONOMIC CONSULTING (5 quarter credits) Prerequisite: None

This course integrates human resource management issues, marketing, finance, and operations management. Students apply skills to complex organizational problems and strategic issues as a result of advancing technology, competitive market conditions, social and cultural changes, and

regulatory actions in both the domestic and global arenas.

BUS 800 DOCTORAL PROJECT I (5 quarter credits) Prerequisite: Doctoral Comprehensive Exam
Students must enroll in this course when coursework is complete or they begin to work on their dissertation, whichever comes first. The student engages in independent study and attends the seminar as needed, leading to the completion of the first three chapters of the dissertation. Work is supervised by the Director of Research and the student's dissertation committee chair. These three chapters, the introduction, the literature review, and the methods section, constitute the formal proposal. Students must enroll in this course consecutively until the proposal has been defended and approved. Upon completion of a proposal acceptable to the student's committee, the student defends her or his proposal in an oral presentation to the committee. This oral presentation serves as a Qualifying Exam.

BUS 801 DOCTORAL PROJECT II (5 quarter credits) Prerequisite: BUS 800 – Doctoral Project I.
Students must enroll in this class when they have passed the Oral Qualifying Exam and are ready to begin to conduct their research. The student engages in independent study leading to the execution of their dissertation research. The findings are reported and discussed in chapters four and five of the dissertation. Upon completion of this work, the student has the Final Oral Defense of the dissertation. Students must enroll in this course consecutively until the dissertation has been defended and approved.

COMMUNICATION (BSCM)

BSCM 170 ORAL AND WRITTEN COMMUNICATION SKILLS (5 quarter credits)

Prerequisite: None

This course will provide students with a conceptual framework and specific tools for communicating in complex environments and accomplishing strategic academic and professional business goals. This core course provides writing, oral, and collaborative skills necessary for future business courses, internships, and professional positions.

BSCM 210 EFFECTIVE PUBLIC SPEAKING (5 quarter credits) Prerequisite: None

This course will cover strategies and practical tips for approaching public speaking. Students will learn both the cognitive side of presentations—organizing thoughts and information—and the physical dimension - enlisting voice and other physical tools - to engage the audience on an emotional as well as intellectual level.

BSCM 215 ADVANCED PUBLIC SPEAKING FOR BUSINESS MANAGERS (5 quarter credits)

Prerequisite: None

As a representative of your business, how you conduct yourself at meetings, social gatherings, news

briefings, and other speaking engagements is critical. Learn various strategies to make you a successful presenter in whatever situation is required. Topics to include effective vocal and visual delivery; selling yourself and your ideas; choosing the right words; staying focused, directed, and organized in different situations; communication styles for various situations, including crisis, company or community; and crisis communication fundamentals.

BSCM 220 EXPOSITORY AND TECHNICAL WRITING SKILLS (5 quarter credits) Prerequisite: None

In this course students will learn both expository and technical writing, with emphasis on grammar, punctuation and concise writing skills. Students will learn organization of thought, structure, the use of logic, and attention to detail in their writing. This course will teach students to use graphic organizers such as bullets, numbers, bold, italics, and color, and to use them consistently. Students will also learn to use tools other than words (charts, graphs, tables, ratios, schematics) to present information best demonstrated visually. Correct citation of resources using a standard format will also be covered.

BSCM 225 PERSUASIVE COMMUNICATION (5 quarter credits) Prerequisite: None

The course will begin by examining the similarities and differences between objective (predictive) and persuasive writing. Students will be instructed in methods of constructing a coherent argument, as well as the conventions of providing authority to support an argument. Students will receive instruction and gain practice in crafting the four basic building blocks of a persuasive document: the issue, the statement of facts, the argument, and the conclusion. This course will also introduce students to some advanced writing techniques such as the use of metaphors and literary references.

BSCM 230 CROSS CULTURAL COMMUNICATION (5 quarter credits) Prerequisite: None

This course will cover relationships among culture, communication and perception, and how these relationships are manifested in businesses and organizations among people who are racially, ethnically, and sexually different. Students will learn communication practices necessary to create understanding in multicultural business contexts.

BSCM 235 PUBLIC RELATIONS WRITING (5 quarter credits) Prerequisite: None

This course will examine journalistic style of writing, media ethics, targeting the desired audience, writing

fundamentals, as well as media relations techniques. Students will practice writing press releases, newsletters, brochures, and other public relations tools, as well as create portfolio writing samples, e.g. industry standard news releases, pitch letters and features, Q & A documents, crisis statements and position papers.

BSCM 240 WORLD WIDE JOURNALISM AND EXPRESSIVE WRITING (5 quarter credits)

Prerequisite: None

In this course students will examine numerous issues surrounding the role technology plays in business and technical communication, including the shifting nature of literacy and representation in the digital age and the persistent tug of older analog technologies. The course studies how new technologies help shape the decisions of technical communicators in an increasingly electronic workplace.

BSCM 245 CONFLICT & NEGOTIATION (5 quarter credits) Prerequisite: None

This course will emphasize the role of communication in the development and management of conflict and negotiation. Topics include types of conflict, resolution strategies, power relationships, intercultural/international conflict, and conflict in organizations.

BSCM 250 TEAMBUILDING & LEADERSHIP (5 quarter credits) Prerequisite: None

An effective team can produce first-rate results. High-performing teams exhibit accountability, purpose, cohesiveness, and collaboration. This course will cover theories of effective group communication; group development, cohesion, conflict management and diversity; strategies for building and maintaining teams, enacting leadership, constraints and opportunities for teams and leaders, organizational outcomes, and effective project management.

BSCM 255 ADMINISTRATIVE COMMUNICATION (5 quarter credits) Prerequisite: None

This course teaches students to apply the principles of successful professional communication processes in complex organizations. Emphasis will be placed on developing listening, writing and speaking skills to promote better relations among individuals and organization.

BSCM 260 VISUAL COMMUNICATION AND CULTURES (5 quarter credits) Prerequisite: None

This course provides a theoretical and methodological introduction to the study of images as communicative and cultural phenomena. Students will

develop an understanding of the significance of visual means of communication in relation to historical, social, political, environmental, technological, and economic issues. Topics will include theories of the image; implications for visual communication and culture; analysis and production of images in a variety of media and contexts (including signs, typography, drawing, graphic design, illustration, color and electronic resources); and the idea that a visual message accompanying text has a greater power to inform, educate, or persuade a person or audience.

BSCM 265 CRISIS COMMUNICATION (5 quarter credits) Prerequisite: None

Crises are a fact of organizational life. From the small, not-for-profit organization to the global, multinational corporation, crises can suddenly disrupt an organization's ability function efficiently and effectively. This course will be an introduction to crisis communication methods, and the application of crisis management principles, strategies and tactics. This course provides students with a fundamental understanding of crisis management, risk communication, media relations, and public-opinion research techniques in multiple contexts. Students will study various crisis communication situations including definitions, planning, reputation management and annual report communication, and learn to predict, manage, and control real-world controversies. Emphasis will be placed on developing comprehensive crisis communication plan.

BSCM 270 INTERPERSONAL COMMUNICATION SKILLS IN THE WORKPLACE (5 quarter credits) Prerequisite: None

This course is designed to help students develop and enhance communication skills, including active listening, conversation, dealing with different personality types, and nonverbal communication strategies. This course explains basic communication theory as it applies to the workplace, and offers "real-life" scenarios that demonstrate the use of effective interpersonal communication. Participants will learn to identify personal barriers to effective communication and develop strategies to overcome them, the application of constructive criticism, and the use of and interpretation of non-verbal communication cues, including body pose, gestures, and eye movements.

BSCM 280 COMMUNICATION THROUGH SOCIAL MEDIA (5 quarter credits) Prerequisite: None
Understand how business communication is changing as technology evolves is essential. The rise of social media has led to new methods companies can use to communicate with their workforce, get their message out, and build their brand. The main objective of this session is to help you understand the best ways to use social media in business communications. By the time it's over, you will understand how your use of social media both at and outside work can reflect on your employer; recognize effective use of social media in corporate communications; see that actions taken in the workplace, even with personal electronic equipment, are covered by workplace rules, understand that even personal social networking sites can affect the company and your employment; know your rights with respect to personal electronic equipment and social networking accounts; and see and understand how your company is using social media to further business goals.

EXECUTIVE LEADERSHIP COACHING (EXL)

EXL 170 THE NEW EXECUTIVE LEADERS (5 quarter credits) Prerequisite: None
Leaders as adaptable, multicultural change agents. Why companies and individuals must develop a new set of strategies to deal with the volatile world marketplace, which is driven by technology, innovation and consumer choices. How the command and control model of leadership has changed to facilitating creative employee involvement.

EXL 180 PERSONAL BENCHMARKING (5)
Measuring natural talents, comparative skills and behavioral patterns. This focuses on Positive Self-Awareness and self-evaluation, helping participants

understand self-imposed barriers and prejudices to help them realize their full potential. Benchmarking also involves learning from the best practices of organizations and individuals with proven track records.

EXL 190 INDIVIDUAL RESPONSIBILITY (5 quarter credits) Prerequisite: None
Methods of increasing personal accountability for business outcomes. This focuses on Positive Self-Determination and understanding the logical rewards and consequences of daily choices, actions and inactions. Emphasis is placed on taking more control

of priority and time management in order to increase efficiency and effectiveness.

EXL 200 INTERNAL VALUES (5 quarter credits)

Prerequisite: None

Intrinsic versus Extrinsic career motivation. This focuses on the development of healthy, Positive Self-Esteem to gain a sense of pride in one's work, based on core passion, a desire for quality and excellence. How achievement flourishes and endures when inner values and organizational mission statements are more closely aligned.

EXL 205 NON-SITUATIONAL INTEGRITY (5

quarter credits) Prerequisite: None

Ethical versus expedient decision making. This focuses on Positive Self-Honesty, which is being trustworthy 24/7, regardless of the situation. Participants learn that authentic leadership requires a higher set of standards that does not give in to expediency to avoid embarrassment or seek selfish gain.

EXL 210 DESIRE MOTIVATION (5 quarter credits)

Prerequisite: None

Matching desires, talents and competencies. This focuses on Positive Self-Motivation, which concentrates on desired outcomes rather than the penalties of failure. Dealing with fear and rejection and how to create a nurturing, inspiring work environment, rather than one based on intimidation from and unrealistic expectations of supervisors.

EXL 215 DELAYED GRATIFICATION (5 quarter

credits) Prerequisite: None

Strategic goal orientation. This focuses on Positive Self-Direction, emphasizing the importance of specificity of purpose, priorities and an incremental, stair-step approach to goal-setting. The SMART goal acronym model is utilized which recommends that goals should be Specific, Measurable, Achievable, Realistic and Time-based to be most effective.

EXL 220 SELF DISCIPLINE (5 quarter credits)

Prerequisite: None

Developing the habits of excellence. This focuses on the need for a consistent, continuing training program within every organization which is Positive Self-Discipline to develop leadership skills throughout every division, department and job description. Methodology includes simulation, guided imagery, and practice in a relaxed environment.

EXL230 RESILIENT OPTIMISM (5 quarter credits)

Prerequisite: None

Dealing effectively with set-backs, mistakes, failures and misfortune. This focuses on Positive Self-Expectancy and the psychosomatic relationship between mind and body. It discusses the realization and acceptance of problems as inevitable offshoots of change and progress, as well as viewing reverses as opportunities for innovation and improvement.

EXL 240 EMPOWERMENT AND

STEWARDSHIP (5 quarter credits) Prerequisite: None

Inspirational communication and team-building. This focuses on Positive Self-Dimension, which enables leaders to gain buy-in of the corporate mission throughout the organization as well as foster a dynamic, dialogue encouraging all team members to make contributions and suggestions to benefit internal and external customers, and the general public.

EXPRESSIVE ARTS THERAPY (EXA)

CEX 600 EXPRESSIVE ARTS BUSINESS

PRINCIPLES (5 quarter credits) Prerequisite: None

Students will learn how to set up their counseling practice, start a business, and network for success. The course will cover marketing techniques to professional organizations, office and self-management, and record and bookkeeping.

CEX 630 FOUNDATIONS OF EXPRESSIVE

THERAPY (5 quarter credits) Prerequisite: CPS 601 -

Counseling Theories & Strategies.

This introductory overview of expressive therapy, in its many forms, (art, movement, poetry, play therapy,

ritual, and performance) is designed to awaken and deepen an understanding of the variety of healing powers inherent in creative self-expression and shared creativity. Through lecture, group discussion, and experiential exercises students will learn the basic philosophy of expressive therapy. In this course principles of psychotherapy and creative process are compared and contrasted, and ways are explored to develop different expressive arts techniques rooted in the cycles of the creative process. This course is intended to enhance professional and personal growth and prepare students for specific in-depth courses in creative, intuitive, and expressive therapy.

CEX 631 PSYCHODRAMA RITUAL AND PERFORMANCE (5 quarter credits) Prerequisite:

CEX 630 - Foundations of Expressive Therapy. This course explores the psychodynamic processes in ritual and the significance of symbolism for individuals and groups. It explores a variety of diagnostic and therapeutic techniques which provide insights into roles, boundaries, communication patterns and psychological orientations of individuals and groups. A variety of experiences such as mask making, Shamanic journeying, dramatic enactments and improvisation will be examined for their therapeutic and transformational potential.

CEX 632 FUNDAMENTALS OF MUSIC THERAPY (5 quarter credits) Prerequisite: CEX 630 Foundations of Expressive Therapy or consent of instructor.

This course looks at music as a powerful therapeutic modality for personal healing and diagnostic, cathartic therapy. Both the theory and practice of using music to evoke images, feelings, memories and the potential for change will be explored. Personal growth, expanded creativity and therapeutic healing with music for different populations (children, aging) will also be considered.

CEX 633 FUNDAMENTALS OF MOVEMENT THERAPY (5 quarter credits) Prerequisite: None

This course examines the principles, specific theoretical foundations and approaches, as well as, the clinical applications of dance and movement therapy. The study of body movement and body language combine to enhance observational and diagnostic skills; personal exploration through movement or the use of space, psychological boundaries, and the physical manifestations of beliefs are all integral to this course.

CEX 634 ART AND EXPRESSIVE THERAPY WITH CHILDREN AND ADOLESCENTS (5 quarter credits) Prerequisite: CEX 630 - Foundations of Expressive Therapy or consent of instructor.

This course presents a theoretical and practical framework for therapy with children and adolescents based in a variety of expressive, non-verbal and creative techniques. Attention is given to special populations of children and adolescents, family interaction enhancement and developmental experiences for children and adolescents who are not diagnosed with a pathological condition.

CEX 635 ART AND EXPRESSIVE THERAPY WITH ADULTS AND AGING POPULATIONS (5 quarter credits). Prerequisite: CEX 630 -

Foundations of Expressive Therapy or consent of instructor.

Art therapy is often thought of as intervention with children. It is, in fact, an effective tool for the diverse needs of various adult populations. This course addresses work with families, Adult Children of Alcoholics, the aging, the handicapped and other adult groups ranging from the Non-English speaking to the intellectual. Each class will provide a full spectrum of experience with art media, as well as, didactic information, exploration of dreams, pain and loss, and life transitions

CEX 699 THESIS/PROJECT WRITING (5 quarter credits). Prerequisite: Second year graduate student and project proposal approved by the Director of Research.

Masters students in Expressive Arts therapy are required to write a thesis. Students should enroll in 699 while engaged in thesis research and writing

CEX 730 TRADITIONS OF TRANSFORMATIONAL ARTS (5 quarter credits)

Prerequisite: None

This course will examine the psycho-spiritual concepts of transformation as revealed by various religions and cultures in their use of symbols and stories, songs and dances, art and poetry. We will use this information to explore the interrelationships between culture, religion, the arts and healing. Discussions of sacred art and ritual will lead to experiential processes designed to awaken deeper connections to the Self, the world and the source of creativity.

CEX 739 PRACTICUM IN EXPRESSIVE, CREATIVE THERAPY (5 quarter credits)

Prerequisite: Completion of two courses from the Expressive Therapies Sequence (EXA 732-738). The completion of 100 hours in a supervised setting, using creative therapeutic skills is required. This course combines supervision, case studies and training to help students enhance strengths and cultivate new expressive therapy intervention skills.

EXA 732 SPECIAL TOPICS IN EXPRESSIVE THERAPIES (5 quarter credits) Prerequisite: Tutorial

study plan approved by the Chief Academic Officer. Individualized studies in special topics in Expressive Therapies. Each student's work is directed by a faculty member or recognized leader in the subject area being studied.

EXA 733 EXPRESSIVE TECHNIQUES IN FAMILY THERAPY (5 quarter credits) Prerequisite:

None

This class introduces therapists and advanced students in the counseling psychology programs to the

potential of expressive techniques in family therapy. Students will creatively explore family rules, roles and rituals to see how they play a part in the dynamics of family systems. With the tools of Expressive Therapy and basic psychological theory, students can complete unfinished relationship issues and discover how to create healthier, happy, healing relationships with their parents and children. Students will work with movement, rhythm, and family choreography to explore patterns in family relationships.

EXA 735 FUNDAMENTALS OF COLOR THERAPY (5 quarter credits) . Prerequisite: CEX 630 - Foundations of Expressive Therapy or consent. This course explores the fundamentals of color therapy, as well as, the interplay of color, sound and imagery. Techniques for accessing energy, allowing emotional catharsis, enhancing visualization and developing techniques in relaxation therapy are all addressed in this class

EXA 736 LANGUAGE, POETRY, MYTH, AND FOLKLORE THERAPY (5 quarter credits) Prerequisite: CEX 630 - Foundations of Expressive Therapy. This class examines ancient and modern techniques, using the spoken and written word to encourage explorations of personal belief systems for healing and recovery.

EXA 738 SANDTRAY AND WORLD PLAY (5 quarter credits) Prerequisite: CEX 630 - Foundations of Expressive Therapy. Practice and theory of sand play therapy, as developed by Dora Kalff and others. Focus on applications to psychotherapeutic practice with children and adults, and possible integration into a multi-modal expressive arts therapy context.

EXA 740 SELECTED EXPRESSIVE TECHNIQUES (5 quarter credits) . Prerequisite: Tutorial study plan approved by the Chief Academic Officer. Individualized studies in special topics in Expressive Arts. Each student's work is directed by a faculty member or recognized leader in the subject area being studied

EXA 741 SPECIAL TOPICS IN EXPRESSIVE THERAPIES (5 quarter credits) Prerequisite: Tutorial study plan approved by the Chief Academic Officer. Individualized in-depth study in a selected topic. Student's work is directed by a faculty member or recognized leader in the subject area being investigated.

EXA 742 SEMINAR IN EXPRESSIVE ARTS THERAPY (5 quarter credits) Prerequisite: None Addresses clinical issues unique to expressive arts therapy, such as: assessing a client's readiness to do expressive arts work; clinical relevance of different art modalities; transitions between modalities; and client's defenses and resistance, transference and counter transference within this context, etc. To be taken concurrently with supervised internship in expressive arts therapy.

EXA 745 INDEPENDENT STUDY IN EXPRESSIVE ARTS THERAPY (5 quarter credits) Prerequisite: None Supervised study in expressive arts therapy process. Presentation and discussion of case material from internship, with emphasis on development of clinical skill in group and individual expressive arts therapy.

CEX 800 DISSERTATION/PROJECT WRITING I (5 quarter credits) Prerequisite: Doctoral Comprehensive Exam, acceptance of a preliminary proposal by the Director of Research. Students must enroll in this course when coursework is complete or they begin to work on their dissertation, whichever comes first. The student engages in independent study and attends the seminar as needed, leading to the completion of the first three chapters of the dissertation. Work is supervised by the Director of Research and the student's dissertation committee chair. These three chapters, the introduction, the literature review, and the methods section, constitute the formal proposal. Students must enroll in this course consecutively until the proposal has been defended and approved. Upon completion of a proposal acceptable to the student's committee, the student defends her or his proposal in an oral presentation to the committee. This oral presentation serves as a Qualifying Exam.

CEX 801 DISSERTATION/PROJECT WRITING II (5 quarter credits) Prerequisite: CEX 800 – Dissertation/Project Writing I. Students must enroll in this class when they have passed the Oral Qualifying Exam and are ready to begin to conduct their research. The student engages in independent study leading to the execution of their dissertation research. The findings are reported and discussed in chapters four and five of the dissertation. Upon completion of this work, the student has the Final Oral Defense of the dissertation. Students must enroll in this course consecutively until the dissertation has been defended and approved.

FAMILY LEADERSHIP COACHING (FAL)

FAL 175 POSITIVE SELF-AWARENESS (5

quarter credits) Prerequisite: None

Knowing your leadership style and your children's learning style. Recognizing special abilities and special needs.

FAL 180 POSITIVE SELF-ESTEEM (5 quarter

credits) Prerequisite: None

Understanding the difference between self-centeredness and healthy self-esteem, and intrinsic and extrinsic values.

FAL 185 POSITIVE SELF-DISCIPLINE (5 quarter

credits) Prerequisite: None

Why self-esteem must be combined with self-discipline to develop healthy behavioral lifestyles. Differentiating discipline from punishment, and the importance of early habit formation.

FAL 190 POSITIVE SELF-DETERMINATION

(5 quarter credits) Prerequisite: None

Instilling internal locus of control and cause and effect choices in early childhood by assigning appropriate responsibilities.

FAL 195 POSITIVE SELF-HONESTY (5 quarter

credits) Prerequisite: None

Teaching non-situational integrity and trust as fundamentals in family and organizational relationships. Leadership by example.

FAL 200 POSITIVE SELF-MOTIVATION (5

quarter credits) Prerequisite: None

Discussions on external motivators such as Status with experts, status with peers, material acquisition and competitiveness, as well as internal motivators including Achievement via independence and concern for excellence. Understanding reward and penalty motivation.

FAL 205 POSITIVE SELF-EXPECTANCY (5

quarter credits) Prerequisite: None

Developing inner security and optimism in an insecure world faced with constant change. Handling failure and rejection, and staying resilient in the face of problems and hardships.

FAL 210 POSITIVE SELF-IMAGE (5 quarter

credits) Prerequisite: None

Methods of exploring creativity and treating the imagination as a skill and learning tool. Visualization and guided imagery techniques.

FAL 215 POSITIVE SELF-DIRECTION (5 quarter

credits) Prerequisite: None

An introduction to effective goal setting and priority management. Delayed gratification and basic instruction on money management for children of all ages.

FAL 220 POSITIVE SELF-DIMENSION (5 quarter

credits) Prerequisite: None

An exercise in balancing work and recreation, and in fitting in to family, peer group, community, nation and the world. The concept of stewardship as a critical element in leadership.

FASHION DESIGN (FASH)

DSN 101 HUMAN COGNITION AND INTERFACE DESIGN (5 quarter credits)

Prerequisite: None

This course focuses on the principles of human interaction and user interface design. Topics to be discussed will range from the human anatomy, to the psychology of learning and memory, to the limits of human cognition and interest. Students will examine the principles of schematic organization, aesthetics, and designing for usability and economy of effort.

FASH 100 INTRODUCTION INTO FASHION DESIGN AND FASHION CAREERS (5 quarter

credits) Prerequisite: None

This course provides an introduction to the field of fashion design and careers in fashion design. Topics covered will include the types of apparel, fashion markets, international fashion centers, and the role of fashion design in today's society. The role of industries, artisans, and designers will also be examined.

FASH 110 FASHION HISTORY (5 quarter credits)

Prerequisite: None

This survey course provides a condensed history of human apparel and the rise of fashion design as an applied art. The effects of technology, mass media,

and globalism as they relate to the development of fashion design today will be discussed.

FASH 200 PRINCIPLES OF FASHION

DESIGN (5 quarter credits) Prerequisite: None

This course examines the principles of fashion design as they relate to gender, age, and purpose. Where relevant, an interdisciplinary approach will be taken towards specific issues prevalent today, including, but not limited to, the types of materials available, the limitations of composition, and principles of aesthetics.

FASH 205 APPAREL CONSTRUCTION I

(5 quarter credits) Prerequisite: None

This course will provide an introduction to the basic principles of garment creation, materials, pattern analysis, sewing, and fitting. An overview of basic pattern design and stitching techniques will be provided.

FASH 210 APPAREL CONSTRUCTION II

(5 quarter credits) Prerequisite: FASH 205 Apparel Construction I

This course is a continuation of Apparel Construction I and will address more intermediate principles of garment creation, materials, pattern analysis, sewing and fitting. An emphasis will be placed on detail work and the use of professional sewing techniques.

FASH 220 FASHION DRAPING (5 quarter credits)

Prerequisite: None

This course provides students with basic draping principles to further their apparel design techniques. Students will be taught to execute their designs from working sketches to a finished garment using basic to advanced draping techniques.

FASH 225 FLAT PATTERN DESIGN (5 quarter credits) Prerequisite: None

This course will cover the fundamentals of flat patternmaking, including the use of a basic sloped, dart manipulation, garment styling and principles of

fit. Additionally, students will be taught to analyze advanced pattern design problems.

FASH 230 TEXTILE ANALYSIS (5 quarter credits)

Prerequisite: None This course examines the characteristics of natural and man-made fibers, yarns and fabrics, as well as fabric construction and special finishes. Students will learn to use the characteristics of specific materials to determine use, quality, and performance and care requirements.

FASH 235 COMPUTER ASSISTED FASHION DESIGN: ILLUSTRATOR FOR FASHION

(5 quarter credits) Prerequisite: None

This course provides students with working knowledge of creating fashion illustrations and pattern designs using computer software. Emphasis is on the use of various tools offered in various fashion design software and the global usage and application of it.

FASH 245 CONTEMPORARY DESIGN (5 quarter credits) Prerequisite: None

This course will cover the key movements and innovations giving rise to several recognized milestones in fashion design. The elements at play, including influences from socio-economic, political, and technological developments will be discussed. Parallel developments in branching out of haute couture, ready-to-wear, and mass market fashion will also be studied in the context of the modern world.

FASH 250 DESIGN PORTFOLIO & CREATION OF A GARMENT BUSINESS (5 quarter credits)

Prerequisite: None

This course will provide students with an overview of design portfolio composition and employment as in-house designers and freelance designers. The various players involved in fashion design, including buyers, retailers, marketers, models, as well as their concerns and expectations will be identified and discussed from a professional's point of view.

GRAPHIC DESIGN (GDES)

DSN 101 HUMAN COGNITION AND INTERFACE DESIGN (5 quarter credits)

Prerequisite: None

This course focuses on the principles of human interaction and user interface design. Topics to be discussed will range from the human anatomy, to the psychology of learning and memory, to the limits of human cognition and interest. Students will examine

the principles of schematic organization, aesthetics, and designing for usability and economy of effort.

DSN 103 PROJECT MANAGEMENT (5 quarter credits) Prerequisite: None

This course covers the practical aspects of interacting with clients, assessing the scope and requirements of a given project, and the successful planning, organizing, and managing of resources to bring about

the successful completion of the project goals and objectives. Students will examine theories of project management as they relate to specific case studies and will practice managing a project from concept to completion.

GDES 100 INTRO TO GRAPHIC DESIGN: GRAPHIC DESIGN I (5 quarter credits) Prerequisite: None

This course provides an introduction to the field of graphic design, focusing on the principles of communicative design, aesthetics, and page layout. The course will also discuss the history of graphic design and recent developments based on emerging technologies.

GDES 105 GRAPHIC DESIGN II (5)

This course continues the coverage of designing for communication and usability. Human physiology and psychological principles be discussed as they relate to effective graphics design. Students will also be exposed to a survey of typography, printmaking, interface design, and color theory.

GDES 110 TYPOGRAPHY AND SYMBOLISM (5 quarter credits) Prerequisite: None

This course provides an introduction to typography and symbology as they relate to graphic design. Students will study the art and technique of arranging type, type design, and modifying type glyphs. Students will also consider the history and evolution of symbols within the context of graphic design.

GDES 205 OPEN SOURCE DESKTOP PUBLISHING (5 quarter credits) Prerequisite: None

This course provides an introduction to the use of open source software for computer aided graphics design. Students will learn to produce sophisticated designs with free software that has capabilities rivaling those of popular proprietary software. This course will primarily focus on the use of GIMP and Inkscape.

GDES 210 PACKAGE DESIGN (5 quarter credits) Prerequisite: None

This course focuses on emerging trends in the art and craft of package design. The communicative aspects of package design as they relate to the psychology of human satisfaction and trust will be discussed. Students will conduct a survey of products on the market for critique and work on a package design of their own.

GDES 220 MARKETING/ADVERTISING DESIGN (5 quarter credits) Prerequisite: None

This course exposes students to the basic theories and principles of marketing and advertising. The historical roots and recent trends of marketing and advertising will be discussed in relation to the evolution of graphic design.

GDES 225 IDENTITY BRANDING/ INTELLECTUAL PROPERTY (5 quarter credits)

Prerequisite: None

This course provides students with a survey of copyright law, trademark law, and identity branding. International standards for protection of intellectual property will be discussed in the context of graphics design.

GDES 230 MATERIALS SCIENCE AND GRAPHIC DESIGN (5 quarter credits) Prerequisite:

None

This course covers the interdisciplinary field of materials science, recent developments, and the application of materials science to the future of graphic design. Students will be invited to think outside of the box in order to exploit the properties of new materials.

GDES 280 GRAPHIC DESIGN PORTFOLIO PREPARATION (5 quarter credits) Prerequisite: None

This course focuses primarily on the compilation of a successful graphic design portfolio for educational and commercial purposes. Methods of presentation will be discussed in light of recent developments in technology.

HOSPITALITY MANAGEMENT (HMT)

HMT 110 INTRODUCTION TO HOSPITALITY, TRAVEL & TOURISM (5

quarter credits) Prerequisite: None

This course is an introduction and orientation to the major area of hospitality management, travel and tourism. The background and historical development of the hospitality industry and its component areas

are presented; employment opportunities and trends in each area are discussed.

HMT 125 CONSUMER BEHAVIOR IN HOSPITALITY & TOURISM (5 quarter credits)

Prerequisite: None This course provides an overview of current knowledge about consumer behavior in the

tourism/travel and hospitality businesses. Basic behavioral science and specific research (both qualitative and quantitative) tools used in marketing practice are covered. Issues of consumer decision-making, behavioral determinants, cultural influences, motivation, information search, and marketing implications are addressed.

HMT 130 MARKETING IN HOSPITALITY (5 quarter credits) Prerequisite: None

This course introduces students to the marketing of hotels, restaurants, and clubs. The course will include information on market segmentation, marketing research, advertising, public relations, promotional activity, and packaging, pricing strategies, revenue maximization, travel purchasing systems and the future of hospitality marketing.

HMT 140 e-BUSINESS FOR TOURISM & HOSPITALITY (5 quarter credits) **Prerequisite: None**

This course will examine how and why electronic business and the Internet have impacted the tourism, hospitality, and entertainment industries. It will discuss the various business models that are used, and highlight the successes and failures of those models. Topics will include marketing, finance, strategy, and globalization with special emphasis on information technology and the dissemination of information.

HMT 230 SANITATION & SAFETY (5 quarter credits) Prerequisite: None

Participants will examine safety and sanitation practices pertinent to food service. Emphasis will be placed on laws, food microbiology and principles of food-borne illness, handling and food storage practices, and the knowledge of correct temperatures to prevent food contamination. Other topics include safe personal hygiene for food handlers, use and care of equipment, and accident prevention.

HMT 238 RESTAURANT MANAGEMENT (5 quarter credits) Prerequisite: None

This course provides an overview of the various challenges and responsibilities encountered in managing a restaurant. Discussion topics include buying, selling, and franchising restaurants; cost controls, kitchen controls, menu planning, and food safety; bar management, operational costs and supplies, and dining room operations; and administration, organization, accounting, marketing, and human resources from an integrated managerial viewpoint.

HMT 242 FRONT OFFICE OPERATIONS (5 quarter credits) Prerequisite: None

This course presents an overview of front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations, reception and general guest relations. Front office procedures and management are placed within the context of the overall operation of a hotel.

HMT 615 HUMAN RESOURCE MANAGEMENT IN HOSPITALITY (5 quarter credits) Prerequisite: None

This course is a comprehensive examination of modern practices and management responsibilities in the hotel and restaurant industry. This course discusses the implementation of strategies, plans and programs necessary in employee recruitment, selection, training, and retention. Special emphasis is placed on job analysis, evaluation, wage setting, incentive principles, merit rating, job efficiency, and labor/management relations of personnel as applied to the hospitality industry.

HMT 618 HOTEL MANAGEMENT OPERATIONS (5 quarter credits) Prerequisite: None

This course introduces students to the principles, practices, and operation of hotel facilities, to include operating strategies, reservation systems and operation, housekeeping, accounting, and income control.

HMT 625 SUPERVISION SKILLS IN HOSPITALITY (5 quarter credits) Prerequisite: None

This course introduces principles of supervision, managing work and leading people as they apply to the hospitality industry. Management and leadership processes include planning, organizing, coordinating, directing, and controlling. It also includes lessons on delegating authority, problem solving, communicating effectively, and ethics.

HMT 628 HOSPITALITY LAW (5 quarter credits) Prerequisite: None

This is a basic course in hotel, motel, restaurant and general hospitality law. The student is introduced to the fundamental laws, rules, and regulations applicable to the hospitality industry, to include the Legal implications of civil law, and areas of tort and contract law. Case studies will be used to provide additional learning opportunities specific to hospitality, especially when dealing with customers and business contracts.

H MT 631 Social Media in Hospitality & Tourism
(5 quarter credits) Prerequisite: None

Consumers engage with social networking sites to research trips, make informed decisions about their travels and share their personal experiences of a particular hotel, restaurant, visitor attraction or airline, thereby making social media the dominant tool for marketing and communications within the tourism and related industries. This course will introduce students to the different social and new media platforms, where they will learn to integrate them appropriately into existing business models and communications strategies. Metrics, analytics, and optimization will be examined. Students will learn to present business content through social media in order to identify the core values that draw clients and customers to business, to integrate social media efforts with overall marketing effort, and to increase brand awareness and build brand equity.

**HMT 632 HOTEL AND RESTAURANT
MARKETING AND MERCHANDISING** (5
quarter credits) Prerequisite: None

In this course, student will learn the principles and practices of marketing the services of the hotel and restaurant industry. Emphasis is placed upon coordination of sales, advertising, public relations and sales promotion in the marketing mix. This course will also review the methods of external and internal stimulation of sales with applications leading

to customer satisfaction. May include a practical sales/marketing exercise and computer applications.

**HMT 635 CONFERENCE & BANQUET
MANAGEMENT** (5 quarter credits) Prerequisite: None

This course will provide a framework for planning conferences, expositions, and special events, as well as discuss a broad overview of the industry. Emphasis will be placed on current trends and technology. In addition, this course will combine theoretical and practical applications of planning, merchandising, costing, producing and serving catered meals.

**HMT 642 FINANCIAL ACCOUNTING IN
HOSPITALITY MANAGEMENT** (5 quarter
credits) Prerequisite: None

This course is designed for the special needs of the hospitality service industries and merges basic accounting theory with practice. An overview of the hospitality service industries focuses on the nature, main characteristics, recent trends, and future outlook for the major segments of the industry. This course will examine major financial statements, the balance sheet, statement of income, and statement of changes in financial position, as well as inventory, property and equipment, responsibility accounting, corporation accounting, and financial analysis.

INFORMATION TECHNOLOGY SYSTEMS (ITS)

**ITS 145 INTRODUCTION TO INFORMATION
SYSTEMS** (5 quarter credits) Prerequisite: None

In this course students will learn the basics of information technology, including an introduction to information systems in organizations, hardware and software, organizing data and information, telecommunications, Internet, intranets and extranets, electronic commerce, information and decision support systems, specialized business information systems, and security, privacy & ethical issues in information systems.

**ITS 150 DESIGN AND ANALYSIS OF
INFORMATION SYSTEMS** (5 quarter credits)

Prerequisite: None In this course, students will explore and become familiar with various concepts, principles, and stages of computer-based information systems analysis and design. This course will provide a solid foundation in the concepts and techniques required for systems development. Students will learn about the different methods, tools, and techniques for effective planning and design of software applications and systems. The system development life cycle,

prototyping, data modeling, and user involvement will also be covered.

ITS 165 OPERATING SYSTEMS (5 quarter credits)
Prerequisite: None

This course will cover the principles of modern operating systems, including concepts, design principles and implementations (algorithms and data structures). It will emphasize processes and threads, concurrency control, process communication and synchronization, deadlock and its solutions, processor scheduling, virtual memory management, file systems, I/O systems, and network and distributed operating systems.

**ITS 170 WEB DEVELOPMENT AND
MANGEMENT** (5 quarter credits) Prerequisite: None

This course will introduce the basic elements of web development and management. Step-by-step processes and techniques will be introduced for the various essentials of a web site. Student will learn the principles of creating great sites, what makes web

sites succeed or fail, and what can be done to increase the chance of success.

ITS 175 DATA COMMUNICATION & COMPUTER NETWORKING (5 quarter credits)

Prerequisite: None This course will provide a balanced perspective on modern wide area networking and telecommunications. Both business and technical issues will be explored in depth. Students will learn how network and telecommunications technologies can be exploited to give companies competitive advantages in the global marketplace. Students will start with the basics of data and voice communications and proceed to wide area network technology, network design, internetworking, wireless technology, optical networks, the Internet and telephony. The convergence of these technologies to form a single unified network will be covered.

ITS 180 DATABASE MANAGEMENT SYSTEMS (5 quarter credits) Prerequisite: None

This course will cover the use of Database Management Systems (DBMS) to solve a wide range of information storage, management and retrieval problems, in organizations ranging from large corporations to personal applications, such as research data management. The course combines the practical aspects of DBMS use with more theoretical discussions of database design methodologies and the "internals" of database systems. In the theoretical portion of the course, we will examine the major types or data models of DBMS (hierarchical, network, relational, and object-oriented). The course will cover the principles and problems of database design, operation, and maintenance for each data model.

ITS 200 INFORMATION SYSTEMS SECURITY (5 quarter credits) Prerequisite: None

The purpose of this course is to introduce the constructs and topics relating to securing information systems and the expansion of guidelines to apply information security controls. This course recognizes and investigates different types of information security used in the industry and how they are applied. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students will be able to recognize data security risks, generate an information security policy, and identify processes to implement and enforce said policy in order to establish a secure information system.

ITS 205 IT ETHICS (5)

Information Technologies provide new capabilities resulting in greater breadth for

action. Existing policies regarding conduct in regards to Information Technologies are inadequate or non-existent. This course takes students from a discussion on ethical frameworks and regulatory issues to a substantial treatment of the four fundamental, interrelated issues of cyber ethics: speech, property, privacy, and security. Students will explore issues such as file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, and compliance, which will provide a solid foundation for ethical decision-making. Students will learn the appropriate use of information technology, by isolating and examining the values and ethical imperatives that come into play when information technology is used.

ITS 210 E-BUSINESS CONCEPTS & TECHNOLOGIES (5 quarter credits) Prerequisite:

None The potential for global electronic commerce is immense; much of this potential will be realized by the continued development and application of Internet and Web technologies. In this course, students will learn the principles which guide the development of global, interoperable technologies on the World Wide Web. Issues to be addressed include intellectual property protection, security, privacy, content control, enterprise resource planning (ERP), customer relationship management (CRM), and standards development.

ITS 220 PROGRAMMING LANGUAGES & CONCEPTS (5 quarter credits) Prerequisite: None

This course will cover a wide variety of programming languages and their fundamental concepts. Emphasis will be placed on imperative languages and object-oriented languages, and to a lesser extent functional languages and scripting languages. These languages will be compared and contrasted in order to identify the difference between languages, the reasons for the differences, and the impact of these differences for modern compiler implementation. Topics to be covered include the formal aspects of syntax and semantics, as well as naming, scoping and binding. This course will review assembly-level machine architecture, scanning, parsing, semantic analysis, and code generation, in addition to data structures, storage management, programming environments and tools.

ITS 621 ADVANCED INFORMATION

TECHNOLOGY (5 quarter credits) Prerequisite: None This course will build upon the foundations learned in ITS 404 Introduction to Information Systems. The focus will be on the principles and practices that are essential to analysis, design, implementation and management of information technology systems. Students will also learn more advanced techniques of

systems planning, project management and process design.

ITS 622 DATABASE DESIGN (5 quarter credits)

Prerequisite: None

This course will introduce students to logical design of database systems and implementation issues that may arise in database management systems. Students will learn to design, load, query and update a database.

ITS 623 DATABASE DEVELOPMENT & MANAGEMENT (5 quarter credits) Prerequisite: None

This course will build upon the knowledge learned in ITS 622 Database Design. Topics that will be discussed will range from logical and physical database design, query languages and the use of semantics for query optimization, and the design, implementation and use of database management system software (DBMS).

ITS 625 IT PROJECT MANAGEMENT SKILLS TRAINING (5 quarter credits) Prerequisite: None

This course focuses on the techniques used to plan and manage major Information Technology projects and the development of a manager's ability to lead, organize and resolve conflicts. Topics to be discussed will include strategic planning, prioritizing, organizing resources, and evaluation of the project.

ITS 626 OBJECT ORIENTED MODELING (5 quarter credits) Prerequisite: None

implement and debug object-oriented programs. Students will be provided with a framework for software engineers to collaborate in the design and development process.

ITS 627 VOICE COMMUNICATION NETWORKS (5 quarter credits) Prerequisite: None

This course provides an introduction to voice communication system design and analysis. The basic principles of communication networks will be discussed, including: principles of routing, basic queuing concepts, operation of different types of LANs, multiuser communication, concepts of layered communication and open system interconnect.

ITS 628 SOFTWARE DESIGN (5 quarter credits) Prerequisite: None

This course introduces students to design aspects of software development. Focus will be on major design methods and the strengths and weaknesses of each. Students will learn the proper design methods and techniques to estimate the magnitude of the development effort.

ITS 629 COMPUTER NETWORK DESIGN (5 quarter credits) Prerequisite: None

This course provides students with the fundamentals of computer network concepts, protocols and architectures. This class will focus on traditional topics in computer networks, including: layering, error control, flow control, congestion control, switching and routing, mobility, naming, and security.

ITS 631 LAN, WAN & WIRELESS NETWORKS (5 quarter credits) Prerequisite: None

This course introduces students to the theory, practice and design of computer and communication networks, as well as evolving network technologies. Students will learn the fundamentals of local area networks (LAN), wide area networks (WAN) and wireless networks, including the defining characteristics of each, proper application and design.

ITS 632 LEGAL ASPECTS OF INFORMATION TECHNOLOGY (5 quarter credits) Prerequisite: None

This course emphasizes the legal effects of computer technology on society. Topics will include privacy, liability, and proprietary protection. Concepts, legislation, and case law about censorship, freedom of access to information, privacy, copyright, and professional liability will also be discussed. Students will learn how IT professional organizations and leaders address ethical issues and how ethical frameworks can be used as a tool in decision-making and daily conduct.

ITS 634 INFORMATION TECHNOLOGY SECURITY (5 quarter credits) Prerequisite: None

This course provides students with an extensive understanding of computer system security. Topics will include threats and types of attacks against computers and how to prevent them. Students will learn to analyze security requirements and define security policies.

ITS 635 ADVANCED OPERATING SYSTEMS & DISTRIBUTED SYSTEMS (5 quarter credits)

Prerequisite: None

This course will cover more advanced principles of operating system structures, concurrency and its control, memory management, resource management and the structure of distributed and parallel operating systems. Topics will include concurrent computation models, scheduling, synchronization mechanisms, buffering, streams, caching, and more.

ITS 637 ARCHITECTURE OF COMPUTER HARDWARE (5 quarter credits) Prerequisite: None

In this course, students will explore and become familiar with modern computer architectures, the inner workings of computer systems, and trade-offs present at the hardware-software interface. Topics will include: processor architecture, parallelism and pipelining, performance measurement, cache and main memory organization.

ITS 641 COMPUTER AIDED DESIGN (5 quarter credits) Prerequisite: None

This course explores the basic techniques necessary to manage a computer aided design (CAD) based application. The emphasis will be on assembly of components, including hardware and software configurations and organizing and maintaining the CAD filing system.

ITS 642 JAVA PROGRAMMING (5 quarter credits) Prerequisite: None

This course focuses on the fundamental concepts and techniques for programming using the Java language. Core language concepts, object-oriented programming, fundamental data types, flow control, standard function libraries, method writing, design and usage will be discussed.

ITS 643 C# PROGRAMMING (5 quarter credits) Prerequisite: None

This course will examine the features of the C# programming language. The focus will be on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools.

ITS 645 .NET FRAMEWORK (5 quarter credits) Prerequisite: None

This course will provide students with the information to be able to describe what the components are of the .NET Framework and how they work together, what the best practices for a .NET application are, the elements of managing and deploying .NET assemblies and how to monitor .NET applications.

ITS 647 TELECOMMUNICATION SYSTEMS (5 quarter credits) Prerequisite: None

This course focuses on the fundamentals and techniques needed for designing and implementing telecommunication systems. Student will learn various modulation schemes/techniques, digital data transmission, noise analysis and communication technologies.

ITS 648 USER INTERFACE DESIGN (5 quarter credits) Prerequisite: None

This course focuses on the design, prototyping and evaluation of user interfaces for computers, called Human-Computer Interaction (HCI). Students will learn the tools and methods needed to design and develop user interfaces, along with learning methods and techniques of how to evaluate interface quality.

ITS 649 WEB STANDARDS & SEARCH ENGINE OPTIMIZATION (5 quarter credits) Prerequisite: None

This course introduces students to the technologies behind the Web, including hypertext, hypermedia, the history of the Web, the role of Web standards and their impact on the development of Web resources. Students will also learn how to optimize their searches and evaluate information reliability.

ITS 650 C++ PROGRAMMING (5 quarter credits) Prerequisite: None

This course provides students with the ability to read and write C++ code, use C++ interfaces and libraries, and understand how to use object-oriented design principles in regards to C++. Additionally, students will learn key concepts, such as abstract interfaces, polymorphism, and data abstraction.

ITS 651 SYSTEMS ENGINEERING & ANALYSIS (5 quarter credits) Prerequisite: None

This course focuses on the creation of systems and ways to continually improve systems, including analyzing evaluation, feedback and modification based on affordability, effectiveness and stakeholder satisfaction. Student will also learn concepts, methodologies, models, and tools needed to understand and implement a total life-cycle approach to systems and their analysis.

ITS 652 WEB DESIGN (5 quarter credits) Prerequisite: None

This course will review the aspects of web page development and proceed to more advanced principles in web design. Topics will include: user-centered design, information architecture, testing, accessibility and usage analysis.

INTEGRATIVE NURSING CARE (NUR)