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KAPLAN UNIVERSITY

Kaplan University Catalog

Calendar Year 2015–2016

August 26, 2015

Catalog Version

Changes to the University Catalog are published on a periodic basis and reflect changes to policies and programs based on the decisions made by the University since the publication of the previous Catalog versions. The list below is a compilation of all published changes for each version of the 2015-2016 Catalog.

The previous version of the policy or program may be found in the archived PDF of the Kaplan University Catalog.

There are currently no revisions to the Kaplan University 2015-2016 Catalog.

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Letter From the Provost

Dear Student:

Welcome to Kaplan University.

For over 75 years, Kaplan University has been serving students just like you who are juggling work and family responsibilities while pursuing their education. Our mission is to help you launch, enhance, or change your career. You have had the courage to take the most challenging step—getting started. We are here to support you through your entire journey.

Kaplan University's outcome-focused programs are designed to provide you with what you need—the knowledge and skills that employers want. Here you can learn in a modality that is right for you: online, on campus, or a combination of the two. Faculty members are leaders in their academic fields who practice what they teach and are dedicated to sharing their professional knowledge. Our diverse student body, which includes individuals from every region of the United States and many countries around the world, provides you with the opportunity to learn from these various perspectives.

As you embark on your studies, refer to the University Catalog for official policy, course, and program information. Policy information is intuitively categorized at the university, degree, school, and program levels. Quickly navigate to your program of interest using the "Find a Program" search on the home page. Throughout the site, refer to the right column for links to important documents and websites. In addition, course descriptions are searchable and available for quick reference within the published degree plans.

At Kaplan University, we are committed to the idea that learning is a lifelong process. Congratulations on taking the first step on your path to a lifetime of personal and academic growth.

Sincerely,
Dr. Betty Vandenbosch
Provost, Kaplan University

Policy Information

University Information

In this section, you can find information on the University's mission, purpose, and philosophy; history; and accreditation and memberships. A description of the University's library and assessment plan are also featured.

Faculty

Click on the links below to view faculty rosters.

- College of Social and Behavioral Sciences Faculty Roster (http://www.kaplanuniversity.edu/Kaplan_University_Faculty_Roster_ArtsSciences.pdf)
- School of Business and Information Technology Faculty Roster (http://www.kaplanuniversity.edu/documents/KU_Faculty_Roster_Bus_IT.pdf)
- School of General Education Faculty Roster (http://www.kaplanuniversity.edu/Kaplan_University_Faculty_Roster_GenEd.pdf)
- School of Education Faculty Roster (http://www.kaplanuniversity.edu/Kaplan_University_Faculty_Roster_Education.pdf)
- School of Health Sciences Faculty Roster (http://www.kaplanuniversity.edu/Kaplan_University_Faculty_Roster_Health_Sciences.pdf)
- School of Nursing Faculty Roster (http://www.kaplanuniversity.edu/Kaplan_University_Faculty_Roster_Nursing.pdf)
- Kaplan University Learning Centers Faculty Roster (http://www.kaplanuniversity.edu/Kaplan_University_Faculty_Roster_KULC.pdf)
- Hagerstown Campus Faculty Roster (http://www.kaplanuniversity.edu/hagerstown-maryland/faculty-roster.pdf)

Kaplan University Mission, Purpose, and Philosophy

University Mission

Kaplan University is an institution of higher learning dedicated to providing innovative undergraduate, graduate, and continuing professional education. Our programs foster student learning with opportunities to launch, enhance, or change careers in a diverse global society. The University is committed to general education, a student-centered service and support approach, and applied scholarship in a practical environment.

University Purposes

To accomplish its mission, Kaplan University has established the following purposes:

1. Provide academic programs that have been developed and assessed by faculty, staff, and members of educational, professional, and business communities.

2. Provide intensive and comprehensive instruction using both onsite and online modes of delivery that strengthens student academic achievement.

3. Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of culture and diversity.

4. Plan and provide facilities and resources that respond to the needs of students, faculty, and staff.

5. Assist students in developing professional attitudes, values, skills, and strategies that foster success in their careers and in life.

6. Prepare students to meet the ever-changing needs of their communities now and in the future.

University Philosophy

Kaplan University recognizes the worth and dignity of all people and is sensitive to the diversity of cultural and ethnic backgrounds represented in its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities.

The University employs instructional methods based on adult learning theory and is committed to the development of each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation and may include group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional development.

The University helps students reach their educational goals by providing them with the communication skills necessary to work successfully with clients and other professionals, offering courses that prepare them to successfully participate in society, equipping them with the business knowledge necessary to succeed in the "real world," and encouraging them to become involved in professional organizations that will promote their learning and professional skills.

The University is committed to serving the public good. We engage in continuous efforts to increase college attainment of high-risk populations and help students achieve economic independence through higher education and employment. We address skill gaps that hinder economic development, help military personnel effectively transition to civilian life, reduce the cost of higher education for our students and society, incorporate public service in learning activities, and encourage and support faculty scholarship. We model public service to promote and encourage charitable activities and volunteerism among our faculty, staff, and students.

Kaplan University History

American Institute of Commerce (AIC) was founded in 1937. AIC was purchased by Quest Education Corp. in November 1998, and in April 2000 changed its name to Quest College. Quest Education Corp. was purchased in July 2000 by Kaplan, Inc. In November 2000, the name Quest College was changed to Kaplan College. In 2004, Kaplan College expanded its academic offerings to include master's-level programs and became Kaplan University.

In 2007, the Hamilton College campuses located in Cedar Falls, Cedar Rapids, Des Moines, Lincoln, Mason City, and Omaha became branch campuses of Kaplan University.

In 2009, the Hagerstown campus, formerly a Kaplan College campus, became a branch campus of Kaplan University.

In 2010, both the Lewiston and South Portland campuses of Andover College became branch campuses of Kaplan University.

In 2013, the Augusta campus was added as a branch campus of Kaplan University.

Concord Law School was founded in 1998 as the nation's first wholly online law school and one of Kaplan, Inc.'s first efforts in the area of higher education. Concord formally merged with Kaplan University in 2007. Concord was accredited by the Distance Education Accrediting Commission (DEAC), formerly the Accrediting Commission of the Distance Education and Training Council (DETC, www.detc.org), before it formally merged with Kaplan University.

Accreditation, Approvals, and Memberships

Kaplan University is accredited by The Higher Learning Commission (HLC). For more information, visit their website at hlcommission.org. Use the links under "Contact Us" to reach the Commission.

Program and School Accreditation and Approvals

Additional approvals and program and school accreditation are noted under each area of study.

Concord Law School

Concord Law School is authorized to operate as a degree-granting institution in the state of California and is registered as an unaccredited law school in the distance learning category with the California Committee of Bar Examiners:

180 Howard Street
San Francisco, CA 94105
Tel: 415.538.2000
Website: www.calbar.ca.gov

Concord's unique method of delivering its program—utilizing the Internet without a fixed classroom facility—places it in the "distance learning" category under California law. The California Committee of Bar Examiners registers distance learning schools, and if study is completed in conformance with Title IV, Division 1 of the Rules of the State Bar of California (Admission Rules) and all other requirements are met, graduates of the Juris Doctor program are eligible to sit for the California Bar Examination.

Concord Law School received initial affirmation of accreditation by the Distance Education Accrediting Commission (DEAC), formerly the Accrediting Commission of the Distance Education and Training Council (DETC), in 2000 and its most recent reaffirmation of accreditation in 2010. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The DEAC can be contacted at:

1601 18th Street, NW
Washington, DC 20009
Tel: 202.234.5100
Website: www.detc.org

Concord's degree-granting authority in connection with its students qualifying to take the California Bar Examination and obtaining admission to the practice of law in California (Juris Doctor Program) is based on its registration as an unaccredited law school with the Committee of Bar Examiners.

School of Business and Information Technology

Accreditation Council for Business Schools and Programs

Kaplan University's School of Business and Information Technology has received programmatic accreditation from the Accreditation Council for Business Schools and Programs (ACBSP) for the following programs:

Associate of Applied Science in Accounting
Associate of Applied Science in Business Administration
Bachelor of Science in Accounting
Bachelor of Science in Business Administration
Master of Business Administration
Master of Science in Accounting
Master of Science in Management

ACBSP promotes continuous improvement and recognizes excellence in the accreditation of business education programs around the world.

Accreditation Council for Business Schools and Programs
11520 West 119th Street
Overland Park , KS 66213
Tel: 913.339.9356
Fax: 913.339.6226
Website: www.acbsp.org

Certified Financial Planner Board of Standards

Kaplan University's Master of Science in Finance with a specialization in financial planning is a CFP Board-Registered Program in financial planning education. The Master of Science in Finance with a specialization in financial planning meets the specific criteria for educating individuals who wish to fulfill the education component for obtaining CFP[(R)] certification.

Individuals who meet CFP Board's education requirement are eligible to sit for the CFP[(R)] Certification Examination. Successful completion of the education and examination components completes two of the core prerequisites to obtain CFP[(R)] certification.

Certified Financial Planner Board of Standards Inc. owns the certification marks CFP[(R)], Certified Financial Planner™, and federally registered CFP (with flame design) in the U.S., which it awards to individuals who successfully complete CFP Board's initial and ongoing certification requirements.

The Society for Human Resource Management

The Society for Human Resource Management (SHRM) has acknowledged that the following programs fully align with SHRM's *HR Curriculum Guidebook and Templates*:

Master of Science in Management with a specialization in human resources
Master of Business Administration with a specialization in human resources
Bachelor of Science in Business Administration with a career focus area in human resources

The *HR Curriculum Guidebook and Templates* were developed by SHRM to define the minimum HR content areas that should be studied by HR students at the undergraduate and graduate levels. The guidelines—created in 2006 and revalidated in 2010 and 2013—are part of SHRM's academic initiative to define HR education standards taught in university business schools and help universities develop degree programs that follow these standards.

Program Management Institute General Accreditation Center Accreditation

The Program Management Institute Global Accreditation Center for Project Management Education Programs (GAC) has granted accreditation to the following Kaplan University School of Business graduate programs:

Master of Business Administration with a specialization in project management
Master of Science in Management with a specialization in project management

School of Education

The Iowa certification track of the Master of Arts in Teaching program is approved by the Iowa State Board of Education for the secondary teaching concentration area:

Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319-0146
Tel: 515.281.5296

School of Health Sciences

Commission on Accreditation of Allied Health Education Programs

The Associate of Applied Science in Medical Assisting program offered at campuses in the states of Iowa and Nebraska and the Medical Assistant Certificate program offered at the Hagerstown, Maryland campus are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB):

Commission on Accreditation of Allied Health
Education Programs
1361 Park Street
Clearwater, FL 33756
Tel: 727.210.2350
Website: www.caahep.org

The Associate of Applied Science in Medical Assisting program offered online and at campuses in the state of Maine is not accredited by the Commission on Accreditation of Allied Health Education Programs.

Commission on Accreditation for Health Informatics and Information Management Education

The Associate of Applied Science in Health Information Technology program, offered online and at the Hagerstown campus, is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). CAHIIM can be contacted at:

223 North Michigan Avenue, Suite 2150
Chicago, IL 60601
Tel: 312.233.1100
Website: www.cahiim.org

National Accrediting Agency for Clinical Laboratory Sciences

The Phlebotomy Certificate program offered onsite in Hagerstown is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):

5600 North River Road, Suite 720
Rosemont, IL 60018
Tel: 773.714.8880

Commission on Dental Accreditation

The Dental Assistant Diploma program offered onsite in Omaha is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the U.S. Department of Education. The Commission on Dental Accreditation can be contacted at:

211 East Chicago Avenue
Chicago, IL 60611
Tel: 312.440.4653

School of Nursing

Commission on Collegiate Nursing Education (CCNE)

The online Bachelor of Science in Nursing—RN-to-BSN program, the Prelicensure Bachelor of Science in Nursing program offered in Maine, and the online Master of Science in Nursing program are accredited by the Commission on Collegiate Nursing Education (CCNE):

One DuPont Circle, NW, Suite 530
Washington, DC 20036
Tel: 202.887.6791

Iowa Board of Nursing

The Bachelor of Science in Nursing—RN-to-BSN and the Master of Science in Nursing programs offered online and the Associate of Science in Nursing program offered onsite in Cedar Falls, Cedar Rapids, and Des Moines are approved by the Iowa Board of Nursing. The Doctor of Nursing Practice program offered online have received interim approval:

Iowa Board of Nursing
400 SW 8th Street, Suite B
Des Moines, IA 50309-4685
Tel: 515.281.3255

Maine State Board of Nursing

The Prelicensure Bachelor of Science in Nursing program offered onsite in Augusta is granted initial approval by the Maine State Board of Nursing:

161 Capitol Street
158 State House Station
Augusta, ME 04333-0158
Tel: 207.287.1133

Nebraska Board of Nursing and the Nebraska Department of Health and Human Services

The Practical Nursing Diploma program and the Prelicensure Bachelor of Science in Nursing program offered onsite in Omaha are approved by the Nebraska Board of Nursing and the Nebraska Department of Health and Human Services. The Associate of Science in Nursing program offered onsite in Lincoln is approved by the Nebraska Board of Nursing and the Nebraska Department of Health and Human Services. The Nebraska Department of Health and Human Services can be contacted at:

Nebraska Department of Health and Human Services
Regulation and Licensure
P.O. Box 95007
Lincoln, NE 68509-5007

Florida Board of Nursing

The Associate of Science in Nursing program at Pembroke Pines, FL, is no longer enrolling students and will be closed upon graduation of all remaining active students. The Florida Board of Nursing can be contacted at:

Florida Board of Nursing
4062 Bald Cypress Way
Tallahassee, FL 32399-3257

For more information, please contact an Admissions Advisor.

College of Social and Behavioral Sciences

Behavior Analyst Certification Board

The Behavior Analyst Certification Board[R], Inc. (BACB[R]) has approved the Kaplan University course sequence as meeting the coursework requirements for eligibility to take the Board Certified Assistant Behavior Analyst[R] Examination and the Board Certified Behavior Analyst[R] Examination.

To become certified, you will need to obtain the necessary number of hours of field experience under an appropriate supervisor, as required by the BACB, meet additional degree and practicum requirements, and must also pass the comprehensive BACB exam. BACB can be contacted at:

Behavior Analyst Certification Board
8051 Shaffer Parkway
Littleton, CO 80127
Tel: 720.438.4321

Fire and Emergency Services Higher Education

Kaplan University is recognized by the U.S. Fire Administration as an official Fire and Emergency Services Higher Education institution:

16825 South Seton Avenue

Emmitsburg, MD 21727

Tel: 301.447.1000

Fax: 301.447.1346

Website: www.usfa.fema.gov

State Approvals

Additional state approvals are noted below.

Alabama

Kaplan University has been granted a Certificate of Approval by the Alabama Commission on Higher Education.

State authorization to provide a program related to the preparation of teachers or other P-12 school/system personnel does not indicate eligibility for an Alabama certificate. Applicants for an Alabama certificate based on reciprocity must meet Alabama's test requirements and submit a valid, renewable professional educator certificate/license issued by another state at the degree level, grade level, and in the teaching field or area of instructional support for which an Alabama certificate is sought and for which Alabama issues a certificate. Applicants for Alabama certification in an area of administration must also document at least 3 years of full-time employment as an administrator in a P-12 school system(s).

Website: www.alsde.edu

Alaska

Kaplan University is exempt from authorization in Alaska under AS 14.48 and 20 AAC 17.015 because it offers programs online and does not have a physical presence in the state.

Arkansas

Kaplan University is certified to offer online degree programs by the Arkansas Higher Education Coordinating Board. Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301.

Florida

Kaplan University is licensed by the Florida Commission for Independent Education, license number 3296. Additional information regarding the University may be obtained by contacting the Commission:

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Tel: 888.224.6684 (Toll Free)

Illinois

- Kaplan University has operating authority granted by the Illinois Board of Higher Education. Additional information regarding the University may be obtained by contacting the Board:

  431 East Adams, 2nd Floor

  Springfield, IL 62701

  Tel: 217.782.2551

- Kaplan University is approved by the Illinois Division of Vocational Rehabilitation.

Indiana

Kaplan University is regulated by the Indiana Board for Proprietary Education:

The Indiana Board for Proprietary Education
Indiana Commission for Higher Education
101 West Ohio Street, Suite 670
Indianapolis, IN 46204
Tel: 800.227.5695 (Toll Free)
Tel: 317.232.1320

Iowa

- Kaplan University is authorized by the Iowa College Student Aid Commission:

  603 East 12th Street, 5th Floor
  Des Moines, IA 50319
  Tel: 877.272.4456 (Toll Free)
  Web: www.IowaCollegeAid.gov

  Qualified students of the University are eligible to receive Iowa state tuition grants.

- Kaplan University is approved by the Iowa Division of Vocational Rehabilitation and the Iowa Private Industry Area Council.

Kansas

Kaplan University is approved by the Kansas Board of Regents:

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
Tel: 785.296.3421
Fax: 785.296.0983
Website: www.kansasregents.org

Kentucky

Kaplan University is licensed by the Kentucky Council on Postsecondary Education. Additional information regarding the University may be obtained by contacting the Council:

1024 Capital Center Drive, Suite 320
Frankfort, KY 40601
Tel: 502.573.1555
Fax: 502.573.1535
Website: www.cpe.ky.gov

Note: The Master of Science in Higher Education degree is not recognized for rank change for K-12 teachers in Kentucky.

Louisiana

Kaplan University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every 2 years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, or signify that programs are certifiable by any professional agency or organization.

Maine

The Augusta, Lewiston, and South Portland campuses are approved by the state of Maine to offer the following degrees, which are authorized by the state of Maine legislature:

- Associate's degrees in accounting, business administration, criminal justice, early childhood development, information technology, medical assisting, and paralegal studies
- Bachelor's degrees in business administration, criminal justice, early childhood development, information technology, and nursing

Maryland

The Hagerstown campus is approved by the Maryland Higher Education Commission as a coeducational, nonpublic institution of higher education offering bachelor's and associate's degrees and certificate programs. Kaplan University is registered with the Maryland Higher Education Commission to enroll Maryland students in its fully online programs.

Maryland Higher Education Commission (MHEC)

6 North Liberty Street, 10th Floor

Baltimore, MD 21201

Tel: 410.260.4500

Minnesota

Kaplan University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the University. Registration does not mean that credits earned at the University can be transferred to all other institutions.

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

St. Paul, MN 55108-5227

Missouri

Kaplan University is certified to operate by the Missouri Coordinating Board of Higher Education:

3515 Amazonas Drive

Jefferson City, MO 65109

Tel: 573.751.2361

Website: www.dhe.mo.gov

Nebraska

Kaplan University is authorized by Nebraska's Coordinating Commission for Postsecondary Education. Additional information regarding the University may be obtained by contacting the Commission:

140 North 8th Street, Suite 300

Lincoln, NE 68509-5005

Tel: 402.471.2847

Nevada

Kaplan University is licensed to operate by the Nevada Commission on Postsecondary Education (CPE) to offer degree programs containing an experiential or clinical component. The state does not require licensing of online programs that do not contain an experiential/clinical component. CPE renews licenses every 2 years.

Nevada Commission on Postsecondary Education

3663 East Sunset Road, Suite 202

Las Vegas, NV 89120

Tel: 702.486.7330

Fax: 702.486.7340

New Mexico

Kaplan University has applied for licensure. Its approval is pending.

New Mexico Higher Education Department

2048 Galisteo Street

Santa Fe, NM 87505-2100

Tel: 505.476.8400

Fax: 505.476.8453

Website: www.hed.state.nm.us

Tennessee

Kaplan University is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. Any grievances not resolved at the institutional level may be forwarded to the Tennessee Higher Education Commission:

404 James Robertson Parkway, Suite 1900

Nashville, TN 37243-0830

Tel: 615.741.5293

Specific School of Education master's degrees are not recognized for initial licensure in Tennessee and cannot be used to add endorsement areas to a Tennessee license. Prior to enrolling, you are strongly encouraged to confirm salary rating and license renewal policies with their school district and/or state department, when applicable.

Benefits for Tennessee K-12 teachers enrolled in the Master of Science in Education or the Master of Science in Education's educational leadership emphasis area include:

- Salary increase and/or licensure renewal*
- Career advancement, i.e., those completing the educational leadership emphasis area may gain the necessary leadership knowledge and skills to be eligible for a department chair or other nonlicensure administrative role

Benefits for career changers enrolled in the Master of Arts in Teaching's noncertification track include:

- Increased confidence in the classroom while working with adolescents in current role
- Greater preparation for state pedagogy exams and state-approved certification programs
- Salary increase*

Benefits of the Master of Science in Instructional Design and Technology include:

- Entry into a career as an instructional designer or instructional technologist
- Ability to fine-tune skills related to design, development, and evaluation of instructional programs, materials, and media

*Please check with your school district and/or the Tennessee Department of Education prior to enrollment.

Texas

Kaplan University is authorized by the Texas Higher Education Coordinating Board:

Texas Higher Education Coordinating Board

1200 East Anderson Lane

Austin, TX 78711

Tel: 512.427.6200

Washington

Kaplan University is authorized by the Washington Student Achievement Council (WSAC) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Kaplan University to offer field placement components for specific degree programs. The WSAC may be contacted for a list of currently authorized programs. Authorization by the WSAC does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the council at:

P.O. Box 43430

Olympia, WA 98504-3430

West Virginia

Kaplan University is registered with the West Virginia Community and Technical College System.

West Virginia Higher Education Policy Commission

West Virginia Community and Technical College System

1018 Kanawha Boulevard East, Suite 700

Charleston, WV 25301

Wisconsin

Kaplan University is authorized by the Wisconsin Educational Approval Board. Any questions or concerns about Kaplan University that have not been satisfactorily answered or resolved by the University should be directed to the Wisconsin Educational Approval Board:

210 West Washington Avenue, 3rd Floor

Madison, WI 53703

Tel: 608.266.1996

Website: www.eab.state.wi.us

Memberships

- The Associate of Applied Science in Human Services program and the Bachelor of Science in Human Services program are members of the Council for Standards in Human Service Education (CSHSE). The CSHSE can be contacted at:

    Council for Standards in Human Service Education (CSHSE)

    1935 South Plum Grove Road

    PMB 297

    Palatine, IL 60067

- Kaplan University is a member of the Association of Private Sector Colleges and Universities:

    1101 Connecticut Avenue NW, Suite 900

    Washington, DC 20036

    Tel: 202.336.6700

Additional Approvals

- Kaplan University is a licensed testing center for the Travel Institute. Tests are offered at select University locations.
- Kaplan University has SAA approval (state specific) for many of its programs open to enrollment for those eligible to receive Veteran Educational Benefits.
- Kaplan University is authorized under federal law to enroll nonimmigrant, alien students.
- Kaplan University programs are recognized by the following agencies and federal laws:
    - Dislocated Workers Center
    - Iowa Workforce Development Center
    - Job Training Partnership Act
    - Vocational Rehabilitation Services
    - Work Incentive Act

Library

As a student enrolled in one of the University's educational delivery systems, you are assured access to educational resources and services. The Kaplan University Online Library maintains and develops information resources and services that support the education goals of students, faculty, and staff. Through the Kaplan University Online Library's website, you will have access to thousands of e-books and periodicals, including professional, scholarly, and trade journals, and other monographs.

Because library skills are an integral part of your academic achievement, guidance on the use of our research tools and resources is available to you through interactions with library staff, video demonstrations, and other instructional aids. The development of library skills is strengthened by research components built into the University's curriculum. Professional librarians and trained support personnel are available to assist you by email, live chat, and telephone.

Kaplan University ground locations maintain onsite resource areas that may include additional collections of books and/or periodicals, as well as computer workstations, other services, and staff to assist students.

Visit the Kaplan University Online Library (http://library.kaplan.edu).

Statement of Assessment

Assessment of your achievement is fundamental to the successful fulfillment of Kaplan University's mission. The University's comprehensive, outcomes-focused assessment plan is designed to ensure that you learn skills specific to your program of study, so that you may be successful in your chosen career, and develop knowledge in appropriate general education areas. In addition, the University is committed to assessing incoming students to ensure they possess the prerequisite foundational skills to be successful in their program of study. Data from the assessment of students' success informs decision making throughout the University.

Admissions

In this section, you can find the University's general requirements for admission as well as requirements for international applicants. Information on entrance examinations and foundational coursework, conditional admission, first-term responsibilities, technology requirements, and the University's nondiscrimination policy is also featured.

Admissions Requirements

These are the general requirements for applicants seeking admission. Visit the individual school sections for program-specific admissions requirements.

General Requirements

In order to present a complete application, you must:

1. Complete an Enrollment Agreement and any other documents required for your chosen program and submit monies as outlined on the Tuition and Fees Schedule. The Enrollment Agreement must be signed by a parent or legal guardian if you are under 18 years of age.

2. Complete an informational interview. For campus interviews, we welcome your spouse or parents.

3. Speak, read, and write English fluently.

4. Complete financial arrangements prior to starting class, including any necessary financial aid applications.

5. Fulfill any program-specific and/or international admissions requirements.

6. Consider a tour of the campus and/or online learning environment.

7. Attest to certain technological competencies.

8. Resolve any balance you have at a prior Kaplan University location.

Deans or their designees reserve the right to approve all candidates for admission.

Additional Requirements for Undergraduate Programs

In addition to the general admissions requirements, you must meet one of the following criteria:

1. Be a high school graduate or possess a General Education Development (GED) certificate or state-specific equivalency diploma test

2. Possess a home study certificate or transcript from a home study program that is equivalent to high school level and recognized by your home state; you must also be beyond the age of compulsory attendance in that state

3. Be a high school senior eligible to apply and submit proof of high school graduation

You must attest to high school graduation or an approved equivalent. Acceptable attestation for the University may be the proof of graduation attestation included on an Enrollment Agreement, the Free Application for Federal Student Aid (FAFSA), or any other document deemed acceptable by the University. Tennessee residents have an additional requirement (see below).

The statements made in this attestation are verified through a random sampling of students admitted to the University. If you are selected for this verification, you will have 30 days to provide the University with acceptable evidence of high school graduation or its equivalent. If the University is required to obtain this proof of graduation on your behalf, you will be charged a $10 fee. Title IV financial aid cannot be used to pay this fee; you must pay the fee using your own funds.

All graduates of foreign high schools must provide actual proof of graduation.

If, for any reason, your evidence or attestation of high school graduation or its equivalent is found to be false, untrue, or otherwise unacceptable, you will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions. All aid disbursed on your behalf will be refunded to the appropriate source, and you will be responsible for payment of these funds to the original source or to Kaplan University, as appropriate.

Additional Requirements for Graduate Programs

You must provide an unofficial copy of your transcript which shows completion of a bachelor's degree from an accredited institution. In some cases, a graduate degree may also be acceptable. You must submit an official copy to the Registrar's Office by the last day of the first term.

If you already possess a graduate degree, you must obtain permission from the Dean of the respective school prior to enrolling in a Kaplan University degree program.

Exceptions to Standard Admissions

1. If you reside in Florida, you are not eligible to enroll in the advanced start degree option. If you reside in Florida and have prior college credit we can provide you with a course–by–course evaluation of your prior learning upon receipt of your official transcript.

2. The state of Tennessee requires all undergraduate students who reside in Tennessee to supply the University with proof of graduation from a recognized high school program, receipt of a GED certificate, or receipt of a Home Study certificate. Acceptable proof consists of the following documents:
   a. A copy of an official high school transcript;
   b. An official GED certificate with scores or official notification that a GED certificate has been issued; or
   c. A valid Home Study certificate or transcript confirming completion of a home study program.

   All graduates of foreign high schools must provide actual proof of secondary completion. If you reside in the United States but attended school in a foreign country, and are unable to produce the required documents, evidence may include certification from other official sources.

   If you cannot provide the required documentation by the end of the first term of enrollment, you will be dismissed from the University.

3. The state of Maine requires all students born after 1956 and enrolled in an onsite degree program to provide proof of specific immunizations at the time of admission. If you are seeking admission to a Kaplan University campus in Maine, you must submit proof of immunization against measles, mumps, rubella, diphtheria, and tetanus. Proof of immunization must detail the administration of the following:
   a. A DT booster within the last 10 years
   b. An adult MMR vaccination for individuals who previously received an MMR vaccination prior to their first birthday

   If you fail to submit documentation of the required immunizations, you will be denied admission to the University.

4. High school students may take individual courses at the University under special local and state programs. You will be enrolled as a nondegree-seeking student until you have graduated high school and are admitted to the University under the standard admissions requirements.

Acceptance to the University

Upon completion of all admissions requirements, Kaplan University administration will review the information and inform applicants in writing whether they have been accepted for enrollment.

If you are not accepted, you will have no financial obligation to the University beyond the application fee, which is nonrefundable. Questions regarding the admissions decision should be addressed to the Dean of the academic program to which you applied or the Campus President/Executive Director.

Returning Students

In order to re-enter the University, you must meet all admissions requirements for the program you wish to enter, complete all standard admissions procedures, supply all required documents, and have a clear student account. If you have a history of conduct or behavior issues or a poor academic record, your re-entry to the University may require additional approval by the Dean of the school you wish to enter or the Dean's designee.

In addition, you must be in good academic standing. If you are not, you may appeal to the Dean of the school you wish to enter. Your letter of appeal should explain the extenuating circumstances that caused you to fall below the satisfactory academic progress standards, what corrective actions you have taken to ensure success upon returning to your studies, and your desired start date. If your appeal is approved, the Dean of the school will either confirm your desired start date or require additional time before you are allowed to re-enter. A denied appeal is considered final and binding. You may not re-appeal unless new information is presented for consideration.

If your appeal is approved and you are accepted for re-entry into the University, you will be placed on Financial Aid Warning. The Financial Aid Warning period cannot be more than one term in duration, so if you already began your Financial Aid Warning period in the last term of your most recent enrollment, you will return on Financial Aid Probation. There are no financial aid restrictions during this time.

International Applicants

Kaplan University is authorized under federal law to enroll nonimmigrant, alien students. If you are interested in enrolling in an online nursing, health science, or education program, speak to your Admissions Advisor for information related to international availability. Not all programs are available for enrollment.

As an international applicant, you must meet the following requirements in addition to the general admissions requirements:

1. Be at least 18 years old

2. If applying to an onsite program, submit bank statement(s), with balance(s) converted into U.S. dollars, indicating that you or your parent/ guardian has sufficient funds to cover the costs of tuition, fees, and/or living expenses for the entire program of study, or a certified government sponsor letter indicating that tuition, fees, and/or living expenses will be paid in advance of each term. If you are enrolled in English language course(s) at another institution, bank statement(s) or a certified government sponsor letter proving sufficient funds for the entire Kaplan University program can be submitted along with the Enrollment Agreement.

3. Provide evidence of English language proficiency by submitting one of the following:
    a. Proof of completion of secondary education (or higher) in a country where English is the primary language
    b. A transcript indicating completion of at least 45 quarter credit hours (or equivalent) and a CGPA of 2.0 or higher (or equivalent) from a university located in an English-speaking country
    c. Proof of completion of secondary education at an international high school where English is the primary language of instruction
    d. A transcript indicating completion of an English composition course with a grade of "C" or better from a U.S. institution of higher learning
    e. The minimum required score on the University's English Proficiency examination
    f. Official results of an approved English proficiency exam. Minimum scores given below:

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

IELTS	
Undergraduate	6 (no band less than 5.5)
Graduate	6.5 (no band less than 5.5)

EIKEN	
Undergraduate	Grade 2A
Graduate	Grade Pre-1

PTE ACADEMIC	
Undergraduate	48
Graduate	53

Test of English for International Communication (TOEIC)

In lieu of the TOEFL, prospective students may submit scores from the Test of English for International Communication (TOEIC). A minimum score of 750 is required for admission to the University. Complete information on the TOEIC is available at www.ets.org/toeic.

Defense Language Proficiency Test, English Comprehension Language (ECL)

International military students (IMS) must score an 80 percent out of 100 percent for officer-level courses (i.e. AMEDD Captains Career Course; Principles of Mil. Prev. Med.) and 70 to 75 percent for selected enlisted/technical/apprentice-level courses (ie. 68W; 68E; 68S). You will be given two opportunities to achieve the required score, otherwise, you may be returned to your home country unless the school grants a language waiver.

4. If applying to an onsite program, submit an enrollment fee of $100.00 with the Enrollment Agreement, which will exempt you from paying administrative, application, and registration fees stated on the Tuition and Fees Schedule, if applicable. The application fee is fully refundable if you decide not to complete the enrollment process or are not accepted by the University.

5. If applying to an onsite program, submit a registration fee of $100.00. Upon receipt of the Enrollment Agreement, the University will issue the appropriate paperwork to apply for a student visa if you are attending a residential campus.

6. If applying to an online program, submit a tuition deposit and/or application fee as stated on the Enrollment Agreement.

Entrance Examinations and Foundational Coursework

As a condition of your enrollment in an undergraduate program, you may be required to take an entrance assessment.

If you do not achieve a minimum score, you may not be permitted to continue with the enrollment process, or you may be required, as an additional component of your conditional admittance, to complete foundational coursework and earn a grade of satisfactory ("S").

You may retake foundational coursework once. However, if on the second attempt, you do not earn a grade of "S", you will not be permitted to reapply for admission to the University until a 1-year period has elapsed.

Onsite students are encouraged to register for one or two select first-term courses to accompany the foundational coursework. Please consult with your Education Advisor to determine available courses.

Conditional Admission

If you are a first-time undergraduate student at Kaplan University, you are considered conditionally admitted to the University and are not eligible for Title IV federal financial aid while in this status. All of the University's policies nevertheless apply, however, and you enjoy all the rights and resources of a fully accepted student during the period of conditional admission.

Nondegree-seeking students, students enrolled in Open College at Kaplan University, returning students, and students enrolled in graduate programs will be considered fully accepted rather than conditionally admitted.

If, at the end of the third week of classes, you have participated in academic activity during the third week of the term, you will be fully accepted into your program and become eligible for Title IV federal financial aid and to receive credit for all coursework completed. See the Attendance policy for further details on academic activities.

If you wish to depart the University without financial obligation, other than any application fee, you may do so by communicating this to your Education Advisor (online) or the Campus President or his or her designee (onsite) by phone or in writing prior to the end of the third week.

If you do not meet the criteria stated above, Kaplan University will not accept you as a fully enrolled student and your enrollment will be cancelled. You will not owe any financial obligation to the University except for the application fee, which is nonrefundable. If you decide to reapply for admission, you will not be eligible for the Kaplan Commitment again and must have all necessary documentation on file before reapplying. If you reapply for admission within 6 months of having your enrollment cancelled, you must submit an appeal to the Dean of your program (online) or the Academic Dean of the campus (onsite).

Onsite students must return all textbooks; failure to do so will result in a charge for those textbooks not returned. If you purchased textbooks for an undergraduate program, you may return them without charge at this point. If you purchased textbooks for a graduate program, you will be subject to the return policy of the seller and are encouraged to closely review this policy.

First-Term Responsibilities

By the last day of the first term, you must supply the official transcripts required for your enrollment. Failure to comply with this deadline will result in withdrawal from your program and blocked reentry until an official transcript is provided or you change your program of study to one that does not require proof of graduation.

- If you are enrolled in an advanced start degree option, you must furnish an official transcript indicating receipt of a comparable associate's degree or bachelor's degree.

- If you are enrolled in a graduate or postbaccalaureate program, you must supply an official transcript showing completion of a bachelor's degree or higher credential, as required by your program of study.

A Note on Acceptable Credentials

There are institutions and companies who will provide any sort of educational credential for a fee with minimal or no student work required. Certificates and diplomas of this nature *are not* valid and you cannot be admitted based on such documentation. Kaplan University will examine the provenance of every credential and will approve only those that come from appropriately accredited sources.

Foreign Credentials

A foreign credential is defined as one issued by an institution that is not located in the United States or its territories *and* is not accredited by a U.S. accrediting agency.

Generally speaking, foreign transcripts and similar credentials must be evaluated by a third-party agency (please speak to your Admissions Advisor to discuss approved agencies). If you are applying to a program that requires completion of a prior degree, a transcript-level evaluation (and translation, if applicable) is generally sufficient. If you wish to have individual courses evaluated for transfer, you will need to commission a course-level evaluation (and translation, as appropriate).

Applicants presenting a 3-year bachelor's degree will be reviewed on a case-by-case basis by the relevant Dean.

Technology Requirements

As part of the admission process to Kaplan University, you are required to attest to certain competencies in the use of technology.

You must have the following skills:

1. Ability to use email to correspond with faculty, staff, and students

2. Ability to access, create, and save documents in Microsoft Office formats; at a minimum, you must be familiar with Microsoft Word

3. Ability to browse the Web, including downloading and installing common plug-ins (listed below) and configuring common browser options

4. Ability to configure and run applications, including an antivirus application, to ensure that your system is secure and transmitted files are virus free

To enroll in classes online, you must have access to a computer and meet the hardware and software requirements (http://www.kaplanuniversity.edu/admissions/student-technology-requirements.aspx). Some of the requirements listed are applicable only to specific courses and are indicated accordingly.

Nondiscrimination Policy

Kaplan University does not discriminate on the basis of race, color, religion, ancestry, national origin, age, nondisqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Applicable Laws and Regulations

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

• Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color, or national origin)

• Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR Part 105 (barring discrimination on the basis of sex)

• The Family Educational Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99

• Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap)

• The Age Discrimination Act of 1975 and the implementing regulations 45 CFR Part 90

• The Americans With Disabilities Act of 1990 and the implementing regulations in 29 CFR Part 1630 (1992)

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

The University has designated the following person as the Manager of Disability Services:

Tiffani Ashline
6301 Kaplan University Avenue
Fort Lauderdale, FL 33309
Tel: 954.515.3389
Email: tashline@kaplan.edu

Title IX Compliance

Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in any educational program or activity that receives financial support from the Federal government. Under Title IX, discrimination based on gender includes sexual harassment and sexual violence. Title IX also prohibits retaliation against individuals who complain about or participate in an investigation regarding an alleged Title IX violation.

Any individual who has questions or concerns regarding possible gender discrimination should contact the Kaplan University Title IX coordinator Justin O'Sullivan or the U.S. Department of Education Office for Civil Rights.

Title IX Coordinator at Kaplan University

Justin O'Sullivan
6301 Kaplan University Avenue
Fort Lauderdale, FL 33309
Email: Titleix@kaplan.edu
Tel: 954.515.4407

U.S. Department of Education Office for Civil Rights

Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Tel: 800.421.3481
Fax: 202.453.6012
TDD: 877.521.2172

Disability Services

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

Online

The Center for Disability Services is the primary office responsible for the coordination of services for students with disabilities. If you are seeking reasonable and appropriate accommodations, you may request, through your Education Advisor, to be placed in contact with the Center for Disability Services, or may contact the Center for Disability Services directly.

The University has designated the following person as the Manager of Disability Services:

Tiffani Ashline
6301 Kaplan University Avenue
Fort Lauderdale, FL 33309
Tel: 954.515.3389
Email: tashline@kaplan.edu

Onsite

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

Discrimination Grievance Procedures

Federal law prohibits discrimination on the bases of age, race, color, national origin, sex, and disability in programs receiving federal financial assistance. Kaplan University encourages you to bring all complaints or grievances regarding such discrimination to its attention.

A discrimination grievance is any complaint regarding discrimination on the basis of age, race, color, national origin, sex, including sexual harassment, or disability by Kaplan University or any Kaplan University employee, student, or other third party. If you have a complaint, you may present a grievance through the following discrimination grievance procedures. Kaplan University will investigate all complaints or grievances fully and promptly.

1. You should first bring the grievance to the attention of the Discrimination Grievance Coordinator, whose name and contact information appears below, as soon as possible following the occurrence of the alleged discrimination.

    Justin O'Sullivan

    Director of Student Relations

    6301 Kaplan University Avenue

    Fort Lauderdale, FL 33309

    Tel: 954.515.4407

    Email: studentrelations@kaplan.edu

    The grievance must be in writing and contain the following information:
    a. Your name and address;

    b. Description of and date of alleged violation;

    c. Names of persons responsible for the alleged violation (if known);

    d. Requested relief or corrective action, if applicable; and

    e. Any background information you believe to be relevant.

2. Upon the filing of a grievance, Kaplan University will conduct an investigation using a preponderance of the evidence evidentiary standard. If applicable, the University may take your statement and statements from witnesses. In cases of alleged sex discrimination, both the complainant and the alleged perpetrator will have the opportunity to present witnesses and evidence. Where appropriate, the University may impose interim measures upon the filing of the claim such as restrictions on contact; course-schedule or work-schedule alteration; leaves of absence; or increased monitoring of certain areas of the campus. These interim measures are subject to review and revision throughout the grievance process.

3. Following receipt of the grievance, Kaplan University will complete its investigation within a reasonable time (generally 60 days) and provide written notice to you and all alleged responsible parties of the outcome of the investigation, the basis for its decision, and any remedies determined to be appropriate.

4. If Kaplan University determines that discrimination has occurred, it will take all appropriate steps to prevent the recurrence of the discrimination and to correct the effects felt by you and others, if appropriate. Potential sanctions for individuals determined to have committed acts of discrimination include a written warning concerning the misconduct and may result in disciplinary action up to and including immediate suspension and/or dismissal. Potential remedies may include disciplinary action against the perpetrator, requiring counseling for the perpetrator, remedies for the complainant and others, as well as changes to the school's overall services or policies.

5. You may also contact the U.S. Department of Education Office for Civil Rights at:

Lyndon Baines Johnson Department of Education Building

400 Maryland Avenue, SW

Washington, DC 20202-1100

Tel: 800.421.3481 (Toll Free)

Fax: 202.453.6012

TDD: 877.521.2172 (Toll Free)

You may file a criminal complaint or a complaint with the Office for Civil Rights at any time before, during, or after the grievance process. You do not have to complete the Kaplan University grievance process before contacting the Office for Civil Rights.

Students who feel they may have been the victim of discrimination are encouraged to contact the Kaplan University Title IX Coordinator for sources of counseling, advocacy and support.

Jurisdiction

This Procedure applies to sexual or gender-based harassment that is committed by students, faculty, staff, or third parties that occurs on Kaplan University property; or off Kaplan University property, if the conduct was in connection with a University or University-recognized program or activity.

Confidentiality for Title IX Gender Discrimination Complaints

University staff that are aware of a Title IX gender discrimination complaint will take reasonable steps to protect the privacy of all involved. Once a complaint is filed, the Complainant, the Respondent, and any witnesses will be notified that disclosing information about the case may interfere with the investigation and they are expected to keep all information confidential. They also will be notified that that University Policy prohibits retaliation, and that school officials will not only take steps to prevent retaliation, but will also take strong responsive action if it occurs.

Upon Filing a complaint, if the complainant requests to remain anonymous, the Title IX Coordinator will determine how to proceed with the investigation while factoring in the University's obligation to provide a non-discriminatory environment, and the Respondent's rights to have notice of any allegations. Anonymity may limit the effectiveness of an investigation, or may prevent it from moving forward. The Complainant will be informed of the Title IX Coordinator's determination in this situation.

Nothing in this procedure prohibits or limits your right to report complaints to any regulatory or legal enforcement body including the state or federal departments of education.

Retaliation

It is a violation of Federal law and Kaplan University policy to retaliate against any person making a complaint of discrimination or against any person participating in the investigation of any such allegation. Retaliation should be reported promptly to the Title IX Coordinator. Retaliation is grounds for disciplinary action.

Definitions

Sexual Harassment is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Sexual Violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Gender-based Harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature.

Kaplan University prohibits sex-based harassment by peers, employees, or third parties that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the recipient's education programs and activities (i.e., creates a hostile environment).

Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. Indeed, a single or isolated incident of sexual violence may create a hostile environment.

Term Registration

In this section you can find information on registration, attendance, requesting a leave of absence or withdrawing from the university, and repeated courses.

Registration

You may register for your courses using available self-registration tools or by working with Education Advising (online) or Academic Advising (onsite). While you should register for courses well in advance, you may make changes to your registration without academic penalty through the seventh day of the term. This is the add/drop period, after which course withdrawals will result in penalties. In courses and course modules of 5 weeks or fewer in duration, changes may only be made without penalty in the first 2 days of the parent (10-week) term (and are permitted every term in the Dental Assistant Diploma program).

Course withdrawals are not permitted in the final 28 days of a term (21 days in 6-week terms, 14 days in courses and course modules of 5 weeks or fewer in duration), except under the terms of the military service provision or Leave of Absence Policy. Withdrawing from all courses in a term results in being withdrawn from the University.

Registration changes are subject to course availability. Registration changes at any point in the term can affect your financial aid eligibility and the time required to complete your degree. You should determine such impact before making any changes.

Registering for more than 18 credits per term requires approval from the Dean. A credit overload may result in changes to tuition charges and financial aid awards. Certain programs have specific policies governing student course loads; refer to the individual school sections for more information.

Military Service Provision

If you must drop or withdraw from courses due to receipt of military orders and, as a result, are unable to attend class for more than 14 days, you will not be responsible for any tuition or fees incurred for the term in which the military order takes effect. Receipt of orders may include deployment, mobilization, activation, or a temporary duty assignment. You must notify your Education Advisor of receipt of orders and provide a copy of a valid order of duty. Any applicable waiver of expenses is only valid for the term(s) in which the military order takes effect. When this request is approved, the course(s) for that term will show an "MW" mark.

Military service of less than 14 days does not fall under this provision. If your absence due to military service is less than 14 days, you should contact your instructor(s) for alternate assignments to be completed upon return from military activities.

Course and Module Assessments

Certain course requirements can be fulfilled by achieving a passing score on a course or module assessment. For a complete list of available assessments and to register to take one, contact your Education Advisor. You will have one attempt to take an assessment and cannot take one if you have already begun or failed the equivalent course.

Note: these assessments are not available for all Kaplan University courses and there is a fee for taking a course assessment.

Nondegree-Seeking Course Enrollment

In addition to the above policies, please note the following if you are a nondegree-seeking student:

You must complete financial arrangements for each course before you will be permitted to register into it.

Not all courses are available for nondegree-seeking enrollment and some will require additional Dean-level approval before permission is given. The Dean may wish to examine your transcripts, work experience, or other evidence of preparedness for the course, especially in situations where the course has prerequisites.

You may not enroll in a course which is part of a program that has explicit entrance requirements unless you meet the requirements and have approval from the Dean of the school in which the course is housed (e.g., nursing, medical assisting, etc.).

Matriculation into a Degree Program

You are encouraged to consult with an Admissions Advisor to ascertain which courses taken as a nondegree-seeking student will apply to a program of study. Not all courses may be applicable toward a Kaplan University degree.

Attendance

Attendance is defined as attendance at a scheduled on-campus course meeting or, in an online course, posting to a discussion board, virtual office, or drop box, attending a seminar, or participating in a quiz or other classroom activity.

You are encouraged to attend class every day and to be on time. It is your responsibility to learn the material covered while absent and to see that you make up missed work in compliance with Kaplan University's guidelines. Hours of makeup work cannot be accepted as hours of class attendance, and makeup work is not permitted for the purpose of receiving veterans' educational training benefits.

Leave of Absence and Withdrawal

Leave of Absence

If you have completed at least one term of your degree program at the University and can demonstrate extenuating circumstances beyond your control, you may request a leave of absence. A leave generally permits you to suspend studies and return to the version of the program that you left.

You must complete and sign a Leave of Absence Request Form and submit it through Education Advising (online) or Student Services (onsite) for approval. As appropriate, provide documentation to support your request. If you are seeking a leave of absence in the middle of a term, there may be impacts to your funding; therefore, you should speak with Financial Aid prior to submitting the leave request.

You may request up to one period of leave per calendar year. A leave may be from four weeks to two terms in duration, though your return date will be dependent on course and term scheduling and availability.

If you request and receive approval for a leave of absence effective before the completion of a term, you will receive a "W" for each attended course at the start of the leave. You are strongly encouraged to register for those courses again in your returning term.

If you are an active-duty servicemember, in the National Guard or Reserves, or are a military family member, you may take a military leave of absence for a period of up to 12 months. You may also have the option to renew this status one time for up to a total of 24 months of leave; however, if you exercise this option, you will return to the version of the degree program in effect at the time of your return.

If you do not return to class by the scheduled date and later choose to return to the University, you will need to return to the current version of the program. You are not eligible for financial aid while on leave. Please note that your lender entitles you to a 6-month grace period before entering repayment on your student loans. If you have already exhausted your student loan grace period, you will enter loan repayment immediately.

Requesting to Withdraw from the University

Circumstances sometimes require that you withdraw from the University. If your situation warrants withdrawal, please first refer to the Refund Policy and then follow the steps below:

1. Meet with the Campus President/Executive Director or Office of the Registrar (onsite) or an Education Advisor (online) via telephone, mail, electronic notification, or in person to discuss your decision to withdraw. We will seek to make reasonable efforts to assist you in continuing your education.

2. Once you have officially notified the above indicated designee of your intent to withdraw, you should meet with a representative of the Financial Aid Office (Bursar's Office, onsite) only if you intend to withdraw in the middle of a term. The Financial Aid Office (Bursar's Office, onsite) can answer questions regarding financial obligations to the University, and the Financial Aid Office can answer questions regarding student loan repayment responsibilities. Refer to the Refund Policy for specific calculation information.

3. (Onsite) The Business/Bursar's Office will complete the refund calculation and communicate this to you.

4. If you are using veterans benefits and withdraw from the University, a notice of termination of enrollment will be sent to Veterans Affairs.

5. A request to withdraw from the University during the final 28 days of a term (21 days in 6-week terms,14 days in courses and course modules of 5 weeks or fewer in duration). will be treated as an end-of-term withdrawal request and will be processed after grades have been posted for that term.

6. If you withdraw from the University and wish to return, you must apply for readmission and may not return sooner than the beginning of the next grading period/term. If you withdraw from and reenter a nursing or health science program, you may be required to demonstrate competency in clinical skills prior to beginning a clinical or externship.

Withdrawal Due to Nonattendance

Attendance has important effects on your enrollment status at the University:

- If you have not participated in any class for 21 consecutive calendar days (excluding scheduled breaks), you will be administratively withdrawn from your program. You may not exceed 14 days of nonattendance if you are enrolled in a 6-week term.

- If you fail to log attendance in any individual class within the first 21 days of the term, you will be dropped from the class or classes. In course and course modules of 5 weeks or fewer in duration, individual class nonattendance withdrawals will be based on the first 21 days of the parent term only.

- If you are a first-term or returning student and do not register attendance within the first 7 days, your enrollment will be cancelled.

- If you are withdrawn due to nonattendance, grades of "W" will be posted for your courses, except when the period of nonattendance occurs in the final 28 days of a term (21 days in 6-week terms,14 days in courses and course modules of 5 weeks or fewer in duration) when "F" grades will be posted.

- If you are a nondegree-seeking student, while still strongly encouraged to attend classes frequently, you are not subject to course withdrawals due to nonattendance.

Repeated Courses

If you repeat a course, the grade received on the last repeat will replace all other grades for that course in the CGPA calculation. Previous grades earned for the repeated course will be marked on the transcript as indicated in the transcript legend. When you repeat a course, you will be charged the current tuition for the course and must assume the responsibility for all associated fees.

If you attempt a partial course (module), you may not subsequently attempt the full course. You will be dismissed for failing the same partial course the maximum number of times, as defined by your program's policies below.

A failing grade is defined as any grade below the grade required for graduation in your program of study.

If you request entry into a program that requires a course you have failed the maximum number of times, you must first successfully complete the failed course at another institution. It is your responsibility to ensure that both the institution and the course(s) taken there meet the University's criteria for transferability.

If you choose to retake a previously passed course, you may only receive financial aid for one additional retake of that course.

Undergraduate Non-nursing Programs

If you fail the same course or its equivalent three times, you will be academically dismissed from the University

Undergraduate Nursing Programs

If you fail or withdraw from a course or its equivalent on the second attempt, you will be academically dismissed from the University.

In addition, if you are enrolled in a bachelor's degree program, you will be dismissed from the program upon your third failure or withdrawal from any course or courses in the major requirements listed in the degree plan.

If you are enrolled in an associate's degree or diploma program, you will be dismissed from the program upon your second failure or withdrawal from any course or courses in the major requirements listed in the degree plan.

Graduate Programs

If you fail the same course or its equivalent twice, you will be academically dismissed from the University.

If you enroll in an academic program on or after August 3, 2011, you may repeat no more than two failed courses in your program of study.

Note: Course repeat dismissals are processed at the end of each module or course; this could mean dismissal mid-term if the last unsuccessful attempt occurred in the first half of a term. This may have severe negative effects on financial aid.

Prior Learning Assessment

You are encouraged to submit to the Registrar's Office all evidence of prior learning for evaluation. If you receive veterans benefits through Kaplan University, you must submit documentation of previous education for review.

All prior learning is reviewed on a case-by-case basis and credit is awarded ultimately at the discretion of the University.

General Guidelines

These are the general guidelines governing the application of prior learning credit. Visit the individual school sections for program-specific admissions requirements

1. Credits earned in any combination of prior learning credit will not exceed 75 percent of the credits required or 50 percent of a graduate degree; however, in graduate programs, these courses must be completed by the time you enroll at Kaplan University. Program-specific exceptions may apply. Please refer to the individual school sections for more information.

2. You must provide evidence of prior learning prior to the first day of the course for which the credit is intended.

3. Transcripts from foreign institutions must meet the same requirements as domestic institutions, and you must have them evaluated by an approved foreign credential evaluator before submitting them to the Registrar's Office.

4. Courses must be relevant to the degree in which you are enrolled.

5. Unless noted in the school-specific requirements, only transfer credit may be applied toward graduate programs.

6. Graduate transfer work completed more than 5 years prior to admission to the University will be evaluated on a case-by-case basis in order to determine the applicability of the coursework.

7. Kaplan University does not guarantee the transferability of credits from other educational institutions or other sources of prior learning.

8. Kaplan University considers a semester credit hour to be equal to 1.5 quarter credit hours. Course-to-course transfers based on course objectives or outcomes can also be applied.

Types of Credit

Noted below are the types of prior learning for which the University may award credit.

Transfer Credit

If you attended other institutions in the past, you are encouraged to submit official transcripts to the Registrar's Office. Tennessee residents should refer to their state-specific Enrollment Agreement.

In order for a course to be transferrable, it must meet all of the following criteria:

1. It was completed at an accredited institution;

2. It is included on an official transcript;

3. It carries a grade of "C-" or better (undergraduate course), or "B" or better (graduate course); Kaplan University cannot consider marks of "Pass," "Credit," or similar;

4. It must be 100-level or higher and not otherwise designated as remedial, college-preparatory, or not at a college level;

5. It is relevant to your program of study and equivalent to the course requirements of your program (note that in some cases, we may ask you or your prior institution for a course syllabus or similar documentation to assist us in evaluating a particular course);

6. It must fit into your degree plan; and

7. It meets any additional program-specific requirements.

We strongly recommend that you provide your official transcripts to the Registrar's Office by the last day of the first term. After this point, in certain cases, we may deny you the opportunity for a transfer credit evaluation due to course scheduling factors.

Credit by Examination

Kaplan University offers you several opportunities to earn credit by achieving passing scores on externally administered exams (CLEP, DANTES, AP, Excelsior, and others).

Official results of external tests must be received by the Registrar's Office prior to the first day of your final term, and always prior to the first day of the course(s) the exams are intended to replace.

External Examinations

Kaplan University awards credit for passing scores on external exams such as DANTES Subject Standardized Tests (DSSTs), the College Level Examination Program (CLEP), the Advanced Placement Program (AP), Defense Language Proficiency Tests (DLPTs), and other similar exams.

Kaplan University awards credit based on the minimum scores recommended by Educational Testing Service (ETS) or the American Council on Education (ACE). Credit may be awarded for each test in which the recommended minimum score is earned and based on program guidelines and course outcomes.

Experiential Learning

The University recognizes three types of learning which, broadly speaking, fall into the category of experiential learning. All three types are reviewed on a case-by-case basis for relevance to your degree plan.

- Military Training: training gained during a period of military service that has been reviewed by the American Council on Education (ACE).

- Reviewed Professional Learning: transcripted learning from a professional or nonacademic environment that has been reviewed by ACE or the Registrar's Office and the appropriate Dean using ACE guidelines.

- Experiential Learning Portfolio: a portfolio that demonstrates prior learning from work or other experience.

If you wish to submit a portfolio in consideration for experiential learning credit, you must first enroll in EL 203: Portfolio Development, or an approved alternative, and are strongly encouraged to take this course in your first two terms. Upon successful completion of EL 203, you may submit a portfolio for up to 15 undergraduate courses, contingent on your particular program.

You may only submit one experiential learning portfolio during your time at Kaplan University.

Note: you will be charged a portfolio development course fee.

Student Information and Services

In this section, you can find information on academic freedoms and student responsibilities; student conduct; disciplinary actions, suspensions, and dismissals; the Family Educational Rights and Privacy Act; directory information; and university services. The University's problem resolution and grievance procedures and information specific to onsite students are also featured.

Academic Freedoms and Student Responsibilities

As a Kaplan University student, you have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is the access to an environment free from interference in the learning process.

1. You have the right to an impartial, objective evaluation of your academic performance. You shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.

2. You will be treated in a manner conducive to maintaining your worth and dignity. You shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.

3. Disciplinary sanctions will not be imposed without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process.

4. When confronted with perceived injustices, you may seek redress through grievance procedures established in accordance with the University nondiscrimination policy. Such procedures will be available to those students who make their grievances known in a timely manner.

5. You may take reasonable exception to the data or views offered in any course of study and may form your own judgment, but you are responsible for learning the academic content of any course for which you are enrolled.

6. All fees and financial obligations to the University will be fully disclosed and explained.

7. You have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the University.

8. You have the right to a quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.

9. You are responsible for conducting yourself in a professional manner within the institutional, clinical, externship, and lab settings, and to abide by the policies of the University.

10. You are expected to conduct all relationships with University staff and faculty, your peers, and your clients with honesty and respect.

11. You are to comply with directions from Kaplan University faculty and staff members who are acting within the scope of their employment, subject to your rights and responsibilities.

12. You have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.

13. You are encouraged to apply creativity in your own learning process while striving for academic excellence and to share your knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

14. The responsibility to respect and protect the learning environment at the University is shared by all members of the academic community and administration. The freedom and effectiveness of the educational process at the University depends on maintaining an environment that is supportive of diversity and the uniqueness of ideas, cultures, and student characteristics. This diversity and uniqueness is the essence of academic freedom.

Student Conduct

You are required to conduct yourself in accordance with the standards of your future profession. The University has also taken precautions to discourage dishonesty and preserve the academic integrity of its programs.

Conduct Violations

You will be held accountable for, or should report, the following violations:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of Kaplan University documents (see also the Honor Code).

2. Theft, deliberate destruction, damage, misuse, or abuse of Kaplan University property or the property of private individuals associated with the University.

3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Kaplan University activities.

4. Failure to comply with Kaplan University officials acting within the scope of their employment responsibilities.

5. Failure to comply with all Kaplan University regulations, whether contained in official University publications or announced as administrative policy by a University official or other person authorized by the Campus President/Executive Director or the President of the University.

6. Violence or threats of violence toward persons or property of students, faculty, staff, or Kaplan University.

7. Improper use of email and Internet access. See Responsible Use of University Technology for additional information.

8. Failure to comply with federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials.

9. Sharing Kaplan University-provided user name and password information with another person, allowing another to impersonate a student while logged into any University system, or logging into any University system with another person's user name and password. Kaplan University provides each student with a distinct user name and password combination so that the University may confirm the identity of students as they log into online courses. Misuse of this information, impersonation of a student, or allowing another to impersonate a student is strictly prohibited.

Onsite Conduct Violations

If you participate in onsite activities on Kaplan University, clinical, or externship property, you will be held accountable for, or should report, the following violations:

1. The use of alcoholic beverages or controlled substances on Kaplan University or externship property, including the purchase, consumption, possession, being under the influence of, or sale of such items.

2. If you are enrolled in a health sciences program that involves a clinical and/or externship component, the University may require you to submit to a drug/chemical substance test at any time during the course of the program if there is evidence of impaired behavior that may pose a risk to patients, other students, or the education program. The requirement to submit to a drug/chemical substance test is based on an assessment of behavior that reflects possible drug use and/or impairment, and you will be required to cover all expenses incurred unless you live in the state of North Dakota, in which case, the University will cover the expenses. If applicable, you must provide a valid, verifiable, current prescription and evidence of appropriate medical supervision for medications that may affect your academic or clinical performance during your educational program. You will not be allowed to return to the externship site or participate in onsite clinical courses until drug testing results are presented to, reviewed, and approved by the program chair. If you refuse the test, the University will assume you are using drugs/alcohol, which is considered a conduct violation and subject to disciplinary action identified in the Disciplinary Actions, Suspensions, and Dismissals section.

3. If you are enrolled in a nursing program, the University may require you to submit to a drug/chemical substance test at any time during the course of the program if there is evidence of impaired behavior that may pose a risk to patients, other students, or the education program. The requirement to submit to a drug/chemical substance test is based on an assessment of behavior that reflects possible drug use and/or impairment. You must provide a valid, verifiable, current prescription and evidence of appropriate medical supervision for medications that may affect your academic or clinical performance during the nursing program. If you refuse the test, the University will assume you are using drugs/alcohol, which is considered a conduct violation.

4. The use of any tobacco products in Kaplan University buildings, and eating or drinking in the classrooms or any location other than designated areas.

5. Bringing animals onto Kaplan University property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.

6. Bringing children into Kaplan University teaching areas. The University does not provide childcare services and cannot assume responsibility for their health and safety.

7. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.

8. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.

9. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto Kaplan University property.

10. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person.

11. Rape, including acquaintance rape and/or sexual assault, in any form.

12. Unauthorized presence in, or forcible entry into, a Kaplan University facility or Kaplan University-related premises.

13. All forms of gambling.

14. Being in the presence of and/or aiding/abetting any of the aforementioned conduct violations.

Committing any of the violations listed above may result in a written warning concerning the misconduct and may result in disciplinary action up to and including immediate suspension and/or dismissal.

Personal Appearance

You are required to dress in an appropriate manner while on campus and at an assigned internship, externship, or clinical location. You should show concern for the appropriateness of dress while attending the University and be guided by the principle that what is proper for the workplace is proper for the University. You are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. If you fail to meet the dress requirements, you will be sent home and time missed will be recorded as an absence

University Violence Prevention

Kaplan University views the health, safety, and security of its students, faculty, staff, campus community, and visitors as its highest priority. To foster an atmosphere that promotes Kaplan University's educational mission, the University is committed to maintaining a safe and healthy environment free of violence and threats of violence on campus, other work sites, and other places where members of the University community are engaged in University-sponsored activities.

Any behavior that is threatening, harassing, intimidating, or in any way dangerous or violent is strictly prohibited, will not be tolerated, and will result in swift remedial action. Any individual who is found to have engaged in such behavior will be subject to discipline, expulsion from Kaplan University, and/or referral to law enforcement authorities.

No individual will be subject to retaliation for making a good-faith report of real or perceived violence or threats of violence. All such behavior must be immediately reported to local law enforcement services and the Office of the Dean of Students via studentrelations@kaplan.edu.

Responsible Use of University Technology

Kaplan University values freedom of expression and encourages diverse viewpoints endemic to an academic institution. At the same time, the University expects you to act in a responsible, ethical, and legal manner when using the University's school facilities, equipment, websites, and systems ("Sites"). Sites include, but are not limited to, the online classroom, online seminars, virtual campus, discussion boards, and internal email system.

To facilitate social networking and to establish a sense of community, some Kaplan University Sites allow you to post your own content or communicate with others. When you use any Sites to post or transmit text, video, audio, or other material ("User Content") for social networking purposes, you agree to accept sole responsibility for your User Content.

Kaplan University Sites are intended to be used for business and educational purposes only. You must agree that your User Content, which includes information posted or communicated that is not considered an educational record under the Family Educational Rights and Privacy Act of 1974 (FERPA), may not:

1. Infringe on the intellectual property, trade secret, privacy, or publicity rights of others or contain copyright-protected material without the written permission of the copyright owner;

2. Contain any material that could be considered unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, indecent, sexually explicit, or hateful, or content that refers negatively to people or groups on the basis of their age, race, ethnicity, religion, sexual orientation, gender, national origin, handicap, disability, veteran status, or similar characteristics;

3. Be posted in a false name or the name of another person, or include impersonations of any person, except where such impersonations are obvious and are included exclusively for the purpose of parody;

4. Include illegal material or encourage, solicit, or glorify illegal activity;

5. Contain false statements or misrepresentations that could damage yourself, the University, or other students;

6. Include commercial advertisements or solicitations, except if the University has specifically authorized their inclusion; or

7. Include material that is otherwise objectionable to the University.

The University does not have control over and cannot censor all User Content students submit to its Sites or prevent students from uploading or adding inappropriate User Content to its Sites. The University does, however, monitor its Sites to the best of its ability to ensure that students do not submit, upload, add, or exchange any inappropriate User Content to or on its Sites.

If your User Content contains anything described above, it may result in a written warning concerning the misconduct and further disciplinary action up to and including immediate suspension or dismissal.

If you see or hear inappropriate User Content on Kaplan University Sites, you should promptly report it pursuant to the procedures set forth in the Problem Resolution and Grievance Procedures section.

All Kaplan University Sites and computer equipment, email accounts, facsimile equipment, Internet access, instant messaging, voicemail, and supplies, if provided, are done so exclusively to assist you in your educational activities. You should not expect that computer files, email, voicemail, Internet bookmarks, or any of your User Content are confidential or private, and, therefore, should have no expectation of privacy whatsoever related to your usage of these Sites, to the extent that the information is not considered an educational record under FERPA.

Even when content, such as a message or file, is erased, it may still be possible to recover the message or file. Therefore, the University cannot ensure the privacy of content that is not considered an educational record. Messages sent through the University's email or instant messaging accounts and Kaplan University-owned facsimile equipment, the contents of the hard drives of any computer that is the property of the University, any User Content, and any voicemail messages saved on telephones that are the property of the University may be used in administrative, judicial, or other proceedings such as those resulting from student grievances, even where the information is considered an educational record.

In addition, the University licenses software to support its educational processes. Without express written consent of the University, you are not permitted to copy, remove, alter, or install software on equipment owned by the University. By using the University's computer equipment, software, and communication devices, you knowingly and voluntarily consent to your use of these systems being monitored and acknowledge the University's right to conduct such monitoring.

Honor Code

Kaplan University functions on a global campus, with a diverse student population and a unique study platform. These and other unique constraints make an honor code vital to the University's educational mission and integrity.

As a vehicle through which standards of personal conduct and self-regulation are established, the Honor Code is more than an aspirational goal. Rather, it represents an integral part of the University's educational philosophy. With this goal, above all, you are warned to avoid any actions that give even the appearance of impropriety or reflect negatively on the University, its educational mission, or its students.

The Honor Code applies to any academic matter relating to your attendance, enrollment, and performance at the University. This includes any activity that may affect a grade, your status as a student, or another student's satisfaction of the requirements for graduation, such as:

1. Any application for admission or supporting documentation

2. Any final or midterm examination

3. Any quiz

4. Any essay, research paper, or other assignment for a course that you are expected to complete on your own

5. Any misrepresentation concerning grade point average, academic honors, class rank, or personal history that is made for the purpose of inducing another person to act or refrain from acting on the basis of that misrepresentation.

Prohibited Activities

1. Any behavior covered in the Academic Integrity Policy, including plagiarism (see the Academic Integrity Policy)

2. Altering academic or clinical records

3. Falsifying information for any assignments

4. Partly or wholly completing an assignment(s) by submitting work partially or wholly completed by another student

5. Copying work or written text from a student, the Internet, or any document without giving due credit to the source of the information.

Disciplinary Actions, Suspensions, and Dismissals

You are expected to conduct yourself as a responsible adult, to comply with all Kaplan University policies and regulations, to attend classes regularly, to meet your financial obligations to the University, and to maintain a satisfactory level of academic achievement.

You may be suspended or dismissed from the University if you:

1. Exhibit conduct that is found by the administration to be detrimental to fellow students, other individuals, the community, or the University, as addressed in the Student Conduct section;

2. Fail to maintain satisfactory academic progress;

3. Fail to provide required documents (e.g., transcripts) by the stated deadline or provide inadequate or false documentation, as required by certain degree programs;

4. Fail to meet attendance standards; and/or

5. Fail to meet financial obligations to the University.

Any violation of the University's policies or regulations may result in one or more of the following disciplinary actions:

1. Verbal warning
2. Written warning
3. Grade reduction
4. Suspension
5. Dismissal

The University's administration will determine the action(s) to be taken based on the severity of the infraction and your prior disciplinary record. Days spent on suspension will be counted as absences and cannot exceed the amount of allowable absences stated in the Attendance Policy.

You may submit a written appeal to the appropriate Kaplan University Review Committee within 10 business days of receiving notification of the disciplinary action. All grade-related and plagiarism appeals are to be directed to the Academic Appeals Committee. The appeal must include a General Report/Compliance Form (available from your Education Advisor or a compliance coordinator) and sufficient information to permit fact-finding and investigation.

The Committee will hold a meeting and you will be notified of the Committee's decision within 5 business days after the meeting.

Problem Resolution and Grievance Procedures

Many questions or concerns that you may have can be resolved simply through discussion. You should observe the stated steps in seeking a resolution.

Retaliation against any student using this complaint process is strictly prohibited. A complaint of retaliation will promptly be investigated, will constitute separate charges, and will be handled in the same manner as discrimination and other grievance complaints.

Online

- Step 1: Discuss your issue with the appropriate instructor, staff member, or administrative manager.
- Step 2: If you are not satisfied with outcome of the discussion, you can request your complaint be filed with an ombudsperson, dean, or designated resolution person.
- Step 3: If you remain unsatisfied or the complaint remains unresolved, you can file a grievance with the University's Student Relations Department. Grievance forms may be obtained from an ombudsperson, dean, or designated resolution person and emailed to the following email address: studentrelations@kaplan.edu.

  Note: If you file a complaint through an outside agency or with a University executive, your complaint will be directed to the Student Relations Department. External agencies generally expect you to have exhausted Kaplan University's complaint resolution process first. If your complaint is the subject of a formal external inquiry or legal action, the application of steps 1 through 3 of Kaplan University's grievance/appeal process will be suspended until the external inquiry or action is completed.

  Student Relations will serve as an impartial representative of Kaplan University that is not directly involved in the issues of the complaint. A Student Relations representative will investigate the complaint and assist in the response to the complainant. Student Relations will make every effort to complete investigations and provide responses to the complaint within 5 business days of the date it receives and assigns the complaint, or Student Relations will contact the complainant to report the status of the investigation.

  Kaplan University will maintain records of all complaints and their resolutions for a period of no less than 3 years.

Onsite

- Step 1: Communicate with the appropriate instructor, staff member, or administrative manager.
- Step 2: Communicate with the Program Coordinator/Department Chair.
- Step 3: Communicate with the Campus Academic Dean.
- Step 4: Unresolved concerns may be brought to the attention of the University's Student Relations Department by filing a grievance. You may obtain a grievance form from your Academic Dean. The completed form is then submitted to the Student Relations Department at the following email address: studentrelations@kaplan.edu.

Arizona Residents

If the complaint cannot be resolved after exhausting Kaplan University's grievance procedures, you may file a complaint with the Arizona State Board for Private Postsecondary Education. You must contact the State Board for further details. The State Board's address is:

1400 West Washington Street, Room 260

Phoenix, AZ 85007

Tel: 602.542.5709

Website: www.ppse.az.gov

Georgia Residents

The Georgia Nonpublic Postsecondary Education Commission (NPEC) posts a complaint process on its website, www.gnpec.org. This website contains information about the complaint process and includes instructions for filing a formal complaint. According to the website, you may file a verified complaint with NPEC after going through the complaint process published by the institution.

Kansas Residents

The Kansas Board of Regents (KBOR) posts a complaint process and form on its website at www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process. The website contains information about KBOR's complaint process with instructions for filing a complaint. To initiate a complaint against a school regulated by KBOR, you must complete KBOR's form and mail or fax it to:

Kansas Board of Regents
Private Postsecondary Education Division
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
Fax: 888.975.8313

If you have questions or concerns, call 785.296.1529 or email dgarretson@ksbor.org.

Maryland Residents

This institution is subject to investigation of complaints by the Office of the Attorney General of the Maryland Higher Education Commission.

Maryland Attorney General
Consumer Protection Division
200 St. Paul Street
Baltimore, MD 21202
Tel: 410.528.8662, 888.743.0823 (Toll Free)

Missouri Residents

The Missouri Department of Higher Education (MDHE) serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy can be found at www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf.

This web page contains information about the complaint process and includes instructions for how to file a formal complaint. Note that if you wish to file a complaint with the Department, the policy states that you must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

Nebraska Residents

If the complaint cannot be resolved after exhausting Kaplan University's grievance procedures, the State of Nebraska's Coordinating Commission for Postsecondary Education provides a formal process by which you may have your complaint investigated. Details of this process may be found at: http://www.ccpe.state.ne.us/PublicDoc/Ccpe/Complaint.asp. The State of Nebraska's Coordinating Commission for Postsecondary Education may be contacted at:

Nebraska's Coordinating Commission for Postsecondary Education

ATTN: Complaints

P.O. Box 95005

Lincoln, NE 68509-5005

Tel: 402.471.2886

New Mexico Residents

If your complaint cannot be resolved after exhausting Kaplan University's grievance procedures, you may file a complaint in writing with the New Mexico Higher Education Department (NMHED). You must file a complaint with NMHED within 3 years of your last date of enrollment. You may obtain the required forms and information to file the complaint at: hed.state.nm.us/students/. The contact information for NMHED is:

New Mexico Higher Education Department
2048 Galisteo Street
Santa Fe, NM 87505-2100
Tel: 505.476.8400

Tennessee Residents

Any grievances not resolved at the institutional level may be forwarded to the Tennessee Higher Education Commission:
404 James Robertson Parkway
Suite 1900
Nashville, TN 37243-0830
Tel: 615.741.5293

Texas Residents

For students in degree programs, if the grievance cannot be resolved, students may contact:
The Texas Higher Education Coordinating Board
Office of General Counsel
P.O. Box 12788
Austin, Texas
Email: StudentComplaints@thecb.state.tx.us
Website: www1.thecb.state.tx.us/WWW/comments/

Wisconsin Residents

Any questions or concerns about Kaplan University that have not been satisfactorily answered or resolved by the University should be directed to the Wisconsin Educational Approval Board. Their address is:

20 West Mifflin Street, 9th Floor
P.O. Box 8696
Madison, WI 53708-8696
Tel: 608.266.1996
Email: EABmail@eab.state.wi.us

Residents of All Other States

A complete list of state agencies to which you may direct questions, concerns, or complaints is provided as a supplement to the Catalog.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records, including those stated below. The rights afforded to, and consent required of, parents under this Act transfer from the parents to the student once the student becomes eligible.

1. Online student records are maintained for a minimum of 6 years from the end of the award year aid was last awarded or award year you last attended. Campus student records are retained for a minimum of 5 years from the end of the award year aid was last awarded or award year you last attended. Academic transcripts are maintained indefinitely.

2. You have the right to inspect and review your education records during normal school hours with an appointment within 45 days of the day the Campus President/Executive Director receives a written, dated request for access. You are not permitted to inspect or review confidential student guidance notes maintained by the University, nor financial records, including any information those records contain, of your parents or guardians.

3. You have the right to request the amendment of education records that you believe are inaccurate, misleading, or a violation of privacy. To request amendment of an education record, submit a written, dated request to the Campus President/Executive Director, clearly identify the part of the record you want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the University decides not to amend the record, you will be notified of the decision and your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when you are notified of the right to a hearing.

4. You have the right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The University may neither release nor disclose personally identifiable information contained in your education records to outside employers, agencies, or individuals without first securing a written release from you or your parent, as applicable, unless permitted by the Act. One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position, including law enforcement unit personnel and health staff, or a person or company with whom the University is affiliated or has contracted such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

5. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information Public Notice

You have the ability to enter or restrict the listing of personal directory information through an online user interface. Upon withdrawal from the University, student directory information will be removed, and upon graduation from the University, student directory information will become eligible for inclusion in an alumni directory.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Kaplan University maintains an online directory for the University community. Upon the first day of attendance at the University, your profile listing, including your name and user name, become available to the University community (students, faculty, and administrators). The online directory may also include information commonly referred to as "directory information." The University designates the following categories of student information as directory information:

• Name

• Address

• Telephone number

• Email address

• Photographic representations of students

• Field of study

• Grade level

• Enrollment status

• Dates of attendance at the University

• Degrees, honors, and awards received

• Participation in officially recognized campus activities

The University does not accept responsibility for information published by users in the directory and reserves the right to delete or modify information posted to the directory that is abusive, inflammatory, defamatory, infringing of intellectual property, or otherwise inappropriate in an academic environment. If you improperly use the directory or any information it contains, you may be subject to disciplinary action.

Additionally, the University may release directory information to third parties without your prior consent. Directory information may be disclosed by the University at its discretion for any purpose including, but not limited to, requests from law enforcement agencies and degree verification requests from prospective employers.

If currently enrolled, you may choose to withhold disclosure of your directory information by obtaining the Directory Information Withholding Request Form from the Registrar's Office, completing the form, and returning it to the Campus Registrar/Kaplan University Office of the Registrar. The University will honor your request to withhold directory information; however, cannot assume responsibility for subsequently contacting you for permission to release information to prospective employers, relatives, or other persons. The absence of a specific request to withhold your directory information indicates your approval for disclosure. Additionally, your request to withhold directory information will not affect previous disclosures made by the University prior to receipt of the request.

University Services

Kaplan University offers students the services noted below.

Career Services

Career Services is a student-focused provider of career assistance and is available to degree-seeking students currently enrolled and to eligible graduates. You have access to additional resources online 24 hours a day, and experienced Career Services staff will collaborate with you to create and implement career plans by providing support and advice.

Recognizing that career development is an ongoing, lifelong process, the Career Services team strives to help you understand the importance of self-assessment, occupational exploration, decision making, goal setting, networking, the job search, and developing productive connections in the workplace. Career Services offers a collaborative link between students, faculty, and prospective employers within the global employment community. Career Services fosters a welcoming, accessible environment where diversity is celebrated and the uniqueness of each individual is valued and respected.

The Career Services staff will assist in your job search. Many students choose to work on a part-time basis during their training to help with their education costs. If you require assistance in securing part-time employment while attending classes, Career Services will make reasonable efforts to assist in your search. Additional services include assistance with job search planning, resume and cover letter review, interview preparation, decision making, job offer negotiations, and various other job search and career-related issues.

Career services offered by the University are not an obligation or guarantee of employment. Although the University will assist you, finding a job is ultimately your responsibility. The University does not guarantee that you will be placed in any particular job, or at all. Some jobs may require additional training or certification.

Although average starting wage information based on data received from employers and graduates may be available to prospective students, no employee of the University is authorized to guarantee that a graduate will earn any specific amount. Your program of study, employer needs, current economic conditions, and other factors may affect wage levels.

Guidance Services

You may experience educational, personal, or financial problems during your enrollment. Kaplan University offers education advising and other services to students, as necessary, to assist them in meeting their educational goals. If you require other types of professional assistance, the University will refer counselors or agencies you may contact.

Student Activities and Interaction

Student interaction is considered to be an important component of the academic experience at Kaplan University. Both the facility and class organization are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. You are encouraged to contact your instructors or the Director of Education (onsite)/Education Advisor (online) if you wish to join study or special interest groups.

Kaplan University offers a wide range of activities and organizations in which degree-seeking students can participate. Clubs and activities reflect students' interests at each location, including online.

Campus-Specific Information

Information relevant to onsite students is noted below.

Crime Awareness and Campus Security

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Kaplan University makes available to all current and prospective students and employees, upon request, the University's policies and procedures for maintaining campus security. This information provides details of measures for preventing crime, instructions for reporting crimes or suspected crimes, and a record of crimes that have occurred on each Kaplan University campus.

Prior to enrolling, you may contact the University's Admissions Office to request a copy of the Crime Awareness and Campus Security Policies and Procedures, including crime statistics.

Drug and Alcohol Abuse Awareness and Prevention

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments (Public Law 101-266), Kaplan University provides you with a Drug-Free Schools and Workplaces information package during the matriculation process. This includes descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; a description of health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any available drug and alcohol counseling, treatment, and rehabilitation programs.

Personal Property

Kaplan University assumes no responsibility for loss or damage to your personal property or vehicle, including the contents of your vehicle.

Student Housing

Fawley Hall, located at the Hagerstown Campus, is a residence hall featuring furnished three-bedroom suites that include a full kitchen, living and dining area, and bathroom. Each apartment is wired for telephone and cable television services. Wireless Internet is also provided. Coin-operated laundry facilities are available to hall residents.

Other campus locations lack dormitory facilities. Although it is your responsibility to find living accommodations, the University can help you locate lodging.

Student Health Services

Kaplan University does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 911 for medical services. If you require nonemergency medical care, you will be given information about medical services or agencies that you may contact. Any costs incurred for medical services will be your responsibility.

Academic Information

In this section, you can find information on the academic calendar, program changes, obtaining a transcript or certification of enrollment, and transferring Kaplan University credits. The University's definition of a unit of credit and the attendance policy are also featured.

Academic Calendar

Select a calendar below to review important dates.

- A Track (http://www.kaplanuniversity.edu/Academic-Calendar-A.pdf), B Track (http://www.kaplanuniversity.edu/Academic-Calendar-B.pdf), and C Track (http://www.kaplanuniversity.edu/Academic-Calendar-C.pdf) Academic Calendars for:
    - Undergraduate Programs
    - Graduate Health Sciences and Nursing Programs
    - Master of Public Administration
    - Master of Science in Educational Psychology
    - Master of Science in Environmental Policy
    - Master of Science in Legal Studies
    - Master of Science in Psychology
    - Graduate Certificates in Addictions and Industrial/Organizational Psychology
    - Postgraduate Certificate in Applied Behavior Analysis

- D Track (http://www.kaplanuniversity.edu/Academic-Calendar-D.pdf) Academic Calendar for:
    - Master of Arts in Teaching
    - Master of Science in Criminal Justice
    - Master of Science in Education
    - Master of Science in Homeland Security and Emergency Management
    - Master of Science in Higher Education
    - Master of Science in Instructional Design and Technology
    - Graduate Business and Information Technology Programs

- Dental Assistant Program Academic Calendar (http://www.kaplanuniversity.edu/dental_calendar.pdf)

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

Unless otherwise specified, all policies apply to the full term published, not the 5-week child terms within.

Definition of a Unit of Credit

Kaplan University defines a credit hour in two ways:

1. As the reasonable equivalent of one hour of documented in-class activity (face-to-face classroom instruction and/or academically engaged activity in a virtual classroom) and two hours of documented out-of-class activity, combined to total three hours per week for ten weeks for one quarter hour of credit, including:
    a. Academically engaged and documented activity in a virtual classroom includes, but is not limited to, such examples as time spent in: seminars, discussion threads, exams/quizzes, and interactive simulations/exercises.
    b. Out-of-class documented activity includes, but is not limited to, such examples as time spent in: reading course-related material, writing, research, team work, study time, field trips, and tutoring.

2. As a measure that Kaplan University determines to be the reasonable equivalent to a credit hour of student work, as defined above, including such instances of awarding credit that includes, but is not limited to, the assessment of prior learning with proficiency shown via such examples as:
    a. CLEP or DANTES exam performance

b. Evaluated programs of noncollegiate instruction such as ACE-recognized credit

c. Experiential portfolio proficiency assessment

d. Course assessments

Not applicable to Concord Law School. See the Concord Law School section for Concord-specific credit hour definitions.

Program Changes

You may request to change your program of study (between most programs) by working with your Education Advisor (online) or the Office of the Registrar (onsite).

Changing your program can substantially impact your financial aid eligibility and additional charges may be assessed.

All coursework from previous programs that is accepted toward the new program will be used in calculating satisfactory academic progress.

To initiate the change of program process, speak to your Education Advisor. He or she will advise you on the process as well as how to submit any documents required by the desired program of study. The Dean of the program will make the final determination of acceptance to the program.

Undergraduate

You must have at least a 2.0 CGPA and meet the admissions requirements of the desired program of study. If your CGPA is below 2.0, but your GPA in all nonmajor courses is at least a 2.0, you may change academic programs with the permission of the Dean of the desired program.

Graduate

You must have at least a 3.0 CGPA and meet the admissions requirements of the desired program of study.

Transcripts, Certifications, and Transfer of Kaplan University Credits

Transcripts and Certifications

Diplomas

You should receive your diploma approximately 6 weeks after the end of your final term, provided all academic requirements and financial obligations have been met. If you would like a duplicate or replacement diploma, simply contact your home campus registrar's office. A replacement fee may apply.

Transcripts

You may obtain an official transcript of your academic records from the Office of the Registrar.

To obtain a transcript, you must submit an electronic transcript request (online/onsite) or a Transcript Request Form for walk-in requests (onsite) along with the appropriate payment. There is no charge for unofficial transcripts.

Certifications of Enrollment

You may obtain certification of your enrollment by submitting a request to the Office of the Registrar. Deferment or forbearance forms may also be submitted for certification, as needed. There is no charge associated with a certification.

Transfer of Kaplan University Credits to Other Schools

While Kaplan University credits are widely transferrable, it is at the sole discretion of a receiving institution to accept credits earned for transfer. The University cannot guarantee the transferability of any credits to other institutions.

Tennessee residents should refer to their state-specific Enrollment Agreement.

Academic Standards

In this section, you can find information on academic grades and marks, honors and awards, satisfactory academic progress, and academic appeals. The University's Academic Integrity Policy is also featured.

Academic Grades and Marks

Academic Grades

Undergraduate Courses

GRADE	POINTS	DEFINITION
A	4.0	Superior
A-	3.7	Superior
B+	3.3	Above Average
B	3.0	Above Average
B-	2.7	Above Average
C+	2.3	Average
C	2.0	Average
C-	1.7	Average
D+	1.3	Below Average
D	1.0	Below Average
F	0.0	Failure

School of Nursing Undergraduate Programs

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.0	Superior
90–92.99	A-	3.7	Superior
87–89.99	B+	3.3	Above Average
83–86.99	B	3.0	Above Average
80–82.99	B-	2.7	Above Average
77–79.99	C+	2.3	Average
75–76.99	C	2.0	Average
74.99–0	F		Failure

Graduate Courses

GRADE	POINTS	DEFINITION
A	4.0	Superior
B	3.0	Above Average
C	2.0	Average
F	0.0	Failure

Academic Marks

Academic marks, unlike academic grades, have no effect on your GPA, but might affect your academic standing by influencing your rate of completion calculation.

		Affects Credits Earned?	Affects Credits Attempted?
AC	Assessment Credit	Yes	Yes
CC	Credit by Examination	Yes	Yes
EC	Experiential Learning Credit	Yes	Yes
I	Incomplete	No	Yes
NR	Not Required	No	No
P	Pass	Yes	Yes
S	Satisfactory*	No	No
TC	Transfer Credit	Yes	Yes
U	Unsatisfactory*	No	No
W	Withdrawal	No	Yes
MW	Military Withdrawal	No	No

*Only applicable to noncredit-bearing courses

Assessment Credit

"AC" denotes a successful attempt at a Kaplan University course/module assessment. Credits marked with "AC" contribute to Kaplan University residency requirements.

Credit by Examination

You receive a grade of "CC" when you are granted credit for an externally administered examination such as CLEP or DANTES. Other credit by examination approved by the University may also be represented by this grade.

Experiential Learning Credit

You receive a grade of "EC" when you are granted credit for an internally reviewed Experiential Learning Portfolio, military training, or reviewed professional learning.

Incomplete

You receive a temporary grade of "I" when you are granted an incomplete to allow for additional time to submit coursework beyond the end of a term. This grade has no impact on your cumulative GPA until a final grade is assigned. Your "I" grade will be converted to a final grade when your instructor submits a grade change request on or before the incomplete deadline, as defined in the Academic Calendar.

Incomplete grades are not available for courses or modules delivered on a 5-week schedule.

Not Required

You may receive an "NR" if you are not obligated to enroll in a course to complete your degree requirements.

Pass, Satisfactory, or Unsatisfactory

Designated courses are graded on a pass/fail grading scale, as indicated in the course descriptions. A passing grade will be awarded for any numeric grade corresponding to a passing grade in the standard grade scale, unless otherwise noted in the course syllabus.

Transfer Credit

You receive a grade of "TC" when postsecondary coursework you completed at another institution is applied to your enrolled program at Kaplan University.

Withdrawal

You receive a "W" if you withdraw from a course or are administratively withdrawn from a course before the final 28 days of classes of a 10-week course or the final 21 days of a 6-week course.

Military Withdrawal

You may be eligible to receive an "MW" when you are granted a midterm military leave of absence with approved supporting military documentation.

Honors and Awards

Undergraduate Term Honors

Effective for all new terms starting on/after August 26, 2015:

You may receive term honors if, in a given term, you completed at least 10 quarter credit hours and earned a GPA of 3.70 to 3.99 (Dean's List) or 4.0 (President's List) in an associate's or bachelor's degree program.

Undergraduate Degree Honors

Effective for all graduates on/after January 1, 2016:

Degree honors will be awarded if you graduate from either an associate's or bachelor's degree program with a qualifying CGPA:

- Summa Cum Laude: 4.0
- Magna Cum Laude: 3.80 to 3.99
- Cum Laude: 3.70 to 3.79

This honor will be included on your diploma and your transcript.

Satisfactory Academic Progress Standards

You will be evaluated at the end of every term for satisfactory academic progress according to both a qualitative and quantitative standard.

Maximum Time Frame

If you are enrolled in an undergraduate program, you may not attempt more than 150 percent of the published program length, as measured in credit hours. For example, if a program requires successful completion of 90 credit hours, you may not attempt more than 135 credits (90 x 1.5). Credit awarded for prior learning will affect the maximum time frame (see below).

If you are enrolled in a graduate program, you must complete the program in a 200 percent time frame. Additionally, you must complete the degree program no later than 7 years after completing the first class.

You will be immediately dismissed if the Office of the Registrar determines that it is ultimately impossible for you to complete all program requirements within the maximum time frame.

Evaluation Schedule

As a degree-seeking student, you will be evaluated at the end of every term for satisfactory academic progress according to both a qualitative and quantitative standard. Terms are equal to payment periods for financial aid purposes. The qualitative standard is defined as a minimum CGPA equal to the CGPA required for graduation. The quantitative standard is calculated by dividing the cumulative number of credits you have successfully completed by the cumulative number of credits you have attempted and is expressed as a percentage.

Degree	Minimum CGPA	Minimum Pace of Completion
Undergraduate	2.0	66.6%
Associate's/Bachelor's Level Nursing	2.5	66.6%
Graduate	3.0	50.0%

If you do not meet the satisfactory academic progress standards, you could lose your eligibility for federal financial aid. Financial aid recipients should refer to the Academic Eligibility for Financial Aid section.

Academic Probation and Dismissal

Academic Probation

If you do not meet all satisfactory academic progress standards at the end of any given term, you will be placed on academic probation and notified of the status change. In addition, you are strongly encouraged to seek academic advising and employ academic resources to regain good academic standing.

At the end of the probation term, unless you have an approved satisfactory academic progress appeal on file, you will be dismissed from the University if you are unable to regain good academic standing by meeting all satisfactory academic progress standards.

Satisfactory Academic Progress Appeals

The University may determine you are making academic progress, even if you do not meet the satisfactory academic progress standards, if the University determines that your failure to meet those standards was due to unforeseeable, extenuating circumstances, including the death of a relative, illness, or injury, or other special circumstances.

If you are placed on academic probation, you may submit an appeal to be placed on final academic probation (see below). The written appeal should explain the extenuating circumstances that caused your inability to meet the satisfactory academic progress standards and explain the corrective actions you have taken to ensure academic success if the appeal is granted. You may begin the appeal process during the period of academic probation and are encouraged to include supporting documentation that could have a bearing on the University's decision.

Satisfactory academic progress appeals will be reviewed by the Academic Dean's Office, and you will be notified of the decision.

Final Academic Probation

If you do not meet the satisfactory academic progress standards at the end of the probation term, but are able to meet the minimum graduation requirements within the maximum time frame and have an approved satisfactory academic progress appeal on file, you will be placed on final academic probation. You will be notified of the status change if you are placed on final academic probation.

The University will make a determination to place you on final academic probation for a payment period or create a customized academic plan that will define the academic standards you must meet in order to comply with the satisfactory academic progress standards by a specific point in time.

Academic Dismissal

You will be academically dismissed from the University if:

- You are placed on academic probation and are not approved to continue through the satisfactory academic progress appeals process, and/or

- You are placed on final probation and either do not make satisfactory academic progress by the end of the term or do not meet the terms of your academic plan.

If you do not earn a cumulative GPA of 1.0 or higher at the end of your first term of enrollment with the University, you will be subject to immediate dismissal.

Grades Affecting Academic Progress

All credit hours attempted toward your current program of study will be considered when evaluating academic progress. Course withdrawals and repeated courses will be considered credit attempts for which no credit is earned. If an incomplete grade is granted, the course will be considered a credit attempt for which no credit is earned until a final grade is assigned. Remedial courses and military withdrawals will not affect satisfactory academic progress.

Any credits awarded for prior learning ("TC," "CC," and "EC") will be included in the pace of completion and maximum time frame calculations as both credits earned and credits attempted. If you are reentering or changing to a different program, only courses applicable to the new program will be considered when assessing academic progress.

Academic Integrity Policy

Kaplan University considers academic integrity to be one of its highest values. Though not a comprehensive or exhaustive list, the following are some examples of dishonest or unethical and unprofessional behavior and, thereby, violate the Academic Integrity Policy. Violation of the Academic Integrity Policy constitutes a violation of the University Honor Code and will result in the disciplinary actions described in this policy.

1. Plagiarism (please refer to the Plagiarism Clarification section below)
   a. Using another person's words, ideas, results, or images without giving appropriate credit to that person; giving the impression that it is your own work

   b. Copying work, written text, or images from a student, the Internet, or any document without giving due credit to the source of the information

    c. Purchasing or contracting another person or company to complete coursework, including obtaining a paper off the Internet, from a term paper company, or from another student, and submitting it as your original work

2. Cheating
   a. Using any form of banned help or information on examinations
   b. Assisting another student with reasonable knowledge that the other student intends to commit any act of academic dishonesty. This offense includes, but is not limited to, providing an assignment to another student to submit as his or her own work (including selling your papers or assignments) or allowing another student to copy your answers to any test, examination, or assignment
   c. Collaborating on assignments without expressed permission from your instructor

3. Misrepresentation
   a. Falsifying information for any assignment
   b. Submitting an assignment(s), or any part of an assignment, for more than one class without enhancing and refining the assignment, and without first receiving instructor permission. (In cases where previous assignments are allowed to be submitted for another class, it is your responsibility to enhance the assignment with the additional research and to submit the original assignment for comparison purposes)
   c. Submitting an assignment(s) that was partially or wholly completed by another student or anyone else

Violation of the Academic Integrity Policy

Violation of the Academic Integrity Policy may result in the following sanctions:

- **First offense of the Academic Integrity Policy:** Failure of the assignment in which the action occurred
- **Second offense of the Academic Integrity Policy:** Failure of the class in which the action occurred
- **Third offense of the Academic Integrity Policy:** Expulsion or permanent dismissal from the University

All charges are recorded in Kaplan University's database and remain there permanently. All offenses you accumulate while completing a program will be carried over to any subsequent program, if and when you reenroll.

Procedures for processing violations of the Academic Integrity Policy are as follows:

1. The instructor notifies you of any charge of academic dishonesty brought against you.
2. The charge is submitted in writing by the instructor to the Provost's Office.
3. The Provost's Office sends you a copy of the Academic Integrity Policy and notification of the charge.
4. The Provost's Office, after a full review, sends you and the instructor notification of the findings with regard to the subject charge.
5. The Provost's Office maintains a database of academic dishonesty charges.
6. Please see the University's Academic Appeals Policy for information on how to appeal a charge of violation of the Academic Integrity Policy.

Plagiarism Clarification

Plagiarism is an act of academic dishonesty. It violates the University Honor Code, and the offense is subject to disciplinary action. You are expected to be the sole author of your work. Use of another person's work or ideas must be accompanied by specific citations and references. Whether the action is intentional or not, it still constitutes plagiarism.

Definition

Plagiarism is the theft of words, ideas, concepts, images, or research. Plagiarism is using another's words, ideas, results, or images without giving appropriate credit to that person; therefore, giving the impression that it is your own work. Whether you copy verbatim or simply rephrase the ideas of another without properly acknowledging the sources, it is still plagiarism. Whether the action is intentional or not, it still constitutes plagiarism.

Expectations

All work done for the completion of a course must be your original work with appropriate citations or acknowledgements for any sources utilized in the completion of any coursework, project, or assignment. This includes, but is not limited to, discussion boards, computer programs, marketing plans, PowerPoint presentations, papers, and other assignments, including drafts and final versions.

Plagiarism offenses include, but are not limited to, the following:

- Using the words, ideas, or other work from another student or the Internet without giving appropriate credit to the source
- Buying a paper off the Internet, from a term paper company, or from another student and submitting it as original work

- Submitting an entire paper or project, or parts of a paper or project, that you did not produce as though it is your original work

Note: the University subscribes to a third-party plagiarism detection service and reserves the right to check all of your work to verify it meets the guidelines of this policy.

Academic Appeals Policy

Grading and Academic Dishonesty Appeals Procedures (All Schools Excluding Concord Law School)

You must follow the below procedures to appeal a grade or an academic dishonesty charge.

Step 1

If you wish to appeal a grade or an academic dishonesty charge (e.g., plagiarism, cheating), you must first discuss the issue with your faculty member within 10 days of receiving the grade or the academic dishonesty charge.

If you are appealing a grade you believe is unfair, you should provide your instructor with a clear explanation of why. Please review the course's grading rubrics and late policies first, as these will often resolve confusion over how a grade was calculated.

If you are appealing an academic dishonesty charge, you should provide your instructor with a clear explanation of why. Please review Kaplan University's Academic Integrity Policy first, as it explains the types of actions that are academically dishonest.

If the faculty member decides that a change to the grade and/or the withdrawal of an academic dishonesty charge is the correct decision, the faculty member will work with the Provost's Office and Registrar as required to resolve the issue.

Step 2

If the problem has not been resolved and you wish to pursue the appeal, you must complete and send the Academic Appeal form to the Provost's Office. The Provost's Office will forward the appeal on to the Plagiarism Review Evaluator, an impartial expert on plagiarism. The Evaluator will consult academic department chairs and/or subject-matter experts as needed. The Evaluator will review the documentation and share his/her opinion with you and send his/her written evaluation to the Provost's Office.

Step 3

If you do not agree with the decision, you must notify the Provost's Office within 10 days of the Evaluator's decision. The Provost's Office will forward the document to the Dean of your graduate program. The Dean or his/her designee will review the appeal and either approve or deny the appeal. Results of this decision will be sent to the Provost's Office.

Financial Information

In this section, you can find information on academic eligibility for financial aid, financial aid services, and scholarships. The University's definition of an academic year and the refund policy are also featured.

Kaplan University offers different tuition rates for military-related students and certain business-to-business partners. To view tuition and fee information, visit www.kaplanuniversity.edu/paying-school/tuition-fees.aspx. If you have a question about tuition rates, please contact your Education Advisor.

Enrollment Status and Definition of an Academic Year

Your enrollment status can impact financial aid eligibility.

The U.S. Department of Veterans Affairs may have different definitions for full-time and part-time status. You should consult the University's Certifying Official if you are receiving veterans benefits.

Undergraduate

An academic year consists of three terms of instruction, during which a full-time student will complete at least 36 credit hours. Thus, enrollment status is defined as:

- Full-time: 12 credit hours per term
- Three-quarter-time: 9 credit hours per term
- Half-time: 6 credit hours per term

Graduate, Standard Programs (10-week schedules)

An academic year consists of 30 weeks, during which a full-time student will complete 24 credit hours. Thus, enrollment status is defined as:

- Full-time: 8 credit hours per term
- Three-quarter-time: 6 credit hours per term
- Half-time: 4 credit hours per term

Graduate, Nonstandard Programs (6-week schedules)

An academic year consists of 30 weeks, during which a student will complete 20 credit hours. Thus, enrollment status is defined as:

- Full-time: 4 credit hours per term
- Three-quarter-time: 3 credit hours per term
- Half-time: 2 credit hours per term

Academic Eligibility for Financial Aid

To remain eligible for federal financial aid, you are required to maintain satisfactory academic progress toward completion of your program.

Financial Aid Warning

If you are placed on academic probation, you will also be given a financial aid warning. You will have one payment period (one academic term) to regain good academic standing by meeting all satisfactory academic progress standards or you will lose academic eligibility for federal funding.

The University may restore your academic eligibility for financial aid, even if you do not meet the satisfactory academic progress standards, if the University determines that your failure to meet those standards was due to unforeseeable, extenuating circumstances, including the death of a relative, illness, or injury, or other special circumstances.

If you receive a financial aid warning, and have experienced extenuating circumstances, you should file a satisfactory academic progress appeal before the end of the payment period/term to be considered for financial aid probation and to avoid disruption to your enrollment.

Financial Aid Probation

After receiving a financial aid warning, you may submit an appeal to be placed on financial aid probation. The written appeal should explain the extenuating circumstances that caused the inability to meet the satisfactory academic progress standards and explain the corrective actions that have been taken to ensure academic success if the appeal is granted. You may begin the appeal process during the financial aid warning period and are encouraged to include supporting documentation that could have a bearing on the University's decision. You will be notified in writing of the outcome of the appeal review.

When you are placed on financial aid probation, you may also receive an academic plan. The academic plan identifies the academic standards you must meet each term in order to comply with the satisfactory academic progress standards.

When you are placed on financial aid probation, you will be denied eligibility for financial aid and academically dismissed from the University at the end of the payment period, unless you make satisfactory academic progress or the University determines that you have met the terms of your academic plan.

Financial Aid Services

Prior to enrolling at Kaplan University, you are encouraged to explore all options available for financing your education including employer or military tuition assistance or reimbursement, veterans benefits, and financial aid funding through state and federal agencies. Financial aid information and application assistance is provided by the University Financial Aid Office to help you understand your options.

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

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

You may be eligible for third-party funding sources from outside agencies and are encouraged to seek out such funding and familiarize yourself with the policies of such agencies. Although the University will assist you in completing the necessary forms and will provide any required information to the agency, it is ultimately your responsibility to ensure the agency's requirements are met.

Some alternative loans are only available to pay any direct tuition charges that are not covered by federal, state, or institutional funding. You are encouraged to take advantage of federal Title IV funding before applying to alternative loan programs. You and, when applicable, your parents have the right and ability to choose any lender you wish, and the University does not require that any loans be obtained from any particular lender or source.

The University is approved for the below loans and grants.

Federal Grants (Undergraduate Only)

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant Program

State Grants (Undergraduate Only)

- Arizona Leveraging Educational Assistance Partnership (AzLEAP) (Arizona residents)
- Florida Scholarship for Children and Spouses of Deceased or Disabled Veterans and Servicemembers (Florida residents)
- Florida Bright Futures Scholarship Program (Florida residents)
- Florida Post-Secondary Student Assistance Grant (Florida residents)
- Florida Jose Marti Scholarship Challenge Grant Fund (Florida residents)
- State of Iowa Scholarship Program (Iowa residents)
- Iowa Tuition Grant (Iowa residents)
- Iowa Grant (Iowa residents)
- Iowa National Guard (Iowa residents)
- Maine State Grant (Maine residents—onsite only)

- Nebraska State Grant (Nebraska state residents—onsite only)
- Vermont State Grant (Vermont residents)

Other Grants (Undergraduate Only)

- President's Grant

Loans (Available to All Students, Subject to Eligibility Requirements)

- Subsidized Federal Stafford Loan (Undergraduate Only)
- Unsubsidized Federal Stafford Loan
- Federal PLUS Loan
- Alternative Loans

Work Study (Undergraduate Only)

- Federal Work Study Program
- State Work Study Program

Other Agencies or Programs (Undergraduate and Graduate)

- Promise Jobs
- Veterans Administration Benefits
- Workforce Investment Act*
- Division of Vocational Rehabilitation
- Defense Activity for Non-Traditional Education Support (DANTES)
- Canadian financial assistance may be available to those who qualify

*The University may be eligible to be an approved training provider for Workforce Investment Act (WIA) student aid. You must contact your local WIA One-Stop Centers or your Local Workforce Investment Board to determine training program eligibility.

Refund Policy

The following individuals shall be entitled to a refund of all monies paid, with the exception of the nonrefundable application fee:

- Applicants who are not accepted by Kaplan University;
- Applicants who are dismissed as a result of failing to meet the minimum entrance assessment score or to meet any other condition of enrollment or admittance required for the program of study; or
- Conditionally admitted students who choose to withdraw by the end of week 3 of the first term.

Dropping Courses

Provided you remain enrolled in your program, you may drop a course prior to or during the first 7 calendar days of the course without any financial obligation. If you drop a course beyond the first 7 calendar days, you will incur 100 percent financial responsibility for the course.

Notice to Students

If you withdraw or are dismissed from the University up through the 60 percent point in any payment period and received federal financial aid in the form of grants or loan funds, federal law requires that the University, and in some cases you, the student, return funds you did not earn to the U.S. Department of Education. In these situations, federal Title IV financial aid must be recalculated. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula:

1. To determine the percentage of the payment period or term completed, the number of days completed up to the last date of academic attendance is divided by the total days in the payment period or term. (Any break of 5 days or more is not counted as part of the days in the term.) This percentage is also the amount of Title IV financial aid earned.

2. To determine the amount of aid to be returned, subtract the percentage of aid earned from 100 percent of the aid that could be disbursed and multiply it by the total amount of aid that could have been disbursed during the payment period or term as of the date you withdrew. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: After the 60 percent point in the payment period, you will have earned 100 percent of the federal financial aid funds already disbursed to you. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy, and may result in you owing additional funds to the University to cover tuition charges previously paid by federal financial aid prior to your withdrawal.

If you earned less aid than was disbursed, the institution would be required to return a portion of the funds and you are required to return a portion of the funds. Keep in mind that when Title IV funds are returned, you, the student borrower, may owe a debt balance to the institution. If you earned more aid than was disbursed to you, the institution would owe you a post-withdrawal disbursement, which must be paid within 180 days of your withdrawal.

If you plan to withdraw from the University, you should contact the Financial Aid or Business/Bursar's Office to determine the amount of funds that must be returned on your behalf, if applicable. All refunds due will be made within 30 days of your effective withdrawal date. The last date of actual attendance is used in calculating any refund amount.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent (FPLUS) Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. Other Title IV assistance
8. Other state funds (unless otherwise mandated by the state)
9. Private and institutional aid
10. Student

Withdrawal After Commencement of Classes

The effective withdrawal date shall be the date on which any of the following occur:

1. The date you notify the University of withdrawal or the date of withdrawal, whichever is earlier
2. The beginning date of any term in which you fail to start classes
3. The last date of attendance once you have accumulated any 21 consecutive calendar days of absences (not including breaks)
4. The last date of attendance prior to the date when the University terminates your enrollment
5. The date that you are scheduled to return from a leave of absence and fail to do so

All refunds due will be made within 30 days of your effective withdrawal date. The last date of attendance is used in calculating any refund amount.

Note: if you are conditionally admitted, you shall be subject to the Refund Policy detailed above. If you elect to continue beyond the first 3 weeks, and are fully accepted into your program, you are responsible for the full tuition amount for that term.

Tuition Refund Chart

If you are a continuing student, not conditionally admitted, and/or conditionally admitted and have met the conditions of your admission and have been fully accepted into your program, you are subject to the Kaplan University Refund Policy and the Tuition Refund Chart. If you are a resident of Indiana, Tennessee, or Wisconsin, you should refer to your state-specific Enrollment Agreement. International students should refer to their International Enrollment Agreement..

STUDENTS WITHDRAWING	REFUND
Prior to the first day of the term	100% Tuition
During the first day through 10% of the term	90% Tuition*
After more than 10% and through 25% of the term	50% Tuition*
After more than 25% and through 50% of the term	25% Tuition*
After more than 50% and through 100% of the term	0% Tuition

*Less $100 Administrative Fee

Maryland Residents Tuition Refund Chart

If you reside in the state of Maryland and withdraw or are terminated after completing only a portion of a course, program, or term within the applicable billing period, the institution shall pay a minimum refund as follows:

PROPORTION OF TOTAL COURSE, PROGRAM, OR TERM COMPLETED AS OF DATE OF WITHDRAWAL OR TERMINATION	REFUND
Less than 10%	90% Tuition
10% up to but not including 20%	80% Tuition
20% up to but not including 30%	60% Tuition
30% up to but not including 40%	40% Tuition
40% up to but not including 60%	20% Tuition
60% through 100% of the term	0% Tuition

The refund due shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. You will not be charged the $100 administrative fee if you withdraw from the University after completing 50 percent or more of any given term.

Florida Residents Tuition Refund Chart

If you reside in the state of Florida and withdraw or are terminated after completing only a portion of a course, program, or term within the applicable billing period, the institution shall pay a minimum refund as follows:

STUDENTS WITHDRAWING	REFUND
Prior to the first day of the term	100% Tuition
During the first 7 calendar days of each term	100% Tuition
After 7 calendar days and through 25% of the term	50% Tuition*
After more than 25% and through 50% of the term	25% Tuition*
After more than 50% and through 100% of the term	0% Tuition

*Less $100 Administrative Fee

Refunds shall be made within 30 days of the date of withdrawal or termination, not including the nonrefundable application fee or administrative fee.

Oregon Residents Tuition Refund Chart

If you reside in the state of Oregon and withdraw after completing only a portion of a course, program, or term within the applicable billing period, the institution shall pay a minimum refund as follows:

STUDENTS WITHDRAWING	REFUND
Prior to the first day of the term	100% Tuition
After more than 0% and through 10% of the term	90% Tuition*
After more than 10% and through 20% of the term	80% Tuition*
After more than 20% and through 30% of the term	70% Tuition*
After more than 30% and through 40% of the term	60% Tuition*
After more than 40% and through 50% of the term	50% Tuition*
After more than 50% and through 60% of the term	40% Tuition*
After more than 60% and through 100% of the term	0% Tuition

*Less $100 Administrative Fee

Refunds shall be made within 30 days of the date of withdrawal or termination, not including the nonrefundable application fee or administrative fee.

Scholarships

Kaplan University awards scholarships, awards, and discounts for a variety of reasons, including, but not limited to, merit, military service, need, and to assist in the acceleration of an academic program. Scholarships and awards have specific requirements that must be met. Not all scholarships and awards are available on a continuous basis or at all locations, and all are subject to changes in criteria and funding. Kaplan University also offers grants and scholarships to employees of preselected corporations, institutions, and organizations engaged in an educational alliance.

Online

Contact your Admissions Advisor for additional information on scholarships or refer to www.kaplanuniversity.edu/paying-school/tuition-scholarships.aspx.

The University is pleased to offer the following scholarships for qualified students:

- Kaplan University Every Credit Counts Scholarship
- Kaplan University Pass the Torch Scholarship (limited availability)
- Kaplan University/American Freedom Foundation Scholarship (limited availability)

Onsite

Contact a campus representative for a full listing of scholarships, awards, and discounts offered at each location.

Undergraduate

Undergraduate Programs

In this section, you can find general policies relevant to undergraduate students as well as policy and program information specific to the Schools of General Education, Business and Information Technology, Health Sciences, and Nursing, and the College of Social and Behavioral Sciences. Undergraduate courses offered by the University are also featured.

Policy Information

The below policy information applies to students enrolled in a Kaplan University undergraduate program.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. Kaplan University makes reasonable efforts to provide accurate information on test dates and fees for examinations. In some cases, work experience or field experience may be required to be eligible to take or to successfully pass these exams. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, the University cannot guarantee you will be eligible to sit for or will pass these exams.

In addition, a GED or high school diploma may be required to take state, national, or certification exams. Furthermore, states, employers, and various other agencies may require a criminal background check and/or drug check before you take professional licensing, certification, or registration exams. If you have a prior felony conviction or serious misdemeanor, you may be denied the opportunity to take professional licensing, certification, or registration exams. You may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and successfully completed. It is your responsibility to inquire with the appropriate agencies or authorities about current requirements prior to enrolling in your program of choice or, if your circumstances change, at that time and at the time of making application for certification or licensure.

Employment and Continued Education

The University's programs are designed to prepare you to pursue employment in your field of study, or in related fields. However, the University does not guarantee that you will be placed in any particular job, eligible for job advancement opportunities, or employed at all. While many of the University's degree programs are designed to prepare you to pursue continued graduate-level education, the University cannot guarantee that you will be granted admission to any graduate programs.

Required Background Checks

For some programs, you may be required to undergo criminal background checks before starting classes; before you can be placed in an internship, externship, or at a clinical site; or before taking professional licensing, certification, or registration exams. If you have a prior felony conviction or serious misdemeanor, you may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states, even if the exam is taken and successfully completed. Consequently, you may be denied admission to some programs.

Some Kaplan University programs have specific background check requirements on which enrollment is predicated; these are explained in detail, where applicable, in the individual school sections. It is your responsibility to contact the appropriate agencies or authorities to inquire about current requirements prior to enrolling in your program of choice.

Externships and Clinical Experiences

In particular phases of study, some programs include an externship or clinical experience. The following guidelines are general; some programs have additional or different policies that are detailed in the individual school sections and supersede those listed below.

Although you are supervised by professionals at your externship or clinical site, you must continue to maintain contact with your program's Externship Coordinator on a regular basis.

In order to be eligible for an externship or clinical, you must meet the following academic requirements prior to starting the externship or clinical:

1. You must pass all required prerequisite courses, as indicated in this Catalog.

2. You may not have a grade of "F" for any major course, unless your academic record reflects that the course has been satisfactorily repeated.

3. You may not have an incomplete grade ("I") for any major course.

4. You must have a 2.0 GPA for externships graded as pass/fail.

During the externship or clinical training, you are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure and dismissal from the program.

For many programs, externship and clinical hours are scheduled during the day and are typically Monday through Friday. Therefore, if you take night classes, you may need to complete externship and clinical hours during the day (please note that it may not be possible to locate a site that can provide externship or clinical hours at night, and you should take this into account when selecting a program). You should contact your program's Externship Coordinator for specific information on site availability and times. You may arrange the days or times of externship or clinical training only with written permission from Kaplan University. If you are absent from the externship or clinical training, you must inform both the site and the University.

All externship and clinical sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided.

Graduation Requirements

To graduate, you must:

1. Successfully complete 100 percent of the required courses for your program of study and obtain the minimum cumulative GPA required within the maximum time frame permitted (see the Satisfactory Academic Progress Standards section for further information).

2. Return all property belonging to Kaplan University.

3. Attend Career Resources and Financial Aid exit interviews, if applicable.

4. Fulfill all financial obligations to the University prior to graduation unless previous satisfactory arrangements have been made. If satisfactory financial arrangements are not

   made, the graduation credential will be withheld.

Note: If you are enrolled in an advanced start bachelor's degree option, you must fulfill all prerequisites required for the bachelor's degree courses and, therefore, may be required to take more than the minimum 90 quarter credit hours in order to graduate.

Some programs may have additional requirements that must be met. If a program has additional graduation requirements, these can be found in the individual school sections.

Advanced Start Degree Option

If you have earned an associate's or bachelor's degree from a regionally or nationally accredited college, you may be eligible for the advanced start degree option.

The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, you have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows you the opportunity to join the workforce with the skills necessary to succeed while pursuing your lifelong learning aims.

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

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, you must also complete all prerequisites required for the bachelor's degree courses. Thus, you may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

State-Specific Curricular Requirements

If you reside in a state listed below, please consult with your Education Advisor for details regarding methods of fulfilling the curricular requirements specific to your state.

When state-specific curricular requirements are not fulfilled by the courses prescribed in your program of study, you, in consultation with your Education Advisor, must select appropriate courses in place of open electives.

Florida

Associate of Science Degrees

Degrees must be composed of at least 22.5 quarter credit hours of general education courses.

Bachelor's Degrees

Degrees must be composed of at least 45 quarter credit hours of general education courses.

General education courses include English, history, philosophy, literature, religion, art, music, sociology, foreign languages, humanities, math, chemistry, biology, and psychology.

Maryland

If you are enrolled in one of the following programs through the Hagerstown campus, you are required to take additional general education courses to meet state minimum requirements for general education in both associate's and bachelor's degrees. Associate's degrees must include at least 30 quarter credit hours of general education courses and bachelor's degrees must include at least 60 quarter credit hours.

- Associate of Applied Science in Accounting
- Associate of Applied Science in Business Administration
- Associate of Applied Science in Criminal Justice
- Associate of Applied Science in Health Information Technology
- Associate of Applied Science in Human Services
- Associate of Applied Science in Information Technology
- Associate of Applied Science in Medical Assisting
- Associate of Applied Science in Medical Office Management
- Associate of Applied Science in Paralegal Studies
- Bachelor of Science in Business Administration
- Bachelor of Science in Health Care Administration
- Bachelor of Science in Human Services
- Bachelor of Science in Information Technology
- Medical Assistant Certificate (Hagerstown)
- Medical Billing and Coding Certificate
- Phlebotomist Certificate

General education courses must include at least one course from each of the following areas:

- Arts and humanities
- English composition
- Social and behavioral sciences
- Mathematics
- Biological and physical sciences

Minnesota

Effective for all students enrolling on/after May 13, 2015, all residents of Minnesota must fulfill the following requirements:

Associate of Science Degrees

Degrees must be composed of at least 45 quarter credit hours of general education courses. General education courses include communication, natural sciences, humanities, and social sciences. A minimum of 6 quarter credits must be completed in each category.

Associate of Applied Science Degrees

Degrees must be composed of at least 30 quarter credit hours of general education courses, where at least 3 quarter credits must be completed in communication, natural sciences/mathematics, humanities, and social sciences. Degrees must also comprise at least 45 quarter credit hours of technical/major courses.

Bachelor of Science Degrees

Degrees must be composed of at least 45 quarter credit hours of general education courses, where at least 6 quarter credits must be completed in communication, natural sciences/mathematics, humanities, and social sciences. Degrees must also comprise at least 45 quarter credit hours of technical/major courses. Additionally, at least 54 quarter hours must be taken at the upper-division level.

The advanced start bachelor's degree option is not available to residents of Minnesota.

School of General Education

Mission

Mission Statement

The General Education program supports the academic, social, personal, and professional development of learners throughout their engagement with the University. It also provides a learning experience that is engaging, enjoyable, and applicable to students' personal and professional lives while preparing students to meet expectations in chosen fields of study. Kaplan University is committed to professional and career preparation for all graduates. As an institution and an educational community, we commit to graduating "thinkers who can work and workers who can think."

Outcomes and Requirements

Over the course of 2013 Kaplan University will be transitioning its General Education program from Version A to Version B. New students will be enrolled into the program version currently in use by their program. Refer to the individual program descriptions for more information.

Please note: if you reside in certain states, you may be required to complete specific general education requirements. Please refer to the State-Specific Curricular Requirements section for more information.

General Education Program, Version A

The primary goal of the General Education program is to help ensure you are literate in each of the general education areas listed below. This means you understand and can apply the basic concepts of ethics, critical thinking, research, technology, arts and humanities, communication, mathematics, science, and social science. To help accomplish this goal, the General Education program includes six courses within the bachelor's degree programs in communication, mathematics, science, social science, and arts and humanities. These are interdisciplinary courses designed to introduce you to the basic concepts, terminology, and methodology of each area. Furthermore, each course offered at Kaplan University includes a communications assignment and the use of technology, reinforcing the communications and technology literacies. Each course also includes a unit of study based on one of the remaining seven literacies. These courses and units of study address practical issues and encourage you to reflect on your personal experience. Through repeated practice and study throughout your program, you will understand the interrelationship of broad fields of human inquiry and how they apply to your personal and professional life.

Arts and Humanities Literacy

Outcome

Recognize human potential through a study of human expressions.

Requirement

One 300/400-level course in arts or humanities in bachelor's degree programs.* A quarter of the elective courses offered at the University will include a unit that applies art concepts to the content of the course.

*Must be fulfilled by HU 300: Arts and Humanities-Twentieth Century and Beyond or its equivalent (via transfer credit).

Communications Literacy

Outcome

Demonstrate college-level communication through a variety of media.

Requirement

Two 100/200-level courses in communications in associate's and bachelor's degree programs.* Each course offered at the University will also include a communications assignment that will be assessed using a common rubric.

*Must be fulfilled by College Composition I and College Composition II or their equivalents (via transfer credit).

Critical Thinking Literacy

Outcome

Apply critical thinking to real-life situations.

Requirement

One-third of the required courses in each program will include a unit that teaches critical thinking and applies it to the content of the course.

Ethics Literacy

Outcome

Identify, apply, and evaluate ethical reasoning.

Requirement

One-third of the required courses in each program will include a unit that teaches ethics and applies them to the content of the course.

Mathematics Literacy

Outcome

Apply quantitative reasoning to real-world situations.

Requirement

One 100/200-level course in mathematics in associate's and bachelor's degree programs.* A quarter of the elective courses offered at the University will include a mathematics unit that applies math concepts to the content of the course.

*Must be fulfilled by MM 150: Survey of Mathematics or its equivalent (via transfer credit); must be fulfilled by MM 212: College Algebra for students enrolled in the Associate of Science in Nursing program.

Research and Information Literacy

Outcome

Apply methods for finding, evaluating, and using resources.

Requirement

One-third of the required courses in each program will include a unit that teaches research skills and applies them to the content of the course.

Science Literacy

Outcome

Analyze how scientific principles are applied in real-world contexts.

Requirement

One 300/400-level course in science in bachelor's degree programs.* A quarter of the elective courses offered at the University will include a science unit that applies science concepts to the content of the course.

*Must be fulfilled by SC 300: Big Ideas in Science-From Methods to Mutation or its equivalent (via transfer credit)

Social Science Literacy

Outcome

Critically evaluate the social or psychological issues that impact human behavior.

Requirement

One 300/400-level course in social science in bachelor's degree programs.* A quarter of the elective courses offered at the University will include a unit that applies social science concepts to the content of the course.

*Must be fulfilled by SS 310: Exploring the 1960s-an Interdisciplinary Approach or its equivalent (via transfer credit).

Technology Literacy

Outcome

Use information technology to solve real-world problems and communicate effectively.

Requirement

Technology is included in context throughout each program at the University, in a manner that reflects its use in your professional field of study.

General Education Program, Version B

The primary goal of the General Education program is to help ensure you are literate in each of the general education areas listed below. This means you understand and can apply the basic concepts of ethics, critical thinking, research, technology, arts and humanities, communication, mathematics, science, and social science. To help accomplish this goal, the General Education program includes six courses within the bachelor's degree programs in communication, mathematics, science, social science, and arts and humanities. A seventh course in professionalism and career development ensures you become a strong, career-focused professional. These courses are designed to introduce you to the basic concepts, terminology, and methodology of each area. Furthermore, each course offered at Kaplan University includes a communications assignment and the use of technology, reinforcing the communications and technology literacies. Each course also includes a unit of study based on one of the remaining seven literacies. These courses and units of study address practical issues and encourage you to reflect on your personal experience. Through repeated practice and study throughout your program, you will understand the interrelationship of broad fields of human inquiry and how they apply to your personal and professional life.

Arts and Humanities Literacy

Outcome

Recognize human potential through a study of human expressions.

Requirement

One course in arts or humanities in bachelor's degree programs.* A quarter of the elective courses offered at the University will include a unit that applies art concepts to the content of the course.

*Must be fulfilled by HU 200: Critical Evaluation in the Humanities, HU 245: Ethics, HU 250: Humanities and Culture, or their equivalent (via transfer credit).

Communications Literacy

Outcome

Demonstrate college-level communication through a variety of media.

Requirement

Two 100/200-level courses in communications in associate's and bachelor's degree programs.* Each course offered at the University will also include a communications assignment that will be assessed using a common rubric.

*Must be fulfilled by CM 107: College Composition I and CM 220: College Composition II or their equivalents (via transfer credit).

Critical Thinking Literacy

Outcome

Apply critical thinking to real-life situations.

Requirement

One-third of the required courses in each program will include a unit that teaches critical thinking and applies it to the content of the course.

Ethics Literacy

Outcome

Identify, apply, and evaluate ethical reasoning.

Requirement

One-third of the required courses in each program will include a unit that teaches ethics and applies them to the content of the course.

Mathematics Literacy

Outcome

Apply quantitative reasoning to real-world situations.

Requirement

One 100/200-level course in mathematics in associate's and bachelor's degree programs.* A quarter of the elective courses offered at the University will include a mathematics unit that applies math concepts to the content of the course.

*Must be fulfilled by MM 150: Survey of Mathematics, MM 212: College Algebra, or their equivalent (via transfer credit).

Professionalism and Career Development Literacy

Outcome

Apply skills which support career and professional success.

Requirement

One course in professionalism and career development in bachelor's degree programs.*

*Must be fulfilled by CS 204: Professional Presence or its equivalent (via transfer credit).

Research and Information Literacy

Outcome

Apply methods for finding, evaluating, and using resources.

Requirement

One-third of the required courses in each program will include a unit that teaches research skills and applies them to the content of the course.

Science Literacy

Outcome

Analyze how scientific principles are applied in real-world contexts.

Requirement

One course in science in bachelor's degree programs.* A quarter of the elective courses offered at the University will include a science unit that applies science concepts to the content of the course.

*Must be fulfilled by SC 200: Discovering Science-Current Issues in a Changing World, SC 235: General Biology I-Human Perspectives, SC 246: Fundamentals of Microbiology, SC 250: Science for Everyday Life, or their equivalent (via transfer credit).

Social Science Literacy

Outcome

Critically evaluate the social or psychological issues that impact human behavior.

Requirement

One course in social science in bachelor's degree programs.* A quarter of the elective courses offered at the University will include a unit that applies social science concepts to the content of the course.

*Must be fulfilled by SS 211: The 1960s-Reshaping the American Dream, SS 236: People, Power, and Politics-An Introduction to American Government, SS 250: The Technological Revolution-A Social Scientific Approach, or their equivalent (via transfer credit).

Technology Literacy

Outcome

Use information technology to solve real-world problems and communicate effectively.

Requirement

Technology is included in context throughout each program at the University, in a manner that reflects its use in your professional field of study.

Professional Competencies

Kaplan University Professional Competencies

At Kaplan University, we offer a wide array of programs designed to prepare you for success in your chosen career field. We believe that professionalism is the key to career success. Exhibiting professionalism allows you to engage in behaviors that contribute to a positive, productive, and cohesive work environment. In addition to understanding and applying the basic concepts of communication and problem solving and critical thinking, which are part of the General Education program at Kaplan University, you will have the opportunity to develop competencies in the areas of teamwork, leadership, personal presentation, and multiculturalism and diversity. Through repeated practice and study throughout your academic program, you will understand and learn to exhibit professionalism in your chosen career. Each outcome will be present in one-quarter of all major requirement courses.

1. Teamwork: Work in teams to achieve collective goals.

2. Leadership: Demonstrate leadership knowledge, skills, and abilities to successfully lead teams within one's profession.

3. Personal Presentation: Demonstrate professionalism in a variety of situations.

4. Multiculturalism and Diversity: Leverage the strengths of multiculturalism and diversity for the benefit of the organization and community.

General Education Mobile (GEM) Program

General Education Mobile (GEM) Program

Certain courses offered by Kaplan University are available to approved GEM Program participants. You may enroll in a maximum of five courses and no more than two courses per term.

You may transfer coursework toward a degree at the Community College of the Air Force if the following requirements are met:

- You have successfully completed a course with a grade of "C" or better.

- The course is part of the Kaplan University-approved GEM Program course offerings.

- You are under no obligation to enroll at Kaplan University upon completion.

Courses

- CM 107: College Composition I

- CM 214: Public Speaking for the Professional

- CM 220: College Composition II

- HU 245: Ethics

- HU 250: Humanities and Culture

- MM 150: Survey of Mathematics

- MM 212: College Algebra

- SS 144: Sociology

- SS 230: Making History—the Founding Fathers

- SS 250: The Technological Revolution—a Social Scientific Approach

- SS 270: Social Problems

School of Business and Information Technology

Mission

Mission Statement

Our mission is to develop the talents of career-focused students to help them succeed in increasingly complex, diverse, and global business environments. Faculty is composed of practitioners and scholars who focus on classroom innovation and intellectual contribution. Kaplan University's learner-centered education empowers students to apply their skills immediately to become insightful, ethical decision makers and leaders.

General Policies

Please refer to the Undergraduate Policy Information section and Policy Information for general Kaplan University policies.

Bachelor of Science in Accounting

Description and Outcomes

The Bachelor of Science in Accounting program is designed to prepare you for entry into the accounting profession. Students who complete the degree will be on their way to meeting the educational requirements to be eligible to sit for the Uniform CPA Examination. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Emphasis Areas

In addition to the required core and major courses, you can further specialize your degree by choosing one of four emphasis areas: public accountancy, managerial accountancy, tax accountancy, or auditing/forensic accountancy.

Program Length

The Bachelor of Science in Accounting program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. GAAP Application: Apply the conceptual framework of the Generally Accepted Accounting Principles to business applications.

2. Management Tools: Formulate information for assets, liabilities, equities, revenues, and expenses of business entities.

3. Taxation: Categorize taxation of individuals and businesses.

4. Financial Reports: Evaluate financial reports.

5. Communication: Compose communications required for accounting professionals.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Admissions Requirements

Advanced Start Degree Option

Prior to enrollment, you must submit an unofficial transcript indicating receipt of an associate's degree from an accredited institution. This degree must include coursework comparable to at least two of the prerequisite requirements of the program. Up to four unsatisfied prerequisite requirements may be taken in your open electives. Note: only three unsatisfied prerequisite requirements may be taken in your open electives if you enroll in the tax accountancy emphasis area.

By the end of first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon graduation, you will be on your way to meeting the educational requirements for eligibility to sit for the Uniform CPA Examination. The exact requirements to take the CPA Exam vary by state and may change from time to time. To sit for the CPA Exam in most states, there is an educational requirement of 150 semester hours or 225 quarter credit hours. The Bachelor of Science in Accounting program is 180 quarter credit hours (120 semester hours). You may need to complete Kaplan University's Master of Science in Accounting or its equivalent elsewhere to meet eligibility requirements. Thus, Kaplan University makes no representations or warranties as to whether the degree program or any individual courses meet specific state requirements. You are encouraged to research independently the requirements in any state where you intend to seek licensure.

Degree Plan

Curriculum

Bachelor of Science in Accounting - Standard

No Emphasis

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
AC 239: MANAGERIAL ACCOUNTING	5
AC 256: FEDERAL TAX	5
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
AC 300: INTERMEDIATE ACCOUNTING I	6
AC 301: INTERMEDIATE ACCOUNTING II	6
LS 311: BUSINESS LAW	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
300/400-LEVEL: MAJOR ELECTIVES	24
Choose one of the following courses:	
AC 490: ACCOUNTING EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
AC 499: BACHELOR'S CAPSTONE IN ACCOUNTING	6
TOTAL MAJOR REQUIREMENTS	**99**

Open Elective Requirements

OPEN ELECTIVES	48
TOTAL OPEN ELECTIVE REQUIREMENTS	**48**

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Accounting - Standard

Public Accountancy

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
AC 239: MANAGERIAL ACCOUNTING	5
AC 256: FEDERAL TAX	5
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
AC 300: INTERMEDIATE ACCOUNTING I	6
AC 301: INTERMEDIATE ACCOUNTING II	6
LS 311: BUSINESS LAW	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
300/400-LEVEL: MAJOR ELECTIVES	24
Choose one of the following courses:	
AC 490: ACCOUNTING EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
AC 499: BACHELOR'S CAPSTONE IN ACCOUNTING	6
TOTAL MAJOR REQUIREMENTS	**99**
Open Elective Requirements	
OPEN ELECTIVES	48
TOTAL OPEN ELECTIVE REQUIREMENTS	**48**

Emphasis Area Requirements- Public Accountancy

AC 302: INTERMEDIATE ACCOUNTING III	6
AC 410: AUDITING	6
AC 430: ADVANCED TAX-CORPORATE	6
AC 465: ADVANCED FORENSIC ACCOUNTING	6
TOTAL EMPHASIS AREA REQUIREMENTS	0

Emphasis area courses are completed within the major electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	180

Curriculum

Bachelor of Science in Accounting - Standard

Tax Accountancy

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
AC 239: MANAGERIAL ACCOUNTING	5
AC 256: FEDERAL TAX	5
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
AC 300: INTERMEDIATE ACCOUNTING I	6
AC 301: INTERMEDIATE ACCOUNTING II	6
LS 311: BUSINESS LAW	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
300/400-LEVEL: MAJOR ELECTIVES	24
Choose one of the following courses:	
AC 490: ACCOUNTING EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
AC 499: BACHELOR'S CAPSTONE IN ACCOUNTING	6
TOTAL MAJOR REQUIREMENTS	**99**
Open Elective Requirements	
OPEN ELECTIVES	48
TOTAL OPEN ELECTIVE REQUIREMENTS	**48**

Emphasis Area Requirements - Tax Accountancy

AC 302: INTERMEDIATE ACCOUNTING III	6
AC 410: AUDITING	6
AC 430: ADVANCED TAX—CORPORATE	6
AC 450: ADVANCED ACCOUNTING	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan. Students enrolled in the advanced start option who do not possess prior learning credit comparable to AC 256: Federal Tax must complete the course to satisfy the prerequisite requirements for AC 430: Advanced Tax—Corporate.

TOTAL PROGRAM REQUIREMENTS   180

Curriculum

Bachelor of Science in Accounting - Standard

Managerial Accountancy

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
AC 239: MANAGERIAL ACCOUNTING	5
AC 256: FEDERAL TAX	5
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
AC 300: INTERMEDIATE ACCOUNTING I	6
AC 301: INTERMEDIATE ACCOUNTING II	6
LS 311: BUSINESS LAW	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
300/400-LEVEL: MAJOR ELECTIVES	24
Choose one of the following courses:	
AC 490: ACCOUNTING EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
AC 499: BACHELOR'S CAPSTONE IN ACCOUNTING	6
TOTAL MAJOR REQUIREMENTS	**99**
Open Elective Requirements	
OPEN ELECTIVES	48
TOTAL OPEN ELECTIVE REQUIREMENTS	**48**

Emphasis Area Requirements - Managerial Accountancy

AC 302: INTERMEDIATE ACCOUNTING III	6
AC 410: AUDITING	6
AC 420: COST ACCOUNTING	6
MT 482: FINANCIAL STATEMENT ANALYSIS	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan. Students who do not possess prior learning credit comparable to MT 217: Finance must complete the course to satisfy prerequisite requirements for MT 482: Financial Statement Analysis.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Accounting - Standard

Auditing/Forensic Accountancy

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
AC 239: MANAGERIAL ACCOUNTING	5
AC 256: FEDERAL TAX	5
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
AC 300: INTERMEDIATE ACCOUNTING I	6
AC 301: INTERMEDIATE ACCOUNTING II	6
LS 311: BUSINESS LAW	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
300/400-LEVEL: MAJOR ELECTIVES	24
Choose one of the following courses:	
AC 490: ACCOUNTING EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
AC 499: BACHELOR'S CAPSTONE IN ACCOUNTING	6
TOTAL MAJOR REQUIREMENTS	**99**
Open Elective Requirements	
OPEN ELECTIVES	48
TOTAL OPEN ELECTIVE REQUIREMENTS	**48**

Emphasis Area Requirements - Auditing/Forensic Accountancy

AC 302: INTERMEDIATE ACCOUNTING III	6
AC 410: AUDITING	6
AC 450: ADVANCED ACCOUNTING	6
AC 465: ADVANCED FORENSIC ACCOUNTING	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan. Students enrolled in the advanced start option who do not possess prior learning credit comparable to AC 256: Federal Tax must complete the course to satisfy the prerequisite requirements for AC 430: Advanced Tax—Corporate.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Accounting - Advanced Start

No Emphasis

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Associate's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
AC 239: MANAGERIAL ACCOUNTING	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
AC 300: INTERMEDIATE ACCOUNTING I	6
AC 301: INTERMEDIATE ACCOUNTING II	6
LS 311: BUSINESS LAW	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
300/400 LEVEL: MAJOR ELECTIVES	24
Choose one of the following courses:	
AC 490: ACCOUNTING EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
AC 499: BACHELOR'S CAPSTONE IN ACCOUNTING	6
TOTAL MAJOR REQUIREMENTS	**54**

Open Elective Requirements

OPEN ELECTIVES	18
TOTAL OPEN ELECTIVE REQUIREMENTS	**18**

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Accounting - Advanced Start

Public Accountancy

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Associate's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
AC 239: MANAGERIAL ACCOUNTING	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
AC 300: INTERMEDIATE ACCOUNTING I	6
AC 301: INTERMEDIATE ACCOUNTING II	6
LS 311: BUSINESS LAW	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
300/400 LEVEL: MAJOR ELECTIVES	24
Choose one of the following courses:	
AC 490: ACCOUNTING EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
AC 499: BACHELOR'S CAPSTONE IN ACCOUNTING	6
TOTAL MAJOR REQUIREMENTS	**54**
Open Elective Requirements	
OPEN ELECTIVES	18
TOTAL OPEN ELECTIVE REQUIREMENTS	**18**

Emphasis Area Requirements- Public Accountancy

AC 302: INTERMEDIATE ACCOUNTING III	6
AC 410: AUDITING	6
AC 430: ADVANCED TAX-CORPORATE	6
AC 465: ADVANCED FORENSIC ACCOUNTING	6
TOTAL EMPHASIS AREA REQUIREMENTS	0

Emphasis area courses are completed within the major electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	180

Curriculum

Bachelor of Science in Accounting - Advanced Start

Tax Accountancy

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Associate's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
AC 239: MANAGERIAL ACCOUNTING	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
AC 300: INTERMEDIATE ACCOUNTING I	6
AC 301: INTERMEDIATE ACCOUNTING II	6
LS 311: BUSINESS LAW	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
300/400 LEVEL: MAJOR ELECTIVES	24
Choose one of the following courses:	
AC 490: ACCOUNTING EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
AC 499: BACHELOR'S CAPSTONE IN ACCOUNTING	6
TOTAL MAJOR REQUIREMENTS	**54**
Open Elective Requirements	
OPEN ELECTIVES	18
TOTAL OPEN ELECTIVE REQUIREMENTS	**18**

Emphasis Area Requirements - Tax Accountancy

AC 302: INTERMEDIATE ACCOUNTING III	6
AC 410: AUDITING	6
AC 430: ADVANCED TAX—CORPORATE	6
AC 450: ADVANCED ACCOUNTING	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan. Students enrolled in the advanced start option who do not possess prior learning credit comparable to AC 256: Federal Tax must complete the course to satisfy the prerequisite requirements for AC 430: Advanced Tax—Corporate.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Accounting - Advanced Start

Managerial Accountancy

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Associate's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
AC 239: MANAGERIAL ACCOUNTING	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
AC 300: INTERMEDIATE ACCOUNTING I	6
AC 301: INTERMEDIATE ACCOUNTING II	6
LS 311: BUSINESS LAW	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
300/400 LEVEL: MAJOR ELECTIVES	24
Choose one of the following courses:	
AC 490: ACCOUNTING EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
AC 499: BACHELOR'S CAPSTONE IN ACCOUNTING	6
TOTAL MAJOR REQUIREMENTS	**54**
Open Elective Requirements	
OPEN ELECTIVES	18
TOTAL OPEN ELECTIVE REQUIREMENTS	**18**

Emphasis Area Requirements - Managerial Accountancy

AC 302: INTERMEDIATE ACCOUNTING III	6
AC 410: AUDITING	6
AC 420: COST ACCOUNTING	6
MT 482: FINANCIAL STATEMENT ANALYSIS	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan. Students who do not possess prior learning credit comparable to MT 217: Finance must complete the course to satisfy prerequisite requirements for MT 482: Financial Statement Analysis.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Accounting - Advanced Start

Auditing/Forensic Accountancy

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Associate's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
AC 239: MANAGERIAL ACCOUNTING	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
AC 300: INTERMEDIATE ACCOUNTING I	6
AC 301: INTERMEDIATE ACCOUNTING II	6
LS 311: BUSINESS LAW	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
300/400 LEVEL: MAJOR ELECTIVES	24
Choose one of the following courses:	
AC 490: ACCOUNTING EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
AC 499: BACHELOR'S CAPSTONE IN ACCOUNTING	6
TOTAL MAJOR REQUIREMENTS	**54**
Open Elective Requirements	
OPEN ELECTIVES	18
TOTAL OPEN ELECTIVE REQUIREMENTS	**18**

Emphasis Area Requirements - Auditing/Forensic Accountancy

AC 302: INTERMEDIATE ACCOUNTING III	6
AC 410: AUDITING	6
AC 450: ADVANCED ACCOUNTING	6
AC 465: ADVANCED FORENSIC ACCOUNTING	6
TOTAL EMPHASIS AREA REQUIREMENTS	0

Emphasis area courses are completed within the major electives requirement of the degree plan. Students enrolled in the advanced start option who do not possess prior learning credit comparable to AC 256: Federal Tax must complete the course to satisfy the prerequisite requirements for AC 430: Advanced Tax—Corporate.

TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	●
Augusta	■
Davenport	▲
Cedar Falls	▲
Cedar Rapids	▲
Des Moines	▲
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	▲
Omaha	▲
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at

all locations.

AC 301: INTERMEDIATE ACCOUNTING II	6
LS 311: BUSINESS LAW	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
300/400 LEVEL: MAJOR ELECTIVES	24
Choose one of the following courses:	
AC 490: ACCOUNTING EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
AC 499: BACHELOR'S CAPSTONE IN ACCOUNTING	6
TOTAL MAJOR REQUIREMENTS	**54**

Open Elective Requirements

OPEN ELECTIVES	18
TOTAL OPEN ELECTIVE REQUIREMENTS	**18**

Bachelor of Science in Business Administration

Description and Outcomes

The objective of the Bachelor of Science in Business Administration program is to prepare you with the knowledge, technical skills, and work habits to pursue positions in a variety of business fields. The curriculum is designed to provide a solid foundation in management and helps you develop teamwork and leadership skills as well as the ability to motivate people and communicate effectively. Decision-making and problem-solving skills are also emphasized.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Career Focus Areas

You can personalize your degree in business administration by focusing electives on a particular career focus area. Career focus areas consist of a minimum of four 300- or 400-level courses and allow you to concentrate on your career interests. Career focus areas in the Bachelor of Science in Business Administration are not available to students enrolling in the advanced start version of the program.

Accelerated MBA Option

If you are interested in earning both a bachelor's and master's degree in business administration, consider the accelerated MBA option. Refer to the Progression Requirements section for details.

Society for Human Resources Management Acknowledgement

The Society for Human Resource Management (SHRM) has acknowledged that the Bachelor of Science in Business Administration with a career focus area in human resources fully aligns with SHRM's *HR Curriculum Guidebook and Templates*. The *HR Curriculum Guidebook and Templates* were developed by SHRM to define the minimum HR content areas that should be studied by HR students at the undergraduate and graduate levels. The guidelines—created in 2006 and revalidated in 2010 and 2013—are part of SHRM's academic initiative to define HR education standards taught in university business schools and help universities develop degree programs that follow these standards.

Program Length

The Bachelor of Science in Business Administration program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Evaluate information management, planning, and control in business environments.
2. Analyze organizational processes and procedures in a variety of business settings.
3. Synthesize appropriate principles, concepts, and frameworks for making ethical decisions.
4. Assess the roles that structure, management, and leadership play in organizational performance.
5. Evaluate how economics, government, and law affect value creation in the global context.
6. Evaluate career skills in the field of business and management.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Admissions Requirements

Advanced Start Degree Option

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of an associate's degree from an accredited institution. This degree must include coursework comparable to at least three of the prerequisite requirements of the program. Up to four unsatisfied prerequisite requirements may be taken in your open electives.

By the end of first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

Accelerated MBA Option

If you are enrolled in the Bachelor of Science in Business Administration program and are interested in continuing on to pursue a Kaplan University Master of Business Administration (MBA), you may matriculate into a shortened version of the graduate program.

Upon successful completion of the Bachelor of Science in Business Administration program, and if you meet the below criteria, you may apply for entry to the University's MBA program. If accepted, you will have the following MBA courses waived:

- GB 518: Financial Accounting Principles and Analysis
- GB 520: Strategic Human Resource Management
- GB 530: Marketing Management
- GB 540: Economics for Global Decision Makers
- GB 550: Financial Management

In order to qualify for the accelerated MBA option, you must meet the following criteria:

1. Complete your undergraduate coursework in the Bachelor of Science in Business Administration program with a minimum cumulative GPA of 3.2.
2. Present a resume indicating at least 2 years of applicable work experience.
3. Complete the following courses and obtain a grade of "B" or better in each course:
   - AC 116: Accounting II
   - AC 301: Intermediate Accounting II
   - BU 204: Macroeconomics
   - HR 485: Strategic Human Resource Management
   - MT 217: Finance
   - MT 445: Managerial Economics
   - MT 450: Marketing Management
   - MT 480: Corporate Finance OR MT 482: Financial Statement Analysis

If you have not completed AC 116, BU 204, or MT 217 as part of your undergraduate program, but meet all other criteria, your acceptance to the accelerated option is at the discretion of the Dean of the School of Business and Information Technology.

Degree Plan

Curriculum

Bachelor of Science in Business Administration - Standard

No Career Focus Area

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:	
MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6
Choose one of the following courses:	
MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6
Choose one of the following courses:	
MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Accelerated MBA Option

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 450: MARKETING MANAGEMENT	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Accelerated MBA Option

AC 301: INTERMEDIATE ACCOUNTING II	6
HR 485: STRATEGIC HUMAN RESOURCE MANAGEMENT	6
MT 445: MANAGERIAL ECONOMICS	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following:

MT 480: CORPORATE FINANCE	6
MT 482: FINANCIAL STATEMENT ANALYSIS	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan. Advanced start students need to satisfy the prerequisite requirement for AC 301: Intermediate Accounting II. Students who do not possess prior learning credit comparable to AC 300: Intermediate Accounting I will need to complete the course beyond the minimum degree requirements.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Business Process Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Business Process Management

IT 301: PROJECT MANAGEMENT I	6
MT 300: MANAGEMENT OF INFORMATION SYSTEMS	6
MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 475: OUTCOMES ASSESSMENT AND QUALITY MANAGEMENT	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Financial Analysis

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Financial Analysis

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
MT 481: FINANCIAL MARKETS	6
MT 482: FINANCIAL STATEMENT ANALYSIS	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Human Resources

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Human Resources

HR 400: EMPLOYMENT AND STAFFING	6
HR 410: EMPLOYEE TRAINING AND DEVELOPMENT	6
HR 420: EMPLOYMENT LAW	6

Choose one of the following:

HR 435: COMPENSATION	6
HR 485: STRATEGIC HUMAN RESOURCE MANAGEMENT	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan. This program is fully aligned with the HR Curriculum Guidebook and Templates of the Society for Human Resource Management.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Information System Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Information System Management

IT 301: PROJECT MANAGEMENT I	6
IT 402: IT CONSULTING SKILLS	6
MT 300: MANAGEMENT OF INFORMATION SYSTEMS	6
MT 451: MANAGING TECHNOLOGICAL INNOVATION	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Investment

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Investment

MT 422: PORTFOLIO MANAGEMENT	6
MT 423: ASSET ALLOCATION AND MUTUAL FUNDS	6
MT 424: INTRODUCTION TO DERIVATIVES AND RISK MANAGEMENT	6
MT 483: INVESTMENTS	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Management

HR 400: EMPLOYMENT AND STAFFING	6
MT 340: CONFLICT MANAGEMENT AND TEAM DYNAMICS	6

Choose one of the following:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Marketing

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Marketing

MT 330: INTERNATIONAL MARKETING	6
MT 359: ADVERTISING, PROMOTION, PR—INTEGRATED MARKETING COMMUNICATION STRATEGIES	6
MT 459: CONSUMER BEHAVIOR	6

Choose one of the following:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

New Media/Internet Marketing

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - New Media/Internet Marketing

MT 357: E-MARKETING FOR THE NONBUSINESS PROFESSIONAL	6
MT 358: SOCIAL NETWORK MARKETING	6
MT 359: ADVERTISING, PROMOTION, PR—INTEGRATED MARKETING COMMUNICATION STRATEGIES	6
MT 450: MARKETING MANAGEMENT	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Procurement

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:	
MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6
Choose one of the following courses:	
MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6
Choose one of the following courses:	
MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Procurement

MT 300: MANAGEMENT OF INFORMATION SYSTEMS	6
MT 435: OPERATIONS MANAGEMENT	6
MT 475: OUTCOMES ASSESSMENT AND QUALITY MANAGEMENT	6
MT 482: FINANCIAL STATEMENT ANALYSIS	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Project Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Project Management

IT 301: PROJECT MANAGEMENT I	6
IT 401: PROJECT MANAGEMENT II	6
MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 475: OUTCOMES ASSESSMENT AND QUALITY MANAGEMENT	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Real Estate

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Real Estate

MT 361: FOUNDATIONS OF REAL ESTATE PRACTICE	6
MT 431: REAL ESTATE FINANCE AND ETHICS	6
MT 432: REAL ESTATE LAW	6
MT 453: PROFESSIONAL SELLING	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Risk Management and Insurance

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Risk Management and Insurance

MT 426: PRINCIPLES OF RISK MANAGEMENT AND INSURANCE	6
MT 427: FUNDAMENTALS OF PROPERTY AND LIABILITY INSURANCE	6
MT 428: FUNDAMENTALS OF LIFE AND HEALTH INSURANCE	6
MT 453: PROFESSIONAL SELLING	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Sales Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Sales Management

MT 453: PROFESSIONAL SELLING	6
MT 454: SERVICES MARKETING	6
MT 455: SALESFORCE MANAGEMENT	6
MT 459: CONSUMER BEHAVIOR	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Supply Chain Management and Logistics

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Supply Chain Management and Logistics

MT 433: GLOBAL SUPPLY CHAIN MANAGEMENT	6
MT 434: LOGISTICS AND DISTRIBUTION MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6
MT 436: PURCHASING AND VENDOR MANAGEMENT	6
MT 437: STRATEGIC WAREHOUSE MANAGEMENT	6
MT 475: OUTCOMES ASSESSMENT AND QUALITY MANAGEMENT	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Standard

Wealth Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
Choose one of the following courses:	
BU 204: MACROECONOMICS	5
MT 220: GLOBAL BUSINESS	5
Choose one of the following courses:	
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 209: SMALL BUSINESS MANAGEMENT	5
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6

Choose one of the following courses:

MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Wealth Management

MT 421: FINANCIAL PLANNING	6
MT 426: PRINCIPLES OF RISK MANAGEMENT AND INSURANCE	6
MT 453: PROFESSIONAL SELLING	6
MT 480: CORPORATE FINANCE	6
MT 483: INVESTMENTS	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan. Advanced start students choosing the wealth management career focus area will take MT 480: Corporate Finance instead of MT 445: Managerial Economics as part of the program's major requirements.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Business Administration - Advanced Start

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Associate's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 203: HUMAN RESOURCE MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
Must have completed one of the following:	
AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AC 114: ACCOUNTING I	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 460: MANAGEMENT POLICY AND STRATEGY	6
MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT	6
Choose one of the following courses:	
LS 311: BUSINESS LAW	6
LS 312: ETHICS AND THE LEGAL ENVIRONMENT	6
Choose one of the following courses:	
MT 355: MARKETING RESEARCH	6
MT 450: MARKETING MANAGEMENT	6

Choose one of the following courses:

MT 400: BUSINESS PROCESS MANAGEMENT	6
MT 435: OPERATIONS MANAGEMENT	6

Choose one of the following courses:

MT 445: MANAGERIAL ECONOMICS	6
MT 480: CORPORATE FINANCE	6
TOTAL MAJOR REQUIREMENTS	**54**

Open Elective Requirements

OPEN ELECTIVES	18
TOTAL OPEN ELECTIVE REQUIREMENTS	**18**

TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	●
Augusta	▲
Davenport	▲
Cedar Falls	▲
Cedar Rapids	▲
Des Moines	▲
Hagerstown	▲
Lewiston	▲
Lincoln	▲
Mason City	▲
Omaha	▲
South Portland	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Cybersecurity

Description and Outcomes

Contact your admissions representative for program start date.

This program will equip you to master the foundational goals of cybersecurity. You will apply current technical tools and methodologies to solve security problems. Upon completion, you will be able to evaluate security trends, recognize best practices, and understand IT security products and threats.

You will explore the depth and breadth of materials to enable you to pursue many of the critical certifications recognized by the information assurance community and for Department of Defense (DoD) personnel, as mandated by DoD Directive 8570.1.

The following educational objectives are approved by information technology faculty and the Advisory Board:

- Our graduates will be able to apply current industry-accepted practices and new and emerging practices when solving real-world information technology problems in the industry.

- Our graduates will be able to exhibit teamwork and effective communication skills.

- Our graduates will be able to ethically and appropriately apply knowledge of societal impacts of information technology in the course of career-related activities.

Program Length

The Bachelor of Science in Cybersecurity program consists of a minimum of 180 quarter credit hours. The duration of the program depends on transfer credit. Any combination of prior learning credit will not exceed 75 percent of the credits required for the degree. You are responsible for providing the University with an official copy of all transcripts for prior college credit. Refer to the First-Term Responsibilities section for additional information. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Technology Skills: Apply current technical tools and methodologies to secure systems.

2. Client Specifications: Analyze users' security issues.

3. System Specifications: Design secure information systems.

4. Technology Analysis: Evaluate information security trends, practices, and products.

5. Security Analysis: Measure and assess risk management practices and policies for an enterprise network.

6. Design and Develop: Maintain confidentiality, integrity, and availability of information systems.

7. Professional Development: Demonstrate an understanding of the importance of professional development in the field of cybersecurity.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

At this time, if you reside in one of the following states you may not enroll in the Bachelor of Science in Cybersecurity: Alabama, Arkansas, Delaware, Indiana, Kansas, Kentucky, Missouri, New Mexico, Tennessee, or Wisconsin.

Progression Requirements

Students may be eligible to transfer into the Bachelor of Science in Information Technology program from the Bachelor of Science in Cybersecurity.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CM 241: FOUNDATIONS OF TECHNICAL COMMUNICATION	2
CS 204: PROFESSIONAL PRESENCE	3
MM 212: COLLEGE ALGEBRA	5
MM 250: INTRODUCTORY DISCRETE MATHEMATICS	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**40**
Major Requirements	
IT 104: INTRODUCTION TO CYBERSECURITY	5
IT 262: CERTIFIED ETHICAL HACKING I	5
IT 273: NETWORKING CONCEPTS	5
IT 275: LINUX SYSTEM ADMINISTRATION	5
IT 277: CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL I	5
IT 279: CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL II	5
IT 283: NETWORKING WITH TCP/IP	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
MT 140: INTRODUCTION TO MANAGEMENT	5
IT 316: COMPUTER FORENSICS	6
IT 331: TECHNOLOGY INFRASTRUCTURE	6
IT 374: LINUX SYSTEM ADMINISTRATION II	6
IT 388: ROUTING AND SWITCHING I	6
IT 390: INTRUSION DETECTION AND INCIDENCE RESPONSE	6
IT 395: CERTIFIED ETHICAL HACKING II	6
IT 400: ETHICS IN CYBERSECURITY	6
IT 410: CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL III	6
IT 411: DIGITAL FORENSICS	6
IT 412: INFORMATION SYSTEMS SECURITY	6
IT 484: NETWORKING SECURITY	6

Choose one of the following courses:

IT 479: BACHELOR'S-LEVEL CYBERSECURITY INTERNSHIP	6
IT 497: BACHELOR'S CAPSTONE IN CYBERSECURITY	6
TOTAL MAJOR REQUIREMENTS	**117**

Open Elective Requirements

100/200 LEVEL: OPEN ELECTIVE	5
300/400 LEVEL: OPEN ELECTIVES	18
TOTAL OPEN ELECTIVE REQUIREMENTS	**23**

TOTAL PROGRAM REQUIREMENTS

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Finance

Description and Outcomes

Contact your admissions representative for program start date.

The Bachelor of Science in Finance program focuses on helping students gain technical knowledge and skills in a range of financial areas. You should develop an understanding of the factors that influence financial decision making and are provided with opportunities to develop and implement your critical thinking skills to solve in-depth financial problems.

The general program is designed to aid you in the development of specific skills in the areas of financial planning, corporate finance, banking, insurance, real estate, financial markets, and investment management. You have the option to select from one of the six specializations. Completion of this program may be especially beneficial if you wish to pursue opportunities in corporate finance or a variety of financial service sector occupations.

Specializations

This program includes six specializations: investments, wealth management, insurance, real estate, general finance, and an accelerated Master of Science in Finance (MSF) option. Refer to the Progression Requirements section for details.

If you have not completed AC 116, BU 204, or MT 217 as part of your undergraduate program, but meet all other criteria, your acceptance to the accelerated option is at the discretion of the Dean of the School of Business and Information Technology.

Program Length

The Bachelor of Science in Finance program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Perform financial analysis using quantitative concepts and techniques.

2. Interpret financial statements and ratios.

3. Examine investment and financial risk.

4. Analyze financial theory and practices.

5. Apply legislation, regulations, and principles of practice to financial scenarios.

6. Communicate professionally through writing and presentations with stakeholders.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

At this time, if you reside in one of the following states you may not enroll in the Bachelor of Science in Finance: Alabama, Arkansas, Delaware, Indiana, Kansas, Kentucky, Missouri, New Mexico, Tennessee, or Wisconsin.

Progression Requirements

Accelerated Master of Science in Finance (MSF) Option

If you are enrolled in the Bachelor of Science in Finance program and are interested in continuing on to pursue a Kaplan University Master of Science in Finance (MSF), you may matriculate into a shortened version of the graduate program.

Upon successful completion of the Bachelor of Science in Finance program, and if you meet the below criteria, you may apply for entry to the University's MSF program and will have the following MSF courses waived:

- GF 510: Risk Analysis and Management
- GF 570: Portfolio Management
- GB 540: Economics for Global Decision Makers or GF 590: Personal Financial Planning

In order to qualify for the accelerated MSF option, you must meet the following criteria:

1. Complete your undergraduate coursework in the Bachelor of Science in Finance program with a minimum cumulative GPA of 3.20.
2. Complete the following courses and obtain a grade of "B" or better in each course:

Degree Plan

Curriculum

Accelerated Master of Science in Finance Option

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
BU 204: MACROECONOMICS	5
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
LS 311: BUSINESS LAW	6
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 480: CORPORATE FINANCE	6
MT 481: FINANCIAL MARKETS	6
MT 482: FINANCIAL STATEMENT ANALYSIS	6
MT 483: INVESTMENTS	6
300/400 LEVEL: MAJOR ELECTIVES	18
Choose one of the following courses:	
FI 490: FINANCE EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
FI 499: BACHELOR'S CAPSTONE IN FINANCE	6
TOTAL MAJOR REQUIREMENTS	**106**

Open Elective Requirements

100/200 LEVEL: OPEN ELECTIVE	5
300/400 LEVEL: OPEN ELECTIVES	36
TOTAL OPEN ELECTIVE REQUIREMENTS	**41**

Specialization Requirements - Accelerated Master of Science in Finance Option

MT 422: PORTFOLIO MANAGEMENT	6
MT 424: INTRODUCTION TO DERIVATIVES AND RISK MANAGEMENT	6
Choose one of the following courses:	
MT 421: FINANCIAL PLANNING	6
MT 445: MANAGERIAL ECONOMICS	6
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

General Finance

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
BU 204: MACROECONOMICS	5
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
LS 311: BUSINESS LAW	6
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 480: CORPORATE FINANCE	6
MT 481: FINANCIAL MARKETS	6
MT 482: FINANCIAL STATEMENT ANALYSIS	6
MT 483: INVESTMENTS	6
300/400 LEVEL: MAJOR ELECTIVES	18
Choose one of the following courses:	
FI 490: FINANCE EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
FI 499: BACHELOR'S CAPSTONE IN FINANCE	6
TOTAL MAJOR REQUIREMENTS	**106**

Open Elective Requirements

100/200 LEVEL: OPEN ELECTIVE	5
300/400 LEVEL: OPEN ELECTIVES	36
TOTAL OPEN ELECTIVE REQUIREMENTS	**41**

Specialization Requirements - General Finance

Choose any combination of three courses:

MT 361: FOUNDATIONS OF REAL ESTATE PRACTICE	6
MT 421: FINANCIAL PLANNING	6
MT 422: PORTFOLIO MANAGEMENT	6
MT 423: ASSET ALLOCATION AND MUTUAL FUNDS	6
MT 424: INTRODUCTION TO DERIVATIVES AND RISK MANAGEMENT	6
MT 426: PRINCIPLES OF RISK MANAGEMENT AND INSURANCE	6
MT 427: FUNDAMENTALS OF PROPERTY AND LIABILITY INSURANCE	6
MT 428: FUNDAMENTALS OF LIFE AND HEALTH INSURANCE	6
MT 431: REAL ESTATE FINANCE AND ETHICS	6
MT 432: REAL ESTATE LAW	6
MT 445: MANAGERIAL ECONOMICS	6
MT 453: PROFESSIONAL SELLING	6
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Insurance

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
BU 204: MACROECONOMICS	5
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
LS 311: BUSINESS LAW	6
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 480: CORPORATE FINANCE	6
MT 481: FINANCIAL MARKETS	6
MT 482: FINANCIAL STATEMENT ANALYSIS	6
MT 483: INVESTMENTS	6
300/400 LEVEL: MAJOR ELECTIVES	18
Choose one of the following courses:	
FI 490: FINANCE EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
FI 499: BACHELOR'S CAPSTONE IN FINANCE	6
TOTAL MAJOR REQUIREMENTS	**106**

Open Elective Requirements

100/200 LEVEL: OPEN ELECTIVE	5
300/400 LEVEL: OPEN ELECTIVES	36
TOTAL OPEN ELECTIVE REQUIREMENTS	**41**

Specialization Requirements - Insurance

MT 426: PRINCIPLES OF RISK MANAGEMENT AND INSURANCE	6
MT 427: FUNDAMENTALS OF PROPERTY AND LIABILITY INSURANCE	6
MT 428: FUNDAMENTALS OF LIFE AND HEALTH INSURANCE	6
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Investments

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
BU 204: MACROECONOMICS	5
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
LS 311: BUSINESS LAW	6
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 480: CORPORATE FINANCE	6
MT 481: FINANCIAL MARKETS	6
MT 482: FINANCIAL STATEMENT ANALYSIS	6
MT 483: INVESTMENTS	6
300/400 LEVEL: MAJOR ELECTIVES	18
Choose one of the following courses:	
FI 490: FINANCE EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
FI 499: BACHELOR'S CAPSTONE IN FINANCE	6
TOTAL MAJOR REQUIREMENTS	**106**

Open Elective Requirements

100/200 LEVEL: OPEN ELECTIVE	5
300/400 LEVEL: OPEN ELECTIVES	36
TOTAL OPEN ELECTIVE REQUIREMENTS	**41**

Specialization Requirements - Investments

MT 422: PORTFOLIO MANAGEMENT	6
MT 423: ASSET ALLOCATION AND MUTUAL FUNDS	6
MT 424: INTRODUCTION TO DERIVATIVES AND RISK MANAGEMENT	6
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Real Estate

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
BU 204: MACROECONOMICS	5
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
LS 311: BUSINESS LAW	6
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 480: CORPORATE FINANCE	6
MT 481: FINANCIAL MARKETS	6
MT 482: FINANCIAL STATEMENT ANALYSIS	6
MT 483: INVESTMENTS	6
300/400 LEVEL: MAJOR ELECTIVES	18
Choose one of the following courses:	
FI 490: FINANCE EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
FI 499: BACHELOR'S CAPSTONE IN FINANCE	6
TOTAL MAJOR REQUIREMENTS	**106**

Open Elective Requirements

100/200 LEVEL: OPEN ELECTIVE	5
300/400 LEVEL: OPEN ELECTIVES	36
TOTAL OPEN ELECTIVE REQUIREMENTS	**41**

Specialization Requirements - Real Estate

MT 361: FOUNDATIONS OF REAL ESTATE PRACTICE	6
MT 431: REAL ESTATE FINANCE AND ETHICS	6
MT 432: REAL ESTATE LAW	6
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Wealth Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
AC 114: ACCOUNTING I	5
AC 116: ACCOUNTING II	5
BU 204: MACROECONOMICS	5
BU 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
MT 140: INTRODUCTION TO MANAGEMENT	5
MT 217: FINANCE	5
MT 219: MARKETING	5
LS 311: BUSINESS LAW	6
MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 480: CORPORATE FINANCE	6
MT 481: FINANCIAL MARKETS	6
MT 482: FINANCIAL STATEMENT ANALYSIS	6
MT 483: INVESTMENTS	6
300/400 LEVEL: MAJOR ELECTIVES	18
Choose one of the following courses:	
FI 490: FINANCE EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
FI 499: BACHELOR'S CAPSTONE IN FINANCE	6
TOTAL MAJOR REQUIREMENTS	**106**

Open Elective Requirements

100/200 LEVEL: OPEN ELECTIVE	5
300/400 LEVEL: OPEN ELECTIVES	36
TOTAL OPEN ELECTIVE REQUIREMENTS	**41**

Specialization Requirements - Wealth Management

MT 421: FINANCIAL PLANNING	6
MT 422: PORTFOLIO MANAGEMENT	6
MT 426: PRINCIPLES OF RISK MANAGEMENT AND INSURANCE	6
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and

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campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

MT 480: CORPORATE FINANCE	6
MT 481: FINANCIAL MARKETS	6
MT 482: FINANCIAL STATEMENT ANALYSIS	6
MT 483: INVESTMENTS	6
300/400 LEVEL: MAJOR ELECTIVES	18
Choose one of the following courses:	
FI 490: FINANCE EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	6
FI 499: BACHELOR'S CAPSTONE IN FINANCE	6
TOTAL MAJOR REQUIREMENTS	**106**

Bachelor of Science in Information Technology

Description and Outcomes

The objective of the Bachelor of Science in Information Technology program is to help you prepare for career advancement in the information technology field by providing the technical knowledge, and communication, critical thinking, and creative skills relevant to the modern workplace. The degree program is designed to help you develop a working knowledge of information technology (IT) concepts, tools, and methods as well as the leading-edge technologies needed to design information systems. In addition, courses teach you how to apply technical competencies to solve business problems. Whether your immediate educational goals are satisfied by the completion of a bachelor's degree or you are planning to pursue study in the information technology field beyond the baccalaureate level, this degree program may be for you.

The following educational objectives are approved by information technology faculty and the Advisory Board:

- Our graduates will be able to apply current industry-accepted practices and new and emerging practices when solving real-world information technology problems in the industry.

- Our graduates will be able to exhibit teamwork and effective communication skills.

- Our graduates will be able to ethically and appropriately apply knowledge of societal impacts of information technology in the course of career-related activities.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Career Focus Areas

You can personalize your degree in IT by focusing electives on a particular career focus area. Career focus areas consist of a minimum of four courses and allow you to concentrate on your individual career interests. When enrolling in the Bachelor of Science in Information Technology, you may select from the following career focus areas: network administration, database management, information security and assurance, and multiplatform software development.

Program Length

The Bachelor of Science in Information Technology program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Technology Skills: Apply current technical tools and methodologies to solve problems.

2. Client Specifications: Analyze users' technical issues.

3. System Specifications: Design information systems.

4. Technology Analysis: Evaluate IT trends, practices, and products.

5. Business Analysis: Evaluate the potential impact of information systems and technology on business processes.

6. Project Management: Apply project management practices, tools, and methods.

7. Professional Development: Demonstrate an understanding of the importance of professional development in the IT field.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Admissions Requirements

Advanced Start Degree Option

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of an associate's degree in information technology or a related field from an accredited institution. By the end of first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

Advanced Start Degree Option

If you do not possess prior learning credit comparable to the 100/200-level prerequisites for the career focus area courses, you must complete the relevant coursework.

Degree Plan

Curriculum

Bachelor of Science in Information Technology - Standard

No Career Focus Area

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
CM 241: FOUNDATIONS OF TECHNICAL COMMUNICATION	2
IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS	5
IT 117: INTRODUCTION TO WEBSITE DEVELOPMENT	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
IT 190: FOUNDATIONS IN INFORMATION TECHNOLOGY	5
IT 234: DATABASE FOUNDATIONS	5
IT 273: NETWORKING CONCEPTS	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
MM 250: INTRODUCTORY DISCRETE MATHEMATICS	5
MT 140: INTRODUCTION TO MANAGEMENT	5
IT 301: PROJECT MANAGEMENT I	6
IT 302: HUMAN COMPUTER INTERACTION	6
IT 331: TECHNOLOGY INFRASTRUCTURE	6
IT 332: PRINCIPLES OF INFORMATION SYSTEMS ARCHITECTURE	6
IT 402: IT CONSULTING SKILLS	6
IT 460: SYSTEMS ANALYSIS AND DESIGN	6
Choose one of the following courses:	
IT 489: INFORMATION TECHNOLOGY INTERNSHIP	6
IT 499: BACHELOR'S CAPSTONE IN INFORMATION TECHNOLOGY	6
TOTAL MAJOR REQUIREMENTS	**94**

Open Elective Requirements

OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Information Technology - Standard

Database Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CM 241: FOUNDATIONS OF TECHNICAL COMMUNICATION	2
IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS	5
IT 117: INTRODUCTION TO WEBSITE DEVELOPMENT	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
IT 190: FOUNDATIONS IN INFORMATION TECHNOLOGY	5
IT 234: DATABASE FOUNDATIONS	5
IT 273: NETWORKING CONCEPTS	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
MM 250: INTRODUCTORY DISCRETE MATHEMATICS	5
MT 140: INTRODUCTION TO MANAGEMENT	5
IT 301: PROJECT MANAGEMENT I	6
IT 302: HUMAN COMPUTER INTERACTION	6
IT 331: TECHNOLOGY INFRASTRUCTURE	6
IT 332: PRINCIPLES OF INFORMATION SYSTEMS ARCHITECTURE	6
IT 402: IT CONSULTING SKILLS	6
IT 460: SYSTEMS ANALYSIS AND DESIGN	6
Choose one of the following courses:	
IT 489: INFORMATION TECHNOLOGY INTERNSHIP	6
IT 499: BACHELOR'S CAPSTONE IN INFORMATION TECHNOLOGY	6
TOTAL MAJOR REQUIREMENTS	**94**
Open Elective Requirements	
OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Database Management

IT 350: DATABASE MODELING AND DESIGN WITH TRANSACT-SQL (T-SQL)	6
IT 358: INTERMEDIATE ORACLE QUERY DESIGN	6
IT 458: ORACLE DATABASE ADMINISTRATION	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Information Technology - Standard

Information Security and Assurance

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CM 241: FOUNDATIONS OF TECHNICAL COMMUNICATION	2
IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS	5
IT 117: INTRODUCTION TO WEBSITE DEVELOPMENT	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
IT 190: FOUNDATIONS IN INFORMATION TECHNOLOGY	5
IT 234: DATABASE FOUNDATIONS	5
IT 273: NETWORKING CONCEPTS	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
MM 250: INTRODUCTORY DISCRETE MATHEMATICS	5
MT 140: INTRODUCTION TO MANAGEMENT	5
IT 301: PROJECT MANAGEMENT I	6
IT 302: HUMAN COMPUTER INTERACTION	6
IT 331: TECHNOLOGY INFRASTRUCTURE	6
IT 332: PRINCIPLES OF INFORMATION SYSTEMS ARCHITECTURE	6
IT 402: IT CONSULTING SKILLS	6
IT 460: SYSTEMS ANALYSIS AND DESIGN	6
Choose one of the following courses:	
IT 489: INFORMATION TECHNOLOGY INTERNSHIP	6
IT 499: BACHELOR'S CAPSTONE IN INFORMATION TECHNOLOGY	6
TOTAL MAJOR REQUIREMENTS	**94**
Open Elective Requirements	
OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Information Security and Assurance

IT 278: NETWORK ADMINISTRATION	5
IT 283: NETWORKING WITH TCP/IP	5
IT 316: COMPUTER FORENSICS	6
IT 390: INTRUSION DETECTION AND INCIDENCE RESPONSE	6
IT 411: DIGITAL FORENSICS	6
IT 412: INFORMATION SYSTEMS SECURITY	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Information Technology - Standard

Network Administration

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CM 241: FOUNDATIONS OF TECHNICAL COMMUNICATION	2
IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS	5
IT 117: INTRODUCTION TO WEBSITE DEVELOPMENT	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
IT 190: FOUNDATIONS IN INFORMATION TECHNOLOGY	5
IT 234: DATABASE FOUNDATIONS	5
IT 273: NETWORKING CONCEPTS	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
MM 250: INTRODUCTORY DISCRETE MATHEMATICS	5
MT 140: INTRODUCTION TO MANAGEMENT	5
IT 301: PROJECT MANAGEMENT I	6
IT 302: HUMAN COMPUTER INTERACTION	6
IT 331: TECHNOLOGY INFRASTRUCTURE	6
IT 332: PRINCIPLES OF INFORMATION SYSTEMS ARCHITECTURE	6
IT 402: IT CONSULTING SKILLS	6
IT 460: SYSTEMS ANALYSIS AND DESIGN	6
Choose one of the following courses:	
IT 489: INFORMATION TECHNOLOGY INTERNSHIP	6
IT 499: BACHELOR'S CAPSTONE IN INFORMATION TECHNOLOGY	6
TOTAL MAJOR REQUIREMENTS	**94**
Open Elective Requirements	
OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Network Administration

IT 278: NETWORK ADMINISTRATION	5
IT 283: NETWORKING WITH TCP/IP	5
IT 375: WINDOWS ENTERPRISE ADMINISTRATION	6
IT 388: ROUTING AND SWITCHING I	6
IT 471: ROUTING AND SWITCHING II	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Information Technology - Standard

Multiplatform Software Development

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CM 241: FOUNDATIONS OF TECHNICAL COMMUNICATION	2
IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS	5
IT 117: INTRODUCTION TO WEBSITE DEVELOPMENT	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
IT 190: FOUNDATIONS IN INFORMATION TECHNOLOGY	5
IT 234: DATABASE FOUNDATIONS	5
IT 273: NETWORKING CONCEPTS	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
MM 250: INTRODUCTORY DISCRETE MATHEMATICS	5
MT 140: INTRODUCTION TO MANAGEMENT	5
IT 301: PROJECT MANAGEMENT I	6
IT 302: HUMAN COMPUTER INTERACTION	6
IT 331: TECHNOLOGY INFRASTRUCTURE	6
IT 332: PRINCIPLES OF INFORMATION SYSTEMS ARCHITECTURE	6
IT 402: IT CONSULTING SKILLS	6
IT 460: SYSTEMS ANALYSIS AND DESIGN	6
Choose one of the following courses:	
IT 489: INFORMATION TECHNOLOGY INTERNSHIP	6
IT 499: BACHELOR'S CAPSTONE IN INFORMATION TECHNOLOGY	6
TOTAL MAJOR REQUIREMENTS	**94**
Open Elective Requirements	
OPEN ELECTIVES	53
TOTAL OPEN ELECTIVE REQUIREMENTS	**53**

Career Focus Area Requirements - Multiplatform Software Development

IT 213: SOFTWARE DEVELOPMENT CONCEPTS—INTRODUCTORY	5
IT 232: SOFTWARE DESIGN AND DEVELOPMENT CONCEPTS—INTERMEDIATE	5
IT 350: DATABASE MODELING AND DESIGN WITH TRANSACT-SQL (T-SQL)	6
IT 391: ADVANCED SOFTWARE DEVELOPMENT INCLUDING WEB AND MOBILITY	6
IT 481: ADVANCED SOFTWARE DEVELOPMENT	6
IT 488: SOFTWARE PRODUCT DEVELOPMENT USING AGILE	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Information Technology - Advanced Start

No Career Focus Area

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Associate's Degree in Information Technology or a Related Field	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
MM 212: COLLEGE ALGEBRA	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS	5
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
IT 234: DATABASE FOUNDATIONS	5
IT 273: NETWORKING CONCEPTS	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
MM 250: INTRODUCTORY DISCRETE MATHEMATICS	5
IT 301: PROJECT MANAGEMENT I	6
IT 302: HUMAN COMPUTER INTERACTION	6
IT 331: TECHNOLOGY INFRASTRUCTURE	6
IT 332: PRINCIPLES OF INFORMATION SYSTEMS ARCHITECTURE	6
IT 402: IT CONSULTING SKILLS	6
IT 460: SYSTEMS ANALYSIS AND DESIGN	6
Choose one of the following courses:	
IT 489: INFORMATION TECHNOLOGY INTERNSHIP	6
IT 499: BACHELOR'S CAPSTONE IN INFORMATION TECHNOLOGY	6
TOTAL MAJOR REQUIREMENTS	**72**
TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Information Technology - Advanced Start

Database Management

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Associate's Degree in Information Technology or a Related Field	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
MM 212: COLLEGE ALGEBRA	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS	5
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
IT 234: DATABASE FOUNDATIONS	5
IT 273: NETWORKING CONCEPTS	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
MM 250: INTRODUCTORY DISCRETE MATHEMATICS	5
IT 301: PROJECT MANAGEMENT I	6
IT 302: HUMAN COMPUTER INTERACTION	6
IT 331: TECHNOLOGY INFRASTRUCTURE	6
IT 332: PRINCIPLES OF INFORMATION SYSTEMS ARCHITECTURE	6
IT 402: IT CONSULTING SKILLS	6
IT 460: SYSTEMS ANALYSIS AND DESIGN	6
Choose one of the following courses:	
IT 489: INFORMATION TECHNOLOGY INTERNSHIP	6
IT 499: BACHELOR'S CAPSTONE IN INFORMATION TECHNOLOGY	6
TOTAL MAJOR REQUIREMENTS	**72**

Career Focus Area Requirements - Database Management

IT 350: DATABASE MODELING AND DESIGN WITH TRANSACT-SQL (T-SQL)	6
IT 358: INTERMEDIATE ORACLE QUERY DESIGN	6
IT 458: ORACLE DATABASE ADMINISTRATION	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Information Technology - Advanced Start

Information Security and Assurance

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Associate's Degree in Information Technology or a Related Field	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
MM 212: COLLEGE ALGEBRA	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS	5
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
IT 234: DATABASE FOUNDATIONS	5
IT 273: NETWORKING CONCEPTS	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
MM 250: INTRODUCTORY DISCRETE MATHEMATICS	5
IT 301: PROJECT MANAGEMENT I	6
IT 302: HUMAN COMPUTER INTERACTION	6
IT 331: TECHNOLOGY INFRASTRUCTURE	6
IT 332: PRINCIPLES OF INFORMATION SYSTEMS ARCHITECTURE	6
IT 402: IT CONSULTING SKILLS	6
IT 460: SYSTEMS ANALYSIS AND DESIGN	6
Choose one of the following courses:	
IT 489: INFORMATION TECHNOLOGY INTERNSHIP	6
IT 499: BACHELOR'S CAPSTONE IN INFORMATION TECHNOLOGY	6
TOTAL MAJOR REQUIREMENTS	**72**
Career Focus Area Requirements - Information Security and Assurance	
IT 278: NETWORK ADMINISTRATION	5
IT 283: NETWORKING WITH TCP/IP	5

IT 316: COMPUTER FORENSICS	6
IT 390: INTRUSION DETECTION AND INCIDENCE RESPONSE	6
IT 411: DIGITAL FORENSICS	6
IT 412: INFORMATION SYSTEMS SECURITY	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Information Technology - Advanced Start

Network Administration

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Associate's Degree in Information Technology or a Related Field	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
MM 212: COLLEGE ALGEBRA	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS	5
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
IT 234: DATABASE FOUNDATIONS	5
IT 273: NETWORKING CONCEPTS	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
MM 250: INTRODUCTORY DISCRETE MATHEMATICS	5
IT 301: PROJECT MANAGEMENT I	6
IT 302: HUMAN COMPUTER INTERACTION	6
IT 331: TECHNOLOGY INFRASTRUCTURE	6
IT 332: PRINCIPLES OF INFORMATION SYSTEMS ARCHITECTURE	6
IT 402: IT CONSULTING SKILLS	6
IT 460: SYSTEMS ANALYSIS AND DESIGN	6
Choose one of the following courses:	
IT 489: INFORMATION TECHNOLOGY INTERNSHIP	6
IT 499: BACHELOR'S CAPSTONE IN INFORMATION TECHNOLOGY	6
TOTAL MAJOR REQUIREMENTS	**72**
Career Focus Area Requirements - Network Administration	
IT 278: NETWORK ADMINISTRATION	5
IT 283: NETWORKING WITH TCP/IP	5

IT 375: WINDOWS ENTERPRISE ADMINISTRATION	6
IT 388: ROUTING AND SWITCHING I	6
IT 471: ROUTING AND SWITCHING II	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Information Technology - Advanced Start

Multiplatform Software Development

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Associate's Degree in Information Technology or a Related Field	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
MM 212: COLLEGE ALGEBRA	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS	5
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
IT 234: DATABASE FOUNDATIONS	5
IT 273: NETWORKING CONCEPTS	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
MM 250: INTRODUCTORY DISCRETE MATHEMATICS	5
IT 301: PROJECT MANAGEMENT I	6
IT 302: HUMAN COMPUTER INTERACTION	6
IT 331: TECHNOLOGY INFRASTRUCTURE	6
IT 332: PRINCIPLES OF INFORMATION SYSTEMS ARCHITECTURE	6
IT 402: IT CONSULTING SKILLS	6
IT 460: SYSTEMS ANALYSIS AND DESIGN	6
Choose one of the following courses:	
IT 489: INFORMATION TECHNOLOGY INTERNSHIP	6
IT 499: BACHELOR'S CAPSTONE IN INFORMATION TECHNOLOGY	6
TOTAL MAJOR REQUIREMENTS	**72**

Career Focus Area Requirements - Multiplatform Software Development

IT 213: SOFTWARE DEVELOPMENT CONCEPTS—INTRODUCTORY	5
IT 232: SOFTWARE DESIGN AND DEVELOPMENT CONCEPTS—INTERMEDIATE	5
IT 350: DATABASE MODELING AND DESIGN WITH TRANSACT-SQL (T-SQL)	6
IT 391: ADVANCED SOFTWARE DEVELOPMENT INCLUDING WEB AND MOBILITY	6
IT 481: ADVANCED SOFTWARE DEVELOPMENT	6
IT 488: SOFTWARE PRODUCT DEVELOPMENT USING AGILE	6
TOTAL CAREER FOCUS AREA REQUIREMENTS	**0**

Career focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	🟢
Augusta	🔺
Davenport	🔺
Cedar Falls	🔺
Cedar Rapids	🔺
Des Moines	🔺
Hagerstown	🔺
Lewiston	🔺
Lincoln	🔺
Mason City	🟥
Omaha	🔺
South Portland	🔺

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Accounting

Description and Outcomes

The objective of the Associate of Applied Science in Accounting program is to prepare you with knowledge of accounting theories and principles relevant to the application of accounting functions in business. You will have the opportunity to gain the necessary knowledge and skills to help you enter the field of accounting and pursue career advancement.

Course content includes the application of accounting principles, payroll processing procedures, financial statement preparation, and tax preparation according to federal and state regulations. Computer software relevant to the accounting field is emphasized throughout the program. The curriculum teaches you to utilize accounting software applications, and analyze, record, and interpret accounting information based upon industry guidelines.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Regulations: Recognize the impact of state and federal laws and regulations on business.

2. Management: Define the various tasks and responsibilities of managers in the organization.

3. Control: Recognize basic financial and accounting data that influence business activities.

4. Finance: Analyze financial data and demonstrate the ability to make informed financial decisions.

5. Accounting Solutions: Identify solutions to various accounting business demands by applying Generally Accepted Accounting Principles (GAAP).

6. Technology: Use technology and software applications appropriate to the business environment.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
AB 114: ACCOUNTING I	5
AB 116: ACCOUNTING II	5
AB 224: MICROECONOMICS	5
AB 239: MANAGERIAL ACCOUNTING	5
AB 256: FEDERAL TAX	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
AB 298: ASSOCIATE'S CAPSTONE IN ACCOUNTING	5
Choose one of the following:	
CS 113: ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
TOTAL MAJOR REQUIREMENTS	**40**
Online students will take the program-specific Academic Strategies course.	
Open Elective Requirements	
OPEN ELECTIVES	35
TOTAL OPEN ELECTIVE REQUIREMENTS	**35**
TOTAL PROGRAM REQUIREMENTS	**90**

Locations

Online	🟢
Augusta	🔺
Davenport	🔺
Cedar Falls	🔺
Cedar Rapids	🔺
Des Moines	🔺
Hagerstown	🔺
Lewiston	🔺
Lincoln	🔺
Mason City	🔺
Omaha	🔺
South Portland	🔺

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Business Administration

Description and Outcomes

The objective of the Associate of Applied Science in Business Administration program is to prepare you with the knowledge, technical skills, and work habits to pursue positions in a variety of business fields. The curriculum is designed to provide a solid foundation in management and helps you develop teamwork and leadership skills as well as the ability to motivate people and communicate effectively. Decision-making and problem-solving skills are also emphasized.

Specializations

You can personalize your degree in business administration by choosing a specialization. Specializations consist of four 100- or 200-level courses and allow you to concentrate on your career interests.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Regulations: Recognize the impact of state and federal laws and regulations on business.
2. Management: Define the various tasks and responsibilities of managers in organizations.
3. Marketing: Discuss marketing principles used in business strategies.
4. Technology: Use technology and software applications appropriate to business environments.
5. Business Principles: Apply basic economic, finance, and accounting principles to organizational environments.
6. Career Skills: Analyze career skills in the field of business and management.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Upon enrollment in the Associate of Applied Science in Business Administration, you are required to select a specialization. If you are interested in completing a custom specialization, you may be required to complete the Custom Specialization Application prior to enrollment.You may only enroll in the custom specialization option if you have previously completed a specific set of courses approved by the Dean of the School of Business and Information Technology through an articulation arrangement.

Degree Plan

Curriculum

Associate of Applied Science in Business Administration - Business

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
AB 140: INTRODUCTION TO MANAGEMENT	5
AB 217: FINANCE	5
AB 219: MARKETING	5
AB 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
100/200 LEVEL: SPECIALIZATION COURSES	20
Choose one of the following courses:	
CS 113: ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
AB 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AB 114: ACCOUNTING I	5
Choose one of the following courses:	
AB 290: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	5
AB 299: ASSOCIATE'S CAPSTONE IN MANAGEMENT	5
TOTAL MAJOR REQUIREMENTS	**60**
Online students will take the program-specific Academic Strategies course.	
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Specialization Requirements - Associate of Applied Science in Business Administration - Business	
AB 116: ACCOUNTING II	5
AB 204: MACROECONOMICS	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
Choose one of the following courses:	
AB 209: SMALL BUSINESS MANAGEMENT	5
AB 220: GLOBAL BUSINESS	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the major requirements of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Associate of Applied Science in Business Administration - Customer Service

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
AB 140: INTRODUCTION TO MANAGEMENT	5
AB 217: FINANCE	5
AB 219: MARKETING	5
AB 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
100/200 LEVEL: SPECIALIZATION COURSES	20
Choose one of the following courses:	
CS 113: ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
AB 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AB 114: ACCOUNTING I	5
Choose one of the following courses:	
AB 290: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	5
AB 299: ASSOCIATE'S CAPSTONE IN MANAGEMENT	5
TOTAL MAJOR REQUIREMENTS	**60**
Online students will take the program-specific Academic Strategies course.	
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Specialization Requirements - Associate of Applied Science in Business Administration - Customer Service	
AB 202: BUILDING CUSTOMER SALES AND LOYALTY	5
AB 221: CUSTOMER SERVICE	5
CM 206: INTERPERSONAL COMMUNICATIONS	5
CM 214: PUBLIC SPEAKING FOR THE PROFESSIONAL	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the major requirements of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Associate of Applied Science in Business Administration - Entrepreneurship

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
AB 140: INTRODUCTION TO MANAGEMENT	5
AB 217: FINANCE	5
AB 219: MARKETING	5
AB 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
100/200 LEVEL: SPECIALIZATION COURSES	20
Choose one of the following courses:	
CS 113: ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
AB 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AB 114: ACCOUNTING I	5
Choose one of the following courses:	
AB 290: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	5
AB 299: ASSOCIATE'S CAPSTONE IN MANAGEMENT	5
TOTAL MAJOR REQUIREMENTS	**60**
Online students will take the program-specific Academic Strategies course.	
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Specialization Requirements - Associate of Applied Science in Business Administration - Entrepreneurship	
AB 202: BUILDING CUSTOMER SALES AND LOYALTY	5
AB 207: STARTING A BUSINESS	5
AB 209: SMALL BUSINESS MANAGEMENT	5
AB 221: CUSTOMER SERVICE	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the major requirements of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Associate of Applied Science in Business Administration - Health Club Operations

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
AB 140: INTRODUCTION TO MANAGEMENT	5
AB 217: FINANCE	5
AB 219: MARKETING	5
AB 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
100/200 LEVEL: SPECIALIZATION COURSES	20
Choose one of the following courses:	
CS 113: ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
AB 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AB 114: ACCOUNTING I	5
Choose one of the following courses:	
AB 290: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	5
AB 299: ASSOCIATE'S CAPSTONE IN MANAGEMENT	5
TOTAL MAJOR REQUIREMENTS	**60**
Online students will take the program-specific Academic Strategies course.	
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Specialization Requirements - Associate of Applied Science in Business Administration - Health Club Operations	
AB 221: CUSTOMER SERVICE	5
EF 205: SCIENTIFIC FOUNDATIONS OF EXERCISE AND FITNESS	5
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the major requirements of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Associate of Applied Science in Business Administration - Hospitality Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
AB 140: INTRODUCTION TO MANAGEMENT	5
AB 217: FINANCE	5
AB 219: MARKETING	5
AB 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
100/200 LEVEL: SPECIALIZATION COURSES	20
Choose one of the following courses:	
CS 113: ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
AB 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AB 114: ACCOUNTING I	5
Choose one of the following courses:	
AB 290: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	5
AB 299: ASSOCIATE'S CAPSTONE IN MANAGEMENT	5
TOTAL MAJOR REQUIREMENTS	**60**
Online students will take the program-specific Academic Strategies course.	
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Specialization Requirements - Associate of Applied Science in Business Administration - Hospitality Management	
AB 117: GLOBAL HOSPITALITY	5
AB 206: HOTEL MANAGEMENT AND OPERATIONS	5
AB 213: FOOD AND BEVERAGE MANAGEMENT	5
AB 223: CONVENTION SALES AND SERVICES	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the major requirements of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Associate of Applied Science in Business Administration - Information Processing

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
AB 140: INTRODUCTION TO MANAGEMENT	5
AB 217: FINANCE	5
AB 219: MARKETING	5
AB 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
100/200 LEVEL: SPECIALIZATION COURSES	20
Choose one of the following courses:	
CS 113: ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
AB 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AB 114: ACCOUNTING I	5
Choose one of the following courses:	
AB 290: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	5
AB 299: ASSOCIATE'S CAPSTONE IN MANAGEMENT	5
TOTAL MAJOR REQUIREMENTS	**60**
Online students will take the program-specific Academic Strategies course.	
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Specialization Requirements - Associate of Applied Science in Business Administration - Information Processing	
CM 115: COMMUNICATION—CONCEPTS AND SKILLS	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
IT 153: SPREADSHEET APPLICATIONS	5
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the major requirements of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Associate of Applied Science in Business Administration - Meeting and Event Planning

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
AB 140: INTRODUCTION TO MANAGEMENT	5
AB 217: FINANCE	5
AB 219: MARKETING	5
AB 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
100/200 LEVEL: SPECIALIZATION COURSES	20
Choose one of the following courses:	
CS 113: ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
AB 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AB 114: ACCOUNTING I	5
Choose one of the following courses:	
AB 290: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	5
AB 299: ASSOCIATE'S CAPSTONE IN MANAGEMENT	5
TOTAL MAJOR REQUIREMENTS	**60**
Online students will take the program-specific Academic Strategies course.	
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Specialization Requirements - Associate of Applied Science in Business Administration - Meeting and Event Planning	
AB 213: FOOD AND BEVERAGE MANAGEMENT	5
AB 223: CONVENTION SALES AND SERVICES	5
AB 230: FOUNDATIONS OF CONFERENCE AND EVENT PLANNING	5
AB 270: ADVANCED MEETING PLANNING	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the major requirements of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Associate of Applied Science in Business Administration - Office Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
AB 140: INTRODUCTION TO MANAGEMENT	5
AB 217: FINANCE	5
AB 219: MARKETING	5
AB 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
100/200 LEVEL: SPECIALIZATION COURSES	20
Choose one of the following courses:	
CS 113: ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
AB 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AB 114: ACCOUNTING I	5
Choose one of the following courses:	
AB 290: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	5
AB 299: ASSOCIATE'S CAPSTONE IN MANAGEMENT	5
TOTAL MAJOR REQUIREMENTS	**60**
Online students will take the program-specific Academic Strategies course.	
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Specialization Requirements - Associate of Applied Science in Business Administration - Office Management	
AB 221: CUSTOMER SERVICE	5
AB 230: FOUNDATIONS OF CONFERENCE AND EVENT PLANNING	5
CM 206: INTERPERSONAL COMMUNICATIONS	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the major requirements of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Associate of Applied Science in Business Administration - Retail Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
AB 140: INTRODUCTION TO MANAGEMENT	5
AB 217: FINANCE	5
AB 219: MARKETING	5
AB 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
100/200 LEVEL: SPECIALIZATION COURSES	20
Choose one of the following courses:	
CS 113: ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
AB 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AB 114: ACCOUNTING I	5
Choose one of the following courses:	
AB 290: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	5
AB 299: ASSOCIATE'S CAPSTONE IN MANAGEMENT	5
TOTAL MAJOR REQUIREMENTS	**60**
Online students will take the program-specific Academic Strategies course.	
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Specialization Requirements - Associate of Applied Science in Business Administration - Retail Management	
AB 102: PRINCIPLES OF RETAILING	5
AB 202: BUILDING CUSTOMER SALES AND LOYALTY	5
AB 209: SMALL BUSINESS MANAGEMENT	5
AB 221: CUSTOMER SERVICE	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the major requirements of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Associate of Applied Science in Business Administration - Sales

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
AB 140: INTRODUCTION TO MANAGEMENT	5
AB 217: FINANCE	5
AB 219: MARKETING	5
AB 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
100/200 LEVEL: SPECIALIZATION COURSES	20
Choose one of the following courses:	
CS 113: ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
AB 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AB 114: ACCOUNTING I	5
Choose one of the following courses:	
AB 290: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	5
AB 299: ASSOCIATE'S CAPSTONE IN MANAGEMENT	5
TOTAL MAJOR REQUIREMENTS	**60**
Online students will take the program-specific Academic Strategies course.	
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Specialization Requirements - Associate of Applied Science in Business Administration - Sales	
AB 221: CUSTOMER SERVICE	5
CM 206: INTERPERSONAL COMMUNICATIONS	5
CM 214: PUBLIC SPEAKING FOR THE PROFESSIONAL	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the major requirements of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Associate of Applied Science in Business Administration - Small Business Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
AB 140: INTRODUCTION TO MANAGEMENT	5
AB 217: FINANCE	5
AB 219: MARKETING	5
AB 224: MICROECONOMICS	5
MM 255: BUSINESS MATH AND STATISTICAL MEASURES	5
100/200 LEVEL: SPECIALIZATION COURSES	20
Choose one of the following courses:	
CS 113: ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
AB 113: ACCOUNTING FOR NONACCOUNTING MAJORS	5
AB 114: ACCOUNTING I	5
Choose one of the following courses:	
AB 290: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT	5
AB 299: ASSOCIATE'S CAPSTONE IN MANAGEMENT	5
TOTAL MAJOR REQUIREMENTS	**60**
Online students will take the program-specific Academic Strategies course.	
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Specialization Requirements - Associate of Applied Science in Business Administration - Small Business Management	
AB 122: PAYROLL ACCOUNTING	5
AB 221: CUSTOMER SERVICE	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
Choose one of the following courses:	
AB 209: SMALL BUSINESS MANAGEMENT	5
AB 220: GLOBAL BUSINESS	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the major requirements of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Locations

Online	●
Augusta	▲
Davenport	▲
Cedar Falls	▲
Cedar Rapids	▲
Des Moines	▲
Hagerstown	▲
Lewiston	▲
Lincoln	▲
Mason City	▲
Omaha	▲
South Portland	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Information Technology

Description and Outcomes

The Associate of Applied Science in Information Technology program is designed to prepare you with the general education, applied knowledge, technical skills, and communication skills to pursue a wide range of entry-level positions in the information technology field including the areas of general IT, multiplatform software development, and networking. Courses help you develop the foundational skills to install and maintain computer networks, troubleshoot hardware and software problems, manage databases, and develop web pages.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Technical Skills: Use technical skills and methods to solve problems.

2. Client Specifications: Analyze users' technical needs.

3. Application: Design technology applications.

4. Knowledge: Understand technology trends, practices, and products.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Upon enrollment in the Associate of Applied Science in Information Technology, you are required to select a specialization.

Degree Plan

Curriculum

IT Generalist

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
IT 190: FOUNDATIONS IN INFORMATION TECHNOLOGY	5
IT 261: DESKTOP ADMINISTRATION	5
IT 273: NETWORKING CONCEPTS	5
Choose one of the following courses:	
IT 296: ASSOCIATE'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP	5
IT 299: ASSOCIATE'S CAPSTONE IN INFORMATION TECHNOLOGY	5
TOTAL MAJOR REQUIREMENTS	**30**
Open Elective Requirements	
OPEN ELECTIVES	42
TOTAL OPEN ELECTIVE REQUIREMENTS	**42**
Specialization Requirements - IT Generalist	
AB 140: INTRODUCTION TO MANAGEMENT	5
CM 241: FOUNDATIONS OF TECHNICAL COMMUNICATION	2
IT 117: INTRODUCTION TO WEBSITE DEVELOPMENT	5
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
IT 234: DATABASE FOUNDATIONS	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Multiplatform Software Development

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
IT 190: FOUNDATIONS IN INFORMATION TECHNOLOGY	5
IT 261: DESKTOP ADMINISTRATION	5
IT 273: NETWORKING CONCEPTS	5
Choose one of the following courses:	
IT 296: ASSOCIATE'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP	5
IT 299: ASSOCIATE'S CAPSTONE IN INFORMATION TECHNOLOGY	5
TOTAL MAJOR REQUIREMENTS	**30**
Open Elective Requirements	
OPEN ELECTIVES	42
TOTAL OPEN ELECTIVE REQUIREMENTS	**42**
Specialization Requirements - Multiplatform Software Development	
AB 140: INTRODUCTION TO MANAGEMENT	5
CM 241: FOUNDATIONS OF TECHNICAL COMMUNICATION	2
IT 117: INTRODUCTION TO WEBSITE DEVELOPMENT	5
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
IT 213: SOFTWARE DEVELOPMENT CONCEPTS—INTRODUCTORY	5
IT 214: FOUNDATIONS OF WEB DESIGN	5
IT 232: SOFTWARE DESIGN AND DEVELOPMENT CONCEPTS—INTERMEDIATE	5
IT 234: DATABASE FOUNDATIONS	5
IT 247: FUNDAMENTALS OF WEB GRAPHICS	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Networking

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
IT 190: FOUNDATIONS IN INFORMATION TECHNOLOGY	5
IT 261: DESKTOP ADMINISTRATION	5
IT 273: NETWORKING CONCEPTS	5
Choose one of the following courses:	
IT 296: ASSOCIATE'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP	5
IT 299: ASSOCIATE'S CAPSTONE IN INFORMATION TECHNOLOGY	5
TOTAL MAJOR REQUIREMENTS	**30**
Open Elective Requirements	
OPEN ELECTIVES	42
TOTAL OPEN ELECTIVE REQUIREMENTS	**42**
Specialization Requirements - Networking	
IT 278: NETWORK ADMINISTRATION	5
IT 283: NETWORKING WITH TCP/IP	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
IT 388: ROUTING AND SWITCHING I	6
IT 471: ROUTING AND SWITCHING II	6
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Locations

Online	🟢
Augusta	🔺
Davenport	🔺
Cedar Falls	🔺
Cedar Rapids	🔺
Des Moines	🔺
Hagerstown	🔺
Lewiston	🔺
Lincoln	🔺
Mason City	🔺
Omaha	🔺
South Portland	🔺

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Cisco Networks Postbaccalaureate Certificate

Description and Outcomes

The objective of the Cisco Networks Postbaccalaureate Certificate program is to prepare you with the critical knowledge and technical skills to pursue entry-level positions working with Cisco networks. The certificate program is designed to provide foundational knowledge of key information technology areas including network administration, TCP/IP protocols, and network routers and switches. You will configure and troubleshoot network routers and switches using live and simulated labs.

This certificate program could also help you prepare for the Cisco Certified Network Associate (CCNA) certification exam. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Cisco Networks Postbaccalaureate Certificate program consists of a minimum of 27 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a bachelor's degree from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the certificate program, you may be eligible to take the Cisco Certified Network Associate (CCNA) certification exam.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
IT 273: NETWORKING CONCEPTS	5
IT 278: NETWORK ADMINISTRATION	5
IT 283: NETWORKING WITH TCP/IP	5
IT 388: ROUTING AND SWITCHING I	6
IT 471: ROUTING AND SWITCHING II	6
TOTAL MAJOR REQUIREMENTS	**27**
TOTAL PROGRAM REQUIREMENTS	**27**

Locations

Location	
Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

Symbol	Description
●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Computer Forensics Postbaccalaureate Certificate

Description and Outcomes

The objective of the Computer Forensics Postbaccalaureate Certificate program is to prepare you with the critical knowledge and technical skills to pursue entry-level positions in the field of computer forensics. The certificate program is designed to provide foundational knowledge of key information technology areas including intrusion detection systems, incidence response strategies, computer forensics, and forensic techniques. You will explore computer forensic software and study to gain proficiency in these programs.

This certificate program could also help you prepare for the CompTIA Network+, CompTIA Security+, and the EnCase Certified Examiner (EnCE) certification exams Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Computer Forensics Postbaccalaureate Certificate program consists of a minimum of 28 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a bachelor's degree from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the certificate program, you may be eligible to take the CompTIA Network+, CompTIA Security+, and EnCase Certified Examiner (EnCE) certification exams.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
IT 273: NETWORKING CONCEPTS	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
IT 316: COMPUTER FORENSICS	6
IT 390: INTRUSION DETECTION AND INCIDENCE RESPONSE	6
IT 411: DIGITAL FORENSICS	6
TOTAL MAJOR REQUIREMENTS	**28**
TOTAL PROGRAM REQUIREMENTS	**28**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Human Resources Postbaccalaureate Certificate

Description and Outcomes

The objective of the Human Resources Postbaccalaureate Certificate program is to prepare you with the critical knowledge and skills to pursue entry-level positions in human resources. The certificate program is designed to provide foundational knowledge of key human resource areas including employee recruitment, employee training and development, compensation and reward systems, and employment law.

This certificate program could also help you prepare for the Professional in Human Resources (PHR) certification exam. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Human Resources Postbaccalaureate Certificate program consists of a minimum of 30 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a bachelor's degree from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon graduation, you may be eligible to take the Professional in Human Resources (PHR) certification exam.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HR 400: EMPLOYMENT AND STAFFING	6
HR 410: EMPLOYEE TRAINING AND DEVELOPMENT	6
HR 420: EMPLOYMENT LAW	6
HR 435: COMPENSATION	6
HR 485: STRATEGIC HUMAN RESOURCE MANAGEMENT	6
TOTAL CORE REQUIREMENTS	**30**
TOTAL PROGRAM REQUIREMENTS	**30**

Locations

Location	Symbol
Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

Symbol	Description
●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Information Security Postbaccalaureate Certificate

Description and Outcomes

The objective of the Information Security Postbaccalaureate Certificate program is to prepare you with the critical knowledge and technical skills to pursue entry-level positions in the field of information security. The certificate program is designed to provide foundational knowledge of key information technology areas including network operating systems, network security, threat detection and response methods, disaster recovery planning, cryptography, and information security and risk management.

This certificate program could also help you prepare for the CompTIA Network+, CompTIA Security+, and Certified Information Systems Security Professional (CISSP) certification exams. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Information Security Postbaccalaureate Certificate program consists of a minimum of 21 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a bachelor's degree from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the certificate program, you may be eligible to take the CompTIA Network+, CompTIA Security+, and Certified Information Systems Security Professional (CISSP) certification exams.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
IT 273: NETWORKING CONCEPTS	5
IT 278: NETWORK ADMINISTRATION	5
IT 286: INTRODUCTION TO NETWORK SECURITY	5
IT 412: INFORMATION SYSTEMS SECURITY	6
TOTAL MAJOR REQUIREMENTS	**21**
TOTAL PROGRAM REQUIREMENTS	**21**

Locations

Location	Symbol
Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

Symbol	Description
●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Microsoft Operating Systems Postbaccalaureate Certificate

Description and Outcomes

The objective of the Microsoft Operating Systems Postbaccalaureate Certificate program is to prepare you with the critical knowledge and technical skills to pursue entry-level positions working with Microsoft operating systems. The certificate program is designed to provide foundational knowledge of key information technology areas including PC configuration and maintenance, desktop administration, network administration, and Active Directory configuration. You will explore Microsoft operating systems and study to gain proficiency in these systems.

This certificate program could also help you prepare for various Microsoft certification exams. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Microsoft Operating Systems Postbaccalaureate Certificate program consists of a minimum of 26 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a bachelor's degree from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the certificate program, you may be eligible to take various Microsoft certification exams.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
IT 190: FOUNDATIONS IN INFORMATION TECHNOLOGY	5
IT 261: DESKTOP ADMINISTRATION	5
IT 273: NETWORKING CONCEPTS	5
IT 278: NETWORK ADMINISTRATION	5
IT 375: WINDOWS ENTERPRISE ADMINISTRATION	6
TOTAL MAJOR REQUIREMENTS	**26**
TOTAL PROGRAM REQUIREMENTS	**26**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Multiplatform Software Development Postbaccalaureate Certificate

Description and Outcomes

The objective of the Multiplatform Software Development Postbaccalaureate Certificate program is to prepare you with the critical knowledge and technical skills to pursue entry-level positions in the field of web design. The certificate program is designed to provide foundational knowledge of key information technology areas including website design, web graphics, web technologies and strategies, and multimedia. You will explore various types of web authoring software and study to gain proficiency in these programs.

This certificate program could also help you prepare for the CIW Associate Design Specialist certification exam.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Multiplatform Software Development Postbaccalaureate Certificate program consists of a minimum of 25 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a bachelor's degree from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

If you are enrolled in the Multiplatform Software Development Postbaccalaureate Certificate, you will have the prerequisite of IT 111: Programming Fundamentals for Beginners waived for IT 213: Software Development Concepts—Introductory and IT 214: Foundations of Web Design.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the certificate program, you may be eligible to take the CIW Web Foundation Series of Certifications.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
IT 117: INTRODUCTION TO WEBSITE DEVELOPMENT	5
IT 213: SOFTWARE DEVELOPMENT CONCEPTS—INTRODUCTORY	5
IT 214: FOUNDATIONS OF WEB DESIGN	5
IT 232: SOFTWARE DESIGN AND DEVELOPMENT CONCEPTS—INTERMEDIATE	5
IT 247: FUNDAMENTALS OF WEB GRAPHICS	5
TOTAL MAJOR REQUIREMENTS	**25**
TOTAL PROGRAM REQUIREMENTS	**25**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Oracle Database Administration Postbaccalaureate Certificate

Description and Outcomes

The objective of the Oracle Database Administration Postbaccalaureate Certificate program is to prepare you with the critical knowledge and technical skills to pursue entry-level positions in the fields of database administration or database development. The certificate program is designed to provide foundational knowledge of key information technology areas including relational database management systems, relational database design, SQL and PL/SQL programming languages, database query design, and Oracle database administration. You will explore database management software and study to gain proficiency in these programs.

This certificate program could also help you prepare for the Oracle DBA Assessment Exam. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Oracle Database Administration Postbaccalaureate Certificate program consists of a minimum of 28 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a bachelor's degree from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the certificate program, you may be eligible to take the Oracle DBA Assessment Exam.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS	5
IT 234: DATABASE FOUNDATIONS	5
IT 350: DATABASE MODELING AND DESIGN WITH TRANSACT-SQL (T-SQL)	6
IT 358: INTERMEDIATE ORACLE QUERY DESIGN	6
IT 458: ORACLE DATABASE ADMINISTRATION	6
TOTAL MAJOR REQUIREMENTS	**28**
TOTAL PROGRAM REQUIREMENTS	**28**

Locations

Location	
Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

Symbol	Description
●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

School of Health Sciences

Mission

Mission Statement

The School of Health Sciences is committed to preparing our students to become contributing members of the rapidly evolving health professions and the communities they serve. The knowledge, skills, and abilities gained through the health sciences programs prepare students to become effective and professional communicators, analytical problem solvers, and to embrace the challenges of a diverse community. The curriculum combines these skills with industry-specific standards that enable graduates to excel in this honorable field of service.

General Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

International Students

If you are an international student, you cannot enroll in a School of Health Sciences program that requires a clinical placement without prior approval of the Dean. The Dean will review submitted documentation (details of which are set forth in the School of Health Science Clinical Handbook and this Catalog) and make a decision.

Programs With a Required Clinical, Externship, or Practicum Experience

If you are unable to pass a background check, you are not eligible to enroll in a School of Health Sciences program that requires completion of a clinical, externship, or practicum experience. A background check will be conducted prior to enrollment and again prior to placement at a clinical, externship, or practicum site.

If you are conditionally admitted into a School of Health Sciences program that requires completion of a clinical, externship, or practicum experience, you will be withdrawn at the end of the first term if you are unable to pass a background check and have not made arrangements to change your program of study to one for which a background check is not required.

Progression Requirements

General progression requirements for programs in the School of Health Sciences are noted below.

Bachelor's and Associate's Degree Programs

1. Transfer credit applied toward major courses must have been completed within 7 years of the start of your School of Health Sciences program. This provision may be waived at the discretion of the Dean of the program based on a review of submitted coursework.

2. You must achieve a minimum grade of "S" (satisfactory) for the clinical components of courses.

3. You must provide required documentation for the clinical course, practicum, and externship placement including, but not limited to, health assessments and an application for clinical placement. Specific policies and procedures for submitting required documentation can be found in the appropriate Student Clinical Handbook. Failure to submit appropriate documentation by the deadline may result in a delay in placement for the clinical course, practicum, or externship and/or dismissal from the University.

Online Programs With a Required Clinical, Externship, or Practicum Experience

1. In the event that the University is unable to schedule you into the required externship, practicum, or clinical experience, there may be a delay between the time you end classes and begin the externship, practicum, or clinical experience. In this case, the Dean of the School of Health Sciences may grant an administrative leave of absence.

2. At the discretion of the University, externship, practicum, or clinical sites may be secured outside of your immediate residential area. You will be responsible for costs associated with transportation to the externship, practicum, or clinical site.

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

3. In the event that you have not met preclinical placement requirements, a one-term clinical leave of absence may be granted. The School of Health Sciences Clinical Placement Team must approve the request for a clinical leave of absence.

Oregon Health Professions Requirements

Effective July 1, 2014, students completing certain types of clinical training in the state of Oregon are required to complete a standardized set of administrative requirements prior to beginning the clinical experience. These requirements include, but are not limited to, immunizations, screenings, and trainings listed by the Oregon Health Authority. Students are responsible for the costs associated with completion of these requirements. Additional information can be found on the Oregon Health Authority website. Health sciences students should work with the Health Sciences Clinical Placement Team to determine what requirements will need to be completed. Nursing students should work with the Practicum Manager to determine what requirements will need to be completed.

Accelerated Master's Degree Options

If you are enrolled in a School of Health Sciences bachelor's degree program and wish to continue on to pursue a Kaplan University Master of Health Care Administration, Master of Public Health, or Master of Science in Health Education, you may be eligible to take up to five graduate-level courses in place of open electives.

In order to qualify for an accelerated master's degree option, you must meet the following criteria:

1. Have completed a minimum of 135 quarter credit hours in a School of Health Sciences bachelor's degree program, including any credits received for prior learning. If you are enrolled in an advanced start degree option, you must have completed a minimum of 45 quarter credit hours at the University.

2. Possess a minimum cumulative GPA of 3.0.

3. Obtain a grade of "B" or better in each of the master's-level courses and maintain a minimum cumulative GPA of 3.0 while completing the master's-level courses; failure to meet this requirement will result in removal from the accelerated master's degree option.

Upon successful completion of the bachelor's degree program, you may apply for entry to the relevant Kaplan University master's degree program. If accepted, you will transfer in the graduate courses completed as part of your undergraduate program and matriculate into a shortened version of the master's degree program.

Consult with your Education Advisor for additional information, to ensure that you are eligible for this option, and to apply for entry. You should also discuss any financial aid implications with your Financial Aid Officer.

You may be required to take additional courses to fulfill the requisite 180 credits necessary to complete a Kaplan University bachelor's degree.

Graduation Requirements

You must meet the below graduation requirements in addition to Kaplan University's general requirements.

1. Complete with a passing grade all requirements for your program of study, within the maximum time frame permitted, and attain a minimum cumulative GPA of 2.0.

2. Comply with all applicable policies and requirements related to the clinical educational experiences.

Bachelor of Science in Health and Wellness

Description and Outcomes

The Bachelor of Science in Health and Wellness program is designed to prepare you to pursue a variety of career opportunities in health care and health and wellness-related industries. Additionally, it provides you with a solid undergraduate foundation to pursue further graduate study or first professional programs. The program's curriculum focuses on building content knowledge and skills in the broad areas of health care and health and wellness. It also highlights overall concepts, values, research methods, and applications that could prepare you to pursue a career in health care or health and wellness.

A defining feature of the curriculum is the exploration of diverse approaches to health and wellness including the integration of mind, body, and spirit. Courses teach you to critically evaluate the current scientific literature and research in wellness, prevention, and complementary health care practices. The program is designed to help you apply principles of healthy living to the education of individuals and communities, and focuses on foundational knowledge and skills upon which to build additional competencies. It also encourages the development of administrative, ethical, and professional skills that may enable you to pursue leadership positions in the increasingly diverse health care field.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Accelerated Master's Degree Options

If you are interested in earning both a bachelor's and master's degree in the health sciences, consider an accelerated master's degree option. Refer to the general Progression Requirements section for details.

Program Length

The Bachelor of Science in Health and Wellness program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Knowledge Base: Demonstrate familiarity with the major concepts, theoretical perspectives, and historical trends in nutrition, exercise science, health psychology, stress management, and complementary and alternative medicine.

2. Application: Apply the concepts, principles, and methods of nutrition, exercise science, health psychology, stress management, and complementary and alternative medicine to designing health and wellness promotion programs.

3. Research Methods: Critically evaluate current research in nutrition, exercise science, health psychology, stress management, and complementary and alternative medicine.

4. Standards and Values: Employ professional standards, ethical practices, and legal standards in the health care field.

5. Global Awareness: Demonstrate an understanding of multicultural literacy in the fields of health care and wellness promotion.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Bachelor of Science in Health and Wellness - Standard

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
EF 310: CURRENT TRENDS IN EXERCISE AND FITNESS—AGING WELL ACROSS THE LIFE SPAN	6
HW 310: COMPLEMENTARY AND ALTERNATIVE MEDICINE	6
HW 315: MODELS FOR HEALTH AND WELLNESS	6
HW 320: CONTEMPORARY DIET AND NUTRITION	6
HW 410: STRESS—CRITICAL ISSUES IN MANAGEMENT AND PREVENTION	6
HW 420: CREATING WELLNESS—PSYCHOLOGICAL AND SPIRITUAL ASPECTS OF HEALING	6
HW 425: HEALTH AND WELLNESS PROGRAMMING—DESIGN AND ADMINISTRATION	6
100/200/300/400-LEVEL: MAJOR ELECTIVES	12
HW 499: BACHELOR'S CAPSTONE IN HEALTH AND WELLNESS	6
TOTAL MAJOR REQUIREMENTS	**60**
Open Elective Requirements	
OPEN ELECTIVES	87
TOTAL OPEN ELECTIVE REQUIREMENTS	**87**
Eligible students who choose to complete the accelerated Master of Health Care Administration or Master of Public Health option will take up to five graduate-level courses in addition to selected undergraduate elective.	
TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Health and Wellness - Advanced Start

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.	
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
EF 310: CURRENT TRENDS IN EXERCISE AND FITNESS—AGING WELL ACROSS THE LIFE SPAN	6
HW 310: COMPLEMENTARY AND ALTERNATIVE MEDICINE	6
HW 315: MODELS FOR HEALTH AND WELLNESS	6
HW 320: CONTEMPORARY DIET AND NUTRITION	6
HW 410: STRESS—CRITICAL ISSUES IN MANAGEMENT AND PREVENTION	6
HW 420: CREATING WELLNESS—PSYCHOLOGICAL AND SPIRITUAL ASPECTS OF HEALING	6
HW 425: HEALTH AND WELLNESS PROGRAMMING—DESIGN AND ADMINISTRATION	6
100/200/300/400-LEVEL: MAJOR ELECTIVES	12
HW 499: BACHELOR'S CAPSTONE IN HEALTH AND WELLNESS	6
TOTAL MAJOR REQUIREMENTS	**60**
Open Elective Requirements	
OPEN ELECTIVES	12
TOTAL OPEN ELECTIVE REQUIREMENTS	**12**
Eligible students who choose to complete the accelerated Master of Health Care Administration or Master of Public Health option will take up to five graduate-level courses in addition to selected undergraduate electives.	
TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🔺
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Health Care Administration

Description and Outcomes

The Bachelor of Science in Health Care Administration program is designed to address the growing need for well-prepared, entry-level health care administrators. The objective of the program is to provide you with the foundation to work within the health care industry as well as prepare you to pursue entry-level supervisory roles in health care organizations.

The curriculum is designed to help you gain a strong foundation in the core disciplines of health care administration, including content knowledge and skills in the areas of administration and management, and understand important concepts and processes. Coursework teaches foundational knowledge and skills as well as overall concepts, values, research methods, and applications that could prepare you to pursue a leadership career in health administration in the public sector or private industry. The program is taught by faculty with real-world knowledge and experience and helps you develop expertise in core health areas.

If you are interested in pursuing entry-level management positions in health care administration, you may be an ideal candidate for the Bachelor of Science in Health Care Administration program. Upon graduation, you could pursue administrative positions within the health care industry in organizations such as: insurance companies, hospitals, long-term care facilities, public health agencies, outpatient facilities, physician offices, mental health organizations, and other types of health organizations. The Bachelor of Science in Health Care Administration program could also provide an educational foundation if you plan on pursuing a master's degree in order to apply for executive health care positions.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Accelerated Master's Degree Options

If you are interested in earning both a bachelor's and master's degree in the health sciences, consider an accelerated master's degree option. Refer to the general Progression Requirements section for details.

Program Length

The Bachelor of Science in Health Care Administration degree program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Knowledge Base: Demonstrate a sound foundational knowledge and understanding of principles and practice in health care regarding administration, management, law, economics, and policy.

2. Research Methods and Critical Thinking Skills: Demonstrate competency in industry-specific knowledge and skills related to research methods, critical thinking, and problem solving in health care settings.

3. Interdisciplinary Integration: Apply principles of management needed to work in teams, build cross-functional teams, and facilitate collaborative decision making.

4. Operations: Apply best practices in decision making within the functional areas of health care management.

5. Health Care Administration: Demonstrate an understanding of the forces impacting health delivery systems and the effective and efficient management of health care.

6. Ethics and Professionalism: Analyze the professional, ethical, and legal standards of health care administrative practice.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Progression Requirements

You will be withdrawn from the program if unable to successfully complete HA 499: Bachelor's Capstone in Health Care Administration on the second attempt.

Degree Plan

Curriculum

Bachelor of Science in Health Care Administration - Standard

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
HA 405: LEADERSHIP AND ETHICS IN HEALTH CARE	6
HA 415: HEALTH CARE POLICY AND ECONOMICS	6
HA 425: OPERATIONAL ANALYSIS AND QUALITY IMPROVEMENT	6
HI 300: INFORMATION TECHNOLOGY AND SYSTEMS FOR HEALTH CARE	6
HS 410: ORGANIZATION AND MANAGEMENT FOR HEALTH CARE	6
HS 440: FINANCE FOR HEALTH CARE	6
HS 450: STRATEGIC PLANNING AND ORGANIZATIONAL DEVELOPMENT FOR HEALTH CARE	6
100/200/300/400-LEVEL: MAJOR ELECTIVES	12
HA 499: BACHELOR'S CAPSTONE IN HEALTH CARE ADMINISTRATION	6
TOTAL MAJOR REQUIREMENTS	**60**
Open Elective Requirements	
OPEN ELECTIVES	87
TOTAL OPEN ELECTIVE REQUIREMENTS	**87**
Eligible students who choose to complete the accelerated Master of Health Care Administration or Master of Public Health option will take up to five graduate-level courses in addition to selected undergraduate elective.	
TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Health Care Administration - Advanced Start

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
HA 405: LEADERSHIP AND ETHICS IN HEALTH CARE	6
HA 415: HEALTH CARE POLICY AND ECONOMICS	6
HA 425: OPERATIONAL ANALYSIS AND QUALITY IMPROVEMENT	6
HI 300: INFORMATION TECHNOLOGY AND SYSTEMS FOR HEALTH CARE	6
HS 410: ORGANIZATION AND MANAGEMENT FOR HEALTH CARE	6
HS 440: FINANCE FOR HEALTH CARE	6
HS 450: STRATEGIC PLANNING AND ORGANIZATIONAL DEVELOPMENT FOR HEALTH CARE	6
100/200/300/400-LEVEL: MAJOR ELECTIVES	12
HA 499: BACHELOR'S CAPSTONE IN HEALTH CARE ADMINISTRATION	6
TOTAL MAJOR REQUIREMENTS	**60**
Open Elective Requirements	
OPEN ELECTIVES	12
TOTAL OPEN ELECTIVE REQUIREMENTS	**12**

Eligible students who choose to complete the accelerated Master of Health Care Administration or Master of Public Health option will take up to five graduate-level courses in addition to selected undergraduate elective.

Courses	Credits
TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	🟢
Augusta	🟥
Davenport	🔺
Cedar Falls	🔺
Cedar Rapids	🔺
Des Moines	🔺
Hagerstown	🔺
Lewiston	🟥
Lincoln	🔺
Mason City	🔺
Omaha	🔺
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Health Information Management

Description and Outcomes

The Bachelor of Science in Health Information Management program is designed to act as the next step for individuals who already possess an Associate of Applied Science in Health Information Technology. Refer to the Admissions Requirements section for details.

The objective of the Bachelor of Science in Health Information Management program is to prepare you with the knowledge, technical skills, and work habits to be an innovative and adaptable critical thinker and problem solver. Individuals that possess these qualities are capable of using available services and technologies to support operations, management, and decision-making initiatives within the health information field. In addition, the curriculum encourages lifelong learning and addresses the evolving professional skills of baccalaureate degree students.

Upon graduation, you may pursue positions that require you to perform either technical or management duties within the health information field. Typical duties may include overall department management; generation and analysis of health care data; implementation of quality improvement processes, risk management techniques, compliance strategies, and reimbursement procedures; research; and evaluation of legal issues. Employment opportunities may exist within hospitals, long-term care facilities, physicians' offices, health maintenance organizations, insurance companies, home health care, consulting companies, computer software companies, and government agencies.

Program Length

The Bachelor of Science in Health Information Management program consists of a minimum of 180 quarter credit hours including the requisite 90-credit associate's degree. In addition to possessing an associate's degree, you must also complete all prerequisites for the bachelor's degree courses. Thus, you may need to complete more than the minimum of 90 quarter credit hours. Upon successful completion of the program, you will receive a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Knowledge Base: Demonstrate foundational knowledge of the principles of planning, designing, managing, and evaluating electronic information systems.

2. Research Methods and Critical Thinking Skills: Apply research skills and critical thinking to create solutions for health care issues.

3. Health Care Administration: Demonstrate knowledge of the forces affecting health care delivery and health information systems.

4. Operations: Apply best practices in decision making regarding the management of health information.

5. Ethics and Professionalism: Employ the professional, ethical, and legal standards of health information management.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

To enroll in the Bachelor of Science in Health Information Management program, you must have successfully completed the Kaplan University Associate of Applied Science in Health Information Technology program or a Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)-approved Associate of Applied Science in Health Information Technology program.

If you have not successfully completed the equivalent of at least 10 quarter credit hours of college composition and 5 quarter credit hours of college-level mathematics as part of a CAHIIM-approved Associate of Applied Science in Health Information Technology program, you must complete these requirements prior to enrollment in the program.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.	
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
HI 300: INFORMATION TECHNOLOGY AND SYSTEMS FOR HEALTH CARE	6
HI 305: MANAGEMENT OF HEALTH INFORMATION	6
HI 410: ADVANCED REIMBURSEMENT METHODOLOGY	6
HS 305: RESEARCH METHODS FOR HEALTH SCIENCES	6
HS 311: EPIDEMIOLOGY AND BIOSTATISTICS I	6
HS 312: EPIDEMIOLOGY AND BIOSTATISTICS II	6
HS 420: ADVANCED HEALTH INFORMATICS	6
HS 450: STRATEGIC PLANNING AND ORGANIZATIONAL DEVELOPMENT FOR HEALTH CARE	6
HI 499: BACHELOR'S CAPSTONE IN HEALTH INFORMATION MANAGEMENT	6
TOTAL MAJOR REQUIREMENTS	**54**
Open Elective Requirements	
OPEN ELECTIVES	18
TOTAL OPEN ELECTIVE REQUIREMENTS	**18**
TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Health Science

Description and Outcomes

The Bachelor of Science in Health Science program focuses on building content knowledge and skills in the broad areas of health science and health care. Coursework highlights foundational knowledge and skills as well as overall concepts, values, research methods, and applications that could prepare you to pursue a career in health care or health science. Courses teach you to apply principles of healthy living to the education of individuals and communities, and focus on foundational knowledge and skills upon which to build additional competencies. The program also encourages the development of administrative, ethical, and professional skills that are relevant to leadership positions in the increasingly diverse health care field.

The Bachelor of Science in Health Science program is designed to prepare you to pursue a variety of career opportunities in health care and health science-related industries. Additionally, it provides you with a solid undergraduate foundation to pursue further graduate study and/or professional degrees.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Accelerated Master's Degree Options

If you are interested in earning both a bachelor's and master's degree in the health sciences, consider an accelerated master's degree option. Refer to the general Progression Requirements section for details.

Program Length

The Bachelor of Science in Health Science program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Knowledge Base: Demonstrate sound foundational knowledge and an understanding of the principles of biology, chemistry, human anatomy, physiology, and disease processes as they relate to health outcomes.

2. Research Methods and Critical Thinking Skills: Demonstrate competency in medical research and inquiry using scientific methods and laboratory skills for critical thinking and problem solving in health care settings.

3. Interdisciplinary Integration: Apply principles of healthy living at the individual and community level to protect and promote optimal physical and mental health.

4. Public Health and Education: Integrate basic knowledge of the core disciplines within public health and deliver educational programs that promote public health.

5. Health Care Administration: Demonstrate an understanding of the forces impacting health delivery systems and the effective management of health care administration.

6. Ethics and Professionalism: Employ the professional, ethical, and legal standards of health care practice and interdisciplinary collaboration through leadership and community stewardship.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Bachelor of Science in Health Science - Standard

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
HS 305: RESEARCH METHODS FOR HEALTH SCIENCES	6
HS 311: EPIDEMIOLOGY AND BIOSTATISTICS I	6
HS 312: EPIDEMIOLOGY AND BIOSTATISTICS II	6
HS 315: PRACTICES IN PUBLIC HEALTH	6
HS 320: MICROBIOLOGY	6
HS 415: ENVIRONMENTAL HEALTH	6
HS 420: ADVANCED HEALTH INFORMATICS	6
100/200/300/400-LEVEL: MAJOR ELECTIVES	12
HS 499: BACHELOR'S CAPSTONE IN HEALTH SCIENCE	6
TOTAL MAJOR REQUIREMENTS	**60**
Open Elective Requirements	
OPEN ELECTIVES	87
TOTAL OPEN ELECTIVE REQUIREMENTS	**87**

Eligible students who choose to complete the accelerated Master of Health Care Administration or Master of Public Health option will take up to five graduate-level courses in addition to selected undergraduate elective.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Health Science - Advanced Start

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
HS 305: RESEARCH METHODS FOR HEALTH SCIENCES	6
HS 311: EPIDEMIOLOGY AND BIOSTATISTICS I	6
HS 312: EPIDEMIOLOGY AND BIOSTATISTICS II	6
HS 315: PRACTICES IN PUBLIC HEALTH	6
HS 320: MICROBIOLOGY	6
HS 415: ENVIRONMENTAL HEALTH	6
HS 420: ADVANCED HEALTH INFORMATICS	6
100/200/300/400-LEVEL: MAJOR ELECTIVES	12
HS 499: BACHELOR'S CAPSTONE IN HEALTH SCIENCE	6
TOTAL MAJOR REQUIREMENTS	**60**
Open Elective Requirements	
OPEN ELECTIVES	12
TOTAL OPEN ELECTIVE REQUIREMENTS	**12**

Eligible students who choose to complete the accelerated Master of Health Care Administration or Master of Public Health option will take up to five graduate-level courses in addition to selected undergraduate electives.

Courses	Credits
TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🔺
Hagerstown	🟥
Lewiston	🟥
Lincoln	🔺
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Nutrition Science

Description and Outcomes

The Bachelor of Science in Nutrition Science program focuses on building content knowledge and skills in the broad areas of nutrition science and health care. The program's curriculum highlights foundational knowledge and skills as well as overall concepts, values, research methods, and applications that could prepare you to pursue a variety of career opportunities in health care and nutrition science-related industries. Courses teach you to apply principles of healthy living to the education of individuals and communities, and develop administrative, ethical, and professional skills that are relevant to leadership positions in the increasingly diverse health care field.

Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Accelerated Master's Degree Options

If you are interested in earning both a bachelor's and master's degree in the health sciences, consider an accelerated master's degree option. Refer to the general Progression Requirements section for details.

Program Length

The Bachelor of Science in Nutrition Science program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Knowledge Base: Explain the role of nutrients and food in the prevention of disease and optimization of human health.

2. Application: Evaluate an individual's nutritional status using appropriate clinical assessment strategies and interpret food science information appropriate to consumer needs.

3. Critical Thinking Skills: Assess diets, prepare foods, and promote consumption of foods to meet the nutritional needs of healthy people throughout the life cycle.

4. Clinical Skills: Plan and implement individualized, appropriate nutrition therapy for clients.

5. Analytical Skills: Analyze the impact of cultural and economic issues on client needs and dietetic practice.

6. Communication: Plan, implement, and evaluate nutrition education programs for specific audiences.

7. Ethics and Professionalism: Advocate for the provision of food and nutrition services in public policy development.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Kaplan University's Bachelor of Science in Nutrition Science program is not accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). While the Bachelor of Science in Nutrition Science program is designed to prepare you academically to pursue a variety of nutrition-oriented careers and advanced education, the program does not lead directly to certification as a registered dietitian. Upon graduation, you may become a registered dietician by completing post baccalaureate or master's-level work in a program accredited by ACEND, completing preprofessional experience, and sitting for the Registration Examination for Dietitians.

If you are interested in becoming a Certified Clinical Nutritionist, you may need to take additional coursework and complete a 900 hour internship to become eligible to sit for the Certified Clinical Nutritionist Examination, administered by the Clinical Nutrition Certification Board (CNCB). For more information, visit www.cncb.org.

You must not assume that credits earned at Kaplan University will transfer to another institution. Also, Kaplan University does not guarantee acceptance to any programs offered by other institutions.

In order to pursue examinations and/or preprofessional experiences, you may be required to present documentation of a health assessment/physical examination, immunization records, drug screening results, and/or a background check. It is your responsibility to ensure that you have met all requirements prior to beginning examinations and/or preprofessional coursework/externships.

Degree Plan

Curriculum

Bachelor of Science in Nutrition Science - Standard

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
NS 305: FOOD SAFETY AND MICROBIOLOGY	6
NS 310: NUTRITIONAL ANALYSIS AND ASSESSMENT	6
NS 321: NUTRITION PLANNING AND MANAGEMENT	6
NS 325: NUTRITION ACROSS THE HUMAN LIFE CYCLE	6
NS 335: NUTRITION FOR SPECIAL POPULATIONS	6
NS 415: FOOD SCIENCE WITH LAB	6
NS 420: NUTRITIONAL COUNSELING	6
100/200/300/400-LEVEL: MAJOR ELECTIVES	12
NS 499: BACHELOR'S CAPSTONE IN NUTRITION SCIENCE	6
TOTAL MAJOR REQUIREMENTS	**60**
Open Elective Requirements	
OPEN ELECTIVES	87
TOTAL OPEN ELECTIVE REQUIREMENTS	**87**
Eligible students who choose to complete the accelerated Master of Health Care Administration or Master of Public Health option will take up to five graduate-level courses in addition to selected undergraduate elective.	
TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Nutrition Science - Advanced Start

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
NS 305: FOOD SAFETY AND MICROBIOLOGY	6
NS 310: NUTRITIONAL ANALYSIS AND ASSESSMENT	6
NS 321: NUTRITION PLANNING AND MANAGEMENT	6
NS 325: NUTRITION ACROSS THE HUMAN LIFE CYCLE	6
NS 335: NUTRITION FOR SPECIAL POPULATIONS	6
NS 415: FOOD SCIENCE WITH LAB	6
NS 420: NUTRITIONAL COUNSELING	6
100/200/300/400-LEVEL: MAJOR ELECTIVES	12
NS 499: BACHELOR'S CAPSTONE IN NUTRITION SCIENCE	6
TOTAL MAJOR REQUIREMENTS	**60**
Open Elective Requirements	
OPEN ELECTIVES	12
TOTAL OPEN ELECTIVE REQUIREMENTS	**12**

Eligible students who choose to complete the accelerated Master of Health Care Administration or Master of Public Health option will take up to five graduate-level courses in addition to selected undergraduate electives.

Courses	Credits
TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Health Information Technology

Description and Outcomes

The objective of the Associate of Applied Science in Health Information Technology program is to prepare you with the knowledge, technical skills, and work habits to pursue an entry-level position in the health information management field.

The curriculum is geared toward the ability to process, maintain, compile, and report health information data for patient care, reimbursement, facility planning, marketing, risk management, quality assessment, and research. The curriculum teaches medical coding and abstracting procedures, and also covers supervisory issues as well as medicolegal aspects of health information. Basic courses that address the use of computers in these areas are also part of the program.

Upon graduation, your workplace tasks may include abstracting health records and compiling reports on health care services; accurately assigning code numbers to diagnoses and procedures for indexing health data and processing bills; answering legal, government, insurance, and other inquiries for patient health information; and organizing, analyzing, and evaluating health record content for completeness and accuracy. Tasks may also include reviewing and evaluating health records to assist with meeting accreditation guidelines, releasing patient information in accordance with applicable laws, and supervising human resources.

The Associate of Applied Science in Health Information Technology, offered online and at the Hagerstown campus, is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Upon graduation, you may be eligible to sit for the Registered Health Information Technician (RHIT) certification exam offered by the American Health Information Management Association (AHIMA). Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Externship Experience

This program blends online coursework with on-ground experience. You must complete a 90-hour externship in a hospital or other health care facility to complete the course of study. Refer to the General Policies section for criminal background check information and the Progression Requirements section for additional requirements.

Program Length

The Associate of Applied Science in Health Information Technology program consists of a minimum of 92 quarter credit hours. Upon successful completion of the program, you will receive an associate of applied science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Technology: Apply data management processes in support of health information operations.

2. Administrative: Exhibit computer literacy.

3. Standards, Laws, and Ethics: Employ the ethical, professional, and legal standards of the health information profession.

4. Foundational Knowledge of Health Information Management: Exhibit proficiency in health information professional practice skills.

5. Professionalism: Embody professional behaviors and problem solving.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Progression Requirements

1. You will be withdrawn from the program if you are unable to successfully complete HI 165: Health Information Practicum and HI 295: Health Information Externship/Capstone on the second attempt.

2. As an online student, you must:

a. Provide notice of intent to enroll in clinical courses and externships 3 months prior to the beginning of the term in which you wish to enroll. Notification must be submitted to the Health Sciences Clinical Placement Department using the appropriate application form.

b. Complete a clinical orientation workshop and pass a criminal background check prior to placement at a clinical, practicum, or externship site.

c. Enroll in EL 203: Portfolio Development in your second term if you are interested in pursuing credit for experiential learning. You must complete the portfolio development and assessment process by the end of the third term or by the time you have accumulated 30 credits within your program.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Associate of Applied Science in Health Information Technology offered online and at the Hagerstown campus is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Upon graduation, you are eligible to sit for the Registered Health Information Technician (RHIT) certification exam offered by the American Health Information Management Association (AHIMA). AHIMA exams are not required for all career paths—you are ultimately responsible for determining state and federal licensure and accreditation requirements.

You may also be eligible to take the Certified Billing and Coding Specialist (CBCS) certification exam sponsored by the National Healthcareer Association (NHA), the Certified Coding Associate (CCA) certification exam sponsored by the American Health Information Management Association (AHIMA), and the Insurance and Coding Specialist (NCICS) certification exam sponsored by the National Center for Competency Testing (NCCT). You may be eligible for additional certifications once you attain professional experience.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
HS 100: INTRODUCTION TO HEALTH SCIENCE	5
HI 125: HEALTH CARE DELIVERY AND INFORMATION MANAGEMENT	5
HI 135: LEGAL ASPECTS OF HEALTH INFORMATION	5
HI 150: AUTOMATION OF HEALTH INFORMATION	5
HI 165: HEALTH INFORMATION PRACTICUM	2
HI 215: REIMBURSEMENT METHODOLOGIES	3
HI 230: QUALITY ASSURANCE AND STATISTICS IN HEALTH INFORMATION	5
HI 252: MEDICAL CODING I	4
HI 255: MEDICAL CODING II	5
HS 111: MEDICAL TERMINOLOGY	5
HS 115: SOFTWARE APPLICATIONS FOR HEALTH CARE PROFESSIONALS	3
HS 140: PHARMACOLOGY	5
HS 200: DISEASES OF THE HUMAN BODY	5
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
HI 295: HEALTH INFORMATION EXTERNSHIP/CAPSTONE	5
TOTAL MAJOR REQUIREMENTS	**72**
Open Elective Requirements	
OPEN ELECTIVE	5
TOTAL OPEN ELECTIVE REQUIREMENTS	**5**
TOTAL PROGRAM REQUIREMENTS	**92**

Locations

Online	●
Hagerstown	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Medical Assisting (Iowa, Maine, Maryland, Nebraska)

Description and Outcomes

(As of September 23, 2015, this program will no longer be accepting enrollments.)

The objective of the Associate of Applied Science in Medical Assisting program is to prepare you with the knowledge, technical skills, and work habits to pursue an entry-level position in the ambulatory medical field. The Associate of Applied Science in Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This program concentrates on helping you acquire knowledge and develop skills in performing laboratory, clinical, and medical office procedures in a physician's office or ambulatory care clinic. The associate's degree program is designed to provide a broad education to help you develop advanced technical and communication skills.

Upon graduation from a campus-based program offered in Iowa, Maryland, or Nebraska, you may be eligible to take the Certified Medical Assistant (CMA) examination given by the American Association of Medical Assistants. Upon graduation from a campus-based program offered in Iowa, Maine, Maryland, or Nebraska, you may be eligible to take the Registered Medical Assistant (RMA) examination given by the American Medical Technologists, the National Certified Medical Assistant (NCMA) exam given by the National Center for Competency Testing (NCCT), and the Certified Clinical Medical Assistant (CCMA) exam given by the National Healthcareer Association (NHA). Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Workplace duties may include performing CLIA-waived tests, venipuncture, urinalysis, and electrocardiograms. You may also assist the physician in patient preparation and patient relations.

Clinical Experiences

The program blends online coursework with on-ground experience. You must complete an unpaid practicum or externship (160 hours) in a physician's office or clinic to complete the course of study. Refer to the General Policies section for criminal background check information and the Progression Requirements section for additional requirements.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Clinical: Demonstrate competencies in all aspects of medical assisting clinical practice.

2. Administrative: Exhibit proficiency in the clerical and administrative functions required of a medical assistant.

3. Standards, Laws, and Ethics: Employ the professional, ethical, and legal standards in health care practice.

4. Foundational Knowledge of Allied Health Sciences: Integrate knowledge from behavioral and biological sciences as a basis for allied health practices.

5. Professionalism: Embody professional behaviors as defined by the discipline of allied health.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Progression Requirements

1. Prior to externship, you must provide documentation of completion of an approved health care provider CPR training course. Approved courses include: American Heart Association (Basic Life Support for the Healthcare Provider, Heartsaver CPR and AED, Healthcare Provider), American Red Cross (Adult and Child CPR with AED, CPR/AED for the Professional Rescuer, CPR/AED for the Professional Rescuer and Healthcare Provider), and ProCPR (ProFirst Aid blended course for health care providers).

2. You will be withdrawn from the program if you are unable to successfully complete the following courses on the second attempt:
   - MA 260: Clinical Competencies I
   - MA 270: Clinical Competencies II
   - MA 290: Medical Assisting Externship and Evaluation

3. If you are a campus-based medical assisting student re-entering the program, and have not completed one or both of the Clinical Competencies I and II courses within 6 months prior to the externship, you will need to successfully complete a competency evaluation prior to enrolling in MA 290: Medical Assisting Externship and Evaluation.

4. If you are entering a campus-based CAAHEP-approved program and have completed MA 260: Clinical Competencies I, MA 270: Clinical Competencies II, HS 210: Medical Office Management, and/or HS 220: Medical Coding and Insurance or an equivalent course within a non-CAAHEP or ABHES-approved program, these courses will be applied toward the program pending successful completion of a competency evaluation.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Associate of Applied Science in Medical Assisting program is designed to prepare you with clinical and administrative skills to provide outstanding patient care. The program is structured to provide appropriate academic preparation if you are interested in pursuing national certification as a medical assistant. After completing the onsite program offered at a campus in the state of Iowa, Maryland, or Nebraska, you may be eligible to take the Certified Medical Assistant (CMA) examination given by the American Association of Medical Assistants. After completing the onsite program offered at a campus in the state of Iowa, Maine, Maryland, or Nebraska, you may be eligible to take the Registered Medical Assistant examination given by the American Medical Technologists, the National Certified Medical Assistant (NCMA) exam given by the National Center for Competency Testing (NCCT), and the Certified Clinical Medical Assistant (CCMA) exam given by the National Healthcareer Association (NHA).

Nebraska Medication Aide Registry for Medical Assistants

Medical assisting students completing an externship in the state of Nebraska will be required to complete a Medication Aide application with competency validation by an approved Nebraska licensed provider prior to the externship. In addition, you will be required to provide any associated required documentation to the Nebraska Department of Health and Human Services that may include certified copies of court documents for criminal convictions.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
100/200 LEVEL: COMMUNICATION COURSE	5
100/200 LEVEL: MATHEMATICS COURSE	5
200 LEVEL: COMMUNICATION COURSE	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
HS 101: MEDICAL LAW AND BIOETHICS	5
HS 111: MEDICAL TERMINOLOGY	5
HS 140: PHARMACOLOGY	5
HS 200: DISEASES OF THE HUMAN BODY	5
HS 210: MEDICAL OFFICE MANAGEMENT	5
HS 220: MEDICAL CODING AND INSURANCE	5
HS 275: PROFESSIONALISM IN HEALTH CARE	2
MA 260: CLINICAL COMPETENCIES I	5
MA 270: CLINICAL COMPETENCIES II	5
MA 290: MEDICAL ASSISTING EXTERNSHIP AND EVALUATION	5
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
Choose one of the following:	
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
HS 100: INTRODUCTION TO HEALTH SCIENCE	5
TOTAL MAJOR REQUIREMENTS	**62**
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
TOTAL PROGRAM REQUIREMENTS	**92**

Locations

Augusta	▲
Davenport	▲
Cedar Falls	▲
Cedar Rapids	▲
Des Moines	▲
Hagerstown	▲
Lewiston	▲
Lincoln	▲
Mason City	▲
Omaha	▲
South Portland	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Medical Assisting (Online)

Description and Outcomes

(As of September 23, 2015, this program will no longer be accepting enrollments.)

The objective of the Associate of Applied Science in Medical Assisting program is to prepare you with the knowledge, technical skills, and work habits to pursue an entry-level position in the ambulatory medical field. The Associate of Applied Science in Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This program concentrates on helping you acquire knowledge and develop skills in performing laboratory, clinical, and medical office procedures in a physician's office or ambulatory care clinic. The associate's degree program is designed to provide a broad education to help you develop advanced technical and communication skills.

Upon graduation from the program, you may be eligible to take the Registered Medical Assistant examination given by the American Medical Technologists, the National Certified Medical Assistant (NCMA) exam given by the National Center for Competency Testing (NCCT), and the Certified Clinical Medical Assistant (CCMA) exam given by the National Healthcareer Association (NHA). Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Workplace duties may include performing CLIA-waived tests, venipuncture, urinalysis, and electrocardiograms. You may also assist the physician in patient preparation and patient relations.

Clinical Experiences

The program blends online coursework with on-ground experiences. If you enroll in the online program, you will need to complete clinical experiences at an approved clinical site for MA 280: Online Clinical Competencies III. All students must also complete an externship (160 hours) in a physician's office or clinic to complete the course of study. Refer to the General Policies section for criminal background check information and the Progression Requirements section for additional requirements.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Clinical: Demonstrate competencies in all aspects of medical assisting clinical practice.

2. Administrative: Exhibit proficiency in the clerical and administrative functions required of a medical assistant.

3. Standards, Laws, and Ethics: Employ the professional, ethical, and legal standards in health care practice.

4. Foundational Knowledge of Allied Health Sciences: Integrate knowledge from behavioral and biological sciences as a basis for allied health practices.

5. Professionalism: Embody professional behaviors as defined by the discipline of allied health.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Admission Requirements

The University will no longer be enrolling students in the Associate of Applied Science in Medical Assisting in specified states. Please consult with your Admissions Advisor for more information.

Progression Requirements

1. Prior to beginning the first clinical experience, you must provide documentation of completion of an approved health care provider CPR training course. Approved courses include: American Heart Association (Basic Life Support for the Healthcare Provider, Heartsaver CPR and AED, Healthcare Provider), American Red Cross (Adult and Child CPR with AED, CPR/AED for the Professional Rescuer, CPR/AED for the Professional Rescuer and Healthcare Provider), and ProCPR (ProFirst Aid blended course for health care providers).

2. As an online student, you must:

    a. Provide notice of intent to enroll in clinical courses and externships 3 months prior to the beginning of the term in which you wish to enroll. Notification must be submitted to the Health Sciences Clinical Placement Department using the appropriate application form.

    b. Complete a clinical orientation workshop and pass a criminal background check prior to placement at a clinical, practicum, or externship site.

    c. Enroll in EL 203: Portfolio Development in your second term if you are interested in pursuing credit for experiential learning. You must complete the portfolio development and assessment process by the end of the third term or by the time you have accumulated 30 credits within your program.

3. You will be withdrawn from the program if you are unable to successfully complete the following courses on the second attempt:
    - MA 265: Online Clinical Competencies I
    - MA 275: Online Clinical Competencies II
    - MA 280: Online Clinical Competencies III
    - MA 295: Online Medical Assisting Externship and Evaluation

4. If you are a medical assisting student and drop, are dismissed, or take a leave of absence longer than 6 months after beginning and prior to completing clinical coursework (MA 250: Online Professionalism in Health Care, MA 265: Online Clinical Competencies I, MA 275: Online Clinical Competencies II, MA 280: Online Clinical Competencies III, and MA 295: Online Medical Assisting Externship and Evaluation), you will be required to re-take one or more of these courses to ensure currency of skills.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Associate of Applied Science in Medical Assisting program is designed to prepare you with clinical and administrative skills to provide outstanding patient care. The program is structured to provide appropriate academic preparation if you are interested in pursuing national certification as a medical assistant. Upon graduation from the online program, you may be eligible to take the Registered Medical Assistant (RMA) examination given by the American Medical Technologists, the National Certified Medical Assistant (NCMA) exam given by the National Center for Competency Testing (NCCT), and the Certified Clinical Medical Assistant (CCMA) exam given by the National Healthcareer Association (NHA).

For Washington Students

The state of Washington requires all medical assistants to be certified or registered. Eligibility for certification requires graduation from a postsecondary school or college accredited by a regional or national accrediting agency approved by the U.S. Department of Education, which includes a minimum of 720 clock hours of training in medical assisting skills, including a clinical externship of no less than 160 hours.

In addition, graduates must successfully pass, within 5 years before submitting an initial application for certification, a certification examination issued by the AAMA, AMT, NHA, or NCCT. Students who have completed all requirements except for passage of the examination may obtain interim certification, which will allow them to provide the Medical Assistant—Certified's full scope of practice. This interim certification expires when the graduate obtains the Medical Assistant—Certified credential or after 1 year and cannot be renewed.

Washington students also may obtain a Medical Assistant—Registered credential if they obtain an endorsement from a health care practitioner, clinic, or group practice. Medical Assistant—Registered individuals may perform only the medical tasks listed in their current attestation of endorsement and cannot transfer the registration to another health care practitioner, clinic, or group practice.

Nebraska Medication Aide Registry for Medical Assistants

Medical assisting students completing an externship in the state of Nebraska will be required to complete a Medication Aide application with competency validation by an approved Nebraska licensed provider prior to the externship. In addition, you will be required to provide any associated required documentation to the Nebraska Department of Health and Human Services that may include certified copies of court documents for criminal convictions.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
HS 100: INTRODUCTION TO HEALTH SCIENCE	5
HS 101: MEDICAL LAW AND BIOETHICS	5
HS 111: MEDICAL TERMINOLOGY	5
HS 140: PHARMACOLOGY	5
HS 200: DISEASES OF THE HUMAN BODY	5
HS 210: MEDICAL OFFICE MANAGEMENT	5
HS 220: MEDICAL CODING AND INSURANCE	5
MA 250: ONLINE PROFESSIONALISM IN HEALTH CARE	1
MA 265: ONLINE CLINICAL COMPETENCIES I	5
MA 275: ONLINE CLINICAL COMPETENCIES II	5
MA 280: ONLINE CLINICAL COMPETENCIES III	1
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
MA 295: ONLINE MEDICAL ASSISTING EXTERNSHIP AND EVALUATION	5
TOTAL MAJOR REQUIREMENTS	**62**
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
TOTAL PROGRAM REQUIREMENTS	**92**

Locations

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Medical Office Management

Description and Outcomes

The objective of the Associate of Applied Science in Medical Office Management program is to prepare you with the knowledge, technical skills, and work habits to pursue entry-level positions in medical offices. The program concentrates on helping you develop skills to submit medical claims for reimbursement, process bills, and develop a working knowledge of various insurance plans as well as administrative procedures. The associate's degree program provides a broad education to help you develop advanced technical and communication skills.

Upon graduation, you may be eligible to take the examination given by the American Medical Technologists to become a Certified Medical Administrative Specialist (CMAS) and the Certified Coding Associate (CCA) examination sponsored by the American Health Information Management Association (AHIMA). Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

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

Externship Experience

This program blends online coursework with an on-ground experience. If you enroll in the online program, you will need to complete a minimum 90-hour supervised externship in a physician's office or clinic to complete the course of study. Refer to the General Policies section for criminal background check information and the Progression Requirements section for additional requirements.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Administration: Exhibit proficiency in clerical and administrative functions required of a medical office manager.

2. Standards, Laws, and Ethics: Employ professional, ethical, and legal standards in health care practice.

3. Foundational Knowledge of Allied Health Sciences: Integrate knowledge from behavioral and biological sciences as a basis for allied health practices.

4. Professionalism: Embody professional behaviors as defined by the disciplines of allied health.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Progression Requirements

1. You will be withdrawn from the program if you are unable to successfully complete MO 290: Medical Office Management Externship and Evaluation on the second attempt.

2. Prior to beginning the first clinical experience, you must provide documentation of completion of an approved health care provider CPR training course. Approved courses include: American Heart Association (Basic Life Support for the Healthcare Provider, Heartsaver CPR and AED, Healthcare Provider), American Red Cross (Adult and Child CPR with AED, CPR/AED for the Professional Rescuer, CPR/AED for the Professional Rescuer and Healthcare Provider), and ProCPR (ProFirst Aid blended course for health care providers).

3. As an online student, you must:

a. Provide notice of intent to enroll in clinical courses and externships 3 months prior to the beginning of the term in which you wish to enroll. Notification must be submitted to the Health Sciences Clinical Placement Department using the appropriate application form.

b. Complete a clinical orientation workshop and pass a criminal background check prior to placement at a clinical, practicum, or externship site.

c. Enroll in EL 203: Portfolio Development in your second term if you are interested in pursuing credit for experiential learning. You must complete the portfolio development and assessment process by the end of the third term or by the time you have accumulated 30 credits within your program.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Associate of Applied Science in Medical Office Management program is designed to prepare you with the administrative skills to provide outstanding patient care. The program is structured to provide appropriate academic preparation if you are interested in pursuing national certification as a medical administrative specialist. After completion of the program, you may be eligible to take the Certified Medical Administrative Specialist examination given by the American Medical Technologists and the Certified Coding Associate (CCA) examination sponsored by the American Health Information Management Association (AHIMA).

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
HI 215: REIMBURSEMENT METHODOLOGIES	3
HI 252: MEDICAL CODING I	4
HI 255: MEDICAL CODING II	5
HS 100: INTRODUCTION TO HEALTH SCIENCE	5
HS 101: MEDICAL LAW AND BIOETHICS	5
HS 111: MEDICAL TERMINOLOGY	5
HS 200: DISEASES OF THE HUMAN BODY	5
HS 210: MEDICAL OFFICE MANAGEMENT	5
HS 240: MEDICAL OFFICE ACCOUNTING	3
MO 250: MEDICAL RECORDS MANAGEMENT	3
MO 260: MEDICAL OFFICE APPLICATIONS	5
MO 270: ADVANCED MEDICAL OFFICE MANAGEMENT	5
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
MO 290: MEDICAL OFFICE MANAGEMENT EXTERNSHIP AND EVALUATION	3
TOTAL MAJOR REQUIREMENTS	**66**
Open Elective Requirements	
OPEN ELECTIVES	10
TOTAL OPEN ELECTIVE REQUIREMENTS	**10**
TOTAL PROGRAM REQUIREMENTS	**91**

Locations

Online	●
Augusta	■
Davenport	▲
Cedar Falls	▲
Cedar Rapids	▲
Des Moines	▲
Hagerstown	▲
Lewiston	■
Lincoln	▲
Mason City	▲
Omaha	▲
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Medical Transcription

Description and Outcomes

(Currently Not Accepting Enrollments)

The objective of the Associate of Applied Science in Medical Transcription program is to prepare you with the knowledge, technical skills, and work habits to pursue an entry-level position as a medical transcriptionist. The program trains you to transcribe and edit medical dictations with accuracy, consistency, and timeliness while upholding the privacy and security of the health care data. Courses help you acquire proficiency in grammar, punctuation, medical terminology, and editing. Maintaining the integrity of the transcribed document and applying the principles of professional and ethical conduct are also stressed.

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

The program provides a broad education and, if you pursue Registered Medical Transcriptionist certification, may allow you to advance faster in the workplace. After completion of the program, and following eligibility requirements set by the Association for Healthcare Documentation Integrity, you may be eligible to take the Registered Medical Transcriptionist examination. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Upon graduation, you may pursue work in hospitals, offices, or other health care organizations. Duties may include transcribing dictation, utilizing medical terminology, editing and revising documents, and interpreting and transcribing a variety of medical reports. Some medical transcriptionists start their own businesses and work from home.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Transcription: Transcribe health care dictation.

2. Patient Records: Prepare patient care documents.

3. Standards, Laws, and Ethics: Employ the professional, ethical, and legal standards in health care practice.

4. Foundational Knowledge of Allied Health Sciences: Integrate knowledge from behavioral and biological sciences as a basis for allied health practices.

5. Professionalism: Embody professional behaviors as defined by the disciplines of allied health.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

To enroll or transfer into the Associate of Applied Science in Medical Transcription program, you must successfully pass a typing examination with a minimum speed of 30 words per minute and fewer than 5 errors. You will have three opportunities to pass the examination.

Progression Requirements

1. You will be withdrawn from the program if you are unable to successfully complete MR 290: Medical Transcription Practicum on the second attempt.

2. It is recommended that you possess the ability to type a minimum of 40 words per minute (WPM) prior to enrolling in MR 110: Keyboarding II—Advanced Techniques. You may experience difficulties completing coursework if you are unable to meet the minimum WPM requirement. Failing to complete all coursework in MR 110 will result in failure of the course and a possible delay in completion of the program.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Associate of Applied Science in Medical Transcription program is designed to prepare you to enter the medical transcription field through academic and transcription skill preparation. Upon completion of the program, and meeting eligibility requirements set by the Association for Healthcare Documentation Integrity, you may be eligible to take the Registered Medical Transcriptionist examination.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
100/200 LEVEL: COMMUNICATION COURSE	5
100/200 LEVEL: MATHEMATICS COURSE	5
200 LEVEL: COMMUNICATION COURSE	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
HS 100: INTRODUCTION TO HEALTH SCIENCE	5
HS 101: MEDICAL LAW AND BIOETHICS	5
HS 111: MEDICAL TERMINOLOGY	5
HS 115: SOFTWARE APPLICATIONS FOR HEALTH CARE PROFESSIONALS	3
HS 120: ANATOMY AND PHYSIOLOGY I	5
HS 130: ANATOMY AND PHYSIOLOGY II	5
HS 200: DISEASES OF THE HUMAN BODY	5
MR 105: KEYBOARDING I—FUNDAMENTALS	2
MR 110: KEYBOARDING II—ADVANCED TECHNIQUES	3
MR 160: PHARMACOLOGY AND LABORATORY MEDICINE	5
MR 250: MEDICAL RECORDS TRANSCRIPTION I	5
MR 260: MEDICAL RECORDS TRANSCRIPTION II	5
MR 270: MEDICAL RECORDS TRANSCRIPTION III	5
MR 275: PROFESSIONAL DEVELOPMENT FOR MEDICAL TRANSCRIPTIONISTS	2
MR 290: MEDICAL TRANSCRIPTION PRACTICUM	5
TOTAL MAJOR REQUIREMENTS	**65**
Open Elective Requirements	
OPEN ELECTIVES	10
TOTAL OPEN ELECTIVE REQUIREMENTS	**10**
TOTAL PROGRAM REQUIREMENTS	**90**

Locations

Online	●

	●	Online instruction
	■	Program enrollment through campus locations; online instruction
	▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Science in Health Science

Description and Outcomes

If you are a military student who has already received military training for medical and health science occupational specialties, the Associate of Science in Health Science could help further your educational and career goals. The curriculum focuses on the important role of professionalism in health care, general education, and industry-related technical information and builds on your prior military medical training to help you achieve an associate's degree.

The program provides a broad education and allows you to select coursework in health science subjects including anatomy and physiology, chemistry, nutrition, nuclear medicine technology, pathophysiology, clinical skills, health education, health informatics, surgical technology, and telemetry. The program includes a capstone experience designed to prepare you for work in various health science fields within the military and could help you meet educational requirements for advancement in the military. Upon graduation, you may also pursue a number of entry-level careers within the broad field of allied health should you return to civilian life.

Refer to the Admissions Requirements section for details on program eligibility.

Program Length

The Associate of Science in Health Science program consists of a minimum of 90 quarter credit hours. You must complete a specific number of credit hours at Kaplan University. Refer to the Progression Requirements section for details. Upon successful completion of the program, you will be awarded an associate of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Integrate knowledge from behavioral and biological sciences as a basis for allied health practice.

2. Use current technology in a variety of health care roles.

3. Demonstrate competencies relevant to a career focus area within health sciences.

4. Execute administration skills and management processes within the interdisciplinary health care field.

5. Exhibit behavior consistent with the professional, ethical, and legal standards of allied health practice.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the following admission requirement in addition to the Kaplan University general requirements.

If you reside in the state of Minnesota, you may not enroll in the Associate of Science in Health Science program.

Enrollment in the Associate of Science in Health Science is limited to active-duty servicemembers of the U.S. military, members of the Reserve or National Guard, and veterans of the U.S. military who have completed one of the articulated military occupation training courses. A list of currently articulated occupations can be obtained by contacting Kaplan University Military Admissions.

Progression Requirements

You must meet the following progression requirement in addition to Kaplan University's general requirements.

You must have a military transcript on file that shows successful completion of one of the articulated military occupational specialties or training course. You may fulfill all of the major requirements, with the exception of the capstone course, via any combination of prior learning.

Graduation Requirements

In addition to Kaplan University's general requirements, you must also have a military transcript on file that shows successful completion of an occupational specialty.

Degree Plan

Curriculum

Associate of Science in Health Science - No Specialization

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
TOTAL CORE REQUIREMENTS	**20**
Major Requirements	
HS 290: ASSOCIATE'S CAPSTONE IN HEALTH SCIENCE	5
MAJOR ELECTIVES	45
TOTAL MAJOR REQUIREMENTS	**50**
Open Elective Requirements	
OPEN ELECTIVES	20
TOTAL OPEN ELECTIVE REQUIREMENTS	**20**
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Associate of Science in Health Science - Surgical Technology

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
TOTAL CORE REQUIREMENTS	**20**
Major Requirements	
HS 255: STERILE PROCESSING FOR SURGICAL TECHNOLOGISTS	5
HS 290: ASSOCIATE'S CAPSTONE IN HEALTH SCIENCE	5
MAJOR ELECTIVES	40
TOTAL MAJOR REQUIREMENTS	**50**
Open Elective Requirements	
OPEN ELECTIVES	20
TOTAL OPEN ELECTIVE REQUIREMENTS	**20**
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Associate of Science in Health Science - Telemetry

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
TOTAL CORE REQUIREMENTS	**20**
Major Requirements	
HS 250: CARDIAC RHYTHM ANALYSIS AND TELEMETRY	5
HS 290: ASSOCIATE'S CAPSTONE IN HEALTH SCIENCE	5
MAJOR ELECTIVES	40
TOTAL MAJOR REQUIREMENTS	**50**
Open Elective Requirements	
OPEN ELECTIVES	20
TOTAL OPEN ELECTIVE REQUIREMENTS	**20**
TOTAL PROGRAM REQUIREMENTS	**90**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Dental Assistant Diploma

Description and Outcomes

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

Instruction occurs in classroom, laboratory, and clinical settings.

Upon graduation, you may seek employment as a dental assistant. Duties may include providing essential and vital auxiliary services for the dentist chairside, in the business office, and in the office laboratory.

Externship Experience

Prior to graduation, you are required to complete two externships for a minimum of 300 chairside hours. Refer to the General Policies section for criminal background check information and the Externships and Clinical Experiences section for additional requirements.

Program Length

You must complete a minimum of 56 quarter credit hours. Upon successful completion of the program, you will be awarded a diploma.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

To enroll in the Dental Assistant Diploma program offered at the Omaha campus, you must submit proof of CPR certification, which must remain valid for the duration of the program.

Progression Requirements

You will be withdrawn from the program if you are unable to successfully complete the following courses on the second attempt:

- DA V190: Specialty Dentistry Externship
- DA Z190: General Dentistry Externship

Externships and Clinical Experiences

Kaplan University requirements for externships are located in the Undergraduate Policy Information section.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
DA B170: RADIOLOGY	4.5
DA G151: PATIENT INTERACTION	6.5
DA K151: FOUNDATIONAL SKILLS FOR DENTAL ASSISTING	6
DA O170: OPERATIVE ASSISTING	5
DA P170: DENTAL MATERIALS	5.5
DA R170: CHAIRSIDE SPECIALTIES	6
DA V190: SPECIALTY DENTISTRY EXTERNSHIP	2.5
DA W151: TECHNOLOGY AND TERMINOLOGY FOR DENTAL ASSISTING	6
DA Y151: DIAGNOSTIC ASSISTING	5
DA Z190: GENERAL DENTISTRY EXTERNSHIP	9
TOTAL MAJOR REQUIREMENTS	**56**

TOTAL PROGRAM REQUIREMENTS 56

Locations

Omaha	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Medical Assistant Certificate (Onsite)

Description and Outcomes

The objective of the Medical Assistant Certificate program is to prepare you with the knowledge, technical skills, and work habits to pursue an entry-level position in the ambulatory medical field. The Medical Assistant Certificate program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This program concentrates on helping you acquire knowledge and develop skills in performing laboratory, clinical, and medical office procedures in a physician's office or ambulatory care clinic.

Upon graduation, you may be eligible to take the Registered Medical Assistant (RMA) examination given by the American Medical Technologists, the National Certified Medical Assistant (NCMA) examination given by the National Center for Competency Testing (NCCT), and the Certified Clinical Medical Assistant (CCMA) examination given by the National Healthcareer Association. For the Maryland campus program, a CAAHEP-accredited program, you may also be eligible to take the Certified Medical Assistant (CMA) examination given by the American Association of Medical Assistants. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Workplace duties may include performing CLIA-waived tests, venipuncture, urinalysis, and electrocardiograms. You may also assist the physician in patient preparation and patient relations.

Clinical Experiences

You will complete clinical instruction in a classroom lab for both MA 260: Clinical Competencies I and MA 270: Clinical Competencies II. You must also complete an unpaid externship (160 hours) in a physician's office or clinic to complete the course of study. Refer to the General Policies section for criminal background check information and the Progression Requirements section for additional requirements.

Program Length

The Medical Assistant Certificate program consists of 57 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Clinical: Demonstrate the core competencies of medical assisting clinical practice.

2. Administrative: Perform clerical and administrative functions required of a medical assistant.

3. Standards, Laws, and Ethics: Practice professional, ethical, and legal standards in health care settings.

4. Professionalism: Exhibit professional behavior as defined by the health care industry.

Policies

Progression Requirements

1. Prior to beginning the externship, you must provide documentation of completion of an approved health care provider CPR training course. Approved courses include: American Heart Association (Basic Life Support for the Healthcare Provider, Heartsaver CPR and AED, Healthcare Provider), American Red Cross (Adult and Child CPR with AED, CPR/AED for the Professional Rescuer, CPR/AED for the Professional Rescuer and Healthcare Provider), and ProCPR (ProFirst Aid blended course for health care providers).

2. You will be withdrawn from the program if you are unable to successfully complete the following courses on the second attempt:
   - MA 260: Clinical Competencies I
   - MA 270: Clinical Competencies II
   - MA 290: Medical Assisting Externship and Evaluation

3. If you are a campus-based medical assisting student re-entering the program, and have not completed one or both of the Clinical Competencies I and II courses within 6 months prior to the externship, you will need to successfully complete a competency evaluation prior to enrolling in MA 290: Medical Assisting Externship and Evaluation.

4. If you are entering a campus-based CAAHEP-approved program and have completed MA 260: Clinical Competencies I, MA 270: Clinical Competencies II, HS 210: Medical Office Management, and/or HS 220: Medical Coding and Insurance or an equivalent course within a non-CAAHEP or ABHES-approved program, these courses will be applied toward the program pending successful completion of a competency evaluation.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Medical Assistant Certificate program is designed to prepare you with clinical and administrative skills to provide outstanding patient care. The program is structured to provide appropriate academic preparation if you are interested in pursuing national certification as a medical assistant. After completing the onsite program offered at a campus in the state of Maryland, you may be eligible to take the Certified Medical Assistant (CMA) examination given by the American Association of Medical Assistants, the Registered Medical Assistant (RMA) examination, given by the American Medical Technologists, the National Certified Medical Assistant (NCMA) examination given by the National Center for Competency Testing (NCCT), and the Certified Clinical Medical Assistant (CCMA) examination given by the National Healthcareer Association (NHA).

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
HS 101: MEDICAL LAW AND BIOETHICS	5
HS 111: MEDICAL TERMINOLOGY	5
HS 140: PHARMACOLOGY	5
HS 200: DISEASES OF THE HUMAN BODY	5
HS 210: MEDICAL OFFICE MANAGEMENT	5
HS 220: MEDICAL CODING AND INSURANCE	5
HS 275: PROFESSIONALISM IN HEALTH CARE	2
MA 260: CLINICAL COMPETENCIES I	5
MA 270: CLINICAL COMPETENCIES II	5
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
MA 290: MEDICAL ASSISTING EXTERNSHIP AND EVALUATION	5
TOTAL MAJOR REQUIREMENTS	**57**
TOTAL PROGRAM REQUIREMENTS	**57**

Locations

Location	
Augusta	▲
Davenport	▲
Cedar Falls	▲
Cedar Rapids	▲
Des Moines	▲
Hagerstown	▲
Lewiston	▲
Lincoln	▲
Mason City	▲
Omaha	▲
South Portland	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Medical Assistant Certificate (Online)

Description and Outcomes

The objective of the Medical Assistant Certificate program is to prepare you with the knowledge, technical skills, and work habits to pursue an entry-level position in the ambulatory medical field. The Medical Assistant Certificate program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This program concentrates on helping you acquire knowledge and develop skills in performing laboratory, clinical, and medical office procedures in a physician's office or ambulatory care clinic.

Upon graduation from the program, you may be eligible to take the Registered Medical Assistant examination given by the American Medical Technologists, the National Certified Medical Assistant (NCMA) examination given by the National Center for Competency Testing (NCCT), and the Certified Clinical Medical Assistant (CCMA) examination given by the National Healthcareer Association (NHA). Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Workplace duties may include performing CLIA-waived tests, venipuncture, urinalysis, and electrocardiograms. You may also assist the physician in patient preparation and patient relations.

Clinical Experiences

The program blends online coursework with on-ground experiences. If you enroll in the online program, you will need to complete clinical experiences at an approved clinical site for MA 280: Online Clinical Competencies III. All students must also complete an externship (160 hours) in a physician's office or clinic to complete the course of study. Refer to the General Policies section for criminal background check information and the Progression Requirements section for additional requirements.

Program Length

The Medical Assistant Certificate program consists of a minimum of 57 quarter credit hours. Upon successful completion of this program, you will be awarded a certificate.

Policies

Admissions Requirements

If you reside in one of the following states, you may not enroll in the Medical Assistant Certificate: Delaware, New Mexico, North Carolina, Oregon, Tennessee, or Washington.

Progression Requirements

1. Prior to beginning the first clinical experience, you must provide documentation of completion of an approved health care provider CPR training course. Approved courses include: American Heart Association (Basic Life Support for the Healthcare Provider, Heartsaver CPR and AED, Healthcare Provider), American Red Cross (Adult and Child CPR with AED, CPR/AED for the Professional Rescuer, CPR/AED for the Professional Rescuer and Healthcare Provider), and ProCPR (ProFirst Aid blended course for health care providers).

2. As an online student, you must:
   a. Provide notice of intent to enroll in clinical courses and externships 3 months prior to the beginning of the term in which you wish to enroll. Notification must be submitted to the Health Sciences Clinical Placement Department using the appropriate application form.
   b. Complete a clinical orientation workshop and pass a criminal background check prior to placement at a clinical, practicum, or externship site.
   c. Enroll in EL 203: Portfolio Development in your second term if you are interested in pursuing credit for experiential learning. You must complete the portfolio development and assessment process by the end of the third term or by the time you have accumulated 30 credits within your program.

3. You will be withdrawn from the program if you are unable to successfully complete the following courses on the second attempt:
   - MA 265: Online Clinical Competencies I
   - MA 275: Online Clinical Competencies II
   - MA 280: Online Clinical Competencies III

- MA 295: Online Medical Assisting Externship and Evaluation

4. If you are a medical assisting student and drop, are dismissed, or take a leave of absence longer than 6 months after beginning and prior to completing clinical coursework (MA 250: Online Professionalism in Health Care, MA 265: Online Clinical Competencies I, MA 275: Online Clinical Competencies II, MA 280: Online Clinical Competencies III, and MA 295: Online Medical Assisting Externship and Evaluation), you will be required to re-take one or more of these courses to ensure currency of skills.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Certification Examinations

The Medical Assisting Certificate program is designed to prepare you with clinical and administrative skills to provide outstanding patient care. The program is structured to provide appropriate academic preparation if you are interested in pursuing national certification as a medical assistant. Upon graduation from the online program, you may be eligible to take the Registered Medical Assistant (RMA) examination given by the American Medical Technologists, the National Certified Medical Assistant (NCMA) exam given by the National Center for Competency Testing (NCCT), and the Certified Clinical Medical Assistant (CCMA) exam given by the National Healthcareer Association (NHA).

Washington Students

The state of Washington requires all medical assistants to be certified or registered. Eligibility for certification requires graduation from a postsecondary school or college accredited by a regional or national accrediting agency approved by the U.S. Department of Education, which includes a minimum of 720 clock hours of training in medical assisting skills, including a clinical externship of no less than 160 hours.

In addition, graduates must successfully pass, within 5 years before submitting an initial application for certification, a certification examination issued by the AAMA, AMT, NHA, or NCCT. Students who have completed all requirements except for passage of the examination may obtain interim certification, which will allow them to provide the Medical Assistant—Certified's full scope of practice. This interim certification expires when the graduate obtains the Medical Assistant—Certified credential or after 1 year and cannot be renewed.

Washington students also may obtain a Medical Assistant—Registered credential if they obtain an endorsement from a health care practitioner, clinic, or group practice. Medical Assistant—Registered individuals may perform only the medical tasks listed in their current attestation of endorsement and cannot transfer the registration to another health care practitioner, clinic, or group practice.

Nebraska Medication Aide Registry for Medical Assistants

Medical assisting students completing an externship in the state of Nebraska will be required to complete a Medication Aide application with competency validation by an approved Nebraska licensed provider prior to the externship. In addition, you will be required to provide any associated required documentation to the Nebraska Department of Health and Human Services that may include certified copies of court documents for criminal convictions.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
HS 101: MEDICAL LAW AND BIOETHICS	5
HS 111: MEDICAL TERMINOLOGY	5
HS 140: PHARMACOLOGY	5
HS 200: DISEASES OF THE HUMAN BODY	5
HS 210: MEDICAL OFFICE MANAGEMENT	5
HS 220: MEDICAL CODING AND INSURANCE	5
MA 250: ONLINE PROFESSIONALISM IN HEALTH CARE	1
MA 265: ONLINE CLINICAL COMPETENCIES I	5
MA 275: ONLINE CLINICAL COMPETENCIES II	5
MA 280: ONLINE CLINICAL COMPETENCIES III	1
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
MA 295: ONLINE MEDICAL ASSISTING EXTERNSHIP AND EVALUATION	5
TOTAL MAJOR REQUIREMENTS	**57**
TOTAL PROGRAM REQUIREMENTS	**57**

Locations

Online	●

●		Online instruction
■		Program enrollment through campus locations; online instruction
▲		Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Medical Billing/Coding Certificate

Description and Outcomes

The objective of the Medical Billing/Coding Certificate program is to prepare you with the knowledge, technical skills, and work habits to pursue an entry-level position as a billing and insurance specialist in either a physician's office or institutional setting, or as a patient referral specialist, coder, or medical receptionist. The curriculum concentrates on helping you acquire the basic skills and knowledge necessary to submit medical claims for reimbursement, process bills, operate computerized billing systems, and gain a working knowledge of various insurance plans. Emphasis is placed on quality of coding for reimbursement and statistical reporting. You may receive hands-on training through additional hours of practical experience in medical billing, coding, and administrative functions in a classroom lab setting.

Upon graduation, workplace duties may include evaluating medical records in order to appropriately assign ICD-9 and CPT codes related to medical diagnoses and procedures, submitting insurance claims for reimbursement, and evaluating rejected claims for resubmission. You may use computerized billing programs and complete the HCFA claim form. In addition, you may develop a working knowledge of various insurance plans, including their associated regulations and guidelines, in order to efficiently and accurately refer patients to various health care providers.

Practicum Experience

Prior to graduation, you must complete additional hours of practical experience in medical billing, coding, and administrative functions in a classroom or virtual lab setting. If you are an online student, you must complete the practical experience in a virtual lab setting.

Program Length

The Medical Billing/Coding Certificate program consists of 38 quarter credit hours. Upon completion of the program, you will be awarded a certificate.

Program Outcomes

1. Administration: Perform administrative functions of medical billing and coding.

2. Technical: Apply computer literacy skills in managing electronic medical claims.

3. Foundational Knowledge: Demonstrate knowledge of coding and billing guidelines and requirements in the process of medical claims management.

4. Standards, Laws, Ethics, and Professionalism: Analyze ethical and legal standards in practical applications within the discipline of coding and medical claims processing.

5. Critical Thinking: Apply problem-solving skills to real and simulated health care scenarios.

Policies

Admission Requirements

If you are a resident of Delaware, Missouri, or Wisconsin, you may not enroll in the Medical Billing/Coding Certificate.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the program, you may be eligible to take the Certified Billing and Coding Specialist (CBCS) certification exam sponsored by the National Healthcareer Association (NHA), the Certified Coding Associate (CCA) certification exam sponsored by the American Health Information Management Association (AHIMA), and the Insurance and Coding Specialist (NCICS) certification exam sponsored by the National Center for Competency Testing (NCCT). You may be eligible for additional certifications once you attain professional experience.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
HI 215: REIMBURSEMENT METHODOLOGIES	3
HI 252: MEDICAL CODING I	4
HI 255: MEDICAL CODING II	5
HS 111: MEDICAL TERMINOLOGY	5
HS 200: DISEASES OF THE HUMAN BODY	5
HS 215: MEDICAL INSURANCE AND BILLING	3
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
HS 292: BILLING AND CODING PRACTICUM	3
TOTAL MAJOR REQUIREMENTS	**38**
TOTAL PROGRAM REQUIREMENTS	**38**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	▲
Lewiston	■
Lincoln	■
Mason City	■
Omaha	▲
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Phlebotomist Certificate

Description and Outcomes

The objective of the Phlebotomist Certificate program is to prepare you with the knowledge, technical skills, and work habits to pursue entry-level positions in clinics, drug treatment centers, freestanding surgical centers, and hospital areas.

Courses will train you in the highly technical area of intravenous blood withdrawal and capillary punctures. General medical and legal knowledge is provided. Classroom instruction is reinforced in the campus clinical laboratory and further refined through a hospital or laboratory externship.

Upon graduation, you may perform intravenous blood withdrawals and capillary punctures. Clerical duties include using computers for keying in patient data using correct medical terminology, understanding chain-of-custody forms and drug-screening procedures, using aseptic techniques and standard precautions, handling biohazard waste properly, and maintaining patient confidentiality.

Upon successful completion of your program of study, you may be eligible to take phlebotomy technician certification exams sponsored by various organizations including the American Society for Clinical Pathology (ASCP), the American Medical Technologists (AMT), and the National Center for Competency Testing (NCCT). Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Externship Experience

Prior to graduation, you must complete a 135-hour externship. The externship portion of this program is uncompensated. Refer to the General Policies section for criminal background check information and the Progression Requirements section for additional requirements.

Program Length

The Phlebotomist Certificate program consists of a minimum of 35 quarter credits hours. Upon completion of the program, you will be awarded a certificate.

Program Outcomes

1. Technical: Perform the functions of phlebotomy.

2. Administrative: Utilize administrative tasks in the lab.

3. Communication: Use proper medical terminology to communicate to industry standards within the health care field.

4. Critical Thinking Skills: Apply critical thinking skills to real and simulated health care scenarios.

5. Standards, Laws, Ethics, and Professionalism: Analyze ethical and legal standards in practical applications within the health care profession.

Policies

Policy information specific to the Phlebotomy Certificate program is noted below.

Progression Requirements

As a student enrolled in the Phlebotomist Certificate program, you must:

1. Submit proof of having completed the first two Hepatitis B immunizations prior to enrolling in HS 291: Phlebotomy Lab, and must submit proof of having completed the third Hepatitis B immunization prior to enrolling in HS 299: Phlebotomy Externship.

2. Submit proof of CPR certification prior to enrolling in HS 299: Phlebotomy Externship.

Externships and Clinical Experiences

Kaplan University requirements for externships are located in the Undergraduate Policy Information section.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completing of the program, you may be eligible to take phlebotomy technician certification exams sponsored by various organizations including the American Society for Clinical Pathology (ASCP) and the National Center for Competency Testing (NCCT).

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
HS 101: MEDICAL LAW AND BIOETHICS	5
HS 111: MEDICAL TERMINOLOGY	5
HS 200: DISEASES OF THE HUMAN BODY	5
HS 291: PHLEBOTOMY LAB	5
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
HS 299: PHLEBOTOMY EXTERNSHIP	5
TOTAL MAJOR REQUIREMENTS	**35**
TOTAL PROGRAM REQUIREMENTS	**35**

Locations

Augusta	▲
Davenport	▲
Cedar Falls	▲
Cedar Rapids	▲
Des Moines	▲
Hagerstown	▲
Lewiston	▲
Mason City	▲
South Portland	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

School of Nursing

Mission

Mission Statement

The Kaplan University School of Nursing mission is to prepare and develop a diverse population of undergraduate and graduate nursing students to launch, enhance, and change health care careers that contribute to the art and science of nursing. Our faculty are practitioners and scholars who provide a state-of-the-art education within an innovative and accessible learning environment. Our programs build student knowledge and confidence to transform health care. Graduates are prepared to effectively address health care priorities in local, national, and global settings with enriched professional attributes in evidence-based practice and scholarship, critical thinking, leadership, interprofessional communication, and lifelong learning.

General Policies

Upon acceptance to a nursing program, you will receive the School of Nursing Handbook. This handbook outlines policies and procedures specific to the nursing programs, in addition to the below.

Admissions Requirements

In addition to Kaplan University's general requirements, you must complete a criminal background check, as required by applicable federal and/or state regulatory agencies. See the Criminal Background Check Policy below for more information.

Refer to the program-specific policy pages for additional admissions requirements.

Criminal Background Check Policy

If you are a prospective or new student enrolled in an associate's or bachelor's degree program in the School of Nursing, you must complete a criminal background check through Kaplan University's designated provider. You will be withdrawn at the end of the first term if you are unable to pass a background check and have not made arrangements to change your program of study to one for which a background check is not required.

Additional criminal background check information may be required based on your state and/or clinical setting's requirements. The state of Iowa requires that criminal background checks include information from the Iowa Department of Human Services relating to child abuse and dependent adult abuse. If you reside in Iowa, you must authorize the University to obtain this information.

In the event that a criminal background check reveals a conviction or other issue, the Office of the Dean of the School of Nursing or the Program Director will notify you of one of the following:

1. Denial of admission to the program

2. Dismissal from the program

3. Admitted to or continuation of the program

You will not be permitted to continue in a School of Nursing program if information reveals a felony conviction or other issue that the School of Nursing deems unacceptable, or that would prevent you from being accepted into a clinical setting.

If you are seeking readmission to a nursing program, you will be required to complete a criminal background check prior to readmission into the program.

The Office of the Dean of the School of Nursing and the Program Director will maintain confidentiality of all information related to criminal background checks.

Criminal Background Check Procedure

1. The Office of the Dean of the School of Nursing or the Program Director will monitor criminal background checks and review the results for each prospective or new student as they are available.

2. If offenses are reported on your background check, you will be notified by the Office of the Dean of the School of Nursing or the Program Director. You will not be notified if you pass the background check.

3. If additional criminal background check information or authorizations are necessary, you will be notified by the Office of the Dean of the School of Nursing or the Program Director. The Clinical Coordinator will contact the Dean or the Program Director.

Clinical Experiences

In particular phases of study, some courses include a clinical experience that is to be completed without compensation.

Although you are supervised by professionals at your clinical site, you must continue to participate in the online course activities and complete all assignments.

You must meet the following eligibility requirements prior to starting the a clinical:

1. You may not have an incomplete grade ("I") for any major course.

2. You must have a 2.0 GPA for any prior practicum or clinical experiences.

During clinical training, you are expected to perform in an ethical, safe, and professional manner and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure and dismissal from the program.

All clinical sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided.

The University maintains affiliation agreements with a variety of facilities. Some facilities may have special requirements that must be met. If you have a particular interest in a facility with which the University is not affiliated, you may bring this to the attention of the Clinical Coordinator so the site may be evaluated.

If you are absent from clinical training, you must inform both the site and the clinical instructor. You must comply will all attendance expectations while completing a clinical experience.

Clinical sites may require a criminal background check or medical examination.

Refer to the Progression Requirements section of the program-specific policy pages for additional requirements.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure

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

Prelicensure Bachelor of Science in Nursing

Description and Outcomes

The Prelicensure Bachelor of Science in Nursing program offers a dynamic curriculum designed to organize and integrate content, skills, and procedures, increase your knowledge and competence, and provide the foundation for progressively higher levels of nursing practice.

A Bachelor of Science in Nursing degree is considered essential for registered nurses seeking broader professional responsibilities and career opportunities. Baccalaureate-level nurses are typically generalists that provide direct and indirect patient care. The program emphasizes professional growth and continuous learning, and features a capstone course and a professional development plan that includes career planning.

Upon successful completion of the required plan of study and all other graduation requirements, you may be academically prepared to apply to take the licensing examination for registered nurses (NCLEX-RN[(R)]). Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Program Length

The Prelicensure Bachelor of Science in Nursing program consists of a minimum of 182 quarter credit hours. Upon successful completion of the program, you will receive a bachelor of science degree.

Program Availability

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

Discipline-Specific Outcomes

1. Integrate theoretical and empirical knowledge from multiple fields of study, including the humanities, behavioral, mathematical, and biophysical sciences, and nursing, into a basis for formulating nursing practice decisions.

2. Apply the nursing process to the care of patients across the life span and in the continuum of health care environments to promote the achievement of positive patient outcomes.

3. Integrate knowledge from nursing and other disciplines to deliver competent, culturally sensitive, and developmentally appropriate care as part of an interdisciplinary team.

4. Analyze the impact of power, politics, policy, and financial and regulatory guidelines on health systems.

5. Evaluate research for use in nursing practice.

6. Demonstrate safe and appropriate use of health care and information technologies in the delivery of nursing care.

7. Demonstrate clinical reasoning that reflects ethical, political, legal, and economic values in professional practice.

8. Apply effective communication and collaboration skills within the professional role.

9. Use evidence-based practice and the nursing process to develop solutions related to health promotion, disease, and injury prevention across the life span.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

This program is only available to residents of the state of Maine who enroll at the Kaplan University, Augusta campus and to students who enroll at the Kaplan University, Omaha campus.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you have held prior health care licensure or certification, it may be subject to additional review during the admissions process. Past disciplinary action may be grounds for denial of admission to the program.

If applying for admission, you must:

1. Be at least 18 years old at the program's start date.

2. Complete an informational interview with an admissions representative.

3. Submit evidence of high school graduation that reflects a minimum cumulative GPA (CGPA) of 2.75 (out of 4.0), a GED certificate that reflects a minimum percentile ranking of 70 percent, and/or official transcripts that reflect a minimum CGPA of 2.75 (out of 4.0) from any previously completed college/university coursework.

   In addition, all unofficial transcripts must be received prior to admission to the program. Official transcripts will not be accepted if the unofficial version has not been previously reviewed by the School of Nursing prior to admission.

4. Achieve a passing score on the standardized admission examination that evaluates basic academic skills. Additional information about the exam is available through the School of Nursing.

5. Complete an admissions interview conducted by the Director of Nursing or designee.

6. Complete enrollment activities, including submission of the Student Expectations Acknowledgment Form and proof of a criminal background check at the time of enrollment. In order to remain in the program, you must achieve a satisfactory result on the criminal background check.

7. Pay all applicable application fees.

Progression Requirements

1. You must achieve a minimum grade of "C" in each of the required courses for the program and attain a minimum cumulative GPA of 2.5.

2. You will be withdrawn from the program if unable to successfully complete a course on the second attempt.

3. Prior to beginning any nursing major course, you must successfully complete the following science courses with a minimum grade of "B":
   - SC 121: Human Anatomy and Physiology I
   - SC 131: Human Anatomy and Physiology II
   - SC 246: Fundamentals of Microbiology

   You will have one opportunity to repeat a course. If you fail to achieve a "B" on the second attempt, you will be dismissed from the program.

4. In order to remain enrolled in the program, you must submit proof of a negative result on drug/chemical substance testing by the deadline specified by the campus where you are enrolled. You must provide a valid, verifiable, current prescription and evidence of appropriate medical supervision for medications that may affect your academic or clinical performance during the nursing program. If you test positive and do not have a prescription as described above, you will not be permitted to start the program or re-enroll at a later date.

5. Prior to the start of the sequence of clinical courses, you will be required to submit the following:
   a. Proof of a physical exam no more than 1 year old. The exam must be signed by a medical doctor, physician assistant, doctor of osteopathy, or nurse practitioner.

   b. Documentation of required health examinations, tests, and immunizations.

   c. Current American Heart Association CPR certification (also called BLS) at the health care provider level; online and American Red Cross will not be accepted. Certification must be valid during your full tenure in the program.

   You may be required to pass a second criminal background check prior to beginning certain courses that require clinical experiences.

6. Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for student nurse candidates. Failure to submit appropriate documentation to participate in clinical experiences by the deadline will result in dismissal from the University.

7. If you are enrolled in the Prelicensure Bachelor of Science in Nursing at the Omaha campus, you are required to complete your clinical experiences at various locations throughout the state of Nebraska and Southeast Iowa. If you are enrolled in the Prelicensure Bachelor of Science in Nursing at the Augusta campus, you are required to complete your clinical experiences at various locations throughout the state of Maine. Faculty will assign you to a clinical site, and you will be supervised by a faculty clinical instructor. You are responsible for arranging and paying for your own transportation, housing, and availability to attend clinical experiences. Clinical locations may change at any time. You are required to complete all clinical activities assigned. Failure to meet clinical attendance requirements will result in failure of the course.

Accelerated LPN-to-BSN (Omaha)

In addition to meeting the above progression requirements, students enrolled in the Accelerated LPN-to-BSN must also meet the following requirements:

- Active, unrestricted LPN license
- Resume outlining at least 1 year of LPN experience

- Letter of recommendation indicating satisfactory LPN job performance from a supervisor who has worked with the LPN for at least 6 months
- Letter from the LPN applicant outlining interest in the LPN-to-BSN curriculum and requesting placement in the Accelerated LPN-to-BSN curriculum provided to the Director of Nursing at least 4 weeks before a scheduled Boot Camp session
- Successful completion of the LPN Boot Camp

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Prelicensure Bachelor of Science in Nursing program is designed to help you become academically and clinically qualified to provide outstanding patient care. Upon successful completion of the program of study, you may be academically prepared to apply to take the national licensure examination for registered nurses (NCLEX-RN[R]).

Degree Plan

Curriculum

Prelicensure Bachelor of Science in Nursing - Maine

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
MM 212: COLLEGE ALGEBRA	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
Choose one of the following:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CM 206: INTERPERSONAL COMMUNICATIONS	5
HU 280: BIOETHICS	5
MM 207: STATISTICS	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
SC 115: PRINCIPLES OF NUTRITION	5
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
SC 435: GENETICS	6
SS 144: SOCIOLOGY	5
TOTAL MAJOR REQUIREMENTS	**46**
Nursing Major Requirements	
NU 301: FUNDAMENTALS OF NURSING CARE	6
NU 301ME: FUNDAMENTALS OF NURSING CARE CLINICAL	4
NU 305: CLINICAL PHARMACOLOGY	5
NU 307: PHYSICAL ASSESSMENT	5
NU 309: PATHOPHYSIOLOGY FOR NURSING	4
NU 310: NURSING RESEARCH	6
NU 311: NURSING CARE OF ADULTS I	5
NU 311ME: NURSING CARE OF ADULTS I CLINICAL	5
NU 321: NURSING CARE OF CHILDBEARING FAMILIES	4
NU 321ME: NURSING CARE OF CHILDBEARING FAMILIES CLINICAL	3
NU 327: NURSING CARE OF CHILDREN, ADOLESCENTS, AND FAMILIES	4
NU 327ME: NURSING CARE OF CHILDREN, ADOLESCENTS, AND FAMILIES CLINICAL	3
NU 330: NURSING CARE OF THE MENTAL HEALTH PATIENT AND FAMILY	4
NU 330ME: NURSING CARE OF THE MENTAL HEALTH PATIENT AND FAMILY CLINICAL	2

NU 341: NURSING CARE OF ADULTS II	5
NU 341ME: NURSING CARE OF ADULTS II CLINICAL	5
NU 411: NURSING CARE OF ADULTS III	4
NU 411ME: NURSING CARE OF ADULTS III CLINICAL	3
NU 418: NURSING CARE OF THE GERIATRIC PATIENT	4
NU 418ME: NURSING CARE OF THE GERIATRIC PATIENT CLINICAL	2
NU 422: LEADERSHIP, MANAGEMENT, ISSUES, AND TRENDS IN NURSING	5
NU 452: COMMUNITY-BASED NURSING CARE	4
NU 452ME: COMMUNITY-BASED NURSING CARE CLINICAL	2
NU 496: BACHELOR'S CAPSTONE IN NURSING FOR ENTRY-LEVEL PRACTICE	4
NU 496ME: BACHELOR'S CAPSTONE IN NURSING FOR ENTRY-LEVEL PRACTICE CLINICAL	5
TOTAL NURSING MAJOR REQUIREMENTS	**103**

TOTAL PROGRAM REQUIREMENTS

Curriculum

Prelicensure Bachelor of Science in Nursing - Omaha

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
MM 212: COLLEGE ALGEBRA	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
Choose one of the following:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Major Requirements	
CM 206: INTERPERSONAL COMMUNICATIONS	5
HU 280: BIOETHICS	5
MM 207: STATISTICS	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
SC 115: PRINCIPLES OF NUTRITION	5
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
SC 156: PRINCIPLES OF CHEMISTRY	5
SC 435: GENETICS	6
TOTAL MAJOR REQUIREMENTS	**46**

Nursing Major Requirements	
NU 301: FUNDAMENTALS OF NURSING CARE	6
NU 301ME: FUNDAMENTALS OF NURSING CARE CLINICAL	4
NU 305: CLINICAL PHARMACOLOGY	5
NU 307: PHYSICAL ASSESSMENT	5
NU 309: PATHOPHYSIOLOGY FOR NURSING	4
NU 310: NURSING RESEARCH	6
NU 311: NURSING CARE OF ADULTS I	5
NU 311ME: NURSING CARE OF ADULTS I CLINICAL	5
NU 321: NURSING CARE OF CHILDBEARING FAMILIES	4
NU 321ME: NURSING CARE OF CHILDBEARING FAMILIES CLINICAL	3
NU 327: NURSING CARE OF CHILDREN, ADOLESCENTS, AND FAMILIES	4
NU 327ME: NURSING CARE OF CHILDREN, ADOLESCENTS, AND FAMILIES CLINICAL	3
NU 330: NURSING CARE OF THE MENTAL HEALTH PATIENT AND FAMILY	4
NU 330ME: NURSING CARE OF THE MENTAL HEALTH PATIENT AND FAMILY CLINICAL	2
NU 341: NURSING CARE OF ADULTS II	5
NU 341ME: NURSING CARE OF ADULTS II CLINICAL	5

NU 411: NURSING CARE OF ADULTS III	4
NU 411ME: NURSING CARE OF ADULTS III CLINICAL	3
NU 418: NURSING CARE OF THE GERIATRIC PATIENT	4
NU 418ME: NURSING CARE OF THE GERIATRIC PATIENT CLINICAL	2
NU 422: LEADERSHIP, MANAGEMENT, ISSUES, AND TRENDS IN NURSING	5
NU 452: COMMUNITY-BASED NURSING CARE	4
NU 452ME: COMMUNITY-BASED NURSING CARE CLINICAL	2
NU 496: BACHELOR'S CAPSTONE IN NURSING FOR ENTRY-LEVEL PRACTICE	4
NU 496ME: BACHELOR'S CAPSTONE IN NURSING FOR ENTRY-LEVEL PRACTICE CLINICAL	5
TOTAL NURSING MAJOR REQUIREMENTS	**103**

TOTAL PROGRAM REQUIREMENTS	**182**

Curriculum

Prelicensure Bachelor of Science in Nursing - Omaha - Accelerated LPN-to-BSN

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
MM 212: COLLEGE ALGEBRA	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
Choose one of the following:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CM 206: INTERPERSONAL COMMUNICATIONS	5
HU 280: BIOETHICS	5
MM 207: STATISTICS	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
SC 115: PRINCIPLES OF NUTRITION	5
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
SC 156: PRINCIPLES OF CHEMISTRY	5
SC 435: GENETICS	6
TOTAL MAJOR REQUIREMENTS	**46**
Nursing Major Requirements	
NU 302: TRANSITIONS I FOR LPN-TO-BSN STUDENTS	4
NU 302NE: TRANSITIONS I FOR LPN-TO-BSN CLINICAL	2
NU 303: TRANSITIONS II FOR LPN-TO-BSN STUDENTS	4
NU 303NE: TRANSITIONS II FOR LPN-TO-BSN CLINICAL	2
NU 305: CLINICAL PHARMACOLOGY	5
NU 307: PHYSICAL ASSESSMENT	5
NU 309: PATHOPHYSIOLOGY FOR NURSING	4
NU 310: NURSING RESEARCH	6
NU 311: NURSING CARE OF ADULTS I	5
NU 311ME: NURSING CARE OF ADULTS I CLINICAL	5
NU 341: NURSING CARE OF ADULTS II	5
NU 341ME: NURSING CARE OF ADULTS II CLINICAL	5
NU 411: NURSING CARE OF ADULTS III	4
NU 411ME: NURSING CARE OF ADULTS III CLINICAL	3
NU 422: LEADERSHIP, MANAGEMENT, ISSUES, AND TRENDS IN NURSING	5
NU 452: COMMUNITY-BASED NURSING CARE	4
NU 452ME: COMMUNITY-BASED NURSING CARE CLINICAL	2
NU 496: BACHELOR'S CAPSTONE IN NURSING FOR ENTRY-LEVEL PRACTICE	4

NU 496ME: BACHELOR'S CAPSTONE IN NURSING FOR ENTRY-LEVEL PRACTICE CLINICAL	5
PRIOR LPN EXPERIENCE AND COURSEWORK	24
TOTAL NURSING MAJOR REQUIREMENTS	**103**
Students will be awarded 24 credits for successfully completing the Accelerated LPN-to-BSN (Omaha) progression requirements.	
TOTAL PROGRAM REQUIREMENTS	**182**

Locations

Augusta	▲
Omaha	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Nursing—RN-to-BSN

Description and Outcomes

If you are a registered nurse, the Bachelor of Science in Nursing—RN-to-BSN program could provide you with the education to enhance your skills, better meet the complex demands of health care, and pursue employment in numerous nursing and management specialties. Additionally, the program is designed as a foundation to help you pursue graduate nursing studies.

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

Tracks of Study

The Bachelor of Science in Nursing—RN-to-BSN program features two tracks of study: the advanced start track and standard track. You will enroll in the track relevant to your previously completed nursing program. If you enroll in the standard track, you will be provided with an individualized plan of study that will allow you to complete required coursework intended to provide a solid foundation for the bachelor's degree curriculum.

Accelerated Master of Science in Nursing Option

If you are interested in earning both a bachelor's and master's degree in nursing, consider the Accelerated Master of Science in Nursing option. Refer to the Progression Requirements section for details.

Program Length

The Bachelor of Science in Nursing—RN-to-BSN program consists of a minimum of 180 quarter credit hours including the requisite associate's degree, diploma, or certificate in nursing. In addition, you must also complete all prerequisites for the bachelor's degree courses. Thus, you may need to complete more than the minimum number of credits required for the bachelor's degree. Upon successful completion of the program, you will receive a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. General Education: Integrate theoretical and empirical knowledge from the humanities, behavioral and biophysical sciences, and nursing as a basis for formulating nursing practice decisions.

2. Professional Roles: Synthesize core knowledge, core competencies, and professional values in the delivery of nursing care to individuals and groups within the three professional nursing roles (provider of care, manager of care, and member of the profession).

3. Leadership: Incorporate nursing leadership skills within the three nursing roles.

4. Research: Evaluate research for application and utilization in nursing practice.

5. Health Care Technology: Analyze methods that integrate and evaluate health care technologies in the delivery of nursing care.

6. Values: Incorporate ethical, political, legal, and economic values into professional practice.

7. Communication and Problem Solving: Design communication and problem-solving strategies for nursing practice in the current, diverse global environment.

8. Participation in the Profession: Participate in the improvement of the nursing profession, the health care delivery system, and the formulation of health policy.

9. Professional Development Plan: Appraise one's own professional growth toward the achievement of self-initiated goals.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

At this time, you may not enroll in the Bachelor of Science in Nursing program if you are a resident of Tennessee.

If applying for admission, you must:

1. Provide documentation of a current, unencumbered license to practice as a registered nurse in at least one U.S. state or provide evidence of a nursing license comparable to a U.S. registered nurse license from the nation, province, or region where you are employed as a nurse. Proof of foreign licensure must be submitted at the time of enrollment. The University will verify the authenticity of all submitted foreign nursing licenses. If you are a recent graduate of an Associate of Science in Nursing program and have not yet passed the NCLEX-RN[(R)] exam, you may apply for admission through the prelicensure contingency enrollment procedures set forth below.

2. Possess an associate's degree, diploma, or certificate in nursing with a minimum of 50 quarter credit hours of eligible credit with a focus in nursing.

3. Have a cumulative GPA of 2.5 (out of 4.0) reflected on the transcript for the applicant's nursing degree or apply for admission through the alternative admissions procedures set forth below.

Alternative Admissions Options

If you have a GPA between 2.0 and 2.5 from an accredited institution, you may apply for admission to the program by completing an Alternative Admissions Dean's Evaluation.

The Dean of the School of Nursing or a designee will review your work history, transcripts, and resume and determine whether admission is appropriate. If you have a cumulative GPA below 2.5 and have not completed an Alternative Admissions Dean's Evaluation, you will not be admitted to the program.

Prelicensure Contingency Enrollment

If you have graduated within the past 3 months from an Associate of Science in Nursing program, but have not yet taken or passed the NCLEX–RN exam, you may apply for admission to the Bachelor of Science in Nursing program by completing a Contingency Enrollment Dean's Evaluation.

In addition to meeting the stated admissions requirements, the following documentation will be required at the time of application:

1. An unofficial transcript indicating a completed associate's degree in nursing and a cumulative GPA of 3.0 or higher from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

2. A letter of recommendation submitted directly from the Director of Nursing/Dean or equivalent at the previous institution verifying your aptitude to undertake the NCLEX-RN exam and enroll in the Bachelor of Science in Nursing—RN-to-BSN program.

The Dean of the School of Nursing or a designee will determine if you may enroll.

If you are accepted under the terms of prelicensure contingency enrollment, you will be considered conditionally admitted and will also be required to:

1. Complete a criminal background check by the end of the first term (see Criminal Background Check Policy).

2. Submit proof of a current, unencumbered license to practice as a registered nurse in at least one U.S. state by the end of the second term. This will indicate that you have successfully passed the NCLEX-RN exam.

If the proof of RN licensure is not submitted by the end of the second term, you will be blocked from classes until such documentation is provided. If, for any reason, you do not furnish proof of RN licensure by the end of the second term, or if the documentation submitted is found to be false, you will be subject to immediate dismissal from the University and the University will take all other appropriate actions. If you furnish valid proof of RN licensure after your dismissal, and all other requirements are met, you may be fully accepted into the Bachelor of Science in Nursing—RN-to-BSN and will only then be able to receive credit for all coursework completed. You must re-enroll through the Office of Returning Students.

Requirements for Graduates of Foreign Nursing Programs

If you graduated from a foreign nursing program, you must submit an official course-by-course evaluation of your nursing program to a foreign credential evaluation service. The University will accept an unofficial copy of the foreign transcript evaluation submitted at the time of licensure in the U.S. or the equivalent educational verification that was required at the time of licensure in a foreign nation, province, or region. The official foreign credential evaluation must be received by the Prior Learning Assessment Center prior to the end of the first term.

The evaluation must be completed by an approved agency listed by the National Association of Credential Evaluation Services at www.naces.org/members.htm or by another service approved by the University.

Due to the variation in structure of foreign nursing programs, it is not always possible to identify equivalent nursing courses in U.S. certificate, diploma, or associate's degree programs. If, at the time of enrollment, you meet the following requirements, you may be approved for admission to the Bachelor of Science in Nursing—RN-to-BSN program:

- You are licensed as a registered nurse in at least one U.S. state or in the U.S. military or provide evidence of a nursing license comparable to a U.S. registered nurse license from a foreign nation, province, or region

- Your transcript evaluation reflects a minimum of 50 quarter credit hours of eligible credit with a focus in nursing

The School of Nursing will admit applicants on a case-by-case basis.

Progression Requirements

1. You must achieve a minimum grade of "C" in each of the required courses for the program and attain a minimum cumulative GPA of 2.5.

2. You will be withdrawn from the program if unable to successfully complete a course on the second attempt.

3. The Bachelor of Science in Nursing—RN-to-BSN program has an articulation plan that allows you to obtain higher education academic credit and reduce repetition of previous coursework. The articulation options are determined using your state of residency and original transcripts from the certificate, diploma, or degree-granting institution. Your transcripts will be evaluated in their entirety for possible transfer of prior academic credits.

4. By the end of the first term, you must submit official transcripts indicating a completed associate's degree, diploma, or certificate in nursing. This same transcript must also show a cumulative GPA of 2.5 or higher from all previous coursework. Refer to the First-Term Responsibilities section for additional information.

Accelerated Master of Science in Nursing Option

If you choose to complete the Accelerated Master of Science in Nursing option, you will have the opportunity to complete up to three graduate courses (listed below) in place of open elective requirements.

- MN 501: Advanced Nursing Roles

- MN 502: Theoretical Foundations of Advanced Practice Nursing

- MN 504: Scientific and Analytic Approaches to Advanced Evidence-Based Practice

If you choose this option, you will be subject to the graduate-level grading scale while enrolled in the graduate-level courses. Upon subsequent enrollment in the Master of Science in Nursing, the final grades from these courses will be applied to the Master of Science in Nursing degree plan and will count in the evaluation for satisfactory academic progress.

Criminal Background Check

In addition to the requirements noted in the Criminal Background Check Policy, you must submit your information to the designated background check website by the end of the first term (you will pay the fee directly to the vendor).

Graduation Requirements

In addition to Kaplan University's general graduation requirements, you must achieve a minimum grade of "C" in each of the major and core requirements for the program.

Degree Plan

Curriculum

Bachelor of Science in Nursing—RN-to-BSN - Advanced Start Track

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Prior Degree or Diploma in Nursing	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
HU 280: BIOETHICS	5
MM 207: STATISTICS	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 435: GENETICS	6
Choose one of the following:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**34**
Major Requirements	
NU 300: PROFESSIONAL LEADERSHIP TRANSITIONS	6
NU 310: NURSING RESEARCH	6
NU 333: PHYSICAL ASSESSMENT FOR THE NURSING PROFESSIONAL	5
NU 416: NURSING CARE OF THE OLDER ADULT	6
NU 420: LEADERSHIP AND MANAGEMENT IN THE CHANGING HEALTH CARE ENVIRONMENT	6
NU 450: PUBLIC HEALTH NURSING—POPULATION-CENTERED HEALTH CARE IN THE COMMUNITY	6
NU 499: BACHELOR'S CAPSTONE IN NURSING	6
TOTAL MAJOR REQUIREMENTS	**41**
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**

Students who have not met prerequisite requirements or state-specific general education requirements may need to complete more than the required 180 quarter credit hours to fulfill degree plan requirements. Students who are interested in continuing on to pursue Kaplan University's Master of Science in Nursing should consider the Accelerated Master of Science in Nursing option where students can take graduate-level courses in place of open electives.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Nursing—RN-to-BSN - Standard Track

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Prior Degree or Diploma in Nursing	50
TOTAL PRIOR DEGREE REQUIREMENTS	**50**
Prerequisite Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
MM 212: COLLEGE ALGEBRA	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
HU 280: BIOETHICS	5
MM 207: STATISTICS	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 435: GENETICS	6
Choose one of the following:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**34**
Major Requirements	
NU 300: PROFESSIONAL LEADERSHIP TRANSITIONS	6
NU 310: NURSING RESEARCH	6
NU 333: PHYSICAL ASSESSMENT FOR THE NURSING PROFESSIONAL	5
NU 416: NURSING CARE OF THE OLDER ADULT	6
NU 420: LEADERSHIP AND MANAGEMENT IN THE CHANGING HEALTH CARE ENVIRONMENT	6
NU 450: PUBLIC HEALTH NURSING—POPULATION-CENTERED HEALTH CARE IN THE COMMUNITY	6
NU 499: BACHELOR'S CAPSTONE IN NURSING	6
TOTAL MAJOR REQUIREMENTS	**41**
Open Elective Requirements	
OPEN ELECTIVES	55
TOTAL OPEN ELECTIVE REQUIREMENTS	**55**

Students who have not met prerequisite requirements or state-specific general education requirements may need to complete more than the required 180 quarter credit hours to fulfill degree plan requirements. Students who are interested in continuing on to pursue Kaplan University's Master of Science in Nursing should consider the Accelerated Master of Science in Nursing option where students can take graduate-level courses in place of open electives.

TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Lewiston	■
Lincoln	■
Hagerstown	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Science in Nursing (Florida)

Description and Outcomes

(Not Currently Accepting Enrollments)

The Associate of Science in Nursing program is a prelicensure nursing education program. The program offers a dynamic curriculum designed to organize and integrate content, skills, and procedures, increase your knowledge and competence, and provide the foundation for progressively higher levels of nursing practice.

Upon successful completion of the required plan of study and all other graduation requirements, you may be academically prepared to apply to take the licensing examination for registered nurses (NCLEX-RN[(R)]). Refer to the Certification, State Board, and National Board Exams section for important program disclosure information. If you complete the associate's degree and successfully pass the NCLEX-RN, you will be eligible to enter the Kaplan University Bachelor of Science in Nursing degree-completion program.

The Associate of Science in Nursing program at Pembroke Pines, FL, is no longer enrolling students and will be closed upon graduation of all remaining active students. The Florida Board of Nursing can be contacted at:

Florida Board of Nursing

4062 Bald Cypress Way

Tallahassee, FL 32399-3257

For more information, please contact an Admissions Advisor.

Clinical Experience

The program blends online coursework with on-ground, facility-based clinical practice experiences. Refer to the Progression Requirements section and the Practicum and Clinical Experiences section for details.

Program Length

The Associate of Science in Nursing program consists of a minimum of 110 quarter credit hours. Due to state-specific nursing education requirements, you may need to take more than 110 credits to complete the prelicensure program. Upon successful completion of the program, you will receive an associate of science degree.

Program Availability

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

Program Outcomes

Discipline-Specific Outcomes

1. Foundational Nursing Skills: Integrate the nursing process into caring for clients at different levels along the health-wellness continuum.

2. Professional Roles: Integrate knowledge from nursing and other disciplines into the delivery of competent, culturally sensitive, and developmentally appropriate care.

3. Leadership: Utilize leadership and management skills within the scope of identified roles for the associate's degree graduate.

4. Problem Solving: Use evidence-based practice and the nursing process to develop solutions appropriate for delivery of care.

5. Health Care Technology: Demonstrate safe and appropriate performance of nursing skills including using various technologies within the health care delivery system.

6. Values: Integrate ethical decision making and legal considerations into professional practice.

7. Communication: Apply effective communication skills within the professional role.

8. Professional Development Plan: Analyze one's own professional growth and progress toward the achievement of self-initiated goals.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Policy information specific to the Associate of Science in Nursing program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you have held prior health care licensure or certification, it may be subject to additional review during the admissions process. Past disciplinary action may be grounds for denial of admission to the program.

Progression Requirements

1. You must achieve a minimum grade of "C" in each of the required courses for the program and attain a minimum cumulative GPA of 2.5.

2. You will be withdrawn from the program if unable to successfully complete a course on the second attempt.

3. The clinical practice experience must be completed in Palm Beach County, Broward County, or Miami Dade County in Florida. Faculty will assign you to a clinical practice site. You are responsible for arranging and paying for your own transportation, housing, and availability to attend the clinical practice experience. Clinical practice locations may change at any time. You are required to complete all clinical activities assigned.

4. Prior to the end of the first term, you must submit the following:
    a. Proof of a physical exam no more than 1 year old. The exam must be signed by a medical doctor, physician assistant, or nurse practitioner.
    b. Documentation of required health examinations, tests, and immunizations.
    c. Proof of a negative result on drug/chemical substance testing.
    d. Current American Heart Association CPR certification (also called BLS) at the health care provider level; online and American Red Cross will not be accepted. Certification must be valid during your full tenure in the program.
    You must maintain current vaccination records throughout the program and will be required to submit proof of continued vaccination before beginning a clinical experience.

5. In order to remain enrolled in the program, you must submit proof of a criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify you for practice as a nursing student under the requirements of the state of your clinical placements. You must submit proof by the end of the first term, if you are conditionally admitted or by the official start date, if you do not qualify for conditional admittance.

6. Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for student nurse candidates. Failure to submit appropriate documentation to participate in clinical experiences by the deadline will result in dismissal from the University.

Graduation Requirements

You must meet the following graduation requirements in addition to Kaplan University's general requirements.

1. Achieve a minimum grade of "C" in each of the major and core requirements for the program.

2. Successfully complete all clinical nursing courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the clinical portion of the courses. Failure to complete the clinical portion of a course will result in failure of the entire course.

3. Comply with all applicable policies and requirements related to the clinical educational experiences.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Associate of Science in Nursing program is designed to help you become academically and clinically qualified to provide outstanding patient care. Upon successful completion of the program of study, you may be academically prepared to apply to take the national licensure examination for registered nurses (NCLEX-RN[(R)]).

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
MM 212: COLLEGE ALGEBRA	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SS 144: SOCIOLOGY	5
TOTAL CORE REQUIREMENTS	**45**

Major Requirements	
NU 104: PATHOPHYSIOLOGY FOR NURSING	5
NU 106: NURSING FUNDAMENTALS	7
NU 107: PHARMACOLOGY FOR NURSING	6
NU 113: MEDICAL-SURGICAL NURSING I	7
NU 122: MATERNAL INFANT NURSING	6
NU 132: MEDICAL-SURGICAL NURSING II	6
NU 222: PEDIATRIC NURSING	6
NU 242: MENTAL HEALTH NURSING	5
NU 261: MEDICAL-SURGICAL NURSING III	6
NU 280: LEADERSHIP AND TRENDS IN NURSING	5
NU 295: CAPSTONE IN NURSING	6
TOTAL MAJOR REQUIREMENTS	**65**

The number of additional electives required will be based on the number of credits needed to meet individual state education requirements for nursing students. The degree program includes instruction in the classroom and online, as well as laboratory and clinical settings.

TOTAL PROGRAM REQUIREMENTS	**110**

Location

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Science in Nursing (Iowa and Nebraska)

Description and Outcomes

The Associate of Science in Nursing program is a prelicensure nursing education program. The program offers a dynamic curriculum designed to organize and integrate content, skills, and procedures, increase your knowledge and competence, and provide the foundation for progressively higher levels of nursing practice.

Upon successful completion of the required plan of study and all other graduation requirements, you may be academically prepared to apply to take the licensing examination for registered nurses (NCLEX-RN[R]). Refer to the Certification, State Board, and National Board Exams section for important program disclosure information. If you complete the associate's degree and successfully pass the NCLEX-RN, you will be eligible to enter the Kaplan University Bachelor of Science in Nursing degree-completion program.

LPN-to-Associate of Science in Nursing

The Associate of Science in Nursing program admits students who have no prior health care experience as well as individuals who have completed a practical nursing program.

If you have passed the NCLEX-PN[R], hold an active PN license, and are in good standing with the Board of Nursing in the state in which you hold licensure, you may follow the Licensed Practical Nurse (LPN)-to-Associate of Science in Nursing degree plan.

If you follow this degree plan, you must meet the same academic requirements and achieve the same level of academic performance as someone following the standard degree plan.

The LPN-to-Associate of Science in Nursing degree plan consists of a minimum of 94 quarter credit hours.

Clinical Experiences

The program blends online coursework with on-ground, facility-based clinical experiences. Refer to the Progression Requirements section and the Clinical Experiences section for details.

Program Length

The Associate of Science in Nursing program consists of a minimum of 110 quarter credit hours. Upon successful completion of the program, you will receive an associate of science degree.

Program Availability

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

Program Outcomes

Discipline-Specific Outcomes

1. Foundational Nursing Skills: Integrate the nursing process into caring for clients at different levels along the health–wellness continuum.

2. Professional Roles: Integrate knowledge from nursing and other disciplines into the delivery of competent, culturally sensitive, and developmentally appropriate care.

3. Leadership: Utilize leadership and management skills within the scope of identified roles for the associate's degree graduate.

4. Problem Solving: Use evidence-based practice and the nursing process to develop solutions appropriate for delivery of care.

5. Health Care Technology: Demonstrate safe and appropriate performance of nursing skills including using various technologies within the health care delivery system.

6. Values: Integrate ethical decision making and legal considerations into professional practice.

7. Communication: Apply effective communication skills within the professional role.

8. Professional Development Plan: Analyze one's own professional growth and progress toward the achievement of self-initiated goals.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Policy information specific to the Associate of Science in Nursing program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you have held prior health care licensure or certification, it may be subject to additional review during the admissions process. Past disciplinary action may be grounds for denial of admission to the program.

If you have passed the NCLEX-PN[(R)] and hold an active PN license, you must be in good standing with the Board of Nursing in the states in which you hold licensure. If you are a graduate of the University's Practical Nursing Diploma program, you must be in good academic standing and have no Code of Conduct violations.

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

Prior to enrollment, you must:

1. Be at least 18 years old at the program's start date.

2. Complete an informational interview with an admissions representative.

3. Achieve the minimum required scores on the entrance assessment tests, as required by the School of Nursing.

4. Complete enrollment activities including the Student Expectations Acknowledgment Form.

5. Pay all applicable application fees.

Progression Requirements

1. You must achieve a minimum grade of "C" in each of the required courses for the program and attain a minimum cumulative GPA of 2.5.

2. You will be withdrawn from the program if unable to successfully complete a course on the second attempt.

3. You must complete your clinical experiences in Polk, Story, Dallas, or Warren Counties for the Des Moines, Iowa, campus; Linn, Johnson, or Benton Counties for the Cedar Rapids, Iowa, campus; and Black Hawk or Bremer Counties for the Cedar Falls, Iowa, campus. If you are enrolled in the program at the Lincoln, Nebraska campus, you must complete your clinical experiences in Lancaster County. During clinical experiences, you will be supervised by a faculty clinical instructor.

4. If you are located in Lincoln, Nebraska, or Des Moines, Cedar Falls, or Cedar Rapids, Iowa, and enter the program with a current license to practice as a practical nurse (LPN), you will not be required to complete NU 102: Nursing Fundamentals, but will be required to complete NU 103: Role Transitions for the LPN/VN-to-RN. Refer to the LPN-to-Associate of Science in Nursing—Iowa and Nebraska degree plan.

5. After enrollment, you must complete and/or submit the following prior to starting coursework:
   • Evidence of high school graduation or a GED certificate
   • Official transcripts from all other colleges, universities, and/or vocational schools attended, if applicable
   • Admissions interview conducted by the Director of Nursing (DON) or a designee

6. In order to remain enrolled in the program, proof of the following is required by the end of the first term:
   • Negative result on drug/chemical substance testing. You must provide a valid, verifiable, current prescription for medications you are presently taking. If you test positive and do not have a prescription as described above, you will not be permitted to start the program or re-enroll at a later date.
   • Satisfactory national criminal background check.

Graduation Requirements

You must meet the following graduation requirements in addition to Kaplan University's general requirements:

1. Achieve a minimum grade of "C" in each of the major and core requirements for the program.

2. Successfully complete all clinical nursing courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the clinical portion of the courses. Failure to complete the clinical portion of a course will result in failure of the entire course.

3. Comply with all applicable policies and requirements related to the clinical educational experiences

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Associate of Science in Nursing program is designed to help you become academically and clinically qualified to provide outstanding patient care. Upon successful completion of the program of study, you may be academically prepared to apply to take the national licensure examination for registered nurses (NCLEX-RN(R)).

Degree Plan

Curriculum

Associate of Science in Nursing—Iowa and Nebraska - Standard

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
MM 212: COLLEGE ALGEBRA	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SS 144: SOCIOLOGY	5
TOTAL CORE REQUIREMENTS	**35**
Major Requirements	
NU 102: NURSING FUNDAMENTALS	7
NU 104: PATHOPHYSIOLOGY FOR NURSING	5
NU 107: PHARMACOLOGY FOR NURSING	6
NU 111: MEDICAL-SURGICAL NURSING I	7
NU 122: MATERNAL INFANT NURSING	6
NU 132: MEDICAL-SURGICAL NURSING II	6
NU 222: PEDIATRIC NURSING	6
NU 242: MENTAL HEALTH NURSING	5
NU 262: MEDICAL-SURGICAL NURSING III	5
NU 280: LEADERSHIP AND TRENDS IN NURSING	5
SC 121: HUMAN ANATOMY AND PHYSIOLOGY I	5
SC 131: HUMAN ANATOMY AND PHYSIOLOGY II	5
NU 297: CAPSTONE	7
TOTAL MAJOR REQUIREMENTS	**75**

The number of additional electives required will be based on the number of credits needed to meet individual state education requirements for nursing students.

TOTAL PROGRAM REQUIREMENTS	**110**

Curriculum

Associate of Science in Nursing—Iowa and Nebraska - LPN-to-Associate of Science in Nursing

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
MM 212: COLLEGE ALGEBRA	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SS 144: SOCIOLOGY	5
TOTAL CORE REQUIREMENTS	**35**
Major Requirements	
NU 103: ROLE TRANSITIONS FOR THE LPN/VN-TO-RN	5
NU 104: PATHOPHYSIOLOGY FOR NURSING	5
NU 107: PHARMACOLOGY FOR NURSING	6
NU 112: MEDICAL-SURGICAL NURSING I FOR THE LPN/VN-TO-RN	6
NU 124: MATERNAL INFANT NURSING FOR THE LPN/VN-TO-RN	5
NU 132: MEDICAL-SURGICAL NURSING II	6
NU 224: PEDIATRIC NURSING FOR THE LPN/VN-TO-RN	5
NU 243: MENTAL HEALTH NURSING FOR THE LPN/VN-TO-RN	4
NU 262: MEDICAL-SURGICAL NURSING III	5
NU 280: LEADERSHIP AND TRENDS IN NURSING	5
NU 297: CAPSTONE	7
TOTAL MAJOR REQUIREMENTS	**59**
TOTAL PROGRAM REQUIREMENTS	**94**

Location

Cedar Falls	▲
Cedar Rapids	▲
Des Moines	▲
Lincoln	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Practical Nursing Diploma

Description and Outcomes

The Practical Nursing Diploma program teaches practical nursing skills to help you become a competent, safe, and effective member of the health care team. The educational objective of the program is to provide you with a thorough understanding of nursing science and to help prepare you for success on the national licensure exam, NCLEX-PN[(R)]. Upon passing the NCLEX-PN, you are qualified to receive a state license and pursue employment as an entry-level licensed practical nurse (LPN). Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

The program combines theory and lab activities with clinical practice of nursing theory and care in a variety of settings including acute care hospitals, long-term care facilities, and other community health agencies. You will have the opportunity to apply beginning nursing skills while working as a member of the health team. Learning experiences will progress from simple to complex and require you to use critical thinking skills while applying the nursing process to the care of clients.

Clinical Experience

Prior to graduation, you are required to complete a 480-hour clinical and will be supervised by a faculty clinical instructor. Refer to the Clinical Experiences section for details.

Program Length

The Practical Nursing Diploma program is completed in five quarters and consists of a minimum of 84 quarter credit hours. You will spend 4 to 8 hours in classroom, laboratory, or clinical attendance per day, totaling 1,240 clock hours. Upon successful completion of the program, you will be awarded a diploma.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you have held prior health care licensure or certification, it may be subject to additional review during the admissions process. Past disciplinary action may be grounds for denial of admission to the program.

If applying for admission, you must:

1. Submit a health assessment/physical examination completed within the 11 months prior to admission, including applicable immunization records and drug screening results.

2. Complete a National Criminal Background Check by the end of the first term. You will not be admitted to or permitted to continue in the Practical Nursing Diploma program if information reveals a felony conviction or other issue that the School of Nursing deems unacceptable, or that prevents you from being accepted into a clinical setting.

3. Be at least 18 years old at the program's start date.

Progression Requirements

1. You must achieve a minimum grade of "C" (75 percent) in all courses.

2. You will have one opportunity to repeat a failed or withdrawn course; if you are unable to attain the necessary grade of "C" (75 percent) to pass this repeated course, you will be withdrawn from the program.

3. You will be dismissed from the program upon your second failure or withdrawal from any courses in the major requirements listed in the degree plan.

Graduation Requirements

You must meet the following graduation requirements in addition to Kaplan University's general requirements:

1. Achieve a minimum grade of "C" (75 percent) in all courses.

2. Possess a minimum cumulative GPA of 2.0.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The educational objective of the program is to provide you with a thorough understanding of nursing science and to help you prepare for success on the national licensure exam, NCLEX-PN[(R)]. Upon successfully passing the NCLEX-PN, you are qualified to receive a state license and pursue employment as an entry-level licensed practical nurse

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
CS 122: ACADEMIC STRATEGIES FOR THE PRACTICAL NURSING PROFESSIONAL	3
MM 212: COLLEGE ALGEBRA	5
NR 101: MEDICAL TERMINOLOGY	3
NR 102: CONCEPTS OF NURSING	3
NR 103: GERIATRIC NURSING	3
NR 120: CLINICAL PHARMACOLOGY	6
NR 130: FUNDAMENTALS OF NURSING	9
NR 140: NORMAL GROWTH AND DEVELOPMENT	3
NR 150: MEDICAL-SURGICAL NURSING	11
NR 160: MENTAL HEALTH NURSING	5
NR 165: ADVANCED MEDICAL-SURGICAL NURSING I	9
NR 170: MATERNAL INFANT NURSING	5
NR 180: PEDIATRIC NURSING	5
NR 185: ADVANCED MEDICAL-SURGICAL NURSING II	4
NR 190: ROLE TRANSITION	5
NR 200: HUMAN ANATOMY AND PHYSIOLOGY	5
TOTAL MAJOR REQUIREMENTS	**84**
TOTAL PROGRAM REQUIREMENTS	**84**

Locations

Omaha	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

College of Social and Behavioral Sciences

Mission

Mission Statement

The College of Social and Behavioral Sciences prepares undergraduate and graduate students to become professionals, leaders, and change agents in their chosen fields and communities. We offer a variety of academic programs that support career paths that make a difference in response to human societal causes, issues, and needs. Program offerings focus on the knowledge required within these fields as well as ethics, decision-making, communication, and critical thinking skills.

General Policies

Please refer to the individual program pages for program-specific policies and the Policy Information section for general Kaplan University policies.

Notice to Students

If you cannot pass a background check, you will likely experience limitations and/or restrictions on employment opportunities.

All students who enroll in one of the following programs must complete a background check prior to enrollment:

- Bachelor of Science in Criminal Justice
- Bachelor of Science in Fire and Emergency Management
- Bachelor of Science in Fire Science
- Associate of Applied Science in Criminal Justice
- Associate of Applied Science in Fire Science
- Corrections Certificate
- Crime Scene Technician Certificate
- Management and Supervision Certificate in Criminal Justice
- Private Security Certificate

You will be withdrawn at the end of the first term if you are unable to pass a background check and have not made arrangements to change your program of study to one for which a background check is not required.

The Office of the Dean of the College of Social and Behavioral Sciences will maintain confidentiality of all information related to criminal background checks.

Licensing and/or certification requirements may vary from state to state. It is your responsibility to become familiar and comply with the licensing/certification requirements in your respective state.

It is your responsibility to inquire about current employment, certification, licensing, registration, and externship requirements prior to enrolling in one of the programs noted above.

Onsite Students

If you are a continuing campus student admitted prior to April 15, 2009, and enrolled in one of the programs noted above, you will be required to complete a national criminal background check prior to participating in firearms training activities. You will not be permitted to participate in any firearms training or simulation activities if information reveals a felony conviction or other issue that the College of Social and Behavioral Sciences deems unacceptable.

Progression Requirements

Accelerated Master's Degree Options

If you are enrolled in an eligible bachelor's degree program and wish to continue on to pursue a Kaplan University Master of Public Administration, Master of Science in Environmental Policy, or Master of Science in Legal Studies, you may be eligible to complete one of the below accelerated master's degree options.

Eligible Degree Programs

Eligible degree programs include:

- Bachelor of Science in Criminal Justice
- Bachelor of Science in Environmental Policy and Management
- Bachelor of Science in Fire and Emergency Management
- Bachelor of Science in Fire Science
- Bachelor of Science in Legal Studies
- Bachelor of Science in Paralegal Studies
- Bachelor of Science in Political Science
- Bachelor of Science in Public Administration and Policy

Accelerated Master's Degree Qualifications

In order to qualify for an accelerated master's degree option, you must meet the following criteria:

1. Possess and maintain a minimum cumulative GPA of 3.0.
2. Obtain a grade of "B" or above in each of the master's-level courses.
3. Have completed a minimum of 135 quarter credit hours in your bachelor's degree program including any credits received for prior learning. If you are enrolled in the advanced start degree option, you must have completed a minimum of 45 quarter credit hours at the University.

Please refer to the individual sections below for additional requirements.

Upon successful completion of the bachelor's degree program, you may apply for entry to the relevant Kaplan University master's degree program. If accepted, you will transfer in the graduate courses completed as part of your undergraduate program and matriculate into a shortened version of the master's degree program.

You should consult with your Education Advisor to ensure that you are eligible for an accelerated master's degree option and discuss any financial aid implications with your Financial Aid Officer.

You may be required to take additional courses to fulfill the requisite 180 credits necessary to complete a Kaplan University bachelor's degree.

Accelerated Master of Public Administration Option

If you are interested in continuing on to pursue a Kaplan University Master of Public Administration, you may take the following graduate-level courses in place of open electives:

- PP 500: Public Administration and Management
- PP 510: Leadership in the Public Sector
- PP 520: Finance and the Administration of Public Funds
- PP 530: Human Resource Management in the Public Sector

If you are enrolled in the Advanced Start Bachelor of Science in Fire Science degree option or the Advanced Start Bachelor of Science in Fire and Emergency Management degree option, you may take the following graduate-level courses in place of open electives:

- PP 500: Public Administration and Management
- PP 510: Leadership in the Public Sector

In addition to the general requirements, you must meet the following criteria to qualify for the accelerated Master of Public Administration option:

1. You must have at least 20 credits of open electives available in your degree plan.

2. It is highly recommended that you complete the following prerequisite courses at the University, if you have not completed equivalent courses at an accredited institution:

- SS 236: People, Power, and Politics—An Introduction to American Government
- MM 207: Statistics
- PP 201: Introduction to Policy Making

Accelerated Master of Science in Environmental Policy Option

If you are interested in continuing to pursue a Kaplan University Master of Science in Environmental Policy, you may take the following graduate-level courses in place of open electives:

- EM 500: Environmental Foundations and Principles
- EM 520: Environmental Law and Policy
- EM 530: Environmental Risk Assessment II
- PP 510: Leadership in the Public Sector

If you are enrolled in the Advanced Start Bachelor of Science in Fire Science degree option or the Advanced Start Bachelor of Science in Fire and Emergency Management degree option, you may take the following graduate-level courses in place of open electives:

- EM 500: Environmental Foundations and Principles
- PP 510: Leadership in the Public Sector

Accelerated Master of Science in Legal Studies Option

If you are interested in continuing on to pursue a Kaplan University Master of Science in Legal Studies, you may take the following graduate-level courses in place of open electives:

- LS 500: Legal Methods and Process
- LS 501: Ethics and the Professional
- LS 502: Legal Research, Analysis, and Writing
- LS 503: Jurisprudence and Legal History

If you are enrolled in the Advanced Start Bachelor of Science in Fire Science degree option or the Advanced Start Bachelor of Science in Fire and Emergency Management degree option, you may take the following graduate-level courses in place of open electives:

- LS 500: Legal Methods and Process
- LS 501: Ethics and the Professional

Bachelor of Science in Communication

Description and Outcomes

The Bachelor of Science in Communication program is designed to provide you with the skills to become an effective communicator in today's competitive, global workplace. The interdisciplinary approach combines both theory and application, enabling you to gain a critical understanding of social issues, new media, and effective writing and speaking skills. These critical skills, research abilities, and knowledge of social change are intended to prepare you to pursue positions in a broad range of fields including public administration, advertising, public relations, human resources, law, criminal justice, politics, ministry, social services, technical communication, opinion and market research, fundraising, civil service, international business, management, marketing, and publishing.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Program Length

The Bachelor of Science in Communication program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Theory: Understand communication theory and how its basic elements and principles apply to various types of communication environments.

2. Essential Communication Skills: Use contemporary tools, transmissions, and processes to communicate effectively in both oral and written contexts in diverse social interactions and professional settings.

3. Technologies: Understand and use appropriately emerging communication technologies.

4. Research Methods: Acquire, interpret, and present knowledge gained through diverse and appropriate methods of inquiry to arrive at reasoned decisions.

5. Relational: Interact ethically in interpersonal and group communication.

6. Global Awareness: Demonstrate multicultural literacy in the global workplace.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Progression Requirements

1. You must achieve a minimum grade of "C" or better in both CM 107: College Composition I and CM 220: College Composition II.

2. If you are enrolled in the Advanced Start Bachelor of Science in Communication degree option and are required to take CM 220: College Composition II, you must achieve a minimum grade of "C" or better.

Degree Plan

Curriculum

Bachelor of Science in Communication - Standard

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CM 111: COMMUNICATION PROGRAM AND PROFESSION	5
CM 115: COMMUNICATION—CONCEPTS AND SKILLS	5
CM 202: MASS MEDIA AND BROADCASTING	5
CM 206: INTERPERSONAL COMMUNICATIONS	5
CM 208: COMMUNICATION RESEARCH SKILLS	5
CM 214: PUBLIC SPEAKING FOR THE PROFESSIONAL	5
CM 240: TECHNICAL COMMUNICATION	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
CM 305: COMMUNICATING IN A DIVERSE SOCIETY	6
CM 310: COMMUNICATION AND CONFLICT	6
CM 313: TOOLS FOR THE DIGITAL AGE	6
CM 315: GROUP DYNAMICS AND TEAM BUILDING	6
CM 405: COMMUNICATING PERSUASIVELY	6
CM 410: ORGANIZATIONAL COMMUNICATION	6
CM 460: STRATEGIC COMMUNICATION	6
CM 499: BACHELOR'S CAPSTONE IN COMMUNICATION	6
TOTAL MAJOR REQUIREMENTS	**88**
Open Elective Requirements	
OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**
TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Communication - Advanced Start

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
CM 115: COMMUNICATION—CONCEPTS AND SKILLS	5
CM 206: INTERPERSONAL COMMUNICATIONS	5
CM 214: PUBLIC SPEAKING FOR THE PROFESSIONAL	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
CM 305: COMMUNICATING IN A DIVERSE SOCIETY	6
CM 310: COMMUNICATION AND CONFLICT	6
CM 313: TOOLS FOR THE DIGITAL AGE	6
CM 315: GROUP DYNAMICS AND TEAM BUILDING	6
CM 405: COMMUNICATING PERSUASIVELY	6
CM 410: ORGANIZATIONAL COMMUNICATION	6
CM 460: STRATEGIC COMMUNICATION	6
CM 499: BACHELOR'S CAPSTONE IN COMMUNICATION	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**
TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Location	Symbol
Online	🟢
Augusta	🟥
Davenport	🔺
Cedar Falls	🔺
Cedar Rapids	🔺
Des Moines	🔺
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🔺
South Portland	🟥

Symbol	Description
🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Criminal Justice

Description and Outcomes

The Bachelor of Science in Criminal Justice program is designed to offer a level of academic study that provides you with a solid foundation in criminal justice and a broad liberal arts knowledge base. The baccalaureate program combines the professional skills of various specialized areas of criminal justice with research and analytical skills.

If you seek a practice-based program, the Bachelor of Science in Criminal Justice is designed to enhance your qualifications to help you pursue more challenging responsibilities in criminal justice agencies and corporations. Upon graduation, you may seek employment opportunities in various criminal justice environments such as law enforcement, courts, adult and juvenile corrections, corporate security, public safety, loss prevention, private protective services or investigations, or community-based programs and services. It should be noted that some positions may require additional academy training and experience.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Emphasis Areas

The bachelor's degree program offers you the opportunity to personalize a degree with an emphasis area in law enforcement, corrections, forensic psychology, crime scene investigation, homeland security, or juvenile justice.

Accelerated Master's Degree Options

If you are interested in earning a master's degree in legal studies, consider an accelerated master's degree option. Refer to the Progression Requirements section for details.

Program Length

The Bachelor of Science in Criminal Justice program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Criminological Theory: Demonstrate an understanding of biological, sociological, and psychological theories of crime causation and discipline-specific evaluation of human behavior.

2. Law: Demonstrate the ability to apply principles of criminal law to criminal justice practice and understand the civil liabilities of criminal justice agencies and practitioners.

3. Research Methods: Demonstrate the ability to apply scientific methods of inquiry to arrive at reasoned decisions regarding professional practice.

4. Leadership: Analyze the roles of organizational culture, behavioral theory, planning, and community relations in criminal justice leadership strategies and practice.

5. Operations: Demonstrate the ability to utilize information and resources to make sound operational decisions in criminal justice agencies.

6. Technology: Understand the impact of emerging technologies on the investigation of crime, as a tool for criminal enterprise, and on the operations of criminal justice agencies.

7. Internationalism: Recognize and evaluate transnational criminal enterprises and analyze the role of culture in criminal behavior and justice systems.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Bachelor of Science in Criminal Justice - Standard

No Emphasis Area

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 102: CRIMINOLOGY I	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 216: COMPUTERS, TECHNOLOGY, AND CRIMINAL JUSTICE INFORMATION SYSTEMS	5
CJ 227: CRIMINAL PROCEDURE	5
CJ 230: CRIMINAL LAW FOR CRIMINAL JUSTICE	5
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following courses:	
CJ 100: PREPARING FOR A CAREER IN PUBLIC SAFETY	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following 200-level courses:	
CJ 212: CRIME PREVENTION	5
CJ 233: INTRODUCTION TO FORENSIC PSYCHOLOGY	5
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**88**

Online students will take CJ 100: Preparing for a Career in Public Safety.

Open Elective Requirements

OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Criminal Justice - Standard

Law Enforcement

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 102: CRIMINOLOGY I	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 216: COMPUTERS, TECHNOLOGY, AND CRIMINAL JUSTICE INFORMATION SYSTEMS	5
CJ 227: CRIMINAL PROCEDURE	5
CJ 230: CRIMINAL LAW FOR CRIMINAL JUSTICE	5
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following courses:	
CJ 100: PREPARING FOR A CAREER IN PUBLIC SAFETY	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following 200-level courses:	
CJ 212: CRIME PREVENTION	5
CJ 233: INTRODUCTION TO FORENSIC PSYCHOLOGY	5
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**88**

Online students will take CJ 100: Preparing for a Career in Public Safety.

Open Elective Requirements

OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

Emphasis Area Requirements - Law Enforcement

CJ 333: FAMILY AND DOMESTIC VIOLENCE	6
CJ 355: HOMELAND SECURITY	6
CJ 370: CRIME SCENE INVESTIGATION II	6
CJ 411: DRUGS AND ALCOHOL IN THE CRIMINAL JUSTICE SYSTEM	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Criminal Justice - Standard

Corrections

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 102: CRIMINOLOGY I	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 216: COMPUTERS, TECHNOLOGY, AND CRIMINAL JUSTICE INFORMATION SYSTEMS	5
CJ 227: CRIMINAL PROCEDURE	5
CJ 230: CRIMINAL LAW FOR CRIMINAL JUSTICE	5
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following courses:	
CJ 100: PREPARING FOR A CAREER IN PUBLIC SAFETY	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following 200-level courses:	
CJ 212: CRIME PREVENTION	5
CJ 233: INTRODUCTION TO FORENSIC PSYCHOLOGY	5
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**88**

Online students will take CJ 100: Preparing for a Career in Public Safety.

Open Elective Requirements

OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

Emphasis Area Requirements - Corrections

CJ 130: INTRODUCTION TO CORRECTIONS	5
CJ 355: HOMELAND SECURITY	6
CJ 411: DRUGS AND ALCOHOL IN THE CRIMINAL JUSTICE SYSTEM	6
CJ 433: PROBATION AND PAROLE	6
300/400 LEVEL: CRIMINAL JUSTICE ELECTIVE	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan. Students will take CJ 130: Introduction to Corrections in place of an open elective.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Criminal Justice - Standard

Forensic Psychology

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 102: CRIMINOLOGY I	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 216: COMPUTERS, TECHNOLOGY, AND CRIMINAL JUSTICE INFORMATION SYSTEMS	5
CJ 227: CRIMINAL PROCEDURE	5
CJ 230: CRIMINAL LAW FOR CRIMINAL JUSTICE	5
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following courses:	
CJ 100: PREPARING FOR A CAREER IN PUBLIC SAFETY	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following 200-level courses:	
CJ 212: CRIME PREVENTION	5
CJ 233: INTRODUCTION TO FORENSIC PSYCHOLOGY	5
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**88**

Online students will take CJ 100: Preparing for a Career in Public Safety.

Open Elective Requirements

OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

Emphasis Area Requirements - Forensic Psychology

CJ 325: PSYCHOLOGY FOR LAW ENFORCEMENT	6
CJ 440: CRISIS INTERVENTION	6
PS 440: ABNORMAL PSYCHOLOGY	6
300/400 LEVEL: CRIMINAL JUSTICE ELECTIVE	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Criminal Justice - Standard

Crime Scene Investigation

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 102: CRIMINOLOGY I	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 216: COMPUTERS, TECHNOLOGY, AND CRIMINAL JUSTICE INFORMATION SYSTEMS	5
CJ 227: CRIMINAL PROCEDURE	5
CJ 230: CRIMINAL LAW FOR CRIMINAL JUSTICE	5
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following courses:	
CJ 100: PREPARING FOR A CAREER IN PUBLIC SAFETY	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following 200-level courses:	
CJ 212: CRIME PREVENTION	5
CJ 233: INTRODUCTION TO FORENSIC PSYCHOLOGY	5
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**88**

Online students will take CJ 100: Preparing for a Career in Public Safety.

Open Elective Requirements

OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

Emphasis Area Requirements - Crime Scene Investigation

CJ 328: FORENSIC FINGERPRINT ANALYSIS	6
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 370: CRIME SCENE INVESTIGATION II	6
CJ 385: FORENSIC CHEMISTRY AND TRACE EVIDENCE ANALYSIS	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Criminal Justice - Standard

Juvenile Justice

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 102: CRIMINOLOGY I	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 216: COMPUTERS, TECHNOLOGY, AND CRIMINAL JUSTICE INFORMATION SYSTEMS	5
CJ 227: CRIMINAL PROCEDURE	5
CJ 230: CRIMINAL LAW FOR CRIMINAL JUSTICE	5
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following courses:	
CJ 100: PREPARING FOR A CAREER IN PUBLIC SAFETY	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following 200-level courses:	
CJ 212: CRIME PREVENTION	5
CJ 233: INTRODUCTION TO FORENSIC PSYCHOLOGY	5
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**88**

Online students will take CJ 100: Preparing for a Career in Public Safety.

Open Elective Requirements

OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

Emphasis Area Requirements - Juvenile Justice

CJ 150: JUVENILE DELINQUENCY	5
CJ 333: FAMILY AND DOMESTIC VIOLENCE	6
CJ 420: JUVENILE JUSTICE	6
CJ 445: CASE MANAGEMENT	6
PS 440: ABNORMAL PSYCHOLOGY	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan. Students will take CJ 150: Juvenile Delinquency in place of an open elective.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Criminal Justice - Standard

Homeland Security

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 102: CRIMINOLOGY I	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 216: COMPUTERS, TECHNOLOGY, AND CRIMINAL JUSTICE INFORMATION SYSTEMS	5
CJ 227: CRIMINAL PROCEDURE	5
CJ 230: CRIMINAL LAW FOR CRIMINAL JUSTICE	5
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following courses:	
CJ 100: PREPARING FOR A CAREER IN PUBLIC SAFETY	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following 200-level courses:	
CJ 212: CRIME PREVENTION	5
CJ 233: INTRODUCTION TO FORENSIC PSYCHOLOGY	5
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**88**

Online students will take CJ 100: Preparing for a Career in Public Safety.

Open Elective Requirements

OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

Emphasis Area Requirements - Homeland Security

CJ 307: CRISIS MANAGEMENT IN TERRORIST ATTACKS AND DISASTERS	6
CJ 355: HOMELAND SECURITY	6
CJ 407: CRISIS NEGOTIATION	6
FS 320: RECOVERY PRACTICES IN EMERGENCY MANAGEMENT	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan. Students who select the homeland security emphasis area will have the prerequisite of FS 120 waived.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Criminal Justice - Advanced Start

No Emphasis Area

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Prerequisite Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 227: CRIMINAL PROCEDURE	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Criminal Justice - Advanced Start

Law Enforcement

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 227: CRIMINAL PROCEDURE	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

Courses	Credits
Emphasis Area Requirements - Law Enforcement	
CJ 333: FAMILY AND DOMESTIC VIOLENCE	6
CJ 355: HOMELAND SECURITY	6

CJ 370: CRIME SCENE INVESTIGATION II	6
CJ 411: DRUGS AND ALCOHOL IN THE CRIMINAL JUSTICE SYSTEM	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Criminal Justice - Advanced Start

Corrections

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 227: CRIMINAL PROCEDURE	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**
Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.	
Emphasis Area Requirements - Corrections	
CJ 355: HOMELAND SECURITY	6
CJ 411: DRUGS AND ALCOHOL IN THE CRIMINAL JUSTICE SYSTEM	6

CJ 433: PROBATION AND PAROLE	6
300/400 LEVEL: CRIMINAL JUSTICE ELECTIVE	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Criminal Justice - Advanced Start

Forensic Psychology

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 227: CRIMINAL PROCEDURE	5
CM 220: COLLEGE COMPOSITION II	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

Courses	Credits
Emphasis Area Requirements - Forensic Psychology	
CJ 325: PSYCHOLOGY FOR LAW ENFORCEMENT	6
CJ 440: CRISIS INTERVENTION	6

PS 440: ABNORMAL PSYCHOLOGY	6
300/400 LEVEL: CRIMINAL JUSTICE ELECTIVE	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Criminal Justice - Advanced Start

Crime Scene Investigation

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 227: CRIMINAL PROCEDURE	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

Courses	Credits
Emphasis Area Requirements - Crime Scene Investigation	
CJ 328: FORENSIC FINGERPRINT ANALYSIS	6
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6

CJ 370: CRIME SCENE INVESTIGATION II	6
CJ 385: FORENSIC CHEMISTRY AND TRACE EVIDENCE ANALYSIS	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Criminal Justice - Advanced Start

Juvenile Justice

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 227: CRIMINAL PROCEDURE	5
CM 220: COLLEGE COMPOSITION II	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

Courses	Credits
Emphasis Area Requirements - Juvenile Justice	
CJ 333: FAMILY AND DOMESTIC VIOLENCE	6
CJ 420: JUVENILE JUSTICE	6

CJ 445: CASE MANAGEMENT	6
PS 440: ABNORMAL PSYCHOLOGY	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Criminal Justice - Advanced Start

Homeland Security

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 227: CRIMINAL PROCEDURE	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE	6
300/400-LEVEL: MAJOR ELECTIVES	24
CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE	6
Choose one of the following 300/400-level courses:	
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**
Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.	
Emphasis Area Requirements - Homeland Security	
CJ 307: CRISIS MANAGEMENT IN TERRORIST ATTACKS AND DISASTERS	6
CJ 355: HOMELAND SECURITY	6

CJ 407: CRISIS NEGOTIATION	6
FS 320: RECOVERY PRACTICES IN EMERGENCY MANAGEMENT	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major electives requirement of the degree plan. Students who select the homeland security emphasis area will have the prerequisite of FS 120 waived.

TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	●
Augusta	▲
Davenport	▲
Cedar Falls	▲
Cedar Rapids	▲
Des Moines	▲
Hagerstown	■
Lewiston	▲
Lincoln	▲
Mason City	▲
Omaha	▲
South Portland	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Early Childhood Development

Description and Outcomes

The Bachelor of Science in Early Childhood Development program is a nonlicensure program designed to prepare you to work in early childhood settings with children from birth through age 8. Foundation coursework concentrates on growth and development, applied theory, ethics and professionalism, children in the inclusive classroom, health and nutrition, and lesson planning and implementation.

The course curriculum blends theory and practice, and provides a general education foundation in ethics, critical thinking, and communication skills to support roles and responsibilities in diverse learning environments.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Program Length

The Bachelor of Science in Early Childhood Development program consists of a minimum of 180 quarter credit hours. If you are enrolled at a Maine campus and choose the student teaching option, you may be required to complete up to 192 quarter credit hours, which includes 18 quarter credit hours of student teaching. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Knowledge Base: Demonstrate the ability to apply knowledge of child development and learning theory in early childhood settings.

2. Child, Family, and Community Relationships: Develop, plan, and implement strategies for building family and community relationships.

3. Observation and Assessment: Evaluate developmentally appropriate observation and assessment to inform instructional planning for children and their families.

4. Learning Environments: Evaluate developmentally appropriate principles, tools, and practices to create effective learning environments for young children.

5. Ethics and Professionalism: Demonstrate use of professional standards, ethical values, critical inquiry, and advocacy practices of the early childhood field.

6. Individuality and Cultural Diversity: Demonstrate an understanding of the importance of individuality and cultural diversity of children and their families to learning and development.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you enroll in the Bachelor of Science in Early Childhood Development program at a campus in the state of Maine, you must pass a background check by the end of the first term. If you do not pass a background check or fail to complete a background check by the end of the first term of enrollment, you will be withdrawn from the program and will not owe any financial obligation to the University except for the application fee, which is nonrefundable. In addition to the background check conducted during the first term, if you choose to be placed at a student teaching site, you will be subject to a second background check prior to that placement.

If you reside in the state of Kansas, you may not enroll in the Bachelor of Science in Early Childhood Development.

Progression Requirements

In addition to the background check identified in the admissions requirements for the Bachelor of Science in Early Childhood Development, if you are enrolled in the program at a campus in the state of Maine and wish to complete the student teaching option, you must complete an additional criminal background check prior to placement at a student teaching site. If you are unable to pass a criminal background check prior to placement at a student teaching site, you will be dismissed from the program.

In addition, if you choose to complete the student teaching option, you must successfully pass specified professional competency exams prior to being eligible for placement at a student teaching site.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

If you are enrolled in the Bachelor of Science in Early Childhood Development program at a Maine campus and are interested in seeking state of Maine early childhood and/or special education teacher certifications, you must successfully complete any required student teaching hours and additional specified electives to meet state certification eligibility requirements. Some certification options require an additional term of full-time student teaching for eligibility.

Contact the Kaplan University, Maine Department Chair if you are interested in pursuing certifications in the state of Maine. For additional information on certification options and requirements, contact the State of Maine Department of Education:

State of Maine Department of Education
23 State House Station
Augusta, ME 04333
Tel: 207.624.6603
Email: cert.doe@maine.gov
Website: www.maine.gov/education/cert

Degree Plan

Curriculum

Bachelor of Science in Early Childhood Development - Standard

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
CE 101: INTRODUCTION TO EARLY CHILDHOOD EDUCATION	5
CE 114: EARLY CHILDHOOD DEVELOPMENT	5
CE 215: EARLY CHILDHOOD CURRICULUM PLANNING	5
CE 220: CHILD SAFETY, NUTRITION, AND HEALTH	5
CE 230: CREATIVE ACTIVITIES FOR YOUNG CHILDREN	5
CE 240: YOUNG CHILDREN WITH SPECIAL NEEDS	5
CM 206: INTERPERSONAL COMMUNICATIONS	5
CE 300: OBSERVATION AND ASSESSMENT IN EARLY CHILDHOOD	6
CE 310: CHILDREN'S LITERACY	6
CE 320: LANGUAGE DEVELOPMENT IN THE YOUNG CHILD	6
CE 330: TEACHING ACROSS CONTENT—MATH, SCIENCE, AND SOCIOLOGY FOR YOUNG CHILDREN	6
CE 410: TEACHING ART AND MUSIC IN EARLY CHILDHOOD	6
CE 420: CURRICULUM DEVELOPMENT	6
CE 430: LEARNING THROUGH PLAY IN THE INCLUSIVE CLASSROOM	6
CE 499: BACHELOR'S CAPSTONE IN EARLY CHILDHOOD DEVELOPMENT	6
Choose one of the following:	
CE 100: PREPARING FOR A CAREER IN EARLY CHILDHOOD DEVELOPMENT	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5

Choose one of the following:

PS 124: INTRODUCTION TO PSYCHOLOGY	5
SS 144: SOCIOLOGY	5
TOTAL MAJOR REQUIREMENTS	**93**

Online students will take CE 100: Preparing for a Career in Early Childhood Development.

Open Elective Requirements

OPEN ELECTIVES	54
TOTAL OPEN ELECTIVE REQUIREMENTS	**54**

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Early Childhood Development - Standard - Maine Student Teaching Option

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
CE 101: INTRODUCTION TO EARLY CHILDHOOD EDUCATION	5
CE 114: EARLY CHILDHOOD DEVELOPMENT	5
CE 215: EARLY CHILDHOOD CURRICULUM PLANNING	5
CE 220: CHILD SAFETY, NUTRITION, AND HEALTH	5
CE 230: CREATIVE ACTIVITIES FOR YOUNG CHILDREN	5
CE 240: YOUNG CHILDREN WITH SPECIAL NEEDS	5
CM 206: INTERPERSONAL COMMUNICATIONS	5
CE 300: OBSERVATION AND ASSESSMENT IN EARLY CHILDHOOD	6
CE 310: CHILDREN'S LITERACY	6
CE 320: LANGUAGE DEVELOPMENT IN THE YOUNG CHILD	6
CE 330: TEACHING ACROSS CONTENT—MATH, SCIENCE, AND SOCIOLOGY FOR YOUNG CHILDREN	6
CE 410: TEACHING ART AND MUSIC IN EARLY CHILDHOOD	6
CE 420: CURRICULUM DEVELOPMENT	6
CE 430: LEARNING THROUGH PLAY IN THE INCLUSIVE CLASSROOM	6
CE 497: STUDENT TEACHING PART A	6
CE 498: STUDENT TEACHING PART B	12
Choose one of the following:	
CE 100: PREPARING FOR A CAREER IN EARLY CHILDHOOD DEVELOPMENT	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5

Choose one of the following:

PS 124: INTRODUCTION TO PSYCHOLOGY	5
SS 144: SOCIOLOGY	5
TOTAL MAJOR REQUIREMENTS	**105**

Open Elective Requirements

OPEN ELECTIVES	54
TOTAL OPEN ELECTIVE REQUIREMENTS	**54**

TOTAL PROGRAM REQUIREMENTS	**192**

Curriculum

Bachelor of Science in Early Childhood Development - Advanced Start

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
CE 101: INTRODUCTION TO EARLY CHILDHOOD EDUCATION	5
CE 215: EARLY CHILDHOOD CURRICULUM PLANNING	5
CE 240: YOUNG CHILDREN WITH SPECIAL NEEDS	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
CE 300: OBSERVATION AND ASSESSMENT IN EARLY CHILDHOOD	6
CE 310: CHILDREN'S LITERACY	6
CE 320: LANGUAGE DEVELOPMENT IN THE YOUNG CHILD	6
CE 330: TEACHING ACROSS CONTENT—MATH, SCIENCE, AND SOCIOLOGY FOR YOUNG CHILDREN	6
CE 410: TEACHING ART AND MUSIC IN EARLY CHILDHOOD	6
CE 420: CURRICULUM DEVELOPMENT	6
CE 430: LEARNING THROUGH PLAY IN THE INCLUSIVE CLASSROOM	6
CE 499: BACHELOR'S CAPSTONE IN EARLY CHILDHOOD DEVELOPMENT	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**
TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Early Childhood Development - Advanced Start - Maine Student Teaching Option

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
CE 101: INTRODUCTION TO EARLY CHILDHOOD EDUCATION	5
CE 215: EARLY CHILDHOOD CURRICULUM PLANNING	5
CE 240: YOUNG CHILDREN WITH SPECIAL NEEDS	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
CE 300: OBSERVATION AND ASSESSMENT IN EARLY CHILDHOOD	6
CE 310: CHILDREN'S LITERACY	6
CE 320: LANGUAGE DEVELOPMENT IN THE YOUNG CHILD	6
CE 330: TEACHING ACROSS CONTENT—MATH, SCIENCE, AND SOCIOLOGY FOR YOUNG CHILDREN	6
CE 410: TEACHING ART AND MUSIC IN EARLY CHILDHOOD	6
CE 420: CURRICULUM DEVELOPMENT	6
CE 430: LEARNING THROUGH PLAY IN THE INCLUSIVE CLASSROOM	6
CE 497: STUDENT TEACHING PART A	6
CE 498: STUDENT TEACHING PART B	12
TOTAL MAJOR REQUIREMENTS	**60**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**
TOTAL PROGRAM REQUIREMENTS	**192**

Locations

Online	🟢
Augusta	🔺
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🔺
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🔺

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Environmental Policy and Management

Description and Outcomes

The Bachelor of Science in Environmental Policy and Management program offers an interdisciplinary opportunity to study environmental issues and policy from a perspective that explores the interrelationship between public and private sectors and society, economics, and the environment. The program focuses on the environment in conjunction with a set of core courses in science, economics, and policy. You will delve into concepts of economics, ethics and values, environmental politics, business, law, culture, and property rights, in addition to studying the science of the environment and sustainability. You will study how institutions in society, including government, business, and nonprofits, all participate in devising solutions to environmental issues.

This interdisciplinary program draws courses and faculty from disciplines across Kaplan University including business, arts and sciences, health sciences, and legal studies. The program has been designed to immerse you in the real problems and issues concerning the environment. In addition, you are presented with opportunities for critical thinking and problem solving as you apply concepts and methods to solve issues at the local, national, and global levels.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Accelerated Master's Degree Options

If you are interested in earning both a bachelor's and master's degree in legal studies, consider an accelerated master's degree option. Refer to the Progression Requirements section for details.

Program Length

The Bachelor of Science in Environmental Policy and Management program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Availability

This program is subject to minimum enrollments. If minimum enrollments are not met, you will be asked to enroll in a subsequent term.

Program Outcomes

Discipline-Specific Outcomes

1. Research Methods: Apply methods and tools to retrieve, analyze, and utilize primary and secondary sources of information and data.
2. Socially Responsible Leadership: Apply principles of social responsibility to decision-making actions and interactions.
3. Environmental Management: Apply concepts, theories, and principles of environmental management to evaluate and recommend solutions to managing the environment.
4. Environmental Policy and Law: Assess environmental policy and its impact on local, state, and national systems and communities.
5. Global Environmental Issues: Analyze issues of the environment within the context of the global arena.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Bachelor of Science in Environmental Policy and Management - Standard

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
LS 100: INTRODUCTION TO THE LAW AND LEGAL PROFESSION	5
EM 101: INTRODUCTION TO ENVIRONMENTAL POLICY AND MANAGEMENT	5
EM 205: THE POLITICS OF MANAGING THE ENVIRONMENT	5
MM 207: STATISTICS	5
PP 110: ETHICS AND PUBLIC ADMINISTRATION	5
PP 220: SOCIALLY RESPONSIBLE LEADERSHIP	5
SC 225: ENVIRONMENTAL SCIENCE—ECOSYSTEMS, RESOURCES, AND CARBON FOOTPRINTS	5
EM 305: THE ECONOMICS OF ENVIRONMENTAL MANAGEMENT	6
EM 410: THE GLOBAL ENVIRONMENT	6
EM 430: ENVIRONMENTAL POLICY ANALYSIS	6
LS 302: ENVIRONMENTAL LAW AND POLICY	6
LS 305: CONSTITUTIONAL LAW	6
PA 301: ADMINISTRATIVE LAW	6
PP 310: FINANCE AND BUDGETING IN THE PUBLIC SECTOR	6
PP 420: PRIVATE AND PUBLIC SECTOR PARTNERSHIPS	6
EM 499: BACHELOR'S CAPSTONE IN ENVIRONMENTAL POLICY AND MANAGEMENT	6
Choose one of the following courses:	
PP 460: GRANT WRITING	6
PP 450: PROGRAM EVALUATION	6
TOTAL MAJOR REQUIREMENTS	**95**

Open Elective Requirements

OPEN ELECTIVES	52
TOTAL OPEN ELECTIVE REQUIREMENTS	**52**

Eligible students who choose to complete the accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Environmental Policy and Management - Advanced Start

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
EM 101: INTRODUCTION TO ENVIRONMENTAL POLICY AND MANAGEMENT	5
MM 207: STATISTICS	5
SC 225: ENVIRONMENTAL SCIENCE—ECOSYSTEMS, RESOURCES, AND CARBON FOOTPRINTS	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
EM 305: THE ECONOMICS OF ENVIRONMENTAL MANAGEMENT	6
EM 410: THE GLOBAL ENVIRONMENT	6
EM 430: ENVIRONMENTAL POLICY ANALYSIS	6
LS 302: ENVIRONMENTAL LAW AND POLICY	6
LS 305: CONSTITUTIONAL LAW	6
PA 301: ADMINISTRATIVE LAW	6
PP 310: FINANCE AND BUDGETING IN THE PUBLIC SECTOR	6
PP 420: PRIVATE AND PUBLIC SECTOR PARTNERSHIPS	6
EM 499: BACHELOR'S CAPSTONE IN ENVIRONMENTAL POLICY AND MANAGEMENT	6
Choose one of the following courses:	
PP 450: PROGRAM EVALUATION	6
PP 460: GRANT WRITING	6
TOTAL MAJOR REQUIREMENTS	**60**

Open Elective Requirements

OPEN ELECTIVES	12
TOTAL OPEN ELECTIVE REQUIREMENTS	**12**

Eligible students who choose to complete the accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Fire and Emergency Management

Description and Outcomes

The Bachelor of Science in Fire and Emergency Management program is designed for emergency services personnel and addresses the new challenges in technology, human resource management, and fiscal responsibility. The general public and government appointees are demanding higher levels of training and education for those who lead our nation's first response teams during catastrophic disasters, terrorist incidents, and typical emergencies. This bachelor's degree is designed to empower you to pursue leadership roles that include managing all aspects of modern fire, EMS, and emergency preparedness agencies. Additionally, this program could help increase your administrative and management knowledge as well as occupational and life safety awareness.

Kaplan University is recognized by the U.S. Fire Administration as an official Fire and Emergency Services Higher Education (FESHE) institution. Since 1999, FESHE leaders labored to produce, through consensus, a standardized undergraduate curriculum that is national in scope, content, and outcome. Fire-related and EMS management courses were developed for colleges and universities to use as a model when developing curriculum. All the courses share common titles, catalog descriptions, outlines, and content, which provide a national core of knowledge and competencies as suggested by FESHE. This degree program closely follows the FESHE model.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Accelerated Master's Degree Options

If you are interested in earning a master's degree in legal studies, consider an accelerated master's degree option. Refer to the Progression Requirements section for details.

Program Length

The Bachelor of Science in Fire and Emergency Management program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Ethics: Evaluate ethical, social, civic, cultural, and political issues as they relate to the management of emergency services, safety, and survival.

2. Global Awareness: Analyze the social, cultural, behavioral, and economic characteristics of global emergency and disaster planning.

3. Knowledge Base: Develop a comprehensive program for operational and strategic emergency management decisions and materials management.

4. Operations: Apply project management strategies that illustrate the design and management of disaster and fire defense planning.

5. Psychology: Appraise issues that deal with the psychological effects of emergency services, safety, and survival.

6. Research Methods: Demonstrate critical thinking to perform research about the management of disaster and fire defense planning using commonly accepted quantitative and qualitative analytical tools to understand and evaluate fire and emergency situations and scenarios.

7. Technology: Evaluate the use of technology to inform and enhance operational and strategic emergency management decisions.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Bachelor of Science in Fire and Emergency Management - Standard

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
FS 100: INTRODUCTION TO FIRE AND EMERGENCY SERVICES	5
FS 105: FIRE PREVENTION PRACTICES	5
FS 120: INTRODUCTION TO EMERGENCY MANAGEMENT	5
FS 202: PRINCIPLES OF EMERGENCY SERVICES	5
FS 205: ETHICS FOR THE FIRE AND EMERGENCY SERVICES	5
FS 208: LEGAL ASPECTS OF EMERGENCY SERVICES	5
FS 220: PREPAREDNESS AND PLANNING FOR EMERGENCY MANAGEMENT	5
FS 225: EMERGENCY MANAGEMENT RESPONSE	5
CJ 307: CRISIS MANAGEMENT IN TERRORIST ATTACKS AND DISASTERS	6
FS 304: COMMUNITY RISK REDUCTION FOR FIRE AND EMS	6
FS 320: RECOVERY PRACTICES IN EMERGENCY MANAGEMENT	6
FS 401: FIRE PREVENTION ORGANIZATION AND MANAGEMENT	6
FS 402: POLITICAL, ETHICAL, AND LEGAL FOUNDATIONS OF EMS	6
FS 403: LEADERSHIP AND MANAGEMENT	6
FS 414: PERSONNEL MANAGEMENT FOR FIRE AND EMS	6
FS 420: MITIGATION AND RISK ASSESSMENT IN EMERGENCY MANAGEMENT	6
FS 425: DISASTER POLICY IN EMERGENCY MANAGEMENT	6
FS 498: BACHELOR'S CAPSTONE IN FIRE SCIENCE	6
TOTAL MAJOR REQUIREMENTS	**100**

Open Elective Requirements

OPEN ELECTIVES	47
TOTAL OPEN ELECTIVE REQUIREMENTS	**47**

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Fire and Emergency Management - Advanced Start

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
FS 105: FIRE PREVENTION PRACTICES	5
FS 120: INTRODUCTION TO EMERGENCY MANAGEMENT	5
FS 220: PREPAREDNESS AND PLANNING FOR EMERGENCY MANAGEMENT	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
CJ 307: CRISIS MANAGEMENT IN TERRORIST ATTACKS AND DISASTERS	6
FS 304: COMMUNITY RISK REDUCTION FOR FIRE AND EMS	6
FS 320: RECOVERY PRACTICES IN EMERGENCY MANAGEMENT	6
FS 401: FIRE PREVENTION ORGANIZATION AND MANAGEMENT	6
FS 402: POLITICAL, ETHICAL, AND LEGAL FOUNDATIONS OF EMS	6
FS 403: LEADERSHIP AND MANAGEMENT	6
FS 414: PERSONNEL MANAGEMENT FOR FIRE AND EMS	6
FS 420: MITIGATION AND RISK ASSESSMENT IN EMERGENCY MANAGEMENT	6
FS 425: DISASTER POLICY IN EMERGENCY MANAGEMENT	6
FS 498: BACHELOR'S CAPSTONE IN FIRE SCIENCE	6
TOTAL MAJOR REQUIREMENTS	**60**
Open Elective Requirements	
OPEN ELECTIVES	12
TOTAL OPEN ELECTIVE REQUIREMENTS	**12**
TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Fire Science

Description and Outcomes

Kaplan University is recognized by the U.S. Fire Administration as an official Fire and Emergency Services Higher Education (FESHE) institution. The Bachelor of Science in Fire Science closely follows the FESHE model and is designed to provide you with foundational skills in firefighter safety, building codes, fire prevention, code inspection, and firefighting strategy and tactics. In addition, the program explores technical, legal, and social aspects of arson, the application of technology to firefighting, and the psychological effects of fire dynamics. The program serves fire service professionals seeking enhanced skills and a broad spectrum of knowledge in the field of fire science. The curriculum includes analytical approaches to fire protection and investigation, disaster and fire defense planning, hazardous materials management, fire protection structure and system design, and the role of the fire service within the community.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Accelerated Master's Degree Options

If you are interested in earning a master's degree in legal studies, consider an accelerated master's degree option. Refer to the Progression Requirements section for details.

Program Length

The Bachelor of Science in Fire Science program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Fire Foundations: Demonstrate an understanding of building construction as it relates to firefighter safety, building codes, fire prevention, code inspection, and firefighting strategy and tactics.

2. Fire Investigation and Analysis: Investigate technical, legal, and social aspects of arson.

3. Psychology: Analyze the issues that deal with the psychological effects of fire dynamics.

4. Research Methods: Apply scientific methods of inquiry to arrive at reasoned decisions regarding fire science.

5. Technology: Analyze methods that integrate the use of technology to inform operational and strategic decisions that will enhance firefighting strategy and tactics.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Bachelor of Science in Fire Science - Standard

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
CJ 246: HUMAN RELATIONS IN A DIVERSE SOCIETY	5
FS 100: INTRODUCTION TO FIRE AND EMERGENCY SERVICES	5
FS 101: FIRE BEHAVIOR AND COMBUSTION	5
FS 102: BUILDING CONSTRUCTION FOR FIRE PROTECTION	5
FS 103: FIRE PROTECTION HYDRAULICS AND WATER SUPPLY	5
FS 104: FIRE PROTECTION SYSTEMS	5
FS 105: FIRE PREVENTION PRACTICES	5
FS 201: STRATEGY AND TACTICS	5
FS 202: PRINCIPLES OF EMERGENCY SERVICES	5
FS 204: OCCUPATIONAL SAFETY AND HEALTH FOR EMERGENCY SERVICES	5
FS 208: LEGAL ASPECTS OF EMERGENCY SERVICES	5
FS 301: FIRE INVESTIGATION AND ANALYSIS	6
FS 302: ADVANCED PRINCIPLES OF FIREFIGHTER SAFETY AND SURVIVAL	6
FS 304: COMMUNITY RISK REDUCTION FOR FIRE AND EMS	6
FS 401: FIRE PREVENTION ORGANIZATION AND MANAGEMENT	6
FS 402: POLITICAL, ETHICAL, AND LEGAL FOUNDATIONS OF EMS	6
FS 403: LEADERSHIP AND MANAGEMENT	6
FS 412: SAFETY RISK MANAGEMENT FOR FIRE AND EMS	6
FS 413: RESEARCH ANALYSIS FOR FIRE EMERGENCY SERVICES	6

FS 414: PERSONNEL MANAGEMENT FOR FIRE AND EMS	6
FS 498: BACHELOR'S CAPSTONE IN FIRE SCIENCE	6
TOTAL MAJOR REQUIREMENTS	**115**

Open Elective Requirements

OPEN ELECTIVES	32
TOTAL OPEN ELECTIVE REQUIREMENTS	**32**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Fire Science - Advanced Start

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
FS 101: FIRE BEHAVIOR AND COMBUSTION	5
FS 105: FIRE PREVENTION PRACTICES	5
FS 201: STRATEGY AND TACTICS	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
FS 301: FIRE INVESTIGATION AND ANALYSIS	6
FS 302: ADVANCED PRINCIPLES OF FIREFIGHTER SAFETY AND SURVIVAL	6
FS 304: COMMUNITY RISK REDUCTION FOR FIRE AND EMS	6
FS 401: FIRE PREVENTION ORGANIZATION AND MANAGEMENT	6
FS 402: POLITICAL, ETHICAL, AND LEGAL FOUNDATIONS OF EMS	6
FS 403: LEADERSHIP AND MANAGEMENT	6
FS 412: SAFETY RISK MANAGEMENT FOR FIRE AND EMS	6
FS 413: RESEARCH ANALYSIS FOR FIRE EMERGENCY SERVICES	6
FS 414: PERSONNEL MANAGEMENT FOR FIRE AND EMS	6
FS 498: BACHELOR'S CAPSTONE IN FIRE SCIENCE	6
TOTAL MAJOR REQUIREMENTS	**60**
Open Elective Requirements	
OPEN ELECTIVES	12
TOTAL OPEN ELECTIVE REQUIREMENTS	**12**

Eligible students who choose to complete an accelerated master's degree option will take two graduate-level courses in addition to selected undergraduate electives.

Courses	Credits
TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Human Services

Description and Outcomes

The Bachelor of Science in Human Services program draws from multiple disciplines, such as health services, psychology, sociology, law, and criminal justice, to help prepare you to meet the complex challenges of the twenty-first century in the growing field of human services.

The program is designed to help you gain the skills, knowledge, attitudes, and experience to assess, intervene, and evaluate the situations of the most vulnerable in our society in order to provide services that respond to the needs of clients. Blending theory and practice, the curriculum teaches you how to critically evaluate your social world as you explore the public and private policies that drive the day-to-day operations of human service agencies in this country and how you can best intervene on behalf of the clients you will serve. The program is designed to provide a broad understanding and the practical skills to help you discern how to be most helpful to clients and a proactive participant in the agency where you may work, which may include areas such as mental health, social services, education, rehabilitation, group and community work, and workplaces including nursing homes, hospitals, and clinics.

This program adheres to the curriculum standards of the Council of Standards in Human Service Education; however, it is not accredited by this agency. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

The program is designed to prepare you academically to pursue a variety of careers in the field or in related fields and to pursue advanced education. The coursework in this program fulfills the requirements to sit for the exam to become a Human Services—Board Certified Practitioner (HS-BCPTM). Please note that you must meet post-degree experience requirements in order to earn the HS-BCP credential.

The Center for Credentialing & Education can be contacted at:

3 Terrace Way

Greensboro, NC 27403-3660

TelEL: 336.-482.-2856

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Emphasis Areas

Three emphasis area options are available within the Bachelor of Science in Human Services program: human services administration, gerontology, and child and family welfare.

The human services administration emphasis area is designed to prepare you with the knowledge and skills to work with diverse funding sources, influence policy, supervise staff, and intervene on behalf of those most vulnerable in our society in situations involving other agencies and players in the human services industry.

The gerontology emphasis area focuses on the physical, mental, and psychosocial development of humans during the aging process. Choose this emphasis area if you have an interest in working directly with the growing aging population and as an advocate for seniors in our society. The courses are designed to prepare you to work with the change process of aging and address how the aging population impacts social policy and program delivery.

The child and family welfare emphasis area concentrates on the complexities of the issues and forces that bear down on children and families in our society. Upon graduation, you may assess, evaluate, intervene, and re-evaluate social structures, such as adoption, foster care, child protection, and reunification, as you work with children and families.

Program Length

The Bachelor of Science in Human Services program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Knowledge and Skill Base: Demonstrate foundational knowledge of the theoretical bases, best practices, and historical and current trends related to the human services profession.

2. Planning and Evaluation Skills: Apply theory and skills to identify, plan, implement, and evaluate interventions involving client needs and delivery systems in the human services profession.

3. Values and Ethics: Use the professional, ethical, and legal values, standards, and practices of the human services profession.

4. Information and Systems Management: Apply the information and skills necessary to manage and deliver human services.

5. Diversity and Global Awareness: Demonstrate an understanding of the importance of culture, gender, diversity, and global perspectives in the delivery of human services.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Bachelor of Science in Human Services program is a member of the Council for Standards in Human Service Education (CSHSE); however, it is not accredited by this agency.

The program is designed to prepare you academically to pursue a variety of careers in the field or in related fields and to pursue advanced education. The coursework in this program fulfills the requirements to sit for the exam to become a Human Services—Board Certified Practitioner (HS-BCP^{TM}). Please note that you must meet post-degree experience requirements in order to earn the HS-BCP credential.

The Center for Credentialing & Education can be contacted at:

3 Terrace Way
Greensboro, NC 27403-3660
Tel: 336.482.2856

Degree Plan

Curriculum

Bachelor of Science in Human Services - Standard

Human Service Administration

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CM 206: INTERPERSONAL COMMUNICATIONS	5
HN 115: HUMAN SERVICES PROGRAM AND PROFESSION	5
HN 144: HUMAN BEHAVIOR AND THE ENVIRONMENT	5
HN 200: SURVEY OF SOCIAL PROBLEMS	5
HN 205: APPLIED SKILLS FOR HUMAN SERVICES	5
HN 220: PREVENTION AND CRISIS INTERVENTION	5
HN 300: HUMAN SERVICES AND SOCIAL POLICY	6
HN 330: CASE MANAGEMENT IN HUMAN SERVICES	6
HN 410: HUMAN SERVICES DELIVERY	6
MM 207: STATISTICS	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
300/400 LEVEL: EMPHASIS AREA COURSES	24
HN 499: BACHELOR'S CAPSTONE FOR HUMAN SERVICES	6
TOTAL MAJOR REQUIREMENTS	**88**
Open Elective Requirements	
OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Emphasis Area Requirements - Human Service Administration

HN 345: PUBLIC RELATIONS IN NOT-FOR-PROFIT ORGANIZATIONS	6
HN 347: PUBLIC PERSONNEL ADMINISTRATION	6
HN 400: PROPOSAL DESIGNS FOR HUMAN SERVICES	6
HN 450: LEGAL AND ETHICAL ISSUES IN HUMAN SERVICES	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Human Services - Standard

Gerontology

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
CM 206: INTERPERSONAL COMMUNICATIONS	5
HN 115: HUMAN SERVICES PROGRAM AND PROFESSION	5
HN 144: HUMAN BEHAVIOR AND THE ENVIRONMENT	5
HN 200: SURVEY OF SOCIAL PROBLEMS	5
HN 205: APPLIED SKILLS FOR HUMAN SERVICES	5
HN 220: PREVENTION AND CRISIS INTERVENTION	5
HN 300: HUMAN SERVICES AND SOCIAL POLICY	6
HN 330: CASE MANAGEMENT IN HUMAN SERVICES	6
HN 410: HUMAN SERVICES DELIVERY	6
MM 207: STATISTICS	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
300/400 LEVEL: EMPHASIS AREA COURSES	24
HN 499: BACHELOR'S CAPSTONE FOR HUMAN SERVICES	6
TOTAL MAJOR REQUIREMENTS	**88**

Courses	Credits
Open Elective Requirements	
OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Courses	Credits
Emphasis Area Requirements - Gerontology	
HN 360: THE AGING POPULATION AND SOCIETY	6
HN 365: PSYCHOLOGY OF AGING	6

HN 420: SOCIAL AND HEALTH CARE ISSUES IN AGING	6
HN 450: LEGAL AND ETHICAL ISSUES IN HUMAN SERVICES	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Human Services - Standard

Child and Family Welfare

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Major Requirements	
CM 206: INTERPERSONAL COMMUNICATIONS	5
HN 115: HUMAN SERVICES PROGRAM AND PROFESSION	5
HN 144: HUMAN BEHAVIOR AND THE ENVIRONMENT	5
HN 200: SURVEY OF SOCIAL PROBLEMS	5
HN 205: APPLIED SKILLS FOR HUMAN SERVICES	5
HN 220: PREVENTION AND CRISIS INTERVENTION	5
HN 300: HUMAN SERVICES AND SOCIAL POLICY	6
HN 330: CASE MANAGEMENT IN HUMAN SERVICES	6
HN 410: HUMAN SERVICES DELIVERY	6
MM 207: STATISTICS	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
300/400 LEVEL: EMPHASIS AREA COURSES	24
HN 499: BACHELOR'S CAPSTONE FOR HUMAN SERVICES	6
TOTAL MAJOR REQUIREMENTS	**88**

Open Elective Requirements	
OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Emphasis Area Requirements - Child and Family Welfare	
HN 370: CHILD WELFARE AND FAMILY	6
HN 377: STUDIES IN CHILD AND ADOLESCENT DEVELOPMENT	6

HN 430: ADVOCACY FOR FAMILIES AND YOUTH	6
HN 450: LEGAL AND ETHICAL ISSUES IN HUMAN SERVICES	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS   **180**

Curriculum

Bachelor of Science in Human Services - Advanced Start

Human Service Administration

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
HN 115: HUMAN SERVICES PROGRAM AND PROFESSION	5
HN 144: HUMAN BEHAVIOR AND THE ENVIRONMENT	5
HN 200: SURVEY OF SOCIAL PROBLEMS	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
HN 300: HUMAN SERVICES AND SOCIAL POLICY	6
HN 330: CASE MANAGEMENT IN HUMAN SERVICES	6
HN 410: HUMAN SERVICES DELIVERY	6
300/400 LEVEL: EMPHASIS AREA COURSES	24
HN 499: BACHELOR'S CAPSTONE FOR HUMAN SERVICES	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**
Emphasis Area Requirements - Human Service Administration	
HN 345: PUBLIC RELATIONS IN NOT-FOR-PROFIT ORGANIZATIONS	6
HN 347: PUBLIC PERSONNEL ADMINISTRATION	6

HN 400: PROPOSAL DESIGNS FOR HUMAN SERVICES	6
HN 450: LEGAL AND ETHICAL ISSUES IN HUMAN SERVICES	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Human Services - Advanced Start

Gerontology

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
HN 115: HUMAN SERVICES PROGRAM AND PROFESSION	5
HN 144: HUMAN BEHAVIOR AND THE ENVIRONMENT	5
HN 200: SURVEY OF SOCIAL PROBLEMS	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
HN 300: HUMAN SERVICES AND SOCIAL POLICY	6
HN 330: CASE MANAGEMENT IN HUMAN SERVICES	6
HN 410: HUMAN SERVICES DELIVERY	6
300/400 LEVEL: EMPHASIS AREA COURSES	24
HN 499: BACHELOR'S CAPSTONE FOR HUMAN SERVICES	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**
Emphasis Area Requirements - Gerontology	
HN 360: THE AGING POPULATION AND SOCIETY	6
HN 365: PSYCHOLOGY OF AGING	6

HN 420: SOCIAL AND HEALTH CARE ISSUES IN AGING	6
HN 450: LEGAL AND ETHICAL ISSUES IN HUMAN SERVICES	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Human Services - Advanced Start

Child and Family Welfare

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
HN 115: HUMAN SERVICES PROGRAM AND PROFESSION	5
HN 144: HUMAN BEHAVIOR AND THE ENVIRONMENT	5
HN 200: SURVEY OF SOCIAL PROBLEMS	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
HN 300: HUMAN SERVICES AND SOCIAL POLICY	6
HN 330: CASE MANAGEMENT IN HUMAN SERVICES	6
HN 410: HUMAN SERVICES DELIVERY	6
300/400 LEVEL: EMPHASIS AREA COURSES	24
HN 499: BACHELOR'S CAPSTONE FOR HUMAN SERVICES	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**
Emphasis Area Requirements - Child and Family Welfare	
HN 370: CHILD WELFARE AND FAMILY	6
HN 377: STUDIES IN CHILD AND ADOLESCENT DEVELOPMENT	6

HN 430: ADVOCACY FOR FAMILIES AND YOUTH	6
HN 450: LEGAL AND ETHICAL ISSUES IN HUMAN SERVICES	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	🟢
Augusta	🟥
Davenport	🔺
Cedar Falls	🔺
Cedar Rapids	🔺
Des Moines	🔺
Hagerstown	🔺
Lewiston	🟥
Lincoln	🔺
Mason City	🔺
Omaha	🔺
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Legal Studies

Description and Outcomes

The Bachelor of Science in Legal Studies program is designed to provide you with an education that incorporates the study of law (and related disciplines) with the development of both practical and analytical skills. In addition, if you plan on continuing your course of study at the law school level, the program's solid educational foundation could prepare you for the rigors of advanced study of the law or other areas of graduate study.

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

The legal education and training provided in the Bachelor of Science in Legal Studies program may prove useful if you are interested in continuing on to law school or a graduate education program or pursuing many other occupations including: arbitrator, mediator, patent agent, title examiner, legislative assistant, lobbyist, political office holder, corporate executive, journalist, abstractor, claims examiner, compliance and enforcement inspector, occupational and safety health worker, legal psychology expert, and jury consultant.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Accelerated Master's Degree Options

If you are interested in earning both a bachelor's and master's degree in legal studies, consider an accelerated master's degree option. Refer to the Progression Requirements section for details.

Program Length

The Bachelor of Science in Legal Studies program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Theory and Principles: Define the basic theories, elements, and principles of law.

2. Research: Find relevant primary and secondary legal sources in electronic and print media and apply them to specific fact scenarios using prescribed analysis and argument.

3. Investigation: Apply investigative techniques to support the development of a legal argument.

4. Communications: Produce communications using theoretical and practical concepts from specialized areas of law.

5. Critical Thinking: Evaluate the role of legal theory and practice in the practice of societal institutions.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Bachelor of Science in Legal Studies - Standard

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
PA 165: INTRODUCTION TO TORTS	5
PA 201: INTRODUCTION TO LEGAL RESEARCH	5
PA 205: INTRODUCTION TO LEGAL ANALYSIS AND WRITING	5
PA 253: LEGAL ETHICS	5
100/200-LEVEL: MAJOR ELECTIVE	10
LS 305: CONSTITUTIONAL LAW	6
LS 308: LAW AND SOCIETY	6
LS 490: LEGAL PHILOSOPHY	6
300/400-LEVEL: MAJOR ELECTIVES	24
LS 498: BSLS CAPSTONE (RESEARCH OPTION)	6
Choose one of the following courses:	
LS 100: INTRODUCTION TO THE LAW AND LEGAL PROFESSION	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
PA 230: INTRODUCTION TO LEGAL TECHNOLOGY	5
TOTAL MAJOR REQUIREMENTS	**88**

Online students will take LS 100: Introduction to the Law and Legal Profession and PA 230: Introduction to Legal Technology.

Open Elective Requirements

OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Legal Studies - Advanced Start

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.	
Prerequisite Requirements	
LS 100: INTRODUCTION TO THE LAW AND LEGAL PROFESSION	5
PA 201: INTRODUCTION TO LEGAL RESEARCH	5
PA 205: INTRODUCTION TO LEGAL ANALYSIS AND WRITING	5
Choose one of the following courses:	
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
PA 230: INTRODUCTION TO LEGAL TECHNOLOGY	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Online students will take PA 230: Introduction to Legal Technology.	
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
LS 305: CONSTITUTIONAL LAW	6
LS 308: LAW AND SOCIETY	6
LS 490: LEGAL PHILOSOPHY	6
300/400 LEVEL: MAJOR ELECTIVES	24
LS 498: BSLS CAPSTONE (RESEARCH OPTION)	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**
Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.	
TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	●
Augusta	■
Davenport	▲
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Liberal Studies

Description and Outcomes

If you have prior learning credit and are interested in creating a program to meet personal and professional interests, consider the Bachelor of Science in Liberal Studies program. The degree-completion program allows you to receive credit for eligible prior learning, which may include transfer credit from a regionally or nationally accredited institution, military training, or other experiential learning.

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

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

Upon graduation, you may find career opportunities in a variety of fields based on the individualized design of the program.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Emphasis Area

An emphasis area option in leadership is also available within the Bachelor of Science in Liberal Studies and is designed to prepare you with knowledge and skills to lead others in diverse settings.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Occupational Specialization: Apply program-specific interests and general education knowledge to the development of an approved individualized degree plan designed for a specific career or professional occupation.

2. Interdisciplinary Core: Use the interdisciplinary approach to learning to successfully complete a student-selected, focused sequence of elective coursework.

3. Professional Competencies: Use critical thinking and effective communications in locating, presenting, and analyzing information.

4. Cultural and Diversity Awareness: Demonstrate an understanding of individual and cultural differences and effective collaboration with colleagues of diverse backgrounds.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to the Policy Information section for general Kaplan University policies.

Progression Requirements

If you enroll in the Bachelor of Science in Liberal Studies leadership emphasis area, you will have the prerequisite for MT 302: Organizational Behavior waived.

Degree Plan

Curriculum

Bachelor of Science in Liberal Studies - Standard

No Emphasis Area

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CM 115: COMMUNICATION—CONCEPTS AND SKILLS	5
CM 310: COMMUNICATION AND CONFLICT	6
HU 245: ETHICS	5
HU 345: CRITICAL THINKING	6
MM 207: STATISTICS	5
SC 115: PRINCIPLES OF NUTRITION	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
SS 360: AMERICAN WOMEN	6
100/200-LEVEL: MAJOR ELECTIVES	15
300/400-LEVEL: MAJOR ELECTIVES	24
LI 499: BACHELOR'S CAPSTONE IN LIBERAL STUDIES	6
TOTAL MAJOR REQUIREMENTS	**88**
Open Elective Requirements	
OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**
TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Liberal Studies - Standard

Leadership

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CM 115: COMMUNICATION—CONCEPTS AND SKILLS	5
CM 310: COMMUNICATION AND CONFLICT	6
HU 245: ETHICS	5
HU 345: CRITICAL THINKING	6
MM 207: STATISTICS	5
SC 115: PRINCIPLES OF NUTRITION	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
SS 360: AMERICAN WOMEN	6
100/200-LEVEL: MAJOR ELECTIVES	15
300/400-LEVEL: MAJOR ELECTIVES	24
LI 499: BACHELOR'S CAPSTONE IN LIBERAL STUDIES	6
TOTAL MAJOR REQUIREMENTS	**88**
Open Elective Requirements	
OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**
Emphasis Area Requirements - Leadership	
CM 460: STRATEGIC COMMUNICATION	6
LI 410: LEADERSHIP IN PRACTICE	6

MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 340: CONFLICT MANAGEMENT AND TEAM DYNAMICS	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Liberal Studies - Advanced Start

No Emphasis Area

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.	
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
CM 310: COMMUNICATION AND CONFLICT	6
HU 345: CRITICAL THINKING	6
SS 360: AMERICAN WOMEN	6
300/400-LEVEL: MAJOR ELECTIVES	24
LI 499: BACHELOR'S CAPSTONE IN LIBERAL STUDIES	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**
TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Liberal Studies - Advanced Start

Leadership

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**
Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.	
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
CM 310: COMMUNICATION AND CONFLICT	6
HU 345: CRITICAL THINKING	6
SS 360: AMERICAN WOMEN	6
300/400-LEVEL: MAJOR ELECTIVES	24
LI 499: BACHELOR'S CAPSTONE IN LIBERAL STUDIES	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**
Emphasis Area Requirements - Leadership	
CM 460: STRATEGIC COMMUNICATION	6
LI 410: LEADERSHIP IN PRACTICE	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
MT 340: CONFLICT MANAGEMENT AND TEAM DYNAMICS	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**
Emphasis area courses are completed within the major requirements of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Paralegal Studies

Description and Outcomes

The Bachelor of Science in Paralegal Studies program is designed to prepare you to pursue a career as a paralegal as well as for advancement if you are already working in the field. The program provides you with a broad knowledge base and a strong foundation in law and paralegal skills. The baccalaureate program is designed to combine the technical skills of various specialized areas of law with research, practical, technological, and analytical skills. In addition to the areas covered in the associate's-level program, the bachelor's degree covers the fields of real estate law, family law, tort law, and advanced legal writing, and includes paralegal electives and general education requirements at the 300/400-level.

Upon graduation, you may pursue occupational advancement or seek employment in legal environments including private law firms, corporations, and government agencies. A paralegal's duties may include providing support during courtroom proceedings, interviewing and investigation, preparing documents, managing technology, and researching legal issues.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Accelerated Master's Degree Options

If you are interested in earning both a bachelor's and master's degree in legal studies, consider an accelerated master's degree option. Refer to the Progression Requirements section for details.

Program Length

The Bachelor of Science in Paralegal Studies program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Assist Clients: Analyze data to ethically assist clients throughout the legal process.

2. Perform Legal Research: Locate and analyze relevant primary and secondary legal sources in electronic and print media.

3. Perform Investigative Functions: Use investigative techniques to gather information from a variety of sources.

4. Perform Communications Functions: Communicate with participants throughout the legal process.

5. Implement Legal Procedures: Manage electronic and print information.

6. Assist in Litigation Preparation: Draft and organize information for trial purposes.

7. Prepare Legal Documents for Clients.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Bachelor of Science in Paralegal Studies - Standard

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
PA 110: CIVIL LITIGATION	5
PA 201: INTRODUCTION TO LEGAL RESEARCH	5
PA 205: INTRODUCTION TO LEGAL ANALYSIS AND WRITING	5
PA 253: LEGAL ETHICS	5
100/200-LEVEL: MAJOR ELECTIVE	10
PA 300: REAL ESTATE LAW	6
PA 310: TORT LAW	6
PA 401: ADVANCED LEGAL WRITING	6
300/400-LEVEL: MAJOR ELECTIVES	24
PA 499: BACHELOR'S CAPSTONE IN PARALEGAL STUDIES	6
Choose one of the following courses:	
LS 100: INTRODUCTION TO THE LAW AND LEGAL PROFESSION	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
PA 230: INTRODUCTION TO LEGAL TECHNOLOGY	5
TOTAL MAJOR REQUIREMENTS	**88**

Online students will take LS 100: Introduction to the Law and Legal Profession and PA 230: Introduction to Legal Technology. Students who do not possess prior learning credit comparable to PA 165: Introduction to Torts must take the course in place of an open elective to satisfy the prerequisite requirements for PA 310: Tort Law.

Open Elective Requirements

OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Paralegal Studies - Advanced Start

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
LS 100: INTRODUCTION TO THE LAW AND LEGAL PROFESSION	5
PA 110: CIVIL LITIGATION	5
PA 201: INTRODUCTION TO LEGAL RESEARCH	5
PA 205: INTRODUCTION TO LEGAL ANALYSIS AND WRITING	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
PA 300: REAL ESTATE LAW	6
PA 310: TORT LAW	6
PA 401: ADVANCED LEGAL WRITING	6
300/400-LEVEL: MAJOR ELECTIVES	24
PA 499: BACHELOR'S CAPSTONE IN PARALEGAL STUDIES	6
TOTAL MAJOR REQUIREMENTS	**48**

Students who do not possess prior learning credit comparable to PA 165: Introduction to Torts must take the course in place of an open elective to satisfy the prerequisite requirements for PA 310: Tort Law.

Courses	Credits
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**

Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

Courses	Credits
TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	🟢
Augusta	🟥
Davenport	🔺
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Political Science

Description and Outcomes

(Currently Not Accepting Enrollments)

The Bachelor of Science in Political Science program is designed to help you develop an understanding of the interconnected issues and challenges that confront governing bodies and society locally, regionally, nationally, and globally. The study of politics and political science is broad and interdisciplinary; therefore, the program focuses on the historical, global, current, and future approaches to political theories and the application of those theories to the creation of political institutions and policy. In addition, the program emphasizes dimensions of politics, governance, the relationships between law and political institutions, economic and political power, and cultural and political identity.

The program's curriculum bridges to other disciplines including economics, law/legal studies, and social science. This melding of perspectives and the connection of disciplines creates a program rich in analysis of how various facets of political, legal, governmental, and economic structures interact. In addition, the program helps you develop skills and understand methods of applying these facets to the study of leadership in the political arena.

The Bachelor of Science in Political Science program is designed to prepare you to be an active and involved citizen in a democratic political system founded on principles of representative government as well as a multitiered system involving the federal, state, and local levels. This program provides you with the tools to participate and compete in the multifaceted political structure within a rapidly developing culture where global lines, institutions, cultures, and economies are blurred. The Bachelor of Science in Political Science program teaches you to think about politics and helps prepare you to be a critical and informed participant in an increasingly complex world.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Accelerated Master's Degree Options

If you are interested in earning both a bachelor's and master's degree in legal studies, consider an accelerated master's degree option. Refer to the Progression Requirements section for details.

Program Length

The Bachelor of Science in Political Science program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. The Structure and Organization of Government: Assess the organization and structure of governmental organizations in the context of legislative and administrative processes.

2. Leadership and Advocacy: Apply techniques to access the political system in order to effectively advocate for social and political change.

3. Societal Relationships and Influence: Analyze relationships between law and political institutions, economic and political power, and culture and political identity.

4. Political Theory and Process: Analyze political, administrative, and policy theories and assess their impact on political processes and policy development.

5. Ethics: Apply ethical principles to decision making, actions, and interactions within the political process.

6. Comparative Global Politics: Evaluate the political process, public decision making, and implementation globally.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Bachelor of Science in Political Science - Standard

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
100/200 LEVEL: COMMUNICATION COURSE	5
100/200 LEVEL: MATHEMATICS COURSE	5
200 LEVEL: COMMUNICATION COURSE	5
300/400 LEVEL: ARTS AND HUMANITIES COURSE	6
300/400 LEVEL: PHYSICAL SCIENCE COURSE	6
300/400 LEVEL: SOCIAL SCIENCE COURSE	6
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
LS 100: INTRODUCTION TO THE LAW AND LEGAL PROFESSION	5
BU 204: MACROECONOMICS	5
LS 102: INTRODUCTION TO LAW	5
MM 207: STATISTICS	5
PO 101: INTRODUCTION TO POLITICAL SCIENCE	5
PP 205: INTRODUCTION TO ADMINISTRATIVE LAW	5
SS 144: SOCIOLOGY	5
SS 230: MAKING HISTORY—THE FOUNDING FATHERS	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
LS 305: CONSTITUTIONAL LAW	6
PO 300: POLITICAL THEORY	6
PO 400: INTERNATIONAL RELATIONS	6
300/400-LEVEL: MAJOR ELECTIVES	24
PO 499: BACHELOR'S CAPSTONE IN POLITICAL SCIENCE	6
TOTAL MAJOR REQUIREMENTS	**93**
Open Elective Requirements	
OPEN ELECTIVES	54
TOTAL OPEN ELECTIVE REQUIREMENTS	**54**
TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Political Science - Advanced Start

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
MM 207: STATISTICS	5
PO 101: INTRODUCTION TO POLITICAL SCIENCE	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
TOTAL PREREQUISITE REQUIREMENTS	**0**

Advanced Start students need to satisfy the prerequisite requirements for MM 207: Statistics. Students who do not possess prior learning credit comparable to the required prerequisite courses will need to complete courses beyond the minimum degree requirements.

Courses	Credits
Core Requirements	
300/400 LEVEL: ARTS AND HUMANITIES COURSE	6
300/400 LEVEL: PHYSICAL SCIENCE COURSE	6
300/400 LEVEL: SOCIAL SCIENCE COURSE	6
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
LS 305: CONSTITUTIONAL LAW	6
PO 300: POLITICAL THEORY	6
PO 400: INTERNATIONAL RELATIONS	6
300/400-LEVEL: MAJOR ELECTIVES	24
PO 499: BACHELOR'S CAPSTONE IN POLITICAL SCIENCE	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**
TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Bachelor of Science in Psychology

Description and Outcomes

A Bachelor of Science in Psychology may prepare you to pursue career opportunities in various fields where you may implement your psychological knowledge, skills, and values. In addition, the program may prepare you for graduate work to pursue more specialized careers. The program's curriculum is designed to provide you with content knowledge of the major concepts, values, theories, psychological studies, research methods, and historical trends in psychology as they apply to human behavior, learning, and development. You will study how psychology relates to your everyday life and the importance of culture and diversity. Courses are designed to help you develop and use psychological skills, critical thinking, and the scientific approach to problem solving to evaluate behavior and mental processes while applying psychological principles to personal, social, and organizational issues.

If you have already completed an associate's or bachelor's degree from an accredited institution, you may be eligible for our advanced start degree option. Refer to the general Policy Information section for details.

Emphasis Areas

Four emphasis area options are available within the Bachelor of Science in Psychology program. The child development emphasis area provides exploration of behavioral development from birth to adolescence and is designed to prepare you to pursue a career in early childhood education, human services, and community work. The applied behavior analysis emphasis area provides an examination of the design, analysis, and application of learning theories and behavioral principles, and is designed to prepare you to pursue careers working with children and adults in schools and other organizational settings. The industrial/organizational psychology emphasis area helps prepare you to become skilled in the psychology of behavior and attitudes, and is designed to help you pursue a career working to improve the performance, satisfaction, and well-being of employees by applying psychology-related strategies in various work settings. Finally, the addictions emphasis area provides an investigation of substance abuse in our society, including risk factors, prevention, evaluation, and treatment, and is designed to prepare you to pursue careers in clinical and educational settings working with youth and adults.

Accelerated Master's Degree Option

If you are interested in earning both a bachelor's and master's degree in psychology, consider the accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology option. Refer to the Progression Requirements section for details.

Program Length

The Bachelor of Science in Psychology program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, you will be awarded a bachelor of science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Knowledge Base: Demonstrate knowledge of the major concepts, theoretical perspectives, enduring conflicts, empirical findings, and historical trends in psychology.

2. Research Methods: Apply basic methodology in psychology including research design, data analysis, and the interpretation and evaluation of findings.

3. Critical Thinking Skills: Use analytical thinking, skeptical inquiry, and the scientific approach in solving problems related to behavior and mental processes.

4. Application: Apply the appropriate psychological principles, theories, and concepts to personal, social, and organizational issues and problems.

5. Values in Psychology: Demonstrate an understanding of the underlying ethical standards, values, and considerations in theory and practice in the disciplines of psychology.

6. Information and Technological Skills: Use contemporary tools and technologies to communicate psychological principles and concepts effectively in diverse social and professional settings.

7. Global Awareness: Demonstrate an understanding of how academic and applied psychology can improve interpersonal relationships across cultural and national boundaries.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Progression Requirements

Accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology Option

If you are enrolled in the Bachelor of Science in Psychology program and wish to continue on to pursue a Kaplan University Master of Science in Psychology, you may be eligible to take the following graduate-level psychology courses in place of open electives:

- PS 501: Foundations of Professional Psychology
- PS 502: Ethics and Standards of Professional Psychology
- PS 504: Advanced Research Methods
- PS 506: Life Span Development

In order to qualify for the accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology option, you must meet the following criteria:

1. Have completed between 100 and 145 quarter credit hours in the Bachelor of Science in Psychology program, including any credits received for prior learning. If you are enrolled in the advanced start degree option, you must have completed a minimum of 55 quarter credit hours at the University.
2. Have at least 20 credits of open electives available in your degree plan.
3. Possess a minimum cumulative GPA of 3.0.
4. Obtain a grade of "B" or better in each of the above-listed courses.
5. Submit an essay that details career goals and associated reasons for enrolling in the Master of Science in Psychology program.

You should consult with your Education Advisor to ensure that you are eligible for this option and should discuss any financial aid implications with your Financial Aid Officer.

You may be required to take additional courses to fulfill the requisite 180 credits necessary to complete a Kaplan University bachelor's degree.

Upon successful completion of the Bachelor of Science in Psychology program, you may apply for entry to the University's Master of Science in Psychology program. If accepted, you will transfer in the above-listed graduate courses and matriculate into a shortened version of the master's degree program.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Behavior Analyst Certification Board[R], Inc. (BACB[R]) has approved the Kaplan University course sequence as meeting the coursework requirements for eligibility to take the Board Certified Assistant Behavior Analyst[R] Examination.

To become certified, you will need to obtain the necessary number of hours of field experience under an appropriate supervisor, as required by the BACB, meet additional degree and practicum requirements, and must also pass the comprehensive exam.

The Behavior Analyst Certification Board can be contacted at:

8051 Shaffer Parkway
Littleton, CO 80127
Tel: 720.438.4321

The professional practice of psychology is regulated by each state, and the degree requirements in Kaplan University's Bachelor of Science in Psychology program do not guarantee or prepare graduates for state licensure.

Degree Plan

Curriculum

Bachelor of Science in Psychology - Standard

Addictions

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
CM 206: INTERPERSONAL COMMUNICATIONS	5
MM 207: STATISTICS	5
PS 115: PSYCHOLOGY PROGRAM AND PROFESSION	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
PS 200: INTRODUCTION TO COGNITIVE PSYCHOLOGY	5
PS 210: HISTORY OF PSYCHOLOGY	5
PS 220: CHILD AND ADOLESCENT PSYCHOLOGY	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
PS 300: RESEARCH METHODS I	6
PS 330: PERSONALITY DEVELOPMENT	6
PS 380: CLINICAL PSYCHOLOGY	6
300/400 LEVEL: EMPHASIS AREA COURSES	24
PS 499: BACHELOR'S CAPSTONE IN PSYCHOLOGY	6
TOTAL MAJOR REQUIREMENTS	**88**
Open Elective Requirements	
OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Eligible students who choose to complete the accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology option will take four graduate-level courses in addition to selected undergraduate electives.

Emphasis Area Requirements- Addictions

PS 370: HEALTH PSYCHOLOGY	6
PS 375: PSYCHOLOGY OF ADDICTION	6
PS 450: CASE MANAGEMENT IN CLINICAL SETTINGS	6
PS 452: PSYCHOPHARMACOLOGY OF ALCOHOL AND DRUGS	6
TOTAL EMPHASIS AREA REQUIREMENTS	0

Emphasis area courses are completed within the major requirements or the degree plan.

TOTAL PROGRAM REQUIREMENTS	180

Curriculum

Bachelor of Science in Psychology - Standard

Applied Behavior Analysis

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Major Requirements	
CM 206: INTERPERSONAL COMMUNICATIONS	5
MM 207: STATISTICS	5
PS 115: PSYCHOLOGY PROGRAM AND PROFESSION	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
PS 200: INTRODUCTION TO COGNITIVE PSYCHOLOGY	5
PS 210: HISTORY OF PSYCHOLOGY	5
PS 220: CHILD AND ADOLESCENT PSYCHOLOGY	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
PS 300: RESEARCH METHODS I	6
PS 330: PERSONALITY DEVELOPMENT	6
PS 410: SCREENING AND ASSESSMENT	6
300/400 LEVEL: EMPHASIS AREA COURSES	24
PS 499: BACHELOR'S CAPSTONE IN PSYCHOLOGY	6
TOTAL MAJOR REQUIREMENTS	**88**

Open Elective Requirements	
OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Eligible students who choose to complete the accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology option will take four graduate-level courses in addition to selected undergraduate electives.

Emphasis Area Requirements - Applied Behavior Analysis

PS 340: EXCEPTIONAL NEEDS CHILDREN	6
PS 360: APPLIED BEHAVIOR ANALYSIS I	6

PS 365: APPLIED BEHAVIOR ANALYSIS II	6
PS 430: PROGRAM DESIGN AND EVALUATION	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS   180

Curriculum

Bachelor of Science in Psychology - Standard

Child Development

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
CM 206: INTERPERSONAL COMMUNICATIONS	5
MM 207: STATISTICS	5
PS 115: PSYCHOLOGY PROGRAM AND PROFESSION	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
PS 200: INTRODUCTION TO COGNITIVE PSYCHOLOGY	5
PS 210: HISTORY OF PSYCHOLOGY	5
PS 220: CHILD AND ADOLESCENT PSYCHOLOGY	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
PS 300: RESEARCH METHODS I	6
PS 330: PERSONALITY DEVELOPMENT	6
PS 380: CLINICAL PSYCHOLOGY	6
300/400 LEVEL: EMPHASIS AREA COURSES	24
PS 499: BACHELOR'S CAPSTONE IN PSYCHOLOGY	6
TOTAL MAJOR REQUIREMENTS	**88**

Courses	Credits
Open Elective Requirements	
OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Eligible students who choose to complete the accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology option will take four graduate-level courses in addition to selected undergraduate electives.

Emphasis Area Requirements - Child Development

Courses	Credits
PS 340: EXCEPTIONAL NEEDS CHILDREN	6
PS 345: LANGUAGE AND SPEECH DEVELOPMENT AND DISORDERS	6

PS 350: WORKING WITH CHILDREN IN A DIVERSE WORLD	6
PS 420: SOCIAL RELATIONSHIPS IN CHILDHOOD	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Psychology - Standard

Industrial/Organizational Psychology

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**33**

Courses	Credits
Major Requirements	
CM 206: INTERPERSONAL COMMUNICATIONS	5
MM 207: STATISTICS	5
PS 115: PSYCHOLOGY PROGRAM AND PROFESSION	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
PS 200: INTRODUCTION TO COGNITIVE PSYCHOLOGY	5
PS 210: HISTORY OF PSYCHOLOGY	5
PS 220: CHILD AND ADOLESCENT PSYCHOLOGY	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
PS 300: RESEARCH METHODS I	6
PS 330: PERSONALITY DEVELOPMENT	6
PS 380: CLINICAL PSYCHOLOGY	6
300/400 LEVEL: EMPHASIS AREA COURSES	24
PS 499: BACHELOR'S CAPSTONE IN PSYCHOLOGY	6
TOTAL MAJOR REQUIREMENTS	**88**

Courses	Credits
Open Elective Requirements	
OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**

Eligible students who choose to complete the accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology option will take four graduate-level courses in addition to selected undergraduate electives.

Emphasis Area Requirements - Industrial/Organizational Psychology

Courses	Credits
PS 390: INTRODUCTION TO INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY	6
PS 391: PSYCHOLOGY OF LEADERSHIP	6

PS 392: ATTITUDES AND MOTIVATION IN THE WORKPLACE	6
PS 451: SELECTION AND ASSESSMENT IN ORGANIZATIONS	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan. Emphasis area is not available in Tennessee.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Psychology - Advanced Start

Addictions

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
MM 207: STATISTICS	5
PS 220: CHILD AND ADOLESCENT PSYCHOLOGY	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
TOTAL PREREQUISITE REQUIREMENTS	**0**

Advanced start students must satisfy the prerequisite requirements for MM 207: Statistics. Students who do not possess prior learning credit comparable to the required prerequisite courses will need to complete courses beyond the minimum degree requirements.

Courses	Credits
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**

Courses	Credits
Major Requirements	
PS 300: RESEARCH METHODS I	6
PS 330: PERSONALITY DEVELOPMENT	6
PS 380: CLINICAL PSYCHOLOGY	6
300/400 LEVEL: EMPHASIS AREA COURSES	24
PS 499: BACHELOR'S CAPSTONE IN PSYCHOLOGY	6
TOTAL MAJOR REQUIREMENTS	**48**

Courses	Credits
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**

Eligible students who choose to complete the accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology option will take four graduate-level courses in addition to selected undergraduate electives.

Courses	Credits
Emphasis Area Requirements - Addictions	
PS 370: HEALTH PSYCHOLOGY	6
PS 375: PSYCHOLOGY OF ADDICTION	6

PS 450: CASE MANAGEMENT IN CLINICAL SETTINGS	6
PS 452: PSYCHOPHARMACOLOGY OF ALCOHOL AND DRUGS	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS   180

Curriculum

Bachelor of Science in Psychology - Advanced Start

Applied Behavior Analysis

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
MM 207: STATISTICS	5
PS 220: CHILD AND ADOLESCENT PSYCHOLOGY	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
TOTAL PREREQUISITE REQUIREMENTS	**0**

Advanced start students must satisfy the prerequisite requirements for MM 207: Statistics. Students who do not possess prior learning credit comparable to the required prerequisite courses will need to complete courses beyond the minimum degree requirements.

Courses	Credits
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**
Major Requirements	
PS 300: RESEARCH METHODS I	6
PS 330: PERSONALITY DEVELOPMENT	6
PS 410: SCREENING AND ASSESSMENT	6
300/400 LEVEL: EMPHASIS AREA COURSES	24
PS 499: BACHELOR'S CAPSTONE IN PSYCHOLOGY	6
TOTAL MAJOR REQUIREMENTS	**48**
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**

Eligible students who choose to complete the accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology option will take four graduate-level courses in addition to selected undergraduate electives.

Courses	Credits
Emphasis Area Requirements - Applied Behavior Analysis	
PS 340: EXCEPTIONAL NEEDS CHILDREN	6
PS 360: APPLIED BEHAVIOR ANALYSIS I	6

PS 365: APPLIED BEHAVIOR ANALYSIS II	6
PS 430: PROGRAM DESIGN AND EVALUATION	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**180**

Curriculum

Bachelor of Science in Psychology - Advanced Start

Child Development

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Courses	Credits
Prerequisite Requirements	
MM 207: STATISTICS	5
PS 220: CHILD AND ADOLESCENT PSYCHOLOGY	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
TOTAL PREREQUISITE REQUIREMENTS	**0**

Advanced start students must satisfy the prerequisite requirements for MM 207: Statistics. Students who do not possess prior learning credit comparable to the required prerequisite courses will need to complete courses beyond the minimum degree requirements.

Courses	Credits
Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**

Courses	Credits
Major Requirements	
PS 300: RESEARCH METHODS I	6
PS 330: PERSONALITY DEVELOPMENT	6
PS 380: CLINICAL PSYCHOLOGY	6
300/400 LEVEL: EMPHASIS AREA COURSES	24
PS 499: BACHELOR'S CAPSTONE IN PSYCHOLOGY	6
TOTAL MAJOR REQUIREMENTS	**48**

Courses	Credits
Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**

Eligible students who choose to complete the accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology option will take four graduate-level courses in addition to selected undergraduate electives.

Courses	Credits
Emphasis Area Requirements - Child Development	
PS 340: EXCEPTIONAL NEEDS CHILDREN	6
PS 345: LANGUAGE AND SPEECH DEVELOPMENT AND DISORDERS	6

PS 350: WORKING WITH CHILDREN IN A DIVERSE WORLD	6
PS 420: SOCIAL RELATIONSHIPS IN CHILDHOOD	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan.

TOTAL PROGRAM REQUIREMENTS 180

Curriculum

Bachelor of Science in Psychology - Advanced Start

Industrial/Organizational Psychology

Courses	Credits
PROGRAM REQUIREMENTS	
Prior Degree Requirements	
Comparable Associate's or Bachelor's Degree	90
TOTAL PRIOR DEGREE REQUIREMENTS	**90**

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

Prerequisite Requirements	
MM 207: STATISTICS	5
PS 220: CHILD AND ADOLESCENT PSYCHOLOGY	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
TOTAL PREREQUISITE REQUIREMENTS	**0**

Advanced start students must satisfy the prerequisite requirements for MM 207: Statistics. Students who do not possess prior learning credit comparable to the required prerequisite courses will need to complete courses beyond the minimum degree requirements.

Core Requirements	
CS 204: PROFESSIONAL PRESENCE	3
Choose one of the following arts and humanities courses:	
HU 200: CRITICAL EVALUATION IN THE HUMANITIES	5
HU 245: ETHICS	5
HU 250: HUMANITIES AND CULTURE	5
Choose one of the following science courses:	
SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD	5
SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES	5
SC 246: FUNDAMENTALS OF MICROBIOLOGY	5
SC 250: SCIENCE FOR EVERYDAY LIFE	5
Choose one of the following social science courses:	
SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM	5
SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT	5
SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH	5
TOTAL CORE REQUIREMENTS	**18**

Major Requirements	
PS 300: RESEARCH METHODS I	6
PS 330: PERSONALITY DEVELOPMENT	6
PS 380: CLINICAL PSYCHOLOGY	6
300/400 LEVEL: EMPHASIS AREA COURSES	24
PS 499: BACHELOR'S CAPSTONE IN PSYCHOLOGY	6
TOTAL MAJOR REQUIREMENTS	**48**

Open Elective Requirements	
OPEN ELECTIVES	24
TOTAL OPEN ELECTIVE REQUIREMENTS	**24**

Eligible students who choose to complete the accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology option will take four graduate-level courses in addition to selected undergraduate electives.

Emphasis Area Requirements - Industrial/Organizational Psychology	
PS 390: INTRODUCTION TO INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY	6
PS 391: PSYCHOLOGY OF LEADERSHIP	6

PS 392: ATTITUDES AND MOTIVATION IN THE WORKPLACE	6
PS 451: SELECTION AND ASSESSMENT IN ORGANIZATIONS	6
TOTAL EMPHASIS AREA REQUIREMENTS	**0**

Emphasis area courses are completed within the major requirements of the degree plan. Emphasis area is not available in Tennessee.

TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	🟢
Augusta	🟥
Davenport	🔺
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Criminal Justice

Description and Outcomes

The Associate of Applied Science in Criminal Justice program is designed to prepare you with applied knowledge, technical skills, communication abilities, and general knowledge to pursue a wide range of entry-level positions in the field of criminal justice. Upon graduation, you may pursue employment opportunities in various criminal justice environments such as law enforcement, courts, adult and juvenile corrections, corporate security, public safety, loss prevention, private protective services or investigations, or community-based programs and services. Some positions may require additional academy training and experience.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Criminological Theory: Demonstrate an understanding of biological, sociological, and psychological theories of crime causation and discipline-specific evaluations of human behavior.

2. Law: Demonstrate the ability to apply principles of criminal law to criminal justice practice and understand the civil liabilities of criminal justice agencies and practitioners.

3. Program-Specific Competencies: Demonstrate the ability to apply program-specific competencies to entry-level criminal justice practice.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 227: CRIMINAL PROCEDURE	5
CJ 299: ASSOCIATE'S CAPSTONE IN CRIMINAL JUSTICE	5
100/200-LEVEL: MAJOR ELECTIVES	15
Choose one of the following courses:	
CJ 100: PREPARING FOR A CAREER IN PUBLIC SAFETY	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
TOTAL MAJOR REQUIREMENTS	**40**
Online students will take CJ 100: Preparing for a Career in Public Safety.	
Open Elective Requirements	
OPEN ELECTIVES	35
TOTAL OPEN ELECTIVE REQUIREMENTS	**35**
TOTAL PROGRAM REQUIREMENTS	**90**

Locations

Online	●
Augusta	▲
Davenport	▲
Cedar Falls	▲
Cedar Rapids	▲
Des Moines	▲
Hagerstown	▲
Lewiston	▲
Lincoln	▲
Mason City	▲
Omaha	▲
South Portland	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Early Childhood Development

Description and Outcomes

(Currently Not Accepting Enrollments)

The Associate of Applied Science in Early Childhood Development program is designed to provide you with the introductory knowledge and skills to work with young children (birth through age 8) and families in early childhood settings. Specific emphasis is placed on the young child's growth and development, working with children in the inclusive classroom, health and nutrition needs, and lesson planning and implementation.

The program's curriculum links applied theory to practice, ethics, and professionalism, and provides a foundation in critical thinking and communication skills to support the roles and responsibilities of early childcare professionals in diverse learning environments.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Knowledge Base: Demonstrate the ability to apply knowledge of child development and learning theory in early childhood settings.

2. Child, Family, and Community Relationships: Demonstrate an understanding of the development and implementation of strategies for building family and community relationships.

3. Observation and Assessment: Identify developmentally appropriate observational and assessment techniques for informing instructional planning for children and their families.

4. Learning Environments: Demonstrate the ability to use developmentally appropriate principles, tools, and practices to create effective learning environments for young children.

5. Ethics and Professionalism: Demonstrate use of professional standards, ethical values, critical inquiry, and advocacy practices of the early childhood field.

6. Individuality and Cultural Diversity: Demonstrate an understanding of the importance of individuality and cultural diversity of children and their families to learning and development.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
CE 100: PREPARING FOR A CAREER IN EARLY CHILDHOOD DEVELOPMENT	5
CE 101: INTRODUCTION TO EARLY CHILDHOOD EDUCATION	5
CE 114: EARLY CHILDHOOD DEVELOPMENT	5
CE 215: EARLY CHILDHOOD CURRICULUM PLANNING	5
CE 220: CHILD SAFETY, NUTRITION, AND HEALTH	5
CE 230: CREATIVE ACTIVITIES FOR YOUNG CHILDREN	5
CE 240: YOUNG CHILDREN WITH SPECIAL NEEDS	5
CM 206: INTERPERSONAL COMMUNICATIONS	5
CE 299: ASSOCIATE'S CAPSTONE FOR EARLY CHILDHOOD DEVELOPMENT	5
Choose one of the following courses:	
PS 124: INTRODUCTION TO PSYCHOLOGY	5
SS 144: SOCIOLOGY	5
TOTAL MAJOR REQUIREMENTS	**50**
Open Elective Requirements	
OPEN ELECTIVES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
TOTAL PROGRAM REQUIREMENTS	**90**

Locations

Online	●
Augusta	▲
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	▲
Lincoln	■
Mason City	■
Omaha	■
South Portland	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Fire Science

Description and Outcomes

Kaplan University is recognized by the U.S. Fire Administration as an official Fire and Emergency Services Higher Education (FESHE) institution. The Associate of Applied Science in Fire Science closely follows the FESHE model and is designed to provide you with foundational skills in firefighter safety, building codes, fire prevention, code inspection, and firefighting strategy and tactics. In addition, the program explores technical, legal, and social aspects of arson, the application of technology to firefighting, and the psychological effects of fire dynamics. The program serves fire service professionals seeking enhanced skills and a broad spectrum of knowledge in the field of fire science. The curriculum includes analytical approaches to fire protection and investigation, disaster and fire defense planning, hazardous materials management, and the role of the fire service within the community.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Foundational Firefighter Skills: Discuss the importance of building construction as it relates to firefighter safety, building codes, and fire prevention.

2. Knowledge Base: Describe the difference between fire resistance and flame spread and the testing procedures used to establish ratings for each.

3. Psychology: Discuss the issues that deal with the psychological effects of fire dynamics.

4. Research Methods: Apply scientific methods of inquiry to arrive at reasoned decisions regarding fire science.

5. Technology: Discuss the use of computer technology to inform and enhance firefighting strategy and tactics.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
CJ 246: HUMAN RELATIONS IN A DIVERSE SOCIETY	5
FS 100: INTRODUCTION TO FIRE AND EMERGENCY SERVICES	5
FS 101: FIRE BEHAVIOR AND COMBUSTION	5
FS 102: BUILDING CONSTRUCTION FOR FIRE PROTECTION	5
FS 103: FIRE PROTECTION HYDRAULICS AND WATER SUPPLY	5
FS 104: FIRE PROTECTION SYSTEMS	5
FS 105: FIRE PREVENTION PRACTICES	5
FS 201: STRATEGY AND TACTICS	5
FS 202: PRINCIPLES OF EMERGENCY SERVICES	5
FS 204: OCCUPATIONAL SAFETY AND HEALTH FOR EMERGENCY SERVICES	5
FS 208: LEGAL ASPECTS OF EMERGENCY SERVICES	5
FS 299: ASSOCIATE'S CAPSTONE IN FIRE SCIENCE	5
TOTAL MAJOR REQUIREMENTS	**60**
Open Elective Requirements	
OPEN ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
TOTAL PROGRAM REQUIREMENTS	**90**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Human Services

Description and Outcomes

The Associate of Applied Science in Human Services program draws from multiple disciplines, such as health services, psychology, sociology, law, and criminal justice, to help prepare you to meet the complex challenges of the twenty-first century in the growing field of human services.

The program is designed to help you gain the introductory skills, knowledge, and attitudes to assess the situations of the most vulnerable in our society in order to provide services that respond to the needs of clients. Blending theory and practice, the curriculum teaches you how to critically evaluate your social world as you explore the public and private policies that drive the day-to-day operations of human service agencies in this country, and how you can best intervene on behalf of the clients you will serve. The program is designed to provide a solid foundation in human services principles that can be applied in areas such as mental health, social services, education, rehabilitation, and group and community work, and workplaces including nursing homes, hospitals, and clinics.

This program adheres to the curriculum standards of the Council of Standards in Human Service Education; however, it is not accredited by this agency. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Knowledge and Skill Base: Demonstrate foundational knowledge of the theoretical bases, best practices, and historical and current trends related to the human services profession.

2. Planning and Evaluation Skills: Demonstrate an understanding of the application of theory and skills to identify, plan, implement, and evaluate interventions involving client needs and delivery systems in the human services profession.

3. Values and Ethics: Use the professional, ethical, and legal values, standards, and practices of the human services profession.

4. Information and Systems Management: Use information and skills appropriate to the management and support of human services delivery.

5. Diversity and Global Awareness: Demonstrate an understanding of the importance of culture, gender, diversity, and global perspectives in the delivery of human services.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you reside in the state of Kansas, you may not enroll in the Associate of Applied Science in Human Services.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Associate of Applied Science in Human Services program is a member of the Council for Standards in Human Service Education (CSHSE); however, it is not accredited by this agency.

The program is designed to prepare you academically to pursue a variety of careers in the field or in related fields and to pursue advanced education. The coursework in this program fulfills the requirements to sit for the exam to become a Human Services—Board Certified Practitioner (HS-BCP^{TM}). Please note that you must meet post-degree experience requirements in order to earn the HS-BCP credential.

The Center for Credentialing & Education can be contacted at:

3 Terrace Way
Greensboro, NC 27403-3660
Tel: 336.482.2856

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
CM 206: INTERPERSONAL COMMUNICATIONS	5
HN 115: HUMAN SERVICES PROGRAM AND PROFESSION	5
HN 144: HUMAN BEHAVIOR AND THE ENVIRONMENT	5
HN 200: SURVEY OF SOCIAL PROBLEMS	5
HN 205: APPLIED SKILLS FOR HUMAN SERVICES	5
HN 220: PREVENTION AND CRISIS INTERVENTION	5
PS 124: INTRODUCTION TO PSYCHOLOGY	5
HN 299: ASSOCIATE'S CAPSTONE FOR HUMAN SERVICES	5
TOTAL MAJOR REQUIREMENTS	**40**
Open Elective Requirements	
OPEN ELECTIVES	35
TOTAL OPEN ELECTIVE REQUIREMENTS	**35**
TOTAL PROGRAM REQUIREMENTS	**90**

Locations

Online	🟢
Augusta	🟥
Davenport	🔺
Cedar Falls	🔺
Cedar Rapids	🔺
Des Moines	🔺
Hagerstown	🔺
Lewiston	🟥
Lincoln	🔺
Mason City	🔺
Omaha	🔺
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Paralegal Studies

Description and Outcomes

The Associate of Applied Science in Paralegal Studies program is designed to offer a level of training that provides you with knowledge of the law and paralegal studies, in conjunction with the practical and technical skills and competencies required of the profession. Comprehensive study in areas such as legal research and writing, litigation, contracts, legal ethics, torts, and various legal disciplines help prepare you for diverse career opportunities.

If you are interested in pursuing occupational advancement or seeking employment in legal environments, including private law firms, corporations, and government agencies, consider this program. A paralegal's duties may include providing support during courtroom proceedings, interviewing and investigation, preparing documents, managing technology, and researching legal issues.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Assist Clients: Analyze data to ethically assist clients throughout the legal process.

2. Perform Legal Research: Locate and analyze relevant primary and secondary legal sources in electronic and print media.

3. Perform Investigative Functions: Use investigative techniques to gather information from a variety of sources.

4. Perform Communications Functions: Communicate with participants throughout the legal process.

5. Implement Legal Procedures: Manage electronic and print information.

6. Assist in Litigation Preparation: Draft and organize information for trial purposes.

7. Prepare Legal Documents for Clients.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
Choose one of the following mathematics courses:	
MM 150: SURVEY OF MATHEMATICS	5
MM 212: COLLEGE ALGEBRA	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
PA 106: LEGAL TERMINOLOGY AND TRANSCRIPTION	5
PA 110: CIVIL LITIGATION	5
PA 201: INTRODUCTION TO LEGAL RESEARCH	5
PA 205: INTRODUCTION TO LEGAL ANALYSIS AND WRITING	5
PA 253: LEGAL ETHICS	5
PA 299: ASSOCIATE'S CAPSTONE—PROJECT	5
Choose one of the following courses:	
LS 100: INTRODUCTION TO THE LAW AND LEGAL PROFESSION	5
CS 121: PATHWAYS TO ACADEMIC SUCCESS	5
Choose one of the following courses:	
IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND	5
PA 230: INTRODUCTION TO LEGAL TECHNOLOGY	5
TOTAL MAJOR REQUIREMENTS	**40**
Online students will take LS 100: Introduction to the Law and Legal Profession and PA 230: Introduction to Legal Technology.	
Open Elective Requirements	
OPEN ELECTIVES	35
TOTAL OPEN ELECTIVE REQUIREMENTS	**35**
Onsite students will take LS 100: Introduction to the Law and Legal Profession in place of an open elective.	
TOTAL PROGRAM REQUIREMENTS	**90**

Locations

Online	●
Augusta	▲
Davenport	▲
Cedar Falls	▲
Cedar Rapids	▲
Des Moines	▲
Hagerstown	▲
Lewiston	▲
Lincoln	▲
Mason City	▲
Omaha	▲
South Portland	▲

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Associate of Applied Science in Public Administration

Description and Outcomes

(Currently Not Accepting Enrollments)

Government and the public sector have increasingly become major players in nearly every facet of society. Knowledge of and skills in government process, policy, procedure, and the law are essential for success in a wide variety of jobs.

The Associate of Applied Science in Public Administration program focuses on the study of organization, structure, and processes of government through an interdisciplinary lens. The program is designed to introduce you to the basic topics of public administration and policy, the fundamentals of government process and organization, and how these interact with the law. You will study the basic economic principles that are a part of public administration. In addition, the program is designed to help you develop an understanding of the environment and processes in which public policy is formulated and implemented, the goals of public policy, methods and tools used to evaluate and design policy, and how the economy works.

Upon graduation, you may pursue entry-level positions in the public and private sectors.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Research: Apply methods and tools to analyze primary and secondary sources of information and data.

2. Communications: Communicate through a variety of media.

3. The Economics of Public Administration and Policy: Analyze funding and financing.

4. The Structure and Organization of Government: Assess the organization and structure of governmental organizations.

5. Leadership: Apply ethical principles to leadership in public administration.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
100/200 LEVEL: COMMUNICATION COURSE	5
100/200 LEVEL: MATHEMATICS COURSE	5
200 LEVEL: COMMUNICATION COURSE	5
TOTAL CORE REQUIREMENTS	**15**
Major Requirements	
LS 100: INTRODUCTION TO THE LAW AND LEGAL PROFESSION	5
AB 204: MACROECONOMICS	5
PP 101: INTRODUCTION TO PUBLIC ADMINISTRATION	5
PP 105: INTRODUCTION TO STATE AND LOCAL GOVERNMENT	5
PP 110: ETHICS AND PUBLIC ADMINISTRATION	5
PP 201: INTRODUCTION TO POLICY MAKING	5
PP 205: INTRODUCTION TO ADMINISTRATIVE LAW	5
PP 299: ASSOCIATE'S CAPSTONE IN PUBLIC ADMINISTRATION	5
TOTAL MAJOR REQUIREMENTS	**40**
Open Elective Requirements	
OPEN ELECTIVES	35
TOTAL OPEN ELECTIVE REQUIREMENTS	**35**
TOTAL PROGRAM REQUIREMENTS	**90**

Locations

Online	🟢
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Applied Behavior Analysis Postbaccalaureate Certificate

Description and Outcomes

If you are interested in expanding your knowledge of applied behavior analysis in order to meet the coursework requirements for eligibility to take the Board Certified Assistant Behavior Analyst[(R)] Examination, consider the Applied Behavior Analysis Postbaccalaureate Certificate program. Please note: you will have to meet additional requirements to qualify including degree, field experience, and practicum requirements. Please refer to the website for the Behavior Analyst Certification Board[(R)], Inc. (www.bacb.com/) for full eligibility requirements as well as the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Applied Behavior Analysis Postbaccalaureate Certificate program consists of a minimum of 30 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Demonstrate knowledge of the major concepts, theoretical perspectives, enduring conflicts, empirical findings, and historical trends in psychology.

2. Apply the appropriate psychological principles, theories, and concepts when approaching personal, social, and organizational issues and problems.

3. Demonstrate an understanding of the underlying ethical standards, values, and considerations in theory and practice in the disciplines of psychology.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a bachelor's degree from an accredited institution. By the end of first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

If you enroll in the Applied Behavior Analysis Postbaccalaureate Certificate program, you will have all course-level prerequisites waived.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Behavior Analyst Certification Board[(R)], Inc. (BACB[(R)]) has approved the Kaplan University course sequence as meeting the coursework requirements for eligibility to take the Board Certified Assistant Behavior Analyst[(R)] Examination.

To become certified, you will need to obtain the necessary number of hours of field experience under an appropriate supervisor, as required by the BACB, meet additional degree and practicum requirements, and must also pass the comprehensive exam.

The Behavior Analyst Certification Board can be contacted at:

Behavior Analyst Certification Board

8051 Shaffer Parkway

Littleton, CO 80127

Tel: 720.438.4321

The professional practice of psychology is regulated by each state, and the degree requirements in Kaplan University's Applied Behavior Analysis Postbaccalaureate Certificate program do not guarantee or prepare graduates for state licensure.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 340: EXCEPTIONAL NEEDS CHILDREN	6
PS 360: APPLIED BEHAVIOR ANALYSIS I	6
PS 365: APPLIED BEHAVIOR ANALYSIS II	6
PS 410: SCREENING AND ASSESSMENT	6
PS 430: PROGRAM DESIGN AND EVALUATION	6
TOTAL CORE REQUIREMENTS	**30**
TOTAL PROGRAM REQUIREMENTS	**30**

Locations

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Autism Spectrum Disorders (ASDs) Postbaccalaureate Certificate

Description and Outcomes

The Autism Spectrum Disorders (ASDs) Postbaccalaureate Certificate program is designed for practicing educators who work with children from birth to age 8 and are interested in developing additional competencies for working with young children with ASDs. The certificate program addresses proactive strategies for working with young children with autism, families, and other professionals. Curriculum in the Autism Spectrum Disorders Postbaccalaureate Certificate program is based on current research in the field of autism and coursework focuses on applied theory, ethics, and professionalism in both the general education and special education settings. Those who could benefit from the Autism Spectrum Disorders Postbaccalaureate Certificate program include special educators, school psychologists, speech language pathologists, physical therapists, occupational therapists, tutors, early intervention specialists, parent educators, social service professionals, early childhood teachers and development professionals, and inclusion teachers.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Autism Spectrum Disorders Postbaccalaureate Certificate program consists of a minimum of 24 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Explain the common characteristics associated with autism spectrum disorders in young children.

2. Design materials for effectively communicating with professionals, parents, and caregivers of young children with autism spectrum disorders.

3. Identify specific strategies to modify a classroom environment and structure to meet the needs of young children with autism spectrum disorders.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a bachelor's degree from an accredited institution. By the end of first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

If you enroll in the Autism Spectrum Disorders Postbaccalaureate Certificate program, you will have all course-level prerequisites waived.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
CE 340: INTRODUCTION TO AUTISM SPECTRUM DISORDERS IN YOUNG CHILDREN	6
CE 350: LANGUAGE AND SOCIAL SKILL DEVELOPMENT FOR YOUNG CHILDREN WITH AUTISM	6
CE 440: TEACHING YOUNG CHILDREN WITH AUTISM	6
CE 450: BEHAVIOR INTERVENTION AND STRATEGIES FOR WORKING WITH YOUNG CHILDREN WITH AUTISM	6
TOTAL MAJOR REQUIREMENTS	**24**
TOTAL PROGRAM REQUIREMENTS	**24**

Locations

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Corrections Certificate

Description and Outcomes

The Corrections Certificate program is designed to prepare you to pursue entry-level and supervisory positions in today's complex corrections environment. The field of corrections provides a variety of job opportunities, and correctional officers perform a variety of law enforcement roles in supervising and maintaining security in correctional facilities. Corrections professionals also interact with probation and paroleofficials.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Corrections Certificate program consists of a minimum of 36 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Composition: Demonstrate college-level writing, research, documentation, and critical thinking skills.

2. Staff Roles: Differentiate the roles and responsibilities of various employee classifications in correctional institutions and settings.

3. Client Relations: Develop appropriate professional responses to client behaviors given differences in personal, group, and cultural meanings among clients.

4. Client Growth and Development: Define the relationship between biopsychosocial development, current client problems, and appropriate custodial settings or community-based corrections alternatives.

5. Law: Select appropriate policies and practices to meet legal principles and standards applicable to client care and custody and the management of corrections programs and institutions.

6. Client Custody and Care: Define the purposes, objectives, and standards of care associated with various types of corrections programs and institutions.

7. Ethics: Select accepted ethical practices in corrections settings.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you do not possess an associate's or bachelor's degree within the criminal justice field from an accredited institution at the time of admission, you may be admitted to the program after providing proof that you have been employed in law enforcement, the military, or an associated area of criminal justice within the last 18 months prior to enrollment. If you do not possess a prior degree, admission is at the discretion of the Dean of the College of Social and Behavioral Sciences based on a review of work experience and other relevant criteria.

By the last day of the first term, you must supply the official transcripts required for your enrollment. Failure to comply with this deadline will result in withdrawal from your program and blocked reentry until an official transcript is provided or you change your program of study to one that does not require proof of graduation.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 102: CRIMINOLOGY I	5
CJ 130: INTRODUCTION TO CORRECTIONS	5
CJ 140: INTRODUCTION TO CONSTITUTIONAL LAW	5
CJ 150: JUVENILE DELINQUENCY	5
CJ 212: CRIME PREVENTION	5
Choose one of the following courses:	
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
TOTAL MAJOR REQUIREMENTS	**36**
TOTAL PROGRAM REQUIREMENTS	**36**

Locations

Location	
Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Crime Scene Technician Certificate

Description and Outcomes

The Crime Scene Technician Certificate program is designed to provide you with a foundational understanding of the analytical procedures used by crime scene technicians, as well as the documentation, collection, and preservation processes employed to handle evidence. Program coursework will cover evidentiary procedures in a criminal investigation, such as locating, collecting, and analyzing crime scene evidence, handling and processing physical evidence, identifying the boundaries of a crime scene, managing a crime scene, and searching the crime scene for specific types of evidence that can be used in a criminal prosecution.

Program Length

The Crime Scene Technician Certificate program consists of a minimum of 41 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Composition: Demonstrate college-level writing, research, documentation, and critical thinking skills.

2. Describe analytical procedures used by forensic scientists in the application of science to law.

3. Initiate procedures used in the documentation, collection, and preservation of physical evidence.

4. Ethically apply appropriate investigative methods used in forensic science.

5. Apply investigative theory and methodology with scientific theory and methodology in the resolution of criminal cases.

6. Process a crime scene.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you do not possess an associate's or bachelor's degree within the criminal justice field from an accredited institution at the time of admission, you may be admitted to the program after providing proof that you have been employed in law enforcement, the military, or an associated area of criminal justice within the last 18 months prior to enrollment. If you do not possess a prior degree, admission is at the discretion of the Dean of the College of Social and Behavioral Sciences based on a review of work experience and other relevant criteria.

By the last day of the first term, you must supply the official transcripts required for your enrollment. Failure to comply with this deadline will result in withdrawal from your program and blocked reentry until an official transcript is provided or you change your program of study to one that does not require proof of graduation.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Prerequisite Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 102: CRIMINOLOGY I	5
MM 212: COLLEGE ALGEBRA	5
100/ 200 LEVEL: COMPOSITION COURSE	5
200 LEVEL OR ABOVE: PHYSICAL/BIOLOGICAL SCIENCE COURSE	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Major Requirements	
CJ 210: CRIMINAL INVESTIGATION	5
CJ 328: FORENSIC FINGERPRINT ANALYSIS	6
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 355: HOMELAND SECURITY	6
CJ 370: CRIME SCENE INVESTIGATION II	6
CJ 385: FORENSIC CHEMISTRY AND TRACE EVIDENCE ANALYSIS	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
TOTAL MAJOR REQUIREMENTS	**41**
TOTAL PROGRAM REQUIREMENTS	**41**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Human Services Certificate in Child and Family Services

Description and Outcomes

Contact your admissions representative for program start date.

The Human Services Certificate in Child and Family Services is designed for individuals who want to secure a position or potential promotion in the field of human services. The curriculum will introduce you to child and family services and provide basic skills and general knowledge. Consider this program if you have a goal of making a difference in the lives of others.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Human Services Certificate in Child and Family Services program consists of a minimum of 43 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Examine developmental milestones of children and adolescents.

2. Recognize appropriate skills required of a human service professional.

3. Assess client needs to determine appropriate interventions and/or services.

Policies

Admission Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

At this time, if you reside in one of the following states you may not enroll in the Human Services Certificate in Child and Family Services: Alabama, Arkansas, Delaware, Indiana, Kansas, Kentucky, Missouri, New Mexico, Tennessee, or Wisconsin.

Progression Requirements

If you enroll in the Human Services Certificate in Child and Family Services, you will have all course-level prerequisites waived.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
CM 107: COLLEGE COMPOSITION I	5
HN 115: HUMAN SERVICES PROGRAM AND PROFESSION	5
HN 205: APPLIED SKILLS FOR HUMAN SERVICES	5
HN 220: PREVENTION AND CRISIS INTERVENTION	5
SS 144: SOCIOLOGY	5
HN 330: CASE MANAGEMENT IN HUMAN SERVICES	6
HN 370: CHILD WELFARE AND FAMILY	6
HN 377: STUDIES IN CHILD AND ADOLESCENT DEVELOPMENT	6
TOTAL MAJOR REQUIREMENTS	**43**
TOTAL PROGRAM REQUIREMENTS	**43**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Human Services Certificate in Elder Care Services

Description and Outcomes

Contact your admissions representative for program start date.

The Human Services Certificate in Elder Care Services is designed for individuals who wish to enter the field of gerontology with a basic foundation centered on working with the older adult population. Earning this certificate can help you secure your first position or assist with a potential promotion in the field. The curriculum will introduce and enhance basic skills as well as focus on some of the specific knowledge required of a human services professional who has a goal of working in elder care services.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Human Services Certificate in Elder Care Services program consists of a minimum of 43 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Examine the impact aging has on society.

2. Evaluate psychological theories to aid in developing ethical interventions.

3. Assess client needs to determine appropriate interventions and/or services

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

At this time, if you reside in one of the following states you may not enroll in the Human Services Certificate in Elder Care Services: Alabama, Arkansas, Delaware, Indiana, Kansas, Kentucky, Missouri, New Mexico, Tennessee, or Wisconsin.

Progression Requirements

If you enroll in the Human Services Certificate in Elder Care Services, you will have all course-level prerequisites waived.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
CM 107: COLLEGE COMPOSITION I	5
HN 115: HUMAN SERVICES PROGRAM AND PROFESSION	5
HN 205: APPLIED SKILLS FOR HUMAN SERVICES	5
HN 220: PREVENTION AND CRISIS INTERVENTION	5
SS 144: SOCIOLOGY	5
HN 330: CASE MANAGEMENT IN HUMAN SERVICES	6
HN 360: THE AGING POPULATION AND SOCIETY	6
HN 365: PSYCHOLOGY OF AGING	6
TOTAL MAJOR REQUIREMENTS	**43**
TOTAL PROGRAM REQUIREMENTS	**43**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Legal Secretary Certificate

Description and Outcomes

Legal secretary is a field of law that offers employment opportunities for highly trained and qualified graduates in a wide range of businesses and industries. The Legal Secretary Certificate program is designed to provide you with an introduction to legal secretarial skills and enhance your abilities on the job. Upon graduation, you may pursue employment as a legal secretary or a legal administrative assistant in a law firm, the judicial system, or the legal departments of organizations in the profit and nonprofit sectors. Coursework focuses on the role of the paralegal in the civil litigation process and helps you develop the skills necessary for effective legal writing, document processing, and use of software applications.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Legal Secretary Certificate program consists of a minimum of 31 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Communication: Demonstrate the ability to effectively communicate in the legal environment.

2. Ethical Decision Making: Demonstrate the ability to apply ethical decision making in the practice of paralegal.

3. Critical Thinking: Demonstrate the ability to apply critical thinking to resolve paralegal practice problems.

4. Theory and Practice: Demonstrate the ability to synthesize and analyze theoretical and practical concepts from a variety of areas of legal specializations.

5. Basic Skills: Demonstrate the ability to apply and employ basic office secretarial skills to produce legal forms and documents.

6. Legal Communication: Demonstrate the ability to produce written legal correspondence and documentation.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
CM 107: COLLEGE COMPOSITION I	5
CM 220: COLLEGE COMPOSITION II	5
LS 100: INTRODUCTION TO THE LAW AND LEGAL PROFESSION	5
PA 106: LEGAL TERMINOLOGY AND TRANSCRIPTION	5
PA 230: INTRODUCTION TO LEGAL TECHNOLOGY	5
PA 305: LAW OFFICE MANAGEMENT	6
TOTAL MAJOR REQUIREMENTS	**31**
TOTAL PROGRAM REQUIREMENTS	**31**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Management and Supervision Certificate in Criminal Justice

Description and Outcomes

If you are currently a professional in the criminal justice field, the Management and Supervision Certificate in Criminal Justice could help increase your knowledge of supervision and management. The certificate program offers courses designed to introduce you to the principles of human resource management and supervision in the field. You will study supervisory practices in criminal justice organizations, management theory and how to manage in a criminal justice organization, organizational behavior, employment law, and human resource development.

Program Length

The Management and Supervision Certificate in Criminal Justice program consists of a minimum of 36 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Supervision: Analyze the role of supervisors and managers in criminal justice.

2. Human Resource Management: Apply theoretical knowledge to human resource challenges in criminal justice organizations.

3. Applied Ethics: Problem solve ethically as a supervisor or manager in criminal justice environments.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you do not possess an associate's or bachelor's degree within the criminal justice field from an accredited institution at the time of admission, you may be admitted to the program after providing proof that you have been employed in law enforcement, the military, or an associated area of criminal justice within the last 18 months prior to enrollment. If you do not possess a prior degree, admissions is at the discretion of the Dean of the College of Social and Behavioral Sciences based on a review of work experience and other relevant criteria.

By the last day of the first term, you must supply the official transcripts required for your enrollment. Failure to comply with this deadline will result in withdrawal from your program and blocked reentry until an official transcript is provided or you change your program of study to one that does not require proof of graduation.

Progression Requirements

If you enroll in the Management and Supervision Certificate in Criminal Justice, the course-level prerequisites for HR 420: Employment Law and MT 302: Organizational Behavior will be waived.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Prerequisite Requirements	
CM 220: COLLEGE COMPOSITION II	5
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 102: CRIMINOLOGY I	5
TOTAL PREREQUISITE REQUIREMENTS	**0**
Major Requirements	
CJ 307: CRISIS MANAGEMENT IN TERRORIST ATTACKS AND DISASTERS	6
CJ 340: APPLIED CRIMINAL JUSTICE ETHICS	6
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 355: HOMELAND SECURITY	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
Choose one of the following courses:	
HR 420: EMPLOYMENT LAW	6
MT 302: ORGANIZATIONAL BEHAVIOR	6
TOTAL MAJOR REQUIREMENTS	**36**
TOTAL PROGRAM REQUIREMENTS	**36**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Pathway to Paralegal Postbaccalaureate Certificate

Description and Outcomes

If you already possess a bachelor's degree from an accredited institution and want to enter the paralegal profession, consider the Pathway to Paralegal Postbaccalaureate Certificate program. This certificate program is designed to increase your knowledge of the paralegal profession and provide you with the foundational coursework to prepare to become a paralegal. Courses teach you how to communicate effectively in a legal environment, conduct legal research, and evaluate legal sources. In addition, you will apply learned concepts to relevant legal arguments and examine ethics in legal environments.

Program Length

The Pathway to Paralegal Postbaccalaureate Certificate program consists of a minimum of 36 or 37 quarter credit hours, depending on your choice of elective. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Communications: Communicate effectively in legal environments.

2. Ethics: Apply ethical decision making to paralegal practice.

3. Critical Thinking: Apply critical thinking to paralegal practice situations.

4. Practice: Analyze theoretical and practical concepts in areas of legal specialization.

5. Legal Research: Conduct legal research.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

By the end of the first term, you must furnish an official transcript indicating receipt of a bachelor's degree from an accredited institution. Refer to the First-Term Responsibilities section for additional information.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
LS 100: INTRODUCTION TO THE LAW AND LEGAL PROFESSION	5
PA 110: CIVIL LITIGATION	5
PA 201: INTRODUCTION TO LEGAL RESEARCH	5
PA 205: INTRODUCTION TO LEGAL ANALYSIS AND WRITING	5
PA 253: LEGAL ETHICS	5
PA 305: LAW OFFICE MANAGEMENT	6
Choose one of the following:	
PA 221: WILLS, TRUSTS, AND ESTATE PLANNING	5
PA 250: FAMILY LAW	5
PA 260: CRIMINAL LAW	5
PA 261: BANKRUPTCY AND DEBTOR-CREDITOR LAW	5
PA 300: REAL ESTATE LAW	6
TOTAL MAJOR REQUIREMENTS	**36**

The Pathway to Paralegal Postbaccalaureate Certificate program consists of a minimum of 36 or 37 quarter credit hours, depending on the student's choice of elective. Total program costs may vary.

TOTAL PROGRAM REQUIREMENTS	**36**

Locations

Online	🟢
Augusta	🟥
Davenport	🔺
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Private Security Certificate

Description and Outcomes

If you are currently a professional in the criminal justice field, the Private Security Certificate program could help increase your knowledge of private security. The program offers 10 courses designed to introduce you to the field of private and corporate security, examine the range of security responsibilities, and teach you how to provide asset protection to a myriad of clients.

The Private Security Certificate program is not only designed to help you pursue employment in private or corporate security, but could also prepare you for professional membership in the American Society of Industrial Security (ASIS) and the Certified Protection Professional (CPP) certification exam. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be transferable to Kaplan University degree programs.

Program Length

The Private Security Certificate program consists of a minimum of 53 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Demonstrate an understanding of the role of private and corporate security in the criminal justice system.

2. Demonstrate the ability to apply security concepts to various types of private and business environments.

3. Demonstrate an understanding of how to investigate major crimes associated with security incidents.

4. Demonstrate an understanding of white-collar crime and other examples of fraud and why it is an important field of study in private security.

5. Demonstrate an understanding of what is needed to constitute a reliable security culture in the private or corporate sector.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you do not possess an associate's or bachelor's degree within the criminal justice field from an accredited institution at the time of admission, you may be admitted to the program after providing proof that you have been employed in law enforcement, the military, or an associated area of criminal justice within the last 18 months prior to enrollment. If you do not possess a prior degree, admission is at the discretion of the Dean of the College of Social and Behavioral Sciences based on a review of work experience and other relevant criteria.

By the last day of the first term, you must supply the official transcripts required for your enrollment. Failure to comply with this deadline will result in withdrawal from your program and blocked reentry until an official transcript is provided or you change your program of study to one that does not require proof of graduation.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the certificate program, you may be eligible to take the Certified Protection Professional (CPP) certification exam.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Major Requirements	
CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM	5
CJ 130: INTRODUCTION TO CORRECTIONS	5
CJ 140: INTRODUCTION TO CONSTITUTIONAL LAW	5
CJ 210: CRIMINAL INVESTIGATION	5
CJ 211: POLICE OPERATIONS	5
CJ 212: CRIME PREVENTION	5
CJ 227: CRIMINAL PROCEDURE	5
CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE	6
CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS	6
PA 310: TORT LAW	6
TOTAL MAJOR REQUIREMENTS	**53**
Students are exempt from the prerequisite requirement for PA 310: Tort Law.	
TOTAL PROGRAM REQUIREMENTS	**53**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Course Descriptions

Business and Information Technology

Associates Business AB

AB 102: PRINCIPLES OF RETAILING

This course provides an overview of the retail industry and explores significant developments in the retailing field such as consolidation, multichannel offerings, centralization, and globalization. Students will examine the key retail decision variables (location, merchandise management, pricing, communications, store design, customer service, and store management), and explore the principles and practices of successful retail management through contemporary examples. Students will also observe a variety of management theories applied in a retail context.

Quarter Credit Hours: 5

Prerequisite: CM 107

AB 104: PERSONAL FINANCIAL MANAGEMENT

This course examines and applies financial decision-making techniques to everyday life. Students will be exposed to the importance of good financial planning. It will emphasize the importance of setting goals, creating financial statements, preparing budgets, and planning for college, retirement, and your estate planning. The course will also introduce students to careers that are available within the financial services industry.

Quarter Credit Hours: 5

Prerequisite: None

AB 113: ACCOUNTING FOR NONACCOUNTING MAJORS

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

Quarter Credit Hours: 5

Prerequisite: None

AB 114: ACCOUNTING I

This course reviews the complete accounting cycle and the creation and management of accounting information for business entities. Particular emphasis will be placed on the fundamental principles and skills of the accounting profession, including recording of transactions, financial presentation of accounting data, and the uses of accounting information.

Quarter Credit Hours: 5

Prerequisite: None

AB 116: ACCOUNTING II

This course continues the study of accounting principles by further exploring the assets, liabilities, and stockholders' equity sections of a corporation's balance sheet. This course continues to lead you to accounting mastery using an integrated learning system. This course provides further understanding of what accounting is all about and accounting's evolving role in business.

Quarter Credit Hours: 5

Prerequisite: AB 114

AB 117: GLOBAL HOSPITALITY

In this course, aspiring managers learn about the many global opportunities available in the hospitality industry. Highlights include examination of hospitality and tourism industry careers. Students gain a better understanding of the organization and structures of hotels and restaurants from a management perspective, including franchising and management contracts, business ethics, human resources, and marketing. Through analysis, students appreciate both the management and customer service viewpoints concerned with global hospitality venues.

Quarter Credit Hours: 5

Prerequisite: None

AB 122: PAYROLL ACCOUNTING

This course introduces federal laws affecting personnel and payroll records and covers in detail how to process a payroll. Topics covered include the calculation and recording of gross pay and overtime, federal income taxes, social security taxes, and federal and state unemployment taxes. Required federal tax and information returns and deposit rules are also covered.

Quarter Credit Hours: 5

Prerequisite: AB 113 or AB 114

AB 140: INTRODUCTION TO MANAGEMENT

This course provides an introductory overview of management theory, management functions, organizational structure, daily management responsibilities, ethics, and current management tools and resources. Theoretical concepts will be illustrated with practical application to real-world management problems and scenarios. Implications for managing change within the context of a global economy and other dynamic environmental forces are also examined.

Quarter Credit Hours: 5

Prerequisite: None

AB 202: BUILDING CUSTOMER SALES AND LOYALTY

This course studies the use of the following promotional tools and their applications: advertising, sales promotions, events, and loyalty and frequency shopper programs. It looks at the application of these tools to increase customer market share. This course examines the effect that consumer behavior and customer management have on brand image and loyalty.

Quarter Credit Hours: 5

Prerequisite: CM 107

AB 203: HUMAN RESOURCE MANAGEMENT

In this course, students will examine the processes involved in human resources from a managerial perspective. Students will examine the functions of human resource management including job analysis, staffing, performance appraisal, training and development, compensation, labor relations, and legal requirements.

Quarter Credit Hours: 5

Prerequisite: None

AB 204: MACROECONOMICS

Macroeconomics involves the theory, principles, and practices of economics that affect the national economy as a whole. Topics covered in this course include national income determination, economic growth, aggregate demand, aggregate supply, unemployment, inflation, the Federal Reserve system, monetary policy, fiscal policy, and global economies.

Quarter Credit Hours: 5

Prerequisite: AB 224

AB 206: HOTEL MANAGEMENT AND OPERATIONS

In this course, students learn how management techniques can increase front office efficiency and customer sales. Topics include yield management techniques, the latest computer technology, and team-building skills. Students learn how front office activities and functions affect other departments, as well as how to manage the front office to ensure that the property's goals are met.

Quarter Credit Hours: 5

Prerequisite: None

AB 207: STARTING A BUSINESS

This course will introduce students to the world of entrepreneurship and their role in small business. There will be an emphasis on building a business which will include the elements of entrepreneurship, management, marketing, and finance. The Internet will be used as a resource and many real-life cases will be studied.

Quarter Credit Hours: 5

Prerequisite: None

AB 209: SMALL BUSINESS MANAGEMENT

In this course, students will enhance problem-solving skills and develop a practical understanding of small business management principles.

Quarter Credit Hours: 5

Prerequisite: AB 140

AB 213: FOOD AND BEVERAGE MANAGEMENT

This course is designed to provide students with a basic understanding of food and beverage operations from a management perspective. Key topics include restaurant operations, production planning, food safety, and industry best practices. Food service managers must become creative in their efforts to best serve their guests, as competition increases, technology improves, and changes become fast paced. This course is designed to help future industry managers become knowledgeable about restaurant management, regulatory compliance, food production, and quality service.

Quarter Credit Hours: 5

Prerequisite: None

AB 217: FINANCE

This course covers basic financial concepts, principles, and techniques used in making corporate financial planning decisions. It provides students with the tools necessary for analyzing the time value of money, financial analysis and planning, the capital budgeting process and decisions, and long-term financing, and introduces international capital markets.

Quarter Credit Hours: 5

Prerequisite: AB 113 or AB 114, and MM 255

AB 219: MARKETING

This is an introductory course emphasizing key concepts and issues underlying the modern practice of marketing. The use of marketing by an organization and the effects of marketing on society will be examined. Course content includes an overview of the general nature and role of marketing in the global environment, the marketing concept, buyer behavior, target marketing, and the internal environment in which marketing operates. The marketing mix is studied through the four main decision areas of products and services, distribution, promotion, and pricing.

Quarter Credit Hours: 5

Prerequisite: AB 140; AB 224 or AB 220; and CM 220

AB 220: GLOBAL BUSINESS

This course gives students an overview of global business. Students receive an introduction to the differences in political, economic, legal, and cultural systems across different nations and the risks and opportunities these represent to a global and international business. This course serves as an introduction to the factors involved in making strategic and ethical decisions in a global business environment. Hypothetical case scenarios are used to illustrate the reality of doing business globally.

Quarter Credit Hours: 5

Prerequisite: AB 140

AB 221: CUSTOMER SERVICE

In this course, students will learn how companies can develop customer loyalty and address personalized customer needs. Students will apply concepts learned to real-world scenarios and learn how to recapture previous customers and acquire new ones through effective relationship-building strategies. Online communication tools and call center strategies will also be examined.

Quarter Credit Hours: 5

Prerequisite: CM 107

AB 223: CONVENTION SALES AND SERVICES

This course introduces future hospitality managers to convention and tradeshow management. This overview of the functions of operations, sales, and services allows students to apply industry best practices to solve real-world issues. Students receive an inside look at how the sales, marketing, and service effort is organized and how to manage the group meetings business in hotels and convention centers.

Quarter Credit Hours: 5

Prerequisite: None

AB 224: MICROECONOMICS

Microeconomics is an introduction to economic principles that influence decisions of individual consumers and business managers. You will examine how the law of supply and demand is reflected in pricing and quantity decisions in a variety of market situations. Close attention will be paid to how a firm's cost structure affects decisions regarding how much to produce, given a price in a perfectly competitive market situation, compared to pricing and quantity decisions in other market structures. Consideration will be given to how individuals' concepts of cost versus benefit enter into their buying decisions. The impact of governmental attempts to modify market outcomes will be a special focus of the course.

Quarter Credit Hours: 5

Prerequisite: CM 220, MM 255, and AB 113 or AC 113

AB 230: FOUNDATIONS OF CONFERENCE AND EVENT PLANNING

In this course, students learn the important elements of organizing and managing conferences and events. Students practice planning and review the steps involved in the execution and management of professional conferences and events. Through examination of marketing and management concepts, budgeting best practices, and operational considerations, students review the skill sets necessary to become an effective practitioner in this field.

Quarter Credit Hours: 5

Prerequisite: None

AB 239: MANAGERIAL ACCOUNTING

This course emphasizes the way in which accounting information can be used to aid management in planning and controlling business activities. Topics covered include financial statement analysis, job order cost systems, cost-volume-profit analysis, budgeting, performance evaluation using standard costs, differential analysis, and product pricing.

Quarter Credit Hours: 5

Prerequisite: AB 116 and MM 255

AB 256: FEDERAL TAX

This course introduces you to the procedures to interpret tax information on an individual federal tax basis. Basic concepts in federal income taxation are explored, including gross income, exclusions, adjusted gross income, deductions, exemptions, and credits. Introductory tax concepts, including cash and accrual methods, like-kind exchanges, and passive loss rules are covered.

Quarter Credit Hours: 5

Prerequisite: AB 116 and MM 255

AB 270: ADVANCED MEETING PLANNING

In this course, you will learn the essential planning and organizing strategies needed for successful meeting, event, and conference creation. Resources, contingency planning, and problem solving will be emphasized. Ethical, environmental, and diversity concerns involved in designing, coordinating, and planning professional meetings, conferences, and events will also be addressed.

Quarter Credit Hours: 5

Prerequisite: AB 230

AB 290: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT

This course will provide you with practical work experience in a real-world environment. You will arrange an externship working as a professional for a cooperating employer or an internship with a Kaplan University participating organization. Both the externship and internship environments will provide practical, real-world experiences and mentoring from experienced professionals. This experience will help you develop professional competencies that are desirable in the career marketplace. Externships must be preapproved by the Dean prior to the start of the term.

Quarter Credit Hours: 5

Prerequisite: Must be taken in final term or have approval of the Dean.

AB 298: ASSOCIATE'S CAPSTONE IN ACCOUNTING

This capstone course builds on the concepts of all the courses taken within the Associate of Applied Science in Accounting and provides students with an opportunity to integrate their previous coursework in a meaningful review of their learning and to assess their level of mastery of the stated outcomes of their degree program.

Quarter Credit Hours: 5

Prerequisite: Capstone course must be taken in final term or have approval of the Dean

AB 299: ASSOCIATE'S CAPSTONE IN MANAGEMENT

This capstone course builds on the concepts of all the courses taken within the Associate of Applied Science in Business Administration and provides students with an opportunity to integrate their previous coursework in a meaningful review of their learning and to assess their level of mastery of the stated outcomes of their degree program.

Quarter Credit Hours: 5

Prerequisite: Capstone course must be taken in final term or have approval of the Dean

Accounting AC

AC 113: ACCOUNTING FOR NONACCOUNTING MAJORS

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

Quarter Credit Hours: 5

Prerequisite: None

AC 114: ACCOUNTING I

This course reviews the complete accounting cycle and the creation and management of accounting information for business entities. Particular emphasis will be placed on the fundamental principles and skills of the accounting profession, including recording of transactions, financial presentation of accounting data, and the uses of accounting information.

Quarter Credit Hours: 5

Prerequisite: None

AC 116: ACCOUNTING II

This course continues the study of accounting principles by further exploring the assets, liabilities, and stockholders' equity sections of a corporation's balance sheet. This course continues to lead you to accounting mastery using an integrated learning system. This course provides further understanding of what accounting is all about and accounting's evolving role in business.

Quarter Credit Hours: 5

Prerequisite: AC 114

AC 122: PAYROLL ACCOUNTING

This course introduces federal laws affecting personnel and payroll records and covers in detail how to process a payroll. Topics covered include the calculation and recording of gross pay and overtime, federal income taxes, social security taxes, and federal and state unemployment taxes. Required federal tax and information returns and deposit rules are also covered.

Quarter Credit Hours: 5

Prerequisite: AC 113 or AC 114

AC 239: MANAGERIAL ACCOUNTING

This course emphasizes the way in which accounting information can be used to aid management in planning and controlling business activities. Topics covered include financial statement analysis, job order cost systems, cost-volume-profit analysis, budgeting, performance evaluation using standard costs, differential analysis, and product pricing.

Quarter Credit Hours: 5

Prerequisite: AC 116 and MM 255

AC 256: FEDERAL TAX

This course introduces you to the procedures to interpret tax information on an individual federal tax basis. Basic concepts in federal income taxation are explored, including gross income, exclusions, adjusted gross income, deductions, exemptions, and credits. Introductory tax concepts, including cash and accrual methods, like-kind exchanges, and passive loss rules are covered.

Quarter Credit Hours: 5

Prerequisite: AC 116 and MM 255

AC 300: INTERMEDIATE ACCOUNTING I

This course examines the full accounting process and covers selected conceptual accounting issues, aspects of financial reporting, and structure and reporting requirements for the balance sheet, income statement, and statement of cash flows. In-depth analyses of current assets are also included.

Quarter Credit Hours: 6

Prerequisite: AC 116

AC 301: INTERMEDIATE ACCOUNTING II

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

Quarter Credit Hours: 6

Prerequisite: AC 300

AC 302: INTERMEDIATE ACCOUNTING III

This course covers the accounting theory and practices associated with corporate accounting issues involving pensions, leases, taxes, and income recognition. In addition, disclosure requirements and the statement of cash flows are examined. Also, in-depth analysis of accounting for accounting changes and errors is also included.

Quarter Credit Hours: 6

Prerequisite: AC 301

AC 330: MANAGERIAL ACCOUNTING FOR BUSINESS PROFESSIONALS

This course emphasizes how accounting information can be used to aid management in planning business activities, controlling operations, and making decisions that promote profitability and sustainability. Topics covered include financial statement analysis, budgeting, cost behavior, cost-volume-profit analysis, variance analysis, balanced scorecard, and relevant cost analysis in the decision-making process.

Quarter Credit Hours: 6

Prerequisite: AC 113 or AC 114, and MM 255

AC 410: AUDITING

This course examines the role of the auditor in a technological global business environment. You are exposed to the scope of auditing as a profession, the rules governing the professional ethics of the Certified Public Accountant (CPA), and the components of the auditing process, as well as the legal liabilities and responsibilities of an auditor.

Quarter Credit Hours: 6

Prerequisite: AC 301

AC 420: COST ACCOUNTING

This course is an introduction to the fundamentals of cost accounting. Topics include comparisons with financial accounting, basic cost accounting terminology and principles, cost classification, and manufacturing of inventories. You will analyze cost behavior and receive an introduction to various costing systems. The study of cost accounting for managerial purposes is also examined. Specific concepts include variance analysis, cost allocation, and cost-volume-profit analysis. Inventory costing methods, budgeting, and strategies are also explored.

Quarter Credit Hours: 6

Prerequisite: AC 239

AC 430: ADVANCED TAX—CORPORATE

This course presents an overview of federal income tax requirements, procedures, and tax planning for business entities, with an emphasis on C and S Corporations.

Quarter Credit Hours: 6

Prerequisite: AC 256

AC 450: ADVANCED ACCOUNTING

This course covers the accounting theory and practices associated with intercorporate investments, foreign currency issues, consolidated financial statements for business combinations, and governmental and nonprofit accounting.

Quarter Credit Hours: 6

Prerequisite: AC 302

AC 465: ADVANCED FORENSIC ACCOUNTING

This course provides a survey of advanced forensic accounting topics. A critical component of this course includes an examination of the legal aspects of the profession. In addition to covering accounting fraud investigation and prevention techniques, you will learn how to collect evidence, provide legal support, and testify in court.

Quarter Credit Hours: 6

Prerequisite: AC 410

AC 490: ACCOUNTING EXPERIENTIAL LEARNING—CAREER ENGAGEMENT

This course will provide you with practical work experience in a real-world environment. You will arrange an externship working as a professional for a cooperating employer or an internship with a Kaplan University participating organization. Both the externship and internship environments will provide practical, real-world experiences and mentoring from experienced accounting professionals. This experience will help you develop professional competencies that are desirable in the career marketplace. Externships must be preapproved by the Dean prior to the start of the term.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

AC 499: BACHELOR'S CAPSTONE IN ACCOUNTING

This capstone course builds on the concepts of all the courses taken within the Bachelor of Science in Accounting and provides students with an opportunity to integrate their previous coursework in a meaningful review of their learning and to assess their level of mastery of the stated outcomes of their degree program.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

General Business BU

BU 204: MACROECONOMICS

Macroeconomics involves the theory, principles, and practices of economics that affect the national economy as a whole. Topics covered in this course include national income determination, economic growth, aggregate demand, aggregate supply, unemployment, inflation, the Federal Reserve system, monetary policy, fiscal policy, and global economies.

Quarter Credit Hours: 5

Prerequisite: BU 224

BU 224: MICROECONOMICS

Microeconomics is an introduction to economic principles that influence decisions of individual consumers and business managers. You will examine how the law of supply and demand is reflected in pricing and quantity decisions in a variety of market situations. Close attention will be paid to how a firm's cost structure affects decisions regarding how much to produce, given a price in a perfectly competitive market situation, compared to pricing and quantity decisions in other market structures. Consideration will be given to how individuals' concepts of cost versus benefit enter into their buying decisions. The impact of governmental attempts to modify market outcomes will be a special focus of the course.

Quarter Credit Hours: 5

Prerequisite: CM 220, MM 255, and AB 113 or AC 113

BU 481: INDEPENDENT DIRECTED STUDY I

In this course, students in the School of Business and Information Technology will engage in an independent, directed studies project focused on a self-selected research project. Students will select a topic of inquiry that is of interest and relevant to their professional goals. There is flexibility built into the course with the intent of giving students some options to synthesize and apply the concepts presented into their own unique career field, company, and/or industry.

Quarter Credit Hours: 1

Prerequisite: None

BU 482: INDEPENDENT DIRECTED STUDY II

In this course, students in the School of Business and Information Technology will engage in an independent, directed studies project focused on a self-selected research project. Students will select a topic of inquiry that is of interest and relevant to their professional goals. There is flexibility built into the course with the intent of giving students some options to synthesize and apply the concepts presented into their own unique career field, company, and/or industry.

Quarter Credit Hours: 2

Prerequisite: None

BU 483: INDEPENDENT DIRECTED STUDY III

In this course, students in the School of Business and Information Technology will engage in an independent, directed studies project focused on a self-selected research project. Students will select a topic of inquiry that is of interest and relevant to their professional goals. There is flexibility built into the course with the intent of giving students some options to synthesize and apply the concepts presented into their own unique career field, company, and/or industry.

Quarter Credit Hours: 3

Prerequisite: None

BU 484: INDEPENDENT DIRECTED STUDY IV

In this course, students in the School of Business and Information Technology will engage in an independent, directed studies project focused on a self-selected research project. Students will select a topic of inquiry that is of interest and relevant to their professional goals. There is flexibility built into the course with the intent of giving students some options to synthesize and apply the concepts presented into their own unique career field, company, and/or industry.

Quarter Credit Hours: 4

Prerequisite: None

BU 485: INDEPENDENT DIRECTED STUDY V

In this course, students in the School of Business and Information Technology will engage in an independent, directed studies project focused on a self-selected research project. Students will select a topic of inquiry that is of interest and relevant to their professional goals. There is flexibility built into the course with the intent of giving students some options to synthesize and apply the concepts presented into their own unique career field, company, and/or industry.

Quarter Credit Hours: 5

Prerequisite: None

BU 486: INDEPENDENT DIRECTED STUDY VI

In this course, students in the School of Business and Information Technology will engage in an independent, directed studies project focused on a self-selected research project. Students will select a topic of inquiry that is of interest and relevant to their professional goals. There is flexibility built into the course with the intent of giving students some options to synthesize and apply the concepts presented into their own unique career field, company, and/or industry.

Quarter Credit Hours: 6

Prerequisite: None

Finance FI

FI 490: FINANCE EXPERIENTIAL LEARNING—CAREER ENGAGEMENT

This course will provide you with practical work experience in a real-world environment. You will arrange an externship working as a professional for a cooperating employer or an internship with a Kaplan University participating organization. Both the externship and internship environments will provide practical, real-world experiences and mentoring from experienced professionals. This experience will help you develop professional competencies that are desirable in the career marketplace. Externships must be preapproved by the Dean prior to the start of the term.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

FI 499: BACHELOR'S CAPSTONE IN FINANCE

This capstone course builds on the concepts of all the courses taken within the Bachelor of Science in Finance and provides students with an opportunity to integrate their previous coursework in a meaningful review of their learning and to assess their level of mastery of the stated outcomes of their degree program.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

Human Resources HR

HR 400: EMPLOYMENT AND STAFFING

In this course, students explore the role of personnel administration in the area of human resource management by examining the areas of employee recruiting, retention, and development. Topics focus on how an organization can implement effective recruiting and development policies. These factors will include the topics of compensation and benefits packages, recruitment sources and techniques, electronic recruitment, competency-based recruiting and interviewing, why employees leave, rewards, recognition and opportunities, and balancing work with personal life.

Quarter Credit Hours: 6

Prerequisite: MT 203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR 410: EMPLOYEE TRAINING AND DEVELOPMENT

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

Quarter Credit Hours: 6

Prerequisite: MT 203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR 420: EMPLOYMENT LAW

This course focuses on the issues related to federal statutes that affect the human resources function. Among topics addressed are employment relationships and procedures, employment discrimination, and employment regulations. Some specific issues covered in the course are EEO, affirmative action, OSHA, employee privacy, and wrongful discharge.

Quarter Credit Hours: 6

Prerequisite: MT 203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR 435: COMPENSATION

This course examines different methods for developing a compensation strategy and the use of compensation strategies for motivating and rewarding employee performance. Compensation and reward systems are important tools that are used to motivate employees and to gain employee commitment to a company's mission. Methods of determining the relative value of jobs, in relation to compensation, are also examined. This course covers how to assess and diagnose compensation issues and how to develop appropriate solutions. In addition, students analyze the role of the government and identify methods for managing compensation structures.

Quarter Credit Hours: 6

Prerequisite: MT 203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR 485: STRATEGIC HUMAN RESOURCE MANAGEMENT

This course focuses on the importance of a strategic approach to human resources. It looks at the elements that support these strategies as well as the factors that can affect them. You will explore how to effectively manage human resources to achieve organizational goals and advance the strategies of an organization.

Quarter Credit Hours: 6

Prerequisite: MT 203 or enrollment in the Human Resources Postbaccalaureate Certificate

Information Systems and Technology IT

IT 104: INTRODUCTION TO CYBERSECURITY

Entities and organizations must be able to protect not only their network infrastructure, but also their personnel and customers from data loss and identity theft. This course introduces the topic of cybersecurity and how it has evolved over the last several decades. In this course, you will examine the concepts and challenges of cybersecurity from its evolution over the past decades to the increasing cyber threats that exist today. Evolving trends that impact cybersecurity will be discussed, including the use of mobile devices, cloud computing, and the increased sophistication of attacks. You will study cybersecurity's role in physical and cyber incidents. Cybersecurity design is examined from a high level, as is the role of the cybersecurity professional in today's information technology environment. This course is designed, among other things, to provide you with the foundational knowledge necessary to pursue relevant certifications. While the course may provide you with the knowledge necessary to sit for an examination, Kaplan University cannot guarantee your eligibility either to take an exam or to become certified.

Quarter Credit Hours: 5

Prerequisite: None

IT 111: PROGRAMMING FUNDAMENTALS FOR BEGINNERS

This course exposes students to the fundamentals of programming using a simplified programming language. Students practice modularization using a variety of methods. Students learn the value of creating reusable objects. Students also use the fundamental programming concepts of assignment, iteration, and decision making.

Quarter Credit Hours: 5

Prerequisite: None

IT 117: INTRODUCTION TO WEBSITE DEVELOPMENT

Learning the value of self-promotion equips you to demonstrate your skills to an audience. In this course, you investigate Internet technologies. You learn the basic concepts of web development along with basic web page design. By creating an individual online portfolio or biography using HTML, HTML5, and CSS (Cascading Style Sheets), you develop skills for today and tomorrow.

Quarter Credit Hours: 5

Prerequisite: None

IT 133: MICROSOFT OFFICE APPLICATIONS ON DEMAND

This course teaches students to use the current Microsoft Office suite of applications. Topics include an introduction to Word, Excel, PowerPoint, and cloud-based file management systems. Students will also learn how to analyze appropriate software applications to address solutions within a profession.

Quarter Credit Hours: 5

Prerequisite: None

IT 133M1: OPERATING SYSTEM AND SERVICES

Use the computer operating system and cloud-based services to set preferences and manage files.

Quarter Credit Hours: 1

Prerequisite: None

IT 133M2: WORD PROCESSING SKILLS

Create documents using various functions of word processing software.

Quarter Credit Hours: 1

Prerequisite: None

IT 133M3: SPREADSHEET SKILLS

Create spreadsheets using basic spreadsheet functions.

Quarter Credit Hours: 1

Prerequisite: None

IT 133M4: COMPUTER PRESENTATION SKILLS

Create computer-generated, on-screen presentations.

Quarter Credit Hours: 1

Prerequisite: None

IT 133M5: SOFTWARE SOLUTIONS AND ANALYSIS

Analyze appropriate software application(s) to address solutions within a specific discipline.

Quarter Credit Hours: 1

Prerequisite: None

IT 153: SPREADSHEET APPLICATIONS

This course examines spreadsheet concepts including calculations, formulas, built-in functions, and spreadsheet design. You will create spreadsheets and manipulate data to solve business problems. The course further explores topics such as charts, data tables, pivot tables, and what-if analysis.

Quarter Credit Hours: 5

Prerequisite: None

IT 163: DATABASE CONCEPTS USING MICROSOFT ACCESS

This course is an introduction to relational database management systems. You will use a relational database management system to create and maintain a database. You will create filters, sorts, queries, forms, and reports. Emphasis will be placed on the skills needed to meet user requirements.

Quarter Credit Hours: 5

Prerequisite: None

IT 190: FOUNDATIONS IN INFORMATION TECHNOLOGY

Students will explore the basic concepts of information technology including hardware, software, and networks. The student will gain a practical understanding of how computer hardware and operating systems work. Topics include personal computer configuration and maintenance, along with the fundamentals of system software installation and administration.

Quarter Credit Hours: 5

Prerequisite: None

IT 213: SOFTWARE DEVELOPMENT CONCEPTS—INTRODUCTORY

This course introduces the fundamentals of software engineering, demonstrating how the fundamentals are the same across multiple programming languages. The core principles found in every programming language are investigated. You will design, develop, debug, and test simple applications using your choice from the programming language options.

Quarter Credit Hours: 5

Prerequisite: IT 111 and IT 117 | Corequisite: IT 234 (recommended)

IT 214: FOUNDATIONS OF WEB DESIGN

This is a fast-paced course in web design. You will learn the basic concepts of web page design. The concepts begin with the planning stages of site mapping and storyboards. Elements such as tables, forms, rollover buttons, hyperlinks, text formatting and management, navigation systems, and inserting multimedia will be explored. By creating an individual online portfolio or biography and implementing the current versions of Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS), you will develop skills for today and tomorrow.

Quarter Credit Hours: 5

Prerequisite: IT 111 and IT 117 (or equivalent)

IT 222: INTRODUCTION TO CLOUD COMPUTING

This course is a survey of cloud computing from both a business and a personal perspective. Cloud computing is an emerging technology that impacts all IT professions, including network, web, and application development as well as network security. You will learn the key characteristics and benefits of cloud computing. The course will cover features of private, public, hybrid, and community clouds.

Quarter Credit Hours: 5

Prerequisite: None

IT 232: SOFTWARE DESIGN AND DEVELOPMENT CONCEPTS—INTERMEDIATE

This is an intermediate course in the design and development of programs offering students a choice of implementation and demonstrating how design and programming concepts are universal. Students will apply software design techniques, software process models, object-oriented programming concepts, and secure data-handling techniques. Students will design, develop, debug, and test intermediate-level applications using their choice from the programming language options.

Quarter Credit Hours: 5

Prerequisite: IT 213 | Corequisite: IT 302 (recommended for Bachelor of Science in Information Technology students)

IT 234: DATABASE FOUNDATIONS

This course prepares you to learn database programming. You will be exposed to the fundamental concepts of database management systems and SQL programming language. This course will provide you with the business context in which data is used and how it is transformed into information. You will identify the information needs and general usage of data within the modern business context and link the use of relational database management systems to the data needs of the organization.

Quarter Credit Hours: 5

Prerequisite: IT 163

IT 247: FUNDAMENTALS OF WEB GRAPHICS

Students will learn how to create appropriate web graphics using popular image editing tools. Throughout the course, they will create a collection of custom graphics that will be displayed in an e-portfolio layout. Topics will include resizing, resolution, optimization, digital photo enhancement, custom banner and button creation, and more.

Quarter Credit Hours: 5

Prerequisite: IT 214

IT 261: DESKTOP ADMINISTRATION

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

Quarter Credit Hours: 5

Prerequisite: IT 190

IT 262: CERTIFIED ETHICAL HACKING I

This course covers the tools and procedures needed to perform ethical hacking. Ethical hacking, which is also known as penetration testing, is a procedure employed by organizations where the tester attempts to penetrate or compromise a computer or network. In so doing, organizational vulnerabilities are brought to light, which allows the organization to mitigate the vulnerabilities uncovered. This course is designed, among other things, to provide you with the foundational knowledge necessary to continue your studies for the EC-Council Certified Ethical Hacker certification. While the course may provide you with the knowledge necessary to sit for the examination, Kaplan University cannot guarantee your eligibility either to take this exam or become certified.

Quarter Credit Hours: 5

Prerequisite: None

IT 273: NETWORKING CONCEPTS

This course introduces the concepts behind today's networks. It outlines current network design, explaining the OSI Model and the methods of carrying data over wired and wireless media. Other topics include fundamental network design components, such as topologies and access methods, basic administration of network operating systems, and troubleshooting methods for data transmission and recovery.

Quarter Credit Hours: 5

Prerequisite: None

IT 275: LINUX SYSTEM ADMINISTRATION

This introductory Linux course prepares you to install, configure, and administer Linux as a network operating system. You will learn both command line and graphical user interface administration with full-feature Linux distributions. Emphasis is placed on applied skills that address real-world challenges such as managing file structure, network services, and system security.

Quarter Credit Hours: 5

Prerequisite: IT 273

IT 277: CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL I

This course covers the essential material comprising the first two study domains in the Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK). These two domains include asset security and access management. The information covered is vital in gaining a threshold understanding of the field of cybersecurity, and will enable you to implement access control methods, prevent access control attacks, and select controls and countermeasures based on security evaluation models. This course is designed, among other things, to provide you with the foundational knowledge necessary to pursue CISSP certification. While the course may provide you with the knowledge necessary to sit for the examination, Kaplan University cannot guarantee your eligibility either to take this exam or become certified.

Quarter Credit Hours: 5

Prerequisite: None

IT 278: NETWORK ADMINISTRATION

In many organizations, the network administrator is the wizard behind the curtain. Network connections between users and computers seem to magically perform the transmissions required for daily operations. In this course, you are introduced to basic network administration. You install and configure a network operating system in a virtualized environment and practice administrative tasks. You perform hands-on exercises demonstrating server management, user account creation, file access, storage backup, and security settings.

Quarter Credit Hours: 5

Prerequisite: IT 273

IT 279: CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL II

This course covers the essential material comprising three study domains in the Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK). These three domains are security engineering, network security, and software development security. The information covered is vital in gaining a threshold understanding of the field of cybersecurity, and will enable you to assess the vulnerabilities of security solutions, design secure communication channels, and apply security controls in the software development environment. This course is designed, among other things, to provide you with the foundational knowledge necessary to pursue CISSP certification. While the course may provide you with the knowledge necessary to sit for the examination, Kaplan University cannot guarantee your eligibility either to take this exam or become certified.

Quarter Credit Hours: 5

Prerequisite: IT 277

IT 283: NETWORKING WITH TCP/IP

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

Quarter Credit Hours: 5

Prerequisite: IT 273

IT 286: INTRODUCTION TO NETWORK SECURITY

This course introduces you to the essential knowledge required to secure today's networks. You will learn to identify threats and vulnerabilities and to apply effective strategies to prevent data breaches. The course discusses topics such as risk assessment; compliance and operational security; access control and authorization management; intrusion detection; application hardening; malicious attacks; and cryptography. It outlines a security professional's responsibilities and discusses the skills needed to protect an organization's data and network infrastructure.

Quarter Credit Hours: 5

Prerequisite: IT 273

IT 296: ASSOCIATE'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP

This course gives associate's-level students practical job experience in the information technology field. The externship provides students an opportunity to learn about the IT career field through practical, real-world experiences and mentoring from an IT professional. This experience will enrich students' technology skills and provide a better understanding of the level of expertise needed to be successful in their career.

Quarter Credit Hours: 5

Prerequisite: Completion of all core courses; minimum GPA of 2.0

IT 299: ASSOCIATE'S CAPSTONE IN INFORMATION TECHNOLOGY

This course is designed to build on the concepts of all information technology courses students have taken as a part of their degree plans. The capstone project integrates problem-solving techniques and implementation solutions studied in the information technology courses. Students research particular problems or issues they select, analyze the major concerns, and recommend viable information technology solutions to resolve or improve the problems or issues.

Quarter Credit Hours: 5

Prerequisite: Last term or permission from the Dean

IT 301: PROJECT MANAGEMENT I

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

Quarter Credit Hours: 6

Prerequisite: None

IT 302: HUMAN COMPUTER INTERACTION

This course introduces you to the field of human computer interaction (HCI). You will survey HCI history and theory, and examine standard principles that are necessary to produce effective interface designs for the consumer. You will also learn about development methodologies, evaluation techniques, task analysis, and prototyping. Activities include observation and analysis of various types of interfaces, plus the use of professional tools to create a new interface design.

Quarter Credit Hours: 6

Prerequisite: 200-level or above IT course; upper-level students only

IT 303: APPLICATION DEVELOPMENT, VIRTUALIZATION, AND THE CLOUD

This advanced computer virtualization course will include hands-on practice and is designed for individuals who have an understanding of operating systems and programming concepts. Students study several methods of applying virtualization locally and in a hosted environment. Students will create a workable software program within a virtual server and in a cloud service solution.

Quarter Credit Hours: 6

Prerequisite: IT 222 and IT 232

IT 316: COMPUTER FORENSICS

This course explores the pervasive nature of illegal and unauthorized activity occurring in cyberspace: computer crime. You will learn about the many types of computer crime and the structured procedures deployed in its investigation. This will include a systematic investigative approach of both corporate and criminal-related offenses. You will learn data-retrieval principles including onsite data collection, laboratory data retrieval, and live network data retrieval. You will learn how current computer forensics tools are used for data acquisitions to data analysis. This course will also discuss how computer crimes present unique vulnerabilities to computer systems due to the global nature of the Internet.

Quarter Credit Hours: 6

Prerequisite: None

IT 331: TECHNOLOGY INFRASTRUCTURE

This course explores the concepts and purpose of information technology infrastructure. Emphasis is placed on expanding your knowledge of computer networks and data transmissions and applying those concepts to an organization's technology requirements.

Quarter Credit Hours: 6

Prerequisite: 200-level or above IT course; upper-level students only

IT 332: PRINCIPLES OF INFORMATION SYSTEMS ARCHITECTURE

This course introduces you to the background of information systems architecture. You will learn a holistic approach to both hardware and software architecture design from a broad systems perspective. Both a business and technical focus will be covered with concrete examples of current technologies and related managerial issues.

Quarter Credit Hours: 6

Prerequisite: IT 331

IT 350: DATABASE MODELING AND DESIGN WITH TRANSACT-SQL (T-SQL)

This course covers theories and techniques of database design and incorporates advanced concepts of the database language Transact-SQL (T-SQL) for creating efficient database implementations. You will expand your developmental skills by capturing the business requirements and creating the conceptual design using a modeling tool for generating the entity-relationship diagram (ERD). You will transform the conceptual design into the logical design in order to create and manipulate the database objects. Finally, you will use a high-level programming language and connect to an MS SQL Server database for displaying organized information to users.

Quarter Credit Hours: 6

Prerequisite: IT 234

IT 358: INTERMEDIATE ORACLE QUERY DESIGN

This course covers intermediate to advanced concepts of database query design and reporting tools using Oracle. You will practice Oracle SQL functions and PL/SQL programming, including triggers and stored procedures, to execute queries and functions.

Quarter Credit Hours: 6

Prerequisite: IT 234 or IT 350

IT 374: LINUX SYSTEM ADMINISTRATION II

This advanced Linux course builds on the skills learned in IT 275. Students configure a Linux production system for authentication, network services, security, backup, and recovery. By completing lab exercises, students learn to monitor performance and set up SAMBA and Apache. The use of GUI and command line tools to troubleshoot client and server connectivity is also covered.

Quarter Credit Hours: 6

Prerequisite: IT 275

IT 375: WINDOWS ENTERPRISE ADMINISTRATION

This advanced course in Microsoft Windows enterprise administration prepares students to install, configure, and manage key network services and Active Directory. Students perform administrative tasks, such as network service installation and configuration, Active Directory installation, Group Policy design and configuration, and configuration of network and Active Directory security. Students learn the theory behind Active Directory design and operation, and complete hands-on labs and projects that develop the skills needed for real-world settings.

Quarter Credit Hours: 6

Prerequisite: IT 278

IT 388: ROUTING AND SWITCHING I

This course is the first of two routing and switching courses that prepare students to design, configure, and maintain network routing and switching. Students learn the basic concepts, protocols, and functions of network routers and switches. Emphasis is placed on hands-on practice of configuration and troubleshooting using live and simulated labs.

Quarter Credit Hours: 6

Prerequisite: IT 283

IT 390: INTRUSION DETECTION AND INCIDENCE RESPONSE

This course provides an introduction to intrusion detection systems available to protect networks from cybercriminals. You will explore various security concepts and the basics of security attacks. You will install and configure various intrusion detection system tools. Topics include principles and classifications of intrusion detection systems, incident response process, and response types. Additionally, the course presents insight into intrusion detection and forensics and incident response strategies required to protect critical assets.

Quarter Credit Hours: 6

Prerequisite: IT 286

IT 391: ADVANCED SOFTWARE DEVELOPMENT INCLUDING WEB AND MOBILITY

This course focuses on advanced design and programming concepts and techniques offering you a choice of implementation and demonstrating how advanced concepts apply across a variety of languages. You will develop advanced software, web, and mobile applications, while applying concepts related to data structures, algorithms, web services, graphics, mobile, and multimedia. You also learn how to create interactive applications across a variety of platforms (traditional applications, websites, and mobile applications).

Quarter Credit Hours: 6

Prerequisite: IT 232, IT 234, and IT 302

IT 395: CERTIFIED ETHICAL HACKING II

This course continues concepts introduced in IT 262 covering the tools and procedures needed to perform ethical hacking. More advanced penetration testing procedures are covered as well as how to incorporate the knowledge learned into a cohesive set of procedures to help organizations find potential vulnerabilities. This course is designed, among other things, to provide you with the foundational knowledge necessary to continue the pursuit of the EC-Council Certified Ethical Hacker certification. While the course may provide you with the knowledge necessary to sit for the examination, Kaplan University cannot guarantee your eligibility either to take this exam or become certified.

Quarter Credit Hours: 6

Prerequisite: IT 262

IT 400: ETHICS IN CYBERSECURITY

New innovations within information technology continue to evolve around the world, creating ethical challenges and concerns for information technology professionals. This course will examine ethical and legal concerns with the use of information technology. Ethical issues will be examined as they relate to common information systems. Additional topics including privacy, regulations, as well as societal and cultural influences on decision making will be examined.

Quarter Credit Hours: 6

Prerequisite: None

IT 401: PROJECT MANAGEMENT II

This course is the second of two project management courses and explores more advanced topics. Students will gain knowledge of the project management skills and processes needed to execute, control, and close a project. Topics include planning project resources, developing the project team, conducting procurements, measuring project performance, controlling work results, and applying professional responsibility.

Quarter Credit Hours: 6

Prerequisite: IT 301

IT 402: IT CONSULTING SKILLS

This course will introduce you to the theory and practice of IT consulting. You examine the processes and techniques associated with the consulting field. Business aptitude skills will be taught including communication, ethics, presentation, and leadership skills. Additionally, project definition and analysis, project planning, gathering user and project requirements, executing projects, time management, and the history of consulting will be examined. Through case studies, you prepare a project proposal and a persuasive presentation for an organization.

Quarter Credit Hours: 6

Prerequisite: 200-level or above IT course; upper-level students only

IT 410: CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL III

This course covers the essential material comprising three study domains in the Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK). These three domains are security assessment and testing, security operations, and risk management. The information covered is vital in gaining a threshold understanding of the field of cybersecurity, and will enable you to evaluate hardware and software vulnerabilities, apply best practices to the operation of typical business environments, and build on concepts in the areas of security governance and compliance. This course is designed, among other things, to provide you with the foundational knowledge necessary to pursue CISSP certification. While the course may provide you with the knowledge necessary to sit for the examination, Kaplan University cannot guarantee your eligibility either to take this exam or become certified.

Quarter Credit Hours: 6

Prerequisite: IT 279

IT 411: DIGITAL FORENSICS

In this course, students learn about computer forensics and techniques used to perform computer forensics examinations. Students learn how to gather and protect evidence used in prosecuting computer crimes. Topics in this course include acquiring digital evidence, bookmarking data, file signature analysis, hash analysis, and other forensic techniques. This course is designed, among other things, to provide the student with the requisite knowledge to sit for the EnCase Certified Examiner (EnCE) exam. While the course may provide the student with the knowledge necessary to sit for the examination, Kaplan University cannot guarantee the student's eligibility either to take this exam or become certified.

Quarter Credit Hours: 6

Prerequisite: IT 286

IT 412: INFORMATION SYSTEMS SECURITY

Businesses must be able to protect their networks and infrastructures from security attacks. In this course, you learn to investigate system vulnerabilities and implement security solutions. Topics in this course include access control, application security, business continuity and disaster recovery planning, cryptography, information security and risk management, compliance and investigations, operations security, physical security, security architecture and design, telecommunications, and network security. This course is designed, among other things, to provide you with the requisite knowledge to sit for the Certified Information Systems Security Professional exam. While the course may provide the knowledge necessary to sit for the examination, Kaplan University cannot guarantee your eligibility either to take this exam or become certified.

Quarter Credit Hours: 6

Prerequisite: IT 286

IT 441: DIRECTED STUDIES, SCHOOL OF INFORMATION TECHNOLOGY

In this course, students in the School of Information Technology will engage in an independent, directed-study project focused on a student-submitted topic of inquiry. The student will select a topic of inquiry that is of interest and relevant to his or her professional goals.

Quarter Credit Hours: 1

Prerequisite: CM 220; upper-level students only

IT 442: DIRECTED STUDIES, SCHOOL OF INFORMATION TECHNOLOGY

In this course, students in the School of Information Technology will engage in an independent, directed-study project focused on a student-submitted topic of inquiry. The student will select a topic of inquiry that is of interest and relevant to his or her professional goals.

Quarter Credit Hours: 2

Prerequisite: CM 220; upper-level students only

IT 443: DIRECTED STUDIES, SCHOOL OF INFORMATION TECHNOLOGY

In this course, students in the School of Information Technology will engage in an independent, directed-study project focused on a student-submitted topic of inquiry. The student will select a topic of inquiry that is of interest and relevant to his or her professional goals.

Quarter Credit Hours: 3

Prerequisite: CM 220; upper-level students only

IT 444: DIRECTED STUDIES, SCHOOL OF INFORMATION TECHNOLOGY

In this course, students in the School of Information Technology will engage in an independent, directed-study project focused on a student-submitted topic of inquiry. The student will select a topic of inquiry that is of interest and relevant to his or her professional goals.

Quarter Credit Hours: 4

Prerequisite: CM 220; upper-level students only

IT 445: DIRECTED STUDIES, SCHOOL OF INFORMATION TECHNOLOGY

In this course, students in the School of Information Technology will engage in an independent, directed-study project focused on a student-submitted topic of inquiry. The student will select a topic of inquiry that is of interest and relevant to his or her professional goals.

Quarter Credit Hours: 5

Prerequisite: CM 220; upper-level students only

IT 446: DIRECTED STUDIES, SCHOOL OF INFORMATION TECHNOLOGY

In this course, students in the School of Information Technology will engage in an independent, directed-study project focused on a student-submitted topic of inquiry. The student will select a topic of inquiry that is of interest and relevant to his or her professional goals.

Quarter Credit Hours: 6

Prerequisite: CM 220; upper-level students only

IT 458: ORACLE DATABASE ADMINISTRATION

This course covers database administration using Oracle tools. You will focus on the following: installing database management software and utilities, controlling access to data and resources, troubleshooting an Oracle database, the backup and recovery of Oracle databases, and resolving common performance problems using Oracle.

Quarter Credit Hours: 6

Prerequisite: IT 358

IT 460: SYSTEMS ANALYSIS AND DESIGN

This course provides an overview of the system development life cycle (SDLC), including the modification and design process. You will learn to choose a system development methodology and evaluate the impact on the organization's strategic plan. It emphasizes the factors for effective communication with users and team members and all those associated with development and maintenance of the system.

Quarter Credit Hours: 6

Prerequisite: 200-level or above IT course; upper-level students only

IT 471: ROUTING AND SWITCHING II

This course is the second of two routing and switching courses and explores more advanced topics. You will design, configure, reconfigure, and maintain network routing and switching devices. You will also learn advanced concepts in protocols, resource access, and disaster recovery. Emphasis is placed on planning, proposing, and securing network infrastructure.

Quarter Credit Hours: 6

Prerequisite: IT 388

IT 478: WEB SERVERS AND SECURITY

This course teaches you to install and configure popular web server software. You will learn to determine user access levels, as well as server authentication and server-side programming. Various issues involving web security are discussed, including web/client security and intrusion detection and recovery.

Quarter Credit Hours: 6

Prerequisite: IT 273

IT 479: BACHELOR'S-LEVEL CYBERSECURITY INTERNSHIP

This course is taken at the conclusion of the cybersecurity degree and incorporates the skills and knowledge gained from prior coursework with practical job experience. You will work with instructors and other students on real-world projects that may include security system design, forensic analysis, or recommendations for an organization's security infrastructure. Skills demonstrations, such as Capture the Flag (CTF), may be incorporated as a way to work with opposing teams to investigate attacks and protect team systems. Because security threats are changing and attackers are employing an ever-expanding set of sophisticated tools, this course will enable you to practice your problem-solving talents with your team members. Along with timelines and project plans, your team will consider business constraints such as time and resources. As is a requirement for most information technology projects, each security project will include evaluation mechanisms, hands-on demonstrations and examples for stakeholders, and a final roll-up of future project improvements. Internships must be preapproved by the Dean prior to the start of the term. Students who fail this course on the first attempt may not reenroll in this course without the Dean's approval.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

IT 481: ADVANCED SOFTWARE DEVELOPMENT

This course addresses advanced software design and development concepts, offering you a choice of implementations demonstrating how the concepts apply across a variety of languages. You will apply analysis and benchmarking, database creation and usage, data in motion and data at rest security, threading, reentrancy, and advanced testing concepts. You will also learn how to package software for distribution.

Quarter Credit Hours: 6

Prerequisite: IT 350

IT 484: NETWORKING SECURITY

This course teaches students how to defend network assets by evaluating threats and implementing appropriate countermeasures. The combination of protecting network availability, integrity, and confidentiality is the foundation of any good network security plan. By applying security technologies using cost-effective and balanced methods, even the smallest businesses can keep their networks safe. Topics include analysis of threats, vulnerability, methods of protection, and adoption of policies and procedures to secure access for local and remote network users. The course also includes strategies for securing Internet access between private and public networks.

Quarter Credit Hours: 6

Prerequisite: IT 388

IT 488: SOFTWARE PRODUCT DEVELOPMENT USING AGILE

This project-based course concludes the multiplatform software development series of courses and allows you to apply your learning to the development of a software product in an agile team software development environment. You will explore the concepts of agile development and then implement those concepts as you work on an agile development team, designing and developing a software product using an agile software development life cycle, from concept to packaged product.

Quarter Credit Hours: 6

Prerequisite: IT 481 and IT 350

IT 489: INFORMATION TECHNOLOGY INTERNSHIP

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

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

IT 497: BACHELOR'S CAPSTONE IN CYBERSECURITY

The Bachelor's Capstone in Cybersecurity is designed to build on the concepts of all information technology and security courses you have taken as a part of your degree plan. The capstone project integrates problem-solving techniques and the development and implementation of viable, student-developed solutions to meet an identified technology or design need in a business or institutional environment. You will be directed to work collaboratively to achieve the learning objectives for this course.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Program Chair

IT 499: BACHELOR'S CAPSTONE IN INFORMATION TECHNOLOGY

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

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Program Chair

Management MT

MT 140: INTRODUCTION TO MANAGEMENT

This course provides an introductory overview of management theory, management functions, organizational structure, daily management responsibilities, ethics, and current management tools and resources. Theoretical concepts will be illustrated with practical application to real-world management problems and scenarios. Implications for managing change within the context of a global economy and other dynamic environmental forces are also examined.

Quarter Credit Hours: 5

Prerequisite: None

MT 203: HUMAN RESOURCE MANAGEMENT

In this course, students will examine the processes involved in human resources from a managerial perspective. Students will examine the functions of human resource management, including job analysis, staffing, performance appraisal, training and development, compensation, labor relations, and legal requirements.

Quarter Credit Hours: 5

Prerequisite: None

MT 209: SMALL BUSINESS MANAGEMENT

In this course, students will enhance problem-solving skills and develop a practical understanding of small business management principles.

Quarter Credit Hours: 5

Prerequisite: MT 140

MT 217: FINANCE

This course covers basic financial concepts, principles, and techniques used in making corporate financial planning decisions. It provides students with the tools necessary for analyzing the time value of money, financial analysis and planning, the capital budgeting process and decisions, and long-term financing, and introduces international capital markets.

Quarter Credit Hours: 5

Prerequisite: AC 113 or AC 114, and MM 255 or equivalent

MT 219: MARKETING

This is an introductory course emphasizing key concepts and issues underlying the modern practice of marketing. The use of marketing by an organization and the effects of marketing on society will be examined. Course content includes an overview of the general nature and role of marketing in the global environment, the marketing concept, buyer behavior, target marketing, and the internal environment in which marketing operates. The marketing mix is studied through the four main decision areas of products and services, distribution, promotion, and pricing.

Quarter Credit Hours: 5

Prerequisite: BU 224, CM 220, and MT 140

MT 220: GLOBAL BUSINESS

This course gives students an overview of global business. Students receive an introduction to the differences in political, economic, legal, and cultural systems across different nations and the risks and opportunities these represent to a global and international business. This course serves as an introduction to the factors involved in making strategic and ethical decisions in a global business environment. Hypothetical case scenarios are used to illustrate the reality of doing business globally.

Quarter Credit Hours: 5

Prerequisite: MT 140

MT 300: MANAGEMENT OF INFORMATION SYSTEMS

This course provides students with an understanding of the role of computer-based information systems in business organizations. It emphasizes management and the technical concepts essential to business application and management control of information systems. The course emphasizes the use of information systems to solve business problems and gain a competitive advantage. Students learn the planning, procedures, and controls used to secure and mitigate risks to information systems.

Quarter Credit Hours: 6

Prerequisite: 100/200-level business course

MT 302: ORGANIZATIONAL BEHAVIOR

This course explores human behavior in organizations. You will examine individual behavior, attitudes, personality, values, perception, and emotions and how these affect organization outcomes. The course also examines the theories, concepts, and application of motivation as well as the importance of stress management, professional ethics, and organizational culture. You will gain an understanding and appreciation for communication processes, channels, and styles. You will also gain a set of organizational design tools.

Quarter Credit Hours: 6

Prerequisite: MT 140

MT 330: INTERNATIONAL MARKETING

This course gives students an overview of international marketing. Students receive an introduction to the cultural, political/economic, and market differences encountered in the international marketplace. Students will become familiar with the governmental, nongovernmental, and quasigovernmental entities encountered in the international arena. Case studies and real-world scenarios will illustrate the nuances of marketing and the ethics involved on an international scale.

Quarter Credit Hours: 6

Prerequisite: MT 219

MT 340: CONFLICT MANAGEMENT AND TEAM DYNAMICS

This course addresses the dynamics of organizations in the increasingly complex work environment. Students examine group behavior, team building, and decision making. This course also looks at the theories and issues of leadership as well as the implications of power, politics, and conflict in the workplace. Students develop a better understanding of individual and group interactions and learn the components and styles of effective negotiation. Students gain an appreciation of organizational culture and diversity, and an understanding of managing change.

Quarter Credit Hours: 6

Prerequisite: MT 302

MT 355: MARKETING RESEARCH

This course explores how an organization collects and interprets information about the marketplace to develop effective strategies. It covers the use of statistical and analytical techniques used to measure and predict consumer behavior, assist product and service developers, guide sales or service management decisions, and evaluate marketing initiatives. The use of the Internet in marketing research is an integral part of the course.

Quarter Credit Hours: 6

Prerequisite: MT 219

MT 357: E-MARKETING FOR THE NONBUSINESS PROFESSIONAL

This course provides an in-depth look at the way the Internet is changing the landscape for marketing goods and services in the global environment. Students will learn about the theory and practice of such concepts as "the cloud", search engine algorithms, social media impact, developing a successful e-marketing strategy, and cyber security and the ethical considerations associated with e-marketing.

Quarter Credit Hours: 6

Prerequisite: MT 219

MT 358: SOCIAL NETWORK MARKETING

This course builds on e-marketing concepts focusing on social network marketing. It covers the rapid growth of social networks as a tool for marketing in the global environment. Students will learn about key social networking websites including Facebook, Twitter, LinkedIn[R], and others. Additionally, students will learn about the theory and practice of utilizing social networks as part of the B2B and B2C marketing strategies as well as ethical considerations associated with social network marketing.

Quarter Credit Hours: 6

Prerequisite: MT 357

MT 359: ADVERTISING, PROMOTION, PR—INTEGRATED MARKETING COMMUNICATION STRATEGIES

This course looks at integrated marketing communications through a comprehensive plan that evaluates the strategic roles of general advertising, direct response, sales promotion, and public relations. It examines both established advertising media (print, radio, and television) and alternative and emerging medias (the Internet and beyond), focusing on how they influence communication strategies to manage demand and to sell products and services.

Quarter Credit Hours: 6

Prerequisite: MT 219 or equivalent if enrolled in the Advanced Start Bachelor of Science in Business Administration degree option

MT 361: FOUNDATIONS OF REAL ESTATE PRACTICE

This course will address the foundational concepts necessary to prepare the business student for real estate specialization. Such topics as the real estate market environment, the sales process, product market analysis, legal and ethical considerations, industry customer service, and real estate appraisal and documentation will be examined. This course assists in preparing students for the national real estate or broker license exam.

Quarter Credit Hours: 6

Prerequisite: None

MT 400: BUSINESS PROCESS MANAGEMENT

This course examines Business Process Management (BPM) based on the 7FE model developed by Jeston and Nellis. The 7FE model proposes a comprehensive approach to BPM, starting from a strategic analysis of the effort and continuing through focused process analysis, improvement, implementation, and sustainability of the benefits. Inputs, deliverables, critical steps, and risks are examined throughout the course.

Quarter Credit Hours: 6

Prerequisite: MM 255 or equivalent 200-level math course

MT 421: FINANCIAL PLANNING

This course will review and evaluate various financial planning techniques and strategies as well as cover core definitions and concepts used in financial planning. Students will learn how to identify client needs and life situations and apply financial planning techniques and strategies to solve client issues with financial planning solutions. Students will learn about the various areas of financial planning including: investment planning, insurance planning, retirement planning, tax implications, estate planning, and managing client's goals or objectives. This program will provide content that will assist students interested in pursuing professional licensure in the financial planning field in the future.

Quarter Credit Hours: 6

Prerequisite: MT 483

MT 422: PORTFOLIO MANAGEMENT

This course examines methods of constructing and managing an investment portfolio of assets, including common stocks, corporate and government bonds, and alternative investments. Students study how to evaluate and select assets to include in the portfolio based on capital market expectations as well as how to utilize diversification and derivatives strategies to maintain portfolio risk within desired bounds.

Quarter Credit Hours: 6

Prerequisite: MT 480 and MT 483

MT 423: ASSET ALLOCATION AND MUTUAL FUNDS

This course provides students with the tools and knowledge to analyze asset allocation models to optimize returns and quantify risks. The course further investigates the large universe of mutual funds, investing, internal structures, and management of various types of funds. Various risk metrics and analysis models will be discussed and utilized to evaluate fund, asset allocation, and market performance. Students will gain a stronger understanding of the importance of asset allocation for investment returns, risk mitigation, and the role mutual funds play in the universe of investment products marketed to institutions and consumers. This course goes beyond the general investment or portfolio management course to focus more on investment funds and asset allocation methodology.

Quarter Credit Hours: 6

Prerequisite: MT 480 and MT 483

MT 424: INTRODUCTION TO DERIVATIVES AND RISK MANAGEMENT

This course provides students with an introduction to derivatives and risk management. Students will learn to identify risk and evaluate risk management techniques. The use of derivatives and risk management plans will also be covered. The course will also cover applicable regulations and limitation of mitigating risk.

Quarter Credit Hours: 6

Prerequisite: MT 480 and MT 483

MT 426: PRINCIPLES OF RISK MANAGEMENT AND INSURANCE

This course is a study of managing risk of individuals and companies. Risk management is a process that identifies loss exposure faced by individuals and organizations; students will understand how to select the most appropriate techniques for treating such exposures through the study of risk management principles and insurance, analyzing risk in society, and an introduction to insurance and risk, risk management, financial operations of insurers, government regulations of insurance, insurance contracts, life insurance contractual provisions, buying life insurance, and social insurance.

Quarter Credit Hours: 6

Prerequisite: MT 453

MT 427: FUNDAMENTALS OF PROPERTY AND LIABILITY INSURANCE

This course examines the financial aspects of property and liability insurance through the study of liability risk, homeowners insurance, auto insurance, other property and liability insurance coverage, commercial property insurance, commercial liability insurance, crime insurance and surety bonds, and individual health insurance coverage. Students are expected to learn the various aspects of commercial property coverage and to understand risk management techniques by evaluating basic property insurance, consequential loss coverage, and fidelity and surety insurance.

Quarter Credit Hours: 6

Prerequisite: MT 426

MT 428: FUNDAMENTALS OF LIFE AND HEALTH INSURANCE

This course integrates both life and health insurance planning concepts and applications. You will learn how to apply life insurance planning to determine various approaches and recommendations. Additionally, you will be able to identify multiple uses for life insurance planning for both individuals and businesses and will be able to integrate planning techniques to provide death benefits in the event of premature death, wealth accumulation to pass on to the next generation, retirement planning to supplement income needs for retirement, buy/sell agreements for business owners, and estate planning to pay taxes or to gift death benefits to charity. Health insurance provides payment of benefits for the loss of income and/or the medical expenses arising from illness or injury. The rules and regulations surrounding health insurance in our society are constantly changing; you will gain an understanding of the current health system in our society and the rules that will affect the changes of our health care system in the future.

Quarter Credit Hours: 6

Prerequisite: MT 427

MT 431: REAL ESTATE FINANCE AND ETHICS

Students receive an overview of the financial and ethical considerations involved in real estate transactions. The financial markets and institutions currently supporting the industry are explored. Credit instruments and loan documentation will be reviewed along with the government's control of the financial markets. Identification of the correct financing vehicle for specific real estate transactions will be practiced to assist in preparing students for the national real estate exam or broker license exam.

Quarter Credit Hours: 6

Prerequisite: MT 361

MT 432: REAL ESTATE LAW

Through review of the various legal responsibilities of the real estate practitioner, contracts, and ethics, students will explore the legal foundations of real estate and brokerage ownership. Broker and sales agent liabilities, warranties, and appropriate documentation required for compliance in the field of real estate sales are stressed to assist in preparing students for the national real estate or broker license exam.

Quarter Credit Hours: 6

Prerequisite: MT 361

MT 433: GLOBAL SUPPLY CHAIN MANAGEMENT

With the continuing globalization of industry, the practice of supply chain management has become a strategic and indispensable component for all firms, regardless of size. Even the smallest companies can contract with suppliers across the world to improve their standing in the crowded global marketplace. This course offers an overview of issues that surround global supply chain management. Topics include issues in supply and operations, integration, performance measurement, and use of technology in the supply chain.

Quarter Credit Hours: 6

Prerequisite: MM 255 or equivalent 200-level math course

MT 434: LOGISTICS AND DISTRIBUTION MANAGEMENT

Success within the global supply chain depends on logistics and distribution management. Utilizing alignment with business strategy, logistics, and distribution professionals ensure customer value within the global pipeline. This course covers concepts of strategy, customer value, performance measures, risk management, and information flow within the logistics and distribution business professions.

Quarter Credit Hours: 6

Prerequisite: None

MT 435: OPERATIONS MANAGEMENT

This course focuses on the importance of the operations function in organizations. Students examine the fundamental issues of facilities location, output planning, inventory control, scheduling, and quality control. The course emphasizes quality and its impact in securing a strategic advantage for manufacturing and service entities.

Quarter Credit Hours: 6

Prerequisite: MM 255 or equivalent 200-level math course

MT 436: PURCHASING AND VENDOR MANAGEMENT

The key to successful supply chain management is suppliers. This course focuses on the purchasing function and goes into detail regarding issues surrounding vendor management. Discussion begins with the purchasing process, procedures, and the strategic role of purchasing within the company. The course addresses supplier selection, supplier quality management, and worldwide procurement, concluding with topics surrounding strategic considerations.

Quarter Credit Hours: 6

Prerequisite: MM 255 or equivalent 200-level math course

MT 437: STRATEGIC WAREHOUSE MANAGEMENT

The modern supply chain relies on effective and efficient strategic warehouse management. Successful warehouse management leadership understands the complex constraints of the supply chain. This course covers concepts of inventory, transportation, sustainability, risk management, packaging and handling, and operations analysis within the operational warehousing environment of business.

Quarter Credit Hours: 6

Prerequisite: MT 435

MT 445: MANAGERIAL ECONOMICS

This course examines the major economic factors that affect business decision making. This course will focus on microeconomics, macroeconomics, and international trade. Students will learn applications of economic principles.

Quarter Credit Hours: 6

Prerequisite: BU 204 or equivalent if enrolled in the Advanced Start Bachelor of Science in Business Administration degree option

MT 450: MARKETING MANAGEMENT

This course examines the concepts and principles involved in marketing analysis and implementation of the marketing strategy in consumer, industrial, and service organizations. It explains all the elements of the marketing mix, including product, price, promotion, and distribution. Students analyze the social forces and international aspects of marketing.

Quarter Credit Hours: 6

Prerequisite: MT 219 or equivalent if enrolled in the Advanced Start Bachelor of Science in Business Administration degree option

MT 451: MANAGING TECHNOLOGICAL INNOVATION

In this course, students will observe how business leaders manage the adoption and/or application of technological innovation. Students will be introduced to the technology adoption life cycle, several methods of technology forecasting, and the fostering/hindering effects of internal company culture. Finally, students will trace the technology life cycle of a specific technology of their own choosing, discuss how the innovation has affected business, and prepare a projection of its use in industry for the foreseeable future.

Quarter Credit Hours: 6

Prerequisite: None

MT 453: PROFESSIONAL SELLING

This course covers the broad spectrum of the principles and practices of selling. Students will learn about the theory and practice of concepts such as prospecting, probing, identifying client needs, negotiations, presenting and closing sales, and building relationships.

Quarter Credit Hours: 6

Prerequisite: MT 219

MT 454: SERVICES MARKETING

This course investigates the application of the conceptual framework of marketing within the service sector. The course will focus on the characteristics of the service marketing mix. It builds on the principles of marketing with specific emphasis on how to effectively apply them in service industries. It covers such topics as understanding customer requirements, the interface between services marketing and operations management in developing service design and standards, evaluating service quality, and service improvement techniques.

Quarter Credit Hours: 6

Prerequisite: MT 453

MT 455: SALESFORCE MANAGEMENT

This course focuses on the management of an organization's personal selling function. Recruiting, developing, motivating, and retaining a talented salesforce are essential to an enterprise's ability to compete. Through readings and other educational activities, students learn the tactical issues and strategies for developing the salesforce into an effective sales team, the fundamentals of strategic planning, the customer relationship aspects of personal selling, and how to evaluate and control personal selling activities.

Quarter Credit Hours: 6

Prerequisite: MT 219 and MT 453

MT 459: CONSUMER BEHAVIOR

This course provides an overview of consumer behavior and explains how it impacts marketing strategy. It covers consumer research, market segmentation, and motivation, focusing on individual personality, perceptions, attitudes, and learning, as well as the influence of groups on consumer behavior. The consumer decision-making process is highlighted.

Quarter Credit Hours: 6

Prerequisite: MT 219

MT 460: MANAGEMENT POLICY AND STRATEGY

This course demonstrates how to create a strategic business plan and the policies that support it. Students learn how to craft, communicate, implement, and monitor a strategic plan, reformulating it as the need arises.

Quarter Credit Hours: 6

Prerequisite: MT 355 or MT 450

MT 475: OUTCOMES ASSESSMENT AND QUALITY MANAGEMENT

In this course, students will learn how to analyze and evaluate Total Quality Management (TQM) principles and Continuous Quality Improvement (CQI) processes in organizations. Students will compare appropriate total quality tools and performance measures, and examine leadership and teamwork in the business environment.

Quarter Credit Hours: 6

Prerequisite: MT 302

MT 480: CORPORATE FINANCE

Corporate Finance is an upper-level finance course designed to provide a framework for understanding and analyzing investment and financial decisions of corporations. A basic understanding of how financial assets are priced is necessary to understand how to make a good decision for the corporation.

Quarter Credit Hours: 6

Prerequisite: MT 217

MT 481: FINANCIAL MARKETS

This course examines the various types of securities and the factors that influence their value, as well as the markets in which they are traded. Students focus on how these markets work with the corporate finance function.

Quarter Credit Hours: 6

Prerequisite: BU 204 or MT 220, and MT 217

MT 482: FINANCIAL STATEMENT ANALYSIS

Financial Statement Analysis is designed to prepare you to analyze and utilize financial statements and valuation models to assess the value of a firm. The four key components of this course are: (1) financial ratio and cash flow analysis, (2) accounting analysis and valuation, (3) business strategy and valuation analysis, and (4) forecasting and risk analysis.

Quarter Credit Hours: 6

Prerequisite: MT 217 or equivalent

MT 483: INVESTMENTS

This course examines the principles and methods of investing in equity, fixed-income instruments, and derivatives. Students study types of investments, perform analysis of markets, and learn the mechanics of trading.

Quarter Credit Hours: 6

Prerequisite: MT 217

MT 490: EXPERIENTIAL LEARNING—CAREER ENGAGEMENT

This course will provide you with practical work experience in a real-world environment. You will arrange an externship working as a professional for a cooperating employer or an internship with a Kaplan University participating organization. Both the externship and internship environments will provide practical, real-world experiences and mentoring from experienced professionals. This experience will help you develop professional competencies that are desirable in the career marketplace. Externships must be preapproved by the Dean prior to the start of the term.

Quarter Credit Hours: 6

Prerequisite: Second to last (penultimate) term or permission from the Dean

MT 499: BACHELOR'S CAPSTONE IN MANAGEMENT

This capstone course builds on the concepts of all the courses taken within the Bachelor of Science in Business Administration and provides students with an opportunity to integrate their previous coursework in a meaningful review of their learning and to assess their level of mastery of the stated outcomes of their degree program.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

General Education

Communication and Composition (CM)

CM 107: COLLEGE COMPOSITION I

Building on your existing writing strengths will help develop a foundation for a successful education and career. You will learn strategies to express yourself with confidence and communicate your ideas effectively in personal, academic, and professional situations.

Quarter Credit Hours: 5

Prerequisite: None

CM 107M1: UNDERSTANDING WHAT YOU READ—A PATHWAY TO READING AND WRITING SUCCESS

Apply reading skills to determine the elements of effective writing.

Quarter Credit Hours: 1

Prerequisite: None

CM 107M2: USING LANGUAGE APPROPRIATE TO AUDIENCE AND WRITING SITUATION

Use language appropriate to audience and situation in a personal document.

Quarter Credit Hours: 1

Prerequisite: None

CM 107M3: WRITING AN EFFECTIVE ACADEMIC ESSAY

Apply strategies to write effective academic documents.

Quarter Credit Hours: 1

Prerequisite: None

CM 107M4: LOCATING, INTEGRATING, AND CITING RELIABLE AND RELEVANT SOURCES

Demonstrate when, how, and why to support your writing with appropriate research.

Quarter Credit Hours: 1

Prerequisite: None

CM 107M5: WRITING EFFECTIVE PROFESSIONAL DOCUMENTS

Apply strategies to write effective professional documents.

Quarter Credit Hours: 1

Prerequisite: None

CM 107W5: COLLEGE COMPOSITION I

Building on your existing writing strengths will help develop a foundation for a successful education and career. You will learn strategies to express yourself with confidence and communicate your ideas effectively in personal, academic, and professional situations.

Quarter Credit Hours: 5

Prerequisite: None

CM 220: COLLEGE COMPOSITION II

This course helps students apply research and critical thinking skills to develop effective arguments. Students will create professional writings, incorporating post-draft revision strategies and working constructively with colleagues.

Quarter Credit Hours: 5

Prerequisite: None

CM 240: TECHNICAL COMMUNICATION

This course is an introduction to various writing formats and styles designed specifically to facilitate workplace communication. Students will study and practice audience analysis, and evaluate the components of successful business correspondence, technical reports, instructions, proposals, and presentations. Students create a portfolio of technical documents written for professional audiences, and demonstrate proficiency in technology and research, document design, and organization and writing style consistent with business and technical communication.

Quarter Credit Hours: 5

Prerequisite: Any college composition course | Corequisite: CM 220

CM 241: FOUNDATIONS OF TECHNICAL COMMUNICATION

This course will examine fundamental components of technical communication, which include analyzing audience, defining objectives, designing documents, testing usability, and editing content. Students will use digital media tools to create a formal technical document tailored to meet the needs of an identified audience.

Quarter Credit Hours: 2

Prerequisite: Any college composition course

CM 250: FUNDAMENTALS OF GRAMMAR AND EDITING

Writing well is an important communication skill for technical writers and those in other professional writing careers. This course addresses grammar basics, punctuation, sentence structure, style, and editing. Students will practice editing their own writing at different stages, correcting and refining their writing skills.

Quarter Credit Hours: 5

Prerequisite: Any college composition course

Professional Studies (CS)

CS 101: FOUNDATIONS OF COLLEGE SUCCESS

This course is designed to introduce students to the purposes and processes of university education. An emphasis is placed on effective communication and study skills, goal setting, and the importance of developing good thinking skills. Throughout the course, students will also explore professional fields of interest.

Quarter Credit Hours: 5

Prerequisite: None

CS 113: ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL

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

Quarter Credit Hours: 5

Prerequisite: None

CS 118: ACADEMIC STRATEGIES FOR THE NURSING PROFESSIONAL

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

Quarter Credit Hours: 5

Prerequisite: None

CS 119: ACADEMIC STRATEGIES FOR THE HEALTH CARE PROFESSIONAL

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

Quarter Credit Hours: 5

Prerequisite: None

CS 121: PATHWAYS TO ACADEMIC SUCCESS

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

Quarter Credit Hours: 5

Prerequisite: None

CS 121A: PATHWAYS TO ACADEMIC SUCCESS—PART A

Designed to facilitate personal and professional success, this course introduces students to the purposes and processes of university education. An emphasis is placed on study, communication, and thinking skills that support academic achievement. Students also examine the relationship between learning and motivation. Students must successfully complete both Part A and Part B of this course to fulfill the Academic Strategies core curriculum requirement. (Onsite only)

Quarter Credit Hours: 2

Prerequisite: None

CS 121B: PATHWAYS TO ACADEMIC SUCCESS—PART B

Designed to facilitate personal and professional success, this course introduces students to the purposes and processes of university education. An emphasis is placed on study, communication, and thinking skills that support academic achievement. Students also examine the relationship between learning and motivation. Students must successfully complete both Part A and Part B of this course to fulfill the Academic Strategies core curriculum requirement. (Onsite only)

Quarter Credit Hours: 3

Prerequisite: CS 121A

CS 122: ACADEMIC STRATEGIES FOR THE PRACTICAL NURSING PROFESSIONAL

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

Quarter Credit Hours: 3

Prerequisite: None

CS 204: PROFESSIONAL PRESENCE

This course introduces students to multidisciplinary techniques and concepts pertinent to lifelong career development and professionalism. Students explore career planning as a strategy and professionalism as a method in order to pursue employment interests and career goals. Concepts include various professional communication skills appropriate for the global workplace, interpersonal relationship management, professional behavior, financial decision making, marketability, and using proper technologies to manage professional identities.

Quarter Credit Hours: 3

Prerequisite: None

CS 204W5: PROFESSIONAL PRESENCE

This course introduces students to multidisciplinary techniques and concepts pertinent to lifelong career development and professionalism. Students explore career planning as a strategy and professionalism as a method in order to pursue employment interests and career goals. Concepts include various professional communication skills appropriate for the global workplace, interpersonal relationship management, professional behavior, financial decision making, marketability, and using proper technologies to manage professional identities.

Quarter Credit Hours: 3

Prerequisite: None

CS 210: CAREER DEVELOPMENT STRATEGIES

This course introduces the student to the lifelong process of career planning and development. Emphasis is placed on identifying current skill sets needed in the student's chosen profession. Self-assessment activities will enable students to identify their current qualifications and set goals to fill gaps that may exist. Students will prepare a career portfolio that contains job-search documents used to research companies, apply for jobs that match their qualifications, and track their progress toward educational and career goals.

Quarter Credit Hours: 2

Prerequisite: Any College Composition I course

CS 220: EXTERNSHIP

This course is designed to give associate's-level students practical job experience in their chosen career field. The externship provides students the opportunity for practical application of theory and skills learned through their program of study. Under the direction of a professional mentor, students will expand and strengthen career-related skills and gain a better understanding of the expertise needed to be successful in the field. Successful completion of the externship will include a minimum of 150 hours at the site. (Onsite only)

Quarter Credit Hours: 5

Prerequisite: Last term or permission from the Program Coordinator

CS 290: STRATEGIC CAREER PLANNING

This course introduces the student to the lifelong process of career development. Emphasis is placed on career concepts and applications, focusing on self-assessment, occupational explorations, and decision making. Students will identify social conditions affecting career development, focusing on social, economic, family, and organizational structures, and will implement a strategic career plan.

Quarter Credit Hours: 5

Prerequisite: Any College Composition I course; last term or second to last term

CS 490: BACHELOR'S LEVEL EXTERNSHIP

This course is designed to give baccalaureate-level students practical job experience in their chosen career field. The externship provides students the opportunity for practical application of theory and skills learned through their program of study. Under the direction of a professional mentor, students will expand and strengthen career-related skills and gain a better understanding of the expertise needed to be successful in the field. (Onsite only)

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Academic Dean

Humanities (HU)

HU 200: CRITICAL EVALUATION IN THE HUMANITIES

In this course, students will explore the impact of creative expression on cultures from the beginning of the twentieth century to the present. By studying examples from the arts and humanities, students investigate how humans have the potential to shape history. Students develop skills to evaluate and analyze forms of creative expression, and discover how to apply these skills to their career goals, community, and daily experience.

Quarter Credit Hours: 5

Prerequisite: Any college composition course

HU 245: ETHICS

In this course, students develop sound ethical reasoning and judgment through the study of practical applications of ethical theories. Topics studied include ethics as it relates to business, health care, society, and the environment. Emphasis is on practical applications of ethical principles and analytical methods.

Quarter Credit Hours: 5

Prerequisite: Any college composition course

HU 250: HUMANITIES AND CULTURE

This course is a survey of human social and cultural life through an introduction to humanist theories and historical subject matter. Beginning with village settlement and the rise of cities and ending with the development of modern nations, students study the expression of human ideas and traditions through material and nonmaterial culture. Through readings and discussions, students are introduced to humanist studies and learn to appreciate cultural continuity and change as defining characteristics of the human experience.

Quarter Credit Hours: 5

Prerequisite: None

HU 261: GLOBAL CIVILIZATION

Using cultural metaphor (e.g., the Japanese garden or French wine) as a tool, this course will define the central cultural characteristics of several regions—so-called "super-powers" and marginalized areas—to reveal the perceived internal and external identity of each culture or set of cultures. The course also will reveal how cultural identity has helped shape the power structure of the contemporary world. In the process, students will learn about political, economic, social, religious, and scientific factors that inform culture.

Quarter Credit Hours: 5

Prerequisite: None

HU 280: BIOETHICS

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

Quarter Credit Hours: 5

Prerequisite: Any college composition course

HU 300: ART AND HUMANITIES—TWENTIETH CENTURY AND BEYOND

In this course, students will explore the impact of creative expression on cultures from the beginning of the twentieth century to the present. By studying examples from the arts and humanities, students investigate how humans have the potential to shape history. Students develop skills to evaluate and analyze forms of creative expression, and discover how to apply these skills to their career goals, community, and daily experience.

Quarter Credit Hours: 6

Prerequisite: Any college composition course

HU 320: CULTURE—RELIGION AND IDENTITY

We live in a diverse world with global economies, internationally mobile workforces, and networked conference/call centers, as well as megachurches, cathedrals, synagogues, ashrams, mosques, and temples. In order to communicate effectively with people from a variety of religious backgrounds, students must be knowledgeable about the origins and belief systems of the main contemporary religions. This course will provide a journey into the philosophical, historical, and sociological elements of religions that have both influenced and have been influenced by cultures. Through historical accounts, stories, virtual field trips, and philosophical readings, students will discover the values and meaning that religions provide to individual people, and thus the common threads that should allow effective communication.

Quarter Credit Hours: 6

Prerequisite: Any college composition course

HU 345: CRITICAL THINKING

This course helps students apply tools of informal logic and critical thinking to practical situations they encounter in everyday life. Students will learn how to use methods of critical thinking to evaluate arguments, claims, and strategies for constructing sound arguments. They will also learn how to identify and respond to faulty or manipulative reasoning in their own thinking and arguments, and in the thinking and arguments of others. In addition, students will assess the reasoning found in mass media (such as websites, advertisements, and newspapers). Finally, students will apply the concepts they study to real-world issues of personal and professional significance.

Quarter Credit Hours: 6

Prerequisite: Any college composition course

Mathematics (MM)

MM 150: SURVEY OF MATHEMATICS

Students will improve their background in mathematical concepts and skills utilizing real-world scenarios to solve math problems. Students will also enhance their own knowledge by demonstrating the ability to explain and interpret concepts, which is a valued skill in many fields. The topics may include sets, variables, measurement, and statistics.

Quarter Credit Hours: 5

Prerequisite: None

MM 150M1: USING SET THEORY TO INVESTIGATE RELATIONSHIPS

Recognize relationships between sets.

Quarter Credit Hours: 1

Prerequisite: None

MM 150M2: EQUATIONS AND GRAPHING—USING MATHEMATICAL MODELS TO SOLVE REAL-LIFE PROBLEMS

Solve real-life problems using equations.

Quarter Credit Hours: 1

Prerequisite: None

MM 150M3: CONSUMER MATHEMATICS—USING MATH TO MAKE GOOD FINANCIAL DECISIONS

Use mathematics in personal and professional contexts.

Quarter Credit Hours: 1

Prerequisite: None

MM 150M4: USING GEOMETRY AND THE METRIC SYSTEM TO SOLVE REAL-LIFE PROBLEMS

Convert between and within measurement systems.

Quarter Credit Hours: 1

Prerequisite: None

MM 150M5: STATISTICS—USING DATA TO LEARN ABOUT REAL LIFE

Analyze data using basic statistical techniques in real-life situations.

Quarter Credit Hours: 1

Prerequisite: None

MM 207: STATISTICS

This course serves as an introduction to collecting, organizing and summarizing, and analyzing data using statistical software. Topics include basic terminology, measurement, sampling procedures, graphical and numerical descriptions of data, basic probability, and making inferences from a sample to the population. Statistical software is required in this course and used extensively. The course focuses on "thinking with" statistics rather than "computing" statistics.

Quarter Credit Hours: 5

Prerequisite: MM 150 or higher

MM 212: COLLEGE ALGEBRA

This course covers topics of algebra including linear functions, equations, and inequalities, systems of equations with two variables, polynomial functions, rational and radical equations and inequalities, exponential and logarithmic functions, ratios, proportions, variation, and graphing.

Quarter Credit Hours: 5

Prerequisite: None

MM 250: INTRODUCTORY DISCRETE MATHEMATICS

This course is designed to provide information technology and computer science students with an overview and appreciation of mathematical concepts, highlighting applications of mathematics to information technology and computer science. Topics include set theory, logic, matrices, sequences and series, graph theory, and algorithm analysis. The student will complete assignments in each of these areas and be able to identify and apply the core concepts in each of these areas to related problems.

Quarter Credit Hours: 5

Prerequisite: MM 150 or MM 212

MM 255: BUSINESS MATH AND STATISTICAL MEASURES

In this course, the student will apply math skills and knowledge to solve financial problems and conduct statistical analyses. Through expert step-by-step guidance using sample problems and solutions related to banking, credit, basic finance, investments, and statistics, the student will also gain an understanding of financial instruments and terminology used in business.

Quarter Credit Hours: 5

Prerequisite: MM 150 or higher

MM 260: LINEAR ALGEBRA

This course is designed to provide students with an overview and appreciation of linear algebra concepts, highlighting applications of linear algebra to real-world situations. Topics include vector operations, matrices, spaces and subspaces, eigenvalues and eigenvectors, and real-world applications of linear algebra. The student will complete assignments in each of these areas and be able to identify and apply the core concepts in each of these areas to related problems.

Quarter Credit Hours: 5

Prerequisite: MM 212

MM 305: BUSINESS STATISTICS AND QUANTITATIVE ANALYSIS

This course introduces the student to basic business statistics and quantitative analysis and their application in solving business problems. Through a combination of readings, practical application exercises, discussions, and use of computer software packages, the student will be provided with the introductory knowledge and the skills needed by managers to optimize the decision-making process.

Quarter Credit Hours: 6

Prerequisite: Students enrolled in the Bachelor of Science in Business Administration or Finance programs: MM 255; all other students: MM 207 or MM 255

Science (SC)

SC 115: PRINCIPLES OF NUTRITION

This is an introductory-level course in which students investigate the fundamental concepts of nutrition: food sources, nutrient function, digestion, absorption, and metabolism. Special attention is given to learning to apply nutritional principles to food choices in a way that encourages a healthy lifestyle. Students will learn how nutritional needs change from infancy through adulthood including pregnancy and the senior stages of life.

Quarter Credit Hours: 5

Prerequisite: None

SC 121: HUMAN ANATOMY AND PHYSIOLOGY I

In this course, students are taught the anatomy and physiology of the human body. Topics include the various body systems, structures, cells, and tissues and the principles of homeostasis. Students are introduced to the organization and structure of the human body. This course includes a lab component.

Quarter Credit Hours: 5

Prerequisite: None

SC 131: HUMAN ANATOMY AND PHYSIOLOGY II

In this course, which is a continuation of SC 121: Human Anatomy and Physiology I, students are taught the anatomy and physiology of the human body. Topics include, but not limited to, the cardiopulmonary, immune, gastrointestinal, urinary, and reproductive systems. These systems will be covered on a cellular, tissue, organ, and system level.

Quarter Credit Hours: 5

Prerequisite: SC 121

SC 156: PRINCIPLES OF CHEMISTRY

This course is an overview of the fundamental theories of chemistry and provides a foundation for students pursuing future studies or careers in science-related fields. Topics will introduce students to aspects of general, organic, and biochemistry. Students will learn the basic concepts in chemistry needed to be successful in their field, such as scientific inquiry, naming organic compounds, and the names and structures of amino acids.

Quarter Credit Hours: 5

Prerequisite: MM 212 highly recommended

SC 200: DISCOVERING SCIENCE—CURRENT ISSUES IN A CHANGING WORLD

This course is designed to introduce students to some of the most important concepts in science including inheritance, energy, randomness, and measurement. In addition, the course will give students a chance to explore the human aspects of science: how people put science into practice, how societies think about scientific findings, and why science depends on ethical practices. Knowledge gained in the course will help inform further study in many disciplines and will help students better understand how science affects their personal and professional lives.

Quarter Credit Hours: 5

Prerequisite: None

SC 225: ENVIRONMENTAL SCIENCE—ECOSYSTEMS, RESOURCES, AND CARBON FOOTPRINTS

This course offers students a chance to apply basic scientific principles to an exploration of the environment and the role of humans within it. The course addresses the interrelationships between natural systems and the increasingly industrial, technological societies humans create. Students will examine a variety of ethical and cultural perspectives on nature and the environment, with an eye toward giving students the skills to think critically about global challenges such as energy, food, population, and climate change. As part of this ongoing analysis, students will examine how they might be able to apply sustainable living concepts to their personal lives and reduce their own carbon footprint.

Quarter Credit Hours: 5

Prerequisite: None

SC 226: ENVIRONMENTAL SCIENCE LAB

This lab course will accompany SC 225: Environmental Science—Ecosystems, Resources, and Carbon Footprints. The lab course provides practical applications via science lab activities with interactive modules. Each unit has a discussion board and a written component; often a module has two experiments or activities. The course allows students to have first-hand experience of important scientific aspects of environmental studies including air quality, ecological concerns, waste-management issues, and energy consumption and conservation.

Quarter Credit Hours: 2

Prerequisite: Concurrent enrollment in SC 225

SC 235: GENERAL BIOLOGY I—HUMAN PERSPECTIVES

In this introduction to biology, students will explore the living world of humans. The course emphasizes the processes of life from the molecular work of genes and proteins to human organ systems, all the way up to food webs and overpopulation. Practical applications of biology in everyday life are stressed throughout the course. No prior study of biology is required to enroll in this nonmajors course.

Quarter Credit Hours: 5

Prerequisite: None

SC 236: GENERAL BIOLOGY I LAB

This lab course will accompany SC 235: General Biology I—Human Perspectives. The lab course approaches science practically, tying interactive experiments and observations to the knowledge associated with General Biology I—Human Perspectives. Each unit has a discussion board and a written component; often a module has two experiments or activities. Specifically, this lab course includes topics such as air quality and ecology as they impact human health, an intensive lab study of the human respiratory system, and the roles of genetics and heredity in human biology.

Quarter Credit Hours: 2

Prerequisite: Concurrent enrollment in SC 235

SC 246: FUNDAMENTALS OF MICROBIOLOGY

Fundamentals of Microbiology will review basic microbial cell structure, function, and genetics. The role of microorganisms and their effect on humans and the environment will also be explained. Aspects of medical and public health will be emphasized, as will bacterial and viral diseases, parasites, immunology, and epidemiology. Course material and labs are directly relevant to studies in health sciences, biological sciences, nursing, and genetics.

Quarter Credit Hours: 5

Prerequisite: None

SC 250: SCIENCE FOR EVERYDAY LIFE

Science for Everyday Life is designed to help students recognize the importance of science as it impacts their daily lives in so many different ways. In this course, students will explore different rooms within a typical home and discover what role science plays as they investigate areas such as their kitchen and bathroom, the garden, and even the impact science has on their families and pets. The knowledge gained in this course will help garner a new appreciation for the science applications already around us and how to interpret the strengths and weaknesses of information streaming in from various sources.

Quarter Credit Hours: 5

Prerequisite: None

SC 300: BIG IDEAS IN SCIENCE—FROM METHODS TO MUTATION

This course is designed to introduce students to some of the most important concepts in science including inheritance, energy, randomness, and measurement. In addition, the course will give students a chance to explore the human aspects of science: how people put science into practice, how societies think about scientific findings, and why science depends on ethical practices. Knowledge gained in the course will help inform further study in many disciplines and will help students better understand how science affects their personal and professional lives.

Quarter Credit Hours: 6

Prerequisite: None

SC 328: HISTOLOGY AND EMBRYOLOGY

The studies include histological structures of various tissues of the body and the correlation to their functions at the tissue and organ level. The study of embryology focuses on stages of human development with an emphasis on factors influencing development including common developmental disorders.

Quarter Credit Hours: 6

Prerequisite: None

SC 330: IMMUNOLOGY

This course encompasses the study of the immune system including its development and functions. Students learn about normal immune response and immunologic disorders such as hypersensitivity, autoimmunity, and immunodeficiencies including AIDS. The applications of immunology in tumor immunology, transplantation immunology, diagnosis, therapy, and prevention of various diseases are discussed in detail.

Quarter Credit Hours: 6

Prerequisite: None

SC 335: BIOCHEMISTRY

This course familiarizes students with proteins, lipids, carbohydrates, and nucleic acids, and their structure, chemical composition, and functions. Studies include chemical characteristics, nomenclature, kinetic control, and functions of enzymes.

Quarter Credit Hours: 6

Prerequisite: SC 156

SC 430: MOLECULAR AND CELL BIOLOGY

Studies of eukaryotic cell structure and function introduce students to the exciting and rapidly expanding world of molecular and cell biology. Coursework includes regulation of the cell cycle, genomics, proteomics, and bioenergetics. The application of principles of molecular and cell biology to cell signaling, cell death, cell renewal, cancer, and stem cell research are discussed.

Quarter Credit Hours: 6

Prerequisite: None

SC 435: GENETICS

This course explores the molecular basis of genetics as applied to human health, including developmental genetics, immunogenetics, and cancer genetics. Using case studies, students learn the role of dominant and recessive genes in various diseases and the importance of genetic counseling. In addition, students will discuss gene-mapping methodologies and ethical issues in the context of clinical genetics.

Quarter Credit Hours: 6

Prerequisite: None

Social Science (SS)

SS 144: SOCIOLOGY

An understanding of the dynamics of human societies and group behavior is useful for any work environment or professional career. This course is an introduction to the basic concepts of the discipline of sociology. Students will explore society and social life through the study of language, culture, race and ethnicity, gender, inequality, education, deviance, and sociological theory and methods. Students are also encouraged, through course assignments and discussions, to examine the influences of society on their personal lives.

Quarter Credit Hours: 5

Prerequisite: Any college composition course

SS 211: THE 1960S—RESHAPING THE AMERICAN DREAM

This course will take an in-depth look at the 1960s as a significant era in American history. Adopting multiple perspectives, we will explore the societal impact of such issues as the assassination of John F. Kennedy, the Vietnam War, the Countercultural, Civil Rights, and Feminist Movements, the advent of the birth control pill, and many others. Through exploring the music, political climate, and advancements in technology and medicine of this historical era, we will discover how our individual lives and society as a whole were forever changed.

Quarter Credit Hours: 5

Prerequisite: Any college composition course

SS 216: COMMUNITY ENGAGEMENT

This course allows students to use their career skills and interests to become more engaged in the community. The course explores service and community engagement based on sociological theory. Analysis of topics includes volunteerism, philanthropy, grantsmanship, NGOs and service organizations, as well as faith-based organizations. The course includes opportunities to participate in direct service learning with the purpose of supporting students' community and service interests.

Quarter Credit Hours: 5

Prerequisite: None

SS 230: MAKING HISTORY—THE FOUNDING FATHERS

Americans use the term "Founding Fathers" all the time: not only are the Founders a popular subject in history, but they are also cited in modern political debates—almost as if they were still living authorities on contemporary issues. Students will explore the culture of early America, the context that molded the Founders ideologies, and the issues that were central to their time. This course aims to unlock the mystery of the Founding Fathers and to provide students with an accurate, thorough assessment of their historical significance and enduring legacy.

Quarter Credit Hours: 5

Prerequisite: Any college composition course

SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT

The purpose of this introductory-level American government course is to provide students with crucial knowledge about how government works and about how they, as individual citizens, fit within that system. Focus is on the rights and obligations of citizens under the democratic political system established under the U.S. Constitution; the branches and levels of government; and the role of the media. This fundamental knowledge combined with critical thinking skills will be valuable personally and professionally.

Quarter Credit Hours: 5

Prerequisite: Any college composition course

SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH

This is a social science survey course that will examine science and technology from a variety of social science disciplines including sociology, psychology, history, political science, anthropology, and economics. The use of science and technology has been a driving force behind all of human history, and even more so today. This course will take an interactive approach to study the relationship between humanity and technology throughout time and across the globe.

Quarter Credit Hours: 5

Prerequisite: Any college composition course

SS 260: GENDER AND SOCIETY

This interdisciplinary course explores the importance of gender in human social interactions in a modern society. You will learn about how gender as a concept is shaped by history, culture, and globalization. The roles of men and women and the perceptions of self are examined through male-female expectations and social behaviors. This course is essential for understanding the impact and importance of gender in personal lives, social groups, and modern work environments.

Quarter Credit Hours: 5

Prerequisite: None

SS 270: SOCIAL PROBLEMS

This course explores the problems that transcend individual solutions, such as inequality, poverty, racial and gender discrimination, and environmental pollution, and how social problems affect us in our homes, in our communities, and in the workforce. Analysis of topics includes local, national, and global perspectives.

Quarter Credit Hours: 5

Prerequisite: Any college composition course

SS 295: WORLD CONFLICT

This course examines world conflict using the anthropological perspective. The course readings introduce the culturally based sources of conflict, explore the relationship between technology and weaponry, and consider how peace is a strategy to prevent war. Course assignments provide opportunities to observe, analyze, and propose solutions for conflict in the real world.

Quarter Credit Hours: 5

Prerequisite: None

SS 310: EXPLORING THE 1960S—AN INTERDISCIPLINARY APPROACH

This course will take an in-depth look at the 1960s as a significant era in American history. Adopting multiple perspectives, we will explore the societal impact of such issues as the assassination of John F. Kennedy, the Vietnam War, the Countercultural, Civil Rights, and Feminist Movements, the advent of the birth control pill, and many others. Through exploring the music, political climate, and advancements in technology and medicine of this historical era, we will discover how our individual lives and society as a whole were forever changed.

Quarter Credit Hours: 6

Prerequisite: Any college composition course

SS 360: AMERICAN WOMEN

This course examines how gender shapes the experience of women in their social, political, and professional roles. The exploration includes the impact of class, religion, race, and ethnicity on gender roles and expectations for women from colonial times through the present day. Additionally, students will explore the cultural influence of women throughout American history including contributions of women to philosophy, literature, and art. Throughout the course, students will investigate themes of continuity and change in the lives of American women.

Quarter Credit Hours: 6

Prerequisite: Any college composition course

SS 368: SOCIAL PERSPECTIVES ON DEATH AND DYING

This course is designed to provide students with an introduction to the cultural dimensions of death and dying. This topic affects each of us because of our own mortality and our relationships with others who die, whether close to us or complete strangers. The primary goals of the course are to help students deepen their understanding of the cultural dimensions of death and dying and to enable them to become a more effective provider of support.

Quarter Credit Hours: 6

Prerequisite: None

Health Sciences

Allied Health (AH)

AH 101: ANATOMY AND PHYSIOLOGY I

This course introduces the structure and function of the human body from cells to body systems. (Onsite only)

Quarter Credit Hours: 4

Prerequisite: None

AH 120: ANATOMY AND PHYSIOLOGY II

This course is a continuation of AH 101, in which students are introduced to the structure and function of the human body from cells to body systems. (Onsite only)

Quarter Credit Hours: 4

Prerequisite: AH 101

Dental Assisting (DA)

DA B170: RADIOLOGY

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

Quarter Credit Hours: 4.5

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

DA G151: PATIENT INTERACTION

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

Quarter Credit Hours: 6.5

Prerequisite: None

DA K151: FOUNDATIONAL SKILLS FOR DENTAL ASSISTING

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

Quarter Credit Hours: 6

Prerequisite: None

DA O170: OPERATIVE ASSISTING

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

Quarter Credit Hours: 5

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

DA P170: DENTAL MATERIALS

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

Quarter Credit Hours: 5.5

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

DA R170: CHAIRSIDE SPECIALTIES

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

Quarter Credit Hours: 6

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

DA V190: SPECIALTY DENTISTRY EXTERNSHIP

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

Quarter Credit Hours: 2.5

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

DA W151: TECHNOLOGY AND TERMINOLOGY FOR DENTAL ASSISTING

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

Quarter Credit Hours: 6

Prerequisite: None

DA Y151: DIAGNOSTIC ASSISTING

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

Quarter Credit Hours: 5

Prerequisite: None

DA Z190: GENERAL DENTISTRY EXTERNSHIP

The General Dentistry Externship module is designed to provide practical on-the-job experiences that augments your in-class experiences. You are required to complete a minimum of 300 chairside externship hours at a work site connected with your field of study which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. Chairside hours accumulated in the Specialty Dentistry Externship (DA V190) will be counted toward the total minimal requirement. Twenty additional hours of the General Dentistry Externship module will be devoted to preparing you to sit for the dental assisting certification examination. (Omaha campus only)

Quarter Credit Hours: 9

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

Exercise and Fitness (EF)

EF 205: SCIENTIFIC FOUNDATIONS OF EXERCISE AND FITNESS

This course familiarizes students with the scientific basis of exercise and fitness physiology and related human anatomy, including cardiopulmonary anatomy and physiology. Students learn about energy metabolism as it relates to exercise and how aging affects human physiology, exploring current strategies in exercise and fitness training to facilitate disease prevention and healthy aging.

Quarter Credit Hours: 5

Prerequisite: None

EF 310: CURRENT TRENDS IN EXERCISE AND FITNESS—AGING WELL ACROSS THE LIFE SPAN

This course focuses on the issues in exercise and fitness that each major age group encounters in society today. Students learn the unique challenges that senior adults, middle-aged and younger adults, and children and adolescents are confronted with, as well as the sociological, psychological, and economic factors that can impact favorable outcomes. Motivational strategies, techniques, and plans for designing age-appropriate exercise and fitness programs will be discussed and practiced, and current research in models of exercise and fitness programs in community- and corporate-based settings will be studied and evaluated for effectiveness.

Quarter Credit Hours: 6

Prerequisite: None

Health Care Administration (HA)

HA 255: HUMAN RESOURCES FOR HEALTH CARE ORGANIZATIONS

This course explores human resource practices in health care settings. It addresses a wide range of topics including staffing, worker safety and security, general employment practices, performance management, organizational development, and employee relations. Upon completion of the course, students will be able to implement/integrate evidence-based human resource strategies into the day-to-day management of their departments.

Quarter Credit Hours: 5

Prerequisite: HS 230

HA 405: LEADERSHIP AND ETHICS IN HEALTH CARE

This course provides students with the opportunity to examine and critically reflect on the nature and implications of leadership ethics in health care. Students examine key characteristics of ethical leadership, and the theoretical underpinnings of sound moral decision making and action of health care leaders. Processes for identifying and cultivating health care leaders, cultural competence, continued learning, and bioethics in health care are also explored.

Quarter Credit Hours: 6

Prerequisite: None

HA 415: HEALTH CARE POLICY AND ECONOMICS

This course provides students with information surrounding health care policy and economics. The focus is on defining public and private health care and the policy issues that surround them. Students also identify the roles of local, state, and national policymakers and describe the role and responsibility of the individual citizen with regard to health care policy and economics.

Quarter Credit Hours: 6

Prerequisite: None

HA 425: OPERATIONAL ANALYSIS AND QUALITY IMPROVEMENT

This course addresses health care strategies and the laws that affect operational decisions. Strategic and tactical planning issues, with particular attention to marketing and strategic planning, opportunity assessment, and external analysis, are covered. Students also analyze and evaluate Total Quality Management (TQM) principles and Continuous Quality Improvement (CQI) processes in organizations. Students compare total quality tools and performance measures, and examine leadership and teamwork in the business environment.

Quarter Credit Hours: 6

Prerequisite: None

HA 499: BACHELOR'S CAPSTONE IN HEALTH CARE ADMINISTRATION

This capstone course is the culminating experience for the Bachelor of Science in Health Care Administration. This course builds on the concepts of all courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program in health care administration.

Quarter Credit Hours: 6

Prerequisite: Last term

Health Information Technology (HI)

HI 125: HEALTH CARE DELIVERY AND INFORMATION MANAGEMENT

This course introduces the history and development of the health information field and an overview of the American Health Information Management Association. The evolution of health care delivery systems, storage and retrieval methods, development of the health record, accrediting and licensing requirements, patient indexing, and typical health information functions and positions are also taught in this course.

Quarter Credit Hours: 5

Prerequisite: None

HI 135: LEGAL ASPECTS OF HEALTH INFORMATION

This course introduces students to legal issues encountered by health information professionals including the topics of confidentiality and how to protect it, adhering to state and federal laws, responding to subpoenas and court orders, and provides an overview of the U.S. Court System.

Quarter Credit Hours: 5

Prerequisite: None

HI 140: FUNDAMENTALS OF HEALTH INFORMATION

This course explores the evolution of health care delivery systems and organization of the medical staff. Health information processes in acute and nonacute-care settings, such as long-term care, physicians' offices, mental health facilities, and ambulatory care, are addressed. Accreditation and licensing agencies are covered in depth. Vital statistics requirements and computation of health care statistics are addressed. A brief introduction to medical transcription is included in this course.

Quarter Credit Hours: 4

Prerequisite: HI 125

HI 150: AUTOMATION OF HEALTH INFORMATION

This course provides students with the knowledge and skills needed to work within a computerized health care environment. It reinforces basic skills in applications (e.g., spreadsheets and databases), allows the health information professional to converse with IT personnel, and explores the electronic health record processes, security, and issues.

Quarter Credit Hours: 5

Prerequisite: HS 115

HI 165: HEALTH INFORMATION PRACTICUM

In this health information clinical practicum, students will be provided an opportunity to gain practical experience through use of the HIM laboratory and by utilizing health information-specific software.

Quarter Credit Hours: 2

Prerequisite: HI 150

HI 215: REIMBURSEMENT METHODOLOGIES

This course will show students the reimbursement side of health care and the importance of correct coding and billing practices to both the facility and the patient. Students will gain insight into the various types of health insurance plans, and also study compliance as it relates to reimbursement.

Quarter Credit Hours: 3

Prerequisite: None | Corequisite: HI 255

HI 230: QUALITY ASSURANCE AND STATISTICS IN HEALTH INFORMATION

In this course, students study performance improvement and quality assessment concepts as they relate to health information. Team concepts, risk management, utilization management, accreditation and licensure, data quality issues, and patient outcomes are important topics in this course. Students will compute health care and vital statistics from health care data and display data graphically.

Quarter Credit Hours: 5

Prerequisite: None

HI 252: MEDICAL CODING I

This course focuses on established medical diagnosis and procedural coding systems including a study of nomenclature versus classification systems, basic coding principles, and application of coding guidelines in outpatient and inpatient settings.

Quarter Credit Hours: 4

Prerequisite: None | Corequisite: SC 131

HI 255: MEDICAL CODING II

This course is a continuation of HI 252: Medical Coding I, progressing to more complicated topics such as cerebrovascular coding, respiratory system coding, congenital anomalies, V-codes, late effects, and pregnancies. The course also focuses on applying coding guidelines for statistical and reimbursement purposes, "present on admission," and severity of illness considerations, and the use of coding references to ensure coding compliance.

Quarter Credit Hours: 5

Prerequisite: HI 252

HI 295: HEALTH INFORMATION EXTERNSHIP/CAPSTONE

Successful completion of this course will require 90 hours of clinical and administrative experience at an approved health care setting. Through this externship and capstone experience, students will gain clinical experience in departmental organization, assembly, analysis, filing and retrieval, release of information, health care systems, the coding process, quality improvement, risk management, and teamwork in health care. In addition, students will gain experience with basic management functions. Students will be evaluated on the performance of expected competencies at the end of the course. The course requires the submission of the completed Externship/Capstone Experience Project.

Quarter Credit Hours: 5

Prerequisite: Last term, completion of all program-specific courses, and permission of the Clinical Placement Team

HI 300: INFORMATION TECHNOLOGY AND SYSTEMS FOR HEALTH CARE

In this course, students implement and manage technology, gain knowledge of database architecture and design, and design and generate administrative reports. Enforcement of confidentiality, e-health security, and measures to protect health information are also stressed.

Quarter Credit Hours: 6

Prerequisite: None

HI 305: MANAGEMENT OF HEALTH INFORMATION

This course examines the role of the health information manager in strategic information technology system planning and administration, with an analysis of the role of project and quality management. Legal and ethical policies and procedures that ensure privacy and confidentiality will be evaluated. Regulatory requirements and accreditation issues will also be analyzed within the context of health care delivery systems. The course will prepare the student to be a leader in the planning, implementation, and evaluation of information systems in health care.

Quarter Credit Hours: 6

Prerequisite: None

HI 410: ADVANCED REIMBURSEMENT METHODOLOGY

In this course, you will explore the reimbursement concepts practiced in health care including compliance strategies and reporting, chargemaster and case mix analysis, and compliance and reimbursement auditing. The payment systems used in commercial, managed care, and federal insurance plans, such as DRGs, RBRVS, and RUGs, will also be reviewed. Application of payment methods and calculations will be detailed and practiced.

Quarter Credit Hours: 6

Prerequisite: Enrollment in the Bachelor of Science in Health Information Management

HI 499: BACHELOR'S CAPSTONE IN HEALTH INFORMATION MANAGEMENT

This course is designed to review all knowledge competencies of the Bachelor of Science in Health Information Management program through completion of the capstone project. Students will learn multiple methodologies for keeping these competencies up-to-date with continuing education and researching current events and trends. Test-taking tips and study strategies for taking the American Health Information Management Association's Registered Health Information Administrator (RHIA) exam are included.

Quarter Credit Hours: 6

Prerequisite: Last term

Health Science (HS)

HS 100: INTRODUCTION TO HEALTH SCIENCE

In this introductory course, you will identify current issues in health science and how they relate to chosen health science professions. Educational and credentialing requirements will be defined for health science occupations. You will review your chosen degree plan, exploring appropriate electives and identifying specific career options based on personal goals and research of the profession. Professional traits and skills for success in the field will be explored as well as discussion of roles and responsibilities of selected health professionals.

Quarter Credit Hours: 5

Prerequisite: None

HS 101: MEDICAL LAW AND BIOETHICS

This course emphasizes the basic principles and applications of law, ethics, and bioethics as they relate to the medical arena. It covers legal terms, consent, contracts, physician/patient relationships, professional liability, and various medical issues. Through lectures, class discussions, case studies, and library research, students acquire knowledge of the importance of their professional, legal, and ethical responsibilities.

Quarter Credit Hours: 5

Prerequisite: None

HS 111: MEDICAL TERMINOLOGY

This course provides a logical understanding of the language of medicine. Basic prefixes, suffixes, word roots, and rules for taking a singular term and making it plural are studied, along with word analysis, word building, spelling, and pronunciation. These principles are applied to the study of the following systems: integumentary, skeletal, muscle/joints, blood and lymphatic, nervous, respiratory, and cardiovascular. Each body system is reviewed with anatomy and physiology; diagnostic, lab, and surgical procedures; and pharmacology for interest and knowledge.

Quarter Credit Hours: 5

Prerequisite: None

HS 115: SOFTWARE APPLICATIONS FOR HEALTH CARE PROFESSIONALS

This course introduces and provides basic practice in the three most commonly used applications in health care: word processing, spreadsheet, and presentation. Emphasis is placed on the utilization of these programs in a health care environment and by health care professionals.

Quarter Credit Hours: 3

Prerequisite: None

HS 140: PHARMACOLOGY

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

Quarter Credit Hours: 5

Prerequisite: MM 150 or MM 212

HS 200: DISEASES OF THE HUMAN BODY

Studies include principles of vaccinations and disease prevention, and the most common diseases of bodily systems, including disease etiology, symptoms, diagnostic tests, therapeutic methods, and disease prognosis.

Quarter Credit Hours: 5

Prerequisite: None

HS 210: MEDICAL OFFICE MANAGEMENT

The course explores procedural guidelines for accomplishing various administrative tasks in the health care setting. Topics include management of patient information, operational functions, and general workplace competencies of health care employees.

Quarter Credit Hours: 5

Prerequisite: None

HS 215: MEDICAL INSURANCE AND BILLING

This course provides an understanding of health care insurance billing and insurance concepts in practice today. It includes medical insurance billing theory and methodology, and covers specific reimbursement theories, health care concepts, and the practical application of third-party insurance rules.

Quarter Credit Hours: 3

Prerequisite: None

HS 220: MEDICAL CODING AND INSURANCE

Using various coding methodologies, students learn basic coding principles used in filing insurance claims. Students also become acquainted with various types of health insurance and insurance terminology.

Quarter Credit Hours: 5

Prerequisite: None

HS 230: HEALTH CARE ADMINISTRATION

This course discusses the scope and practice of health care administration. Students learn various models of health care delivery systems and social, political, individual, and organizational forces that impact health care delivery. Studies will include marketing, operations, financial, and human resources management, as well as effective communication strategies involved in health care administration.

Quarter Credit Hours: 5

Prerequisite: None

HS 240: MEDICAL OFFICE ACCOUNTING

This course will introduce students to the fundamental concepts and practice of medical office accounting. Topics include basic bookkeeping procedures, accounts receivable, payroll, banking processes, petty cash, and billing and collection procedures.

Quarter Credit Hours: 3

Prerequisite: None

HS 250: CARDIAC RHYTHM ANALYSIS AND TELEMETRY

This course provides an in-depth overview of telemetry and why it is important to monitor a heart's electrophysiology. The course covers basic cardiac terminology, anatomy related to the heart, electrophysiology, an introduction of monitoring principles, and an analysis of common and potentially lethal dysrhythmias, including sinus, atrial, junctional, and ventricular arrhythmias, heart blocks, pacemakers, and special considerations. Additionally, students will become familiar with regulatory and compliance standards to include patient safety, emergency response, documentation, and patient interaction skills. This course prepares students to sit for the Certified Rhythm Analysis Technician Examination offered by Cardiovascular Credentialing International.

Quarter Credit Hours: 5

Prerequisite: None

HS 255: STERILE PROCESSING FOR SURGICAL TECHNOLOGISTS

This course covers the regulatory standards and recommended practices for surgical technologists. Emphasis is placed on the principles of aseptic and sterile technique, encompassing decontamination and disinfection, and their pertinence in safe patient care practices. Core concepts such as preparation, packaging, and surgical instrumentation are addressed. Knowledge of anatomy and physiology and medical terminology are reinforced from the perspective of surgical technology.

Quarter Credit Hours: 5

Prerequisite: None

HS 275: PROFESSIONALISM IN HEALTH CARE

This course introduces students to professionalism in the medical setting. Emphasis is placed upon communication, appearance, diversity, emergency preparedness, and preparation of the professional portfolio. Students prepare a portfolio that contains job search documents.

Quarter Credit Hours: 2

Prerequisite: None

HS 290: ASSOCIATE'S CAPSTONE IN HEALTH SCIENCE

Designed to be a culminating educational experience, the Associate of Science in Health Science capstone course integrates coursework, knowledge, skills, and experiential learning to enable the student to demonstrate mastery of learning across the curriculum. Students will complete a summary portfolio addressing requirements in selected career focus areas. Submissions will include, but will not be limited to, assessments demonstrating knowledge and skills, documentation of achievement of specific competencies/military medical specialties, and reflections on learning.

Quarter Credit Hours: 5

Prerequisite: Final term

HS 291: PHLEBOTOMY LAB

This course requires students to describe and demonstrate proper care of laboratory equipment. Infection control and laboratory safety, including proper specimen handling and transport, are developed throughout the class. Point-of-care testing is introduced and performed through in-class laboratory exercises. Students will successfully perform capillary punctures and venipunctures and have knowledge of arterial puncture techniques. Knowledge of professionalism in the workplace is discussed, and students are expected to demonstrate this throughout the class. (Onsite only)

Quarter Credit Hours: 5

Prerequisite: HS 111 and first two hepatitis B immunizations

HS 292: BILLING AND CODING PRACTICUM

This course is designed to build on the concepts and skills of program courses, specifically medical billing and coding. You will gain additional hours of practical experience in medical billing, coding, and administrative functions in a classroom or virtual lab setting.

Quarter Credit Hours: 3

Prerequisite: Last term or permission from the Dean

HS 298: EXTERNSHIP EXTENSION COURSE

This course will provide the student with a mentored learning experience in the content area and site selected by the student and approved by the Clinical Coordinator. This course may be taken after a health sciences externship course for the specific purpose of externship hour completion.

Quarter Credit Hours: 0

Prerequisite: HI 295, MA 290, or MO 290

HS 299: PHLEBOTOMY EXTERNSHIP

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

Quarter Credit Hours: 5

Prerequisite: Last term or permission from the Program Coordinator, CPR certification, and completion of site requirements

HS 305: RESEARCH METHODS FOR HEALTH SCIENCES

This course enables students to explore research methodologies, including statistical analyses, study designs used in health sciences, and critically appraise the research published in scientific literature and popular media. Students learn to identify and discuss current trends in research in health sciences, nutrition, health psychology, exercise science, and complementary and alternative medicine.

Quarter Credit Hours: 6

Prerequisite: None

HS 311: EPIDEMIOLOGY AND BIOSTATISTICS I

In this course, you will explore the use of descriptive statistics within the health industry. You will learn to summarize data by the data center (i.e., central tendency) and data spread (i.e., variability). A focus on visual representation of data will be introduced. You will demonstrate your data analytical skills by proposing recommendations to a health industry issue based on summary statistics and/or health care or epidemiological formulae.

Quarter Credit Hours: 6

Prerequisite: None

HS 312: EPIDEMIOLOGY AND BIOSTATISTICS II

Students will collect and analyze data in order to solve health and clinical problems. In this course, students will study inferential statistics and advanced epidemiological constructs. Students will study epidemiology and biostatistics as it applies to peer-reviewed, health-based publications.

Quarter Credit Hours: 6

Prerequisite: HS 311

HS 315: PRACTICES IN PUBLIC HEALTH

This course guides students through the practice of public health. Real-world public health issues are presented and evaluated through the use of case study analysis. Case studies cover fundamental competencies of the public health practitioner, including community health assessment and health policy development. In addition, students will examine problem-solving strategies through problem-based learning.

Quarter Credit Hours: 6

Prerequisite: None

HS 320: MICROBIOLOGY

This course introduces students to a diverse world of microorganisms including their role in health and disease. Properties of prokaryotes and eukaryotes are discussed, with emphasis on different characteristics of microorganisms including morphology, metabolism, physiochemical characteristics, and genetics. Students learn how microorganisms contribute to all areas of everyday life including food, water, environment, and industry. Important microbial diseases and the immune system and its role in fighting microbial diseases are also explored.

Quarter Credit Hours: 6

Prerequisite: None

HS 410: ORGANIZATION AND MANAGEMENT FOR HEALTH CARE

This course centers on the foundations of health care organizations and systems, particularly the outside influences of licensing and accrediting agencies. The clinical classification systems, clinical vocabularies, and nomenclatures are detailed. The nontraditional role of the health information professional in management and administrative roles is also discussed.

Quarter Credit Hours: 6

Prerequisite: None

HS 415: ENVIRONMENTAL HEALTH

This course addresses environmental issues and the principles, scope, and practice of environmental sciences including investigative methodologies, natural resource management, pollution prevention, and pollution control. The local, state, and federal environmental agencies and regulations governing environmental health are discussed.

Quarter Credit Hours: 6

Prerequisite: None

HS 420: ADVANCED HEALTH INFORMATICS

The health information field is strongly influenced by data and data standards. This course focuses on the structure and use of health information, storage methods, data sets, and e-health delivery. In addition, the development of clinical, financial, and decision support systems are addressed.

Quarter Credit Hours: 6

Prerequisite: None

HS 440: FINANCE FOR HEALTH CARE

This course provides students with a description of the current financial environment in which health care organizations operate. It also supplies students, as future health care decision-makers, with an understanding of key health care finance concepts, basic managerial and accounting principles, the budget process, and tools used for financial analysis. Students will be provided focused information on financing, funding, and reimbursement of health services including for-profit, nonprofit, and managed care organizations, as well as governmental programs such as Medicare and Medicaid. Discussions on the application of financial information give students useful information to make financial decisions to better the cost-effectiveness of an organization.

Quarter Credit Hours: 6

Prerequisite: None

HS 450: STRATEGIC PLANNING AND ORGANIZATIONAL DEVELOPMENT FOR HEALTH CARE

This course addresses strategic planning and management to meet the challenges of U.S. domestic and global competition, within the context of organization development and management. Areas of concentration are organizational theory, leadership, regulatory compliance, conflict management, ethical issues related to power, teamwork, consumerism, innovation, quality improvement, health information systems strategy, and entrepreneurialism, and management of strategic alliances.

Quarter Credit Hours: 6

Prerequisite: None

HS 460: PROJECT DESIGN AND MANAGEMENT FOR HEALTH CARE

The departments of quality assessment, utilization management, and risk management work closely with the health information department. The course teaches students the principles of project management, reengineering, and work redesign, which are important to the health information professional when working within these departments.

Quarter Credit Hours: 6

Prerequisite: Enrollment in the Bachelor of Science in Health Information Management or permission from the Dean

HS 484: INDEPENDENT DIRECT STUDY IN HEALTH SCIENCES

In this course, you will engage in an independent, directed studies project focused on a self-selected research project. You will define your professional goals and select a topic of inquiry aligned to those goals. There is flexibility built into the course with the intent of giving you options to synthesize and apply current health science concepts into your own unique health profession and community.

Quarter Credit Hours: 4

Prerequisite: None

HS 499: BACHELOR'S CAPSTONE IN HEALTH SCIENCE

This capstone course is the culminating experience for the Bachelor of Science in Health Science. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program in health sciences.

Quarter Credit Hours: 6

Prerequisite: Last term

Health and Wellness (HW)

HW 205: VITAMINS, HERBS, AND NUTRITIONAL SUPPLEMENTS

This course introduces the most commonly used vitamins, herbs, and nutritional supplements. Single vitamins—their benefits, dosage, precautions, and contraindications—will be reviewed as well as vitamin formulas routinely recommended. Nutritional supplements will be introduced and their categories, benefits, and safety issues will be explored and discussed. The principal systems of herbal medicine found worldwide will be illustrated along with their individual characteristics and common usage. This course also examines the growing popularity of herbal medicines from a sociological and ecological standpoint.

Quarter Credit Hours: 5

Prerequisite: None

HW 210: COMPLEMENTARY AND ALTERNATIVE MEDICINE

In this course, students explore the field of complementary and alternative medicine (CAM) and become familiar with the variety of professions that compose it and their major concepts, methodological approaches, and theoretical foundations. Students investigate the multifaceted meaning of the term "holistic" and investigate how each CAM profession uniquely describes itself in light of this. Current research will be explored including the impact of the National Institute of Health's CAM division.

Quarter Credit Hours: 5

Prerequisite: None

HW 215: MODELS FOR HEALTH AND WELLNESS

This course introduces students to the concepts of health, healing, and wellness from a broad historical and multicultural perspective. Students will investigate how changing ideas about religion, philosophy, science, and psychology have influenced our understanding of health, and how the practice of medicine continues to be affected by global, social, and economic pressures. Contemporary models of health and wellness will be illustrated by drawing upon selected writings from each major proponent, and students will undertake the development of an original model of health and wellness based on an understanding of and sensitivity to current geopolitical and multicultural issues.

Quarter Credit Hours: 5

Prerequisite: None

HW 220: CONTEMPORARY DIET AND NUTRITION

This course explores current dietary trends and examines the role geopolitical and economic forces have on our day-to-day food choices. The impact of the globalization of world food markets will be investigated, as will the ongoing controversies of genetic engineering, food- borne illnesses, and the organic food movement. The spectrum of popular diets and their advocates and critics will be discussed along with the current scientific research available for each. Students will reflect on the diversity of food choices, prohibitions, and taboos that exist within our multicultural and multiethnic communities, with an eye toward increasing awareness and sensitivity.

Quarter Credit Hours: 5

Prerequisite: None

HW 280: MAPPING THE MIND-BODY DIVIDE

This course is designed to introduce the student to essential concepts in health and wellness that are necessary to successfully matriculate to upper-level courses in the School of Health Sciences. Psychology, physical fitness, and complementary and alternative medicine each have their own unique perspective on what constitutes health and wellness. This course explores each of these disciplines and maps their interrelationships as they weave together the more holistic view of human health and potential that is prevalent today.

Quarter Credit Hours: 5

Prerequisite: None

HW 310: COMPLEMENTARY AND ALTERNATIVE MEDICINE

This course explores the field of complementary and alternative medicine (CAM), becoming familiar with the variety of professions that comprise it, and their major concepts, methodological approaches, and theoretical foundations. You will investigate the multifaceted meaning of the term "holistic" and investigate how each CAM profession uniquely describes itself in light of this. Current research will be explored, including the impact of the National Institute of Health's CAM division.

Quarter Credit Hours: 6

Prerequisite: None

HW 315: MODELS FOR HEALTH AND WELLNESS

This course introduces the concepts of health, healing, and wellness from a broad historical and multicultural perspective. You will investigate how changing ideas about religion, philosophy, science, and psychology have influenced our understanding of health, and how the practice of medicine continues to be affected by global, social, and economic pressures. Contemporary models of health and wellness will be illustrated by drawing upon selected writings from each major proponent, and you will undertake the development of an original model of health and wellness based on an understanding of and sensitivity to current geopolitical and multicultural issues.

Quarter Credit Hours: 6

Prerequisite: None

HW 320: CONTEMPORARY DIET AND NUTRITION

This course explores current dietary trends and examines the role geopolitical and economic forces have on our day-to-day food choices. The impact of the globalization of world food markets will be investigated, as will the ongoing controversies of genetic engineering, food- borne illnesses, and the organic food movement. The spectrum of popular diets and their advocates and critics will be discussed along with the current scientific research available for each. Students will reflect on the diversity of food choices, prohibitions, and taboos that exist within our multicultural and multiethnic communities, with an eye toward increasing awareness and sensitivity.

Quarter Credit Hours: 6

Prerequisite: None

HW 410: STRESS—CRITICAL ISSUES IN MANAGEMENT AND PREVENTION

This in-depth course offers students a detailed look at the extensive research and practical approaches for identification, management, and prevention of stress. The health consequences of stress—physiological and psychological—will be discussed as well as the sociological and economic effects of untreated stress on society as a whole. Current approaches to stress reduction and prevention will be illustrated including mind/body therapies that have shown remarkable rates of success.

Quarter Credit Hours: 6

Prerequisite: None

HW 420: CREATING WELLNESS—PSYCHOLOGICAL AND SPIRITUAL ASPECTS OF HEALING

In this course, students explore the burgeoning fields of meditation, "mindfulness," and transpersonal psychology in theory and practice. Students will assess the role of personal mindset toward self and others as a foundation for wellness and appraise the impact of positive/negative relationships in maintaining good health. A wide array of source material will be studied, including current research, and the shifting paradigms of curing, healing, and wholeness will be investigated.

Quarter Credit Hours: 6

Prerequisite: None

HW 425: HEALTH AND WELLNESS PROGRAMMING—DESIGN AND ADMINISTRATION

This course acquaints students with the components and essential design elements of comprehensive health and wellness programming. Students will create programs for community and corporate settings, learning to identify key constituents and the diversity of funding sources both public and private. Instruments for measuring outcomes will be discussed for both short- and long-term programs as well as the essential administrative tasks, functions, and responsibilities required for successful results.

Quarter Credit Hours: 6

Prerequisite: None

HW 499: BACHELOR'S CAPSTONE IN HEALTH AND WELLNESS

This capstone course is the culminating experience for the Bachelor of Science in Health and Wellness. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program.

Quarter Credit Hours: 6

Prerequisite: Last term

Medical Assisting (MA)

MA 250: ONLINE PROFESSIONALISM IN HEALTH CARE

This course will focus on the aspects of professionalism that a health care professional needs in order to successfully work in a medical office setting, including communication skills, personal appearance, and interpersonal interactions. The course will prepare students for the clinical experience.

Quarter Credit Hours: 1

Prerequisite: SC 131 | Corequisite: MA 265

MA 260: CLINICAL COMPETENCIES I

This course introduces students to procedures commonly performed in a health care setting with special attention to understanding how aseptic technique, documentation, and safety apply to each skill. Specific competencies will include: health history, vital signs, specialty exams, sterilization, minor surgical procedures, surgical asepsis, growth charts, and electrocardiograms (EKGs).

Quarter Credit Hours: 5

Prerequisite: SC 131

MA 265: ONLINE CLINICAL COMPETENCIES I

This course introduces students to the educational theory of procedures commonly performed in a health care setting, with special attention to understanding how aseptic technique, documentation, and safety apply to each skill.

Quarter Credit Hours: 5

Prerequisite: SC 131

MA 270: CLINICAL COMPETENCIES II

This course introduces students to procedures commonly performed in a health care setting with special attention to aseptic technique, documentation, and safety. Specific competencies will include: specimen processing, methods of quality control, capillary and venipuncture, Clinical Laboratory Improvement Amendments (CLIA)-waived testing, microbiology and immunology procedures, urinalysis, and administering medications.

Quarter Credit Hours: 5

Prerequisite: MA 260

MA 275: ONLINE CLINICAL COMPETENCIES II

This course introduces students to procedures commonly performed in a health care setting, with special attention to aseptic technique, documentation, and safety.

Quarter Credit Hours: 5

Prerequisite: MA 250 and MA 265

MA 280: ONLINE CLINICAL COMPETENCIES III

This course will focus on the performance of clinical skills in an approved medical facility or educational medical lab, as appropriate. Students will complete a minimum of 50 hours and all required competency skills.

Quarter Credit Hours: 1

Prerequisite: MA 275 and permission from the Clinical Placement Team

MA 290: MEDICAL ASSISTING EXTERNSHIP AND EVALUATION

Successful completion of this course will require 160 nonpaid hours of clinical and administrative experience at an approved health care setting. Students will be evaluated on the performance of expected competencies, including a certification exam, by the end of this course.

Quarter Credit Hours: 5

Prerequisite: HS 101, HS 210, HS 220, MA 270, and last term

MA 295: ONLINE MEDICAL ASSISTING EXTERNSHIP AND EVALUATION

Successful completion of this course will require 160 hours of clinical and administrative experience at an approved health care setting. Students will be evaluated on the performance of expected competencies, including a practice credentialing exam, at the end of the course.

Quarter Credit Hours: 5

Prerequisite: MA 280 and permission of the Clinical Placement Team

Medical Office Management (MO)

MO 250: MEDICAL RECORDS MANAGEMENT

Students are familiarized with the content, format, and management of the medical health record including the utilization of the electronic medical record. Students compare and evaluate the electronic medical record with the traditional printed medical record. Students evaluate the reliability and accuracy of data found in the medical record.

Quarter Credit Hours: 3

Prerequisite: None

MO 260: MEDICAL OFFICE APPLICATIONS

This course introduces students to procedures commonly performed in a health care setting with special attention to aseptic technique, documentation, and safety. Specific competencies will include vital signs, medical office emergencies, exam preparation, and basic pharmacology.

Quarter Credit Hours: 5

Prerequisite: None

MO 270: ADVANCED MEDICAL OFFICE MANAGEMENT

The course explores guidelines for running the medical office. Topics include personnel management, governmental compliance, risk assessment, and basic business practices.

Quarter Credit Hours: 5

Prerequisite: None

MO 290: MEDICAL OFFICE MANAGEMENT EXTERNSHIP AND EVALUATION

Successful completion of this course will require 90 hours of administrative experience at an approved health care setting. Students will be evaluated on the performance of expected competencies at the end of the course. The course requires a final presentation. The online version of MO 290 requires each student to work with the School of Health Sciences clinical staff to locate an externship site a minimum of two terms prior to beginning the externship.

Quarter Credit Hours: 3

Prerequisite: MO 270 and permission of the Clinical Placement Team

Medical Records (MR)

MR 105: KEYBOARDING I—FUNDAMENTALS

This course is an introduction to the study of keyboarding and language arts activities. The students learn hand position and typing acuity, including building straight-copy skills and number-typing skills, as well as document processing skills and language arts skills. The course concentrates on principles of learning, especially those related to the acquisition of psychomotor skills, and typing speed and acuity.

Quarter Credit Hours: 2

Prerequisite: None

MR 108: KEYBOARDING LABORATORY

Students with a demonstrated proficiency refine keyboarding skills by focusing on technique, speed, and accuracy. Reports, correspondence, and tables are introduced using Microsoft Word. Language arts skills are reviewed, practiced, and reinforced. The importance of proofreading is stressed. (Onsite only)

Quarter Credit Hours: 2

Prerequisite: None

MR 110: KEYBOARDING II—ADVANCED TECHNIQUES

This keyboarding course emphasizes advanced formatting features used in business and medical documents, as well as speed and accuracy development. Advanced keyboarding skills are critical for medical transcriptionists and valuable for other medical professionals. These skills are especially important when learning to type by touch, as they directly determine speed and accuracy.

Quarter Credit Hours: 3

Prerequisite: MR 105

MR 250: MEDICAL RECORDS TRANSCRIPTION I

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

Quarter Credit Hours: 5

Prerequisite: HS 111 and HS 200

MR 260: MEDICAL RECORDS TRANSCRIPTION II

Medical Records Transcription II builds on students' previous mastery of basic health care dictation by advancing the knowledge base to the intermediate skill level of dictation, proofreading, and editing. Utilizing resource materials and industry-specific software and equipment, students will meet increasingly demanding accuracy and productivity standards.

Quarter Credit Hours: 5

Prerequisite: MR 250

MR 270: MEDICAL RECORDS TRANSCRIPTION III

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

Quarter Credit Hours: 5

Prerequisite: MR 260

MR 275: PROFESSIONAL DEVELOPMENT FOR MEDICAL TRANSCRIPTIONISTS

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

Quarter Credit Hours: 2

Prerequisite: None

MR 290: MEDICAL TRANSCRIPTION PRACTICUM

This course provides students with a simulated practicum experience to prepare for work in the field of medical transcription. Students will experience life as a medical transcriptionist working from home and dealing with a variety of specialties, accents, and turnaround times.

Quarter Credit Hours: 5

Prerequisite: MR 270; last term

Nutrition Science (NS)

NS 205: FOOD SAFETY AND MICROBIOLOGY

This course covers the major issues in food safety and food microbiology. It includes the basic principles of food safety and sanitation, various microorganisms that cause foodborne illnesses, the flow of food through the food service establishment, and management's role in training the food handler.

Quarter Credit Hours: 5

Prerequisite: None

NS 210: NUTRITIONAL ANALYSIS AND ASSESSMENT

This course includes the study of methods and equipment used for nutritional analysis in health, obesity, and malnutrition. Students learn how to utilize the software based on manual data-gathering systems to assess nutritional status.

Quarter Credit Hours: 5

Prerequisite: None

NS 220: NUTRITION PLANNING AND MANAGEMENT

This course addresses nutritional planning for the maintenance of health and wellness. The studies include identification, assessment, and management of nutritional deficiencies occurring due to food choices and pharmacotherapy.

Quarter Credit Hours: 5

Prerequisite: None

NS 305: FOOD SAFETY AND MICROBIOLOGY

This course covers the major issues in food safety and food microbiology. It includes the basic principles of food safety and sanitation, various microorganisms that cause foodborne illnesses, the flow of food through the food service establishment, and management's role in training the food handler.

Quarter Credit Hours: 6

Prerequisite: None

NS 310: NUTRITIONAL ANALYSIS AND ASSESSMENT

This course includes the study of methods and equipment used for nutritional analysis in health, obesity, and malnutrition. Students learn how to utilize the software based on manual data-gathering systems to assess nutritional status.

Quarter Credit Hours: 6

Prerequisite: None

NS 321: NUTRITION PLANNING AND MANAGEMENT

This course addresses nutritional planning for the maintenance of health and wellness. The studies include identification, assessment, and management of nutritional deficiencies occurring due to food choices and pharmacotherapy.

Quarter Credit Hours: 6

Prerequisite: None

NS 325: NUTRITION ACROSS THE HUMAN LIFE CYCLE

Studies in this course encompass the nutritional issue across the life cycle, including pregnancy, childbirth, and lactation. The course considers nutritional aspects related to neonates, infants, and children. The special needs of adolescents and disorders affecting this age group are discussed. The coursework will also include a discussion of nutritional demands and food choices in the geriatric population.

Quarter Credit Hours: 6

Prerequisite: None

NS 335: NUTRITION FOR SPECIAL POPULATIONS

Studies in this course emphasize the nutrition and dietetic considerations for healthy individuals with special needs, such as geriatric and gender-specific needs. The coursework includes analyzing nutritional and dietetic needs, and designing appropriate protocols for clients with chronic, progressive, or degenerative diseases and metabolic disorders, as well as for special needs children and infants. The course addresses the underlying principles of total parenteral nutrition and nasogastric tube feeding.

Quarter Credit Hours: 6

Prerequisite: None

NS 415: FOOD SCIENCE WITH LAB

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

Quarter Credit Hours: 6

Prerequisite: None

NS 420: NUTRITIONAL COUNSELING

This course addresses various aspects of a nutritional counseling session, including client encounters, documentation, and data gathering. Analytical strategies, planning, implementation, and assessment of progress of nutrition therapy for individual clients are discussed.

Quarter Credit Hours: 6

Prerequisite: None

NS 425: SPORTS NUTRITION

This course encompasses the application of physiologic principles, such as protein, carbohydrate, and fat metabolism, to athletic needs and performance. Various loading protocols for phosphates and carbohydrates in relation to athletic events are discussed. Popular performance-enhancing supplements and drugs and the regulatory aspects of their use are addressed in detail.

Quarter Credit Hours: 6

Prerequisite: None

NS 430: WHOLE FOODS PRODUCTION

This course explores various aspects of whole foods, including their production, preservation, transport, storage, and costs. Studies will address geographic, climatic, and societal influences on whole foods production. Students will learn strategies to inform and educate producers and consumers of the financial issues, governmental assistance, and alternative methods of whole foods production.

Quarter Credit Hours: 6

Prerequisite: SC 115 or NS 205

NS 435: ECOLOGICAL AND ENVIRONMENTAL PERSPECTIVES ON FOOD

This course presents ecological and environmental impacts on food choices and food production. Studies include the changes in food quality due to air, water, and ground pollution. Students learn the current trends in methods to prevent and manage the ecological and environmental pollution as it relates to food.

Quarter Credit Hours: 6

Prerequisite: None

NS 440: LEGAL AND REGULATORY ENVIRONMENT IN FOOD PRODUCTION

This course covers the legal and regulatory aspects of food production. Studies include major elements in and the rationale behind food labeling. This course further addresses the regulatory agencies and their role in enforcement, and the legal and ethical responsibilities of the food producers, suppliers, and retailers in maintaining a safe food supply. Special attention is given to regulatory aspects of food production relative to livestock handling, and the import and export of food.

Quarter Credit Hours: 6

Prerequisite: None

NS 499: BACHELOR'S CAPSTONE IN NUTRITION SCIENCE

This capstone course is the culminating experience for the Bachelor of Science in Nutrition Science. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program in nutrition science.

Quarter Credit Hours: 6

Prerequisite: Last term

Public Health (PU)

PU 120: INTRODUCTION TO PUBLIC HEALTH

This course introduces the five core disciplines of public health: health policy and management, social and behavioral health, biostatistics, epidemiology, and environmental health. Public health is explored from its historical beginning to the current issues of today. Current topics ranging from local to global perspectives are a major focus of the course. Community health issues, communicable disease control, current research and informatics, and the roles of public health professionals are also included.

Quarter Credit Hours: 5

Prerequisite: None

Nursing

Practical Nursing (NR)

NR 101: MEDICAL TERMINOLOGY

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

Quarter Credit Hours: 3

Prerequisite: None

NR 102: CONCEPTS OF NURSING

The course provides students with an introduction to the nursing process, the role of the practical nurse, and the concepts of teamwork and culturally competent care. The course introduces students to the ethical issues commonly encountered in providing care to clients. Students are taught about the impact of changes in health care delivery systems on the resources and care provided to clients. (Onsite only)

Quarter Credit Hours: 3

Prerequisite: None

NR 103: GERIATRIC NURSING

This course teaches students to apply the nursing process and provide appropriate nursing care to the older adult population. Students examine the theories related to aging, the physical and psychosocial changes that occur with age, and the nursing practices that support client safety and promote health and healing. Students are taught the role of the practical nurse in addressing the issues faced by older adults and their caregivers in the final stages of life. (Onsite only)

Quarter Credit Hours: 3

Prerequisite: NR 101 and NR 102

NR 120: CLINICAL PHARMACOLOGY

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

Quarter Credit Hours: 6

Prerequisite: MM 212, NR 101, and NR 200

NR 130: FUNDAMENTALS OF NURSING

This course introduces the fundamental practical nursing principles and skills, including the clinical knowledge needed to work as a practical nurse. The course focuses on using an interdisciplinary approach for providing care to adults across the life span. The nursing process is introduced to provide students the framework for adapting and implementing care plans. There is an emphasis on critical thinking and the ability to apply the roles of the practical nurse in the client care setting. (Onsite only)

Quarter Credit Hours: 9

Prerequisite: NR 102

NR 140: NORMAL GROWTH AND DEVELOPMENT

This course provides the practical nursing student with information and principles of normal growth and development of the client, from the infant to the young adult. Theories by such researchers as Erikson and Piaget are discussed. Emphasis is placed upon the stages of development and their link to common events and adaptations. The use of critical thinking to make problem-solving decisions about medical-surgical health care needs is presented with references to the normal growth and development of all clients. Cultural and spiritual aspects of client care as well as loss, grief, and the dying client are included in this course. (Onsite only)

Quarter Credit Hours: 3

Prerequisite: None

NR 150: MEDICAL-SURGICAL NURSING

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

Quarter Credit Hours: 11

Prerequisite: NR 120 and NR 130

NR 160: MENTAL HEALTH NURSING

In this course, students are taught the role of the practical nurse in addressing the needs of clients in psychiatric and mental health settings. Students are also taught how to support and protect clients during mental health situations in both psychiatric and nonpsychiatric clinical settings. Topics include principles of health promotion, mental health theory, maintenance, ethics, and restoration across the life span for the client with mental health problems. Through structured clinical assignments, this course is designed to provide practice in nonpsychiatric settings. (Onsite only)

Quarter Credit Hours: 5

Prerequisite: NR 140

NR 165: ADVANCED MEDICAL-SURGICAL NURSING I

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

Quarter Credit Hours: 9

Prerequisite: NR 150

NR 170: MATERNAL INFANT NURSING

In this course, students are taught the role of the practical nurse in addressing the needs of childbearing families. Topics include health promotion, ethics, communication, and complication management for the antepartum, intrapartum, and postpartum patient and the neonate. Through structured clinical assignments, this course is designed to provide practice of fundamental nursing skills in maternity and obstetrics settings. (Onsite only)

Quarter Credit Hours: 5

Prerequisite: NR 160 and NR 165

NR 180: PEDIATRIC NURSING

In this course, students are taught the role of the practical nurse in addressing the health needs of children and their families. Topics include ethics, communication, and decision-making skills related to health promotion, maintenance, and restoration for the pediatric population. Emphasis is placed on caring for children with normal and abnormal growth and development. Through structured clinical assignments, this course is designed to provide practice of fundamental nursing skills in pediatric settings. (Onsite only)

Quarter Credit Hours: 5

Prerequisite: NR 160 and NR 165

NR 185: ADVANCED MEDICAL-SURGICAL NURSING II

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

Quarter Credit Hours: 4

Prerequisite: NR 165

NR 190: ROLE TRANSITION

The course provides students with the opportunity to apply the nursing process. This is the final course in the degree plan, and students participate in identifying adaptations to the care plan and its implementation. Students use principles of health promotion, maintenance and restoration, and physiological integrity to address client health care needs. Clinical experiences are based on nursing procedures, skills, and critical thinking learned in previous nursing courses. The student applies knowledge of leadership roles in a clinical facility. The course expands on the ethical issues commonly encountered in providing care to clients. Students are taught about the impact of changes in health care delivery systems on the resources and care provided to clients. (Onsite only)

Quarter Credit Hours: 5

Prerequisite: NR 160 and NR 165

NR 200: HUMAN ANATOMY AND PHYSIOLOGY

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization; homeostasis; cytology; histology; the integumentary, musculoskeletal, nervous, and endocrine systems; and special senses. Other topics include the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, as well as metabolism, acid-base balance, and fluid and electrolyte balance. (Onsite only)

Quarter Credit Hours: 5

Prerequisite: None

Nursing (NU)

NU 102: NURSING FUNDAMENTALS

This course introduces students to the role of the professional registered nurse, the role of other health care providers, and the health care system from historical, legal, and ethical perspectives. Topics will include health and health promotion throughout the life span with a focus on the nursing process. Students will learn initial assessment and vital sign monitoring. With an emphasis on client safety, students will learn the fundamental nursing skills of communicating therapeutically, providing comfort, bathing and personal care, meeting nutritional needs, and assisting with mobility. Cultural diversity and care of the older adult will be introduced. Students will learn to effectively document client records and to provide reports to other providers. This course includes lab and clinical components.

Quarter Credit Hours: 7

Prerequisite: MM 212, SC 131, and SC 246 | Corequisite: NU 104 and NU 107

NU 103: ROLE TRANSITIONS FOR THE LPN/VN-TO-RN

This course is designed to augment the licensed practical nurse's basic knowledge and skills with professional concepts required of a registered nurse. This course focuses the student toward the professional practice standards inherent in the role of the registered nurse, as defined by the American Nurses' Association, as well as the legal and ethical considerations commonly encountered by nurses. In addition, students work to understand the care of patients across the life span and health and wellness continuum, focusing on patient safety and the integration of evidence-based processes. Upon successful completion of this course, the student will be eligible to continue in the Associate of Science in Nursing program.

Quarter Credit Hours: 5

Prerequisite: Active PN/VN license; MM 212 and SC 246 | Corequisite: NU 104 and NU 107

NU 104: PATHOPHYSIOLOGY FOR NURSING

This course focuses on concepts of pathophysiology essential to understanding alterations in body systems and developing professional nursing clinical decision-making skills for health promotion, risk reduction, and disease management across the life span. The course provides a comprehensive nursing approach to common alterations in body systems and addresses etiology, clinical presentation, and appropriate treatment of the disease process.

Quarter Credit Hours: 5

Prerequisite: MM 212, SC 131 or active LPN license, and SC 246 | Corequisite: NU 102, NU 103, or NU 106, and NU 107

NU 106: NURSING FUNDAMENTALS

This course introduces students to the role of the professional registered nurse, the role of other health care providers, and the health care system from historical, legal, and ethical perspectives. Topics will include health and health promotion throughout the life span with a focus on the nursing process. Students will learn initial assessment and vital sign monitoring. With an emphasis on client safety, students will learn the fundamental nursing skills of communicating therapeutically, providing comfort, bathing and personal care, meeting nutritional needs, and assisting with mobility. Cultural diversity and care of the older adult will be introduced. Students will learn to effectively document client records and to provide reports to other providers. This course includes lab and clinical components.

Quarter Credit Hours: 7

Prerequisite: MM 212, SC 131, and SC 246 | Corequisite: NU 104 and NU 107

NU 107: PHARMACOLOGY FOR NURSING

In this course, students are taught basic principles of pharmacology including its relationship to the health of individuals and families. Course topics include drug actions, drug interactions, therapeutic and adverse effects of drugs, food-drug interactions, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is placed on nursing responsibilities and client education.

Quarter Credit Hours: 6

Prerequisite: MM 212, SC 131 or active LPN license, and SC 246 | Corequisite: NU 102, NU 103, or NU 106, and NU 104

NU 111: MEDICAL-SURGICAL NURSING I

This course will prepare students to use the nursing process to care for adult medical and surgical clients. The course will focus on developing basic critical thinking, health promotion, communication, and assessment skills. Care planning, nursing interventions, patient education, and health care technologies will also be addressed. Course-specific content will include nursing care related to health care alterations in the following body systems: respiratory, cardiac, renal, endocrine, and peripheral vascular. Students will participate in clinical education activities in a medical-surgical acute or chronic care setting.

Quarter Credit Hours: 7

Prerequisite: NU 102, HS 200 or NU 104, and NU 107

NU 112: MEDICAL-SURGICAL NURSING I FOR THE LPN/VN-TO-RN

This course will allow the LPN/VN student to expand upon their knowledge of the nursing process in caring for adult medical and surgical clients. The course will focus on developing basic critical thinking, health promotion, communication, and assessment skills. Care planning, nursing interventions, patient education, and health care technologies will also be addressed. Course-specific content will include nursing care related to health care alterations in the following body systems: respiratory, cardiac, renal, endocrine, and peripheral vascular. The LPN/VN student will participate in clinical education activities in a medical-surgical acute or chronic care setting.

Quarter Credit Hours: 6

Prerequisite: NU 103, NU 104, and NU 107

NU 113: MEDICAL-SURGICAL NURSING I

This course will prepare students to use the nursing process to care for adult medical and surgical clients. The course will focus on developing basic critical thinking, health promotion, communication, and assessment skills. Care planning, nursing interventions, patient education, and health care technologies will also be addressed. Course-specific content will include nursing care related to health care alterations in the following body systems: respiratory, cardiac, renal, endocrine, and peripheral vascular. Students will participate in clinical education activities in a medical surgical acute or chronic care setting.

Quarter Credit Hours: 7

Prerequisite: NU 102 or NU 106, NU 104, and NU 107

NU 122: MATERNAL INFANT NURSING

This course will prepare students to care for women and infants during the prenatal, labor and delivery, postpartum, and neonatal periods. Topics will include issues affecting childbearing families including fertility, pregnancy, childbirth, postpartum care, and common problems in infancy. The course will also address common mental health issues affecting families during the transition to parenthood. Through clinical and/or laboratory simulation experiences, students will address the health needs of women and infants before, during, and after pregnancy as well as throughout infancy.

Quarter Credit Hours: 6

Prerequisite: NU 111 or NU 113; courses may also be taken as corequisites

NU 124: MATERNAL INFANT NURSING FOR THE LPN/VN-TO-RN

This course will allow the LPN/VN student to expand upon their knowledge to care for women and infants during the prenatal, labor and delivery, postpartum, and neonatal periods. Topics will include issues affecting childbearing families including fertility, pregnancy, childbirth, postpartum care, and common problems in infancy. The course will also address common mental health issues affecting families during the transition to parenthood. Through clinical and/or laboratory simulation experiences, students will address the health needs of women and infants before, during, and after pregnancy as well as throughout infancy.

Quarter Credit Hours: 5

Prerequisite: NU 103, NU 104, and NU 107 | Prerequisite or Corequisite: NU 112

NU 132: MEDICAL-SURGICAL NURSING II

This course will prepare students to implement the nursing process in the care of adult medical and surgical clients. The course will focus on the application of critical thinking, risk reduction, communication, and assessment skills developed in Medical-Surgical Nursing I. Care planning, nursing interventions, patient education, and health care technologies will be addressed. Course-specific content will include nursing care related to health care alterations in the following body systems: gastrointestinal, neurological, musculoskeletal, integumentary, sensory, and reproductive. Students will participate in clinical education activities in a medical-surgical acute or chronic care setting.

Quarter Credit Hours: 6

Prerequisite: NU 111, NU 112, or NU 113

NU 222: PEDIATRIC NURSING

In this course, students will learn about normal growth and development of children, health care needs of children and families, health promotion, risk reduction, and childhood health problems of acute and long-term nature, as well as the influence of illness on the family. Through structured, sequential, competency-based clinical assignments and/or simulation experiences, students will address the health and nursing needs of children and beginning/developing families.

Quarter Credit Hours: 6

Prerequisite: NU 132

NU 224: PEDIATRIC NURSING FOR THE LPN/VN-TO-RN

This course will allow LPN/VN students to expand upon their knowledge of normal growth and development of children, health care needs of children and families, health promotion, risk reduction, and childhood health problems of an acute and long-term nature, as well as the influence of illness on the family. Through structured, sequential, competency-based clinical assignments and/or simulation experiences, the LPN/VN student will address the health and nursing needs of children and beginning/developing families.

Quarter Credit Hours: 5

Prerequisite: NU 132

NU 242: MENTAL HEALTH NURSING

In this course, students are taught the major theoretical concepts in mental health related to the assessment of needs and the planning of care for persons with mental health problems. Emphasis is placed on examination of mental health disorders and the various roles and functions of the mental health nurse. Through structured, sequential, competency-based clinical and/or lab assignments, the student will care for persons with mental health conditions requiring professional treatment.

Quarter Credit Hours: 5

Prerequisite: NU 111 or NU 113, and PS 124

NU 243: MENTAL HEALTH NURSING FOR THE LPN/VN-TO-RN

This course will allow the LPN/VN student to expand upon their knowledge of the major theoretical concepts in mental health related to the assessment of needs and the planning of care for persons with mental health problems. Emphasis is placed on examination of mental health disorders and the various roles and functions of the mental health nurse. Through structured, sequential, competency-based clinical, simulation, and/or lab assignments, the student will care for persons with mental health conditions requiring professional treatment.

Quarter Credit Hours: 4

Prerequisite: NU 112 and PS 124

NU 261: MEDICAL-SURGICAL NURSING III

This course will prepare students to care for adult clients experiencing complex multisystem medical-surgical, rehabilitative, or restorative conditions. The course will focus on application of management, leadership, critical thinking, risk reduction, communication, and assessment skills. In addition to the refinement of clinical skills and knowledge gained in Medical Surgical Nursing I and II, students will gain experience in practice management, leadership roles, and the use of health care technologies within their clinical experience. Clinical placements will take place across a variety of settings.

Quarter Credit Hours: 6

Prerequisite: NU 132

NU 262: MEDICAL-SURGICAL NURSING III

This course will prepare students to care for adult clients experiencing complex multisystem medical-surgical, rehabilitative, or restorative conditions. The course will focus on the application of management, leadership, critical thinking, risk reduction, communication, and assessment skills. In addition to the refinement of clinical skills and knowledge gained in Medical-Surgical Nursing I and II, students will gain experience in practice management, leadership roles, and the use of health care technologies within their clinical experience. Clinical placements will take place across a variety of settings.

Quarter Credit Hours: 5

Prerequisite: NU 132

NU 280: LEADERSHIP AND TRENDS IN NURSING

This course is designed to explore the role of the nurse as a leader in the profession and in health care delivery. Through this course, students will gain a better understanding of leadership styles and techniques and will enhance their individual leadership skills in maintaining standards of care. The course also emphasizes the professional role of the nurse in assisting individuals in the community in locating and utilizing appropriate community resources. Principles and theories of leadership will be integrated and related to the role of the professional nurse in the delivery of care to individuals, groups, and communities.

Quarter Credit Hours: 5

Prerequisite: Last term and completion of all required courses in the program

NU 291: DIRECTED STUDIES IN THE SCHOOL OF NURSING

In this course, students in the School of Nursing will engage in an independent, directed studies project focused on a student-submitted topic of inquiry. The student will select a topic of inquiry that is of interest and relevant to his or her professional goals. The topic will be associated with the student's concurrent clinical course and will be approved by the Chair.

Quarter Credit Hours: 1

Prerequisite: Permission from the Dean

NU 295: CAPSTONE IN NURSING

The capstone is designed to build on the concepts covered in nursing courses students have taken as a part of their program. This course assists the student in the integration of the competencies essential for the practice of professional nursing. The student will progress to more independent functions in clinical experiences. The clinical site will be dependent upon the student's needs and based upon the joint analysis of the student and faculty prior to the placement. Throughout the term, students will focus on preparation for the NCLEX-RN[(R)] examination.

Quarter Credit Hours: 6

Prerequisite: Last term and completion of all required courses | Corequisite: NU 280

NU 297: CAPSTONE

The capstone is designed to build on the concepts covered in nursing courses students have taken as a part of their program. This course assists the student in the integration of the competencies essential for the practice of professional nursing. The student will progress to more independent functions in clinical experiences. The clinical site will be dependent upon the student's needs and based upon the joint analysis of the student and faculty prior to placement. Throughout the term, students will focus on preparation for the NCLEX-RN[(R)] examination.

Quarter Credit Hours: 7

Prerequisite: Last term and completion of all required courses in the program | Corequisite: NU 280

NU 300: PROFESSIONAL LEADERSHIP TRANSITIONS

This course will facilitate the transition of the registered nurse into a professional nursing leadership role and introduce the major components of leadership that are part of the Kaplan University School of Nursing program. This course builds upon the previous knowledge and experience of the RN and is required prior to the student's enrollment in any other nursing course. The student will examine personal values and goals along with professional roles to explore nursing leadership and create a professional development plan. Topics covered in the course include professional nursing roles, culture and values for community care, leadership, and research.

Quarter Credit Hours: 6

Prerequisite: Admission to the program

NU 301: FUNDAMENTALS OF NURSING CARE

This course introduces the student to the art and science of nursing. The student will learn to combine the cognitive, psychomotor, legal, and ethical skills necessary to provide safe, effective, and evidence-based care. Topics include patient safety, cultural competency, bathing and grooming, personal care, assisting with mobility, assisting with elimination, and professional communication skills. Emphasis is placed on the beginning application of therapeutic communication techniques. Introductory application to documenting patient care, the clinical reasoning process, and health promotion will also be presented. This course must be taken concurrently with the related clinical course. Failure of the clinical course will result in concurrent failure of the didactic course.

Quarter Credit Hours: 6

Prerequisite: NU 309, SC 115, SC 131, SC 246, and SC 435 | Corequisite: State-specific clinical course

NU 301ME: FUNDAMENTALS OF NURSING CARE CLINICAL

This course will allow students to apply theory and concepts presented in the Fundamentals of Nursing Care course. Students will demonstrate basic nursing skills and the assessment techniques used to identify and communicate normal findings and common deviations from normal in laboratory, simulation, and clinical settings. Students will begin to plan basic nursing care for clients across the life span by identifying pathophysiological processes and nursing problems, and the appropriate interventions to address patients' current health status. The student will demonstrate introductory documentation skills and use therapeutic communication techniques with patients and members of the interprofessional team. This course must be taken concurrently with the related didactic course. Failure of the didactic course will result in concurrent failure of the clinical course. This course contains 40 hours of laboratory and 60 hours of clinical experience.

Quarter Credit Hours: 4

Prerequisite: NU 309 | Corequisite:NU 301

NU 302: TRANSITIONS I FOR LPN-TO-BSN STUDENTS

This course is designed to augment the licensed practical nurse's basic knowledge and skills with professional concepts required of a registered nurse. Emphasis will be placed on the difference between the roles of a registered nurse versus the roles of a practical nurse. At the completion of this course, students will apply nursing theory to provide safe, effective nursing care of mental health, adult, and geriatric patients with common health problems. Students will learn to assess the impact of physical, mental, functional, and social situations on the quality of life for adult, mental health and elderly patients. Upon successful completion of this course, the student is eligible to continue in the Bachelor of Science in Nursing program.

Quarter Credit Hours: 4

Prerequisite: Permission of the Dean or the Dean's designee | Corequisite: NU 302NE

NU 302NE: TRANSITIONS I FOR LPN-TO-BSN CLINICAL

In this course, students will apply theory and concepts presented in the Nursing Care of the Geriatric Patient, Fundamentals of Nursing Care, and Nursing Care of the Mental Health Patient and Family courses. Students will apply the nursing process to mental health and geriatric patients across the age and health continuum. Skills, simulations, and clinical experiences will focus on nursing care of geriatric and mental health patients. Emphasis will be placed on implementation of nursing interventions, use of patient care technologies, interprofessional communication, and clinical decision-making skills. This course must be taken concurrently with the related didactic course: NU 302: Transitions I. Failure of NU 302 will result in concurrent failure of NU 302NE.

Quarter Credit Hours: 2

Prerequisite: Permission of the Dean or the Dean's designee | Corequisite: NU 302

NU 303: TRANSITIONS II FOR LPN-TO-BSN STUDENTS

This course will prepare the student to provide care to women, newborns, and families during the prenatal, labor and delivery, postpartum, and neonatal periods. Topics will include general fertility issues, pregnancy, childbirth, postpartum care, and common problems in infancy. In addition, the course will consider common mental health issues affecting families during the transition to parenthood. This course must be taken concurrently with the related clinical course. Failure of the clinical course will result in concurrent failure of the didactic course.

Quarter Credit Hours: 4

Prerequisite: NU 302 and NU 302NE | Corequisite: NU 303NE

NU 303NE: TRANSITIONS II FOR LPN-TO-BSN CLINICAL

This course will allow students to apply theory and concepts presented in the Nursing Care of Childbearing Families and Nursing Care of Children, Adolescents, and Families courses. Students will apply the nursing process to childbearing families in prenatal, labor and delivery, postpartum, and neonatal periods. Students will also apply the nursing process to pediatric cases across the age continuum. Skills, simulations, and clinical experiences will focus on care of childbearing families and pediatric cases. Implementation of nursing interventions, use of patient care technologies, interprofessional communication, and clinical decision-making skills will be emphasized. This course must be taken concurrently with the related didactic course. Failure of the didactic course results in concurrent failure of the clinical. This course contains 20 hours of laboratory and 30 hours of clinical experience.

Quarter Credit Hours: 2

Prerequisite: NU 302 and NU 302NE | Corequisite: NU 303

NU 304: CULTURAL HEALTH AND WELLNESS STRATEGIES

This course builds on previously acquired skills and learning from nursing and the biological and social sciences. Students will discuss the use of effective communication strategies when caring for patients of diverse cultures. Students will use these strategies to conduct a health history of multicultural individuals and families across the life span. Students will also prepare a holistic health promotion strategy. The use of "virtual families" as patients in this course provides students with realistic situations in which they will collaborate with faculty and other students in the development of health promotion strategies appropriate to the assessment data collected.

Quarter Credit Hours: 6

Prerequisite: NU 310

NU 305: CLINICAL PHARMACOLOGY

In this course, students are taught basic principles of pharmacotherapy in relation to the treatment of health problems throughout the life span. Students learn the steps for all routes of medication administration. Course topics include pharmacodynamics, pharmacokinetics, and basic pharmacology of commonly used medications. Emphasis will be placed on the knowledge and interventions needed to maximize therapeutic effects and prevent or minimize adverse effects of medications.

Quarter Credit Hours: 5

Prerequisite: NU 301 and clinical, and NU 307

NU 307: PHYSICAL ASSESSMENT

In this course, students will learn approaches to the holistic assessment of health, focusing primarily on physical assessment. Interviewing techniques required in the collection of a health history will be presented. Assessment techniques including inspection, palpation, percussion, and auscultation will be applied to each body system. Students will differentiate normal from abnormal assessment findings based on age, gender, and ethnicity. Students will properly document subjective and objective assessment findings.

Quarter Credit Hours: 5

Prerequisite: None | Corequisite: NU 301

NU 309: PATHOPHYSIOLOGY FOR NURSING

This course explores the pathophysiology of common disease states emphasizing nursing application. The student will address scientific principles essential to understanding alterations in body systems and will develop professional nursing clinical decision making for health promotion, risk reduction, and disease management across the life span. The course examines implications for nursing practice on common alterations in body systems and addresses etiology, clinical presentation, and appropriate treatment of the disease process.

Quarter Credit Hours: 4

Prerequisite: SC 131 and SC 246

NU 310: NURSING RESEARCH

In this course, you will explore the principles of nursing research while examining the integration of evidence-based findings into interprofessional health care. You will learn to locate, critically appraise, and disseminate research findings within a scholarly community. You will also examine principles of ethical research to assure protection of human subjects. The role of a professional nurse in the practice of scholarly inquiry is woven throughout the learning activities.

Quarter Credit Hours: 6

Prerequisite: MM 207 and HU 280 or equivalent | Prerequisite or Corequisite: NU 307 or NU 333

NU 311: NURSING CARE OF ADULTS I

This course prepares students to implement the nursing process in the care of adult health issues. Physiological, pathophysiological, and psychosocial concepts, care planning, and health promotion of the adult acute care patient will be addressed. The use of evidence-based practice and critical thinking will be emphasized. Nursing care from a holistic approach will be discussed. This course must be taken concurrently with the related clinical course. Failure of the clinical course will result in concurrent failure of the didactic course.

Quarter Credit Hours: 5

Prerequisite: NU 301 and clinical, and NU 307 | Corequisite: State-specific clinical course

NU 311ME: NURSING CARE OF ADULTS I CLINICAL

This course will allow students to apply theory and concepts presented in Nursing Care of Adults I. Skills, simulations, and clinical experiences will focus on the acute care of adult patients. Implementation of nursing interventions, use of patient care technologies, interprofessional communication, and clinical decision-making skills will be emphasized. This course must be taken concurrently with the related didactic course. Failure of the didactic course will result in concurrent failure of the clinical course. This course contains 40 hours of laboratory and 90 hours of clinical experience.

Quarter Credit Hours: 5

Prerequisite: NU 301 and clinical | Corequisite: NU 311

NU 321: NURSING CARE OF CHILDBEARING FAMILIES

This course will prepare the student to provide care to women, newborns, and families during the prenatal, labor and delivery, postpartum, and neonatal periods. Topics will include general fertility issues, pregnancy, childbirth, postpartum care, and common problems in infancy. In addition, the course will consider common mental health issues affecting families during the transition to parenthood. This course must be taken concurrently with the related clinical course. Failure of the clinical course will result in concurrent failure of the didactic course.

Quarter Credit Hours: 4

Prerequisite: NU 305; NU 311 and clinical | Corequisite:State-specific clinical course

NU 321ME: NURSING CARE OF CHILDBEARING FAMILIES CLINICAL

This course will allow students to apply theory and concepts presented in the Nursing Care of Childbearing Families course. Students will apply the nursing process to childbearing families in prenatal, labor and delivery, postpartum, and neonatal periods. Skills, simulations, and clinical experiences will focus on care of childbearing families. Implementation of nursing interventions, use of patient care technologies, interprofessional communication, and clinical decision-making skills will be emphasized. This course must be taken concurrently with the related didactic course. Failure of the didactic course will result in concurrent failure of the clinical course. This course contains 20 hours of laboratory and 60 hours of clinical experience.

Quarter Credit Hours: 3

Prerequisite: NU 311 and clinical | Corequisite: NU 321

NU 327: NURSING CARE OF CHILDREN, ADOLESCENTS, AND FAMILIES

This course examines the health needs of children and families. The health care needs of children and families will be emphasized in order to promote optimum health and development for children at any stage of health or illness. This course will address the genetic and environmental factors impacting the growth and development of children and adolescents. This course must be taken concurrently with the related clinical course. Failure of the clinical course will result in concurrent failure of the didactic course.

Quarter Credit Hours: 4

Prerequisite: NU 310; NU 321 and clinical | Corequisite: State-specific clinical course

NU 327ME: NURSING CARE OF CHILDREN, ADOLESCENTS, AND FAMILIES CLINICAL

This course will allow students to apply theory and concepts presented in the Nursing Care of Children, Adolescents, and Families course. Students will apply the nursing process to children, adolescents, and families. Skills, simulations, and clinical experiences will focus on the care of children and adolescents. Implementation of nursing interventions, use of patient care technologies, interprofessional communication, and clinical decision-making skills will be emphasized. This course must be taken concurrently with the related didactic course. Failure of the didactic course will result in concurrent failure of the clinical course. This course contains 20 hours of laboratory and 60 hours of clinical experience.

Quarter Credit Hours: 3

Prerequisite: NU 321 and clinical | Corequisite: NU 327

NU 330: NURSING CARE OF THE MENTAL HEALTH PATIENT AND FAMILY

This course presents major theoretical concepts in mental health that relate to the assessment of needs and the planning of care for persons with mental health problems. Communication skills will be developed and interpersonal relationship concepts will be explored. Emphasis is placed on the examination of mental health disorders and the various roles and functions of the professional mental health nurse in caring for persons with mental health conditions requiring professional treatment. This course must be taken concurrently with the related clinical course. Failure of the clinical course will result in concurrent failure of the didactic course.

Quarter Credit Hours: 4

Prerequisite: NU 310; NU 321 and clinical | Corequisite: State-specific clinical course

NU 330ME: NURSING CARE OF THE MENTAL HEALTH PATIENT AND FAMILY CLINICAL

This course will allow students to apply theory and concepts presented in the Nursing Care of the Mental Health Patient and Family course. Students will apply the nursing process to mental health patients and their families. Skills, simulations, and clinical experiences will focus on the care of the mental health patient in acute and community-based settings. Implementation of nursing interventions, use of patient care technologies, interprofessional communication, and clinical decision-making skills will be emphasized. This course must be taken concurrently with the related didactic course. Failure of the didactic course will result in concurrent failure of the clinical course. This course contains 60 hours of clinical experience.

Quarter Credit Hours: 2

Prerequisite: NU 321 and clinical | Corequisite: NU 330

NU 333: PHYSICAL ASSESSMENT FOR THE NURSING PROFESSIONAL

Physical Assessment for the Nursing Professional builds on previous knowledge and skills from the sciences, humanities, and nursing. Students learn approaches to a holistic assessment of health, focusing primarily on physical assessment. Interviewing techniques required in the collection of a health history are learned. Assessment techniques of inspection, palpation, percussion, and auscultation are applied to each body system. Students learn to differentiate normal from abnormal assessment findings based on age, gender, and ethnicity. Proper documentation of subjective and objective assessment findings is learned.

Quarter Credit Hours: 5

Prerequisite: NU 300

NU 341: NURSING CARE OF ADULTS II

This course builds upon previous knowledge and critical thinking skills. This course will prepare students to care for adult clients experiencing medical-surgical, rehabilitative, or restorative conditions. The course will focus on the application of critical thinking, risk reduction, communication, and assessment skills. Practice management skills, clinical awareness, and the use of health care technologies in the care of adult patients based on concepts presented in Nursing Care of Adults I will be explored. This course must be taken concurrently with the related clinical course. Failure of the clinical course will result in concurrent failure of the didactic course.

Quarter Credit Hours: 5

Prerequisite: NU 327 and clinical, and NU 330 and clinical | Corequisite: State-specific clinical course

NU 341ME: NURSING CARE OF ADULTS II CLINICAL

This course will allow students to apply theory and concepts presented in the Nursing Care of Adults II course. Students will apply the nursing process to adult clients. Skills, simulations, and clinical experiences will focus on the care of the adult client in acute and community-based settings. Implementation of nursing interventions, use of patient care technologies, interprofessional communication, and clinical decision-making skills will be emphasized. Clinical placements will take place across a variety of settings. This course must be taken concurrently with the related didactic course. Failure of the didactic course will result in concurrent failure of the clinical course. This course contains 40 hours of laboratory and 90 hours of clinical experience.

Quarter Credit Hours: 5

Prerequisite: NU 327 and clinical, and NU 330 and clinical | Corequisite: NU 341

NU 411: NURSING CARE OF ADULTS III

This course builds upon previous knowledge and critical thinking skills. This course will prepare students to care for adult clients experiencing complex multisystem medical-surgical, rehabilitative, or restorative conditions. The course will focus on application of management, leadership, critical thinking, risk reduction, communication, and assessment skills. Practice management skills, leadership roles, and the use of health care technologies in the care of adult patients based on concepts presented in Nursing Care of Adults I and II will be emphasized. This course must be taken concurrently with the related clinical course. Failure of the clinical course will result in concurrent failure of the didactic course.

Quarter Credit Hours: 4

Prerequisite: NU 341 and clinical, and NU 418 and clinical | Corequisite: State-specific clinical course

NU 411ME: NURSING CARE OF ADULTS III CLINICAL

This course will allow students to apply theory and concepts presented in the Nursing Care of Adults III course. Students will apply the nursing process to adult clients in complex health situations. Skills, simulations, and clinical experiences will focus on the care of the adult client in acute settings. Implementation of nursing interventions, use of patient care technologies, interprofessional communication, and clinical decision-making skills will be emphasized. Clinical placements will take place across a variety of settings. This course must be taken concurrently with the related didactic course. Failure of the didactic course will result in concurrent failure of the clinical course. This course contains 90 hours of clinical experience.

Quarter Credit Hours: 3

Prerequisite: NU 341 and clinical, and NU 418 and clinical | Corequisite: NU 411

NU 416: NURSING CARE OF THE OLDER ADULT

This course builds on previous knowledge and skills from the sciences, humanities, and nursing. Students learn to adapt nursing interventions to the elderly patient who might have several chronic, comorbid health conditions. Students learn to assess the impact of physical, mental, functional, and social situations on the quality of life of the elderly person. Common medical conditions are explored in depth, focusing specifically on the risks to the elderly and interventions to prevent negative geriatric syndromes and promote quality outcomes. Interdisciplinary models of care are discussed as a means to provide seamless geriatric care.

Quarter Credit Hours: 6

Prerequisite: NU 310

NU 417: ALTERNATIVE AND COMPLEMENTARY THERAPIES

Consumers of all ages may seek complementary and alternative forms of health care. The role of the nurse in the integration of alternative and complementary healing practices in the conventional health care system will be analyzed. Students will explore current developments and trends in alternative and complementary health care treatments. Holistic nursing concepts of caring for self and others will be studied, and students will investigate principles of health promotion and illness prevention in various cultures.

Quarter Credit Hours: 6

Prerequisite: NU 310

NU 418: NURSING CARE OF THE GERIATRIC PATIENT

This course builds on previous knowledge and skills from the sciences, humanities, and nursing. Students will adapt nursing interventions to elderly patients with several chronic, comorbid health conditions. Students will learn to assess the impact of physical, mental, functional, and social situations on the quality of life of elderly persons. Common medical conditions and issues are explored, including risks to the elderly. Interventions to promote quality outcomes and to prevent negative geriatric syndromes will be addressed. Interdisciplinary models of care are discussed as a means to provide seamless geriatric care. This course must be taken concurrently with the related clinical course. Failure of the clinical course will result in concurrent failure of the didactic course.

Quarter Credit Hours: 4

Prerequisite: NU 327 and clinical, and NU 330 and clinical | Corequisite: State-specific clinical course

NU 418ME: NURSING CARE OF THE GERIATRIC PATIENT CLINICAL

This course will allow students to apply theory and concepts presented in the Nursing Care of the Geriatric Patient course. Students will apply the nursing process to the care of geriatric clients and their families. Skills, simulations, and clinical experiences will focus on the care of geriatric clients. Implementation of nursing interventions, use of patient care technologies, interprofessional communication, and clinical decision-making skills will be emphasized. This course must be taken concurrently with the related didactic course. Failure of the didactic course will result in concurrent failure of the clinical course. This course contains 60 hours of clinical experience.

Quarter Credit Hours: 2

Prerequisite: NU 327 and clinical, and NU 330 and clinical | Corequisite: NU 418

NU 420: LEADERSHIP AND MANAGEMENT IN THE CHANGING HEALTH CARE ENVIRONMENT

Nurses must be able to apply leadership concepts and skills and decision making in the provision of high-quality nursing care in an ever-changing, global health care environment. This course will prepare students to understand organizational and systems leadership, quality improvement, a culture of safety, and how these impact patient outcomes. A focus will be on the development of leadership skills that emphasize ethical and critical decision making, effective communication and interprofessional collaboration, and the promotion of a professional practice environment.

Quarter Credit Hours: 6

Prerequisite: NU 300

NU 422: LEADERSHIP, MANAGEMENT, ISSUES, AND TRENDS IN NURSING

As members of the nursing profession, providers of patient care and managers of care, nurses are challenged to serve as effective change agents, managers, and leaders in complex health care systems. This course will prepare students to understand and apply principles of change theory to management and leadership activities in nursing including planning, staffing, directing, and controlling various resources in diverse health care systems. This course will address contemporary trends and issues in the field of nursing. Topics will include: health care finance, health care policy and regulation, technology and its impact on patients and health care alike, and nursing's role in quality and safety initiatives. The course emphasizes a systems theory approach to the management of organizations. The accountabilities of the nurse as a manager will be examined to include organizational assessment, decision making, strategic planning, financial management, human resource management, and quality improvement.

Quarter Credit Hours: 5

Prerequisite: NU 411 and clinical, and NU 452 and clinical

NU 430: NURSING CARE AT THE END OF LIFE

This course builds on previous knowledge and skills from the sciences, humanities, and nursing. Students learn the philosophy and concepts of palliative and hospice care, differentiating these from care given in the acute care setting. The role of the nurse as a vital member of the interprofessional team providing care to the patient as part of a family at the end of life is examined. The cultural, ethical, and spiritual influences that impact care to the dying patient and the family are explored. Students apply the concepts of symptom management, therapeutic communication, advocacy, and grief in the provision of care to the dying and their families.

Quarter Credit Hours: 6

Prerequisite: NU 310

NU 440: FAITH COMMUNITY NURSING

This course provides students with an overview of the role of the professional nurse as a member of a ministerial team and faith community. Focusing broadly in a variety of spiritual belief systems, the student will learn about the dimensions of the faith community nurse role. The course will include historical perspectives of faith community nursing; the work of the nurse as a member of the ministerial team; and the integration of faith, health, and the community in the practice of faith community nurses. Legal and ethical considerations of faith community nursing will be addressed, as well as nursing interventions for common issues cared for by faith community nurses. This course does not endorse or promote any specific spiritual or religious faith, nor is the particular practice of the student a requirement for the course. Students will be required to engage in self-reflection and perform self-awareness assessments throughout the course.

Quarter Credit Hours: 6

Prerequisite: NU 310

NU 450: PUBLIC HEALTH NURSING—POPULATION-CENTERED HEALTH CARE IN THE COMMUNITY

This course integrates and applies the major concepts of previous nursing courses by investigating the differences between the delivery of nursing care to individuals and nursing care directed toward communities and populations. Topics include the public health principles of epidemiology, genomic theory, chronic disease, drug and alcohol abuse, and communicable diseases. The ways in which nursing informatics plays a role regarding the types of records kept in community and public health agencies will also be explored. In addition, students will study the career options open to the public health nurse such as home health, hospice, occupational health nurse, forensics, disaster management, case management, school nursing, and community nurse leader.

Quarter Credit Hours: 6

Prerequisite: NU 420

NU 452: COMMUNITY-BASED NURSING CARE

This course integrates and applies the major concepts of previous nursing courses by investigating the differences between the delivery of nursing care to individuals and nursing care directed toward communities and populations. Topics include the public health principles of epidemiology, genomic theory, chronic disease, substance abuse, and communicable diseases. The ways in which informatics and information technology plays a role in community and public health agencies will also be explored. In addition, students will study the career options open to the nurse such as home health, hospice, occupational health, forensics, disaster management, case management, school nursing, and community nurse leader. This course must be taken concurrently with the related clinical course. Failure of the clinical course will result in concurrent failure of the didactic course.

Quarter Credit Hours: 4

Prerequisite: NU 341 and clinical, and NU 418 and clinical | Corequisite: State-specific clinical course

NU 452ME: COMMUNITY-BASED NURSING CARE CLINICAL

This course will allow students to apply theory and concepts presented in the Community-Based Nursing Care course. Students will apply the nursing process in the care of communities. Skills, simulations, and clinical experiences will focus on the application of assessment, analysis, implementation, and evaluation within a community setting. Implementation of nursing interventions, use of patient care technologies, interprofessional communication, and clinical decision-making skills will be emphasized. This course must be taken concurrently with the related didactic course. Failure of the didactic course will result in concurrent failure of the clinical course. This course contains 60 hours of clinical experience.

Quarter Credit Hours: 2

Prerequisite: NU 341 and clinical, and NU 418 and clinical | Corequisite: NU 452

NU 491: DIRECTED STUDIES IN THE SCHOOL OF NURSING—BSN COMPLETION

In this course, students in the School of Nursing will engage in an independent, directed studies project focused on a student-submitted topic of inquiry. The student will select a topic of inquiry that is of interest and relevant to her or his professional goals. The topic will be associated with the student's concurrent clinical course and will be approved by the Chair.

Quarter Credit Hours: 1

Prerequisite: Permission from the Dean; upper-level students only

NU 492: DIRECTED STUDIES IN THE SCHOOL OF NURSING—BSN COMPLETION

In this course, students in the School of Nursing will engage in an independent, directed studies project focused on a student-submitted topic of inquiry. The student will select a topic of inquiry that is of interest and relevant to her or his professional goals. The topic will be associated with the student's concurrent clinical course and will be approved by the Chair.

Quarter Credit Hours: 2

Prerequisite: Permission from the Dean; upper-level students only

NU 493: DIRECTED STUDIES IN THE SCHOOL OF NURSING—BSN COMPLETION

In this course, students in the School of Nursing will engage in an independent, directed studies project focused on a student-submitted topic of inquiry. The student will select a topic of inquiry that is of interest and relevant to her or his professional goals. The topic will be associated with the student's concurrent clinical course and will be approved by the Chair.

Quarter Credit Hours: 3

Prerequisite: Permission from the Dean; upper-level students only

NU 494: DIRECTED STUDIES IN THE SCHOOL OF NURSING—BSN COMPLETION

In this course, students in the School of Nursing will engage in an independent, directed studies project focused on a student-submitted topic of inquiry. The student will select a topic of inquiry that is of interest and relevant to her or his professional goals. The topic will be associated with the student's concurrent clinical course and will be approved by the Chair.

Quarter Credit Hours: 4

Prerequisite: Permission from the Dean; upper-level students only

NU 495: DIRECTED STUDIES IN THE SCHOOL OF NURSING—BSN COMPLETION

In this course, students in the School of Nursing will engage in an independent, directed studies project focused on a student-submitted topic of inquiry. The student will select a topic of inquiry that is of interest and relevant to her or his professional goals. The topic will be associated with the student's concurrent clinical course and will be approved by the Chair.

Quarter Credit Hours: 5

Prerequisite: Permission from the Dean; upper-level students only

NU 496: BACHELOR'S CAPSTONE IN NURSING FOR ENTRY-LEVEL PRACTICE

In this course, the student will demonstrate learning throughout the nursing program. Specific emphasis will be placed on analysis of the program outcomes and the degree to which each was achieved. Content including professionalism, organizational leadership, evidence-based practice, technology, and clinical practice will be evaluated in terms of nursing application. Throughout the term, students must consider their practice in terms of preparation for the NCLEX-RN[R] examination. This course must be taken concurrently with the related clinical course. Failure of clinical course will result in concurrent failure of the didactic course.

Quarter Credit Hours: 4

Prerequisite: NU 411 and clinical, and NU 452 and clinical | Prerequisite or Corequisite: NU 422 | Corequisite: State-specific clinical course

NU 496ME: BACHELOR'S CAPSTONE IN NURSING FOR ENTRY-LEVEL PRACTICE CLINICAL

The capstone requires students to integrate competencies essential for the practice of professional nursing. The student will progress from a structured, supervised practice to receive general supervision from the faculty and agency preceptor(s). The clinical site will be dependent upon the student's needs and based upon the joint analysis of the student and faculty prior to the placement. Students will apply the nursing process in the practice of nursing. Skills, simulations, and clinical experiences will focus on the application of assessment, analysis, implementation, and evaluation of the nursing profession within the complexity of the health care environment. Implementation of nursing interventions, use of patient care technologies, interprofessional communication, and clinical decision-making skills will be emphasized. This course must be taken concurrently with the related didactic course. Failure of the didactic course will result in concurrent failure of the clinical course. This course contains 20 hours of laboratory and 120 hours of clinical experience.

Quarter Credit Hours: 5

Prerequisite: NU 411 and clinical, and NU 452 and clinical | Prerequisite or Corequisite: NU 422 | Corequisite: NU 496

NU 499: BACHELOR'S CAPSTONE IN NURSING

This capstone course represents the culmination of the Bachelor of Science in Nursing program and is an opportunity for students to demonstrate what they have learned over the course of study. Students have the opportunity to participate in either a virtual health care experience or in the creation of an evidence-based portfolio project. Through this capstone process, the student will demonstrate integration of the essential concepts from each course in the program. The goal of each capstone project is to model an approach designed to improve patient health outcomes.

Quarter Credit Hours: 6

Prerequisite: Completion of all required nursing courses and electives; last term or permission from the Dean

Social and Behavioral Sciences

Arts and Sciences AS

AS 295: COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES ASSOCIATE'S INTERNSHIP

This course will provide students in the College of Social and Behavioral Sciences' associate of applied science programs with practical experience in a professional field. It provides an opportunity to combine academic theory with new, career-related experience. At least 10 hours per week must be devoted to tasks that apply theory and academic content in a professional setting for a minimum of 100 out-of-class hours. Tasks must be delineated in the Learning Contract, which demonstrates an application of academic theory in the workplace.

Quarter Credit Hours: 5

Prerequisite: Application approval and permission from the Department Chair

AS 495: COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES BACHELOR'S INTERNSHIP

This course will provide students in the College of Social and Behavioral Sciences' bachelor of science programs with practical experience in a professional field. It provides an opportunity to combine academic theory with new, career-related experience. At least 15 hours per week must be devoted to tasks that apply theory and academic content in a professional setting for a minimum of 150 out-of-class hours. Tasks must be delineated in the Learning Contract, which demonstrates an advanced application of academic theory in the workplace.

Quarter Credit Hours: 6

Prerequisite: Application approval and permission from the Department Chair

Childhood Education CE

CE 100: PREPARING FOR A CAREER IN EARLY CHILDHOOD DEVELOPMENT

Early childhood professionals establish an environment for the early learning success of the children they serve. This course provides the opportunity for the early childhood development student to prepare for success in the Kaplan University classroom environment. Topics addressed include roles, responsibilities, and various career opportunities within the field, professional standards, personal management tools, strategies, and university resources. Additionally, students will preview the portfolio project that will be developed in the final capstone course in the program.

Quarter Credit Hours: 5

Prerequisite: None

CE 101: INTRODUCTION TO EARLY CHILDHOOD EDUCATION

This course will present an overview of the field of early childhood development. Students will learn the foundations necessary to provide safe, healthy, high-quality care for young children. An emphasis will be placed on governing standards and regulations, historical perspectives, and current trends. This course will also focus on what it means to be an early childhood professional and will assist students in developing effective professional practices in the field.

Quarter Credit Hours: 5

Prerequisite: None

CE 114: EARLY CHILDHOOD DEVELOPMENT

This course surveys the physical, social, emotional, and cognitive development of children from birth through age 8. In order to provide developmentally appropriate care giving, nurturing, and instruction for the most important developmental years in life, topics will include: attachment issues, developmental milestones, and developmentally appropriate strategies. Using their understanding of how young children develop, students will discuss issues in early childhood care, safety and health concerns, guidance techniques, and behavioral expectations.

Quarter Credit Hours: 5

Prerequisite: None

CE 211: MATH METHODS

The course explores the theories and best practices required to teach numeracy and mathematics in early childhood education. The content and teaching strategies reinforce the concept that children construct knowledge through exploration and discovery. Students will be provided with opportunities to examine mathematical concepts using a problem solving approach and a variety of manipulative materials. Topics include number sense, logic, measurement problem solving, operations, and more. Students will be creating environments that foster mathematics learning in accordance with current educational standards and reform. (Onsite only)

Quarter Credit Hours: 5

Prerequisite: MM 150

CE 215: EARLY CHILDHOOD CURRICULUM PLANNING

In this course, students will study teaching methods for educational settings that serve young children. Attention will be given to developmental domains, strategies for planning, organizing the learning environment, facilitating teacher-child interactions, guiding children's behavior, conducting lessons, assessing, care giving, supporting play, and addressing standards through integrated and emergent curriculum.

Quarter Credit Hours: 5

Prerequisite: None

CE 220: CHILD SAFETY, NUTRITION, AND HEALTH

The course is designed to help students advance their knowledge of the factors that affect the health, nutrition, and safety of the young child. Students will be able to identify common childhood illnesses and their causes, discuss the nutritional needs of healthy young children with those of children who have allergies or chronic disease conditions, discuss healthy menus using current information, and explain the basics of adequate nutrition to children and caregivers. Students also will identify safe indoor and outdoor learning activities and suggest ways to create environments that maximize safety.

Quarter Credit Hours: 5

Prerequisite: None

CE 230: CREATIVE ACTIVITIES FOR YOUNG CHILDREN

This course is designed to help early childhood care professionals provide creative, developmentally appropriate practices in a child care environment. Participants will examine materials and activities that will help foster children's social, emotional, cognitive, and physical development, with an emphasis on activities that encourage independence, exploration, risk-taking, and opportunities to think and act creatively.

Quarter Credit Hours: 5

Prerequisite: None

CE 240: YOUNG CHILDREN WITH SPECIAL NEEDS

This course is designed to help future early childhood care professionals become effective caregivers and advocates for young children with special needs and their families by learning how to apply strategies to address learning differences. Students will explore some of the more common learning differences and disabilities currently encountered in the inclusive classroom. They will explain the value of early identification of special needs and the importance of intervening early, in accordance with relevant federal legislation. Students also will demonstrate how to communicate and collaborate with families in real-world situations for the benefit of the child with special needs.

Quarter Credit Hours: 5

Prerequisite: CE 101

CE 250: INTEGRATING SOCIAL STUDIES CURRICULUM IN INCLUSIVE CLASSROOMS

This course examines the integration of social studies throughout the entire curriculum. The course emphasizes strategies used to teach relevant social studies topics to diverse learners. Students analyze how the classroom environment they create with children mirrors communities at large. Students will explore resources that promote antibias and acceptance in the inclusionary classroom. (Onsite only)

Quarter Credit Hours: 5

Prerequisite: 100/200-level child development course

CE 260: EARLY CHILDHOOD SCIENCE METHODS

The course explores the theories and best practices required to teach science in early childhood education. The content and teaching strategies reinforce the concept that children construct knowledge through exploration and discovery. Students will be provided with opportunities to examine scientific ideas using a problem-solving approach and a variety of manipulative materials. Emphasis is on science as inquiry and creating environments that foster scientific learning in accordance with current educational standards and reform. (Onsite only)

Quarter Credit Hours: 5

Prerequisite: CE 215

CE 298: CAPSTONE IN EARLY CHILDHOOD EDUCATION WITH EXTERNSHIP

This capstone course is the culminating experience for the Associate of Applied Science in Educational Paraprofessional for campus-based students. This course builds on the coursework completed throughout the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework. A portfolio will cap the learning experience and will include artifacts that demonstrate mastery of the program outcomes. Students will be required to complete a 120-hour externship experience in an early childhood classroom setting, where they not only participate in the operation of the classroom but are responsible for a portion of the curriculum. Students practice as able communicators and listeners with both the children in their care and the cooperating staff. (Onsite only)

Quarter Credit Hours: 5

Prerequisite: Last term or permission from the Dean

CE 299: ASSOCIATE'S CAPSTONE FOR EARLY CHILDHOOD DEVELOPMENT

This capstone course is the culminating experience for the Associate of Applied Science in Early Childhood Development. This course builds on the coursework completed throughout the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework. A portfolio will cap the learning experience and will include artifacts that demonstrate mastery of the program outcomes.

Quarter Credit Hours: 5

Prerequisite: Last term

CE 300: OBSERVATION AND ASSESSMENT IN EARLY CHILDHOOD

This course prepares students to use the various methods of assessment and observation, including standardized and authentic assessment strategies, as a way to assess children's growth and the development of knowledge and skills. Students will apply assessment strategies through virtual field experiences and case studies to identify developmental levels, interests, and abilities, and interpret the data collected.

Quarter Credit Hours: 6

Prerequisite: None

CE 301: TYPICAL AND ATYPICAL INFANT AND TODDLER DEVELOPMENT

This course examines theories and processes of typical and atypical development from prebirth through age 3. The focus of this course concentrates on understanding the patterns of infant and toddler development and the factors that affect relationships and the ability to learn. Students will explore the impact of biological and environmental factors in the prenatal, perinatal, and postnatal periods. Students will apply knowledge of the five developmental domains in relation to assessment, curriculum development, and intervention and implementation. (Onsite only)

Quarter Credit Hours: 6

Prerequisite: 100/200-level child development course

CE 310: CHILDREN'S LITERACY

This course focuses on how children's literature experiences contribute to children's literacy skills. Students will be introduced to a balanced reading framework: shared, modeled, guided, and some independent reading and writing strategies. Reading fluency and comprehension strategies will be emphasized. How to apply assessment strategies, including running reading records, anecdotal records of reading progress, and pre-emergent and emergent literacy scales, will be introduced.

Quarter Credit Hours: 6

Prerequisite: CE 300

CE 320: LANGUAGE DEVELOPMENT IN THE YOUNG CHILD

This course focuses on language acquisition, development, and communication skills. Students will participate in and use virtual field observations and readings to learn about theories of and influences on how young children acquire and develop language. Students will be presented with an overview of the stages of oral language development and will discuss current thinking with regard to bilingualism.

Quarter Credit Hours: 6

Prerequisite: CE 300

CE 330: TEACHING ACROSS CONTENT—MATH, SCIENCE, AND SOCIOLOGY FOR YOUNG CHILDREN

This course examines the teaching skills of inquiry and discovery-based learning in math and science for young children. Using current theories of development, students develop a working knowledge of methods and materials, scope and sequence of concepts through age 8, related curriculum standards, and assessment strategies. The mathematical concepts of numbers, geometry, problem solving, patterns, parts and wholes, measurement, and graphing will be examined. The processes of science will be explored. Students apply sociology concepts as they relate to children within the classroom and the community at large. Students will also learn how to incorporate goals, objectives, and processes into integrated curriculum.

Quarter Credit Hours: 6

Prerequisite: CE 300

CE 340: INTRODUCTION TO AUTISM SPECTRUM DISORDERS IN YOUNG CHILDREN

This course introduces students to autism spectrum disorders in young children. Topics include the historical and theoretical foundations of autism and current diagnostic criteria. Students will differentiate the characteristics of autism including comparing differences in brain structure as well as social, emotional, communication, behavioral, sensory-motor, and cognitive characteristics of children with autism spectrum disorders.

Quarter Credit Hours: 6

Prerequisite: CE 240

CE 341: USING ACCOMMODATIONS AND ASSISTIVE TECHNOLOGY FOR CHILDREN WITH SPECIAL NEEDS

This course will examine how technology and accommodations equalize access to education for children with special needs. Discussions regarding different forms of assistive technology and accommodations will include evaluation and appropriate implementation of the forms in the child's classroom environment. Students will explore how children with limitations in mobility, vision, hearing, cognition, perception, and communication successfully participate in an environment with the aid of technology and/or accommodations. (Onsite only)

Quarter Credit Hours: 6

Prerequisite: 100/200-level child development course and 100/200-level special education course

CE 350: LANGUAGE AND SOCIAL SKILL DEVELOPMENT FOR YOUNG CHILDREN WITH AUTISM

This course addresses the study of language and communication issues and disorders in young children with autism. Students will discuss language assessment and intervention models and programs for children with autism.

Quarter Credit Hours: 6

Prerequisite: CE 340

CE 360: TEACHING EXCEPTIONAL STUDENTS IN EARLY CHILDHOOD CLASSROOMS

This course is designed to help aspiring educators in preschool through third grade classrooms understand what is required to work with students with special needs who are placed in general education classrooms. In this course you will gain knowledge of the characteristics and needs of diverse learners. Strategies for adapting lesson plans and differentiating instruction to accommodate all exceptional learners will be presented, from the more traditional special education children with physical, emotional, and/or cognitive challenges to students identified as gifted and talented. You will explore special education laws and regulations as they apply to the general education classroom teacher. (Onsite only)

Quarter Credit Hours: 6

Prerequisite: CE 420

CE 410: TEACHING ART AND MUSIC IN EARLY CHILDHOOD

This course will examine the foundations and theories of the creative arts with young children. Students will learn how to encourage imagination, flexible thinking, problem solving, and creative movement in order to formulate connections with the processes that children employ in their creative expression. Students will use course knowledge to plan developmentally appropriate creative activities for children.

Quarter Credit Hours: 6

Prerequisite: CE 300

CE 420: CURRICULUM DEVELOPMENT

This course compares the history, theories, research, and contemporary influences of curriculum development in early childhood education. Developmentally appropriate early childhood lesson plans and activities will be analyzed and developed.

Quarter Credit Hours: 6

Prerequisite: CE 300

CE 430: LEARNING THROUGH PLAY IN THE INCLUSIVE CLASSROOM

This course further examines the theories of Piaget, Vygotsky, Erikson, and others to demonstrate how children learn through play and the effect play has on all the developmental domains. Students will learn how to incorporate necessary skill development and assistive technology into play while addressing the individual needs of all children in the classroom.

Quarter Credit Hours: 6

Prerequisite: CE 300

CE 440: TEACHING YOUNG CHILDREN WITH AUTISM

This course presents an overview of interventions for young children with autism spectrum disorders and the strategies needed for teaching. Emphasis is placed on evidence-based interventions, with a review of nonresearch-based interventions, in order for students to become critical consumers of the literature related to autism intervention. Students will learn pedagogical foundations for best practice in instructional programming and curriculum development for young children with autism spectrum disorders.

Quarter Credit Hours: 6

Prerequisite: CE 340 and CE 350

CE 450: BEHAVIOR INTERVENTION AND STRATEGIES FOR WORKING WITH YOUNG CHILDREN WITH AUTISM

This course builds on prior knowledge as students examine classroom management and applied behavior analysis strategies. Students will focus on implementation and evaluation of individual and group management programs for young children with autism spectrum disorders.

Quarter Credit Hours: 6

Prerequisite: CE 350 and CE 440

CE 460: SPECIAL EDUCATION LAW

This course will focus on federal and state laws and regulations that impact how educators design and implement programs for children with special needs. The course emphasizes the process of collaborating with an interdisciplinary team in organizing and conducting individual education plan meetings; how to determine eligibility for special education services; and the procedural safeguards involved in all aspects of special education. Students will practice writing educational and behavior plans and linking these plans to daily instruction, record keeping, and evaluation. (Onsite only)

Quarter Credit Hours: 6

Prerequisite: 100/200-level special education course and CE 300

CE 497: STUDENT TEACHING PART A

This course provides campus students with the opportunity to integrate and apply their learning in a comprehensive manner within an early childhood classroom setting. Students will complete a 170-hour, part-time student teaching experience (2.5 days per week) where they not only participate in the operation of the classroom but are responsible for a portion of the curriculum. Students practice as able communicators and listeners with both the children in their care and the cooperating staff. Students will reflect on the courses taken and develop an understanding of the National Association for the Education of Young Children (NAEYC) standards, developmentally appropriate practices based upon child development research, curriculum, and professionalism. This course will culminate with a comprehensive professional portfolio that integrates learning throughout the program. (Onsite only)

Quarter Credit Hours: 6

Prerequisite: Last two terms, permission from the Department Chair, and successful completion of the Praxis I exam

CE 498: STUDENT TEACHING PART B

This course provides campus students with the opportunity to integrate and apply their learning in a comprehensive manner within an early childhood classroom setting. Students will complete a full-time student teaching experience where they participate in the operation of the classroom. Students will fully transition into teaching all subjects in the curriculum. Students practice as able communicators and listeners with both the children in their care and the cooperating staff. Students will reflect on the courses taken and strengthen practical skills related to developmentally appropriate practices based upon child development research, curriculum, and professionalism. This course will culminate with a comprehensive professional portfolio. (Onsite only)

Quarter Credit Hours: 12

Prerequisite: CE 497 and permission from the Dean

CE 499: BACHELOR'S CAPSTONE IN EARLY CHILDHOOD DEVELOPMENT

This final course provides students with the opportunity to integrate and apply their learning in a comprehensive manner. Students will reflect on the courses taken and develop an understanding of the National Association for the Education of Young Children (NAEYC) standards, developmentally appropriate practices based upon child development research, curriculum, and professionalism. This course will culminate with a comprehensive professional portfolio that integrates learning throughout the program.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

Criminal Justice CJ

CJ 100: PREPARING FOR A CAREER IN PUBLIC SAFETY

This course introduces students to careers in criminal justice and describes the Kaplan University public safety degree programs. The field of study, skill sets, and the criminal justice agencies and diverse populations encountered in the field will be discussed. Students will research the public safety degree program and class offerings in conjunction with their professional and personal goals in order to map out their specific degree plan and career goals. This course is designed to ensure criminal justice students have a successful social and academic transition into academic excellence within the Kaplan University community, and provide a foundation for success within the profession.

Quarter Credit Hours: 5

Prerequisite: None

CJ 101: INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM

This course provides an overview of the criminal justice system in the United States. Students gain an understanding of the philosophy and development of the criminal justice system, the current state of the criminal justice agencies and institutions, and the issues and challenges facing them.

Quarter Credit Hours: 5

Prerequisite: None

CJ 102: CRIMINOLOGY I

This course presents a framework for studying the nature and causes of crime and antisocial behavior. It focuses on explanations provided through criminal topologies and criminological theories, using a variety of multidisciplinary perspectives. Topics range from crime causation to the extent of crime, victimization, social and psychological theories, and various types of criminality including violent, property, and public order offenses.

Quarter Credit Hours: 5

Prerequisite: CJ 101

CJ 130: INTRODUCTION TO CORRECTIONS

This course examines the administrative and operational aspects of modern corrections in the United States. The historical development of corrections; the philosophy of punishment and corrections; correctional institutions, programs, and services; and topics such as inmate rights and correctional staffing are examined. Contemporary issues, such as overcrowding and privatization, are also explored.

Quarter Credit Hours: 5

Prerequisite: None

CJ 140: INTRODUCTION TO CONSTITUTIONAL LAW

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

Quarter Credit Hours: 5

Prerequisite: CJ 101

CJ 150: JUVENILE DELINQUENCY

This course involves the study of the historical development of the juvenile justice system, current programs and services available to juvenile offenders, and delinquency hearings and criminal trials.

Quarter Credit Hours: 5

Prerequisite: None

CJ 210: CRIMINAL INVESTIGATION

This course explains the importance and legal significance of evidence. It demonstrates how the investigative process works, from crime scene preservation to case preparation and courtroom presentation. It also examines various techniques used during criminal investigations, such as photography, interviewing, evidence handling, and scene reconstruction, and how each applies to specific types of crimes.

Quarter Credit Hours: 5

Prerequisite: CJ 101

CJ 211: POLICE OPERATIONS

This course examines the roles, responsibilities, issues, and trends related to contemporary law enforcement organizations. It also provides an in-depth look at community policing, policing in selected foreign countries, stress recognition and management, civil liability, public expectations, and police careers.

Quarter Credit Hours: 5

Prerequisite: CJ 101

CJ 212: CRIME PREVENTION

This course provides an overview of the diverse field of crime prevention with a heavy emphasis on primary prevention and a minor focus on secondary and tertiary prevention. Students will explore such elements of crime prevention as physical environmental design, the role of the community and the mass media, deterrence, community policing, school programs, drug abuse issues, and rehabilitation.

Quarter Credit Hours: 5

Prerequisite: CJ 101

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

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

Quarter Credit Hours: 5

Prerequisite: Any College Composition I course

CJ 227: CRIMINAL PROCEDURE

This course examines the constitutional protection and due process afforded every person arrested in the United States. It provides students with a thorough understanding of the U.S. justice system from the time of arrest through the sentencing of the criminal offender. In addition, this course examines such matters as victims' rights and the effects of gangs on the crime problem.

Quarter Credit Hours: 5

Prerequisite: CJ 101

CJ 230: CRIMINAL LAW FOR CRIMINAL JUSTICE

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

Quarter Credit Hours: 5

Prerequisite: CJ 101

CJ 233: INTRODUCTION TO FORENSIC PSYCHOLOGY

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

Quarter Credit Hours: 5

Prerequisite: CJ 101

CJ 246: HUMAN RELATIONS IN A DIVERSE SOCIETY

This course will offer students the opportunity to examine current issues, social problems, and existing research related to culturally diverse societies. Emphasis will be placed on the need for cultural awareness and diversity education, an enhanced understanding of cultural differences, and a critical thinking and research approach that correlates with the exploration of diversity as it relates to criminal justice.

Quarter Credit Hours: 5

Prerequisite: None

CJ 290: CONFRONTING TERRORISM TODAY

This course explores the historical development of both domestic and international terrorism, provides a foundational knowledge of current terrorist groups and their tactics, and examines counterterrorism methods.

Quarter Credit Hours: 5

Prerequisite: None

CJ 299: ASSOCIATE'S CAPSTONE IN CRIMINAL JUSTICE

The capstone project applies problem-solving techniques and research skills to real-world situations by building on the criminal justice concepts learned by the student in other courses. Students will identify a contemporary issue in criminal justice, research the issue, analyze the situation, define possible solutions, and then recommend and defend their proposed solution.

Quarter Credit Hours: 5

Prerequisite: Last term or permission from the Dean

CJ 307: CRISIS MANAGEMENT IN TERRORIST ATTACKS AND DISASTERS

This course will cover the methodology and rationale behind the unified response to a terrorist, Weapons of Mass Destruction (WMD), or disaster incident within the National Incident Management System (NIMS) and Incident Command System (ICS). Students will explore the management and incident command response to terrorist, WMD, or disaster events, including elements of logistics, budgeting, prioritization, staffing, and support. Students will examine these methodologies from the perspective of crisis management and consequence management.

Quarter Credit Hours: 6

Prerequisite: CJ 101

CJ 316: INVESTIGATING CYBERCRIME

This course focuses on the legal challenges of cybercrime and technology-based fraud. Students learn about techniques for cybercrime investigation through real-world examples. Online intelligence gathering, the nature of evidence in high-tech crime, and tracking methodologies for cybercrime are explored. Through the use of actual cases, students examine the threats presented by hackers and high-tech terrorists, as well as the dangers presented by online pedophiles. Students will learn how to properly respond and investigate high-tech crime with current technology.

Quarter Credit Hours: 6

Prerequisite: None

CJ 325: PSYCHOLOGY FOR LAW ENFORCEMENT

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

Quarter Credit Hours: 6

Prerequisite: CJ 101; PS 124 recommended

CJ 328: FORENSIC FINGERPRINT ANALYSIS

This course provides the student with a historical view of the science of fingerprints, as well as a look at the struggle to develop a universal classification system. It will discuss the basic fundamentals of the formation of friction ridge skin and the functions of the different layers of human skin. As the course explores the systematic approach to processing crime scenes for latent fingerprints, the student will experience hands-on fingerprint processing techniques. In addition, various types of computer software and photography equipment will be evaluated as latent print enhancement and documentary tools. In summation, the course will delve into the actual evaluation and comparison of latent prints, ending with a discussion of the latent print examiner as an expert witness in court.

Quarter Credit Hours: 6

Prerequisite: CJ 101

CJ 333: FAMILY AND DOMESTIC VIOLENCE

This course discusses the relationship between criminal justice and social service systems that deal with family and domestic violence, including, but not limited to, how the criminal justice, research, and social service communities work to provide a multiagency approach to this devastating issue.

Quarter Credit Hours: 6

Prerequisite: CJ 101

CJ 340: APPLIED CRIMINAL JUSTICE ETHICS

This course teaches students the fundamentals of morality and ethics in the context of applied criminal justice. Topics covered include the role of ethics as it pertains to the recruitment, hiring, and promotion of personnel; the mission of the criminal justice system; the importance of maintaining public trust; the responsible use of discretionary authority; the devastating consequences of official misconduct and recommendations for its control; the importance of organizational leadership; the role of training; and the future of the criminal justice system.

Quarter Credit Hours: 6

Prerequisite: CJ 101

CJ 345: SUPERVISORY PRACTICES IN CRIMINAL JUSTICE

This course combines state-of-the-art behavioral theory with numerous cases that allow students to identify and resolve personnel and organizational problems. It prepares students for effective police management and supervision.

Quarter Credit Hours: 6

Prerequisite: CJ 101

CJ 355: HOMELAND SECURITY

The course provides an introduction to homeland security and the agency role in preparing national security for threats of domestic and international terrorism. This role ensures homeland security management and operational assistance for federal, state, and local agencies. The goal of this course is to ensure students develop an understanding of how the Department of Homeland Security prepares and addresses domestic and international terrorism. The student should be able to apply this knowledge from both an academic and practitioner perspective. Students will demonstrate the ability to apply this knowledge by identifying and applying homeland security management principles and practices.

Quarter Credit Hours: 6

Prerequisite: CJ 101

CJ 370: CRIME SCENE INVESTIGATION II

This course provides students with a general overview of crime scene techniques for a basic understanding of how to process crime scenes. Students will also learn the importance of evaluating and processing evidence in order to assist crime laboratory experts.

Quarter Credit Hours: 6

Prerequisite: CJ 101

CJ 385: FORENSIC CHEMISTRY AND TRACE EVIDENCE ANALYSIS

This course enhances the student's understanding of forensic science and its application to criminal investigations. It examines the history and development of the crime laboratory, forensic services provided to the law enforcement community, and the function of the forensic scientist. It provides an overview of the various types of physical evidence commonly submitted to the forensic laboratory for analysis. Students will explore how the forensic scientist uses analytical instruments and microscopes to examine, identify, and compare chemical and physical properties of suspected drug and toxicology samples, and trace evidence (e.g., glass, soil, metal, hair, fibers, paint, flammable liquids, and explosives).

Quarter Credit Hours: 6

Prerequisite: CJ 370

CJ 407: CRISIS NEGOTIATION

This course will cover crisis intervention and hostage situations where people are being held against their will as hostages, or in cases where a person has threatened violence or has barricaded themselves in preparation for a law enforcement response. Students will explore the reasons for the increase in school, workplace, and domestic violence and formulate comprehensive strategies to resolve the conflict.

Quarter Credit Hours: 6

Prerequisite: CJ 101

CJ 411: DRUGS AND ALCOHOL IN THE CRIMINAL JUSTICE SYSTEM

This course examines all aspects of drug use and abuse, with the goal of providing students with the information and knowledge to identify and understand drug use and abuse from the perspective of the criminal justice system. Students will learn about the history of drug use and abuse in the United States, the impact of drugs on the human body, various theoretical explanations for drug use and abuse, current treatment and prevention strategies, as well as the business of drugs and the criminal justice system's response in terms of law enforcement and public policy.

Quarter Credit Hours: 6

Prerequisite: CJ 101

CJ 420: JUVENILE JUSTICE

This course provides an overview of the juvenile justice system in the United States. It focuses on the design and application of the juvenile justice system. Upon completion of the course, students will have a full understanding of the interrelationships among philosophy, notions of causation, and procedural requirements provided to youthful offenders and abused children. Students will also be able to discuss and identify diversion and prevention programs, the effects of incarceration, and possible alternatives to incarceration. Last, the future of juvenile courts and the juvenile justice system will be addressed.

Quarter Credit Hours: 6

Prerequisite: CJ 101

CJ 433: PROBATION AND PAROLE

This course provides an introduction to probation, the most common response to criminal offenders, and parole. As the problem of prison overcrowding continues, probation and parole will expand, and so will the controversy surrounding their use. Students gain an understanding not only of probation and parole history, administration, policy, and procedures, but also areas of controversy. The course also provides insight into the difficult but interesting work performed by probation and parole officers.

Quarter Credit Hours: 6

Prerequisite: CJ 130 or enrollment in the advanced start Bachelor of Science in Criminal Justice degree option

CJ 440: CRISIS INTERVENTION

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

Quarter Credit Hours: 6

Prerequisite: CJ 101; PS 440 recommended

CJ 444: MANAGING CRIMINAL JUSTICE ORGANIZATIONS

This course deals with concepts and theory in the field of organizational behavior. The course focuses on the historical perspectives of organizational theorists, theories of motivations and leadership, and future trends and developments in modern organizations.

Quarter Credit Hours: 6

Prerequisite: None

CJ 445: CASE MANAGEMENT

This course provides an overview of case management approaches within a juvenile justice context. Students will explore the use of case management strategies to reduce recidivism, prevent unnecessary incarceration, and address problematic issues facing juvenile offenders. Students will examine the use of a comprehensive range of treatment perspectives and alternative sanctions, and understand the complexities of integrating multidisciplinary services. Additional topics include case management models and related components; managing caseloads while working with schools, courts, parents, and service providers; effective communication and relationship building; selecting appropriate intervention strategies; and traditional and innovative community-based prevention and treatment approaches to youth sentencing.

Quarter Credit Hours: 6

Prerequisite: CJ 150 or enrollment in the advanced start Bachelor of Science in Criminal Justice degree option

CJ 481: INDEPENDENT STUDY IN CRIMINAL JUSTICE

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

Quarter Credit Hours: 1

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

CJ 482: INDEPENDENT STUDY IN CRIMINAL JUSTICE

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

Quarter Credit Hours: 2

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

CJ 483: INDEPENDENT STUDY IN CRIMINAL JUSTICE

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

Quarter Credit Hours: 3

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

CJ 490: RESEARCH METHODS IN CRIMINAL JUSTICE

Topics covered include quantitative, qualitative, evaluative, and predictive research; principles of the scientific perspective; research ethics; methodology and design; sampling procedures; survey research; nonreactive data collection techniques; measurement of data; relationships between variables; descriptive statistics; and preparing and reading research reports.

Quarter Credit Hours: 6

Prerequisite: CJ 101; may not be taken concurrently with CJ 499

CJ 499: BACHELOR'S CAPSTONE IN CRIMINAL JUSTICE

This course is designed as the culminating experience of the Bachelor of Science in Criminal Justice. This course comprises a series of assignments that integrate concepts from the criminal justice curriculum. The assignments are designed to test application and critical thinking skills as students work through fact-based scenarios and analyze issues affecting contemporary practice.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

Communication and Composition CM

CM 100: FUNDAMENTALS OF ENGLISH

This course is designed to assist students who need additional preparation for college writing courses. Students examine and practice the writing process to strengthen their ability to produce well-organized essays, coherent paragraphs, and grammatically correct sentences. This course does not fulfill the composition or communications core requirement and is not eligible for "EC" or "TC" credit. (Onsite only)

Quarter Credit Hours: 2

Prerequisite: None

CM 111: COMMUNICATION PROGRAM AND PROFESSION

This course introduces students to the communication field and the Kaplan University Bachelor of Science in Communication degree program. The field of study, skill sets, and the process of communication will be discussed. Students will research the communication degree and class offerings along with their professional and personal goals in order to map out their specific degree plan.

Quarter Credit Hours: 5

Prerequisite: None

CM 115: COMMUNICATION—CONCEPTS AND SKILLS

Being able to communicate effectively in an information-based and globally connected society is a necessary and vital part of all professions. This course introduces basic communication skills, why intended messages often get misunderstood, how linguistic, cultural, gender, and social differences impact communication, and how to effectively and ethically use technology as a communication tool. Students will be introduced to the knowledge and skills necessary to understand communication and to effectively communicate in both professional and personal applications.

Quarter Credit Hours: 5

Prerequisite: None

CM 202: MASS MEDIA AND BROADCASTING

This course examines the roles of creators, consumers, and advertisers in a variety of mass media industries, including print, radio, film, television, and the World Wide Web. Discussions focus on the effects of technological advancements, government and industry regulation, advertiser and consumer feedback, and economic factors on mass media in the professional world, as well as legal and ethical issues in mass communication and industry.

Quarter Credit Hours: 5

Prerequisite: Any College Composition I course

CM 206: INTERPERSONAL COMMUNICATIONS

This course introduces students to the principles of interpersonal communication and emphasizes how to be a more effective communicator in professional and personal situations. Emphasis is on interpersonal communication in varying contexts, focusing on professional communication as well as personal, social, and cultural dimensions. Topics include the communication process, the influence of perception on communication, verbal and nonverbal elements of interaction, listening, the communication of emotions, conflict management, and effective communication strategies.

Quarter Credit Hours: 5

Prerequisite: Any College Composition I course

CM 208: COMMUNICATION RESEARCH SKILLS

This course introduces students to the research methods used in the communication field and provides an overview of both quantitative and qualitative processes and data analysis. The research process is explored from conception to completion and reporting the findings. Research challenges are discussed along with ethical considerations. There is an emphasis on how research can be applied to a wide variety of communication questions and problems.

Quarter Credit Hours: 5

Prerequisite: CM 115

CM 214: PUBLIC SPEAKING FOR THE PROFESSIONAL

This course provides students with practical advice and essential skills for public speaking in a variety of professional settings. Students will learn how to create presentations that are organized, well researched and persuasive. In addition to learning how to be effective oral communicators, students will explore how to address diverse audiences and analyze the impact of their communication in terms of persuasiveness, ethical considerations, and intended purpose. They will create and deliver presentations on diverse topics to an array of audiences and critique examples from professional speeches to understand what constitutes effective speaking.

Quarter Credit Hours: 5

Prerequisite: Any College Composition I course

CM 270: WRITING FOR MULTIMEDIA

Interactive multimedia involves engaging and dynamic presentations that interact with the user. The multimedia writer is required to understand and work with text-based content in combination with graphics, audio, video, still images, and animation. This course is designed to introduce students to the principles and techniques required to produce and write material for the world of multimedia and production. The course focus is on familiarizing students with emerging technologies, including the web and presentation software, that enhance their skills as journalists and editors. Students will engage in interactive documentary creation using a variety of media in combination with critical thinking.

Quarter Credit Hours: 5

Prerequisite: CM 240

CM 285: ENHANCING NONVERBAL COMMUNICATION IN A GLOBAL SOCIETY

Communication and understanding of human behavior combine both verbal and nonverbal communication skills. This course explores the impacts of cultural differences on the process of nonverbal communication and will familiarize students with the knowledge and tools necessary to communicate in a multicultural and global community. Students will examine the basic channels of nonverbal communications including facial expressions, tones of voice, gestures, posture and expressive movement, eye contact, proximity, and humor. Emphasis is given to how diverse backgrounds influence the act of communication, and how cultural perceptions and experiences determine how people send and receive messages.

Quarter Credit Hours: 5

Prerequisite: None

CM 305: COMMUNICATING IN A DIVERSE SOCIETY

This course provides students with the knowledge and skills necessary to communicate in a multicultural society. Students will analyze linguistic, cultural, and social differences and their impact on communication. The course will also address barriers to communication as well as the skills and concepts needed for effective communication outside of one's primary culture.

Quarter Credit Hours: 6

Prerequisite: None

CM 310: COMMUNICATION AND CONFLICT

This course focuses on the nature of communication and conflict in interpersonal and organizational contexts. Students learn to apply theories of conflict and conflict resolution with an emphasis on ways to manage conflict in order to create more productive and satisfying interpersonal and professional relationships.

Quarter Credit Hours: 6

Prerequisite: CM 220

CM 313: TOOLS FOR THE DIGITAL AGE

This course introduces students to the concepts necessary for effectively using new technologies and digital tools. By applying these concepts to the communication context (purpose and audience), students will be able to decide what tools are most appropriate. Students will also practice using a variety of digital tools and new technologies and reflect on how they affect communication.

Quarter Credit Hours: 6

Prerequisite: None

CM 315: GROUP DYNAMICS AND TEAM BUILDING

Group dynamics and team building come into play whether working together as a team of professional colleagues or as a family. This course is designed to help students learn to communicate effectively and ethically in different group settings. By participating in real-world group projects, students will critically examine how members of a team can successfully interact, collaborate, and make decisions. Students also will reflect on their personal role in the group process.

Quarter Credit Hours: 6

Prerequisite: CM 220 and a 100/200-level communication elective

CM 350: PUBLIC RELATIONS STRATEGIES

This course focuses on public relations processes and practices. Students will learn how public relations practitioners work, the role of public relations in organizations, the theories and processes of public relations, and how relationships are built with public relations principles. Topics will include issues management, crisis communication, how public relations differs from marketing and advertising, persuasive techniques, ethical considerations, how to use research to support points, how to analyze media messages, and how to create effective public relations materials.

Quarter Credit Hours: 6

Prerequisite: None

CM 405: COMMUNICATING PERSUASIVELY

Students will explore the role of persuasion in various communication contexts. They will analyze the factors that lead to the adoption of an idea, attitude, or action and the role of emotional appeal, credibility, and language in this process. The concepts and theories studied in the course will be applied to crafting persuasive messages appropriate for different contexts.

Quarter Credit Hours: 6

Prerequisite: None

CM 410: ORGANIZATIONAL COMMUNICATION

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

Quarter Credit Hours: 6

Prerequisite: CM 220

CM 460: STRATEGIC COMMUNICATION

Rhetoric is the art of composing and analyzing effective discourse. Students will study rhetorical principles and apply them to the processes of analyzing and producing discourse in a variety of contexts. Using rhetorical principles, students will evaluate the effectiveness of discourse for particular purposes and audiences. In addition to analyzing discourse, students will apply the principles they are learning to their own discourse and to the process of creating meaning in a variety of contexts.

Quarter Credit Hours: 6

Prerequisite: None

CM 499: BACHELOR'S CAPSTONE IN COMMUNICATION

This capstone course is the culminating experience for the Bachelor of Science in Communication. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program.

Quarter Credit Hours: 6

Prerequisite: Completion of the final term of the Bachelor of Science in Communication or permission from the Dean

Environmental Policy and Management EM

EM 101: INTRODUCTION TO ENVIRONMENTAL POLICY AND MANAGEMENT

This course will explore the origins of the major environmental laws and their intent, structure, and limitations in the United States. It will examine the laws' evolution and implementation over the past few decades with particular focus on the relationship between the federal government and the states. The course will also address the subsequent rise of the environmental movement and its influence on legislation.

Quarter Credit Hours: 5

Prerequisite: None

EM 205: THE POLITICS OF MANAGING THE ENVIRONMENT

This course is designed to provide an introduction to the study of environmental politics and policy in the United States from federal to state and local levels. It explores the role of key policy groups in environmental policy formation and implementation. Additionally, there is an examination of the role of grassroots movements in shaping public policies.

Quarter Credit Hours: 5

Prerequisite: EM 101

EM 305: THE ECONOMICS OF ENVIRONMENTAL MANAGEMENT

This course will focus on environmental policy analysis from the perspective of economics and management. Students will examine the economic concepts of efficiency, valuation criteria, instrument design, and cost analysis. Particular attention will be paid to the application of economic principles and related techniques to support decision making and policy in pursuit of sustainable development.

Quarter Credit Hours: 6

Prerequisite: MM 207

EM 410: THE GLOBAL ENVIRONMENT

This course will explore the impact of social and economic processes on the global environment. Students will examine global ecological interdependence and its implications for the institutions of governance, both nationally and internationally.

Quarter Credit Hours: 6

Prerequisite: None

EM 430: ENVIRONMENTAL POLICY ANALYSIS

Students will examine how developing and analyzing environmental policies involves balancing social, political, and economic considerations. This course encompasses the process of policy analysis, stakeholder impact, methods of analyzing and selecting the most appropriate policy response, and the effective communication of results to constituents and policymakers.

Quarter Credit Hours: 6

Prerequisite: EM 101

EM 499: BACHELOR'S CAPSTONE IN ENVIRONMENTAL POLICY AND MANAGEMENT

This capstone course is the culminating experience for the Bachelor of Science in Environmental Policy and Management. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills required throughout their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program. Students will conduct an approved research project under the supervision of a program chair or full-time faculty member in the School.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

Educational Paraprofessional EP

EP 230: SURVEY OF SPECIAL NEEDS

This course is designed to help aspiring educators in preschool through third grade classrooms understand what is required to work with students with special needs who are placed in general education classrooms. In this course you will gain knowledge of the characteristics and needs of diverse learners. Strategies for adapting lesson plans and differentiating instruction to accommodate all exceptional learners will be presented, from the more traditional special education children with physical, emotional, and/or cognitive challenges to students identified as gifted and talented. You will explore special education laws and regulations as they apply to the general education classroom teacher. (Onsite only)

Quarter Credit Hours: 5

Prerequisite: EP 114

Fire Science FS

FS 100: INTRODUCTION TO FIRE AND EMERGENCY SERVICES

This course introduces students to careers in fire and emergency services and the Kaplan University fire and emergency management programs. The field of study, skill sets, and professionalism will be discussed. Students will learn about the historical background of the modern fire service while learning research skills for the future. This course is designed to acclimate the fire science and emergency management student to Kaplan University while providing a solid foundation for success in the fire and emergency services profession.

Quarter Credit Hours: 5

Prerequisite: None

FS 101: FIRE BEHAVIOR AND COMBUSTION

This course investigates the basic concepts of fire, its spread, and its control. The course discusses the nature and properties of the three states of matter, explains the components of fire, and describes the physical and chemical properties of fire.

Quarter Credit Hours: 5

Prerequisite: None

FS 102: BUILDING CONSTRUCTION FOR FIRE PROTECTION

This course explores the fundamentals of building construction, types of structures, and structure designs, as well as the impact of building construction on firefighting. Students will study the forces that impact these structures and the codes applied to buildings and fire safety. They will also learn how buildings are constructed and how fire behaves with various building materials.

Quarter Credit Hours: 5

Prerequisite: FS 101

FS 103: FIRE PROTECTION HYDRAULICS AND WATER SUPPLY

This course explores the fundamentals of water usage in fire protection and explains how hydraulic principles are employed in the resolution of water supply problems. The course also discusses the methods used to effectively deliver water, foam, and other extinguishing agents to the fire scene.

Quarter Credit Hours: 5

Prerequisite: FS 101

FS 104: FIRE PROTECTION SYSTEMS

This course describes the principles of fire protection and system design. Students will explore fire control and suppression methods, including sprinkler, water spray, water mist, standpipe, and ultra high-speed water spray systems. The course also provides an overview of recent fire protection and suppression developments.

Quarter Credit Hours: 5

Prerequisite: FS 101

FS 105: FIRE PREVENTION PRACTICES

This course examines fire avoidance measures, including fire prevention education, fire safety inspection, fire code enforcement, and fire investigation. Students will gain an overview of the procedures and principles of inspections commonly conducted for control of structures, occupancy, or combined purposes.

Quarter Credit Hours: 5

Prerequisite: FS 100 or FS 120 for students enrolled in the Bachelor of Science in Fire and Emergency Management

FS 120: INTRODUCTION TO EMERGENCY MANAGEMENT

This course covers the five mission areas of emergency management: mitigation, preparedness, communications, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, and the roles of government agencies at all levels. Upon completion, you should be able to demonstrate an understanding of comprehensive and all-hazards emergency management.

Quarter Credit Hours: 5

Prerequisite: CM 107

FS 201: STRATEGY AND TACTICS

This course explores firefighting strategy and tactics, methods of fire attack, and prefire planning. Students will gain in-depth knowledge of fire control principles as well as how to utilize personnel, equipment, and extinguishing agents on the fire ground. This course also discusses special situations such as transportation emergencies and fires, high-rise fires, below-ground incidents, and confined space incidents.

Quarter Credit Hours: 5

Prerequisite: FS 101

FS 202: PRINCIPLES OF EMERGENCY SERVICES

This course provides students with an overview of fire protection as well as the philosophy and history of fire protection. Students will gain an understanding of career opportunities in fire protection and related fields, fire loss analysis, and the organization and function of public and private fire protection services. This course discusses the role of fire departments as part of local governments, as well as fire service laws, regulations, and terminology. Students will also be introduced to multiagency planning and operations as related to multialarm incidents, target hazards, and major disasters.

Quarter Credit Hours: 5

Prerequisite: FS 100 or FS 120 for students enrolled in the Bachelor of Science in Fire and Emergency Management

FS 204: OCCUPATIONAL SAFETY AND HEALTH FOR EMERGENCY SERVICES

This course examines the fundamentals of occupational health and safety for emergency service agencies. Students will gain knowledge of risk evaluation and control policies for fire stations, emergency vehicles, and training sites as well as for incidents involving fire, hazardous materials, and other EMS responses. Students will also gain knowledge of the basic principles and history to firefighter life safety initiatives.

Quarter Credit Hours: 5

Prerequisite: FS 101

FS 205: ETHICS FOR THE FIRE AND EMERGENCY SERVICES

This course provides an understanding of the types of ethical issues that can arise in the fire and emergency services. Students will examine philosophical concepts as they relate to modern ethics. The course will also provide an overview of various approaches to the ethical situations faced by fire and emergency service organizations.

Quarter Credit Hours: 5

Prerequisite: FS 120

FS 208: LEGAL ASPECTS OF EMERGENCY SERVICES

This course explores the legal issues that relate to emergency services, such as arson law and legal responsibilities of emergency services officers, as well as criminal and civil law. Students will gain an understanding of laws that impact emergency services management at both the state and local levels. The course also examines recent case law and legal decisions that impact emergency services agencies.

Quarter Credit Hours: 5

Prerequisite: FS 100 or FS 120 for students enrolled in the Bachelor of Science in Fire and Emergency Management

FS 220: PREPAREDNESS AND PLANNING FOR EMERGENCY MANAGEMENT

This course analyzes the rationale for and methods related to all-hazards emergency preparedness and planning. Topics include preparedness strategies, planning concepts and processes, public awareness programs, and training and exercise programs.

Quarter Credit Hours: 5

Prerequisite: FS 120

FS 225: EMERGENCY MANAGEMENT RESPONSE

This course provides an overview of the response phase of emergency management including government policies related to disaster response. The content will include the purpose of the National Response Plan.

Quarter Credit Hours: 5

Prerequisite: FS 120

FS 299: ASSOCIATE'S CAPSTONE IN FIRE SCIENCE

This course is designed as the culminating experience of the Associate of Applied Science in Fire Science. This course consists of a series of assignments that integrate concepts from the fire science curriculum. The assignments are designed to test application and critical thinking skills as students work through fact-based scenarios and analyze issues affecting contemporary practice.

Quarter Credit Hours: 5

Prerequisite: Last term or permission from the Dean

FS 301: FIRE INVESTIGATION AND ANALYSIS

This course analyzes fire ignition dynamics, flame spread, and room fire growth. Students explore all aspects of incident investigation, financial management, and other functions related to fire analysis and investigation.

Quarter Credit Hours: 6

Prerequisite: FS 101

FS 302: ADVANCED PRINCIPLES OF FIREFIGHTER SAFETY AND SURVIVAL

This course provides an advanced analysis of firefighter life safety initiatives as well as an evaluation of the behavioral changes necessary in emergency services. Through case studies and scenarios, students develop the effective decision-making skills that are necessary for survival in fire and related emergency situations.

Quarter Credit Hours: 6

Prerequisite: FS 101

FS 304: COMMUNITY RISK REDUCTION FOR FIRE AND EMS

This course analyzes theories for understanding ethical, social, organizational, political, and legal aspects of community risk reduction for fire and EMS agencies. Students will learn to utilize common methods for developing effective and comprehensive community risk-reduction plans.

Quarter Credit Hours: 6

Prerequisite: FS 100 or FS 120 for students enrolled in the Bachelor of Science in Fire and Emergency Management

FS 320: RECOVERY PRACTICES IN EMERGENCY MANAGEMENT

This course describes how people, groups, organizations, communities, and governments manage disasters in the immediate aftermath and recover from their effects, including social, physical, business, and infrastructure problems as well as intra- and interorganizational planning.

Quarter Credit Hours: 6

Prerequisite: FS 120

FS 401: FIRE PREVENTION ORGANIZATION AND MANAGEMENT

This course explores the modern management and planning techniques that are utilized to organize a fire department. Students will examine fire department organization and management through community risk reduction, codes and standards, inspections, plan review, incident investigation, fire prevention research, and the relationship of master planning to fire prevention.

Quarter Credit Hours: 6

Prerequisite: FS 100 or FS 120 for students enrolled in the Bachelor of Science in Fire and Emergency Management

FS 402: POLITICAL, ETHICAL, AND LEGAL FOUNDATIONS OF EMS

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

Quarter Credit Hours: 6

Prerequisite: FS 100 or FS 120 for students enrolled in the Bachelor of Science in Fire and Emergency Management

FS 403: LEADERSHIP AND MANAGEMENT

This course examines the knowledge and skills needed to become a responsible leader and manage a crew of firefighters. Topics include leadership and management, specifically managing budgets, personnel, and standard operating procedures. The course also analyzes challenges related to the creation of a team environment, situational leadership, and ethical decision making.

Quarter Credit Hours: 6

Prerequisite: FS 100 or FS 120 for students enrolled in the Bachelor of Science in Fire and Emergency Management

FS 412: SAFETY RISK MANAGEMENT FOR FIRE AND EMS

This course examines the evolution of organizational and leadership dynamics in fire and EMS agencies. Students will examine common aspects of organizational behavior and leadership, including organizational development, communications, decision making, and stress and conflict management.

Quarter Credit Hours: 6

Prerequisite: FS 101

FS 413: RESEARCH ANALYSIS FOR FIRE EMERGENCY SERVICES

This course explores current research methods utilized in the analysis of fire-related data. Students will gain an in-depth understanding of methods used to conduct and evaluate independent research in fire dynamics, test standards, safety, modeling, structural safety, firefighter health and safety, automatic detection and suppression systems, and transportation fire hazards. The course also introduces research methods for risk analysis and trend identification.

Quarter Credit Hours: 6

Prerequisite: FS 101

FS 414: PERSONNEL MANAGEMENT FOR FIRE AND EMS

This course examines fundamental issues in personnel administration and human resource development in fire and EMS agencies. Students will explore concepts and responsibilities such as management, organizational development and training, employee recruitment, selection, and productivity, as well as performance management and labor relations.

Quarter Credit Hours: 6

Prerequisite: FS 100 or FS 120 for students enrolled in the Bachelor of Science in Fire and Emergency Management

FS 420: MITIGATION AND RISK ASSESSMENT IN EMERGENCY MANAGEMENT

This course describes the methods and techniques used to lessen the potential impact of disasters and improve readiness to respond. Included are the principles related to mitigation as they pertain to sustainability and building resilient communities. Students will design a risk assessment plan.

Quarter Credit Hours: 6

Prerequisite: FS 120

FS 425: DISASTER POLICY IN EMERGENCY MANAGEMENT

This course focuses on the administrative roles of local, state, and federal governments in times of disaster and the importance of intergovernmental relations. The policymaking process and the historical evolution of disaster policy are reviewed.

Quarter Credit Hours: 6

Prerequisite: FS 120

FS 498: BACHELOR'S CAPSTONE IN FIRE SCIENCE

This course is designed as the culminating experience of the bachelor's degree programs in fire science. This course consists of a series of assignments that integrate concepts from the fire science curricula. The assignments are designed to test application and critical thinking skills as students work through fact-based scenarios and analyze issues affecting contemporary practice.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

Human Services HN

HN 115: HUMAN SERVICES PROGRAM AND PROFESSION

The course introduces students to the human services field and the Kaplan University human services degree programs. The field of study, skill sets, and the various human service agencies and diverse populations encountered in the field will be discussed. Students will research the human services degree and course offerings along with their professional and personal goals in order to map out their specific degree plan and career goals.

Quarter Credit Hours: 5

Prerequisite: None

HN 144: HUMAN BEHAVIOR AND THE ENVIRONMENT

Working as a human service professional demands an understanding of the differences and similarities in human behavior. This course will focus on the basic systems or influences that help to define, identity, and explain behavior. Students will examine how family structures, institutions, organizations, and communities contribute to the complex issues facing diverse populations in the twenty-first century. Students will examine ways to incorporate these theories to help them develop practical intervention skills.

Quarter Credit Hours: 5

Prerequisite: None

HN 200: SURVEY OF SOCIAL PROBLEMS

The course exposes students to a broad array of social problems that affect the lives of many Americans. Students will gain insight and tools to analyze social problems, potential solutions, and the effects of these problems on individuals and society. Students will also reflect on their role as change agents for the clients with whom they work.

Quarter Credit Hours: 5

Prerequisite: None

HN 205: APPLIED SKILLS FOR HUMAN SERVICES

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

Quarter Credit Hours: 5

Prerequisite: None

HN 220: PREVENTION AND CRISIS INTERVENTION

Students will learn appropriate and ethical prevention and intervention strategies. Using case studies and scenarios, students will identify risk factors that contribute to crisis situations and distinguish between intervention and prevention strategies. Particular attention is given to crisis situations involving youth, families, and the elderly in a variety of settings.

Quarter Credit Hours: 5

Prerequisite: HN 144

HN 299: ASSOCIATE'S CAPSTONE FOR HUMAN SERVICES

This capstone course is the culminating experience for the Associate of Applied Science in Human Services. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program.

Quarter Credit Hours: 5

Prerequisite: Completion of the final term of the Associate of Applied Science in Human Services or permission from the program Dean

HN 300: HUMAN SERVICES AND SOCIAL POLICY

Students will explore the relationships between social policies, government, and the services provided by human services agencies. They will also analyze these relationships and their influence on service delivery. Students will gain an understanding of the history of social policies that have influenced ethical interventions with diverse populations.

Quarter Credit Hours: 6

Prerequisite: HN 200

HN 330: CASE MANAGEMENT IN HUMAN SERVICES

Students will learn the importance of time management, how to prioritize and organize data, and the skills critical for working effectively with human services clients. Through the use of case studies, students will assess client needs and determine the types of data necessary to ensure the ethical delivery of services. Students will practice essential interviewing skills and explore best practices in recording data from these interviews.

Quarter Credit Hours: 6

Prerequisite: HN 200

HN 345: PUBLIC RELATIONS IN NOT-FOR-PROFIT ORGANIZATIONS

Students will acquire the skills administrators use to develop successful relationships with the community and media. They will develop effective public relations strategies for not-for-profit organizations. This will include distinguishing between audiences and tailoring the strategies appropriately. Students will also analyze the influence of the media on providing ethical services to clients.

Quarter Credit Hours: 6

Prerequisite: HN 200

HN 347: PUBLIC PERSONNEL ADMINISTRATION

Students will examine the complexities of public personnel issues faced by human services administrators. Through the use of case studies and activities, students will differentiate between the issues affecting the public and private sectors. Students will also create solutions to these issues.

Quarter Credit Hours: 6

Prerequisite: HN 200

HN 360: THE AGING POPULATION AND SOCIETY

This course will focus on the fastest-growing population in the United States. Students will examine research in the field of gerontology and analyze the effects on society of serving the aging population. Topics include the health care system, the economy, legislation and social action, and the media's influence on society's perception of the elderly. Students will analyze the current issues that have shaped ethical interventions for the elderly in a global society.

Quarter Credit Hours: 6

Prerequisite: HN 144

HN 365: PSYCHOLOGY OF AGING

This course focuses on developmental research about the psychological characteristics of aging. Students will explore common perceptions and misconceptions about development in later life, as well as the social and biological factors that contribute to the maturation of the aging person. Students will evaluate psychological theories that will aid them in developing ethical interventions.

Quarter Credit Hours: 6

Prerequisite: HN 144

HN 370: CHILD WELFARE AND FAMILY

This course will assist students who will be working with children and their families in a human services setting. Students will examine how the family functions as a system and they will use this information to develop proper communication techniques and intervention skills for working with children and families. Students will design a list of resources and materials that will assist human service workers that choose to work with this population.

Quarter Credit Hours: 6

Prerequisite: HN 144

HN 377: STUDIES IN CHILD AND ADOLESCENT DEVELOPMENT

This course explores the various aspects of child and adolescent development, including the psychological, social, emotional, cognitive, and biological changes specific to these age groups. Students will identify milestones of development, typical and atypical behavior, and the interrelationship between the person, family, and community. Using real-world scenarios, students will design ethical interventions based on the theoretical understanding of this population.

Quarter Credit Hours: 6

Prerequisite: HN 144

HN 400: PROPOSAL DESIGNS FOR HUMAN SERVICES

Students will be introduced to a variety of proposal models used in human services. They will research potential funding opportunities that meet predetermined criteria. Students will analyze existing proposals and design a proposal with a focus specific to human services delivery programs.

Quarter Credit Hours: 6

Prerequisite: HN 200

HN 410: HUMAN SERVICES DELIVERY

This course focuses on a strategic approach to researching and evaluating services delivered to clients. Topics will include an overview of what research is all about and why it is important for human services programs. In addition, quantitative and qualitative approaches, single-system research designs, as well as group research designs, ethical considerations, measurement tools, and other concepts relevant to research and evaluation of human services programs will be discussed. Students will learn the skills and knowledge necessary to interpret the data they collect as it relates to researching and evaluating the effectiveness of human services programs. Using real-world scenarios, students will design ethical plans to research and evaluate interventions for clients.

Quarter Credit Hours: 6

Prerequisite: HN 330

HN 420: SOCIAL AND HEALTH CARE ISSUES IN AGING

This course explores the effects of aging on the elderly population's social, emotional, and physical health. Students will examine the influences of health, nutrition, and social relationships on adults in the later stages of life. Topics will include retirement, housing and transportation, leisure and recreation, family life, social support, elder abuse, bereavement, and death and dying. Using real-world scenarios, students will develop solutions to some of the dilemmas faced by this growing population.

Quarter Credit Hours: 6

Prerequisite: HN 144

HN 430: ADVOCACY FOR FAMILIES AND YOUTH

Very often, human services professionals are called upon to be advocates for children and families in need. Advocates must know how to help others that cannot, for one reason or another, help themselves. In this course, students will be introduced to the roles and skills necessary to intervene on behalf of children and families as a human service professional. Students will analyze the influence of biological, social, economic, and cultural forces on children and their families. As a result, students will design ethical interventions that will aid them in their role as an advocate for those in need.

Quarter Credit Hours: 6

Prerequisite: HN 200

HN 450: LEGAL AND ETHICAL ISSUES IN HUMAN SERVICES

Students will distinguish between the legal and ethical issues faced by the human service worker in a global society. Through activities and case studies, students will create solutions that adhere to legal and ethical guidelines in human services. The solutions will align with issues found in the administration, gerontology, or child and family welfare emphasis area.

Quarter Credit Hours: 6

Prerequisite: HN 200

HN 499: BACHELOR'S CAPSTONE FOR HUMAN SERVICES

This capstone course is the culminating experience for the Bachelor of Science in Human Services. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program.

Quarter Credit Hours: 6

Prerequisite: Completion of the final term of the Bachelor of Science in Human Services or permission from the Dean

Liberal Studies LI

LI 410: LEADERSHIP IN PRACTICE

This course examines leadership theory and practice, focusing on elements such as effective leadership behavior, the differences between leadership and management, leading change, and how leadership impacts people and systems in a continually changing global and virtual environment.

Quarter Credit Hours: 6

Prerequisite: None

LI 499: BACHELOR'S CAPSTONE IN LIBERAL STUDIES

This capstone course is the culminating experience for the Bachelor of Science in Liberal Studies. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

Legal Studies LS

LS 100: INTRODUCTION TO THE LAW AND LEGAL PROFESSION

This course examines the foundation, organization, and structure of the American legal system with an emphasis on the careers available in the legal profession through an exploration of the roles and responsibilities in the legal field. Students will learn the professional and ethical practices needed to succeed as a legal support professional or as a legal specialist.

Quarter Credit Hours: 5

Prerequisite: None

LS 302: ENVIRONMENTAL LAW AND POLICY

This course is an exploration of the statutory and regulatory basis of environmental law and will provide a basic overview of the major state and federal acts and regulations governing environmental law.

Quarter Credit Hours: 6

Prerequisite: LS 100

LS 305: CONSTITUTIONAL LAW

This course provides students with a view of constitutional law's historical development of legal principles as well as the philosophical foundations of American legal principles. Significant trends in constitutional law as well as current issues in development of law and the balance between bureaucracy and democracy in a free society are presented.

Quarter Credit Hours: 6

Prerequisite: LS 100

LS 308: LAW AND SOCIETY

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

Quarter Credit Hours: 6

Prerequisite: PA 201 or any legal research course

LS 311: BUSINESS LAW

This course introduces the fundamentals of the U.S. legal system as it applies to business in the contemporary global economy. Areas covered include the legal environment of business, torts and crimes, contracts, employment relations, and business organizations. The course will also look at the relationship between business and law in the context of current events that impact our communities.

Quarter Credit Hours: 6

Prerequisite: None

LS 312: ETHICS AND THE LEGAL ENVIRONMENT

This course explores the legal principles and ethical theories that relate to business situations. The course examines the ethics of a business decision as it relates to stakeholders. Topics include the foundations of moral development and ethical decision making, business ethics, corporate social responsibility, stakeholder management, and the legal principles that apply to ethics in business.

Quarter Credit Hours: 6

Prerequisite: None

LS 481: DIRECTED STUDIES IN LEGAL STUDIES

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

Quarter Credit Hours: 1

Prerequisite: Third- or fourth-year student or enrollment in the Advanced Start Bachelor of Science in Paralegal Studies degree option or the Advanced Start Bachelor of Science in Legal Studies degree option

LS 482: DIRECTED STUDIES IN LEGAL STUDIES

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

Quarter Credit Hours: 2

Prerequisite: Third- or fourth-year student or enrollment in the Advanced Start Bachelor of Science in Paralegal Studies degree option or the Advanced Start Bachelor of Science in Legal Studies degree option

LS 483: DIRECTED STUDIES IN LEGAL STUDIES

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

Quarter Credit Hours: 3

Prerequisite: Third- or fourth-year student or enrollment in the Advanced Start Bachelor of Science in Paralegal Studies degree option or the Advanced Start Bachelor of Science in Legal Studies degree option

LS 484: DIRECTED STUDIES IN LEGAL STUDIES

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

Quarter Credit Hours: 4

Prerequisite: Third- or fourth-year student or enrollment in the Advanced Start Bachelor of Science in Paralegal Studies degree option or the Advanced Start Bachelor of Science in Legal Studies degree option

LS 490: LEGAL PHILOSOPHY

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

Quarter Credit Hours: 6

Prerequisite: LS 308

LS 493: BACHELOR OF SCIENCE IN LEGAL STUDIES INTERNSHIP

This course will provide students with practical experience in a professional field. This course is an opportunity to combine academic theory with new, career-related experience in legal studies, political science, environmental policy, or a closely related field. At least 15 hours per week must be devoted to tasks that apply theory and academic content in a professional setting for a minimum of 150 hours. Tasks must be delineated in the Learning Contract, which demonstrates an advanced application of academic theory in the workplace.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

LS 498: BSLS CAPSTONE (RESEARCH OPTION)

This course is the research capstone option for students in the Bachelor of Science in Legal Studies degree program. Students will conduct approved scholarly research and finalize their e-Portfolio. Students will identify a topic for research, conduct a law and literature review, synthesize relevant law and scholarly literature, and prepare a formal research paper of no less than 25 pages that conforms to Bluebook and American Psychological Association (APA) style with a cover page, abstract, bibliography, and properly formatted citations.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

Paralegal Studies PA

PA 106: LEGAL TERMINOLOGY AND TRANSCRIPTION

This course is a comprehensive study of documents used in the legal field. Students will learn the basic procedures for transcribing, formatting, and processing legal correspondence and documents and the appropriate use of legal terms, phrases, abbreviations, symbols, and reference sources used by attorneys' paralegals and the courts.

Quarter Credit Hours: 5

Prerequisite: None

PA 110: CIVIL LITIGATION

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

Quarter Credit Hours: 5

Prerequisite: LS 100

PA 130: CONTRACTS

The basics of contract preparation and proper legal requirements are outlined in this course. Topics include elements of a contract, types of contracts, promise, breach, duty to perform, remedies to breach, damages, small claims procedures, Uniform Commercial Code (U.C.C.), Statute of Frauds, and governmental regulations.

Quarter Credit Hours: 5

Prerequisite: LS 100

PA 165: INTRODUCTION TO TORTS

This course is an introduction to the broad area of civil wrongs and their appropriate remedies as well as tort law principles in the traditional areas of intentional torts, negligence, absolute liability, product liability, nuisance, and commonly employed defenses.

Quarter Credit Hours: 5

Prerequisite: LS 100

PA 201: INTRODUCTION TO LEGAL RESEARCH

One of the basic tasks performed by the paralegal is legal research—finding the law. Accurate, concise, and up-to-date information can be the difference between winning and losing a lawsuit. Students who complete this course gain specialized skills in the area of legal research.

Quarter Credit Hours: 5

Prerequisite: Prerequisites: CM 220 and PA 205

PA 203: INTERVIEWING AND INVESTIGATION

This course plan presents the ethical aspects of interviewing and confidentiality, types of interviews, types of clients and witnesses, interview preparation techniques, the effective interview environment, questioning and listening skills, the interview format, problem solving, and counseling skills. The section on investigation covers the qualities of an effective investigator; how to develop a plan and find the facts; how to get information from public records, libraries, and computer sources; and how to find witnesses.

Quarter Credit Hours: 5

Prerequisite: LS 100

PA 205: INTRODUCTION TO LEGAL ANALYSIS AND WRITING

Some of the tasks performed by a skilled paralegal are to summarize statutes or regulations, analyze the component parts of written opinions of appellate judges through briefing, identify the legal issues in a fact pattern, and apply the reasoning of relevant legal authorities to a fact pattern. Students who successfully complete this course will be able to analyze and synthesize legal authorities and draft correspondence and memoranda commonly used in the practice of law.

Quarter Credit Hours: 5

Prerequisite: Any College Composition I course

PA 221: WILLS, TRUSTS, AND ESTATE PLANNING

Wills divide the property a person has accumulated during his/her life; precise legal requirements must be met when preparing wills. Topics include the basic elements of a will; types of wills; responsibilities of the personal representative; contesting, revoking, and terminating a will; the role of government; classes of trusts; rules governing trusts; and purposes of estate planning, probate, guardianships, and more. Tax ramifications are also discussed.

Quarter Credit Hours: 5

Prerequisite: LS 100

PA 230: INTRODUCTION TO LEGAL TECHNOLOGY

Technology is pervasive and the modern law office is chock-full of technological appliances, tools, and applications that the paralegal must be able to master. At the core of most software applications are the basics—word processors, spreadsheets, databases, and tools for presentations. Of course, the ubiquitous communication tool, email, is the center of modern electronic communications. This course will explore the most common tools and applications found in law firms and those that every "technology-literate" paralegal must know. Word processing, document assembly programs, and tools for case management, time and billing, calendaring, electronic communications, and creating presentations are a few of the topics explored in this course. Students will leave this course with a solid foundation of the basics in legal technology.

Quarter Credit Hours: 5

Prerequisite: LS 100

PA 250: FAMILY LAW

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

Quarter Credit Hours: 5

Prerequisite: LS 100

PA 253: LEGAL ETHICS

Legal assistants and paralegals must always consider the duties owed to clients by both the lawyer and the paralegal. In this course, you will learn to evaluate ethical dilemmas you may encounter as a legal professional and appropriately apply the rules of professional responsibility to these situations. This course discusses the duties and responsibilities regarding the ethical conduct of the paralegal in the legal workforce, codes of ethics, unauthorized practice of law, confidentiality, conflicts of interest, and more.

Quarter Credit Hours: 5

Prerequisite: LS 100

PA 260: CRIMINAL LAW

In this course, students learn about criminal law. They learn about the elements and types of crimes, including homicide, crimes against the person, crimes against habitation and occupancy, crimes against property, sexual offenses, and crimes involving more than one defendant. They also cover criminal capacity and defenses to crimes. Finally, students are introduced to criminal procedures followed in the United States and the concept of probable cause.

Quarter Credit Hours: 5

Prerequisite: LS 100

PA 261: BANKRUPTCY AND DEBTOR-CREDITOR LAW

When it comes to debtors' and creditors' rights, it is important to know both sides. This course presents the law governing the collection of debts, the Fair Debt Collection Practices Act, creditors' remedies, the Uniform Fraudulent Conveyances Act, and exempt property. Chapters 7, 11, and 13 of the Bankruptcy Code are also presented.

Quarter Credit Hours: 5

Prerequisite: LS 100

PA 299: ASSOCIATE'S CAPSTONE—PROJECT

This course builds on the concepts that students have mastered throughout the course of their paralegal studies program. The capstone course integrates the core concepts exemplified in the paralegal program outcomes, with application to fact scenarios that present relevant legal issues.

Quarter Credit Hours: 5

Prerequisite: Last term or permission from the Dean

PA 300: REAL ESTATE LAW

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

Quarter Credit Hours: 6

Prerequisite: LS 100

PA 301: ADMINISTRATIVE LAW

This course provides a basic overview of administrative law and procedure. In addition to identifying sources of administrative law and procedure, this course covers agency actions, controls on agency actions, administrative hearings, and appellate procedures for administrative decisions.

Quarter Credit Hours: 6

Prerequisite: PA 110

PA 303: LANDLORD AND TENANT LAW

This course is designed to introduce students to key elements of leases, applicable statutory law regarding landlord and tenant rights, the nuts and bolts of landlord/tenant litigation, and ways to avoid and/or resolve landlord/tenant disputes.

Quarter Credit Hours: 6

Prerequisite: LS 100

PA 305: LAW OFFICE MANAGEMENT

Legal professionals are often called upon to handle office management functions. Effective law office managers save their offices time and money and become valuable members of the legal team. The management skills covered in this course can be applied to any office. This course guides students in creating a procedures manual that can be used at the office and as a portfolio of their work.

Quarter Credit Hours: 6

Prerequisite: LS 100

PA 310: TORT LAW

As a paralegal, you must be familiar with tort law, as you will undoubtedly encounter tort issues at some time, no matter in what area of law you work. This course includes topics such as negligence, defamation, malpractice, strict liability, product liability, intentional torts, misrepresentation, and defenses to torts. You will explore torts in the areas of accidents, medical malpractice lawsuits, and wrongful death claims.

Quarter Credit Hours: 6

Prerequisite: PA 165

PA 328: INTELLECTUAL PROPERTY

This course explores the origins and sources of intellectual property. Particular topics to be covered in this course include copyright law, the extent of trademark rights, patents, the rights of inventors, trademark infringement, trade secrets, damages, injunctions, and forms.

Quarter Credit Hours: 6

Prerequisite: LS 100

PA 335: TRIAL AND COURTROOM PRESENTATION

This course will introduce students to tools for creating presentations for trial and courtroom presentation. The creation of high-quality courtroom graphics does not have to be an expensive, hard-to-manage process. This course shows students how to create clear and convincing charts, diagrams, and graphics. Students will learn how to create timelines, case chronologies, legal flowcharts, trial graphics, calendars, and much more.

Quarter Credit Hours: 6

Prerequisite: PA 230

PA 342: INSURANCE LAW

This course provides a comprehensive overview of insurance law and explains various types of insurance. The nature of insurance and insurable interests are considered, along with the nature and definition of risks, persons insured, and procedures for filing claims. The insurer's defenses are covered, as well as waiver and estoppel, the measure of recovery, the insurer's duty to defend, and subrogation. Finally, this course considers insurance bad faith causes of action, reinsurance, bonds, and how the insurance industry is regulated.

Quarter Credit Hours: 6

Prerequisite: PA 130

PA 350: SOCIAL SECURITY DISABILITY LAW

This course will cover the essentials of representing a claimant before the Social Security Administration for benefits under Title II (Disability Insurance Benefits). Students will gain a working knowledge of the five-step sequential evaluation process and an understanding of the steps used to qualify a claimant at each step. In addition, the course will cover the terminology, ethics, representation requirements, administrative structure, processes, and typical activities encountered in the social security disability claims process.

Quarter Credit Hours: 6

Prerequisite: LS 100

PA 401: ADVANCED LEGAL WRITING

The course focuses on researching legal issues and drafting legal documents using the results of student research. Emphasis will be placed on the drafting of documents commonly used in practice (rather than strictly legal theory). This course also teaches students how to present the results of research in professional memorandum format, helps students acquire skills in briefing and analyzing court opinions and writing legal memoranda, and teaches students how to prepare legal documents from various areas of practice. The course is intended to prepare students for the demands of a legal practice environment.

Quarter Credit Hours: 6

Prerequisite: PA 201

PA 402: EMPLOYMENT LAW

This course is about the body of law that governs employer-employee relations, from hiring to termination. Much of this course focuses on discrimination based on race, religion, national origin, gender, and other protected categories. Worker safety and workers' compensation systems are part of PA 402, along with issues related to unions and labor organizations.

Quarter Credit Hours: 6

Prerequisite: LS 100

PA 412: ALTERNATIVE DISPUTE RESOLUTION

This course introduces alternative methods to litigation for resolving disputes including negotiation, mediation, and arbitration. Topics covered include: the nature and sources of conflict, the mediator's role in resolving disputes, and other adjudicative and nonadjudicative processes. Related policy, ethical, and practice issues are also covered. In addition, the course addresses both the law and the practices of domestic and international commercial arbitration, which includes: a) federal and state statutes favoring arbitration, international treaties, and judicial review of arbitration awards; b) choosing the arbitrators; c) drafting arbitration clauses; and d) the lawyer's conduct in an arbitration and how the skills used differ from those used in litigation.

Quarter Credit Hours: 6

Prerequisite: LS 100

PA 493: PARALEGAL INTERNSHIP

This course will provide students in the Bachelor of Science in Paralegal Studies with practical experience in a professional field. During the 10-week term, 150 hours of service are required. This course is an opportunity to combine academic theory with new, career-related experience in paralegal studies. Tasks must be delineated in the Learning Contract, which demonstrates an advanced application of academic theory in the workplace.

Quarter Credit Hours: 6

Prerequisite: Permission from the Dean, a GPA of 3.75, and completion of at least 25 undergraduate quarter credit hours

PA 499: BACHELOR'S CAPSTONE IN PARALEGAL STUDIES

This course builds on the concepts of all of the paralegal courses students have mastered in the bachelor's degree program. The capstone course integrates problem-solving techniques and research skills studied in the paralegal program and applies them to fact scenarios that present legal issues. Students research the relevant secondary and primary sources in order to draft the required legal documents.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

Political Science PO

PO 101: INTRODUCTION TO POLITICAL SCIENCE

This course introduces students to the basic concepts and ideas of political science in the areas of political theory, governmental institutions, political economy, and comparative politics. The course examines the unique interdisciplinary nature of political science among the social sciences. Particular emphasis is placed on the history of political thought and its influence on contemporary political ideologies, different types of political systems, and the roles of various political actors, both within those systems and in the global context.

Quarter Credit Hours: 5

Prerequisite: None

Public Administration and Policy PP

PP 101: INTRODUCTION TO PUBLIC ADMINISTRATION

This course examines the history of public administration and the basic issues that confront it, including administrative responsibility and ethics, and the formulation and implementation of public policy. The course examines, from a multidisciplinary perspective, those essential competencies, values, and issues important to public service organizations and the importance of public policy at the local, state, and national levels.

Quarter Credit Hours: 5

Prerequisite: None

PP 105: INTRODUCTION TO STATE AND LOCAL GOVERNMENT

This course will introduce students to the institutional structures and processes of state and local government within the context of the American federal system. Students will study the operational and administrative aspects including design and structure, governing laws, administrative organization, political systems, and intergovernmental relations.

Quarter Credit Hours: 5

Prerequisite: PP 101

PP 110: ETHICS AND PUBLIC ADMINISTRATION

This course will introduce students to the basic concepts, principles, and theories of ethics and demonstrate the role that these might play in the formation of public policy. The course will also survey various social issues, explore current policies that deal with them, and subject these policies to an ethics analysis. The overall aim of the course is to assist students in developing their critical thinking skills and to persuasively argue their position on the ethics of individual public policy programs.

Quarter Credit Hours: 5

Prerequisite: EM 101

PP 201: INTRODUCTION TO POLICY MAKING

This course will focus on legislative policy making and all the components that dictate whether a particular proposal becomes law. Students will examine how the elected official's desires, both political and otherwise, interact with the goals of colleagues, special interest groups, staff members, the media, and the legislative process to create legislation.

Quarter Credit Hours: 5

Prerequisite: PP 101

PP 205: INTRODUCTION TO ADMINISTRATIVE LAW

Administrative law is the body of law that defines and describes the behavior of agencies. Students will study the legal relationship of government agencies to the legislatures, the courts, and private parties. This course is designed through the public policy lens and will probe into the legislative, legal, and political aspects of regulating in the public interest.

Quarter Credit Hours: 5

Prerequisite: PP 101

PP 220: SOCIALLY RESPONSIBLE LEADERSHIP

This course is intended to enable participants to understand, evaluate, and reflect on leadership as well as develop their own leadership skills through experiential exercises. It will examine the nature and varieties of leadership by elected and appointed officials in government, officials and volunteers in nonprofit organizations, leaders of political movements, and community groups.

Quarter Credit Hours: 5

Prerequisite: EM 101

PP 299: ASSOCIATE'S CAPSTONE IN PUBLIC ADMINISTRATION

This course builds on the concepts that students have mastered throughout the course of their public administration studies. The capstone course integrates problem-solving techniques and research skills studied in the program, and applies them to fact scenarios that present relevant public administration issues.

Quarter Credit Hours: 5

Prerequisite: Last term or permission from the Dean

PP 310: FINANCE AND BUDGETING IN THE PUBLIC SECTOR

This course examines the public budgetary process and related financial management techniques. It reviews the rationale for government intervention in the marketplace and rationale for sources of public revenue. The course will equip students with the knowledge, vocabulary, skills, and practical tools needed to participate skillfully and ethically in public finance decision making, and to assume a leadership role in guiding dialogue about resource acquisition and allocation choices.

Quarter Credit Hours: 6

Prerequisite: EM 101

PP 410: THE OVERSIGHT AND ADMINISTRATION OF PUBLIC FUNDS

This course focuses on financial administration, oversight, budgetary procedures, and controls for funds received from public sources. Areas of public funds oversight include control and monitoring systems, cash management, capital projects management, debt administration, disbursement, funds management, and auditing.

Quarter Credit Hours: 6

Prerequisite: PP 310

PP 420: PRIVATE AND PUBLIC SECTOR PARTNERSHIPS

Public-private partnerships provide a unique way for the government and private developers to work together to create sustainable and profitable urban infill developments. This course explores the structure of private and public sector partnerships and their unique interrelationship in support of government and municipal projects.

Quarter Credit Hours: 6

Prerequisite: EM 101

PP 450: PROGRAM EVALUATION

Students will study the methods and techniques used to assess effectiveness and monitor the performance of programs. Specific attention is given to theories, research, and practice related to program evaluation. The skills learned in this course will assist the practitioner in determining the effectiveness of new or existing programs in public organizations.

Quarter Credit Hours: 6

Prerequisite: EM 101

PP 460: GRANT WRITING

This course covers the essentials of writing to acquire grants for private, public, or government use. Students will learn how to interpret the RFP, shape proposal concepts, and create needs statements, goals, objectives, strategies, and program budgets. Topics include writing, researching, and obtaining and maintaining operations and strategies within the grant system.

Quarter Credit Hours: 6

Prerequisite: EM 101

PP 499: BACHELOR'S CAPSTONE IN PUBLIC ADMINISTRATION AND POLICY

This capstone course is the culminating experience for the Bachelor of Science in Public Administration and Policy. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills required throughout their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program. Students will conduct an approved research project under the supervision of a program chair or full-time faculty member in the School.

Quarter Credit Hours: 6

Prerequisite: Last term or permission from the Dean

Psychology PS

PS 115: PSYCHOLOGY PROGRAM AND PROFESSION

This course introduces students to the discipline of psychology and the Kaplan University Bachelor of Science in Psychology degree program. The field of study, skill sets, and issues related to various psychological fields will be discussed. Students will research the psychology degree and course offerings along with their professional and personal goals in order to map out their specific degree plan and career goals.

Quarter Credit Hours: 5

Prerequisite: None

PS 124: INTRODUCTION TO PSYCHOLOGY

This course provides a broad introduction to the field of psychology, one of the social sciences. Students will be introduced to a range of topics that offer insight into human thought and actions including what motivates us to study human behavior, ethical decisions, problem solving, and theories on memory, learning, intelligence, and personality. This course will highlight the use of critical thinking and the application of the concepts. In addition, it will draw on practical psychological concepts related to students' personal and professional relationships.

Quarter Credit Hours: 5

Prerequisite: None

PS 200: INTRODUCTION TO COGNITIVE PSYCHOLOGY

The purpose of this course is to introduce students to the basic principles and theories of cognition including topics such as perception, attention, memory, decision making, and language in both children and adults. The course will also examine the brain regions involved in cognitive processes. Students will learn why an understanding of cognitive processes is important for psychology professionals and will apply the principles learned to a variety of settings.

Quarter Credit Hours: 5

Prerequisite: PS 124

PS 210: HISTORY OF PSYCHOLOGY

This course explores the historical origins of psychological study and the influences that have shaped contemporary views of the field. Students will learn about the origins of the study of the mind, the social and cultural factors that shaped the scientific approach to psychology, and modern-day applications of psychology. Students will also be introduced to the major theories and theorists in this discipline.

Quarter Credit Hours: 5

Prerequisite: PS 124

PS 220: CHILD AND ADOLESCENT PSYCHOLOGY

This course will explore the physical, cognitive, emotional, social, moral, and personality development of human beings from conception through the end of adolescence. Students will develop an understanding of developmental theories and research methods used to investigate developmental change, the theoretical bases for our understanding of how human beings change, and the contextual and cultural factors that impact the growth and development of children.

Quarter Credit Hours: 5

Prerequisite: PS 124

PS 300: RESEARCH METHODS I

This course provides learners with a basic understanding of the scientific method and how it applies to the field of psychology. It addresses the research methods used in psychology and the strengths and weaknesses of each approach. It also teaches learners when it is appropriate to use one method over the other and how to evaluate the accuracy of the conclusions of a study. Finally, it addresses the ethical issues related to conducting research in psychology.

Quarter Credit Hours: 6

Prerequisite: PS 124

PS 330: PERSONALITY DEVELOPMENT

Personality is defined as a consistent pattern of thinking and behaving; it is the basis of "who we are." The theories regarding the development of personality are numerous, and each contributes to the understanding of the factors that define one's personality. This course examines the major psychological theories of personality and explores research dealing with the influence of genetic and environmental factors. Students will apply various theoretical models to real-world examples of normal and abnormal personality development.

Quarter Credit Hours: 6

Prerequisite: PS 124

PS 340: EXCEPTIONAL NEEDS CHILDREN

This course examines the needs of exceptional children. The roles of teachers, parents, and other relevant "others" will be investigated in relationship to current practices, which include mainstreaming, inclusion, least-restrictive environment, and individual education programs.

Quarter Credit Hours: 6

Prerequisite: PS 220

PS 345: LANGUAGE AND SPEECH DEVELOPMENT AND DISORDERS

This course examines the processes of language development in children, while integrating psychological theories and perspectives to explain this human phenomenon. Students will be able to examine the progress of children with normal language development as well as those showing signs of problems. The course will provide case studies and clinical applications to prepare students for the clinical challenges they will face in their professional careers.

Quarter Credit Hours: 6

Prerequisite: PS 220

PS 350: WORKING WITH CHILDREN IN A DIVERSE WORLD

This course provides an analysis of the cultural factors that impact human development in childhood. Topics include development of cultural identity, the process of acculturation, and the impact of cultural background on social and educational experiences. Students will also explore strategies for working with diverse populations of children and techniques for creating an environment that is respectful and responsive to the needs of this population.

Quarter Credit Hours: 6

Prerequisite: PS 220

PS 360: APPLIED BEHAVIOR ANALYSIS I

This course examines the behavior theory, principles, and procedures related to modifying existing behaviors and acquiring new behaviors. Students will begin to understand behavior modification techniques, such as reinforcement, punishment, extinction, discrimination training, generalization, shaping, classical conditioning, conditioned reinforcement, and schedules of reinforcement, by applying these behavior principles to real-world scenarios. Students will examine how behavior management can be used in various career fields.

Quarter Credit Hours: 6

Prerequisite: MM 207

PS 365: APPLIED BEHAVIOR ANALYSIS II

This course builds on Applied Behavior Analysis I to further examine the dynamics of behavior principles. In this course, students will explore advanced Applied Behavior Analysis (ABA) theories and apply them to case studies. Students will be able to explain how behavior-environment relationships play instrumental roles in behavior deficits or excesses. This course also will provide students with information on obtaining certification and licensing in the ABA field. Although certain programs at Kaplan University are designed to prepare students to take various certification or licensing exams, the University cannot guarantee the student will be eligible to sit for or pass those exams.

Quarter Credit Hours: 6

Prerequisite: PS 360

PS 370: HEALTH PSYCHOLOGY

Students will explore various models and theories of health psychology, examine current research, understand the psychosocial factors involved in the onset and treatment of physical disease and illness, and study the impact of stress on mental and physical health. The interaction of mental health and physiology will be highlighted through the study of chronic problems such as heart disease, cancer, and eating disorders. Students will examine the relationship between health psychology and the study of substance use disorders, including the impact of substance use on physical and psychological well-being. Special concerns of substance users will be addressed through examination of diverse topics such as tobacco use and HIV and hepatitis risk factors and treatment. Students also will learn to develop and implement educational health psychology programming and to explain how health psychology principles will apply in therapy.

Quarter Credit Hours: 6

Prerequisite: PS 124

PS 375: PSYCHOLOGY OF ADDICTION

This course examines the prevention, development, diagnosis, and treatment of substance use disorders among youth and adults. Material is presented from a clinical perspective, including practical application of diagnostic techniques, especially pertinent for students intending to pursue a career in prevention or treatment of substance use disorders. Topics include the role of the brain in addiction; diagnostic criteria for substance use disorders; psychosocial factors involved in the development and maintenance of addiction; and models of education and treatment programs. Students will explore substance use disorders among diverse populations.

Quarter Credit Hours: 6

Prerequisite: PS 124

PS 380: CLINICAL PSYCHOLOGY

This course explores the foundations of clinical psychology, including the history, practice, and application of psychology in clinical settings. Students will examine ethical and legal considerations in counseling, the roles and responsibilities of therapist and client, clinical skills, diversity issues, and professional development opportunities. Current topics related to clinical practice will also be covered.

Quarter Credit Hours: 6

Prerequisite: PS 124

PS 385: TARGETED TOPICS IN APPLIED BEHAVIOR ANALYSIS

This course provides an overview of the knowledge, skills, and abilities that a behavior analyst needs to provide Applied Behavior Analysis (ABA) therapy in a variety of settings. This course will cover diverse scenarios in which the basic concepts and theories of ABA, as well as ethical considerations for responsible conduct, can be applied. Topics to be covered include behavior measurement considerations, experimental design, reinforcement and punishment, extinction, behavior change systems, intervention considerations, maintenance and generalization of skills, ethics, and supervision issues. The course content is based on the basic behavior-analytic skills and client-centered responsibilities areas of the Behavior Analyst Certification Board (BACB) Fourth Edition Task List.

Quarter Credit Hours: 6

Prerequisite: None

PS 390: INTRODUCTION TO INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

This course is an introduction to the field of industrial/organizational (I/O) psychology. Students will acquire foundational knowledge of I/O psychology and human behavior in the workplace by being introduced to the historical influences and current perspectives of the field. The course will provide both real-world and research-based applications to help students understand the potential of I/O psychology in society. Further, students will learn about the basics of personnel selection, training, morale, organization theory and development, consumer behavior, and industrial and labor relations.

Quarter Credit Hours: 6

Prerequisite: PS 220

PS 391: PSYCHOLOGY OF LEADERSHIP

This course provides an overview of leadership theories and approaches in the workplace. Students will learn how to critically think about the leadership process. Further, students will examine effective leadership competencies such as conflict management and resolution, communication, training, coaching, and leading groups and teams.

Quarter Credit Hours: 6

Prerequisite: PS 390

PS 392: ATTITUDES AND MOTIVATION IN THE WORKPLACE

This course provides an overview of the major theories and findings in research on motivation and attitudes. Students will explore individual differences, employee attitudes, and motivation. Additionally, students will be introduced to motivational strategies and models of performance in order to understand the effects on personal and professional behaviors and success in the workplace.

Quarter Credit Hours: 6

Prerequisite: PS 390

PS 410: SCREENING AND ASSESSMENT

This course provides an overview of the strategies and tools that are used for the screening and assessment of various age groups. Topics include the history and purpose of assessment, ethical considerations, interviewing, and an intensive overview of functional behavioral assessment. Students will learn how to apply screening and assessment information to their work with children, adolescents, and adults.

Quarter Credit Hours: 6

Prerequisite: PS 124 and PS 300

PS 420: SOCIAL RELATIONSHIPS IN CHILDHOOD

Current issues in theory and research in developmental psychology will be examined specific to the importance of social relationships in childhood. Topics include emotional development and attachment, cognitive development and social understanding, the importance of peers, how the influence of the family changes as children mature, and the social landscape of adolescence.

Quarter Credit Hours: 6

Prerequisite: PS 124

PS 430: PROGRAM DESIGN AND EVALUATION

This course focuses on the process for designing programs that meet the needs of multiple populations. It builds on fundamental concepts for designing individual behavior modification programs and research methods using the framework for social program planning and evaluation.

Quarter Credit Hours: 6

Prerequisite: PS 300

PS 440: ABNORMAL PSYCHOLOGY

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

Quarter Credit Hours: 6

Prerequisite: CM 220, PS 124 recommended

PS 450: CASE MANAGEMENT IN CLINICAL SETTINGS

This course provides an overview of case management in mental health and substance use settings. Topics covered include: the roles and responsibilities of case managers and counselors, counseling skills, evaluation and assessment of client strengths and needs, treatment planning, administration of services, working within a treatment team, and discharge planning.

Quarter Credit Hours: 6

Prerequisite: PS 375

PS 451: SELECTION AND ASSESSMENT IN ORGANIZATIONS

This course will introduce students to employee selection, assessment, classification, and placement in organizations. The course explores the ethical, legal, and professional contexts, measurement of individual differences, performance appraisal and feedback, program design and evaluation, and human performance factors. Finally, students will cover ways psychology is applied in organizations to improve employee and team performance and quality of work life.

Quarter Credit Hours: 6

Prerequisite: PS 300

PS 452: PSYCHOPHARMACOLOGY OF ALCOHOL AND DRUGS

This course provides an in-depth study of the properties of alcohol and illicit drugs and their neurochemical effects on the brain. You will gain knowledge of each of the specific drug classes, basic pharmacology of psychoactive drugs, science of addiction, and the therapeutic use of medically managed prescription drugs in treatment.

Quarter Credit Hours: 6

Prerequisite: None

PS 496: BACHELOR'S CAPSTONE IN INDUSTRIAL ORGANIZATIONAL PSYCHOLOGY

The capstone course for undergraduate industrial organizational psychology provides you with the opportunity to integrate and apply learning from your industrial organizational psychology program of study in a comprehensive manner. You will assess the impact of educational experiences on personal and professional growth, ethical perspectives as well as critical thinking skills. You will reflect on and evaluate the benefits of lifelong learning and the impact of these elements on your future.

Quarter Credit Hours: 6

Prerequisite: Last term of study or approval of the Dean

PS 499: BACHELOR'S CAPSTONE IN PSYCHOLOGY

This capstone course is the culminating experience for the Bachelor of Science in Psychology. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework in several original and personalized assignments and to assess their level of mastery of the stated outcomes of their degree program.

Quarter Credit Hours: 6

Prerequisite: Last term

Graduate

Graduate Programs

In this section, you can find general policies relevant to graduate students as well as policy and program information specific to the Schools of Business and Information Technology, Education, Health Sciences, and Nursing, and the College of Social and Behavioral Sciences. Graduate courses offered by the University are also featured.

Policy Information

The below policy information applies to students enrolled in a Kaplan University graduate program.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. Kaplan University makes reasonable efforts to provide accurate information on test dates and fees for examinations. In some cases, work experience or field experience may be required to be eligible to take or to successfully pass these exams. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, the University cannot guarantee you will be eligible to sit for or will pass these exams.

Furthermore, states, employers, and various other agencies may require a criminal background check and/or drug check before you take professional licensing, certification, or registration exams. If you have a prior felony conviction or serious misdemeanor, you may be denied the opportunity to take professional licensing, certification, or registration exams. You may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and successfully completed. It is your responsibility to inquire with the appropriate agencies or authorities about current requirements prior to enrolling in your program of choice or, if your circumstances change, at that time and at the time of making application for certification or licensure.

Employment and Continued Education

The University's programs are designed to prepare you to pursue employment in your field of study, or in related fields. However, the University does not guarantee that you will be placed in any particular job, eligible for job advancement opportunities, or employed at all. While many of the University's degree programs are designed to prepare you to pursue continued graduate- or doctorate-level education, the University cannot guarantee that you will be granted admission to any graduate or doctoral programs.

Required Background Checks

For some programs, you may be required to undergo criminal background checks before starting classes; before you can be placed in an internship, externship, or at a clinical site; or before taking professional licensing, certification, or registration exams. If you have a prior felony conviction or serious misdemeanor, you may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states, even if the exam is taken and successfully completed. Consequently, you may be denied admission to some programs.

Some Kaplan University programs have specific background check requirements on which enrollment is predicated; these are explained in detail, where applicable, in the individual school sections. It is your responsibility to contact the appropriate agencies or authorities to inquire about current requirements prior to enrolling in your program of choice.

Repeated Courses

If you enrolled in an academic program on or after August 3, 2011, you may repeat no more than two failed courses in your program of study.

Graduation Requirements

To graduate, you must:

1. Successfully complete all required courses and other program-specific requirements within the allotted time frame (see the Satisfactory Academic Progress Standards section for further information).

2. Have a minimum cumulative GPA of 3.0.

3. Have completed the degree program no later than 7 years after completing the first class.

4. Attend Career Resources and Financial Aid exit interviews, if applicable.

5. Fulfill all financial obligations to Kaplan University prior to graduation unless previous satisfactory arrangements have been made. If satisfactory financial arrangements are not made, the graduation credential will be withheld.

Note: you may need to fulfill certain prerequisite requirements and, therefore, may be required to take more than the minimum number of credit hours in order to graduate.

Some programs may have additional requirements that must be met. If a program has additional graduation requirements, these can be found in the individual school sections.

Binding and Archival of Graduate Theses

If you are enrolled in a thesis track of study, you must deliver two bound copies of the completed and approved thesis, as well as an electronic version, to the Dean of your academic program. This must be completed prior to graduation and at your expense.

Although not an academic requirement, we encourage you to submit your thesis to University Microfilms (UMI) for archival and publication at your expense.

School of General Education

Mission

Mission Statement

The General Education program supports the academic, social, personal, and professional development of learners throughout their engagement with the University. It also provides a learning experience that is engaging, enjoyable, and applicable to students' personal and professional lives while preparing students to meet expectations in chosen fields of study. Kaplan University is committed to professional and career preparation for all graduates. As an institution and an educational community, we commit to graduating "thinkers who can work and workers who can think."

Professional Competencies

Kaplan University Professional Competencies

At Kaplan University, we offer a wide array of programs designed to prepare you for success in your chosen career field. We believe that professionalism is the key to career success. Exhibiting professionalism allows you to engage in behaviors that contribute to a positive, productive, and cohesive work environment: communication, teamwork, leadership, problem solving and critical thinking, personal presentation, and multiculturalism and diversity. Through repeated practice and study throughout your academic program, you will understand and learn to exhibit professionalism in your chosen career. Each outcome will be present in one-sixth of all major requirement courses.

1. Teamwork: Work in teams to achieve collective goals.

2. Leadership: Demonstrate leadership knowledge, skills, and abilities to successfully lead teams within one's profession.

3. Personal Presentation: Demonstrate professionalism in a variety of situations.

4. Multiculturalism and Diversity: Leverage the strengths of multiculturalism and diversity for the benefit of the organization and community.

5. Graduate Communications: Demonstrate professional written and verbal communication to achieve positive results.

6. Graduate Problem Solving and Critical Thinking: Apply critical thinking and problem solving behaviors.

School of Business and Information Technology

Mission

Mission Statement

Our mission is to develop the talents of career-focused students to help them succeed in increasingly complex, diverse, and global business environments. Faculty is composed of practitioners and scholars who focus on classroom innovation and intellectual contribution. Kaplan University's learner-centered education empowers students to apply their skills immediately to become insightful, ethical decision makers and leaders.

General Policies

Admissions Requirements

In addition to the general Kaplan University admissions requirements, the School of Business and Information Technology requires a current, professional resume that details employment history including responsibilities and dates of employment.

Progression Requirements

1. You must successfully complete at least 75 percent of the graduate credit hours required for a degree with a grade of "A" or "B."

2. You can enroll in no more than one course per term for your first three terms. After completing the third term, you may enroll in two courses per term if your cumulative GPA is 3.5 or higher. Exceptions to this policy require the approval of the Dean of the School of Business and Information Technology or a designee.

Master of Business Administration

Description and Outcomes

The objective of the Master of Business Administration program is to help you pursue leadership positions in competitive business environments. The curriculum is designed to address this through a portfolio of practical, resume-building projects that satisfy your intellectual curiosity and help build the knowledge, skills, and abilities to make sound business and management decisions. Beyond these practical skills, the program is also designed to foster thought leadership, innovation, and corporate social responsibility in a global context.

Specializations

In addition to the core program requirements, you may add a specialization to your degree plan, for which you are required to take a minimum of four courses from one of six specializations: finance, health care management, human resources, information technology, marketing, or project management. Specializations are not required for completion of the general program.

Society for Human Resources Management Acknowledgment

The Society for Human Resource Management (SHRM) has acknowledged that the Master of Business Administration with a specialization in human resources fully aligns with SHRM's *HR Curriculum Guidebook and Templates*. The *HR Curriculum Guidebook and Templates* were developed by SHRM to define the minimum HR content areas that should be studied by HR students at the undergraduate and graduate levels. The guidelines—created in 2006 and revalidated in 2010 and 2013—are part of SHRM's academic initiative to define HR education standards taught in university business schools and help universities develop degree programs that follow these standards.

Program Length

The Master of Business Administration program consists of a minimum of 60 quarter credit hours. Upon successful completion of the program, you will be awarded the Master of Business Administration.

Program Outcomes

1. Apply knowledge related to fundamental business processes to make effective business decisions in a global context.
2. Integrate business knowledge to take well-reasoned action in diverse situations.
3. Innovate to address business issues and opportunities in dynamic environments.
4. Demonstrate the leadership necessary to accomplish business goals and maximize organizational performance.
5. Evaluate the ethical and social implications of business decisions in a global context.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Accelerated MBA Option

If you are a graduate of the University's Bachelor of Science in Business Administration program, are granted admission to the Master of Business Administration (MBA) program, and meet the requirements for the accelerated MBA option, you will have the following courses waived:

- GB 518: Financial Accounting Principles and Analysis
- GB 520: Strategic Human Resource Management

- GB 530: Marketing Management
- GB 540: Economics for Global Decision Makers
- GB 550: Financial Management

Progression Requirements

1. You may not use transfer credit to replace GB 500: Business Perspectives or GB 601: MBA Capstone. These courses must be completed at Kaplan University. No transfer credit may be used for any course in the project management specialization.

2. As a newly enrolled student, you may request to test out of GB 512: Business Communications and GB 513: Business Analytics by passing a course assessment with a predetermined score. To register for a course assessment, you must contact your Education Advisor at least 1 week prior to the start of the first term. Refer to the Types of Credit section for additional information.

Degree Plan

Curriculum

No Specialization

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 500: BUSINESS PERSPECTIVES	4
GB 512: BUSINESS COMMUNICATIONS	4
GB 513: BUSINESS ANALYTICS	4
GB 518: FINANCIAL ACCOUNTING PRINCIPLES AND ANALYSIS	4
GB 519: MEASUREMENT AND DECISION MAKING	4
GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT	4
GB 530: MARKETING MANAGEMENT	4
GB 540: ECONOMICS FOR GLOBAL DECISION MAKERS	4
GB 550: FINANCIAL MANAGEMENT	4
GB 560: DESIGNING, IMPROVING, AND IMPLEMENTING PROCESSES	4
GB 570: MANAGING THE VALUE CHAIN	4
GB 580: STRATEGIC MANAGEMENT	4
GB 590: ETHICS IN BUSINESS AND SOCIETY	4
GB 600: LEADERSHIP STRATEGIES FOR A CHANGING WORLD	4
GB 601: MBA CAPSTONE	4
TOTAL CORE REQUIREMENTS	**60**
TOTAL PROGRAM REQUIREMENTS	**60**

Curriculum

Finance

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GB 500: BUSINESS PERSPECTIVES	4
GB 513: BUSINESS ANALYTICS	4
GB 518: FINANCIAL ACCOUNTING PRINCIPLES AND ANALYSIS	4
GB 519: MEASUREMENT AND DECISION MAKING	4
GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT	4
GB 530: MARKETING MANAGEMENT	4
GB 540: ECONOMICS FOR GLOBAL DECISION MAKERS	4
GB 550: FINANCIAL MANAGEMENT	4
GB 560: DESIGNING, IMPROVING, AND IMPLEMENTING PROCESSES	4
GB 570: MANAGING THE VALUE CHAIN	4
GB 580: STRATEGIC MANAGEMENT	4
GB 590: ETHICS IN BUSINESS AND SOCIETY	4
GB 600: LEADERSHIP STRATEGIES FOR A CHANGING WORLD	4
GB 601: MBA CAPSTONE	4
TOTAL CORE REQUIREMENTS	**60**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Finance	
GF 500: FINANCIAL INSTITUTIONS AND MARKETS	4
GF 510: RISK ANALYSIS AND MANAGEMENT	4
GF 520: CORPORATE FINANCE	4
GF 530: FINANCIAL STATEMENT ANALYSIS	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**76**

Curriculum

Health Care Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GB 500: BUSINESS PERSPECTIVES	4
GB 513: BUSINESS ANALYTICS	4
GB 518: FINANCIAL ACCOUNTING PRINCIPLES AND ANALYSIS	4
GB 519: MEASUREMENT AND DECISION MAKING	4
GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT	4
GB 530: MARKETING MANAGEMENT	4
GB 540: ECONOMICS FOR GLOBAL DECISION MAKERS	4
GB 550: FINANCIAL MANAGEMENT	4
GB 560: DESIGNING, IMPROVING, AND IMPLEMENTING PROCESSES	4
GB 570: MANAGING THE VALUE CHAIN	4
GB 580: STRATEGIC MANAGEMENT	4
GB 590: ETHICS IN BUSINESS AND SOCIETY	4
GB 600: LEADERSHIP STRATEGIES FOR A CHANGING WORLD	4
GB 601: MBA CAPSTONE	4
TOTAL CORE REQUIREMENTS	**60**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Health Care Management	
HA 540: HEALTH CARE OPERATIONS AND QUALITY ASSESSMENT	4
HA 545: HEALTH POLICY	4
HA 575: HEALTH CARE MARKETING	4
PU 660: INTERNATIONAL EPIDEMIOLOGY AND GLOBAL HEALTH	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the open electives requirement of the degree plan. Courses in this specialization are offered through the School of Health Sciences and require students to change to the 10-week calendar track upon completion of all courses in the MBA program.

TOTAL PROGRAM REQUIREMENTS	**76**

Curriculum

Human Resources

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GB 500: BUSINESS PERSPECTIVES	4
GB 513: BUSINESS ANALYTICS	4
GB 518: FINANCIAL ACCOUNTING PRINCIPLES AND ANALYSIS	4
GB 519: MEASUREMENT AND DECISION MAKING	4
GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT	4
GB 530: MARKETING MANAGEMENT	4
GB 540: ECONOMICS FOR GLOBAL DECISION MAKERS	4
GB 550: FINANCIAL MANAGEMENT	4
GB 560: DESIGNING, IMPROVING, AND IMPLEMENTING PROCESSES	4
GB 570: MANAGING THE VALUE CHAIN	4
GB 580: STRATEGIC MANAGEMENT	4
GB 590: ETHICS IN BUSINESS AND SOCIETY	4
GB 600: LEADERSHIP STRATEGIES FOR A CHANGING WORLD	4
GB 601: MBA CAPSTONE	4
TOTAL CORE REQUIREMENTS	**60**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Human Resources	
GB 541: EMPLOYMENT LAW	4
GB 542: TRAINING AND DEVELOPMENT	4
GB 545: STRATEGIC REWARD SYSTEMS	4
GB 546: RECRUITMENT AND SELECTION	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the open electives requirement of the degree plan. This program is fully aligned with the HR Curriculum Guidebook and Templates of the Society for Human Resource Management.

TOTAL PROGRAM REQUIREMENTS	**76**

Curriculum

Information Technology

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GB 500: BUSINESS PERSPECTIVES	4
GB 513: BUSINESS ANALYTICS	4
GB 518: FINANCIAL ACCOUNTING PRINCIPLES AND ANALYSIS	4
GB 519: MEASUREMENT AND DECISION MAKING	4
GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT	4
GB 530: MARKETING MANAGEMENT	4
GB 540: ECONOMICS FOR GLOBAL DECISION MAKERS	4
GB 550: FINANCIAL MANAGEMENT	4
GB 560: DESIGNING, IMPROVING, AND IMPLEMENTING PROCESSES	4
GB 570: MANAGING THE VALUE CHAIN	4
GB 580: STRATEGIC MANAGEMENT	4
GB 590: ETHICS IN BUSINESS AND SOCIETY	4
GB 600: LEADERSHIP STRATEGIES FOR A CHANGING WORLD	4
GB 601: MBA CAPSTONE	4
TOTAL CORE REQUIREMENTS	**60**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Information Technology	
IT 504: CRITICAL CONCEPTS AND COMPETENCIES FOR THE IT PROFESSIONAL	4
IT 503: PRINCIPLES OF INFORMATION TECHNOLOGY	4
IT 510: SYSTEM ANALYSIS AND DESIGN	4
IT 560: MANAGING TECHNOLOGY IN A BUSINESS ENVIRONMENT	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**76**

Curriculum

Marketing

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GB 500: BUSINESS PERSPECTIVES	4
GB 513: BUSINESS ANALYTICS	4
GB 518: FINANCIAL ACCOUNTING PRINCIPLES AND ANALYSIS	4
GB 519: MEASUREMENT AND DECISION MAKING	4
GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT	4
GB 530: MARKETING MANAGEMENT	4
GB 540: ECONOMICS FOR GLOBAL DECISION MAKERS	4
GB 550: FINANCIAL MANAGEMENT	4
GB 560: DESIGNING, IMPROVING, AND IMPLEMENTING PROCESSES	4
GB 570: MANAGING THE VALUE CHAIN	4
GB 580: STRATEGIC MANAGEMENT	4
GB 590: ETHICS IN BUSINESS AND SOCIETY	4
GB 600: LEADERSHIP STRATEGIES FOR A CHANGING WORLD	4
GB 601: MBA CAPSTONE	4
TOTAL CORE REQUIREMENTS	**60**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Marketing	
GB 531: ADVERTISING	4
GB 532: MARKETING RESEARCH	4
GB 533: SALESFORCE MANAGEMENT	4
GB 534: CONSUMER BEHAVIOR	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**76**

Curriculum

Project Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GB 500: BUSINESS PERSPECTIVES	4
GB 513: BUSINESS ANALYTICS	4
GB 518: FINANCIAL ACCOUNTING PRINCIPLES AND ANALYSIS	4
GB 519: MEASUREMENT AND DECISION MAKING	4
GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT	4
GB 530: MARKETING MANAGEMENT	4
GB 540: ECONOMICS FOR GLOBAL DECISION MAKERS	4
GB 550: FINANCIAL MANAGEMENT	4
GB 560: DESIGNING, IMPROVING, AND IMPLEMENTING PROCESSES	4
GB 570: MANAGING THE VALUE CHAIN	4
GB 580: STRATEGIC MANAGEMENT	4
GB 590: ETHICS IN BUSINESS AND SOCIETY	4
GB 600: LEADERSHIP STRATEGIES FOR A CHANGING WORLD	4
GB 601: MBA CAPSTONE	4
TOTAL CORE REQUIREMENTS	**60**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Project Management	
GM 591: STRATEGIC PROJECT SELECTION AND INITIATION	4
GM 592: PROJECT PLANNING AND THE PROJECT PLAN	4
GM 593: PROJECT EXECUTION WITH MONITORING AND CONTROL	4
GM 594: PROJECT RISK, QUALITY, AND PROCUREMENT MONITORING AND CONTROLLING	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**76**

Location

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Accounting

Description and Outcomes

The Master of Science in Accounting program is designed to follow a Bachelor of Science in Accounting degree. Refer to the Admissions Requirements section for details.

The objective of the Master of Science in Accounting program is to prepare you with the knowledge, technical skills, and work habits to be an innovative and adaptable critical thinker and problem solver. The program is designed to prepare you to use available services and technologies to support operations and management, and the curriculum encourages you to be a lifelong learner while addressing the evolving professional skills of master's degree students.

Upon graduation, you may perform either technical or management duties within the accounting field. Typical duties may include overall department management; the generation and analysis of accounting data; the creation of quality improvement processes, compliance strategies, and reimbursement procedures; conducting research; and addressing risk management and legal issues. Employment opportunities may exist within industry and public accounting. In addition, many entrepreneurial opportunities may exist for small business accounting and consulting services.

The Master of Science in Accounting program is designed to help you prepare for the Uniform Certified Public Accountant (CPA) Examination, the Certified Internal Auditor examination, and the Certified Management Accountant examination. Refer to the Certification,State Board, and National Board Exams section for important program disclosure information.

Specializations

You can choose from four specialization areas designed to help you develop specific accounting proficiencies: audit, finance, government, and tax.

Program Length

The Master of Science in Accounting program consists of a minimum of 52 quarter credit hours. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Integrate accounting knowledge to take well-reasoned action in diverse situations.
2. Assess accounting issues and opportunities in dynamic environments.
3. Evaluate the ethical and social implications of business and accounting decisions in a global context.
4. Evaluate the theory, principles, and practices of accounting and accounting information systems.
5. Integrate challenging work that will prepare students for accounting professional exams.
6. Communicate professionally through writing and presentations with stakeholders.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a bachelor's degree in business, management, accounting, or finance from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

If you are granted admission to the program, you may be required to complete additional foundational coursework, which may include AC 114: Accounting I, AC 116: Accounting II, and AC 239: Managerial Accounting, pending review of the situation by the Dean. Candidates to the program must pass their prerequisite courses with a "B" or better to be admitted to the program.

If you possess a bachelor's degree unrelated to business, management, accounting, or finance, you may be admitted with approval from the Dean of the School of Business and Information Technology. The Dean conducts evaluations on a case-by-case basis. The Dean will also identify required foundational coursework.

If you are an international applicant, you must submit, prior to enrollment, an official college transcript evaluated for equivalency to a United States college diploma by an authorized school official, appropriate outside agency, or approved foreign credential evaluator. If you possess a bachelor's degree unrelated to business, management, accounting, or finance, you must submit an additional course-by-course equivalency evaluation to determine whether you have already completed coursework equivalent to AC 114 and/or AC 116. You are responsible for any costs incurred as a result of this service.

Progression Requirements

1. You may not use transfer credit to replace AC 599: Graduate Capstone in Accounting. This course must be completed at Kaplan University.

2. As a newly enrolled student, you may request to test out of GB 512: Business Communications by passing a course assessment with a predetermined score. To register for a course assessment, you must contact your Education Advisor at least 1 week prior to the start of the first term. Refer to the Types of Credit section for additional information.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon graduation, you may be eligible to take the Uniform Certified Public Accountant (CPA), Certified Internal Auditor, and Certified Management Accountant certification exams. To sit for the CPA Exam in most states, there is an educational requirement of 150 semester hours or 225 quarter credit hours. You may need to take additional courses at the undergraduate or graduate level to meet individual state requirements.

Degree Plan

Curriculum

Audit

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
AC 501: FINANCIAL ACCOUNTING AND REPORTING	4
AC 502: REGULATION	4
AC 503: ADVANCED AUDITING	4
AC 504: ETHICAL ISSUES IN BUSINESS AND ACCOUNTING	4
AC 505: ADVANCED MANAGERIAL/COST ACCOUNTING	4
AC 507: CORPORATE TAX DECISIONS AND STRATEGIES	4
GB 512: BUSINESS COMMUNICATIONS	4
GB 540: ECONOMICS FOR GLOBAL DECISION MAKERS	4
AC 599: GRADUATE CAPSTONE IN ACCOUNTING	4
TOTAL CORE REQUIREMENTS	**36**
Open Elective Requirements	
ACCOUNTING ELECTIVES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Audit	
AC 550: ACCOUNTING INFORMATION SYSTEMS	4
AC 555: FRAUD EXAMINATION	4
AC 557: INTERNAL CONTROL ASSESSMENT AND DESIGN	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**52**

Curriculum

Finance

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
AC 501: FINANCIAL ACCOUNTING AND REPORTING	4
AC 502: REGULATION	4
AC 503: ADVANCED AUDITING	4
AC 504: ETHICAL ISSUES IN BUSINESS AND ACCOUNTING	4
AC 505: ADVANCED MANAGERIAL/COST ACCOUNTING	4
AC 507: CORPORATE TAX DECISIONS AND STRATEGIES	4
GB 512: BUSINESS COMMUNICATIONS	4
GB 540: ECONOMICS FOR GLOBAL DECISION MAKERS	4
AC 599: GRADUATE CAPSTONE IN ACCOUNTING	4
TOTAL CORE REQUIREMENTS	**36**
Open Elective Requirements	
ACCOUNTING ELECTIVES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Finance	
AC 551: ACCOUNTING RESEARCH	4
AC 554: ENTERPRISE RISK ANALYSIS AND PLANNING	4
AC 558: INTERNATIONAL ACCOUNTING STANDARDS AND GLOBAL FINANCIAL REPORTING	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**52**

Curriculum

Government

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
AC 501: FINANCIAL ACCOUNTING AND REPORTING	4
AC 502: REGULATION	4
AC 503: ADVANCED AUDITING	4
AC 504: ETHICAL ISSUES IN BUSINESS AND ACCOUNTING	4
AC 505: ADVANCED MANAGERIAL/COST ACCOUNTING	4
AC 507: CORPORATE TAX DECISIONS AND STRATEGIES	4
GB 512: BUSINESS COMMUNICATIONS	4
GB 540: ECONOMICS FOR GLOBAL DECISION MAKERS	4
AC 599: GRADUATE CAPSTONE IN ACCOUNTING	4
TOTAL CORE REQUIREMENTS	**36**
Open Elective Requirements	
ACCOUNTING ELECTIVES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Government	
AC 550: ACCOUNTING INFORMATION SYSTEMS	4
AC 556: GOVERNMENT AND NOT-FOR-PROFIT ACCOUNTING	4
AC 557: INTERNAL CONTROL ASSESSMENT AND DESIGN	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**52**

Curriculum

Tax

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
AC 501: FINANCIAL ACCOUNTING AND REPORTING	4
AC 502: REGULATION	4
AC 503: ADVANCED AUDITING	4
AC 504: ETHICAL ISSUES IN BUSINESS AND ACCOUNTING	4
AC 505: ADVANCED MANAGERIAL/COST ACCOUNTING	4
AC 507: CORPORATE TAX DECISIONS AND STRATEGIES	4
GB 512: BUSINESS COMMUNICATIONS	4
GB 540: ECONOMICS FOR GLOBAL DECISION MAKERS	4
AC 599: GRADUATE CAPSTONE IN ACCOUNTING	4
TOTAL CORE REQUIREMENTS	**36**
Open Elective Requirements	
ACCOUNTING ELECTIVES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Tax	
AC 559: INTERNATIONAL TAX PLANNING AND ISSUES	4
AC 560: TAX RESEARCH AND THE IRS	4
AC 561: TAXATION OF ESTATES AND TRUSTS	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**52**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Cybersecurity Management

Description and Outcomes

Contact your admissions representative for program start date.

The Master of Science in Cybersecurity Management will prepare graduates for leadership roles directing and protecting critical information infrastructures. You will learn to develop, implement, evaluate, and update the cybersecurity policies and practices that allow an organization to effectively respond to the dynamic cybersecurity landscape. Graduates will be adept in the management of information continuity, asset classification and control, compliance management, and the secure administration of IT infrastructure, as well as incident response.

Program Length

The Master of Science in Cybersecurity Management program consists of a minimum of 60 quarter credit hours. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Theory and Principles: Evaluate the theories, frameworks, principles, and best practices related to the management and leadership of cybersecurity technology efforts.

2. Project Management: Employ project management skills to construct strategies and policies for managing cyber threat anticipation, identification, evaluation, prevention, defense, and mitigation.

3. Decision Analysis: Analyze data to determine cybersecurity management strategies, plans, policies, and procedures in order to handle crises ethically and cost-effectively.

4. Cybersecurity Framework and Management: Apply appropriate technologies within a cybersecurity framework to evaluate and mitigate risk in contexts of uncertainty.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

At this time, if you reside in one of the following states you may not enroll in the Master of Science in Cybersecurity Management: Alabama, Arkansas, Delaware, Indiana, Kansas, Kentucky, Missouri, New Mexico, Tennessee, or Wisconsin.

Progression Requirements

1. Students entering the Master of Science in Cybersecurity Management program should already possess an in-depth knowledge of computer systems and networking technology, good mathematical and communication skills, and familiarity with Internet and wireless applications. Required information technology (IT) skillsets should be equivalent to a Bachelor of Science in Information Technology (BSIT) or similar degree, or an appropriate combination of IT professional certifications and experience.

2. You may apply to use transfer credit to replace or substitute for up to 50 percent of the program by submitting a waiver form to the Dean of the School of Business and Information Technology. A waiver will be granted conditionally, based upon an evaluation of common learning outcomes.

3. You may enroll in no more than one course per term for your first three terms. After completing your third term, you may enroll in two courses per term if your cumulative GPA is 3.5 or higher. Exceptions to this policy require the approval of the Dean of the School of Business and Information Technology or a designee.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
IT 513: WRITING AND CRITICAL THINKING FOR THE IT PROFESSIONAL	4
IT 527: FOUNDATIONS IN DATA ANALYTICS	4
IT 528: QUANTITATIVE RISK ANALYSIS	4
IT 530: COMPUTER NETWORKS	4
IT 537: INTRODUCTION TO CYBERSECURITY	4
IT 540: MANAGEMENT OF INFORMATION SECURITY	4
IT 541: COMPUTER AND NETWORK SECURITY	4
IT 542: ETHICAL HACKING AND NETWORK DEFENSE	4
IT 544: PLATFORMS, APPLICATIONS, AND DATA SECURITY	4
IT 545: WIRELESS, MOBILE, AND CLOUD SECURITY	4
IT 550: COMPUTER FORENSICS AND INVESTIGATIONS	4
IT 590: LEGAL AND ETHICAL ISSUES IN IT	4
IT 591: IT SECURITY AUDITING AND ASSESSMENTS	4
IT 592: FINANCIAL MANAGEMENT OF CYBERSECURITY	4
IT 595: MASTER'S CAPSTONE IN CYBERSECURITY MANAGEMENT	4
TOTAL CORE REQUIREMENTS	**60**
TOTAL PROGRAM REQUIREMENTS	**60**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Finance

Description and Outcomes

The Master of Science in Finance program focuses on helping you gain advanced technical knowledge and skills in a range of financial areas. Courses help increase your understanding of the factors that influence high-level decision making and provide you with opportunities to develop and implement your critical thinking skills to solve complex financial problems.

The program is designed to prepare you to make quality decisions based on the analysis of financial information. The curriculum encourages you to be a lifelong learner and addresses the evolving professional skills of master's degree students.

The general program is designed to help you develop specific skills in the areas of financial planning, corporate finance, banking, financial markets, and investment management. Completion of this program may be especially beneficial if you who wish to pursue a variety of opportunities in the financial service sector.

Specializations

You are required to select a specialization in financial analysis or financial planning.

Certified Financial Planner Board of Standards Certification Information

The Master of Science in Finance with a specialization in financial planning is a CFP Board-Registered Program in financial planning education. The Master of Science in Finance with a specialization in financial planning meets the specific criteria for educating individuals who wish to fulfill the education component for obtaining CFP$^{(R)}$ certification. Individuals who meet CFP Board's education requirement are eligible to sit for the CFP$^{(R)}$ Certification Examination. Successful completion of the education and examination components completes two of the core prerequisites to obtain CFP$^{(R)}$ certification. For detailed information related to obtaining CFP$^{(R)}$ certification, you may access the CFP Board website located at: www.cfp.net/.

Program Length

The Master of Science in Finance program consists of a minimum of 56 quarter credit hours. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Perform financial analysis using quantitative concepts and techniques.
2. Interpret financial statements that adhere to current standards.
3. Analyze investment and financial risk.
4. Evaluate financial theory and practices.
5. Apply legislation, regulations, and principles of practice to financial scenarios.
6. Communicate professionally through writing and presentations with stakeholders.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Progression Requirements

1. You may not use transfer credit to replace GF 599: Graduate Capstone in Finance. This course must be completed at Kaplan University.

2. As a newly enrolled student, you may request to test out of GB 512: Business Communications by passing a course assessment with a predetermined score. To register for a course assessment, you must contact your Education Advisor at least 1 week prior to the start of the first term. Refer to the Types of Credit section for additional information.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the financial analysis specialization, you may be eligible to take the Certified Financial Analyst (CFA) certification exam.

If you complete the financial planning specialization, you may be eligible to take the Certified Financial Planner™ (CFP[R]) Certification Examination. Certified Financial Planner Board of Standards, Inc., owns the CFP[R], Certified Financial Planner™, and federally registered CFP (with flame design) in the U.S., which are awarded to individuals who successfully complete initial and ongoing certification requirements. Kaplan University does not certify individuals to use the CFP[R], Certified Financial Planner™, or federally registered CFP (with flame design) marks. CFP[R] certification is granted solely by Certified Financial Planner Board of Standards, Inc., to individuals who, in addition to completing an educational requirement, have met its ethics, experience, and examination requirements.

Degree Plan

Curriculum

Financial Analysis

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GF 500: FINANCIAL INSTITUTIONS AND MARKETS	4
GF 510: RISK ANALYSIS AND MANAGEMENT	4
GF 520: CORPORATE FINANCE	4
GF 530: FINANCIAL STATEMENT ANALYSIS	4
GF 540: INVESTMENT AND SECURITIES ANALYSIS	4
GF 550: RETIREMENT PLANNING	4
GF 560: FIXED-INCOME AND FUTURES INVESTING	4
GF 570: PORTFOLIO MANAGEMENT	4
GF 599: GRADUATE CAPSTONE IN FINANCE	4
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Financial Analysis	
GB 540: ECONOMICS FOR GLOBAL DECISION MAKERS	4
GF 580: ETHICS FOR FINANCIAL PROFESSIONALS	4
GF 581: FINANCIAL STRATEGIES FOR A GLOBAL ENVIRONMENT	4
GF 582: STATISTICAL METHODS FOR DECISION MAKING	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**56**

Curriculum

Financial Planning

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GF 500: FINANCIAL INSTITUTIONS AND MARKETS	4
GF 510: RISK ANALYSIS AND MANAGEMENT	4
GF 520: CORPORATE FINANCE	4
GF 530: FINANCIAL STATEMENT ANALYSIS	4
GF 540: INVESTMENT AND SECURITIES ANALYSIS	4
GF 550: RETIREMENT PLANNING	4
GF 560: FIXED-INCOME AND FUTURES INVESTING	4
GF 570: PORTFOLIO MANAGEMENT	4
GF 599: GRADUATE CAPSTONE IN FINANCE	4
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Financial Planning	
GF 590: PERSONAL FINANCIAL PLANNING	4
GF 591: INDIVIDUAL INSURANCE PLANNING	4
GF 592: INCOME TAX PLANNING AND STRATEGIES	4
GF 593: ESTATE PLANNING	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**56**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Information Technology

Description and Outcomes

If you have a bachelor's degree in information technology, computer science, information systems, management of information systems, or a similar field of study, the Master of Science in Information Technology could help you take the next step in your career.

Specializations

The program provides you with the option of selecting a specialization, in addition to the core curriculum requirements. The specializations include business intelligence and analytics, information security and assurance, and project management.

Program Length

The Master of Science in Information Technology program consists of a minimum of 60 quarter credit hours. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Theory and Principles: Evaluate the theory, principles, and practices of information systems.

2. Project Management: Employ project management skills to construct plans for information technology projects.

3. Decision Analysis: Assess and analyze data to arrive at logical decisions for solving complex problems.

4. System Analysis and Design: Apply appropriate technologies in the analysis and design of information systems.

5. Ethical Practices: Assess ethical, legal, and social issues within the information technology field.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Progression Requirements

1. If you do not possess a bachelor's degree in information technology or a comparable field of study, you must take IT 503: Principles of Information Technology your second term in place of an IT elective.

2. You may apply to use transfer credit to replace or substitute for up to 50 percent of the program by submitting a waiver form to the Dean of the School of Business and Information Technology. A waiver will be granted conditionally, based upon an evaluation of common learning outcomes.

3. You may enroll in no more than one course per term for your first three terms. After completing your third term, you may enroll in two courses per term if your cumulative GPA is 3.5 or higher. Exceptions to this policy require the approval of the Dean of the School of Business and Information Technology or a designee.

Degree Plan

Curriculum

No Specialization

Courses	Credits
PROGRAM REQUIREMENTS	
Prerequisite Requirements	
IT 503: PRINCIPLES OF INFORMATION TECHNOLOGY	4
TOTAL PREREQUISITE REQUIREMENTS	**0**
Prerequisite only required for students who enter the Master of Science in Information Technology without a bachelor's degree in information technology.	
Core Requirements	
IT 504: CRITICAL CONCEPTS AND COMPETENCIES FOR THE IT PROFESSIONAL	4
IT 510: SYSTEM ANALYSIS AND DESIGN	4
IT 511: INFORMATION SYSTEMS PROJECT MANAGEMENT	4
IT 513: WRITING AND CRITICAL THINKING FOR THE IT PROFESSIONAL	4
IT 525: DATABASE DESIGN AND DATA MODELING	4
IT 526: SQL QUERY DESIGN	4
IT 530: COMPUTER NETWORKS	4
IT 540: MANAGEMENT OF INFORMATION SECURITY	4
IT 590: LEGAL AND ETHICAL ISSUES IN IT	4
Select IT 599 or IT 597/IT 598:	
IT 597: MASTER'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP I	2
IT 598: MASTER'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP II	2
IT 599: APPLIED IT MASTER PROJECT	4
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
IT ELECTIVES	20
TOTAL OPEN ELECTIVE REQUIREMENTS	**20**
TOTAL PROGRAM REQUIREMENTS	**60**

Curriculum

Business Intelligence and Analytics

Courses	Credits
PROGRAM REQUIREMENTS	
Prerequisite Requirements	
IT 503: PRINCIPLES OF INFORMATION TECHNOLOGY	4
TOTAL PREREQUISITE REQUIREMENTS	**0**

Prerequisite only required for students who enter the Master of Science in Information Technology without a bachelor's degree in information technology.

Courses	Credits
Core Requirements	
IT 504: CRITICAL CONCEPTS AND COMPETENCIES FOR THE IT PROFESSIONAL	4
IT 510: SYSTEM ANALYSIS AND DESIGN	4
IT 511: INFORMATION SYSTEMS PROJECT MANAGEMENT	4
IT 513: WRITING AND CRITICAL THINKING FOR THE IT PROFESSIONAL	4
IT 525: DATABASE DESIGN AND DATA MODELING	4
IT 526: SQL QUERY DESIGN	4
IT 530: COMPUTER NETWORKS	4
IT 540: MANAGEMENT OF INFORMATION SECURITY	4
IT 590: LEGAL AND ETHICAL ISSUES IN IT	4
Select IT 599 or IT 597/IT 598:	
IT 597: MASTER'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP I	2
IT 598: MASTER'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP II	2
IT 599: APPLIED IT MASTER PROJECT	4
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	20
TOTAL OPEN ELECTIVE REQUIREMENTS	**20**
Specialization Requirements - Business Intelligence and Analytics	
IT 521: DECISION SUPPORT SYSTEMS	4
IT 522: KNOWLEDGE-BASED MANAGEMENT SYSTEMS	4
IT 523: DATA WAREHOUSING AND DATA MINING	4
IT 527: FOUNDATIONS IN DATA ANALYTICS	4
IT 528: QUANTITATIVE RISK ANALYSIS	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**60**

Curriculum

Information Security and Assurance

Courses	Credits
PROGRAM REQUIREMENTS	
Prerequisite Requirements	
IT 503: PRINCIPLES OF INFORMATION TECHNOLOGY	4
TOTAL PREREQUISITE REQUIREMENTS	**0**

Prerequisite only required for students who enter the Master of Science in Information Technology without a bachelor's degree in information technology.

Courses	Credits
Core Requirements	
IT 504: CRITICAL CONCEPTS AND COMPETENCIES FOR THE IT PROFESSIONAL	4
IT 510: SYSTEM ANALYSIS AND DESIGN	4
IT 511: INFORMATION SYSTEMS PROJECT MANAGEMENT	4
IT 513: WRITING AND CRITICAL THINKING FOR THE IT PROFESSIONAL	4
IT 525: DATABASE DESIGN AND DATA MODELING	4
IT 526: SQL QUERY DESIGN	4
IT 530: COMPUTER NETWORKS	4
IT 540: MANAGEMENT OF INFORMATION SECURITY	4
IT 590: LEGAL AND ETHICAL ISSUES IN IT	4
Select IT 599 or IT 597/IT 598:	
IT 597: MASTER'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP I	2
IT 598: MASTER'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP II	2
IT 599: APPLIED IT MASTER PROJECT	4
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	20
TOTAL OPEN ELECTIVE REQUIREMENTS	**20**
Specialization Requirements - Information Security and Assurance	
IT 541: COMPUTER AND NETWORK SECURITY	4
IT 542: ETHICAL HACKING AND NETWORK DEFENSE	4
IT 550: COMPUTER FORENSICS AND INVESTIGATIONS	4
IT ELECTIVES	8
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**60**

Curriculum

Project Management

Courses	Credits
PROGRAM REQUIREMENTS	
Prerequisite Requirements	
IT 503: PRINCIPLES OF INFORMATION TECHNOLOGY	4
TOTAL PREREQUISITE REQUIREMENTS	**0**

Prerequisite only required for students who enter the Master of Science in Information Technology without a bachelor's degree in information technology.

Courses	Credits
Core Requirements	
IT 504: CRITICAL CONCEPTS AND COMPETENCIES FOR THE IT PROFESSIONAL	4
IT 510: SYSTEM ANALYSIS AND DESIGN	4
IT 511: INFORMATION SYSTEMS PROJECT MANAGEMENT	4
IT 513: WRITING AND CRITICAL THINKING FOR THE IT PROFESSIONAL	4
IT 525: DATABASE DESIGN AND DATA MODELING	4
IT 526: SQL QUERY DESIGN	4
IT 530: COMPUTER NETWORKS	4
IT 540: MANAGEMENT OF INFORMATION SECURITY	4
IT 590: LEGAL AND ETHICAL ISSUES IN IT	4
Select IT 599 or IT 597/IT 598:	
IT 597: MASTER'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP I	2
IT 598: MASTER'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP II	2
IT 599: APPLIED IT MASTER PROJECT	4
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	20
TOTAL OPEN ELECTIVE REQUIREMENTS	**20**
Specialization Requirements - Project Management	
GM 591: STRATEGIC PROJECT SELECTION AND INITIATION	4
GM 592: PROJECT PLANNING AND THE PROJECT PLAN	4
GM 593: PROJECT EXECUTION WITH MONITORING AND CONTROL	4
GM 594: PROJECT RISK, QUALITY, AND PROCUREMENT MONITORING AND CONTROLLING	4
IT ELECTIVE	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**60**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Management

Description and Outcomes

The Master of Science in Management program focuses on helping you build specialized leadership skills in a particular discipline and is designed to prepare you to pursue managerial and executive positions in a wide range of industries. From the start of the program, courses help you develop leadership knowledge and abilities that you can apply immediately to your work life and to help advance your career. Through relevant instruction and hands-on application, you may acquire skills and understanding in decision making and day-to-day managerial functions. The curriculum encourages you to identify real-life professional challenges by building a resume of case studies and projects, hypothesizing and testing solutions, and measuring results. You will examine current concepts and effective management and organizational strategies that impact today's global marketplace.

Completion of this program may be especially beneficial if you are interested in pursuing high-level managerial opportunities in various fields such as health care administration, change leadership, project management, and government.

Specializations

You can choose from six specialization areas that are designed to help develop specific proficiencies: health care management, human resources, information technology, leadership, organizational design and development, and project management.

Society for Human Resources Management Acknowledgement

The Society for Human Resource Management (SHRM) has acknowledged that the Master of Business Administration with a specialization in human resources fully aligns with SHRM's *HR Curriculum Guidebook and Templates*. The *HR Curriculum Guidebook and Templates* were developed by SHRM to define the minimum HR content areas that should be studied by HR students at the undergraduate and graduate levels. The guidelines—created in 2006 and revalidated in 2010 and 2013—are part of SHRM's academic initiative to define HR education standards taught in university business schools and help universities develop degree programs that follow these standards.

Program Length

The Master of Science in Management program consists of a minimum of 56 quarter credit hours. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Develop a personal leadership and management style for diverse situations.
2. Assess the impact of theory on the practice of management.
3. Apply management best practices to effect innovative change.
4. Evaluate the ethical and social implications of business decisions in a global context.
5. Evaluate organizational decisions.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Progression Requirements

1. You may not use transfer credit to replace GM 502: Leadership Theory and Practice I, GM 503: Leadership Theory and Practice II, or GM 599: Applied Research Project. These courses must be completed at Kaplan University. No transfer credit may be used for any course in the project management specialization.

2. As a newly enrolled student, you may request to test out of GB 512: Business Communications by passing a course assessment with a predetermined score. To register for a course assessment, you must contact your Education Advisor at least 1 week prior to the start of the first term. Refer to the Types of Credit section for additional information.

3. If you would like to substitute a course for one of the required core courses, you must submit a Program Option Request Form with documentation supporting the request to the Dean of the School of Business and Information Technology. The decision to approve a core course substitution request rests with the Dean or a designee and is based on an evaluation of your exposure to equivalent subject matter. Regardless of the Dean's decision, you will still have to complete the amount of credit hours required for the program.

Degree Plan

Curriculum

Health Care Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT	4
GM 500: MANAGEMENT THEORIES AND PRACTICES I	4
GM 501: MANAGEMENT THEORIES AND PRACTICES II	4
GM 502: LEADERSHIP THEORY AND PRACTICE I	4
GM 503: LEADERSHIP THEORY AND PRACTICE II	4
GM 504: ORGANIZATIONAL EXCELLENCE AND CHANGE	4
GM 505: ACTION RESEARCH AND CONSULTING SKILLS	4
GM 506: STRATEGIC FINANCIAL ANALYSIS	4
GM 599: APPLIED RESEARCH PROJECT	4
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Health Care Management	
HA 540: HEALTH CARE OPERATIONS AND QUALITY ASSESSMENT	4
HA 545: HEALTH POLICY	4
HA 575: HEALTH CARE MARKETING	4
PU 660: INTERNATIONAL EPIDEMIOLOGY AND GLOBAL HEALTH	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan. Courses in this specialization are offered through the School of Health Sciences and require students to change to the 10-week calendar track upon completion of all courses in the Master of Science in Management program.	
TOTAL PROGRAM REQUIREMENTS	**56**

Curriculum

Human Resources

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT	4
GM 500: MANAGEMENT THEORIES AND PRACTICES I	4
GM 501: MANAGEMENT THEORIES AND PRACTICES II	4
GM 502: LEADERSHIP THEORY AND PRACTICE I	4
GM 503: LEADERSHIP THEORY AND PRACTICE II	4
GM 504: ORGANIZATIONAL EXCELLENCE AND CHANGE	4
GM 505: ACTION RESEARCH AND CONSULTING SKILLS	4
GM 506: STRATEGIC FINANCIAL ANALYSIS	4
GM 599: APPLIED RESEARCH PROJECT	4
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Human Resources	
GB 541: EMPLOYMENT LAW	4
GB 542: TRAINING AND DEVELOPMENT	4
GB 545: STRATEGIC REWARD SYSTEMS	4
GB 546: RECRUITMENT AND SELECTION	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan. This program is fully aligned with the HR Curriculum Guidebook and Templates of the Society for Human Resource Management.	
TOTAL PROGRAM REQUIREMENTS	**56**

Curriculum

Information Technology

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT	4
GM 500: MANAGEMENT THEORIES AND PRACTICES I	4
GM 501: MANAGEMENT THEORIES AND PRACTICES II	4
GM 502: LEADERSHIP THEORY AND PRACTICE I	4
GM 503: LEADERSHIP THEORY AND PRACTICE II	4
GM 504: ORGANIZATIONAL EXCELLENCE AND CHANGE	4
GM 505: ACTION RESEARCH AND CONSULTING SKILLS	4
GM 506: STRATEGIC FINANCIAL ANALYSIS	4
GM 599: APPLIED RESEARCH PROJECT	4
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Information Technology	
IT 504: CRITICAL CONCEPTS AND COMPETENCIES FOR THE IT PROFESSIONAL	4
IT 503: PRINCIPLES OF INFORMATION TECHNOLOGY	4
IT 510: SYSTEM ANALYSIS AND DESIGN	4
IT 560: MANAGING TECHNOLOGY IN A BUSINESS ENVIRONMENT	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**56**

Curriculum

Leadership

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT	4
GM 500: MANAGEMENT THEORIES AND PRACTICES I	4
GM 501: MANAGEMENT THEORIES AND PRACTICES II	4
GM 502: LEADERSHIP THEORY AND PRACTICE I	4
GM 503: LEADERSHIP THEORY AND PRACTICE II	4
GM 504: ORGANIZATIONAL EXCELLENCE AND CHANGE	4
GM 505: ACTION RESEARCH AND CONSULTING SKILLS	4
GM 506: STRATEGIC FINANCIAL ANALYSIS	4
GM 599: APPLIED RESEARCH PROJECT	4
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Leadership	
GB 600: LEADERSHIP STRATEGIES FOR A CHANGING WORLD	4
GM 543: ORGANIZATION DIAGNOSIS AND DESIGN	4
GM 585: MENTORING AND COACHING	4
GM 586: TRANSFORMATIONAL LEADERSHIP	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**56**

Curriculum

Organizational Design and Development

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT	4
GM 500: MANAGEMENT THEORIES AND PRACTICES I	4
GM 501: MANAGEMENT THEORIES AND PRACTICES II	4
GM 502: LEADERSHIP THEORY AND PRACTICE I	4
GM 503: LEADERSHIP THEORY AND PRACTICE II	4
GM 504: ORGANIZATIONAL EXCELLENCE AND CHANGE	4
GM 505: ACTION RESEARCH AND CONSULTING SKILLS	4
GM 506: STRATEGIC FINANCIAL ANALYSIS	4
GM 599: APPLIED RESEARCH PROJECT	4
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Organizational Design and Development	
GB 542: TRAINING AND DEVELOPMENT	4
GB 600: LEADERSHIP STRATEGIES FOR A CHANGING WORLD	4
GM 541: FOUNDATIONS OF ORGANIZATION DEVELOPMENT	4
GM 543: ORGANIZATION DIAGNOSIS AND DESIGN	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**56**

Curriculum

Project Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 512: BUSINESS COMMUNICATIONS	4
GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT	4
GM 500: MANAGEMENT THEORIES AND PRACTICES I	4
GM 501: MANAGEMENT THEORIES AND PRACTICES II	4
GM 502: LEADERSHIP THEORY AND PRACTICE I	4
GM 503: LEADERSHIP THEORY AND PRACTICE II	4
GM 504: ORGANIZATIONAL EXCELLENCE AND CHANGE	4
GM 505: ACTION RESEARCH AND CONSULTING SKILLS	4
GM 506: STRATEGIC FINANCIAL ANALYSIS	4
GM 599: APPLIED RESEARCH PROJECT	4
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
Specialization Requirements - Project Management	
GM 591: STRATEGIC PROJECT SELECTION AND INITIATION	4
GM 592: PROJECT PLANNING AND THE PROJECT PLAN	4
GM 593: PROJECT EXECUTION WITH MONITORING AND CONTROL	4
GM 594: PROJECT RISK, QUALITY, AND PROCUREMENT MONITORING AND CONTROLLING	4
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**56**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Graduate Certificate in Accounting

Description and Outcomes

The objective of the Graduate Certificate in Accounting program is to prepare you with the critical knowledge and skills to pursue mid-level accounting positions. The certificate program is designed to provide knowledge of key accounting areas including accounting and financial reporting systems, business law, auditing techniques, and cost accounting.

This certificate program could also help you prepare for the Uniform Certified Public Accountant (CPA) Examination. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Graduate Certificate in Accounting program consists of a minimum of 16 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a bachelor's degree in accounting from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

If you are enrolled in a School of Business and Information Technology certificate program, you will have all course-level prerequisites waived.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the certificate program, you may be eligible to take the Uniform Certified Public Accountant (CPA) Examination. To sit for the CPA Exam in most states, there is an educational requirement of 150 semester hours or 225 quarter credit hours. You may need to take additional courses at the undergraduate or graduate level to meet individual state requirements.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
AC 501: FINANCIAL ACCOUNTING AND REPORTING	4
AC 502: REGULATION	4
AC 503: ADVANCED AUDITING	4
AC 505: ADVANCED MANAGERIAL/COST ACCOUNTING	4
TOTAL CORE REQUIREMENTS	**16**
TOTAL PROGRAM REQUIREMENTS	**16**

Locations

Location	Symbol
Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

Symbol	Description
●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Graduate Certificate in Human Resources

Description and Outcomes

The objective of the Graduate Certificate in Human Resources program is to prepare you with the critical knowledge and skills to pursue mid-level positions in human resources. The certificate program is designed to provide knowledge of key human resource areas including employment and labor law, employee training and development programs, reward systems, employee recruitment and selection, and assessment models.

This certificate program could also help you prepare for the Senior Professional in Human Resources (SPHR) certification exam. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Graduate Certificate in Human Resources program consists of a minimum of 16 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Policies

Progression Requirements

If you are enrolled in a School of Business and Information Technology certificate program, you will have all course-level prerequisites waived.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the certificate program, you may be eligible to take the Senior Professional in Human Resources (SPHR) certification exam.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GB 541: EMPLOYMENT LAW	4
GB 542: TRAINING AND DEVELOPMENT	4
GB 545: STRATEGIC REWARD SYSTEMS	4
GB 546: RECRUITMENT AND SELECTION	4
TOTAL CORE REQUIREMENTS	**16**
TOTAL PROGRAM REQUIREMENTS	**16**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Graduate Certificate in Information Security

Description and Outcomes

The objective of the Graduate Certificate in Information Security program is to prepare you with the critical knowledge and technical skills to pursue career advancement in the information security field. The certificate program is designed to provide knowledge of key information technology areas including network security tools, computer security, penetration testing, ethical hacking, and cryptography. You will explore various types of software, such as network security tools, hacking tools, and cryptographic tools, and study to gain proficiency in these programs.

This certificate program could also help you prepare for the Certified Ethical Hacking certification exam. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Graduate Certificate in Information Security program consists of a minimum of 16 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a bachelor's degree in information technology from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

If you enroll in a School of Business and Information Technology certificate program, you will have all course-level prerequisites waived.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the certificate program, you may be eligible to take the Certified Ethical Hacking certification exam.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
IT 540: MANAGEMENT OF INFORMATION SECURITY	4
IT 541: COMPUTER AND NETWORK SECURITY	4
IT 542: ETHICAL HACKING AND NETWORK DEFENSE	4
IT 543: CRYPTOGRAPHY CONCEPTS AND TECHNIQUES	4
TOTAL CORE REQUIREMENTS	**16**
TOTAL PROGRAM REQUIREMENTS	**16**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Graduate Certificate in Project Management

Description and Outcomes

The objective of the Graduate Certificate in Project Management program is to prepare you with the critical knowledge and skills to pursue a mid-level position in project management. The certificate program is designed to provide knowledge of key project management areas including project initiation, project planning and execution, project cost and scheduling, and project risk, quality, and assessment.

This certificate program could also help you prepare for the Project Management Professional (PMP) certification exam. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Graduate Certificate in Project Management program consists of a minimum of 16 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Policies

Progression Requirements

If you are enrolled in a School of Business and Information Technology certificate program, you will have all course-level prerequisites waived.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the certificate program, you may be eligible to take the Project Management Professional (PMP) certification exam.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
GM 591: STRATEGIC PROJECT SELECTION AND INITIATION	4
GM 592: PROJECT PLANNING AND THE PROJECT PLAN	4
GM 593: PROJECT EXECUTION WITH MONITORING AND CONTROL	4
GM 594: PROJECT RISK, QUALITY, AND PROCUREMENT MONITORING AND CONTROLLING	4
TOTAL CORE REQUIREMENTS	**16**
TOTAL PROGRAM REQUIREMENTS	**16**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

School of Education in the College of Social and Behavioral Sciences

Mission

Mission Statement

The School of Education at Kaplan University is committed to developing leaders in education through its focus on constant learning and reflection, ongoing improvement of professional practice, and making meaningful contributions to the lives of learners. Critical thinking, clear communication, and informed decision making are the cornerstones of our flexible, adaptive approach to education.

General Policies

Progression Requirements

International Applicants

If you completed your university education abroad, you must have earned an equivalent, recognized baccalaureate degree. International transcripts submitted to the School of Education must be evaluated by one of the approved agencies listed by the National Association of Credential Evaluation Services on the following website: www.naces.org/members.htm. Official evaluated transcripts must be received by Kaplan University before you can enroll in a program.

Criminal Background Check Policy

If your program of study requires a criminal background check, you must complete the background check with the University's provider by that program's deadline. You will pay all fees directly to the provider.

You will be withdrawn if you are unable to pass a background check and have not made arrangements to change your program of study to one for which a background check is not required.

The Office of the Dean of the School of Education in the College of Social and Behavioral Sciences will maintain confidentiality of all information related to criminal background checks.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Alabama Students

State authorization to provide a program related to the preparation of teachers or other P–12 school/system personnel does not indicate eligibility for an Alabama certificate. Applicants for an Alabama certificate based on reciprocity must meet Alabama's test requirements and submit a valid, renewable professional educator certificate/license issued by another state at the degree level, grade level, and in the teaching field or area of instructional support for which an Alabama certificate is sought and for which Alabama issues a certificate. Applicants for Alabama certification in an area of administration must also document at least 3 years of full-time employment as an administrator in a P–12 school system(s).

Website: www.alsde.edu

Tennessee Students

Specific School of Education master's degrees are not recognized for initial licensure in Tennessee and cannot be used to add endorsement areas to a Tennessee license. Potential students are strongly encouraged to confirm salary rating and license renewal policies with their school district and/or state department, when applicable.

Benefits for Tennessee K–12 teachers enrolled in the Master of Science in Education or the Master of Science in Education's educational leadership emphasis area include:

- Salary increase and/or licensure renewal*

- Career advancement, i.e., those completing the educational leadership emphasis area may gain the necessary leadership knowledge and skills to be eligible for a department chair or other nonlicensure administrative role

Benefits for career changers enrolled in the Master of Arts in Teaching's noncertification track include:

- Increased confidence in the classroom while working with adolescents in current role

- Greater preparation for state pedagogy exams and state-approved certification programs

- Salary increase*

Benefits of the Master of Science in Instructional Design and Technology include:

- Entry into a career as an instructional designer or instructional technologist

- Ability to fine-tune skills related to design, development, and evaluation of instructional programs, materials, and media

*Check with your school district and/or the Tennessee Department of Education prior to enrollment.

Master of Arts in Teaching

Description and Outcomes

The Master of Arts in Teaching program is designed to help you become proficient in nine program competencies, which are based upon national and state professional standards for beginning teachers. Each course requires you to gain knowledge and experience in relation to one or more of the program competencies.

Tracks of Study

You will have the opportunity to pursue either an Iowa certification or noncertification track of study.

The Iowa certification track is designed for professionals either living in the state of Iowa or in close enough proximity to be able to conduct weekly field experiences at an Iowa school. If you are interested in becoming a certified teacher in grades 5 through 12, this program may be for you. You will have the option of completing student teaching as the program's culminating teaching experience. Refer to the Progression Requirements section for details. Upon successful completion of all program, graduation, and student teaching requirements, you will be recommended for Iowa licensure.

The noncertification track is designed for professionals from all 50 states and abroad who desire a fundamental understanding of secondary teaching practices, but may not wish to become certified teachers. In addition, if you would like to become a certified teacher, but do not live in the state of Iowa, you should also consider this program. Kaplan University cannot recommend candidates outside of the state of Iowa for licensure. If you enroll in the noncertification track, you are responsible for determining which of your state's alternative certification programs you should pursue and then discussing this choice with your Education Advisor.

Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Program Length

The Iowa certification track consists of a minimum of 54 quarter credit hours; the noncertification track consists of a minimum of 45 quarter credit hours. Upon successful completion of the program, you will be awarded a master of arts degree.

Program Outcomes

1. Graduates will explain how students learn and develop, and support student academic growth through developmentally appropriate learning experiences.

2. Graduates will plan and provide equitable learning opportunities for all students and create instructional opportunities to meet the needs of diverse students.

3. Graduates will plan instruction based upon knowledge of subject matter, students, curriculum goals, research-based strategies, and the school/community context.

4. Graduates will select and implement effective communication techniques and instructional technology to enrich student learning and academic performance.

5. Graduates will integrate understandings of individual and group motivation and behavior to establish and manage a positive learning environment that supports inquiry and active engagement in learning.

6. Graduates will select and implement appropriate formal and informal assessment strategies to evaluate and ensure students' continuous academic, social, and physical development including the facilitation of transition for students with exceptional learning needs.

7. Graduates will pursue and integrate new personal and professional knowledge, contribute to the knowledge base of the profession, and display ethical and professional behavior.

8. Graduates will develop a habit of reflection through which they continually evaluate the effects of their choices and actions on students, parents/caregivers, and other professionals in the learning community.

9. Graduates will foster positive relationships with colleagues, school administrators, other professionals, parents/caregivers, and community agencies to support student learning.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you enroll in one of the following Master of Arts in Teaching programs, you must submit an unofficial transcript indicating receipt of a bachelor's degree from a college or university accredited by a regional accrediting body recognized by the U.S. Department of Education. You must submit an official copy to the Registrar's Office by the last day of the first term.

- Master of Arts in Teaching Iowa certification track
- Master of Arts in Teaching noncertification track (applicants to the Texas Educational Career Alternatives Program only)
- Master of Arts in Teaching Classroom Pathways Bundle (South Carolina only)

If you enroll in the Master of Arts in Teaching noncertification track and are seeking state teacher certification through alternative certification, you must check your state's undergraduate transcript requirements to ensure eligibility, as many alternative certification programs require transcripts from regionally accredited institutions only.

Iowa Certification Track

1. You must meet content area requirements specified by the Iowa Board of Educational Examiners, including the completion of the minimum amount of semester hours in your chosen content area. Prior to enrollment, you must obtain a transcript analysis that shows you have met the minimum content hours in the teaching endorsement area. Kaplan University's Iowa Supervising Director will assist you in choosing an approved evaluator. You are responsible for paying the transcript analysis fee directly to the evaluator or paying through the University, depending on the chosen evaluator. Admission to the program will be approved by the Dean of the School of Education.

2. You must provide proof of passing a background check.

3. Prior to enrollment, you must submit official passing scores on required Core Academic Skills for Educators and Praxis II tests via the Educational Testing Service (ETS). Kaplan University's ETS recipient code for Praxis test results is 5340. Score reports should be sent directly to the University by ETS.

Praxis Core Academic Skills for Educators

You will be required to pass the following basic skills exams:

- Core Academic Skills for Educators—Reading (#5712)
- Core Academic Skills for Educators—Writing (#5722)
- Core Academic Skills for Educators—Mathematics (#5732)

If you have passed the Graduate Record Examination (GRE) with a score of 1000 or higher within the past 5 years, you may be exempt from submitting passing Praxis Core Academic Skills for Educators scores. The Dean reviews qualified scores on a case-by-case basis.

Praxis II

The state of Iowa requires that you pass two Praxis II exams: a content exam (Subject Assessment) specific to your approved endorsement area and a pedagogy exam (Principles of Learning and Teaching—Grades 7-12).

Subject Assessments Exam:

You must pass the Praxis II: Subject Assessment exam for your area of endorsement and submit scores to Kaplan University prior to admission.

Principles of Learning and Teaching (PLT) Exam:

You must pass the appropriate PLT exam and submit scores to Kaplan University prior to being recommended for licensure.

Details on minimum scores and required exams can be found at the Educational Testing Service's website: www.ets.org/praxis/ia/requirements/. Kaplan University's ETS recipient code for both exams is 5340.

Master of Arts in Teaching Classroom Pathways Bundle

The Master of Arts in Teaching Classroom Pathways Bundle is an enrollment package that combines Kaplan University's Master of Arts in Teaching, non certification track, with the American Board for Certification of Teacher Excellence (American Board) Plus+ Program. American Board's Plus+ Program is a state-approved route to teacher certification in several states. The Dean will provide a current list of states. Prior to enrolling, you must confirm your eligibility for a state alternative certification program. You are also encouraged to confirm costs, deadlines, and continuing requirements with American Board.

Progression Requirements

1. The grade of "C" is the minimum acceptable score for courses in the Master of Arts in Teaching program. If you earn a grade of "F" in a course, you must immediately retake the course. You may only take a course twice and must earn the required grade of "C" or higher. Failure to earn the required grade will result in dismissal from Kaplan University after the second attempt.

2. You will be placed on immediate probation if your cumulative GPA has fallen below 3.0.

3. You can enroll in no more than one course per term without written permission from the Dean of the School of Education.

4. You may not transfer credits to the Master of Science in Education program, except for ED 503: Educational Psychology. Other exceptions may be approved by the Dean of the School of Education on an individual basis.

5. Courses can be transferred between the Master of Arts in Teaching program's Iowa certification and noncertification tracks upon approval by the Dean of the School of Education.

Iowa Certification Track

1. You may not use transfer credit to replace the following courses without approval of the Dean of the School of Education:
   - ED 503: Educational Psychology
   - ED 511: Teaching Methods Through Differentiated Instruction
   - ED 513: Child and Adolescent Development
   - ED 531: Secondary Student Assessment
   - ED 581: Secondary Classroom Management

   You must complete these courses at the University.

2. You must complete a criminal background check through Kaplan University's designated provider prior to enrolling in your first term. See the Criminal Background Check Policy for additional information.

3. You are required to complete a student teaching experience at a local school district.

Student Teachers

Prior to student teaching, you must complete a minimum of 100 hours of fieldwork. The University prefers student teachers spend at least 8 hours per week in the field. Therefore, you must have a flexible work schedule to ensure the minimum number of required hours is met.

In addition, you must provide proof of immunization, if required, prior to the start of student teaching.

You will enroll in the sequence of courses listed below while progressing through the student teaching experience. The exact course sequence will be approved by the Dean and Iowa Supervising Director prior to the on-ground experience.

- ED 596: Student Teaching/Internship I
- ED 596A: Student Teaching/Internship I (noncredit course)
- ED 597: Student Teaching/Internship II

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

ED 596, ED 596A, ED 597, and ED 597A will be graded on a pass/fail basis. You will not be charged tuition for the noncredit courses, but will be required to pay the normal technology fee.

Noncertification Track

1. If you have completed the requirements of a Florida state-approved Educator Preparation Institutes (EPIs) program, you may have the following courses waived:
   - ED 503: Educational Psychology
   - ED 533: Perspectives on Diversity
   - ED 581: Secondary Classroom Management

   For verification purposes, you must submit a completed CT 133 form (Verification of an Approved Educator Preparation Institute Teacher Preparation Program) signed by the EPIs coordinator prior to enrollment.

2. If you have completed the requirements of a state-approved alternative teacher certification program, you may apply to have the following courses waived:
   - ED 503: Educational Psychology

- ED 533: Perspectives on Diversity
- ED 581: Secondary Classroom Management

To apply for the course waiver, you must submit verification of completion of a state-approved alternative certification program signed by a dean or certification officer prior to enrollment.

3. If you have completed the requirements of the Texas state-approved Education Career Alternatives Program (ECAP), you may be eligible to transfer up to 12 quarter credit hours for the following three Master of Arts in Teaching courses:
   - ED 513: Child and Adolescent Development
   - ED 521: Reading in the Content Areas
   - ED 533: Perspectives on Diversity

For verification purposes, prior to enrollment you must request verification from the Executive Director of ECAP to show that you have completed the ECAP program and are a certified teacher in Texas.

Graduation Requirements

You must meet the following graduation requirements in addition to Kaplan University's general requirements:

You must successfully complete the E-Portfolio prior to graduation. In addition, if you are enrolled in the Iowa certification track, you must successfully complete the student teaching requirements and may need to complete additional requirements mandated by the state of Iowa to be recommended for Iowa certification.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon successful completion of the Iowa certification track, you will be recommended to the Iowa Board of Educational Examiners for Iowa licensure. Kaplan University cannot recommend candidates who complete the noncertification track for licensure.

Some states require teacher education programs to be accredited by the National Council for the Accreditation of Teacher Education (NCATE) or to have adopted NCATE standards for approving teacher education programs. Kaplan University's Master of Arts in Teaching program is not NCATE accredited. Accordingly, you should determine whether graduation from a NCATE-accredited program is required in the state in which you intend to seek licensure.

The Master of Arts in Teaching program and curriculum are designed to provide you with the background and practical experience that meet nationally recognized standards for such a degree. However, individual state licensing requirements vary and may change from time to time. Thus, the University makes no representations or warranties as to whether the program meets the specific licensing requirements for any individual state. If you are enrolled in the noncertification track and are interested in state certification, you are encouraged to independently research the licensing requirements in any state in which you intend to seek licensure.

Degree Plan

Curriculum

Master of Arts in Teaching - Iowa Certification Track

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
ED 503: EDUCATIONAL PSYCHOLOGY	4
ED 511: TEACHING METHODS THROUGH DIFFERENTIATED INSTRUCTION	4
ED 513: CHILD AND ADOLESCENT DEVELOPMENT	4
ED 521: READING IN THE CONTENT AREAS	4
ED 523: RESEARCH ON EFFECTIVE TEACHING	4
ED 531: SECONDARY STUDENT ASSESSMENT	4
ED 533: PERSPECTIVES ON DIVERSITY	4
ED 543: EDUCATION AND PSYCHOLOGY OF EXCEPTIONAL CHILDREN	4
ED 553: HISTORY AND PHILOSOPHY OF EDUCATION	4
ED 581: SECONDARY CLASSROOM MANAGEMENT	4
ED 596: STUDENT TEACHING/INTERNSHIP I	5
ED 597: STUDENT TEACHING/INTERNSHIP II	5
Choose one of the following Methods courses:	
ED 541: METHODS OF TEACHING SECONDARY ENGLISH LANGUAGE ARTS	4
ED 551: METHODS OF TEACHING SECONDARY MATHEMATICS	4
ED 561: METHODS OF TEACHING SECONDARY SCIENCE	4
ED 571: METHODS OF TEACHING SECONDARY SOCIAL STUDIES	4
ED 586: METHODS OF TEACHING A FOREIGN LANGUAGE	4
ED 591: METHODS OF TEACHING VISUAL AND PERFORMING ARTS	4
TOTAL CORE REQUIREMENTS	**54**
TOTAL PROGRAM REQUIREMENTS	**54**

Curriculum

Master of Arts in Teaching - Noncertification Track

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
ED 503: EDUCATIONAL PSYCHOLOGY	4
ED 511: TEACHING METHODS THROUGH DIFFERENTIATED INSTRUCTION	4
ED 513: CHILD AND ADOLESCENT DEVELOPMENT	4
ED 521: READING IN THE CONTENT AREAS	4
ED 523: RESEARCH ON EFFECTIVE TEACHING	4
ED 531: SECONDARY STUDENT ASSESSMENT	4
ED 533: PERSPECTIVES ON DIVERSITY	4
ED 543: EDUCATION AND PSYCHOLOGY OF EXCEPTIONAL CHILDREN	4
ED 552: EDUCATIONAL LEADERSHIP	5
ED 553: HISTORY AND PHILOSOPHY OF EDUCATION	4
ED 581: SECONDARY CLASSROOM MANAGEMENT	4
TOTAL CORE REQUIREMENTS	**45**
TOTAL PROGRAM REQUIREMENTS	**45**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Education

Description and Outcomes

If you are a practicing K–12 teacher, the Master of Science in Education program and its curriculum could provide you with the knowledge and practical experience that meet nationally recognized standards for such a degree. All coursework contains job-embedded assignments and, therefore, requires you to teach a consistent group of learners. Courses teach you to consider how to most effectively promote student learning and development and school achievement, and demonstrate your understanding of the program's four knowledge goals: diverse learners, academic content and pedagogy, assessment, and professional responsibilities and relationships. The program is also designed to help you become proficient in five program competencies (outcomes), which are based upon national and professional standards for practicing teachers.

Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Emphasis Areas

You will focus on an emphasis in educational leadership as part of the leadership track or choose from two standard track emphasis areas: teaching literacy and language or teaching students with special needs.

Program Length

The Master of Science in Education program consists of a minimum of 46 or 54 quarter credit hours, depending on your choice of emphasis area. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Graduates are committed to students and their learning.
2. Graduates know the subjects they teach and how to teach those subjects to students.
3. Graduates are responsible for managing and monitoring student learning.
4. Graduates think systematically about their practice and learn from experience.
5. Graduates are members of learning communities.

Educational Leadership Outcomes

1. Evaluate school contexts with attention to relevant theory, philosophy, sociocultural perspectives, legal, and research-based best practices.
2. Design safe, efficient, and effective operating plans for school budget, operations, curriculum, and staff management.
3. Demonstrate an adaptability of strategic approach to leadership that respects cultural diversity and is informed by the needs of the school community.
4. Adhere to ethical standards in all school leadership activities.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Progression Requirements

1. The grade of "C" is the minimum acceptable grade for courses in the Master of Science in Education program. If you earn a grade of "F" in a course, you are required to immediately retake the course. You may only take a course twice and must earn the required grade of "C" or higher. Failure to earn the required grade will result in dismissal from Kaplan University after the second attempt.
2. You will be placed on immediate probation if your cumulative GPA has fallen below 3.0.
3. You can enroll in no more than one course per term without written permission from the Dean of the School of Education.

4. You may not transfer credits to the Master of Arts in Teaching program, except for ED 503: Educational Psychology. Other exceptions may be approved by the Dean of the School of Education on an individual basis.

5. You may not use transfer credit to replace ED 512: Action Research I or ED 572: Action Research II without written permission from the Dean of the School of Education. You must complete these courses at Kaplan University.

6. If you received National Board Certified Teacher (NBCT) status through the National Board for Professional Teaching Standards (NBPTS) prior to enrollment, you may receive transfer credit for the following courses:
    *   ED 502: Transforming Teaching Practice
    *   ED 532: Curriculum Design
    *   ED 562: Student Assessment

To receive credit, by the end of the first term you must submit an official transcript from the American Council on Education (ACE) for review and verification by the Prior Learning Assessment Center. The ACE transcript displaying two courses, NBCT-0001 and NBCT-0002, with credit recommendations of 3 and 6 semester hours, respectively, can be obtained by visiting www.acenet.edu/transcripts. Transcripts received by the Prior Learning Assessment Center after the end of the first term may be denied eligibility for an official transfer credit evaluation.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Individual state and school system requirements vary and may change from time to time. Thus, Kaplan University makes no representations or warranties as to whether programs meet the specific requirements for any individual state or school system for certification or pay increase purposes. You are encouraged to independently research the requirements in any state or school system in which you intend to seek certification or a pay increase.

Degree Plan

Curriculum

Master of Science in Education - Standard Emphasis Area Track

Teaching Literacy and Language

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
ED 502: TRANSFORMING TEACHING PRACTICE	4
ED 512: ACTION RESEARCH I	5
ED 522: CLASSROOM MANAGEMENT	5
ED 532: CURRICULUM DESIGN	5
ED 552: EDUCATIONAL LEADERSHIP	5
ED 562: STUDENT ASSESSMENT	5
ED 572: ACTION RESEARCH II	5
TOTAL CORE REQUIREMENTS	**34**
Open Elective Requirements	
EMPHASIS AREA COURSES	12
TOTAL OPEN ELECTIVE REQUIREMENTS	**12**
Emphasis Area Requirements - Teaching Literacy and Language	
LT 504: READING DIAGNOSIS AND REMEDIATION	4
LT 516: READING AND WRITING ACROSS THE CURRICULUM	4
LT 520: APPROACHES TO LITERACY	4
TOTAL EMPHASIS AREA REQUIREMENTS	**0**
Emphasis area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**46**

Curriculum

Master of Science in Education - Standard Emphasis Area Track

Teaching Students With Special Needs

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
ED 502: TRANSFORMING TEACHING PRACTICE	4
ED 512: ACTION RESEARCH I	5
ED 522: CLASSROOM MANAGEMENT	5
ED 532: CURRICULUM DESIGN	5
ED 552: EDUCATIONAL LEADERSHIP	5
ED 562: STUDENT ASSESSMENT	5
ED 572: ACTION RESEARCH II	5
TOTAL CORE REQUIREMENTS	**34**
Open Elective Requirements	
EMPHASIS AREA COURSES	12
TOTAL OPEN ELECTIVE REQUIREMENTS	**12**
Emphasis Area Requirements - Teaching Students With Special Needs	
SN 501: TEACHING EXCEPTIONAL STUDENTS IN INCLUSIVE SETTINGS	4
SN 502: TEACHING STUDENTS WITH LEARNING DISABILITIES	4
SN 503: TEACHING STUDENTS WITH BEHAVIOR DISORDERS	4
TOTAL EMPHASIS AREA REQUIREMENTS	**0**
Emphasis area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**46**

Curriculum

Master of Science in Education - Educational Leader Emphasis Area Track

Educational Leadership

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
ED 502: TRANSFORMING TEACHING PRACTICE	4
ED 503: EDUCATIONAL PSYCHOLOGY	4
ED 512: ACTION RESEARCH I	5
ED 522: CLASSROOM MANAGEMENT	5
ED 532: CURRICULUM DESIGN	5
ED 533: PERSPECTIVES ON DIVERSITY	4
ED 552: EDUCATIONAL LEADERSHIP	5
ED 562: STUDENT ASSESSMENT	5
TOTAL CORE REQUIREMENTS	**37**
Open Elective Requirements	
EMPHASIS AREA COURSES	17
TOTAL OPEN ELECTIVE REQUIREMENTS	**17**
Emphasis Area Requirements - Educational Leadership	
ER 502: THE PRINCIPALSHIP	5
ER 504: MANAGEMENT OF RESOURCES	4
ER 506: LEGAL ISSUES IN EDUCATION	4
ER 508: SUPERVISION AND INSTRUCTIONAL LEADERSHIP	4
TOTAL EMPHASIS AREA REQUIREMENTS	**0**
Emphasis area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**54**

Location

Online	●
Davenport	■
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Instructional Design and Technology

Description and Outcomes

The Master of Science in Instructional Design and Technology program is designed to provide the knowledge, skills, and practical experience to help you meet nationally recognized standards for excellence. The Master of Science in Instructional Design and Technology focuses on design, development, and evaluation of educational and informational programs and instructional materials. The specialization options allow you to focus your studies on learning environments appropriate to K–12 or adult contexts. The program incorporates active, applied learning experiences that help you master the technical, pedagogical, and project and program management skills to successfully develop and implement engaging learning experiences.

The Master of Science in Instructional Design and Technology program is designed to help you develop proficiency in four program outcomes that are based on nationally recognized competencies, standards, and performance statements. In addition, the program is designed to prepare you to serve in a variety of career capacities, such as an instructional designer, curriculum developer or coordinator, trainer, learning and development specialist or manager, project manager, or instructional technology specialist, in educational institutions or corporate, nonprofit, government, or military organizations. The program could also help you develop practical competencies in instructional technology design and tools, pedagogy, and management that could apply to a wide variety of careers, beyond those listed here.

Specializations

In addition to the core curriculum courses, you will choose one of two specialization areas: K–12 or adults. The adults specialization is appropriate for those interested in opportunities in corporate, military, or nonprofit environments. Both of the specializations are designed to expose you to the unique characteristics of each of these different contexts.

Program Length

The Master of Science in Instructional Design and Technology program consists of 50 quarter credit hours. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Design, develop, and implement instructional materials and solutions that both integrate learning technology and align with learning outcomes.

2. Analyze learning contexts to develop appropriate, workable instructional solutions.

3. Plan, manage, lead, and evaluate instructional design and technology projects and programs.

4. Apply current research and theory to the practice of instructional design and learning technology integration.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admission Requirements

At this time, you may not enroll in the Master of Science in Instructional Design and Technology if you are a resident of Kentucky or Missouri.

Progression Requirements

You can enroll in no more than one course per term without written permission from the Dean of the School of Education.

Degree Plan

Curriculum

K-12

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
IX 500: FOUNDATIONS OF INSTRUCTIONAL TECHNOLOGY	5
IX 510: INSTRUCTIONAL DESIGN	5
IX 520: NEEDS ASSESSMENT AND EVALUATION IN EDUCATION AND TRAINING	5
IX 540: RESEARCH METHODS FOR EDUCATION AND INSTRUCTIONAL TECHNOLOGY	5
IX 550: PROJECT MANAGEMENT AND IMPLEMENTATION IN EDUCATION AND TRAINING	5
TOTAL CORE REQUIREMENTS	**25**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - K-12	
ED 503: EDUCATIONAL PSYCHOLOGY	4
ET 503: USING TECHNOLOGY—APPLICATIONS IN THE CONTENT AREAS	4
IX 560: INSTRUCTIONAL TECHNOLOGIES INFRASTRUCTURE	6
IX 562: TECHNOLOGY ENHANCED LEARNING ENVIRONMENTS-K-12	6
IX 570: DESIGN OF ONLINE INSTRUCTION IN K-12 ENVIRONMENTS	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**50**

Curriculum

Adults

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
IX 500: FOUNDATIONS OF INSTRUCTIONAL TECHNOLOGY	5
IX 510: INSTRUCTIONAL DESIGN	5
IX 520: NEEDS ASSESSMENT AND EVALUATION IN EDUCATION AND TRAINING	5
IX 540: RESEARCH METHODS FOR EDUCATION AND INSTRUCTIONAL TECHNOLOGY	5
IX 550: PROJECT MANAGEMENT AND IMPLEMENTATION IN EDUCATION AND TRAINING	5
TOTAL CORE REQUIREMENTS	**25**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - Adults	
HE 521: TEACHING ADULT LEARNERS	5
IX 535: DEVELOPING INSTRUCTIONAL MATERIALS	5
IX 536: DESIGN AND DEVELOPMENT TOOLS	5
IX 542: MULTIMEDIA DEVELOPMENT AND IMPLEMENTATION	5
IX 565: DESIGN OF LEARNING ENVIRONMENTS	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**50**

Locations

Online	●
Davenport	■
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Educational Psychology

Description and Outcomes

The Master of Science in Educational Psychology program is designed to prepare you to pursue professions in educational, instructional, and governmental institutions. You will focus on developing the knowledge and skills to guide improvement of educational programs and practices.

Many educational, instructional, and governmental institutions are becoming increasingly dependent on educational psychologists who are equipped with the knowledge and expertise to develop, implement, and evaluate instructional programs. In order to keep programs competitive, maintain educational quality, and improve learning, these organizations may also seek professionals trained in new and improved instructional techniques, technologies, educational trends, and learning behaviors. The Master of Science in Educational Psychology is not focused on the clinical practice of school psychologists and does not lead to licensure or certification. The goal of the program is to help you develop competencies to evaluate and recommend improvements in educational programs, student learning, and instruction. If you are interested in pursuing a career as a psychometrician, program evaluator, or school consultant, this degree could be an asset.

Program Length

The Master of Science in Educational Psychology program consists of a minimum of 52 quarter credit hours. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Select research design and methodologies that effectively address needs, processes, and outcomes in program evaluation.

2. Apply knowledge and skills to the creation of educational and psychological interventions that promote academic performance and social-emotional behavior.

3. Integrate reasonable adaptations to educational policies, practices, and accommodations to create equivalent learning environments and experiences for diverse populations.

4. Design effective educational programs and interventions by integrating learning theory and psychological principles.

5. Demonstrate basic knowledge of the interaction between educational technology and academic outcomes.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must have completed a college-level or Advanced Placement statistics course with a grade of "C" or better for undergraduate courses or a "B" or better for graduate courses. If you have not completed the required course, you may elect to take MM 207: Statistics at Kaplan University prior to beginning coursework in the program.

At this time, you may not enroll in the Master of Science in Educational Psychology if you are a resident of Arkansas, Kentucky, or Missouri.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Master of Science in Educational Psychology is not focused on the clinical practice of school psychologists and does not lead to licensure or certification.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
ED 503: EDUCATIONAL PSYCHOLOGY	4
ED 533: PERSPECTIVES ON DIVERSITY	4
HE 559: QUANTITATIVE METHODS AND INSTRUMENTS FOR ASSESSMENT	5
IX 540: RESEARCH METHODS FOR EDUCATION AND INSTRUCTIONAL TECHNOLOGY	5
PS 506: LIFE SPAN DEVELOPMENT	5
PS 515: LEARNING AND BEHAVIOR	5
PS 520: NEUROPSYCHOLOGY	5
PS 530: COGNITIVE PSYCHOLOGY	5
TOTAL CORE REQUIREMENTS	**38**
Students enrolled in the Master of Science in Educational Psychology must change to the 6-week calendar track upon completion of all 10-week track psychology coursework.	
Open Elective Requirements	
Specialization Courses	14
TOTAL OPEN ELECTIVE REQUIREMENTS	**14**
Specialization Requirements	
ED 553: HISTORY AND PHILOSOPHY OF EDUCATION	4
ED 555: LEARNING THEORIES	5
PS 505: TESTING, MEASUREMENT, AND ASSESSMENT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**52**

Location

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Higher Education

Description and Outcomes

The Master of Science in Higher Education program is designed to prepare you to pursue higher education professions or enhance your current higher education career. Courses help you develop knowledge and skills and build a solid basis for professional practice. The program is designed to help you pursue positions in a wide range of postsecondary educational settings including universities, 4-year colleges, community colleges, private colleges and universities, and various credit and noncredit technical colleges and schools.

Specializations

To help further your career goals, you can customize your degree by selecting one of three specializations: college administration and leadership, college teaching, or student affairs.

The student affairs specialization offers you the opportunity to gain hands-on experience through a 120-hour internship experience. This specialization addresses specific standards of the Council for the Advancement of Standards in Higher Education (CAS) for graduate programs in student affairs and the standards of the Professional Preparation Commission of the American College Personnel Association (ACPA).

Tracks of Study

You may also elect to complete a thesis as the program's culminating experience or choose one or two additional courses, depending on the chosen specialization, designed to provide additional knowledge and practical skills. If you choose to complete a concentration, you are not eligible for the thesis option.

The thesis track is currently not accepting enrollments.

Program Length

The Master of Science in Higher Education program consists of a minimum of 50 to 60 quarter credit hours, depending on your track of study. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Research Methods and Evaluation: Apply research methodology in designing and evaluating research studies in higher education.

2. Organizational Behavior and Governance: Apply theories and principles of organizational behavior, governance, and leadership to operations within the profession of higher education.

3. Assessment: Integrate assessment theory and methods along with the institutional mission, values, goals, and objectives to evaluate specific higher education programs.

4. Ethics, Law, and Regulatory Compliance: Apply appropriate policies and practices using a range of ethical values, legal principles, and regulatory standards to the practices of the higher education community.

5. Professional Practice: Contribute to the profession by making reasoned decisions informed by historical underpinnings and relevant theory in the performance of service and engaging in applied scholarship.

6. Finance: Make reasoned financial decisions that maximize efficiency and efficacy of a broad range of resources available within higher education.

7. Diversity/Multiculturalism: Assess cultural, individual, and role differences of various constituent and stakeholder groups that constitute the entire higher education community.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

1. If you are granted admission to the program, you must enroll in the nonthesis track of study. If you are interested in completing a thesis as the program's culminating experience, you should contact your Education Advisor for information regarding entry to the thesis track of study.

2. Upon enrollment in the program, you must declare your choice of specialization. During the course of the program, you may change specializations; however, previously completed courses may not transfer to the new course of study.

Progression Requirements

1. You can enroll in no more than one course per term without written permission from the Dean of the School of Education.

2. If you are interested in pursuing the thesis track, during the week prior to the conclusion of the fourth course in the program you must submit a 1,000-word thesis plan that includes a rationale for completing the thesis track as well as a structured overview of the thesis. This proposal is subject to approval by the Chair and the Associate Dean of the program. In addition, you must have a minimum GPA of 3.6 for all courses completed in the program prior to this point. If you meet these requirements, you will be permitted to enter the thesis track of study; if not, you will continue on the nonthesis track.

   As part of HE 601: Master's Thesis Proposal, you will be required to develop and submit, in writing, a formal, higher education research proposal to the HE 601 instructor for approval. Following approval of the proposal and completion of the course, you will move on to HE 602: Master's Thesis Defense. During HE 602, you will complete and submit your full thesis to a three-member committee made up of a committee chair and two additional faculty members. While the chair must be a member of the graduate education faculty, the other two committee members may include a faculty member from another program within Kaplan University who is appointed by the Dean of the School of Education and, upon approval by the Dean, a practitioner in the area of your specialization from an outside, regionally accredited institution of higher learning. You will orally present your results to the committee during a scheduled thesis defense seminar. The final thesis shall be prepared according to the University's guidelines.

3. If you are enrolled in the student affairs specialization, you will be withdrawn at the end of the first term if you are unable to pass a background check and have not made arrangements to change your program of study to one for which a background check is not required. See the Criminal Background Check Policy for additional information.

   You are required to complete a 120-hour internship experience at one site as part of the student affairs specialization. This specialization meets the standards of the Council for the Advancement of Standards in Higher Education (CAS) for graduate programs in student affairs and the standards of the Professional Preparation Commission of the American College Personnel Association (ACPA).

   Prior to beginning your internship experience, you are responsible for participating in locating, selecting, and obtaining an agreement with an appropriate site that best fits your location preferences and meets program requirements. You are required to speak with the Clinical Placement Team to determine your exact responsibilities and process for site selection.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Most institutions require individuals teaching at the collegiate level to have the minimum of either a master's degree in their teaching field or a master's degree in college teaching and 18 semester hours (27 quarter credit hours) of graduate coursework in their teaching field. Please note that college teaching requirements vary by institution and program. You are responsible for verifying the requirements to teach in any program or institution of interest.

Degree Plan

Curriculum

Master of Science in Higher Education - Nonthesis

College Administration and Leadership

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HE 510: FOUNDATIONS OF HIGHER EDUCATION	5
HE 520: HIGHER EDUCATION LAWS AND REGULATIONS	5
HE 530: HIGHER EDUCATION ORGANIZATION AND GOVERNANCE	5
HE 540: MULTICULTURALISM AND DIVERSITY IN HIGHER EDUCATION	5
HE 550: HIGHER EDUCATION FINANCE	5
IX 540: RESEARCH METHODS FOR EDUCATION AND INSTRUCTIONAL TECHNOLOGY	5
TOTAL CORE REQUIREMENTS	**30**
Specialization Requirements - College Administration and Leadership	
HE 511: DEPARTMENTAL AND DIVISIONAL LEADERSHIP	5
HE 513: INSTITUTIONAL RESEARCH AND STRATEGIC PLANNING	5
HE 515: EDUCATIONAL PROGRAM ASSESSMENT	5
HE 543: ASSESSMENT OF ONLINE LEARNING PROGRAMS	5
TOTAL SPECIALIZATION REQUIREMENTS	**20**
TOTAL PROGRAM REQUIREMENTS	**50**

Curriculum

Master of Science in Higher Education - Nonthesis

Student Affairs

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HE 510: FOUNDATIONS OF HIGHER EDUCATION	5
HE 520: HIGHER EDUCATION LAWS AND REGULATIONS	5
HE 530: HIGHER EDUCATION ORGANIZATION AND GOVERNANCE	5
HE 540: MULTICULTURALISM AND DIVERSITY IN HIGHER EDUCATION	5
HE 550: HIGHER EDUCATION FINANCE	5
IX 540: RESEARCH METHODS FOR EDUCATION AND INSTRUCTIONAL TECHNOLOGY	5
TOTAL CORE REQUIREMENTS	**30**
Specialization Requirements - Student Affairs	
HE 551: STUDENT AFFAIRS FOUNDATION AND PHILOSOPHY	5
HE 553: CURRENT ISSUES IN STUDENT AFFAIRS IN HIGHER EDUCATION	5
HE 555: STUDENT AFFAIRS ADMINISTRATION IN GROUND AND VIRTUAL ENVIRONMENTS	5
HE 594: STUDENT AFFAIRS INTERNSHIP	5
TOTAL SPECIALIZATION REQUIREMENTS	**20**
TOTAL PROGRAM REQUIREMENTS	**50**

Curriculum

Master of Science in Higher Education - Nonthesis

College Teaching

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HE 510: FOUNDATIONS OF HIGHER EDUCATION	5
HE 520: HIGHER EDUCATION LAWS AND REGULATIONS	5
HE 530: HIGHER EDUCATION ORGANIZATION AND GOVERNANCE	5
HE 540: MULTICULTURALISM AND DIVERSITY IN HIGHER EDUCATION	5
HE 550: HIGHER EDUCATION FINANCE	5
IX 540: RESEARCH METHODS FOR EDUCATION AND INSTRUCTIONAL TECHNOLOGY	5
TOTAL CORE REQUIREMENTS	**30**
Specialization Requirements - College Teaching	
HE 521: TEACHING ADULT LEARNERS	5
HE 523: CURRICULUM DESIGN AND IMPLEMENTATION	5
HE 525: STUDENT LEARNING ASSESSMENT METHODS	5
HE 545: TEACHING AND LEARNING ONLINE	5
TOTAL SPECIALIZATION REQUIREMENTS	**20**
TOTAL PROGRAM REQUIREMENTS	**50**

Curriculum

Master of Science in Higher Education - Thesis

College Administration and Leadership

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HE 510: FOUNDATIONS OF HIGHER EDUCATION	5
HE 520: HIGHER EDUCATION LAWS AND REGULATIONS	5
HE 530: HIGHER EDUCATION ORGANIZATION AND GOVERNANCE	5
HE 540: MULTICULTURALISM AND DIVERSITY IN HIGHER EDUCATION	5
HE 550: HIGHER EDUCATION FINANCE	5
IX 540: RESEARCH METHODS FOR EDUCATION AND INSTRUCTIONAL TECHNOLOGY	5
HE 601: MASTER'S THESIS PROPOSAL	5
HE 602: MASTER'S THESIS DEFENSE	5
TOTAL CORE REQUIREMENTS	**40**
The thesis track is currently not accepting enrollments.	
Specialization Requirements - College Administration and Leadership	
SPECIALIZATION COURSES	10
Choose two of the following:	
HE 511: DEPARTMENTAL AND DIVISIONAL LEADERSHIP	5
HE 513: INSTITUTIONAL RESEARCH AND STRATEGIC PLANNING	5
HE 515: EDUCATIONAL PROGRAM ASSESSMENT	5
HE 543: ASSESSMENT OF ONLINE LEARNING PROGRAMS	5
TOTAL SPECIALIZATION REQUIREMENTS	**10**
TOTAL PROGRAM REQUIREMENTS	**50**

Curriculum

Master of Science in Higher Education - Thesis

Student Affairs

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HE 510: FOUNDATIONS OF HIGHER EDUCATION	5
HE 520: HIGHER EDUCATION LAWS AND REGULATIONS	5
HE 530: HIGHER EDUCATION ORGANIZATION AND GOVERNANCE	5
HE 540: MULTICULTURALISM AND DIVERSITY IN HIGHER EDUCATION	5
HE 550: HIGHER EDUCATION FINANCE	5
IX 540: RESEARCH METHODS FOR EDUCATION AND INSTRUCTIONAL TECHNOLOGY	5
HE 601: MASTER'S THESIS PROPOSAL	5
HE 602: MASTER'S THESIS DEFENSE	5
TOTAL CORE REQUIREMENTS	**40**
The thesis track is currently not accepting enrollments.	
Specialization Requirements - Student Affairs	
HE 551: STUDENT AFFAIRS FOUNDATION AND PHILOSOPHY	5
HE 553: CURRENT ISSUES IN STUDENT AFFAIRS IN HIGHER EDUCATION	5
HE 555: STUDENT AFFAIRS ADMINISTRATION IN GROUND AND VIRTUAL ENVIRONMENTS	5
HE 590: STUDENT AFFAIRS INTERNSHIP I-A	4
HE 591: STUDENT AFFAIRS INTERNSHIP I-B	4
HE 592: STUDENT AFFAIRS INTERNSHIP II-A	4
HE 593: STUDENT AFFAIRS INTERNSHIP II-B	4
TOTAL SPECIALIZATION REQUIREMENTS	**31**
TOTAL PROGRAM REQUIREMENTS	**71**

Curriculum

Master of Science in Higher Education - Thesis

College Teaching

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HE 510: FOUNDATIONS OF HIGHER EDUCATION	5
HE 520: HIGHER EDUCATION LAWS AND REGULATIONS	5
HE 530: HIGHER EDUCATION ORGANIZATION AND GOVERNANCE	5
HE 540: MULTICULTURALISM AND DIVERSITY IN HIGHER EDUCATION	5
HE 550: HIGHER EDUCATION FINANCE	5
IX 540: RESEARCH METHODS FOR EDUCATION AND INSTRUCTIONAL TECHNOLOGY	5
HE 601: MASTER'S THESIS PROPOSAL	5
HE 602: MASTER'S THESIS DEFENSE	5
TOTAL CORE REQUIREMENTS	**40**
The thesis track is currently not accepting enrollments.	
Specialization Requirements - College Teaching	
SPECIALIZATION COURSES	10
Choose two of the following:	
HE 521: TEACHING ADULT LEARNERS	5
HE 523: CURRICULUM DESIGN AND IMPLEMENTATION	5
HE 525: STUDENT LEARNING ASSESSMENT METHODS	5
HE 545: TEACHING AND LEARNING ONLINE	5
TOTAL SPECIALIZATION REQUIREMENTS	**10**
TOTAL PROGRAM REQUIREMENTS	**50**

Locations

Location	
Online	🟢
Davenport	🟥
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

Symbol	Description
🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

School of Health Sciences

Mission

Mission Statement

The School of Health Sciences is committed to preparing our students to become contributing members of the rapidly evolving health professions and the communities they serve. The knowledge, skills, and abilities gained through the health sciences programs prepare students to become effective and professional communicators, analytical problem solvers, and to embrace the challenges of a diverse community. The curriculum combines these skills with industry-specific standards that enable graduates to excel in this honorable field of service.

General Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

International Students

If you are an international student, you cannot enroll in a School of Health Sciences program that requires a clinical placement without prior approval of the Dean. In addition, you must submit background check information prior to enrolling. A second background check will be required prior to fieldwork. You are responsible for the cost of the background check.

Accelerated Master's Degree Options

If you are a graduate of a School of Health Sciences bachelor's degree program, are granted admission to the Master of Health Care Administration program, the Master of Public Health program, or the Master of Science in Health Education program, and meet the requirements for the associated accelerated option, you may transfer in up to five graduate-level courses completed as part of the undergraduate program and will matriculate into a shortened version of the master's degree program.

Progression Requirements

Online Programs With a Required Clinical, Externship, or Practicum Experience

1. In the event that the University is unable to schedule you into the required externship, practicum, or clinical experience, there may be a delay between the time you end classes and begin the externship, practicum, or clinical experience. In this case, the Dean of the School of Health Sciences may grant an administrative leave of absence.

2. At the discretion of the University, externship, practicum, or clinical sites may be secured outside of your immediate residential area. You will be responsible for costs associated with transportation to the externship, practicum, or clinical site.

3. In the event that you have not met preclinical placement requirements, a one-term clinical leave of absence may be granted. The School of Health Sciences Clinical Placement Team must approve the request for a clinical leave of absence.

Oregon Health Professions Requirements

Effective July 1, 2014, students completing certain types of clinical training in the state of Oregon are required to complete a standardized set of administrative requirements prior to beginning the clinical experience. These requirements include, but are not limited to, immunizations, screenings, and trainings listed by the Oregon Health Authority. Students are responsible for the costs associated with completion of these requirements. Additional information can be found on the Oregon Health Authority website. Health sciences students should work with the Health Sciences Clinical Placement Team to determine what requirements will need to be completed. Nursing students should work with the Practicum Manager to determine what requirements will need to be completed.

Master of Health Care Administration

Description and Outcomes

The Master of Health Care Administration program could prepare you to pursue a variety of career opportunities within the health care industry. The program's curriculum is designed to satisfy your intellectual curiosity by building on your current knowledge and skills. In addition, you will study overall concepts, values, research methods, and applications that could assist you as you prepare for leadership positions in health care administration within local, state, or federal government or in private industry. Core curriculum topics include: health care administration; organizational development; leadership; health care finance and economics, law, and statistics; human resources; health care operations and quality assessment; health policy, ethics, and marketing; health information management; and community health assessment.

Courses teach you to apply principles of health care administration in order to develop administrative, ethical, and professional skills that may enable you to pursue leadership positions in the expanding field of health care administration. If you already hold a leadership position, you may use this degree to refine, apply, and improve managerial and leadership skills.

The Master of Health Care Administration program also assesses your acquisition of competencies at the conclusion of the program via the submission of a comprehensive project. The program is designed to help you better prepare to meet the dynamic challenges of the field today and in the future.

Program Length

The Master of Health Care Administration program consists of a minimum of 52 quarter credit hours. Upon successful completion of the program, you will be awarded the Master of Health Care Administration degree.

Program Outcomes

1. Health Care Theory: Compare theoretical health care principles essential to leadership positions in the health care industry.
2. Health Care Management: Design effective strategies based on concepts of leadership and management within health care administration.
3. Health Care Standards: Assess the impact economics, ethics, professional standards, and the law have on health care administration.
4. Health Care Policy: Develop health policies and programs to address health care needs in the industry.
5. Health Care Finance: Analyze statistical and financial methods in order to evaluate health care practices.
6. Health Care Leadership: Assess the value of diverse leadership theory in order to integrate innovative solutions as a health care leader.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Progression Requirements

You will be withdrawn from the program if unable to successfully complete HA 599: Master's Capstone in Health Care Administration on the second attempt.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HA 510: ORGANIZATIONAL DEVELOPMENT FOR HEALTH CARE	4
HA 515: LEADERSHIP IN HEALTH CARE	4
HA 520: HEALTH CARE FINANCIAL MANAGEMENT	4
HA 525: HEALTH LAW	4
HA 530: HUMAN RESOURCES FOR HEALTH CARE MANAGERS	4
HA 535: HEALTH CARE STATISTICS	4
HA 540: HEALTH CARE OPERATIONS AND QUALITY ASSESSMENT	4
HA 545: HEALTH POLICY	4
HA 560: COMMUNITY HEALTH ASSESSMENT	4
HA 565: HEALTH INFORMATION MANAGEMENT AND ASSESSMENT	4
HA 570: HEALTH CARE ETHICS	4
HA 575: HEALTH CARE MARKETING	4
HA 599: MASTER'S CAPSTONE IN HEALTH CARE ADMINISTRATION	4
TOTAL CORE REQUIREMENTS	**52**
TOTAL PROGRAM REQUIREMENTS	**52**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Health Informatics

Description and Outcomes

The Master of Health Informatics program is designed to prepare you for a career in health informatics. Based on various global health information management markets, the program incorporates an interprofessional approach to the curriculum through collaborative work.

You will study how to use health informatics to support data-driven improvements in clinical, financial, and public health outcomes. The program includes graduate-level courses on health informatics, health information systems, public policy, laws and legal issues, clinical taxonomies, data analysis, analytics and optimization, project management, organizational development, leadership, innovation, and research.

Program Length

The Master of Health Informatics program consists of a minimum of 48 quarter credit hours. Upon successful completion of the program, you will be awarded the Master of Health Informatics degree.

Program Outcomes

1. Health Informatics Management: Design effective business strategies based on concepts of leadership and management within health informatics.

2. Health Informatics Standards: Assess the impact of economics, ethics, professional standards, and the law on health informatics.

3. Health Informatics Policy: Develop health policies and procedures to address health informatics needs in the industry.

4. Health Informatics Finance: Evaluate health information systems based upon statistical and financial models.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admission Requirements

At this time, you may not enroll in the Master of Health Informatics if you are a resident of one of the following states: Missouri, Tennessee, or Wisconsin.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HA 515: LEADERSHIP IN HEALTH CARE	4
HA 535: HEALTH CARE STATISTICS	4
HI 501: HEALTH INFORMATICS	4
HI 510: HEALTH INFORMATION SYSTEMS	4
HI 530: CLINICAL TERMINOLOGIES AND MEDICAL VOCABULARIES	4
HI 540: PROJECT MANAGEMENT OF HEALTH INFORMATION SYSTEMS	4
HI 560: HEALTH CARE DATA ANALYSIS	4
HI 570: LEGAL AND ETHICAL ISSUES IN HEALTH INFORMATION	4
HI 580: INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT	4
PU 535: PUBLIC HEALTH BIOLOGY	4
PU 650: INFECTIOUS DISEASE EPIDEMIOLOGY	4
HI 595: MASTER'S CAPSTONE IN HEALTH INFORMATICS	4
TOTAL CORE REQUIREMENTS	**48**
TOTAL PROGRAM REQUIREMENTS	**48**

Location

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Health Information Management

Description and Outcomes

The Master of Health Information Management is designed to prepare you for a career in senior-level health information management. Based on various global health information management markets, the program incorporates an interprofessional approach to the curriculum through collaborative work.

You will study how to manage health information to support data-driven improvements in clinical, financial, and public health outcomes. The program includes graduate-level courses on senior-level health information management, global health information systems design, selection, implementation, support, and maintenance, epidemiology, quality indicators, systems testing and evaluation, privacy, and decision support and outcome analysis.

Program Length

The Master of Health Information Management program consists of a minimum of 48 quarter credit hours. Upon successful completion of the program, you will be awarded the Master of Health Information Management degree.

Program Outcomes

1. Health Information Management: Design effective business strategies based on concepts of leadership and management within health information.

2. Health Information Standards: Assess the impact of economics, ethics, professional standards, and the law on health information.

3. Health Information Policy: Develop health policies and procedures to address health information needs in the industry.

4. Health Information Finance: Evaluate health information systems based upon statistical and financial models.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admission Requirements

At this time, you may not enroll in the Master of Health Information Management if you are a resident of one of the following states: Missouri, Tennessee, or Wisconsin.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HA 515: LEADERSHIP IN HEALTH CARE	4
HA 520: HEALTH CARE FINANCIAL MANAGEMENT	4
HA 530: HUMAN RESOURCES FOR HEALTH CARE MANAGERS	4
HA 535: HEALTH CARE STATISTICS	4
HI 510: HEALTH INFORMATION SYSTEMS	4
HI 530: CLINICAL TERMINOLOGIES AND MEDICAL VOCABULARIES	4
HI 540: PROJECT MANAGEMENT OF HEALTH INFORMATION SYSTEMS	4
HI 550: ORGANIZATIONAL DEVELOPMENT AND MANAGEMENT FOR HEALTH INFORMATION	4
HI 560: HEALTH CARE DATA ANALYSIS	4
HI 570: LEGAL AND ETHICAL ISSUES IN HEALTH INFORMATION	4
HI 599: MASTER'S CAPSTONE IN HEALTH INFORMATION MANAGEMENT	4
TOTAL CORE REQUIREMENTS	**44**
Open Elective Requirements	
OPEN ELECTIVE	4
TOTAL OPEN ELECTIVE REQUIREMENTS	**4**
TOTAL PROGRAM REQUIREMENTS	**48**

Locations

Online	🟢

	🟢	Online instruction
	🟥	Program enrollment through campus locations; online instruction
	🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Public Health

Description and Outcomes

Public health professionals are concerned with the health of a population—populations as large as several countries (i.e., international) and as small as a local neighborhood. Public health efforts involve improving population health by implementing health education programs, researching disease or injury as it relates to groups and/or geography, and promoting healthy lifestyles. Professionals in the public health field also develop health policy and legislation, manage health services and facilities, and serve as a consultant on health initiatives. The Master of Public Health program could prepare you to pursue a variety of career opportunities in the public health field and private industries.

The Master of Public Health curriculum is designed to provide you with core knowledge and skills in the foundational areas of public health. The program focuses on the public health core knowledge areas and practical skills to prepare you to enter the public health field. In addition, you will study concepts, values, research methods, and applications that could assist you as you prepare for a leadership or administrative career in public health within local, state, or federal governments as well as private industries. Core curriculum topics include: biostatistics, epidemiology, environmental health sciences, health services administration, and social and behavioral sciences. Courses teach you to apply principles of public health to real-world situations and develop administrative, ethical, and professional skills. These skills may help you pursue leadership positions in the expanding field of population health.

You will have the opportunity to select elective courses in a variety of special topics, and may choose courses that closely align to your interests within the field of public health.

In addition, you will solidify your skills through the completion of a capstone project. The project entails analyzing, evaluating, and synthesizing public health constructs within a real-world issue or scenario, without the use of human research participants. As the final course in the program, the capstone experience allows you to demonstrate readiness to enter the public health workforce.

Fieldwork Experience

You could build practical experience and strengthen your resume through fieldwork opportunities that provide onsite training. You are responsible for participating in locating, selecting, and obtaining an agreement with an appropriate site that best fits your location preferences and meets program requirements. You are required to speak with the Clinical Placement Team to determine your exact responsibilities and process for site selection..

Program Length

The Master of Public Health program consists of a minimum of 56 quarter credit hours. Upon successful completion of the program, you will be awarded the Master of Public Health degree.

Program Outcomes

1. Demonstrate an evidence-based approach to public health practice.
2. Leverage fundamental epidemiological concepts in addressing population health problems.
3. Appraise current and relevant health issues and policy.
4. Implement leadership, administrative, and communication skills through planning, organization, administration, and evaluation of public health programs and processes.
5. Evaluate concepts and methods of social and behavioral sciences relevant to the identification and solution of public health problems.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

You are required to complete a background check by the end of the first term. You will be withdrawn at the end of the first term if you are unable to pass a background check and have not made arrangements to change your program of study to one for which a background check is not required.

Progression Requirements

You must complete an additional background check prior to beginning the externship experience. In addition, externship sites may require you to provide immunization and health records. Kaplan University does not require submission of immunization and health records; however, if an externship site requires such records, you are responsible for providing the required documentation to your chosen site.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HA 535: HEALTH CARE STATISTICS	4
PU 500: FOUNDATIONS IN PUBLIC HEALTH	4
PU 505: HEALTH BEHAVIOR	4
PU 520: PRINCIPLES OF EPIDEMIOLOGY	4
PU 530: ENVIRONMENTAL HEALTH	4
PU 535: PUBLIC HEALTH BIOLOGY	4
PU 550: PUBLIC HEALTH LEADERSHIP AND ADMINISTRATION	4
PU 680: PRACTICAL SKILLS IN PUBLIC HEALTH I	4
PU 690: PRACTICAL SKILLS IN PUBLIC HEALTH II	4
PU 699: MASTER OF PUBLIC HEALTH CAPSTONE	4
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
Public Health Electives	16
TOTAL OPEN ELECTIVE REQUIREMENTS	**16**
TOTAL PROGRAM REQUIREMENTS	**56**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Health Education

Description and Outcomes

The Master of Science in Health Education program helps prepare you to pursue a variety of career opportunities within the health education and promotion industry. The curriculum is designed to provide you with content knowledge and skills in the broad areas of health education. Additionally, you will study concepts, values, research methods, and applications that could help you prepare for leadership positions in health education organizations at the local, state, regional, and national levels.

The curriculum is centered on industry-standard competencies published by the National Commission for Health Education Credentialing (NCHEC) for Certified Health Education Specialists (CHES) and Master Certified Health Education Specialists (MCHES).

Courses teach you to apply principles of health education in order to develop ethical and appropriate individual, group, or community education interventions for a wide range of health issues. If you already work in the health education field, you may use this degree to refine, apply, and improve the analysis, design, implementation, and evaluation of your interventions.

Program Length

The Master of Science in Health Education program consists of a minimum of 56 quarter credit hours. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Knowledge Base: Exhibit a sound foundational knowledge of the major concepts, theoretical perspectives, and historical trends in health education and health promotion.

2. Application: Employ the concepts, principles, and methods of health education in designing and analyzing health education programs.

3. Research Methods and Critical Thinking Skills: Design and critique research in health education programming.

4. Global Awareness: Communicate an understanding of multicultural literacy in the fields of health education and wellness promotion.

5. Ethics and Professionalism: Support the professional standards outlined in the Health Education Code of Ethics through leadership and community stewardship.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Please refer to school-specific policies and the Policy Information section for general Kaplan University policies.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HA 530: HUMAN RESOURCES FOR HEALTH CARE MANAGERS	4
HA 535: HEALTH CARE STATISTICS	4
HA 560: COMMUNITY HEALTH ASSESSMENT	4
HD 625: HEALTH EDUCATION DESIGN, IMPLEMENTATION, AND ADMINISTRATION	4
PU 500: FOUNDATIONS IN PUBLIC HEALTH	4
PU 505: HEALTH BEHAVIOR	4
PU 520: PRINCIPLES OF EPIDEMIOLOGY	4
PU 530: ENVIRONMENTAL HEALTH	4
PU 550: PUBLIC HEALTH LEADERSHIP AND ADMINISTRATION	4
PU 610: PUBLIC HEALTH PROGRAM DEVELOPMENT	4
PU 630: HEALTH EDUCATION AND COMMUNICATION	4
PU 680: PRACTICAL SKILLS IN PUBLIC HEALTH I	4
PU 690: PRACTICAL SKILLS IN PUBLIC HEALTH II	4
HD 599: MASTER'S CAPSTONE IN HEALTH EDUCATION	4
TOTAL CORE REQUIREMENTS	**56**
TOTAL PROGRAM REQUIREMENTS	**56**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

School of Nursing

Mission

Mission Statement

The Kaplan University School of Nursing mission is to prepare and develop a diverse population of undergraduate and graduate nursing students to launch, enhance, and change health care careers that contribute to the art and science of nursing. Our faculty are practitioners and scholars who provide a state-of-the-art education within an innovative and accessible learning environment. Our programs build student knowledge and confidence to transform health care. Graduates are prepared to effectively address health care priorities in local, national, and global settings with enriched professional attributes in evidence-based practice and scholarship, critical thinking, leadership, interprofessional communication, and lifelong learning.

General Policies

Policy information specific to the School of Nursing's graduate programs is noted below.

Residents of Alabama, Delaware, Florida, Indiana, Minnesota, Ohio, Wisconsin, and Washington

Click here (http://www.kaplanuniversity.edu/documents/catalog_supplement_nursing.pdf) for information pertinent to your admissions, curricular, progression, and graduation requirements if:

- You are interested in enrolling in the Doctor of Nursing Practice, the Master of Science Nursing—DNP Path, the Master of Science in Nursing's adult-gerontology nurse practitioner or family nurse practitioner population focus areas, the Adult-Gerontology Nurse Practitioner Certificate, or the Family Nurse Practitioner Certificate, and are a resident of Alabama, Delaware, Indiana, Minnesota, Wisconsin, or Washington.

- You are interested in enrolling in the Doctor of Nursing Practice or the Master of Science Nursing—DNP Path and are a resident of Ohio or Florida.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements. Refer to the program-specific policy pages for additional admissions requirements.

If applying for admission, you must:

1. Complete a criminal background check, as required by applicable federal and/or state regulatory agencies. See the Criminal Background Check Policy below for additional information.

2. Submit documentation of a current, unencumbered license to practice as a registered nurse in at least one U.S. state or provide evidence of a license comparable to a U.S. registered nurse license from the nation, province, or region where you are employed as a nurse. Proof of foreign licensure must be submitted at the time of enrollment. The University will verify the authenticity of all submitted foreign nursing licenses.

Requirements for Graduates of Foreign Nursing Programs

If you graduated from a foreign nursing program, you must submit an official course-by-course evaluation of your nursing program to a foreign credential evaluation service. The foreign credential evaluation must be received by the Prior Learning Assessment Center prior to enrollment. The evaluation must be completed by an approved agency listed by the National Association of Credential Evaluation Services at www.naces.org/members.htm or by another service approved by Kaplan University.

Progression Requirements

1. No less than 3 months prior to beginning the practicum, clinical, or practice experience course, you must complete and submit a practicum application. You must receive approval from the School of Nursing to register for a practicum, clinical, or practice experience course. To obtain approval, all required documentation must be submitted and reviewed and approved. Incomplete or incorrect documentation will delay registration. A list of required documents may be obtained from the School of Nursing.

2. The grade of "C" is the minimum acceptable grade for graduate courses. You must maintain a minimum cumulative GPA of 3.0. You will be placed on immediate probation if your cumulative GPA falls below 3.0. If you earn a grade lower than "C" in a course, you must immediately retake the course. You may only take a course twice; failure to achieve the required grade will result in dismissal from Kaplan University with the second attempt.

Criminal Background Check Policy

If you are prospective or new student enrolled in a graduate-level program in the School of Nursing, you must complete a criminal background check through Kaplan University's designated provider. You will be withdrawn at the end of the first term if you are unable to pass a background check and have not made arrangements to change your program of study to one for which a background check is not required.

You must submit your information to the designated background check website:

1. By the end of the first term and

2. Prior to registering for the first clinical, practicum, or practice experience course in your degree plan.

You will pay all fees directly to the vendor.

Additional criminal background check information may be required based on your state and/or experiential setting's requirements. Depending on your program pace, length of program, and experiential setting requirements, you may have to complete an additional background check.

The state of Iowa requires that criminal background checks include information from the Iowa Department of Human Services relating to child abuse and dependent adult abuse. If you reside in Iowa, you must authorize the University to obtain this information.

You will not be notified if you pass the background check. In the event that a criminal background check reveals a conviction or other issue, the Office of the Dean of the School of Nursing will notify you of one of the following:

1. Denial of admission to the program

2. Dismissal from the program

3. Admitted to or continuation of the program

You will not be admitted to or permitted to continue in a School of Nursing program if information reveals a felony conviction or other issue that the School of Nursing deems unacceptable, or that would prevent you from being accepted into an experiential setting.

If additional criminal background check information or authorizations are necessary, you will be notified by the Office of the Dean of the School of Nursing.

If you are seeking readmission to a nursing program, you will be required to complete a criminal background check prior to readmission into the program.

The Office of the Dean of the School of Nursing will maintain confidentiality of all information related to criminal background checks.

Graduation Requirements

In addition to Kaplan University's general requirements, you must successfully complete the clinical, practicum, or practice experience requirements for your selected program. You will be graded for both the didactic and the experiential components of this course. Failure of either the didactic or the experiential components will result in failure of the course.

Doctor of Nursing Practice

Description and Outcomes

Founded on research presented by the Institute of Medicine that demonstrated a tremendous need for the transformation of health care, the American Association of Colleges of Nursing (AACN) issued a statement in full support of the Doctor of Nursing Practice (DNP) degree in 2006. The DNP degree is practice oriented in contrast to the research-focused PhD in Nursing. Driving safe, quality care through interprofessional collaboration, evidence-based practice, and complex technology, the DNP-prepared nurse catalyzes progressive change within systems and organizations. The DNP degree is designed to prepare nurses to be culturally competent leaders in the transformation of global health care. The DNP-prepared nurse's role may include, but is not limited to, administrator, provider, and coordinator. The DNP-prepared nurse will practice within the full scope of practice. In our rapidly evolving health care environment, the demand for nurses with DNP preparation has never been more pronounced.

Our Program

Kaplan University is deeply committed to supporting our students and recognizes that nurses are exceptionally busy with multiple demands. The DNP program at Kaplan University is delivered online and you complete practice experiences within your community. You will be provided with a Faculty Advisor who will be a guide and mentor through your academic experience to support ongoing success in the program. You will also work closely with your Faculty Advisor to ensure an appropriate site for the practice experience is identified. The practice experience enables you to invest time in activities that inform your unique and individualized DNP Capstone Project and prepares you for the role of DNP.

Our DNP program is based on the *Essentials of Doctoral Education for Advanced Nursing Practice* (2004) recommended by the AACN. It is designed to prepare nurses to practice at the highest level of nursing, analyze data and scientific research to improve nursing practice, provide organizational and system leadership to continuously improve quality of health care and foster interprofessional collaboration, and evaluate ethical, legal, and social factors in shaping and developing health policies.

At this time, the Doctor of Nursing Practice program is available only in the select states. Refer to the Admissions Requirements section for details.

Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Practice Experiences

The practice experience will occur in a facility site you select in consultation with your Faculty Advisor. One thousand (1,000) postbaccalaureate practice hours in your population focus area are required for DNP degree completion. Depending on your population focus area and prior degree, you may also need to complete clinical practice experiences prior to the practice experience. Refer to the Progression Requirements section for further details.

Degree Plans

If you successfully completed the Master of Science in Nursing—DNP Path at Kaplan University, you will complete the standard DNP degree plan. You are also eligible for this degree plan if you previously completed a Master of Science in Nursing at another accredited institution. The standard degree plan consists of a minimum of 48 quarter credit hours, depending on your prior degree.

If you successfully completed a Master of Science in Nursing, but with a population focus area that differs from your chosen doctoral-level population focus area, you are eligible for the Post-Master of Science in Nursing degree plan. You will complete the population focus area requirements before you begin the major requirements for the DNP. The Post-Master of Science in Nursing degree plan consists of a minimum of 78 or 108 quarter credit hours, depending on your choice of population focus area.

Program Length

The Doctor of Nursing Practice program consists of a minimum of 48 quarter credit hours, depending on your prior degree. Upon successful completion of the program, you will be awarded a doctorate degree.

Program Outcomes

Upon graduation, Kaplan University DNP-prepared nurses will be prepared to:

1. Scientific Underpinnings for Practice: Integrate nursing science with other disciplines and use science-based theories and concepts to develop and evaluate new practice approaches to improve health care delivery.

2. Organizational and Systems Leadership for Quality Improvement and Systems Thinking: Develop and evaluate health care delivery approaches to meet current and future health needs, ensure accountability and patient safety, and evaluate effective strategies for managing ethical dilemmas.

3. Clinical Scholarship and Analytical Methods for Evidence-Based Practice: Utilize analytical methods to critically appraise existing literature, design and implement studies, apply relevant findings to practice, use technology to improve research methods, and disseminate findings from evidence-based practice and research to improve health care outcomes.

4. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care: Leverage information technology to evaluate programs and improve outcomes of care.

5. Health Care Policy for Advocacy in Health Care: Model leadership in the critical evaluation of health care policy, development of policy at all levels, and advocacy for justice and ethics in all health care arenas.

6. Interprofessional Collaboration for Improving Patient and Population Health Outcomes: Apply the methods of effective team leadership, be prepared to play a central role in establishing interprofessional teams, participate in the work of the team, and assume team leadership when appropriate.

7. Clinical Prevention and Population Health for Improving the Nation's Health: Engage in leadership to integrate and institutionalize evidence-based clinical prevention and population health services for individuals, aggregates, and populations.

8. Advanced Nursing Practice: Demonstrate refined levels of clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating health care.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Policy information specific to the Doctor of Nursing Practice program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you are an international applicant, you are not eligible to enroll in this program due to practice experience requirements.

At this time, the Doctor of Nursing Practice is available only to students who reside in and hold RN licensure in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Illinois, Indiana, Iowa, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Vermont, Virginia, and Wyoming.

Upon acceptance to the Doctor of Nursing Practice program, you will be placed in a degree plan relevant to your prior learning.

If you previously withdrew or were dismissed from the Doctor of Nursing Practice program, you must wait a minimum of 6 months from the official date of withdrawal to reapply for admission. Contact the Office of Returning Students for more information. Acceptance of returning students is at the discretion of the School of Nursing.

Requirements for Graduates of a Bachelor's Degree Program

If a bachelor's degree with an upper-level major in nursing is the highest nursing degree you have attained, you will enroll in the Master of Science in Nursing—DNP Path program and earn a master's degree before continuing on to the Doctor of Nursing Practice program. Refer to the Admissions Requirements for the Master of Science in Nursing—DNP Path for additional information.

Requirements for Graduates of a Master's Degree Program

If a master's degree with an upper-level major in nursing is the highest nursing degree you have attained, to apply you must:

1. Complete an informational interview with an Admissions Advisor.

2. Successfully complete an interview with School of Nursing faculty.

3. Submit transcripts indicating the total number of student clinical or practicum hours completed or a letter from the prior institution verifying the total number of hours completed. If you graduated from a nurse practitioner program, earned certification, and are currently practicing as a nurse practitioner, you must submit proof of certification prior to your interview with faculty. A maximum of 500 supervised clinical or practicum hours may be accepted.

4. Submit the following documents at least 4 weeks prior to the desired start date:

   a. An unofficial transcript indicating completion of a master's degree with an upper-level major in nursing and a cumulative GPA of 3.0 or higher from a program accredited by CCNE or ACEN. If accepted to the program, you must provide the University with an official copy of the transcript prior to the end of the first term. Refer to the First-Term Responsibilities section for additional information.

   b. An unofficial transcript indicating completion of a graduate-level statistics course and a nursing research course with a grade of "B" or better. If you have not completed these courses as part of your master's degree in nursing, if admitted to the program, you may take MN 504: Scientific and Analytic Approaches to Advanced Evidence-Based Practice in the first term.

   c. A current, professional resume or curriculum vitae (CV) that verifies you have worked a minimum of 1,000 clinical hours as a registered nurse. If you are enrolling in the Post-Master of Science in Nursing degree plan and choose the adult-gerontology nurse practitioner or family nurse practitioner population focus area, the 1,000 clinical hours must be within the last 3 years and in a patient care setting that the School of Nursing has determined address the clinical skills and experience needed to serve as a basis for an entering nurse practitioner.

   d. Two letters of reference from professional and/or academic contacts indicating academic ability, personal character, and professional competency.

   e. A personal statement of no more than 350 words

   f. A sample of written academic work that indicates the writing, research, and critical thinking skills of the applicant.

Progression Requirements

1. If you are not already certified as a nurse practitioner, you are responsible for meeting all requirements for advanced practice certification and/or licensure in your state. To find your requirements, contact your state's board of nursing. The National Council of State Boards of Nursing has 60 member boards and contact information for each state can be found at www.ncsbn.org/contactbon.htm. While the Kaplan University curriculum meets national certification requirements, some states may have additional licensure standards including, but not limited to, additional clinical or residency hours. For example, the state of Mississippi currently requires 720 residency hours. If for any reason you are required to complete additional clinical hours during your education program, you may complete them during the normal course of study or you may contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. If you are granted an extension, you will enroll in MN 600A: MSN Practicum Extension Course. MN 600A is taken after MN 605 and is for the specific purpose of providing a means for clinical hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

2. If you are unable to complete your DNP capstone project within the normal course of study, you may contact your Faculty Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the DNP capstone project. Approval of the Dean's designee is required. If granted, you will enroll in DN 820A: DNP Capstone Project Extension. DN 820A is taken after DN 820 and is for the specific purpose of providing a means for the capstone project completion. The University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

3. You must achieve a minimum grade of "S" (satisfactory) for the practice experience components of nursing courses. Failure to successfully complete a practice experience portion of a course will result in failure of the entire course.

4. You must complete your practice experiences in settings that have been approved by your course faculty and Faculty Advisor. You are responsible for arranging and paying for your own transportation, housing, and availability to attend the practice experience.

5. Some facilities may require additional documentation, as necessary, to comply with specific federal, state, and/or the facility's own requirements for nursing student candidates. If your practice site needs additional documentation, such as a criminal background check or affiliation agreement, your Faculty Advisor will assist you in obtaining documentation in collaboration with the Clinical Placement Team. Failure to submit appropriate documentation to participate in clinical experiences by the required date will result in you being unable register for the clinical or practicum course.

6. You are expected to conduct yourself in a professional manner and maintain a safe environment. If a faculty member and/or agency consider you to be in violation of either one of these requirements, you may be removed from the practice experience setting and may receive a failing grade for the course if the course outcomes are not met. Unprofessional and/or unsafe practices will be reviewed by the administrative staff as needed.

7. You must successfully complete IRB training by week five of your first DNP course, and IRB approval is required for the development of your DNP Capstone project. The Faculty Advisor will assist with IRB matters.

8. You may not receive transfer credit for any 700- or 800-level course. If you are completing the Post-Master of Science in Nursing degree plan, you may be eligible to apply transfer credit. The decision is at the discretion of the Faculty Advisor and Academic Department Chair. Please see the Progression Requirements for the Master of Science in Nursing for more information.

The School of Nursing provides an online resource center called the Clinical and Practicum Information Center (CAPIC). The CAPIC contains all the School of Nursing guidelines, policies, and documents that are necessary to plan for and support you in meeting the expectations to secure a practice experience. In addition, prior to beginning the first practice experience, you will be required to provide documentation of compliance with all federal, state, and/or local regulatory requirements related to the activities that are required elements of the population focus area. These will include, but are not limited to, immunization status, drug screening, physical history, and examination records, and evidence of an unencumbered registered nurse license.

Graduation Requirements

In addition to Kaplan University's general requirements, you must successfully complete all practice experience courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the experiential portion of the courses. In addition, you must comply with all applicable policies and requirements related to the educational practice experiences.

The Doctor of Nursing Practice (DNP) requires a minimum of 1,000 postbaccalaureate supervised practice hours. Your Faculty Advisor and Academic Department Chair will use your documentation of previously completed hours to determine the hours required in your doctoral plan of study.

You will be required to complete a minimum of 48 quarter credit hours in the DNP program, which includes over 500 supervised practice hours. Degree plans are outlined with up to 60 quarter credit hours required at the 700-800 level, which accounts for 12 quarter credit hours of DNP practice experience that you may be required to complete in order to satisfy the 1,000-hour postbaccalaureate minimum. Part or all of the independent study requirements for practice hours can be waived from your degree, at the discretion of your Academic Department Chair or Dean, depending on the number of practice hours you are required to complete. Waivers will be submitted through your Education Advisor.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

If you intend to pursue certification as an advanced practice registered nurse, you must verify the requirements for certification and licensing with your state board of nursing.

Upon completion of the program, you may be prepared to sit for the Nurse Executive or the Nurse Executive, Advanced certification examinations (depending on the level of leadership with your organization) provided by the American Nurses Credentialing Center, or may be eligible for the American Organization of Nurse Executives Certified in Executive Nursing Practice certification.

Degree Plan: DNP

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
DN 703: SCIENTIFIC FOUNDATIONS FOR PRACTICE DOCTORATE	5
DN 713: EPIDEMIOLOGY AND SOCIAL DETERMINANTS OF POPULATION HEALTH	5
DN 723: DNP CAPSTONE PROJECT—ANALYTIC METHODS AND CAPSTONE PROPOSAL	5
DN 733: ETHICS, POLICY, AND ADVOCACY FOR POPULATION HEALTH	5
DN 743: CLINICAL DECISION MAKING FOR PRACTICE DOCTORATE	5
DN 753: TRANSFORMING THE HEALTH CARE ORGANIZATION	5
DN 803: DNP CAPSTONE PROJECT—DEVELOPMENT	6
DN 813: DNP CAPSTONE PROJECT—IMPLEMENTATION AND EVALUATION	6

Courses	Credits
DN 823: DNP CAPSTONE PROJECT—DISSEMINATION	6
3 TO 12 CREDITS OF INDEPENDENT STUDY COURSES (IF REQUIRED)	12
TOTAL CORE REQUIREMENTS	**60**

The actual number of credits required for graduation may range from 48 to 60 credits depending on the number of supervised practice hours you bring into the program at the time of enrollment. Independent study options are available for those students who need additional coursework to achieve a minimum of 1,000 hours of postbaccalaureate practice as part of a supervised academic program prior to graduation. Please reference the graduation requirements for the Doctor of Nursing practice.

TOTAL PROGRAM REQUIREMENTS	**60**

Degree Plan: Post-MSN Population Focus Areas

Curriculum

Adult-Gerontology Nurse Practitioner

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
DN 703: SCIENTIFIC FOUNDATIONS FOR PRACTICE DOCTORATE	5
DN 713: EPIDEMIOLOGY AND SOCIAL DETERMINANTS OF POPULATION HEALTH	5
DN 723: DNP CAPSTONE PROJECT—ANALYTIC METHODS AND CAPSTONE PROPOSAL	5
DN 733: ETHICS, POLICY, AND ADVOCACY FOR POPULATION HEALTH	5
DN 743: CLINICAL DECISION MAKING FOR PRACTICE DOCTORATE	5
DN 753: TRANSFORMING THE HEALTH CARE ORGANIZATION	5
DN 803: DNP CAPSTONE PROJECT—DEVELOPMENT	6
DN 813: DNP CAPSTONE PROJECT—IMPLEMENTATION AND EVALUATION	6
DN 823: DNP CAPSTONE PROJECT—DISSEMINATION	6
TOTAL CORE REQUIREMENTS	**48**
Population Focus Area Requirements - Adult-Gerontology Nurse Practitioner	
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT AND DIAGNOSTIC REASONING	5
MN 553: ADVANCED PHARMACOLOGY AND PHARMACOTHERAPEUTICS	5
MN 566: NP I—INTRODUCTION TO PRIMARY CARE FOR THE NURSE PRACTITIONER	5
MN 567: NP I CLINICAL—PRIMARY CARE FOCUS	5
MN 572: AGNP I—PRIMARY CARE OF THE ADOLESCENT AND ADULT	5
MN 573: AGNP I CLINICAL—ADOLESCENT AND ADULT FOCUS	5
MN 576: NP I—PRIMARY CARE OF WOMEN'S HEALTH	5
MN 577: NP II CLINICAL—WOMEN'S HEALTH FOCUS	5
MN 584: AGNP II—PRIMARY CARE OF THE FRAIL ELDERLY	5
MN 585: AGNP II CLINICAL—FRAIL ELDERLY FOCUS	5
MN 605: TRANSITION TO PRACTICE	5
TOTAL POPULATION FOCUS AREA REQUIREMENTS	**60**
TOTAL PROGRAM REQUIREMENTS	**108**

Curriculum

Family Nurse Practitioner

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
DN 703: SCIENTIFIC FOUNDATIONS FOR PRACTICE DOCTORATE	5
DN 713: EPIDEMIOLOGY AND SOCIAL DETERMINANTS OF POPULATION HEALTH	5
DN 723: DNP CAPSTONE PROJECT—ANALYTIC METHODS AND CAPSTONE PROPOSAL	5
DN 733: ETHICS, POLICY, AND ADVOCACY FOR POPULATION HEALTH	5
DN 743: CLINICAL DECISION MAKING FOR PRACTICE DOCTORATE	5
DN 753: TRANSFORMING THE HEALTH CARE ORGANIZATION	5
DN 803: DNP CAPSTONE PROJECT—DEVELOPMENT	6
DN 813: DNP CAPSTONE PROJECT—IMPLEMENTATION AND EVALUATION	6
DN 823: DNP CAPSTONE PROJECT—DISSEMINATION	6
TOTAL CORE REQUIREMENTS	**48**
Population Focus Area Requirements - Family Nurse Practitioner	
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT AND DIAGNOSTIC REASONING	5
MN 553: ADVANCED PHARMACOLOGY AND PHARMACOTHERAPEUTICS	5
MN 566: NP I—INTRODUCTION TO PRIMARY CARE FOR THE NURSE PRACTITIONER	5
MN 567: NP I CLINICAL—PRIMARY CARE FOCUS	5
MN 568: FNP I—PRIMARY CARE ACROSS THE LIFE SPAN	5
MN 569: FNP I CLINICAL—LIFESPAN HEALTH FOCUS	5
MN 576: NP I—PRIMARY CARE OF WOMEN'S HEALTH	5
MN 577: NP II CLINICAL—WOMEN'S HEALTH FOCUS	5
MN 580: FNP II—PRIMARY CARE OF CHILDREN AND ADOLESCENTS HEALTH	5
MN 581: FNP II CLINICAL—CHILDREN AND ADOLESCENT HEALTH FOCUS	5
MN 605: TRANSITION TO PRACTICE	5
TOTAL POPULATION FOCUS AREA REQUIREMENTS	**60**
TOTAL PROGRAM REQUIREMENTS	**108**

Degree Plan: Post-MSN Concentration

Curriculum

Executive Leader

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
DN 703: SCIENTIFIC FOUNDATIONS FOR PRACTICE DOCTORATE	5
DN 713: EPIDEMIOLOGY AND SOCIAL DETERMINANTS OF POPULATION HEALTH	5
DN 723: DNP CAPSTONE PROJECT—ANALYTIC METHODS AND CAPSTONE PROPOSAL	5

DN 733: ETHICS, POLICY, AND ADVOCACY FOR POPULATION HEALTH	5
DN 743: CLINICAL DECISION MAKING FOR PRACTICE DOCTORATE	5
DN 753: TRANSFORMING THE HEALTH CARE ORGANIZATION	5
DN 803: DNP CAPSTONE PROJECT—DEVELOPMENT	6
DN 813: DNP CAPSTONE PROJECT—IMPLEMENTATION AND EVALUATION	6
DN 823: DNP CAPSTONE PROJECT—DISSEMINATION	6
3 TO 12 CREDITS OF INDEPENDENT STUDY COURSES (IF REQUIRED)	12
TOTAL CORE REQUIREMENTS	**60**

The actual number of credits required for graduation may range from 78 to 90 credits depending on the number of supervised practice hours you bring into the program at the time of enrollment. Independent study options are available for those students who need additional coursework to achieve a minimum of 1,000 hours of postbaccalaureate practice as part of a supervised academic program prior to graduation. Please reference the graduation requirements for the Doctor of Nursing practice.

Concentration Requirements - Executive Leader

MN 512: LEADERSHIP, ORGANIZATIONAL THEORY, AND BEHAVIOR	5
MN 513: HEALTH CARE FINANCE, STRATEGIC PLANNING, AND BUDGETING	5
MN 514: HUMAN RESOURCES MANAGEMENT	5
MN 515: INNOVATION IN HEALTH CARE INFORMATION TECHNOLOGY—ADMINISTRATIVE AND ADVANCED PRACTICE PRIORITIES	5
MN 520: EXECUTIVE LEADER PRACTICUM	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL CONCENTRATION REQUIREMENTS	**30**
TOTAL PROGRAM REQUIREMENTS	**90**

Locations

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Nursing

Description and Outcomes

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

The program of study includes completion of the core curriculum, concentration or population focus area courses, and an evidence-based project proposal. The core courses focus on the acquisition of a theoretical base in nursing, evidence-based decision making, health policy, financing and organization of the health care delivery system, advanced practice issues, ethics, health promotion and disease prevention, and biostatistics. You will submit an evidence-based project proposal as the program's culminating experience, which is designed to serve as evidence of successful integration of the curriculum's diverse content areas.

Concentrations and Population Focus Areas

You will choose from five concentrations and population focus areas designed to provide further knowledge in your chosen specialty and your specific advanced role: nurse educator, executive leader, informatics, family nurse practitioner, or adult-gerontology nurse practitioner. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

The nurse educator concentration is designed to prepare you to teach in schools of nursing and continuing education, staff development, clinical education, and patient and community education programs. Upon graduation, you may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

The executive leader concentration is designed to prepare you to pursue managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems. Upon graduation, you may be prepared to sit for the Nurse Executive or the Nurse Executive, Advanced certification examinations (depending on the level of leadership with your organization) provided by the American Nurses Credentialing Center.

The informatics concentration is designed to prepare you to meet the clinical, educational, research, and administrative challenges associated with working in a technology-rich environment. This concentration focuses on content and the representation of data and information, and incorporates computer, information literacy, and management competencies. Upon graduation, you may be prepared to use technology and information systems to advance evidence-based research and to pursue informatics leadership roles in health care, industry, and education settings. In addition, you may be eligible to sit for the American Nurses Credentialing Center's Informatics Nursing certification examination.

The family and adult-gerontology nurse practitioner population focus areas are designed to educate you on the topics of how to best provide primary care as a member of an interprofessional team and improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps you develop the skills to evaluate the health and wellness of individuals, families, and their communities. The nurse practitioner is expected to possess skills in diagnosing, treating, and managing acute and chronic health conditions, to deliver primary and preventive care, and to participate in the development of appropriate policy and evidence-based practice. At this time, the Master of Science in Nursing program's adult-gerontology nurse practitioner and family nurse practitioner population focus areas are available only in select states. Refer to the Admissions Requirements section for details.

Practicum and Clinical Practice Experiences

If you choose the executive leader, nurse educator, or informatics concentration, you will complete a practicum experience designed to provide the opportunity for application of theoretical knowledge while working with a mentor. The practicum experience occurs in a facility you select in consultation with the Practicum Coordinator.

If you choose the adult-gerontology nurse practitioner or family nurse practitioner population focus area, you will complete a series of clinical practice sessions designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice experience occurs in a facility or clinical site you select in consultation with the faculty and the Practicum Coordinator.

Refer to the Progression Requirements section and the Criminal Background Check Policy for further details.

Program Length

The Master of Science in Nursing program consists of a minimum of 60, 75, or 90 quarter credit hours, depending on your pathway. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Background for Practice from Sciences and Humanities: Integrate scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.

2. Organizational and Systems Leadership: Demonstrate ethical and critical decision-making leadership skills that result in effective working relationships and a systems perspective.

3. Quality Improvement and Safety: Implement quality improvement principles within an organization using methods, tools, performance measures, and standards related to quality.

4. Translating and Integrating Scholarship into Practice: Apply research outcomes within the practice setting, resolve practice problems, work as a change agent, and disseminate results.

5. Informatics and Health Care Technologies: Utilize patient-care and communication technologies to deliver and coordinate quality care.

6. Health Policy and Advocacy: Employ policy that supports advocacy strategies to influence health and health care.

7. Interprofessional Collaboration for Improving Patient and Population Health Outcomes: Collaborate with interprofessional teams to improve patient and population health outcomes.

8. Clinical Prevention and Population Health for Improving Health: Support broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates/identified populations.

9. Master's-Level Nursing Practice: Integrate advanced levels of understanding of nursing and relevant sciences to influence health care outcomes for individuals, populations, or systems.

Adult-Gerontology Nurse Practitioner Outcomes

1. Demonstrate, through synthesis of theoretical and scientific knowledge, the safe, effective practice of primary care through management of both health and illness states.

2. Collaborate with the individual and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.

3. Demonstrate the role of a nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.

4. Demonstrate commitment to the implementation, preservation, and evolution of the adult-gerontology nurse practitioner role.

5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.

6. Serve as an advocate for the client as he or she interfaces with the health care system.

7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.

8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

Executive Leader Outcomes

1. Fiscal Responsibility and Human Resource Management: Encompass concepts of fiscal and human resources in designing quality care measures.

2. Collaborative Practice: Develop collaborative relationships and partnerships that are interdisciplinary and aggregate-focused to improve the health care of populations.

3. Creating and Managing Nursing Care Systems: Provide leadership in conceptualization, design, implementation, and evaluation of health care delivery systems across the health care continuum.

Family Nurse Practitioner Outcomes

1. Demonstrate, through synthesis of theoretical and scientific knowledge, the safe, effective practice of primary care through management of both health and illness states.

2. Collaborate with the individual, family, and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.

3. Demonstrate the role of the nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.

4. Demonstrate commitment to the implementation, preservation, and evolution of the family nurse practitioner role.

5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.

6. Serve as an advocate for the client as he or she interfaces with the health care system.

7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.

8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

Informatics Outcomes

1. Clinical: Assess current patient care technologies and information systems to enhance decision making in health care settings.

2. Education: Appraise emerging and converging technologies to enhance nursing and patient education.

3. Research: Evaluate information systems in support of evidence-based practice and clinical applications.

4. Administrative: Critique leadership roles and competencies in the planning, implementation, and evaluation of information systems and patient care technologies.

Nurse Educator Outcomes

1. Instructional Method Design: Create a variety of successful instructional methods to meet the needs of targeted learner populations.

2. Curriculum, Pedagogy, and Evaluation Strategies: Develop plans of study in nursing education based on appropriate curricular principles, pedagogy, and learning assessment strategies.

3. Clinical Expertise: Apply clinical expertise when conducting educational experiences.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Policy information specific to the Master of Science in Nursing program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

At this time, you may not enroll in the Master of Science in Nursing if you are a resident of Tennessee.

If applying for admission, you must submit the following:

1. An unofficial transcript, submitted prior to enrollment, indicating receipt of a bachelor's degree with an upper-level major in nursing from an accredited institution. By the end of the first term, you must provide Kaplan University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

2. A transcript indicating completion of a statistics course and a nursing research course with a grade of "C" or better. If you have not completed these courses as part of your bachelor's degree in nursing, they may be taken concurrently with MN 501: Advanced Nursing Roles. However, the courses must be completed before enrollment in MN 502: Theoretical Foundations of Advanced Practice Nursing. If you choose to take the required statistics course at the University, you will have all course-level prerequisites waived.

Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Population Focus Areas

If you are an international applicant, you are not eligible to enroll in these focus areas due to clinical requirements.

At this time, these focus areas are available only to students who reside in and hold RN licensure in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Illinois, Indiana, Iowa, Maine, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Vermont, Virginia, Washington, Wisconsin, and Wyoming.

If applying for admission, you must submit a current, professional resume or curriculum vitae that verifies you have worked a minimum of 1,000 clinical hours as a registered nurse within the last 3 years and in a patient care setting that the School of Nursing has determined address the clinical skills and experience needed to serve as a basis for an entering nurse practitioner. Acceptance into the program is determined by the School of Nursing's review of your professional resume or curriculum vitae.

Graduates of Kaplan University's Bachelor of Science in Nursing RN-to-BSN

As a graduate of the University's Bachelor of Science in Nursing-RN-to-BSN program who enters the Master of Science in Nursing program, you may have already satisfied specific core requirements and will complete a condensed program of graduate study.

Progression Requirements

1. You can enroll in no more than three courses per term, unless approved by the Dean of the School of Nursing.

2. You may not use transfer credit to replace MN 501: Advanced Nursing Roles, unless you are a graduate of Kaplan University's Bachelor of Science in Nursing—RN-to-BSN program. In addition, you may not use transfer credit to replace any courses in the informatics, executive leader, or nurse educator concentrations unless you have approval from the Dean of the School of Nursing. If none of these exceptions apply, these courses must be completed at the University. If you are enrolled in the adult-gerontology nurse practitioner or family nurse practitioner population focus area, you may apply transfer credit toward the following focus area courses only:
   - MN 551: Advanced Physiology and Pathophysiology Across the Life Span
   - MN 552: Advanced Health Assessment and Diagnostic Reasoning
   - MN 553: Advanced Pharmacology and Pharmacotherapeutics

Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Population Focus Areas

1. You are responsible for meeting all requirements for advanced practice certification and/or licensure in your state. To find your requirements, contact your state's board of nursing. The National Council of State Boards of Nursing has 60 member boards and contact information for each state can be found at www.ncsbn.org/contactbon.htm. While the Kaplan University curriculum meets national certification requirements, some states may have additional licensure standards including, but not limited to, additional clinical or residency hours. For example, the state of Mississippi currently requires 720 residency hours. If for any reason you are required to complete additional clinical hours during your education program, you may complete them during the normal course of study or you may contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. If you are granted an extension, you will enroll in MN 600A: MSN Practicum Extension Course. MN 600A is taken after MN 605 and is for the specific purpose of providing a means for clinical hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

2. You must achieve a minimum grade of "S" (satisfactory) for the clinical components of nursing courses. Failure to successfully complete a clinical portion of a course will result in failure of the entire course.

3. You must complete your clinical experience in a setting that has been approved by the Clinical Placement Team. You are responsible for participating in locating, selecting, and obtaining an agreement with an appropriate site that best fits your location preferences and meets program requirements. You are required to speak with the program's staff to determine your exact responsibilities and process for site selection. You are responsible for arranging and paying for your own transportation, housing, and availability to attend the clinical practice experiences.

4. Prior to registering for the first clinical course, you must submit the following:
   a. Documentation of a health assessment/physical examination completed within the 6 months prior to beginning the first clinical course, including applicable immunization records and drug screening results.

   b. Proof of professional liability insurance coverage in the amount of at least $1 million per incident/$3 million per aggregate.

   c. A criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify you for practice as a nursing student under the requirements of the state of your clinical placements.

   Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for nursing student candidates. Failure to submit appropriate documentation to participate in clinical experiences by the required date will result in you being unable register for the clinical course.

   d. In addition, prior to beginning the first clinical practice experience, you will be required to provide documentation of compliance with all federal, state, and/or local regulatory requirements related to the activities that are required elements of the population focus area. These will include, but are not limited to, immunization status, drug screening, physical history, and examination records, and evidence of an unencumbered registered nurse license.

5. You are expected to conduct yourself in a professional manner and maintain a safe environment. If a faculty member and/or agency consider you to be in violation of either one of these requirements, you may be removed from the clinical setting and may receive a failing grade for the course if the course outcomes are not met. Unprofessional and/or unsafe practices will be reviewed by the administrative staff as needed.

The School of Nursing provides an online resource center called the Clinical and Practicum Information Center (CAPIC). The CAPIC contains all the School of Nursing guidelines, policies, and documents that are necessary to plan for and support you in meeting the expectations to secure a practicum or clinical experience.

Executive Leader, Nurse Educator, and Informatics Concentrations

You will complete a practicum course and MN 600: Evidence-Based Project Proposal as part of the requirements for the concentration. You are responsible for locating an appropriate site for the practicum experience. Successful completion of the practicum project is required to receive a passing grade for the capstone course.

Required hours for the practicum course and MN 600 vary across specialties. If you are unable to complete the required hours for the practicum course within 20 weeks, you must contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. Extensions are only granted for circumstances that would bar you from completing the required hours within the normal course schedule. If you are granted an extension, you will enroll in MN 600A. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for practicum hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

Graduation Requirements

Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Population Focus Areas

In addition to Kaplan University's general requirements, you must successfully complete all clinical nursing courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the clinical portion of the courses. In addition, you must comply with all applicable policies and requirements related to the clinical educational experiences.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the executive leader concentration, you may be eligible to sit for the Nurse Executive or the Nurse Executive, Advanced, certification examinations depending on your meeting the eligibility requirements of the American Nurses Credentialing Center.

Upon completion of the nurse educator concentration, you may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

Upon completion of the informatics concentration, you may be eligible to sit for the American Nurses Credentialing Center's Informatics Nursing certification examination.

Upon completion of the adult-gerontology nurse practitioner population focus area, you may be eligible to sit for the American Nurses Credentialing Center's Adult-Gerontology Primary Care Nurse Practitioner certification or the American Academy of Nurse Practitioners' Adult-Gerontology Primary Care Nurse Practitioner certification.

Upon completion of the family nurse practitioner population focus area, you may be eligible to sit for the American Nurses Credentialing Center's Family Nurse Practitioner certification or the American Academy of Nurse Practitioners' Family Nurse Practitioner certification. These are primary care certifications.

The online Master of Science in Nursing program, which offers nurse educator, executive leader, informatics, adult-gerontology nurse practitioner, and family nurse practitioner concentrations and population focus areas, is accredited by the Commission on Collegiate Nursing Education (CCNE, www.aacn.nche.edu/ccne-accreditation). Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner. It is your responsibility to determine whether you will be eligible for state Board of Nursing approval and certification as a nurse practitioner or advanced practice nurse in your state. You can obtain additional information from your state's Board of Nursing, the American Nurses Credentialing Center (ANCC), and the American Academy of Nurse Practitioners (AANP).

Degree Plan: Population Focus Areas

Curriculum

Adult-Gerontology Nurse Practitioner

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED PRACTICE NURSING	5
MN 504: SCIENTIFIC AND ANALYTIC APPROACHES TO ADVANCED EVIDENCE-BASED PRACTICE	5
MN 505: EPIDEMIOLOGY AND HEALTH PROMOTION	5

MN 506: HEALTH POLICY, ETHICAL, AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: PROMOTING OPTIMAL MODELS AND SYSTEMS FOR HEALTH CARE DELIVERY	5
TOTAL CORE REQUIREMENTS	**30**

Open Elective Requirements	
POPULATION FOCUS AREA COURSES	60
TOTAL OPEN ELECTIVE REQUIREMENTS	**60**

Population Focus Area Requirements - Adult-Gerontology Nurse Practitioner	
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT AND DIAGNOSTIC REASONING	5
MN 553: ADVANCED PHARMACOLOGY AND PHARMACOTHERAPEUTICS	5
MN 566: NP I—INTRODUCTION TO PRIMARY CARE FOR THE NURSE PRACTITIONER	5
MN 572: AGNP I—PRIMARY CARE OF THE ADOLESCENT AND ADULT	5
MN 573: AGNP I CLINICAL—ADOLESCENT AND ADULT FOCUS	5
MN 576: NP I—PRIMARY CARE OF WOMEN'S HEALTH	5
MN 577: NP II CLINICAL—WOMEN'S HEALTH FOCUS	5
MN 584: AGNP II—PRIMARY CARE OF THE FRAIL ELDERLY	5
MN 585: AGNP II CLINICAL—FRAIL ELDERLY FOCUS	5
MN 605: TRANSITION TO PRACTICE	5
MN 610: NP III CLINICAL—PRIMARY CARE FOCUS	5
TOTAL POPULATION FOCUS AREA REQUIREMENTS	0

Population focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Family Nurse Practitioner

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED PRACTICE NURSING	5
MN 504: SCIENTIFIC AND ANALYTIC APPROACHES TO ADVANCED EVIDENCE-BASED PRACTICE	5
MN 505: EPIDEMIOLOGY AND HEALTH PROMOTION	5
MN 506: HEALTH POLICY, ETHICAL, AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: PROMOTING OPTIMAL MODELS AND SYSTEMS FOR HEALTH CARE DELIVERY	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
POPULATION FOCUS AREA COURSES	60
TOTAL OPEN ELECTIVE REQUIREMENTS	**60**
Population Focus Area Requirements - Family Nurse Practitioner	
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT AND DIAGNOSTIC REASONING	5
MN 553: ADVANCED PHARMACOLOGY AND PHARMACOTHERAPEUTICS	5
MN 566: NP I—INTRODUCTION TO PRIMARY CARE FOR THE NURSE PRACTITIONER	5
MN 568: FNP I—PRIMARY CARE ACROSS THE LIFE SPAN	5
MN 569: FNP I CLINICAL—LIFESPAN HEALTH FOCUS	5
MN 576: NP I—PRIMARY CARE OF WOMEN'S HEALTH	5
MN 577: NP II CLINICAL—WOMEN'S HEALTH FOCUS	5
MN 580: FNP II—PRIMARY CARE OF CHILDREN AND ADOLESCENTS HEALTH	5
MN 581: FNP II CLINICAL—CHILDREN AND ADOLESCENT HEALTH FOCUS	5
MN 605: TRANSITION TO PRACTICE	5
MN 610: NP III CLINICAL—PRIMARY CARE FOCUS	5
TOTAL POPULATION FOCUS AREA REQUIREMENTS	**0**
Population focus area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Degree Plan: Concentrations

Curriculum

Executive Leader

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED PRACTICE NURSING	5
MN 504: SCIENTIFIC AND ANALYTIC APPROACHES TO ADVANCED EVIDENCE-BASED PRACTICE	5

MN 505: EPIDEMIOLOGY AND HEALTH PROMOTION	5
MN 506: HEALTH POLICY, ETHICAL, AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: PROMOTING OPTIMAL MODELS AND SYSTEMS FOR HEALTH CARE DELIVERY	5
TOTAL CORE REQUIREMENTS	**30**

Open Elective Requirements

CONCENTRATION COURSES	30
TOTAL OPEN ELECTIVE REQUIREMENTS	**30**

Concentration Requirements - Executive Leader

MN 512: LEADERSHIP, ORGANIZATIONAL THEORY, AND BEHAVIOR	5
MN 513: HEALTH CARE FINANCE, STRATEGIC PLANNING, AND BUDGETING	5
MN 514: HUMAN RESOURCES MANAGEMENT	5
MN 515: INNOVATION IN HEALTH CARE INFORMATION TECHNOLOGY—ADMINISTRATIVE AND ADVANCED PRACTICE PRIORITIES	5
MN 520: EXECUTIVE LEADER PRACTICUM	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL CONCENTRATION REQUIREMENTS	**0**
Concentration courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**60**

Curriculum

Informatics

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED PRACTICE NURSING	5
MN 504: SCIENTIFIC AND ANALYTIC APPROACHES TO ADVANCED EVIDENCE-BASED PRACTICE	5
MN 505: EPIDEMIOLOGY AND HEALTH PROMOTION	5
MN 506: HEALTH POLICY, ETHICAL, AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: PROMOTING OPTIMAL MODELS AND SYSTEMS FOR HEALTH CARE DELIVERY	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
CONCENTRATION COURSES	30
TOTAL OPEN ELECTIVE REQUIREMENTS	**30**
Concentration Requirements - Informatics	
MN 530: CRITICAL CONCEPTS AND COMPETENCIES FOR THE INFORMATICS NURSE SPECIALIST	5
MN 531: INNOVATIONS IN EDUCATIONAL AND RESEARCH TECHNOLOGIES	5
MN 532: INTEGRATION OF INFORMATICS INTO THE HEALTH CARE ENVIRONMENT	5
MN 533: HEALTH SYSTEMS PROJECT MANAGEMENT	5
MN 534: NURSE INFORMATICS SPECIALIST PRACTICUM	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL CONCENTRATION REQUIREMENTS	**0**
Concentration courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**60**

Curriculum

Nurse Educator

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED PRACTICE NURSING	5
MN 504: SCIENTIFIC AND ANALYTIC APPROACHES TO ADVANCED EVIDENCE-BASED PRACTICE	5
MN 505: EPIDEMIOLOGY AND HEALTH PROMOTION	5
MN 506: HEALTH POLICY, ETHICAL, AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: PROMOTING OPTIMAL MODELS AND SYSTEMS FOR HEALTH CARE DELIVERY	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
CONCENTRATION COURSES	45
TOTAL OPEN ELECTIVE REQUIREMENTS	**45**
Concentration Requirements - Nurse Educator	
MN 508: TEACHING AND LEARNING STRATEGIES	5
MN 509: CURRICULUM DESIGN	5
MN 510: FACILITATING NURSING EDUCATION IN A CHANGING ENVIRONMENT	5
MN 511: ASSESSMENT AND EVALUATION	5
MN 519: NURSE EDUCATOR PRACTICUM	5
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT AND DIAGNOSTIC REASONING	5
MN 553: ADVANCED PHARMACOLOGY AND PHARMACOTHERAPEUTICS	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL CONCENTRATION REQUIREMENTS	**0**
Concentration courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**75**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Lewiston	🟥
Lincoln	🟥
Hagerstown	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Nursing—DNP Path

Description and Outcomes

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

The program of study includes completion of the core curriculum, concentration or population focus area courses, and an evidence-based project proposal. The core courses focus on the acquisition of a theoretical base in nursing, evidence-based decision making, health policy, financing and organization of the health care delivery system, advanced practice issues, ethics, health promotion and disease prevention, and biostatistics. You will submit of an evidence-based project proposal as the program's culminating experience, which is designed to serve as evidence of successful integration of the curriculum's diverse content areas.

At this time, the Master of Science in Nursing—DNP Path program is available only in the select states. Refer to the Admissions Requirements section for details.

Concentrations and Population Focus Areas

You will choose from three pathways designed to provide further knowledge in your chosen specialty and your specific advanced role: executive leader, family nurse practitioner, or adult-gerontology nurse practitioner. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

The executive leader concentration is designed to prepare you to pursue managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems. Upon graduation, you may be prepared to sit for the Nurse Executive or the Nurse Executive, Advanced certification examinations (depending on the level of leadership with your organization) provided by the American Nurses Credentialing Center.

The family and adult-gerontology nurse practitioner population focus areas are designed to educate you on the topics of how to best provide primary care as a member of an interprofessional team and improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps you develop the skills to evaluate the health and wellness of individuals, families, and their communities. The nurse practitioner is expected to possess skills in diagnosing, treating, and managing acute and chronic health conditions, to deliver primary and preventive care, and to participate in the development of appropriate policy and evidence-based practice.

Practicum and Clinical Practice Experiences

If you choose the executive leader concentration, you will complete a practicum experience designed to provide the opportunity for application of theoretical knowledge while working with a mentor. The practicum experience occurs in a facility you select in consultation with the Practicum Coordinator.

If you choose the adult-gerontology nurse practitioner or family nurse practitioner population focus areas, you will complete a series of clinical practice sessions designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice experience occurs in a facility or clinical site you select in consultation with the faculty and the Practicum Coordinator.

Refer to the Progression Requirements section and the Criminal Background Check Policy for further details.

Doctor of Nursing Practice

Enrollment in this degree plan is limited to those who apply to the Doctor of Nursing Practice program and possess a bachelor's degree with an upper-level major in nursing as their highest nursing degree.

Successful completion of the Master of Science in Nursing—DNP Path is required to move on to the Doctor of Nursing Practice.

Program Length

The Master of Science in Nursing—DNP Path program consists of a minimum of 65, 90, or 100 quarter credit hours, depending on your choice of pathway. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Theoretical Foundations: Synthesize theories and concepts from nursing and other disciplines for application in advanced nursing roles.

2. Evidence-Based Practice: Critique current scientific research for application of findings to initiate change and to improve practice.

3. Health Promotion, Disease Prevention, and Human Diversity: Create comprehensive plans of action that address the health promotion and disease prevention needs of individual, family, and community populations.

4. Health Care Policy, Organization, and Finance: Formulate a plan for ongoing contributions to improvement of health care delivery and development of health policy in a cost-effective manner.

5. Ethics: Apply an ethical decision-making process in professional practice and in analysis of systems of health care.

6. Professional Role Development: Exert a professional leadership role that fosters improvement of health care and advocates scholarly activities to advance self and the profession.

7. Informatics and Technology: Employ informatics and technology in various aspects of the advanced nursing leadership role.

Adult-Gerontology Nurse Practitioner Outcomes

1. Demonstrate, through synthesis of theoretical and scientific knowledge, the safe, effective practice of primary care through management of both health and illness states.

2. Collaborate with the individual and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.

3. Demonstrate the role of a nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.

4. Demonstrate commitment to the implementation, preservation, and evolution of the adult-gerontology nurse practitioner role.

5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.

6. Serve as an advocate for the client as he or she interfaces with the health care system.

7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.

8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

Executive Leader Outcomes

1. Fiscal Responsibility and Human Resource Management: Encompass concepts of fiscal and human resources in designing quality care measures.

2. Collaborative Practice: Develop collaborative relationships and partnerships that are interdisciplinary and aggregate-focused to improve the health care of populations.

3. Creating and Managing Nursing Care Systems: Provide leadership in conceptualization, design, implementation, and evaluation of health care delivery systems across the health care continuum.

Family Nurse Practitioner Outcomes

1. Demonstrate, through synthesis of theoretical and scientific knowledge, the safe, effective practice of primary care through management of both health and illness states.

2. Collaborate with the individual, family, and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.

3. Demonstrate the role of the nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.

4. Demonstrate commitment to the implementation, preservation, and evolution of the family nurse practitioner role.

5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.

6. Serve as an advocate for the client as he or she interfaces with the health care system.

7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.

8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Policy information specific to the Master of Science in Nursing—DNP Path program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you are an international applicant, you are not eligible to enroll in this program due to clinical requirements.

At this time, the Master of Science in Nursing-DNP Path is available only to students who reside in and hold RN licensure in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Illinois, Indiana, Iowa, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Vermont, Virginia, and Wyoming.

Acceptance to the program is at the discretion of the School of Nursing. You will earn a Master of Science in Nursing before progressing to the Doctor of Nursing Practice program.

If applying for admission, you must:

1. Complete an informational interview with an Admissions Advisor.

2. Successfully complete an interview with School of Nursing faculty.

3. Submit the following documents at least 4 weeks prior to the desired start date:
   a. An unofficial transcript indicating completion of a bachelor's degree with an upper-level major in nursing and a cumulative GPA of 3.0 or higher from an accredited institution. If accepted to the program, you must provide the University with an official copy of the transcript prior to the end of the first term. Refer to the First-Term Responsibilities section for additional information.

   b. An unofficial transcript indicating completion of a statistics course and a nursing research course with a grade of "C" or better. If you have not completed these courses as part of your bachelor's degree in nursing, if admitted to the program, you may take them in the first term.

   c. A current, professional resume or curriculum vitae that verifies you have worked a minimum of 1,000 clinical hours as a registered nurse. If you choose the adult-gerontology nurse practitioner or family nurse practitioner population focus area, the 1,000 clinical hours must be within the last 3 years and in a patient care setting that the School of Nursing has determined address the clinical skills and experience needed to serve as a basis for an entering nurse practitioner.

   d. Two letters of reference from professional and/or academic contacts indicating academic ability, personal character, and professional competency.

   e. A personal statement of no more than 350 words.

Progression Requirements

1. You must adhere to the progression requirements applicable to your current plan of study.

2. You can enroll in no more than three courses per term, unless approved by the Dean of the School of Nursing.

3. You may not use transfer credit to replace MN 501: Advanced Nursing Roles, unless you are a graduate of Kaplan University's Bachelor of Science in Nursing—RN-to-BSN program. In addition, you may not use transfer credit to replace any courses in the executive leader concentration unless you have approval from the Dean of the School of Nursing. If none of these exceptions apply, these courses must be completed at the University. If you are enrolled in the adult-gerontology nurse practitioner or family nurse practitioner population focus area, you may apply transfer credit toward the following focus area courses only:
   • MN 551: Advanced Physiology and Pathophysiology Across the Life Span
   • MN 552: Advanced Health Assessment and Diagnostic Reasoning
   • MN 553: Advanced Pharmacology and Pharmacotherapeutics

Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Population Focus Areas

1. You are responsible for meeting all requirements for advanced practice certification and/or licensure in your state. To find your requirements, contact your state's board of nursing. The National Council of State Boards of Nursing has 60 member boards and contact information for each state can be found at www.ncsbn.org/contactbon.htm. While the Kaplan University curriculum meets national certification requirements, some states may have additional licensure standards including, but not limited to, additional clinical or residency hours. For example, the state of Mississippi currently requires 720 residency hours. If for any reason you are required to complete additional clinical hours during your education program, you may complete them during the normal course of study or you may contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. If you are granted an extension, you will enroll in MN 600A: MSN Practicum Extension Course. MN 600A is taken after MN 605 and is for the specific purpose of providing a means for clinical hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

2. You must achieve a minimum grade of "S" (satisfactory) for the clinical components of nursing courses. Failure to successfully complete a clinical portion of a course will result in failure of the entire course.

3. You must complete your clinical experience in a setting that has been approved by the Clinical Placement Team. You are responsible for participating in locating, selecting, and obtaining an agreement with an appropriate site that best fits your location preferences and meets program requirements. You are required to speak with the program's staff to determine your exact responsibilities and process for site selection. You are responsible for arranging and paying for your own transportation, housing, and availability to attend the clinical practice experiences.

4. Prior to registering for the first clinical course, you must submit the following:
   a. Documentation of a health assessment/physical examination completed within the 6 months prior to beginning the first clinical course, including applicable immunization records and drug screening results.

   b. Proof of professional liability insurance coverage in the amount of at least $1 million per incident/$3 million per aggregate.

   c. A criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify you for practice as a nursing student under the requirements of the state of your clinical placements.

   Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for nursing student candidates. Failure to submit appropriate documentation to participate in clinical experiences by the required date will result in you being unable register for the clinical course.

   d. In addition, prior to beginning the first clinical practice experience, you will be required to provide documentation of compliance with all federal, state, and/or local regulatory requirements related to the activities that are required elements of the population focus area. These will include, but are not limited to, immunization status, drug screening, physical history, and examination records, and evidence of an unencumbered registered nurse license.

5. You are expected to conduct yourself in a professional manner and maintain a safe environment. If a faculty member and/or agency consider you to be in violation of either one of these requirements, you may be removed from the clinical setting and may receive a failing grade for the course if the course outcomes are not met. Unprofessional and/or unsafe practices will be reviewed by the administrative staff as needed.

The School of Nursing provides an online resource center called the Clinical and Practicum Information Center (CAPIC). The CAPIC contains all the School of Nursing guidelines, policies, and documents that are necessary to plan for and support you in meeting the expectations to secure a practicum or clinical experience.

Executive Leader Concentration

You will complete a practicum course and MN 600: Evidence-Based Project Proposal as part of the requirements for the concentration. You are responsible for locating an appropriate site for the practicum experience. Successful completion of the practicum project is required to receive a passing grade for the capstone course.

If you are unable to complete the required hours for the practicum course within 20 weeks, you must contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. Extensions are only granted for circumstances that would bar you from completing the required hours within the normal course schedule. If you are granted an extension, you will enroll in MN 600A. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for practicum hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

Graduation Requirements

Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Population Focus Areas

In addition to Kaplan University's general requirements, you must successfully complete all clinical nursing courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the clinical portion of the courses. In addition, you must comply with all applicable policies and requirements related to the clinical educational experiences.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the executive leader concentration, you may be eligible to sit for the Nurse Executive or the Nurse Executive, Advanced, certification examinations depending on your meeting the eligibility requirements of the American Nurses Credentialing Center.

Upon completion of the adult-gerontology nurse practitioner population focus area, you may be eligible to sit for the American Nurses Credentialing Center's Adult-Gerontology Primary Care Nurse Practitioner certification or the American Academy of Nurse Practitioner's' Adult-Gerontology Primary Care Nurse Practitioner certification.

Upon completion of the family nurse practitioner population focus area, you may be eligible to sit for the American Nurses Credentialing Center's Family Nurse Practitioner certification or the American Academy of Nurse Practitioner's' Family Nurse Practitioner certification. These are primary care certifications.

The online Master of Science in Nursing program, which offers nurse educator, executive leader, informatics, adult-gerontology nurse practitioner, and family nurse practitioner pathways, is accredited by the Commission on Collegiate Nursing Education (CCNE). Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner. It is your responsibility to determine whether you will be eligible for state Board of Nursing approval and certification as a nurse practitioner or advanced practice nurse in your state. You can obtain additional information from your state's Board of Nursing, the American Nurses Credentialing Center (ANCC), and the American Academy of Nurse Practitioners (AANP).

Degree Plan: Population Focus Areas

Curriculum

Adult-Gerontology Nurse Practitioner

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED PRACTICE NURSING	5
MN 504: SCIENTIFIC AND ANALYTIC APPROACHES TO ADVANCED EVIDENCE-BASED PRACTICE	5
MN 505: EPIDEMIOLOGY AND HEALTH PROMOTION	5
MN 506: HEALTH POLICY, ETHICAL, AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: PROMOTING OPTIMAL MODELS AND SYSTEMS FOR HEALTH CARE DELIVERY	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
POPULATION FOCUS AREA COURSES	60
TOTAL OPEN ELECTIVE REQUIREMENTS	**60**
Population Focus Area Requirements - Adult-Gerontology Nurse Practitioner	
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT AND DIAGNOSTIC REASONING	5
MN 553: ADVANCED PHARMACOLOGY AND PHARMACOTHERAPEUTICS	5
MN 566: NP I—INTRODUCTION TO PRIMARY CARE FOR THE NURSE PRACTITIONER	5
MN 572: AGNP I—PRIMARY CARE OF THE ADOLESCENT AND ADULT	5

MN 573: AGNP I CLINICAL—ADOLESCENT AND ADULT FOCUS	5
MN 576: NP I—PRIMARY CARE OF WOMEN'S HEALTH	5
MN 577: NP II CLINICAL—WOMEN'S HEALTH FOCUS	5
MN 584: AGNP II—PRIMARY CARE OF THE FRAIL ELDERLY	5
MN 585: AGNP II CLINICAL—FRAIL ELDERLY FOCUS	5
MN 605: TRANSITION TO PRACTICE	5
MN 610: NP III CLINICAL—PRIMARY CARE FOCUS	5
TOTAL POPULATION FOCUS AREA REQUIREMENTS	**0**

Population focus area courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Family Nurse Practitioner

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED PRACTICE NURSING	5
MN 504: SCIENTIFIC AND ANALYTIC APPROACHES TO ADVANCED EVIDENCE-BASED PRACTICE	5
MN 505: EPIDEMIOLOGY AND HEALTH PROMOTION	5
MN 506: HEALTH POLICY, ETHICAL, AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: PROMOTING OPTIMAL MODELS AND SYSTEMS FOR HEALTH CARE DELIVERY	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
POPULATION FOCUS AREA COURSES	60
TOTAL OPEN ELECTIVE REQUIREMENTS	**60**
Population Focus Area Requirements - Family Nurse Practitioner	
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT AND DIAGNOSTIC REASONING	5
MN 553: ADVANCED PHARMACOLOGY AND PHARMACOTHERAPEUTICS	5
MN 566: NP I—INTRODUCTION TO PRIMARY CARE FOR THE NURSE PRACTITIONER	5
MN 568: FNP I—PRIMARY CARE ACROSS THE LIFE SPAN	5
MN 569: FNP I CLINICAL—LIFESPAN HEALTH FOCUS	5
MN 576: NP I—PRIMARY CARE OF WOMEN'S HEALTH	5
MN 577: NP II CLINICAL—WOMEN'S HEALTH FOCUS	5
MN 580: FNP II—PRIMARY CARE OF CHILDREN AND ADOLESCENTS HEALTH	5
MN 581: FNP II CLINICAL—CHILDREN AND ADOLESCENT HEALTH FOCUS	5
MN 605: TRANSITION TO PRACTICE	5
MN 610: NP III CLINICAL—PRIMARY CARE FOCUS	5
TOTAL POPULATION FOCUS AREA REQUIREMENTS	**0**
Population focus area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Degree Plan: Concentration

Curriculum

Executive Leader

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED PRACTICE NURSING	5
MN 504: SCIENTIFIC AND ANALYTIC APPROACHES TO ADVANCED EVIDENCE-BASED PRACTICE	5

MN 505: EPIDEMIOLOGY AND HEALTH PROMOTION	5
MN 506: HEALTH POLICY, ETHICAL, AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: PROMOTING OPTIMAL MODELS AND SYSTEMS FOR HEALTH CARE DELIVERY	5
TOTAL CORE REQUIREMENTS	**30**

Open Elective Requirements

CONCENTRATION COURSES	30
TOTAL OPEN ELECTIVE REQUIREMENTS	**30**

Concentration Requirements - Executive Leader

MN 512: LEADERSHIP, ORGANIZATIONAL THEORY, AND BEHAVIOR	5
MN 513: HEALTH CARE FINANCE, STRATEGIC PLANNING, AND BUDGETING	5
MN 514: HUMAN RESOURCES MANAGEMENT	5
MN 515: INNOVATION IN HEALTH CARE INFORMATION TECHNOLOGY—ADMINISTRATIVE AND ADVANCED PRACTICE PRIORITIES	5
MN 520: EXECUTIVE LEADER PRACTICUM	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL CONCENTRATION REQUIREMENTS	**0**
Concentration courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**60**

Locations

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Adult-Gerontology Nurse Practitioner Certificate

Description and Outcomes

If you are a registered nurse interested in expanding your knowledge as it relates to the role of the adult-gerontology nurse practitioner, consider the Adult-Gerontology Nurse Practitioner Certificate program. This certificate program is designed to educate you on the topics of how to promote and provide primary care as a member of an interprofessional team and how to improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps you develop the skills to evaluate the health and wellness of individuals, families, and their communities. The nurse practitioner is expected to possess skills in diagnosing, treating, and managing acute and chronic health conditions, to deliver preventive care, and to participate in the development of appropriate policy and evidence-based practice.

You will submit an evidence-based project proposal as the program's culminating experience, which is designed to serve as evidence of successful integration of the curriculum's diverse content areas.

Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Clinical Practice Experience

You will complete a series of clinical practice sessions designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice sessions occur in a facility or clinical site you select in consultation with the faculty and the Practicum Coordinator.

Refer to the Progression Requirements section and the Criminal Background Check Policy for further details.

Program Length

The Adult-Gerontology Nurse Practitioner Certificate program consists of a minimum of 60 quarter credit hours. Upon successful completion of this program, you will be awarded a certificate.

Program Outcomes

1. Demonstrate, through synthesis of theoretical and scientific knowledge, the safe, effective practice of primary care through management of both health and illness states.

2. Collaborate with the individual and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.

3. Demonstrate the role of a nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.

4. Demonstrate commitment to the implementation, preservation, and evolution of the adult-gerontology nurse practitioner role.

5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.

6. Serve as an advocate for the client as he or she interfaces with the health care system.

7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.

8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

Policies

Policy information specific to the Adult-Gerontology Nurse Practitioner Certificate program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you are an international applicant, you are not eligible to enroll in this program due to clinical requirements.

At this time, this program is available only to students who reside in and hold RN licensure in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Illinois, Indiana, Iowa, Maine, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Vermont, Virginia, Wisconsin, and Wyoming.

If applying for admission, you must submit a current, professional resume or curriculum vitae that verifies you have worked a minimum of 1,000 clinical hours as a registered nurse within the past 3 years and in a patient care setting that the School of Nursing has determined address the clinical skills and experience needed to serve as a basis for an entering nurse practitioner. Acceptance into the program is determined by the School of Nursing's review of your professional resume or curriculum vitae.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a master's degree with an upper-level major in nursing from an accredited institution. By the end of the first term, you must provide Kaplan University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

1. You are responsible for meeting all requirements for advanced practice certification and/or licensure in your state. To find your requirements, contact your state's board of nursing. The National Council of State Boards of Nursing has 60 member boards and contact information for each state can be found at www.ncsbn.org/contactbon.htm. While the Kaplan University curriculum meets national certification requirements, some states may have additional licensure standards including, but not limited to, additional clinical or residency hours. For example, the state of Mississippi currently requires 720 residency hours. If for any reason you are required to complete clinical additional hours during your education program, you may complete them during the normal course of study or you may contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. If you are granted an extension, you will enroll in MN 600A: MSN Practicum Extension Course. MN 600A is taken after MN 605 and is for the specific purpose of providing a means for clinical hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

2. You must achieve a minimum grade of "S" (satisfactory) for the clinical components of nursing courses. Failure to successfully complete a clinical portion of a course will result in failure of the entire course.

3. You must complete your clinical experience in a setting that has been approved by the Clinical Placement Team. You are responsible for participating in locating, selecting, and obtaining an agreement with an appropriate site that best fits your location preferences and meets program requirements. You are required to speak with the program's staff to determine your exact responsibilities and process for site selection. You are responsible for arranging and paying for your own transportation, housing, and availability to attend the clinical practice experiences.

4. Prior to registering for the first clinical course, you must submit the following:
   a. Documentation of a health assessment/physical examination completed within the 6 months prior to beginning the first clinical course, including applicable immunization records and drug screening results.

   b. Proof of professional liability insurance coverage in the amount of at least $1 million per incident/$3 million per aggregate.

   c. A criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify you for practice as a nursing student under the requirements of the state of your clinical placements.

   Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for nursing student candidates. Failure to submit appropriate documentation to participate in clinical experiences by the required date will result in you being unable register for the clinical course.

   d. In addition, prior to beginning the first clinical practice experience, you will be required to provide documentation of compliance with all federal, state, and/or local regulatory requirements related to the activities that are required elements of the specialization. These will include, but are not limited to, immunization status, drug screening, physical history, and examination records, and evidence of an unencumbered registered nurse license.

5. You are expected to conduct yourself in a professional manner and maintain a safe environment. If a faculty member and/or agency consider you to be in violation of either one of these requirements, you may be removed from the clinical setting and may receive a failing grade for the course if the course outcomes are not met. Unprofessional and/or unsafe practices will be reviewed by the administrative staff as needed.

The School of Nursing provides an online resource center called the Clinical and Practicum Information Center (CAPIC). The CAPIC contains all the School of Nursing guidelines, policies, and documents that are necessary to plan for and support you in meeting the expectations to secure a practicum or clinical experience.

Graduation Requirements

In addition to Kaplan University's general requirements, you must successfully complete all clinical nursing courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the clinical portion of the courses. In addition, you must comply with all applicable policies and requirements related to the clinical educational experiences.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Adult-Gerontology Nurse Practitioner Certificate program, which was initiated in January 2011, is currently not accredited by the Commission on Collegiate Nursing Education (CCNE). Effective 2014, the CCNE has begun to offer accreditation for certificates that prepare students for advanced practice registered nurse roles. The School of Nursing is pursuing accreditation. Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner. Individuals who graduate from unaccredited programs are not eligible to sit for the national certification exams provided by the American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP). It is your responsibility to determine whether you will be eligible for state Board of Nursing approval and certification as a nurse practitioner in your state. If eligible, upon completion of the Adult-Gerontology Nurse Practitioner Certificate, you may sit for the American Nurses Credentialing Center's Adult-Gerontology Primary Care Nurse Practitioner certification or the American Academy of Nurse Practitioners' Adult-Gerontology Primary Care Nurse Practitioner certification. These are primary care certifications.

Due to the number of different certification organizations and the individual state requirements related to nurse practitioner responsibilities, completion of the Adult-Gerontology Nurse Practitioner Certificate program does not imply or guarantee certification or licensure. You are responsible for investigating the qualifications and requirements for certification and/or licensure in your specific location.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT AND DIAGNOSTIC REASONING	5
MN 553: ADVANCED PHARMACOLOGY AND PHARMACOTHERAPEUTICS	5
MN 566: NP I—INTRODUCTION TO PRIMARY CARE FOR THE NURSE PRACTITIONER	5
MN 572: AGNP I—PRIMARY CARE OF THE ADOLESCENT AND ADULT	5
MN 573: AGNP I CLINICAL—ADOLESCENT AND ADULT FOCUS	5
MN 576: NP I—PRIMARY CARE OF WOMEN'S HEALTH	5
MN 577: NP II CLINICAL—WOMEN'S HEALTH FOCUS	5
MN 584: AGNP II—PRIMARY CARE OF THE FRAIL ELDERLY	5
MN 585: AGNP II CLINICAL—FRAIL ELDERLY FOCUS	5
MN 605: TRANSITION TO PRACTICE	5
MN 610: NP III CLINICAL—PRIMARY CARE FOCUS	5
TOTAL CORE REQUIREMENTS	**60**
TOTAL PROGRAM REQUIREMENTS	**60**

Locations

Online	●

	●	Online instruction
	■	Program enrollment through campus locations; online instruction
	▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Executive Leader Graduate Certificate

Description and Outcomes

If you are a registered nurse interested in expanding your knowledge of nursing administration to better meet the challenges within the health care environment, the Executive Leader Graduate Certificate program could help you pursue your professional goals. This certificate program allows you to build on your master's degree in nursing by completing six courses focused on nursing administration, including practicum and capstone courses.

The Executive Leader Graduate Certificate program is designed to prepare you to pursue managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems.

The certificate program's curriculum is designed to provide specialized knowledge in the area of nursing administration and could help you prepare to sit for the Nurse Executive or the Nurse Executive, Advanced certification examinations (depending on the level of leadership with your organization) provided by the American Nurses Credentialing Center. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be eligible for transfer toward future graduate studies.

Practicum Experience

Refer to the Progression Requirements section and the Criminal Background Check Policy for further details.

Program Length

The Executive Leader Graduate Certificate program consists of a minimum of 30 quarter credit hours. Upon successful completion of this program, you will be awarded a certificate.

Program Outcomes

1. Encompass concepts of fiscal and human resources in the design of quality care measures.
2. Develop collaborative relationships and partnerships that are interdisciplinary and aggregate-focused to improve the health care of populations.
3. Provide leadership in conceptualization, design, implementation, and evaluation of health care delivery systems across the health care continuum.

Policies

Policy information specific to the Executive Leader Graduate Certificate program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

At this time, you may not enroll in the Executive Leader Graduate Certificate program if you are a resident of Tennessee or Washington.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a master's degree with an upper-level major in nursing from an accredited institution. By the end of the first term, you must provide Kaplan University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

You will complete a practicum course and MN 600: Evidence-Based Project Proposal as part of the requirements for the certificate. You are responsible for locating an appropriate site for the practicum experience. Successful completion of the practicum project is required to receive a passing grade for the capstone course.

If you are unable to complete the required hours for the practicum course within 20 weeks, you must contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. Extensions are only granted for circumstances that would bar you from completing the required hours within the normal course schedule. If you are granted an extension, you will enroll in MN 600A. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for practicum hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

Graduation Requirements

In addition to Kaplan University's general requirements, you must successfully complete all practicum courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the practicum portion of the courses. In addition, you must comply with all applicable policies and requirements related to the practicum experiences.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the certificate program, you may be prepared to sit for the Nurse Executive or the Nurse Executive, Advanced certification examinations (depending on the level of leadership with your organization) provided by the American Nurses Credentialing Center.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 512: LEADERSHIP, ORGANIZATIONAL THEORY, AND BEHAVIOR	5
MN 513: HEALTH CARE FINANCE, STRATEGIC PLANNING, AND BUDGETING	5
MN 514: HUMAN RESOURCES MANAGEMENT	5
MN 515: INNOVATION IN HEALTH CARE INFORMATION TECHNOLOGY—ADMINISTRATIVE AND ADVANCED PRACTICE PRIORITIES	5
MN 520: EXECUTIVE LEADER PRACTICUM	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL CORE REQUIREMENTS	**30**
TOTAL PROGRAM REQUIREMENTS	**30**

Locations

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Family Nurse Practitioner Certificate

Description and Outcomes

At this time, the Family Nurse Practitioner Certificate program is available only in select states. Refer to the Admissions Requirements section for details.

If you are a registered nurse interested in expanding your knowledge as it relates to the role of the family nurse practitioner, consider the Family Nurse Practitioner Certificate program. This certificate program is designed to educate you on the topics of how to best deliver care as a member of an interprofessional team and how to improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps you develop the skills to evaluate the health and wellness of individuals, families, and their communities. The nurse practitioner is expected to possess skills in diagnosing, treating, and managing acute and chronic health conditions, to deliver preventive care, and to participate in the development of appropriate policy and evidence-based practice.

You will submit of an evidence-based project proposal as the program's culminating experience, which is designed to serve as evidence of successful integration of the curriculum's diverse content areas.

Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Clinical Practice Experience

You will complete a clinical practice experience designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice experience occurs in a facility or clinical site you select in consultation with the faculty and the Practicum Coordinator.

Refer to the Progression Requirements section and the Criminal Background Check Policy for further details.

Program Length

The Family Nurse Practitioner Certificate program consists of a minimum of 60 quarter credit hours. Upon successful completion of this program, you will be awarded a certificate.

Program Outcomes

1. Demonstrate, through synthesis of theoretical and scientific knowledge, the safe, effective practice of primary care through management of both health and illness states.

2. Collaborate with the individual, family, and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.

3. Demonstrate the role of the nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.

4. Demonstrate commitment to the implementation, preservation, and evolution of the family nurse practitioner role.

5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.

6. Serve as an advocate for the client as he or she interfaces with the health care system.

7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.

8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

Policies

Policy information specific to the Family Nurse Practitioner Certificate program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you are an international applicant, you are not eligible to enroll in this program due to clinical requirements.

At this time, this program is available only to students who reside in and hold RN licensure in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Illinois, Indiana, Iowa, Maine, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Missouri, Nevada, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Vermont, Virginia, Wisconsin, and Wyoming.

If applying for admission, you must submit a current, professional resume or curriculum vitae that verifies you have worked a minimum of 1,000 clinical hours as a registered nurse within the past 3 years and in a patient care setting that the School of Nursing has determined address the clinical skills and experience needed to serve as a basis for an entering nurse practitioner. Acceptance into the program is determined by the School of Nursing's review of your professional resume or curriculum vitae.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a master's degree with an upper-level major in nursing from an accredited institution. By the end of the first term, you must provide Kaplan University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

1. You are responsible for meeting all requirements for advanced practice certification and/or licensure in your state. To find your requirements, contact your state's board of nursing. The National Council of State Boards of Nursing has 60 member boards and contact information for each state can be found at www.ncsbn.org/contactbon.htm. While the Kaplan University curriculum meets national certification requirements, some states may have additional licensure standards including, but not limited to, additional clinical or residency hours. For example, the state of Mississippi currently requires 720 residency hours. If for any reason you are required to complete additional clinical hours during your education program, you may complete them during the normal course of study or you may contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. If you are granted an extension, you will enroll in MN 600A: MSN Practicum Extension Course. MN 600A is taken after MN 605 and is for the specific purpose of providing a means for clinical hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

2. You must achieve a minimum grade of "S" (satisfactory) for the clinical components of nursing courses. Failure to successfully complete a clinical portion of a course will result in failure of the entire course.

3. You must complete your clinical experience in a setting that has been approved by the Clinical Placement Team. You are responsible for participating in locating, selecting, and obtaining an agreement with an appropriate site that best fits your location preferences and meets program requirements. You are required to speak with the program's staff to determine your exact responsibilities and process for site selection. You are responsible for arranging and paying for your own transportation, housing, and availability to attend the clinical practice experiences.

4. Prior to registering for the first clinical course, you must submit the following:
   a. Documentation of a health assessment/physical examination completed within the 6 months prior to beginning the first clinical course, including applicable immunization records and drug screening results.

   b. Proof of professional liability insurance coverage in the amount of at least $1 million per incident/$3 million per aggregate.

   c. A criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify you for practice as a nursing student under the requirements of the state of your clinical placements.

   Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for nursing student candidates. Failure to submit appropriate documentation to participate in clinical experiences by the required date will result in you being unable register for the clinical course.

   d. In addition, prior to beginning the first clinical practice experience, you will be required to provide documentation of compliance with all federal, state, and/or local regulatory requirements related to the activities that are required elements of the specialization. These will include, but are not limited to, immunization status, drug screening, physical history, and examination records, and evidence of an unencumbered registered nurse license.

5. You are expected to conduct yourself in a professional manner and maintain a safe environment. If a faculty member and/or agency consider you to be in violation of either one of these requirements, you may be removed from the clinical setting and may receive a failing grade for the course if the course outcomes are not met. Unprofessional and/or unsafe practices will be reviewed by the administrative staff as needed.

The School of Nursing provides an online resource center called the Clinical and Practicum Information Center (CAPIC). The CAPIC contains all the School of Nursing guidelines, policies, and documents that are necessary to plan for and support you in meeting the expectations to secure a practicum or clinical experience.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Family Nurse Practitioner Certificate program, which was initiated in January 2011, is currently not accredited by the Commission on Collegiate Nursing Education CCNE). Effective 2014, the CCNE has begun to offer accreditation for certificates that prepare students for advanced practice registered nurse roles. The School of Nursing is pursuing accreditation. Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner. Individuals who graduate from unaccredited programs are not eligible to sit for the national certification exams provided by the American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP). It is your responsibility to determine whether you will be eligible for state Board of Nursing approval and certification as a nurse practitioner in your state. If eligible, upon completion of the Family Nurse Practitioner Certificate, you may sit for the American Nurses Credentialing Center's Family Nurse Practitioner certification or the American Academy of Nurse Practitioners' Family Nurse Practitioner certification. These are primary care certifications.

Due to the number of different certification organizations and the individual state requirements related to nurse practitioner responsibilities, completion of the Family Nurse Practitioner Certificate program does not imply or guarantee certification or licensure. You are responsible for investigating the qualifications and requirements for certification and/or licensure in your specific location.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT AND DIAGNOSTIC REASONING	5
MN 553: ADVANCED PHARMACOLOGY AND PHARMACOTHERAPEUTICS	5
MN 566: NP I—INTRODUCTION TO PRIMARY CARE FOR THE NURSE PRACTITIONER	5
MN 568: FNP I—PRIMARY CARE ACROSS THE LIFE SPAN	5
MN 569: FNP I CLINICAL—LIFESPAN HEALTH FOCUS	5
MN 576: NP I—PRIMARY CARE OF WOMEN'S HEALTH	5
MN 577: NP II CLINICAL—WOMEN'S HEALTH FOCUS	5
MN 580: FNP II—PRIMARY CARE OF CHILDREN AND ADOLESCENTS HEALTH	5
MN 581: FNP II CLINICAL—CHILDREN AND ADOLESCENT HEALTH FOCUS	5
MN 605: TRANSITION TO PRACTICE	5
MN 610: NP III CLINICAL—PRIMARY CARE FOCUS	5
TOTAL CORE REQUIREMENTS	**60**
TOTAL PROGRAM REQUIREMENTS	**60**

Locations

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Nurse Educator Graduate Certificate

Description and Outcomes

If you are a registered nurse interested in expanding your knowledge of nursing education, consider the Nurse Educator Graduate Certificate program. This certificate program allows you to build on your master's degree in nursing by completing nine courses focused on nursing education, including practicum and capstone courses.

The Nurse Educator Graduate Certificate program is designed to prepare you to pursue teaching positions in schools of nursing and continuing education, staff development, clinical education, and patient and community education programs.

The certificate program's curriculum is designed to provide specialized knowledge in the area of nursing education and could help you prepare to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be eligible for transfer toward future graduate studies.

Practicum Experience

Refer to the Progression Requirements section and the Criminal Background Check Policy for further details.

Program Length

The Nurse Educator Graduate Certificate program consists of a minimum of 45 quarter credit hours. Upon successful completion of this program, you will be awarded a certificate.

Program Outcomes

1. Create a variety of successful instructional methods to meet the needs of targeted learner populations.

2. Develop plans of study in nursing education based on appropriate curricular principles, pedagogy, and learning assessment strategies.

3. Apply clinical expertise when conducting educational experiences.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

At this time, you may not enroll in the Nurse Educator Graduate Certificate program if you are a resident of Tennessee or Washington.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a master's degree with an upper-level major in nursing from an accredited institution. By the end of the first term, you must provide Kaplan University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

You will complete a practicum course and MN 600: Evidence-Based Project Proposal as part of the requirements for the certificate. You are responsible for locating an appropriate site for the practicum experience. Successful completion of the practicum project is required to receive a passing grade for the capstone course.

If you are unable to complete the required hours for the practicum course within 20 weeks, you must contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. Extensions are only granted for circumstances that would bar you from completing the required hours within the normal course schedule. If you are granted an extension, you will enroll in MN 600A. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for practicum hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the nurse educator specialization, you may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 508: TEACHING AND LEARNING STRATEGIES	5
MN 509: CURRICULUM DESIGN	5
MN 510: FACILITATING NURSING EDUCATION IN A CHANGING ENVIRONMENT	5
MN 511: ASSESSMENT AND EVALUATION	5
MN 519: NURSE EDUCATOR PRACTICUM	5
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT AND DIAGNOSTIC REASONING	5
MN 553: ADVANCED PHARMACOLOGY AND PHARMACOTHERAPEUTICS	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL CORE REQUIREMENTS	**45**
TOTAL PROGRAM REQUIREMENTS	**45**

Locations

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

College of Social and Behavioral Sciences

Mission

Mission Statement

The College of Social and Behavioral Sciences prepares undergraduate and graduate students to become professionals, leaders, and change agents in their chosen fields and communities. We offer a variety of academic programs that support career paths that make a difference in response to human societal causes, issues, and needs. Program offerings focus on the knowledge required within these fields as well as ethics, decision-making, communication, and critical thinking skills.

General Policies

Criminal Background Check Policy

If you cannot pass a background check, you will likely experience limitations and/or restrictions on employment opportunities. All students who enroll in one of the following programs must complete a background check prior to enrollment:

- Master of Science in Criminal Justice
- Master of Science in Homeland Security and Emergency Management
- Master of Science in Psychology
- Master of Science in Human Services
- Graduate Certificate in Addictions
- Graduate Certificate in Industrial/Organizational Psychology
- Postgraduate Certificate in Applied Behavior Analysis

You will be withdrawn at the end of the first term if you are unable to pass a background check and have not made arrangements to change your program of study to one for which a background check is not required.

The Office of the Dean of the College of Social and Behavioral Sciences will maintain confidentiality of all information related to criminal background checks.

Licensing and/or certification requirements may vary from state to state. It is your responsibility to become familiar and comply with the licensing/certification requirements in your respective state. It is your responsibility to inquire about current employment, certification, licensing, registration, and externship requirements prior to enrolling in one of the programs noted above.

Master of Public Administration

Description and Outcomes

If you are a practicing or aspiring administrator, the Master of Public Administration program could help you develop the skills and techniques to provide leadership in a wide variety of public service fields. The program teaches you to evaluate, implement, and manage policy and to make ethical and effective decisions in the interest of creating public value.

The curriculum focuses on a core area of study designed to provide you with the underpinnings of public administration and management and analytical methods to assess administrative policy implementation and effectiveness. The courses cover public administration and management, ethics and leadership, budgeting and the administration of public funds, strategic planning, and human resource management.

Intensive Study Areas

The program offers you the option of focusing on an intensive study area or pursuing a general Master of Public Administration. You may choose to complete one of the following intensive study areas to further develop your knowledge in a particular area of emphasis: criminal justice, emergency and disaster management, governmental management, health care management, or further concentration in public policy and administration. You can also select courses from across the intensive study areas to create a unique program specific to your individual interests or career aspirations.

Tracks of Study

The Master of Public Administration program offers two capstone options as the program's culminating experience: an applied research project or a comprehensive exam. If you enroll in the applied research track, you will complete two applied research courses, PP 504: Research and Writing in Public Administration and PP 698: Applied Research, designed to help you develop a better understanding of applied research methods and their application to public administration and policy. At the conclusion of the comprehensive exam track, you must successfully complete a written examination covering the core curriculum courses.

Program Length

The Master of Public Administration program consists of a minimum of 55 quarter credit hours. Upon successful completion of the program, you will be awarded the Master of Public Administration.

Program Outcomes

1. Public Value: Apply knowledge of practice in public administration to make effective decisions that create public value in diverse and dynamic situations.

2. Ethical Decision Making: Evaluate the social and ethical implications of decisions made in the public interest.

3. Innovation: Innovate to address issues and opportunities in the public sector.

4. Knowledge Base: Evaluate theoretical foundations, current knowledge, and trends in public administration and public service.

5. Finance: Apply financial knowledge to make sound and ethical decisions in the public interest.

6. Diversity: Assess cultural, individual, and role differences of constituents and stakeholders.

7. Leadership: Apply principles of leadership to shape change and improve the governance and management of public policy.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, it is highly recommended you complete the following prerequisite courses at the University or an accredited institution:

- American Government
- Statistics
- Public Policy

Accelerated Master of Public Administration Option

Students enrolled in one of the following programs have the option of completing the accelerated Master of Public Administration option while they earn their bachelor's degree:

- Bachelor of Science in Criminal Justice
- Bachelor of Science in Environmental Policy and Management
- Bachelor of Science in Fire and Emergency Management
- Bachelor of Science in Fire Science
- Bachelor of Science in Legal Studies
- Bachelor of Science in Paralegal Studies
- Bachelor of Science in Political Science
- Bachelor of Science in Public Administration and Policy

If you are a graduate of one of the above-listed programs, are granted admission to the Master of Public Administration program, and meet the requirements for the accelerated option, you will have the following courses transferred in and will matriculate into a shortened version of the master's degree program:

- PP 500: Public Administration and Management
- PP 510: Leadership in the Public Sector
- PP 520: Finance and the Administration of Public Funds
- PP 530: Human Resource Management in the Public Sector

If you are a graduate of the Kaplan University Advanced Start Bachelor of Science in Fire Science degree option or the Advanced Start Bachelor of Science in Fire and Emergency Management degree option and meet the requirements for the accelerated option, you will have the following courses transferred in and will matriculate into a shortened version of the master's degree program:

- PP 500: Public Administration and Management
- PP 510: Leadership in the Public Sector

Progression Requirements

If you enroll in the Master of Public Administration, the course-level prerequisites will be waived for the following courses:

- CJ 501: Criminological Theory
- HM 500: Crisis and Emergency Management Fundamentals
- HM 502: Risk, Vulnerability, and Capability Assessment Methods
- HM 510: Mitigation and Preparedness Issues for Emergency Management
- HM 540: Crisis Intervention

Degree Plan

Curriculum

Master of Public Administration - Applied Research Track

General Master of Public Administration

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PP 500: PUBLIC ADMINISTRATION AND MANAGEMENT	5
PP 504: RESEARCH AND WRITING IN PUBLIC ADMINISTRATION	5
PP 510: LEADERSHIP IN THE PUBLIC SECTOR	5
PP 520: FINANCE AND THE ADMINISTRATION OF PUBLIC FUNDS	5
PP 530: HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR	5
PP 698: MASTER'S CAPSTONE IN PUBLIC ADMINISTRATION	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
INTENSIVE STUDY AREA COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Intensive Study Areas Requirements - General Master of Public Administration	
PP 600: ADMINISTRATIVE LAW IN PUBLIC ADMINISTRATION	5
PP 610: BALANCING THE BUDGET—BUDGETARY PROCESS	5
PP 640: POLITICAL AND ECONOMIC FORCES	5
PP 650: PUBLIC POLICY ANALYSIS	5
500/600 LEVEL: LEGAL STUDIES ELECTIVE	5
TOTAL INTENSIVE STUDY AREAS REQUIREMENTS	**0**
Intensive study area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Public Administration - Applied Research Track

Criminal Justice

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PP 500: PUBLIC ADMINISTRATION AND MANAGEMENT	5
PP 504: RESEARCH AND WRITING IN PUBLIC ADMINISTRATION	5
PP 510: LEADERSHIP IN THE PUBLIC SECTOR	5
PP 520: FINANCE AND THE ADMINISTRATION OF PUBLIC FUNDS	5
PP 530: HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR	5
PP 698: MASTER'S CAPSTONE IN PUBLIC ADMINISTRATION	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
INTENSIVE STUDY AREA COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Intensive Study Areas Requirements - Criminal Justice	
CJ 501: CRIMINOLOGICAL THEORY	5
CJ 503: ORGANIZATIONAL BEHAVIOR	5
CJ 505: CRITICAL ISSUES IN CRIMINAL JUSTICE	5
CJ 511: EMPLOYMENT AND POLICY LAW	5
500/600 LEVEL: PUBLIC ADMINISTRATION ELECTIVE	5
TOTAL INTENSIVE STUDY AREAS REQUIREMENTS	**0**
Intensive study area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Public Administration - Applied Research Track

Emergency and Disaster Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PP 500: PUBLIC ADMINISTRATION AND MANAGEMENT	5
PP 504: RESEARCH AND WRITING IN PUBLIC ADMINISTRATION	5
PP 510: LEADERSHIP IN THE PUBLIC SECTOR	5
PP 520: FINANCE AND THE ADMINISTRATION OF PUBLIC FUNDS	5
PP 530: HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR	5
PP 698: MASTER'S CAPSTONE IN PUBLIC ADMINISTRATION	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
INTENSIVE STUDY AREA COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Intensive Study Areas Requirements - Emergency and Disaster Management	
HM 500: CRISIS AND EMERGENCY MANAGEMENT FUNDAMENTALS	5
HM 502: RISK, VULNERABILITY, AND CAPABILITY ASSESSMENT METHODS	5
HM 510: MITIGATION AND PREPAREDNESS ISSUES FOR EMERGENCY MANAGEMENT	5
HM 540: CRISIS INTERVENTION	5
PP 650: PUBLIC POLICY ANALYSIS	5
TOTAL INTENSIVE STUDY AREAS REQUIREMENTS	**0**
Intensive study area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Public Administration - Applied Research Track

Governmental Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PP 500: PUBLIC ADMINISTRATION AND MANAGEMENT	5
PP 504: RESEARCH AND WRITING IN PUBLIC ADMINISTRATION	5
PP 510: LEADERSHIP IN THE PUBLIC SECTOR	5
PP 520: FINANCE AND THE ADMINISTRATION OF PUBLIC FUNDS	5
PP 530: HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR	5
PP 698: MASTER'S CAPSTONE IN PUBLIC ADMINISTRATION	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
INTENSIVE STUDY AREA COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Intensive Study Areas Requirements - Governmental Management	
LS 605: ORGANIZATION AND FUNCTION OF STATE GOVERNMENT	5
LS 606: LEGISLATIVE PROCESS	5
LS 607: GUBERNATORIAL AND ADMINISTRATIVE PROCESS	5
PP 650: PUBLIC POLICY ANALYSIS	5
500/600 LEVEL: LEGAL STUDIES ELECTIVE	5
TOTAL INTENSIVE STUDY AREAS REQUIREMENTS	**0**
Intensive study area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Public Administration - Applied Research Track

Health Care Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PP 500: PUBLIC ADMINISTRATION AND MANAGEMENT	5
PP 504: RESEARCH AND WRITING IN PUBLIC ADMINISTRATION	5
PP 510: LEADERSHIP IN THE PUBLIC SECTOR	5
PP 520: FINANCE AND THE ADMINISTRATION OF PUBLIC FUNDS	5
PP 530: HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR	5
PP 698: MASTER'S CAPSTONE IN PUBLIC ADMINISTRATION	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
INTENSIVE STUDY AREA COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Intensive Study Areas Requirements - Health Care Management	
LS 620: HEALTH CARE ORGANIZATIONS AND FINANCE	5
LS 621: FEDERALISM AND THE HEALTH CARE DELIVERY SYSTEM	5
LS 622: PROFESSIONALS AND HEALTH CARE INSTITUTIONS	5
PP 620: PUBLIC POLICY AND HEALTH ADMINISTRATION	5
500/600 LEVEL: LEGAL STUDIES ELECTIVE	5
TOTAL INTENSIVE STUDY AREAS REQUIREMENTS	**0**
Intensive study area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Public Administration - Comprehensive Exam Track

General Master of Public Administration

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PP 500: PUBLIC ADMINISTRATION AND MANAGEMENT	5
PP 504: RESEARCH AND WRITING IN PUBLIC ADMINISTRATION	5
PP 510: LEADERSHIP IN THE PUBLIC SECTOR	5
PP 520: FINANCE AND THE ADMINISTRATION OF PUBLIC FUNDS	5
PP 530: HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR	5
PP 602: COMPREHENSIVE EXAM CAPSTONE	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
INTENSIVE STUDY AREA COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Intensive Study Areas Requirements - General Master of Public Administration	
PP 600: ADMINISTRATIVE LAW IN PUBLIC ADMINISTRATION	5
PP 610: BALANCING THE BUDGET—BUDGETARY PROCESS	5
PP 640: POLITICAL AND ECONOMIC FORCES	5
PP 650: PUBLIC POLICY ANALYSIS	5
500/600 LEVEL: LEGAL STUDIES ELECTIVE	5
TOTAL INTENSIVE STUDY AREAS REQUIREMENTS	**0**
Intensive study area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Public Administration - Comprehensive Exam Track

Criminal Justice

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PP 500: PUBLIC ADMINISTRATION AND MANAGEMENT	5
PP 504: RESEARCH AND WRITING IN PUBLIC ADMINISTRATION	5
PP 510: LEADERSHIP IN THE PUBLIC SECTOR	5
PP 520: FINANCE AND THE ADMINISTRATION OF PUBLIC FUNDS	5
PP 530: HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR	5
PP 602: COMPREHENSIVE EXAM CAPSTONE	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
INTENSIVE STUDY AREA COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Intensive Study Areas Requirements - Criminal Justice	
CJ 501: CRIMINOLOGICAL THEORY	5
CJ 503: ORGANIZATIONAL BEHAVIOR	5
CJ 505: CRITICAL ISSUES IN CRIMINAL JUSTICE	5
CJ 511: EMPLOYMENT AND POLICY LAW	5
500/600 LEVEL: PUBLIC ADMINISTRATION ELECTIVE	5
TOTAL INTENSIVE STUDY AREAS REQUIREMENTS	**0**
Intensive study area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Public Administration - Comprehensive Exam Track

Emergency and Disaster Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PP 500: PUBLIC ADMINISTRATION AND MANAGEMENT	5
PP 504: RESEARCH AND WRITING IN PUBLIC ADMINISTRATION	5
PP 510: LEADERSHIP IN THE PUBLIC SECTOR	5
PP 520: FINANCE AND THE ADMINISTRATION OF PUBLIC FUNDS	5
PP 530: HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR	5
PP 602: COMPREHENSIVE EXAM CAPSTONE	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
INTENSIVE STUDY AREA COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Intensive Study Areas Requirements - Emergency and Disaster Management	
HM 500: CRISIS AND EMERGENCY MANAGEMENT FUNDAMENTALS	5
HM 502: RISK, VULNERABILITY, AND CAPABILITY ASSESSMENT METHODS	5
HM 510: MITIGATION AND PREPAREDNESS ISSUES FOR EMERGENCY MANAGEMENT	5
HM 540: CRISIS INTERVENTION	5
PP 650: PUBLIC POLICY ANALYSIS	5
TOTAL INTENSIVE STUDY AREAS REQUIREMENTS	**0**
Intensive study area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Public Administration - Comprehensive Exam Track

Governmental Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PP 500: PUBLIC ADMINISTRATION AND MANAGEMENT	5
PP 504: RESEARCH AND WRITING IN PUBLIC ADMINISTRATION	5
PP 510: LEADERSHIP IN THE PUBLIC SECTOR	5
PP 520: FINANCE AND THE ADMINISTRATION OF PUBLIC FUNDS	5
PP 530: HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR	5
PP 602: COMPREHENSIVE EXAM CAPSTONE	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
INTENSIVE STUDY AREA COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Intensive Study Areas Requirements - Governmental Management	
LS 605: ORGANIZATION AND FUNCTION OF STATE GOVERNMENT	5
LS 606: LEGISLATIVE PROCESS	5
LS 607: GUBERNATORIAL AND ADMINISTRATIVE PROCESS	5
PP 650: PUBLIC POLICY ANALYSIS	5
500/600 LEVEL: LEGAL STUDIES ELECTIVE	5
TOTAL INTENSIVE STUDY AREAS REQUIREMENTS	**0**
Intensive study area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Public Administration - Comprehensive Exam Track

Health Care Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PP 500: PUBLIC ADMINISTRATION AND MANAGEMENT	5
PP 504: RESEARCH AND WRITING IN PUBLIC ADMINISTRATION	5
PP 510: LEADERSHIP IN THE PUBLIC SECTOR	5
PP 520: FINANCE AND THE ADMINISTRATION OF PUBLIC FUNDS	5
PP 530: HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR	5
PP 602: COMPREHENSIVE EXAM CAPSTONE	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
INTENSIVE STUDY AREA COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Intensive Study Areas Requirements - Health Care Management	
LS 620: HEALTH CARE ORGANIZATIONS AND FINANCE	5
LS 621: FEDERALISM AND THE HEALTH CARE DELIVERY SYSTEM	5
LS 622: PROFESSIONALS AND HEALTH CARE INSTITUTIONS	5
PP 620: PUBLIC POLICY AND HEALTH ADMINISTRATION	5
500/600 LEVEL: LEGAL STUDIES ELECTIVE	5
TOTAL INTENSIVE STUDY AREAS REQUIREMENTS	**0**
Intensive study area courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Criminal Justice

Description and Outcomes

The Master of Science in Criminal Justice program is designed to help you satisfy your intellectual curiosity, build knowledge, and prepare to successfully undertake leadership and other professional positions in today's complex criminal justice environment.

Tracks of Study

The Master of Science in Criminal Justice program provides you with an opportunity to pursue an applied research or comprehensive exam track of study. At the conclusion of the program, your acquisition of competencies is assessed via your coursework and either successful completion of a comprehensive examination or submission of an applied research project. In so doing, the program enables you to become better prepared to meet the dynamic challenges of the field today and in the future.

Specializations

You will have the option of selecting a specialization in addition to the core curriculum requirements. Specializations include corrections, global issues in criminal justice, law, and leadership and executive management. All courses designated as specialization courses may be applied toward elective credit if you elect not to pursue a specialization.

Program Length

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

Program Outcomes

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

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

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

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

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

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

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Thesis Track

If you enroll in the thesis track, you will not choose an area of specialization.

Progression Requirements

Policy information specific to the Master of Science in Criminal Justice is noted below.

General

1. If you enroll in the Master of Science in Criminal Justice program you may enroll in no more than one course per term without permission from the Dean of the College of Social and Behavioral Sciences or the Dean's designee.

2. You must follow the below sequence of courses for the first three terms. You may request to test out CJ 526: Academic and Professional Communications in Public Safety by completing the course assessment prior to the end of the first term of study. Refer to the Types of Credit section for additional information.
   - CJ 550: Introduction to Graduate Studies in Public Safety
   - CJ 526: Academic and Professional Communications in Public Safety
   - CJ 501: Criminological Theory

3. You may not use transfer credit to replace or substitute for core courses unless a waiver is granted by the Dean of the College of Social and Behavioral Sciences. A waiver is issued based upon an evaluation of common learning outcomes. The following courses must be completed at Kaplan University:
   - CJ 525: Applied Research in Criminal Justice
   - CJ 598: Applied Research Project
   - CJ 602: Comprehensive Examination

4. You must declare your choice of thesis, applied research, or comprehensive exam track by the end of your second term.

Comprehensive Exam Track

You must successfully complete CJ 602: Comprehensive Examination, a written course covering the core curriculum and specialization courses. You will take the examination after successful completion of all academic program requirements.

The examination is graded as "satisfactory" or "unsatisfactory" and will be evaluated by a terminally degreed criminal justice instructor. If there is an unsatisfactory decision, a second terminally degreed criminal justice instructor will be asked to evaluate the examination, and this evaluation will serve as the final decision.

Should you fail the examination, you will receive remediation from criminal justice graduate instructors in preparation for the final attempt at the examination. If you fail the examination a second time, you will be academically dismissed from the program.

Thesis Track

You will be required to develop and submit, in writing, a formal proposal for research in criminal justice to your chosen thesis committee, which is made up of a chairperson and two additional members, all of whom must be terminally degreed criminal justice faculty members from Kaplan University. It is acceptable to have one terminally degreed faculty member from outside the University's criminal justice program or from an outside, regionally accredited institution of higher learning with the approval of the School of the School of Social and Behavioral Sciences.

Subsequent to the proposal, you will submit the final draft of your research project to the thesis committee for review and orally present your results during a scheduled thesis defense hearing. The research report shall be prepared according to the University's guidelines and the final, approved product shall be submitted to appropriate personnel for binding and acquisition.

You will take CJ 600: Research and Thesis I and CJ 601: Research and Thesis II, 10-week courses designed to allow you to begin the first steps of your thesis design and complete your thesis. Should you feel you are not able to complete the prescribed requirements for either course in 10 weeks, you must contact your Education Advisor in order to gain an extension in the course. An extension is granted by enrolling in CJ 600A or CJ 601A, and enrollment in these courses will only be granted at the discretion of the Dean of the College of Social and Behavioral Sciences and the Chair of the student's thesis committee.

If an extension is granted, the University will not charge tuition for CJ 600A or CJ 601A, but you will be required to pay the normal technology fee.

If you are unable to complete CJ 600 or CJ 601, you will be permitted to enter comprehensive exam track.

Degree Plan

Curriculum

Master of Science in Criminal Justice - Comprehensive Exam Track

No Specialization

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CJ 550: INTRODUCTION TO GRADUATE STUDIES IN PUBLIC SAFETY	5
CJ 501: CRIMINOLOGICAL THEORY	5
CJ 502: RESEARCH METHODOLOGY	5
CJ 503: ORGANIZATIONAL BEHAVIOR	5
CJ 505: CRITICAL ISSUES IN CRIMINAL JUSTICE	5
CJ 526: ACADEMIC AND PROFESSIONAL COMMUNICATIONS IN PUBLIC SAFETY	5
CJ 602: COMPREHENSIVE EXAMINATION	
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
GENERAL ELECTIVES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Students may not use more than 10 quarter credit hours of independent study to satisfy the elective requirement.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Science in Criminal Justice - Comprehensive Exam Track

Corrections

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CJ 550: INTRODUCTION TO GRADUATE STUDIES IN PUBLIC SAFETY	5
CJ 501: CRIMINOLOGICAL THEORY	5
CJ 502: RESEARCH METHODOLOGY	5
CJ 503: ORGANIZATIONAL BEHAVIOR	5
CJ 505: CRITICAL ISSUES IN CRIMINAL JUSTICE	5
CJ 526: ACADEMIC AND PROFESSIONAL COMMUNICATIONS IN PUBLIC SAFETY	5
CJ 602: COMPREHENSIVE EXAMINATION	
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - Corrections	
CJ 521: CRITICAL ISSUES IN CORRECTIONS	5
CJ 522: COMPARATIVE CORRECTIONAL SYSTEMS	5
CJ 523: CRITICAL ISSUES IN JUVENILE JUSTICE	5
CJ 524: COMMUNITY-BASED CORRECTIONS	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Science in Criminal Justice - Comprehensive Exam Track

Global Issues in Criminal Justice

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CJ 550: INTRODUCTION TO GRADUATE STUDIES IN PUBLIC SAFETY	5
CJ 501: CRIMINOLOGICAL THEORY	5
CJ 502: RESEARCH METHODOLOGY	5
CJ 503: ORGANIZATIONAL BEHAVIOR	5
CJ 505: CRITICAL ISSUES IN CRIMINAL JUSTICE	5
CJ 526: ACADEMIC AND PROFESSIONAL COMMUNICATIONS IN PUBLIC SAFETY	5
CJ 602: COMPREHENSIVE EXAMINATION	
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - Global Issues in Criminal Justice	
CJ 509: COMPARATIVE CRIMINAL JUSTICE SYSTEMS	5
CJ 512: TRANSNATIONAL CRIME	5
CJ 513: CRITICAL ISSUES IN TERRORISM	5
CJ 522: COMPARATIVE CORRECTIONAL SYSTEMS	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Science in Criminal Justice - Comprehensive Exam Track

Law

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CJ 550: INTRODUCTION TO GRADUATE STUDIES IN PUBLIC SAFETY	5
CJ 501: CRIMINOLOGICAL THEORY	5
CJ 502: RESEARCH METHODOLOGY	5
CJ 503: ORGANIZATIONAL BEHAVIOR	5
CJ 505: CRITICAL ISSUES IN CRIMINAL JUSTICE	5
CJ 526: ACADEMIC AND PROFESSIONAL COMMUNICATIONS IN PUBLIC SAFETY	5
CJ 602: COMPREHENSIVE EXAMINATION	
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - Law	
Choose four of the following courses:	
CJ 506: ADVANCED TOPICS IN CRIMINAL LAW	5
CJ 508: EVIDENTIARY ISSUES IN CRIMINAL CASES	5
CJ 509: COMPARATIVE CRIMINAL JUSTICE SYSTEMS	5
CJ 510: SPECIALIZED CRIMINAL STATUTES AND COMPLEX INVESTIGATIONS	5
CJ 511: EMPLOYMENT AND POLICY LAW	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Science in Criminal Justice - Comprehensive Exam Track

Leadership and Executive Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CJ 550: INTRODUCTION TO GRADUATE STUDIES IN PUBLIC SAFETY	5
CJ 501: CRIMINOLOGICAL THEORY	5
CJ 502: RESEARCH METHODOLOGY	5
CJ 503: ORGANIZATIONAL BEHAVIOR	5
CJ 505: CRITICAL ISSUES IN CRIMINAL JUSTICE	5
CJ 526: ACADEMIC AND PROFESSIONAL COMMUNICATIONS IN PUBLIC SAFETY	5
CJ 602: COMPREHENSIVE EXAMINATION	
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - Leadership and Executive Management	
CJ 511: EMPLOYMENT AND POLICY LAW	5
CJ 516: BUDGETING AND FINANCE FOR PUBLIC SAFETY ADMINISTRATORS	5
CJ 519: ETHICS AND DIVERSITY IN CRIMINAL JUSTICE	5
500-LEVEL: PUBLIC SAFETY ELECTIVE	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Science in Criminal Justice - Applied Research Track

No Specialization

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CJ 550: INTRODUCTION TO GRADUATE STUDIES IN PUBLIC SAFETY	5
CJ 501: CRIMINOLOGICAL THEORY	5
CJ 503: ORGANIZATIONAL BEHAVIOR	5
CJ 525: APPLIED RESEARCH IN CRIMINAL JUSTICE	5
CJ 526: ACADEMIC AND PROFESSIONAL COMMUNICATIONS IN PUBLIC SAFETY	5
CJ 598: APPLIED RESEARCH PROJECT	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
GENERAL ELECTIVES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Students may not use more than 10 quarter credit hours of independent study to satisfy the elective requirement.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Science in Criminal Justice - Applied Research Track

Corrections

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CJ 550: INTRODUCTION TO GRADUATE STUDIES IN PUBLIC SAFETY	5
CJ 501: CRIMINOLOGICAL THEORY	5
CJ 503: ORGANIZATIONAL BEHAVIOR	5
CJ 525: APPLIED RESEARCH IN CRIMINAL JUSTICE	5
CJ 526: ACADEMIC AND PROFESSIONAL COMMUNICATIONS IN PUBLIC SAFETY	5
CJ 598: APPLIED RESEARCH PROJECT	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - Corrections	
CJ 521: CRITICAL ISSUES IN CORRECTIONS	5
CJ 522: COMPARATIVE CORRECTIONAL SYSTEMS	5
CJ 523: CRITICAL ISSUES IN JUVENILE JUSTICE	5
CJ 524: COMMUNITY-BASED CORRECTIONS	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Science in Criminal Justice - Applied Research Track

Global Issues in Criminal Justice

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CJ 550: INTRODUCTION TO GRADUATE STUDIES IN PUBLIC SAFETY	5
CJ 501: CRIMINOLOGICAL THEORY	5
CJ 503: ORGANIZATIONAL BEHAVIOR	5
CJ 525: APPLIED RESEARCH IN CRIMINAL JUSTICE	5
CJ 526: ACADEMIC AND PROFESSIONAL COMMUNICATIONS IN PUBLIC SAFETY	5
CJ 598: APPLIED RESEARCH PROJECT	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - Global Issues in Criminal Justice	
CJ 509: COMPARATIVE CRIMINAL JUSTICE SYSTEMS	5
CJ 512: TRANSNATIONAL CRIME	5
CJ 513: CRITICAL ISSUES IN TERRORISM	5
CJ 522: COMPARATIVE CORRECTIONAL SYSTEMS	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Science in Criminal Justice - Applied Research Track

Law

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CJ 550: INTRODUCTION TO GRADUATE STUDIES IN PUBLIC SAFETY	5
CJ 501: CRIMINOLOGICAL THEORY	5
CJ 503: ORGANIZATIONAL BEHAVIOR	5
CJ 525: APPLIED RESEARCH IN CRIMINAL JUSTICE	5
CJ 526: ACADEMIC AND PROFESSIONAL COMMUNICATIONS IN PUBLIC SAFETY	5
CJ 598: APPLIED RESEARCH PROJECT	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - Law	
Choose four of the following courses:	
CJ 506: ADVANCED TOPICS IN CRIMINAL LAW	5
CJ 508: EVIDENTIARY ISSUES IN CRIMINAL CASES	5
CJ 509: COMPARATIVE CRIMINAL JUSTICE SYSTEMS	5
CJ 510: SPECIALIZED CRIMINAL STATUTES AND COMPLEX INVESTIGATIONS	5
CJ 511: EMPLOYMENT AND POLICY LAW	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Science in Criminal Justice - Applied Research Track

Leadership and Executive Management

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CJ 550: INTRODUCTION TO GRADUATE STUDIES IN PUBLIC SAFETY	5
CJ 501: CRIMINOLOGICAL THEORY	5
CJ 503: ORGANIZATIONAL BEHAVIOR	5
CJ 525: APPLIED RESEARCH IN CRIMINAL JUSTICE	5
CJ 526: ACADEMIC AND PROFESSIONAL COMMUNICATIONS IN PUBLIC SAFETY	5
CJ 598: APPLIED RESEARCH PROJECT	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - Leadership and Executive Management	
CJ 511: EMPLOYMENT AND POLICY LAW	5
CJ 516: BUDGETING AND FINANCE FOR PUBLIC SAFETY ADMINISTRATORS	5
CJ 519: ETHICS AND DIVERSITY IN CRIMINAL JUSTICE	5
500-LEVEL: PUBLIC SAFETY ELECTIVE	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**55**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Environmental Policy

Description and Outcomes

The Master of Science in Environmental Policy program integrates courses from legal studies, social science, public policy, and leadership into a cross-disciplinary program designed to prepare you to pursue a spectrum of environmental careers in the public and private sectors.

The program offers you the opportunity to study environmental policy and issues from a perspective that explores the interrelationships of people in their natural world, public and private sector business and industry, economics, policy, and politics. The program is designed to prepare you to be an environmental custodian and to responsibly manage the increasingly complex issues of the environment.

You will examine how societal institutions, governmental agencies, lawmakers, businesses, and other organizations respond to and devise solutions to local, regional, national, and global issues regarding environmental and sustainable practices. You will have the opportunity to study topics such as: environmental management and policymaking, the impact of industrialization on the environment, economics and resource availability, regulation and law, ethics, environmental entrepreneurship, sustainability planning, economics of environmental management and sustainability, and the politics of the environment.

The curriculum is designed to be hands on, project oriented, and problem based to provide you with the opportunity to holistically explore the real challenges and issues from a variety of perspectives and propose unique solutions. The goal of the program is to connect theory with practice, collaborate and conduct investigations with professionals from a broad cross-section of disciplines, and develop collaborative skills to solve real-world problems.

Tracks of Study

The Master of Science in Environmental Policy program offers two capstone options as the program's culminating experience: an applied research project or a comprehensive exam. The applied research track helps you develop a better understanding of applied research methods and their application to environmental policy through two applied research courses: LS 504: Applied Research in Legal Studies and EM 698: Applied Research. At the conclusion of the comprehensive exam track, you must successfully complete a written examination covering the core curriculum courses.

Program Length

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

Program Availability

This program is subject to minimum enrollments. If minimum enrollments are not met, you will be asked to enroll in a subsequent term.

Program Outcomes

1. Global Environmentalism: Assess the impact of environmentalism on society.

2. Environmental Management and Sustainability: Develop and evaluate global and local environmental strategies and policies.

3. Environmental Policy and Law: Evaluate environmental law and policies and the direct and indirect costs of environmental regulation, problems, corrective actions, and cost of nonaction.

4. Environmental Leadership and Global Citizenship: Develop management strategies that incorporate environmental compliance standards and achieve organizational missions with consideration of global citizenship and social responsibility.

5. Environmental Interconnectedness: Analyze complex and multidimensional environmental changes to propose solutions.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Accelerated Master of Science in Environmental Policy Option

Students enrolled in one of the following programs have the option of completing the accelerated Master of Science in Environmental Policy option while they earn their bachelor's degree:

- Bachelor of Science in Criminal Justice

- Bachelor of Science in Environmental Policy and Management

- Bachelor of Science in Fire and Emergency Management

- Bachelor of Science in Fire Science

- Bachelor of Science in Legal Studies

- Bachelor of Science in Paralegal Studies

- Bachelor of Science in Political Science

- Bachelor of Science in Public Administration and Policy

If you are a graduate of one of the above-listed programs, are granted admission to the Master of Science in Environmental Policy program, and meet the requirements for the accelerated option, you will have the following courses transferred in and will matriculate into a shortened version of the master's degree program:

- EM 500: Environmental Foundations and Principles

- EM 520: Environmental Law and Policy

- EM 530: Environmental Risk Assessment II

- PP 510: Leadership in the Public Sector

If you are a graduate of the Kaplan University Advanced Start Bachelor of Science in Fire Science degree option or the Advanced Start Bachelor of Science in Fire and Emergency Management degree option and meet the requirements for the accelerated option, you will have the following courses transferred in and will matriculate into a shortened version of the master's degree program:

- EM 500: Environmental Foundations and Principles

- PP 510: Leadership in the Public Sector

Degree Plan

Curriculum

Applied Research Track

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
EM 500: ENVIRONMENTAL FOUNDATIONS AND PRINCIPLES	5
EM 520: ENVIRONMENTAL LAW AND POLICY	5
EM 530: ENVIRONMENTAL RISK ASSESSMENT II	5
EM 650: ENVIRONMENTAL POLICY ANALYSIS	5
LS 504: APPLIED RESEARCH IN LEGAL STUDIES	5
LS 526: ACADEMIC AND PROFESSIONAL WRITING FOR GRADUATE STUDENTS	5
PP 510: LEADERSHIP IN THE PUBLIC SECTOR	5
EM 698: APPLIED RESEARCH	5
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
GENERAL ELECTIVES	15
Choose three of the following courses:	
EM 610: SUSTAINABILITY—POLICY AND PRACTICE	5
EM 620: ENVIRONMENTAL PROJECT MANAGEMENT	5
PP 630: PUBLIC AND PRIVATE PARTNERSHIPS	5
PP 640: POLITICAL AND ECONOMIC FORCES	5
SC 540: BIOLOGY OF POLLUTION	5
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Students who choose PP 630: Public and Private Partnerships or PP 640: Political and Economic Forces who do not possess prior learning credit comparable to PP 500: Public Administration and Management must take the course in place of an elective.	
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Comprehensive Exam Track

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
EM 500: ENVIRONMENTAL FOUNDATIONS AND PRINCIPLES	5
EM 520: ENVIRONMENTAL LAW AND POLICY	5
EM 530: ENVIRONMENTAL RISK ASSESSMENT II	5
EM 650: ENVIRONMENTAL POLICY ANALYSIS	5
LS 526: ACADEMIC AND PROFESSIONAL WRITING FOR GRADUATE STUDENTS	5
PP 510: LEADERSHIP IN THE PUBLIC SECTOR	5
EM 602: COMPREHENSIVE EXAM CAPSTONE	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
GENERAL ELECTIVES	20
Choose four of the following courses:	
EM 610: SUSTAINABILITY—POLICY AND PRACTICE	5
EM 620: ENVIRONMENTAL PROJECT MANAGEMENT	5
PP 630: PUBLIC AND PRIVATE PARTNERSHIPS	5
PP 640: POLITICAL AND ECONOMIC FORCES	5
SC 540: BIOLOGY OF POLLUTION	5
TOTAL OPEN ELECTIVE REQUIREMENTS	**20**
Students who choose PP 630: Public and Private Partnerships or PP 640: Political and Economic Forces who do not possess prior learning credit comparable to PP 500: Public Administration and Management must take the course in place of an elective.	
TOTAL PROGRAM REQUIREMENTS	**55**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Homeland Security and Emergency Management

Description and Outcomes

The Master of Science in Homeland Security and Emergency Management program integrates courses from criminal justice, social science, public policy, leadership, and business into a cross-disciplinary program designed to prepare you to pursue a spectrum of careers in the public and private sectors.

The program offers you the opportunity to study homeland security and emergency management policy and issues from a perspective that explores the interrelationships of public and private sector businesses and industries, economics, policy, politics, culture, ideology, psychology, and human dynamics. The program is designed to equip you with the skills and competencies relevant to leaders in the public and private sectors to meet the needs of the highly demanding, dynamic, and complex fields of homeland security and emergency management.

You will examine how societal institutions, governmental agencies, lawmakers, businesses, and other organizations plan and determine viable and sustainable solutions to local, regional, national, and global issues of security and emergency management. You will have the opportunity to study topics such as: technology, economics and resource availability, regulation and law, ethics, entrepreneurship, the politics of security, the dynamics of emergency management, security and policy making, homeland defense, and interagency cooperation.

The curriculum is designed to be hands on, project oriented, and problem based to provide you with the opportunity to explore the real challenges and issues holistically from a variety of perspectives and propose unique solutions. The goal of the program is to connect theory with practice, collaborate and conduct research with professionals from a broad cross-section of disciplines, and develop collaborative skills to solve real-world problems.

Program Length

The Master of Science in Homeland Security and Emergency Management program consists of a minimum of 55 quarter credit hours. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Public Value: Apply knowledge of practice in homeland security and emergency management to make effective decisions that create public value in diverse and dynamic situations.

2. Ethical Decision Making: Evaluate the social and ethical implications of decisions made to protect people and property.

3. Innovation: Innovate to address complex and multidimensional homeland security and emergency management global challenges to propose solutions.

4. Knowledge Base: Evaluate and apply theoretical foundations, current knowledge, and legal doctrine in homeland security and emergency management.

5. Diversity: Assess cultural, individual, and role differences of constituents and stakeholders.

6. Leadership: Apply principles of leadership to shape change and improve homeland security and emergency management policy and practices.

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

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

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Progression Requirements

If you enroll in the Master of Science in Homeland Security and Emergency Management you may enroll in no more than one course per term without permission from the Dean of the College of Social and Behavioral Sciences or the Dean's designee.

You must follow the below sequence of courses for the first three terms. You may request to test out CJ 526: Academic and Professional Communications in Public Safety by completing the course assessment prior to the end of the first term of study. Refer to the Types of Credit section for additional information.

- CJ 550: Introduction to Graduate Studies in Public Safety
- CJ 526: Academic and Professional Communications in Public Safety
- HM 500: Crisis and Emergency Management Fundamentals

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
CJ 550: INTRODUCTION TO GRADUATE STUDIES IN PUBLIC SAFETY	5
CJ 502: RESEARCH METHODOLOGY	5
CJ 509: COMPARATIVE CRIMINAL JUSTICE SYSTEMS	5
CJ 526: ACADEMIC AND PROFESSIONAL COMMUNICATIONS IN PUBLIC SAFETY	5
HM 500: CRISIS AND EMERGENCY MANAGEMENT FUNDAMENTALS	5
HM 501: HOMELAND SECURITY POLICIES, PRINCIPLES, PROCEDURES, AND PLANS	5
HM 503: PLANNING AND OPERATIONS IN CRISIS AND EMERGENCY MANAGEMENT	5
HM 598: APPLIED RESEARCH PROJECT CAPSTONE	5
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
OPEN ELECTIVES	15
Choose one of the following courses:	
CJ 510: SPECIALIZED CRIMINAL STATUTES AND COMPLEX INVESTIGATIONS	5
CJ 513: CRITICAL ISSUES IN TERRORISM	5
Choose two of the following courses:	
HM 502: RISK, VULNERABILITY, AND CAPABILITY ASSESSMENT METHODS	5
HM 505: PLANNING FOR WMD AND MASS CASUALTY CRISES	5
HM 510: MITIGATION AND PREPAREDNESS ISSUES FOR EMERGENCY MANAGEMENT	5
HM 540: CRISIS INTERVENTION	5
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
TOTAL PROGRAM REQUIREMENTS	**55**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Human Services

Description and Outcomes

The Master of Science in Human Services program is designed for professionals who are committed to improving the quality of life for all people in the growing field of human services in the twenty-first century. The curriculum prepares human services professionals for leadership positions and to become advocates for change. The curriculum focuses on the delivery of services, accessibility, the design, implementation, and evaluation of interventions, as well as the planning, administration, and coordination of programs.

This program adheres to the curriculum standards of the Council of Standards in Human Service Education; however, it is not accredited by this agency.

Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Specializations

You will select one of two areas of specialization: family and community services or organizational and social services. You will complete both core courses and specialization courses, which will provide a comprehensive education in theory and practice. You will work on developing critical thinking and problem-solving skills that will assist you in meeting your personal and professional goals in the chosen specialization area.

The family and community services specialization addresses the complexities of the roles involved in developing and administering services for children and families. Emphasis on human development, resiliency, family theories, and advocacy will be the foundation of this program.

The organizational and social services specialization is designed to prepare you with the knowledge and skills to work with diverse funding sources, influence policy, supervise staff, and to develop and administer programs and interventions that address the needs within communities.

In any of the specializations, you may elect to complete an internship, which is an important component to help gain relevant skills and experience in the field. You should consult with an Education Advisor to determine how the internship option fits with your career goals.

Program Length

The Master of Science in Human Services consists of a minimum 45 quarter credit hours. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

- Knowledge Base: Examine broad organizational roles and functions, and various methods of advocacy.
- Historical Impact: Explore the history of the human services profession, and the impact of past and present policies and legislation.
- Theory: Apply appropriate strategies using a theoretical and philosophical framework built on values of the human services profession.
- Research: Assess information related to service delivery, including data analysis, and the interpretation and evaluation of findings.
- Values, Ethical Practices, and Self-Care: Evaluate personal expectations, values, ethics, and self-care strategies as they relate to professional practice.
- Critical Thinking: Analyze scope of populations served and appropriate methods of service delivery based on individual needs.
- Application: Apply skills, strategies, and knowledge related to design, implementation, and evaluation of human services programs.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Policy information specific to the Master of Science in Human Services program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

At this time, if you reside in one of the following states you may not enroll in the Master of Science in Human Services: Alabama, Arkansas, Delaware, Indiana, Kansas, Kentucky, Missouri, New Mexico, Tennessee, or Wisconsin.

By the end of the first term, you must provide the University with an official copy of a transcript indicating receipt of a bachelor's degree from an accredited institution. The unofficial and official transcripts must indicate a cumulative GPA of 2.5 or above from all previous coursework. Refer to the First-Term Responsibilities section for additional information

Progression Requirements

1. The grade of "C" is the minimum acceptable grade for courses in the Master of Science in Human Services program. If you earn a grade of "F" in a course, you must immediately retake the course. You may only take a course twice and must earn the required grade of "C" or higher. Failure to earn the required grade will result in dismissal from Kaplan University after the second attempt.

2. You may not use transfer credit to replace the following courses:
   - HN 501: Human Development and Human Behavior in Context

   - HN 502: History, Multiculturalism, and Diversity in Human Services

   - HN 599: Master's Capstone in Human Services

   You must complete these courses at the University.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Master of Science in Human Services program is a member of the Council for Standards in Human Service Education (CSHSE); however, it is not accredited by this agency.

The program is designed to prepare you academically to pursue a variety of careers in the field or in related fields and to pursue advanced education. The coursework in this program fulfills the requirements to sit for the exam to become a Human Services—Board Certified Practitioner (HS-BCP^{TM}). Please note that you must meet post-degree experience requirements in order to earn the HS-BCP credential.

The Center for Credentialing & Education can be contacted at:

3 Terrace Way
Greensboro, NC 27403-3660
Tel: 336.482.2856

Degree Plan

Curriculum

Family and Community Services

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HN 501: HUMAN DEVELOPMENT AND HUMAN BEHAVIOR IN CONTEXT	5
HN 502: HISTORY, MULTICULTURALISM, AND DIVERSITY IN HUMAN SERVICES	5
HN 505: SKILLS AND PRACTICE IN HUMAN SERVICES	5
HN 510: PROFESSIONAL ETHICS AND PERSONAL VALUES	5
HN 599: MASTER'S CAPSTONE IN HUMAN SERVICES	5
Choose one of the following courses:	
HN 598: MASTER'S INTERNSHIP IN HUMAN SERVICES	5
OPEN ELECTIVE	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
SPECIALIZATION COURSES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Specialization Requirements - Family and Community Services	
HN 520: FAMILY RESILIENCE ACROSS THE LIFE SPAN	5
HN 521: DEVELOPING AND DELIVERING FAMILY SERVICES	5
HN 522: ADVOCACY FOR CHILDREN AND FAMILIES	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**45**

Curriculum

Organizational and Social Services

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
HN 501: HUMAN DEVELOPMENT AND HUMAN BEHAVIOR IN CONTEXT	5
HN 502: HISTORY, MULTICULTURALISM, AND DIVERSITY IN HUMAN SERVICES	5
HN 505: SKILLS AND PRACTICE IN HUMAN SERVICES	5
HN 510: PROFESSIONAL ETHICS AND PERSONAL VALUES	5
HN 599: MASTER'S CAPSTONE IN HUMAN SERVICES	5
Choose one of the following courses:	
HN 598: MASTER'S INTERNSHIP IN HUMAN SERVICES	5
OPEN ELECTIVE	5
TOTAL CORE REQUIREMENTS	**30**
Open Elective Requirements	
SPECIALIZATION COURSES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
Specialization Requirements - Organizational and Social Services	
HN 530: RESEARCH, GRANT WRITING, AND FUNDING	5
HN 531: PROGRAM DEVELOPMENT AND ADMINISTRATION	5
HN 532: ORGANIZATIONAL NONPROFIT MANAGEMENT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**45**

Locations

Online	●
Augusta	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Legal Studies

Description and Outcomes

The Master of Science in Legal Studies program is designed to provide a solid foundation in legal doctrine and concepts while developing and refining your ability to identify and analyze legal issues. The program highlights the foundations of the American legal system, process and procedure, dispute resolution, legal research and writing, legal reasoning and analysis, ethical decision making, jurisprudence and legal history, and substantive law in selected areas. If you are not interested in practicing law, but want to develop a better understanding of the law as it affects your career or other areas of interest, this may be the program for you. The program in legal studies does not prepare you for the practice of law, and you are not eligible to sit for any state's bar examination based solely on your completion of this program.

Upon graduation, you could pursue career opportunities in law and law-related fields, government, or business, or may use the background knowledge gained through this degree to prepare for further graduate study.

Tracks of Study

The Master of Science in Legal Studies program offers two capstone options as the program's culminating experience: an applied research project or a comprehensive exam. The applied research track could help you develop a better understanding of applied research methods and their application to legal studies through two applied research courses: LS 504: Applied Research in Legal Studies and LS 698: Applied Research. At the conclusion of the comprehensive exam track, you must successfully complete a written examination covering the core curriculum courses.

Program Length

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

Program Outcomes

1. Legal Principles: Apply legal principles and concepts to the analysis of complex social, political, and economic issues.

2. Ethics: Reflect on the ethical and moral implications of the law and legal processes.

3. Leadership: Apply principles of leadership to shape change and improve the application and direction of the law and the legal system in relation to institutions or society.

4. Reflective Practice: Utilize the skills of a reflective practitioner to analyze and solve problems within a professional context.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Accelerated Master of Science in Legal Studies Option

Students enrolled in one of the following programs have the option of completing the accelerated Master of Science in Legal Studies option while they earn their bachelor's degree:

- Bachelor of Science in Criminal Justice

- Bachelor of Science in Environmental Policy and Management

- Bachelor of Science in Fire and Emergency Management

- Bachelor of Science in Fire Science

- Bachelor of Science in Legal Studies

- Bachelor of Science in Paralegal Studies

- Bachelor of Science in Political Science
- Bachelor of Science in Public Administration and Policy

If you are a graduate of one of the above-listed programs, are granted admission to the Master of Science in Legal Studies program, and meet the requirements for the accelerated option, you will have the following courses transferred in and will matriculate into a shortened version of the master's degree program:

- LS 500: Legal Methods and Process
- LS 501: Ethics and the Professional
- LS 502: Legal Research, Analysis, and Writing
- LS 503: Jurisprudence and Legal History

If you are a graduate of the Kaplan University Advanced Start Bachelor of Science in Fire Science degree option or the Advanced Start Bachelor of Science in Fire and Emergency Management degree option and meet the requirements for the accelerated option, you will have the following courses transferred in and will matriculate into a shortened version of the master's degree program:

- LS 500: Legal Methods and Process
- LS 501: Ethics and the Professional

Degree Plan

Curriculum

Master of Science in Legal Studies-Applied Research Track

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
LS 500: LEGAL METHODS AND PROCESS	5
LS 501: ETHICS AND THE PROFESSIONAL	5
LS 502: LEGAL RESEARCH, ANALYSIS, AND WRITING	5
LS 503: JURISPRUDENCE AND LEGAL HISTORY	5
LS 504: APPLIED RESEARCH IN LEGAL STUDIES	5
LS 526: ACADEMIC AND PROFESSIONAL WRITING FOR GRADUATE STUDENTS	5
LS 698: APPLIED RESEARCH	5
Choose one of the following core elective courses:	
LS 506: UNDERSTANDING CIVIL RESPONSIBILITY	5
LS 507: UNDERSTANDING CRIMINAL RESPONSIBILITY	5
LS 508: FAMILY AND THE LEGAL SYSTEM	5
LS 509: CONTRACTS AS PRIVATE LAW	5
TOTAL CORE REQUIREMENTS	**40**
LS 698: Applied Research combines research and writing skills with application in a professional setting. This is a capstone course.	
Open Elective Requirements	
500/600 LEVEL: LEGAL STUDIES ELECTIVES	15
TOTAL OPEN ELECTIVE REQUIREMENTS	**15**
TOTAL PROGRAM REQUIREMENTS	**55**

Curriculum

Master of Science in Legal Studies-Comprehensive Exam Track

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
LS 500: LEGAL METHODS AND PROCESS	5
LS 501: ETHICS AND THE PROFESSIONAL	5
LS 502: LEGAL RESEARCH, ANALYSIS, AND WRITING	5
LS 503: JURISPRUDENCE AND LEGAL HISTORY	5
LS 526: ACADEMIC AND PROFESSIONAL WRITING FOR GRADUATE STUDENTS	5
LS 602: COMPREHENSIVE EXAM CAPSTONE	5
Choose one of the following core elective courses:	
LS 506: UNDERSTANDING CIVIL RESPONSIBILITY	5
LS 507: UNDERSTANDING CRIMINAL RESPONSIBILITY	5
LS 508: FAMILY AND THE LEGAL SYSTEM	5
LS 509: CONTRACTS AS PRIVATE LAW	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
500/600 LEVEL: LEGAL STUDIES ELECTIVES	20
TOTAL OPEN ELECTIVE REQUIREMENTS	**20**
TOTAL PROGRAM REQUIREMENTS	**55**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Psychology

Description and Outcomes

The Master of Science in Psychology program provides you with a unique opportunity to balance the rich tradition of the past with exciting contemporary applications of psychology. The curriculum focuses on the processes that underlie the individual human experience and behavior, and core knowledge, theories, and research in the discipline.

Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Specializations

You will select one of four areas of specialization: general psychology, addictions, applied behavior analysis, or industrial/organizational psychology. You will complete both master's-level core courses and specialization courses, which provide a comprehensive education in psychological theory and practice, and work on developing critical thinking and problem-solving skills to assist you in meeting your personal and professional goals in the chosen specialization area.

The general psychology specialization is designed to expose you to a generalist approach to the broad field of psychology. This specialization addresses current broad paradigms such as behavioral approaches, neuropsychological perspectives and technologies, issues in psychopathology, and current and historical information in the area of cognitive psychology. In addition, you will gain knowledge in the use of qualitative analysis, thereby building on your knowledge base of the basic "tools" involved in the scientific approach to understanding psychology.

The addictions specialization provides you with the opportunity to study the principles of addictions counseling, group counseling, psychopharmacology, and co-occurring disorders. Theories are taught with an emphasis on application so that you understand how to use your knowledge to help clients toward recovery.

The applied behavior analysis specialization provides an opportunity to gain knowledge of special populations such as the developmentally disabled, the autistic, and individuals with traumatic brain injury. Courses in this area emphasize an understanding and application of the behavioral concepts and theories, as well as the development of both assessment and intervention skills.

The industrial/organizational psychology specialization is designed for working professionals who seek to broaden their knowledge and apply the principles of industrial/organizational (I/O) psychology in business and organizational settings. The program offers a rigorous exploration of the theories, methods, and practice of industrial/organizational psychology. Specifically, you will explore workplace motivation and attitudes, employee training, evaluation and leadership, organizational behavior, and human resource management.

Tracks of Study

In any of the specializations, you may elect to complete a thesis as the program's culminating experience or choose the comprehensive exam option. The thesis track contains two thesis development courses and extends the program by at least one term. A thesis is not required; however, you should consult with an Education Advisor to determine how the thesis option fits with your career goals.

Program Length

The Master of Science in Psychology program consists of a minimum of 60, 65, 70, or 75 quarter credit hours, depending on your track of study. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Theory, Research, and Information Literacy: Apply contemporary theories and information technologies to real-world situations, and engage in research in the focal area(s) of the science of psychology.

2. Critical and Reflective Thinking: Critically synthesize and evaluate psychological theories and concepts in varied environments.

3. Application to Practice: Analyze and apply theoretical and conceptual foundations of psychology to arrive at appropriate professional practice strategies.

4. Values, Ethical Practices, and Individual and Cultural Diversity: Evaluate ethical, legal, individual, and sociocultural implications of decisions within the field of psychology.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Policies

Policy information specific to the Master of Science in Psychology program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If applying for admission, you must submit the following:

1. An essay that details career goals and associated reasons for enrolling in the program.

2. An unofficial transcript, submitted prior to enrollment, indicating receipt of a bachelor's degree from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. The unofficial and official transcripts must indicate a cumulative GPA of 2.5 or above from all previous coursework. Refer to the First-Term Responsibilities section for additional information.

Accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology Option

If you are a graduate of the University's Bachelor of Science in Psychology program, are granted admission to the Master of Science in Psychology program, and meet the requirements for the accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology option, you will have the following courses transferred in and will matriculate into a shortened version of the master's degree program:

• PS 501: Foundations of Professional Psychology

• PS 502: Ethics and Standards of Professional Psychology

• PS 504: Advanced Research Methods

• PS 506: Life Span Development

Applied Behavior Analysis, Addictions, and Industrial/Organizational Psychology Application Requirements

Prior to enrolling in the Master of Science in Psychology program with an applied behavior analysis, addictions, or industrial/organizational psychology specialization requiring a practicum or field placement rotation, you must provide notice of intent to enroll in practicum/field placement courses 3 months prior to the beginning of the term in which you wish to enroll. Notification must be submitted to the Behavioral and Social Sciences Clinical Placement Department using the appropriate application form. Applications that are not complete will not be accepted.

Progression Requirements

1. The grade of "C" is the minimum acceptable grade for courses in the Master of Science in Psychology program. If you earn a grade of "F" in a course, you must immediately retake the course. You may only take a course twice and must earn the required grade of "C" or higher. Failure to earn the required grade will result in dismissal from Kaplan University after the second attempt.

2. You can enroll in no more than three courses per term.

3. You may not use transfer credit to replace the following courses:
   • PS 501: Foundations of Professional Psychology

   • PS 535: Addictions Practicum

   • PS 545: Industrial/Organizational Field Placement

   • PS 555: Applied Behavior Analysis Practicum

   • PS 600: Comprehensive Exam

   • PS 601: Master's Research and Thesis I

   • PS 602: Master's Research and Thesis II

   You must complete these courses at the University. If you are a graduate of the University's Bachelor of Science in Psychology program, you may substitute transfer credit to replace PS 501.

4. You must declare your choice of thesis or comprehensive exam track by the end of the second term.

Comprehensive Exam Track

You must successfully complete PS 600: Comprehensive Exam, a written course covering the core curriculum and specialization courses. You will take the examination after successful completion of all academic program requirements.

The examination includes your written responses to three questions and shall be evaluated by three terminally degreed psychology instructors. A passing score must be earned from two out of three faculty members on all three questions. Should you not earn a passing score on any part of the examination, you will be given remediation by graduate psychology instructors in preparation for the final attempt at the examination. If you fail the examination a second time, you will be academically dismissed from the program. If you experience extenuating circumstances, you may appeal to the Dean (or designee) to retake the course.

Thesis Track

You will be required to develop and submit, in writing, a formal proposal for research in psychology to your chosen thesis committee, which is made up of a chairperson and two additional members, all of whom must be terminally degreed psychology faculty members from Kaplan University. It is acceptable to have one terminally degreed faculty member from outside the University's psychology program or from an outside, regionally accredited institution of higher learning with the approval of the Chair of the Master of Science in Psychology program.

Subsequent to the proposal, you will submit the final draft of your research project to the thesis committee for review and orally present your results during a scheduled thesis defense hearing. The research report shall be prepared according to the University's guidelines and the final, approved product shall be submitted to appropriate personnel for binding and acquisition.

You will take PS 601: Master's Research and Thesis I and PS 602: Master's Research and Thesis II, 10-week courses designed to allow you to begin the first steps of your thesis design and complete your thesis. Should you feel you are unable to complete the prescribed requirements for either course in 10 weeks, you must contact your Education Advisor in order to gain an extension in the course. An extension is granted by enrolling in PS 601A or PS 602A, and enrollment in these courses will only be granted at the discretion of the Dean of the College of Social and Behavioral Sciences and the Chair of your thesis committee.

If an extension is granted, the University will not charge tuition for PS 601A or PS 602A, but you will be required to pay the normal technology fee.

If you are unable to complete PS 601 or PS 602, you will be permitted to enter the comprehensive exam track.

Practicum or Field Placement Requirements

If you are enrolling in a program that requires completion of a practicum or field placement, you are responsible for locating a site in which to complete those hours. You are also required to complete a practicum or field placement orientation. You must complete all prepracticum or prefield placement requirements and have permission of the Clinical Placement Team in order to enroll in a course that includes completion of practicum or field placement hours. A list of requirements is available from the Clinical Placement Team.

Addictions Specialization

If you are enrolled in the addictions specialization, you will take PS 535: Addictions Practicum I and PS 536: Addictions Practicum II. If you feel that you may not be able to complete the PS 535 prescribed requirements in 10 weeks, you must contact the Clinical Placement Team in order to receive an extension in the course. If an extension is granted, you will enroll in PS 559: Practicum Field Placement Extension which will allow you 10 extra weeks to complete the requirements of PS 535. Enrollment in this course will only be granted at the discretion of the College of Social and Behavioral Sciences.

If you feel that you may not be able to complete the PS 536 prescribed requirements in 10 weeks, you must contact the Clinical Placement Team in order to gain an extension in the course. If an extension is granted, you will enroll in PS 559: Practicum Field Placement Extension, which will allow you 10 extra weeks to complete the requirements of PS 536. Enrollment in this course will only be granted at the discretion of the College of Social and Behavioral Sciences.

Applied Behavior Analysis Specialization

If you feel that you may not be able to complete the PS 555: Applied Behavior Analysis Practicum prescribed requirements in 10 weeks, you must contact the Clinical Placement Team in order to gain an extension in the course. If an extension is granted, you will enroll in PS 559: Practicum Field Placement Extension, which will allow you 10 extra weeks to complete the requirements of PS 555. Enrollment in this course will only be granted at the discretion of the College of Social and Behavioral Sciences.

Industrial/Organizational Psychology Specialization

If you feel that you may not be able to complete the PS 545: Industrial Organizational Field Placement prescribed requirements in 10 weeks, you must contact the Clinical Placement Team in order to gain an extension in the course. If an extension is granted, you will enroll in PS 559: Practicum Field Placement Extension, which will allow you 10 extra weeks to complete the requirements of PS 545. Enrollment in this course will only be granted at the discretion of the College of Social and Behavioral Sciences.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The professional practice of psychology is regulated by each state, and the degree requirements in Kaplan University's Master of Science in Psychology program do not guarantee or prepare you for state licensure upon graduation.

Applied Behavior Analysis Specialization

The Behavior Analyst Certification Board[R], Inc., (BACB[R]) has approved the Kaplan University course sequence as meeting the coursework requirements for eligibility to take the Board Certified Behavior Analyst[R] Examination.

To become certified, you will need to obtain the necessary number of hours of field experience under an appropriate supervisor, as required by the BACB, meet additional degree and practicum requirements, and must also pass the comprehensive exam.

The BACB can be contacted at:

Behavior Analyst Certification Board
8051 Shaffer Parkway
Littleton, CO 80127
Tel: 720.438.4321

Degree Plan

Curriculum

Master of Science in Psychology - Thesis Track

Addictions

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 501: FOUNDATIONS OF PROFESSIONAL PSYCHOLOGY	5
MM 570: APPLIED STATISTICS FOR PSYCHOLOGY	5
PS 504: ADVANCED RESEARCH METHODS	5
PS 505: TESTING, MEASUREMENT, AND ASSESSMENT	5
PS 506: LIFE SPAN DEVELOPMENT	5
PS 601: MASTER'S RESEARCH AND THESIS I	5
PS 602: MASTER'S RESEARCH AND THESIS II	5
Choose one of the following courses:	
PS 502: ETHICS AND STANDARDS OF PROFESSIONAL PSYCHOLOGY	5
PS 507: ETHICS FOR BEHAVIOR ANALYSTS	5
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
OPEN ELECTIVES	35
TOTAL OPEN ELECTIVE REQUIREMENTS	**35**
Specialization Requirements - Addictions	
PS 511: CHEMICAL AND PSYCHOLOGICAL DEPENDENCY COUNSELING	5
PS 516: PSYCHOPHARMACOLOGY	5
PS 521: GROUP COUNSELING	5
PS 526: ADVANCED ADDICTION COUNSELING	5
PS 531: CO-OCCURRING DISORDERS AND TREATMENTS	5
PS 535: ADDICTIONS PRACTICUM I	5
PS 536: ADDICTIONS PRACTICUM II	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**75**

Curriculum

Master of Science in Psychology - Thesis Track

Applied Behavior Analysis - Nonpracticum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 501: FOUNDATIONS OF PROFESSIONAL PSYCHOLOGY	5
MM 570: APPLIED STATISTICS FOR PSYCHOLOGY	5
PS 504: ADVANCED RESEARCH METHODS	5
PS 505: TESTING, MEASUREMENT, AND ASSESSMENT	5
PS 506: LIFE SPAN DEVELOPMENT	5
PS 507: ETHICS FOR BEHAVIOR ANALYSTS	5
PS 601: MASTER'S RESEARCH AND THESIS I	5
PS 602: MASTER'S RESEARCH AND THESIS II	5
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - Applied Behavior Analysis - Nonpracticum	
PS 512: RESEARCH DESIGN IN APPLIED BEHAVIOR ANALYSIS	5
PS 517: ADVANCED PRINCIPLES OF APPLIED BEHAVIOR ANALYSIS	5
PS 522: BEHAVIORAL MEASURES AND INTERPRETATION OF DATA	5
PS 527: IMPLEMENTING BEHAVIORAL CHANGE	5
PS 532: CLINICAL APPLICATIONS OF APPLIED BEHAVIOR ANALYSIS	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**65**

Curriculum

Master of Science in Psychology - Thesis Track

Applied Behavior Analysis - Practicum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 501: FOUNDATIONS OF PROFESSIONAL PSYCHOLOGY	5
MM 570: APPLIED STATISTICS FOR PSYCHOLOGY	5
PS 504: ADVANCED RESEARCH METHODS	5
PS 505: TESTING, MEASUREMENT, AND ASSESSMENT	5
PS 506: LIFE SPAN DEVELOPMENT	5
PS 507: ETHICS FOR BEHAVIOR ANALYSTS	5
PS 601: MASTER'S RESEARCH AND THESIS I	5
PS 602: MASTER'S RESEARCH AND THESIS II	5
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	30
TOTAL OPEN ELECTIVE REQUIREMENTS	**30**
Specialization Requirements - Applied Behavior Analysis - Practicum	
PS 512: RESEARCH DESIGN IN APPLIED BEHAVIOR ANALYSIS	5
PS 517: ADVANCED PRINCIPLES OF APPLIED BEHAVIOR ANALYSIS	5
PS 522: BEHAVIORAL MEASURES AND INTERPRETATION OF DATA	5
PS 527: IMPLEMENTING BEHAVIORAL CHANGE	5
PS 532: CLINICAL APPLICATIONS OF APPLIED BEHAVIOR ANALYSIS	5
PS 555: APPLIED BEHAVIOR ANALYSIS PRACTICUM	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**70**

Curriculum

Master of Science in Psychology - Thesis Track

General Psychology

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 501: FOUNDATIONS OF PROFESSIONAL PSYCHOLOGY	5
MM 570: APPLIED STATISTICS FOR PSYCHOLOGY	5
PS 504: ADVANCED RESEARCH METHODS	5
PS 505: TESTING, MEASUREMENT, AND ASSESSMENT	5
PS 506: LIFE SPAN DEVELOPMENT	5
PS 601: MASTER'S RESEARCH AND THESIS I	5
PS 602: MASTER'S RESEARCH AND THESIS II	5
Choose one of the following courses:	
PS 502: ETHICS AND STANDARDS OF PROFESSIONAL PSYCHOLOGY	5
PS 507: ETHICS FOR BEHAVIOR ANALYSTS	5
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - General Psychology	
PS 510: QUALITATIVE ANALYSIS	5
PS 515: LEARNING AND BEHAVIOR	5
PS 520: NEUROPSYCHOLOGY	5
PS 525: FOUNDATIONS OF PSYCHOPATHOLOGY	5
PS 530: COGNITIVE PSYCHOLOGY	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**65**

Curriculum

Master of Science in Psychology - Thesis Track

Industrial/Organizational Psychology - Nonpracticum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 501: FOUNDATIONS OF PROFESSIONAL PSYCHOLOGY	5
MM 570: APPLIED STATISTICS FOR PSYCHOLOGY	5
PS 504: ADVANCED RESEARCH METHODS	5
PS 505: TESTING, MEASUREMENT, AND ASSESSMENT	5
PS 506: LIFE SPAN DEVELOPMENT	5
PS 601: MASTER'S RESEARCH AND THESIS I	5
PS 602: MASTER'S RESEARCH AND THESIS II	5
Choose one of the following courses:	
PS 502: ETHICS AND STANDARDS OF PROFESSIONAL PSYCHOLOGY	5
PS 507: ETHICS FOR BEHAVIOR ANALYSTS	5
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - Industrial/Organizational Psychology - Nonpracticum	
PS 540: INDUSTRIAL/ORGANIZATIONAL THEORY AND DEVELOPMENT	5
PS 541: ORGANIZATIONAL MANAGEMENT AND BEHAVIOR	5
PS 542: WORKPLACE MOTIVATION AND ATTITUDES	5
PS 543: ORGANIZATIONAL LEADERSHIP—MANAGEMENT, TRAINING, AND EVALUATION	5
PS 544: HUMAN RESOURCES MANAGEMENT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**65**

Curriculum

Master of Science in Psychology - Thesis Track

Industrial/Organizational Psychology - Practicum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 501: FOUNDATIONS OF PROFESSIONAL PSYCHOLOGY	5
MM 570: APPLIED STATISTICS FOR PSYCHOLOGY	5
PS 504: ADVANCED RESEARCH METHODS	5
PS 505: TESTING, MEASUREMENT, AND ASSESSMENT	5
PS 506: LIFE SPAN DEVELOPMENT	5
PS 601: MASTER'S RESEARCH AND THESIS I	5
PS 602: MASTER'S RESEARCH AND THESIS II	5
Choose one of the following courses:	
PS 502: ETHICS AND STANDARDS OF PROFESSIONAL PSYCHOLOGY	5
PS 507: ETHICS FOR BEHAVIOR ANALYSTS	5
TOTAL CORE REQUIREMENTS	**40**
Open Elective Requirements	
SPECIALIZATION COURSES	30
TOTAL OPEN ELECTIVE REQUIREMENTS	**30**
Specialization Requirements - Industrial/Organizational Psychology - Practicum	
PS 540: INDUSTRIAL/ORGANIZATIONAL THEORY AND DEVELOPMENT	5
PS 541: ORGANIZATIONAL MANAGEMENT AND BEHAVIOR	5
PS 542: WORKPLACE MOTIVATION AND ATTITUDES	5
PS 543: ORGANIZATIONAL LEADERSHIP—MANAGEMENT, TRAINING, AND EVALUATION	5
PS 544: HUMAN RESOURCES MANAGEMENT	5
PS 545: INDUSTRIAL/ORGANIZATIONAL FIELD PLACEMENT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**70**

Curriculum

Master of Science in Psychology - Comprehensive Exam Track

Addictions

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 501: FOUNDATIONS OF PROFESSIONAL PSYCHOLOGY	5
MM 570: APPLIED STATISTICS FOR PSYCHOLOGY	5
PS 504: ADVANCED RESEARCH METHODS	5
PS 505: TESTING, MEASUREMENT, AND ASSESSMENT	5
PS 506: LIFE SPAN DEVELOPMENT	5
PS 600: COMPREHENSIVE EXAM	5
Choose one of the following courses:	
PS 502: ETHICS AND STANDARDS OF PROFESSIONAL PSYCHOLOGY	5
PS 507: ETHICS FOR BEHAVIOR ANALYSTS	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
OPEN ELECTIVES	35
TOTAL OPEN ELECTIVE REQUIREMENTS	**35**
Specialization Requirements - Addictions	
PS 511: CHEMICAL AND PSYCHOLOGICAL DEPENDENCY COUNSELING	5
PS 516: PSYCHOPHARMACOLOGY	5
PS 521: GROUP COUNSELING	5
PS 526: ADVANCED ADDICTION COUNSELING	5
PS 531: CO-OCCURRING DISORDERS AND TREATMENTS	5
PS 535: ADDICTIONS PRACTICUM I	5
PS 536: ADDICTIONS PRACTICUM II	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**70**

Curriculum

Master of Science in Psychology - Comprehensive Exam Track

Applied Behavior Analysis - Nonpracticum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 501: FOUNDATIONS OF PROFESSIONAL PSYCHOLOGY	5
MM 570: APPLIED STATISTICS FOR PSYCHOLOGY	5
PS 504: ADVANCED RESEARCH METHODS	5
PS 505: TESTING, MEASUREMENT, AND ASSESSMENT	5
PS 506: LIFE SPAN DEVELOPMENT	5
PS 507: ETHICS FOR BEHAVIOR ANALYSTS	5
PS 600: COMPREHENSIVE EXAM	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - Applied Behavior Analysis - Nonpracticum	
PS 512: RESEARCH DESIGN IN APPLIED BEHAVIOR ANALYSIS	5
PS 517: ADVANCED PRINCIPLES OF APPLIED BEHAVIOR ANALYSIS	5
PS 522: BEHAVIORAL MEASURES AND INTERPRETATION OF DATA	5
PS 527: IMPLEMENTING BEHAVIORAL CHANGE	5
PS 532: CLINICAL APPLICATIONS OF APPLIED BEHAVIOR ANALYSIS	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**60**

Curriculum

Master of Science in Psychology - Comprehensive Exam Track

Applied Behavior Analysis - Practicum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 501: FOUNDATIONS OF PROFESSIONAL PSYCHOLOGY	5
MM 570: APPLIED STATISTICS FOR PSYCHOLOGY	5
PS 504: ADVANCED RESEARCH METHODS	5
PS 505: TESTING, MEASUREMENT, AND ASSESSMENT	5
PS 506: LIFE SPAN DEVELOPMENT	5
PS 507: ETHICS FOR BEHAVIOR ANALYSTS	5
PS 600: COMPREHENSIVE EXAM	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
SPECIALIZATION COURSES	30
TOTAL OPEN ELECTIVE REQUIREMENTS	**30**
Specialization Requirements - Applied Behavior Analysis - Practicum	
PS 512: RESEARCH DESIGN IN APPLIED BEHAVIOR ANALYSIS	5
PS 517: ADVANCED PRINCIPLES OF APPLIED BEHAVIOR ANALYSIS	5
PS 522: BEHAVIORAL MEASURES AND INTERPRETATION OF DATA	5
PS 527: IMPLEMENTING BEHAVIORAL CHANGE	5
PS 532: CLINICAL APPLICATIONS OF APPLIED BEHAVIOR ANALYSIS	5
PS 555: APPLIED BEHAVIOR ANALYSIS PRACTICUM	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**65**

Curriculum

Master of Science in Psychology - Comprehensive Exam Track

General Psychology

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 501: FOUNDATIONS OF PROFESSIONAL PSYCHOLOGY	5
MM 570: APPLIED STATISTICS FOR PSYCHOLOGY	5
PS 504: ADVANCED RESEARCH METHODS	5
PS 505: TESTING, MEASUREMENT, AND ASSESSMENT	5
PS 506: LIFE SPAN DEVELOPMENT	5
PS 600: COMPREHENSIVE EXAM	5
Choose one of the following courses:	
PS 502: ETHICS AND STANDARDS OF PROFESSIONAL PSYCHOLOGY	5
PS 507: ETHICS FOR BEHAVIOR ANALYSTS	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - General Psychology	
PS 510: QUALITATIVE ANALYSIS	5
PS 515: LEARNING AND BEHAVIOR	5
PS 520: NEUROPSYCHOLOGY	5
PS 525: FOUNDATIONS OF PSYCHOPATHOLOGY	5
PS 530: COGNITIVE PSYCHOLOGY	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**60**

Curriculum

Master of Science in Psychology - Comprehensive Exam Track

Industrial/Organizational Psychology - Nonpracticum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 501: FOUNDATIONS OF PROFESSIONAL PSYCHOLOGY	5
MM 570: APPLIED STATISTICS FOR PSYCHOLOGY	5
PS 504: ADVANCED RESEARCH METHODS	5
PS 505: TESTING, MEASUREMENT, AND ASSESSMENT	5
PS 506: LIFE SPAN DEVELOPMENT	5
PS 600: COMPREHENSIVE EXAM	5
Choose one of the following courses:	
PS 502: ETHICS AND STANDARDS OF PROFESSIONAL PSYCHOLOGY	5
PS 507: ETHICS FOR BEHAVIOR ANALYSTS	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
SPECIALIZATION COURSES	25
TOTAL OPEN ELECTIVE REQUIREMENTS	**25**
Specialization Requirements - Industrial/Organizational Psychology - Nonpracticum	
PS 540: INDUSTRIAL/ORGANIZATIONAL THEORY AND DEVELOPMENT	5
PS 541: ORGANIZATIONAL MANAGEMENT AND BEHAVIOR	5
PS 542: WORKPLACE MOTIVATION AND ATTITUDES	5
PS 543: ORGANIZATIONAL LEADERSHIP—MANAGEMENT, TRAINING, AND EVALUATION	5
PS 544: HUMAN RESOURCES MANAGEMENT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS	**60**

Curriculum

Master of Science in Psychology - Comprehensive Exam Track

Industrial/Organizational Psychology - Practicum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 501: FOUNDATIONS OF PROFESSIONAL PSYCHOLOGY	5
MM 570: APPLIED STATISTICS FOR PSYCHOLOGY	5
PS 504: ADVANCED RESEARCH METHODS	5
PS 505: TESTING, MEASUREMENT, AND ASSESSMENT	5
PS 506: LIFE SPAN DEVELOPMENT	5
PS 600: COMPREHENSIVE EXAM	5
Choose one of the following courses:	
PS 502: ETHICS AND STANDARDS OF PROFESSIONAL PSYCHOLOGY	5
PS 507: ETHICS FOR BEHAVIOR ANALYSTS	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
SPECIALIZATION COURSES	30
TOTAL OPEN ELECTIVE REQUIREMENTS	**30**
Specialization Requirements - Industrial/Organizational Psychology - Practicum	
PS 540: INDUSTRIAL/ORGANIZATIONAL THEORY AND DEVELOPMENT	5
PS 541: ORGANIZATIONAL MANAGEMENT AND BEHAVIOR	5
PS 542: WORKPLACE MOTIVATION AND ATTITUDES	5
PS 543: ORGANIZATIONAL LEADERSHIP—MANAGEMENT, TRAINING, AND EVALUATION	5
PS 544: HUMAN RESOURCES MANAGEMENT	5
PS 545: INDUSTRIAL/ORGANIZATIONAL FIELD PLACEMENT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**65**

Locations

Online	🟢
Augusta	🟥
Davenport	🟥
Cedar Falls	🟥
Cedar Rapids	🟥
Des Moines	🟥
Hagerstown	🟥
Lewiston	🟥
Lincoln	🟥
Mason City	🟥
Omaha	🟥
South Portland	🟥

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Graduate Certificate in Addictions

Description and Outcomes

The Graduate Certificate in Addictions program is designed to provide you with the requisite knowledge to pursue employment and career advancement as an addiction professional. Courses focus on chemical and psychological dependency counseling, advanced addictions counseling, group counseling, psychopharmacology, and co-occurring disorders, with an emphasis on application.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Graduate Certificate in Addictions program consists of a minimum of 40 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Apply contemporary theories and information technologies to real-world situations, and engage in research in the focal area(s) of the science of psychology.

2. Analyze and apply theoretical and conceptual foundations of psychology to arrive at appropriate professional practice strategies.

3. Evaluate ethical, legal, individual, and sociocultural implications of decisions within the field of psychology.

Policies

Progression Requirements

If you are enrolled in the Graduate Certificate in Addictions, you will take PS 535: Addictions Practicum I and PS 536: Addictions Practicum II. If you feel that you may not be able to complete the PS 535 prescribed requirements in 10 weeks, you must contact the Clinical Placement Team in order to receive an extension in the course. If an extension is granted, you will enroll in PS 559: Practicum Field Placement Extension, which will allow you 10 extra weeks to complete the requirements of PS 535. Enrollment in this course will only be granted at the discretion of the College of Social and Behavioral Sciences.

If you feel that you may not be able to complete the PS 536 prescribed requirements in 10 weeks, you must contact the Clinical Placement Team in order to gain an extension in the course. If an extension is granted, you will enroll in PS 559: Practicum Field Placement Extension, which will allow you 10 extra weeks to complete the requirements of PS 536. Enrollment in this course will only be granted at the discretion of the College of Social and Behavioral Sciences

If you enroll in a College of Social and Behavioral Sciences certificate program, you will have all course-level prerequisites waived.

You are responsible for participating in locating, selecting, and obtaining an agreement with an appropriate site that best fits your location preferences and meets program requirements. You are required to speak with the Clinical Placement Team to determine your exact responsibilities and process for site selection.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The professional practice of psychology is regulated by each state, and the degree requirements in Kaplan University's Graduate Certificate in Addictions program do not guarantee or prepare you for state licensure upon graduation.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 506: LIFE SPAN DEVELOPMENT	5
PS 511: CHEMICAL AND PSYCHOLOGICAL DEPENDENCY COUNSELING	5
PS 516: PSYCHOPHARMACOLOGY	5
PS 521: GROUP COUNSELING	5
PS 526: ADVANCED ADDICTION COUNSELING	5
PS 531: CO-OCCURRING DISORDERS AND TREATMENTS	5
PS 535: ADDICTIONS PRACTICUM I	5
PS 536: ADDICTIONS PRACTICUM II	5
TOTAL CORE REQUIREMENTS	**40**
TOTAL PROGRAM REQUIREMENTS	**40**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Graduate Certificate in Industrial/Organizational Psychology

Description and Outcomes

The Graduate Certificate in Industrial/Organizational Psychology is designed for working professionals who seek to broaden their knowledge and apply the principles of industrial/organizational (I/O) psychology in business and organizational settings. The program offers a rigorous exploration of the theories, methods, and practice of I/O psychology. Specifically, you will explore workplace motivation and attitudes, employee training, evaluation and leadership, organizational behavior, and human resource management.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Graduate Certificate in Industrial/Organizational Psychology program consists of a minimum of 30 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Apply contemporary theories and information technologies to real-world situations, and engage in research in the focal area(s) of the science of psychology.

2. Analyze and apply theoretical and conceptual foundations of psychology to arrive at appropriate professional practice strategies.

3. Evaluate ethical, legal, individual, and sociocultural implications of decisions within the field of psychology.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a bachelor's degree from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

If you enroll in a College of Social and Behavioral Sciences certificate program, you will have all course-level prerequisites waived.

You are responsible for participating in locating, selecting, and obtaining an agreement with an appropriate site that best fits your location preferences and meets program requirements. You are required to speak with the Clinical Placement Team to determine your exact responsibilities and process for site selection.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 540: INDUSTRIAL/ORGANIZATIONAL THEORY AND DEVELOPMENT	5
PS 541: ORGANIZATIONAL MANAGEMENT AND BEHAVIOR	5
PS 542: WORKPLACE MOTIVATION AND ATTITUDES	5
PS 543: ORGANIZATIONAL LEADERSHIP—MANAGEMENT, TRAINING, AND EVALUATION	5
PS 544: HUMAN RESOURCES MANAGEMENT	5
PS 545: INDUSTRIAL/ORGANIZATIONAL FIELD PLACEMENT	5
TOTAL CORE REQUIREMENTS	**30**
TOTAL PROGRAM REQUIREMENTS	**30**

Locations

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Postgraduate Certificate in Applied Behavior Analysis

Description and Outcomes

The Postgraduate Certificate in Applied Behavior Analysis program emphasizes the understanding of behavioral concepts and theories as well as their application to special populations. If you are interested in expanding your knowledge of applied behavior analysis in order to meet the coursework requirements for eligibility to take the Board Certified Behavior Analyst[R] Examination, consider this certificate program. Please note: you will have to meet additional requirements to qualify, including degree, field experience, and practicum requirements. Please refer to the website for the Behavior Analyst Certification Board[R], Inc., (www.bacb.com/) for full eligibility requirements as well as the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

Program Length

The Postgraduate Certificate in Applied Behavior Analysis program consists of a minimum of 35 quarter credit hours. Upon successful completion of the program, you will be awarded a certificate.

Program Outcomes

1. Apply contemporary theories and information technologies to real-world situations, and engage in research in the focal area(s) of the science of psychology.

2. Analyze and apply theoretical and conceptual foundations of psychology to arrive at appropriate professional practice strategies.

3. Evaluate ethical, legal, individual, and sociocultural implications of decisions within the field of psychology.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a master's degree from an accredited institution. By the end of the first term, you must provide the University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

If you enroll in a College of Social and Behavioral Sciences certificate program, you will have all course-level prerequisites waived.

You are responsible for participating in locating, selecting, and obtaining an agreement with an appropriate site that best fits your location preferences and meets program requirements. You are required to speak with the Clinical Placement Team to determine your exact responsibilities and process for site selection.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The professional practice of psychology is regulated by each state, and the degree requirements in Kaplan University's Postgraduate Certificate in Applied Behavior Analysis program do not guarantee or prepare you for state licensure upon graduation.

The Behavior Analyst Certification Board[R], Inc., (BACB[R]) has approved the Kaplan University course sequence as meeting the coursework requirements for eligibility to take the Board Certified Behavior Analyst[R] Examination.

To become certified, you will need to obtain the necessary number of hours of field experience under an appropriate supervisor, as required by the BACB, meet additional degree and practicum requirements, and must also pass the comprehensive exam.

The BACB can be contacted at:

Behavior Analyst Certification Board
8051 Shaffer Parkway
Littleton, CO 80127
Tel: 720.438.4321

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
PS 507: ETHICS FOR BEHAVIOR ANALYSTS	5
PS 512: RESEARCH DESIGN IN APPLIED BEHAVIOR ANALYSIS	5
PS 517: ADVANCED PRINCIPLES OF APPLIED BEHAVIOR ANALYSIS	5
PS 522: BEHAVIORAL MEASURES AND INTERPRETATION OF DATA	5
PS 527: IMPLEMENTING BEHAVIORAL CHANGE	5
PS 532: CLINICAL APPLICATIONS OF APPLIED BEHAVIOR ANALYSIS	5
PS 555: APPLIED BEHAVIOR ANALYSIS PRACTICUM	5
TOTAL CORE REQUIREMENTS	**35**
TOTAL PROGRAM REQUIREMENTS	**35**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Hagerstown	■
Lewiston	■
Lincoln	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Course Descriptions

Business and Information Technology

Accounting (AC)

AC 501: FINANCIAL ACCOUNTING AND REPORTING

This course provides a comprehensive, international perspective on accounting and financial reporting systems. Financial accounting and reporting issues are viewed from both theoretical and practical perspectives. Topics include, but are not limited to, the factors that managers and executives must consider as they confront complex and important financial accounting and reporting issues including traditional issues, such as revenue recognition, valuation allowances, and leases, and contemporary issues, such as pensions, stock options, and financial derivatives.

Quarter Credit Hours: 4

Prerequisite: None

AC 502: REGULATION

This course will advance the student's knowledge of business law as it applies to accounting. Students will be introduced to the major legal requirements that will be encountered by the professional accountant. Topics include, but are not limited to, the Uniform Commercial Code, contracts, and the legal liability and responsibilities of agencies and accountants.

Quarter Credit Hours: 4

Prerequisite: None

AC 503: ADVANCED AUDITING

This course addresses the examination of financial statements and systems from the viewpoint of an independent auditor. Emphasis is on the application of auditing techniques and the professional standards that direct audit performance and reporting. Topics include, but are not limited to, external audit services, audit reports, auditor and management responsibilities, professional standards of external auditors, and how information technologies enhance internal control and procedures used to audit through a computerized system.

Quarter Credit Hours: 4

Prerequisite: None

AC 504: ETHICAL ISSUES IN BUSINESS AND ACCOUNTING

This course examines moral development and ethical choices within the framework of business and accounting. Psychological, social, and other theories used to predict human choices are introduced and applied to the current practice and environments of public and corporate accounting. A review of the development of the post-Sarbanes-Oxley ethical environment in the U.S. is included. The dilemmas commonly encountered by accounting professionals and their accepted solutions are also examined.

Quarter Credit Hours: 4

Prerequisite: None

AC 505: ADVANCED MANAGERIAL/COST ACCOUNTING

This course focuses on the role of cost accounting as a tool for managerial decision making and the application of these skills to the overall operation of a business. Topics include, but are not limited to: budgeting, cost-volume-profit analysis, job order costing, absorption costing, differential analysis, and capital budgeting.

Quarter Credit Hours: 4

Prerequisite: None

AC 507: CORPORATE TAX DECISIONS AND STRATEGIES

This course will emphasize the effect of the federal income tax on business, the federal income tax structure, and the concept of taxable income as it relates to business. Business transactions are influenced by the rules of taxation. Examples of particular interest include, but are not limited to: buying and selling business assets, mortgages, liquidating or reorganizing a business, and transactions between a business and an employee.

Quarter Credit Hours: 4

Prerequisite: None

AC 550: ACCOUNTING INFORMATION SYSTEMS

This course is focused on the development, design, and implementation of accounting information systems with an emphasis on internal control. Students will examine how to develop new information systems or modify existing systems. Identifying and using controls to uncover security strengths and weaknesses will be a major emphasis.

Quarter Credit Hours: 4

Prerequisite: None

AC 551: ACCOUNTING RESEARCH

This course focuses on research methods used to assess the impact of accounting information on business and business decision making. In this survey of research on accounting theory, students learn how to assess empirical studies and initiate and develop research projects through research paper discussions and replicating and extending existing research studies. This course is devoted to the analysis of current financial reporting issues.

Quarter Credit Hours: 4

Prerequisite: None

AC 552: BUSINESS REORGANIZATIONS AND RESTRUCTURING

This course is designed to provide a general understanding of financial restructuring and reorganization techniques. Topics include, but are not limited to, corporate governance, the legal framework, accounting and taxation, and valuation methods and practices. Also addressed are takeover and restructuring strategies, including hostile takeovers and defenses, LBOs, international bankruptcy reorganization, and IPOs.

Quarter Credit Hours: 4

Prerequisite: None

AC 553: DEVELOPMENT AND EVALUATION OF INTERNAL CONTROLS

This course discusses the development of internal control policies and evaluation techniques, including review, testing, duty assignments, and preparation methods. Flowcharting is also explored, including issues concerning advantages and disadvantages, internal controls, work and transaction flow, manual methods, and flowcharting software. Students will identify and discuss the key components of the Sarbanes-Oxley regulations, survey a framework for the evaluation of entity-wide controls, and review a process for documenting and testing controls and assessing the control environment.

Quarter Credit Hours: 4

Prerequisite: None

AC 554: ENTERPRISE RISK ANALYSIS AND PLANNING

This course explores the evolving nature of risk, expectations about its management, and the pressure it has placed on previous working practices. Risk management has traditionally been segmented and carried out in silos. Enterprise risk management (ERM) is a response to the sense of inadequacy caused by using a silo-based approach to manage increasingly interdependent risks. You will gain an understanding of the interdependencies between risks and how risks in one business area may increase the impact of risks in another business area.

Quarter Credit Hours: 4

Prerequisite: None

AC 555: FRAUD EXAMINATION

This course provides an overview of fraud examination, which includes the introduction of techniques for obtaining documentary evidence, interviewing witnesses and potential suspects, writing investigative reports, testifying to findings, and forensic document examination. You will learn to apply prevention, detection, and investigative strategies to determine why and how occupational fraud is committed. You will analyze human behaviors such as greed, deception, and cheating.

Quarter Credit Hours: 4

Prerequisite: None

AC 556: GOVERNMENT AND NOT-FOR-PROFIT ACCOUNTING

This course examines the financial and managerial accounting concepts peculiar to the planning and administration of public and quasi-public organizations, such as governmental units, educational institutions, and charitable organizations. Topics include, but are not limited to, budgeting, financial reporting, and governmental auditing standards.

Quarter Credit Hours: 4

Prerequisite: None

AC 557: INTERNAL CONTROL ASSESSMENT AND DESIGN

This course prepares students to design and assess the internal control system or process. Students will become familiar with risk assessment and management, and compliance with the Sarbanes-Oxley Act and COSO. Control concepts introduced will include control types, the cost/ benefit of control, control responsibilities, the plan-do-check-act concepts, and the control responsibilities and standards issued by the FASB, SEC, New York Stock Exchange, AICPA, and other similar organizations.

Quarter Credit Hours: 4

Prerequisite: None

AC 558: INTERNATIONAL ACCOUNTING STANDARDS AND GLOBAL FINANCIAL REPORTING

This course focuses on the development and possible implementation of International Financial Reporting Standards (IFRS) in the United States. Topics examined include, but are not limited to, the history of global financial reporting, the conceptual framework underlying International Financial Reporting Standards, and the key differences between International Financial Reporting Standards and United States Generally Accepted Accounting Principles (GAAP). In addition, a review of the United States' progress toward harmonization and the possible approaches to future implementation is provided.

Quarter Credit Hours: 4

Prerequisite: None

AC 559: INTERNATIONAL TAX PLANNING AND ISSUES

This course focuses on U.S. income tax on foreign-earned income and the taxation methods of other countries. The effect of U.S. taxation on international transactions and its impact on multinational businesses will be examined and discussed. The tax laws of other countries will be surveyed with emphasis on the treatment of capital gains, dividends, and depreciation. Various tax treaties will be identified and discussed.

Quarter Credit Hours: 4

Prerequisite: None

AC 560: TAX RESEARCH AND THE IRS

This course introduces students to the concepts, processes, and information sources relevant to tax research. The Internal Revenue Code, treasury regulations, and federal and state tax cases are examined. Topics include, but are not limited to, interpretations of the tax code, ethical considerations, sources for research, and appropriate presentation of results.

Quarter Credit Hours: 4

Prerequisite: None

AC 561: TAXATION OF ESTATES AND TRUSTS

This course is a study of the federal estate and gift taxes, and the impact of income tax. Topics will include an introduction to interstate succession, the drafting and enforcement of wills, living trusts, gifts, marital property, and the avoidance of probate. The course covers the preparation of fiduciary income tax returns with an emphasis on unique tax issues such as income of a descendent, distributable net income, and fiduciary accounting.

Quarter Credit Hours: 4

Prerequisite: None

AC 599: GRADUATE CAPSTONE IN ACCOUNTING

This capstone course builds on the concepts of all the courses taken within the Master of Science in Accounting and provides students with an opportunity to integrate their previous coursework in a meaningful review of their learning and to assess their level of mastery of the stated outcomes of their degree program.

Quarter Credit Hours: 4

Prerequisite: Last term or permission from the Dean

Graduate Business (GB)

GB 500: BUSINESS PERSPECTIVES

This course is the cornerstone experience for the MBA student. Students will analyze the fundamental processes that comprise a business system, building a conceptual understanding of how businesses prosper. Students will examine business functions, resources, and processes in order to appreciate their synergy and interrelatedness. Students will apply methodical approaches to evaluate choices in complex business situations. Finally, students will assess and plan to develop their own capability relative to business leadership.

Quarter Credit Hours: 4

Prerequisite: GB 512 and GB 513

GB 512: BUSINESS COMMUNICATIONS

Business Communications focuses on effective communication strategies for various stakeholders using oral and written formats for different purposes, including one-on-one communication and engagement with larger audiences.

Quarter Credit Hours: 4

Prerequisite: None

GB 513: BUSINESS ANALYTICS

This course provides an analytical foundation for MBA students. You will learn to adopt a quantitative approach to problem solving, while becoming familiar with the analytical context in which business decisions are made. Analytics is the extensive use of data, statistical and quantitative analysis, explanatory and predictive models, and fact-based management to drive decisions and actions. Topics covered will include a review of basic algebra, mathematical functions, mean and standard deviation calculations, histograms, pie charts and line plots, distributions, sampling, and the basics of hypothesis testing and regression analysis. Microsoft Excel will be used extensively in the course.

Quarter Credit Hours: 4

Prerequisite: None

GB 514: FOUNDATIONS OF ENTREPRENEURSHIP—FASTTRAC (R) NEWVENTURE™

In this course, students will learn the process of starting and building a successful business. Using the FastTrac(R) NewVenture™ framework, students will explore entrepreneurial attributes while discovering the practical knowledge, strategies, and skills needed to create a viable business plan. Students will learn how to create a plan that attracts the financial and leadership support of internal and external stakeholders needed to achieve success.

Quarter Credit Hours: 2

Prerequisite: GB 515 (Corequisite)

GB 515: FASTTRAC (R) NEWVENTURE™ LAB

In this course, students will embark on the entrepreneurial process. They will use idea-generating strategies and explore resources for entrepreneurial success for the startup business. Using the FastTrac(R) NewVenture™ framework, students will develop and refine a business concept, take it through a rigorous planning process, and outline the critical steps for a successful business launch. Students will also learn how to identify and reach their target markets, set realistic financial goals, and build effective organizations. Students will explore the practical knowledge, strategy, and skills needed to plan for the legal issues, marketing, and management involved in a new business, product, or service launch.

Quarter Credit Hours: 2

Prerequisite: None

GB 518: FINANCIAL ACCOUNTING PRINCIPLES AND ANALYSIS

This course covers the basics of how accounting systems are used to assess economic events and produce financial statements for internal and external users. The course also delves into the analysis, synthesis, and evaluation of accounting information and how to use accounting information for strategic decision making.

Quarter Credit Hours: 4

Prerequisite: GB 500

GB 519: MEASUREMENT AND DECISION MAKING

This course provides students with the foundations of measurement and decision making in organizations. Students will examine the role of accounting and operating information in directing the activities of organizations. They will assess the importance of various types of information in planning and controlling activities and making effective decisions. They will also analyze and evaluate situations using a wide variety of decision-making approaches and techniques.

Quarter Credit Hours: 4

Prerequisite: GB 518 or AC 501

GB 520: STRATEGIC HUMAN RESOURCE MANAGEMENT

You will examine human resource management from a strategic perspective. You will analyze theories and practices in terms of organizational effectiveness when competing in a global business environment. You will investigate ongoing operational human resource issues such as compensation, organizational development, benefits, recruitment, training, and leading employees to high performance. Current issues that challenge human resource practitioners will be explored such as downsizing, implied contracts between employer and employee, managing knowledge workers, and the issues of the changing legal environment.

Quarter Credit Hours: 4

Prerequisite: GB 512

GB 530: MARKETING MANAGEMENT

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

Quarter Credit Hours: 4

Prerequisite: GB 519

GB 531: ADVERTISING

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

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GB 532: MARKETING RESEARCH

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

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GB 533: SALESFORCE MANAGEMENT

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

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GB 534: CONSUMER BEHAVIOR

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

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GB 540: ECONOMICS FOR GLOBAL DECISION MAKERS

This course covers microeconomic and macroeconomic principles with an emphasis on decision making and strategic applications. Microeconomic topics include scarcity and resource allocation, supply and demand, market imperfection and government failures, elasticity and efficiency, utility maximization, profit maximization, market and cost structures, economic systems, labor markets, and entrepreneurship. Macroeconomic topics include national income accounting and macroeconomic indicators, business cycles, exchange rates, money and banking, economic growth, national debt, fiscal policy, monetary policy, and international trade.

Quarter Credit Hours: 4

Prerequisite: None

GB 541: EMPLOYMENT LAW

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

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GB 542: TRAINING AND DEVELOPMENT

Students will examine how organizations can incorporate employee training and development concepts and theories into their human resources strategy and will analyze the relationship between human resource development (HRD) and human resource management (HRM). Students will also explore the internal and external factors that affect employee behavior. Other topics covered include: maximizing employee learning, conducting a training needs assessment, writing training objectives, designing and delivering effective training programs, evaluating training effectiveness, employee orientation, workplace competencies, coaching, performance management systems, and online and computer-based learning technologies. In addition to covering HRD concepts and theories, the course considers organizational development (OD) concepts and the role of the HRD professional in creating intervention strategies to improve organizational effectiveness. HRD and OD challenges stemming from changing demographics and a more diverse, global workforce are identified and the strategic challenges presented to organizations of a changing workforce are explored.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GB 545: STRATEGIC REWARD SYSTEMS

This course examines how an organization can leverage their reward systems to sustain, motivate, and retain its desired workforce to help achieve business objectives. The course focuses on the complex variety of pay structures within an organization and the relationship of those pay structures to organizational performance. Students will be exposed to major reward issues in the context of current theory, research, and real-business practices.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GB 546: RECRUITMENT AND SELECTION

This course provides a solid foundation in the fundamentals of attracting, hiring, and assessing talent. It takes a closer look at the "war for talent" in the competitive marketplace today, and provides the impetus for more proactive and timely recruitment practices, effective and legally conscious selection methods, and valid assessment techniques. This course highlights the importance of refining talent-acquisition strategies as organizations and HR practitioners seek to improve the pipeline of new hire and job promotion candidates. By the end of the course, students will be familiar with multiple recruitment, selection, and assessment models and will synthesize these approaches from a talent management perspective.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GB 550: FINANCIAL MANAGEMENT

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

Quarter Credit Hours: 4

Prerequisite: GB 540

GB 560: DESIGNING, IMPROVING, AND IMPLEMENTING PROCESSES

This course provides students with the skills and theories required to develop, improve, and manage business processes. The focus is on the impact of those activities in the organization that cut across functional and organizational boundaries, with a concentration on performance and impact. Students will apply process management, project management, and change management tools and techniques to create processes and implement continuous process improvement.

Quarter Credit Hours: 4

Prerequisite: GB 550

GB 562: SMALL BUSINESS ADMINISTRATION

In this course, students will learn about the four functions of management as they apply to the small business environment. They will learn the strategies and processes that small businesses employ to manage for success in today's environment. Nonprofit and for-profit small businesses will be examined. Students will apply strategies and practices through a virtual practicum to a startup business. Decision making and adaptability in the small business environment will be stressed.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GB 564: CORPORATE VENTURING

This course examines theory and practices that explain how some organizations are effective in creating new businesses and fostering innovation. The course focuses on the concept of corporate venturing, which is the process through which organizations turn a good idea into a viable business. Students will be exposed to concepts of how to encourage entrepreneurship, identify venture opportunities, locate these potential new businesses within the firm, select the right managers, and set up the proper planning processes

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GB 565: THE ENTREPRENEURIAL LAB

In this course, students will simulate the entrepreneurial group process. They will use idea-generating strategies and explore resources for entrepreneurial success for the startup business or a new idea or venture for an existing business. Students will explore the practical knowledge, strategy, and skills needed to plan for the legal issues, marketing, and the four functions of management involved in a new business, product, or service launch. Students will practice, in a team environment, all the initial steps involved in the entrepreneurial process to achieve success.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GB 570: MANAGING THE VALUE CHAIN

This course provides students with a focus on a globally integrated value chain. Students will investigate sourcing, negotiation, contracting, vendor management, logistics, inventory management, customer relationship management, and the use of decision support systems.

Quarter Credit Hours: 4

Prerequisite: GB 560

GB 580: STRATEGIC MANAGEMENT

In this course, students will explore factors that contribute to long-term business success. Students will create a strategic plan for a business by applying strategic management methods, including environmental scanning, competitive analysis, and organization assessment. Students will examine the leadership skills required to formulate, implement, and evaluate business strategy. Strategic decisions will integrate ethical, social, and global considerations.

Quarter Credit Hours: 4

Prerequisite: GB 570

GB 590: ETHICS IN BUSINESS AND SOCIETY

The purpose of this course is to build ethical leadership skills by providing an analysis of orientations and models for ethical decision making with an emphasis on application to current issues in today's global business and society. Students have the opportunity to reflect on their own values and ethos and analyze models of ethical leadership and moral principles to which they can commit and apply within their professions.

Quarter Credit Hours: 4

Prerequisite: GB 580

GB 600: LEADERSHIP STRATEGIES FOR A CHANGING WORLD

This course introduces students to the nature and purpose of leadership in organizations. Students evaluate various leadership approaches and methodologies in terms of organizational effectiveness and efficiency in dynamic corporate environments. In addition, students investigate ethics and social responsibility, diversity, and team management. Students will apply emotional intelligence in self-awareness, personal development, and communication

Quarter Credit Hours: 4

Prerequisite: None

GB 601: MBA CAPSTONE

This course provides the culmination for the MBA program, enabling you to demonstrate leadership competencies and apply your knowledge of business systems. Through individual research, team assignments, and completion of a business simulation, you will apply your problem-solving and analytical skills in dynamic environments to develop a business plan for an international venture. You will evaluate global business problems integrating ethical considerations for a response that considers multiple stakeholders. You will continue to plan for your post-MBA professional development by incorporating the results of your work into your portfolio.

Quarter Credit Hours: 4

Prerequisite: Capstone must be taken in final term or have approval of the Dean

Graduate Finance (GF)

GF 500: FINANCIAL INSTITUTIONS AND MARKETS

This course focuses on the workings of the U.S. and world financial markets and institutions. It spans interest rate determination, federal policy, and management and policies of commercial banks.

Quarter Credit Hours: 4

Prerequisite: None

GF 510: RISK ANALYSIS AND MANAGEMENT

This course focuses on the financial instruments used for financial risk management, including forwards, futures, options, and swaps. An emphasis is placed on the identification of financial risks and designing an optimal risk management program.

Quarter Credit Hours: 4

Prerequisite: GF 500

GF 520: CORPORATE FINANCE

This course is designed to provide a framework for understanding and analyzing the asset, liability, and capital structure of corporations. Students will examine valuation and capital budgeting techniques and risk evaluation, and build a strong understanding of how and why corporations make specific financial decisions.

Quarter Credit Hours: 4

Prerequisite: GF 510

GF 530: FINANCIAL STATEMENT ANALYSIS

In this course, students will analyze and utilize financial statements and valuation models to assess the value of a firm. The identification of reliable estimates of fundamental corporate earning power and earning risks and valuation is a focus of the course.

Quarter Credit Hours: 4

Prerequisite: GF 520

GF 540: INVESTMENT AND SECURITIES ANALYSIS

In this course, you will examine the principles, theories, and methods of investing. Topics include common stocks, bonds, options, mutual funds, convertibles, and warrants.

Quarter Credit Hours: 4

Prerequisite: GF 530

GF 550: RETIREMENT PLANNING

This course explores retirement planning and both qualified and nonqualified retirement plans. Students will evaluate the provisions and rules associated with various plans and governmental regulations pertaining to retirement benefits. Topics include retirement needs analysis, compensation plans, and retirement plan provisions. The course follows the Certified Financial Planner(R) retirement portion of the exam learning outcomes.

Quarter Credit Hours: 4

Prerequisite: GF 540

GF 560: FIXED-INCOME AND FUTURES INVESTING

This course explores the structure, uses, and strategies associated with financial futures markets. Valuation, hedging, speculative activity, and other futures-related risk management issues are covered. The varieties of fixed-income securities and their default risk are also examined, in addition to the valuation of fixed-income securities and their use in investment and risk management.

Quarter Credit Hours: 4

Prerequisite: GF 540

GF 570: PORTFOLIO MANAGEMENT

This course blends portfolio theory with practical issues that students will encounter in their careers as financial professionals. Topics include identifying investor objectives and constraints, recognizing risk and return characteristics of investment vehicles, developing strategic asset allocations among equity, fixed-income, and risk-free assets, and utilizing derivative securities to manage portfolio risk and maximize portfolio returns. Also covered is the evaluation of portfolio and manager performance relative to investment objectives and appropriate benchmarks.

Quarter Credit Hours: 4

Prerequisite: GF 540

GF 580: ETHICS FOR FINANCIAL PROFESSIONALS

This course introduces the ethical standards and practices applicable to the finance industry. Students will investigate ethical problems encountered in financial environments and evaluate the effects various decisions have on stakeholders.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GF 581: FINANCIAL STRATEGIES FOR A GLOBAL ENVIRONMENT

This course focuses on the financial strategies used in a global environment. The relationship between international accounting and global business and investment strategies are discussed. Topics include recent developments in financial strategy, international trade, and economic decision making.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GF 582: STATISTICAL METHODS FOR DECISION MAKING

This course covers the theory and application of statistics for decision making when solving problems in logistics, accounting, marketing, management, and financial business problems. Topics include regression analysis and optimization modeling. You will perform statistical analyses to offer solutions to financial-related problems and issues.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GF 590: PERSONAL FINANCIAL PLANNING

This course provides an in-depth overview of personal financial planning. Students will learn how to prepare personal financial statements. Topics include time value of money, cash flow and debt management, education planning, risk management, retirement planning, financial planning ethics, and an overview of practice management concepts.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GF 591: INDIVIDUAL INSURANCE PLANNING

This course introduces students to risk management and insurance decisions in personal financial planning. Topics include insurance for life, health, disability, property, and liability risks, as well as annuities, group insurance, and long-term care.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GF 592: INCOME TAX PLANNING AND STRATEGIES

This course covers income tax planning and strategies used to formulate financial decisions. You will explore the impact of taxes on family financial decisions. Topics include tax strategies and economic and management principles.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GF 593: ESTATE PLANNING

This course focuses on estate planning and the efficient conservation and transfer of wealth, consistent with the client's goals. Students will examine the legal, tax, financial, and nonfinancial aspects of estate planning. Topics include trusts, wills, probate, advanced directives, charitable giving, wealth transfers, and related taxes.

Quarter Credit Hours: 4

Prerequisite: Must be taken in final term or have approval of the Dean

GF 599: GRADUATE CAPSTONE IN FINANCE

This capstone course builds on the concepts of all the courses taken within the Master of Science in Finance and provides students with an opportunity to integrate their previous coursework in a meaningful review of their learning and to assess their level of mastery of the stated outcomes of their degree program.

Quarter Credit Hours: 4

Prerequisite: Last term or permission from the Dean

Graduate Management (GM)

GM 500: MANAGEMENT THEORIES AND PRACTICES I

This course is the first in a series of two courses that provide a foundation for understanding key management principles in the Master of Science in Management program. This foundation is created in a wide range of learning activities that are grounded in real-world contexts. You will analyze and evaluate key management principles and learn how managers use resources to attain organizational goals through the functions of planning, organizing, leading, and controlling. In this course, you will concentrate on the management functions of planning and organizing. Planning involves defining goals for future performance and devising ways to attain these goals, whereas organizing involves assigning and grouping tasks and allocating resources. It is worthy to note that the second course is this series, GM 501: Management Theories and Practices II, will concentrate on the managerial functions of leading and controlling.

Quarter Credit Hours: 4

Prerequisite: GB 512

GM 501: MANAGEMENT THEORIES AND PRACTICES II

This course is the second of two that focus on key management principles. In this course, students concentrate on the management functions of leading and controlling. Leadership involves influencing and motivating employees to achieve organizational objectives, whereas controlling involves monitoring employee activities and performance that affect standards and performance. GM 501 offers specific learning activities to strengthen critical thinking and professional writing skills that students can apply to real-world problems in the workplace.

Quarter Credit Hours: 4

Prerequisite: GM 500

GM 502: LEADERSHIP THEORY AND PRACTICE I

This course examines classic and contemporary leadership theories and practices and explores how each theoretical approach can be applied in real-world organizations and scenarios. The theories and practices studied will enhance the student's understanding of motivational theories, developing teams, both traditional and virtual-based, and development of their hidden leadership potential.

Quarter Credit Hours: 4

Prerequisite: GM 501

GM 503: LEADERSHIP THEORY AND PRACTICE II

This course builds upon the foundation set in GM 502: Leadership Theory and Practice I, by continuing to examine both classical and contemporary leadership theories and practices. Special emphasis will be placed on understanding transformational leadership, team leadership, leadership ethics, and leading in culturally diverse environments.

Quarter Credit Hours: 4

Prerequisite: GM 502

GM 504: ORGANIZATIONAL EXCELLENCE AND CHANGE

This course applies a systems approach to examining the design and execution of business strategies to achieve a competitive advantage. The organization is viewed as a total system that can be managed to achieve continuing high performance in today's dynamic and global marketplace. Strategies for managing enduring change are evaluated.

Quarter Credit Hours: 4

Prerequisite: GM 503

GM 505: ACTION RESEARCH AND CONSULTING SKILLS

This course focuses on action research and the development of critical skills required not only for consultants, but also for any manager desiring to strengthen his or her interpersonal effectiveness as a successful change agent. An introduction to the consulting process, and the consulting skills associated with entry, contracting, meeting management, defining issues and gathering data, diagnosing problems, formulating solutions, and creating and implementing action plans will also be examined.

Quarter Credit Hours: 4

Prerequisite: GM 504

GM 506: STRATEGIC FINANCIAL ANALYSIS

The purpose of this course is to facilitate the nonfinancial manager's ability to develop a framework for understanding a company's true value and financial performance. The course will equip the student with the skills necessary to communicate with peers in the accomplishment of shared objectives. Students will learn how to interpret financial statements and use that information in the formulation and implementation of business strategies.

Quarter Credit Hours: 4

Prerequisite: GM 505

GM 541: FOUNDATIONS OF ORGANIZATION DEVELOPMENT

This course provides an overview of the field of organization development, while providing an opportunity for students to apply organizational development principles and best practices, emphasizing intervention theory, to current business problems. The organizational development strategies used in the field to address rapid changes and ethical challenges will also be examined.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GM 543: ORGANIZATION DIAGNOSIS AND DESIGN

This course introduces organization design as a leadership competency. Students will apply a five-step process that enables business leaders to make intelligent organization design decisions with the support of human resources or organization development professionals. Students will generate and evaluate design options and learn to select an option that offers the most benefits with the fewest risks. In addition, students will investigate operating governance and the role of power and leadership in the design. Students will also propose an organization design implementation plan and explore important considerations for the transition to the proposed design.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GM 585: MENTORING AND COACHING

This course introduces you to the nature and purpose of coaching and mentoring in organizations. You will learn key principles, tools, and techniques to develop your skills as a coach and mentor. The course uses case analyses to provide you with opportunities to identify the effect of coaching and mentoring on organizational effectiveness. Through scenario analysis, you will apply coaching and mentoring techniques to effectively lead individuals and teams.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GM 586: TRANSFORMATIONAL LEADERSHIP

This course examines transformational leadership theory and includes an exploration of the four "I"s of transformational leadership-idealized influence, inspirational motivation, intellectual stimulation, and individualized consideration. Students will evaluate the use of transformational leadership from the lens of follower development, cross-functional teams, and strategies for change, and apply that knowledge through recommendations to improve organizational effectiveness. Through self-analysis and the use of a Self-Directed Learning Plan, students will have the opportunity to develop their transformational leadership potential regardless of their career stage.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GM 591: STRATEGIC PROJECT SELECTION AND INITIATION

This course covers project management from a strategic perspective. The course emphasizes the life cycle project phases and processes advocated by the Project Management Institute (PMI) and defined in the Project Management Body of Knowledge (PMBOK). It stresses strategic project selection and initiation and incorporates aspects of the five process groups as discussed in the PMBOK and their importance in the project life cycle. Further, this course examines the impact of various project management tools and techniques on time, cost, scope, quality, risk, customer satisfaction, and resources.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses

GM 592: PROJECT PLANNING AND THE PROJECT PLAN

Topics in this course include: setting project goals and objectives; conducting feasibility studies; selecting management approaches, preparing a project plan; establishing measurement tools, and executing control within the project for optimal performance. Additional instruction includes strategies for effective resource acquisition, management, and performance reporting, with special attention on workforce globalization, ethics/legal issues, outsourcing, and conflict management in diverse environments. This course also includes guidance on alternate methods for project planning, such as agile and extreme approaches for complex and obscure projects.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses and GM 591

GM 593: PROJECT EXECUTION WITH MONITORING AND CONTROL

Project Execution With Monitoring and Control provides an analysis of the principles, tools, and techniques for the execution, monitoring, and controlling of project cost and schedule. You will use tools, software, and techniques to establish a project baseline and control cost and schedule. Topics in this course include preparing PERT/CPM networks, estimating time and resources, creating the project baseline, controlling the baseline, crashing the network, optimization and heuristics techniques for resource allocation, earned value management, and statistical control tools.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses and GM 592

GM 594: PROJECT RISK, QUALITY, AND PROCUREMENT MONITORING AND CONTROLLING

This course provides an integrated approach to risk, quality, and procurement. This course demonstrates how to incorporate quality throughout the project. The student explores use of contract types in managing risk and quality. Topics in this course cover all phases of contracting, including procurement planning, solicitation planning, solicitation, source selection, contract administration, and contract close-out. The student will then explore methods of analyzing make-or-buy decisions, as well as legal and ethical considerations in contracting and procurement. Students will construct an element of their Self-Directed Learning Plan from this course, as well as add materials from the course to their Presentation Portfolio.

Quarter Credit Hours: 4

Prerequisite: Completion of all core courses and GM 593

GM 599: APPLIED RESEARCH PROJECT

This course serves as the capstone to the Master of Science in Management program, which allows you to integrate theories with practical application. This course utilizes the conceptual foundations and skills acquired in earlier core and specialization courses as the basis for an in-depth examination of a significant organizational problem of special interest to you. You will utilize a research methodology to identify a problem and design an applied research project to advance plausible solutions.

Quarter Credit Hours: 4

Prerequisite: Capstone must be taken in final term or have approval of the Dean

Information Systems and Technology (IT)

IT 503: PRINCIPLES OF INFORMATION TECHNOLOGY

This is an introductory course for students entering the Master of Science in Information Technology program who do not have an undergraduate degree in information technology. Students will learn the foundational principles of information technology as the field relates to business and will examine the changing roles of various information technology specialties. The course also provides an introduction to the relationship of information technology courses to other parts of the Master of Science in Information Technology curriculum. Students will analyze case studies, engage in focused discussions on subjects relevant to information technology, and complete research and written assignments that address information technology support of various business scenarios.

Quarter Credit Hours: 4

Prerequisite: Only available as a first-term course for IT students; otherwise, permission from the Dean is required

IT 504: CRITICAL CONCEPTS AND COMPETENCIES FOR THE IT PROFESSIONAL

This course provides students with a foundation in the concepts and paradigms that shape information technology today. Students will distinguish between current competing ideologies to expand their technological knowledge and make informed business decisions. A focus will be placed on Internet technologies, hardware and software components, and networked environments, as well as ethical and social issues in information technology. Students will also be introduced to the Master of Science in Information Technology learning team model, which will be built upon throughout the program.

Quarter Credit Hours: 4

Prerequisite: None

IT 510: SYSTEM ANALYSIS AND DESIGN

This course provides an in-depth overview of system analysis and design methodologies. Students examine techniques to develop systems more efficiently using the system development life cycle (SDLC). Students use object-oriented approaches to develop information systems using the Unified Modeling Language (UML).

Quarter Credit Hours: 4

Prerequisite: IT 503 or IT 504

IT 511: INFORMATION SYSTEMS PROJECT MANAGEMENT

This course focuses on the key factors in effectively managing information systems projects. Students study project management techniques for information systems projects through detailed case studies and exercises. Students learn how to manage information systems projects through the use of the five project management process groups integrated with the nine project management knowledge areas. Approaches for information systems project management and examples relevant to information systems projects are used throughout the course.

Quarter Credit Hours: 4

Prerequisite: IT 504

IT 513: WRITING AND CRITICAL THINKING FOR THE IT PROFESSIONAL

This course helps you develop effective academic writing skills and the ability to synthesize, evaluate, and discuss a variety of information technology concepts. The course emphasizes accurate grammar and standard punctuation, as well as the appropriate application of American Psychological Association (APA) style guidelines to produce logically structured academic papers that integrate refereed sources into the supporting arguments. You will achieve a comprehensive approach to graduate-level writing and research.

Quarter Credit Hours: 4

Prerequisite: None

IT 521: DECISION SUPPORT SYSTEMS

This course provides a detailed overview of decision-making systems, models, and support in business. The course covers many fundamental topics including: analysis and development of decision support systems, business intelligence, knowledge acquisition and representation, knowledge management, intelligent systems over the Internet, and advanced intelligent systems.

Quarter Credit Hours: 4

Prerequisite: None

IT 522: KNOWLEDGE-BASED MANAGEMENT SYSTEMS

This course provides a detailed overview of knowledge-based systems techniques and applications. Topics include symbolic structures and semantics, knowledge representation models, search techniques related to problem solving, knowledge engineering, knowledge and domain classification models, configuration models, and diagnosis and troubleshooting methodologies.

Quarter Credit Hours: 4

Prerequisite: IT 521

IT 523: DATA WAREHOUSING AND DATA MINING

This course discusses data warehousing and data mining concepts and algorithms. Topics covered in this course include: data mining functionalities, data preparation and preprocessing, data warehousing architectures and implementations, data cube computations, data generalization and conceptualization, pattern recognition, association rules and correlation analysis, classification and prediction techniques, analysis of data clusters, and data mining application to business, text, spatial, and web data.

Quarter Credit Hours: 4

Prerequisite: IT 521

IT 525: DATABASE DESIGN AND DATA MODELING

This course discusses the main tasks in designing a database and will use ERD tools in this process. The course covers fundamental design topics including: data modeling, entity-relationship diagrams, enhanced entity-relationship diagrams, the top-down database design methodology, the bottom-up database design methodology, functional dependencies, and the normalization process. The course will also introduce students to advanced topics of database management.

Quarter Credit Hours: 4

Prerequisite: None

IT 526: SQL QUERY DESIGN

This course covers the SQL programming language and its use to retrieve and modify data in a relational database. Methods of ensuring data isolation and consistency are explored. Designing queries for optimum performance is emphasized. Query execution plans will be used as a tool for creating appropriate indexes to improve query performance. You will research the growing importance of "big data."

Quarter Credit Hours: 4

Prerequisite: IT 525

IT 527: FOUNDATIONS IN DATA ANALYTICS

This course is intended to equip you with foundational skills in data analytics. These skills include problem/question definition, data identification and preparation, statistical and/or logical modeling, and evaluation and deployment. Both categorization and prediction modeling are covered, along with methods for selecting the most appropriate methods for a given question and data set. The course uses industry-standard software to enable you to learn analytical approaches such as linear and logistic regression, association rules, decision trees, k-Nearest Neighbors and k-means clustering, discriminant analysis, and other useful analytic techniques.

Quarter Credit Hours: 4

Prerequisite: None

IT 528: QUANTITATIVE RISK ANALYSIS

This course teaches you methodologies for using data analytics to detect, identify, and mitigate risk in a variety of forms. A variety of different quantitative risk assessment techniques are presented, including Failure Mode and Effects Analysis, fault tree analysis, expected payoffs, decision trees, and more. The case method is utilized to show real-world applications in finance, engineering, project management, loss/theft, loans, and fraud. The course will focus on formal risk processes. Issues of risk analysis ethics will also be included.

Quarter Credit Hours: 4

Prerequisite: IT 527

IT 530: COMPUTER NETWORKS

This course introduces data communications and networking technologies from the business perspective by heavily utilizing case studies and the decision-making process. Topics consist of network operating systems, local and wide area networks, and voice and wireless networks, as well as security and the Internet. The focus will be on practical applications of these concepts, including support issues, administration, and management.

Quarter Credit Hours: 4

Prerequisite: None

IT 535: ADVANCED NETWORKING SYSTEMS

Today's challenges in networking are focused on the design of cost-effective networks and keeping pace with emerging technologies. Topics include analysis and design models, Quality of Service (QoS), high-speed protocols, Voice over IP, and optical networks. This course will include the applied management perspective of advanced networking protocols as it pertains to administration and maintenance of networks.

Quarter Credit Hours: 4

Prerequisite: IT 530

IT 537: INTRODUCTION TO CYBERSECURITY

This course provides an overview of cybersecurity concepts including data confidentiality, integrity, and availability, and an understanding of systems and applications software necessary for foundational understanding of cybersecurity. You will examine methods for network situational awareness and dynamic decision-making for predicting and assessing the impact of various cyberattacks. Aspects of cyber-strong organizational structures and mitigation are emphasized. The course will also cover various risk assessment methodologies necessary for understanding cyber risk, organizational preparedness and gap areas, and identifying improvement processes for an organization's decision makers.

Quarter Credit Hours: 4

Prerequisite: IT 530

IT 540: MANAGEMENT OF INFORMATION SECURITY

IT professionals must focus on a wide range of security-related issues and develop security systems that address constantly changing threats. This course takes the approach that security components and business functions work in tandem. Topics like asset identification, human factors, compliance with regulations, personnel security, risk assessment, and ethical considerations are covered, as well as computer and network security tools and methods.

Quarter Credit Hours: 4

Prerequisite: IT 530

IT 541: COMPUTER AND NETWORK SECURITY

In today's world, protection of data is serious business. This course explains the concepts and techniques involved in keeping computers and networks secure. The course examines fundamentals such as viruses, worms, and other malicious software; authentication and encryption security; file security and shared resources; firewalls and border security; and physical and network topology security.

Quarter Credit Hours: 4

Prerequisite: IT 540

IT 542: ETHICAL HACKING AND NETWORK DEFENSE

An ethical hacker is a security expert who attacks a system on behalf of the system's owners. This course focuses on discovering network vulnerabilities that a malicious hacker can exploit. The course explores penetration testing, footprinting and social engineering, scanning and enumeration, operating system weaknesses, and the methods used to hack Web servers and wireless networks. You will perform hands-on projects using state-of-art hacking tools and techniques.

Quarter Credit Hours: 4

Prerequisite: IT 541

IT 543: CRYPTOGRAPHY CONCEPTS AND TECHNIQUES

Never before has the use of cryptography been so wide spread or so necessary. In this course, you will learn how to protect susceptible networks from attack by implementing encryption techniques. You will examine encryption algorithms, substitution and transposition, block ciphers versus stream ciphers, public key cryptography, hash functions, digital signatures, and authentication protocols. The course offers hands-on projects using modern cryptographic tools.

Quarter Credit Hours: 4

Prerequisite: None

IT 544: PLATFORMS, APPLICATIONS, AND DATA SECURITY

In this course you will appraise platform/operating system software configuration strategies and techniques as related to cybersecurity. You will examine secure application development techniques and the role of application security throughout the software development life cycle (SDLC). This course will also include strategies and techniques for securing data at rest and in motion.

Quarter Credit Hours: 4

Prerequisite: IT 542

IT 545: WIRELESS, MOBILE, AND CLOUD SECURITY

This course examines strategies for managing the administration of wireless, mobile, cloud, and disruptive technological environments, such as social networking and the Internet of Things, in the context of cybersecurity.

Quarter Credit Hours: 4

Prerequisite: IT 544

IT 550: COMPUTER FORENSICS AND INVESTIGATIONS

From a network break-in at a remote office to potential national security threats, this course explores the expertise required to conduct forensic investigations. Topics include investigation methods, problem-solving techniques, current forensic analysis tools, digital evidence acquisition and control, and preparation for testimony and prosecution. Student projects assess scenario-based investigations.

Quarter Credit Hours: 4

Prerequisite: IT 542

IT 560: MANAGING TECHNOLOGY IN A BUSINESS ENVIRONMENT

Businesses are faced with many challenges when managing their information technology. Since information technology is continually evolving, businesses that stick with their current IT systems may be left behind. In this course, students identify innovative solutions to business problems. Specific topics include the analysis of cost and efficiency benefits found in emerging technologies, the legal and regulatory implications of various IT infrastructure strategies, and the complex process enterprises face in integrating new technology with existing infrastructure.

Quarter Credit Hours: 4

Prerequisite: IT 503 or IT 504

IT 590: LEGAL AND ETHICAL ISSUES IN IT

This course provides a detailed discussion of the legal and ethical issues associated with the information technology age. Topics covered in this course include: ethical theories related to information technology, protection of intellectual property, privacy, computer and network security, cybercrimes, and ethical behavior for working in the computer industry.

Quarter Credit Hours: 4

Prerequisite: IT 513

IT 591: IT SECURITY AUDITING AND ASSESSMENTS

In this course you will appraise all standards and information technology (IT) security audit processes, evaluate security controls, and examine governance of compliance and control responsibilities. Most organizations are required to comply with IT security regulations and/or standards resulting from the establishment of the Sarbanes-Oxley Act, General Computing Controls, the Gramm–Leach–Bliley Act (GLBA), the Federal Information Security Management Act (FISMA), and the Payment Card Industry Data Security Standard (PCI DSS), and you will become familiar with these standards and regulations.

Quarter Credit Hours: 4

Prerequisite: IT 545

IT 592: FINANCIAL MANAGEMENT OF CYBERSECURITY

This course introduces you to budgetary and financial decision-making tools applicable to an organization's cybersecurity strategy. Effective use of these decision-making tools will enable future information technology (IT) security leaders to justify resources needed to secure an organization's information/data resources.

Quarter Credit Hours: 4

Prerequisite: IT 591 (can be taken as a corequisite)

IT 595: MASTER'S CAPSTONE IN CYBERSECURITY MANAGEMENT

The Master's Capstone in Cybersecurity Management synthesizes knowledge gained throughout all courses in the degree plan, and its comprehensive research project demonstrates the student's mastery of this knowledge. The project will address a cybersecurity problem in either the research community or industry, and will indicate what the student now offers to industry, upon completion of this program.

Quarter Credit Hours: 4

Prerequisite: Last term

IT 597: MASTER'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP I

The internship provides you with an opportunity to learn about IT careers through practical, real-world experiences and mentoring from an IT professional. This experience will improve your technology skills and your understanding of the expertise needed for career success.

Quarter Credit Hours: 2

Prerequisite: Last term or permission of the Program Chair and/or Dean of the School of Business and Information Technology

IT 598: MASTER'S-LEVEL INFORMATION TECHNOLOGY INTERNSHIP II

The internship provides you with an opportunity to learn about IT careers through practical, real-world experiences and mentoring from an IT professional. This experience will improve your technology skills and your understanding of the expertise needed for career success.

Quarter Credit Hours: 2

Prerequisite: IT 597

IT 599: APPLIED IT MASTER PROJECT

The Applied IT Master Project demonstrates a synthesis of knowledge gained in the degree plan. In this course, the student will implement an approved IT project. The project should emphasize the student's ability to make use of the knowledge gained in the Master of Science in Information Technology program. The student will investigate a topic, evaluate alternative approaches, and present a proposed solution in a professional manner. The student will reflect upon his or her learning experiences in the Master of Science in Information Technology program and what he or she offers to the industry.

Quarter Credit Hours: 4

Prerequisite: Last term of permission of the Program Chair and/or Dean of the School of Information Systems and Technology

Education

Education (ED)

ED 502: TRANSFORMING TEACHING PRACTICE

This course explores the knowledge, skills, and dispositions associated with the highest standards of teaching practice and guides you in the transformation of classroom performance through research and reflection on best practices, assessment strategies, and teacher skills that lead to improved student achievement.

Quarter Credit Hours: 4

Prerequisite: None

ED 503: EDUCATIONAL PSYCHOLOGY

This course introduces students to prominent research-based theories of learning and examines the impact of these theories on students, learning and motivation, teaching, and assessment. Students critically evaluate opposing sides of current issues in educational psychology and articulate and defend personal positions on these issues.

Quarter Credit Hours: 4

Prerequisite: None

ED 507: FOUNDATIONS OF THE TEACHING PROFESSION

This course will examine the essential skills and knowledge of the teaching profession. You will investigate the foundations of educational system in the United States, as well as different theories of learning and how to apply them in the classroom. You will learn about the ethical and legal obligations of teachers and the organization and dynamics of the school community. You will also examine how to create a healthy and safe environment for your students.

Quarter Credit Hours: 4

Prerequisite: None

ED 508: INSTRUCTIONAL PLANNING AND DELIVERY

This course will provide you with the tools you will need to effectively plan and deliver instruction in your classroom. You will learn how to develop lesson plans with standards-based learning objectives, implement instructional strategies, incorporate technology into your curriculum, and identify essential components of the reading process. Through the use of research-based learning strategies you will be able to effectively implement your lesson plans in the classroom.

Quarter Credit Hours: 4

Prerequisite: None

ED 509: ASSESSMENT METHODS

Through this course, you will analyze different types of assessment techniques to gather data about your students' learning and to improve your teaching performance. You will be introduced to formative and summative assessment, types of classroom data, and techniques for analyzing data. Through case-studies and collaborative learning, you will use data and data analysis techniques to examine student mastery of objectives and evaluate your teaching practices.

Quarter Credit Hours: 4

Prerequisite: None

ED 510: MANAGING THE LEARNING ENVIRONMENT

This course explores various strategies for creating a learning environment that is open, fair, and conducive for effective instruction of students. You will examine various strategies for managing student behavior, creating a behavior management plan, and establishing a sense of community in your classroom, as well as communicating effectively with parents and other stakeholders. Through collaboration with your peers, development of authentic projects, and the use of technology, you will be prepared to create a supportive environment where all of your students can excel.

Quarter Credit Hours: 4

Prerequisite: None

ED 511: TEACHING METHODS THROUGH DIFFERENTIATED INSTRUCTION

This course explores major middle and secondary school issues, providing prospective teachers with the opportunity to reflect upon and develop their own practical vision of building a classroom environment that effectively promotes student learning. Focus is placed on a variety of instructional strategies, principles, and best practices for helping students learn in secondary school settings.

Quarter Credit Hours: 4

Prerequisite: None

ED 512: ACTION RESEARCH I

In this course, you will critically analyze readings and examples of action research, apply ideas from the action research paradigm to your own teaching and learning, and gain insight into methods of conducting action research. You will identify an educational topic for an action research plan, formulate research questions that address a narrowed focus of this topic, and create a timeline of an intervention plan for conducting your future research. You will also find, review, analyze, and synthesize prior research on your topic to construct a literature review. The course will conclude with an examination of ethical considerations and the preparation of your action research plan with possible data collection ideas. You will use this completed plan for the counterpart course, ED 572: Action Research II, and as a guide to conduct teacher inquiry in your classroom or other settings.

Quarter Credit Hours: 5

Prerequisite: None

ED 513: CHILD AND ADOLESCENT DEVELOPMENT

This course examines the course of normal child and adolescent development. Emphasis is placed on strategies for applying development theory to classroom management and educational practice, and understanding how development influences academic achievement. Students will learn how to apply knowledge of child and adolescent development to their teaching practice as a way to identify various student behaviors and create classroom management strategies that address those behaviors.

Quarter Credit Hours: 4

Prerequisite: None

ED 518: DIVERSITY IN THE CLASSROOM

This course addresses the diversity of students in today's classroom. You will learn about cultural and linguistic factors that influence the classroom, strategies for effectively teaching students with special needs and English language learners, and strategies for creating an inclusive classroom environment.

Quarter Credit Hours: 4

Prerequisite: None

ED 520: SKILLS LAB—DESIGNING QUALITY LESSON PLANS

In this Skills Lab, you will practice critiquing lessons using observation rubrics and design lesson plans that build on prior knowledge and accommodate different learner needs. You will develop instruction that employs higher-order thinking and supports student mastery of instructional outcomes. You will also examine research-based strategies for teaching reading and writing across the curriculum and incorporate the components of the reading process into instructional planning.

Quarter Credit Hours: 3

Prerequisite: None

ED 521: READING IN THE CONTENT AREAS

This course, grounded in the theoretical bases of balanced literacy and constructivist learning, focuses on building prospective teachers' competence in the processes of planning, implementing, and evaluating content-area literacy learning for secondary students. Students will use a standards-based approach in crafting strategies to increase reading comprehension in different content areas. Topics covered include using writing to improve reading, teaching diverse students, and using technology in reading instruction.

Quarter Credit Hours: 4

Prerequisite: None

ED 522: CLASSROOM MANAGEMENT

Educators will examine several classroom management theorists in order to provide a comprehensive overview of models and ideas on which to base their own philosophy and practice. Through a case-based approach, students will gain a clear understanding of the philosophical underpinnings of classroom management and its effect on student behavior and achievement. Students will examine classroom management and discipline in contemporary schools, the effects of classroom management problems, and the need to consider student diversity.

Quarter Credit Hours: 5

Prerequisite: None

ED 523: RESEARCH ON EFFECTIVE TEACHING

This course acquaints students with the broad body of research on effective teaching, with an emphasis on applying research findings to students' own classroom instruction. Students will review and synthesize the theoretical and methodological contributions of current research on a selected topic related to K–12 teaching practice.

Quarter Credit Hours: 4

Prerequisite: None

ED 530: SKILLS LAB—CREATING THE IDEAL LEARNING ENVIRONMENT

In this Skills Lab, you will explore the physical, academic, and affective characteristics of an effective learning environment. You will analyze evidence from actual classrooms to better understand how to meet the differing needs of a diverse student population and examine the relationship between physical and instructional options. You will also design a plan for collaborating with learners and their families to establish mutual expectations and ongoing communication to support learner development and achievement.

Quarter Credit Hours: 2

Prerequisite: None

ED 531: SECONDARY STUDENT ASSESSMENT

This course examines best practices of assessing secondary student learning, with particular emphasis on the relationship between assessment procedures, instruction, and student achievement. Topics include the use of both formal and informal assessments, norm-referenced and criterion-referenced assessments, formative and summative assessments, and methods of using assessment data to improve instruction and student achievement.

Quarter Credit Hours: 4

Prerequisite: None

ED 532: CURRICULUM DESIGN

This course examines current theories of curriculum design in K-12 education, with an emphasis on both the application and the evaluation of best practices in the context of local and national standards-based education. Focus will be on real-world integration of course content. Students are encouraged to personalize curricular approaches and share strategies and effective techniques in order to better understand connections between grade levels and subjects.

Quarter Credit Hours: 5

Prerequisite: None

ED 533: PERSPECTIVES ON DIVERSITY

This course explores the various issues of student diversity and challenges students to examine and define their own educational experiences with regard to culture and ethnicity, socioeconomic class, race, gender, religion, language, learning style, and exceptionality. Particular emphasis will be placed on the practical implications of diversity issues in classroom practice.

Quarter Credit Hours: 4

Prerequisite: None

ED 537: SKILLS LAB—ASSESSING STUDENT LEARNING

In this Skills Lab, you will explore the use of various assessment designs to accommodate learning types and special needs. You will practice using formative and summative assessment data to measure learning and improve instruction. You will also review authentic student data to create a student intervention plan, create alternative assessments, and use assessment tools to monitor student achievement.

Quarter Credit Hours: 2

Prerequisite: None

ED 540: SKILLS LAB—CONTINUOUS PROFESSIONAL DEVELOPMENT

In this Skills Lab, you will review teaching competencies and use data to complete a self-assessment of your progress in achieving those outcomes. You will explore ways to strengthen your teaching practice and develop long- and short-term goals to guide future professional development.

Quarter Credit Hours: 2

Prerequisite: None

ED 541: METHODS OF TEACHING SECONDARY ENGLISH LANGUAGE ARTS

This course focuses on methods of teaching the English language arts (ELA) including oral language, writing, reading, and literature. Students will learn about national and state content standards, effective instructional practices, the role technology plays in ELA instruction, and research-based assessment strategies in the field. Students will apply what they learn to create lesson plans and document how they will assess students' growth in literacy.

Quarter Credit Hours: 4

Prerequisite: None

ED 543: EDUCATION AND PSYCHOLOGY OF EXCEPTIONAL CHILDREN

This course focuses on preparing you to plan and deliver appropriate instruction for all students in diverse and inclusive classroom settings, including students with disabilities, gifted/talented students, culturally or socioeconomically diverse students, and students with limited English proficiency. The course examines a range of learning, emotional, and physiological disabilities, the history of attitudes toward those disabilities, and the federal mandates governing them. You will develop a classroom environment to support the diverse students within the general student population using strategies and methodologies. Additionally, the course addresses individualized education programs, 504 plans, and the role you will play in implementing them.

Quarter Credit Hours: 4

Prerequisite: None

ED 551: METHODS OF TEACHING SECONDARY MATHEMATICS

This course examines current research-based practices on effective math teaching and learning that are aligned to national and state standards. Students will gain experience in lesson planning and will learn about assessment techniques and teaching styles to accommodate students with different learning styles. The course presents information on technology resources for teaching mathematics. Finally, students will discuss the process of becoming an effective mathematics educator.

Quarter Credit Hours: 4

Prerequisite: None

ED 552: EDUCATIONAL LEADERSHIP

This course introduces the concept of instructional leaders and explores strategies for managing change in educational settings including best practices for collaborative decision-making in schools. You will critically examine your current knowledge base, skillsets, and leadership abilities with the goal of improvement and increased self-awareness and reflection. You will explore the importance of the instructional leader in school cultures, the instructional leader's impact on student learning, and how you can help facilitate effective change in school culture and student achievement.

Quarter Credit Hours: 5

Prerequisite: None

ED 553: HISTORY AND PHILOSOPHY OF EDUCATION

This course introduces philosophical viewpoints that can affect new teachers' priorities and strategy choices in their practice. This course will also provide a historical perspective of how public education has become a democratic right in the United States. Candidates will compare and contrast philosophical theories that have driven pedagogy over the past two centuries. Candidates will also evaluate current research in their quest to develop as reflective and creative practitioners in the twenty-first century classroom.

Quarter Credit Hours: 4

Prerequisite: None

ED 555: LEARNING THEORIES

This course is an in-depth review of theoretical principles, concepts, and research findings on learning and education, with an emphasis on application to educational practices. Learning strategies for child, adolescent, and adult learners are reviewed. Students will explore additional concepts of learning including motivation and intelligence theories, learning styles, and technology-mediated learning. Case studies, problem-solving strategies, collaborative learning, emergent technologies, and distance-learning techniques are discussed and modeled throughout the course.

Quarter Credit Hours: 5

Prerequisite: None

ED 561: METHODS OF TEACHING SECONDARY SCIENCE

This course surveys a broad range of concepts related to teaching various scientific disciplines (e.g., biology, chemistry, and physics) to diverse learners. The course emphasizes a standards-based approach that highlights connections among current research in natural science, real-world phenomena, and classroom instruction. Students will gain experience in lesson planning and will learn about assessment techniques and teaching styles to accommodate students with different learning styles. Students will also explore what it means to become an effective science educator.

Quarter Credit Hours: 4

Prerequisite: None

ED 562: STUDENT ASSESSMENT

This course provides you with a broad knowledge base of theory and best practices in the field of student assessment for learning and student assessment of learning. Topics include reviewing standard assessment techniques and their relationship to student achievement and teacher growth. This course will explore the use of formative and summative assessment techniques, as well as norm-referenced and criterion-referenced assessment. You will learn how to design valid assessments for specific instructional objectives within a content area. Additionally, you will examine methods for using assessment data to improve instruction, student achievement, and teacher's professional self-reflection. You will also learn how to analyze, interpret, and report the results of standardized achievement tests to students, parents, and other stakeholders. The ethical considerations associated with student assessment will be examined.

Quarter Credit Hours: 5

Prerequisite: None

ED 569: TEACHING METHODS IN SECONDARY SOCIAL STUDIES

This course will prepare you to develop and implement a comprehensive social studies curriculum for secondary students. You will examine the historical and theoretical foundations of teaching social studies, and explore how to incorporate multiple perspectives and various tools for developing a curriculum that helps prepare students to be active citizens in the twenty-first century. The course will prepare you to use various resources and tools such as state and national content standards, primary documents, technology, and research-based practices to teach social studies. You will also learn techniques for monitoring student progress and create instructional plans for teaching the social studies curriculum.

Quarter Credit Hours: 4

Prerequisite: None

ED 571: METHODS OF TEACHING SECONDARY SOCIAL STUDIES

In this course, students will explore and develop effective strategies for teaching the core disciplines of social studies (e.g., anthropology, archaeology, economics, geography, history, law, philosophy, political science, psychology, religion, and sociology) at the secondary level. Students will incorporate best practices based on educational research, with an emphasis on helping students develop twenty-first century skills related to the core disciplines of social studies. Special attention will be given to national and state standards, state initiatives, assessment, and the use of appropriate resources, including technology, for effective social studies instruction.

Quarter Credit Hours: 4

Prerequisite: None

ED 572: ACTION RESEARCH II

Action Research II is an exploration of appropriate research and methods of teacher inquiry to answer questions about teaching practices and instructional problems within the classroom. This course includes further examination of quantitative and qualitative studies and evaluation of related research designs and methods. You will create an action research plan that reflects attention to a broad range of approaches to and tools for teacher inquiry.

Quarter Credit Hours: 5

Prerequisite: ED 512

ED 580: STUDENT TEACHING AND PORTFOLIO

In this course, you will apply what you have learned in the Educator Preparation Institute by developing and implementing effective instructional lesson plans that the meet the needs of diverse learners. As you develop and implement these instructional lesson plans in the classroom, you will collaborate with your supervising teacher to improve your teaching skills through the application of other essential duties, including applying effective classroom management strategies and designing and implementing both formative and summative assessments. Throughout the process, you will use personal reflection strategies and feedback from your supervising teacher to improve your teaching skills and prepare to be a professional educator. In order to document your teaching skills, you will create a portfolio that demonstrates how you have mastered the skills and knowledge in the Florida Educator Accomplished Practices (FEAPs), the Professional Education Competencies and Skills for Teacher Certification (PECs), and the Reading Endorsement Competency 2.

Quarter Credit Hours: 2

Prerequisite: None

ED 581: SECONDARY CLASSROOM MANAGEMENT

This course focuses on training teachers to organize their classroom to maximize the amount of time students are actively engaged in learning. The foundation of the course uses classroom-management strategies developed by leading educators, including Harry K. and Rosemary Wong. Students will go through online instruction and in-depth reflection, and will demonstrate mastery of course material by designing a personal classroom management action plan that will be easily implemented in their classroom.

Quarter Credit Hours: 4

Prerequisite: None

ED 586: METHODS OF TEACHING A FOREIGN LANGUAGE

This course focuses on principles, strategies, national and state standards, lesson planning, and assessment in foreign language instruction. The course will guide students through the theoretical and research-based foundations of language acquisition. Students will get the opportunity to translate some of these theoretical principles into classroom practice. The course will highlight the teacher's role as facilitator and enable teachers to harness technology so that language instruction can be presented as authentic, functional communication that fully engages students.

Quarter Credit Hours: 4

Prerequisite: None

ED 591: METHODS OF TEACHING VISUAL AND PERFORMING ARTS

This course will focus on theories, methods, and practices in visual and performing arts education. Students will gain experience in creating lessons that meet national and state standards, evaluating and choosing authentic assessment strategies, and learning how to reach diverse learners in their specialty areas. Students will incorporate best practices based on educational research and learn about the role technology can play in instruction. Students will learn about differentiating instruction, cooperative learning, collaborating with peers, and authentic activities. A chance to consider a reflective teaching practice will be provided.

Quarter Credit Hours: 4

Prerequisite: None

ED 596: STUDENT TEACHING/INTERNSHIP I

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

Quarter Credit Hours: 5

Prerequisite: None

ED 596A: STUDENT TEACHING/INTERNSHIP I

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

Quarter Credit Hours: 0

Prerequisite: None

ED 596B: STUDENT TEACHING/INTERNSHIP I

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

Quarter Credit Hours: 0

Prerequisite: ED 596

ED 597: STUDENT TEACHING/INTERNSHIP II

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

Quarter Credit Hours: 5

Prerequisite: ED 596

ED 597A: STUDENT TEACHING/INTERNSHIP II

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

Quarter Credit Hours: 0

Prerequisite: None

ED 597B: STUDENT TEACHING/INTERNSHIP II

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

Quarter Credit Hours: 0

Prerequisite: ED 597

Educational Leadership (ER)

ER 502: THE PRINCIPALSHIP

This course examines school culture, standards, community building, and leadership in the context of issues and constraints that principals routinely face. The content of the course will inform decision making that influences practice and the effects on students and teachers. Students will review research on leading change in schools, training for tomorrow's principalship, budgeting issues, discipline, students with exceptionalities and who are from diverse backgrounds, technology, professional conduct, teacher evaluation, and establishment of effective professional learning communities. Students will review case studies about schools that made significant improvements under effective leadership.

Quarter Credit Hours: 5

Prerequisite: None

ER 504: MANAGEMENT OF RESOURCES

This course will examine the economics of education, funding sources, and regulations regarding the use of such funds. Students will determine major budget pressures facing schools and identify ways they are meeting daily demands to provide quality education. The role of federal and state lawmakers in funding decisions will be explored. Students will consider the implications of poorly funded education and the impact on society. They will also address administering school resources including funding.

Quarter Credit Hours: 4

Prerequisite: None

ER 506: LEGAL ISSUES IN EDUCATION

Students will examine the interrelationship of law and education policy, court rulings on school governance, and the federal government's funding of education. Topics include constitutional rights, such as Title VII, the First Amendment, and theFourteenth Amendment, and current events regarding the law and education. Students will analyze resources designed to help educators navigate legal issues.

Quarter Credit Hours: 4

Prerequisite: None

ER 508: SUPERVISION AND INSTRUCTIONAL LEADERSHIP

The course addresses major factors that affect school leadership and how leadership can influence teacher effectiveness. Students will examine the role of leadership in building and sustaining a school vision, creating effective teacher teams, sharing leadership, leading learning communities, making data-driven decisions, and monitoring curriculum and instruction. Students will explore models of effective leadership based on best practices. In addition, students will analyze the research on instructional leadership and the methods principals use to exhibit and harness leadership that enable schools to meet their goals.

Quarter Credit Hours: 4

Prerequisite: None

Educational Technology (ET)

ET 503: USING TECHNOLOGY—APPLICATIONS IN THE CONTENT AREAS

This course provides students with opportunities to explore a variety of instructional technologies including: web-based tools, software, games, simulations, tutorials, and nonprojected visuals.Through readings, class discussions, and hands-on experiences using technologies, students will gain the knowledge and skills needed to integrate technology in lesson planning that meets the needs of diverse learners.

Quarter Credit Hours: 4

Prerequisite: None

Higher Education (HE)

HE 510: FOUNDATIONS OF HIGHER EDUCATION

This course presents an overview of the historical development of tertiary educational institutions in the United States. There is a particular focus on the constantly evolving functions of its various sectors (e.g., universities, colleges, and community colleges) through examination and discussion of the evolution of tertiary institutions from their medieval European origins as Studia Generalia to the contemporary social functions, organizational structures, funding, and guiding principles and values of America's approximately 3,000 tertiary institutions.

Quarter Credit Hours: 5

Prerequisite: None

HE 511: DEPARTMENTAL AND DIVISIONAL LEADERSHIP

This course provides students with a foundation in leadership theory and practices applicable to academic departments and other divisional units within higher education. This course is designed to help prepare students to successfully function in academic, middle-management positions such as department chair, division chair, assistant dean, dean, and other similar leadership roles.

Quarter Credit Hours: 5

Prerequisite: None

HE 513: INSTITUTIONAL RESEARCH AND STRATEGIC PLANNING

In this course, you will explore the role of institutional research and its relationship with other administrative and strategic processes within institutions of higher education. The institutional research profession and common functions of institutional research offices are introduced. You will also examine effective techniques for collecting and reporting data in higher education, and consider how data is used for decision making and strategic planning.

Quarter Credit Hours: 5

Prerequisite: None

HE 515: EDUCATIONAL PROGRAM ASSESSMENT

This course explores theories and processes of measuring student learning in postsecondary educational settings to evaluate the effectiveness of academic programs. Specifically, this course focuses on involving stakeholders in a culture of assessment, clearly defining learning goals, developing learning assessment plans, and using assessment data to improve teaching and learning.

Quarter Credit Hours: 5

Prerequisite: None

HE 520: HIGHER EDUCATION LAWS AND REGULATIONS

This course explores the legal environment of postsecondary educational institutions in the United States through an examination of legal structures, principles, and analysis. Specifically, this course will focus on the competing interests, rights, and responsibilities of state and federal governments, institutions, faculty, staff, students, and external stakeholders in various higher education settings.

Quarter Credit Hours: 5

Prerequisite: None

HE 521: TEACHING ADULT LEARNERS

This course provides participants with the information necessary to comprehend, assess, and evaluate the foundational aspects of andragogy, which includes historical influences, theories and models, contemporary and international perspectives, the use of technology, teaching in a variety of higher education settings, and the development of and reflections on teaching and learning in adulthood.

Quarter Credit Hours: 5

Prerequisite: None

HE 523: CURRICULUM DESIGN AND IMPLEMENTATION

This course presents an overview of various strategies, techniques, and methods to design and implement curricula in postsecondary institutions. The course emphasizes calls for reform, need for academic plans, curricular consideration of academic disciplines and fields, influences of learners, instruction, and administration.

Quarter Credit Hours: 5

Prerequisite: None

HE 525: STUDENT LEARNING ASSESSMENT METHODS

This course provides you with an introduction to major theoretical perspectives including ethical considerations and approaches to student learning assessment. You will be exposed to various methods of assessment and learn how to apply student learning assessment methods within the postsecondary educational environment. You will also create your own student learning assessment plan for a specific course of interest.

Quarter Credit Hours: 5

Prerequisite: None

HE 530: HIGHER EDUCATION ORGANIZATION AND GOVERNANCE

This course presents an overview of the organizational governance of educational institutions in the United States in an international context through examination and discussion of models of institutional governance, academic organization, and higher education constituencies, and their respective roles and responsibilities.

Quarter Credit Hours: 5

Prerequisite: None

HE 540: MULTICULTURALISM AND DIVERSITY IN HIGHER EDUCATION

This course explores the educational participation of diverse groups in higher education. Students will gain a further understanding of issues of race, ethnicity, gender, sexual orientation, class, age, and disability affecting students in colleges and universities, including how these issue impact curriculum. Students will evaluate how institutions address issues of multiculturalism and diversity as well as their own attitudes, beliefs, and practices.

Quarter Credit Hours: 5

Prerequisite: None

HE 543: ASSESSMENT OF ONLINE LEARNING PROGRAMS

This course presents a comprehensive overview of the quality online program, as outlined by accreditation procedures and standards. Students will learn the systems approach of assessment to evaluate programs and the organization, and consider approaches to establishing a culture of assessment to support online learning. Additionally, the course addresses the development of online curriculum and the alignment of outcomes with assessment instruments.

Quarter Credit Hours: 5

Prerequisite: None

HE 545: TEACHING AND LEARNING ONLINE

This course provides an overview of the technological innovations, pedagogical developments, and strategies for quality online education through an examination of the theory and processes of designing, delivering, and assessing online learning.

Quarter Credit Hours: 5

Prerequisite: None

HE 550: HIGHER EDUCATION FINANCE

This course focuses on institutional finance and analysis of the factors contributing to institutional productivity. You will examine different approaches to funding higher education, the state appropriations process, accreditation, and federal issues such as financial aid. You will also examine the institutional budget process and different approaches to budgeting, the importance of financial leadership and transparency, the concepts of "reengineering" and Total Quality Management (TQM) as applied in higher education, and the effects of technology on productivity.

Quarter Credit Hours: 5

Prerequisite: None

HE 551: STUDENT AFFAIRS FOUNDATION AND PHILOSOPHY

This course presents student development theories, including cognitive and psychosocial, as well as other theories that provide a foundation for development of a comprehensive student services program.

Quarter Credit Hours: 5

Prerequisite: None

HE 553: CURRENT ISSUES IN STUDENT AFFAIRS IN HIGHER EDUCATION

In this course, students will examine current issues in higher education in student affairs, including service learning, learning communities, suicide and mental health issues, crisis management, and other relevant topics. Students will assess methodologies for dealing with issues, legal considerations, and possible alternative strategies.

Quarter Credit Hours: 5

Prerequisite: None

HE 555: STUDENT AFFAIRS ADMINISTRATION IN GROUND AND VIRTUAL ENVIRONMENTS

The course focuses on college student demographics and the impact of the delivery of student affairs administration in the virtual and ground environments, as well as some underlying theories. Additionally, students will explore program assessment/evaluation models.

Quarter Credit Hours: 5

Prerequisite: None

HE 559: QUANTITATIVE METHODS AND INSTRUMENTS FOR ASSESSMENT

This course presents an in-depth overview of typical quantitative research designs, methods, data collection tools, and data analysis and reporting used in assessment and evaluation. It focuses on the research process related to assessment and evaluation and the basic skills required to plan, conduct, analyze, report, and evaluate research with a quantitative design. Detailed procedures associated with quantitative research, including experimental, quasi-experimental, survey, and correlational designs, are examined. Practical limitations of quantitative designs in assessment and evaluation and the role of quantitative research in mixed-method approaches are considered.

Quarter Credit Hours: 5

Prerequisite: None

HE 594: STUDENT AFFAIRS INTERNSHIP

This course is intended to provide you with the opportunity to apply theory to practice. This mutually acceptable internship agreement between Kaplan University higher education students and an educational institution will offer you the opportunity to gain hands-on experience in your specific area of specialization. This experience assists you in integrating and synthesizing your academic experiences into professional practice. The Student Affairs Internship allows you to complete a 120-hour practicum experience.

Quarter Credit Hours: 5

Prerequisite: None

HE 601: MASTER'S THESIS PROPOSAL

This course requires students to develop and submit a written, formal proposal for research in higher education studies. Submission is made to the student's chosen thesis committee, made up of a chairperson and two additional members. The student, under the guidance of faculty, will specify a research question, provide a justification for the selection of the research topic, conduct a pertinent literature review, and write an appropriate research design and methodology, including data collection methods. If appropriate, the research proposal must conform to the standards and procedures of Kaplan University's Institutional Review Board (IRB). The completed proposal will include sections of the final thesis.

Quarter Credit Hours: 5

Prerequisite: Completion of all thesis-track core courses

HE 601A: MASTER'S THESIS PROPOSAL

This course requires students to develop and submit a written, formal proposal for research in higher education studies. Submission is made to the student's chosen thesis committee, made up of a chairperson and two additional members. The student, under the guidance of faculty, will specify a research question, provide a justification for the selection of the research topic, conduct a pertinent literature review, and write an appropriate research design and methodology, including data collection methods. If appropriate, the research proposal must conform to the standards and procedures of Kaplan University's Institutional Review Board (IRB). The completed proposal will include sections of the final thesis.

Quarter Credit Hours: 0

Prerequisite: HE 601

HE 602: MASTER'S THESIS DEFENSE

The student will submit the completed thesis to his/her committee members for review and revision, and oral defense. After final revisions, the student's thesis is submitted to all committee members and a defense seminar is scheduled, at which time the student orally presents his/her statement of the problem, research design and methods, findings, conclusions, and recommendations. The thesis must be prepared according to APA guidelines. Upon approval, the thesis shall be submitted for binding and acquisition. The thesis must conform to the standards and procedures of Kaplan University's Institutional Review Board (IRB).

Quarter Credit Hours: 5

Prerequisite: HE 601

HE 602A: MASTER'S THESIS DEFENSE

The student will submit the completed thesis to his/her committee members for review and revision, and oral defense. After final revisions, the student's thesis is submitted to all committee members and a defense seminar is scheduled, at which time the student orally presents his/her statement of the problem, research design and methods, findings, conclusions, and recommendations. The thesis must be prepared according to APA guidelines. Upon approval, the thesis shall be submitted for binding and acquisition. The thesis must conform to the standards and procedures of Kaplan University's Institutional Review Board (IRB).

Quarter Credit Hours: 0

Prerequisite: Approval from the Dean or a designee

Instructional Technology (IX)

IX 500: FOUNDATIONS OF INSTRUCTIONAL TECHNOLOGY

This course focuses on the field of instructional technology, placing the field within the context of its history, current practices, and future directions. It provides the conceptual framework for other courses within the degree program.

Quarter Credit Hours: 5

Prerequisite: None

IX 510: INSTRUCTIONAL DESIGN

This course presents the philosophical and theoretical foundation of instructional design. Students explore instructional design process models commonly used by practitioners. They will apply the stages of a process model to create design documents in the education and training contexts. The model will address instructional analysis, assessing learning from instruction, media characteristics and selection, managing instruction, formative and summative evaluation, and the motivational design of instruction.

Quarter Credit Hours: 5

Prerequisite: None

IX 520: NEEDS ASSESSMENT AND EVALUATION IN EDUCATION AND TRAINING

This course presents the knowledge and skills necessary to identify training and/or instructional problems and potential solutions. Students explore the advantages and disadvantages of multiple techniques for performing a needs assessment. Students develop skills and collect resources related to the selection and use of analysis methods. They will conduct a needs analysis and submit a report in an education or training context. Students also consider evaluation taxonomies and models, tools and techniques, and develop an evaluation strategy for an instructional program.

Quarter Credit Hours: 5

Prerequisite: None

IX 535: DEVELOPING INSTRUCTIONAL MATERIALS

This course provides the knowledge and skills required to develop instructional materials for an instructor-led training scenario as approved by the instructor. This training scenario will provide the context and focus for the materials. Each student will create a series of print-based instructional materials for this scenario considering best practices and design and development guidelines.

Quarter Credit Hours: 5

Prerequisite: None

IX 536: DESIGN AND DEVELOPMENT TOOLS

In this application-based course, you will discuss trends and issues of eLearning content development and explore similarities and differences among eLearning authoring tools and methods. You will learn how to develop original content with a variety of authoring tools and software applications and to repurpose existing material with reusable learning objects (RLOs) and content repositories. Interface layout standards, accessibility and SCORM compliance, and collaborative environments are explored. You will consider technical and development requirements for eLearning delivered through multiple learning channels including online and mobile platforms. You will also create a design document and instructional module in this course.

Quarter Credit Hours: 5

Prerequisite: None

IX 540: RESEARCH METHODS FOR EDUCATION AND INSTRUCTIONAL TECHNOLOGY

This practitioner-oriented course is designed to allow students to explore methodologies, designs, and tools used for research in higher education, K-12, military, corporate, and nonprofit organizations. Students will critically analyze readings and examples of research, and plan an applied research proposal on an approved topic in the field of education or instructional design and technology. Other learning activities include reviewing data analysis techniques and examining ethical standards for conducting research.

Quarter Credit Hours: 5

Prerequisite: None

IX 542: MULTIMEDIA DEVELOPMENT AND IMPLEMENTATION

This course provides an introduction to digital media production. Students will acquire fundamental knowledge and skills in designing and producing digital media. Students will evaluate appropriate uses of digital media. The course introduces the tools of digital video production and sharing as students create online instructional materials using digital media.

Quarter Credit Hours: 5

Prerequisite: None

IX 550: PROJECT MANAGEMENT AND IMPLEMENTATION IN EDUCATION AND TRAINING

This course presents approaches to project management for education and training projects. Students explore concepts of project management and leadership, tools, procedures, and methodologies. They focus on creating, monitoring, and reporting project plans from the proposal to the implementation stages. They consider project constraints including time, cost, resource allocation, and scope. Concepts of change management are also explored and applied to implementation strategies used in education and training environments.

Quarter Credit Hours: 5

Prerequisite: None

IX 560: INSTRUCTIONAL TECHNOLOGIES INFRASTRUCTURE

This course provides an introduction to computer networking and establishes a basic understanding of the infrastructure required to incorporate technology into the K–12 environment. You will learn the basics of computer networks and technology infrastructure. You will also learn how infrastructure supports classroom design for learning with technology tools. You will identify the skills necessary to design, install, maintain, and troubleshoot a technology-based learning environment and analyze the roles necessary to maintain effective infrastructure. In addition, you will learn how to assess institutional technology needs and plan for future growth.

Quarter Credit Hours: 6

Prerequisite: None

IX 562: TECHNOLOGY ENHANCED LEARNING ENVIRONMENTS-K-12

In this practitioner-oriented course, students will explore existing and emerging multimedia technologies used in K–12 classrooms through peer and individual assignments. They will evaluate existing instructional resources available with classroom textbooks in open source content and learning object repositories. They will design and create an instructional lesson appropriate for the K–12 setting while adhering to federal, state, and local mandates regarding media development.

Quarter Credit Hours: 6

Prerequisite: None

IX 564: DESIGN OF LEARNING ENVIRONMENTS

This course presents activities related to the design of a learning application. Students explore advantages and disadvantages of multiple learning environments and content delivery technologies. They will develop a plan for an individualized learning project that includes a template for design of a specific environment. Course topics include education and communication theory, course and content delivery methods, asynchronous and synchronous technologies, multimedia design, usability testing, and integration of multimedia objects within instructional programs and systems.

Quarter Credit Hours: 6

Prerequisite: None

IX 565: DESIGN OF LEARNING ENVIRONMENTS

This course presents activities related to the design of a learning application. You will explore advantages and disadvantages of multiple learning environments and content delivery technologies. You will develop a plan for an individualized learning project that includes a template for design of a specific environment. Course topics include education and communication theory, course and content delivery methods, asynchronous and synchronous technologies, multimedia design, usability testing, and integration of multimedia objects within instructional programs and systems.

Quarter Credit Hours: 5

Prerequisite: None

IX 570: DESIGN OF ONLINE INSTRUCTION IN K-12 ENVIRONMENTS

In this application-based course, students will explore similarities and differences between Web-based learning and on-ground learning in K-12 classrooms. They will learn how to repurpose existing material and chunk content into online modules while organizing and managing reusable learning objects. They will design assessment items suitable for the online environment and learn about issues related to assessing students from a distance. They will create design documents and content for an online course. Students will participate in peer-review evaluations and provide constructive feedback based on principles of online instructional design.

Quarter Credit Hours: 5

Prerequisite: None

Teaching Literacy (LT)

LT 504: READING DIAGNOSIS AND REMEDIATION

This course will focus on the development and use of diagnostic instruments and practices that help teachers discern the nature of individual differences in literacy abilities, especially among readers and writers with special learning challenges. Methods of constructing individualized, corrective treatment plans and procedures for K-12 and adult learners will be discussed.

Quarter Credit Hours: 4

Prerequisite: None

LT 516: READING AND WRITING ACROSS THE CURRICULUM

This course covers methods of teaching reading and writing across the K-12 curriculum. The focus is project-based teaching that incorporates strategies for prewriting; developing writing skills; developing writing skills, which include analysis, problem solving, and critical thinking; and integrating technology into instruction. Students will align lessons with National Council of Teachers of English (NCTE) and state standards. Teachers will learn the process of designing and implementing instruction that develops their students' growth in functional and digital literacy.

Quarter Credit Hours: 4

Prerequisite: None

LT 520: APPROACHES TO LITERACY

This course provides an overview of literacy instruction for the English/language arts classroom. The course covers historical trends and theoretical models for literacy instruction; the alignment of instruction with state and national standards and assessment; new digital literacies and the use of technology; and best practices in comprehensive literacy instruction. The course culminates in a comprehensive final research project that investigates an aspect of literacy instruction.

Quarter Credit Hours: 4

Prerequisite: None

Teaching Special Needs (SN)

SN 501: TEACHING EXCEPTIONAL STUDENTS IN INCLUSIVE SETTINGS

This course explores strategies for meeting the various learning needs of students from diverse backgrounds in an inclusive setting. Best practices are examined including curriculum accommodations and modification in the content areas, instructional approaches, and behavioral supports in the general education classroom setting.

Quarter Credit Hours: 4

Prerequisite: None

SN 502: TEACHING STUDENTS WITH LEARNING DISABILITIES

This course provides an overview of learning disabilities among K-12 students and discusses theoretical issues and teaching strategies. It focuses on building strategies for effective interventions and transition planning. Additionally, the course explores various procedures for working in a collaborative setting to meet the needs of students with learning disabilities.

Quarter Credit Hours: 4

Prerequisite: None

SN 503: TEACHING STUDENTS WITH BEHAVIOR DISORDERS

This course provides an overview of emotional and behavioral disorders (EBD) that have an impact on academic achievement in educational settings. Students will learn about the types of disorders and how to create an effective and supportive classroom environment. Students will review the federal, state, and local requirements for diagnosis and interventions in public and private educational environments, as well as alternative educational placements. The importance of working as a collaborative team for students with EBD will be emphasized.

Quarter Credit Hours: 4

Prerequisite: None

General Education

Foundations (KU)

KU 500: FOUNDATIONS OF GRADUATE LEARNING

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

Quarter Credit Hours: 0

Prerequisite: None

KU 501: FOUNDATIONS OF GRADUATE LEARNING (GUIDED)

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

Quarter Credit Hours: 0

Prerequisite: None

Mathematics (MM)

MM 570: APPLIED STATISTICS FOR PSYCHOLOGY

This course provides students the foundation for understanding and performing statistical analyses of data with applications to psychological research. Topics include distributions, descriptive statistics, correlation, regression, tests of hypotheses, and analysis of variance techniques. Students will perform statistical tests using the Statistical Package for the Social Sciences (SPSS) and interpret those results. SPSS is required for this course.

Quarter Credit Hours: 5

Prerequisite: None

Science (SC)

SC 540: BIOLOGY OF POLLUTION

Biology of Pollution will assess the interactions between environmental pollutants and the biotic systems they affect. Specific situations where pollutants have affected various biota, such as plants, birds, and mammals, will be analyzed and strategies will be formulated on how to approach these situations. The effects of pollution on both aquatic and terrestrial populations, communities, and ecosystems will be assessed.

Quarter Credit Hours: 5

Prerequisite: None

Health Sciences

Health Care Administration (HA)

HA 510: ORGANIZATIONAL DEVELOPMENT FOR HEALTH CARE

This course explores organizational behavior, theory, and development as they apply to the health care industry. Topics include, but are not limited to, classic and modern theory, individual behavior and motivation, group dynamics, conflict management, decision making, culture values, and organizational dysfunction. Physician leadership development and change management are also explored.

Quarter Credit Hours: 4

Prerequisite: None

HA 515: LEADERSHIP IN HEALTH CARE

This course explores organizational theory and behavior essential for successful leadership and management in the health care industry. Emphasis will be placed on communication techniques, self-analysis, and strategies for best practices in order to effectively implement key leadership and management concepts in dynamic health care environments. Key values that guide a leader's personal and professional behavior and influence overall effectiveness will be explored, as well as their impact on overall leadership styles.

Quarter Credit Hours: 4

Prerequisite: None

HA 520: HEALTH CARE FINANCIAL MANAGEMENT

This course introduces the terminology, theory, concepts and techniques used in the finance functions in health care organizations. Students gain an understanding of the important role of finance in health care organizations and learn various techniques to develop, manage, and control finances. Students interpret financial statements, prepare analyses with cost finding and price setting, and conduct break-even analyses. The course provides students with experience in capital and operating budgets, financial forecasts, and business plan preparation. Students will be expected to expand their utilization of spreadsheet applications.

Quarter Credit Hours: 4

Prerequisite: None

HA 525: HEALTH LAW

This course provides analysis of law, the legal system, and current legal problems as they relate to the financing and delivery of health care services. This course covers interrelated legal topics pertinent to health care organizations including contracts, medical malpractice, legal and ethical obligations to provide health care, privileging, medical decision making, tax exemption, antitrust, fraud, and health information management. Students are encouraged to discuss how the law supports or hinders current efforts to improve health care delivery systems.

Quarter Credit Hours: 4

Prerequisite: None

HA 530: HUMAN RESOURCES FOR HEALTH CARE MANAGERS

This course provides an analysis and evaluation of how human resource management is applied in different health care settings. The course focuses on the major elements of human resource management, as well as the ways in which it can be used in the strategic planning of the organization. Students investigate ongoing human resources practice and issues from a health care perspective such as recruitment, contract/agreement, training/education/support, retention, performance evaluation, compensation, legal and regulatory issues, and strategic planning.

Quarter Credit Hours: 4

Prerequisite: None

HA 535: HEALTH CARE STATISTICS

In this course, you will be introduced to the practical applications of descriptive and inferential statistics for the health industry. You will formulate a data procurement plan by analyzing real-world data. Additionally, you will learn how to effectively disseminate published health research data and apply this new knowledge within the field.

Quarter Credit Hours: 4

Prerequisite: None

HA 540: HEALTH CARE OPERATIONS AND QUALITY ASSESSMENT

This course provides an interdisciplinary perspective on operations and quality management in health care, taking into account the disciplines of organizational behavior and health management research. Special attention is given to causal tools and approaches that are fundamental to total quality management and continuous quality improvement.

Quarter Credit Hours: 4

Prerequisite: None

HA 545: HEALTH POLICY

This course provides students with an in-depth analysis of health care policy development in the United States of America. Students focus on health care policy formation and evaluation by investigating public policy and politics. Students consider a variety of elements that factor into health policy development such as economics, political science, management, communications, and public health.

Quarter Credit Hours: 4

Prerequisite: None

HA 560: COMMUNITY HEALTH ASSESSMENT

This course provides students with the skills needed to enhance (assess) the health of a community. Students focus on health behaviors, environmental influences, health policy, and economic and health care system issues in health promotion and disease prevention.

Quarter Credit Hours: 4

Prerequisite: None

HA 565: HEALTH INFORMATION MANAGEMENT AND ASSESSMENT

This course provides a comprehensive examination of the principles and practices of the management of health information. The course covers three principal areas of health information management: Health Information Portability and Accountability Act (HIPAA), electronic health information management (e-HIM), and informatics.

Quarter Credit Hours: 4

Prerequisite: None

HA 570: HEALTH CARE ETHICS

This course provides an examination of both the theory and the principles of ethics within the health care industry. The course covers national standards for the protection of individual's health information as applied to health plans, health care clearinghouses, and health care providers. Students also learn other health industry regulations that protect employees, patients, and providers. The integration of ethics as the foundation for long-term as well as day-to-day operations of an entity is emphasized.

Quarter Credit Hours: 4

Prerequisite: None

HA 575: HEALTH CARE MARKETING

This course provides an analysis and evaluation of the principles and concepts of marketing as they apply to health care organizations. The course covers essential elements of marketing as well as direct applications of marketing tools and strategies in the dynamic health care environment.

Quarter Credit Hours: 4

Prerequisite: None

HA 599: MASTER'S CAPSTONE IN HEALTH CARE ADMINISTRATION

The capstone course is the culminating experience for the Master of Health Care Administration. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired through their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program in health care administration.

Quarter Credit Hours: 4

Prerequisite: Last term

Health Education (HD)

HD 505: INTRODUCTION TO HEALTH EDUCATION

In this course, students are introduced to the field of health education, including an overview of the primary roles and responsibilities of the health educator, which include needs assessment, planning, implementing, evaluating research, and administering and advocating health education. The competencies of a health educator will be studied, including assisting individuals and communities to adopt healthy behaviors, collect and analyze data to identify community needs, and evaluate health education programs. Students will also learn how to serve as a resource person to individuals, other professionals, and the community. Students will also review the administration of fiscal resources for health education programs.

Quarter Credit Hours: 4

Prerequisite: None

HD 510: CURRENT HEALTH ISSUES FOR HEALTH EDUCATORS

In this survey course, students study specific critical health topics including specific health conditions, disease prevention, older adults, fitness, complementary and alternative medicine, and more. Students will evaluate current health research and publications and relate the research to health education programs and interventions. Proven strategies and benefits of health education are emphasized.

Quarter Credit Hours: 4

Prerequisite: None

HD 530: HEALTH, ENVIRONMENT, AND SUSTAINABILITY FOR HEALTH PROFESSIONALS

This course provides the health education student with an understanding of the methods of human consumption, standards of living, personal health practices, and other key factors that influence the health of individuals and communities. The student will explore how food production, water use, climate change, population growth, and energy resources affect sustainability, the environment, and community health. Needs assessment, planning, promoting, advocating, and evaluating health education in these topics will be reinforced.

Quarter Credit Hours: 4

Prerequisite: None

HD 540: CURRENT TRENDS IN EXERCISE AND FITNESS FOR THE HEALTH EDUCATOR

In this course, students will critically appraise current emerging exercise and fitness practices that influence health and health education. Students will develop fitness goals and objectives for individuals and health education programs based on theory-based exercise strategies. Additional topics include fitness assessment, exercise prescription, program evaluation, and guidelines for exercise participation. Exercise prescription and modification for special populations will also be examined including older adults, individuals with disabilities, and prevalent health conditions.

Quarter Credit Hours: 4

Prerequisite: None

HD 599: MASTER'S CAPSTONE IN HEALTH EDUCATION

This capstone course is the culminating experience for the Master of Science in Health Education. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout the coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program in health education.

Quarter Credit Hours: 4

Prerequisite: Last term or permission from the Dean

HD 625: HEALTH EDUCATION DESIGN, IMPLEMENTATION, AND ADMINISTRATION

This course acquaints students with the components and essential design elements of comprehensive health education programming. Utilizing the seven areas of responsibilities for the health education specialist, students create programs for community, school, and private settings, learning to identify key constituents and the diversity of funding sources, both public and private. Instruments for measuring outcomes are analyzed for both short- and long-term programs, as well as the essential administrative tasks, functions, and responsibilities required for successful results by the health educator.

Quarter Credit Hours: 4

Prerequisite: None

Health Information Technology (HI)

HI 501: HEALTH INFORMATICS

Health informatics deals with the resources, devices, and methods required to optimize the acquisition, storage, retrieval, and use of information in health and biomedicine. This course introduces the history and development of health informatics. It focuses on such issues as the structure, function, and transfer of information, sociotechnical aspects of health computing, and human-computer interaction. Students will also explore medical decision making, natural language processing, and knowledge discovery in the clinical setting.

Quarter Credit Hours: 4

Prerequisite: None

HI 510: HEALTH INFORMATION SYSTEMS

This course is concerned with such issues as information systems analysis, design, implementation, and management. Students will explore health IT standards, health information exchanges, and systems thinking and theory. This course also covers the evaluation of processes and systems that ensure compliance with regulatory, governmental, legal, accreditation, and certification requirements for health information technologies.

Quarter Credit Hours: 4

Prerequisite: None

HI 530: CLINICAL TERMINOLOGIES AND MEDICAL VOCABULARIES

This course focuses on the use of health care terminologies, vocabularies, and classification systems. Students will identify their appropriate uses and sources, and apply them within health information systems to promote effective communications and data integrity.

Quarter Credit Hours: 4

Prerequisite: None

HI 540: PROJECT MANAGEMENT OF HEALTH INFORMATION SYSTEMS

This course explores the technical aspects of health information systems management including issues of systems design and development as well as system support and maintenance. Students will analyze and describe necessary steps in the cycle such as identifying and selecting appropriate systems technology and data standards, creating requirements, evaluating security, and accommodating human factors in design and use. Other topics include terminology, functions, and standards as well as the basics of information architecture and systems infrastructure.

Quarter Credit Hours: 4

Prerequisite: None

HI 550: ORGANIZATIONAL DEVELOPMENT AND MANAGEMENT FOR HEALTH INFORMATION

This course explores organizational behavior, theory, and development as they apply to health information management. Topics include, but are not limited to, performance management plans, strategic forecasting, and public policy.

Quarter Credit Hours: 4

Prerequisite: None

HI 560: HEALTH CARE DATA ANALYSIS

This course provides an in-depth overview of health care data analysis and design methodologies. Students examine techniques to develop systems more efficiently using the system development life cycle.

Quarter Credit Hours: 4

Prerequisite: None

HI 570: LEGAL AND ETHICAL ISSUES IN HEALTH INFORMATION

This course covers data security, privacy, and confidentiality of heath information as it relates to information technology and management. Topics include risk management, information security, and data validity and integrity. Students will also examine disaster recovery plans for data and service delivery.

Quarter Credit Hours: 4

Prerequisite: None

HI 580: INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT

This course is concerned with such issues as computer networks, database and systems administration, security, and programming. Topics include virtual network applications and storage, system integration tools, principles of data representation, and systems testing and evaluation.

Quarter Credit Hours: 4

Prerequisite: None

HI 595: MASTER'S CAPSTONE IN HEALTH INFORMATICS

The capstone course is the culminating experience for the Master of Health Informatics. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired through their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program in health informatics.

Quarter Credit Hours: 4

Prerequisite: Last term

HI 599: MASTER'S CAPSTONE IN HEALTH INFORMATION MANAGEMENT

The capstone course is the culminating experience for the Master of Health Information Management. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired through their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program in health information management.

Quarter Credit Hours: 4

Prerequisite: Last term

Nutrition Science (NS)

NS 600: ADVANCED NUTRITIONAL ASSESSMENT AND EDUCATION FOR HEALTH EDUCATORS

This course includes methods and tools for nutritional analysis and nutritional recommendations in health education. Nutrition across the life cycle will be examined and students will learn how to educate individuals and communities about current nutritional research and practices. Students will develop a Web-based nutrition health education project to demonstrate the communication of key nutrition information to targeted audiences.

Quarter Credit Hours: 4

Prerequisite: None

Public Health (PU)

PU 500: FOUNDATIONS IN PUBLIC HEALTH

This course examines the field of public health from a holistic perspective. You are introduced to the fundamental tools and skills needed to be a successful public health practitioner. You will explore public health skills within a comprehensive project, where you will evaluate a community health issue and propose an action plan to address that issue.

Quarter Credit Hours: 4

Prerequisite: None

PU 505: HEALTH BEHAVIOR

This course provides a conceptual grounding in theoretical approaches to health and health behavior, emphasizing the use of psychosocial theories and models of health behavior for effective public health practice and research. Students apply the theories and models of health behavior to real-world scenarios encountered in public health. The course focuses on the various factors that influence health behavior, the impact on health and disease of populations, and the implications for health programming.

Quarter Credit Hours: 4

Prerequisite: None

PU 510: PRINCIPLES OF BIOSTATISTICS I

Public health professionals collect and analyze data in order to solve health-based problems. Biostatistics is the application of such quantitative methods. In this course, students will study the general concepts and techniques in biostatistics including measurement, frequency distributions, central tendency, variability, and probability. Statistical inference, hypothesis testing, and confidence intervals will be introduced.

Quarter Credit Hours: 4

Prerequisite: PU 500

PU 511: PRINCIPLES OF BIOSTATISTICS II

This course is an extension of Principles of Biostatistics I. In this course students will continue building skills in biostatistics, focusing on quantitative and categorical response variables. Topics covered include the t-test, ANOVA, sample size estimation, correlation, regression, inference about a proportion, and contingency tables.

Quarter Credit Hours: 4

Prerequisite: PU 510

PU 520: PRINCIPLES OF EPIDEMIOLOGY

This course introduces the epidemiologic methods, concepts, and issues that are critical for the assessment, analysis, and interpretation of health-related data. Students study advanced epidemiologic methods used in surveillance, outbreak investigation, screening, and epidemiologic measures, and apply these methods to relevant public health issues.

Quarter Credit Hours: 4

Prerequisite: None

PU 530: ENVIRONMENTAL HEALTH

This course presents an overview of the basic concepts of environmental health sciences. The relationships between exposure to workplace contaminants and ergonomics and health are explored. Major areas of focus include industrial hygiene, toxicology studies, environmental microbiology, and clinical occupational medicine. Applicable risk assessment and prevention methods based on monitoring chemical and biologic agents and biomarkers are reviewed and discussed. Current environmental health regulations and the efficacy of enforcement (as public health prevention) by government agencies at the local, state, national, and international levels are also discussed.

Quarter Credit Hours: 4

Prerequisite: None

PU 535: PUBLIC HEALTH BIOLOGY

The impact of biological processes in disease, as related to the mechanisms of causation, disease transmission, host risk factors, and host vulnerabilities, is presented. The pathophysiologic mechanisms are studied in order to plan control strategies and effective interventions to improve the health of the public.

Quarter Credit Hours: 4

Prerequisite: None

PU 545: DISASTER MANAGEMENT FOR PUBLIC HEALTH PROFESSIONALS

This course examines incident preparedness and response from a variety of public health dimensions including: acute and chronic health care delivery, impact on vulnerable populations, delivery of basic human services, epidemiologic response, and effective collaborations in public health preparedness planning. Students learn how to prepare for and address disruptions of public health systems arising from disasters.

Quarter Credit Hours: 4

Prerequisite: None

PU 550: PUBLIC HEALTH LEADERSHIP AND ADMINISTRATION

In this course, students will study the delivery, quality, and costs of health care for individuals and populations. Managerial and administrative constructs are introduced. Students will study the structure, process, and outcomes of health services including the costs, financing, organization, outcomes, and accessibility of care. Students will learn to champion solutions to organizational and community challenges while energizing commitment to goals.

Quarter Credit Hours: 4

Prerequisite: PU 520 and PU 505

PU 610: PUBLIC HEALTH PROGRAM DEVELOPMENT

Students are introduced to the principles of program development and evaluation in public health. Topics include methods of design, development, implementation, and evaluation of public health programs to improve individual and community health.

Quarter Credit Hours: 4

Prerequisite: None

PU 615: GRANT AND CONTRACT WRITING

This course provides a general overview of the grant-seeking process. Students study types of projects that generally receive funding, sources that can be used to identify prospective funders, and the essential components of a well-written grant. Students design a grant application using a real-life scenario needs statement, develop a project that will address that need, write clear goals and objectives for that project, develop a budget, and identify an evaluation tool that could be used to measure outcomes for the project. All phases of the contract formulation process are addressed, and students learn how to write a statement of work document for commonly used contracts in public health administration.

Quarter Credit Hours: 4

Prerequisite: None

PU 620: HEALTH CARE SAFETY

This course explains how to manage the unique safety requirements of health care organizations within the framework provided by OSHA regulations and voluntary accreditation organizations. Topics include infection control, bloodborne pathogens, patient safety, ergonomics, construction safety, respiratory protection, fire protection, and emergency response. Students apply these studies to real-life scenarios affecting a variety of health care institutions.

Quarter Credit Hours: 4

Prerequisite: None

PU 630: HEALTH EDUCATION AND COMMUNICATION

This course focuses on the role of health education and communication in the practice of health education and public health. The coursework will include the principles of successful health education, its basis in health behavioral theories, and methods of health education. The student will design a health education campaign using the modern and traditional methods of communication to deliver culturally appropriate, effective health education of public health importance.

Quarter Credit Hours: 4

Prerequisite: None

PU 650: INFECTIOUS DISEASE EPIDEMIOLOGY

Students are introduced to the scope and practice of infectious disease epidemiology. Topics include historical aspects, definitions and nomenclature, outbreak investigations, disease surveillance, case-control studies, cohort studies, laboratory diagnosis, molecular epidemiology, dynamics of transmission, and assessment of vaccine field effectiveness. Students explore the global aspects of infectious diseases in the modern world.

Quarter Credit Hours: 4

Prerequisite: None

PU 660: INTERNATIONAL EPIDEMIOLOGY AND GLOBAL HEALTH

This course introduces students to recent trends in global health and current problems of health from an international perspective, and examines the influence of economic, population, and sociopolitical trends on health and living conditions in different countries. Students apply the basics of descriptive and analytical epidemiology to global health and key health indicators used in international epidemiology, and analyze the main transnational factors that influence the transfer of risks to health across the globe.

Quarter Credit Hours: 4

Prerequisite: None

PU 680: PRACTICAL SKILLS IN PUBLIC HEALTH I

Students will demonstrate public health knowledge and skills by working within a health organization. Through this onsite learning experience, students will engage with other public health professionals and train for the public health workforce. An onsite preceptor and Kaplan University faculty member will evaluate student performance.

Quarter Credit Hours: 4

Prerequisite: PU 550 and permission from the Clinical Placement Team

PU 690: PRACTICAL SKILLS IN PUBLIC HEALTH II

In a continuation of Practical Skills in Public Health I, students will further develop practical skills related to working in the public health workforce. Through this onsite learning experience, students will engage with other public health professionals and train for the public health workforce. An onsite preceptor and Kaplan University faculty member will evaluate student performance. Students will prepare and deliver a professional presentation on their learning experiences within Practical Skills in Public Health I and II.

Quarter Credit Hours: 4

Prerequisite: PU 680 and permission from the Clinical Placement Team

PU 699: MASTER OF PUBLIC HEALTH CAPSTONE

The capstone course is the culminating experience for Master of Public Health candidates. Students will build upon their skills and knowledge obtained throughout the Master of Public Health program through the completion of a project. The project entails analyzing, evaluating, and synthesizing public health constructs within a real-world issue or scenario without the use of human research participants.

Quarter Credit Hours: 4

Prerequisite: Last term or permission from the Dean

Nursing

Doctoral-Level Nursing (DN)

DN 703: SCIENTIFIC FOUNDATIONS FOR PRACTICE DOCTORATE

In this course, students will examine the evolution of nursing science and the emergence of the DNP degree based on the utilization of evidence to influence the health of populations. Students will be introduced to advanced levels of systems thinking with a focus on designing programs to improve patient, population, and health system outcomes based on levels of evidence available. Students will appraise new practice approaches based on theories from nursing and other disciplines. During this course, students will identify a population focus for the DNP Capstone Project.

Quarter Credit Hours: 5

Prerequisite: None

DN 705: INQUIRY AND EVIDENCE-BASED PRACTICE II

This course builds on the knowledge of application of innovation models into nursing practice, and focuses on the elements of research analysis and advanced clinical scholarship. Content will include evidence-based practice processes, the translation of research into practice, the evaluation of practice, activities aimed at improving health care practice and outcomes, and participation in collaborative research. Factors that impede or facilitate the evidence-based practice changes within and across health care systems will be identified. Strategies for the successful implementation of evidence-based practice change will be identified, and students will participate in the evidence-based implementation process.

Quarter Credit Hours: 5

Prerequisite: MN 600 (in all nursing programs) or MN 625 (in all executive leader programs)

DN 710: CLINICAL DECISION MAKING FOR ADVANCE PRACTICE

This course examines clinical reasoning and utilization of evidence for best clinical practices in the provision of integrated accessible health care services across clinical settings to patients who present vague symptoms, multiple diagnoses, and/ or comorbid conditions in the context of family, community, and culture. Analysis focuses on appraising clinical monitoring methodologies and employing effective evaluation techniques for therapeutic interventions, including alternative therapies. Differing health belief models, accountability, shared decision making, and ethical dilemmas that arise in the facilitation and coordination of comprehensive care for a population of ambulatory and acutely ill patients are emphasized.

Quarter Credit Hours: 5

Prerequisite: DN 705

DN 713: EPIDEMIOLOGY AND SOCIAL DETERMINANTS OF POPULATION HEALTH

This course focuses on comprehending, synthesizing, and applying emerging scientific knowledge specific to clinical prevention and population health. Students will synthesize trends among epidemiologic, biostatistical, and environmental data to derive solutions to tenacious or new health care problems based on existing health data sets and the scientific literature. Consideration will be accorded to social determinants of health in the processes of conducting risk assessment, intervention development and implementation, health care delivery planning, and evaluation. Models of clinical prevention and population health care delivery will be evaluated. This course includes a practicum experience of 20 hours focused on population health.

Quarter Credit Hours: 5

Prerequisite: None | Corequisite: DN 703

DN 715: CLINICAL EDUCATION IN THE CARE ENVIRONMENT

This course explores evidence-based teaching approaches to improve the delivery and quality of patient education in the clinical setting; in particular, strategies to teach at-risk patients and communities. Relevant research about teaching pedagogies will be examined to stimulate a scholarly orientation to developing engaging learning activities and teaching methods for patients and community members. Collaborative teaching arrangements are also evaluated. Students will reflect on best clinical education approaches that improve the delivery of evidence-based, patient-centered, and culturally sensitive concepts, and other variables that influence behavior change. The relationship between clinical education and patient outcomes will be appraised.

Quarter Credit Hours: 5

Prerequisite: DN 705

DN 720: DNP CLINICAL SCHOLARSHIP

This first course in a series of three provides the student with organizational and leadership skills to improve clinical practice and patient outcomes by effectively assessing and synthesizing best evidence-based approaches. Analysis of the history/role of the Doctor of Nursing Practice, role transition theories, and inter- and multiprofessional collaboration, within the context of the health care system and holistic environment, will be discussed. Students will examine methods and tools for critical appraisal and application of empirical, reflective, and practice-based information to improve the quality of care and outcomes for specific populations. Identification of a practice area will facilitate the development and completion of a DNP Clinical Leadership Project. This course includes 125 hours of precepted practice.

Quarter Credit Hours: 7

Prerequisite: DN 715

DN 723: DNP CAPSTONE PROJECT—ANALYTIC METHODS AND CAPSTONE PROPOSAL

Students will analyze methods and tools for critical appraisal and application of empirical, reflective, and practice-based information to improve the quality of care and outcomes for specific populations. Students will analyze and appraise an identified issue within the population, such as outcomes of practice, practice patterns, policies, or organizational systems of care. The application of evidence-based practice is emphasized for designing and implementing an intervention to influence an identified issue. Methods for evaluating outcomes of the proposed intervention will be explored. Students will develop and defend a proposal for a DNP Capstone Project in this course. This course includes a practicum experience of 60 hours.

Quarter Credit Hours: 5

Prerequisite: DN 713

DN 725: SYNTHESIS PROJECT DEVELOPMENT

This course will provide opportunities for students to examine strategies and tools for critical appraisal and application of empirical, reflective and practice-based information to improve quality of care and health outcomes for populations of interest. Students will identify a practice area that will provide a guide for the development and completion of a synthesis project. Students will further develop skills to understand concepts of rates, risk, bias, clinical and statistical significance, and research evaluation as they pertain to clinical practice. Tools for developing an evidence base will be described.

Quarter Credit Hours: 8

Prerequisite: MN 640

DN 730: CLINICAL SCHOLARSHIP DEVELOPMENT

This second course in a series of three continues the development of in-depth clinical knowledge and expertise in the identified area of interest and builds on the concepts and knowledge of the DNP Clinical Scholarship course. This course examines the organizational culture, integration of theory and evidence-based research, and implementation issues for developing and implementing the DNP Clinical Leadership Project within the context of the health care system. Students will be guided through the process of refining the project design, implementing strategies, developing tools and/or forms for data collection, and identifying and evaluating resources. This course includes 150 hours of precepted practice.

Quarter Credit Hours: 8

Prerequisite: DN 720

DN 733: ETHICS, POLICY, AND ADVOCACY FOR POPULATION HEALTH

This course will prepare you to design and implement culturally proficient health care policies with special consideration of issues of social justice and equity. Legal and ethical challenges encountered in practice leadership, decision making, and the implementation of systems and organizational change processes and policies will be explored. Ethics, health care policy, and advocacy specific to an individualized area of capstone problem focus will be emphasized. This course includes a practicum experience of 40 hours.

Quarter Credit Hours: 5

Prerequisite: DN 703 | Corequisite: DN 723

DN 735: SYNTHESIS PROJECT IMPLEMENTATION

The Synthesis project reflects the culmination of practice inquiry, knowledge, and competencies attained during the Doctor of Nursing Practice program. The students will be guided through the process of evidence-based project development, the formulation of goals and objectives, refinement of project design, implementation strategies, development of tools for data collection, identification of resources (personnel and fiscal), and evaluation.

Quarter Credit Hours: 8

Prerequisite: DN 725

DN 743: CLINICAL DECISION MAKING FOR PRACTICE DOCTORATE

In this course, students will analyze current and emerging aggregate-level clinical prevention and population health issues. Students will demonstrate and apply experiential, contextual, and evidence-based best practices, cost/benefits, and systematic plans for quality improvement benchmarks with the end goal of designing aggregate-level clinical prevention and population health interventions. This course includes a practicum experience of 40 hours.

Quarter Credit Hours: 5

Prerequisite: DN 733

DN 745: SYNTHESIS PROJECT EVALUATION AND DISSEMINATION

In this course, students are guided through the final process of evaluation related to their project and the dissemination of their findings. Program evaluation strategies and interpretation of biostatistical concepts relevant to population-based advanced practice will be included. Students will explore techniques that support their professional presence and voice as a leader. The student integrates and synthesizes the DNP Synthesis Project components with emphasis on program evaluation, role transformation, dissemination of scholarly work, and the effect of the DNP on the health care system and policy.

Quarter Credit Hours: 8

Prerequisite: DN 735

DN 753: TRANSFORMING THE HEALTH CARE ORGANIZATION

This course provides the student with evidence-based organizational and leadership knowledge and skills necessary to appraise practice leadership theories and organizational models. The influence of economics, health policy, stakeholders, information technology, and interprofessional collaboration upon health care organizational operations will be explored. Each student will identify a practice leadership model that will inform a capstone project focus. This course includes a practicum experience of 40 hours.

Quarter Credit Hours: 5

Prerequisite: DN 733 | Corequisite: DN 743

DN 803: DNP CAPSTONE PROJECT—DEVELOPMENT

The DNP Capstone Project provides the student the opportunity for in-depth analysis, synthesis, and application of a chosen topic that contributes to an area of scholarship in advanced nursing practice. The DNP Capstone Project will be developed and implemented and the outcomes will be evaluated and disseminated across three sequential courses. DN 803 is the first of these courses. In this course, the student will appraise scientific theory, systematic experiential, contextual, and best evidence-based practice, systems and organizational health policy, and models of health care delivery to design the DNP Capstone Project. In-depth work with experts from nursing and other disciplines will be incorporated to offer opportunities for meaningful student engagement and networking in the health care environment. The student will develop the DNP Capstone Project with guidance and oversight from the DNP Capstone Committee and a preceptor. This course has a practicum component of 120 hours.

Quarter Credit Hours: 6

Prerequisite: DN 753

DN 810: DNP CLINICAL SCHOLARSHIP IMPLEMENTATION

This final course in a series of three integrates and synthesizes the DNP Clinical Leadership Project components with emphasis on program evaluation, role transformation, dissemination of scholarly work, and the effect of the DNP on the health care system and policy. Program evaluation methods and interpretation of statistical concepts relevant to population-based advanced practice will be addressed. Students will explore techniques that support their professional presence and effectiveness as a clinical leader. This course includes 150 hours of precepted practice.

Quarter Credit Hours: 8

Prerequisite: DN 730

DN 813: DNP CAPSTONE PROJECT—IMPLEMENTATION AND EVALUATION

The DNP Capstone Project provides the student the opportunity for in-depth analysis, synthesis, and application of a chosen topic that contributes to an area of scholarship in advanced nursing practice. The DNP Capstone Project will be developed and implemented and the outcomes will be evaluated and disseminated across three sequential courses. DN 813 is the second course in the series. In this course, the student will implement the Capstone Project in the practicum setting with oversight provided by the preceptor, faculty, and the DNP Capstone committee. This course has a practicum component of 120 hours.

Quarter Credit Hours: 6

Prerequisite: DN 803

DN 815: DNP RESIDENCY I—SYSTEMS-FOCUSED ROLE

This course offers an individualized residency experience that will expand clinical expertise and specialized knowledge in the selected direct care, advanced nursing practice specialty role. This first course of two provides the student with organizational and leadership skills to improve clinical practice and patient outcomes by effectively assessing and synthesizing best evidence-based approaches.

Quarter Credit Hours: 8

Prerequisite: DN 745

DN 820: DNP CLINICAL LEADERSHIP CAPSTONE PROJECT—EVALUATION AND DISSEMINATION

The Clinical Leadership Project provides the student the opportunity for in-depth analysis, synthesis, and application of a chosen topic that contributes to an area of scholarship in advanced nursing practice. The student will use scientific theory, systematic evidence appraisals, systems, organizational, and policy analysis, and models of care delivery to design, implement, and evaluate the Clinical Leadership Project. In-depth work with experts from nursing and other disciplines will be incorporated to offer opportunities for meaningful student engagement and networking in the health care environment.

Quarter Credit Hours: 7

Prerequisite: DN 810

DN 820A: DNP CAPSTONE EXTENSION COURSE

This course may be taken after DN 820: DNP Clinical Leadership Capstone Project—Evaluation And Dissemination or DN 823: DNP Capstone Project—Dissemination for the specific purpose of capstone project completion.

Quarter Credit Hours: 0

Prerequisite: Completion of DN 820 or DN 823 with a passing grade and approval from the Dean

DN 823: DNP CAPSTONE PROJECT—DISSEMINATION

The DNP Capstone Project provides you with the opportunity for in-depth analysis, synthesis, and application of a chosen topic that contributes to an area of scholarship in advanced nursing practice. The outcomes of the DNP Capstone Project will be developed and implemented and the outcomes will be evaluated and disseminated across three sequential courses. This course is the third and final course in the series. In this course, you will disseminate the outcomes of the Capstone Project in a written paper suitable for publication and a formal presentation. This course has a practicum component of 80 hours.

Quarter Credit Hours: 6

Prerequisite: DN 813

DN 825: DNP RESIDENCY II—SYSTEMS-FOCUSED ROLE

The Clinical Leadership Project provides the student the opportunity for in-depth analysis, synthesis, and application of a chosen topic that contributes to an area of scholarship in advanced nursing practice. The student will use scientific theory, systematic evidence appraisals, systems, organizational, and policy analysis, and models of care delivery to design, implement, and evaluate the Clinical Leadership Project. In-depth work with experts from nursing and other disciplines will be incorporated to offer opportunities for meaningful student engagement and networking in the health care environment.

Quarter Credit Hours: 8

Prerequisite: DN 815

DN 891: INDEPENDENT STUDY CLINICAL COURSE

This course will allow you to continue the DNP practice learning experience approved by Kaplan University. This course provides for 120 supervised practice hours. This course may be taken for the specific purpose of completing the 1,000 required hours for the Doctor of Nursing Practice degree.

Quarter Credit Hours: 3

Prerequisite: Approval of Department Chair

DN 892: INDEPENDENT DIRECTED STUDY II

This course will allow you to continue the DNP practice learning experience approved by Kaplan University. This course provides for 120 supervised practice hours. This course may be taken for the specific purpose of completing the 1,000 required hours for the Doctor of Nursing Practice degree.

Quarter Credit Hours: 3

Prerequisite: Approval of Department Chair

DN 893: INDEPENDENT DIRECTED STUDY III

This course will allow you to continue the DNP practice learning experience approved by Kaplan University. This course provides for 120 supervised practice hours. This course may be taken for the specific purpose of completing the 1,000 required hours for the Doctor of Nursing Practice degree.

Quarter Credit Hours: 3

Prerequisite: Approval of Department Chair

DN 894: INDEPENDENT DIRECTED STUDY IV

This course will allow you to continue the DNP practice learning experience approved by Kaplan University. This course provides for 120 supervised practice hours. This course may be taken for the specific purpose of completing the 1,000 required hours for the Doctor of Nursing Practice degree.

Quarter Credit Hours: 3

Prerequisite: Approval of Department Chair

Nursing (MN)

MN 501: ADVANCED NURSING ROLES

This course explores skills and strategies essential to successful advanced nursing role implementation. Analysis of existing and emerging roles provides a foundation for selection of an individual advanced role specialization and an individual career development plan. Emphasis will be on the articulation of issues specific to the advanced nurse role in practice, administration, education, and informatics.

Quarter Credit Hours: 5

Prerequisite: None

MN 502: THEORETICAL FOUNDATIONS OF ADVANCED PRACTICE NURSING

This course explores the evolution of nursing, social science, education, and behavioral science theories and their contribution to the care of individuals, families, and the community. The utility of conceptual models are examined for application to executive, education, and practice leadership.

Quarter Credit Hours: 5

Prerequisite: None

MN 503: ADVANCED STATISTICS FOR THE HEALTH SCIENCES

This course explores the application of statistical methods in research related to nursing and the health professions and serves as a foundation for research and evidence-based practice. The purpose, assumptions, selection, and interpretation of selected statistical procedures will be explored. Techniques include exploratory, descriptive, comparative, correlational, and inferential statistics. Parametric and nonparametric techniques are presented. Statistical methods in selected research studies will be critiqued.

Quarter Credit Hours: 5

Prerequisite: None

MN 504: SCIENTIFIC AND ANALYTIC APPROACHES TO ADVANCED EVIDENCE-BASED PRACTICE

This course presents an evidence-based approach to promote high-value, safe, and effective health care. The focus is on the assessment of levels of evidence to evaluate emerging health issues, develop competencies in analysis, translate evidence into practice, and explore evidence-based practice innovations. Qualitative and quantitative methods of inquiry and associated statistical analyses are identified. Strategies to create an environment for the integration of evidence-based practice to support executive, education, and practice leadership are identified.

Quarter Credit Hours: 5

Prerequisite: None

MN 505: EPIDEMIOLOGY AND HEALTH PROMOTION

This course incorporates theoretical and empirical concepts related to health beliefs, health promotion, and risk reduction of diverse populations. Principles from the Healthy People initiative, epidemiology, biostatistics, and cultural competence guide comparisons of groups and inference development. Strategies and benefits of health promotion interventions are emphasized.

Quarter Credit Hours: 5

Prerequisite: None

MN 506: HEALTH POLICY, ETHICAL, AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM

This course provides an opportunity to analyze major ethical theories and those principles underlying direct and indirect care of individuals, families, and communities. Selected concepts, principles, and cases involving legal aspects of care within a framework of critical decision making for advanced nursing roles will be examined. The development and influence of health policy issues on the health care of individuals, families, and populations will be analyzed.

Quarter Credit Hours: 5

Prerequisite: None

MN 507: PROMOTING OPTIMAL MODELS AND SYSTEMS FOR HEALTH CARE DELIVERY

The course will focus on the dynamic, complex, and integrated health care system and organizational imperatives to deliver high-value, safe and effective health care based on industry standards, key outcome indicators, and cost-quality imperatives. The organization and delivery of health care is explored, including business aspects of health care systems and pertinent financial issues in the relationship between policy and health care system reform. Strategies to develop leadership roles in professional nursing organizations, legislative bodies, and community/consumer organizations will be identified. Various health care delivery systems and reimbursement models will be presented.

Quarter Credit Hours: 5

Prerequisite: None

MN 508: TEACHING AND LEARNING STRATEGIES

This course examines theories and teaching/learning strategies relating to the development of effective educational experiences. Factors affecting the learning environment are explored in relation to staff development, patient education, and nursing education. Strategies for developing the educator role are included.

Quarter Credit Hours: 5

Prerequisite: MN 551, MN 552, and MN 553; completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing

MN 509: CURRICULUM DESIGN

This course emphasizes the foundations of curriculum design and the application of these foundations to the development of courses, groups of courses, and programs. Integration of nursing philosophy, conceptual framework, objectives for programs, and competencies/standards is also included. This course provides content and learning experiences that enable students to understand all phases of the curriculum development process.

Quarter Credit Hours: 5

Prerequisite: MN 551, MN 552, and MN 553; completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing

MN 510: FACILITATING NURSING EDUCATION IN A CHANGING ENVIRONMENT

This course investigates and defines the role of the nurse educator as a leader, mentor, and change agent. The topics examined include professionalism, past and current issues, trends, and the use of technology in clinical and nursing education. You will also explore the role of the nurse educator within diverse communities and institutions.

Quarter Credit Hours: 5

Prerequisite: MN 551, MN 552, and MN 553; completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing

MN 511: ASSESSMENT AND EVALUATION

This course explores the principles and practices involving evaluation methods integral to nursing education. Concepts related to assessment, measurement, and evaluation in nursing are developed and analyzed. The process of analysis and modification of educational programs is emphasized to promote compliance with relevant standards, criteria for evaluation, and accountability.

Quarter Credit Hours: 5

Prerequisite: MN 551, MN 552, and MN 553; completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing

MN 512: LEADERSHIP, ORGANIZATIONAL THEORY, AND BEHAVIOR

This course exposes students to organizational theory and behavior and competencies essential for successful leadership and management roles in a global health care delivery system. There is emphasis on self-analysis and strategies for best practice to effectively implement key leadership and management concepts in dynamic health care environments.

Quarter Credit Hours: 5

Prerequisite: Completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing

MN 513: HEALTH CARE FINANCE, STRATEGIC PLANNING, AND BUDGETING

This course examines macro- and microeconomics in profit and nonprofit health care organizations for nonfinancial managers. An analysis of decision making and strategic planning focuses the nursing leader toward plans that effectively promote success in dynamic health care environments. Conceptual and descriptive approaches are utilized to provide an overview of current practices and notable advances in strategic management. A budget is created within a case study model, allowing analysis of potential and actual budget variations.

Quarter Credit Hours: 5

Prerequisite: Completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing

MN 514: HUMAN RESOURCES MANAGEMENT

This course presents a managerial overview of various aspects of personnel management in a fiscally responsible environment. Activities are designed to familiarize students with recruiting, training, and retaining the best employees; ensuring high performance; and conforming practices to various regulations. Exercises designed to develop ability in personnel policy development and implementation are offered.

Quarter Credit Hours: 5

Prerequisite: Completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing

MN 515: INNOVATION IN HEALTH CARE INFORMATION TECHNOLOGY—ADMINISTRATIVE AND ADVANCED PRACTICE PRIORITIES

This course focuses on the strategic application of information technology in health care organizations by administrative and advanced practice nursing leaders. Students will explain the role of executive-level practitioner management in planning and operationalizing technologies to enhance health care technology data efficiency; evaluate the challenges of virtualization management models and the requirements for innovative and effective alternatives in health care reform; and critique the legal and ethical oversight responsibilities of the executive nurse when engaging and managing a comprehensive, systematic electronic medical record project.

Quarter Credit Hours: 5

Prerequisite: Completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing

MN 519: NURSE EDUCATOR PRACTICUM

This practicum (90 hours), which will take place between this course and MN 600: Evidence-Based Project Proposal, provides the student with a mentored learning experience in the content area and site selected by the student and approved by the Practicum Coordinator.

Quarter Credit Hours: 5

Prerequisite: Completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing, and completion of all specialization courses

MN 520: EXECUTIVE LEADER PRACTICUM

This practicum (90 hours), which will take place between this course and MN 600: Evidence-Based Project Proposal, provides the student with a mentored learning experience in the content area and site selected by the student and approved by the Practicum Coordinator.

Quarter Credit Hours: 5

Prerequisite: Completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing, and completion of all specialization courses

MN 530: CRITICAL CONCEPTS AND COMPETENCIES FOR THE INFORMATICS NURSE SPECIALIST

This course introduces students to the field of health care informatics and information and communication technology. The theories, models, frameworks, and competencies that shape informatics are explored. The course provides content on informatics terminology and the system life cycle. Specific focus is placed on Internet technologies, hardware and software applications, and networked environments.

Quarter Credit Hours: 5

Prerequisite: Completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing

MN 531: INNOVATIONS IN EDUCATIONAL AND RESEARCH TECHNOLOGIES

This course will explore the technology that prepares the nurse informatics specialist to develop innovative teaching strategies based on sound pedagogical principles. Students are introduced to conferencing tools, mind mapping, virtual worlds, interactive games, and simulations. The use of voice, videos, animation, and graphics are covered. The student will explore databases and guidelines used to support evidence-based research and other research tools.

Quarter Credit Hours: 5

Prerequisite: MN 530 and completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing

MN 532: INTEGRATION OF INFORMATICS INTO THE HEALTH CARE ENVIRONMENT

This course further develops the nurse informatics specialist's knowledge and skills necessary to integrate technology, communication devices, and information systems into the health care setting. The student will explore the nurse's role related to the application of information system solutions.

Quarter Credit Hours: 5

Prerequisite: MN 530, MN 531, and completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing

MN 533: HEALTH SYSTEMS PROJECT MANAGEMENT

This course explores the role of a nurse leader in strategic information technology system planning and administration with an analysis of the role of project management. Legal and ethical policies and procedures that ensure privacy and confidentiality will be evaluated. Regulatory and accreditation issues will be analyzed. The course will prepare the student to be a leader in planning, implementation, and evaluation of information systems in health care. The emphasis will be on analysis of project management.

Quarter Credit Hours: 5

Prerequisite: MN 530, MN 531, MN 532, and completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing

MN 534: NURSE INFORMATICS SPECIALIST PRACTICUM

This practicum (200 hours), which will take place between this course and the evidence-based proposal course, allows students the opportunity to apply concepts of nursing informatics in a health care setting selected by the student and approved by course faculty. Students will work closely with a mentor and contract to work on agency-designated projects. Students begin an evidence-based project proposal that is to be completed in MN 600: Evidence-Based Practice Project.

Quarter Credit Hours: 5

Prerequisite: MN 530, MN 531, MN 532, MN 533, and completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing

MN 550: ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE

This course prepares the registered nurse to transition into advanced nursing practice by examining the role of the advanced practice nurse within the context of the United States health care delivery system. Students will discuss the scope and standard of practice for advanced practice nurses. Students will investigate the regulatory, legal, and legislative issues affecting the advanced practice nurse role.

Quarter Credit Hours: 5

Prerequisite: Completion of all core courses

MN 551: ADVANCED PHYSIOLOGY AND PATHOPHYSIOLOGY ACROSS THE LIFE SPAN

This course integrates knowledge of advanced physiology and pathophysiology across the lifespan and the clinical implications for the advanced practice nurse. Function and dysfunction of organ systems are analyzed from the cellular level through the integrated organ level. Students will examine the pathophysiological factors that influence the incidence and manifestations of acute, episodic, and chronic diseases in populations across the lifespan. Disease processes and symptom management approaches are investigated utilizing an evidence-based approach. Influences of gender, genetic, ethnic, cultural, and temporal variables of human disease are analyzed.

Quarter Credit Hours: 5

Prerequisite: Completion of all MSN core courses

MN 552: ADVANCED HEALTH ASSESSMENT AND DIAGNOSTIC REASONING

This course addresses the theoretical principles and practical application of advanced physical assessment and history-taking throughout the lifespan. Relationships between assessment findings and underlying physiology and pathophysiology to the healthy and unhealthy client are investigated. Emphasis is on developing critical diagnostic thinking through interpretation of subjective and objective data, identification of normal and abnormal conditions, and the systematic reporting of summative findings. Clinical judgment and clinical reasoning skills are used in establishing differential diagnoses. Students will learn to address variables such as age, culture, ethnicity, and developmental stages into their differential diagnosis and evaluation and management plans.

Quarter Credit Hours: 5

Prerequisite: MN 551 and MN 553

MN 553: ADVANCED PHARMACOLOGY AND PHARMACOTHERAPEUTICS

This course integrates advanced knowledge of pharmacology, pharmacokinetics, pharmacodynamics, and genomics across the lifespan and prepares the advanced practice nurse to prescribe pharmacotherapeutics safely and effectively. You will examine ethical, legal, regulatory, and cost-effective prescribing practices of the advanced practice nurse. Communication plans for the interdisciplinary team, clients, and/or families for both prescriptive and nonprescriptive drug therapies will be explored.

Quarter Credit Hours: 5

Prerequisite: MN 551; course may also be taken as a corequisite

MN 554: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I

This first course in a series of three examines the range of illnesses and conditions experienced by clients and presented to the advanced practice nurse in primary care settings. Students will develop a consistent approach to the evaluation and management of illnesses and conditions frequently encountered. Content builds upon previous diagnostic knowledge and clinical reasoning skills in the development of differential diagnosis and appropriate diagnostic workups. Age-appropriate, culturally sensitive, and evidence-based plans of care are created. The course explores health promotion and health maintenance approaches and strategies that incorporate individual health beliefs and practices intended to encourage the client's participation and adherence.

Quarter Credit Hours: 5

Prerequisite: MN 552 and MN 553

MN 555: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II

This second course in a series of three examines the range of illnesses and conditions experienced by clients and presented to the advanced practice nurse in primary care settings. Illustration of a consistent approach to the evaluation and management of these illnesses and conditions are emphasized. Students expand their diagnostic and clinical reasoning and differential diagnoses abilities through continued application of new and previously acquired knowledge and skills in caring for clients who present acute, episodic, and chronic illness and conditions. Students can determine the diagnostic workup with greater ease based on the differential diagnoses formulated. Students formulate evidence-based management plans that address clients' health beliefs, developmental and family life cycle stages, health promotion, and health maintenance behaviors.

Quarter Credit Hours: 5

Prerequisite: MN 552 and MN 553

MN 556: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III

This final course in a series of three integrates the evaluation and management plans of clients who present an acute, episodic, or chronic state of illness to the advanced practice nurse. Generating an inclusive differential diagnosis reflecting clinical reasoning from a cost-effective diagnostic workup is highlighted. Designing age-appropriate, culturally sensitive, and evidence-based plans of care based on sound diagnostic reasoning and clinical judgment is emphasized. Conditions considered to be office emergencies and the evaluation and management strategies specifically designed to treat or stabilize them are evaluated. Strategies used to support and promote individual, family, and community health promotion and health maintenance activities are explored.

Quarter Credit Hours: 5

Prerequisite: MN 554 and MN 555

MN 557: PRIMARY CARE OF THE PEDIATRIC CLIENT

This course uses a developmental framework to explore the evaluation and management of the most common health problems encountered by children from birth through early adolescence. Building on previously obtained knowledge and skills, the student develops new knowledge and applies concepts to assist children and families in managing acute episodic illness as well as stable chronic disease. Concepts of health promotion and health maintenance are integrated throughout the course.

Quarter Credit Hours: 5

Prerequisite: MN 556

MN 560: ADVANCED PRACTICE NURSE CLINICAL I

This clinical (185 hours) course focuses on the student applying interviewing and physical examination techniques to obtain accurate historical and physical data. Students apply clinical reasoning to the formulation of differential diagnoses and evaluation and management of acute episodic and chronic diseases across the adult age continuum. Students will have the opportunity to implement the role of the nurse practitioner with adults in a family and community context. Students are expected to assess and manage common acute episodic and chronic health illnesses and conditions in consultation with their clinical preceptor. Initiation of health promotion and health maintenance activities with individuals and groups is stressed.

Quarter Credit Hours: 5

Prerequisite: MN 554 and MN 555; Corequisite: MN 556

MN 561: ADVANCED PRACTICE NURSE CLINICAL II

This clinical (185 hours) course provides the student with opportunities to refine interview and physical examination techniques. Students will develop a comprehensive list of differential diagnoses and order cost-effective diagnostic and laboratory tests for the client's symptoms and diseases. Applying diagnostic reasoning and clinical judgment, students will develop and evaluate individualized management plans that consider the numerous factors affecting client adherence to prescribed treatment plans such as health beliefs and cultural practices.

Quarter Credit Hours: 5

Prerequisite: MN 560

MN 562: ADVANCED PRACTICE NURSE CLINICAL—PEDIATRICS

This clinical (120 hours) course provides the student with opportunities to apply advanced interviewing and examination techniques and utilize clinical judgment and diagnostic reasoning when evaluating and managing primary care health issues for children (0 to 12 years of age). Implementation of the role of the nurse practitioner with children and their families in the community occurs under the guidance of an experienced preceptor. The student initiates health promotion and health maintenance activities with pediatric clients and their families and/or caregivers. Collaborative, interdisciplinary practice is emphasized as students evaluate and manage the range of common illnesses and conditions in pediatric patients.

Quarter Credit Hours: 5

Prerequisite: MN 557

MN 566: NP I—INTRODUCTION TO PRIMARY CARE FOR THE NURSE PRACTITIONER

This course examines the range of acute and chronic conditions experienced by clients in the primary care setting which are within the scope of practice of the primary care nurse practitioner. Students will develop a consistent approach to screening, assessment, utilization of diagnostic procedures, diagnosis, symptom management, disease treatment, and health promotion activities. Content builds upon previous diagnostic knowledge and clinical reasoning skills in the development of differential diagnosis and appropriate diagnostic workups. Age-appropriate, culturally sensitive, evidence-based plans of care are created. Communication skills and cooperative relationships with patients, families, and an intradisciplinary health care team approach is emphasized. The course explores health promotion and health maintenance approaches and strategies that incorporate individual health beliefs and practices.

Quarter Credit Hours: 5

Prerequisite: MN 552; course may also be taken as a corequisite

MN 567: NP I CLINICAL—PRIMARY CARE FOCUS

This clinical course focuses clinical application of assessment, differential diagnosis, symptom management, and disease treatment in the primary care setting. You are expected to assess and manage common acute episodic and chronic health illnesses across gender and age span in consultation with your clinical preceptor. Initiation of health promotion and health maintenance activities with individuals and groups is stressed. The clinical experience enables you to develop clinical reasoning and intradisciplinary cooperation skills required as an advanced practice nurse for individuals and families.

Quarter Credit Hours: 5

Prerequisite: MN 566

MN 568: FNP I—PRIMARY CARE ACROSS THE LIFE SPAN

This course examines the range of illnesses and conditions experienced by clients across the life span and gender in primary care settings. Illustration of a consistent approach to the evaluation and management of these illnesses and conditions are emphasized. You will expand your diagnostic and clinical reasoning and differential diagnoses abilities through continued application of new and previously acquired knowledge and skills in caring for clients who present acute, episodic, and chronic illness and conditions. You will formulate evidence-based management plans that address client health beliefs, developmental and family lifecycle stages, health promotion, screening, and health maintenance behaviors. Collaborative relationships with the client, family, and intradisciplinary health care team are emphasized. Oral and written skills using advanced technology are emphasized.

Quarter Credit Hours: 5

Prerequisite: MN 566

MN 569: FNP I CLINICAL—LIFESPAN HEALTH FOCUS

This introductory course will provide students with the foundation of critical thought process in differential diagnosis. Common acute and chronic illness across the lifespan will be discussed. Common risk assessment, screening, and lifestyle modification will be presented. Introduction to paper and computerized documentation in the primary care setting will begin. Students will begin to develop collaborative skills involving the client, family, and the intradisciplinary health care team.

Quarter Credit Hours: 5

Prerequisite: MN 568; course may also be taken as a corequisite

MN 570: APPLIED EPIDEMIOLOGY

This course focuses on understanding, synthesizing, and applying emerging scientific knowledge in health care to individuals, families, communities, and populations. Course content includes integration of epidemiologic methods, genomic factors, and sociocultural influences in the processes of conducting risk assessment, intervention implementation, and health care delivery planning, evaluation, and maintenance. Application of research and statistical methods used to establish risk profiles and development of relevant health care interventions is emphasized for developing, implementing, and disseminating health care programs for populations, communities, and individuals.

Quarter Credit Hours: 5

Prerequisite: MN 600

MN 572: AGNP I—PRIMARY CARE OF THE ADOLESCENT AND ADULT

This course will focus on the primary care of clients from age 12 to late adulthood. The focus will be on gaining competence in understanding acute and chronic illnesses and their management. Health promotion, screening, and risk management is presented as integral to the primary care focus. Interdisciplinary team building for the care of the client is introduced.

Quarter Credit Hours: 5

Prerequisite: MN 566

MN 573: AGNP I CLINICAL—ADOLESCENT AND ADULT FOCUS

This clinical course introduces beginning skills in assessing, diagnosing, and treating common acute and chronic health conditions in the client aged 12 years through adulthood. The focus will be on pharmcologic and nonpharmcologic interventions as well as health promotion, screening, and lifestyle modification techniques.

Quarter Credit Hours: 5

Prerequisite: MN 572; course may also be taken as a corequisite

MN 576: NP I—PRIMARY CARE OF WOMEN'S HEALTH

This course will focus on primary health care specific to female clients. Focus will be on reproductive health maintenance, pregnancy prevention and management, care of the menopausal woman, and the assessment, diagnosis, and management of conditions specific to the female. Contemporary trends and issues that impact women's health status will be discussed.

Quarter Credit Hours: 5

Prerequisite: MN 566; course may also be taken as a corequisite

MN 577: NP II CLINICAL—WOMEN'S HEALTH FOCUS

This clinical course will focus on the unique needs of women across the lifespan. The unique care of women will be approached with attention to the psychosocial, ethnic, and cultural influences that affect physical and mental health. A collaborative approach to care will be employed.

Quarter Credit Hours: 5

Prerequisite: MN 576

MN 580: FNP II—PRIMARY CARE OF CHILDREN AND ADOLESCENTS HEALTH

The course will focus on the primary health care of individuals from birth to age 21 years. Assessment, diagnosis, and management of common acute and chronic health care issues will be explored. Health maintenance, screening, and anticipatory guidance with a focus on involving and educating parents, as appropriate, will be included. Assessment skills learning will include physical, psychosocial, mental health, and genetic/familial issues.

Quarter Credit Hours: 5

Prerequisite: MN 577; can be taken as corequisite

MN 581: FNP II CLINICAL—CHILDREN AND ADOLESCENT HEALTH FOCUS

This clinical course will allow the student nurse practitioner opportunity to assess, diagnose, and manage acute and chronic health care issues in the pediatric and adolescent population in a primary care setting. Health maintenance, screening, and anticipatory guidance activities will take place in collaboration with the preceptor. Collaboration, communication, and referral with other health care and social service organizations will be conducted as part of a team approach to management.

Quarter Credit Hours: 5

Prerequisite: MN 580

MN 584: AGNP II—PRIMARY CARE OF THE FRAIL ELDERLY

This course addresses the physical and psychosocial health and function of the frail elderly adult. Biologic, psychosocial, and social theories of aging will be explored. Strategies to promote health, minimize disability, and maximize quality of life within the context of independent living, assisted living environments, and skilled care facilities will be introduced. Alternatives to institutionalized care will be explored. Assessment and management of acute and chronic health conditions specific to the frail elderly will be discussed. Palliative care for terminal conditions will be addressed. Financial issues specific to the frail elderly will be analyzed.

Quarter Credit Hours: 5

Prerequisite: MN 577; can be taken as corequisite

MN 585: AGNP II CLINICAL—FRAIL ELDERLY FOCUS

This clinical course will provide opportunity for students to assess, diagnose, and manage treatment of acute and chronic disease in the frail elderly. Adaptive interventions to meet the complex needs of the frail elderly arising from normal changes in the developmental stages of aging, multiple system dysfunction, psychosocial, and financial issues will be utilized. Optimizing a collaborative relationship with the client, caregiver, and other members of the health care team will be discussed.

Quarter Credit Hours: 5

Prerequisite: MN 584; course may also be taken as a corequisite

MN 599: ADVANCED PRACTICE NURSE CLINICAL III

This final clinical (185 hours) course provides students with the opportunity to immerse themselves in the role of the primary care nurse practitioner. Applying the principles of clinical judgment and diagnostic reasoning to the evaluation and management of clients with acute episodic and chronic illness, the nurse practitioner student will practice more independent decision-making skills while using the preceptor as a clinical resource. Students will explore the impact of regulatory, legislative, and legal factors on the implementation of the nurse practitioner role in primary care. Students will develop a stronger identity as an advanced practice nurse as they implement all aspects of the role, such as provider and educator, and demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection. The student may also begin a project that is to be completed in MN 600: Evidence-Based Project Proposal.

Quarter Credit Hours: 5

Prerequisite: MN 561

MN 600: EVIDENCE-BASED PRACTICE PROJECT

Students who have successfully completed the core and specialization courses have a theoretical base in nursing, evidence-based decision making, health policy, finance, and organization of the health care delivery system. Students also have a theoretical base in advanced practice issues, ethics, health promotion and disease prevention, and biostatistics. In this capstone course, students demonstrate their depth of knowledge by working with a mentor to identify a problem in the student's concentration area amenable to an evidence-based solution showing mastery of the program outcomes. Students integrate diverse content areas and submit an evidence-based practice project proposal that addresses the identified problem.

Quarter Credit Hours: 5

Prerequisite: Completion of all core courses in the Master of Science in Nursing or prior completion of a master's degree with an upper-level major in nursing, and completion of all specialization courses; students may not concurrently register for MN 519, MN 520, MN 534, or MN 599

MN 600A: MSN PRACTICUM EXTENSION COURSE

This course will provide you with a mentored learning experience in the content area and site selected by the student and approved by the Clinical Coordinator. This course may be taken after MN 600: Evidence-Based Project Proposal or MN 605: Transition to Practice for the specific purpose of practicum/clinical hour completion.

Quarter Credit Hours: 0

Prerequisite: Approval of the Dean or the Department Chair

MN 605: TRANSITION TO PRACTICE

This course completes the summative process for students to design and develop their individual role as an advanced practice nurse in primary care. Various careers available to the advanced practice registered nurse will be explored. Professional advocacy activities will be demonstrated. The student will differentiate between supervised, collaborative, and independent practice models. Malpractice and scope of practice issues specific to the primary care nurse practitioner role will be analyzed. Entrepreneurial opportunities for primary care nurse practitioners will be explored.

Quarter Credit Hours: 5

Prerequisite: Final term and MN 581 or MN 585

MN 610: NP III CLINICAL—PRIMARY CARE FOCUS

This clinical course focuses on the clinical application of assessment, differential diagnosis, symptom management, and disease treatment in the primary care setting. You are expected to assess and manage common acute episodic and chronic health illnesses across gender and age span in consultation with your clinical preceptor. Initiation of health promotion and health maintenance activities with individuals and groups is stressed. This final clinical experience enables you to synthesize skills and knowledge gained across the curriculum.

Quarter Credit Hours: 5

Prerequisite: MN 581 or MN 585

MN 620: ETHICAL LEADERSHIP IN HEALTH CARE

This course will develop the students' understanding of ethical leadership from a practical perspective. Students develop a theoretical and personal view with special emphasis on ethical leadership in health care. The course will discuss how leaders address the growing importance of legal and ethical challenges in decision making. Considerations for various ethical approaches from which to base leadership decision making related to various contemporary and controversial health care issues will be evaluated.

Quarter Credit Hours: 5

Prerequisite: MN 600

MN 625: TRANSFORMING THE HEALTH CARE ORGANIZATION

This course will prepare the student to design, influence, and implement health care policies that frame health care financing, practice, regulation, access, safety, quality, and efficacy. The student will apply previous knowledge from the sciences including human biology, genomics, therapeutics, and the psychosocial sciences as well as the science of organizational structures. The course emphasizes the interdisciplinary nature of health care and the role of leaders to affect their profession as well as that of the health care team.

Quarter Credit Hours: 5

Prerequisite: MN 600

MN 630: ADVANCED NURSING LEADERSHIP CONCEPTS

Nursing and health care offer evolving and challenging roles for advanced nursing practice. This course provides a foundation for providing leadership through in-depth analysis of the principles of transformational leadership and organizational behavior. Leadership skills and various leadership styles are discussed within the broader framework of interprofessional collaboration and innovations in health care delivery. Information is synthesized from a variety of disciplines and from multiple perspectives (legal, fiscal, ethical, cultural, and political) for purposes of improving the quality of care for patients, populations, and communities in diverse health care settings across the continuum of care.

Quarter Credit Hours: 5

Prerequisite: MN 625

MN 640: EXECUTIVE LEADERSHIP AND MANAGEMENT PRACTICUM I

In conjunction with Transforming the Health Care Organization, this course will prepare the student to design, influence, and implement health care policies that frame health care financing, practice, regulation, access, safety, quality, and efficacy. The student will apply nursing leadership concepts to the health care environment. The interdisciplinary nature of health care allows leaders to make differences within their own profession as well as those of the health care team.

Quarter Credit Hours: 9

Prerequisite: DN 705

Social and Behavioral Sciences

Criminal Justice CJ

CJ 500: CRITICAL LEGAL ISSUES IN CRIMINAL JUSTICE

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

Quarter Credit Hours: 5

Prerequisite: None

CJ 501: CRIMINOLOGICAL THEORY

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

Quarter Credit Hours: 5

Prerequisite: CJ 550 and CJ 526

CJ 502: RESEARCH METHODOLOGY

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

Quarter Credit Hours: 5

Prerequisite: None

CJ 503: ORGANIZATIONAL BEHAVIOR

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

Quarter Credit Hours: 5

Prerequisite: None

CJ 505: CRITICAL ISSUES IN CRIMINAL JUSTICE

This course will address critical issues affecting the major tenets of the criminal justice profession, including, but not limited to, homeland security, training and education, ethics and morality in professional practice, and community-based law enforcement and corrections programs. Other current trends and any other critical issue facing the fields of policing, private security, and corrections are addressed as needed.

Quarter Credit Hours: 5

Prerequisite: None

CJ 506: ADVANCED TOPICS IN CRIMINAL LAW

This course addresses complex issues related to substantive criminal law, focusing on the sources of modern criminal law, the purposes and types of laws, the interpretation of criminal laws, the categories of crime and penalties, the similar characteristics of criminal violations, the elements of complex crimes, and the types of criminal defenses. This course is best suited for those students working in the area of law enforcement/policing.

Quarter Credit Hours: 5

Prerequisite: CJ 500

CJ 508: EVIDENTIARY ISSUES IN CRIMINAL CASES

This course involves the study of the Federal Rules of Evidence and similar state rules, as well as the requirements of the U.S. Constitution concerning the admission into evidence of testimonial and physical evidence at trial. Students examine such topics as the foundational requirements for the admission of real and demonstrative exhibits, the authentication of writings and business records, witness credibility, hearsay, privileges, expert testimony, victims' rights, and chain of custody. This course is particularly well suited for those criminal justice professionals whose jobs require them to testify in court on a regular basis.

Quarter Credit Hours: 5

Prerequisite: None

CJ 509: COMPARATIVE CRIMINAL JUSTICE SYSTEMS

This course covers comparative foreign criminal justice systems, including the investigation and prosecution of international terrorists, the International Criminal Court, U.S. criminal cases affecting international relations, mutual assistance treaties, and issues concerning the formation of criminal justice systems in developing democracies. This course is especially beneficial for understanding global legal issues facing the criminal justice system.

Quarter Credit Hours: 5

Prerequisite: None

CJ 510: SPECIALIZED CRIMINAL STATUTES AND COMPLEX INVESTIGATIONS

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

Quarter Credit Hours: 5

Prerequisite: None

CJ 511: EMPLOYMENT AND POLICY LAW

This course involves the study of specialized topics in substantive and procedural criminal law with a special emphasis on employment law, and how these legal issues impact ethics and leadership in criminal justice organizations. This course is well suited for command-level personnel in response to a variety of potential agency and personal liability issues.

Quarter Credit Hours: 5

Prerequisite: None

CJ 512: TRANSNATIONAL CRIME

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

Quarter Credit Hours: 5

Prerequisite: None

CJ 513: CRITICAL ISSUES IN TERRORISM

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

Quarter Credit Hours: 5

Prerequisite: None

CJ 516: BUDGETING AND FINANCE FOR PUBLIC SAFETY ADMINISTRATORS

This course is designed to familiarize students with public program budgeting and finance concepts from program conception to programevaluation. Special emphasis is given to methods of financing public programs and the preparation and management of budgets for the programs. This course is intended to provide students with an opportunity to learn and practice the technical aspects of program budgeting and finance in the public safety arena.

Quarter Credit Hours: 5

Prerequisite: None

CJ 519: ETHICS AND DIVERSITY IN CRIMINAL JUSTICE

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

Quarter Credit Hours: 5

Prerequisite: None

CJ 521: CRITICAL ISSUES IN CORRECTIONS

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

Quarter Credit Hours: 5

Prerequisite: None

CJ 522: COMPARATIVE CORRECTIONAL SYSTEMS

The course addresses a variety of correctional issues from an international perspective, including, but not limited to, a comparative analysis of the philosophies and theories guiding practice, supervision, and treatment of prison populations with an emphasis on human rights, post-confinement intervention strategies, and legal standards governing practice.

Quarter Credit Hours: 5

Prerequisite: None

CJ 523: CRITICAL ISSUES IN JUVENILE JUSTICE

This course is designed to explore the social context of delinquency, law, the history of the juvenile court, policing in juvenile justice, and court and corrections interventions with regard to children who have been victimized or are criminal. The course integrates scholarship and case law to investigate the many layers of the juvenile justice system, including how the juvenile court works and why it works the way it does. Upon completion, students will have much more than a cursory understanding of the juvenile justice system.

Quarter Credit Hours: 5

Prerequisite: None

CJ 524: COMMUNITY-BASED CORRECTIONS

This course is designed to identify community-based corrections programs and to explore the issues relevant to the field of community-based corrections. The materials presented will draw upon scholarly and practical research to identify the programs commonly used, what "works," policy issues, services provided, costs, and who receives probation and parole. Boot camps, electronic monitoring, house arrest, day treatment, fines, community service, drug courts, and other alternatives will be discussed. Students will have the opportunity to debate and better understand the many challenges facing probation, parole, and community-based corrections

Quarter Credit Hours: 5

Prerequisite: None

CJ 525: APPLIED RESEARCH IN CRIMINAL JUSTICE

In the first of two courses in applied research in criminal justice, students will be introduced to applied research within the profession, which encourages adoption of the role of a reflective practitioner who seeks to simultaneously understand and change the professional setting. Students will examine the history of applied research and the intersection of applied research and traditional academic research. This study allows participants to develop an understanding of the process and how they can impact their own professional setting.

Quarter Credit Hours: 5

Prerequisite: CJ 503

CJ 526: ACADEMIC AND PROFESSIONAL COMMUNICATIONS IN PUBLIC SAFETY

Effective and appropriate communication is essential for success in the academic and professional worlds. Academic and Professional Communications in Public Safety is designed to prepare students for the rhetorical challenges found in their coursework, professional career, and the final capstone/research paper. Students will learn to clearly communicate complex and sophisticated materials to a wide variety of expert and nonexpert audiences using both written and oral techniques. This course will introduce students to the basic elements of academic and professional writing at the holistic and paragraph levels. Students will learn about audience and purpose as well as the graduate research, writing, and formatting process. These skills are coupled with an additional focus on the context, delivery, and medium through which students will communicate. Emphasis is also placed on accurately citing and quoting primary materials, organizational strategies, and grammar, editing, and usage skills.

Quarter Credit Hours: 5

Prerequisite: CJ 550

CJ 550: INTRODUCTION TO GRADUATE STUDIES IN PUBLIC SAFETY

This course introduces students to the master's degree programs in the field of public safety and provides a foundation of the concepts and professional standards. It establishes the conceptual framework for other courses within the chosen degree plan and identifies current trends in the field. Focus is placed on ethical and social issues as related to writing, researching, and working collaboratively with other public service officials.

Quarter Credit Hours: 5

Prerequisite: None

CJ 594: INDEPENDENT STUDY IN CRIMINAL JUSTICE

This course is designed to engage students in developing a position of relevance to their professional field of study and the criminal justice graduate curriculum. Students decide on a suitable topic under the direction and supervision of a designated faculty member. No more than 10 quarter credit hours of independent study may apply toward the degree.

Quarter Credit Hours: 5

Prerequisite: Permission from the Dean

CJ 598: APPLIED RESEARCH PROJECT

Students experience the art and science of applied research while they develop the tools of reflective inquiry and collaborative practice. Students will engage in analysis of current issues and challenges to explore and practice applied research methods as a logical extension of professional practice. Integral to this process is the examination of both informal and systematic ways to ask and answer questions. Students will conduct their own applied research project.

Quarter Credit Hours: 5

Prerequisite: CJ 525; final term of the program

CJ 598A: APPLIED RESEARCH PROJECT CAPSTONE CONTINUATION

Students experience the art and science of applied research while they develop the tools of reflective inquiry and collaborative practice. Students will engage in analysis of current issues and challenges to explore and practice applied research methods as a logical extension of professional practice. Integral to this process is the examination of both informal and systematic ways to ask and answer questions. Students will conduct their own applied research project.Enrollment in this course must be approved by the Dean of the program.

Quarter Credit Hours: 0

Prerequisite: CJ 598 and permission from the Dean

CJ 602: COMPREHENSIVE EXAMINATION

As a final step in the Master of Science in Criminal Justice, students who have chosen the comprehensive examination track take the examination. The comprehensive examination incorporates the program outcomes of the master's degree. The exam is designed to assess a student's overall learning and mastery of the coursework in the program. Successful completion of the exam provides a measurement and acknowledgement of the effective learning experience of the student.

Quarter Credit Hours: 0

Prerequisite: Successful completion of all comprehensive exam-track core curriculum courses

Environmental Policy and Management EM

EM 500: ENVIRONMENTAL FOUNDATIONS AND PRINCIPLES

This course will explore the history of environmentalism and the issues, ethics, and economics surrounding the foundation of current environmental policy and management. Students will assess how environmental and resource issues have influenced economic development and societal growth, and the interdisciplinary connectedness of science, policy, and advocacy in environmental decision making and management. Both local and global ecosystems will be addressed.

Quarter Credit Hours: 5

Prerequisite: None

EM 520: ENVIRONMENTAL LAW AND POLICY

This course examines United States environmental law and policy and its development, implementation, and enforcement. The perspective and impact of the legislative, executive, and judicial branches will be explored as well as their impact on environmental law and policy. Students will discuss the purpose, context, and implications of the most important laws, regulations, and court cases including the National Environmental Policy Act (NEPA), Clean Air Act (CAA), Clean Water Act (CWA), Resource Conservation and Recovery Act (RCRA), and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). The course will examine important constitutional principles in substantive and procedural law as well as significant environmental laws and approaches.

Quarter Credit Hours: 5

Prerequisite: EM 500

EM 526: ACADEMIC AND PROFESSIONAL WRITING FOR GRADUATE STUDENTS

Writing effectively and accurately is a necessary skill in the academic and professional worlds. Academic and Professional Writing for Graduate Students is designed to prepare you for the demands of academic and professional writing in your coursework, professional career, and for the final capstone/research paper. You will learn to communicate complex and difficult material clearly to a wide variety of expert and nonexpert readers, and write for the kinds of audiences that you will encounter as a professional relying on the words on the page to make meaning.

This course will introduce you to the basic elements of academic and professional writing at the holistic and sentence level. You will gain an understanding of audience and purpose as well as the graduate research, writing, and formatting process. Emphasis is placed on citing and quoting primary materials, organization strategies, as well as grammar, editing, and usage so that you hone and fine-tune your writing skills.

Quarter Credit Hours: 5

Prerequisite: None

EM 530: ENVIRONMENTAL RISK ASSESSMENT II

This course explores the basic concepts of risk assessment, processes, and procedural methods to evaluate and critique scientific information. Students will explore the growing importance of the analysis of risk in regulatory decision making. Students learn how to balance the costs and benefits of risk reduction and how to account for the uncertainties in risk estimates. Additionally, students are introduced to terminology and concepts necessary in risk communication.

Quarter Credit Hours: 5

Prerequisite: EM 500

EM 602: COMPREHENSIVE EXAM CAPSTONE

As a final step in the Master of Science in Environmental Policy, students may choose the nonthesis option and successfully complete a comprehensive exam. This comprehensive exam incorporates the program outcomes of the program. This exam is designed to carefully assess a student's overall learning in the program. Successful completion of the exam allows both student and faculty to measure and acknowledge a successful learning experience for the student.

Quarter Credit Hours: 5

Prerequisite: Last Term

EM 610: SUSTAINABILITY—POLICY AND PRACTICE

This course examines the philosophical and practical principles of green and sustainable design through the exploration of environmental issues, sustainable methods, public policy, and decision making. You will examine the organizational behavioral shifts toward addressing legal compliance and profitability while promoting sustainability. Through analyzing sustainability principles, policies, and programs that encourage and guide current and future initiatives, you will also explore the interconnected components of social, ecological, governmental, economic, and ethical constructs associated with sustainability.

Quarter Credit Hours: 5

Prerequisite: EM 500

EM 620: ENVIRONMENTAL PROJECT MANAGEMENT

This course examines the key elements of environmental project management. Emphasis is placed on project management organization, planning, and communication strategies and critical factors such as the uncertainty of project scope and the evolving environmental regulatory environment. Students will learn to develop environmental project plans, establish project organization, define management functions, estimate costs, and determine project effectiveness. Emphasis is placed on the integrated nature of environmental project management.

Quarter Credit Hours: 5

Prerequisite: EM 500; EM 530 highly recommended

EM 650: ENVIRONMENTAL POLICY ANALYSIS

This course focuses on the analysis of environmental policy and approaches to problem solving. Students will study different types of criteria that stakeholders utilize in the policy development process, performance measurements, and assessment of environmental policy and program evaluation.

Quarter Credit Hours: 5

Prerequisite: EM 500 and EM 520

EM 698: APPLIED RESEARCH

Students experience the art and science of applied research while they develop the tools of reflective inquiry and collaborative practice. Students will engage in analysis of current issues and challenges to explore and practice applied research methods as a logical extension of professional practice. Integral to this process is the examination of both informal and systematic ways to ask and answer questions. Students will design a research plan for their own applied research project.

Quarter Credit Hours: 5

Prerequisite: LS 504

Homeland Security and Emergency Management HM

HM 500: CRISIS AND EMERGENCY MANAGEMENT FUNDAMENTALS

This course will introduce students to the concepts, issues, and problems of crisis and emergency management. Topics explored include: organizing and logistics for response, managing the response organization, managing in a high-stress environment, crisis decision making, crisis communications, liability issues, and resource assessment and allocation. This course will cover the methodology and rationale behind the unified response to a terrorist, weapons of mass destruction (WMD), or disaster incidents, and students will examine these methodologies from the perspective of crisis management and consequence management.

Quarter Credit Hours: 5

Prerequisite: CJ 550 and CJ 526

HM 501: HOMELAND SECURITY POLICIES, PRINCIPLES, PROCEDURES, AND PLANS

This course is a critical analysis of the Department of Homeland Security (DHS), both the political and organizational factors involved and its structure and administration. Students will explore the evolution of homeland security as a concept, a legal framework, and a redirection of national policies and priorities, including any related issues and challenges with implementation. The DHS will be analyzed in light of the history of the terrorist threat, U.S. responses to terrorism, and fundamental policy legislation and documents, such as national security strategies, homeland security decision directives, the National Response Plan, and National Incident Management System (NIMS).

Quarter Credit Hours: 5

Prerequisite: CJ 550

HM 502: RISK, VULNERABILITY, AND CAPABILITY ASSESSMENT METHODS

The course examines the concepts of risk-based planning and risk management. The assessment and management of vulnerability and risk associated with terrorist and other disaster events are examined. Topics explored include: objectives of and methods for vulnerability and risk assessment for natural disasters, technological hazards, and terrorist threats; concepts of risk perception, risk communication, and risk mitigation; and the requirements and methods of critical infrastructure protection from terrorism, technological disasters, and natural disasters. Students will examine the question and make decisions regarding, "Who or what should be protected and how?"

Quarter Credit Hours: 5

Prerequisite: HM 500 and HM 501

HM 503: PLANNING AND OPERATIONS IN CRISIS AND EMERGENCY MANAGEMENT

This course examines comprehensive strategic planning for crisis and emergency management. The theory and value of strategic planning are explained and students learn how to develop a comprehensive strategic plan.

Quarter Credit Hours: 5

Prerequisite: HM 500 and HM 501

HM 505: PLANNING FOR WMD AND MASS CASUALTY CRISES

This course explores the critical health and medical management issues involved in crises and emergencies for the nonmedical emergency manager. The wide range of medical and health issues inherent to crises and emergencies are examined and methods for integrating medical, public health, and psychological processes into emergency management programs are developed.

Quarter Credit Hours: 5

Prerequisite: HM 500 or HM 501

HM 510: MITIGATION AND PREPAREDNESS ISSUES FOR EMERGENCY MANAGEMENT

This course will explore hazard mitigation and its role in disaster management. In addition, students will study the planning process, program development, and training methods for responses to man-made and natural emergencies/disasters. Topics include government and private sector programs, new approaches, and mitigation of issues/events.

Quarter Credit Hours: 5

Prerequisite: HM 500 and HM 501

HM 540: CRISIS INTERVENTION

This course introduces the basic theories and principles of crisis intervention. The emphasis in this course is on identifying and demonstrating appropriate and differential techniques for intervening in various types of disaster and emergency management crisis situations. This course will review empirically validated approaches to crisis intervention. The course will explore the role of law enforcement in crisis situations as well as civilian and public safety personnel behavior under emergency and disaster crisis situations. In addition, assessment and diagnosis of psychological issues commonly found in crisis situations will be examined.

Quarter Credit Hours: 5

Prerequisite: HM 500 and HM 501

HM 598: APPLIED RESEARCH PROJECT CAPSTONE

In this course you will experience the art and science of applied research while developing the tools of reflective inquiry and collaborative practice. You will engage in analysis of current issues and challenges to explore and practice applied research methods as a logical extension of professional practice. Integral to this process is the examination of both informal and systematic ways to ask and answer questions. Within this course you will propose your own applied research project.

Quarter Credit Hours: 5

Prerequisite: CJ 502 and approval of the Dean

HM 598A: APPLIED RESEARCH PROJECT CAPSTONE CONTINUATION

Students experience the art and science of applied research while they develop the tools of reflective inquiry and collaborative practice. Students will engage in analysis of current issues and challenges to explore and practice applied research methods as a logical extension of professional practice. Integral to this process is the examination of both informal and systematic ways to ask and answer questions. Students will conduct their own applied research project. Enrollment in this course must be approved by the Dean of the program.

Quarter Credit Hours: 0

Prerequisite: HM 598 and permission from the Dean

Human Services HN

HN 501: HUMAN DEVELOPMENT AND HUMAN BEHAVIOR IN CONTEXT

This course provides an overview of theories of human development. Using a developmental framework, the changing nature of human behavior in the context of individuals, families, and society is examined. Human behavior as it relates to the capabilities and limitations possessed by all individuals is explored. The impact of diversity on individuals in a larger social context is also evaluated. An emphasis is placed on applying theory and knowledge to methods of intervention that promote healthy functioning and autonomy in clients.

Quarter Credit Hours: 5

Prerequisite: None

HN 502: HISTORY, MULTICULTURALISM, AND DIVERSITY IN HUMAN SERVICES

This course explores the historical roots of human services and the need for advocacy and social change. In addition, the awareness of multiculturalism and diversity for human service professionals is emphasized as it relates to social policy and legislation that affects service delivery in a global society.

Quarter Credit Hours: 5

Prerequisite: None

HN 505: SKILLS AND PRACTICE IN HUMAN SERVICES

This course provides an overview of comprehensive application of skills and practice within the human service field. This course provides skills within the human service field with a focus on applications related to the needs and services for diverse populations and settings. These skills include initial intake and assessment skills used to work with individuals, families, and groups. You will apply knowledge to analyze, integrate, and resolve issues within the human service field.

Quarter Credit Hours: 5

Prerequisite: None

HN 510: PROFESSIONAL ETHICS AND PERSONAL VALUES

This course provides an overview of integrity in the human services profession. The course offers an introduction to professional ethics and the framework for applying these principles in a professional setting. You will explore personal values and the impact on ethical decision-making, as well as applying the knowledge to a variety of real-world situations.

Quarter Credit Hours: 5

Prerequisite: None

HN 520: FAMILY RESILIENCE ACROSS THE LIFE SPAN

This course provides an overview of the theory and skills needed to be able to work with family and community services. You will focus on skills needed to provide direct services to individuals, families, and groups. You will delve into family theory, systems theory, and resiliency theory in order to explore approaches to case management, and individual and group counseling. Emphasis will be placed on helping students to choose the least intrusive interventions in the least restrictive environment.

Quarter Credit Hours: 5

Prerequisite: HN 505

HN 521: DEVELOPING AND DELIVERING FAMILY SERVICES

This course provides an in-depth look at the development, implementation, and management of family service programs. You will be introduced to the organizational structure of communities and learn how an understanding of these structures and resources can help to develop the required knowledge of global influences on human service delivery, social policy, and community assessment for leaders in the field of human services.

Quarter Credit Hours: 5

Prerequisite: HN 505

HN 522: ADVOCACY FOR CHILDREN AND FAMILIES

This course provides the required knowledge to become an advocate for change. Emphasis is placed on advocacy work for individuals, families, and groups at all levels, including community development, community organizing, and global activism. You will learn the importance of advocating for client self-determination as well as the importance of establishing a rapport with clients, colleagues, and constituents.

Quarter Credit Hours: 5

Prerequisite: HN 505

HN 530: RESEARCH, GRANT WRITING, AND FUNDING

This course provides an understanding of the basic components of writing a grant proposal, including how to write an effective executive summary, needs statement, and accurate budget. An emphasis is placed on how to locate resources necessary to write a grant proposal and secure funding. The role of program planning and design as well as the necessity of performing a comprehensive community-needs assessment is examined. The different methods of program evaluation, including quantitative and qualitative, are also explored.

Quarter Credit Hours: 5

Prerequisite: HN 505

HN 531: PROGRAM DEVELOPMENT AND ADMINISTRATION

This course provides an overview of the conceptual and theoretical topics related to the development and administration of human service programs. Skills needed to effectively develop and administer programs in the field of human services will be discussed. You will learn the tenets of program planning, implementation, and evaluation.

Quarter Credit Hours: 5

Prerequisite: HN 505

HN 532: ORGANIZATIONAL NONPROFIT MANAGEMENT

This course provides an overview of the theory and skills needed to manage nonprofit organizations. You will analyze the history and theoretical foundations of organizational structure, the theories of leadership, and the role of leaders in effectively governing nonprofit organizations. You will evaluate the role of organizational and strategic planning.

Quarter Credit Hours: 5

Prerequisite: HN 505

HN 598: MASTER'S INTERNSHIP IN HUMAN SERVICES

This course will provide students in the Master of Science in Human Services with practical experience in a professional field. It provides an opportunity to combine academic theory with new, career-related experience. At least 15 hours per week must be devoted to tasks that apply theory and academic content in a professional setting for a minimum of 150 out-of-class hours. Tasks must be delineated in the Learning Contract, which demonstrates an advanced application of academic theory in the workplace.

Quarter Credit Hours: 5

Prerequisite: Application approval and permission from the Department Chair

HN 599: MASTER'S CAPSTONE IN HUMAN SERVICES

This course is the culminating experience for the Master of Science in Human Services degree. The course builds on all of the skills and knowledge learned throughout the degree program. You will integrate and synthesize the knowledge and skills acquired throughout the coursework, conducting research related to current topics and challenges in the field of human services in order to demonstrate mastery of program outcomes.

Quarter Credit Hours: 5

Prerequisite: Last term or permission of the Dean

Legal Studies LS

LS 500: LEGAL METHODS AND PROCESS

This course introduces students to the legal system. The course will examine the organization of the court system, the different types and sources of the law, the roles of professionals in the legal system, and the way the law is created. Students will study the parallel court system in the federal and state system, as well as the development of rulings and procedures of administrative agencies. In addition, the course will explore laws made in a legislative body.

Quarter Credit Hours: 5

Prerequisite: None

LS 501: ETHICS AND THE PROFESSIONAL

This course will explore the concept of ethics and its relationship to the professional. The course will examine concepts of normative ethics, professional behavior and moralistic ethics, and the relationship of ethical decision making to institutions and organizations in society. The focus will be on general ethical principles and the determination of fundamental and common values in society that govern societal institutions.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 502: LEGAL RESEARCH, ANALYSIS, AND WRITING

This course focuses on reading, analyzing, and applying the law found in a variety of legal sources including cases, statutes, administrative rulings, and journal articles. Topics will include methods to analyze cases to determine the facts, issues, analysis, and holdings of a case as well as determining the meaning and purpose of statutes, legislative enactments, and administrative rulings. Students will engage in a variety of legal writing, including case briefs, memoranda, and opinions, and will engage in computerized research and develop skills in writing as well as proper citation of legal materials.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 503: JURISPRUDENCE AND LEGAL HISTORY

This course will provide students with a view of the sources and historical development of legal principles as well as the philosophical foundations of American legal principles. Students will develop an understanding of significant trends in American legal history as well as current trends in development of law and the philosophy of the law that is the underpinning of many public policy actions.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 504: APPLIED RESEARCH IN LEGAL STUDIES

In the first of two courses in applied research in legal studies, students will be introduced to applied research within the profession, which encourages adoption of the role of a reflective practitioner who seeks to simultaneously understand and change the professional setting. Students will examine the history of applied research and the intersection of applied research and experimental research. This study allows participants to develop an understanding of the processes and how they can impact their own professional setting.

Quarter Credit Hours: 5

Prerequisite: Third to last term

LS 506: UNDERSTANDING CIVIL RESPONSIBILITY

This course explores the resolution of private disputes between citizens and institutions in society. You will study the methods established by society for the measure of appropriate conduct in personal and institutional relationships. You will also study the process provided for the resolution of those disputes and the remedies in place in society for the violation of those measures.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 507: UNDERSTANDING CRIMINAL RESPONSIBILITY

This course explores the processes of establishing individual responsibility for violation of individual societal standards of behavior and the remedies for violations of those standards. Students will study the requisite state of mind necessary to prove criminal conduct, the specific types of crimes, punishments for crimes, and defenses. Students will also study the impact of criminal conduct and standards on societal institutions and organizations.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 508: FAMILY AND THE LEGAL SYSTEM

This course explores a myriad of family law issues in the legal system. These issues include children's rights, shared custody, privacy rights relative to domestic relations, same-sex marriage, and interracial adoptions, among others. This course is vital to any legal studies professional, as it discusses the various concepts and roles that a professional can encounter in the field of family law.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 509: CONTRACTS AS PRIVATE LAW

This course will deal with the concept of the contract as a tool in a society of individuals to establish private law through agreement. Students will study basic elements of the contract including offer and acceptance, damages, and restitution as well as the relationship of the contract as a foundational aspect of societal institutions and organization and the philosophical underpinnings of the contract as an interface between law and society.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 510: INTELLECTUAL PROPERTY AND DIGITAL ENTERTAINMENT

This course will explore various intellectual property protections including patent, trademark, copyright, and trade secret; the desirability of providing such monopolistic protections, and their impact upon society. The course will further explore how these protections impact and relate to content creation, distribution, and storage in digital media space. Students will be introduced to ownership, infringement, and licensing issues related to these property rights, and to the interrelationship between these issues and emerging digital media technologies.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 526: ACADEMIC AND PROFESSIONAL WRITING FOR GRADUATE STUDENTS

Writing effectively and accurately is a necessary skill in the academic and professional worlds. Academic and Professional Writing for Graduate Students is designed to prepare students for the demands of academic and professional writing in their coursework, professional career, and for their final capstone/research paper. Students will learn to communicate complex and difficult material clearly to a wide variety of expert and nonexpert readers, and write for the kinds of audiences that they will encounter as professionals and who rely on the words on the page to make meaning. This course will introduce students to the basic elements of academic and professional writing at the holistic and sentence level. Students will gain an understanding of audience and purpose, as well as the graduate research, writing, and formatting process. Emphasis is placed on citing and quoting primary materials, organization strategies, and grammar, editing, and usage so that students hone and fine-tune their writing skills.

Quarter Credit Hours: 5

Prerequisite: None

LS 602: COMPREHENSIVE EXAM CAPSTONE

As a final step in the Master of Science in Legal Studies, students may choose the nonthesis option and successfully complete a comprehensive exam. This comprehensive exam incorporates the program outcomes of the Master of Science in Legal Studies program. This exam is designed to carefully assess a student's overall learning in the program. Successful completion of the exam allows both student and faculty to measure and acknowledge a successful learning experience for the student.

Quarter Credit Hours: 5

Prerequisite: Last term

LS 605: ORGANIZATION AND FUNCTION OF STATE GOVERNMENT

This course will explore the organization of state governments, the function of each primary area, and how they interact. Students will examine functional and dysfunctional government structures and analyze what works and why. In addition, they will examine innovative practices in large bureaucratic structures and best practices and the use of technology tools to improve functioning.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 606: LEGISLATIVE PROCESS

This course examines American legislative institutions at the local, state, and federal levels and the processes that are used to enact new legislation. Legislative bodies pass, on an annual basis, laws that regulate or affect all of our lives. This course will familiarize students with legislative materials. Cases will be used to explore the judicial role in the legislative process.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 607: GUBERNATORIAL AND ADMINISTRATIVE PROCESS

In this course, students will engage in the hands-on process of conceptualizing and developing a ruling from an administrative agency. The course will begin with an intensive study of the executive branch of government at the state level and the role of administrative agencies. The instructor and students will work together as if both were actually in roles in a state administrative agency. They will develop a policy issue, review it in light of the goals of the governor's agenda, the relationship to the legislature, and the existing state law, and at the end of the course produce an administrative ruling with supporting memoranda.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 620: HEALTH CARE ORGANIZATIONS AND FINANCE

The health care industry is one of the nation's fastest-growing and largest industries. Health care executives, managers, and professionals must possess basic financial competence to govern effectively. This course will introduce students to the foundations of financial literacy to enable them to fulfill their roles.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 621: FEDERALISM AND THE HEALTH CARE DELIVERY SYSTEM

In this course, students will learn about the role of the federal government and the relationship between the federal and state governments in the delivery of health care services. Students will engage in an intensive study of federal statutes, such as Medicare, Medicaid, Stark, and HIPAA, and through that process will gain an understanding of the shared responsibilities in delivering health care. The instructor and students will select a health delivery issue and work through the legal, political, and health care issues involved in resolving that issue.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 622: PROFESSIONALS AND HEALTH CARE INSTITUTIONS

In this course, students will study the history of the delivery of health care by physicians and health care institutions and the development of licensing and regulation of physicians and other health care professionals and health care facilities and institutions. Students will also study the relationships between physicians and health care facilities and institutions. Finally, students will study peer-review committees and organizations and medical malpractice litigation.

Quarter Credit Hours: 5

Prerequisite: LS 500

LS 698: APPLIED RESEARCH

Students experience the art and science of applied research while they develop the tools of reflective inquiry and collaborative practice. Students will engage in analysis of current issues and challenges to explore and practice applied research methods as a logical extension of professional practice. Integral to this process is the examination of both informal and systematic ways to ask and answer questions. Students will design a research plan for their own applied research project.

Quarter Credit Hours: 5

Prerequisite: LS 504

Public Administration PP

PP 500: PUBLIC ADMINISTRATION AND MANAGEMENT

The course explores the theory and development of the field of public administration and the function of management. It will cover a wide range of topics further explored in the Master of Public Administration program. These topics may include federalism and intergovernmental relations, ethics and administrative leadership, personnel, and resource management. Students will study management processes in the context of a political environment and policy implementation.

Quarter Credit Hours: 5

Prerequisite: None

PP 504: RESEARCH AND WRITING IN PUBLIC ADMINISTRATION

Strong research and writing skills are necessary in the field of public administration. This course is designed to prepare public administration students for the demands of academic and professional writing in their coursework, professional career, and for their final capstone project. Students will be introduced to applied research within the field of public administration; will create a problem definition; compose a background and legislative record; and will create a policy brief for a defined problem related to the field of public administration.

Quarter Credit Hours: 5

Prerequisite: PP 500

PP 510: LEADERSHIP IN THE PUBLIC SECTOR

Students will study leadership within the public sector and the application of ethical and leadership principles to decision making, actions, and interactions within public administration. Topics covered may include: organizational behavior, interest-based negotiation, leading networks, mediation, and leadership style.

Quarter Credit Hours: 5

Prerequisite: PP 500 or enrollment in the Master of Science in Homeland Security and Emergency Management, Master of Science in Environmental Policy, or Master of Science in Fire and Emergency Services program

PP 520: FINANCE AND THE ADMINISTRATION OF PUBLIC FUNDS

This course examines the methods, processes, and challenges in the administration and budgeting of public funds. Students will examine the budgeting of public revenues, revenue generation, forecasting, cost control, and fiscal management. The importance of managing control issues and transparency will be addressed.

Quarter Credit Hours: 5

Prerequisite: PP 500 or enrollment in the Master of Science in Homeland Security and Emergency Management program

PP 525: PUBLIC FINANCE

The ability of public administrators to manage budgets, distribute resources, and predict costs is crucial to the well-being of both public and nonprofit organizations. Students will examine the concepts, terminology, and techniques of public budgeting and financial administration. Students will use real-world examples, in the form of case studies and practical exercises, to analyze and evaluate various approaches to solving and/or determining the causes of public budgeting and financial administration issues.

Quarter Credit Hours: 5

Prerequisite: PP 500

PP 530: HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR

In this course, students examine theories, processes, and systems related to human resources management in government, nonprofit, and multinational organizations. Topics explored include budget management; employee selection, development, compensation, and retention processes including job analysis and performance management; labor relations including conflict management and disciplinary action, diversity, and unity; legal, ethical, safety, risks, and security considerations in the work environment; and strengths and opportunities in public administration management. Students will apply course principles and concepts to real-world situations encountered in the public sector.

Quarter Credit Hours: 5

Prerequisite: PP 500

PP 600: ADMINISTRATIVE LAW IN PUBLIC ADMINISTRATION

This course examines the fundamental concepts regarding administrative law in public administration and how public policy is crafted. Students will examine the intergovernmental relations and the political and practical constraints that influence administrative policy.

Quarter Credit Hours: 5

Prerequisite: PP 504

PP 602: COMPREHENSIVE EXAM CAPSTONE

As a final step in the Master of Public Administration, students may choose the nonthesis option and successfully complete a comprehensive exam. This comprehensive exam incorporates the program outcomes of the program. This exam is designed to carefully assess a student's overall learning in the program. Successful completion of the exam allows both student and faculty to measure and acknowledge a successful learning experience for the student.

Quarter Credit Hours: 5

Prerequisite: Last term

PP 610: BALANCING THE BUDGET—BUDGETARY PROCESS

Students will study the fundamental concepts and practices of budgeting and financial management. The budget process and preparation, cost analysis, and budget reform will be covered in detail. Crisis management and balancing the budget are also addressed.

Quarter Credit Hours: 5

Prerequisite: PP 500

PP 611: GRANT WRITING

This course addresses the advanced skills necessary to create grant proposals to public and private funding sources. You will critically examine request for proposal (RFP) criteria, prepare grant budgets, create sustainability plans and project timelines, and incorporate evaluation metrics in your proposals. Content will cover grant research, proposal structure, financial planning, and the basic elements of a full grant proposal.

Quarter Credit Hours: 5

Prerequisite: PP 520, PP 525, or approval from the Program Chair

PP 612: PROGRAM EVALUATION

This course explores the development and practice of program evaluation as it applies to the administration of public and nonprofit organizations. Summative and formative evaluation methodologies, logic models, outcome measurement, the development and application of data collection tools, data analysis, and the role of ethics in the process will be investigated. You will construct a complete evaluation plan for an organization and program of your choosing.

Quarter Credit Hours: 5

Prerequisite: PP 500

PP 620: PUBLIC POLICY AND HEALTH ADMINISTRATION

This course examines important and current health care policies facing health care administration in the United States. Students will identify the strategic questions facing delivery and financing of health services including policy, funding, management, and delivery.

Quarter Credit Hours: 5

Prerequisite: PP 500

PP 630: PUBLIC AND PRIVATE PARTNERSHIPS

This course examines the relationship of business and government agencies in producing public services. Students will analyze policies and implementation in partnership and privatization models including outsourcing, contracting, and competition. The use of voluntary organizations will also be explored.

Quarter Credit Hours: 5

Prerequisite: PP 500

PP 640: POLITICAL AND ECONOMIC FORCES

Students will explore the impact and interaction of political and economic forces that affect public administration in domestic and international governmental and nonprofit sectors. Students will use economic reasoning to better explain this interaction between political entities and economic forces including governments' behavioral effects on markets, the role of competition in the provision of public goods, resource allocation, market failure, and government failure.

Quarter Credit Hours: 5

Prerequisite: PP 500

PP 650: PUBLIC POLICY ANALYSIS

The course focuses on the analysis of public policy and approaches to problem solving. Students will study qualitative and quantitative methods of policy analysis that aid public policy and program analysts in informing the decision-making process. Examining policies at scales from local to global will enable students to apply tools and concepts across a wide range of issues.

Quarter Credit Hours: 5

Prerequisite: PP 500 or enrollment in the Master of Science in Fire and Emergency Services

PP 693: PUBLIC POLICY AND ADMINISTRATION INTERNSHIP

This course will provide graduate students in the School of Social and Behavioral Sciences' Master of Public Administration with practical experience in a professional field. During the 10-week term, 150 hours of service are required. This course is an opportunity to combine academic theory with new, career-related experience in legal studies, public administration, environmental policy, or a closely related field. Tasks must be delineated in the Learning Contract, which demonstrates an advanced application of academic theory in the workplace.

Quarter Credit Hours: 5

Prerequisite: Permission from the Dean, a GPA of 3.75, and completion of at least 25 graduate quarter credit hours

PP 698: MASTER'S CAPSTONE IN PUBLIC ADMINISTRATION

This capstone course is the culminating experience for the Master of Public Administration. This capstone course provides students with the opportunity to engage in research, analysis, and evaluation of current topics and challenges in the field of public administration. Students will integrate and synthesize the knowledge and skills acquired throughout their coursework, conducting their own research related to current topics and challenges in the field of public administration in order to demonstrate their mastery of program outcomes.

Quarter Credit Hours: 5

Prerequisite: Last term or permission from the Dean

Psychology PS

PS 501: FOUNDATIONS OF PROFESSIONAL PSYCHOLOGY

This course will provide the graduate student with an overview of the skills needed to study about, and work within, the field of psychology. These skills, as they relate to the field of psychology, include academic writing, APA style formatting, critical reading and evaluation of scholarly literature, critical thinking, support and networking through school and professional resources, career exploration, and understanding state and national licensure/credentialing. Students will demonstrate use and application of these skills as they evaluate subfields of psychology and analyze theoretical and conceptual foundations of psychology.

Quarter Credit Hours: 5

Prerequisite: None

PS 502: ETHICS AND STANDARDS OF PROFESSIONAL PSYCHOLOGY

This course explores professional codes of ethics and standards related to research and the practice of psychology. Emphasis will be placed on application of the American Psychological Association Code of Ethics and standards in the field. Students will analyze and evaluate ethical and legal decision-making practices and operations within professional organizations. Cultural and social factors and the implications for scholar-practitioners are also explored.

Quarter Credit Hours: 5

Prerequisite: None

PS 504: ADVANCED RESEARCH METHODS

This course provides an in-depth look at the conceptual underpinnings and methodologies of psychological research. Students will explore qualitative and quantitative research methods, learn about data analysis, and apply concepts to design hypothetical research studies. Topics include the scientific method, issues in experimental psychology, evaluation of internal and external validity, ethical considerations, and responsibilities in writing and reporting research findings. Students will also learn how to become critical evaluators of research.

Quarter Credit Hours: 5

Prerequisite: None

PS 505: TESTING, MEASUREMENT, AND ASSESSMENT

This course examines the theoretical and conceptual framework of psychological testing, measurement, and assessment. Students learn about psychological test construction and psychometrics, and survey specific assessments and tools related to intelligence, education, personality, and clinical situations. Students also explore the uses and limitations of psychological testing and assessment, as well as ethical issues involved in the administration and interpretation of psychological testing and assessment results.

Quarter Credit Hours: 5

Prerequisite: PS 504, or IX 540 and enrollment in the Master of Science in Educational Psychology

PS 506: LIFE SPAN DEVELOPMENT

This course examines human development through the life span from birth to adulthood, concluding with issues surrounding death and dying. The student will use case studies to examine biological, social, and cognitive changes at each stage of life and their relevance to clinical, educational, and social problems. Students also evaluate the major psychosocial issues and conflicts that arise, and identify individual and social needs at each stage of development.

Quarter Credit Hours: 5

Prerequisite: None

PS 507: ETHICS FOR BEHAVIOR ANALYSTS

This course explores professional codes of ethics and standards related to the research and practice of behavior analysis in the field of psychology. Emphasis will be placed on the application of both the American Psychological Association (APA) Code of Ethics, and the Behavior Analyst Certification Board[(R)] (BACB[(R)]) Professional Disciplinary and Ethical Standards and Guidelines for Responsible Conduct. Students will analyze and evaluate moral and legal issues, as well as any personal biases that may impact the ethical decision-making process.

Quarter Credit Hours: 5

Prerequisite: None

PS 510: QUALITATIVE ANALYSIS

This course provides an overview of some of the major concepts and issues in qualitative research as it applies to the field of psychology. Learners will examine various methodological issues, data collection methods, interpretation and coding strategies, and conceptual and ethical issues involved in qualitative research. Learners are assisted in thinking critically about these conceptual issues, as well as the validity and reliability of these research methodologies.

Quarter Credit Hours: 5

Prerequisite: None

PS 511: CHEMICAL AND PSYCHOLOGICAL DEPENDENCY COUNSELING

This course provides an overview of dependency counseling strategies using a biopsychological approach to help identify, change, and maintain dependency-free behaviors. You will use your understanding of the biopsychological model in order to explore how addiction begins and intensifies as a complicated interaction between chemical and behavioral changes that occur during addiction. You will practice identifying diagnoses using the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) and proposing appropriate interventions through evaluating and writing case studies.

Quarter Credit Hours: 5

Prerequisite: None

PS 512: RESEARCH DESIGN IN APPLIED BEHAVIOR ANALYSIS

This course will introduce students to the different mixed-method approaches to research used within the field of Applied Behavior Analysis. Students will learn how to use this knowledge to select an appropriate research method when given a real-world situation. Students will also be introduced to the practical, legal, ethical, and sociocultural issues that are unique to research design within the field of Applied Behavior Analysis.

Quarter Credit Hours: 5

Prerequisite: None

PS 515: LEARNING AND BEHAVIOR

This course provides an overview of some of the major concepts and issues in learning theory. Students will examine the scientific study of how learning is acquired, maintained, and adapted. Emphasis is placed on behavioral, social, cognitive, affective, and motivational factors in human learning. Students are assisted in interpreting available empirical research and in thinking critically about the ethical application of that research.

Quarter Credit Hours: 5

Prerequisite: None

PS 516: PSYCHOPHARMACOLOGY

This course surveys basic psychopharmacological concepts, the effects of various psychotropic drugs on the brain, and the actions of hormones released during addiction episodes. In the first part of the course, students focus on basic principles of psychopharmacology and drug-receptor interactions and dose-response relationships. In the second part of the course, students examine how specific drug families affect different parts of the brain causing interference with normal functioning. Students will use their understanding of basic psychopharmacology to propose appropriate diagnoses and interventions for hypothetical clients, and to evaluate current research studies.

Quarter Credit Hours: 5

Prerequisite: PS 511

PS 517: ADVANCED PRINCIPLES OF APPLIED BEHAVIOR ANALYSIS

This course covers advanced principles, theories, and concepts of Applied Behavior Analysis. The assessment and development of behavioral interventions are covered, along with real-life examples, case studies, and current research in this area of psychology.

Quarter Credit Hours: 5

Prerequisite: None

PS 520: NEUROPSYCHOLOGY

This course provides an introduction to major concepts and issues in the field of neuropsychology, including methodological and research issues. Students will explore the major components of neuroanatomy and the assessment and diagnosis of neuropsychological syndromes. Students will also examine ethical, legal, and forensic issues in the research and application of neuropsychology.

Quarter Credit Hours: 5

Prerequisite: None

PS 521: GROUP COUNSELING

This course focuses on the theory and practice of group counseling and its application to the chemical dependency counseling field. Concepts include stages of group development, theories of group counseling, including the interactional group model, strategies for group motivation, and group process. Students will engage in group simulation exercises wherein they will take on roles of different group archetypes in order to evaluate group situational reactions, evaluate current research studies, write a group session plan, and propose strategies for solving common group problems that arise during the course of treatment. The application of group counseling theory and practice to culturally diverse groups is addressed.

Quarter Credit Hours: 5

Prerequisite: None

PS 522: BEHAVIORAL MEASURES AND INTERPRETATION OF DATA

This course will provide students with a foundational knowledge of measurement and analysis in Applied Behavior Analysis (ABA). Students will learn how to identify and measure target behaviors, as well as evaluate the accuracy of the data presented within current research studies and real-life examples. Finally, students will learn how to communicate the results of a research study in a clear, efficient, and parsimonious manner.

Quarter Credit Hours: 5

Prerequisite: None

PS 525: FOUNDATIONS OF PSYCHOPATHOLOGY

This course explores the major concepts, issues, and the theory of psychopathology as behavior that is considered normal and that is considered pathological is reviewed. Topics include emotional, personality, psychotic, and development disorders; current research methodologies; and ethical/legal issues in clinical practice. You will be introduced to the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) system, which is used as a format for classification of disorders and choice of treatments for both child and adult mental disorders. Assessment strategies and limitations of diagnostic systems will also be examined.

Quarter Credit Hours: 5

Prerequisite: None

PS 526: ADVANCED ADDICTION COUNSELING

This course provides an in-depth examination of dependency and addiction dynamics. Students will use their knowledge of counseling theories common to dependency counseling, such as cognitive behavioral therapy, to evaluate case studies, diagnose dependency, and propose appropriate treatments. Ethical dilemmas that occasionally arise in the counselor/client relationship will be analyzed and discussed. Additionally, students will evaluate case studies that contain ethical, legal, and sociocultural issues using the code of ethics of addiction counseling.

Quarter Credit Hours: 5

Prerequisite: None

PS 527: IMPLEMENTING BEHAVIORAL CHANGE

This course covers the fundamentals of implementing a behavior change program in Applied Behavioral Analysis. Students will gain skill and practice in how to design an effective behavior change program through the use of real-life case study examples. The different factors involved in maintaining and promoting the generalization of behavioral change in real-world settings will be explored.

Quarter Credit Hours: 5

Prerequisite: None

PS 530: COGNITIVE PSYCHOLOGY

This course surveys the major concepts and issues in cognitive psychology. Topics include the scientific study of mind and mental functions including attention, memory, perception, problem solving, language, imagery and categorization, and human consciousness. Students will interpret available empirical research and use critical thinking to apply that research.

Quarter Credit Hours: 5

Prerequisite: PS 520

PS 531: CO-OCCURRING DISORDERS AND TREATMENTS

This course will prepare students to work with clients diagnosed with an addiction and mental health disorder. Students will survey some of the special problems related to having addiction and various types of mental health disorders. Different treatment models will be discussed and students will practice using their knowledge of co-occurring theory to analyze research and case studies.

Quarter Credit Hours: 5

Prerequisite: None

PS 532: CLINICAL APPLICATIONS OF APPLIED BEHAVIOR ANALYSIS

This course provides an overview of the various theoretical models of behavior change, along with more current research on evidence-based best practices in Applied Behavior Analysis. Students will incorporate the practical, ethical, legal, socioemotional, and cultural needs of a client into an effective behavior change plan.

Quarter Credit Hours: 5

Prerequisite: None

PS 535: ADDICTIONS PRACTICUM I

The practicum experience in addictions is designed to prepare graduate student clinicians by extending the program's didactic and classroom-based experiential components to produce an increasingly sophisticated learning experience. The practicum is designed to integrate academic knowledge with practical experience, and prepares the student for future training in professional psychology.

Quarter Credit Hours: 5

Prerequisite: None

PS 536: ADDICTIONS PRACTICUM II

Addictions Practicum ll is an extension to the Addictions Practicum l experience and is designed to prepare graduate student clinicians by extending the program's didactic and classroom-based experiential components to produce an increasingly sophisticated learning experience. The practicum is designed to integrate academic knowledge with practical experience and prepares the student for future training in professional psychology.

Quarter Credit Hours: 5

Prerequisite: PS 535

PS 540: INDUSTRIAL/ORGANIZATIONAL THEORY AND DEVELOPMENT

This course focuses on the structure, function, processes, and other organizational -level constructs that impact the behavior of individuals and groups in organizations. Emphasis is on classical and contemporary theories of organizations, organizational structure, organizational design, technology, and the process of organizational policy formation and implementation. The course explores theory and research into surveying and facilitating change in individuals, groups, and organizations to improve effectiveness, efficiency, satisfaction, work life quality, and retention.

Quarter Credit Hours: 5

Prerequisite: None

PS 541: ORGANIZATIONAL MANAGEMENT AND BEHAVIOR

This course examines the theoretical foundations of organizational management and behavior, and explores how organizations function. Topics include decision making and group processes in organizations; conflict management and resolution; nature and design of effective organizations; power, influence, and internal politics; and program and organizational development and evaluation.

Quarter Credit Hours: 5

Prerequisite: None

PS 542: WORKPLACE MOTIVATION AND ATTITUDES

This course examines the individual/team and the workplace environment, paying particular attention to direction, strength, and persistence of relevant individual/team behavior in organizations when individual/team abilities and organizational constraints are held constant. The course will focus on human motivation and relevant psychological research and theory related to the field of industrial/organizational psychology. Emphasis is placed on determinants, consequences, and measurement of job satisfaction, work life quality, and related constructs such as involvement and commitment.

Quarter Credit Hours: 5

Prerequisite: None

PS 543: ORGANIZATIONAL LEADERSHIP—MANAGEMENT, TRAINING, AND EVALUATION

This course focuses on the development of skills for supervising, training, and evaluating employees. The course explores theory and practice in job and task analysis along with performance appraisal including legal aspects, techniques available, current research, cognitive aspects, and reliability and validity issues. Emphasis is on methods of measuring and evaluating individuals as they perform organizational tasks and actions with individuals emerging from such appraisals, including coaching. The knowledge base includes a thorough understanding of rating scale construction and use, as well as understanding of the relative advantages of different rating sources (e.g., supervisory vs. peer).

Quarter Credit Hours: 5

Prerequisite: None

PS 544: HUMAN RESOURCES MANAGEMENT

This course examines psychological principles related to human resources management in both physical and virtual work environments. Topics include aspects of the hiring process, including employee selection and performance appraisal; affirmative action, labor laws, harassment, and equal-opportunity decision making; design and evaluation of training programs; training methods and leadership/management development; the work environment; compensation, benefits, and rate increases; and disciplinary action.

Quarter Credit Hours: 5

Prerequisite: None

PS 545: INDUSTRIAL/ORGANIZATIONAL FIELD PLACEMENT

The field placement experience in industrial/organizational psychology is designed to prepare graduate student clinicians by extending the program's didactic and classroom-based experiential components to produce an increasingly sophisticated learning experience. The field placement is designed to integrate academic knowledge with practical experience, and prepares the student for future training in professional psychology.

Quarter Credit Hours: 5

Prerequisite: None

PS 555: APPLIED BEHAVIOR ANALYSIS PRACTICUM

The practicum experience in applied behavior analysis is designed to prepare graduate student clinicians by extending the program's didactic and classroom-based experiential components to produce an increasingly sophisticated learning experience. The practicum is designed to integrate academic knowledge with practical experience, and prepares the student for future training in professional psychology.

Quarter Credit Hours: 5

Prerequisite: None

PS 559: PRACTICUM FIELD PLACEMENT EXTENSION

This course will continue the mentored learning experience in the specialization area at the site approved by Kaplan University. This course may be taken after a psychology practicum or field placement course for the specific purpose of completion of the required hours.

Quarter Credit Hours: 0

Prerequisite: Permission of Clinical Placement Team

PS 600: COMPREHENSIVE EXAM

This course is required for nonthesis-track students and is comprised of an exam that assesses the student's mastery of the core curriculum courses, specialization courses, and overall competency of program outcomes.

Quarter Credit Hours: 5

Prerequisite: Successful completion of all comprehensive exam-track courses

PS 601: MASTER'S RESEARCH AND THESIS I

This course provides the student with the tools needed to develop and submit a formal proposal for research relevant to the psychology graduate curriculum and the student's chosen area of study. This course is best suited for students who wish to add to the body of professional knowledge in their chosen field of psychology or who intend to pursue a postgraduate doctoral degree.

Quarter Credit Hours: 5

Prerequisite: Successful completion of all thesis-track courses except PS 602

PS 601A: MASTER'S RESEARCH AND THESIS I

This course provides the student with the tools needed to develop and submit a formal proposal for research relevant to the psychology graduate curriculum and the student's chosen area of study. This course is best suited for students who wish to add to the body of professional knowledge in their chosen field of psychology or who intend to pursue a postgraduate doctoral degree.

Quarter Credit Hours: 0

Prerequisite: None

PS 602: MASTER'S RESEARCH AND THESIS II

The goal of this course is the completion of the Master of Science in Psychology thesis. Students complete their research, submit the completed thesis to their committee members for review, and orally present their statement of the problem, research design and methods, findings, conclusions, and recommendations during a scheduled thesis defense hearing. The thesis shall be prepared according to APA guidelines and according to Kaplan University guidelines. The final, approved product shall be submitted to appropriate personnel for binding and acquisition. If appropriate, the thesis must conform to the standards and procedures of Kaplan University's Institutional Review Board (IRB). This course is best suited for students who wish to add to the body of professional knowledge in their chosen field of psychology or who intend to pursue a postgraduate doctoral degree.

Quarter Credit Hours: 5

Prerequisite: PS 601

PS 602A: MASTER'S RESEARCH AND THESIS II

The goal of this course is the completion of the Master of Science in Psychology thesis. Students complete their research, submit the completed thesis to their committee members for review, and orally present their statement of the problem, research design and methods, findings, conclusions, and recommendations during a scheduled thesis defense hearing. The thesis shall be prepared according to APA guidelines and according to Kaplan University guidelines. The final, approved product shall be submitted to appropriate personnel for binding and acquisition. If appropriate, the thesis must conform to the standards and procedures of Kaplan University's Institutional Review Board (IRB). This course is best suited for students who wish to add to the body of professional knowledge in their chosen field of psychology or who intend to pursue a postgraduate doctoral degree.

Quarter Credit Hours: 0

Prerequisite: None

School of Professional and Continuing Education

Mission

Mission Statement

The mission of the Kaplan University School of Professional and Continuing Education is to prepare individuals to advance and succeed in their careers. Through innovative professional education, the School of Professional and Continuing Education helps individuals attain and/or maintain industry-recognized licensures, certifications, and designations.

General Information

Overview

The School of Professional and Continuing Education provides license preparation, professional development, and continuing education programs to businesses and individuals in the accounting, insurance, securities, financial planning, and financial analysis. Through classroom instruction and online courses, the School of Professional and Continuing Education serves individuals who must comply with regulatory and continuing education requirements and who want to earn advanced professional designations to help them progress in their careers.

The School of Professional and Continuing Education is composed of the following divisions:

- Kaplan Financial Education
- Kaplan Schweser

Offerings

Certification and Licensing Exam Preparation

The School of Professional and Continuing Education offers web-based study solutions that feature interactive instruction and supportive learning tools. These offerings are designed to help individuals prepare to take various certification and licensing exams.

Although certain offerings are designed to prepare individuals to take various certification and licensing exams, the School cannot guarantee students will be eligible to sit for or pass these exams.

Finance

- Certified Financial Planner^{TM} (CFP$^{(R)}$)
- Chartered Alternative Investment Analyst (CAIA$^{(R)}$)
- Chartered Financial Analyst$^{(R)}$ (CFA$^{(R)}$)
- Financial Risk Manager (FRM$^{(R)}$)
- Securities Licensing

Insurance

- Insurance Licensing

Kaplan Professional Schools

With more than 50 locations, Kaplan Professional Schools offer both classroom and distance education, including online and textbook courses.

Insurance

- Insurance Continuing Education Courses

Professional Development and Continuing Education Courses

The School of Professional and Continuing Education offers a variety of online courses designed to help individuals remain current in their industry and meet mandatory continuing education requirements in their field.

Insurance

- Insurance Continuing Education Courses

Financial Planning

- Behavioral Financial Advice Courses

Professional Certificates

The School of Professional and Continuing Education offers online certificate programs in business and finance. These programs are designed to offer advanced training, professional development opportunities, and certification exam preparation.

Business and Finance

- Finance for Managers Certificate
- Project Management Certificate

Corporate Training

The School of Professional and Continuing Education provides training solutions specifically designed for individual and business needs. In-house professional development programs, team-building simulations, and online course offerings are designed to provide specialized business training for individuals seeking career advancement and employers who want to enhance their employees' business acumen.

- Business Challenge Workshops
- In-House Programs
- Firm Element Courses

Policies

For more information regarding the School of Professional and Continuing Education's policies and procedures, please visit www.kaplanprofessional.com.

Open College at Kaplan University

Mission

Mission Statement

Open College at Kaplan University offers individualized, affordable education that integrates technology and personalized service to help learners meet their career, academic, and personal goals.

General Policies

General Policies

While enrolled at Open College at Kaplan University, you will be held to all of the University's policies as outlined in the Kaplan University Catalog, unless expressly stated otherwise in this section.

Admissions Requirements

If you have completed prior collegiate-level coursework from an accredited institution, you must submit unofficial transcripts prior to enrollment. Prior to final approval of your Individualized Learning Plan, you must provide the University with an official copy of all unofficial transcripts presented to the University. The transcripts must indicate a cumulative GPA of 2.0 or above from all previous coursework. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

By the end of your first term of study, you must complete an Individualized Learning Plan (ILP). During the process of creating your ILP, you and your faculty advisor will mutually agree on the pace at which you will complete your degree.

While enrolled in any of the Open College degree or certificate programs, you will be required to complete four professional competency tutorials (PCTs). Each tutorial session lasts two months and is made up of four to six live video conferences with a faculty member and a small group of fellow students. Upon completion of a PCT, the faculty member assesses your mastery of the associated Kaplan University professional competency and assigns a grade of pass or fail. Attendance and participation in these sessions is mandatory. If you miss more than one-third of your tutorial sessions for any given PCT, you must repeat the PCT. You may take more than one PCT at a time with the approval of the Dean or the Dean's designee.

You will complete PR 499: Bachelor's Capstone in Professional Studies as the final element of your coursework. This course will last 10 weeks.

While enrolled at the Open College at Kaplan University, you must earn 10 quarter-hour credits per calendar year through any combination of Kaplan University courses, course assessments, or credits transferred in from an approved provider. You will be academically dismissed should you not meet this requirement. If you are academically dismissed from Open College at Kaplan University, you may appeal directly to the Dean for readmission.

Prior Learning Assessment

You may use course assessments to complete any part of your degree with the exception of PR 499: Bachelor's Capstone in Professional Studies.

General Guidelines

While enrolled in an Open College program, you may complete any program requirement, with the exception of PR 499: Bachelor's Capstone in Professional Studies, with any combination of transfer credits, course assessments, open courses, professional competency tutorials, or courses completed at Kaplan University.

You may take a Kaplan University course assessment at any time during your enrollment. You may attempt a course assessment a total of two times. If you are unable to achieve a passing score on the second attempt, you may only receive credit for the course via transfer credit from an accredited institution or by taking the course at Kaplan University. Exceptions to this policy may be made only at the discretion of the Dean of the program.

Attendance

While you are enrolled in Open College at Kaplan University, you are exempt from Kaplan University's attendance policy unless enrolled in a for-credit course offered through Kaplan University or PR 499: Bachelor's Capstone in Professional Studies.

Academic Grades and Marks

Course assessments are graded on a pass/fail basis and appear as "AC" on your transcript. Transfer credit appears as "TC" on your transcript. Experiential credit appears as "EC" on your transcript. These academic marks do not contribute to a grade point average (GPA). Therefore, as you progress through your academic program, you may not have a GPA. Only courses taught through Kaplan University will appear with letter grades and will contribute toward a GPA.

Leave of Absence

While enrolled at Open College at Kaplan University, you will remain an active student so long as you pay the portfolio access fee each month. If you are unable to pay the portfolio access fee for a future month, you must petition for a leave of absence while you are an active student. If your petition is approved, you will be able to return to Open College at any time by paying a portfolio activation fee.

Financial Information

You are not eligible to use federal financial aid to pay for Open College at Kaplan University degrees or programs.

Refund Policy

Refer to your Enrollment Agreement for details of the Open College at Kaplan University Refund Policy.

Student Information and Services

As a student enrolled at Open College, you have access to the following resources:

- Kaplan University Online Library
- Career Services
- Kaplan University's Academic Support Centers

Undergraduate

Bachelor of Science in Professional Studies

Description and Outcomes

The Bachelor of Science in Professional Studies (BSPR) degree is designed with self-motivated students in mind and offers you the opportunity to create a customized degree plan to meet your own individual professional goals. The open degree program provides you with the flexibility of learning through resources that come from within and outside Kaplan University, both prior to and during the course of the degree. You may receive transfer credit from an accredited institution, portfolio credit, open course credit, credit by exam, or credit for military training or other experiential learning. The degree program is focused on professional knowledge and skills, project management, problem solving, and strategic planning and culminates in a capstone class with a portfolio project.

Highlights

- Designed to allow creation of a program that meets professional and personal interests.

- Offers flexibility in choosing elective courses alongside required general education coursework.

- Applies to a wide variety of possible career outcomes based on your interests.

- Offers flexibility through an Individualized Learning Plan (ILP).

- Customized degree plan allows for previously earned credit to be applied in a more flexible fashion.

The Bachelor of Science in Professional Studies is an excellent choice if you are a student with transfer credit, open course credit, or experiential learning credit; or a student who wants to design your own degree program with curriculum from Kaplan University and beyond.

Designing Your Degree

When you matriculate, you will develop an Individualized Learning Plan (ILP) with the guidance of a Faculty Advisor. Together, you will choose up to two focus areas that align with professional and personal goals, as well as a planned course of study. The Individualized Learning Plan maps out the coursework to be completed as part of the degree plan, including any previously earned credit and the Kaplan University general education requirements, as well as a program outcome that matches your career goals. Throughout the course of your degree, you will work with the Faculty Advisor to update and make changes to your ILP.

Program Length

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

Program Outcomes

Discipline-Specific Outcomes

1. Knowledge and Skills: Demonstrate mastery of fundamental concepts in a professional field of interest.

2. Problem Solving: Evaluate information from multiple sources to provide solutions to problems in diverse professional contexts.

3. Strategic Thinking: Develop long- and short-term plans for success in the workplace.

4. Continuous Improvement: Apply data-driven approaches to making decisions and improving professional practice.

5. Career Outcome: Chosen by faculty and student. Based on student's area of study; student works with Faculty Advisor to create a program-specific outcome matching his/her professional area of interest.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the undergraduate School of General Education section of this Catalog.

Policies

Please refer to the school-specific policies.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
100/200 LEVEL: COMMUNICATION COURSE	5
100/200 LEVEL: MATHEMATICS COURSE	5
200 LEVEL: ARTS AND HUMANITIES COURSE	5
200 LEVEL: COMMUNICATION COURSE	5
200 LEVEL: SCIENCE COURSE	5
200 LEVEL: PROFESSIONALISM COURSE	3
200 LEVEL: SOCIAL SCIENCE COURSE	5
TOTAL CORE REQUIREMENTS	**33**
Major Requirements	
100/200 LEVEL: COMMUNICATION COURSES	10
100/200 LEVEL: DIVERSITY AND CULTURE COURSE	5
100/200 LEVEL: ETHICS COURSE	5
100/200-LEVEL: MAJOR ELECTIVE	5
100/200 LEVEL: MAJOR REQUIREMENTS	15
300/400 LEVEL: MAJOR ELECTIVES	42
PR 499: BACHELOR'S CAPSTONE IN PROFESSIONAL STUDIES	6
TOTAL MAJOR REQUIREMENTS	**88**
Open Elective Requirements	
OPEN ELECTIVES	59
TOTAL OPEN ELECTIVE REQUIREMENTS	**59**
TOTAL PROGRAM REQUIREMENTS	**180**

Locations

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Course Descriptions

EDO 517: PRINCIPLES AND STRATEGIES FOR TEACHERS IN DIVERSE CLASSROOMS

This course addresses the diversity of students in today's classroom. You will learn about cultural and linguistic factors that influence the classroom, strategies for effectively teaching students with special needs and for creating an inclusive classroom environment, and customizing lesson plans that reflect the diverse needs of all students.

Quarter Credit Hours: 4 | Prerequisite: None

EL 203: PORTFOLIO DEVELOPMENT

This course is an introduction to prior-learning portfolio development that describes and organizes the learning you have acquired on the job and through certifications, military training, volunteer work, travel, etc. You will also explore what you already know, what you have college credit for, what your future goals are, and how all of these pieces fit together. Faculty will guide you through the process and provide feedback and assistance on each component of the portfolio. You will collect all of your previously credited learning (college transcripts, standardized exams, pre-evaluated learning, etc.) and will articulate and organize learning not already credited. This course will be graded pass/fail. Please obtain official documentation of credits, exam scores, and certifications before beginning the course.

Quarter Credit Hours: 5 | Prerequisite: Previous success in one or more college course(s)

PR 499: BACHELOR'S CAPSTONE IN PROFESSIONAL STUDIES

This capstone course is the culminating experience for the Bachelor of Science in Professional Studies. This course builds on the concepts covered within the program of study. The capstone course provides you with the opportunity to integrate and synthesize the knowledge and skills acquired throughout your coursework and to assess your level of mastery of the stated outcomes of your degree program.

Quarter Credit Hours: 6 | Prerequisite: Final term or permission from the Dean

Concord Law School

Mission

Mission Statement

Concord Law School, using state-of-the-art technology and the Internet, delivers a sound program of legal education that is accessible and affordable. Concord's program helps career-focused learners achieve their personal and professional goals. In doing so, the program uniquely serves the needs of the legal profession and the public interest.

Overview

Concord Law School Information

Concord Law School reserves the right to change provisions of this Catalog, with or without notice, subject to accreditation and licensing requirements. Where the Concord policies set forth in this section differ from general Kaplan University policies, the Concord policies apply to students in any of the Concord programs.

At Concord Law School, students may choose a program of study leading to a Juris Doctor (JD), Executive Juris Doctor[SM] (Executive JD[SM]/ EJD[SM]), or LLM (Master of Laws) degree. Employing Internet-adaptive technologies, Concord programs offer excellent course instruction while allowing students the flexibility of choosing when and where they study. Graduates of the JD or EJD programs may register to take courses on an individual basis.

Concord History

Concord Law School was founded in 1998 as the nation's first wholly online law school and one of Kaplan's first efforts in the area of higher education. Concord was accredited by the Distance Education Accrediting Commission (DEAC), formerly the Accrediting Commission of the Distance Education and Training Council (DETC) (www.deac.org), before it formally merged with Kaplan University. Concord is an institutional member of the Council for Higher Education Accreditation (CHEA, www.chea.org).

Concord is registered as a distance learning law school with the California Committee of Bar Examiners (www.calbar.ca.gov). Concord's Juris Doctor (JD) graduates meet the legal education requirements of the Committee of Bar Examiners, State Bar of California, and if other regulatory requirements are satisfied, may sit for the California Bar Examination.

Concord also awards an Executive Juris Doctor[SM] (EJD[SM]) degree, a professional law degree that offers individuals interested in an education in law the chance to take courses without becoming a licensed lawyer. The EJD is designed to offer students more flexibility in their studies, as the degree is not aligned with the requirements to sit for the California Bar Exam. Concord also awards the Master of Laws (LLM) degree.

Accreditation

Concord Law School received initial affirmation of accreditation by the Distance Education Accrediting Commission (DEAC), formerly the Accrediting Commission of the Distance Education and Training Council (DETC), in 2000 and its most recent reaffirmation of accreditation in 2010. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The DEAC can be contacted at:

1601 18th Street, NW Washington, DC 20009

Tel: 202.234.5100

Website: www.detc.org

Concord's degree-granting authority in connection with its students qualifying to take the California Bar Examination and obtaining admission to the practice of law in California (Juris Doctor Program) is based on its registration as an unaccredited law school with the Committee of Bar Examiners.

Concord Law School is authorized to operate as a degree granting institution in the state of California and is registered as an unaccredited law school in the distance learning category with the California Committee of Bar Examiners:

180 Howard Street

San Francisco, CA 94105

Tel: 415.538.2000

Website: www.calbar.ca.gov

Concord's unique method of delivering its program—utilizing the Internet without a fixed classroom facility—places it in the "distance learning" category under California law. The California Committee of Bar Examiners registers distance learning schools, and if study is completed in conformance with Title IV, Division 1 of the Rules of the State Bar of California (Admission Rules) and all other requirements are met, graduates of the Juris Doctor program are eligible to sit for the California Bar Examination.

ABA Approval

Concord is not on the list of schools approved by the American Bar Association (ABA). The ABA Standards for the Approval of Law Schools currently do not allow for JD programs that are delivered fully or substantially online. The ABA does not formally approve any program other than the first degree in law (JD).

California State Bar Registration

Students enrolled in the Juris Doctor program must register with the State Bar of California after beginning law studies at Concord.

Pursuant to Rule 4.16 (B) of Title IV, Division 1 of the Rules of the State Bar of California (Admission Rules), "The Application for Registration must be filed first, before any other application is transmitted to the Committee. The applicant is required by law either to provide the Committee with a Social Security Number or to request an exemption because of ineligibility for a Social Security Number. Registration is deemed abandoned if all required documentation and fees have not been received within sixty days of filing. No refund is issued for an abandoned registration."

For more information, see www.calbar.ca.gov. Specific information can be found in the Juris Doctor Admissions section , including links for online registration.

Note: registration as a first-year student is distinct from registering to sit for the California State Bar First-Year Law Students' Examination (FYLSE). All students who successfully complete their first year at Concord and satisfy all other requirements will be certified to sit for this examination. More information about the FYLSE is available from the student's Concord homepage via the FAQs link under the Student Services heading.

Required Disclosures

JD PROGRAM

The method of instruction at this law school for the Juris Doctor (JD) degree program is principally by technological means including interactive classes.

Students enrolled in the JD degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code 6060(h) and Title IV, Division 1 of the Rules of the State Bar of California (Admission Rules) as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's JD degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's JD degree program, but will receive credit for only 1 year of legal study.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or satisfy the requirements for admission to practice in jurisdictions other than California. A student intending to seek admission to practice law in a jurisdiction other than California should contact the admitting authority in that jurisdiction for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

EJD AND LLM PROGRAMS

The method of instruction at this law school for professional law degree programs other than the Juris Doctor degree is principally by technological means including interactive classes.

Completion of a professional law degree program at this law school, other than the Juris Doctor degree, does not qualify a student to take the California Bar Examination or satisfy the requirements for admission to practice law in California. It may not qualify a student to take the bar examination or satisfy the requirements for admission to the practice of law in any other jurisdiction. A student intending to seek admission to practice law should contact the admitting authority in the jurisdiction where the student intends to qualify to sit for the bar examination or for admission to practice to receive information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

Transfer of Credits to Other Schools

Students who wish to continue their education at other schools must not assume that credits earned at Concord Law School of Kaplan University will be accepted by the receiving institution. It is the responsibility of students who plan to transfer to other schools to acquaint themselves with the requirements of the selected school and the requirements of that state's licensing, certification board, and accrediting body. Institutions of higher education vary in nature and number of credits they will accept toward any program. It is at the sole discretion of that receiving institution to accept credits earned at Concord Law School of Kaplan University. This is standard transfer of credit procedure. Neither Concord Law School nor Kaplan University can guarantee the transferability of any credits to other institutions.

Policy Information

Attendance and Related Policies

Attendance Policy

The below policy should be read in conjunction with the Probation for Failure to Progress in Studies policy.

During a term of study, students must be in compliance with both the Attendance Policy and the appropriate Module Progress Policy for their program (see the Probation for Failure to Progress in Studies policy) to be in good standing and to be eligible for financial aid.

Concord's learning management system captures when students complete academically related activities. The data captured on this learning management system will be used to monitor student progress and determine if students are "attending" the School.

Concord's learning management system is the official record for implementing the Attendance Policy:

1. Students who do not complete academically related activities within the first 7 days of the term start date will be withdrawn from their classes and their enrollment will be administratively cancelled.

2. Students who fail to complete academically related activities for 21 consecutive calendar days, excluding scheduled breaks, will be administratively withdrawn from the program, will no longer be eligible for financial aid, and will be dismissed from the School.

3. Students withdrawn due to nonattendance must apply for readmission with the Associate Dean and follow the reentry procedures for Concord. Students who feel an error has been made in their attendance calculation may appeal to the Associate Dean by filing a petition. All appeals must follow the Reinstatement/Non-Title IV Eligible policy for the respective program; JD, EJD, LLM.

Deferment and Withdrawal

DEFERMENT OF START DATE

Students are accepted for a specific term, for example, January or June. After acceptance, but before a student completes orientation, students may request to change their start date to the next term.

A deferral may be approved for students prior to the end of the first week of the term. After the first week of the term, students are subject to the Withdrawal Policy stated below.

Deferrals are granted with the understanding a student must begin his or her studies the next term.

- Example 1. If a first-year student is accepted for the September term, a deferral may be requested to start the following January, which is the start of the next term.

- Example 2. If an upper-division student starts in January, a deferral may be requested to start in July, which is the start of the next term.

WITHDRAWAL POLICY

JD and EJD Programs

A student who withdraws from Concord must make a request to the School containing the reasons the student is no longer able to complete the program. The request may be made in writing, by email, over the telephone, or in person to the Administrative Office in Los Angeles. The student will be responsible for all tuition and fees per the enrollment agreement. (Please see Application for Readmission in the Admissions section.)

Withdrawal from individual courses after the add/drop period is at the discretion of Concord and may be subject to conditions.

Withdrawal after the start of the term is, in general, reflected with a "W" for course grades on the transcript. Withdrawals made within a week of the first scheduled final exam (JD students) or the end of the term (EJD students) will result in a grade of "F" for those courses in which a student did not sit for final exams or submit final course papers.

The effective withdrawal date for a student shall be when any of the following occur:

1. The date the student notifies Concord of withdrawal or the date of withdrawal, whichever is earlier,

2. The last date of attendance in the case of students who do not complete academically related activities within the first 7 days of the term start date,

3. The last date of attendance for students who fail to complete academically related activities for 21 consecutive calendar days,

4. The date when Concord terminates the student's enrollment, or

5. The date the student is scheduled to return from a leave of absence and fails to do so.

All refunds due will be made within 30 days of the student's effective withdrawal date. The last date of actual participation (log in) is used in calculating any refund amount.

LLM Program

Students who wish to withdraw from the LLM program or cancel their studies are encouraged to contact the Concord LLM Program Director by email or phone to discuss their options. Withdrawal and cancellation requests must be made as stated above in the Withdrawal Policy.

For New Mexico Students

On the student's request, Concord Law School will provide, within 5 business days, an estimated accounting of any amounts retained, and will provide a final accounting following the Department of Education's determination regarding any federal financial aid disbursed.

Student Services

Academic Calendar

Concord Law School has four starts each year for first-year students and two starts each year for upper-division students enrolled in the JD and EJD programs. The LLM program has three starts each year. Some start dates, as well as academic events, may conflict with religious or secular holidays. Concord will attempt to avoid these conflicts or schedule around them on a case-by-case basis, but may not be able to do so in all instances.

Orientation

The Concord experience begins with a thorough orientation to the study of law and the online learning environment. Through the online orientation, students learn how to operate in the School, how to study law, and how to access the resources available at Concord.

Prestart Fundamentals Program

Many law students start their law school career with little knowledge of the legal system, what is expected of them, or how to get the most from their studying. At Concord, the Prestart Fundamentals Program relieves some of the stress of the first few months of law school. The course provides an introduction to the skills necessary for success and the background and context that are important for first-year studies at Concord.

A Fundamentals course begins each month, and first-year students admitted to the JD or EJD program will be enrolled into a specific Fundamentals course depending on their requested term's start date. The Fundamentals course is designed to provide a robust orientation to Concord and the study of law within a cohort-based program, and includes course modules and assignments that mirror what students will experience in their first-year courses. Students are expected to complete the Fundamentals course prior to the start of their first term. The Fundamentals course is not available for applicants accepting advanced standing admission to Concord.

Student/Faculty Interaction

At Concord, students interact with faculty and fellow students through online classes, emails, interactive bulletin boards, and telephone calls. The program incorporates synchronous classes convened over the Internet at regularly scheduled times each week. These classes function like classes in a traditional law school setting. Students are expected to come to class prepared on the day's assigned reading. The professor engages the students in a discussion of the assigned material, which includes questions that may be directed to the class or to a particular student in the class.

At the time of publication of this Catalog, these classes are generally audio/video streamed from professor to student and text-based responses are sent from student to professor. Professors can also arrange for students to respond by audio/video stream. The classroom is led by the professor, who has the capacity to transmit some or all of the responses that are offered to a particular question by students to the class as a whole. An online student roster provides an additional opportunity to contact fellow classmates. Those who have experienced the Concord classroom as either a student or teacher typically remark on the richness and interactivity of the class sessions.

Academic Support

Concord is committed to providing a supportive learning environment for its students. The assistant deans of students (Law Advisors) provide a program of interaction and intervention designed to encourage and support students as they achieve their educational goals.

At the start of law study, JD and EJD students are introduced to their assistant dean of students who monitors their progress throughout the program. Each student is required to make consistent progress toward completion of his or her studies. Progress is measured by the student's progression through modules in each course. Thus, students are deemed to be doing unsatisfactory work when they fail to maintain the recommended study pace. If a student falls behind an average of three modules, the student is contacted and offered encouragement and guidance. If a student falls an average of five modules behind, the student is placed on probation and is contacted by his or her assistant dean. Together, the student and the assistant dean develop a study plan to assist the student in overcoming scheduling, academic, or other problems that may have been creating barriers to satisfactory progress. In addition, if academic issues have slowed the student's progress, appropriate counseling and professor discussions are initiated.

Law Library

Students access a complete law library from their computers. On Concord's website, a law library interface is available that gives students access to the Internet's free legal library. The library includes, among other things, all U.S. Supreme Court cases, the U.S. Constitution (with annotations to Supreme Court cases), all U.S. Codes, the Federal Rules of Evidence, the Federal Rules of Civil Procedure, codes of professional responsibility, all California codes and laws, and recent appellate cases and law review articles.

The School provides JD and EJD students with access to Westlaw, an electronic legal library, after they have been enrolled for a month. LLM students receive Westlaw access when they start classes. In addition to the Concord Librarian's tutorial, Westlaw offers research training and materials to help navigate through the wealth of information available.

The School also provides students with access to HeinOnline, an image-based retrospective of more than 1,000 law journals with substantial historical coverage, as well as access to historical copies of the Federal Register, U.S. treaties, and other international agreements.

The Concord Law Librarian is also available to assist students in developing research skills to find the resources they need on the Internet.

Career Services

Concord is committed to supporting its students' efforts to enter the legal field or law-related employment after graduation and to obtain legal experience while enrolled at the School. Recognizing that career development is an ongoing, lifelong process, Concord Career Services provides legal career management tools and resources for its students and graduates. Resources provided include materials and lectures designed to assist in thinking about and planning a legal job search; explore employment opportunities; prepare application documents; and develop and utilize a personal and professional network.

Concord professors host periodic webinars on employment opportunities, which often feature alumni and other experts in a particular field. The School site includes links to Internet and subscription-based resources. Students and alumni also may contact Career Services for individual assistance with their career development.

Note that career services offered by Concord are not an obligation or guarantee of employment. Although Concord will assist students, finding a job is the ultimate responsibility of the student. Concord's programs are designed to prepare graduates to pursue employment in the law, or in related fields. However, Concord does not guarantee that graduates will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

EJD Program

Concord's EJD program is designed for individuals who wish to enhance their careers or enter into law-related fields for which a bar license is not required. EJD students and graduates are encouraged to build on their background and experience to achieve their career objectives for their legal education. After the first year of required courses, EJD students have the flexibility to select courses that further their specific career goals.

JD Program

Concord's JD program is designed to meet the requirements of the State Bar of California to allow its JD graduates, if all additional requirements are met, to sit for the California Bar Exam. Graduates who pass the California Bar Exam, and meet the other regulatory requirements, are eligible to practice law in California. Although the JD program is designed to prepare students to sit for the bar exam and bar-taking support is also provided, Concord cannot guarantee students will pass the exam.

Study at, or graduation from, Concord may not qualify a student to take the bar examination or satisfy the requirements for admission to practice law in jurisdictions other than California. A student seeking admission to practice law in a jurisdiction other than California should contact the admitting authority in that jurisdiction for information regarding the legal education requirement for admission to the practice of law.

LLM Program

The Small Business Practice LLM program was developed to provide attorneys and recent law school graduates with focused knowledge and skills to better serve small business clients. In addition to Concord Career Service resources, the LLM program includes a law practice management course.

Student Rosters

Concord maintains student rosters that are separate from the Kaplan University directory. Students may choose to opt out entirely or restrict the information available to third parties. All information posted to the student rosters must comply with School policies, such as the Student Conduct policy, Acceptable Use policy, Family Educational Rights and Privacy Act (FERPA) of 1974, and Statement of Nondiscrimination.

Administrative Offices

Concord's administrative offices are located at 10866 Wilshire Boulevard, Suite 1200, Los Angeles, CA 90024. The general telephone number is 310.689.3200, and the fax number is 310.470.3547.

All members of the faculty and administration are available through email, fax, and phone. Student questions, in most situations, are answered in 24 to 48 hours.

Concord maintains student transcripts and student records at this location consistent with the requirements of The Higher Learning Commission, the Distance Education Accrediting Commission (DEAC), and the State Bar of California. Student records, including transcripts, are only released in accordance with the requirements of FERPA.

Student Groups

Concord Law School recognizes and registers student groups that comply with the established procedures for registration of such groups. This registration remains in effect as long as the group conducts itself in accordance with Concord's policies and procedures. A proposed student group applies to the Dean or the Dean's designee of Students for recognition using the procedures and forms provided on the Concord School site. Once a group is recognized and registered, it must maintain a roster of at least 10 active members at all times. All members must be current JD or EJD students who are actively engaged in legal studies and who have access to the site. Should the number of active members fall below 10, the group may be delisted. The membership roster on the site is the official roster for group membership.

A recognized student group may use "Concord Law School" in its group's name. Concord supports registered student groups in a variety of ways, including with a link on the Concord School site under the Student Organizations tab, a bulletin board, and other technical support as appropriate. Groups must specifically obtain permission from the Dean or the Dean's designee of Students to use the Concord Law School logo and may not have any other logo that identifies the group. See the Student Groups tab on the Concord School Site for further instructions on forming official student groups and student group guidelines. All Concord student groups are bound by the Honor Code, the Academic Use policy, the Net Etiquette policy, and any other Concord polices that govern student behavior and communication on the Internet and elsewhere.

Financial Aid Services

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

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

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

Other Agencies or Programs

- Promise Jobs
- Veterans Administration Benefits
- Division of Vocational Rehabilitation
- Defense Activity for Non-Traditional Education Support (DANTES)

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

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

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

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

Satisfactory Academic Progress

Please see the policy specific to your program of study:

Juris Doctor
Executive Juris Doctor
Master of Laws

NOTICE TO STUDENTS

If you withdraw or are dismissed from the School up through the 60 percent point in any payment period and received federal financial aid in the form of grants or loan funds, federal law requires that the School, and in some cases you, the student, return funds you did not earn to the U.S. Department of Education. In these situations, federal Title IV financial aid must be recalculated. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

1. A determination of the percentage of the payment period or term the student has completed, which is used to calculate the amount of Title IV financial aid the student has earned, will be based on the number of days the student completed up to the last date of academic attendance, divided by the total days in the payment period or term. (Any break of 5 days or more is not counted as part of the days in the term.)

2. To determine the amount of aid to be returned, subtract the percentage of aid earned from 100 percent of the aid that could be disbursed and multiply it by the total amount of aid that could have been disbursed during the payment period or term as of the date you withdrew. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: After the 60 percent point in the payment period, the student will have earned 100 percent of the federal financial aid funds already disbursed to him/her. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy, and may result in the student owing additional funds to the School to cover tuition charges previously paid by federal financial aid prior to student withdrawal.

   If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student is required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debt balance to the School. If a student earned more aid than was disbursed to them, the School would owe the student a post-withdrawal disbursement, which must be paid within 120 days of the student's withdrawal.

3. If a student plans to withdraw from the School, he/she should Contact the Financial Aid or Business/Bursar's Office to determine the amount of funds that must be returned on the student's behalf, if applicable. All refunds due will be made within 30 days of the student's effective withdrawal date. The last date of actual attendance is used in calculating any refund amount. Refunds are allocated in the following order:
   1. Unsubsidized Federal Stafford Loan
   2. Subsidized Federal Stafford Loan
   3. Federal Perkins Loan
   4. Federal Parent (FPLUS) Loan
   5. Federal Pell Grant
   6. Academic Competitiveness Grant (ACG; degree programs only)
   7. National SMART Grant (specially identified degree programs only)
   8. Federal Supplemental Educational Opportunity Grant
   9. Other Title IV assistance
   10. Other state funds (unless otherwise mandated by the state)
   11. Private and institutional aid
   12. Student

Academic Records/Privacy Policy

Inspection/Review of Academic Records

Students or former students who wish to inspect or review part of their academic record, other than standard transcript information, must make their request in writing in an administrative email or to:

Associate Dean

Concord Law School

10866 Wilshire Boulevard, Suite 1200

Los Angeles, CA 90024

Email: associatedean@concord.kaplan.edu

Fax: 310.470.3547

The request must identify specifically which record(s) the requestor wishes to inspect and whether the inspection of the records will be in person at Concord's Office of Academic Administration in Los Angeles or by receipt of a copy by U.S. mail. If any portion(s) of the academic record requested for review are maintained in electronic format, they will be made available in printed form, in general, or offered by the relevant software application.

Requesting a Review in Person

To request an in-person review, the requestor must suggest the date and time for the review with a minimum of 10 days advance notice. Reviews must take place during the normal business hours of the Office of Academic Administration.

Requesting Copies by Mail

Requests for copies will be answered within 45 days of receipt of the request and are normally sent by U.S. Priority Mail, Certified, Return Receipt Requested. Other methods of delivery are available upon request. Persons requesting copies of their academic record must pay in advance a fee to cover the cost of copying and delivering the documents.

Requests for amendments to any academic records must be made in writing as set forth above. If Concord declines to amend the academic record, a reason will be provided in writing. This decision may be reviewed using the General Report/Complaint Procedures.

Privacy Policy

Concord Law School is committed to honoring a student's privacy while also providing a forum for legal discourse among fellow students and faculty. This policy statement is intended to inform students of what information Concord collects after admission to the School, how Concord uses that information on the School Site, and what information is available to persons other than the School.

The policies and systems are designed to provide students with a private, secure means of interacting and communicating with School faculty, administration, and classmates while utilizing the School Site.

In accordance with federal and state law, educational records are maintained at Concord's Administrative Site in Los Angeles, California, and on the School Administrative Site. Within the Administrative Site, the security of the student record information is maintained by affording different levels of access for administrators and faculty. Faculty and administrators are afforded the appropriate access to information to assist them in doing their assigned job.

Concord does not release these records to other persons outside the School without written consent from the student or as required by law.

The School Site, www.concord2.kaplan.edu, is also secure. Only persons with digital certificates can access and utilize the site.

1. **SITES AND SERVICES TO WHICH THIS STATEMENT APPLIES**
   Concord students are granted access to the School Site, www.concord2.kaplan.edu. Information submitted to this School Site is not shared with the concordlawschool.edu, info.concordlawschool.edu, kaplan.edu, or kaplanuniversity.edu sites, which may have initially been utilized to research or apply to the School. For information about the Kaplan University Privacy policy, visit www.kaplanuniversity.edu.

2. **INFORMATION STUDENTS PROVIDE TO CONCORD VIA THE SCHOOL SITE AND HOW IT IS USED**
   When students are granted admission into the School, they will be asked to provide certain personal information such as their name and contact information. Concord asks for this to complete enrollment, properly place students in the correct program of study and class group, and allow the School administration to contact students, if needed, throughout their studies with Concord. As part of this process, Concord asks that students notify the administration immediately if they change their email address. This allows the School to contact students in a timely manner.

3. **INFORMATION AVAILABLE TO PERSONS OTHER THAN THE SCHOOL**

The student's personal homepage requires users to give the School contact information such as their permanent/mailing address, phone, and email address. This information is for School purposes only and is not shared with persons outside the School.

The student's personal homepage also provides a "Roster Info" option that requests information such as name, city, state, email addresses, phone numbers, photograph, occupation, title, company, education, and other information. Each individual item requested is optional. Students may opt out of providing this information and, therefore, it will not be released. Once students voluntarily submit this information to the School, it will be posted and available to other Concord students. If, after submitting this information, students wish to update or delete specific items released, they may do so by returning to the "Roster Info" option.

Entries submitted in discussion boards (such as the Student-to-Student Board) are available to all Concord students. Be aware that discussion boards are for students only and Concord does not control what information is submitted, nor does it censor this site. However, if students become aware of any offensive, harassing, or other communications on these sites, they should report such communications following the procedures set forth in the General Report/Complaint Procedures.

Entries submitted in classrooms are available to all Concord students and faculty. Concord faculty serve as moderators to the chat and monitor the content of direct legal discussions. Moderators may also delete comments and content that is inappropriate or profane.

4. **LINKS TO OTHER SITES**

Students will find links from the Concord School Site to independently owned, controlled, and/or managed websites that contain content the School believes will be of possible interest and value to students (e.g., the Concord Law Library).

In many cases, these links represent cooperative projects or mutual links established with the organizations connected with these sites. Concord does not control the content of these linked sites. These other sites may send students their own cookies, collect data, or solicit personal information. While Concord identifies sponsor and advertiser areas of its websites, it does not control these cookies or the content of these third parties.

Once students leave Concord servers (students can, in general, tell where they are by checking the URL in the address bar of their browser), the use of any information they provide is governed by the privacy policy of the operator of the site they are visiting. That policy may differ from Concord's. If students cannot find the privacy policy of any of these sites via a link from that site's homepage, they should contact the site directly for more information. Concord is not responsible for the privacy practices or the content of such sites.

5. **SECURITY**

The importance of security for students' personally identifiable information is of utmost concern to Concord. The School has physical, electronic, and managerial procedures in place to assist it in providing the secure transmission of students' information from their personal computers to Concord servers. Unfortunately, no data transmission over the Internet can be guaranteed to be secure. As a result, while Concord strives to protect students' personal information, Concord cannot and does not ensure or warrant the security of any information students transmit to the School and students do so at their own risk.

Concord's policy does not extend beyond its website to anything inherent in the operation of the Internet, except to the extent that this policy applies to how students use their own computers to communicate with the Concord site and its faculty and staff. Concord's policy is also not to be applied in any manner contrary to applicable law or governmental regulation.

6. **CONTACT US**

If students have questions or concerns regarding this privacy statement, they should contact the School as follows:

Concord Law School

10866 Wilshire Boulevard, Suite 1200

Los Angeles, CA 90024

Tel: 310.689.3200

Email: associatedean@concord.kaplan.edu

Student Conduct and Honor Code

Student Conduct

Concord Law School requires students to conduct themselves at all times in accordance with the professional standards and conduct expected of attorneys and future attorneys. Students who fail to meet these standards or who disrupt the learning environment, community, culture, or operations of the school, or insult, harm, or harass the School, students, staff, administrators, faculty, or other school-related personnel, may be subject to disciplinary action up to and including dismissal from the School. Without in any way limiting the general requirement of professional conduct, the following illustrate some specific forms of prohibited conduct:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of Concord Law School or Kaplan University documents (see also the Honor Code).

2. Theft, deliberate destruction, damage, misuse, or abuse of Concord Law School or Kaplan University property or the property of private individuals associated with the University or Concord Law School.

3. Physical or verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person.

4. Inappropriate or profane language or behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Concord Law School activities.

5. Unauthorized presence in, or forcible entry into, a Concord Law School facility or Concord Law School–related premises, including event locations.

6. Failure to comply with Concord Law School officials acting within the scope of their employment responsibilities.

7. Failure to comply with all Concord Law School and Kaplan University regulations, whether contained in official school publications or announced as administrative policy by a school official or other person authorized by the Dean of Concord Law School or the President of the University.

8. Violence or threats of violence toward persons or property of students, faculty, staff, Concord Law School, or Kaplan University.

9. Improper use of email, Internet access, and school sites and facilities (see also the Acceptable Use Policy.)

10. Failure to comply with federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials.

11. Flagrant or repeated abuse or misuse of school process or resources, including unfounded or vexatious requests or demands.

12. Sharing Concord Law School-provided user name and password information with another person, allowing another to impersonate a student while logged into any school system, or logging into any school system with another person's user name and password.

This Student Conduct Code incorporates Kaplan University student conduct policies, except where inconsistent. The requirements of this Student Conduct Code apply online, in person, at school-sponsored events, and to students undertaking coursework at another institution through arrangements made by or through Concord Law School. The requirements of the Report/Complaint Procedure apply to student conduct-related matters.

The Honor Code

1. **STATEMENT OF PURPOSE**

   Concord functions on a global campus, with a diverse student population, on a unique asynchronous platform of study modules. These and other unique constraints make an Honor Code core to Concord's educational mission and vital to the integrity of its learning outcomes.

   The purpose of this Honor Code is to establish rules and procedures of Concord Law School governing student conduct with respect to academic integrity. As a vehicle through which standards of personal conduct and self-regulation are established, the Code is more than an aspirational goal. Rather, it represents an integral part of Concord's legal educational philosophy. Nowhere is such a system more important than in a profession such as the law, which is so dependent on high ideals of personal ethics. The Code is intended to promote an atmosphere of confidence and trust among students. The governing philosophy and premise of the Code is that students striving to study or enter the legal profession are capable of adherence to ethical standards and the self-regulation of their own conduct. With this goal, above all, students are warned to avoid any actions that give even the appearance of impropriety or reflect negatively on Concord, its educational mission, or its students.

2. **SCOPE**

   The Honor Code applies to any academic matter relating to the attendance, enrollment, and performance of a student at the School. An academic matter means any activity that may affect a grade, one's status as a student, another student's entitlement to a legal education, or another student's satisfaction of the requirements for graduation, and includes, but is not limited to:

   1. Any application for admission or supporting documentation relating to law school;

   2. Any final or midterm examination;

   3. Any quiz;

   4. Any essay, research paper, or other assignment for a course; or

   5. Any misrepresentation concerning GPA, academic honors, class rank, or personal history that is made for the purpose of inducing another person to act or refrain from acting on the basis of that misrepresentation.

3. **PROHIBITED ACTIVITIES**

Students shall not give, receive, or solicit aid in completing any graded assignment. Students shall not submit as their own the work of another. Students shall not share, divulge, or discuss the content of any graded assignment (including, but not limited to, Concord's quiz, essay, midterm exam, or final exam questions) with other students or third parties, either before or after completing the assignment. The "content" includes, but is not limited to, the questions, issues list, model answers, explanations, topics, and the content or language of student answers to the question (whether a student's own answer or that of another student). The proscribed activities include, but are not limited to, copying, posting, publishing, transferring, and otherwise discussing the content, either in person, by phone, through bulletin boards, via Internet-based discussion groups, or in chat rooms.

The rules against giving or receiving aid and sharing the content of Concord materials are absolute. This prohibition is applicable at all times and in all places—real time and real space, as well as cyber time and electronic space. This prohibition includes oral, written, and electronic communications of all kinds. This prohibition governs discussions both before and after the completion of any quiz, essay, or exam.

In addition, under no circumstances may a student misuse Concord's proprietary or copyrighted materials.

Instructions provided by the syllabus, an administrator, or a faculty member may modify or abrogate some of the restrictions contained in this section for purposes of that particular course, assessment, examination, or assignment. It is incumbent on the student to communicate in writing with the professor and to be clear about what materials may be shared or passed among others in the class. The burden is on the student to ask, document, and follow the instructions received. Errors of judgment will be read against the student who failed to ask in advance.

The prohibitions described in this section of the Honor Code are examples of violations of the Code and are not meant to be an all-inclusive list of possible Honor Code violations that may occur.

Above all, students are warned to avoid any actions that give even the appearance of impropriety or reflect negatively on Concord, its educational mission, or its students. The School reserves the right to determine alleged violations on a case-by-case basis. Without limiting, in any way, Concord's right to enforce the Honor Code, the following examples are offered to enhance understanding and facilitate compliance with the Honor Code:

A. **Final and Midterm Examinations**

Unless specifically permitted to do so by specific written instructions of the professor or School administration, it is a violation of the Honor Code, in connection with a midterm or final examination, to:

1. Communicate with anyone about a midterm or final examination, except the School administration or the Technology Department, during the midterm or final examination;

2. Give, receive, or solicit aid during any midterm or final examination;

3. Use any materials during any midterm or final examination not specifically permitted in writing by the professor;

4. Begin reading any part of the midterm or final examination prior to the start of the midterm or final examination;

5. Continue writing or typing any final or midterm examination answer when the midterm or final examination time has expired;

6. Retain examination questions beyond the time when examinations have been completed or transfer copies of any examination to another person;

7. Discuss with, or otherwise communicate, by any medium or in any forum, to any person, the content of the exam question or questions, explanations, topics, list of issues, model answer, the student's own answer, or any other student's answer before or after the exam (the phrase "content of the exam" includes, but is not limited to, the following: any communication of the exam question or topic, issue list or summary, model answer, or any student answer to the exam question as provided in section 3 of the Honor Code);

8. Discuss the midterm or final examination with the professor after the midterm or final examination and before the grade(s) have been submitted;

9. Engage in any conduct prior to, or during, the midterm or final examination that unreasonably interferes with another student's ability to concentrate or otherwise complete the midterm or final examination; or

10. Engage in any other conduct in the preparation or taking of a midterm or final examination that gives a student an unfair advantage or seeks to hinder or harm another's ability to do his or her best.

B. **Other Assessments (Quizzes, Essays, Papers, and Other Assignments)**

Unless specifically permitted to do so by specific written instructions of the professor or School administration, it is a violation of the Honor Code, in connection with an assessment, to:

1. Communicate with anyone about the assessment, except the School administration or the Technology Department, during the assessment;

2. Give, receive, or solicit aid during any assessment;

3. Use any materials during any assessment not specifically permitted in writing by the professor or administration;

4. Transfer copies of any assessment, model, or student answer (the student's own or another's) to another person;

5. Discuss with, or otherwise communicate, by any medium or in any forum, to any person, the content of the assessment, explanations, topics, list of issues, model answer, the student's own answer, or any other student's answer before or after the assessment (the phrase "content of the assessment" includes, but is not limited to, the following: any communication of the assessment question or topic, issue list or summary, model answer, or any student answer to the assessment as provided in section 3 of the Honor Code);

6. Discuss an assessment with the professor before or after completion of the assessment and before the grade(s) have been submitted;

7. Engage in any conduct prior to or during an assessment that unreasonably interferes with another student's ability to concentrate or otherwise complete the assessment; or

8. Engage in any other conduct in the preparation or taking of an assessment that gives a student an unfair advantage or seeks to hinder or harm another's ability to do his or her best.

C. **Academic Record**

Students are prohibited from purposely, knowingly, or intentionally misrepresenting factual information about the academic performance or record of any student including a student's own academic record.

4. **PERMITTED ACTIVITIES**

The situations described in this section of the Honor Code are examples of activities that do not constitute a violation of this Honor Code if conducted as described. Other activities may be permissible. The School reserves the right to determine alleged violations on a case-by-case basis. Before taking any action involving sharing or publishing any of Concord's curricular material, students should ask a Law Advisor for assistance in understanding and applying the Honor Code. In case of doubt, the burden is on the student to ask, document, and follow the instructions received. Errors of judgment will be read against the student who failed to ask in advance. Note that issues of copyright, appropriate use of electronic communications, and privacy may also be present in these situations, and students should take care to comply with the law and School policies in those areas. Without limiting, in any way, Concord's right to enforce the Honor Code, the following examples are offered to enhance understanding and facilitate compliance with the Honor Code:

A. **Administrators and Faculty Members**

Students may discuss or communicate about quizzes, essays, exams, and other assessments only as follows:

1. With an administrator at any time, including the technical support staff, about access issues;

2. With their professor, but only after the grade(s) have been recorded; this maintains student-professor anonymity in grading;

3. With any person if given explicit written permission by an administrator or a professor;

4. In a chat specifically established to go over the material, for example, a midterm or other assignment, with the explicit permission of the professor or the administration;

5. With the Honor Code Committee as a whole (but not with its members individually), as requested and directed in the course of Honor Code Committee proceedings; or

6. In other circumstances that shall from time to time be explicitly raised and formally given an exception in writing by a professor or administrator.

B. **Study Groups**

Students in study groups are bound by the Honor Code in regard to all Concord materials, questions, answers (their own or those of others), model answers, issues lists, explanations, topics, and outlines, as described in section 3 of the Honor Code, except that individual students and study groups may freely and fully share, subject to copyright and any other intellectual property law limitation, any and all of the following:

1. Computer-Assisted Legal Instruction (CALI) exercises and materials

2. Study questions in any textbook

3. Any and all hornbooks or treatises

4. Start on Skills (SOS) essays and sample answers (Concord's own voluntary, study-group based essay materials)

5. Concord Essay Outreach (CEO) essay questions and answers (available on the site)

6. Concord First (CF), Concord's unique FYLSE preparation materials (available on the site)

7. Any questions, whether multiple choice or essay, that a study group prepares on its own (the group may even write multiple-choice questions and sample essays and trade them with another study group), so long as these materials do not contain prohibited content

8. Any outlines, flashcards, or other study aids that a study group prepares on its own (the group may even create these tools and trade them with another study group), so long as these materials do not contain prohibited content

9. Commercial materials (PMBR "Finals," PLI materials, etc.) available online for purchase (although of differing quality and purpose), from outlines, to case notes, to multiple-choice collections, to compendiums of essays, to flash cards, etc. (There are print sources, CDs, audiotapes, and videos as well as resources available on the Internet.)

10. Materials purchased in advance from a Bar Review (Many Bar Examination preparation courses offer early admission, for a reduced fee, and as a part of early enrollment, provide law outlines and practice questions for the subjects tested on the FYLSE or the State of California Bar Examination.)

C. **Tutoring Other Students**

Individuals and study groups may tutor other Concord and non-Concord students, but under no circumstances may any Concord materials—including, but not limited to, lectures, quizzes, essays, or exams—be used in this endeavor, whether conducted pro bono or for a fee. Students tutoring other students should comply with all of the prohibitions in section 3 of the Honor Code at all times.

5. **ADDITIONAL VIOLATIONS**

A. **Failing to Report an Honor Code Violation Is, Itself, a Violation**

If a student has reason to believe that a violation of the Honor Code occurred during the course of an examination, quiz, essay, paper, practicum, or assessment, it is the student's obligation to report it. If a student has reason to believe that a violation of the Honor Code occurred in any forum, in any place, under any circumstances, by any means, it is the student's obligation to report it following the procedures set forth in the General Report/Complaint Procedures.

B. **False Statements**

The Honor Code imposes upon students the same duties of honesty in fact and complete candor that are owed by attorneys in practice. Students have an affirmative duty, on their own initiative, to correct any misunderstanding, misrepresentation, or misstatement that they reasonably believe may have occurred in any context or communication they participated in with Concord's administration, staff, or faculty. By way of illustration and not limitation, it is a violation of the Honor Code to:

1. Purposely, knowingly, or intentionally make any false statement of fact, material or immaterial, to any member of the Concord administration or faculty including any member of the Honor Code Committee. This includes, but is not limited to, making a false Honor Code accusation about any other Concord student.

2. Fail or refuse to cooperate with any Honor Code investigation or proceeding.

3. Purposely, knowingly, or intentionally mislead, by omission or affirmative statement, any member of the Concord administration, staff, or faculty, or any member of the Honor Code Committee, during the investigation of an Honor Code matter or any portion of an Honor Code proceeding.

C. **Abuse of Honor Code Process**

Students making bad-faith reports of violations abuse the Honor Code process and may themselves be found in violation of the Honor Code.

6. **ENFORCEMENT**

A. **Notice**

A notice shall be placed on each examination, quiz, or assignment, advising students that the final examination, midterm examination, quiz, practicum, or assignment is being conducted under the terms of the Honor Code. To complete the examination, students are required to restate their understanding of and assent to the provisions of the Honor Code and acknowledge receipt of the notice.

B. **Reporting Obligation and Procedure**

If a student has reason to believe that a violation of the Honor Code occurred in any forum, in any place, under any circumstances, by any means, it is the student's obligation to report it. Remember, however, that a formal report is a serious matter and deserves due consideration of the possible consequences.

If a student has reason to believe that a violation of the Honor Code occurred in any forum, in any place, under any circumstances, by any means, it is the student's obligation to report it following the procedures set forth in the General Report/Complaint Procedures.

C. **Sanctions**

One or more of the following sanctions may be imposed for Honor Code violations:

1. Dismissal from the School;

2. Suspension from the School for a specified time period;

3. Mandatory failing grade in all courses involved;

4. Written reprimand, either temporary or permanent; or

5. Any other sanction the Associate Dean finds just and appropriate under the circumstances.

D. **Questions**

Any questions about the interpretation or application of the Honor Code should be addressed to the Honor Code Committee through the Administrative Question email link from the student's personal homepage

Statement of Nondiscrimination

Concord Law School does not discriminate on the basis of race, color, religion, ancestry, national origin, age, nondisqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Concord's policies and practices are in accordance with all applicable laws and regulations including:

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color, or national origin);

- Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR Part 105 (barring discrimination on the basis of sex);

- The Family Educational Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99;

- Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap);

- The Age Discrimination Act of 1975 and the implementing regulations 45 CFR Part 90; and

- The Americans with Disabilities Act of 1990 and the implementing regulations in 29 CFR Part 1630 (1992).

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

Questions regarding Concord's Statement of Nondiscrimination or about ADA accommodations may be directed to:

Associate Dean

Concord Law School

10866 Wilshire Boulevard, Suite 1200

Los Angeles, CA 90024

Tel: 310.689.3200

Email: associatedean@concord.kaplan.edu

Petition and Report and Complaint Procedures

Policy on Petitions Not Related to Grade Reviews

Students may petition for an exception to or waiver of the School policies set forth in this Catalog, except for policies relating to Title IV federal financial aid eligibility. Petitions related to program completion and graduation requirements will only be considered in regards to extensions of time to complete a Concord program.

Petitions seeking an exception to policies related to academic standing, disqualification, and advancement shall be submitted via the Petition—Associate Dean form which may be found on the school site using the Administrative Forms link under the Student Services heading or by requesting a copy from school administration at administration@concord.kaplan.edu or 310.689.3200. These petitions shall be reviewed by a committee of faculty appointed by the Dean or the Dean's designee. Petitions seeking an exception to administrative policies, such as exam rescheduling, late enrollment, and readmission requirements, may be submitted via the Petition—Associate Dean form, by email, or by fax. These petitions shall be reviewed by the Associate Dean for the program, the Associate Dean's designee, or a committee convened by the Associate Dean. For programs where there is no Associate Dean, the Program Director will have the same authority as an Associate Dean for a program. The grant of any petition is at the sole discretion of the School.

Policy on Petitions for Grade Reviews

Students may petition for review of course grades only. No petitions regarding grades on interim assessments will be considered except as part of a petition regarding a course grade. Petitions for grade reviews shall be submitted on the Petition for Academic Review form which can be found on the school site using the Administrative Forms link under the Student Services heading or by requesting a copy from school administration at administration@concord.kaplan.edu or 310.689.3200.

Grade appeals will be considered only on the grounds of unfairness, departure from the grading policy, or mistake by the School. Students seeking a review of a course grade bear the burden of establishing the grounds for a grade change and should expect to provide supporting documentation. Concord supports the academic freedom of its faculty and the mere fact that a higher grade was possible is not, in and of itself, a reason for a grade change.

GENERAL REPORT/COMPLAINT PROCEDURES

The following are the School's standard procedures that govern reports of alleged violations of the Student Conduct Code, Honor Code, Privacy Policy, Acceptable Use Policy, grievance policy, and any other matter deemed appropriate for these procedures by the Associate Dean. Concord Law School does not permit retaliation against any student who files a complaint and will investigate and handle promptly any complaint of retaliation.

1. A student who wishes to report an alleged violation or incident that may merit action by the School shall submit an email message requesting a reporting form to: associatedean@concord.kaplan.edu. Only reports and complaints made using this form shall be considered by the School.

2. Upon receipt of a completed reporting form, the Associate Dean may choose to resolve the matter based upon the facts alleged in the report or the Associate Dean may appoint a committee of one to three faculty members and/or administrators to investigate and recommend to the Associate Dean the appropriate resolution. The appointed committee shall report back to the Associate Dean within 45 days of appointment, which may include a report that additional time is needed for investigation. The student shall be informed of any decision made by the Associate Dean or of the appointment of a Committee within 45 days of the receipt of the complaint. Any committee so appointed by the Associate Dean shall conduct itself as follows:

   a. If the committee concludes upon preliminary investigation that no further action is warranted, the committee shall provide the Associate Dean with written findings of fact and conclusions. Should the Associate Dean agree with the committee, no further action need be taken unless the Associate Dean deems additional action, such as a notice to the School, is appropriate.

   b. If the committee concludes that there are reasonable grounds to believe a possible violation has occurred, the committee shall give notice to the student(s) that there is an investigation pending, the factual basis for the investigation, and an opportunity to respond. Each committee may adopt specific procedures as it deems necessary for the proper conduct of its proceedings, as long as the procedures provide notice and an opportunity to respond.

   c. Upon the completion of any additional investigation, including review of any responses submitted by the student(s) in question, the committee shall make written findings of fact and conclusions and recommend a course of action to the Associate Dean. Upon the Associate Dean's approval, the committee shall notify all appropriate parties of its findings of fact and conclusions as well as the discipline to be imposed or the consequent action, whichever is appropriate.

3. Students do not have the right to be represented by counsel in any School investigation, hearing, or other proceeding.

4. There is no appeal of the decisions resulting from any of these proceedings. However, allegations by a student that any committee proceedings were tainted by serious misconduct or conducted arbitrarily and capriciously, resulting in abuse of discretion, may be raised under the procedures for Review by the Dean. A request for Review by the Dean must be filed within 30 days of the date of the decision. The burden is on the student to establish by clear and convincing evidence that misconduct by the committee, or any member thereof, occurred and that only as a result of such misconduct was the sanction imposed or consequent action taken.

5. All General Report/Complaint forms, findings of fact, and final decisions of the Associate Dean and/or committee shall be maintained at the administrative offices for a period of no less than 5 years.

REVIEW BY THE DEAN

A student requesting a Review by the Dean pursuant to paragraph four of the School's General Report/Complaint Procedures shall submit an email to the administration using the link through the student's personal homepage with the first line of the message being "Request for Review by the Dean." The request must clearly identify the proceeding and decision the student is requesting to have reviewed, provide a summary of supporting facts, and provide a list of supporting evidence (e.g., email messages, copies of bulletin board postings, letters, names of potential witnesses), if any, the student has in his or her possession and/or directions where supporting evidence may be found.

The Dean will conduct a timely review of the matter. This review will be on the written record and shall give appropriate regard to the outcome of the prior proceedings on the matter. The Dean may affirm those proceedings, or in exceptional circumstances and for good cause shown, may overrule the prior outcome and enter a different result.

GRIEVANCE POLICY

Students may address grievances or complaints not covered under any other specific school code or policy to the Associate Dean by requesting a reporting form as set forth in the School's General Report/Complaint Procedures.

Students who have exhausted Concord's Report/Complaint procedures may file a complaint with the Distance Education Accrediting Commission (DEAC), formerly the Distance Education Training Counsel. Their address is:

1601 18th Street, NW Suite 2

Washington, DC 20009

Tel: 202.234.5100

Website: www.detc.org

For Arizona residents only:

If the complaint can't be resolved after exhausting the School's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. Their address is:

1400 West Washington Street, Room 260

Phoenix, AZ 85007

Tel: 602.542.5709

Website: www.ppse.az.gov

For Maryland residents only:

This institution is subject to investigation of complaints by the Office of the Attorney General of the Maryland Higher Education Commission.

For Missouri residents only:

The Missouri Department of Higher Education (MDHE) serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy can be found at www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf.

This web page contains information about the complaint process and includes instructions on how to file a formal complaint. Note: the policy states that a student who wishes to file a complaint with the Department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

For New Mexico residents only:

If the complaint cannot be resolved after exhausting the School's grievance procedures, the student may file a complaint in writing with the New Mexico Higher Education Department (NMHED). Students must file complaints with NMHED within 3 years of their last date of enrollment. The contact information for NMHED is:

New Mexico Higher Education Department

2048 Galisteo Street

Santa Fe, NM 87505-2100

Tel: 505.476.8400.

Students may obtain the required forms and further information to file the complaint at hed.state.nm.us/students/.

For Wisconsin residents only:

Any questions or concerns about Concord Law School that have not been satisfactorily answered or resolved by the School should be directed to the Wisconsin Educational Approval Board. Their address is:

210 West Washington Avenue, 3rd Floor

Madison, WI 53703

Tel: 608.266.1996

Email: EABmail@eab.state.wi.us

Technology Requirements and Acceptable Use

Equipment, Internet Connection, and Technological Competency

The computer equipment utilized to access Concord's online program must meet the minimum requirements below. Elective courses may have additional requirements. Note: the computer and software requirements may evolve during a student's course of studies, in particular, as third party vendors discontinue support for older versions of a product.

INTERNET CONNECTION

- A dedicated, reliable connection to the Internet consisting of at least a 1.5 Mbps modem or faster

- An email address for the exclusive use of the student that will accept all emails, including attachments, from the domain names concord.kaplan.edu and kaplan.edu (Note: students are presumed to receive the messages sent to designated email addresses. It is the responsibility of the student to ensure that messages from Concord Law School are not blocked and that the mailbox is not too full to receive messages.)

- It is the responsibility of the student to have constant and reliable access to a network that does not block Adobe Flash content.

Note: some private, company, military, and governmental networks may block Flash content due to security and bandwidth concerns.

PC REQUIREMENTS

System Requirements

- Windows 7 or a more recent version with the operating system's recommended requirements for processor and hard drive (see the Microsoft website for additional requirements; Windows Surface tablets [Windows RT] are not supported)
- 4 gigabytes (4 GB) of system memory
- A printer
- A USB headset microphone
- A webcam (please note not all professors are currently using a webcam; however, opportunities for this type of interaction will increase)

Additional Software Requirements

- Internet Explorer 8.0 or higher or the most recent version of Firefox (Internet Explorer 10.0, Google Chrome, Safari, and Opera are currently not supported)
- The latest version of Adobe Flash Player
- DigiCert Personal Digital Certificate
- MS Word 97 or a more recent version or a word processor that can create files with the following extensions: .doc (MS Word 97 through MS Word 2003), .docx (MS Word 2007), or standard .rtf (rich text format)
- The latest version of Adobe Reader
- A current antivirus application with up-to-date virus definitions and a current antispyware program

APPLE MACINTOSH REQUIREMENTS

System Requirements

- Mac OS X 10.8 or a more recent version with the operating system's recommended requirements for processor and hard drive (See the Apple website for additional requirements)
- 4 gigabytes (4 GB) of system memory
- A printer
- A USB headset microphone
- A webcam (please note not all professors are currently using a webcam; however, opportunities for this type of interaction will increase)

Additional Software Requirements

- The most recent version of Firefox (Google Chrome, Safari, and Opera are currently not supported)
- The latest version of Adobe Flash Player
- DigiCert Personal Digital Certificate
- MS Word 97 or a more recent version or a word processor that can create files with the following extensions: .doc (MS Word 97 through MS Word 2003), .docx (MS Word 2007), or standard .rtf (rich text format)
- The latest version of Adobe Reader
- A current antivirus application with up-to-date virus definitions and a current antispyware program

TECHNOLOGICAL COMPETENCY

- Ability to use email to correspond with faculty, staff, and students
- Ability to access, create, and save documents in MS Word or other programs in standard .doc, .docx, or .rtf (rich text format) files (this includes the ability to cut-and-paste, edit documents, and search for files)
- Ability to browse the web
- Ability to run antivirus and antispyware applications to ensure that files are virus free
- Ability to open .pdf files
- Ability to play Adobe Flash Player files

Note: some courses and programs may have additional software and hardware requirements.

Acceptable Use Policy

Concord Law School operates in a virtual environment. All students, faculty, and any other user of the secure school site shall:

(1) abide by certain rules governing use of that virtual environment, and (2) use the Concord Law School ("Concord") secure School website ("Concord Site") in a responsible, ethical, and legal manner. While it is not possible to enumerate every type of conduct that may violate these principles, the following rules form a framework for proper use of the Concord Site.

1. NO IMPROPER USE OF CONCORD LAW SCHOOL'S INTELLECTUAL PROPERTY
   The Concord Site contains textual, graphic, and audiovisual materials ("Site Materials"). Concord owns or licenses all intellectual property rights in such Site Materials. Concord students shall abide by all laws and regulations protecting such intellectual property rights including all copyright notices and restrictions contained in the Site Materials. Respect for the intellectual property rights of others is particularly essential given the fact that Concord is a law school and many students may become members of the legal profession.

   Students may reproduce Site Materials only

   (1) for personal, noncommercial, and educational purposes; (2) in the number necessary for these purposes; and (3) without altering the text or removing any trademark, copyright, or other notice displayed on the copies. If students have any doubt as to whether it is permissible to copy Site Materials, they should contact the Concord administration to request clarification.

   Other than such permitted copying, students may not copy, distribute, save or collect into a database, display, perform, create derivative works of, transmit, or otherwise use any Site Materials (including computer programs or other code).

2. NO DISPLAY OF CONCORD TRADEMARK OR TRADE NAME WITHOUT WRITTEN PERMISSION
   CONCORD LAW SCHOOL, the Concord Logo, and other logos and indicia on the Concord Site are trademarks owned by Concord Law School ("Concord Trademarks"). Improper use of the Concord Trademarks can affect Concord's academic reputation as well as its trademark rights. Accordingly, students may not display or otherwise use the Concord Trademarks unless they first obtain written permission from Concord Law School, which Concord may grant or withhold at its sole discretion.

3. USE OF ROSTER INFORMATION
   Concord students are given the option of disclosing contact information to the rest of the student body ("Roster Information"). Roster Information is released solely to permit Concord students to contact each other for personal, educational, and noncommercial reasons such as forming study groups, communicating regarding personal or educational issues, or participation in Concord student organizations and activities.

   Students may not use the Roster Information to send any unsolicited communications, chain letters, spam, commercial solicitations, or any other bulk, unsolicited messages to their fellow classmates. Students may not enter Roster Information into a database, "spider" Roster Information, or otherwise extract Roster Information through automated means.

   For postings that are directed to the general student body, such as notices regarding bar review preparation programs, invitations to join study groups, or invitations to form content-based interest groups, students may submit a posting to the Connector Classifieds.

4. NO ENTRY INTO SECURE AREAS
   The Concord Site contains some areas to which access is restricted to authorized employees and certain students. Unless students are so authorized, they may not enter these online areas. If students inadvertently gain access to a restricted area, or if they become aware of others who have gained unauthorized access, they must immediately inform the Concord administration.

5. NO SHARING OF STUDENT PASSWORDS
   Each student is responsible for maintaining the security and secrecy of his or her password, digital certificate, and any account information. Sharing this information is strictly prohibited.

   Each student is provided a password for use as a Concord student that authorizes the designated student, and only that designated student, to enter the Concord Law School site. If a student shares his or her student ID and password with spouses, family members, friends, or others, that student gives access to services that they are not authorized to use.

   Students should remember to log off or sign out of the School Site and close their browser window when they have finished their work. This practice ensures that others cannot access the School Site or personal information and correspondence. The risk of inadvertent sharing is particularly acute if the computer is accessible to others, shared with someone else, or located in a public place.

6. CHAIN EMAIL, HOAX OR ACTIVE VIRUSES, WORMS, AND OTHER DESTRUCTIVE PROGRAMS ARE STRICTLY FORBIDDEN
   It is strictly forbidden to introduce viruses (whether active or hoax), worms, Trojan horses, or any other such destructive files into the School Site. Such activities are illegal and violators will be referred to the appropriate civil or criminal authorities. It is also strictly forbidden to send email bombings, chain emails, or other types of large emails that may disrupt the operation of the School Site. Any such activities are subject to disciplinary action, up to and including permanent dismissal.

7. USE ELECTRONIC COMMUNICATIONS RESPONSIBLY AND WITH CIVILITY

    The School values freedom of expression and encourages diverse viewpoints endemic to an academic institution and the legal community, but a value of equal importance is treating others with civility and respect. Students, faculty, and staff should honor both these principles when sending electronic communications within the Concord Law School community.

    Because Concord does not provide Internet service for its students, it does not have control and cannot censor electronic communications submitted by students from their personal computers. It may, however, monitor the Concord Site, including any message boards, bulletin boards, or forums that are part of that site, in an effort to ensure that offensive, harassing, or other communications jeopardizing the integrity of the School have not been made available to other students. Sending repeated and unwanted messages to a specific individual or individuals through the Concord Site with the intent to harass or threaten constitutes harassment. Such conduct is grounds for disciplinary proceedings. If students become aware of any such communication, they should promptly report such communication pursuant to the procedures set forth in the School's General Report/Complaint Procedures.

8. PROCEDURES FOR VIOLATIONS

    If a violation of any provision of this Acceptable Use Policy is determined after a full investigation, including an opportunity for the violating individual to respond to the charges, Concord Law School may impose one or more of the following disciplinary measures:

    (1) a formal reprimand to the student involved; (2) a temporary suspension from the School; or (3) permanent dismissal.

    Note that, for JD candidates, such behavior may jeopardize a student's ability to meet the moral character requirement to be admitted to the practice of law. Further, note that any activity that is illegal under local, state, or federal law may also be referred to the relevant authorities.

Tuition and Fees

A nonrefundable $75 application fee is required to be considered for admission to the JD or EJD program. Effective June 1, 2010, the annual tuition is $9,984. For new and renewing students there is a $100 registration fee. Any units taken above 24 units annually are charged at the rate of $416 per unit.

Tuition increases will typically occur at the beginning of June. Concord Law School may offer different tuition rates for military-related students and certain business-to-business partners.

Some upper-division electives offered in partnership with other law schools require a one-time program fee in addition to the Concord tuition rate or alternatively the tuition rate of the partner school. Tuition for the LLM program is charged per unit of credit. Effective May 13, 2015, the per-unit rate is $600.

Access to the Internet curriculum begins at a prescribed time when all tuition and orientation obligations are met. The above tuition and fees do not include the student's own cost of textbooks, computer equipment, Personal Digital Certificate, an online provider to access the curriculum, and certain student services fees. These costs are estimated to be:

- Textbooks: $1,000 per year

- Computer equipment: $1,000

- Online provider: $239 per year

- Personal Digital Certificate: $20.00 per year

- MS Word or other .doc/.docx-compatible word processing program (market price)

Miscellaneous Fees

Transcript ordering fee (transcript ordering is an optional service that may be requested by applicants)	$35
Returned check fee	$25
Official transcripts (unofficial transcripts are available through the student homepage)/good standing letter	No charge for the first copy; subsequent copies are $5 each
Deferment request—within 2 weeks after acceptance	$75
Deferment request—more than 2 weeks after acceptance but before start of term	$150
Deferment request—after start of term	$250
Petition for special treatment	Petitions to be exempted from School policies set forth in this catalog may have, as a condition of approval, the payment of fees up to $250 to offset administrative costs
Degree audit/diploma order	$100
Graduation ceremony tickets	$135 to participate in the ceremony; this fee includes up to four tickets
Late registration fee	$150 after the close of registration but more than 14 days before the designated start date of the term; $250 within 14 days of the designated start date of the term

Juris Doctor

Program Objectives

Concord delivers a sound program of legal education that compares favorably to programs offered by traditional, fixed-facility schools. While these Concord programs are designed to prepare graduates to pursue employment in their field of study, or in related fields, Concord does not guarantee that graduates will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

Students seeking to practice law and develop a wide range of career opportunities should enroll in the Juris Doctor program. The JD program focuses on the knowledge and skills necessary to be a responsible and effective member of the legal profession. Law study and the JD degree have also been widely recognized as providing a foundation for individuals who work in business, government, education, and public interest positions.

The JD program at Concord strives to develop students' abilities, skills, and perspective in legal fundamentals, professional and practical skills, and critical thinking skills.

Please see Required Disclosures underneath the Concord Law School Overview section.

Admissions

First-year students may begin their program of study on one of four start dates during the year: January, April, June, or September. Upper-division students may begin their program on one of two start dates during the year: winter (usually January) or summer (June or July).

JD Program

Applicants who have earned a bachelor's degree from a regionally or Distance Education Accrediting Commission (DEAC)-accredited institution approved by the State Bar of California will be considered for admission to Concord's law programs. Applicants who have earned a bachelor's degree from an institution accredited by an accrediting organization recognized by the U.S. Department of Education, and who have met the prelegal education requirements of the State Bar of California, may also be considered. In addition to Concord's admissions requirements, all applicants must also meet the statutory requirements for prelegal education required by California law and State Bar rules. In general, students must have a 3.0 or better cumulative GPA from their undergraduate work.

Applicants must also complete Concord's online admissions test. The Law School Admissions Test (LSAT) is not required, but Concord applicants who have taken that test may also submit those scores.

Applicants must complete a telephone interview, which is crucial to determining applicants' motivation, desire to succeed, and suitability for distance learning. An applicant's completed application and admissions file is then reviewed and decided by the School's Admissions Committee, or its designee, who will decide whether to admit the applicant to the program.

Applicants who have completed their undergraduate and/or graduate study outside the United States must have their study evaluated by a credential evaluation service approved by the Committee of Bar Examiners and must demonstrate English proficiency. Such proficiency may be demonstrated by having earned a TOEFL score of 550/213/80 or higher or completion of at least 2 years of college-level study within the United States. All courses offered are conducted in English. Students must be able to speak, read, and write English fluently. English abilities will be determined through the School's interview and application process.

Concord Admissions Advisors are available to provide additional information on Concord's admission requirements. For more information about the requirements of the State Bar of California, contact it directly at 213.765.1500 or via its website at www.calbar.ca.gov.

Application for Readmission

Former students who wish to return to Concord in the JD program after withdrawing or having been dismissed should contact the Administrative Office in Los Angeles for application documents.

Students Who Withdraw

Students who withdraw from their program within the first 4 weeks of the term may apply for readmission and enroll in a term that begins a minimum of 6 months from the date of withdrawal.

For example, a student who begins his or her studies in April and withdraws within the first 4 weeks of the term may apply for readmission and enroll in a term that begins as early as January of the next year.

Students who withdrew from their program after the first four weeks of the term may apply for readmission and enroll in a term that begins a minimum of 12 months from the date of withdrawal.

For example, a student who begins his or her studies in April and withdraws in June may apply for readmission and enroll in a term that begins as early as the following June.

Students Who Are Dismissed

Students who are dismissed from Concord for nonattendance, failing to progress in their studies, financial reasons, or other nonacademic reasons may apply for readmission and enroll in a term that begins a minimum of 12 months from the date of their dismissal.

Please see the example above concerning a student who withdraws after the first 4 weeks of the term.

Students who are dismissed for academic or student disciplinary reasons may apply for readmission and enroll in a term that begins a minimum of 24 months from the date of their dismissal.

Guideline 5.34 of the Guidelines for Unaccredited Law School Rules states:

5.34 Admission of Applicants Previously

Disqualified for Academic Reasons.

Applicants previously disqualified for academic reasons may be granted admission when there is an affirmative showing by the applicant that he or she possesses the requisite ability for the study of law. Such a showing may be made:

(A) At any time, if the applicant presents credible evidence that the prior disqualification was not caused by the applicant's lack of capacity for the study of law, but resulted from a traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level; or

(B) After at least two (2) years have elapsed since the disqualification, if the applicant demonstrates that work, study, or other experience during the interim has resulted in a stronger potential for law study than the applicant exhibited at the time he or she was previously disqualified for academic reasons.

In each case, the Dean or Admissions Officer must sign and place in the applicant's file a statement of the reasons for admitting the applicant.

Curriculum

The Curriculum

Concord Law School provides comprehensive, rigorous, and dynamic instruction leading to the Juris Doctor, Executive JD, and LLM degrees. Unlike most of its fixed-facility counterparts, Concord utilizes technology and the Internet to communicate its instructional material and enhance and streamline the learning process.

Concord's course of study is presented in a variety of formats. The casebooks and other textbooks required in the Concord programs are those regularly used at law schools nationwide. Lectures are presented over the Internet while assignments are researched and prepared using electronic research engines. Students may access lectures, curriculum, and the law library virtually 24 hours a day, 7 days a week. In addition, Concord professors conduct classes over the Internet. Students are required to complete online course modules that include multiple-choice tests and essays.

JD PROGRAM

The JD program at Concord is a 92-unit, 4-year program. Students are required to successfully complete at least 22 to 24 units of coursework between 48 to 52 consecutive weeks each year. The program consists of required courses and electives. Graduates of this program will have met the legal education requirement of the Committee of Bar Examiners of the State Bar of California and may apply for admission to the State Bar of California.

	First Year	Second Year	Third year	Fourth Year
Required	Contracts	Civil Procedure	Corporations	Community Property
	Torts	Constitutional Law	Evidence	Wills and Trusts
	Criminal Law	Real Property	Professional Responsibility	Remedies
	Legal Writing and Test Taking	Criminal Procedure	Legal Analysis and Writing	Capstone
			Legal Research	
			Future of Law Practice	
Electives	No Electives	No Electives	2 – 4 Units	6 – 8 Units

Policies

Academic Information Policies

Academic Year and Enrollment Status

The academic year for JD students is 51 weeks. Concord is required on different occasions to report the number of students in full-time or part-time status. A student's enrollment status can impact financial aid eligibility.

The reference to "term" is for the 51-week term for JD students. Concord measures its programs in semester credit hours.

- Full time = 22 credit hours per term

- Three-quarter time = 16 credit hours per term

- Half-time = 11 credit hours per term

The Veterans Administration may have different definitions for full-time and part-time status. Students receiving veterans benefits should talk to the School's Certifying Official.

Add/Drop Policy for Courses

Required courses in the JD are not subject to the Add/Drop policy. Students enrolled in the JD program are responsible for ensuring that they are carrying sufficient units for a "qualifying year of law study" as required by the State Bar of California.

After the term begins, students will have a 14-day add/drop period in which to change an elective choice. Only one "add/drop" is permitted per term. The course dropped under this policy within the 14-day period will not appear on the student's transcript

Academic Standards and Academic Dismissals

General Requirements

To maintain good academic standing in the JD program at Concord, JD candidates must actively progress toward the completion of each academic year as required by the State Bar of California. Students must maintain a module pace dictated by State Bar of California rules that require students to complete their studies (a minimum of 864 hours of Concord curriculum) within 48 to 52 weeks in each year of the program.

First-Year Requirements

JD students in the first academic year must pass every course with a "C" or better to receive credit for the units studied at Concord and for Concord to certify the student for the First-Year Law Students' Examination (FYLSE), as required by the State Bar of California. A grade of "C-" or any "D" grade (which includes "D+," "D," and "D-") will be considered a failing grade, and the student will earn credit for only half of the total number of hours possible for that course. Any student who receives a grade of "F" earns no credit for that course.

For first-year students only:

Should the student fail any individual course (receive a grade below a "C"), he or she will not be certified for the FYLSE and will be dismissed from the JD program.

Students dismissed from the JD program for failing to achieve a "C" or better in each first-year course may petition to continue law study at the School in the EJD program. Credit for courses completed in the JD program with a "C" or better will be transferred to the EJD program. Transfer credit for courses in which the student received a grade lower than a "C" will be reviewed and granted at the discretion of the Associate Dean of the EJD program.

Upper-Division FYLSE Requirements

JD students are required to take and pass the FYLSE unless they qualify for an exemption based upon attendance at a prior law school or because they have already passed the FYLSE.

First-year Concord JD students awaiting the next administration of the FYLSE, or awaiting results, are permitted to enroll in their second-year courses, provided that the student is otherwise in good standing at Concord. While a JD student is permitted to continue and complete the second year of studies while the second or third administration to pass the FYLSE is pending, under no circumstances may a student begin the third year at Concord in the JD program without successfully passing the FYLSE.

JD students who are repeating the second year because they passed the FYLSE on a fourth or subsequent administration are considered not in compliance with the Satisfactory Academic Progress policy set forth in this Catalog. JD students who fail to pass the FYLSE within three consecutive administrations of first becoming eligible to take the examination are automatically dismissed from the JD program. Dismissed JD students will be permitted to continue law study in the nonbar-track EJD program as long as they are in good academic standing at Concord and meet the criteria established by the EJD program for transfer. Students should contact administration or the Director of EJD Student Affairs for more information. Students who transfer to the EJD program (nonbar track) may not transfer back to the JD program (bar track). [See California Business and Professions Code, Section 6060; Title IV, Division 1, of the Rules of the State Bar of California (Admission Rules); and Unaccredited Law School Rules and Guidelines.]

General Upper-Division Requirements

Upper-division JD students will earn full credit and hours for all courses in which a grade of "C-" or better is achieved. Any student who earns any "D" grade (which includes "D+," "D," and "D-") will earn credit for only half of the total number of hours possible for that course. Any student who receives a grade of "F" earns no credit for that course.

If an upper-division student's cumulative GPA falls below a "C" (2.0), the student shall be placed on academic probation for the subsequent year of his or her studies at the School. Upper-division students who are repeating a year because they have failed the year (see below) are automatically placed on academic probation regardless of their cumulative GPA. While on academic probation, a student who fails to attain a cumulative average of "C" for the academic year is subject to dismissal from Concord.

Upper-Division Students Who Fail a Year

Upper-division students who fail to complete the minimum number of units required for a "qualifying year of law study," under the rules of the State Bar of California, may continue their studies at Concord but will have to make up the failing year of law study. The course load for the makeup year will be constituted as follows: 1. Any course in which the student received a grade of "C-" or lower in the failing year must be repeated under the Retaken Work policy. 2. Any course in which the student received a grade of "C" or better in the failing year may be repeated under the Retaken Work policy, at the option of the student, as long as the current course offerings at Concord will allow that student to successfully complete 4 qualifying years of law study. Students shall be allowed to make up 1 year of law study. Students who achieve another failing year are subject to dismissal from Concord.

SAP

Satisfactory Academic Progress

Students who are not in compliance with the Satisfactory Academic Progress policy and who wish to continue their studies are no longer eligible for financial aid.

Concord's nonstandard academic term has two payment periods: one payment at the beginning of the term and a second payment halfway through the academic term. Satisfactory academic progress is measured at the end of each payment period as follows:

Compliance with the Attendance Policy and the relevant Module Progress Policy is measured at the time of the second payment. To be in compliance with the Module Progress Policy, the student must be at or no more than an average of four modules behind the ideal module pace as set forth in the ideal module table on the School site (see Probation for Failure to Progress in Studies). Students not in compliance with both or either of these policies are not eligible for financial aid.

For upper-division students enrolled in the JD program, satisfactory academic progress is measured at the beginning of the first payment period and the end of the second payment period as follows:

JD Program Without Prior Law Studies

1. Achieves a cumulative GPA of at least 2.0 in the first year and maintains a cumulative GPA of at least 2.0 in each of the upper-division years;

2. Completed the previous year of study, earning at least 22 units of credit acceptable for graduation;

3. Has passed or been granted an exemption from the FYLSE before starting the third year; and

4. Is on pace to meet the graduation requirements including completing the program within 5 years of passing the FYLSE or, for students offered transfer credit for prior law studies, within 4 years of beginning studies at Concord.

JD Program With Prior Law Studies

Satisfactory academic progress is defined as follows for students enrolled in the JD program who completed prior law studies and are required to take and pass the FYLSE, and who have established eligibility for the FYLSE before matriculating to Concord:

1. Achieves a cumulative GPA of at least 2.0 in the first year and maintains a cumulative GPA of at least 2.0 in each of the upper-division years;

2. Completed the previous year of study, earning at least 22 units of credit acceptable for graduation;

3. Has passed the FYLSE before starting the second year; and

4. Is on pace to meet the graduation requirements including completing the program within 5 years of passing the FYLSE.

Reinstatement/Non-Title IV Eligible

JD students receiving financial aid who are not eligible for a second disbursement during the term because they are on probation for failure to progress in their studies may establish eligibility by complying with the requirements of the Probation for Failure to Progress in Studies policy.

A student who is terminated because of either failure to comply with the Attendance Policy or who has been found in violation of the Satisfactory Academic Progress policy, as set forth above, may appeal the termination by submitting a written appeal. A JD student should submit his or her appeal to the Associate Dean at associatedean@concord.kaplan.edu.

Appeals must:

1. Be submitted within 30 business days of notification of the termination for failure to comply, and

2. Explain the circumstances surrounding the failure to comply with School policies and provide appropriate supporting documentation. The student will be notified within 10 business days of the Associate Dean's decision. If a student is reinstated, he or she will be placed on satisfactory academic progress (SAP) dismissed status. Students placed on SAP dismissed status are not eligible for financial aid.

3. Students may not appeal their SAP dismissed status during the academic term. However, a student who has been reinstated and placed on SAP dismissed status, and who becomes compliant with the Satisfactory Academic Progress policy, may petition the Associate Dean to be placed on regular status for a future term of study with potential eligibility for financial aid.

Grade Scale, Exams, and Retakes

GRADING SCALE

Concord generally grades examinations using standards similar to those employed by the Committee of Bar Examiners of the State Bar of California. All exams, written assignments, and other assessments are governed by the Concord Honor Code.

Letter Grade	Number Grade	Grade Value Point	Definition
A	83 and Above	4.0	Superior
A-	80 – 82	3.7	Superior
B+	78, 79	3.3	Excellent
B	73 – 77	3.0	Excellent
B-	70 – 72	2.7	Excellent
C+	68, 69	2.3	Proficient
C	63 – 67	2.0	Proficient
C-	60 – 62	1.7	**First Year JD Students:** Below Standard Proficiency **Upper-Division JD Students:** Proficient
D+	58, 59	1.3	Below Standard Proficiency
D	53 – 57	1.0	Below Standard Proficiency
D-	50 – 52	0.7	Below Standard Proficiency
F	Below 50	0.0	Unsatisfactory
AU			Audit
IP			Class in Progress
NG			No Grade
P			Pass
W			Withdrawal

Any first-year JD student who receives a grade of "C-" or any "D" grade (which includes "D+," "D," and "D-") earns credit for only half of the total number of hours possible for that course.

Any upper-division JD student who achieves any "D" grade (which includes "D+," "D," and "D-") earns credit for only half of the total number of hours possible for that course. Any student who receives a grade of "F" earns no credit for that course.

GPA is determined by multiplying the point value of the grade received by the number of units in that course. This is done for each course completed. These numbers are then added together and divided by the total number of units completed. Any course with a pass ("P") grade will have no effect on GPA.

EXAMS

Exams are administered in a variety of forms, including:

Modular quizzes: Administered asynchronously on the School site.

Essay writing assignments: Administered asynchronously on the School site.

Final exams and first-year midterm exams: Administered at fixed dates and times to be determined by the School administration. Unless otherwise noted in the specific course syllabus, all final exams and first-year midterm exams are taken under timed and closed-book conditions.

Each course may include any or all forms of these assessments. The specific assessments are listed in the grading policy of the individual course. Concord may scale assessment scores, including final exams, in certain courses.

FINAL EXAM QUALIFICATION POLICY

Students are required to attend regularly and punctually to their studies. To sit for final exams, students must comply with the Attendance and Satisfactory Academic Progress policies and be in good academic standing. Good academic standing for exams requires that students complete a minimum of 80 percent of their modules in each course.

If a student has not advanced to module 25 in any 30-module course or to module 13 in any 15-module course at least 1 week prior to the regularly scheduled date for the final examination in that course, that student cannot take the final examination. This requirement can only be satisfied from the progress tracker device available on the School site, which is reflected on the student homepage. The School site must show that the student has completed through module 24 of a 30-module course or through module 12 of a 15-module course to be eligible for the final examination in that course. First-year JD students must advance to module 25 in all their courses to sit for the first-year final exam.

Failure to take the final examination in any required course will result in academic dismissal from the JD program. Students who have advanced to at least module 25, but have not completed all graded assessments in the course, will not be deemed to have maintained the good faith effort necessary to benefit from grading policies allowing dropped grades and will receive a zero for any essays or quizzes not taken or incomplete on the date of the final examination. Individual course grading policies may include other requirements for application of any good faith drop.

Module Progress

If a student has not advanced to the appropriate module in any course at least 1 week prior to the regularly scheduled date for the final examination in that course, that student cannot take the final examination. This requirement can only be satisfied from the progress tracker device available on the School site, which is reflected on the student homepage. The School site must show that the student has completed through the appropriate module to be eligible for the final examination in that course. First-year JD students must advance to module 25 in all their courses to sit for the first-year final exam.

Class Attendance

If a student has not attended at least 80 percent of the required classes in any course at least 1 week prior to the regularly scheduled date for the final examination in that course, that student cannot take the final examination. This requirement can only be satisfied from the class attendance tracker available on the School site, which is reflected on the student homepage. The School site must show that the student has attended 80 percent of the required classes to be eligible for the final examination in that course. First-year JD students must attend 80 percent of the required classes in all their courses to sit for the first-year final exam.

Retaken Work Policy

Each JD student must successfully complete all required courses within 48 to 52 consecutive study weeks to be eligible to continue to the next year of study or graduation. First-year JD students must achieve a grade of "C" or better for these courses; all other JD students must achieve a grade of "C-" or better.

When a JD student is required to repeat a course, all attempts are included on the transcript and all grades received, including those subject to this Retaken Work Policy, are included in the calculation of the cumulative GPA.

The following policies governing the grading of retaken work apply to the JD program:

Entire course:

Students who retake an entire course will receive their actual grade or a "65" ("C") for their final grade, whichever is lower. Essay assignments, papers, and quizzes will reflect the student's actual level of achievement during the term, but the final entry on the transcript can be no higher than "C."

Partial courses:

When students repeat modules, the essay assignments, papers, and quizzes taken will reflect the student's actual level of achievement during the term; however, for purposes of finalizing the grade for the student, all retaken module scores will be the actual score the student received during the retake or the previous score, whichever is lower.

Transfer Credit

Transfer Credit for Prior Law Studies

Students enrolled in the program must complete at least one-half of the program requirements at Concord to qualify for the degree. Students enrolled in the JD program must complete at least 2 years of study and at least 46 units at Concord. No credit is offered for experiential learning (work experience). Graduates of Concord Law School's JD program who, as JD students, met the requirements for taking courses in the LLM program and successfully completed LLM courses with a grade of "B" or better may receive credit for up to 6 units toward the LLM degree.

All credit transfers will be made in compliance with the requirements of Title IV, Division 1 of the Rules of the State Bar of California (Admission Rules), Rule 4.31, and Guidelines for Unaccredited Law Schools Rule 5.35. Transfer credit will be considered only for courses taken in a JD program at a school that is: (a) ABA approved; (b) accredited by the State Bar of California; or (c) registered with the State Bar of California. Law courses taken in a non-JD program, such as a master's degree program, or in a JD program at a school that does not meet (a), (b), or (c) cannot be considered.

Applicants who have completed study at a law school described above must have their legal study evaluated and certified by the Committee of Bar Examiners prior to Concord's acceptance and application of those credits into its JD program. It is recommended that applicants who have completed law study outside of the United States obtain an evaluation of their law studies by the Committee of Bar Examiners.

Transfer Credit for Outside Law School Courses

Third- and fourth-year Concord students enrolled in the JD program may make arrangements to take elective courses at other appropriately accredited law schools, and Concord will accept the credit as transfer credit toward a Concord degree so long as:

1. The student obtains prior approval from Concord.

2. The course is offered through a JD program at an appropriately accredited school.

3. The education must meet all requirements to be considered qualifying legal education under the rules of the State Bar of California.

4. The entire course must start and end within the student's Concord Law School term.

The student is responsible for ensuring that he or she is admitted to the external JD program, enrolls and completes the course in a manner that will meet the State Bar of California requirements, and maintains the appropriate course load at Concord to earn a qualifying year of legal education. At the conclusion of the course, the student must provide Concord with an official transcript indicating course grades before credit can be awarded. Students who enroll in excess units in a single year must still receive passing grades in at least 22 semester units per year in each year at Concord to receive credit for that year from the State Bar of California.

JD students who wish to receive credit for an external course must petition the Associate Dean at associatedean@concord.kaplan.edu. The petition should include a statement of the student's academic credentials, a course description (usually available in the School Catalog), syllabus (if available), and dates the course begins and ends.

Transfer Policy, JD to EJD Program

JD students in good academic and financial standing may transfer to the EJD program at any time prior to the completion of their third year of study. JD students who are on academic probation or on probation for failure to progress, or who are subject to dismissal for failure to meet the academic standards for JD students set forth in this Catalog, may petition to transfer to the EJD program.

Students who transfer in the middle of a JD term will automatically transfer to the EJD program all credits earned in the JD program and all work in progress at the time of transfer. JD students who transfer after the end of a term will receive credit for all courses completed in the JD program with a grade of "C" or better. Courses completed with a grade of "C-" or lower may be credited at the discretion of the Associate Dean of the EJD program.

Adjustments in credits transferred may also be made due to the different academic standards for how credits are earned between the JD and EJD programs. Students who transfer to the EJD program, and former JD students who apply for admission into the EJD program, may not transfer back into nor be readmitted into the JD program. All students must complete at least 24 units in the EJD program to qualify for graduation from this program.

EJD students may not transfer to the JD program; however, EJD students who have not yet completed their first term of study may withdraw and apply for readmission to Concord in the JD program. EJD students who have completed their first term and withdraw may not be readmitted into the JD program.

Failure to Progress and Time Limit

Probation for Failure to Progress in Studies

The below policy should be read in conjunction with the Attendance Policy.

During a term of study, to be considered in good standing and to be eligible for financial aid, students must be in compliance with both the Attendance Policy and the appropriate Module Progress Policy listed below for their program.

Through Concord's learning management system (LMS), students progress through courses by completing units of study called modules. The number of modules in a course may vary; however, in general, there are 15 modules for courses that are 6 months or shorter in duration and 30 modules for courses that are longer than 6 months in duration. Progress through course modules is gated so that students may not advance to the next module until they have completed all the study assignments in the previous module. Study assignments may consist of readings, video lectures, document uploads, essay assignments, bulletin board assignments, and quizzes, as well as other academically related activities.

MODULE PROGRESS POLICY FOR JD PROGRAM

JD students must maintain a module pace in their required courses that will result in the completion of each academic term in 48 to 52 weeks, as required by the State Bar of California.

Module Alert System:

Three Modules Behind

Student progress is strictly monitored by the Law Advisor on a weekly basis. Students who fall three or more modules behind in their required courses (as noted on the student homepage and syllabus) are notified of their status by an automatic "module alert" that appears when they enter the site. Students should also expect an email message from their Law Advisor.

Four Modules Behind

Students who fall an average of four modules behind the ideal module pace in their required courses (as noted on the student homepage and syllabus) will receive a warning notice if probation for failure to progress in their studies appears imminent. If a student's progress does not improve after receiving the warning notice and counseling from his or her Law Advisor, the student will be placed on probation for failure to progress after he or she falls five modules behind.

Five Modules Behind—Probation for Failure to Progress

Students who fall an average of five modules behind the ideal module pace in their required courses (as noted on the student homepage and syllabus) will be placed on probation for failure to progress. A notice of probation for failure to progress appears automatically when they enter the site. Students who are receiving financial aid and are on probation for failure to progress are not eligible for a second disbursement.

Students who fail to respond to the notice of probation for failure to progress put themselves in jeopardy of dismissal from the program.

Seven Modules Behind

Students who fall an average of seven modules behind the ideal module pace in their required courses (as noted on the student homepage and syllabus) are still not eligible to receive financial aid and will receive a warning that dismissal is imminent. If no progress is made, students will be dismissed after falling behind eight modules. This is the final warning to students.

Eight Modules Behind

Students who fall an average of eight modules behind the ideal module pace in their required courses (as noted on the student homepage and syllabus) will be dismissed from Concord. Students will receive an automatic notification of dismissal when they enter the site. A dismissal may negatively affect students who receive federal funding or student loans.

Time Limit to Complete Coursework

Students are required to complete the JD program within 5 years after passing the FYLSE, or, for prior law students offered advanced standing, within 4 years after commencing studies at Concord. Deferrals and leaves of absence granted do not extend this time limit.

Graduation Requirements and Honors

Graduation Requirements

JD PROGRAM

Students enrolled in the JD program must successfully pass all required courses and complete at least 92 units within the time frame required by the State Bar of California within 5 years of passing the State Bar of California's FYLSE to graduate with a JD degree from Concord.

Students must be in good financial standing to graduate and must have successfully completed all academic requirements to participate in the graduation ceremony.

Academic Honors

"Dean's List" will appear on the transcripts of students who have earned a GPA between 3.0 and 3.29 each year this honor is earned.

"Distinguished Scholar" will appear on the transcripts of students who have earned a GPA of 3.30 or greater each year this honor is earned.

Students graduating with a GPA between 3.0 and 3.29 will have "With Honors" appear on both their transcript and diploma.

Students graduating with a GPA of 3.30 or greater will have "With Highest Honors" appear on both their transcript and diploma.

Cancellation and Refund Policy

Cancellation and Refund Policy

If students are accepted to the program but wish to cancel their enrollment, they may cancel by emailing administration@concord.kaplan.edu; by mailing a written notice of cancellation to Attn: Director of Student Services, Concord Law School, 10866 Wilshire Boulevard, Suite 1200, Los Angeles, CA 90024; by telephoning 310.689.3200; or in person at the Concord Administrative Offices in Los Angeles.

If students cancel prior to or on the first day of commencing instruction, they will receive a full refund of tuition paid. Continuing students who cancel prior to or on the first day of a new term will also receive a full refund of fees and tuition paid. All refunds will be made within 30 days of cancellation.

If the student has obtained a loan to pay for tuition, it is the student's responsibility to repay the full amount of any loans plus interest, less any amount of any refund to the lender. Students are advised that some financial refunds are due directly to the lender.

A student who begins the program is entitled to a prorated refund of tuition paid, up to the time 60 percent of the academic year has lapsed (60 percent of the program is defined as the lapse of 31 weeks of instruction in an academic year of 51 weeks). Thus, a student who withdraws from or is dismissed by the School any time after commencing instruction on the Internet, but prior to 60 percent of the academic year, will receive a prorated refund.

If a student paid the annual JD tuition of $9,984 and 12 weeks of the academic term had elapsed, the refund is $7,634.82, which is calculated as follows: $9,984 paid x 39 weeks paid for but not received/51 weeks for which payment had been made equals $7,634.82.

The refund is strictly based on the lapse of time and not on the amount of utilization of the Internet program. If a student withdraws from or is dismissed by the School any time after the 31st week from commencing instruction, there will be no refund. A student paying tuition on installment may owe a balance due, depending upon the installment payment schedule.

For New Mexico Students

On the student's request, Concord Law School will provide, within 5 business days, an estimated accounting of any amounts retained, and will provide a final accounting following the Department of Education's determination regarding any federal financial aid disbursed.

Executive Juris Doctor

Program Objectives

Concord delivers a sound program of legal education that compares favorably to programs offered by traditional, fixed-facility schools. While these Concord programs are designed to prepare graduates to pursue employment in their field of study, or in related fields, Concord does not guarantee that graduates will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The EJD is a program pioneered by Concord to provide a law-based degree for those individuals who do not intend to become practicing attorneys. It is designed for individuals who are seeking an understanding of the U.S. legal system to enhance their current career, to open up employment opportunities, or for their personal growth. In addition to obtaining a thorough legal background, graduates will have sharpened their analytical reasoning and communication skills.

Students in the EJD program will not be certified as meeting the requirements of the State Bar of California to sit for the California Bar Examination. The EJD offers more flexibility than the JD program without sacrificing a rigorous education in core legal subjects. In addition to general law studies, EJD students may opt to participate in an area of concentration or "track." There are currently two "tracks" in the specialty areas of law and technology and criminal justice.

Please see Required Disclosures underneath the Concord Law School Overview section.

Admissions

First-year students may begin their program of study on one of four start dates during the year: January, April, June, or September. Upper-division students may begin their program on one of two start dates during the year: winter (usually January) or summer (June or July).

Applicants who have earned a bachelor's degree from a regionally or Distance Education Accrediting Commission (DEAC)-accredited institution will be considered for admission to Concord's law programs. Applicants who have earned a bachelor's degree from an institution accredited by an accrediting organization recognized by the U.S. Department of Education, and who have met the prelegal education requirements of the State Bar of California, may also be considered. In addition to Concord's admissions requirements, all applicants must also meet the statutory requirements for prelegal education required by California law and State Bar rules. In general, students must have a 3.0 or better cumulative GPA from their undergraduate work.

Applicants must also complete Concord's online admissions test. The Law School Admissions Test (LSAT) is not required, but Concord applicants who have taken that test may also submit those scores.

Applicants must complete a telephone interview, which is crucial to determining applicants' motivation, desire to succeed, and suitability for distance learning. An applicant's completed application and admissions file is then reviewed and decided by the School's Admissions Committee, or its designee, who will decide whether to admit the applicant to the program.

Applicants who have completed their undergraduate and/or graduate study outside the United States must have their study evaluated by a credential evaluation service approved by the Committee of Bar Examiners and must demonstrate English proficiency. Such proficiency may be demonstrated by having earned a TOEFL score of 550/213/80 or higher or completion of at least 2 years of college-level study within the United States. All courses offered are conducted in English. Students must be able to speak, read, and write English fluently. English abilities will be determined through the School's interview and application process.

Concord Admissions Advisors are available to provide additional information on Concord's admission requirements. For more information about the requirements of the State Bar of California, contact it directly at 213.765.1500 or via its website at www.calbar.ca.gov.

Application for Readmission

Former students who wish to return to Concord in the EJD program after withdrawing or having been dismissed should contact the Administrative Office in Los Angeles for application documents.

Students Who Withdraw

Students who withdraw from their program within the first 4 weeks of the term may apply for readmission and enroll in a term that begins a minimum of 6 months from the date of withdrawal.

For example, a student who begins his or her studies in April and withdraws within the first 4 weeks of the term may apply for readmission and enroll in a term that begins as early as January of the next year.

Students who withdrew from their program after the first four weeks of the term may apply for readmission and enroll in a term that begins a minimum of 12 months from the date of withdrawal.

For example, a student who begins his or her studies in April and withdraws in June may apply for readmission and enroll in a term that begins as early as the following June.

Students Who Are Dismissed

Students who are dismissed from Concord for nonattendance, failing to progress in their studies, financial reasons, or other nonacademic reasons may apply for readmission and enroll in a term that begins a minimum of 12 months from the date of their dismissal.

Please see the example above concerning a student who withdraws after the first 4 weeks of the term.

Students who are dismissed for academic or student disciplinary reasons may apply for readmission and enroll in a term that begins a minimum of 24 months from the date of their dismissal.

For example, a student who is dismissed in June 2012 may apply for readmission and enroll in a term that begins as early as June 2014.

Guideline 5.34 of the Guidelines for Unaccredited Law School Rules states:

5.34 Admission of Applicants Previously Disqualified for Academic Reasons.

Applicants previously disqualified for academic reasons may be granted admission when there is an affirmative showing by the applicant that he or she possesses the requisite ability for the study of law. Such a showing may be made:

1. At any time, if the applicant presents credible evidence that the prior disqualification was not caused by the applicant's lack of capacity for the study of law, but resulted from a traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level; or

2. After at least two (2) years have elapsed since the disqualification, if the applicant demonstrates that work, study, or other experience during the interim has resulted in a stronger potential for law study than the applicant exhibited at the time he or she was previously disqualified for academic reasons.

In each case, the Dean or Admissions Officer must sign and place in the applicant's file a statement of the reasons for admitting the applicant.

Curriculum

Concord Law School provides comprehensive, rigorous, and dynamic instruction leading to the Juris Doctor, Executive JD, and LLM degrees. Unlike most of its fixed-facility counterparts, Concord utilizes technology and the Internet to communicate its instructional material and enhance and streamline the learning process.

Concord's course of study is presented in a variety of formats. The casebooks and other textbooks required in the Concord programs are those regularly used at law schools nationwide. Lectures are presented over the Internet while assignments are researched and prepared using electronic research engines. Students may access lectures, curriculum, and the law library virtually 24 hours a day, 7 days a week. In addition, Concord professors conduct classes over the Internet. Students are required to complete online course modules that include multiple-choice tests and essays.

EJD PROGRAM

The EJD program is a 72-unit, 3-year program. Students who complete the EJD program will not be eligible to sit for the California State Bar Examination. To graduate, students enrolled in the EJD general program are required to complete 38 units in specific core classes, as indicated below, and an additional 34 units of electives.

All EJD students start with the same classes that the first-year JD students take (Contracts, Torts, Criminal Law, and Legal Writing and Test Taking), and all tracks must also complete Constitutional Law, Legal Research, Legal Analysis and Writing, and Cross Profession Ethics.

In addition to these required courses, some courses require students to take another course, either previously or concurrently. For example, a student taking Bioethics should have previously taken Health Law.

Law and Technology

This track is designed for individuals with a technology background who seek to enhance their current position or who seek new employment opportunities. While the program is designed to prepare graduates to pursue employment in their field of study, or in related fields, Concord does not guarantee that graduates will be placed in any particular job, eligible for job advancement opportunities, or employed at all. EJD students on this track are required to take Civil Procedure, Real Property, Intellectual Property, and Cyberlaw plus two technology electives through Kaplan University and/or patent law elective courses.

Criminal Justice

This track is designed for individuals with a background in criminal justice who seek to enhance their current position or who seek new employment opportunities. While the program is designed to prepare graduates to pursue employment in their field of study, or in related fields, Concord does not guarantee that graduates will be placed in any particular job, eligible for job advancement opportunities, or employed at all. EJD students on this track are required to take Criminal Procedure and Evidence plus two criminal justice electives through Kaplan University.

Innovation Protection

This track is designed for individuals with a science or technology background interested in expanding their knowledge in the areas of patents and trademarks to enhance their current position or seek new employment opportunities. While the program is designed to prepare graduates to pursue employment in their field of study, or in related fields, Concord does not guarantee that graduates will be placed in any particular job or employed at all. EJD students on this track are required to take Civil Procedure, Real Property, Intellectual Property, and Cyberlaw plus the four patent law courses. Individuals interested in becoming patent agents should ensure they meet the education requirements of an appropriate science or technical degree to be eligible to sit for the patent agent exam.

	EJD	**EJD Law and Technology**	**EJD Criminal Justice**	**EJD Innovation Protection**
First Year	•Contracts •Torts •Criminal Law •Legal Writing and Test Taking	•Contracts •Torts •Criminal Law •Legal Writing and Test Taking	•Contracts •Torts •Criminal Law •Legal Writing and Test Taking	•Contracts •Torts •Criminal Law •Legal Writing and Test Taking
Second Year	•Constitutional Law •18 units of electives	•Constitutional Law •Civil Procedure •Real Property •Either Cyberlaw or Intellectual Property	•Constitutional Law •Criminal Procedure •14 units of electives*	•Constitutional Law •Civil Procedure •Real Property •Either Cyberlaw or Intellectual Property
Third Year	•Legal Analysis and Writing •Legal Research •Cross Profession Ethics •16 units of electives	•Legal Analysis and Writing •Legal Research •Cross Profession Ethics •Either Cyberlaw or Intellectual Property •12 units of electives* *Of the 12 units of elective courses, at least 6 units must be patent law courses (3 courses), preapproved Kaplan University technology courses (2 courses), or a combination of the two.	•Legal Analysis and Writing •Legal Research •Cross Profession Ethics •Evidence •10 units of electives* *Of the 24 units of elective courses, at least 2 courses (6 units) must be preapproved Kaplan University criminal justice courses.	•Legal Analysis and Writing •Legal Research •Cross Profession Ethics •Either Cyberlaw or Intellectual Property •Patent Law Fundamentals •Patent Litigation •Patent Claim Drafting •Patent Application Drafting •4 units of electives

Policies

Academic Information Policies

Academic Year and Enrollment Status

The academic year for EJD students is 52 weeks, which may be extended to a nonstandard 78 weeks. Concord is required on different occasions to report the number of students in full-time or part-time status. A student's enrollment status can impact financial aid eligibility.

The reference to "term" is for the 52-week term for EJD students. Concord measures its programs in semester credit hours.

- Full time = 22 credit hours per term

- Three-quarter time = 16 credit hours per term

- Half-time = 11 credit hours per term

The Veterans Administration may have different definitions for full-time and part-time status. Students receiving veterans benefits should talk to the School's Certifying Official.

Add/Drop Policy for Courses

Required courses in the EJD program are not subject to the Add/Drop policy. Students enrolled in the EJD program are responsible for ensuring that they are carrying sufficient units to complete the program within the 6-year time limit.

Students may drop or add an elective course within 14 days of the course start date. The dropped course will not appear on the student's transcript. Students may drop an elective course within 30 days of the course start date as long as they have not yet clicked into module 4 in the course they wish to drop. The course dropped will be reflected on the transcript and have a "W" entered in the grade column.

Academic Standards and Academic Dismissals

EJD PROGRAM

To maintain good standing in the EJD program at Concord, EJD candidates must meet the following criteria:

1. Students must maintain a cumulative GPA of 1.7 to advance to the second and third years of study at Concord. If a student's cumulative GPA for any academic year falls below 1.7, the student shall be placed on academic probation for the next year of study at Concord. If a student again fails to maintain a cumulative GPA of 1.7 for the academic year while on academic probation, the student is subject to dismissal from the School.

2. Students must pass each of the required core courses in the EJD program they have selected. Students who do not pass a required course may repeat that course. A student who again fails to pass a required course is subject to dismissal from the School.

3. A student whose GPA for the term falls below 1.5 is subject to dismissal from the School.

SAP

Satisfactory Academic Progress

Students who are not in compliance with the Satisfactory Academic Progress policy and who wish to continue their studies are no longer eligible for financial aid.

Concord's nonstandard academic term has two payment periods: one payment at the beginning of the term and a second payment halfway through the academic term. Satisfactory academic progress is measured at the end of each payment period as follows:

Compliance with the Attendance Policy and the relevant Module Progress Policy is measured at the time of the second payment. To be in compliance with the Module Progress Policy, the student must be at or no more than an average of four modules behind the ideal module pace as set forth in the ideal module table on the School site (See Probation for Failure to Progress in Studies.) Students not in compliance with both or either of these policies are not eligible for financial aid.

For upper-division students enrolled in the EJD program, satisfactory academic progress is measured at the beginning of the first payment period and the end of the second payment period as follows:

Satisfactory academic progress is defined as follows for students enrolled in the EJD program:

1. Achieves a GPA of at least 1.7 in the first term and maintains a cumulative GPA of at least 1.7 in all upper-division terms;

2. Completed the previous year of study with at least 22 units of credit; and

3. Is on pace to meet the graduation requirements including completing the program within 6 years of beginning studies at Concord.

For students who were previously enrolled in a JD program, but are now beginning a new term of study in the EJD program, satisfactory academic progress for the previously completed term is defined according to the JD program's specifications. Satisfactory academic progress for all subsequent terms will be defined according to the EJD program's specifications.

Reinstatement/Non-Title IV Eligible

EJD students receiving financial aid who are not eligible for a second disbursement during the term because they are on probation for failure to progress in their studies may establish eligibility by complying with the requirements of the Probation for Failure to Progress in Studies policy.

A student who is terminated because of either failure to comply with the Attendance Policy or who has been found in violation of the Satisfactory Academic Progress policy, as set forth above, may appeal the termination by submitting a written appeal. An EJD student should submit his or her appeal to the Associate Dean at associatedean@concord.kaplan.edu. Appeals must:

1. Be submitted within 30 business days of notification of the termination for failure to comply, and

2. Explain the circumstances surrounding the failure to comply with School policies and provide appropriate supporting documentation.

The student will be notified within 10 business days of the Associate Dean's decision. If a student is reinstated, he or she will be placed on satisfactory academic progress (SAP) dismissed status. Students placed on SAP dismissed status are not eligible for financial aid.

Students may not appeal their SAP dismissed status during the academic term. However, a student who has been reinstated and placed on SAP dismissed status, and who becomes compliant with the Satisfactory Academic Progress policy, may petition the Associate Dean to be placed on regular status for a future term of study with potential eligibility for financial aid.

Grade Scale, Exams, and Retakes

GRADING SCALE

Concord generally grades examinations using standards similar to those employed by the Committee of Bar Examiners of the State Bar of California. All exams, written assignments, and other assessments are governed by the Concord Honor Code.

Letter Grade	Number Grade	Grade Value Point	Definition
A	83 and Above	4.0	Superior
A-	80 – 82	3.7	Superior
B+	78, 79	3.3	Excellent
B	73 – 77	3.0	Excellent
B-	70 – 72	2.7	Excellent
C+	68, 69	2.3	Proficient
C	63 – 67	2.0	Proficient
C-	60 – 62	1.7	Proficient
D+	58, 59	1.3	Below Standard Proficiency
D	53 – 57	1.0	Below Standard Proficiency
D-	50 – 52	0.7	Below Standard Proficiency
F	Below 50	0.0	Unsatisfactory
AU			Audit
IP			Class in Progress
NG			No Grade
P			Pass
W			Withdrawal

GPA is determined by multiplying the point value of the grade received by the number of units in that course. This is done for each course completed. These numbers are then added together and divided by the total number of units completed. Any course with a pass ("P") grade will have no effect on GPA.

EXAMS

Exams are administered in a variety of forms, including:

Modular and Reading Quizzes: Administered asynchronously on the School site.

Essay Writing Assignments: Administered asynchronously on the School site.

Final Exams and First-Year Midterm Exams: Administered at fixed dates and times to be determined by the School administration.

Unless otherwise noted in the specific course syllabus, all final exams and first-year midterm exams are taken under timed and closed-book conditions.

Each course may include any or all forms of these assessments. The specific grading policy and required examinations are listed on the syllabus of the individual course. Concord may scale assessment scores, including final exams, in certain courses.

Modular and reading quizzes and essay writing assignments are administered under the policies stated above. Courses that can be extended on the 78-week schedule may have self-administered final exams. All other courses with final exams are administered under the policy stated above.

FINAL EXAM QUALIFICATION POLICY

A student who has advanced to module 25 in any 30-module course or to module 13 in any 15-module course may take the final examination for that course. Students who have advanced to at least module 25, but have not completed all graded assessments in the course, will not be deemed to have maintained the good faith effort necessary to benefit from grading policies allowing dropped grades and will receive a zero for any essays or quizzes not taken or incomplete on the date of the final examination. Individual course grading policies may include other requirements for application of any good faith drop.

Retaken Work Policy

EJD students must successfully complete all required courses for the degree program. EJD students must repeat any required course for which they received a failing grade, and may repeat a failed elective course once. EJD students who fail a required course a second time are subject to dismissal.

When an EJD student is required to repeat a course, all attempts are included on the transcript and all grades received, including those subject to this Retaken Work Policy, are included in the calculation of the cumulative GPA.

The following policies governing the grading of retaken work apply to both the JD and EJD programs:

Entire Course:

Students who retake an entire course will receive their actual grade or a "65" ("C") for their final grade, whichever is lower. Essay assignments, papers, and quizzes will reflect the student's actual level of achievement during the term, but the final entry on the transcript can be no higher than "C."

Partial Courses:

When students repeat modules, the essay assignments, papers, and quizzes taken will reflect the student's actual level of achievement during the term; however, for purposes of finalizing the grade for the student, all retaken module scores will be the actual score the student received during the retake or the previous score, whichever is lower.

Transfer Credit

Transfer Credit for Prior Law Studies

Students enrolled in the EJD program must complete at least one-half of the program requirements at Concord to qualify for the degree. Students enrolled in the EJD program must complete at least 36 units at Concord. No credit is offered for experiential learning (work experience).

In addition to law school courses that may qualify for transfer credit for the JD program, transfer credit may also be considered for courses taken in a JD program at a state-approved law school whose graduates may sit for the bar exam in that state. Transfer credit will be granted at the discretion and determination of the Associate Dean of the EJD program.

Transfer Credit for Outside Law School or Graduate Program Courses

In addition to the approved Kaplan University courses, second- and third-term Concord students enrolled in the EJD program may make arrangements to take elective courses at other appropriately accredited schools offered through a law or graduate program. Concord will accept the credit as transfer credit toward a Concord degree so long as:

1. The student obtains prior approval from Concord.

2. The course is offered through an appropriately accredited school in a law or graduate program.

3. The course is appropriate for the EJD program.

The student is responsible for ensuring that he or she is admitted to the external program, enrolls and completes the course, and maintains the appropriate course load at Concord. At the conclusion of the course, the student must provide Concord with an official transcript indicating course grades before credit can be awarded.

EJD students who wish to receive credit for an external course must petition the Associate Dean of the EJD program at ejd_associatedean@concord.kaplan.edu. The petition should include a statement of the student's academic credentials, a course description (usually available in the School Catalog), syllabus (if available), and dates the course begins and ends.

EJD students who completed preapproved Kaplan University courses while a Kaplan University student, or who have completed similar courses in graduate programs, may petition for transfer credit for these previously completed courses after the completion of their first year of study.

Transfer Policy, JD to EJD Program

JD students in good academic and financial standing may transfer to the EJD program at any time prior to the completion of their third year of study. JD students who are on academic probation or on probation for failure to progress, or who are subject to dismissal for failure to meet the academic standards for JD students set forth in this Catalog, may petition to transfer to the EJD program.

Students who transfer in the middle of a JD term will automatically transfer to the EJD program all credits earned in the JD program and all work in progress at the time of transfer. JD students who transfer after the end of a term will receive credit for all courses completed in the JD program with a grade of "C" or better. Courses completed with a grade of "C-" or lower may be credited at the discretion of the Associate Dean of the EJD program.

Adjustments in credits transferred may also be made due to the different academic standards for how credits are earned between the JD and EJD programs. Students who transfer to the EJD program, and former JD students who apply for admission into the EJD program, may not transfer back into nor be readmitted into the JD program. All students must complete at least 24 units in the EJD program to qualify for graduation from this program.

EJD students may not transfer to the JD program; however, EJD students who have not yet completed their first term of study may withdraw and apply for readmission to Concord in the JD program. EJD students who have completed their first term and withdraw may not be readmitted into the JD program.

Failure to Progress and Time Limit

Probation for Failure to Progress in Studies

The below policy should be read in conjunction with the Attendance Policy.

During a term of study, to be considered in good standing and to be eligible for financial aid, students must be in compliance with both the Attendance Policy and the appropriate Module Progress Policy listed below for their program.

Through Concord's learning management system (LMS), students progress through courses by completing units of study called modules. The number of modules in a course may vary; however, in general, there are 15 modules for courses that are 6 months or shorter in duration and 30 modules for courses that are longer than 6 months in duration. Progress through course modules is gated so that students may not advance to the next module until they have completed all the study assignments in the previous module. Study assignments may consist of readings, video lectures, document uploads, essay assignments, bulletin board assignments, and quizzes, as well as other academically related activities.

Minimum Progress Policy

In addition to the requirements of the Attendance Policy and Satisfactory Academic Progress policy, EJD students must make minimum progress in the curriculum at all times. Minimum progress means that students must note as complete at least one module in every course every 30 days. This minimum progress is designed to ensure that students remain engaged in their studies and applies to both students who are ahead of the ideal module pace in their studies and students who may be behind the ideal module pace.

If minimum progress, as defined above, is not achieved, the student must respond to the Law Advisor's request to develop a study plan to bring the student back to the ideal module pace. If a student fails to cooperate in the development of a study plan within 7 days of the Law Advisor's request, and minimal progress is not made during this time, the student may be subject to dismissal.

Module Alert System

Under the flexible pacing model, EJD students must maintain a module pace in their required courses that will result in the satisfactory completion of each academic term in either 52 or 78 weeks.

Three Modules Behind

Student progress is strictly monitored by the Law Advisor on a weekly basis. Students who fall three or more modules behind in their required courses (as noted on the student homepage and syllabus) are notified of their status by an automatic "module alert" that appears when they enter the site. Students should also expect an email message from their Law Advisor.

Four Modules Behind

Students who fall an average of four modules behind the ideal module pace in their required courses (as noted on the student homepage and syllabus) will receive a warning notice if probation for failure to progress in their studies appears imminent. If a student's progress does not improve after receiving the warning notice and counseling from his or her Law Advisor, the student will be placed on probation for failure to progress after he or she falls five modules behind.

Five Modules Behind – Probation for Failure to Progress

Students who fall an average of five modules behind the ideal module pace in their required courses (as noted on the student homepage and syllabus) will be placed on probation for failure to progress. A notice of probation for failure to progress appears automatically when they enter the site. Students who are receiving financial aid and are on probation for failure to progress are not eligible for a second disbursement. Students who fail to respond to the notice of probation for failure to progress put themselves in jeopardy of dismissal from the program.

Seven Modules Behind

Students who fall an average of seven modules behind the ideal module pace in their required courses (as noted on the student homepage and syllabus) are still not eligible to receive financial aid and will receive a warning that dismissal is imminent. If no progress is made, students will be dismissed after falling behind eight modules. This is the final warning to students.

Eight Modules Behind

Students who fall an average of eight modules behind the ideal module pace in their required courses (as noted on the student homepage and syllabus) will be dismissed from Concord. Students will receive an automatic notification of dismissal when they enter the site. A dismissal may negatively affect students who receive federal funding or student loans.

Time Limit to Complete Coursework

EJD students are required to complete the program within 6 years of starting their studies at Concord.

Deferrals and leaves of absence granted do not extend this time limit.

Graduation Requirements and Honors

Graduation Requirements

Students enrolled in the EJD program must successfully pass all required courses, complete 72 units within 6 years of commencing study, and maintain a cumulative GPA of 1.7 to graduate with an EJD degree from Concord.

EJD Graduating Group

EJD students who complete all coursework, including final exams and submission of final papers, between January 1 and June 15 are considered part of the summer graduating group and may participate in summer commencement exercises immediately following completion of the program. Students who complete all coursework, including final exams and submission of final papers, between June 16 and December 31 are considered part of the winter graduating group and may participate in winter commencement exercises immediately following completion of the program.

Students must be in good financial standing to graduate and must have successfully completed all academic requirements to participate in the graduation ceremony.

Academic Honors

"Dean's List" will appear on the transcripts of students who have earned a GPA between 3.0 and 3.29 each year this honor is earned.

"Distinguished Scholar" will appear on the transcripts of students who have earned a GPA of 3.30 or greater each year this honor is earned.

Students graduating with a GPA between 3.0 and 3.29 will have "With Honors" appear on both their transcript and diploma.

Students graduating with a GPA of 3.30 or greater will have "With Highest Honors" appear on both their transcript and diploma.

Cancellation and Refund Policy

Cancellation and Refund Policy

If students are accepted to the program but wish to cancel their enrollment, they may cancel by emailing administration@concord.kaplan.edu; by mailing a written notice of cancellation to Attn: Director of Student Services, Concord Law School, 10866 Wilshire Boulevard, Suite 1200, Los Angeles, CA 90024; by telephoning 310.689.3200; or in person at the Concord Administrative Offices in Los Angeles.

If students cancel prior to or on the first day of commencing instruction, they will receive a full refund of tuition paid. Continuing students who cancel prior to or on the first day of a new term will also receive a full refund of fees and tuition paid. All refunds will be made within 30 days of cancellation.

If the student has obtained a loan to pay for tuition, it is the student's responsibility to repay the full amount of any loans plus interest, less any amount of any refund to the lender. Students are advised that some financial refunds are due directly to the lender.

A student who begins the program is entitled to a prorated refund of tuition paid up to the time 60 percent of the academic term has been completed (60 percent of the academic term is defined as completion of 60 percent of the 24 units per year of which the program is composed, or 14.4 units).

Thus, for example, a student who withdraws from, or is dismissed by, the School any time after commencing the program, but prior to completing 60 percent of the program, will receive a prorated refund calculated as follows:

If the student paid the EJD tuition of $9,984 and completed 15 modules in each of the first-year courses, the refund would be $4,992, which is calculated as follows:

15 of 30 modules of Contracts completed = 50 percent of 8 units = 4 units; 15 of 30 modules of Torts completed = 50 percent of 8 units = 4 units; 15 of 30 modules of Criminal Law completed = 50 percent of 6 units = 3 units; 15 of 30 modules of Legal Writing and Test Taking completed = 50 percent of 2 units = 1 unit; 4 units + 4 units + 3 units + 1 unit = 12 units completed out of 24 units per year/ $9,984 paid x 12 units paid for but not completed divided by 24 units equals $4,992. If a student withdraws from or is dismissed by the School any time after completing 60 percent of the program, there will be no refund.

A student paying tuition on installment may owe a balance due, depending upon the installment payment schedule.

For New Mexico Students

On the student's request, Concord Law School will provide, within 5 business days, an estimated accounting of any amounts retained, and will provide a final accounting following the Department of Education's determination regarding any federal financial aid disbursed.

Master of Laws

Program Objectives

Concord delivers a sound program of legal education that compares favorably to programs offered by traditional, fixed-facility schools. While these Concord programs are designed to prepare graduates to pursue employment in their field of study, or in related fields, Concord does not guarantee that graduates will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The LLM (Master of Laws) program is designed for practitioners with experience in a particular field of law who wish to increase their understanding of that field through additional practice-oriented education, or for practitioners looking to move into a specialty field.

Small Business Practice LLM

The Small Business Practice LLM is designed for practicing attorneys and recent law school graduates who want an in-depth, practical knowledge of the legal issues unique to small business, an increasingly important segment of the economy. These issues include, but are not limited to, taxation and succession planning, leasing commercial real estate, regulation and finance, protecting and selling intellectual property, and a wide range of employment law issues. Students enrolled in the Concord Small Business Practice LLM will cover each of these subsets of law and others in a curriculum structured for and carefully tuned to small business, unlike many traditional law school courses.

The Small Business Practice LLM is a 24-unit program. Courses are held in 15-week trimesters. The program could be completed in a minimum of 6 trimesters (2 years), and students may not exceed 4 years of study.

Admission to the LLM program is limited to those students who have obtained a JD or equivalent degree from a law school in the United States. Applicants who have earned a first (basic) law degree from a law school outside the United States must be approved for admission by the Concord LLM Program Director. An applicant whose native language is not English must demonstrate language proficiency by having earned a TOEFL score of 550/213/80 or higher.

No academic credit will be granted for prior experience or coursework including, but not limited to, coursework completed in other LLM programs. An exception will be made for graduates of Concord Law School's JD program who, as JD students, successfully completed LLM courses with a grade of "B" or better. These students may receive credit for up to 6 units toward the LLM degree.

Please see Required Disclosures underneath the Concord Law School Overview section.

Admissions

LLM students may begin their program on one of three start dates during the year: January, May, or August.

Admission to the LLM program is limited to those students who have obtained a JD or equivalent degree from a law school in the United States. Applicants who have earned a first (basic) law degree from a law school outside the United States must be approved for admission by the Concord LLM Program Director. In addition, applicants must be in good standing with each state bar in which they are a member. Applicants who have completed their JD or equivalent degree of study outside the United States must have their study evaluated by a credential evaluation service approved by the Committee of Bar Examiners and must demonstrate English proficiency. Such proficiency may be demonstrated by having earned a TOEFL score of 550/213/80 or higher. All courses offered are conducted in English. Students must be able to fluently speak, read, and write English. English abilities will be determined through the School's interview and application process.

Application for Readmission

Students who withdraw or are dismissed from Concord's LLM program for nonattendance, failing to progress in their studies, financial reasons, or other nonacademic reasons, or for academic or student disciplinary reasons, must receive approval from the Concord LLM Program Director to apply for readmission.

Curriculum

The Curriculum

Concord Law School provides comprehensive, rigorous, and dynamic instruction leading to the Juris Doctor, Executive JD, and LLM degrees. Unlike most of its fixed-facility counterparts, Concord utilizes technology and the Internet to communicate its instructional material and enhance and streamline the learning process.

Concord's course of study is presented in a variety of formats. The casebooks and other textbooks required in the Concord programs are those regularly used at law schools nationwide. Lectures are presented over the Internet while assignments are researched and prepared using electronic research engines. Students may access lectures, curriculum, and the law library virtually 24 hours a day, 7 days a week. In addition, Concord professors conduct classes over the Internet. Students are required to complete online course modules that include multiple-choice tests and essays.

SMALL BUSINESS PRACTICE LLM

The Small Business Practice LLM is a 24-unit, 2-year program. Students enrolled in the Small Business Practice LLM are required to complete a total of 24 credit hours from the courses listed below. With LLM Program Director approval, LLM students may also enroll in third- and fourth year Concord JD elective courses toward the 24 credit hours. Students are not required to follow the sequence listed below.

First Year		
Employee Management and Benefits I Leasing Commercial Real Estate	Employee Management and Benefits II Structure and Governance of Small Firms and Other Closely Held Business Organizations	Electronic Contracting, Business on the Web, and E-Commerce Protecting and Selling Intellectual Property
Second Year		
Regulation and Finance in Starting and Growing a Small Business Taxation and Succession Planning	Creditor and Bankruptcy Rights of Sole Proprietors and Small Firms Law Practice Management Virtual Law Practice	Business Torts Representing Small Business in Government Contracting

Program Outcomes

Technology: Apply technology to provide client services to operate and market small businesses ethically, efficiently, and effectively.

Risk Management: Analyze legal risks in small business settings to better anticipate new circumstances affecting these risks and to more quickly and opportunistically avoid them.

Marketing and Office Management: Evaluate the challenges of managing a law office practice to provide services to small business clients consistent with best practices and professional ethics.

Organizational Forms and Finance: Demonstrate an understanding of the unique situational and strategic business concerns and special situations inherent in sole proprietorships and other closely held business forms.

Human Relations: Develop skills to deal with the close client interactions inherent in representing small business.

Policies

Academic Information/Policies

Academic Year and Enrollment Status

The academic year for LLM students is 45 weeks. Concord is required on different occasions to report the number of students in full-time or part-time status. A student's enrollment status can impact financial aid eligibility.

The reference to "term" is for the 15-week term for LLM students.

- Full time = 8 credit hours per term

- Three-quarter time = 6 credit hours per term

- Half-time = 4 credit hours per term

The Veterans Administration may have different definitions for full-time and part-time status. Students receiving veterans benefits should talk to the School's Certifying Official.

Add/Drop Policy for Courses

Students may drop a course within 14 days of the course start date as long as they have not yet begun module 4 in the course they wish to drop. If these conditions are met, the dropped course will not appear on the student's transcript. Students can also choose to add a course within 14 days of the course start date if seats are available.

Academic Standards and Academic Dismissals

To maintain good academic standing in the LLM program, students must pass each of the required core courses in the LLM program. Students who do not pass a required course may repeat the course. A student who fails to pass a required course on the second attempt is subject to dismissal from the School.

A student whose cumulative GPA for an academic year falls below 2.0 is subject to dismissal from the School.

SAP

Satisfactory Academic Progress

Students who are not in compliance with the Satisfactory Academic Progress policy and who wish to continue their studies are no longer eligible for financial aid.

Compliance with the Attendance Policy and the relevant Module Progress Policy: To be in compliance with the Module Progress Policy, the student must be at or no more than an average of four modules behind the ideal module pace as set forth in the ideal module table on the School site (See Probation for Failure to Progress in Studies.) Students not in compliance with both or either of these policies are not eligible for financial aid.

Satisfactory academic progress is defined as follows for students enrolled in the LLM program:

1. The quantitative measure requires that students successfully complete at least 2 credits at the end of each payment period.

2. The qualitative measure requires that students achieve a minimum cumulative GPA of at least 2.0 at the end of each payment period.

3. At the end of each academic year, students must have completed at least 6 units.

4. Students must complete the program within 4 years of beginning studies in the LLM program.

Satisfactory academic progress will be measured at the end of each payment period. Students who fail to meet any of the standards, as measured at the end of each payment period, will be placed on financial aid (academic) warning. Students who are placed on financial aid (academic) warning and who fail to meet any of the standards at the end of that payment period will be dismissed and ineligible for further financial aid.

Financial Aid Warning (LLM Students Only)

A student who is placed on academic probation will also be given a financial aid warning. A student who receives a financial aid warning will have one payment period (one academic term) to regain good academic standing by meeting all satisfactory academic progress standards or the student will lose academic eligibility for federal funding.

The School may restore a student's academic eligibility for financial aid, even if he or she does not meet the satisfactory academic progress standards, if the School determines that the student's failure to meet those standards was due to unforeseeable, extenuating circumstances, including the death of a relative, illness, or injury, or other special circumstances.

A student who receives a financial aid warning, and who has experienced extenuating circumstances, should file a satisfactory academic progress appeal before the end of the payment period/term to be considered for financial aid probation and to avoid disruption to his or her enrollment.

Financial Aid Probation (LLM Students Only)

A student who receives a financial aid warning may submit an appeal to be placed on financial aid probation. The written appeal should explain the extenuating circumstances that caused the inability to meet the satisfactory academic progress standards and explain the corrective actions that have been taken to ensure academic success if the appeal is granted. Students may begin the appeal process during the financial aid warning period and are encouraged to include supporting documentation that could have a bearing on the School's decision. The student will be notified in writing of the outcome of the appeal review.

A student who is placed on financial aid probation may also receive an academic plan. The academic plan identifies the academic standards a student must meet each term in order to comply with the satisfactory academic progress standards.

A student who is placed on financial aid probation will be denied eligibility for financial aid and academically dismissed from the School at the end of the payment period, unless the student makes satisfactory academic progress or the School determines that the student has met the terms of his or her academic plan.

Reinstatement/Non-Title IV Eligible

A student who is terminated because of either failure to comply with the Attendance Policy or who has been found in violation of the Satisfactory Academic Progress policy, as set forth above, may appeal the termination by submitting a written appeal. A LLM student should submit it to the Concord LLM Program Director. Appeals must:

1. Be submitted within 30 business days of notification of the termination for failure to comply, and

2. Explain the circumstances surrounding the failure to comply with School policies and provide appropriate supporting documentation. The student will be notified within 10 business days of the Associate Dean's decision. If a student is reinstated, he or she will be placed on satisfactory academic progress (SAP) dismissed status. Students placed on SAP dismissed status are not eligible for financial aid.

Students may not appeal their SAP dismissed status during the academic term. However, a student who has been reinstated and placed on SAP dismissed status, and who becomes compliant with the Satisfactory Academic Progress policy, may petition the Associate Dean to be placed on regular status for a future term of study with potential eligibility for financial aid.

Grade Scale, Exams, and Retakes

GRADING SCALE

Concord generally grades examinations using standards similar to those employed by the Committee of Bar Examiners of the State Bar of California. All exams, written assignments, and other assessments are governed by the Concord Honor Code.

Letter Grade	Number Grade	Grade Value Point	Definition
A	83 and Above	4.0	Superior
A-	80 – 82	3.7	Superior
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B	73 – 77	3.0	Excellent
B-	70 – 72	2.7	Excellent
C+	68, 69	2.3	Proficient
C	63 – 67	2.0	Proficient
C-	60 – 62	1.7	Proficient
D+	58, 59	1.3	Below Standard Proficiency
D	53 – 57	1.0	Below Standard Proficiency
D-	50 – 52	0.7	Below Standard Proficiency
F	Below 50	0.0	Unsatisfactory
AU			Audit
IP			Class in Progress
NG			No Grade
P			Pass
W			Withdrawal

GPA is determined by multiplying the point value of the grade received by the number of units in that course. This is done for each course completed. These numbers are then added together and divided by the total number of units completed. Any course with a pass ("P") grade will have no effect on GPA.

EXAMS

In the LLM program, the format of the assessments is unique to each course. Courses may require modular quizzes and writing assignments, which typically are administered asynchronously on the School site. In addition, courses may require final projects or exams, which may be administered through the School site at fixed dates and times with specific deadlines for completion.

All assessments are administered under the Concord Honor Code. Assessment administration requirements are specific to each course. Additional information may be found under the Grading Policy for each course on the Concord site.

FINAL EXAM QUALIFICATION POLICY

A student who has advanced to module 13 in any 15-module course may take the final examination for that course.

Retaken Work Policy

LLM students may repeat a failed course once. Both attempts will remain on a student's transcript and count toward his or her GPA.

Transfer Credit

No academic credit will be granted for prior experience or coursework including, but not limited to, coursework completed in other LLM programs. An exception will be made for graduates of Concord Law School's JD program who, as JD students, successfully completed LLM courses with a grade of "B" or better. These students may receive credit for up to 6 units toward the LLM degree. In addition, the LLM Program Director may provide prior permission, at his or her discretion, for an LLM student to receive credit for third- and fourth- year Concord JD elective courses.

Failure to Progress and Time Limit

Probation for Failure to Progress in Studies

The below policy should be read in conjunction with the Attendance Policy.

During a term of study, to be considered in good standing and to be eligible for financial aid, students must be in compliance with both the Attendance Policy and the appropriate Module Progress Policy listed below for their program.

Through Concord's learning management system (LMS), students progress through courses by completing units of study called modules. The number of modules in a course may vary; however, in general, there are 15 modules for courses that are 6 months or shorter in duration and 30 modules for courses that are longer than 6 months in duration. Progress through course modules is gated so that students may not advance to the next module until they have completed all the study assignments in the previous module. Study assignments may consist of readings, video lectures, document uploads, essay assignments, bulletin board assignments, and quizzes, as well as other academically related activities.

MODULE PROGRESS POLICY FOR LLM PROGRAM

In addition to the requirements stated in the Attendance Policy and Satisfactory Academic Progress policy, LLM students must make minimum progress in the curriculum at all times. Minimum progress is defined as the completion of at least one module in every course every 21 days.

If minimum progress, as defined above, is not achieved, students may be advised to develop a study plan to bring them back to the ideal module pace. Failure to cooperate in the development of a study plan may result in dismissal from the program.

Time Limit to Complete Coursework

LLM students are required to complete the program within 4 years.

Deferrals and leaves of absence granted do not extend this time limit.

Graduation Requirements and Honors

Graduation Requirements

Students enrolled in the LLM program must successfully pass all required courses, complete 24 units within 4 years of commencing study, and maintain a cumulative GPA of 2.0 to graduate. In addition, students must be in good financial standing and must have successfully completed all academic requirements to participate in the graduation ceremony.

Academic Honors

Students graduating with a GPA between 3.0 and 3.29 will have "With Honors" appear on both their transcript and diploma.

Students graduating with a GPA of 3.30 or greater will have "With Highest Honors" appear on both their transcript and diploma.

Cancellation and Refund Policy

Cancellation and Refund Policy

If students are accepted to the program but wish to cancel their enrollment, they may cancel by emailing administration@concord.kaplan.edu; by mailing a written notice of cancellation to Attn: Director of Student Services, Concord Law School, 10866 Wilshire Boulevard, Suite 1200, Los Angeles, CA 90024; by telephoning 310.689.3200; or in person at the Concord Administrative Offices in Los Angeles.

If students cancel prior to or on the first day of commencing instruction, they will receive a full refund of tuition paid. Continuing students who cancel prior to or on the first day of a new term will also receive a full refund of fees and tuition paid. All refunds will be made within 30 days of cancellation.

If the student has obtained a loan to pay for tuition, it is the student's responsibility to repay the full amount of any loans plus interest, less any amount of any refund to the lender. Students are advised that some financial refunds are due directly to the lender.

A student who begins the program is entitled to a prorated refund of tuition paid up until the end of the ninth week of study in a given term. Thus, a student who withdraws from or is dismissed by the School any time after beginning or commencing instruction on the Internet, but prior to the end of the ninth week in a given term, will receive a prorated refund as follows:

Cancellation Request Received	Refund Percentage
During the First Week	100%
During the Second Week	80%
During the Third Week	70%
During the Fourth Week	60%
During the Fifth Week	50%
During the Sixth Week	40%
During the Seventh Week	30%
During the Eighth Week	20%
During the Ninth Week	10%
During the Tenth Week	0%

For New Mexico Students

On the student's request, Concord Law School will provide, within 5 business days, an estimated accounting of any amounts retained, and will provide a final accounting following the Department of Education's determination regarding any federal financial aid disbursed.

Course Descriptions

Courses in Partnership with Other Law Schools

ADVANCED ADVOCACY

Offered at the William Mitchell College of Law (WMCL) Summer Skills Program in St. Paul, Minnesota, this is an 8-day, in-person course. The course is an intense, learning-by-doing trial skills course. Students continually perform and are critiqued live and on videotape by experienced trial lawyers. Topics include: case analysis; opening statements; direct and cross examinations; examination of lay and expert witnesses; impeachment, rehabilitation, and refreshing recollection; introduction of evidence and demonstrative exhibits; closing arguments; jury selection; and ethics and professional responsibility. (Students register directly with and pay tuition, at the WMCL JD rate, directly to William Mitchell College of Law. The course is graded on a pass/fail basis by WMCL.)

Units: 3

Prerequisite: Advocacy—Theories, Tactics, and Techniques; JD only

EJD Courses in Partnership with Kaplan University

CJ 500: CRITICAL LEGAL ISSUES IN CRIMINAL JUSTICE

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

Units: 3

Prerequisite: EJD only

CJ 505: CRITICAL ISSUES IN CRIMINAL JUSTICE

This course will address critical issues affecting the major tenets of the criminal justice profession including, but not limited to, homeland security, training and education, ethics and morality in professional practice, and community-based law enforcement and corrections programs. Other current trends and any other critical issues facing the fields of policing, private security, and corrections are addressed as needed.

Units: 3

Prerequisite: EJD only

CJ 506: ADVANCED TOPICS IN CRIMINAL LAW

This course addresses complex issues related to substantive criminal law, focusing on the sources of modern criminal law, the purposes and types of laws, the interpretation of criminal laws, the categories of crime and penalties, the similar characteristics of criminal violations, the elements of complex crimes, and the types of criminal defenses. This course is best suited for those students working in the area of law enforcement/policing.

Units: 3

Prerequisite: EJD only

CJ 510: SPECIALIZED CRIMINAL STATUTES AND COMPLEX INVESTIGATIONS

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

Units: 3

Prerequisite: EJD only

CJ 513: CRITICAL ISSUES IN TERRORISM

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

Units: 3

Prerequisite: EJD only

CJ 521: CRITICAL ISSUES IN CORRECTIONS

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

Units: 3

Prerequisite: EJD only

CJ 523: CRITICAL ISSUES IN JUVENILE JUSTICE

This course is designed to explore the social context of delinquency, law, the history of the juvenile court, policing in juvenile justice, and court and corrections interventions with regard to children who have been victimized or are criminal. The course integrates scholarship and case law to investigate the many layers of the juvenile justice system including how the juvenile court works and why it works the way it does. Upon completion, students will have much more than a cursory understanding of the juvenile justice system.

Units: 3

Prerequisite: EJD only

IT 504: CRITICAL CONCEPTS AND COMPETENCIES FOR THE IT PROFESSIONAL

This course provides students with a foundation in the concepts and paradigms that shape information technology today. Students will distinguish between current competing ideologies to expand their technological knowledge and make informed business decisions. A focus will be placed on Internet technologies, hardware and software components, and networked environments as well as ethical and social issues in information technology. Students will also be introduced to the Master of Science in Information Technology learning team model, which will be built upon throughout the program.

Units: 3

Prerequisite: EJD only

IT 560: MANAGING TECHNOLOGY IN A BUSINESS ENVIRONMENT

Businesses are faced with many challenges when managing their information technology. Since information technology is continually evolving, businesses that stick with their current IT systems may be left behind. In this course, students identify innovative solutions to business problems. Specific topics include the analysis of cost and efficiency benefits found in emerging technologies, the legal and regulatory implications of various IT infrastructure strategies, and the complex process enterprises face in integrating new technology with existing infrastructure.

Units: 3

Prerequisite: EJD only

IT 590: LEGAL AND ETHICAL ISSUES IN IT

This course provides a detailed discussion of the legal and ethical issues associated with the information technology age. Topics covered in this course include: ethical theories related to information technology, protection of intellectual property, privacy, computer and network security, cybercrimes, and ethical behavior for working in the computer industry.

Units: 3

Prerequisite: EJD only

LS 510: INTELLECTUAL PROPERTY AND DIGITAL ENTERTAINMENT

This course will explore the progression of content distribution and entertainment intellectual property laws, how these two have impacted each other, and the challenges caused. Students will examine questions that arise on a daily basis regarding content distribution, licensing, and syndication, explore the philosophy of "ownership" around content, discuss the legal differences between content for promotion versus content for revenue generation, and examine the challenges faced in determining those differences.

Units: 3

Prerequisite: EJD only

JD and EJD (CL)

CL 6000: LEGAL WRITING AND TEST TAKING SKILLS

This first-year course is designed to teach the ability to spot legal issues in factual situations and form legal arguments and theories. In addition, students demonstrate factual analysis and reasoning to buttress their arguments and conclusions.

Units: 2

Prerequisite: JD and EJD (required)

CL 6100: CONTRACTS

This course examines the legal theories and principles relating to parties and agreements and their resultant obligations or benefits. Covered topics include: formation, conditions, and remedies of contracts; bargained-for consideration; third-party contracts (including assignments and delegations); statute of frauds; parole evidence; impossibility of performance; and frustration of purpose.

Units: 8

Prerequisite: JD and EJD (required)

CL 6200: TORTS

This course explores the study of civil liability relating to intentional acts and violation of duties imposed by law. In addition, legal wrongs committed by a private person upon the person or property of another independent of a contractual relationship are covered in detail in this course. Topics include intentional torts, negligence, strict liability, product liability, nuisance, defamation, invasion of privacy, and misrepresentation.

Units: 8

Prerequisite: JD and EJD (required)

CL 6300: CRIMINAL LAW

This course examines the state's ability to punish individuals for wrongs committed. Homicide, theft (including robbery and burglary), assault, rape, kidnapping, and arson as well as attempts, conspiracies, and solicitation are covered in depth. The state of mind required to commit a crime, including justifications and excuses, is thoroughly covered.

Units: 6

Prerequisite: JD and EJD (required)

CL 7000: CONSTITUTIONAL LAW

This course examines the organization and framework of the federal government, the distribution of political and governmental authorities and functions, and the fundamental principles that regulate the relationship between the government and its citizens. Specific topics include the source of judicial review, the powers of legislative and executive branches, the authority reserved for the states, due process, equal protection, and First Amendment freedoms.

Units: 6

Prerequisite: JD and EJD, second term (required)

CL 7100: REAL PROPERTY

The law governing all aspects of real property and the creation of rights is the focus of this course. Additional topics include ownership rights (including present estates), cotenancy, future interests, and the relations between landlord and tenant. Real property contracts, statute of fraud problems, real property mortgages, conveyancing, and adverse possession are also discussed.

Units: 8

Prerequisite: JD and EJD—Law and Technology Track (required)

CL 7150: WILLS AND TRUSTS

This course covers the law of estates and trusts as applied in California and gives a general overview of how it applies in the rest of the country. Issues dealing with the validity and revocation of wills are examined in particular, as they may affect distribution of assets of an estate. In addition, the laws of express trusts (including creation and administration), charitable trusts, and consecutive trusts are covered.

Units: 4

Prerequisite: JD (required)

CL 7200: CIVIL PROCEDURE

Access to the U.S. court system is the focus of this course. Proper jurisdiction and venue (including long-arm statutes and minimum contacts) are covered in detail. Other topics include pleadings, joinder of parties and claims, class actions, discovery, summary judgment, directed verdict, res judicata, collateral estoppel, and the appeal process.

Units: 6

Prerequisite: JD and EJD—Law and Technology Track (required)

CL 7300: CRIMINAL PROCEDURE

This course focuses on the law governing the rights of the accused. The topics of arrest, search, seizure, confession and self-incrimination, police lineups, and ineffective assistance of counsel are covered in detail.

Units: 4

Prerequisite: JD and EJD—Criminal Justice Track (required)

CL 7500: CORPORATIONS AND BUSINESS ORGANIZATIONS

This course covers the area of law relating to artificial persons or legal entities, consisting of members acting with a common purpose. Particular emphasis is placed on the formation of the corporate unit, the sale of shares (including federal securities law), the operation and management of the corporation, and the law covering dividends, repurchases, and redemptions.

Units: 4

Prerequisite: JD (required)

CL 7600: EVIDENCE

This course covers the substance of and means by which alleged matters of fact are proved or disproved in court. Central topics include the requirements for the introduction and impeachment of evidence, relevancy, character evidence, expert testimony, privileges, and hearsay. The course also covers the requirements of the originals and roles of judges and juries in the evaluation of evidence.

Units: 6

Prerequisite: JD and EJD—Criminal Justice Track (required)

CL 7700: COMMUNITY PROPERTY

This course covers the Law of Community Property and Division of Marital Assets in California. Specific topics include the characterization of property as separate or community, creditors' rights, third-party transfers, and the resolving of disputes upon the termination of a relationship or the death of a party.

Units: 4

Prerequisite: JD (required)

CL 7800: LEGAL ANALYSIS AND WRITING (JD)

This course covers the practical basis of "how to" write the kinds of documents that make up a lawyer's traditional practice: a client advice letter, an office (research) memorandum, and a memorandum of law in support of—or in opposition to—a dispositive motion, for example, a Motion for Summary Judgment. The course will also include an oral argument.

Units: 4

Prerequisite: JD only (required)

CL 7850: LEGAL ANALYSIS AND WRITING (EJD)

This legal writing and analysis course will teach students how to synthesize complex information, analyze and formulate strategy, and predict outcomes in client letters and office memorandums. Students will learn to communicate in "plain English" to avoid legalese, unnecessary jargon, and other styles that call attention to the writing itself or in other ways obscure or detract attention from the meaning. Students will develop professional skills and values pertinent to the legal analyzer.

Units: 4

Prerequisite: EJD, third term (required)

CL 7875: ELECTRONIC LEGAL RESEARCH

This course focuses on research skills and techniques including the use of an online library. Students will be assigned various research projects to be completed under the tutelage of their professor.

Units: 2

Prerequisite: JD and EJD, third term (required)

CL 7875: LEGAL RESEARCH

See Electronic Legal Research.

Units: 0

Prerequisite: None

CL 7900: PROFESSIONAL RESPONSIBILITY

The law relating to the ethical standards that govern attorneys and judges is the focus of this course. It covers the ABA Rules of Professional Conduct, the ABA Model Rules of Professional Conduct, and the ABA Code of Judicial Ethics. The course will also include materials on professional conduct of the attorney, the role of a lawyer, the lawyer as an officer of the court, and the relationship of the lawyer to society.

Units: 2

Prerequisite: JD only (required)

CL 7925: FUTURE OF LAW PRACTICE

This course will explore emerging topics in law practice and culminate in a solution-oriented project which students will present to the class. Topics will include challenges and opportunities emerging in ethics, societal and legal industry change, and technology. Specific emphasis will be placed on application of the ABA Rules of Professional Responsibility to contemporary law practice. Student skills emphasized in the course are: research, analysis, communication, and strategic planning.

Units: 2

Prerequisite: JD only (required)

CL 7955: CROSS PROFESSION ETHICS

This course is divided into two segments. The first focuses on fundamental, contemporary ethical questions in the practice of law and examines the basic premises underlying the lawyer-client relationship and some of the duties of lawyers including duties to clients, the public, the courts, and other professionals. The second segment compares the ethics of the legal profession with other professions including medicine and the clergy. The disciplinary process and professional malpractice are considered. The course incorporates various forms of media to illustrate ethical dilemmas in everyday professional life, including movies, television, and print media, in addition to a traditional text.

Units: 2

Prerequisite: EJD, third term (required); available as a JD elective

CL 7975: REMEDIES

This course reviews both legal and equitable remedies, focusing on the underlying liability theories that give rise to the remedy and the remedy itself. Special attention is given to contract and tort remedies. Students will be exposed to the types of problems that they may encounter in law practice, with particular emphasis on ones that cross a variety of disciplines. Final papers are similar to the performance tests currently administered by the State Bar of California.

Units: 4

Prerequisite: JD (required)

CL 7999: CAPSTONE COURSE (JD)

This course provides students with an effective means of integrating what they have learned over the course of their legal education, building on a strong substantive and skills foundation to make critical judgments about the law and policy as a practicing attorney. Special attention will be devoted to the skills necessary for success on the California Bar Examination. Through work with testing forms currently employed by the California Committee of Bar Examiners, students will refine their ability to analyze legal principles and express their thoughts in an appropriate legal fashion.

Units: 4

Prerequisite: JD only (required)

CL 8000: COMMERCIAL LAW

This survey course covers essential business transactions involving the transfer of interests in personal property and the means by which the obligation to pay is secured and satisfied. Commercial Law will expose students to a wide variety of concepts governed by the articles of the Uniform Commercial Code including Sales (Article 2), Negotiable Instruments (Article 3), and Secured Transactions (Article 9). Students will gain experience working with statutory law in the commercial arena. Special attention will be paid to security interests, checks, and securities. This is an important course for students seeking exposure to fundamental business law concepts, creditor/debtor issues, and banking transactions.

Units: 4

Prerequisite: None

CL 8010: CONTRACT DRAFTING

A lawyer once said, "Legal drafting is legal thinking made visible." The drafter's work makes explicit the parties' understanding of the deal, but also fills the "gaps" sometimes left in contract negotiations and anticipates problems that might arise in the future. This course uses contract drafting to (1) exemplify the principles of contract law; (2) illustrate those principles in a planning context rather than a litigation context; and (3) develop the legal skills of reading, writing, and analysis. Through a series of readings and drafting exercises, students will learn to analyze and draft contracts that accomplish the particular needs and objectives of their client.

Units: 2

Prerequisite: CL 6100

CL 8020: BUSINESS PLANNING AND SKILLS TRAINING—PRACTICUM

This course focuses on the role of the lawyer as an advisor to closely held businesses and their owners. The required course materials include an online cyberworkbook entitled Drake on Representing Closely Held Entities, which is written by Dwight Drake on business planning and integrates case study problems written by Andrea Johnson. During the course, students will study and plan the creation, operation, and dissolution of a closely held company called "Compu Devices." This course's workbook integrates a primary textbook, course materials, and assessment tools that focus on California law. This is a practicum course and, as such, the focus in this course will be to provide hands-on skills training for business lawyers in devising strategies, negotiating agreements, and drafting business documents. Students will work individually and in teams to negotiate and draft different types of documents used during the life of a business. Students will be required to participate in one or more small group projects and must be able to accommodate conference calls and virtual meetings with their business partners outside of the regularly scheduled classes. Note: this course will utilize additional technologies that will require the student to have a working headset and microphone, in addition to a high-speed Internet connection. Students are also required to have Microsoft PowerPoint.

Units: 4

Prerequisite: CL 7500 (can also be taken as a corequisite)

CL 8030: DEBTOR-CREDITOR LAW

Debtor-creditor law encompasses state and nonbankruptcy federal law that governs how a creditor collects money a debtor owes the creditor. Debtor-creditor law mainly concerns when and how a creditor can acquire property of a debtor to satisfy an obligation the latter owes the former. A closely related concern is the extent to which a creditor's rights to do so, as against the debtor, are also valid and enforceable against the debtor's other creditors. This law applies without regard to the nature of the underlying debt, whether tort, contract, statutory liability, or any other substantive law. It applies, too, whether the debtor is a natural person or business entity and whether the debt is consumer or commercial. Debtor-creditor law has wide applicability in everyday practice and also drives, to an extent, the substance and practice of bankruptcy law, which in large part is a reaction to state debtor-creditor law. Therefore, this course is useful in itself and is foundational (even essential) to understanding and practicing bankruptcy law.

Units: 2

Prerequisite: None

CL 8110: ADMINISTRATIVE LAW

This course provides an overview of administrative law and procedure including the creation and authority of federal agencies and the ways that agencies exercise their authority to govern certain areas. It includes a review of agency rulemaking, investigation, and adjudicatory functions. It also includes judicial review of administrative agency actions. The assessments in the course give students some hands-on opportunities to apply what they learn in a "real-world" way by completing projects on federal agencies that they are interested in and by addressing situations that are based on agency actions.

Units: 4

Prerequisite: None

CL 8120: CONFLICT OF LAWS

This course examines the problems that arise in choosing the law to be applied to transactions, relationships, or occurrences that have contact with more than one state in the United States or with the United States and a foreign nation. The course begins with the problem of enforcing nonforum and foreign judgments in U.S. courts. Enforcement of judgments logically leads next to the consideration of U.S. constitutional constraints in the choice of substantive and procedural law that courts use in rendering a judgment. Finally, the course focuses on the various approaches, theories, and rules that courts have developed to guide them in choosing the law to be applied to interstate and international transactions, relationships, occurrences, and litigation.

Units: 4

Prerequisite: CL 7200

CL 8130: EMPLOYMENT DISCRIMINATION

This course will focus on the federal statutory responses to the issues surrounding employment discrimination on the basis of age, disability, race, color, religion, sex, national origin, and alienage. In this context, students will examine the manner in which Congress and the federal courts have balanced the competing interests of preserving the rights to control private property with the nation's commitment to equal opportunity in employment. To that end, students will carefully examine the provisions of Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, national origin, and sex, the nineteenth-century federal Reconstruction Civil Rights Acts, the Age Discrimination in Employment Act, and the Americans With Disabilities Act.

Units: 2

Prerequisite: None

CL 8140: PRODUCTS LIABILITY

This course explores the legal aspects of injuries caused by products including design and warning defects, strict liability, and other causes of action. Students will evaluate the current laws applicable to these areas and how they are applied through litigation and other remedies.

Units: 2

Prerequisite: None

CL 8150: EDUCATION LAW

Education Law provides students with an overview of key topics in the field by examining the constitutional principles, statutes, agency regulations, and judicial decisions that have shaped public and private education. The course will help students understand how these various sources of law affect schools and the students and staff in schools. Topics include: foundational principles; school funding; employment issues; school liability; instruction and curricular issues; privacy rights and Right-to-Know laws; student and teacher rights in areas such as the First Amendment, discipline, discrimination, and religion; search, seizure, and interrogation; special education; No Child Left Behind; and cutting-edge topics such as electronic speech, discipline for off-campus behavior, cyberbullying, strip searches, and education reform. The course uses a problem-based approach that allows students to apply what they learn by discussing and addressing real-world situations through various problems, activities, and assessments. Students will also go outside of the classroom materials to gather information about how education law works in practice and in their own states.

Units: 4

Prerequisite: None

CL 8350: INTERNATIONAL TRADE

The World Trade Organization and the General Agreement on Tariffs and Trade restrain nations from adversely impacting trade with self-serving restrictions. The course will address, among other things, tariff and nontariff barriers, discrimination, regionalism, antidumping, countervailing duties, and safeguards. The course will also consider other facets of globalization such as economic policy, most-favored-nation status, and the relationship between trade and other regulatory areas or social values including environmental protection, health and safety standards, human rights, and intellectual property protection.

Units: 2

Prerequisite: None

CL 8500: FEDERAL TAXATION

This course examines the fundamental concepts underlying the federal income tax system, with emphasis on its history and current operation. Major topics that will be explored include determination of gross income and deductions, timing issues, and disposition of property, with emphasis on taxation of the individual. Students will gain an understanding of the research tools used by lawyers in analyzing taxation issues.

Units: 4

Prerequisite: None

CL 8600: INTELLECTUAL PROPERTY

This is a survey course in the field of intellectual property law. Topics include patent, copyright, and trademark law. It would be valuable for students to have completed or be concurrently enrolled in Real Property, Constitutional Law, and Civil Procedure.

Units: 4

Prerequisite: EJD—Law and Technology Track (required)

CL 8620: CYBERLAW

This broad survey course is designed to explore the legal, ethical, and technological issues involved in working in cyberspace. Topics will include: Internet history, policy development, governance, and regulation; jurisdiction; First Amendment and privacy; copyright and fair use; trademark and domain names; cybercrime and Internet security; electronic commerce and virtual transactions; discovery of electronic evidence; and legal practice issues on the Internet. It would be valuable for students to have completed or be concurrently enrolled in Constitutional Law, Civil Procedure, and Real Property.

Units: 4

Prerequisite: EJD—Law and Technology Track (required)

CL 8650: PATENT LAW FUNDAMENTALS

This class focuses on the law relating to the procurement of patents, which is commonly referred to as the "patentability requirements." The goal of this course is to allow students to obtain a broad overview of the patent laws as applied by the U.S. Patent and Trademark Office and by the various federal courts (primarily the U.S. Court of Appeals for the Federal Circuit) having jurisdiction to hear patent matters.

Units: 2

Prerequisite: None

CL 8655: PATENT LITIGATION

This course will focus on the law associated with enforcing patents through the U.S. district court system including the elements of the complaint (i.e., standing/jurisdiction, infringement, damages), issues arising in discovery (potential defenses), trial (the role of the judge and jury), and a potential appeal to the U.S. Court of Appeals for the Federal Circuit (CAFC).

Units: 2

Prerequisite: CL 8600 or CL 8650, and CL 7200 (can also be taken as corequisites)

CL 8660: PATENT CLAIM DRAFTING

This class will focus almost entirely on the law and rules associated with writing claims that pass muster at the U.S. Patent and Trademark Office. Such claims must include the invention and, at the same time, avoid the "prior art." Such claims should be of varying scope, commercially relevant, and stand up to validity challenges during litigation. This course will introduce a student to sufficient principles regarding patent law to be able to understand the patent application prosecution process and write claims.

Units: 2

Prerequisite: CL 8650 or CL 8600 (can also be taken as corequisites)

CL 8665: PATENT APPLICATION DRAFTING

This class is designed to be an introduction to drafting a patent application, filing the application, and understanding basic patent office procedure. A patent application consists of many parts and drafting requires the creator to understand the invention, understand the "prior art," and adequately describe the invention so that it is capable of being made by those skilled in the relevant art. The goal of this course is not mastery, but rather for students to become familiar with basic drafting techniques and rules.

Units: 2

Prerequisite: CL 8660

CL 8700: HEALTH LAW

This course introduces students to the legal issues involving the health care system and health care providers. Areas covered include the legal issues surrounding licensing, quality control regulations, patient-professional relationships, health care organizations and structures, bioethical issues, and liability of health care professionals and institutions. It would be valuable for students to have completed or be concurrently enrolled in Civil Procedure and Constitutional Law.

Units: 4

Prerequisite: None

CL 8710: MEDICAL MALPRACTICE/PROFESSIONAL LIABILITY

This course examines the duty of health care professionals and organizations to provide appropriate care by addressing specific tort issues, practice guidelines and standards, applicable regulations, and data bank issues.

Units: 2

Prerequisite: CL 8700

CL 8720: HEALTH CARE POLICY

This course explores the legal, political, and socioeconomic principles underlying the development, implementation, and trends in public health policies related to national and international health care initiatives and other legislative efforts in progress. Students will analyze the development of health policies and will propose and negotiate future policy directions. Students are encouraged to take both Equine Law I and Equine Law II to gain a more complete understanding of this area of the law, but do not have to take these courses in any particular order.

Units: 4

Prerequisite: CL 8700

CL 8730: MEDICAL PRODUCTS LIABILITY

This course explores the legal aspects of health-related products liability, including medical devices, pharmaceuticals, and genetically engineered treatment modalities, plus relevant toxic tort issues. Students will evaluate the current laws applicable to these areas and how they are applied through product liability claims and through administrative agencies like the U.S. Food and Drug Administration (FDA). The course will emphasize health law issues in products liability and will also cover aspects of administrative law. The course assessments provide students with some hands-on opportunities to apply what they earn in a "real-world" way by completing projects on the FDA and on litigation involving medical devices and pharmaceuticals and by drafting pleadings and a judicial decision to address hypothetical situations.

Units: 2

Prerequisite: None

CL 8740: RISK MANAGEMENT IN HEALTH CARE

This course explores various models and trends in risk management programs, along with their components. The course will focus on all forms of risk and risk management in health care environments, from initiation of care through completion of care.

Units: 2

Prerequisite: CL 8700

CL 8750: BIOETHICS

This course examines legal, ethical, and political implications of biological and technological advances in the following areas: human reproduction, fetal-maternal decision making, surrogacy, human genetics, death and dying of children and adults, physician-assisted death, human subjects research, and distributive justice in health care. These issues are addressed from the standpoint of the stakeholders—patients, health care providers, and government policy makers. Students will draft legislation and codes of ethics, negotiate contracts, and write legal memoranda related to these topics.

Units: 4

Prerequisite: CL 8700

CL 8799: HEALTH LAW INDEPENDENT STUDY

This course affords students in their third or fourth year the opportunity to write a major paper on a health law topic. Papers will have to be original, be significant in length, and reflect a high level of research and thorough analysis of a topic. Students will develop a thesis or prepare an expository piece on a particular area of health law.

Units: 2

Prerequisite: CL 8700

CL 8800: ADVOCACY—THEORIES, TACTICS, AND TECHNIQUES

Offered online in partnership with William Mitchell College of Law, this course introduces students to the fundamentals of the courtroom and oral advocacy. Interactive modules allow students to study the foundation of effective advocacy and to learn by doing. Students are exposed to trial tactics and techniques including opening statements, direct and cross examinations, introduction of evidence, and closing arguments. Students are assessed and receive feedback on their own performances via online video presentations. Students must have access or arrange access to a webcam or other recording device that allows them to record videos online.

Units: 3

Prerequisite: JD only

CL 8805: EJD PRACTICUM

The EJD Practicum provides students with the opportunity to experience the law in a practical setting. EJD students apply their knowledge of the law in a business or other appropriate setting that may be law related but is not the practice of law. The student works with the Director of the EJD Practicum to identify and obtain approval for an appropriate externship in his or her location. This elective also requires additional coursework including lectures, discussion groups, and writing assignments. Not available to residents of Minnesota or North Carolina.

Units: 4

Prerequisite: EJD only, cumulative GPA requirement

CL 8810: LEGAL EDUCATION EXPERIENCE PROGRAM

The Legal Education Experience Program (LEEP) provides students with the opportunity to experience the law in a practical setting. JD students work under a supervising attorney in a judicial, law firm, public law office, corporate, or government setting. The student works with the Director of LEEP to identify and obtain approval for an appropriate externship in his or her location. This elective also requires additional coursework including lectures, discussion groups, and writing assignments. Not available to residents of Minnesota or North Carolina.

Units: 4

Prerequisite: JD only, cumulative GPA requirement

CL 8820: ORAL ARGUMENT TRAINING AND PRACTICE

This course covers effective oral argument and how to implement presentational skills in the context of how to argue a case before an appellate court. The skills, however, apply equally to (1) students who will argue a motion before a trial court and (2) students who never intend to practice law but, on occasion, need to speak before a group of people. Students will analyze and apply legal principles and policy to a complicated fact pattern and improve their skills in organization and logical thinking. While there are written assignments, success in the course turns on two oral arguments, one on each side of the case. Students will work with partners and on teams. The overarching goal of this course is "collaborative learning," and students will research, analyze, and plan arguments in "law firm" teams. This is an opportunity to work in cooperative groups toward a final collective goal.

Units: 2

Prerequisite: None | Corequisite: CL7875

CL 8831: ADR AND TECHNOLOGY

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

Units: 2

Prerequisite: None

CL 8899: INDEPENDENT STUDY

This course is open to fourth-term JD students and third-term EJD students who have at least a 3.0 Concord GPA at the time the course begins. Enrollment is conditioned upon the student finding a faculty sponsor and advance approval by the Associate Dean. The course requires the design and execution of a research project that generally will result in a paper of at least 15 pages for each unit of credit earned. Students considering this elective should review the Independent Study Request Form under the Administrative Forms tab in the Student Services section of the website for further information on the expectations for student work in the course and the process for getting approval of an independent study project. In addition to the research paper, members of Concord's moot court competition teams may also qualify for independent study credit. Concord's moot court competition teams will consist of fourth-term JD students and third-term JD students who are invited to participate in the Moot Court Honors Program by the Moot Court Team Advisor. These students must be willing to travel to the chosen competition locale to participate in the oral argument portion of the competition, as well as prepare and submit an appellate brief that conforms to the requirements of the moot court competition in which they participate. They must also prepare for and participate in all practice appellate arguments, as directed by their advisor, in advance of the competition date. Independent study credit will also be determined by the Moot Court Team Advisor consistent with Concord's credit hour requirements.

Units: 2-4

Prerequisite: Faculty approval

CL 8910: EQUINE LAW I

Equine Law I explores the law relating to the equine industry and of use to equine law practitioners. Major topics covered include: law of common equine contracts, such as sale, boarding, indemnity and release agreements, warranty issues, and duties and obligations of agents, which include trainers, co-owners, and independent contractors; secured transactions; and insurance issues. Students will gain an appreciation of the duties and obligations of industry participants and a working knowledge of legal issues necessary to draft contracts in this field. Students are encouraged to take both Equine Law I and Equine Law II to gain a more complete understanding of this area of the law, but do not have to take these courses in any particular order.

Units: 2

Prerequisite: None

CL 8920: EQUINE LAW II

Equine Law II is a continuation of Equine Law I and covers such major topics as Equine Activity Liability legislation, associations and the law relating to industry governance, tax issues, land use law, employment law and immigration issues, family law including divorce and estate planning, Internet gambling legal issues, veterinary malpractice and animal cruelty issues, and ethics. Students will gain an understanding of the challenges faced by industry participants and the legal landscape of use to equine law practitioners in these areas.Students are encouraged to take both Equine Law I and Equine Law II to gain a more complete understanding of this area of the law, but do not have to take these courses in any particular order.

Units: 2

Prerequisite: CL 8910

LLM (CL)

CL 9110: LEASING COMMERCIAL REAL ESTATE

This course covers the law of commercial real estate leasing from the perspectives of tenant, landlord, and lender and is largely organized around common, fundamental pieces of the typical commercial real estate lease. A chronological focus on the core legal issues of each part of the lease provides opportunities to explore transactional practice generally as well as study the meaning and impact of each provision in the documents that embody the deal. Other subjects of special interest and importance to small business are also covered including bankruptcy of the landlord or tenant, shopping center leases, percentage leases, and leasehold financing.

Units: 2

Prerequisite: LLM only

CL 9115: EMPLOYEE MANAGEMENT AND BENEFITS I

This course is the first in a set of courses covering issues of employee management and benefits. These courses address the most common source of litigation for small business: disputes about the management of employees. In addition, the courses address matters affecting employee benefits, which are integrally related to these issues of management. These interconnected issues are typically handled conjunctively by small business owners and their lawyers. For this reason, the two courses organize employee management and employee benefits around common dimensions and themes of the small business workplace, rather than artificially segregating the topics in two, independent courses.

Units: 2

Prerequisite: LLM only

CL 9120: STRUCTURE AND GOVERNANCE OF SMALL FIRMS AND OTHER CLOSELY HELD BUSINESS ORGANIZATIONS

The course focuses on the operation of closely held businesses and the problems that such businesses commonly encounter in their typical organizational forms. Thoroughly covered as well are basic agency principles that are the building blocks for many of the legal doctrines associated with these business forms. Students study the problems and solutions inherent to closely held enterprises, in which owners often expect to run their businesses in ways that differ dramatically from the operation of publicly held enterprises.

Units: 2

Prerequisite: LLM only

CL 9125: EMPLOYEE MANAGEMENT AND BENEFITS II

This course is the second in a set of courses covering issues of employee management and benefits. These courses address the most common source of litigation for small business: disputes about the management of employees. In addition, the courses address matters affecting employee benefits, which are integrally related to these issues of management. These interconnected issues are typically handled conjunctively by small business owners and their lawyers. For this reason, the two courses organize employee management and employee benefits around common dimensions and themes of the small business workplace, rather than artificially segregating the topics in two, independent courses.

Units: 2

Prerequisite: LLM only

CL 9130: ELECTRONIC CONTRACTING, BUSINESS ON THE WEB, AND E-COMMERCE

This course explores the law governing electronic contracting, other business technology, and e-commerce including related issues of security and privacy. Students cover the growing bodies of domestic and international law that govern Internet selling, electronic data exchange, electronic payments, digital signatures, and Internet sales, which define the future of contracting and commerce for all small business.

Units: 2

Prerequisite: LLM only

CL 9135: PROTECTING AND SELLING INTELLECTUAL PROPERTY

This course explores various aspects of intellectual property rights and technology transfer as they apply to small business. The course provides students with the background necessary to effectively advise clients on technology transfer issues and with a more sophisticated understanding of intellectual property licensing issues, strategies, and customary business practices in commercializing technology.

Units: 2

Prerequisite: LLM only

CL 9140: BUSINESS TORTS

This course focuses on torts arising out of competition between businesses. Also covered are high-risk areas of liability including important bases of tort and tort-like business liability to consumers, such as premises and products liability claims, and consumer liability for false and deceptive trade practices under state and "baby" FTC laws that give individual consumers the right to sue. Finally, students examine criminal liability imposed on business owners and managers for tort-like, business-related conduct.

Units: 4

Prerequisite: LLM only

CL 9145: REGULATION AND FINANCE IN STARTING AND GROWING A SMALL BUSINESS

This course examines traditional and creative approaches to capital formation and start-up financing as well as life-cycle financing that ties sources of equity and other funding to the stages of small business development, including personal equity, individual retirement assets, equity and debt investment by friends and relatives, and commercial loans, as well as venture capital and other more complex funding sources. Also covered are government programs, including the SBA, tax breaks, and other public subsidies, aimed at encouraging the growth and development of small businesses.

Units: 2

Prerequisite: LLM only

CL 9150: LAW PRACTICE MANAGEMENT

The course explores the ways and means of managing a law office practice to provide services to small business clients consistent with best practices and professional ethics. Special attention will be given to the use of emerging technologies for the solo an small firm practitioner in compliance with ethical obligations.

Units: 2

Prerequisite: LLM only

CL 9155: CREDITOR AND BANKRUPTCY RIGHTS OF SOLE PROPRIETORS AND SMALL FIRMS

This course examines the special rights of small businesses as creditors under state law and their rights as debtors under provisions of the Bankruptcy Code dealing specially with small business.

Units: 2

Prerequisite: LLM only

CL 9160: FRANCHISE, DISTRIBUTORSHIP, AND RELATIONSHIP LAW

This course covers the two primary forms of franchising (product/trade name franchising and business format franchising) and two categories of governing laws: (1) statutory regulation of the franchise relationship and sales of franchises; and (2) statutory and common law frequently applied to the franchise relationship including areas of trademark, antitrust, consumer protection, and contract law. Also covered are various laws governing the relationship between franchisors and franchisees, federal and state disclosure and registration requirements involved with the sale of franchise units, federal and state laws that focus on franchise relationships in specific industries, and the application of antitrust and vicarious liability laws on franchise businesses.

Units: 2

Prerequisite: LLM only

CL 9165: TAXATION AND SUCCESSION PLANNING

This course covers the tax consequences of forming, operating, and transitioning small business, with a focus on the legal forms most often used including partnerships and LLCs. Topics include organization and operation of small business, distribution of assets, and succession. Students explore the effect tax law has on business and economic decisions such as choice of legal entity, forms of compensation, and modes of distributing assets to enterprise owners. Significant time is devoted to everyday small business issues concerning hardware depreciation, excess inventory, and writing off business-related debt; personal tax issues of small business owners and their families; the mechanics of documentation and record keeping; and tax issues affecting home-based businesses and their owners.

Units: 2

Prerequisite: LLM only

CL 9170: VIRTUAL LAW PRACTICE

The delivery of legal services online is now accepted as a part of the future of the legal profession. In the next 5 to 10 years, many law practices will offer clients some form of virtual delivery in order to remain competitive. Operating a virtual law office requires knowledge of the unique ethics issues and best practices for use of the technology to deliver legal services online to clients. This course will cover the topics to prepare the student to responsibly practice law using a virtual law office. Topics will include structures of a virtual law practice (VLP), technology, unbundling of legal services, launching and marketing a VLP, working with virtual assistants/ paralegals, and ethical issues.

Units: 2

Prerequisite: LLM only

CL 9180: REPRESENTING SMALL BUSINESSES IN GOVERNMENT CONTRACTING

In fiscal year 2011, the federal government awarded more than $91.5 billion in federal contracts to small businesses. An additional $90 billion was awarded to small businesses by federal prime contractors in subcontract awards. Although government contracts represent a tremendous opportunity for small business, the legal issues can be complex and unique. This course covers the legal needs of small business at various stages of the procurement process and examines how small business lawyers can most effectively evaluate and analyze the issues and risks on behalf of the client.

Units: 2

Prerequisite: LLM only

CL 9185: SMALL BUSINESS PRACTICE LLM INDEPENDENT STUDY

This course is available for Small Business Practice LLM students who wish to explore an area of particular importance to small business practitioners. Enrollment is conditioned upon the student finding a faculty sponsor and advance approval from the LLM Program Director. The course requires design and execution of a research project that generally will result in a paper of at least 15 pages for each unit of credit earned or an equivalent project, as agreed upon by the faculty sponsor and LLM Program Director. Students considering this elective should contact the LLM Program Director for further information on the expectations for student work in the course and the process for getting approval of an independent study project.

Units: 2-4

Prerequisite: LLM only

Course Policies

Concord reserves the right to add, drop, or modify courses that are listed in this Catalog based upon faculty availability and student needs.

JD and EJD Courses

Unless otherwise noted, JD and EJD courses are considered electives available to both JD and EJD students. Courses noted "JD Only" or "EJD Only" are not available to students in the other program.

LLM Courses

LLM courses are also available to 3L and 4L students enrolled in the JD program who meet the minimum cumulative GPA requirements.

EJD Courses in Partnership With Kaplan University

EJD students may request enrollment in up to three approved Kaplan University courses. Students who wish to enroll in more than three approved Kaplan University courses must submit a petition to the Associate Dean of the EJD program and provide supporting information, including appropriate documentation, on why additional courses would be an educational benefit to the student. These petitions should be submitted to: ejd_associatedean@concord.kaplan.edu. Students enrolled in the EJD program will have all preapproved course-level prerequisites waived for the Kaplan University courses.

Additional courses may be available to EJD students as they are introduced by Kaplan University.

Administration and Faculty

Administrators and Full-Time Faculty

Steven Bracci, Professor of Law and Associate Dean of First-Year Programs

Dean Bracci is a well-known lecturer and has been teaching law since 1979. He has served as academic director for the law school divisions of a number of legal publishers. He is an expert in examination technique and has conducted writing and test-taking seminars nationwide.

Education: BA, University of California, Los Angeles; JD, Whittier College of Law

Courses: First Year Curriculum—Contracts, Criminal Law, and Torts; Real Property; Remedies; and Capstone

State Bar Membership: California

Barry Currier, Dean Emeritus and Professor of Law

Barry Currier now serves as dean emeritus and professor of law following 6 years of service as Concord's dean. He brought to the position more than 30 years of experience in legal education and the legal profession. Dean Currier served as a law clerk in the United States Court of Appeals For the District of Columbia Circuit in 1971 to 1972. Thereafter, he practiced law at Latham & Watkins in Los Angeles, California.

From 1977 to 1996, he was a member of the faculty at the University of Florida College of Law. There, he was associate dean (1990 to 1996), acting director of the graduate tax program (1983 to 1984), professor of law (1980 to 1996), and associate professor of law (1977 to 1980). From 1996 until 2000, Dean Currier served as dean and professor of law at Cumberland School of Law at Samford University in Birmingham, Alabama. Dean Currier also taught at the University of Kentucky College of Law (1974 to 1976), Duke Law School (1976 to 1977), and Monash University Faculty of Law in Melbourne, Australia (1985). His academic areas of interest are land finance, land use planning, real property, and income taxation.

In 2000, Dean Currier became deputy consultant on legal education at the American Bar Association located in Chicago, Illinois, the position he left to become the dean at Concord. At the ABA, Dean Currier worked closely with the consultant on legal education, the Council of the Section of Legal Education and Admissions to the Bar, and various committees of the Section on law school approval and review and a variety of matters and projects related to legal education and the legal profession in the United States. Dean Currier is a member of the Order of the Coif, the American Law Institute, and the Urban Land Institute. He is a Fellow of the American Bar Foundation. He has served on the Board of Directors of The Access Group, a company in the student loan business that is the major private lender to law students in the United States.

Education: BA, University of California, Los Angeles; JD, University of Southern California

State Bar Membership: California

Larry David, Interim Dean

Mr. David is a practicing attorney and business leader and, until accepting this position as interim dean, was a public member of the Kaplan University Board of Trustees since 2008, serving as vice chairman from 2010. Mr. David maintains a practice concentrating on cases involving domestic violence and children. His practice is also involved in the areas of transactional real estate, unlawful detainer, and breach of contract. Mr. David is a former managing director of Apple Computer International (Hong Kong) Ltd., a subsidiary of Apple Computer, Inc. He also founded and was principal in several firms involving trade with China and is involved in the management of industrial real estate holdings. He has previously served as a member of the governing board of the Keck Center for International and Strategic Studies at Claremont McKenna College.

Education: BA, Claremont McKenna College; MBA, University of Southern California; JD, Concord Law School of Kaplan University

State Bar Membership: California

Alana DeGarmo, Professor of Law and Assistant Dean of Students

Dean DeGarmo specializes in legal research and writing and has worked on a number of high profile civil and criminal cases, including death penalty cases. She has taught Advanced Criminal Procedure, Legal Analysis and Writing, Legal Research, and Computer Research; and writing skills in Torts, Contracts, Criminal Law, Civil Procedure, Criminal Procedure, Constitutional Law, and Real Property. She has expertise in curriculum and course development. She was previously a sole practitioner in California. Dean DeGarmo is a former officer in the U.S. Air Force and served as editor-in-chief of the Law Review at the University of La Verne College of Law, where she graduated *cum laude*. She is a licensed Real Estate Broker in California and Florida.

Education: BA, California State University; JD, University of La Verne College of Law

Course: Legal Analysis and Writing

State Bar Membership: California

James Dodge, Professor of Law

Professor Dodge began teaching at Concord in 2000. He currently serves as executive director of the Illinois Legislative Reference Bureau and is a commissioner of the Uniform Laws Commission. A former prosecutor and a former assistant attorney general (Illinois), Professor Dodge previously served in the Illinois Senate President's Office as parliamentarian and deputy chief counsel to the senate president, where he helped write the rules for the impeachment trial of former Illinois Governor Rod Blagojevich and was part of a multiyear project to rewrite and modernize Illinois' Criminal Code and Code of Corrections. His most recent publications include "Limited Liability Partnerships" and "Formation of General and Limited Partnerships in Illinois" (both published by the Illinois Institute for Continuing Legal Education).

Education: BS, University of Illinois; JD, Southern Illinois University School of Law

Courses: First Year Curriculum—Contracts, Criminal Law, Torts; Legal Writing and Test Taking; Real Property; Wills and Trusts

State Bar Membership: Illinois

Jack R. Goetz, Dean Emeritus

Dean Goetz, the founding dean of Concord Law School, is a recognized expert in the field of online learning. His vision and expertise contributed greatly to the creation of Concord in 1998 and its subsequent growth. Dean Goetz has been active with the Distance Education and Training Council (DETC), serving on the Board of Trustees, on a task force on assessment of learning outcomes, as chair of the Business Standards Committee, and as vice chair of the Educational Standards Committee. In April 2002, the DETC recognized Dean Goetz with their Distinguished Recognition Award for outstanding contributions to the advancement of distance education. The Board of Bar Governors of the State Bar of California appointed Dean Goetz to a 3-year term as a member of the Law School Council, which advises the Committee of Bar Examiners on various law school education matters. Dean Goetz also serves as a member of the State Bar of California's ad-hoc task force for online education, which is evaluating Internet legal education.

Education: BA, San Diego State University; JD, Boston University School of Law; MBA, Pepperdine University

State Bar Membership: California

Douglas Holden, Professor of Law

Professor Holden has taught at Concord since 1999. He also practices in the areas of business law, estate planning, and real estate. Professor Holden has been responsible for faculty and curriculum development work at Concord and has extensive experience in online education.

Education: BS, Regis College; JD, Pepperdine University School of Law

Courses: First Year Curriculum—Contracts, Criminal Law, and Torts; Corporations and Business Organizations; and Advocacy

State Bar Membership: Colorado

Robert Hull, Professor of Law and Assistant Dean of Academics

Dean Hull writes extensively on legal topics, and his substantive law guides and practice materials have been used by law students and practitioners nationwide. He is a cum laude graduate of the University of San Diego School of Law and has taught for 20 years. His expertise includes curriculum development and writing testing materials.

Education: BA, San Diego State University; JD, University of San Diego School of Law

State Bar Memberships: Arizona, California, Missouri, and Nevada

Shaun Jamison, Professor of Law and Assistant Dean of Information Services

Dr. Shaun Jamison is Concord's librarian. He is responsible for reference questions and is the topic leader for electronic legal research. Dr. Jamison formerly worked for Thomson-West, starting as a reference attorney and eventually managing inside account managers and Westlaw telephone trainers. Prior to joining Thomson-West, Dr. Jamison was a solo practitioner in the areas of family, criminal, real property, and small business law. Dr. Jamison earned the Distinguished Toastmaster (DTM) award and enjoys presenting at CLEs. He has served on numerous committees including Kaplan University's Institutional Review Board (IRB). At the Minnesota State Bar Association, he served as the chair of the Practice Management Section and co-chair for focus groups for the 2011 Self-Audit for Gender Equity and Diversity (SAGE).

Education: BS, National College; JD, University of North Dakota; PhD, Capella University

Courses: Future of Law Practice and Legal Research

State Bar Membership: Minnesota

Scott Johnson, Professor of Law

Professor Johnson was formerly in private practice with a focus in education law, health law, employment law, and constitutional law. He is an adjunct professor at Franklin Pierce Law Center and was counsel in Claremont v. Governor, the case establishing that New Hampshire students have a constitutional right to an adequate education. He is also the founder of NHEdLaw, LLC, and the Education Law Resource Center, which provide training and information to parents, educators, attorneys, and other professionals involved in education. Professor Johnson is a frequent presenter on legal and educational issues at various forums including continuing education programs, the Education Law Association's annual conference, and the Education Law Institute's annual conference.

Publications:

- *"Focus on Equality Shifts to Adequacy as Brown v. Board Turns 50,"*

  34 Your School and the Law, 34 (2004).

- New Hampshire Special Education Law Manual: A Guide for Parents, Educators, Advocates and Attorneys, NHEdLaw, LLC (2003).

- *"Reexamining Rowley: A New Focus in Special Education Law,"*

  2 BYU Education and Law Journal, 561 (2003).

- Bragdon v. Abbott:
  "Analysis and Implications for People Living with HIV/AIDS and Other Disabilities,"

  40 New Hampshire Bar Journal, 1 (1999).

- *"HB 117: The State's Plan to Fund Educational Adequacy is Too Little Too Late,"*

  2 New Hampshire Law Bulletin, 3 (June 1999).

- *"Suing Under the Americans With Disabilities Act or Seeking Disability Benefits: A Hobson's Choice for People with Disabilities,"*

  6 Journal of Individual Employment Rights, 1 (1997-98).

- *"Opening Up Attorney Disciplinary Proceedings: Here Comes the Sun, It's All Right?"*

  37 New Hampshire Bar Journal, 10 (1996).

Education: BA, University of North Carolina at Charlotte; JD, Franklin Pierce Law Center

Courses: First Year Curriculum—Contracts, Criminal Law, and Torts; Constitutional Law; Civil Procedure; and Medical Products Liability

State Bar Membership: New Hampshire

Mark Kaufman, Professor of Law

Professor Kaufman has extensive experience with the criminal justice system both as a trial attorney and as a teacher. He has worked at the trial and appellate level on a wide range of family, criminal, and poverty/welfare law issues. He has taught at Villanova University School of Law, where he developed a cooperative clinical education program, and at Widener University in its criminal justice program.

Education: BA and JD, University of Maryland

Courses: Evidence, Constitutional Law, and Criminal Procedure

State Bar Memberships: Pennsylvania and Maryland

Edward Monsour, Professor of Law

Professor Monsour has extensive teaching experience in the taxation field. In addition to his Concord courses, he teaches in the Golden Gate University Master's of Taxation program. Additionally, Professor Monsour teaches at the University of California, Irvine, in its Graduate School of Management. He has also taught in taxation programs for accounting professionals.

Education: BA and MBA, Cleveland State University; JD, Cleveland-Marshall College of Law; CPA

Courses: Federal Taxation, Real Property, and Constitutional Law

State Bar Membership: Ohio

Carole Peterson, Professor of Law and Assistant Dean of Students

Dean Peterson teaches the 1EJDApr section and advises first-year EJD students. She also teaches Advocacy and is the coach and faculty advisor to Concord's Moot Court Honors Program. Dean Peterson double majored in journalism and political science and served as editor-in-chief of the award winning Daily Trojan at the University of Southern California. She attended law school at USC as well. Her legal career began as a litigator with White & Case, before she became a federal prosecutor with the United States Attorney's Office in the Central District of California. She worked as an assistant U.S. attorney for more than 10 years, prosecuting hundreds of cases in the areas of narcotics, gang violence, crimes against children, and counterterrorism. She has also written numerous appellate briefs and argued before the Ninth Circuit Court of Appeals. Back at USC, she has served as an adjunct professor for the School of Law, teaching trial advocacy. More recently, she has worked as a litigator, representing counties in civil suits brought against law enforcement officials.

Education: BA, University of Southern California; JD, University of Southern California School of Law

State Bar Membership: California and Tennessee

Timothy Pleasant, Professor of Law

Professor Pleasant is in private practice concentrating primarily on criminal defense work. During law school, he was a federal judicial intern for the U.S. District Court, Middle District of Florida. He also has taught history, ethics, and political science at undergraduate and graduate levels, and was a commissioned officer in the U.S. Marine Corps.

Education: BA, Vanderbilt University; JD, Stetson University College of Law; MSSI, Defense Intelligence College

Courses: First Year Curriculum—Contracts, Criminal Law, and Torts; Criminal Procedure; Civil Procedure; and Constitutional Law

State Bar Membership: Colorado

Melissa Racki, Assistant Dean of Students

Dean Racki has practiced as a plaintiff 's attorney, representing clients with Social Security, disability, ERISA, personal injury, and worker's compensation claims. She specialized in Social Security and ERISA administrative hearings and appeals, and assisted in the preparation of the ERISA course outline and materials taught at Stetson University College of Law. She also worked as a Social Security law clerk for the U.S. District Court, Middle District of Florida, drafting orders and reports and recommendations for eight U.S. magistrates.

Education: BA, University of Maryland, European Division; JD, Stetson University College of Law

State Bar Membership: Florida

Kathleen Reagan, Professor of Law

Professor Reagan was an assistant district attorney for 8 years for the Plymouth County District Attorney's Office in Plymouth County, Massachusetts. During that time she prosecuted criminal cases up to and including murder cases, trained and supervised attorneys, handled appellate matters, and was chief of the District Courts as well as the Family Protection Unit. In addition to her Concord responsibilities, Professor Reagan is a sole practitioner of a law firm in Quincy, MA, engaged in the general practice of law. Professor Reagan is on the Board of Directors of the American College of Equine Attorneys.

Education: BA, University of Virginia; JD, Tulane Law School

Courses: First Year Curriculum—Contracts, Criminal Law, Torts; Legal Research; Evidence; Criminal Procedure; and Equine Law

State Bar Membership: Massachusetts

Stacy Sharp, Assistant Dean of Students and Director of EJD Student Affairs

In addition to her work in private practice, Dean Sharp has many years of experience assisting law students in developing legal analysis and writing skills.

Education: BA, University of Southern California; JD, Thomas Jefferson School of Law

State Bar Membership: California

Andrew Tallmer, Professor of Law and Dean of Faculty

Dean Tallmer has been involved in the public policy arena for much of his career including teaching and development of legal training for public safety agencies at the North Carolina Justice Academy. He has worked as assistant deputy director at the New York City Mayor's Office of Operations. He is also an experienced trial attorney, having worked as an assistant district attorney in Nassau County, New York. Dean Tallmer has also worked as an attorney for the New York City Police Department. He has taught various law-related courses at undergraduate institutions.

Education: BA, Union College of Union University; JD, Albany Law School

Courses: First Year Curriculum—Contracts, Criminal Law, and Torts

State Bar Memberships: North Carolina and New York

Kiyoko Tatsui, Professor of Law and Associate Dean of Administration

Prior to joining Concord, Dean Tatsui spent several years with the State Bar of California managing the Office of Client Relations and the Client Security Fund. Dean Tatsui has done numerous CLE programs, both during her tenure at the State Bar and when she worked for the Los Angeles County Municipal Courts. She is active in local bar affairs.

Education: AB, University of California, Los Angeles; JD, University of California, Berkeley (Boalt Hall)

State Bar Membership: California

Jane Wise, Professor of Law

Professor Wise is a faculty member with Concord and teaches Legal Analysis and Writing. She is an adjunct faculty member at BYU Law School, where she teaches legal writing and law and literature, and at University of Tulsa College of Law where she teaches legal writing in a master's of Indian Law program. She has clerked for the Utah Supreme Court and served as an administrative hearing judge. She writes and publishes in law journals, has edited three *Life in the Law* books for BYU Press, has been filmed for LexisNexis teaching attorneys appellate writing, and is a presenter at national and regional legal writing conferences. She has been a commentator for Public Radio International ("Marketplace") and National Public Radio ("Morning Edition for Utah").

Education: BA and BFA, University of Utah; JD, University of Utah

Courses: Legal Analysis and Writing

State Bar Membership: Utah

Adjunct Faculty

Laurie Aronovsky, Professor of Law

Professor Aronovsky traveled extensively and taught English in Japan before starting law school at New York University. She began her legal career in California, litigating a wide variety of commercial litigation matters while volunteering in a temporary restraining order clinic for battered women. More recently, she practiced in the area of disability rights involving high-impact class action litigation in state and federal courts.

Education: AB, University of California, Berkeley; JD, New York University School of Law

Courses: Civil Procedure and Legal Analysis and Writing

State Bar Membership: California

Robert Barrett, Professor of Law

In addition to teaching at Concord, Professor Barrett teaches Business Organizations, Civil Procedure, and Professional Responsibility at the University of West Los Angeles Law School, where he also directs its Legal Aid Clinic, a walk-in, storefront-type program assisting people in a low-income neighborhood. In addition, he is a full-time professor of law and business at the University of La Verne. He has been a member of the State Bar of California's Business Law Section Education Committee, he has been a frequent MCLE lecturer, and he is a former chair of the California State Bar's Standing Committee on Professional Responsibility and Conduct.

Education: BA, Georgetown University, summa cum laude; JD and MSFS, Georgetown University Schools of Law and Foreign Service, editor of the Georgetown Law Journal

Course: Professional Responsibility

State Bar Membership: California

Greg Brandes, Professor of Law

Professor Brandes joined Concord in 1999 after nearly 15 years in corporate and solo practice, a successful career in business, and many years of teaching. Professor Brandes served as dean of the law school from 2011 to 2014. He has over 25 years of experience preparing law students and prospective law students for the bar exam and other admission and licensing examinations. In addition to his law school teaching, he has lectured extensively, in CLE and other forums, on negotiation, management, and leadership skills and contract, business, privacy, and employment law. Among other written works, he published Straight Talk on Workplace Law, a commonsense guide to human resources compliance and risk management for small businesses.

Professor Brandes was named Outstanding First-Year Professor in 2003, receiving the 2003 Dean's Award for Excellence in Teaching. He was also recognized by the graduating class of 2003 with its Outstanding Faculty Award, and by a Law School Service Award in 2004. In addition to his State Bar membership, Professor Brandes is admitted to practice before the Supreme Court of the United States.

Education: BA, summa cum laude, Marycrest College; JD, Loyola University of Chicago School of Law

Courses: First Year Curriculum—Contracts, Criminal Law, and Torts; Criminal Procedure; and Evidence

Jason Burk, Professor of Law

Professor Burk has taught at Concord since 2001. After graduation from Drake University, Professor Burk was in private practice for 9 years in Nevada specializing in medical malpractice and insurance defense litigation. He is now practicing in Atlanta with a corporate firm.

Education: BA, University of Illinois; JD, Drake University Law School

Courses: First Year Curriculum—Contracts, Criminal Law, and Torts

State Bar Memberships: Georgia and Nevada

Scott Burnham, Visiting Professor of Law

Professor Burnham has taught at the University of Montana since 1981 and has been a visiting faculty member at many other law schools. He teaches Contract Drafting at Concord and is the author of The Contract Drafting Guidebook and Drafting and Analyzing Contracts. Professor Burnham is a member of the American Law Institute.

Education: BA, Williams College; JD and LLM, New York University

Course: Contract Drafting

State Bar Membership: Montana

John Ciroli, Professor of Law

Professor Ciroli has been with Concord since 2003. He is also senior litigation counsel for the Pittsburgh Housing Authority and practices before all courts in Pennsylvania as well as the United States Supreme Court. During his career, Professor Ciroli was also general counsel for an international IT company and an assistant public defender in Pittsburgh in the appeals unit. Professor Ciroli practices in the areas of criminal law, administrative law, immigration, employment, contracts, government, and international law. He also studied European constitutional law at Trinity University in Dublin, Ireland, and Charles University in Prague, Czech Republic.

Education: BA, Duquesne University; JD, Capital University School of Law

Courses: First Year Curriculum—Contracts, Criminal Law, and Torts; Criminal Procedure; and Evidence

State Bar Membership: Pennsylvania

Federal Bar Membership: U.S. Supreme Court

Marc S. Cwik, Professor of Law

In addition to teaching at Concord, Professor Cwik is a private attorney practicing general civil litigation, with an emphasis in professional liability, personal injury, family law, construction law, medical malpractice and insurance defense. Professor Cwik has published several professional articles on family law and fatherhood, conducted a nationwide study on domestic violence and the response of clergy, and has testified before the Wisconsin Governor's Commission on Families and Children on current legal issues facing families and children.

Education: BA and MS, University of Wisconsin-Madison; JD, University of Wisconsin Law School

Courses: Civil Procedure and Medical Malpractice

State Bar Memberships: Nevada and Wisconsin

Deena Degenova, Professor of Law

Professor DeGenova has been with Concord Law School since 2003. In addition to teaching at Concord, she was most recently an assistant professor of research, writing, and advocacy at Ave Maria School of Law. During her career, Professor DeGenova was also a staff attorney in the Florida Court System concentrating on post-conviction motions; an assistant attorney general in the Office of the Attorney General/Tampa, in both the Criminal Appeals department and in areas of dependency; and in private practice in the areas of family law and bankruptcy.

Education
:

JD, Pace University School of Law

Courses:
First Year Curriculum—Contracts, Criminal Law, and Torts; Criminal Procedure; Legal Writing and Test Taking

State Bar Membership:
Florida

Lynn Feldman, Professor of Law

In addition to teaching at Concord, Professor Feldman maintains a solo practice in appellate law. He also is an adjunct professor of law at University of West Los Angeles School of Law teaching criminal law, criminal procedure, and legal research and writing. Selected publications include: "Alabama v. White: Further Erosion of Fourth Amendment Rights," 22 University of West Los Angeles Law Review, 255 (1991).

Education: BS, University of Kansas; JD, University of West Los Angeles School of Law

Courses: Criminal Procedure and Legal Research

State Bar Membership: California

Joel W. Friedman, Professor of Law

Professor Friedman is the Jack M. Gordon Professor of Procedural Law and Jurisdiction at Tulane Law School where he also directs the Tulane-ITESM PhD program. He is the editor of Employment Discrimination Stories for West Publishing as well as the author of many casebooks, articles, and treatises in the areas of labor law, employment discrimination, and civil procedure.

Education: BS, Cornell University; JD, Yale University

Course: Employment Discrimination

State Bar Membership: California

Richard Herman, Professor of Law

Professor Hermann has been an attorney career counselor for more than 30 years. He cofounded Federal Reports, Inc., a legal career information and consulting firm whose offerings included www.attorneyjobs.com. He sold the business to Thompson Reuters in 2007.

He is the author of nine books and a frequent speaker on law and legally related employment at conferences such as NALP (National Association of Law Placement), national and state bar associations, and law schools across the country. He also writes the Law Careers Blog for www.legalcareerweb.com and writes a weekly op-ed column for the Messenger-Post Media syndicate.

Previously, he was an attorney with the U.S. Departments of Energy and Defense and the Government Accountability Office, and a legal consultant to numerous U.S. government departments and agencies on national security law, personnel and employment law, and human resources matters.

The Legal Career Management course he developed and teaches for Concord is the first law school program in the nation to offer a structured approach to managing a legal career. He also contributes to The Future of Law Practice course.

Education:
BA, Yale University; MA, New School University; JD, Cornell Law
School
Courses:
Legal Career Management; The Future of Law Practice
State Bar Membership:
New York, District of Columbia

Mary Jensen, Professor of Law

In addition to teaching at Concord, Professor Jensen has served as an adjunct professor of legal writing with Brigham Young University. She also maintains an active law practice where she specializes primarily in adoptions, estate planning, and business organizations.

Education: BA, JD, and MLS, Brigham Young University

Course: Legal Analysis and Writing

State Bar Membership: Utah

Andrea L. Johnson, Professor of Law

In addition to her work with Concord, Professor Johnson is a tenured professor at California Western School of Law where she teaches business organization, telecommunications, business planning, and administrative law, and directs the CWSL Center for Intellectual Property, Technology, and Telecommunications. Professor Johnson previously worked in business management and economic development in Washington, DC, where she also served as the assistant corporation counsel, and in corporate litigation for a Wall Street firm. Her recent articles on telecommunications have been published in journals such as Journal of Law and Education, Law and Technology Journal, and Rutgers Law Journal.

Education: BA, Howard University; JD, Harvard Law School

Course: Business Planning and Skills Training

Marc Jones, Professor of Law

Professor Jones lives in Indiana and is a solo practitioner specializing in criminal defense work. Previously, he served in the active-duty Air Force for 10 years in the JAG Corp, where he was a criminal litigator. Although most experience was as a criminal defense attorney, he served both as a prosecuting attorney and a defense attorney. He has worked at both the trial and appellate levels.

Education: BA, Northeastern Illinois University; JD, Howard University; LLM, George Washington University

Courses: First Year Curriculum—Contracts, Criminal Law, and Torts; Criminal Procedure and Evidence

State Bar Memberships: Illinois and Indiana

Rob Landry, Professor of Law

Dr. Landry holds a JD degree, magna cum laude, from the University of Alabama where he served as the lead articles editor on the Journal of the Legal Profession. Dr. Landry also holds a PhD in public administration and public policy from Auburn University. Following law school, he served as law clerk to the Honorable James S. Sledge, U.S. Bankruptcy Judge for the Northern District of Alabama, and he then entered private practice. Since 1996, Dr. Landry has practiced primarily in bankruptcy, commercial, and business law. He currently serves as an assistant U.S. bankruptcy administrator for the Northern District of Alabama and is an adjunct instructor in the College of Commerce and Business Administration at Jacksonville State University where he teaches courses covering business law, business ethics, and real estate law. Dr. Landry has published numerous articles dealing with bankruptcy law, ethics, and public policy in journals such as the *Mississippi Law Journal, Mercer Law Review, Journal of Business and Economic Perspectives, Memphis Law Review, American Bankruptcy Institute Journal, and Journal of the Legal Profession.*

Education: BS, University of North Alabama; JD, University of Alabama School of Law; MPA, Jacksonville State University; PhD, Auburn University

Courses: First Year Curriculum—Contracts, Criminal Law, and Torts; and Real Property

State Bar Membership: Alabama

Mark B. Lehnardt, Course Director

Professor Lehnardt has been involved in international trade practice and policy for more than 10 years, with experience from the perspective of the court, the government, and the private sector. He clerked for the Hon. Delissa A. Ridgway on the U.S. Court of International Trade; defended the United States in trade remedy litigation before U.S. courts and the WTO Dispute Settlement Body; and represented private party interests in trade remedies cases before the U.S. Department of Commerce and U.S. courts. He has also participated as part of the U.S. trade remedies policy-making teams, and participated in technical exchanges with several Latin American countries to educate them regarding U.S. trade remedy law. Professor Lehnardt has previously taught classes related to international arbitration and international business transactions.

Education: BA, Economics, Brigham Young University; JD, J. Reuben Clark Law School at Brigham Young University
Courses: International Trade
Bar Memberships: Utah, Colorado, Wyoming, Missouri, U.S. Court of International Trade, U.S. Court of Appeals for the Federal Circuit

Edward Martin, Visiting Professor of Law

Professor Martin is a professor at Cumberland School of Law where he teaches Torts, Damages, Professional Responsibility, and several other courses in addition to Products Liability. A law professor since 1981, he is the author of Premises Liability Law and Practice (five volumes, Matthew Bender & Co., 1987 to 2006); Personal Injury Damages (John Wiley & Sons, Inc., 1980); and several other works including coauthorship of Torts: Cases, Problems and Exercises (LexisNexis, 2nd Edition 2006). Professor Martin is a CALI Remedies Fellow and has authored and taught a number of online courses at Cumberland including Products Liability and the Endangered Species Act.

Education: BS and JD, University of Tennessee, research editor and assistant editor, Tennessee Law Review

Course: Medical Products Liability

State Bar Membership: Tennessee

Jerry A. Menikoff, Professor of Law

Dr. Menikoff holds a joint law and public policy degree from Harvard University and a medical degree from Washington University. He currently teaches law, ethics, and medicine at the University of Kansas Medical Center and Law School. He also taught at Harvard University's program in ethics and the professions, the University of Chicago School of Law, Hofstra University School of Law, and University of Akron School of Law. He researches and writes extensively on bioethics, ethical issues within the practice of medicine, ophthalmology, tax, and other health care areas.

Education: AB, Harvard College; JD and MPP, Harvard University and Kennedy School of Government; MD, Washington University (St. Louis) School of Medicine

Course: Health Care Policy

State Bar Membership: New York

Niki Mirtorabi, Professor of Law

Professor Mirtorabi is a graduate of the University of Southern California School of Law where she was the managing editor of the *Women's Law Journal*. She currently holds a position as in-house counsel for Aetna Life Insurance Company where her main area of focus is group life insurance.

Education: BA, University of California, Los Angeles; JD, University of Southern California School of Law; CPD, Wharton, University of Pennsylvania

Courses: California Community Property

State Bar Membership: California

Vanessa Rollins, Professor of Law

Professor Rollins began her law career as an associate with Workman, Nydegger & Seeley in Salt Lake City, Utah, where she focused on patent and trademark prosecution. She later joined the firms of Finnegan, Henderson, Farabow, Garrett & Dunner in Palo Alto, California, and Parsons Behle & Latimer in Salt Lake City, Utah, where she concentrated her practice in the areas of patent litigation, trademark oppositions, and domain name disputes. She has taught courses in intellectual property law, copyright law, trademark and unfair competition law, patent law, and contract law, and coached several moot court teams for the state of Michigan competition and the annual intellectual property-focused Giles Rich Moot Court Competition. In addition, Professor Rollins has been an assistant professor of law at Ave Maria School of Law, an adjunct professor of law at Michigan State University School of Law, and, most recently, she was a visiting professor of law at Wayne State University School of Law. Her publications include: "Illustrative Fair Use: Braun versus the Bunny," 13 Marquette I.P. L. Rev. 285 (2009); and "If It Walks Like Duck, and Quacks Like a Duck, Shouldn't It Be a Duck? How a 'Functional' Approach Ameliorates the Discontinuity Between the 'Primary Significance' Tests for Genericness and Secondary Meaning," 37 N.M. L. Rev. 147 (2007). Professor Rollins worked as a molecular biologist before entering the legal profession.

Education: BS, University of Utah; JD, University of Notre Dame School of Law

Course: Intellectual Property

State Bar Memberships: California and Utah

Diane Schussel, Professor of Law

Professor Schussel has worked in the area of affordable housing in Chicago and the Southeast. In addition to teaching legal writing, she taught art history at the undergraduate level prior to joining Concord.

Education: BBA, University of Georgia—Athens; JD, Emory University School of Law; MA, University of Alabama—Birmingham

Courses: First Year Curriculum—Contracts, Criminal Law, and Torts

State Bar Memberships: Georgia and Illinois

Robert Schwartz, Professor of Law

Professor Schwartz has been on the faculty at the University of New Mexico since 1976. Professor Schwartz is a nationally recognized scholar in the area of bioethics, which he teaches at Concord. He is one of five authors of Health Law: Cases, Materials and Problems, the first textbook that treated health law as a subject when it was first published in 1987 and the leading health law textbook in the United States.

Education: BA, Stanford; JD, Harvard Law School

Course: Bioethics

State Bar Memberships: New Mexico and New York

Christine Seymour, Professor of Law

Professor Seymour maintains, in addition to her work with Concord, an active practice in the areas of real estate, wills and estates, municipal law, school law, and civil litigation concerning construction contract negotiations, construction liability, consumer law, employment discrimination, civil rights, premises liability, professional liability, products liability, and personal injury. Professor Seymour has represented national department stores, school districts, municipalities, and other local government agencies in litigation involving civil rights defense, employment discrimination, personal injury, and premises liability. She has tried more than 60 cases to verdict in both first and second chair capacity and served as solicitor to municipalities, school districts, and municipal authorities.

Education: BA, cum laude, Washington and Jefferson College; JD, Duquesne University School of Law

Course: Real Property

State Bar Membership: Pennsylvania

Angela Slater, Professor of Law

Professor Slater obtained her Juris Doctorate from New York University School of Law where she received two American Jurisprudence Awards. She has been actively practicing law for nearly 20 years. She has devoted her private practice to litigation with an emphasis on complex scientific, pharmaceutical, medical device, and toxic tort litigation. She has significant experience in Food and Drug Administration (FDA) related litigation issues. Professor Slater has been a litigation director for a number of law firms. She is a past chair of the New Jersey State Bar Association Products Liability and Toxic Tort Section and has been an active speaker at various New Jersey Bar continuing legal education programs. She also is an elected member of the International Association of Defense Counsel and has been active through the years in various ABA committees. Professor Slater has lectured nationally on topics related to complex product liability actions including FDA issues, admissibility of expert scientific and medical testimony, and preemption. She has represented major pharmaceutical and medical device manufacturers in state and federal actions, both locally and nationally.

Education: BA, Montclair State University; JD, New York University School of Law

Courses: First Year Curriculum—Contracts, Criminal Law, and Torts; Civil Procedure; and Medical Products Liability

State Bar Memberships: District of Columbia and New Jersey

Deena Sturm, Professor of Law

As an associate at Kenyon & Kenyon LLP, Professor Sturm has experience in a wide variety of intellectual property matters including drafting and prosecuting patent applications, preparing patent invalidity and noninfringement opinions, and participating in patent and trademark litigations. Professor Sturm's work has primarily focused on clients in the software and mechanical fields. She has also worked on matters related to other areas including surgical devices, electronic management systems, foreign language learning systems, and entertainment and media matters.

Publications:

- "Foreign Use of a Mark May Establish Trademark Priority in the U.S.,"13:5 The Intellectual Property Strategist, 3-6 (2007).
- "Fair Use, Lawful Use of Another's Trademark," World Trademark Yearbook, 457-463 (2006).

Education: BS, York University; JD, Cardozo School of Law

Course: Patent Application Drafting

State Bar Membership: New York

Jeffrey Van Detta, Professor of Law

Professor Van Detta was the editor-in-chief of his alma mater's
Law Review

, clerked for Judge Roger J. Miner on the U.S. Second Circuit Court of Appeals in New York (1987-1988), and then was in private practice for over 12 years at an international law firm based in Atlanta, Georgia. In his practice, Professor Van Detta concentrated on international business counseling, federal court litigation, labor law under the NLRA and RLA, and employment discrimination law. Professor Van Detta is a member of the tenured faculty of Atlanta's John Marshall Law School in Atlanta, Georgia, where he is the John E. Ryan Professor of International Business & Workplace Law, and where he also serves as associate dean for faculty scholarship. Since 2005, he has served as a member of the State Bar of Georgia's Formal Advisory Opinion Board.

Education:
BA, Union College (summa cum laude; Phi Beta Kappa; Robert G. O'Neale Prize for the Highest Standing in Classics); JD, Albany Law School (cum laude; Justinian Academic Honor Society; editor-in-chief, Albany Law Review, Volume 51); LLM, Foreign and Comparative Law, University of London (in progress; expected 2017-2018).
Courses:
Civil Procedure, Commercial Law, Conflict of Laws, Contract Drafting, and Corporations
State Bar Memberships:
Georgia and New York

Terry L. Watt, Professor of Law

Professor Watt is a Director in the Tulsa firm of Feller Snider, P.C., in the IP group and a thrice-elected member of the firm's governing Executive Committee. His practice includes trademark, copyright, and patent law and litigation, with particular focus on computer and software law. He has over 25 years experience teaching both law and technical courses for the University of Tulsa. He is a registered patent attorney.

Education: BA, Mathematics, University of Tulsa; MA, Statistics, Princeton University; PhD, Geophysics, University of Tulsa; MBA, Finance, University of Tulsa; JD, University of Tulsa

Courses: Patent Law Fundamentals, Patent Claim Drafting, Patent Application Drafting, and Patent Litigation

State Bar Membership: Oklahoma

Visiting and Supplementary Lecturers

The Concord curriculum also is enriched by visiting and supplementary lecturers. Working with the Concord faculty, nationally known subject matter experts provide video lectures and guidance to the course content. The lecturers have over 150 years of combined law teaching experience, are recognized experts in their field, and have taught thousands of law students in their respective subjects. The lecturers include:

Professor John Blum

Health Law

Loyola University Chicago School of Law

Professor Geoffrey Corn

Criminal Law and Criminal Procedure

Presidential Research Professor of Law at South Texas College of Law in Houston

Professor Marci Kelly

Federal Taxation and Wills and Trusts

Golden Gate University School of Law

Professor Laurel Leifert

Community Property

Private practice

Professor Lawrence Levine

Torts

McGeorge School of Law

Professor Arthur Miller

Civil Procedure and Intellectual Property

New York University School of Law

John Moye, ESQ

Contracts and Corporations and Business Organizations

Private practice; former associate dean of the University of Denver and past president of the Colorado Bar Association

Professor Douglas Whaley

Commercial Law

The Ohio State University

Program Developers and Course Directors, Small Business Practice LLM

Daniel B. Bogart, Course Director

Professor Bogart is the Donley and Marjorie Bollinger Chair in Real Estate Law at the Chapman University School of Law and a specialist in the area of commercial leasing. He is the coauthor of several textbooks, including *Commercial Leasing, A Transactional Primer,* the only law school text devoted to the subject. Bogart is also a contributing editor of *Friedman on Leases* (Randolph Edition), the leading treatise on commercial leasing practice. Professor Bogart's scholarly articles have appeared in the *UCLA Law Review, American Bankruptcy Law Journal,* and *Pittsburgh Law Review,* among others. He is a Fellow of both the American College of Real Estate Lawyers and the American Bar Foundation. Professor Bogart is also an elected member of the American Law Institute.

Education: BA, JD, and MA, Duke University

Courses: Leasing Commercial Real Estate

State Bar Membership: Georgia

Jared D. Correia, Course Director

Jared D. Correia, Esq., is the law practice management advisor at LOMAP. Prior to joining LOMAP, he was the publications attorney for the Massachusetts Bar Association (MBA). He was the first publications attorney for the MBA, and established the continuing legal education (CLE) publication protocols and standards. In addition to overseeing the MBA's CLE publications, he also managed the MBA's version of Casemaker, an online legal research product provided free of charge to MBA members. Prior to joining the MBA, Mr. Correia was a private practice attorney, working in the areas of general practice and disability law in small firms on the South Coast, north of Boston, and just outside of Boston. Mr. Correia's general practice encom182 passed a diverse range of legal subjects including the handling of administrative hearings, personal injury law, family law, tax law, and property law matters. Mr. Correia is active in raising funds for cancer research and has founded a charitable organization to benefit autistic children.

Education: BA, Saint Anselm College; JD, Suffolk University Law School

Courses: Electronic Contracting, Business on the Web, and E-Commerce; Law Practice Management

Rodney S. Dowell, Course Director

Professor Dowell is the director of the Law Office Management Assistance Program (LOMAP), which helps Massachusetts attorneys implement and institutionalize professional office practices and procedures to increase their ability to deliver high-quality legal services, strengthen client relationships, and enhance their quality of life. LOMAP's free and confidential assistance is provided through its consulting services, reference materials, educational programs, and referrals. LOMAP's law practice management blog can be found at masslomap.blogspot.com, and Professor Dowell's microblog is available at twitter.com/rodneydowell. In addition to his work with LOMAP, Professor Dowell is a frequent lecturer on law practice management issues including presentations on terminating client relationships, law office finance, data security, and time management. He has lectured at that ABA's TECHSHOW, the Massachusetts Continuing Legal Education, Inc., the Massachusetts Bar Association, the Boston Bar Association, and the Women's Bar Association, among others. He has authored articles for the ABA's *Law Practice* magazine, the ABA LPM's e-zine *Law Practice Today,* the MBA, and the BBA. In addition, Professor Dowell is the co-chair of the Massachusetts Bar Association's Law Practice Management Section and an active participant in the American Bar Associations' Law Practice Management Section where he is an editor of the Law Practice magazine. Prior to starting LOMAP, Professor Dowell was a founding partner at the litigation firm of Berman & Dowell, from 1998 through 2007, where he focused on employment law, tort defense, including attorney malpractice, and insurance coverage.

Education: BA, University of Colorado, Boulder; JD, Cornell Law School

Courses: Electronic Contracting, Business on the Web, and E-Commerce; and Law Practice Management

State Bar Membership: Colorado and Massachusetts

David Epstein, Program Developer and Course Director

Professor Epstein divides his time between practicing law and teaching law. He is currently of counsel to the Haynes and Boone law firm and the George E. Allen Chair of Law at the University of Richmond. Previously, he was a partner in the Atlanta-based law firm, King & Spalding, dean of two different law schools, and professor or visiting professor at twelve other law schools. He has authored and co-authored books on bankruptcy, creditors' rights, and other subjects and regularly lectures on bankruptcy topics at continuing legal education programs and continuing judicial education programs around the country.

Education: BA and JD, University of Texas at Austin;LLM, Harvard University

Courses: Creditor and Bankruptcy Rights of Sole Proprietors and Small Firms

State Bar Membership: Arizona, Georgia, and Texas

Jon M. Garon, Course Director

Prior to joining Concord, Professor Garon joined Hamline in 2003, serving as the law school's ninth dean from 2003 to 2008. From 2005 to 2006, he also served as the interim dean of Hamline's Graduate School of Management. He is a nationally recognized authority on intellectual property, particularly entertainment practice, copyright law, cyberspace, and intellectual property entrepreneurship. Professor Garon is the author of *Own It —The Law and Business Guide to Launching a New Business through Innovation, Exclusivity and Relevance,* a concise and readable overview of the IP law issues related to starting a business and building it on IP.

Publications:

- The Independent Filmmaker's Law and Business Guide to Financing, Shooting, and Distributing Independent and Digital Films
  (A Cappella Books, 2d Ed. 2009)

- Own It – The Law and Business Guide to Launching a New Business through Innovation, Exclusivity, and Relevance
  (Carolina Academic Press, 2007)

- Entertainment Law and Practice
  (Carolina Academic Press, 2005; supplement, 2007)

- Theatre Law: Cases and Materials
  (Carolina Academic Press, 2004; coauthor)

Education: BA, University of Minnesota; JD, Columbia University School of Law

Courses: Protecting and Selling Intellectual Property

State Bar Membership: California, Minnesota, and New Hampshire

Stephanie Kimbro, Program Developer

Ms. Kimbro has operated a Web-based virtual law office in North Carolina since 2006 and delivers unbundled estate planning to clients online. She is the recipient of the 2009 ABA Keane Award for Excellence in eLawyering and has won the Wilmington Parent Magazine Family Favorite Attorney Award five years in a row for her virtual law office. Her book, Virtual Law Practice: How to Deliver Legal Services Online, was published by the ABA/LPM in October, 2010. She is also the cofounder of Virtual Law Office Technology (VLOTech), which was acquired by Total Attorneys in the fall of 2009.

Education: BA, Centre College; MA, Miami University; JD, University of Dayton School of Law

Courses: Virtual Law Practice

State Bar Membership: North Carolina

Steve H. Nickles, Program Developer

Professor Nickles holds the C.C. Hope Chair in Law and Management at Wake Forest University School of Law. He has served in the Office of the Governor of the State of Arkansas. He has numerous publications in the area of bankruptcy and debtor-creditor relations.

Education: BA, JD, and MPA, University of Arkansas; LLM and JSD, Columbia University

Courses: Debtor-Creditor Law

Anna Richardson Smith, Course Director

Professor Smith is a labor and employment lawyer with the Virginia law firm of Kaufman & Canoles. She frequently counsels small and large employers on compliance with federal and state employment laws including the Fair Labor Standards Act, Title VII of the Civil Rights Act, the Americans With Disabilities Act, and the Age Discrimination in Employment Act. Professor Smith provides ongoing employment advice to institutional employers, including professional corporations, colleges, and public school systems, as well as representing private and municipal employers in federal and state discrimination cases at both administrative and judicial levels. Prior to private practice, Professor Smith served as a clerk to the Honorable James E. Bradberry, U.S. Magistrate Judge, Eastern District of Virginia in Norfolk, Virginia. Professor Smith is a graduate of Wake Forest University School of Law where she was senior articles editor of the *Law Review* and a Carswell Scholar.

Education: BA and JD, Wake Forest University School of Law; MA, University of New Mexico

Courses: Employee Management and Benefits I and II

State Bar Membership: Virginia

Ralph C. Thomas, III, Course Director

Ralph Thomas, a partner at Barton, Baker, Thomas & Tolle, LLP, focuses his practice on legal issues affecting small businesses in the federal procurement arena. He represents all categories of small businesses in federal bid protests, small business-size protests, contractor claims appeals, small business certification appeals, Inspector General investigations, commercial arbitrations, dispute resolution with federal agencies, and structuring teaming arrangements between large and small businesses. Mr. Thomas regularly counsels major corporations on the practical implementation of federal small business regulatory compliance issues.

From 1992 through 2005, Mr. Thomas was the associate administrator for small and disadvantaged business utilization at the National Aeronautics and Space Administration (NASA) in Washington, DC, where he reported directly to the head of NASA. Under Mr. Thomas's leadership, prime and subcontract dollars going to small, minority- and women-owned businesses dramatically increased and rose to the highest amount of dollars going to such entities in NASA's history during his tenure. He received numerous awards, including the Presidential Rank of Distinguished Executive, an award restricted to 1 percent of the 6000 + Federal Senior Executive Service, from President Bush, as well as the Presidential Rank of Meritorious Executive, an award limited to 5 percent of the Federal Senior Executive Service, from President Clinton. Internationally, he received the coveted Special Honour Award from the World Association for Small & Medium Enterprises at its annual conference in Mumbai, India.

Education: BA, University of California at Berkley; JD, Harvard University School of Law

Course: Representing Small Businesses in Government Contracting

State Bar Membership: District of Columbia

Howard P. Walthall, Sr., Course Director

In addition to his work with Concord, Professor Walthall is a professor of Law at the Cumberland School of Law at Samford University. He is an expert in many aspects of small business law including unincorporated business entities, business planning, taxation, and Uniform Commercial Code issues. Prior to joining the Cumberland faculty, Professor Walthall was a partner at Berkowitz & Lefkovitz (now Baker, Donelson, Bearman, Caldwell & Berkowitz), in Birmingham, Alabama, where his practice focused on the representation of small business clients. Professor Walthall is a member of the American Law Institute as well as: reporter for the Business Organizations Act, National Conference of Commissioners on Uniform State Laws; Fellow, Alabama Law Institute; reporter for the Alabama Limited Partnership Act, Alabama Model Business Corporation Act; reporter for Alabama UCC Investment Securities Article, Alabama Merger and Conversion Act, and Alabama Business and Nonprofit Entity Code; and member of the Alabama Limited Liability Act Committee, Alabama Revised Limited Partnership Act and Alabama Revised Uniform Partnership Act.

Education: *BA and LLB, Harvard University*

Courses: *Structure and Governance of Small Firms and Other Closely Held Business Organizations*

State Bar Membership: *Alabama*

Academic Leadership and Administration

Senior Administrators

Wade Dyke
President
DPhil and BA, University of Oxford
BBA, University of Wisconsin—Madison

Betty Vandenbosch
Provost
PhD, MBA, and BSc, University of Western Ontario

Ron Kishen
Senior Vice President, Campus Operations
MS, Claremont Graduate University
BS, California Polytechnic University

Peter Smith
Founding President, Open College at Kaplan University
EdD, Harvard Graduate School of Education
MAT, Harvard Graduate School of Education
BA, Magna Cum Laude, Princeton University

Academic Leadership

Thomas C. Boyd
Dean and Vice President, School of Business and Information Technology
PhD, University of North Carolina at Chapel Hill
MBA, Florida Atlantic University
BS, Oakland University

Chandice Covington
Dean and Vice President, School of Nursing
PhD, University of Michigan School of Nursing
MSN and BSN, University of Texas

Barry Currier
Dean Emeritus, Concord Law School
JD, University of Southern California
BA, University of California at Los Angeles

Jodene DeKorte
Dean, School of General Education
PhD, Colorado State University
MA and BA, University of Northern Colorado

Larry David
Interim Dean, Concord Law School
JD, Concord Law School of Kaplan University
MBA, University of Southern California
BA, Claremont McKenna College

Drew Ross
Dean, Open College at Kaplan University
PhD and MSc, Oxford University
MS, University of Chicago
BA, Bard College

Sara Sander
Dean and Vice President, College of Social and Behavioral Sciences and the School of Education
PhD, Capella University
MA and BA, University of Arkansas at Fayetteville

Joyce Schnur, CFP(R), ChFC
Dean, School of Professional and Continuing Education
MBA, Duquesne University
BA, Grove City College

Keith Smith
Dean, School of Health Sciences, and Vice President, Ground Health Programs
EdD, Seattle University
MA, Fuller Theological Seminary
MBA, City University
ThB, Multnomah University

University Administrators

Keith Brender
Vice President of Academic Operations and Interim Dean of Students
MBA, Rollins College
BS, University of Florida

Jeremy Brunssen
Campus President, Kaplan University, Omaha Campus
MBA, Kaplan University
BA, Iowa State University

Jennifer Lasater
Executive Director, National Career Services, Kaplan University Online
MAEd, Argosy University
BS, Illinois State University

Michael Lorenz
Registrar, Kaplan University
MA, Indiana University
BA, Knox College

Contact Information

Kaplan University

Online

Online Office of the Registrar

550 West Van Buren Street, 7th Floor
Chicago, IL 60607
Tel: 866.522.7747 (Toll Free)
Fax: 800.588.4127 (Toll Free)

Online Programs/Admissions

6301 Kaplan University Avenue
Fort Lauderdale, FL 33309
Tel: 866.527.5268 (Toll Free)

3320 South Price Road
Tempe, AZ 85282
Tel: 866.527.5268 (Toll Free)

1601 SW 80th Terrace
Plantation, FL 33324
Tel: 866.527.5268 (Toll Free)

12650 Ingenuity Drive
Orlando, FL 32826
Tel: 866.527.5268 (Toll Free)

Office for Returning Students
Tel: 888.252.7895,
ext. 4911 (Toll Free)

Online Support Centers

6301 Kaplan University Avenue
Fort Lauderdale, FL 33309
550 West Van Buren Street, 7th Floor
Chicago, IL 60607
Tel: 866.522.7747 (Toll Free)
Email: techsupport@kaplan.edu

Military Affairs

Tel: 866.210.5233 (Toll Free)
Email: MSSC@kaplan.edu

Prior Learning Assessment Center

550 West Van Buren Street, 7th Floor
Chicago, IL 60607
Fax: 800.582.9261 (Toll Free)

Concord Law School

10866 Wilshire Boulevard, Suite 1200
Los Angeles, CA 90024
Tel: 310.689.3200
Fax:310.470.3547

TTY User Contact Information

TTY users may dial 711 from their TTY phone, at no charge, to be connected with a Telecommunications Relay Services (TRS) Operator who will assist with the call. For more information regarding 711, visit www.fcc.gov/guides/711-telecommunications-relay-service.

Campuses

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

Main Campus

Davenport

1801 East Kimberly Road, Suite 1
Davenport, IA 52807
Tel: 563.355.3500
Tel: 800.747.1035 (Toll Free)
Fax: 563.355.1320

Branch Campuses

Iowa

Cedar Falls

7009 Nordic Drive
Cedar Falls, IA 50613
Tel: 319.277.0220

Cedar Rapids

3165 Edgewood Parkway, SW
Cedar Rapids, IA 52404
Tel: 319.363.0481

Des Moines

4655 121st Street
Urbandale, IA 50323
Tel: 515.727.2100

Mason City

Plaza West
2570 4th Street, SW
Mason City, IA 50401
Tel: 641.423.2530

Maine

Augusta

14 Marketplace Drive
Augusta, ME 04330
Tel: 207.213.2500

South Portland

265 Western Avenue
South Portland, ME 04106
Tel: 207.774.6126
Tel: 800.639.3110 (Toll Free)
Fax: 207.774.1715

Lewiston

475 Lisbon Street
Lewiston, ME 04240
Tel: 207.333.3300
Tel: 800.488.2190 (Toll Free)
Fax: 207.333.3305

Maryland

Hagerstown

18618 Crestwood Drive
Hagerstown, MD 21742
Tel: 800.422.2670 (Toll Free)
Tel: 301.766.3600

Nebraska

Lincoln

1821 K Street
Lincoln, NE 68508
Tel: 402.474.5315

Omaha

5425 North 103rd Street
Omaha, NE 68134
Tel: 402.431.6100

Kaplan University Learning Centers

Kaplan University Learning Center, Indianapolis

9000 Keystone Crossing, Suite 800
Indianapolis, IN 46240
Tel: 317.208.5311

Kaplan University Learning Center, Milwaukee

201 West Wisconsin Avenue
Milwaukee, WI 53203
Tel: 414.223.2105

Kaplan University Learning Center, Plantation

1601 SW 80th Terrace
Plantation, FL 33324
Tel: 954.382.6840

Note: Effective January 9, 2013, this location is no longer accepting enrollments.

Kaplan University Learning Center, Rockville

1390 Piccard Drive,Suite 100
Rockville, MD 20850
Tel: 301.258.3800

Kaplan University Learning Center, St. Louis

1807 Park 270 Drive
St. Louis, MO 63146
Tel: 314.205.7900

Kaplan University Teaching Location for Military Personnel

Fort Benning Education Center

Building 9230
8150 Marne Road
Fort Benning, GA 31905
706.545.7397

Fort Bliss Education Center

ATTN: Kaplan University
A406 Thunder Horse Road
Fort Bliss, TX 79918
915.744.1333

Fort Irwin Education Center

Education Services Office
Building 1020
Third Avenue
Fort Irwin, CA 92310

Ownership

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Kaplan University Catalog Supplement for School of Nursing Graduate Programs for Residents of Alabama, Delaware, Florida, Indiana, Minnesota, Ohio, Wisconsin, and Washington

Mission

Mission Statement

The Kaplan University nursing programs prepare students to enter the nursing profession at many levels of practice, from basic to advanced, and enable graduates to develop and apply the knowledge, skills, and values gained from their education to serve effectively in whatever nursing roles and settings they choose. The University promotes nursing education focused on providing excellent care, serving as leaders, and being accountable and responsive to the ever-changing global health care climate.

General Policies

Policy information specific to the School of Nursing's graduate programs is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements. Refer to the program-specific policy pages for additional admissions requirements.

If applying for admission, you must:

1. Complete a criminal background check, as required by applicable federal and/or state regulatory agencies. See the Criminal Background Check Policy below for additional information.

2. Submit documentation of a current, unencumbered license to practice as a registered nurse in at least one U.S. state or provide evidence of a license comparable to a U.S. registered nurse license from the nation, province, or region where you are employed as a nurse. Proof of foreign licensure must be submitted at the time of enrollment. The University will verify the authenticity of all submitted foreign nursing licenses.

Requirements for Graduates of Foreign Nursing Programs

If you graduated from a foreign nursing program, you must submit an official course-by-course evaluation of your nursing program to a foreign credential evaluation service. The foreign credential evaluation must be received by the Prior Learning Assessment Center prior to enrollment. The evaluation must be completed by an approved agency listed by the National Association of Credential Evaluation Services at www.naces.org/members.htm or by another service approved by Kaplan University.

Progression Requirements

1. No less than 3 months prior to beginning the practicum or clinical course, you must complete and submit a practicum application. You must receive approval from the School of Nursing to register for a practicum or clinical course. To obtain approval, all required documentation must be submitted and reviewed and approved. Incomplete or incorrect documentation will delay registration. A list of required documents may be obtained from the School of Nursing.

2. The grade of "C" is the minimum acceptable grade for graduate courses. You must maintain a minimum cumulative GPA of 3.0. You will be placed on immediate probation if your cumulative GPA falls below 3.0. If you earn a grade lower than "C" in a course, you must immediately retake the course. You may only take a course twice; failure to achieve the required grade will result in dismissal from Kaplan University with the second attempt.

Criminal Background Check Policy

If you are prospective or new student enrolled in a graduate-level program in the School of Nursing, you must complete a criminal background check through Kaplan University's designated provider. You will be withdrawn at the end of the first term if you are unable to pass a background check and have not made arrangements to change your program of study to one for which a background check is not required.

You must submit your information to the designated background check website:

1. By the end of the first term and

2. Prior to registering for the first clinical or practicum course in your degree plan.

You will pay all fees directly to the vendor.

Additional criminal background check information may be required based on your state and/or clinical setting's requirements. Depending on your program pace, length of program, and clinical setting requirements, you may have to complete an additional background check.

The state of Iowa requires that criminal background checks include information from the Iowa Department of Human Services relating to child abuse and dependent adult abuse. If you reside in Iowa, you must authorize the University to obtain this information.

You will not be notified if you pass the background check. In the event that a criminal background check reveals a conviction or other issue, the Office of the Dean of the School of Nursing will notify you of one of the following:

1. Denial of admission to the program

2. Dismissal from the program

3. Admitted to or continuation of the program

You will not be admitted to or permitted to continue in a School of Nursing program if information reveals a felony conviction or other issue that the School of Nursing deems unacceptable, or that would prevent you from being accepted into a clinical setting.

If additional criminal background check information or authorizations are necessary, you will be notified by the Office of the Dean of the School of Nursing.

If you are seeking readmission to a nursing program, you will be required to complete a criminal background check prior to readmission into the program.

The Office of the Dean of the School of Nursing will maintain confidentiality of all information related to criminal background checks.

Graduation Requirements

In addition to Kaplan University's general requirements, you must successfully complete the practicum requirements for your selected specialization. You will be graded for both the didactic and practicum components of this course. Failure of either the didactic or practicum components will result in failure of the course.

Doctor of Nursing Practice

Description and Outcomes

The Doctor of Nursing Practice is designed to prepare nursing leaders to practice at the highest level of professional nursing practice.

At this time, the Doctor of Nursing Practice program is available only in the select states. Refer to the Admissions Requirements section for details.

Specializations

You will choose from three specializations: executive leader, adult-gerontology nurse practitioner, or family nurse practitioner.

The nurse executive uses current scientific findings, evidence-based guidelines, and advanced levels of analysis and decision making to design, deliver, and assess health care that improves the health outcomes of individuals, families, and populations. This includes the management of complex systems, negotiation of one's role within the health care system, administration of nursing and health care organizations, and the development, implementation, and evaluation of health policy and programs. Upon graduation, you could prepare to function in systems-focused roles (e.g. administrative, public health, and policy roles).

The adult-gerontology nurse practitioner focuses on advanced clinical practice that influences health care outcomes for individuals (focusing on adults and the elderly), families, and populations. This includes the direct care of individual patients, management of care for individuals and populations, administration of nursing and health care organizations, and the development, implementation, and evaluation of health policy and programs. Upon graduation, you could prepare to function in direct care roles, indirect care or systems-focused roles (e.g. administrative, public health, and policy roles), or a blend of these roles.

The family nurse practitioner focuses on advanced clinical practice that influences health care outcomes for individuals and families at all stages of the life cycle, and addresses care for individuals, families, and populations. This includes providing direct care for individual patients, management of care for individuals, families and populations, administration of nursing and health care organizations, and the development, implementation, and evaluation of health policy and programs. Upon graduation, you could prepare to function in direct care roles, indirect care or systems-focused roles (e.g. administrative, public health, and policy roles), or a blend of these roles.

Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Practicum and Clinical Practice Experiences

If you choose the executive leader specialization, will complete practicum experiences designed to provide the opportunity for application of theoretical knowledge while working with a mentor. The practicum experiences occurs in a facility you select in consultation with the Practicum Coordinator.

If you choose the adult-gerontology nurse practitioner or family nurse practitioner specialization, you will complete a series of clinical practice sessions designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice experience occurs in a facility or clinical site you select in consultation with the faculty and the Practicum Coordinator.

Refer to the Progression Requirements section and the Criminal Background Check Policy for further details.

Degree Plans

If you successfully completed the Master of Science in Nursing—DNP Path, you will complete the standard Doctor of Nursing Practice degree plan. You are also eligible for this degree plan if you previously completed a Master of Science in Nursing at another accredited institution. The standard degree plan consists of a minimum of 50 or 69 quarter credit hours, depending on your choice of specialization.

If you successfully completed a Master of Science in Nursing, but with a specialization that differs from your chosen doctoral-level specialization, you are eligible for the Post-Master of Science in Nursing degree plan. You will complete the specialization requirements before you begin the major requirements for the Doctor of Nursing Practice. The Post-Master of Science in Nursing degree plan consists of a minimum of 99, 105, or 115 quarter credit hours, depending on your choice of specialization.

Program Length

The Doctor of Nursing Practice program consists of a minimum of 50, 69, 99, 105, or 115 quarter credit hours, depending on your choice of specialization and prior degree. Upon successful completion of the program, you will be awarded a doctorate degree.

Program Outcomes

1. Scientific Foundation: Analyze data and evidence to improve advanced nursing practice.

2. Leadership: Provide leadership to foster interprofessional collaboration.

3. Quality: Evaluate how organizational, structural, financial, marketing, and policy decisions impact cost, quality, and accessibility of health care.

4. Policy and Ethics: Evaluate ethical, legal, and social factors in policy development.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Adult-Gerontology Nurse Practitioner Outcomes

1. Independent Practice: Practice independently by assessing, diagnosing, treating, and managing the health care of adult and elderly patients.

2. Practice Inquiry: Evaluate health outcomes of the individual, families, populations, clinical units, systems, and community levels with clinical investigative skills.

3. Technology and Information Literacy: Translate technical and scientific health information appropriate for user need.

4. Policy and Ethics: Analyze complex ethical, legal, and social factors in practice settings and policy development.

5. Health Delivery System: Manage risks to individuals, families, populations, and health care systems.

Executive Leader Outcomes

1. Independent Practice: Practice independently within parameters established by national accrediting bodies and state boards of nursing.

2. Scientific Foundation: Translate research and other forms of knowledge to improve practice.

3. Practice Inquiry: Implement leadership strategies in the application of new knowledge into practice.

4. Technology and Information Literacy: Utilize technology in gathering information to aid in the decision-making process.

5. Policy and Ethics: Analyze complex ethical, legal, and social factors in practice settings and policy development.

6. Health Delivery System: Apply skills of negotiating, consensus-building, and partnering with interdisciplinary teams in health care systems.

Family Nurse Practitioner Outcomes

1. Independent Practice: Practice independently by assessing, diagnosing, treating, and managing the health care of patients throughout the lifespan.

2. Practice Inquiry: Evaluate health outcomes of the individual, families, populations, clinical units, systems, and community levels with clinical investigative skills.

3. Technology and Information Literacy: Translate technical and scientific health information appropriate for user need.

4. Policy and Ethics: Analyze complex ethical, legal, and social factors in practice settings and policy development.

5. Health Delivery System: Manage risks to individuals, families, populations, and health care systems.

Policies

Policy information specific to the Doctor of Nursing Practice program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you are an international applicant, you are not eligible to enroll in this program due to clinical requirements.

At this time, the Doctor of Nursing Practice is available only to students who reside in and hold RN licensure in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Mississippi, Montana, Nebraska, Nevada, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Vermont, Virginia, and Wyoming.

Upon acceptance to the Doctor of Nursing Practice program, you will be placed in a degree plan relevant to your prior learning and chosen specialization.

If you previously withdrew or were dismissed from the Doctor of Nursing Practice program, you must wait a minimum of 6 months from the official date of withdrawal to reapply for admission. Contact the Office of Returning Students for more information. Acceptance of returning students is at the discretion of the School of Nursing.

Requirements for Graduates of a Bachelor's Degree Program

If a bachelor's degree with an upper-level major in nursing is the highest nursing degree you have attained, you will enroll in the Master of Science in Nursing-DNP Path program, and earn a master's degree, before continuing on to the Doctor of Nursing Practice program. Refer to the Admissions Requirements for the Master of Science in Nursing-DNP Path for additional information.

Requirements for Graduates of a Master's Degree Program

If a master's degree with an upper-level major in nursing is the highest nursing degree you have attained, to apply you must:

1. Complete an informational interview with an Admissions Advisor.

2. Successfully complete an interview with School of Nursing faculty.

3. If you previously completed nurse practitioner courses and are applying for admission to the adult-gerontology nurse practitioner or family nurse practitioner track, submit transcripts indicating the total number of student clinical hours completed or a letter from the prior institution verifying the total number of hours completed. If you graduated from a nurse practitioner program, earned certification, and are currently practicing as a nurse practitioner, you must submit proof of certification prior to your interview with faculty.

4. Submit the following documents at least 4 weeks prior to the desired start date:
    a. An unofficial transcript indicating completion of a master's degree with an upper-level major in nursing and a cumulative GPA of 3.0 or higher from an accredited institution. If accepted to the program, you must provide the University with an official copy of the transcript prior to the end of the first term. Refer to the First-Term Responsibilities section for additional information.

    b. An unofficial transcript indicating completion of a graduate-level statistics course and a nursing research course with a grade of "B" or better. If you have not completed these courses as part of your master's degree in nursing, if admitted to the program, you may take MN 503: Advanced Statistics for the Health Sciences and MN 504: Inquiry and Evidence-Based Practice in the first term.

    c. A current, professional resume that verifies you have worked a minimum of 1,000 clinical hours as a registered nurse. If you choose the adult-gerontology nurse practitioner or family nurse practitioner specialization, the 1,000 clinical hours must be within a time frame and in a patient care setting that the School of Nursing has determined address the clinical skills and experience needed to serve as a basis for an entering nurse practitioner.

    d. Two letters of reference from professional and/or academic contacts indicating academic ability, personal character, and professional competency.

    e. A personal statement of no more than 350 words.

Progression Requirements

1. You are responsible for meeting all requirements for advanced practice certification and/or licensure in your state. To find your requirements, visit your state's board of nursing. The National Council of State Boards of Nursing has 60 member boards and contact information for each state can be found at www.ncsbn.org/contactbon.htm. While the Kaplan University curriculum meets national certification requirements, some states may have additional standards including, but not limited to, additional clinical or residency hours. For example, the state of Mississippi currently requires 720 residency hours. If you are required to complete additional hours, you may complete them during the normal course of study or you may contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. If you are granted an extension, you will enroll in MN 600A: MSN Practicum Extension Course. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for clinical hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

2. You must achieve a minimum grade of "S" (satisfactory) for the clinical components of nursing courses. Failure to successfully complete a clinical portion of a course will result in failure of the entire course.

3. You must complete your clinical practice or practicum experience in a setting that has been approved by the Practicum Coordinator. You are responsible for locating an appropriate site for your clinical practice or practicum experience and arranging and paying for your own transportation, housing, and availability to attend the clinical practice or practicum experience.

4. Prior to registering for the first clinical or practicum course, you must submit the following:
    a. Documentation of a health assessment/physical examination completed within the 6 months prior to beginning the first clinical or practicum course, including applicable immunization records and drug screening results.

    b. Proof of professional liability insurance coverage in the amount of at least $1 million per incident/$3 million per aggregate.

c. A criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify you for practice as a nursing student under the requirements of the state of your clinical placements.

   Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for nursing student candidates. Failure to submit appropriate documentation to participate in clinical experiences by the required date will result in you being unable register for the clinical or practicum course.

5. You are expected to conduct yourself in a professional manner and maintain a safe environment. If a faculty member and/or agency consider you to be in violation of either one of these requirements, you may be removed from the clinical setting and may receive a failing grade for the course if the course outcomes are not met. Unprofessional and/or unsafe practices will be reviewed by the administrative staff as needed.

6. In extenuating circumstances, if you are unable to complete required coursework during the 10-week term, you may be eligible for an incomplete. You would have until the end of the following term to turn in work and satisfy the requirements of an incomplete.

7. You must successfully complete IRB training prior to receiving approval for the development of your Clinical Leadership project.

8. You may be eligible to apply transfer credit toward up to three courses in the Doctor of Nursing Practice degree plan. Additional credit may be applied at the discretion of the School of Nursing.

The School of Nursing provides an online resource center called the Clinical and Practicum Information Center (CAPIC). You are registered for the CAPIC at the time of first-term registration. The CAPIC contains all the School of Nursing guidelines, policies, and documents that are necessary to plan for and support you in meeting the expectations to secure a practicum or clinical experience.

Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Specializations

In addition, prior to beginning the first clinical practice experience, you will be required to provide documentation of compliance with all federal, state, and/or local regulatory requirements related to the activities that are required elements of the specialization. These will include, but are not limited to, immunization status, drug screening, physical history, and examination records, and evidence of an unencumbered registered nurse license.

Graduation Requirements

In addition to Kaplan University's general requirements, you must successfully complete all clinical nursing courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the clinical portion of the courses. In addition, you must comply with all applicable policies and requirements related to the clinical educational experiences.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

If you intend to complete the Doctor of Nursing Practice's adult-gerontology nurse practitioner or family nurse practitioner track, you must verify the specific requirements for licensing as an advanced practice registered nurse with your state Board of Nursing.

Upon completion of the executive leader track, you may be prepared to sit for the Nurse Executive or the Nurse Executive, Advanced certification examinations (depending on the level of leadership with your organization) provided by the American Nurses Credentialing Center, or may be eligible for the American Organization of Nurse Executives Certified in Executive Nursing Practice certification.

Degree Plan

Curriculum

Doctor of Nursing Practice

Adult-Gerontology Nurse Practitioner Track

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
DN 705: INQUIRY AND EVIDENCE-BASED PRACTICE II	5
DN 710: CLINICAL DECISION MAKING FOR ADVANCE PRACTICE	5
DN 715: CLINICAL EDUCATION IN THE CARE ENVIRONMENT	5
DN 720: DNP CLINICAL SCHOLARSHIP	7
DN 730: CLINICAL SCHOLARSHIP DEVELOPMENT	8
DN 810: DNP CLINICAL SCHOLARSHIP IMPLEMENTATION	8
DN 820: DNP CLINICAL LEADERSHIP CAPSTONE PROJECT—EVALUATION AND DISSEMINATION	7
MN 570: APPLIED EPIDEMIOLOGY	5
TOTAL CORE REQUIREMENTS	**50**

Curriculum

Doctor of Nursing Practice

Family Nurse Practitioner Track

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
DN 705: INQUIRY AND EVIDENCE-BASED PRACTICE II	5
DN 710: CLINICAL DECISION MAKING FOR ADVANCE PRACTICE	5
DN 715: CLINICAL EDUCATION IN THE CARE ENVIRONMENT	5
DN 720: DNP CLINICAL SCHOLARSHIP	7
DN 730: CLINICAL SCHOLARSHIP DEVELOPMENT	8
DN 810: DNP CLINICAL SCHOLARSHIP IMPLEMENTATION	8
DN 820: DNP CLINICAL LEADERSHIP CAPSTONE PROJECT—EVALUATION AND DISSEMINATION	7
MN 570: APPLIED EPIDEMIOLOGY	5
TOTAL CORE REQUIREMENTS	**50**
TOTAL PROGRAM REQUIREMENTS	**50**

Curriculum

Doctor of Nursing Practice

Executive Leader Track

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
DN 705: INQUIRY AND EVIDENCE-BASED PRACTICE II	5
DN 725: SYNTHESIS PROJECT DEVELOPMENT	8
DN 735: SYNTHESIS PROJECT IMPLEMENTATION	8
DN 745: SYNTHESIS PROJECT EVALUATION AND DISSEMINATION	8
DN 815: DNP RESIDENCY I—SYSTEMS-FOCUSED ROLE	8
DN 825: DNP RESIDENCY II—SYSTEMS-FOCUSED ROLE	8
MN 620: ETHICAL LEADERSHIP IN HEALTH CARE	5
MN 625: TRANSFORMING THE HEALTH CARE ORGANIZATION	5
MN 630: ADVANCED NURSING LEADERSHIP CONCEPTS	5
MN 640: EXECUTIVE LEADERSHIP AND MANAGEMENT PRACTICUM I	9
TOTAL CORE REQUIREMENTS	**69**
TOTAL PROGRAM REQUIREMENTS	**69**

Curriculum

Doctor of Nursing Practice—Post-Master of Science in Nursing

Adult-Gerontology Nurse Practitioner Track

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
DN 705: INQUIRY AND EVIDENCE-BASED PRACTICE II	5
DN 710: CLINICAL DECISION MAKING FOR ADVANCE PRACTICE	5
DN 715: CLINICAL EDUCATION IN THE CARE ENVIRONMENT	5
DN 720: DNP CLINICAL SCHOLARSHIP	7
DN 730: CLINICAL SCHOLARSHIP DEVELOPMENT	8
DN 810: DNP CLINICAL SCHOLARSHIP IMPLEMENTATION	8
DN 820: DNP CLINICAL LEADERSHIP CAPSTONE PROJECT— EVALUATION AND DISSEMINATION	7
TOTAL CORE REQUIREMENTS	**45**
Specialization Requirements - Adult-Gerontology Nurse Practitioner Track	
MN 550: ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE	5
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT	5
MN 553: ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN	5
MN 554: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I	5
MN 555: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II	5
MN 556: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III	5
MN 560: ADVANCED PRACTICE NURSE CLINICAL I	5
MN 561: ADVANCED PRACTICE NURSE CLINICAL II	5
MN 570: APPLIED EPIDEMIOLOGY	5
MN 599: ADVANCED PRACTICE NURSE CLINICAL III	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL SPECIALIZATION REQUIREMENTS	**60**
TOTAL PROGRAM REQUIREMENTS	**105**

Curriculum

Doctor of Nursing Practice—Post-Master of Science in Nursing

Family Nurse Practitioner Track

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
DN 705: INQUIRY AND EVIDENCE-BASED PRACTICE II	5
DN 710: CLINICAL DECISION MAKING FOR ADVANCE PRACTICE	5
DN 715: CLINICAL EDUCATION IN THE CARE ENVIRONMENT	5
DN 720: DNP CLINICAL SCHOLARSHIP	7
DN 730: CLINICAL SCHOLARSHIP DEVELOPMENT	8
DN 810: DNP CLINICAL SCHOLARSHIP IMPLEMENTATION	8
DN 820: DNP CLINICAL LEADERSHIP CAPSTONE PROJECT— EVALUATION AND DISSEMINATION	7
TOTAL CORE REQUIREMENTS	**45**
Specialization Requirements - Family Nurse Practitioner Track	
MN 550: ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE	5
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT	5
MN 553: ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN	5
MN 554: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I	5
MN 555: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II	5
MN 556: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III	5
MN 557: PRIMARY CARE OF THE PEDIATRIC CLIENT	5
MN 560: ADVANCED PRACTICE NURSE CLINICAL I	5
MN 561: ADVANCED PRACTICE NURSE CLINICAL II	5
MN 562: ADVANCED PRACTICE NURSE CLINICAL—PEDIATRICS	5
MN 570: APPLIED EPIDEMIOLOGY	5
MN 599: ADVANCED PRACTICE NURSE CLINICAL III	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL SPECIALIZATION REQUIREMENTS	**70**
TOTAL PROGRAM REQUIREMENTS	**115**

Curriculum

Doctor of Nursing Practice—Post-Master of Science in Nursing

Executive Leader Track

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
DN 705: INQUIRY AND EVIDENCE-BASED PRACTICE II	5
DN 725: SYNTHESIS PROJECT DEVELOPMENT	8
DN 735: SYNTHESIS PROJECT IMPLEMENTATION	8
DN 745: SYNTHESIS PROJECT EVALUATION AND DISSEMINATION	8
DN 815: DNP RESIDENCY I—SYSTEMS-FOCUSED ROLE	8
DN 825: DNP RESIDENCY II—SYSTEMS-FOCUSED ROLE	8
MN 620: ETHICAL LEADERSHIP IN HEALTH CARE	5
MN 625: TRANSFORMING THE HEALTH CARE ORGANIZATION	5
MN 630: ADVANCED NURSING LEADERSHIP CONCEPTS	5
MN 640: EXECUTIVE LEADERSHIP AND MANAGEMENT PRACTICUM I	9
TOTAL CORE REQUIREMENTS	**69**
Specialization Requirements - Executive Leader Track	
MN 512: LEADERSHIP, ORGANIZATIONAL THEORY, AND BEHAVIOR	5
MN 513: HEALTH CARE FINANCE, STRATEGIC PLANNING, AND BUDGETING	5
MN 514: HUMAN RESOURCES MANAGEMENT	5
MN 515: INNOVATION IN HEALTH CARE INFORMATION TECHNOLOGY—ADMINISTRATIVE AND ADVANCED PRACTICE PRIORITIES	5
MN 520: EXECUTIVE LEADER PRACTICUM	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL SPECIALIZATION REQUIREMENTS	**30**
TOTAL PROGRAM REQUIREMENTS	**99**

Locations

Online	🟢

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Nursing

Description and Outcomes

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

The program of study includes completion of the core curriculum, specialization courses, and an evidence-based project proposal. The core courses focus on the acquisition of a theoretical base in nursing, evidence-based decision making, health policy, financing and organization of the health care delivery system, advanced practice issues, ethics, health promotion and disease prevention, and biostatistics. You will submit of an evidence-based project proposal as the program's culminating experience, which is designed to serve as evidence of successful integration of the curriculum's diverse content areas.

Specializations

You will choose from five specializations designed to provide further knowledge in your chosen specialty and your specific advanced role: nurse educator, executive leader, informatics, family nurse practitioner, or adult-gerontology nurse practitioner. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

The nurse educator specialization is designed to prepare you to teach in schools of nursing and continuing education, staff development, clinical education, and patient and community education programs. Upon graduation, you may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

The executive leader specialization is designed to prepare you to pursue managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems. Upon graduation, you may be prepared to sit for the Nurse Executive or the Nurse Executive, Advanced certification examinations (depending on the level of leadership with your organization) provided by the American Nurses Credentialing Center.

The informatics specialization is designed to prepare you to meet the clinical, educational, research, and administrative challenges associated with working in a technology-rich environment. This specialization focuses on content and the representation of data and information, and incorporates computer, information literacy, and management competencies. Upon graduation, you may be prepared to use technology and information systems to advance evidence-based research and to pursue informatics leadership roles in health care, industry, and education settings. In addition, you may be eligible to sit for the American Nurses Credentialing Center's Informatics Nursing certification examination.

The family and adult-gerontology nurse practitioner specializations are designed to educate you on the topics of how to best provide primary care as a member of an interdisciplinary team and improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps you develop the skills to evaluate the health and wellness of individuals, families, and their communities. The nurse practitioner is expected to possess skills in diagnosing, treating, and managing acute and chronic health conditions, to deliver primary and preventive care, and to participate in the development of appropriate policy and evidence-based practice. At this time, the Master of Science in Nursing program's adult-gerontology nurse practitioner and family nurse practitioner specializations are available only in select states. Refer to the Admissions Requirements section for details.

Practicum and Clinical Practice Experiences

If you choose the executive leader, nurse educator, or informatics specialization, you will complete a practicum experience designed to provide the opportunity for application of theoretical knowledge while working with a mentor. The practicum experience occurs in a facility you select in consultation with the Practicum Coordinator.

If you choose the adult-gerontology nurse practitioner or family nurse practitioner specialization, you will complete a series of clinical practice sessions designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice experience occurs in a facility or clinical site you select in consultation with the faculty and the Practicum Coordinator.

Refer to the Progression Requirements section and the Criminal Background Check Policy for further details.

Program Length

The Master of Science in Nursing program consists of a minimum of 65, 80, 90, or 100 quarter credit hours, depending on your choice of specialization. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Theoretical Foundations: Synthesize theories and concepts from nursing and other disciplines for application in advanced nursing roles.

2. Evidence-Based Practice: Critique current scientific research for application of findings to initiate change and to improve practice.

3. Health Promotion, Disease Prevention, and Human Diversity: Create comprehensive plans of action that address the health promotion and disease prevention needs of individual, family, and community populations.

4. Health Care Policy, Organization, and Finance: Formulate a plan for ongoing contributions to improvement of health care delivery and development of health policy in a cost-effective manner.

5. Ethics: Apply an ethical decision-making process in professional practice and in analysis of systems of health care.

6. Professional Role Development: Exert a professional leadership role that fosters improvement of health care and advocates scholarly activities to advance self and the profession.

7. Informatics and Technology: Employ informatics and technology in various aspects of the advanced nursing leadership role.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Adult-Gerontology Nurse Practitioner Outcomes

1. Demonstrate, through synthesis of theoretical and scientific knowledge, the safe, effective practice of primary care through management of both health and illness states.

2. Collaborate with the individual and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.

3. Demonstrate the role of a nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.

4. Demonstrate commitment to the implementation, preservation, and evolution of the adult-gerontology nurse practitioner role.

5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.

6. Serve as an advocate for the client as he or she interfaces with the health care system.

7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.

8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

Executive Leader Outcomes

1. Fiscal Responsibility and Human Resource Management: Encompass concepts of fiscal and human resources in designing quality care measures.

2. Collaborative Practice: Develop collaborative relationships and partnerships that are interdisciplinary and aggregate-focused to improve the health care of populations.

3. Creating and Managing Nursing Care Systems: Provide leadership in conceptualization, design, implementation, and evaluation of health care delivery systems across the health care continuum.

Family Nurse Practitioner Outcomes

1. Demonstrate, through synthesis of theoretical and scientific knowledge, the safe, effective practice of primary care through management of both health and illness states.

2. Collaborate with the individual, family, and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.

3. Demonstrate the role of the nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.

4. Demonstrate commitment to the implementation, preservation, and evolution of the family nurse practitioner role.

5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.

6. Serve as an advocate for the client as he or she interfaces with the health care system.

7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.

8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

Informatics Outcomes

1. Clinical: Assess current patient care technologies and information systems to enhance decision making in health care settings.

2. Education: Appraise emerging and converging technologies to enhance nursing and patient education.

3. Research: Evaluate information systems in support of evidence-based practice and clinical applications.

4. Administrative: Critique leadership roles and competencies in the planning, implementation, and evaluation of information systems and patient care technologies.

Nurse Educator Outcomes

1. Instructional Method Design: Create a variety of successful instructional methods to meet the needs of targeted learner populations.

2. Curriculum, Pedagogy, and Evaluation Strategies: Develop plans of study in nursing education based on appropriate curricular principles, pedagogy, and learning assessment strategies.

3. Clinical Expertise: Apply clinical expertise when conducting educational experiences.

Policies

Policy information specific to the Master of Science in Nursing program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

At this time, you may not enroll in the Master of Science in Nursing if you are a resident of Tennessee.

If applying for admission, you must submit the following:

1. An unofficial transcript, submitted prior to enrollment, indicating receipt of a bachelor's degree with an upper-level major in nursing from an accredited institution. By the end of the first term, you must provide Kaplan University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

2. A transcript indicating completion of a statistics course and a nursing research course with a grade of "C" or better. If you have not completed these courses as part of your bachelor's degree in nursing, they may be taken concurrently with MN 501: Advanced Nursing Roles. However, the courses must be completed before enrollment in MN 502: Theoretical Foundations of Advanced Nursing. If you choose to take the required statistics course at the University, you will have all course-level prerequisites waived.

Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Specializations

If you are an international applicant, you are not eligible to enroll in these specializations due to clinical requirements.

At this time, these specializations are available only to students who reside in and hold RN licensure in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Illinois, Indiana, Iowa, Maine, Michigan, Minnesota, Missouri, Mississippi, Montana, Nebraska, Nevada, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Vermont, Virginia, Washington, Wisconsin, and Wyoming.

If applying for admission, you must submit a current, professional resume that verifies you have worked a minimum of 1,000 clinical hours as a registered nurse within a time frame and in a patient care setting that the School of Nursing has determined address the clinical skills and experience needed to serve as a basis for an entering nurse practitioner. Acceptance into the program is determined by the School of Nursing's review of your professional resume.

Graduates of Kaplan University's Bachelor of Science in Nursing RN-to-BSN

As a graduate of the University's Bachelor of Science in Nursing-RN-to-BSN program who enters the Master of Science in Nursing program, you may have already satisfied specific core requirements and will complete a condensed program of graduate study.

Progression Requirements

1. You can enroll in no more than three courses per term, unless approved by the Dean of the School of Nursing.

2. You may not use transfer credit to replace MN 501: Advanced Nursing Roles, unless you are a graduate of Kaplan University's Bachelor of Science in Nursing—RN-to-BSN program. In addition, you may not use transfer credit to replace any courses in the informatics, executive leader, or nurse educator specializations unless you have approval from the Dean of the School of Nursing. If none of these exceptions

apply, these courses must be completed at the University. If you are enrolled in the adult-gerontology nurse practitioner specialization or family nurse practitioner specialization, you may apply transfer credit toward the following specialization courses only:

- MN 550: Role of the Nurse Practitioner in Primary Care
- MN 551: Advanced Pathophysiology Across the Life Span
- MN 552: Advanced Health Assessment
- MN 553: Advanced Pharmacology Across the Life Span

Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Specializations

1. You are responsible for meeting all requirements for advanced practice certification and/or licensure in your state. To find your requirements, visit your state's board of nursing. The National Council of State Boards of Nursing has 60 member boards and contact information for each state can be found at www.ncsbn.org/contactbon.htm. While the Kaplan University curriculum meets national certification requirements, some states may have additional standards including, but not limited to, additional clinical or residency hours. For example, the state of Mississippi currently requires 720 residency hours. If you are required to complete additional hours, you may complete them during the normal course of study or you may contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. If you are granted an extension, you will enroll in MN 600A: MSN Practicum Extension Course. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for clinical hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

2. You must achieve a minimum grade of "S" (satisfactory) for the clinical components of nursing courses. Failure to successfully complete a clinical portion of a course will result in failure of the entire course.

3. You must complete your clinical practice experience in a setting that has been approved by the Practicum Coordinator. You are responsible for locating an appropriate site for your clinical practice experience and arranging and paying for your own transportation, housing, and availability to attend the clinical practice experience.

4. Prior to registering for the first clinical course, you must submit the following:
   a. Documentation of a health assessment/physical examination completed within the 6 months prior to beginning the first clinical course, including applicable immunization records and drug screening results.
   b. Proof of professional liability insurance coverage in the amount of at least $1 million per incident/$3 million per aggregate.
   c. A criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify you for practice as a nursing student under the requirements of the state of your clinical placements.

      Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for nursing student candidates. Failure to submit appropriate documentation to participate in clinical experiences by the required date will result in you being unable register for the clinical course.

   d. In addition, prior to beginning the first clinical practice experience, you will be required to provide documentation of compliance with all federal, state, and/or local regulatory requirements related to the activities that are required elements of the specialization. These will include, but are not limited to, immunization status, drug screening,physical history, and examination records, and evidence of an unencumbered registered nurse license.

5. You are expected to conduct yourself in a professional manner and maintain a safe environment. If a faculty member and/or agency consider you to be in violation of either one of these requirements, you may be removed from the clinical setting and may receive a failing grade for the course if the course outcomes are not met. Unprofessional and/or unsafe practices will be reviewed by the administrative staff as needed.

The School of Nursing provides an online resource center called the Clinical and Practicum Information Center (CAPIC). The CAPIC contains all the School of Nursing guidelines, policies, and documents that are necessary to plan for and support you in meeting the expectations to secure a practicum or clinical experience.

Executive Leader, Nurse Educator, and Informatics Specializations

You will complete a practicum course and MN 600: Evidence-Based Project Proposal as part of the requirements for the specialization. You are responsible for locating an appropriate site for the practicum experience. Successful completion of the practicum project is required to receive a passing grade for the capstone course.

Required hours for the practicum course and MN 600 vary across specialties. If you are unable to complete the required hours for the practicum course within 20 weeks, you must contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. Extensions are only granted for circumstances that would bar you from completing the required hours within the normal course schedule. If you are granted an extension, you will enroll in MN 600A. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for practicum hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

Graduation Requirements

Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Specializations

In addition to Kaplan University's general requirements, you must successfully complete all clinical nursing courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the clinical portion of the courses. In addition, you must comply with all applicable policies and requirements related to the clinical educational experiences.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the executive leader specialization, you may be eligible to sit for the Nurse Executive or the Nurse Executive, Advanced, certification examinations depending on your meeting the eligibility requirements of the American Nurses Credentialing Center.

Upon completion of the nurse educator specialization, you may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

Upon completion of the informatics specialization, you may be eligible to sit for the American Nurses Credentialing Center's Informatics Nursing certification examination.

Upon completion of the adult-gerontology nurse practitioner specialization, you may be eligible to sit for the American Nurses Credentialing Center's Adult-Gerontology Primary Care Nurse Practitioner certification or the American Academy of Nurse Practitioners' Adult-Gerontology Primary Care Nurse Practitioner certification.

Upon completion of the family nurse practitioner specialization, you may be eligible to sit for the American Nurses Credentialing Center's Family Nurse Practitioner certification or the American Academy of Nurse Practitioners' Family Nurse Practitioner certification. These are primary care certifications.

The online Master of Science in Nursing program, which offers nurse educator, executive leader, informatics, adult-gerontology nurse practitioner, and family nurse practitioner specializations, is accredited by the Commission on Collegiate Nursing Education (CCNE). Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner. It is your responsibility to determine whether you will be eligible for state Board of Nursing approval and certification as a nurse practitioner or advanced practice nurse in your state. You can obtain additional information from your state's Board of Nursing, the American Nurses Credentialing Center (ANCC), and the American Academy of Nurse Practitioners (AANP).

Degree Plan

Curriculum

Adult-Gerontology Nurse Practitioner

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED NURSING	5
MN 503: ADVANCED STATISTICS FOR THE HEALTH SCIENCES	5
MN 504: INQUIRY AND EVIDENCE-BASED PRACTICE	5
MN 505: HEALTH PROMOTION AND DISEASE PREVENTION IN A DIVERSE COMMUNITY	5
MN 506: ETHICAL AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: HEALTH POLICY, FINANCING, AND ORGANIZATION OF HEALTH CARE DELIVERY SYSTEMS	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
SPECIALIZATION COURSES	55
TOTAL OPEN ELECTIVE REQUIREMENTS	**55**
Specialization Requirements - Adult-Gerontology Nurse Practitioner	
MN 550: ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE	5
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT	5
MN 553: ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN	5
MN 554: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I	5
MN 555: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II	5
MN 556: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III	5
MN 560: ADVANCED PRACTICE NURSE CLINICAL I	5
MN 561: ADVANCED PRACTICE NURSE CLINICAL II	5
MN 599: ADVANCED PRACTICE NURSE CLINICAL III	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Executive Leader

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED NURSING	5
MN 503: ADVANCED STATISTICS FOR THE HEALTH SCIENCES	5
MN 504: INQUIRY AND EVIDENCE-BASED PRACTICE	5
MN 505: HEALTH PROMOTION AND DISEASE PREVENTION IN A DIVERSE COMMUNITY	5
MN 506: ETHICAL AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: HEALTH POLICY, FINANCING, AND ORGANIZATION OF HEALTH CARE DELIVERY SYSTEMS	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
SPECIALIZATION COURSES	30
TOTAL OPEN ELECTIVE REQUIREMENTS	**30**
Specialization Requirements - Executive Leader	
MN 512: LEADERSHIP, ORGANIZATIONAL THEORY, AND BEHAVIOR	5
MN 513: HEALTH CARE FINANCE, STRATEGIC PLANNING, AND BUDGETING	5
MN 514: HUMAN RESOURCES MANAGEMENT	5
MN 515: INNOVATION IN HEALTH CARE INFORMATION TECHNOLOGY—ADMINISTRATIVE AND ADVANCED PRACTICE PRIORITIES	5
MN 520: EXECUTIVE LEADER PRACTICUM	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS   65

Curriculum

Family Nurse Practitioner

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED NURSING	5
MN 503: ADVANCED STATISTICS FOR THE HEALTH SCIENCES	5
MN 504: INQUIRY AND EVIDENCE-BASED PRACTICE	5
MN 505: HEALTH PROMOTION AND DISEASE PREVENTION IN A DIVERSE COMMUNITY	5
MN 506: ETHICAL AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: HEALTH POLICY, FINANCING, AND ORGANIZATION OF HEALTH CARE DELIVERY SYSTEMS	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
SPECIALIZATION COURSES	65
TOTAL OPEN ELECTIVE REQUIREMENTS	**65**
Specialization Requirements - Family Nurse Practitioner	
MN 550: ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE	5
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT	5
MN 553: ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN	5
MN 554: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I	5
MN 555: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II	5
MN 556: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III	5
MN 557: PRIMARY CARE OF THE PEDIATRIC CLIENT	5
MN 560: ADVANCED PRACTICE NURSE CLINICAL I	5
MN 561: ADVANCED PRACTICE NURSE CLINICAL II	5
MN 562: ADVANCED PRACTICE NURSE CLINICAL—PEDIATRICS	5
MN 599: ADVANCED PRACTICE NURSE CLINICAL III	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS   100

Curriculum

Informatics

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED NURSING	5
MN 503: ADVANCED STATISTICS FOR THE HEALTH SCIENCES	5
MN 504: INQUIRY AND EVIDENCE-BASED PRACTICE	5
MN 505: HEALTH PROMOTION AND DISEASE PREVENTION IN A DIVERSE COMMUNITY	5
MN 506: ETHICAL AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: HEALTH POLICY, FINANCING, AND ORGANIZATION OF HEALTH CARE DELIVERY SYSTEMS	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
SPECIALIZATION COURSES	30
TOTAL OPEN ELECTIVE REQUIREMENTS	**30**
Specialization Requirements - Informatics	
MN 530: CRITICAL CONCEPTS AND COMPETENCIES FOR THE INFORMATICS NURSE SPECIALIST	5
MN 531: INNOVATIONS IN EDUCATIONAL AND RESEARCH TECHNOLOGIES	5
MN 532: INTEGRATION OF INFORMATICS INTO THE HEALTH CARE ENVIRONMENT	5
MN 533: HEALTH SYSTEMS PROJECT MANAGEMENT	5
MN 534: NURSE INFORMATICS SPECIALIST PRACTICUM	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**65**

Curriculum

Nurse Educator

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED NURSING	5
MN 503: ADVANCED STATISTICS FOR THE HEALTH SCIENCES	5
MN 504: INQUIRY AND EVIDENCE-BASED PRACTICE	5
MN 505: HEALTH PROMOTION AND DISEASE PREVENTION IN A DIVERSE COMMUNITY	5
MN 506: ETHICAL AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: HEALTH POLICY, FINANCING, AND ORGANIZATION OF HEALTH CARE DELIVERY SYSTEMS	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
SPECIALIZATION COURSES	45
TOTAL OPEN ELECTIVE REQUIREMENTS	**45**
Specialization Requirements - Nurse Educator	
MN 508: TEACHING AND LEARNING STRATEGIES	5
MN 509: CURRICULUM DESIGN	5
MN 510: FACILITATING NURSING EDUCATION IN A CHANGING ENVIRONMENT	5
MN 511: ASSESSMENT AND EVALUATION	5
MN 519: NURSE EDUCATOR PRACTICUM	5
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT	5
MN 553: ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**80**

Locations

Online	●
Augusta	■
Davenport	■
Cedar Falls	■
Cedar Rapids	■
Des Moines	■
Lewiston	■
Lincoln	■
Hagerstown	■
Mason City	■
Omaha	■
South Portland	■

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Master of Science in Nursing—DNP Path

Description and Outcomes

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

The program of study includes completion of the core curriculum, specialization courses, and an evidence-based project proposal. The core courses focus on the acquisition of a theoretical base in nursing, evidence-based decision making, health policy, financing and organization of the health care delivery system, advanced practice issues, ethics, health promotion and disease prevention, and biostatistics. You will submit of an evidence-based project proposal as the program's culminating experience, which is designed to serve as evidence of successful integration of the curriculum's diverse content areas.

At this time, the Master of Science in Nursing—DNP Path program is available only in the select states. Refer to the Admissions Requirements section for details.

Specializations

You will choose from three specializations designed to provide further knowledge in your chosen specialty and your specific advanced role: executive leader, family nurse practitioner, or adult-gerontology nurse practitioner. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

The executive leader specialization is designed to prepare you to pursue managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems. Upon graduation, you may be prepared to sit for the Nurse Executive or the Nurse Executive, Advanced certification examinations (depending on the level of leadership with your organization) provided by the American Nurses Credentialing Center.

The family and adult-gerontology nurse practitioner specializations are designed to educate you on the topics of how to best provide primary care as a member of an interdisciplinary team and improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps you develop the skills to evaluate the health and wellness of individuals, families, and their communities. The nurse practitioner is expected to possess skills in diagnosing, treating, and managing acute and chronic health conditions, to deliver primary and preventive care, and to participate in the development of appropriate policy and evidence-based practice.

Practicum and Clinical Practice Experiences

If you choose the executive leader specialization, you will complete a practicum experience designed to provide the opportunity for application of theoretical knowledge while working with a mentor. The practicum experience occurs in a facility you select in consultation with the Practicum Coordinator.

If you choose the adult-gerontology nurse practitioner or family nurse practitioner specialization, you will complete a series of clinical practice sessions designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice experience occurs in a facility or clinical site you select in consultation with the faculty and the Practicum Coordinator.

Refer to the Progression Requirements section and the Criminal Background Check Policy for further details.

Doctor of Nursing Practice

Enrollment in this degree plan is limited to those who apply to the Doctor of Nursing Practice program and possess a bachelor's degree with an upper-level major in nursing as their highest nursing degree.

Successful completion of the Master of Science in Nursing—DNP Path is required to move on to the Doctor of Nursing Practice.

Program Length

The Master of Science in Nursing—DNP Path program consists of a minimum of 65, 90, or 100 quarter credit hours, depending on your choice of specialization. Upon successful completion of the program, you will be awarded a master of science degree.

Program Outcomes

1. Theoretical Foundations: Synthesize theories and concepts from nursing and other disciplines for application in advanced nursing roles.

2. Evidence-Based Practice: Critique current scientific research for application of findings to initiate change and to improve practice.

3. Health Promotion, Disease Prevention, and Human Diversity: Create comprehensive plans of action that address the health promotion and disease prevention needs of individual, family, and community populations.

4. Health Care Policy, Organization, and Finance: Formulate a plan for ongoing contributions to improvement of health care delivery and development of health policy in a cost-effective manner.

5. Ethics: Apply an ethical decision-making process in professional practice and in analysis of systems of health care.

6. Professional Role Development: Exert a professional leadership role that fosters improvement of health care and advocates scholarly activities to advance self and the profession.

7. Informatics and Technology: Employ informatics and technology in various aspects of the advanced nursing leadership role.

Professional Competencies

In addition to the discipline-specific outcomes, professional competencies are integrated throughout your academic program. You can review the professional competencies associated with your academic program in the graduate School of General Education section of this Catalog.

Adult-Gerontology Nurse Practitioner Outcomes

1. Demonstrate, through synthesis of theoretical and scientific knowledge, the safe, effective practice of primary care through management of both health and illness states.

2. Collaborate with the individual and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.

3. Demonstrate the role of a nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.

4. Demonstrate commitment to the implementation, preservation, and evolution of the adult-gerontology nurse practitioner role.

5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.

6. Serve as an advocate for the client as he or she interfaces with the health care system.

7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.

8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

Executive Leader Outcomes

1. Fiscal Responsibility and Human Resource Management: Encompass concepts of fiscal and human resources in designing quality care measures.

2. Collaborative Practice: Develop collaborative relationships and partnerships that are interdisciplinary and aggregate-focused to improve the health care of populations.

3. Creating and Managing Nursing Care Systems: Provide leadership in conceptualization, design, implementation, and evaluation of health care delivery systems across the health care continuum.

Family Nurse Practitioner Outcomes

1. Demonstrate, through synthesis of theoretical and scientific knowledge, the safe, effective practice of primary care through management of both health and illness states.

2. Collaborate with the individual, family, and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.

3. Demonstrate the role of the nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.

4. Demonstrate commitment to the implementation, preservation, and evolution of the family nurse practitioner role.

5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.

6. Serve as an advocate for the client as he or she interfaces with the health care system.

7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.

8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

Policies

Policy information specific to the Master of Science in Nursing—DNP Path program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you are an international applicant, you are not eligible to enroll in this program due to clinical requirements.

At this time, the Master of Science in Nursing-DNP Path is available only to students who reside in and hold RN licensure in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Mississippi, Montana, Nebraska, Nevada, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Vermont, Virginia, and Wyoming.

Acceptance to the program is at the discretion of the School of Nursing. You will earn a Master of Science in Nursing before progressing to the Doctor of Nursing Practice program.

If applying for admission, you must:

1. Complete an informational interview with an Admissions Advisor.

2. Successfully complete an interview with School of Nursing faculty.

3. Submit the following documents at least 4 weeks prior to the desired start date:
   a. An unofficial transcript indicating completion of a bachelor's degree with an upper-level major in nursing and a cumulative GPA of 3.0 or higher from an accredited institution. If accepted to the program, you must provide the University with an official copy of the transcript prior to the end of the first term. Refer to the First-Term Responsibilities section for additional information.

   b. An unofficial transcript indicating completion of a statistics course and a nursing research course with a grade of "C" or better. If you have not completed these courses as part of your bachelor's degree in nursing, if admitted to the program, you may take them in the first term.

   c. A current, professional resume that verifies you have worked a minimum of 1,000 clinical hours as a registered nurse. If you choose the adult-gerontology nurse practitioner or family nurse practitioner specialization, the 1,000 clinical hours must be within a time frame and in a patient care setting that the School of Nursing has determined address the clinical skills and experience needed to serve as a basis for an entering nurse practitioner.

   d. Two letters of reference from professional and/or academic contacts indicating academic ability, personal character, and professional competency.

   e. A personal statement of no more than 350 words.

Progression Requirements

1. You must adhere to the progression requirements applicable to your current plan of study.

2. You can enroll in no more than three courses per term, unless approved by the Dean of the School of Nursing.

3. You may not use transfer credit to replace MN 501: Advanced Nursing Roles, unless you are a graduate of Kaplan University's Bachelor of Science in Nursing—RN-to-BSN program. In addition, you may not use transfer credit to replace any courses in the informatics, executive leader, or nurse educator specializations unless you have approval from the Dean of the School of Nursing. If none of these exceptions apply, these courses must be completed at the University. If you are enrolled in the adult-gerontology nurse practitioner specialization or family nurse practitioner specialization, you may apply transfer credit toward the following specialization courses only:
   - MN 550: Role of the Nurse Practitioner in Primary Care
   - MN 551: Advanced Pathophysiology Across the Life Span
   - MN 552: Advanced Health Assessment
   - MN 553: Advanced Pharmacology Across the Life Span

Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Specializations

1. You are responsible for meeting all requirements for advanced practice certification and/or licensure in your state. To find your requirements, visit your state's board of nursing. The National Council of State Boards of Nursing has 60 member boards and contact information for each state can be found at www.ncsbn.org/contactbon.htm. While the Kaplan University curriculum meets national certification requirements, some states may have additional standards including, but not limited to, additional clinical or residency hours. For example, the state of Mississippi currently requires 720 residency hours. If you are required to complete additional hours, you may complete them during the normal course of study or you may contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. If you are granted an extension, you will enroll in MN 600A: MSN Practicum Extension Course. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for clinical hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

2. You must achieve a minimum grade of "S" (satisfactory) for the clinical components of nursing courses. Failure to successfully complete a clinical portion of a course will result in failure of the entire course.

3. You must complete your clinical practice experience in a setting that has been approved by the Practicum Coordinator. You are responsible for locating an appropriate site for your clinical practice experience and arranging and paying for your own transportation, housing, and availability to attend the clinical practice experience.

4. Prior to registering for the first clinical course, you must submit the following:
   a. Documentation of a health assessment/physical examination completed within the 6 months prior to beginning the first clinical course, including applicable immunization records and drug screening results.
   b. Proof of professional liability insurance coverage in the amount of at least $1 million per incident/$3 million per aggregate.
   c. A criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify you for practice as a nursing student under the requirements of the state of your clinical placements.

      Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for nursing student candidates. Failure to submit appropriate documentation to participate in clinical experiences by the required date will result in you being unable register for the clinical course.

   d. In addition, prior to beginning the first clinical practice experience, you will be required to provide documentation of compliance with all federal, state, and/or local regulatory requirements related to the activities that are required elements of the specialization. These will include, but are not limited to, immunization status, drug screening, physical history, and examination records, and evidence of an unencumbered registered nurse license.

5. You are expected to conduct yourself in a professional manner and maintain a safe environment. If a faculty member and/or agency consider you to be in violation of either one of these requirements, you may be removed from the clinical setting and may receive a failing grade for the course if the course outcomes are not met. Unprofessional and/or unsafe practices will be reviewed by the administrative staff as needed.

The School of Nursing provides an online resource center called the Clinical and Practicum Information Center (CAPIC). The CAPIC contains all the School of Nursing guidelines, policies, and documents that are necessary to plan for and support you in meeting the expectations to secure a practicum or clinical experience.

Executive Leader Specialization

You will complete a practicum course and MN 600: Evidence-Based Project Proposal as part of the requirements for the specialization. You are responsible for locating an appropriate site for the practicum experience. Successful completion of the practicum project is required to receive a passing grade for the capstone course.

Required hours for the practicum course and MN 600 vary across specialties. If you are unable to complete the required hours for the practicum course within 20 weeks, you must contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. Extensions are only granted for circumstances that would bar you from completing the required hours within the normal course schedule. If you are granted an extension, you will enroll in MN 600A. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for practicum hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

Graduation Requirements

Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Specializations

In addition to Kaplan University's general requirements, you must successfully complete all clinical nursing courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the clinical portion of the courses. In addition, you must comply with all applicable policies and requirements related to the clinical educational experiences.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the executive leader specialization, you may be eligible to sit for the Nurse Executive or the Nurse Executive, Advanced, certification examinations depending on your meeting the eligibility requirements of the American Nurses Credentialing Center.

Upon completion of the nurse educator specialization, you may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

Upon completion of the informatics specialization, you may be eligible to sit for the American Nurses Credentialing Center's Informatics Nursing certification examination.

Upon completion of the adult-gerontology nurse practitioner specialization, you may be eligible to sit for the American Nurses Credentialing Center's Adult-Gerontology Primary Care Nurse Practitioner certification or the American Academy of Nurse Practitioner's' Adult-Gerontology Primary Care Nurse Practitioner certification.

Upon completion of the family nurse practitioner specialization, you may be eligible to sit for the American Nurses Credentialing Center's Family Nurse Practitioner certification or the American Academy of Nurse Practitioner's' Family Nurse Practitioner certification. These are primary care certifications.

The online Master of Science in Nursing program, which offers nurse educator, executive leader, informatics, adult-gerontology nurse practitioner, and family nurse practitioner specializations, is accredited by the Commission on Collegiate Nursing Education (CCNE). Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner. It is your responsibility to determine whether you will be eligible for state Board of Nursing approval and certification as a nurse practitioner or advanced practice nurse in your state. You can obtain additional information from your state's Board of Nursing, the American Nurses Credentialing Center (ANCC), and the American Academy of Nurse Practitioners (AANP).

Degree Plan

Curriculum

Adult-Gerontology Nurse Practitioner

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED NURSING	5
MN 503: ADVANCED STATISTICS FOR THE HEALTH SCIENCES	5
MN 504: INQUIRY AND EVIDENCE-BASED PRACTICE	5
MN 505: HEALTH PROMOTION AND DISEASE PREVENTION IN A DIVERSE COMMUNITY	5
MN 506: ETHICAL AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: HEALTH POLICY, FINANCING, AND ORGANIZATION OF HEALTH CARE DELIVERY SYSTEMS	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
SPECIALIZATION COURSES	55
TOTAL OPEN ELECTIVE REQUIREMENTS	**55**
Specialization Requirements - Adult-Gerontology Nurse Practitioner	
MN 550: ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE	5
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT	5
MN 553: ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN	5
MN 554: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I	5
MN 555: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II	5
MN 556: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III	5
MN 560: ADVANCED PRACTICE NURSE CLINICAL I	5
MN 561: ADVANCED PRACTICE NURSE CLINICAL II	5
MN 599: ADVANCED PRACTICE NURSE CLINICAL III	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**
Specialization courses are completed within the open electives requirement of the degree plan.	
TOTAL PROGRAM REQUIREMENTS	**90**

Curriculum

Executive Leader

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED NURSING	5
MN 503: ADVANCED STATISTICS FOR THE HEALTH SCIENCES	5
MN 504: INQUIRY AND EVIDENCE-BASED PRACTICE	5
MN 505: HEALTH PROMOTION AND DISEASE PREVENTION IN A DIVERSE COMMUNITY	5
MN 506: ETHICAL AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: HEALTH POLICY, FINANCING, AND ORGANIZATION OF HEALTH CARE DELIVERY SYSTEMS	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
SPECIALIZATION COURSES	30
TOTAL OPEN ELECTIVE REQUIREMENTS	**30**
Specialization Requirements - Executive Leader	
MN 512: LEADERSHIP, ORGANIZATIONAL THEORY, AND BEHAVIOR	5
MN 513: HEALTH CARE FINANCE, STRATEGIC PLANNING, AND BUDGETING	5
MN 514: HUMAN RESOURCES MANAGEMENT	5
MN 515: INNOVATION IN HEALTH CARE INFORMATION TECHNOLOGY—ADMINISTRATIVE AND ADVANCED PRACTICE PRIORITIES	5
MN 520: EXECUTIVE LEADER PRACTICUM	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS   65

Curriculum

Family Nurse Practitioner

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 501: ADVANCED NURSING ROLES	5
MN 502: THEORETICAL FOUNDATIONS OF ADVANCED NURSING	5
MN 503: ADVANCED STATISTICS FOR THE HEALTH SCIENCES	5
MN 504: INQUIRY AND EVIDENCE-BASED PRACTICE	5
MN 505: HEALTH PROMOTION AND DISEASE PREVENTION IN A DIVERSE COMMUNITY	5
MN 506: ETHICAL AND LEGAL PERSPECTIVES OF THE HEALTH CARE SYSTEM	5
MN 507: HEALTH POLICY, FINANCING, AND ORGANIZATION OF HEALTH CARE DELIVERY SYSTEMS	5
TOTAL CORE REQUIREMENTS	**35**
Open Elective Requirements	
SPECIALIZATION COURSES	65
TOTAL OPEN ELECTIVE REQUIREMENTS	**65**
Specialization Requirements - Family Nurse Practitioner	
MN 550: ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE	5
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT	5
MN 553: ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN	5
MN 554: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I	5
MN 555: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II	5
MN 556: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III	5
MN 557: PRIMARY CARE OF THE PEDIATRIC CLIENT	5
MN 560: ADVANCED PRACTICE NURSE CLINICAL I	5
MN 561: ADVANCED PRACTICE NURSE CLINICAL II	5
MN 562: ADVANCED PRACTICE NURSE CLINICAL—PEDIATRICS	5
MN 599: ADVANCED PRACTICE NURSE CLINICAL III	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL SPECIALIZATION REQUIREMENTS	**0**

Specialization courses are completed within the open electives requirement of the degree plan.

TOTAL PROGRAM REQUIREMENTS   100

Locations

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Adult-Gerontology Nurse Practitioner Certificate

Description and Outcomes

At this time, the Adult-Gerontology Nurse Practitioner Certificate program is available only in the select states. Refer to the Admissions Requirements section for details.

If you are a registered nurse interested in expanding your knowledge as it relates to the role of the adult-gerontology nurse practitioner, consider the Adult-Gerontology Nurse Practitioner Certificate program. This certificate program is designed to educate you on the topics of how to promote and provide primary care as a member of an interdisciplinary team and how to improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps you develop the skills to evaluate the health and wellness of individuals, families, and their communities. The nurse practitioner is expected to possess skills in diagnosing, treating, and managing acute and chronic health conditions, to deliver preventive care, and to participate in the development of appropriate policy and evidence-based practice.

You will submit an evidence-based project proposal as the program's culminating experience, which is designed to serve as evidence of successful integration of the curriculum's diverse content areas.

Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Clinical Practice Experience

You will complete a series of clinical practice sessions designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice sessions occur in a facility or clinical site you select in consultation with the faculty and the Practicum Coordinator.

Refer to the Progression Requirements section and the Criminal Background Check Policy for further details.

Program Length

The Adult-Gerontology Nurse Practitioner Certificate program consists of a minimum of 55 quarter credit hours. Upon successful completion of this program, you will be awarded a certificate.

Program Outcomes

1. Demonstrate, through synthesis of theoretical and scientific knowledge, the safe, effective practice of primary care through management of both health and illness states.

2. Collaborate with the individual and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.

3. Demonstrate the role of a nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.

4. Demonstrate commitment to the implementation, preservation, and evolution of the adult-gerontology nurse practitioner role.

5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.

6. Serve as an advocate for the client as he or she interfaces with the health care system.

7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.

8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

Policies

Policy information specific to the Adult-Gerontology Nurse Practitioner Certificate program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you are an international applicant, you are not eligible to enroll in this program due to clinical requirements.

At this time, this program is available only to students who reside in and hold RN licensure in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Illinois, Indiana, Iowa, Maine, Michigan, Minnesota, Missouri, Mississippi, Montana, Nebraska, Nevada, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Vermont, Virginia, Wisconsin, and Wyoming.

If applying for admission, you must submit a current, professional resume that verifies you have worked a minimum of 1,000 clinical hours as a registered nurse within a time frame and in a patient care setting that the School of Nursing has determined address the clinical skills and experience needed to serve as a basis for an entering nurse practitioner. Acceptance into the program is determined by the School of Nursing's review of your professional resume.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a master's degree with an upper-level major in nursing from an accredited institution. By the end of the first term, you must provide Kaplan University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

1. You are responsible for meeting all requirements for advanced practice certification and/or licensure in your state. To find your requirements, visit your state's board of nursing. The National Council of State Boards of Nursing has 60 member boards and contact information for each state can be found at www.ncsbn.org/contactbon.htm. While the Kaplan University curriculum meets national certification requirements, some states may have additional standards including, but not limited to, additional clinical or residency hours. For example, the state of Mississippi currently requires 720 residency hours. If you are required to complete additional hours, you may complete them during the normal course of study or you may contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. If you are granted an extension, you will enroll in MN 600A: MSN Practicum Extension Course. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for clinical hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

2. You must achieve a minimum grade of "S" (satisfactory) for the clinical components of nursing courses. Failure to successfully complete a clinical portion of a course will result in failure of the entire course.

3. You must complete your clinical practice experience in a setting that has been approved by the Practicum Coordinator. You are responsible for locating an appropriate site for your clinical practice experience and arranging and paying for your own transportation, housing, and availability to attend the clinical practice experience.

4. Prior to registering for the first clinical course, you must submit the following:
   a. Documentation of a health assessment/physical examination completed within the 6 months prior to beginning the first clinical course, including applicable immunization records and drug screening results.

   b. Proof of professional liability insurance coverage in the amount of at least $1 million per incident/$3 million per aggregate.

   c. A criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify you for practice as a nursing student under the requirements of the state of your clinical placements.

   Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for nursing student candidates. Failure to submit appropriate documentation to participate in clinical experiences by the required date will result in you being unable register for the clinical course.

   d. In addition, prior to beginning the first clinical practice experience, you will be required to provide documentation of compliance with all federal, state, and/or local regulatory requirements related to the activities that are required elements of the specialization. These will include, but are not limited to, immunization status, drug screening, physical history, and examination records, and evidence of an unencumbered registered nurse license.

5. You are expected to conduct yourself in a professional manner and maintain a safe environment. If a faculty member and/or agency consider you to be in violation of either one of these requirements, you may be removed from the clinical setting and may receive a failing grade for the course if the course outcomes are not met. Unprofessional and/or unsafe practices will be reviewed by the administrative staff as needed.

The School of Nursing provides an online resource center called the Clinical and Practicum Information Center (CAPIC).
The CAPIC contains all the School of Nursing guidelines, policies, and documents that are
necessary to plan for and support you in meeting the expectations to secure a practicum or clinical experience.

Graduation Requirements

In addition to Kaplan University's general requirements, you must successfully complete all clinical nursing courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the clinical portion of the courses. In addition, you must comply with all applicable policies and requirements related to the clinical educational experiences.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Adult-Gerontology Nurse Practitioner Certificate program, which was initiated in January 2011, is currently not accredited by the Commission on Collegiate Nursing Education (CCNE). Effective 2014, the CCNE has begun to offer accreditation for certificates that prepare students for advanced practice registered nurse roles. The School of Nursing is pursuing accreditation. Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner. Individuals who graduate from unaccredited programs are not eligible to sit for the national certification exams provided by the American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP). It is your responsibility to determine whether you will be eligible for state Board of Nursing approval and certification as a nurse practitioner in your state. If eligible, upon completion of the Adult-Gerontology Nurse Practitioner Certificate, you may sit for the American Nurses Credentialing Center's Adult-Gerontology Primary Care Nurse Practitioner certification or the American Academy of Nurse Practitioners' Adult-Gerontology Primary Care Nurse Practitioner certification. These are primary care certifications.

Due to the number of different certification organizations and the individual state requirements related to nurse practitioner responsibilities, completion of the Adult-Gerontology Nurse Practitioner Certificate program does not imply or guarantee certification or licensure. You are responsible for investigating the qualifications and requirements for certification and/or licensure in your specific location.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 550: ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE	5
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT	5
MN 553: ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN	5
MN 554: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I	5
MN 555: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II	5
MN 556: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III	5
MN 560: ADVANCED PRACTICE NURSE CLINICAL I	5
MN 561: ADVANCED PRACTICE NURSE CLINICAL II	5
MN 599: ADVANCED PRACTICE NURSE CLINICAL III	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL CORE REQUIREMENTS	**55**
TOTAL PROGRAM REQUIREMENTS	**55**

Locations

Online	●

	●	Online instruction
	■	Program enrollment through campus locations; online instruction
	▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Executive Leader Graduate Certificate

Description and Outcomes

If you are a registered nurse interested in expanding your knowledge of nursing administration to better meet the challenges within the health care environment, the Executive Leader Graduate Certificate program could help you pursue your professional goals. This certificate program allows you to build on your master's degree in nursing by completing six courses focused on nursing administration, including practicum and capstone courses.

The Executive Leader Graduate Certificate program is designed to prepare you to pursue managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems.

The certificate program's curriculum is designed to provide specialized knowledge in the area of nursing administration and could help you prepare to sit for the Nurse Executive or the Nurse Executive, Advanced certification examinations (depending on the level of leadership with your organization) provided by the American Nurses Credentialing Center. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be eligible for transfer toward future graduate studies.

Practicum Experience

Refer to the Progression Requirements section and the Criminal Background Check Policy for further details.

Program Length

The Executive Leader Graduate Certificate program consists of a minimum of 30 quarter credit hours. Upon successful completion of this program, you will be awarded a certificate.

Program Outcomes

1. Encompass concepts of fiscal and human resources in the design of quality care measures.
2. Develop collaborative relationships and partnerships that are interdisciplinary and aggregate-focused to improve the health care of populations.
3. Provide leadership in conceptualization, design, implementation, and evaluation of health care delivery systems across the health care continuum.

Policies

Policy information specific to the Executive Leader Graduate Certificate program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

At this time, you may not enroll in the Executive Leader Graduate Certificate program if you are a resident of Tennessee or Washington.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a master's degree with an upper-level major in nursing from an accredited institution. By the end of the first term, you must provide Kaplan University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

You will complete a practicum course and MN 600: Evidence-Based Project Proposal as part of the requirements for the specialization. You are responsible for locating an appropriate site for the practicum experience. Successful completion of the practicum project is required to receive a passing grade for the capstone course.

Required hours for the practicum course and MN 600 vary across specialties. If you are unable to complete the required hours for the practicum course within 20 weeks, you must contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. Extensions are only granted for circumstances that would bar you from completing the required hours within the normal course schedule. If you are granted an extension, you will enroll in MN 600A. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for practicum hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

Graduation Requirements

In addition to Kaplan University's general requirements, you must successfully complete all clinical nursing courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the clinical portion of the courses. In addition, you must comply with all applicable policies and requirements related to the clinical educational experiences.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the certificate program, you may be prepared to sit for the Nurse Executive or the Nurse Executive, Advanced certification examinations (depending on the level of leadership with your organization) provided by the American Nurses Credentialing Center.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 512: LEADERSHIP, ORGANIZATIONAL THEORY, AND BEHAVIOR	5
MN 513: HEALTH CARE FINANCE, STRATEGIC PLANNING, AND BUDGETING	5
MN 514: HUMAN RESOURCES MANAGEMENT	5
MN 515: INNOVATION IN HEALTH CARE INFORMATION TECHNOLOGY—ADMINISTRATIVE AND ADVANCED PRACTICE PRIORITIES	5
MN 520: EXECUTIVE LEADER PRACTICUM	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL CORE REQUIREMENTS	**30**
TOTAL PROGRAM REQUIREMENTS	**30**

Locations

Online	●

●	Online instruction
■	Program enrollment through campus locations; online instruction
▲	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Family Nurse Practitioner Certificate

Description and Outcomes

At this time, the Family Nurse Practitioner Certificate program is available only in select states. Refer to the Admissions Requirements section for details.

If you are a registered nurse interested in expanding your knowledge as it relates to the role of the family nurse practitioner, consider the Family Nurse Practitioner Certificate program. This certificate program is designed to educate you on the topics of how to best deliver care as a member of an interdisciplinary team and how to improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps you develop the skills to evaluate the health and wellness of individuals, families, and their communities. The nurse practitioner is expected to possess skills in diagnosing, treating, and managing acute and chronic health conditions, to deliver preventive care, and to participate in the development of appropriate policy and evidence-based practice.

You will submit of an evidence-based project proposal as the program's culminating experience, which is designed to serve as evidence of successful integration of the curriculum's diverse content areas.

Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Clinical Practice Experience

You will complete a clinical practice experience designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice experience occurs in a facility or clinical site you select in consultation with the faculty and the Practicum Coordinator.

Refer to the Progression Requirements section and the Criminal Background Check Policy for further details.

Program Length

The Family Nurse Practitioner Certificate program consists of a minimum of 65 quarter credit hours. Upon successful completion of this program, you will be awarded a certificate.

Program Outcomes

1. Demonstrate, through synthesis of theoretical and scientific knowledge, the safe, effective practice of primary care through management of both health and illness states.

2. Collaborate with the individual, family, and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.

3. Demonstrate the role of the nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.

4. Demonstrate commitment to the implementation, preservation, and evolution of the family nurse practitioner role.

5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.

6. Serve as an advocate for the client as he or she interfaces with the health care system.

7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.

8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

Policies

Policy information specific to the Family Nurse Practitioner Certificate program is noted below.

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

If you are an international applicant, you are not eligible to enroll in this program due to clinical requirements.

At this time, this program is available only to students who reside in and hold RN licensure in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Illinois, Indiana, Iowa, Maine, Michigan, Minnesota, Missouri, Mississippi,Montana, Nebraska, Nevada, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Vermont, Virginia, Wisconsin, and Wyoming.

If applying for admission, you must submit a current, professional resume that verifies you have worked a minimum of 1,000 clinical hours as a registered nurse within a time frame and in a patient care setting that the School of Nursing has determined address the clinical skills and experience needed to serve as a basis for an entering nurse practitioner. Acceptance into the program is determined by the School of Nursing's review of your professional resume.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a master's degree with an upper-level major in nursing from an accredited institution. By the end of the first term, you must provide Kaplan University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

1. You are responsible for meeting all requirements for advanced practice certification and/or licensure in your state. To find your requirements, visit your state's board of nursing. The National Council of State Boards of Nursing has 60 member boards and contact information for each state can be found at www.ncsbn.org/contactbon.htm. While the Kaplan University curriculum meets national certification requirements, some states may have additional standards including, but not limited to, additional clinical or residency hours. For example, the state of Mississippi currently requires 720 residency hours. If you are required to complete additional hours, you may complete them during the normal course of study or you may contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. If you are granted an extension, you will enroll in MN 600A: MSN Practicum Extension Course. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for clinical hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

2. You must achieve a minimum grade of "S" (satisfactory) for the clinical components of nursing courses. Failure to successfully complete a clinical portion of a course will result in failure of the entire course.

3. You must complete your clinical practice experience in a setting that has been approved by the Practicum Coordinator. You are responsible for locating an appropriate site for your clinical practice experience and arranging and paying for your own transportation, housing, and availability to attend the clinical practice experience.

4. Prior to registering for the first clinical course, you must submit the following:
   a. Documentation of a health assessment/physical examination completed within the 6 months prior to beginning the first clinical course, including applicable immunization records and drug screening results.
   b. Proof of professional liability insurance coverage in the amount of at least $1 million per incident/$3 million per aggregate.
   c. A criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify you for practice as a nursing student under the requirements of the state of your clinical placements.

   Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for nursing student candidates. Failure to submit appropriate documentation to participate in clinical experiences by the required date will result in you being unable register for the clinical course.

   d. In addition, prior to beginning the first clinical practice experience, you will be required to provide documentation of compliance with all federal, state, and/or local regulatory requirements related to the activities that are required elements of the specialization. These will include, but are not limited to, immunization status, drug screening, physical history, and examination records, and evidence of an unencumbered registered nurse license.

5. You are expected to conduct yourself in a professional manner and maintain a safe environment. If a faculty member and/or agency consider you to be in violation of either one of these requirements, you may be removed from the clinical setting and may receive a failing grade for the course if the course outcomes are not met. Unprofessional and/or unsafe practices will be reviewed by the administrative staff as needed.

The School of Nursing provides an online resource center called the Clinical and Practicum Information Center (CAPIC).
The CAPIC contains all the School of Nursing guidelines, policies, and documents that are
necessary to plan for and support you in meeting the expectations to secure a practicum or clinical experience.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

The Family Nurse Practitioner Certificate program, which was initiated in January 2011, is currently not accredited by the Commission on Collegiate Nursing Education CCNE). Effective 2014, the CCNE has begun to offer accreditation for certificates that prepare students for advanced practice registered nurse roles. The School of Nursing is pursuing accreditation. Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner. Individuals who graduate from unaccredited programs are not eligible to sit for the national certification exams provided by the American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP). It is your responsibility to determine whether you will be eligible for state Board of Nursing approval and certification as a nurse practitioner in your state. If eligible, upon completion of the Family Nurse Practitioner Certificate, you may sit for the American Nurses Credentialing Center's Family Nurse Practitioner certification or the American Academy of Nurse Practitioners' Family Nurse Practitioner certification. These are primary care certifications.

Due to the number of different certification organizations and the individual state requirements related to nurse practitioner responsibilities, completion of the Family Nurse Practitioner Certificate program does not imply or guarantee certification or licensure. You are responsible for investigating the qualifications and requirements for certification and/or licensure in your specific location.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 550: ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE	5
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT	5
MN 553: ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN	5
MN 554: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I	5
MN 555: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II	5
MN 556: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III	5
MN 557: PRIMARY CARE OF THE PEDIATRIC CLIENT	5
MN 560: ADVANCED PRACTICE NURSE CLINICAL I	5
MN 561: ADVANCED PRACTICE NURSE CLINICAL II	5
MN 562: ADVANCED PRACTICE NURSE CLINICAL—PEDIATRICS	5
MN 599: ADVANCED PRACTICE NURSE CLINICAL III	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL CORE REQUIREMENTS	**65**
TOTAL PROGRAM REQUIREMENTS	**65**

Locations

Online	🟢

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.

Nurse Educator Graduate Certificate

Description and Outcomes

If you are a registered nurse interested in expanding your knowledge of nursing education, consider the Nurse Educator Graduate Certificate program. This certificate program allows you to build on your master's degree in nursing by completing nine courses focused on nursing education, including practicum and capstone courses.

The Nurse Educator Graduate Certificate program is designed to prepare you to pursue teaching positions in schools of nursing and continuing education, staff development, clinical education, and patient and community education programs.

The certificate program's curriculum is designed to provide specialized knowledge in the area of nursing education and could help you prepare to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

Qualified credits earned in fulfillment of this certificate program may be eligible for transfer toward future graduate studies.

Practicum Experience

Refer to the Progression Requirements section and the Criminal Background Check Policy for further details.

Program Length

The Nurse Educator Graduate Certificate program consists of a minimum of 45 quarter credit hours. Upon successful completion of this program, you will be awarded a certificate.

Program Outcomes

1. Create a variety of successful instructional methods to meet the needs of targeted learner populations.

2. Develop plans of study in nursing education based on appropriate curricular principles, pedagogy, and learning assessment strategies.

3. Apply clinical expertise when conducting educational experiences.

Policies

Admissions Requirements

You must meet the below admissions requirements in addition to Kaplan University's general requirements.

At this time, you may not enroll in the Nurse Educator Graduate Certificate program if you are a resident of Tennessee or Washington.

Prior to enrollment, you must submit an unofficial transcript indicating receipt of a master's degree with an upper-level major in nursing from an accredited institution. By the end of the first term, you must provide Kaplan University with an official copy of the transcript. Refer to the First-Term Responsibilities section for additional information.

Progression Requirements

You will complete a practicum course and MN 600: Evidence-Based Project Proposal as part of the requirements for the specialization. You are responsible for locating an appropriate site for the practicum experience. Successful completion of the practicum project is required to receive a passing grade for the capstone course.

Required hours for the practicum course and MN 600 vary across specialties. If you are unable to complete the required hours for the practicum course within 20 weeks, you must contact your Education Advisor to secure an extension. The purpose of the extension is to provide you with additional time to complete the required hours. Extensions are only granted for circumstances that would bar you from completing the required hours within the normal course schedule. If you are granted an extension, you will enroll in MN 600A. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for practicum hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, you will be required to pay the normal technology fee.

Certification, State Board, and National Board Exams

It is your responsibility to obtain and understand the requirements of certification, state board, or national board licensing exams specific to your location and the certification or licensure you seek to function in your professional role. Such requirements may change during the course of the academic program. Upon completion of the academic program, you receive verification of completing an education program specific to your area. The education programs are designed to prepare you to take various certification and licensing exams; however, Kaplan University cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Upon completion of the nurse educator specialization, you may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

Degree Plan

Curriculum

Courses	Credits
PROGRAM REQUIREMENTS	
Core Requirements	
MN 508: TEACHING AND LEARNING STRATEGIES	5
MN 509: CURRICULUM DESIGN	5
MN 510: FACILITATING NURSING EDUCATION IN A CHANGING ENVIRONMENT	5
MN 511: ASSESSMENT AND EVALUATION	5
MN 519: NURSE EDUCATOR PRACTICUM	5
MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552: ADVANCED HEALTH ASSESSMENT	5
MN 553: ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN	5
MN 600: EVIDENCE-BASED PRACTICE PROJECT	5
TOTAL CORE REQUIREMENTS	**45**
TOTAL PROGRAM REQUIREMENTS	**45**

Locations

Online	🟢

🟢	Online instruction
🟥	Program enrollment through campus locations; online instruction
🔺	Program enrollment through campus locations; combines onsite and online instruction

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus. Not all programs or courses are offered at all locations.