

# 2020 // 2021

Grantham University Catalog // Volume 33 // August 2020 - July 2021



**GRANTHAM UNIVERSITY**  
**2020–2021**  
**UNIVERSITY CATALOG ADDENDUM**  
**Volume 33**

**PUBLISHED June 25, 2021**

This addendum is an integral part of the 2020-2021 University Catalog, which was published August 14, 2020. All changes are effective June 25, 2021, unless otherwise noted. The amendments listed below take precedence over information contained in the 2020-2021 University Catalog.

## 1.1 ADMISSIONS

The following is a revision to this section.

Grantham University does not discriminate on the basis of race, color, national or ethnic origin, disability, sex or age in admitting students to its programs or in administering its educational policies, scholarships or other University programs. Admission policies are based on inclusiveness — Grantham believes everyone should have the opportunity to pursue a college degree.

The following is an addition to this section.

### Programmatic Admissions Requirements

#### Health Information Management

In addition to proof of high school graduation or its equivalent, admission to the Health Information Management program requires the following:

- A conferred Associate degree (any type) or Dean approval

## 1.25 ELECTRONICS ENGINEERING TECHNOLOGY

The following is a revision to this section.

### STUDENT LEARNING OUTCOMES

- Apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve broadly-defined engineering problems
- Design systems, components, or processes meeting specified needs for broadly-defined engineering problems

- Apply written, oral, and graphical communication in broadly-defined technical and non-technical environments, incorporating appropriate technical literature
- Conduct standard tests, measurements, and experiments and to analyze and interpret the results to improve processes
- Function effectively as a member as well as leader on technical teams
- Identify professional, ethical, social, and global responsibilities and issues.

## 1.44 HEALTH INFORMATION MANAGEMENT

The following is a revision to this section effective August 11, 2021.

BACHELOR OF SCIENCE - HEALTH INFORMATION MANAGEMENT		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition		6
Math		9
MA105	College Algebra	3
Natural/Physical/Computer Science		6
BIO113	Anatomy and Physiology	3
BIO116	Introduction to Pathophysiology	3
Communication		6
Social Sciences/Behavioral Sciences		6
Humanities and Fine Arts		3
Computer Science		3
CS105	Introduction to Computer Applications	3
General Education Elective		3
General Education Requirements		42

BACHELOR OF SCIENCE PROGRAM CORE		
HP111	Health Care Delivery Systems	3
HP114	Medical Terminology	3
HP212	Basic Diagnosis Coding Systems (AH114)	3
HP213	Basic Procedure Coding Systems (AH212)	3
HP214	Reimbursement Methodologies	3
HP356	Information Security and Privacy in Healthcare Organizations	3
HP432	Health Care Informatics	3
HP497	Healthcare Systems Capstone (Completion of Degree Requirements)	3
HSN310	Scholarly Writing for Healthcare Professions	3
HP205	Computer Software Applications in Healthcare	3
MGT150	Principles of Business Management	3
MGT461	Leadership in Organizations	3
ACC220	Financial Accounting (MA105)	3
HP425	Health Info Mgmt Strategic Planning	3
IS242	Management Information Systems	3

IS311	Security Operations	3
IS320	Database Applications	3
IS336	Information Systems Analysis (CS265 or IS242)	3
IS351	Information Systems Project Management	3

Program Core Requirements		57
<b>OPEN ELECTIVES</b>		
300+	Open Electives	21
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

### 4.3 STUDENT GRIEVANCES

The following is a revision to this section.

Students residing in NC-SARA participating states may address concerns to:

Kansas Board of Regents  
 1000 SW Jackson Street, Suite 520  
 Topeka, KS 66612-1368  
[https://www.kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

### PAGE 144, COURSE DESCRIPTIONS

The following is an addition to this section.

**HP425 HEALTH INFORMATION MANAGEMENT STRATEGIC PLANNING 3 CREDITS**

**PREREQUISITES: NONE**

This course examines the theoretical concepts of strategic planning as well as applications to health information management. A structured, stepwise approach to execution of strategic planning for management and leadership in health care organizations is provided. Included are methods for assessing critical features of organizational environments such as leadership styles, market analysis of competition, future focused innovation, and processes for ensuring diverse, collaborative planning environments, and monitoring strategies.

### PAGE 5, SECTION 1.4 TRANSFER CREDIT POLICY (OCTOBER ADDENDUM)

The following is a revision to this section.

**College of Science, Engineering and Technology**

- Cybersecurity Concepts certificate program:
  - Student may transfer in only IS216 or IS411 for up to three credit hours of the required coursework.
- Introduction to Programming certificate program:
  - Students may transfer in up to three credit hours.
- Electronics and Computer Engineering Technology (AS) degree:
  - ET100 and ET212 must be completed at Grantham.
- Computer Engineering Technology (BS) degree :
  - The credit hours fulfilling the 25 percent requirement must include a minimum of 21 credit hours of upper-level program core courses designated ET or CT.

- Engineering Management Technology (BS) degree:
  - The credit hours fulfilling the 25 percent requirement must include a minimum of 12 credit hours of upper-level program core courses and program elective courses designated EMT, ET or CT.
- Computer Science (BS) or Information Systems (BS) degrees:
  - The credit hours fulfilling the 25 percent requirement must include a minimum of 15 credit hours of upper-level program core courses designated CS or IS.
- Electronics Engineering Technology (BS) degree :
  - The credit hours fulfilling the 25 percent requirement must include a minimum of 21 credit hours of upper level program core courses designated ET or CT.

**GRANTHAM UNIVERSITY**  
**2020–2021**  
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**Volume 33**

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**PREFACE IV, ACCREDITATION AND CERTIFICATION**

The following is a revision to this section.

Grantham University is accredited by the Distance Education Accrediting Commission (DEAC). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education

Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA). DEAC ([www.deac.org](http://www.deac.org)) is located at 1101 17th Street NW, Suite 808 Washington, D.C. 20036 and you can reach them by telephone at (202) 234-5100.

**2.11 INSTITUTIONAL REFUND POLICY**

The following is a revision to this section.

A student may withdraw from Grantham University for any reason and is responsible for completing the University’s formal withdrawal procedures as outlined in the [Withdrawal Policy](#). In addition, if a student registered via an online military portal, it is the student’s responsibility to withdraw via that same online military portal. A withdrawal is considered to have occurred on the date the student officially notifies the University of the desire to withdraw or on the date the University determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first. This is the date of determination used to compute the refund according to institutional policy.

If a student is withdrawn from the University for any reason or if a student drops a course(s) within the period allowed in any given eight-week term, the amount already paid will be compared to the tuition of the completed portion of that eight-week term. Any amount the student has paid in excess of the required amount will be refunded; if the student has paid less than the required amount, the student will be responsible for paying the difference.

TIME OF WITHDRAWAL	REFUND
Within 7 days of course start date	100%
8-14 days after course start date	85%
15-21 days after course start date	60%

22-28 days after course start date	40%
29-35 days after course start date*	20%
36 days or more after course start date	0%

\*60% course completion occurs on day 34

Grantham is subject to and must abide by the refund policies of any branch, agency or department of the federal government with which it is in any way associated or affiliated. In the event of a conflict between Grantham’s Institutional Refund Policy and the refund policy of an affiliated federal branch, agency or department, the federal refund policy may supersede that of Grantham University (see [Section 3.11](#) for Return of Title IV Funds information).

**REFUND POLICY EXAMPLE**

For example, if a student withdraws from Grantham University on Day 11 of a term, 85 percent of the tuition will be refunded. In this situation, the following calculation will apply:

\$885 (TUITION FOR ONE THREE CREDIT HOUR COURSE)
- \$752.25 (THE REFUND AMOUNT, WHICH EQUATES TO 85% OF THE COURSE TUITION)
<hr/>
\$132.75 (THE REMAINING 15% OF THE COURSE TUITION, WHICH IS THE RESPONSIBILITY OF THE STUDENT)

This is an example only. Student finances are individualized and vary from student to student.

**GRANTHAM UNIVERSITY**  
**2020–2021**  
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**Volume 33**

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**PREFACE III, UNIVERSITY FACULTY**

The following is an addition to this section.

**Provost**

Bill Allen, Ph.D.

**Dean, Academic Affairs and Operations**

Wendy Johnson, Ph.D.

**College of Business, Management, and Economics**

Bill Allen, Ph.D., Dean

Matthew Schigur, Associate Dean

**College of Humanities and Social Sciences**

Bill Allen, Ph.D., Dean

Tina Freestone, Associate Dean

**College of Science, Engineering, and Technology**

Nancy Miller, Ph.D., Dean

**College of Nursing and Health Professions**

Cheryl Rules, Ph.D., M.S.N., R.N., CCRN-K, CNE, Dean

Boubacar Vilane D.B.A., Associate Dean

Faculty Member and Title	Earned Degrees	Conferring Institution	Subject Matter Expertise
Crystal Sears Instructor	BS in Communication/Theatre Arts MA in Communication MA in Professional Counseling Ph.D. in Communication	Eastern Michigan University Eastern Michigan University Liberty University Wayne State University	Communications
Danna Teicheira Instructor	BA in English MA in English	University of South Florida University of New Orleans	English Humanities

**PREFACE V, COMPUTER HARDWARE REQUIREMENTS**

The following is a revision to this section.

Grantham University provides limited technical support for course-related software applications and online resources. The listed computer requirements are expected to work for most students under most conditions. There could be situations where hardware limitations or software compatibility issues might prevent customer support from addressing student technical issues. In these cases, it is up to the student to procure third-party assistance in handling any technical issues. Further, there are courses that will have additional technical requirements and those will supersede the specifications listed in this section. Please consult the individual course descriptions in the University Catalog for those requirements prior to registration.

The online learning environment at Grantham University is comprised of multiple technologies working in conjunction with each other. This requires that the student’s computer meet the following minimum technical requirements. Further, depending on various combinations of operating systems, different versions of software will be required to provide an optimal learning experience.

**COMPUTER HARDWARE REQUIREMENTS**

- One of the following operating systems with sufficient rights on the device to install software:
  - Windows 8 (or higher) or Mac OS 10.12 (or higher)
- One of the following web browsers with the ability to allow popups.
  - Chrome 56 (or higher)
  - Edge 30 (or higher)
  - Firefox 50 (or higher)
  - Safari 11 (or higher)
- Broadband internet connection 1Mbps or faster
- Oracle JRE (Java) 7 or 8
- Acrobat Reader version 2015 (or higher)
- Webcam



## 1.7 TUITION AND FEES

The following is a revision to this section.

FEES	
Resource Fee*	\$50 per credit hour
Returned Check Fee	\$25
Stop Payment Request Fee	\$25
Graduation Fee (degree)**	\$80
Graduation Fee (certificate)	\$25
Electronic Transcript	\$10
Paper Copy of Transcript	\$15
Replacement Diploma	\$25
International Shipping Fee***	\$50 per course

CA STRF Fee****	\$0.50 per \$1000 of institutional charges
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\*Non-refundable Fee. See [Section 1.8](#) for description of resources included.

\*\*includes: diploma, final requirements review, official transcript and commencement ceremony.

\*\*\*If charged, not subject to refund after seventh class day.

\*\*\*\*Applicable to California residents only or students enrolled in a California residency program only.

### CALIFORNIA STUDENT TUITION RECOVERY FUND

Effective 2/8/2021, each qualifying institution shall collect an assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

## 2.25 SATISFACTORY ACADEMIC PROGRESS

The following is a revision to this section.

### SAP STANDARDS - UNDERGRADUATE

#### 2. Minimum Course Completion Rate:

The Course Completion Rate is a calculated percentage based on the number of credit hours earned divided by the number of credit hours attempted at the undergraduate level. The minimum CCR that students must meet varies according to the number of credit hours they have attempted. (See Undergraduate SAP Standards charts below.) Attempted courses include all undergraduate courses (first-time or repeat courses) a student is enrolled in on the eighth day of a class session, courses credited as the result of prior learning assessment, and courses transferred to Grantham University that are part of the student's declared program.

### SAP STANDARDS - GRADUATE

Student records are reviewed at the conclusion of the student's 16-week semester (two eight-week terms) to determine compliance with the SAP policy. There are three components to the SAP policy.

#### 3. Minimum Course Completion Rate:

The Course Completion Rate is a calculated percentage based on the number of credit hours earned divided by the number of credit hours attempted at the graduate level. The minimum CCR that students must meet varies according to the number of credit hours they have attempted. (See Graduate SAP Standards charts below.) Attempted courses include all graduate courses (first-time or repeat courses) a student is enrolled in on the eighth day of a class session, courses credited as the result of prior learning assessment, and courses transferred to Grantham University that are part of the student's declared program.

## PAGE 118, COURSE DESCRIPTIONS

The following is a revision to this section.

**NUR304 CULTURE AND JUSTICE IN GLOBAL HEALTH 3 CREDITS**

**PREREQUISITES: NONE**

This course focuses on the need to prioritize social justice and inclusivity in the provision of health care. With the diversity of the global society, nurses must be cognizant of the need to provide culturally competent care based on best practices in the care of diverse individuals, families, groups, and communities. Ethically sound decisions regarding patient care are based on cultural knowledge for all patient populations, self-reflection of one's own values, evidence-based practice, and a realistic view of the current

population. Student will investigate their own personal biases impacting the provision of care and interprofessional relationships. The application of transcultural concepts is the key element of the course. The course utilizes a virtual platform with patients of various cultural backgrounds and health issues to emphasize the need for assessment of cultural needs and the implementation of nursing strategies to meet those needs.

This course change is effective May 12, 2021.

Courses in Health Information Management (BS), Information Systems with a Concentration in Health Informatics (BS), Health Systems Management (MS), and Healthcare Administration (MS) currently in the catalog beginning with AH course codes are now coded with HP course codes. These changes are effective April 14, 2021. There are no other changes to the courses.

**GRANTHAM UNIVERSITY**  
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## PAGE 118, COURSE DESCRIPTIONS

The following is a revision to this section.

**NUR302 PATHOPHYSIOLOGY\*** 3 CREDITS**PREREQUISITES: NONE**

This course builds on the basic knowledge of anatomy and physiology to identify the disruptions in normal body functioning. Clinical practice hours occur via a virtual platform in which the student will analyze objective and subjective data from common health issues occurring in diverse populations. Factors impacting on the disruption in health issue are assessment findings, diagnostic testing measures, and interventions including pharmacological therapy. Student will apply this knowledge to the virtual simulation patient scenarios.

**NUR306 PHARMACOLOGY\*** 3 CREDITS**PREREQUISITES: NONE**

This course establishes the principles upon which nursing management of drug therapy is based. Clinical practice experience in medication management will occur in a virtual world of patients with a variety of real health needs to synthesize an understanding of pharmacology with safe medication practices. Interaction with diverse patient avatars capable of responding to open-ended questions provides the opportunity to improve clinical reasoning skills through 45 hours of practice experience. Critical thinking is augmented by the integration of physiology and pathophysiology with mechanisms of drug action in pharmacotherapy.

**NUR402 TRANSITION TO PROFESSIONAL NURSING\*** 3 CREDITS**PREREQUISITES: NONE**

This course explores the traditional and less traditional roles of the professional registered nurse in addition to implications for future practice. The course addresses the added complexities that technological advances bring to the health care delivery systems, and includes topics such as critical thinking, socioeconomic issues, patient self-determination, cultural diversity, research and evidence-based practices and ethical issues in healthcare. There are clinical practices hours in the course in which the student investigates clinical practice sites and prepares for the capstone project that will be completed in the final course of the curriculum.

**NUR441 CASE MANAGEMENT CONCEPTS\*** 3 CREDITS**PREREQUISITES: NONE**

This course explored professional nursing practice that focuses on innovative, integrated nursing case management models within the context of the current managed care delivery system. Roles of the case manager, resources and collaborative relationships that support the role, ethical/legal concerns in the role, and principles of case management are presented. Cost effective strategies and appropriate levels of care across the continuum of care will be examined in relation to current healthcare economics. Clinical practice experience is included in the course with the student developing case management plans and educational materials for presentation to culturally diverse groups of patients.

**NUR499 RN-BSN CAPSTONE PROJECT\*** 3 CREDITS**PREREQUISITES: NONE**

The capstone course in the RN-BSN program focuses on the synthesis of knowledge from past and current learning experiences to promote professional evidence-based practice that emphasize principles of career management. Collaboration with other healthcare providers to improve evidenced-based outcomes of clients, families and the community is emphasized. The student utilizes the competences gained throughout the curriculum to develop and implement a capstone project based on a clinical problem, issue, or concern. This clinical practice experience comprises a minimum of eight clinical practice hours. The learning of the concepts of the curriculum is embedded in Programmatic Outcomes for each course. The culmination of the RN-BSN program involves showcasing how these Programmatic Outcomes have been met with the presentation of the capstone project.

**NUR506 FOUNDATIONS OF ADVANCED PRACTICE NURSING\*** 3 CREDITS**PREREQUISITES: NONE**

This course concentrates on related theories regarding Advanced Practice Nursing (APN); the roles, the essential knowledge, behavioral motivations and decision-making techniques of professional nurses. Application of various aspects of Advanced Practice Nursing will be explored such as evidence-based practice, research, and quality and information for advanced practice nursing. The application of these principles will be explored when providing nursing care to clients. The preparation for the capstone project is part of the clinical practice experience in this course in identifying an issue or concern about which the capstone project can be completed. The clinical practice experience the investigation of the role of the APN through interviewing and reflection on the roles and responsibilities of a practitioner at the master's level.

**NUR510 ADVANCED PHYSICAL ASSESSMENT 3 CREDITS**

**PREREQUISITES: NONE**

This course is designed to assist Registered Nurses to make the transition to Advanced Practice. Human Patient Simulation is utilized to assist in learning the six discrete components of clinical reasoning. A validated conceptual framework designed to operationalize clinical reasoning within virtual patient simulations is used. In addition to advanced physical assessment of all major body systems, students will incorporate principles of advanced pharmacology and advanced pathophysiology through a series of Focused Exams. The Focused Exams explore a specific pathology occurring in populations across the lifespan. Infused throughout the course are the Essentials of Master's Education in Nursing and QSEN. The clinical practice experience in this course occurs through virtual simulation.

**NUR513 DIVERSE POPULATIONS AND HEALTHCARE\* 3 CREDITS**

**PREREQUISITES: NONE**

This course provides an introduction and exploration of concepts and theories relevant to healthcare for diverse populations with 22.5 hours of clinical practice experience embedded for the application of the concepts and theories to a population's health care needs. Diversity is examined relative to social organizations, roles and expectations, communication patterns, and the values and beliefs underlying health-illness behavior between western and non-western cultures.

**NUR516 NURSING RESEARCH AND EVIDENCE-BASED PRACTICE\* 3 CREDITS**

**PREREQUISITES: NONE**

The focus of this course is examining the research process and its importance in guiding and supporting evidence based and advanced nursing practice. A review of research methodologies and terminology to include: identifying a problem, developing research questions, exploring the literature review process and examining the methodology of conducting research. Building content throughout this course, the first three chapters of the Capstone Project will be developed. Clinical practice learning experiences (PE) are included in the course with the investigation of institutional review for research and support of research for nursing as well as the establishment of the problem or issue upon which the capstone project and capstone paper will be based. The student is expected to work with the track specialist mentor and the clinical institution in the 600-level courses of the curriculum.

**NUR552 LEGAL AND ETHICAL ISSUES OF ADVANCED PRACTICE NURSING\* 3 CREDITS**

**PREREQUISITES: NONE**

This course presents the moral, ethical and legal aspects facing the advanced practice nurse in their daily professional work, with an emphasis on the ethical practices and decision-making processes faced by all nurses. The 22.5 hours of clinical practice experience focus on the basic tenets of these practices and the practical application of professional nursing principles as they are examined throughout this course and continue throughout the nursing program at Grantham University.

**NUR603 NURSING EDUCATION RESEARCH SEMINAR\* 3 CREDITS**

**PREREQUISITES: NONE**

The MSN Research Seminar for the Graduate Nurse Educator emphasized the emerging trend and roles in nursing education in both the academic and healthcare environments. Issues related to governance, academic freedom, communication, diversity, and ethics will be reviewed throughout the course. The culmination of this course will result in the finalization of chapters 1,2, and 3 and a draft of chapter 4 of your Capstone Project. Capstone projects are designed to encourage you to think critically, solve challenging problems, and develop skills such as oral and written communication, research, planning large projects, and goal setting to achieve the outcomes in a timely manner. The capstone project will provide you an opportunity to demonstrate mastery of both a specific topic and the relationship of this topic to the broader scope of your roles as an Academic Nurse Educator. This course contains clinical practice experience with the implementation of the capstone project for nursing education.

**PRJ656 PROJECT MANAGEMENT ORGANIZATION FRAMEWORK AND RISK 3 CREDITS**

**PREREQUISITES: PRJ515 IN INFORMATION TECHNOLOGY PROGRAM, OTHERWISE PRJ636**

This course introduces students to the fundamental elements of effective project management. It provides students with the opportunity to apply these elements using exercises and examples based on real-time projects. The required tools and techniques used to plan, measure and control projects, and the methods used to organize and manage projects are discussed.

**GRANTHAM UNIVERSITY**  
**2020–2021**  
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### PREFACE III, UNIVERSITY ADMINISTRATION

The following is a revision to this section.

Lindsay Bridgeman, Interim President  
 Bill Allen, Ph.D., Provost  
 Baz Abouelenein, D.M., Vice President of Information Technology/  
 Chief Information Officer  
 Segev Tsfati, Chief Marketing Officer

Tracy Gallery, Vice President of Human Resources  
 Kamerin Richardson, Vice President of Student Experience  
 Stephen Rentschler, Associate Vice President of Marketing  
 Sara Estes, Controller

### PREFACE III, UNIVERSITY FACULTY

The following is a revision to this section.

#### Provost

Bill Allen, Ph.D.

#### College of Science, Engineering, and Technology

Nancy Miller, Ph.D., Dean

#### College of Business, Management, and Economics

Bill Allen, Ph.D., Dean  
 Matthew Schigur, Associate Dean

#### College of Nursing and Health Professions

Cheryl Rules, Ph.D., M.S.N., R.N., CCRN-K, CNE, Dean  
 Boubacar Vilane D.B.A., Associate Dean

#### College of Humanities and Social Sciences

Bill Allen, Ph.D., Dean  
 Tina Freestone, Associate Dean

### PREFACE V, SPECIAL TECHNICAL CONSIDERATIONS

The following is a revision to this section.

#### ENGINEERING TECHNOLOGY STUDENTS

Courses in the engineering technology programs require a Windows based machine in order to run the software and access

external hardware. In some elective courses, a CD/DVD ROM is required to install software.

### 2.5 ACADEMIC CALENDAR

The following is an addition to this section.

Enrollment Cycle - Each term is a period of eight (8) weeks (56 days). Students should check the course schedule at the Student Portal or contact their Student Advisor for more information.

MONTH	TERM CODES	START DATES	END DATES	INCOMPLETE END DATE
January	202101	1/13/2021	3/9/2021	3/28/2021
February	202102	2/10/2021	4/6/2021	4/25/2021
March	202103	3/10/2021	5/4/2021	5/23/2021
April	202104	4/14/2021	6/8/2021	6/27/2021
May	202105	5/12/2021	7/6/2021	7/25/2021
June	202106	6/9/2021	8/3/2021	8/22/2021
July	202107	7/14/2021	9/7/2021	9/26/2021
August	202108	8/11/2021	10/5/2021	10/24/2021
September	202109	9/8/2021	11/2/2021	11/21/2021
October	202110	10/13/2021	12/7/2021	12/26/2021
November	202111	11/10/2021	1/4/2022	1/23/2022
December	202112	12/8/2021	2/1/2022	2/20/2022

**PAGE 51, GENERAL EDUCATION**

The following is a revision to the general education categories.

CATEGORY	CHOOSE FROM COURSES LISTED BELOW
<b>Written &amp; Oral Communications</b>	
English Composition	EN100, EN101, EN102, EN261, EN361
Communication	CO101, CO120, CO201, CO210, CO325, CO330, CO395, EN100, EN101, EN102, EN261, EN320, EN361
<b>Quantative Principles</b>	
Computer Science	CS105, CS106, CS155, CS192, CS197, CS200, CS208, CS265, CS285, CS325, HP205
Math	MA100, MA101, MA104, MA105, MA111, MA141, MA170, BMA215, MA230, MA302, MA312, MA315
<b>Natural/Physical Sciences</b>	BIO113, BIO116, BIO117, GS102, GS103, GS104, PH220, PH221
<b>Humanities and Fine Arts</b>	AR201, AR301, AR310, CO301, CO325, CO401, EN301, EN320, ET100, HU235, HU260, HU410, PL201, PL301, PL401
<b>Social and Behavioral Sciences</b>	GP210, GP215, GP310, GP336, GP350, HS101, HS202, HS315, MIL416, PS101, PS380, PS360, SO101, SO303, SO310, SO330, SO351, SS106, SS340
<b>General Education Elective</b>	Any General Education course from any of the above categories or GU101 Student Success

**PAGE 91, SECTION 1.39 ELECTRONIC HEALTH RECORDS**

The following is a revision to this program.

ELECTRONIC HEALTH RECORDS CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
HP205	Computer Software Application in Healthcare	3
HP114	Medical Terminology	3
HP112e	Intro to Health Information Management	3

HP212e	Basic Diagnosis Coding Systems	3
HP218e	Electronic Health Records	3
HP230e	Electronic Health Records Specialist Certification Prep	3
<b>TOTAL REQUIRED HOURS</b>		<b>18</b>

**PAGE 92, SECTION 1.40 MEDICAL ADMINISTRATIVE ASSISTANT**

The following is a revision to this program.

MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
HP205	Computer Software Application in Healthcare	3
HP114	Medical Terminology	3
HP111c	Healthcare Delivery Systems	3

HP212c	Basic Diagnosis Coding Systems	3
HP215c	Medical Assisting	3
HP235c	Medical Administrative Assistant Certification Prep (Completion of Certificate Requirements)	3
<b>TOTAL REQUIRED HOURS</b>		<b>18</b>



**PAGE 93, SECTION 1.41 MEDICAL CODING AND BILLING**

The following is a revision to this program.

MEDICAL CODING AND BILLING CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
HP111	Healthcare Delivery Systems	3
HP114	Medical Terminology	3
HP212b	Basic Diagnosis Coding Systems	3

HP213b	Basic Procedure Coding Systems	3
HP214b	Reimbursement Methodologies	3
HP216b	Medical Coding and Billing Certification Prep	3
<b>TOTAL REQUIRED HOURS</b>		<b>18</b>

**PAGE 93, SECTION 1.42 MEDICAL ADMINISTRATIVE ASSISTANT**

The following is a revision to this program.

ASSOCIATE OF APPLIED SCIENCE - MEDICAL ADMINISTRATIVE ASSISTANT		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
Written and Oral Communication	This can be any English or Communication course The following are suggested: EN101 - English Composition I (may also substitute EN100 or EN102)	3
Quantitative Principles	This can be any Math or CS course The following are suggested : CS105 - Introduction to Computer Applications or MA100 Quantitative Reasoning	3
Natural/Physical Sciences	BIO113 - Anatomy and Physiology	3
Social and Behavioral Sciences	This can be any Social/Behavioral Science course The following is suggested: SO101 - Introduction to Sociology I	3
Humanities and Fine Arts	This can be any Humanities course The following is suggested: HU235 - Ethics in a Pandemic World	3
Total General Education Requirements		15
Open Electives	100-499	15
Total Open Electives		15

HP205	Computer Software Applications in Healthcare	3
HP111c	Healthcare Delivery Systems	3
HP112	Introduction to Health Information Management	3
HP114	Medical Terminology	3
HP212c	Basic Diagnosis Coding Systems	3
HP232	Principles of Healthcare Leadership	3
HP234	Introduction to Healthcare Management	3
HP215c	Medical Assisting	3
HP235c	Medical Administrative Assistant Certification Prep	3
HP236	Concepts of Healthcare Regulations, Law, and Ethics Capstone	3
Total Core Credits		30
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>60</b>

PAGE 93, SECTION 1.43 MEDICAL CODING AND BILLING

The following is a revision to this program.

ASSOCIATE OF APPLIED SCIENCE- MEDICAL CODING AND BILLING		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
Written and Oral Communication	This can be any English or Communication course The following are suggested: EN101 - English Composition I (may also substitute EN100 or EN102)	3
Quantitative Principles	This can be any Math or CS course The following are suggested: CS105 - Introduction to Computer Applications or MA100 Quantitative Reasoning	3
Social and Behavioral Sciences	This can be any Social/Behavioral Science course The following is suggested: SO101 - Introduction to Sociology I	3
Natural/Physical Sciences	BIO113 - Anatomy and Physiology	3
Humanities and Fine Arts	This can be any Humanities course The following is suggested: HU235 - Ethics in a Pandemic World	3
Total General Education Requirements		15
Open Electives	100-499	15
Total Open Electives		15

HP205	Computer Software Applications in Healthcare	3
HP111	Healthcare Delivery Systems	3
HP112	Introduction to Health Information Management	3
HP114	Medical Terminology	3
HP212b	Basic Diagnosis Coding Systems	3
HP213b	Basic Procedure Coding Systems	3
HP214b	Reimbursement Methodologies	3
HP215	Medical Assisting	3
HP216b	Medical Coding and Billing Certification Prep	3
HP236	Concepts of Healthcare Regulations, Law, and Ethics Capstone	3
Total Core Credits		30
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>60</b>

## HEALTHCARE ADMINISTRATION

The following is a new program.

### ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The Associate of Applied Science in Healthcare Administration (AAS-HCA) prepares students for entry-level administrative positions in healthcare facilities. The program provides an overview of the current health system by focusing on quality customer service and the management of healthcare personnel. The curriculum includes topics such as healthcare management, finance, leadership, legal and regulatory requirements, medical coding and terminology, and health informatics. Students will learn a set of skills directly applicable to the technical aspect of the Electronic Health Records and other skills related to administrative duties, effective communication, customer relations, managerial and organizational readiness. Specific courses in this program cover certification materials from the National Healthcareer Association (NHA) to prepare students to sit for the Certified Electronic Health Records Specialist (CEHRS) exam.

### STUDENT LEARNING OUTCOMES

- Explore challenges characteristic of the fast-changing healthcare industry
- Relate management techniques and performance models to optimize organizational outcomes
- Investigate legal, regulatory, and ethical healthcare requirements
- Demonstrate professional interdisciplinary communication
- Apply basic understanding of technology and its impact on healthcare organizations
- Articulate managerial concepts and leadership models in a healthcare setting

ASSOCIATE OF APPLIED SCIENCE - HEALTHCARE ADMINISTRATION		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
Written and Oral Communication	This can be any English or Communication course The following are suggested: EN101 - English Composition I (may also substitute EN100 or EN102)	3
Quantitative Principles	This can be any Math or CS course The following are suggested: CS105 - Introduction to Computer Applications or MA100 Quantitative Reasoning	3

Social and Behavior sciences	This can be any Social/Behavioral Science course. The following is suggested: SO101 - Introduction to Sociology I	3
Natural/Physical Science	BIO113 - Anatomy and Physiology	3
Humanities and Fine Art	This can be any Humanities course The following is suggested: HU235 - Ethics in a Pandemic World	3
Total General Education Requirements		15
Open Electives	100-499	15
Total Open Electives		15
HP205	Computer Software Applications in Healthcare	3
HP114	Medical Terminology	3
HP112e	Introduction to Health Information Management	3
HP232	Principles of Healthcare Leadership	3
HP212e	Basic Diagnosis Coding Systems	3
HP234	Introduction to Healthcare Management	3
HP214	Reimbursement Methodologies	3
HP218e	Electronic Health Record	3
HP230e	EHR Certification Prep Course	3
HP236	Concepts of Healthcare Regulations, Law, and Ethics Capstone	3
Total Core Credits		30
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>60</b>

Courses are to be taken in the order specified above. Changes in course order must be approved by the Health Professions administrative team. Any course in which an F/W is earned must be immediately repeated and taken alone. Students should discuss potential consequences with the Student Financial Services Office. Courses enrolled in at the time of the F/W becomes known must be dropped.

If the repeated course is passed with a C or better, the student may return to full-time status the next term as long as they are in good standing. Any student in a SAP warning status must move to part-time status and participate in the SAP Assistance Program (Section 2.25) as well as other student success interventions as required by the Health Professions administrative team.

## PAGE 118, COURSE DESCRIPTIONS

The following are additions to this section.

**HP232 PRINCIPLES OF HEALTHCARE LEADERSHIP 3 CREDITS****PREREQUISITES: NONE**

This course is designed for those considering a career in healthcare leadership. The challenging healthcare environment requires effective leadership based on a shared vision of positive outcomes for the healthcare consumer. Through learning the principles of healthcare leadership, leaders should understand their own personal leadership style, be conversant with theories of effective leadership, recognize the influence of power and politics, and be able to model servant leadership. Students will apply sound leadership practices to case studies, evaluate their own leadership style, and understand the impact of negative leadership. The ability to positively influence others and manage conflict are included as traits of effective leaders.

**HP234 INTRODUCTION TO HEALTHCARE MANAGEMENT 3 CREDITS****PREREQUISITES: NONE**

This course introduces concepts of healthcare management for a wide variety of entry-level positions. Emphasis is on office practices including decisions on managerial style, staffing, job descriptions, mission statements, and policies. Procedures such as staff hiring, employee development and retention, as well as the establishment of professional relationships with patients and staff are explored. Additional concepts of office culture, quality and risk, non-discriminatory strategies, compliance, patient experience, and other appropriate topics will provide a well-rounded view of effective medical office functions. Students will expand their understanding of the responsibilities required for a safe and effective patient support system and will apply their knowledge by developing sample documents needed in the practice setting.

Courses in Electronic Health Records (Certificate), Medical Administrative Assistant (AAS), Medical Administrative Assistant (Certificate), Medical Coding and Billing (AAS), and Medical Coding and Billing (Certificate) currently in the catalog beginning with AH course codes are now coded with HP course codes. There are no other changes to the courses.

Courses in Health Information Management (BS) currently in the catalog beginning with AH course codes for 100 and 200 level only are now coded with HP course codes. There are no other changes to the courses.

**HP236 CONCEPTS OF HEALTHCARE REGULATIONS, LAW, AND ETHICS CAPSTONE 3 CREDITS****PREREQUISITES: NONE**

This course introduces students to the essential laws and regulations that govern the practice of healthcare professionals and the business of healthcare. Topics covered include regulatory practices, federal rules aimed at preventing fraud, the Emergency Medical Treatment and Labor Act (EMTALA), regulations governing patient privacy, and electronic health record requirements. Students will learn the differences between negligence, criminal acts, and malpractice, with preventative course of actions. This course also introduces students to the framework for making ethical decisions and highlights some of the important ethical issues facing healthcare professionals.

**GRANTHAM UNIVERSITY**  
**2020–2021**  
**UNIVERSITY CATALOG ADDENDUM**  
**Volume 33**

**PUBLISHED OCTOBER 30, 2020**

This addendum is an integral part of the 2020-2021 University Catalog, which was published August 14, 2020. All changes are effective October 30, 2020, unless otherwise noted. The amendments listed below take precedence over information contained in the 2020-2021 University Catalog.

**PREFACE III, UNIVERSITY FACULTY**

**CHIEF ACADEMIC OFFICER**

Anthony R. Petroy, D.M.

**PROVOST**

Bill Allen, Ph.D.

**FACULTY**

Below is a complete listing of the Full-Time faculty

<b>Faculty Member and Title</b>	<b>Earned Degrees</b>	<b>Conferring Institution</b>	<b>Subject Matter Expertise</b>
Archuleta Chisolm Assistant Professor	BA in Accounting BS in Electrical Engineering MBA	DeVry University Clemson University Baker University	Accounting Business Finance Management Marketing
Kathryn Denning Associate Professor	AS in Business BS in Business MBA in Accounting	Ashford University Excelsior College Excelsior College	Accounting Business Finance Management
Jonathan Dolen Assistant Professor	BA in Political Science MA in Political Science	University of Missouri-Kansas City University of Missouri-Kansas City	Government and Politics Humanities
Elhan Durguti Associate Professor	BA in Political Science MBA	University of Kansas University of Phoenix	Business Finance International/Global Management Marketing Research
Greg Gildersleeve Assistant Professor	BA in English MA in English	Missouri Western State University University of Missouri-Kansas City	English Humanities
Timothy Hsiao Assistant Professor	BA in Philosophy MA in Philosophy	Florida State University Florida State University	Humanities Philosophy
Stephanie Kajpust Associate Professor	BS in Computer Engineering BS in Mathematics MS in Mathematical Science	Michigan Technological University Michigan Technological University Michigan Technological University	Mathematics
Dr. Geoffrey Lantz Associate Professor	BA in Education MA in Education PhD in Educational Psychology	DePaul University Loyola University Chicago Loyola University Chicago	Business Ethics Management Health Resource Management Leadership
Judy Mason Associate Professor	BS in Information Technology MS in Information Technology	Capella University Capella University	Computer Science Information Systems
Pamela Monroe, Ph.D. Assistant Professor	BS in Radiography MS in Occupational Therapy	University of Alabama at Birmingham University of Alabama at Birmingham	Allied Health
Damarie Nix, JD Program Director	JD in Law BA in Health Science and Health Administration MS in Health Administration	University of Florida University of North Florida  Florida Gulf Coast University	Allied Health
Dr. Gloria Ohmart Professor	BS in Nursing MS in Nursing PhD in Educational Leadership, Curriculum, and Instruction	Metropolitan State University Emory University University of Phoenix	Allied Health Nursing
Mark Olson Assistant Professor	BS in Political Science MA in Political Science	University of Wisconsin-Eau Claire University of Missouri-Kansas City	Government and Politics Humanities

Faculty Member and Title	Earned Degrees	Conferring Institution	Subject Matter Expertise
Ashley Page Assistant Professor	BA in Communications MA in Communications	Pittsburg State University Pittsburg State University	Communication Humanities
Belinda Patton, Ph.D. Assistant Professor	BS in Computer Science MS in Computer Science	State University of New York Troy University	Computer Science Information Systems
Sarah Powell Associate Professor	BS in Biology MS in Natural Science Education	Southeast Missouri State University Southeast Missouri State University	General Science
Richard Sayles Assistant Professor	BS in Law Enforcement MPA in Public Management	Central Missouri State University Park University	Criminal Justice
Carol Segura Instructor	BS in Business Management MS in Management Technology	University of Maryland Murray State University	Computer Science Information Systems
Sabahudin Tricic Assistant Professor	BS in Computer Science MS in Computer Science	California State University California State University	Computer Science Information Systems
Susan Troell Assistant Professor	BS in Dental Hygiene BS in Nursing M.ed in Nursing MS in Nursing Education	University of Missouri-Kansas City Thomas Jefferson University University of Cincinnati American Sentinel University	Allied Health Nursing

A complete listing of Part-Time faculty can be found at: <https://www.grantham.edu/about-grantham/?tab-leadership>

## PREFACE IV, ACCREDITATION AND CERTIFICATION

The following is a revision to this section.

Grantham University is accredited by the Distance Education Accrediting Commission (DEAC). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized ac-

crediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA). DEAC ([www.deac.org](http://www.deac.org)) is located at 1101 17th Street NW, Washington, D.C. 20036 and you can reach them by telephone at (202) 234-5100.

## PAGE 2, SECTION 1.1 ADMISSIONS

The following is a revision to this section.

### ENGLISH LANGUAGE PROFICIENCY

**Undergraduate Degree:** A minimum total score of 57 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT); 6.0 on the International English Language Test (IELTS); 44 on the Pearson Test of English Academic Score Report; 95 on the Duolingo English Test; or 53 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE). A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).

**Master's Degree:** A minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT, or 71 on the Internet Based Test (iBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (EDDE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

The following is an addition to this section.

### UNDERGRADUATE ADMISSIONS

**2nd Undergraduate Degree Student:** Grantham University defines a Second Undergraduate Degree applicant as one who has completed an undergraduate degree (associate or baccalaureate) from an accredited institution and who is seeking enrollment at Grantham University to obtain another undergraduate degree in a different major or field of study. A student may not apply or be accepted for a second undergraduate degree in the same or very closely related field of study.

1. No more than 75 percent from one completed undergraduate degree program may be applied to the completion of a second undergraduate degree program at the same level.
2. All admissions requirements for students seeking a second undergraduate degree are the same as for regular applicants.

**PAGE 5, SECTION 1.4 TRANSFER CREDIT POLICY**

The following is a revision to this section.

Grantham University allows transfer credit of hours for prior academic credits, military training and experience, and relevant professional licenses, certifications and training. Courses will only be considered from documents issued by the institution from which credit was awarded.

See [Prior Learning Assessment Policy](#).

**ACADEMIC CREDIT**

Grantham University accepts transfer academic credit from institutions accredited by agencies recognized by the U.S. Secretary of Education and/or the Council for Higher Education Accreditation. Previously taken classes that are out of date in regards to latest developments, practices, or technology are reviewed on a case-by-case basis and may be ineligible for transfer. Transfer credits must carry college level academic credit. Remedial or developmental course credit is not transferable into a program of study.

Please see specific requirements for each program.

Prospective students are responsible for reporting all previously attended colleges and universities for which they wish to have earned credits evaluated for transfer into a Grantham University program. Responsibility falls on the student to ensure official transcripts are on file for all previously attended institutions so that an accurate evaluation can be conducted by Grantham University. In the event a student does not disclose earned credit from a previously attended college or university during their initial enrollment into Grantham University, students risk taking courses for which they otherwise may have received credit and will not be issued a refund.

Grantham University grants transfer credit on a course-by-course basis for courses with equivalent content and value as the corresponding Grantham course(s). Grantham University will not grant credit for college courses in which the content duplicates material of a previously completed course or examination for which credit has already been granted, with the exception of repeats for deficient course grades.

Prospective students who provide false or altered admissions documentation to include transcripts for admissions purposes or potential transfer credit will be denied admission to Grantham University with no chance for future enrollment. Any pending financial aid will be reviewed and disposition determined.

**MILITARY EXPERIENCE**

Grantham University uses guidelines established by the American Council on Education to determine if military training and experience warrant awarding academic credit.

**PROFESSIONAL LICENSES, CERTIFICATES, AND TRAINING PROGRAMS**

Grantham University uses guidelines established by the American Council on Education to determine if certain training programs, certificates and/or professional licenses warrant awarding academic credit.

**CREDIT BY EXAMINATION**

Grantham University accepts credit by examination from sources based on ACE credit recommendations.

**UNDERGRADUATE REQUIREMENTS**

- Grades for prior academic credit must be a C or higher.
- The student must complete at least 25 percent of the required credit hours at Grantham University to earn the degree.
- Students may not transfer in credit for Capstone courses.
- Program-Specific Requirements:

**College of Business, Management and Economics**

- Students may transfer in up to three credit hours of the required courses to earn the following undergraduate certificates:
  - Business Leadership
  - Practical Entrepreneurship

**College of Science, Engineering and Technology**

- Cybersecurity Concepts certificate program:
  - Student may transfer in only IS216 or IS411 for up to three credit hours of the required coursework.
- Introduction to Programming certificate program:
  - Students may transfer in up to three credit hours.
- Electronics and Computer Engineering Technology (AS) degree:
  - ET100 and ET212 must be completed at Grantham.
- Computer Engineering Technology (BS) degree :
  - The credit hours fulfilling the 25 percent requirement must include a minimum of 21 credit hours of upper-level program core courses designated ET or CT.
  - ET100 and ET212 must be completed at Grantham.
- Engineering Management Technology (BS) degree:
  - The credit hours fulfilling the 25 percent requirement must include a minimum of 12 credit hours of upper-level program core courses and program elective courses designated EMT, ET or CT.



- Computer Science (BS) or Information Systems (BS) degrees:
  - The credit hours fulfilling the 25 percent requirement must include a minimum of 15 credit hours of upper-level program core courses designated CS or IS.

**College of Nursing and Health Professions**

- All Certificate programs:
  - All courses must be completed at Grantham.
  - Courses previously completed at Grantham will be reviewed for currency prior to credit being transferred.
  
- Medical Administrative Assistant (AAS) degree:
  - HP205c must be completed at Grantham University.
  - All Coding courses must be completed within the last year.
  - Courses transferred that are over 1 year old will be reviewed for currency prior to credit being transferred.
  
- Medical Coding and Billing (AAS) degree:
  - HP205 must be completed at Grantham University.
  - All Coding courses must be completed within the last year.
  - Courses transferred that are over 1 year old will be reviewed for currency prior to credit being transferred.
  
- RN to BSN Completion program:
  - NUR courses must be completed within the last 3 years.
  - HSN courses must be completed within the last 5 years.
  - Courses transferred that are over 1 year old will be reviewed for currency prior to credit being transferred.
  
- Health Information Management (BS) degree:
  - HP205 must be completed at Grantham University.
  - All coding courses must be completed within the last year.
  - AH, BIO, HP and HSN courses must be completed within the last 5 years.
  - Courses transferred that are over 1 year old will be reviewed for currency prior to credit being transferred.

**GRADUATE REQUIREMENTS**

- Grades for prior academic credit must be a B or higher and completed within the last 10 years.
  
- Master’s level courses completed at Grantham that are over 10 years old will be reviewed on a case by case basis for

currency when applied towards course fulfillment and program completion.

- Students may not transfer in credit for Capstone courses.
- The student must successfully complete at least 50 percent of the required credit hours at Grantham University to earn the degree.

➤ Program-Specific Requirements:

**College of Business, Management and Economics**

- Graduate Certificate programs:
  - All courses must be completed at Grantham.

**College of Nursing and Health Professions**

- Graduate Certificate program:
  - All courses must be completed at Grantham.
  - Courses completed at Grantham that are over 1 year old will be reviewed for currency prior to credit being transferred.
  
- Master of Science in Nursing (MSN) degree programs:
  - All courses must be completed at Grantham.
  - Courses completed at Grantham that are over 1 year old will be reviewed for currency prior to credit being transferred.
  
- Health Systems Management (MS) degree program:
  - AH, HP and HSN courses must be completed within the last 5 years.
  - Courses transferred that are over 1 year old will be reviewed for currency prior to credit being transferred.
  
- Healthcare Administration (MHA) degree program:
  - AH, HP and HSN courses must be completed within the last 5 years.
  - Courses transferred that are over 1 year old will be reviewed for currency prior to credit being transferred.

**PAGE 10, STATEMENT OF ACADEMIC PURPOSE**

The following is a revision to this section.

**IDENTITY VERIFICATION METHODS**

Students enrolled in courses or programs are subject to one or more of the following student identity verification methods:

**Secure, Individual Login and Passcode:** Students are provided a GID number and Username. These assigned identifiers are used to access Blackboard, and to access GLife Student Portal in order to

view course grades and related information to complete coursework. Upon enrollment, new students will set up secure access to GLife via the “New User” option using the email associated with the student during the enrollment process. It is the student’s responsibility to ensure the secure GID, Username and password are kept private. Should this information be given out to anyone for any reason, the student may be sent to the Code of Conduct Committee for disciplinary action.

**PAGE 36, SECTION 4.8 GRANTHAM UNIVERSITY BOOKSTORE**

The following is a revision to this section.

Effective with the November 2020 start, the Print on Demand (POD) options is no longer available. Please reach out to your student advisor if you have questions.

**PAGE 54, COLLEGE OF BUSINESS, MANAGEMENT, AND ECONOMICS**

The following is an addition to this section.

**ADVISORY BOARD MEMBERS**

Name	Current Employer and Title	Area of Expertise
Matt Perry	Key Bank Real Estate Capital Manager of Portfolio Services - CMBS	Banking Management and Sales
Luis Cantu	L3 Harris Lead System Engineer	IT and Project Management
Amy Petters	The Salvation Army Director of Gift Planning	Law and Management
Rachel Stevenson	Burdick Job Corps Manager of Human Resources and Equal Opportunity	Human Resources and HPI
Daniel (Dan) Budzyn	Department of Labor Job Corps Campus President	Management, Leadership, General Business and Finance
Linn Dawson	Redfox Staffing Senior Staffing Manager	Human Resources and Staffing

**PAGE 68, COLLEGE OF HUMANITIES AND SOCIAL SCIENCES**

The following is an addition to this section.

**ADVISORY BOARD MEMBERS**

<b>Name</b>	<b>Current Employer and Title</b>	<b>Area of Expertise</b>
Larissa Brown	United States Army Contract Special, Mission and Installation	Academics/Military
Ed Coleman	Whelan Security Manager	Criminal Justice
Steven Christensen	Department of Public Safety Director	Criminal Justice
Roland Edwards	US Department of Homeland Security District Training Officer	Criminal Justice/Higher Education
Pearl Ferguson	Cass County Social Services Director	Social Services (ad hoc)
Jeffrey Fewell	Wyandotte County Jail Warden	Criminal Justice
Claudette Harris	Emory University	Legal/Academics/Higher Education
Frank Kurtz	Continental Disc Corporation Training & Applications Support Manager	Business and Employee Training
Carl Morrison	Author/Paralegal/Host of Paralegal Voice	Legal/Academics/Higher Education
Christina Ordonio	Wither, Brant, Igoe & Mullennix, P.C.	Legal/Paralegal
William Parrott	Peregrine Academic Services Director of Strategic Alliances	Academics/Assessment
Janet Rogers	Clay County Children's Justice Center Juvenile Officer	Courts/Juvenile
Pat Sullivan	The IDEA Center Director of Product Development	Academics/Assessment (ad hoc)

PAGE 74, COLLEGE OF SCIENCE, ENGINEERING, AND TECHNOLOGY

The following is an addition to this section.

ADVISORY BOARD MEMBERS

Name	Current Employer and Title	Area of Expertise
Jennifer Lohofener	Ad Astra Data Strategist	SaaS, scheduling software, predictive analytics, and resource allocation in a higher education context. Prior to her current position, she was a software architect and developer for several organizations.
Chris Dierkens	Air Tox Environmental VP, Engineering Services	Data Acquisition Systems for CEM systems, Project Management, Engineering Services, and Sales Services & Support in the Environmental and Power Generation fields
Darren Alleyne, CISSP-ISSEP, CEL, CEH, CAP	Lockheed Martin Space Senior Manager, Classified Cyber Security, Western Division	Cybersecurity Enterprise Architect, information security and cybersecurity, security policies and applying risk management
Robert Chubbuck, CISSP, CEI, CEH, G2700	CACI Senior Cyber Security Engineering Lead	Cyber Security Engineering with technical and management experience, certifications: CCRMP, CISSP, CEH, EC-Council Certified Instructor (CEI), CHFI, CCNA, GAIC, G2700, CWNP, CWNA, MCT, MCP, MOS, DRP, CIW, and CCA.
William Rybczynski	RPI Group, Inc Senior VP, CyberSecurity Division	Cybersecurity technical and training experience support the U.S. Department of Defense, Information Assurance Technician, founding member of the Federal IT Security Institute, certified as a CISSP, CISM, and NSA IAM and NSA IEM.
Gene Lloyd	Lloyd Research Institute Director, Cybersec Consultant	Computer security communications, cryptography, and computer science cyber warfare arena with CISSP, and GSEC certifications
Mohammad Paknejad	CTDI, Engineering Director of Engineering	Telecommunications service industry
Dexter Malley	Naval Oceanographic Office Engineering Director	Underwater instrumentation and control systems
Craig Bryant	Duke Energy Carolina Construction Manager	Electrical contractor
Steve Armer	Self Employed Contractor Engineering/Electrical	Software engineering and test, including embedded control systems software, CAD, and data conversion and configuration management.
Domenic Corrado	ScriptPro, LLC Engineering Manager	Electronic control systems for pharmaceutical robotic and automation systems.

PAGE 89, COLLEGE OF NURSING AND HEALTH PROFESSIONS

The following is an addition to this section.

ADVISORY BOARD MEMBERS

Name	Current Employer and Title	Area of Expertise
Kathleen Polley-Payne Ph.D, PNP	Boston-Worcester-Manchester, NH MCPHS University: Dean School of Nursing	Chief nursing administration, health care education, pediatric oncology, distance learning platforms and technology, program content development, transformational learning for diverse audiences, SME Shadow Health.
Jennifer Johnson DNP, APRN, WHMP-BC, AFN-BC, SANE-A, SANE-P, DF-AFN	Shawnee Mission Medical Center Forensic Assessment Consultation and Treatment (FACT) Program: Assistant Manager	Legal nurse consultant, women's health nurse practice, sexual assault examination, death investigation, forensic nursing.
Joshua Guerin PharmD, MBA	Brigham and Women's Faulkner Hospital: Director of Pharmacy Services and Chief Pharmacy Officer	Chief of pharmacy services, pharmacy-based immunization delivery, pain management, medical management appeal reduction, pharmacy student education
Tiffany Zyniewicz Ph.D, RN	Northwest University, Kirkland, WA: Associate Professor and Program Coordinator	Nursing, pediatrics, online course development, medical simulation & teaching technology, project management, grant writing, research
Jodene Strommen MS, FNP-BC	Gateway Technical College: Nurse Instructor Kindred Hospice: Family Nurse Practitioner	Family nurse practice, cardiac care, nurse education
Sarhon Blackford LVN, RMA	MGCCC (Mississippi Gulf Coast Community College), Lucedale, MS: Director/Faculty - Medical Assistant Technology	Military nursing, direction of education for medical assistants, allied health, business & legal programs, practice administration, operations management, curriculum development

PAGE 118, COURSE DESCRIPTIONS

The following are additions to this section.

**HP205C COMPUTER SOFTWARE APPLICATIONS IN HEALTHCARE**  
3 CREDITS

**PREREQUISITES: NONE**

This course provides an overview of commonly available software tools used in healthcare, including an introduction to encoding tools and computer-assisted coding software used in healthcare data processing. Focus is placed specifically on healthcare software and its many uses, functions and applications in the medical office. Other processes such as medical office billing and information technology are also discussed.

**HP205E COMPUTER SOFTWARE APPLICATIONS IN HEALTHCARE**  
3 CREDITS

**PREREQUISITES: NONE**

This course provides an overview of commonly available software tools used in healthcare, including an introduction to encoding tools and computer-assisted coding software used in healthcare data processing. Focus is placed specifically on healthcare software and its many uses, functions and applications in the medical office. Other processes such as medical office billing and information technology are also discussed.

# GRANTHAM UNIVERSITY

## UNIVERSITY CATALOG

202009

[grantham.edu](http://grantham.edu) | [admissions@grantham.edu](mailto:admissions@grantham.edu)

16025 W. 113th Street Suite 200 • Lenexa, Kansas 66219  
p(800) 955-2527 • f(913) 309-4949  
Hours of Operation - 8:00 am - 5:00 pm central

# TABLE OF CONTENTS

<b>Grantham University – A Tradition of Service</b> .....	<a href="#">i</a>
<b>Core Professional Competencies – A Tradition of Quality</b> .....	<a href="#">i</a>
<b>History Of Grantham University – A Tradition of Higher Education</b> .....	<a href="#">ii</a>
<b>Grantham University Governance – A Tradition of Commitment</b> .....	<a href="#">.iii</a>
<b>Administration</b> .....	<a href="#">.iii</a>
<b>University Faculty</b> .....	<a href="#">.iii</a>
<b>Ownership</b> .....	<a href="#">.iii</a>
<b>Accreditation and Certification – A Tradition of Standards</b> .....	<a href="#">.iv</a>
<b>Computer Hardware Requirements</b> .....	<a href="#">.v</a>
<b>Special Technical Considerations</b> .....	<a href="#">.v</a>

<b>ADMISSION, TRANSFER CREDIT AND REQUIREMENTS</b> .....	<a href="#">1</a>
1.1 Admissions .....	<a href="#">1</a>
1.2 Re-Admittance Policy .....	<a href="#">5</a>
1.3 Credit Hour Policy .....	<a href="#">5</a>
1.4 Transfer Credit Policy .....	<a href="#">5</a>
1.5 Prior Learning Assessment Policy .....	<a href="#">7</a>
1.6 Transferability of Grantham Credit .....	<a href="#">7</a>
1.7 Tuition and Fees .....	<a href="#">8</a>
1.8 Resource Fee .....	<a href="#">9</a>

<b>ACADEMIC INFORMATION AND POLICIES</b> .....	<a href="#">10</a>
2.1 Statement of Academic Purpose .....	<a href="#">10</a>
2.2 Misrepresentation .....	<a href="#">10</a>
2.3 Academic Delivery Method .....	<a href="#">11</a>
2.4 Student Success .....	<a href="#">11</a>
2.5 Academic Calendar .....	<a href="#">11</a>
2.6 Holiday Schedule .....	<a href="#">11</a>
2.7 Term and Academic Week .....	<a href="#">12</a>
2.8 Enrollment Status .....	<a href="#">12</a>
2.9 Academic Overload .....	<a href="#">13</a>
2.10 Withdrawal Policy .....	<a href="#">13</a>
2.11 Institutional Refund Policy .....	<a href="#">14</a>
2.12 Military Obligations Policy .....	<a href="#">15</a>
2.13 Leave of Absence .....	<a href="#">15</a>
2.14 Degree Program Changes .....	<a href="#">15</a>
2.15 Course Grades and Grading Policy .....	<a href="#">16</a>
2.16 Incomplete Policy .....	<a href="#">17</a>
2.17 Repeating a Course .....	<a href="#">17</a>
2.18 Assessments .....	<a href="#">18</a>
2.19 Proctored Examinations .....	<a href="#">18</a>
2.20 Grade Reports .....	<a href="#">19</a>
2.21 Grade Appeals .....	<a href="#">19</a>
2.22 Transcripts .....	<a href="#">19</a>
2.23 Participation and Substantive Interaction .....	<a href="#">19</a>
2.24 Academic Interaction .....	<a href="#">21</a>
2.25 Satisfactory Academic Progress .....	<a href="#">21</a>

<b>STUDENT FINANCING</b> .....	<a href="#">26</a>
3.1 Grantham University Heroes Program .....	<a href="#">26</a>
3.2 Eugene “Gene” Jewett Memorial Scholarship for Business Students .....	<a href="#">26</a>

3.3 David (Bull) Baker Memorial Scholarship .....	<a href="#">26</a>
3.4 Commander Everett Alvarez, Jr. Resilience Scholarship .....	<a href="#">26</a>
3.5 Dr. Susan Fairchild Nursing Scholarship .....	<a href="#">27</a>
3.6 Employer Education Benefits .....	<a href="#">27</a>
3.7 Association Scholarships .....	<a href="#">27</a>
3.8 Vocational Rehabilitation .....	<a href="#">27</a>
3.9 Military Programs .....	<a href="#">27</a>
3.10 Veterans Programs .....	<a href="#">28</a>
3.11 Federal Student Aid Programs .....	<a href="#">29</a>

<b>STUDENT SERVICES</b> .....	<a href="#">32</a>
4.1 Student Support .....	<a href="#">32</a>
4.2 Student Advisors .....	<a href="#">32</a>
4.3 Student Grievances .....	<a href="#">32</a>
4.4 Career Services .....	<a href="#">34</a>
4.5 Career Launch .....	<a href="#">34</a>
4.6 Teaching and Learning Center .....	<a href="#">35</a>
4.7 Library Resource Center .....	<a href="#">35</a>
4.8 Grantham University Bookstore .....	<a href="#">36</a>

<b>STUDENT RIGHTS AND RESPONSIBILITIES</b> .....	<a href="#">37</a>
5.1 Statement of Non-Discrimination .....	<a href="#">37</a>
5.2 Statement of Student Responsibilities .....	<a href="#">37</a>
5.3 Code of Conduct .....	<a href="#">38</a>
5.4 Drug Abuse Prevention Policy .....	<a href="#">43</a>
5.5 Netiquette Policy .....	<a href="#">43</a>
5.6 Accommodations under the Americans with Disabilities Act .....	<a href="#">44</a>
5.7 Notification of Rights under FERPA .....	<a href="#">44</a>
5.8 Directory Information .....	<a href="#">45</a>
5.9 Email Forwarding .....	<a href="#">45</a>
5.10 Release of Educational Records .....	<a href="#">46</a>

<b>GRADUATION, HONORS AND DISTINCTIONS</b> .....	<a href="#">47</a>
6.1 Graduation Requirements .....	<a href="#">47</a>
6.2 Degree Audit and Application for Graduation .....	<a href="#">47</a>
6.3 Diplomas .....	<a href="#">47</a>
6.4 Honors and Distinctions .....	<a href="#">48</a>
6.5 Graduation Distinctions .....	<a href="#">48</a>
6.6 Outstanding Graduate Program .....	<a href="#">48</a>
6.7 Honor Societies .....	<a href="#">48</a>
6.8 Student Association Memberships .....	<a href="#">48</a>

<b>CORE PROFESSIONAL COMPETENCIES</b> .....	<a href="#">50</a>	1.37 Information Systems with a Concentration in Web Development (BS) .....	<a href="#">87</a>
<b>GENERAL EDUCATION</b> .....	<a href="#">51</a>	<b>COLLEGE OF NURSING AND HEALTH PROFESSIONS</b> .....	<a href="#">89</a>
<b>UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS</b> .....	<a href="#">52</a>	<b>College of Nursing</b> .....	<a href="#">89</a>
<b>COLLEGE OF BUSINESS, MANAGEMENT AND ECONOMICS</b> .....	<a href="#">54</a>	1.38 RN to BSN Completion (BSN) .....	<a href="#">90</a>
1.1 Business Leadership (Certificate) .....	<a href="#">55</a>	<b>College of Health Professions</b> .....	<a href="#">91</a>
1.2 Human Resources (Certificate) .....	<a href="#">55</a>	1.39 Electronic Health Records (Certificate) .....	<a href="#">91</a>
1.3 Practical Entrepreneurship (Certificate) .....	<a href="#">56</a>	1.40 Medical Administrative Assistant (Certificate) .....	<a href="#">92</a>
1.4 Project Management (Certificate) .....	<a href="#">56</a>	1.41 Medical Coding and Billing (Certificate) .....	<a href="#">93</a>
1.5 Accounting (BS) .....	<a href="#">57</a>	1.42 Medical Administrative Assistant (AAS) .....	<a href="#">93</a>
1.6 Business Administration (BBA) .....	<a href="#">58</a>	1.43 Medical Coding and Billing (AAS) .....	<a href="#">94</a>
1.7 Business Administration and Management (AA) .....	<a href="#">58</a>	1.44 Health Information Management (BS) .....	<a href="#">95</a>
1.8 Business Administration with a concentration in General Management (BBA) .....	<a href="#">59</a>	<b>GRADUATE DEGREE AND CERTIFICATE PROGRAMS</b> .....	<a href="#">97</a>
1.9 Business Administration with a concentration in Human Resource Management (BBA) .....	<a href="#">61</a>	<b>COLLEGE OF BUSINESS, MANAGEMENT, AND ECONOMICS</b> .....	<a href="#">98</a>
1.10 Business Administration with a concentration in Logistics and Supply Chain Management (BBA) .....	<a href="#">62</a>	2.1 Human Resources (Certificate) .....	<a href="#">98</a>
1.11 Business Administration with a concentration in Marketing .....	<a href="#">63</a>	2.2 Project Management (Certificate) .....	<a href="#">99</a>
1.12 Business Administration with a concentration in Operations Management (BBA) .....	<a href="#">64</a>	2.3 Business Administration (MBA) .....	<a href="#">99</a>
1.13 Business Administration with a concentration in Procurement and Contract Management .....	<a href="#">65</a>	2.4 Business Administration - Information Management (MBA) .....	<a href="#">100</a>
1.14 Financial Planning (BBA) .....	<a href="#">66</a>	2.5 Business Administration - Project Management (MBA) .....	<a href="#">101</a>
<b>COLLEGE OF HUMANITIES AND SOCIAL SCIENCES</b> .....	<a href="#">68</a>	2.6 Business Intelligence (MS) .....	<a href="#">102</a>
1.15 Criminal Justice (AA) .....	<a href="#">68</a>	2.7 Performance Improvement (MS) .....	<a href="#">102</a>
1.16 Criminal Justice (BA) .....	<a href="#">69</a>	<b>COLLEGE OF HUMANITIES AND SOCIAL SERVICES</b> .....	<a href="#">104</a>
1.17 Multidisciplinary Studies (AA) .....	<a href="#">70</a>	2.8 Leadership (MS) .....	<a href="#">104</a>
1.18 Multidisciplinary Studies (BA) .....	<a href="#">70</a>	<b>COLLEGE OF NURSING AND HEALTH PROFESSIONS</b> .....	<a href="#">105</a>
1.19 Multidisciplinary Studies (BS) .....	<a href="#">71</a>	<b>College of Nursing</b> .....	<a href="#">105</a>
1.20 Multidisciplinary Studies with a concentration in Homeland Security (BA) .....	<a href="#">71</a>	2.9 Master of Science in Nursing (MSN) .....	<a href="#">105</a>
1.21 Paralegal Studies (AA) .....	<a href="#">72</a>	2.10 Nursing Education (Certificate) .....	<a href="#">108</a>
1.22 Strategic Communications (BA) .....	<a href="#">73</a>	2.11 Nursing Leadership and Organizational Management (Certificate) .....	<a href="#">108</a>
<b>COLLEGE OF SCIENCE, ENGINEERING, AND TECHNOLOGY</b> .....	<a href="#">74</a>	<b>College of Health Professions</b> .....	<a href="#">109</a>
<b>Engineering Technology Degree Programs</b> .....	<a href="#">74</a>	2.12 Health Systems Management (MS) .....	<a href="#">109</a>
1.23 Computer Engineering Technology (BS) .....	<a href="#">74</a>	2.13 Healthcare Administration (MHA) .....	<a href="#">109</a>
1.24 Electronics and Computer Engineering Technology (AS) .....	<a href="#">76</a>	<b>COLLEGE OF SCIENCE, ENGINEERING AND TECHNOLOGY</b> .....	<a href="#">111</a>
1.25 Electronics Engineering Technology (BS) .....	<a href="#">76</a>	2.14 Information Management - Project Management (MS) .....	<a href="#">111</a>
1.26 Engineering Management Technology (AS) .....	<a href="#">78</a>	2.15 Information Management Technology (MS) .....	<a href="#">111</a>
1.27 Engineering Management Technology (BS) .....	<a href="#">79</a>	2.16 Information Technology (MS) .....	<a href="#">112</a>
<b>Computer Science Degree Programs</b> .....	<a href="#">80</a>	<b>TEACH-OUT PROGRAMS</b> .....	<a href="#">113</a>
1.28 Cybersecurity Concepts (Certificate) .....	<a href="#">80</a>	3.1 Business Administration (BS) .....	<a href="#">113</a>
1.29 Advanced Cybersecurity (Certificate) .....	<a href="#">80</a>	3.2 Business Management (AA) .....	<a href="#">114</a>
1.30 Introduction to Programming (Certificate) .....	<a href="#">81</a>	3.3 Business Management (BS) .....	<a href="#">114</a>
1.31 Computer Science (AS) .....	<a href="#">81</a>	3.4 General Studies (AA) .....	<a href="#">115</a>
1.32 Computer Science (BS) .....	<a href="#">82</a>	3.5 General Studies (BA) .....	<a href="#">116</a>
1.33 Cyber Security (BS) .....	<a href="#">83</a>	3.6 Health Systems Management (BS) .....	<a href="#">117</a>
1.34 Information Systems (BS) .....	<a href="#">84</a>	<b>COURSE DESCRIPTIONS</b> .....	<a href="#">118</a>
1.35 Information Systems with a Concentration in Cybersecurity (BS) .....	<a href="#">85</a>		
1.36 Information Systems with a Concentration in Health Informatics (BS) .....	<a href="#">86</a>		



## GRANTHAM UNIVERSITY – A TRADITION OF SERVICE

*Grantham University is proud of its history, which spans nearly seven decades and exemplifies continuous commitment of service to the Armed Forces of the United States of America, veterans, active guard and their families, as well as public agency staff and students from around the world. Grantham University is 100 percent online with administrative offices located at 16025 West 113th Street Suite 200 in Lenexa, Kansas 66219. The University offers certificates, associate, baccalaureate and master's*

*degree programs that position its graduates for success in their chosen career paths.*

### VISION

Grantham University is committed to being a globally recognized innovator in higher education, serving those who serve® and serving those who strive to make a difference in their professional lives and community.

### MISSION

To provide quality, accessible, affordable, professionally relevant programs in a continuously changing global society.

## CORE PROFESSIONAL COMPETENCIES – A TRADITION OF QUALITY

Grantham University provides online programs of study across multiple disciplines. The common denominator in all these programs consists of key skill sets that we believe our students need to hone in order to become successful in their personal and professional lives. We call these skill sets “core professional competencies.” The six CPCs are derived from careful examination of general education requirements, as well as recommendations from the National Association of Colleges and Employers annual job outlook survey. We seek to infuse our curriculum with educational opportunities and assignments that help students develop:

- **Communication:** Formulating and expressing thoughts and ideas effectively using oral, written and non-verbal communication skills in person, in writing and in a digital world
- **Distributed Collaboration:** Working effectively across distributed locations and asynchronously to achieve a common goal through relationship-building, shared responsibility, empathy and respect.
- **Professional and Social Responsibilities:** Engaging in social responsibility through seeking justice, valuing diversity, respecting the environment; demonstrating professionalism through integrity, mutual accountability and ethical behavior. This includes considering the social and global impact of individual and organizational decisions and an awareness of and adherence to regulations, professional standards and industry best practices.
- **Critical thinking/problem solving:** Using analytical reasoning when gathering and evaluating relevant information to effectively formulate possible solutions for an issue, problem or a variety of issues. This includes the ability to recognize potential consequences of a decision.

➤ **Career Management:** Identifying knowledge, skills, abilities, and personal strengths and experiences necessary to pursue career goals; recognizing areas for professional growth, how to navigate and explore job options and to self-advocate for opportunities in the workplace

➤ **Data Aptitude:** Developing information literacy and the capacity to manage data with subsequent finding, structuring, evaluating and interpreting in order to provide meaningful analysis to accomplish a specific purpose

By incorporating these competencies into each program of study, Grantham ensures that graduates are prepared to succeed in varied professional and civic settings.

### CORE VALUES

Grantham University faculty, administration and staff are committed to:

- **Accessibility and Affordability:** Grantham University demonstrates commitment to accessibility and affordability of higher education by facilitating learning that fits into the student's schedule and by seeking efficiencies that keep programs affordable.
- **Diversity:** Grantham University affirms its commitment to an inclusive community by making its academic programs, educational services and employment opportunities available to all qualified individuals and by encouraging tolerance, mutual respect and acceptance of differences throughout the institution. The University believes diversity enhances its institutional culture, improves productivity and prepares its graduates to participate effectively in the global community.
- **Education and Service to Those Who Serve:** Grantham University honors those who serve our country and our communities. We are dedicated to the provision of affordable

and uniquely accessible programs and support to these deserving students.

- ▶ **Excellence and Innovation:** Grantham University maintains a strong commitment to high standards in all aspects of its academic programs, learning outcomes and student support services, seeking continuously to strengthen and improve the effectiveness of its academic programs and operations, as well as creative and effective ways to meet the diverse needs of its student population.
- ▶ **Student-centric Success:** Grantham University places the academic and personal success of its students at the center of all University functions, services, activities and academic

programs. The University also follows best practices to facilitate student development and success from the point of entry to degree completion.

- ▶ **Institutional Integrity:** Grantham University commits all students, faculty, staff and administrators to uphold the highest standards of integrity, honesty and personal responsibility.

To provide a quality academic experience, the University is committed to continually assessing and reevaluating every aspect of its academic model. The University endeavors to build an institutional culture grounded in candor, transparency and best professional practices.

## HISTORY OF GRANTHAM UNIVERSITY – A TRADITION OF HIGHER EDUCATION

*Grantham University, founded in 1951, is one of the oldest private, postsecondary, degree-granting distance education universities in the United States.*

World War II Veteran Donald Grantham understood how the G.I. Bill® and its education benefits would transform the lives of returning service members and their families. He founded the Grantham Radio License School in Los Angeles, California, and soon thereafter, the name was changed to Grantham School of Electronics. The School opened a second site in Washington, D.C., in 1955. In the years to follow, additional campuses were opened in Seattle, Washington; Kansas City, Missouri; and Hollywood, Florida. At one time, GSE's facilities also included the Grantham Electronics Institute Labs in Washington, D.C.; Falls Church, Virginia; and Dania, Florida. A second Los Angeles campus was established in 1974.

In 1961, GSE became accredited by the Distance Education Accrediting Commission, which received formal recognition by the Department of Education as a nationally recognized accrediting agency in 1959. After that date, Grantham delivered accredited programs to an adult student population both in the classroom and at a distance to serve a geographically dispersed student body of active-duty service members.

In 1968, GSE became the Grantham College of Engineering. Over the years, GCE consolidated all of its activities to one location in Los Angeles, California, to offer only distance learning programs. In 1990, GCE received approval to operate in and relocated to the State of Louisiana, and in 1993, became licensed by the Louisiana Board of Regents. In 2002, GCE launched its Business School and simultaneously became Grantham University. From 2002 to 2005, Grantham expanded its degree offerings by adding the criminal justice program and master's degree programs.

In August 2005, Hurricane Katrina destroyed all but one building on the Grantham campus in Slidell, Louisiana. Afterward, Grantham relocated to Kansas City, Missouri. In that same year, the Department of Higher Education certified Grantham to operate in the state of Missouri.

In 2009, Grantham University adapted new technology for both a student management system (Banner) and a learning management system (ANGEL). In November 2009, Grantham University received both DEAC and MDHE approval to offer associate through master's-level allied health degrees. In January 2010, Grantham received both DEAC and MDHE approval to offer an RN to BSN nursing degree completion program and a Master of Science in Nursing.

Grantham offers its degrees and certificates under the authority of the Kansas Board of Regents, as well as the Distance Education Accrediting Commission, which accredits Grantham as a degree-granting institution.

Grantham University's administrative and academic staff and faculty continually upgrade the University's metrics, systems, research, processes, curriculum and instruction to facilitate student learning from locations across the globe and to enhance the overall student experience.

In a technology-driven world, working adults who wish to keep pace require a dependable, flexible way to obtain specialized knowledge and training to be competitive in the workforce. Distance learning is widely accepted and extensively used as an effective form of achieving such education in a convenient, accessible manner. Having provided distance learning for nearly seven decades, Grantham continues to be a leader in the field.

# GRANTHAM UNIVERSITY GOVERNANCE – A TRADITION OF COMMITMENT

The University is governed by an independent Board of Governors, which operates under the bylaws and charter of the University with complete oversight of all programmatic components of Grantham. The Board is comprised of the following Governors:

LTG Thomas G. Rhame (Ret.), U.S. Army - Chairman

CMDR Everett Alvarez, Jr. (Ret.), U.S. Navy

John Ashford

Harry Hagerty

Carol A. Romano, Ph.D. (Ret.), USPHS

CSM Lindsey Streeter (Ret.), U.S. Army

## ADMINISTRATION

Anthony R. Petroy, D.M., President

Baz Abouelenein, D.M., Vice President of Information Technology / Chief Information Officer

Lindsay Bridgeman, Vice President of Student Financial Services & University Compliance

Aimee Brown, Vice President of Marketing

Sara Estes, Controller

Tracy Gallery, Vice President of Human Resources

Stephen Rentschler, Associate Vice President of Marketing

Kamerin Richardson, Associate Vice President of Student Experience

Adam Wright, Associate Vice President of Enrollment Services

Chad Wolfer, Associate Provost / Registrar

## UNIVERSITY FACULTY

### PROVOST/CHIEF ACADEMIC OFFICER

Anthony R. Petroy, D.M.

### DEANS

**College of Business, Management, and Economics**

**College of Humanities and Social Sciences**

Bill Allen, Ph.D.

**College of Science, Engineering, and Technology**

Nancy Miller, Ph.D.

**College of Nursing and Health Professions**

Cheryl Rules, Ph.D., M.S.N., R.N., CCRN-K, CNE

### FACULTY

A complete listing of University faculty can be found at:

[grantham.edu/about-grantham/university-faculty/](http://grantham.edu/about-grantham/university-faculty/)

### CONTACT INFORMATION

**Faculty Availability and Office Hours:** Each faculty member holds a minimum of one office hour per week to assist students. Specific times are located inside the course on the Instructor Information page. Faculty also have asynchronous group office hours via a discussion forum in the course four days throughout the week. In addition, faculty are available through email and respond within two calendar days. Full-time faculty have a four-digit telephone extension and can be reached during regular business hours, Monday through Friday.

## OWNERSHIP

*Grantham University Inc., a Kansas corporation, is a wholly owned subsidiary of The Level Playing Field Corporation, a Delaware corporation.*

## ACCREDITATION AND CERTIFICATION – A TRADITION OF STANDARDS

Grantham University has been continuously accredited by the Distance Education Accrediting Commission since 1961. All programs of instruction offered by Grantham have been examined by independent, objective subject matter experts and have been found to meet or exceed DEAC's published academic and ethical standards.

DEAC was founded in 1926 and is presently listed (and has been since 1959) by the U.S. Department of Education and is reviewed periodically by the U.S. Department of Education to make certain it meets the criteria for federal recognition. DEAC is also recognized by the Council for Higher Education Accreditation, a non-governmental agency that reviews and recognizes organizations that accredit degree-granting institutions. DEAC ([deac.org](http://deac.org)) is located at 1101 17th Street NW, Suite 808, Washington, D.C. 20036 and may be reached by phone at (202) 234-5100.

Grantham University is approved and legally authorized to provide postsecondary education by the Kansas Board of Regents, the authority by which Grantham confers degrees.

In accordance with the U.S. Department of Education's regulation (34 C.F.R. §600.9) regarding legal authorization to provide postsecondary education through distance or correspondence courses in a state in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, Grantham University makes every effort to receive authorization from each state in which its distance/online students reside.

The National Council for State Authorization Reciprocity Agreements ([nc-sara.org](http://nc-sara.org)) is a voluntary, regional approach to state oversight of postsecondary distance education. The initiative is administered by the country's four regional higher education compacts: the Midwestern Higher Education Compact, the New England Board of Higher Education, the Southern Regional Education Board and the Western Interstate Commission for Higher Education, which are overseen by NC-SARA. States and institutions that choose to participate agree to operate under common standards and procedures, providing a more uniform and less costly regulatory environment for institutions, more focused oversight responsibilities for states and better resolution of student complaints.

The state of Kansas was approved as a SARA state on November 17, 2014. The Kansas Board of Regents serves as the portal agency for Kansas SARA.

On June 4, 2015, Grantham University became an institutional participant in the National Council for State Authorization Reciprocity Agreements initiative. With this membership, Grantham University programs are automatically available to students who reside in participating states.

Grantham University is registered by the Bureau for Private Postsecondary Education as an Out-of-State Institution under the California Private Postsecondary Education Act of 2009.

Grantham University has received specialized accreditation for its business programs through the International Accreditation Council for Business Education, 11374 Strang Line Road in Lenexa, Kansas, USA; phone: (913) 631-3009; web: [iacbe.org/](http://iacbe.org/). The programs in the following degrees are accredited by the IACBE:

- ◆ Master of Business Administration
- ◆ Master of Business Administration in Information Management
- ◆ Master of Business Administration in Project Management
- ◆ Master of Science in Business Intelligence
- ◆ Master of Science in Performance Improvement
- ◆ Bachelor of Business Administration-Financial Planning
- ◆ Bachelor of Business Administration with a concentration in:
  - Human Resource Management
  - General Management
  - Logistics and Supply Chain Management
  - Marketing
  - Operations Management
  - Procurement and Contract Management
- ◆ Bachelor of Science in Accounting

The programs in the College of Nursing has received initial accreditation from the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; phone: (404) 975-5000, web: [acenursing.org](http://acenursing.org). The programs in the approval are:

- ◆ RN-BSN Degree Completion
- ◆ Master of Science in Nursing
  - Case Management
  - Nursing Management & Organizational Leadership
  - Nursing Education
  - Nursing Informatics

The RN to BSN Completion Program and the Master's in Nursing Program (all four tracks) at Grantham University are accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6781.

The Bachelor of Science degree program in Electronics Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET, [abet.org](http://abet.org).

# COMPUTER HARDWARE REQUIREMENTS

Grantham University provides limited technical support for course-related software applications and online resources. The listed computer requirements are expected to work for most students under most conditions. There could be situations where hardware limitations or software compatibility issues might prevent customer support from addressing student technical issues. In these cases, it is up to the student to procure third-party assistance in handling any technical issues. Further, there are courses that will have additional technical requirements and those will supersede the specifications listed in this section. Please consult the individual course descriptions in the University Catalog for those requirements prior to registration.

The online learning environment at Grantham University is comprised of multiple technologies working in conjunction with each other. This requires that the student's computer meet the following minimum technical requirements. Further, depending on various combinations of operating systems, different versions of software will be required to provide an optimal learning experience.

## COMPUTER HARDWARE REQUIREMENTS

- ▶ One of the following operating systems with sufficient rights on the device to install software:
  - Windows 8 (or higher) or Mac OS 10.12 (or higher)
- ▶ One of the following web browsers with the ability to allow popups.
  - Chrome 56 (or higher)
  - Edge 30 (or higher)
  - Firefox 50 (or higher)
  - Safari 11 (or higher)
- ▶ Adobe Flash Player 32 (or higher)
- ▶ Broadband internet connection 1Mbps or faster
- ▶ Oracle JRE (Java) 7 or 8
- ▶ Acrobat Reader version 2015 (or higher)
- ▶ Webcam

# SPECIAL TECHNICAL CONSIDERATIONS

## ELECTRONIC BOOKS (E-BOOKS)

Many Grantham courses utilize e-books in addition to printed materials. Accessing an e-book provided with a course can be accomplished on multiple devices that include iOS, Android, Mac, PC and web browser. If your e-book is being supplied by an outside vendor, specific device and version compatibility information can be found on the vendor company website.

## PROCTORED EXAMS

Grantham utilizes a third-party product for performing proctored exams, for which there are specific requirements that ensure the process is successful. In addition to necessary computer software, a webcam will be required for all proctored exams. Allow for third party access and enable popups.

## APPLE MACS

Macs are capable of navigating Grantham's web-based applications; however, Grantham cannot ensure full functionality. The student is ultimately responsible for remedying any incompatibilities between the Mac platform and the Grantham online learning environment. Several courses require the installation of third-party software. This software may or may not be compatible with Macs. It is the student's responsibility to run the software on a compatible platform.

## MICROSOFT SOFTWARE

Many Grantham courses will require the use of additional Microsoft software. This software will require the ability to extract and install from downloaded ISO files. Each version of Microsoft Windows will handle this in different ways. The most common form is to burn the ISO to a CD/DVD ROM and then run the installation program or to utilize a "virtual drive" software that will allow an ISO file to appear as an additional drive.

## ENGINEERING TECHNOLOGY STUDENTS

Courses in the engineering technology programs require a CD/DVD ROM in order to install software.

## LINKS TO THIRD-PARTY SOFTWARE VENDOR SUPPORT INFORMATION

The following links are provided to assist the student with the Blackboard environment:

### Blackboard Learn Environment:

[help.blackboard.com/Learn](https://help.blackboard.com/Learn)

### Blackboard Collaborate Environment:

[blackboard.com/online-collaborative-learning/blackboard-collaborate.html](https://blackboard.com/online-collaborative-learning/blackboard-collaborate.html)

# ADMISSION, TRANSFER CREDIT AND REQUIREMENTS

*Grantham University does not discriminate on the basis of race, color, national or ethnic origin in admitting students to its programs or in administering its educational policies, scholarships*

*or other University programs. Admission policies are based on inclusiveness — Grantham believes everyone should have the opportunity to pursue a college degree.*

## 1.1 ADMISSIONS

### GENERAL ADMISSIONS REQUIREMENTS

Students are required to submit an enrollment application. Upon receipt, the University will commence the review and assessment process.

Grantham accepts applications on a continuous basis throughout the year. Students have the option of enrolling as a degree candidate or on a course-by-course basis (non-degree). Enrollment with non-matriculating status is limited to course attempts totaling 24 semester credit hours.

In determining whether an applicant possesses the necessary readiness and qualification and should be admitted to one of Grantham's academic programs, the University reserves the right to consider and evaluate a wide range of factors and information including the applicant's background and public information. This background screening is conducted to verify the applicant's identity, academic intent and qualification, and may include the following information:

- Professional/employment history
- Previous or current address and information about a person's residence
- Personally identifiable information
- Status of citizenship
- Prior post-secondary educational background
- Social information

This information, generally available through public records, is used for screenings in conformity with all federal and state laws, including the Fair Credit Reporting Act.

Grantham University has established processes to verify that a student registered in a course or program is the same student who participates in and completes the course or program and receives the academic credit. [The Student Identity Verification Policy](#) is applicable to all Grantham University students beginning with the application for admission and continuing through graduation, transfer or withdrawal from the University.

Applicants/students must have ready access to a computer meeting standards outlined in the [Computer Hardware Requirements](#) and must have reliable, high-speed internet. Failure to meet and

maintain these standards may result in either denied admission or removal from courses. Additionally, some degree/certificate programs require the ability to download and install software. In those instances, failure to do so may also result in denied admission or removal from courses.

In addition to the specific undergraduate, graduate, and program-specific admissions requirements in the following sections, students must meet these additional criteria for initial admission and to remain eligible for ongoing registration in classes:

- Ready access to a suitable computer and Internet service
  - Applicants/students must have ready access to a computer meeting standards outlined in the Computer Hardware Requirements and must have reliable, high-speed internet for initial admission and continued success. Additionally, some degree/certificate programs require the ability to download and install software.
- Sufficient time set aside for course work, in accordance with the Carnegie Unit.

Failure to meet and maintain these standards may result in either denied admission or removal from courses.

### COLLEGE OF HEALTH PROFESSIONS

The College of Health Professions provides programs leading to careers in a variety of healthcare organizations. These organizations will require screening of potential hires. Pre-employment requirements may be as varied as the organizations themselves. Acceptance into Grantham University's Health Professions programs does not ensure that the graduate will be considered employable by any specific healthcare facility. Students desiring to obtain a healthcare certificate, license, degree, or any other credential should be aware that there are a variety of safeguards in the industry. Students are encouraged to reflect upon their legal history. Students with felony, misdemeanor, or drug-related convictions may be ineligible for employment. A criminal record may also prevent the graduate from obtaining a license or certificate in the chosen healthcare profession. Students who feel they may be at risk are encouraged to consult an attorney, consider reviewing findings from a Criminal Background Check, and/or consult with potential employers prior to requesting admittance into any Health Professions program.

### ENGLISH LANGUAGE PROFICIENCY

Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the methods described below. Proficiency may be demonstrated by submission of an acceptable Test of English as a Foreign Language (TOEFL), International English Language Test (IELTS), Michigan English Test (MET), Michigan Examination for the Certificate of Competency in English (ECCE), Michigan Examination for the Certificate of Proficiency in English (ECPE), or proof that the language of instruction for the secondary or postsecondary credentialing institution was English. Transcript evaluations may be completed on unofficial transcripts; however, official documentation must be received and verified before admission is granted and applicants may enroll. Following are the minimum requirements for each degree level:

**Undergraduate:** A minimum score of 500 on the paper-based TOEFL or 61 on the internet-based TOEFL, 6.0 on the IELTS, or 44 on the PTE Academic Score Report.

**Graduate:** A minimum score of 530 on the paper-based TOEFL or 71 on the internet-based TOEFL, 6.5 on the IELTS, or 50 on the PTE Academic Score Report.

Or if the prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through the document below for admission:

A transcript indicating completion of at least 30 semester credit hours with an average grade of “C” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A “B” or higher is required for Master’s degree, First professional degree, or professional doctoral degree.

### UNDERGRADUATE ADMISSIONS

Grantham University requires completion of high school or its equivalent for admission into Grantham’s undergraduate and certificate programs. If the University is unable to verify successful completion of high school or its equivalent, it is the student’s responsibility to ensure that proof of high school completion or its equivalent is provided prior to the release of federal financial aid in the student’s first term of enrollment. Failure to comply with this requirement may result in immediate dismissal from the University and forfeiture of credits. Verification documentation that satisfies requirements is approved by the Registrar.

Examples of acceptable verification include:

- Copy of high school diploma or transcript (an earned IEP or Special Education Diploma or Certificate of Completion based upon IEP goals does not meet the regular high school diploma requirement and will not be accepted by Grantham University.)
- Copy of GED or state certificate awarded after passing an authorized test that the state recognizes as equivalent to a high school diploma
- Official transcript indicating a qualifying associate, bachelor’s or master’s degree awarded from any school accredited by an accrediting body recognized by the U.S. Department of Education or the Council for Higher Education Accreditation or foreign equivalent
- Official proof of 60 or more transferable semester hours taken at the college or university level
- If a prospective student earned an international high school diploma, a copy of an approved Foreign Evaluation Services report showing an equivalent to U.S. high school completion

Students will be classified as conditionally enrolled until official proof of high school graduation or equivalency is received. Appropriate documentation as described above must be received and verified by the Registrar’s office by the 49th calendar day of the first term. If it is determined prior to day 49 of the term that students did not earn a standard high school diploma or its equivalent, they will be removed from their current terms as well as future terms.

Students below the compulsory age of secondary school attendance will not be permitted to enroll until it is determined that enrollment will not be detrimental to their success at the secondary level.

Prospective students who provide false or altered admissions documentation to include transcripts for potential transfer credit will be denied admission to Grantham University with no chance for future enrollment. Any pending financial aid will be reviewed and disposition determined.

### Home School Applicants

Grantham University requires home schooled students to show proof that they successfully completed their state’s requirements for high school graduation. Home schooled students are responsible for compliance with all requirements for their state. An official transcript is required to demonstrate that high school graduation requirements are met. Official transcripts provided by the individual responsible for the home school should include course descriptions with curriculum, grades and records of attendance. The person in charge of the home school program will be responsible for verifying the transcript as official.

### Current High School Applicants

A high school student who wishes to enroll at Grantham University (while concurrently attending high school or home-school) may apply for admission as a non-degree or non-certificate

## ADMISSION, TRANSFER CREDIT AND REQUIREMENTS

seeking student and may enroll in no more than four credit hours (undergraduate coursework) per term.

Exceptions may be granted by the Chief Academic Officer for students wishing to enroll in more than four credit hours. High school applicants must submit a copy of their official high school transcript with a minimum 3.0 CGPA to be considered for admission as a non-degree or non-certificate seeking student.

The prospective student must also demonstrate one of the following:

- ▶ ACT with a minimum average selection index of 18
- ▶ SAT with a minimum average selection index of 440 Math and 440 English
- ▶ PSAT with a minimum average selection index of 147
- ▶ Successful completion (grade C or higher) of college coursework in which college credit was earned
- ▶ A recommendation and written permission from a high school guidance counselor

Upon successful completion of high school or its equivalent, students must provide proof of high school completion or its equivalent before they will be allowed to enroll into degree or certificate course attempts totaling 24 semester-credit hours.

### Alternative Documentation of High School Completion

When documentation of high school completion is unavailable (e.g., the school is closed and no information is available from another source, such as the school district or state department of education, or the parent or guardian who home schooled the student is deceased) the following documentation is acceptable:

- ▶ Form DD214: Veterans may submit a DD214 that indicates high school graduation (please note that not all DD214 documents contain this information). Form DD214 is usually free for veterans and can be obtained in 10 working days or less at the following website: [archives.gov/veterans/military-service-records](https://archives.gov/veterans/military-service-records)
- ▶ Form DD1966: Service members may submit a DD1966 that indicates high school graduation.
- ▶ Form DA669: Army Service members may submit a DA669 that indicates high school graduation.

### Programmatic Admissions Requirements

#### RN to BSN Completion

In addition to proof of high school graduation or its equivalent, admission to the RN to BSN Degree Completion program requires the following:

- ▶ Must have graduated with an Associate Degree in Nursing (ADN/ASN) from a state-approved program with a GPA of 2.5 or higher. Student's that have earned a diploma in Nursing in the U.S. or have an atypical transcript will be reviewed on a case by case

basis in order to validate the equivalence to an (ADN/ASN) degree.

- ▶ Unencumbered and current RN License as indicated by date of issue
  - If a student holds a current encumbered nursing license, the restriction will be reviewed by the College of Nursing Review Team. The decision of the Review Team will be communicated to the prospective student immediately upon the decision and will stand without appeal.
- ▶ Nurses educated outside the United States who are eligible to practice as an RN in the United States must have an earned associate degree in nursing that equates to a U.S. ADN/ASN Diploma.
  - Practicing Nurses who are seeking admission to the nursing program and who hold a valid, unencumbered license in the United States but whose nursing transcript or transcript evaluation document does not show ADN/ASN equivalency must have their documentation reviewed by nursing administration for validation of equivalency and admission into appropriate nursing program.

Please note: Certain states, such as Kansas, require Commission on Graduates of Foreign Nursing Schools certification as part of the vetting process to earn a valid and current RN license. Students should check with their state to determine requirements.

#### Financial Planning

In addition to proof of high school graduation or its equivalent, admission to the Financial Planning program requires at least one of the following:

- ▶ ACT composite score of 19 or higher SAT score of 450 or higher
- ▶ AFQT score from ASVAB exam of 40 or higher
- ▶ CGPA 2.5 or better or a minimum of 12 transfer credit hours from an institution recognized by the U.S. Department of Education

#### Advanced Cybersecurity

In addition to proof of high school graduation or its equivalent, admission to the Advanced Cybersecurity certificate program requires at least one of the following:

- ▶ Completion of the Cybersecurity Concepts certificate or equivalent or;
- ▶ Current Network+ and Security+ certifications or equivalent

#### Foreign Transcript Evaluation

An applicant who has completed secondary/university-level courses in a foreign country must have those courses evaluated for U.S. equivalency and have official copies of the evaluations sent to Grantham. Foreign transcript evaluations are accepted from any agency that is a member of the National Association of Credential Evaluation Services ([naces.org](https://www.naces.org)) or the Association of



International Credential Evaluators ([aice-eval.org](http://aice-eval.org)). For students with foreign transcripts in the field of healthcare and nursing, CGFNS certification is also accepted.

### GRADUATE ADMISSIONS

Admittance to a masters-level program requires a student to possess a baccalaureate, masters or first-level professional degree with a cumulative GPA  $\geq 2.0$  from an institution accredited by an agency recognized by the U.S. Department of Education or foreign equivalent. Official transcripts showing proof of a baccalaureate, masters or first-level professional degree must be received by the Registrar's office no later than the 49th day of the first term of enrollment.

Students will be classified as conditionally enrolled until the following provision has been met: official proof of a baccalaureate, masters or first-level professional degree with a cumulative GPA  $\geq 2.0$  from an institution accredited by an agency recognized by the U.S. Department of Education or foreign equivalent has been received by the university. Appropriate documentation must be received and verified by the Registrar's office by the 49th day of the first term. If such proof is not received, students will be removed from their current terms as well as future terms and no charges will be incurred.

Prospective students who provide false or altered admissions documentation to include transcripts for potential transfer credit will be denied admission to Grantham University with no chance for future enrollment. Any pending financial aid will be reviewed and disposition determined.

If the 2.0 GPA minimum is not met, the prospective graduate student may file a request for GPA waiver for admission to a graduate program. The dean or chair of the respective college or program within the University will consider admission on a case-by-case basis. A prospective student who chooses not to request a GPA waiver or whose waiver request is not accepted may request admission as a non-degree student. The student may take two graduate courses, provided the student meets all other admission requirements. The courses may be taken concurrently or separately as long as the student maintains continuous enrollment and achieves a cumulative GPA of 3.0 or higher after completing both courses. Upon successful completion of the two graduate courses with the minimum cumulative GPA, the student may apply for admission to a graduate degree program. If one does not meet the cumulative GPA after completing both graduate courses, the student may apply for a GPA waiver if one has not been requested; otherwise, the student will be dismissed from the University and may not reapply for a period of six months.

Enrollment with non-matriculating status is limited to course attempts totaling nine semester credit hours.

Prior to a student's admission to Grantham University as a graduate student, it is recommended, but not required, that a student satisfy all major-related undergraduate competencies. See the Graduate Degree Programs section of the University Catalog for recommended courses containing content that addresses these

competencies. Recommended competencies are provided to help ensure student success in graduate programs.

### Master of Science in Nursing Admission Requirements

Admission to the MSN program requires the following:

- An earned Bachelor of Science Degree in Nursing from a state-approved nursing program with a CGPA of 2.0 or higher
- Unencumbered and current RN License as indicated by Date of Issue
  - If a student holds a current encumbered nursing license, the restriction will be reviewed by the College of Nursing Review Team. The decision of the Review Team will be communicated to the prospective student immediately upon the decision and will stand without appeal.
- Nurses educated outside the United States, who are eligible to practice as an RN in the United States, must have an earned bachelor's degree in nursing that equates to a U.S. bachelor's degree

-Practicing Nurses who are seeking admission to the nursing program and who hold a valid, unencumbered license in the United States but whose nursing transcript or transcript evaluation document does not show bachelor's degree equivalency must have their documentation reviewed by nursing administration for validation of equivalency and admission into appropriate nursing program.

Please note: Certain states, such as Kansas, require Commission on Graduates of Foreign Nursing Schools certification as part of the vetting process to earn a valid and current RN license. Please check with your state to determine requirements.

No transfer credit is accepted for the Master's in Nursing program. All courses must be taken at Grantham University.

### Master of Business Administration Accelerated Option Admission Requirements

Admission to the Accelerated MBA requires the following:

- At least 36 hours per week for coursework and
  - Three years of work experience in a business specific role; or
  - A conferred bachelor's degree from an appropriately accredited institution with a concentration, emphasis, major or specialization in a business discipline earning a 3.0 GPA.

### Foreign Transcript Evaluation

An applicant who has completed secondary/university-level courses in a foreign country that are comparable to course credits in the U.S. education system must have courses evaluated and have official copies of the evaluations sent to Grantham. Foreign transcript evaluations are accepted from any agency that is a member of the National Association of Credential Evaluation Services ([naces.org](http://naces.org)) or the Association of International Credential Evaluators ([aice-eval.org](http://aice-eval.org)). For students with foreign transcripts in the field of healthcare and nursing, CGFNS certification is also accepted.

## 1.2 RE-ADMITTANCE POLICY

Any student who has been withdrawn from Grantham, regardless of reason, or intends to re-register after 90 calendar days will be categorized as a Re-Admit. A continuing student can be registered for a term up to no more than four months from their most recently completed term.

The re-admission process will include a program review. The student is subject to the tuition, policies, procedures and any changed academic requirements in force at the time of re-admission. Programs and courses may remain unchanged, be removed or added as needed to meet current curriculum requirements.

### College of Nursing and Health Professions

Due to the continual updates to courses to keep pace with the rapid changes in health care, the following age limits will apply to courses during evaluation for readmission to the College of Nursing and Health Professions:

- All courses with the NUR prefix will be considered expired after three years and must be repeated.
- Health Professions courses with the following prefixes: AH/HP, BIO, HSN, and HPL will be considered expired after five years and must be repeated..
- Coding courses must be revised yearly to reflect the federal guidelines in the coding manuals, thus those courses will be considered expired after one year and must be repeated.

### TEACH-OUT PROGRAMS

When the University closes a program, a Teach-Out Plan is created to ensure active students in the program receive the education, materials and student services needed to complete the program. Students must remain in an active status to be considered for the Teach-Out Plan. Students in re-admittance status will need to choose a different program upon re-admittance.

## 1.3 CREDIT HOUR POLICY

Grantham University students are awarded semester credits for classes on the basis of the Carnegie unit. A Carnegie unit of credit represents how much time a typical student is expected to devote to learning per week of study. The minimum is one unit for three hours of student work per week. Grantham University courses are offered in eight-week terms. Academic degree or academic credit-bearing distance learning courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit, where one credit/semester hour is 15 hours of academic engagement and 30 hours of preparation.

For the typical three-unit class, a student spends 5-6 hours per week in substantive interaction and does 11-12 hours of outside preparation. In certain circumstances, it is possible to have more hours, but not less.

**Lecture hours:** One Carnegie Unit is considered to be one credit hour of substantive interaction in a course with faculty and classmates through discussion forums and digital interface, including weekly directed readings.

**Arrangement hours:** Additional academic engaged work outside of the course, such as researching real-world contexts or offered additional research; links to external learning assets, calculated as an average of the time required to consume content such as: reading an article, watching a self-paced instructional video, playing an instructional game or completing a simulation.

### Homework hours (as required by coursework):

COURSE	BUS101
DURATION	8 weeks
UNIT VALUE	3 credits
LECTURE HOURS WEEKLY	6 hours
ARRANGEMENT HOURS WEEKLY	6 hours
HOMEWORK HOURS WEEKLY	6 hours

## 1.4 TRANSFER CREDIT POLICY

Grantham University allows transfer of credit hours for prior academic credits, military training and experience, and relevant professional licenses, certifications and training. Courses will only be considered from documents issued by the institution from which credit was awarded. The amount of transfer credit accepted is dependent upon the declared program of study and Grantham's residency requirement.

See the [Prior Learning Assessment Policy](#).

### ACADEMIC CREDIT

Grantham University accepts transfer academic credit from institutions accredited by agencies recognized by the U.S. Secretary of Education and/or the Council for Higher Education Accreditation. For prior academic credit to be eligible for transfer, grades earned must be a C or higher. Previously taken classes that are out of date in regards to latest developments, practices, or technology are reviewed on a case-by-case basis and may be ineligible for transfer.

## ADMISSION, TRANSFER CREDIT AND REQUIREMENTS

For academic credit to be eligible for transfer at the master's degree level, grades earned must be a B or higher and must be completed within the last 10 years. Master's level courses completed at Grantham that are over 10 years old will be reviewed on a case-by-case basis for currency when applied towards course fulfillment and program completion. Transfer credits must carry college level academic credit. Remedial or developmental course credit is not transferable into a program of study.

Please see specific requirements for each program.

For prior academic credit to be eligible for transfer at the master's degree level, grades earned must be a B or higher and must be completed within the last 10 years. Master's level courses completed at Grantham that are over 10 years old will be reviewed on a case-by-case basis for currency when applied towards course fulfillment and program completion. Transfer credits must carry college level academic credit. Remedial or developmental course credit is not transferable into a program of study.

### College of Nursing and Health Professions

The College of Nursing and Health Professions will only accept transfer credit in the RN to BSN Completion Program for the 300-level nursing courses which are less than 3 years.

Please see specific requirements for each program.

Prospective students are responsible for reporting all previously attended colleges and universities for which they wish to have earned credits evaluated for transfer into a Grantham University degree program. Students wishing to transfer credit must have official transcripts on file and evaluated prior to course registration. Responsibility falls on the student to ensure official transcripts are on file for all previously attended institutions so that an accurate evaluation can be conducted by Grantham University.

In the event a student does not disclose earned credit from a previously attended college or university during their initial enrollment into Grantham University, students risk taking courses for which they otherwise may have received credit and will not be issued a refund.

Grantham University grants transfer credit on a course-by-course basis for courses with equivalent content and value as the corresponding Grantham course(s). Grantham University will not grant credit for college courses in which the content duplicates material of a previously completed course or examination for which credit has already been granted, with the exception of repeats for deficient course grades.

Prospective students who provide false or altered admissions documentation to include transcripts for admissions purposes or potential transfer credit will be denied admission to Grantham University with no chance for future enrollment. Any pending financial aid will be reviewed and disposition determined.

### MILITARY EXPERIENCE

Grantham University uses guidelines established by the American Council on Education to determine if military training and experience warrant awarding academic credit.

### PROFESSIONAL LICENSES, CERTIFICATES AND TRAINING PROGRAMS

Grantham University uses guidelines established by the American Council on Education to determine if certain training programs, certificates and/or professional licenses warrant awarding academic credit.

### CREDIT BY EXAMINATION

Grantham University accepts credit by examination from sources that carry ACE-recommended credit, provided that the minimum score is achieved, including the following:

- CLEPS
- DANTES
- Excelsior College Examination
- Straighterline
- Sophia Learning, LLC

### UNDERGRADUATE RESIDENCY REQUIREMENTS

- Students may not transfer in credit for Capstone courses, which must be completed at Grantham.
- **Certificate Programs:** Students may transfer in up to three credit hours of the required courses to earn the following undergraduate certificates:
  - Business Leadership
  - Introduction to Programming
  - Practical Entrepreneurship
- Students in the Cybersecurity Concepts certificate program in the College of Science, Engineering, and Technology may transfer in only IS216 and IS411 for up to six credit hours of the required coursework.
- **Associate Degree Programs:** The student must complete at least 25 percent of the required credit hours in the enrolled associate program at Grantham to earn the degree.
- **Bachelor's Degree Programs:** The student must complete at least 25 percent of the required credit hours in the enrolled bachelor's program at Grantham to earn the degree.
  1. For students in the College of Science, Engineering and Technology, additional requirements apply.
  2. For students enrolled in the Electronics or Computer Engineering Technology degree programs, the credit hours fulfilling the residency requirement must include a minimum of 21 credit hours of upper-level program core courses designated ET or CT.

3. For students in the Associate of Arts - Electronics and Computer Engineering Technology program, ET100 and ET212 must be completed at Grantham (these two courses cannot transfer into the AS-ECET program).
4. For students enrolled in the Engineering Management Technology degree program, the credit hours fulfilling the residency requirement must include a minimum of 12 credit hours of upper-level program core courses and program elective courses designated EMT, ET or CT.
5. For students enrolled in the Computer Science or Information Systems degree program, the credit hours fulfilling the residency requirement must include a minimum of 15 credit hours of upper-level program core courses designated CS or IS.

➤ **Second Undergraduate Degree Students:** Grantham University defines a Second Undergraduate Degree applicant as one who has completed an undergraduate degree (associate or baccalaureate) from an accredited institution and who is seeking enrollment at Grantham University to obtain another undergraduate degree in a different major or field of study. A student may not apply or be accepted for a second undergraduate degree in the same or very closely related field of study.

1. No more than 75 percent from one completed undergraduate degree program may be applied to the completion of a second undergraduate degree program. Students completing one undergraduate degree program will not be enrolled into a second or subsequent undergraduate degree program where less than 25 percent of the degree program courses are pending.

2. All admissions requirements for students seeking a second undergraduate degree are the same as for regular applicants.

### GRADUATE RESIDENCY REQUIREMENTS

➤ The student must successfully complete at least 50 percent of courses in the enrolled degree program at Grantham to earn a master's degree. No more than six courses from one completed Grantham master's degree program may be applied to the completion of a second master's program. Students completing one master's program at Grantham will not be enrolled into a second or subsequent master's program where more than six courses in the second or subsequent program are identical to the completed master's program(s). Credit for a completed capstone course(s) in one graduate degree program will not be applied to a second or subsequent graduate degree program; students will be required to complete a capstone course while enrolled in the second or subsequent graduate degree program.

➤ The student may not transfer in any credit hours and must complete all required courses at Grantham in the following graduate-level certificate and degree programs:

- Project Management (Graduate)
- Human Resources (Graduate)
- Master of Science in Nursing
  - Nursing Case Management
  - Nursing Education
  - Nursing Informatics
  - Nursing Leadership & Organizational Leadership

## 1.5 PRIOR LEARNING ASSESSMENT POLICY

Prior Learning Assessment is an evaluation of learning gained outside a traditional academic environment. This refers to learning and knowledge students have acquired while working, participating in employer training programs, studying independently and volunteering or doing community service, which can count toward their degree program. PLA is a process that allows students to submit evidence of formal training and experiential learning for evaluation for potential college credit. Experience alone is not credit-worthy, but students may receive college-level credit for learning that occurred as a result of the experience.

During the PLA evaluation process, students will submit a collection of certificates, professional training and non-ACE-approved military training, transcripts from a non-accredited institution, licenses, corporate training or any other documentation that provides evidence of their learning experience and knowledge. Additionally, students submit a Description of Experience essay. All prior learning

documentation will be evaluated in terms of specific program and course outcomes established by Grantham University courses, to ensure substantial comparability. PLA credit cannot be used to fulfill certain required courses (e.g., capstone course).

### PLA CREDIT LIMITS

Grantham University's PLA credit limits are as follows:

- Undergraduate students may use PLA credits for up to 25 percent of their degree program; however, PLA and transfer credits combined cannot be more than 75 percent of the degree program.
- Graduate students may use PLA credits for up to 25 percent of their degree program; however, PLA and transfer credits combined cannot be more than 50 percent of the degree program.

# ADMISSION, TRANSFER CREDIT AND REQUIREMENTS

## PLA FEES

Grantham University's PLA fees are as follows:

- Sponsored prior learning (per submission): \$125
- Un-sponsored prior learning (per submission): \$250
- Combination of sponsored and un-sponsored prior learning (per submission): \$250

➤ Heroes Program eligible applicants (per submission): \$0

## PLA PROCESS

For the complete PLA process and additional information, visit: [grantham.edu/online-college-admissions/?tab-transfer-credit](http://grantham.edu/online-college-admissions/?tab-transfer-credit)

## 1.6 TRANSFERABILITY OF GRANTHAM CREDIT

Grantham University is accredited by the Distance Education Accrediting Commission. Other schools may not accept or transfer course credits earned at Grantham University. Acceptance of transfer of credit earned at Grantham University is determined by the institution to which the credits will be transferred. Although

Grantham makes every effort to enhance the transferability of credit to other institutions, a student should always contact the Registrar at the college or university of interest to determine whether credit from Grantham will transfer to that institution.

## 1.7 TUITION AND FEES

Table 1.7A contains the tuition rates for a student to attend Grantham University. Total program tuition varies by student depending on the total credit hours required for that student to graduate. At least 60 credit hours of coursework are required to complete an associate degree program; at least 120 credit hours of coursework are required to complete a bachelor's degree program; at least 30 credit hours of coursework are required to complete a master's degree program. Tuition does not include miscellaneous fees as listed in Table 1.7B.

TABLE 1.7A

UNDERGRADUATE TUITION RATES	
Military Rate*	\$250/credit hour
Veteran Rate*	\$250/credit hour
Standard Rate	\$295/credit hour
GRADUATE TUITION RATES	
Military Rate*	\$250/credit hour
Veteran Rate*	\$250/credit hour
Standard Rate	\$350/credit hour

\*Tuition rate after applicable Heroes Program reduction, for students who qualify.

TABLE 1.7B

FEES	
Resource Fee*	\$50 per credit hour
Returned Check Fee	\$25
Stop Payment Request Fee	\$25
Graduation Fee (degree)**	\$80
Graduation Fee (certificate)	\$25

Electronic Transcript	\$10
Paper Copy of Transcript	\$15
Replacement Diploma	\$25
International Shipping Fee***	\$50 per course

\*Non-refundable Fee. See [Section 1.8](#) for description of resources included.

\*\*Includes: diploma, final requirements review, official transcript and commencement ceremony.

\*\*\*If charged, not subject to refund after seventh class day.

## CALIFORNIA STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to

## ADMISSION, TRANSFER CREDIT AND REQUIREMENTS

have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

### 1.8 RESOURCE FEE

Grantham University's Resource Fee covers the cost of the following:

- Student Advisor services, including after-hours and weekend support
- Textbooks and/or e-books
- Supplies, kits and other required materials outlined in the course syllabus
- Microsoft Office student license
- Teaching and Learning Center, including access to [Tutor.com](#) services
- Materials accessible through the Library Resource Center
- Services for required proctored examinations
- Career Services, including the Career Launch program

### TEXTBOOK FEE "OPT OUT"

While the Resource Fee is nonrefundable, students may elect to opt out of the textbooks and/or e-books that are provided for each course.\* Students electing to opt out will receive a credit of \$50 per course on their student account. Students who opt out are still responsible for procuring applicable course materials. Required textbook and material information can be found by going to the [University Bookstore](#).

\* Certain courses are not eligible for opt out based on required course materials.

Recipients of the Heroes Program will not receive a credit when opting out as the Resource Fee is completely waived.

# ACADEMIC INFORMATION AND POLICIES

## 2.1 STATEMENT OF ACADEMIC PURPOSE

Grantham University has a significant responsibility to be a good steward of federal student aid funds as well as ensuring that the academic integrity of the institution is intact. To that end, we must take steps necessary to ensure that students are academically engaged and that the student who earns academic credit is in fact the person doing the work.

To ensure the above we will do the following:

### ➤ VERIFY IDENTITY:

- All students must submit a copy of a valid government-issued photo identification (military ID's will not be accepted). Providing false or altered identification is grounds for dismissal from the University (Section 5.3).
- Students selected by the Department of Education for verification of identity and educational purpose will also be required to submit a signed and notarized Statement of Educational Purpose document. The original document must be mailed to the Office of Student Financial Services.

### ➤ MONITOR ACADEMIC ENGAGEMENT

- Students must meet the requirements of the Participation and Substantive Interaction policy as outlined in the Student Catalog.
- Students that exhibit a pattern of limited or superficial coursework (submitting 50 percent or less of the graded work and/or only posting in the discussion forums) may be reviewed.

Throughout a student's program of study, assessments from select courses will be proctored. Proctored exams serve as an additional identity verification process used by Grantham University to ensure academic integrity and meet accreditation requirements. Students are required to complete proctored exams throughout their program. Proctored exam information and rules are provided in each course syllabus where a proctored exam is required. Taking proctored exams is mandatory, without exception, and is not subject for appeal. Failure to complete the proctored exam will result in a failing grade (F) for the course.

### ➤ MONITOR SUSPICIOUS ACTIVITY

- Students who engage in aggressive and unprofessional behavior particularly in regards to their eligibility for federal student aid will be reviewed

- Students sharing common traits with other Grantham students will be reviewed for suspicious activity. Common traits that will be reviewed include, but are not limited to:

- Physical address
- IP addresses
- Telephone numbers
- Personal references
- Email addresses

Students that are determined to be in violation of this policy will be immediately withdrawn from the University and reported to the Office of the Inspector General, U.S. Department of Education.

## IDENTITY VERIFICATION METHODS

Students enrolled in courses or programs are subject to one or more of the following student identity verification methods:

**Secure, Individual Login and Passcode:** Students are provided a GID number and Username. These assigned identifiers are used to access Blackboard, and to access the [GLife](#) Student Portal in order to view course grades and related information and to complete coursework. Upon enrollment, new students will set up secure access to GLife via the "New User" option using the email associated with the student during the enrollment process.

**Proctored Examinations:** Use of a Grantham University-approved proctor or a virtual, third-party proctoring service is required for examinations that are noted in course syllabi. See [Section 2.19](#) for further details.

**Administrative or Academic Practices:** Students are subject to identity verification through use of personally identifiable information provided by the student upon application to the University. Students must provide their assigned GID Number, along with other requested sources of personally identifiable information when contacting the University. In addition, faculty and staff may commence verification of student identity following a review of student work. Changes in academic performance or writing style will be monitored and an identity verification process may be initiated if unexplained changes in student performance are detected. Students may be suspended or expelled from the University if they fail to comply.

## 2.2 MISREPRESENTATION

Grantham University holds itself to the highest levels of integrity and will not intentionally provide any false, erroneous or misleading statements to a student or prospective student, to the family of an enrolled or prospective student or to the Department of Education. This includes disseminating testimonials and endorsements given

under duress. In fact, one of Grantham University's Core Values is Institutional Integrity.

Grantham University commits all students, faculty, staff and administrators to uphold the highest standards of integrity, honesty and personal responsibility. To provide a quality academic

## ACADEMIC INFORMATION AND POLICIES

experience, the University is committed to continually assessing and re-evaluating every aspect of its academic model. The University

endeavors to build an institutional culture grounded in candor, transparency and best professional practices.

### 2.3 ACADEMIC DELIVERY METHOD

Research on learning in academic programs oriented toward experienced participants shows that the combination of student/faculty interaction and student/student interaction adds substantially to the value of a student's academic program. This interaction,

in conjunction with prescribed course milestones, is designed to facilitate the student's successful completion of each course in a manner that supports the attainment of long-term academic goals.

### 2.4 STUDENT SUCCESS

#### UNDERGRADUATE STUDENTS

Undergraduate degree-seeking students have the opportunity to take GU101 – Student Success (one three-credit hour course) as a General Education elective. The course is designed to help students new to university education – or those returning after a period of time – to be successful at Grantham University.

#### GRADUATE STUDENTS

Graduate degree-seeking students have the opportunity to take the course GU500 - Student Success (one one-credit hour course) as a General Education elective. It is designed to introduce the concepts of professionalism and scholarly research to new graduate students at Grantham University. Students will explore the construct

of professionalism, including relevant educational requirements, ethical behavior, required experience, certification or credentialing examinations and field-specific organizations in light of their chosen disciplines.

Students will prepare for potential scholarly research projects that may be required in their degree programs by exploring the Collaborative Institutional Training Initiative modules and reviewing the steps to propose a research study. Throughout the course, students will demonstrate skill sets related to career success: distributed collaboration, critical thinking, effective oral and written communication, data and information literacy, and ethical behavior.

### 2.5 ACADEMIC CALENDAR

Enrollment Cycle - Each term is a period of eight (8) weeks (56days). Students should check the course schedule at the Student Portal or contact the Student Advisor for more information.

MONTH	TERM CODES	START DATES	END DATES	INCOMPLETE END DATE
November	202011	11/11/2020	1/5/2021	1/24/2021
December	202012	12/9/2020	2/2/2021	2/21/2021

For 2021 terms, the [Academic Calendar](#) is found online.

### 2.6 HOLIDAY SCHEDULE

The University observes and will close its offices on 10 holidays, as indicated in the chart below:

HOLIDAY	2020	2021
New Year's Day	Wednesday, January 1	Friday, January 1
Martin Luther King Jr. Day	Monday, January 20	Monday, January 18
Memorial Day	Monday, May 25	Monday, May 31
Independence Day	*Friday, July 3	*Monday, July 5
Labor Day	Monday, September 7	Monday, September 6
Veterans Day	Wednesday, November 11	Thursday, November 11
Thanksgiving Day	Thursday, November 26	Thursday, November 25
Day after Thanksgiving	Friday, November 27	Friday, November 26
Christmas Eve	Thursday, December 24	Friday, December 24
Christmas Day	Friday, December 25	*Monday, December 27

\*Denotes the holiday falls on a weekend and is adjusted to the closest business day



## 2.7 TERM AND ACADEMIC WEEK

A term is a period of eight weeks (56 days) in which students must complete all courses in which they are enrolled. Terms begin on the second Wednesday of each month. The academic week runs from Wednesday to Tuesday, ending at 11:59PM Central Time. Students of Grantham University have access to Blackboard, Grantham University's learning management system. Students can access courses through the LMS 24/7 during the 56-day term. Grantham University offers a "preview week," which allows registered students access to their course one week prior to the course start date. During preview week, students can preview course content and assignments. Students will not be allowed to submit coursework during the preview week.

Grantham University measures undergraduate and graduate programs in semester credit hours. Each course within the program is acceptable for full credit within the respective certificate, associate, baccalaureate and master's degree programs.

Students who are granted an Incomplete at the end of the term will be granted an additional 14 days of course access beginning the Monday following the term end date.

Students will be granted "view only" access to their courses through the Sunday after the term end date. This access allows

students to review final course feedback from their instructors. In addition, 180 days of "view only" access will be granted for all courses beginning on day 36 following the term end date.

### ACTIVE STATUS

Students are considered to be active once they meet or satisfy conditional enrollment requirements and have no more than 90 calendar days between terms.

### CONTINUOUS ENROLLMENT

A student must register within 90 days from the original term end date to maintain eligibility for the following provisions:

- Certain scholarships/grants
- GPA waiver
- Program Requirements

If a student receives an Incomplete for a course, said student is still subject to registration within 90 days of the original term end date to be considered continuously enrolled.

Students who do not remain continuously enrolled will be considered withdrawn and subject to the [Re-Admittance Policy](#).

## 2.8 ENROLLMENT STATUS

Enrollment status refers to the number of credit hours for which a student is registered for each semester. Semesters consist of two 8-week terms:

TABLE 2.8A

ENROLLMENT STATUS	UNDERGRADUATE	GRADUATE
	NUMBER OF CREDIT HOURS	
Full-time (FT)	12 or more	6 or more
Three quarter-time (3/4 time)	9-11	N/A
Half-time (1/2 time)	6-8	3-5
Less than half-time	1-5	N/A

Students are awarded Federal Student Aid based on the total number of credit hours in which they are enrolled during two 8-week terms. Students may be enrolled in one or more classes in either or both sessions/terms in a semester.

### GRADUATE STUDENTS

Grantham University considers all enrolled graduate students to be full-time if enrolled in at least one three semester credit hour course per term.

Students using Veterans Affairs benefits should refer to the [Military Programs](#) for more information on the effect of enrollment statuses on VA benefits.

## 2.9 ACADEMIC OVERLOAD

### UNDERGRADUATE

An academic load of one to eight credit hours per term is considered a regular load for undergraduate students at Grantham University. In rare occasions, a student might feel they are capable of and desire to take additional classes simultaneously, thus creating an Academic Overload. If a student wishes to register for more than eight credit hours in a single term, the student must have met the following conditions and requirements:

- Completed a minimum of 12 credit hours at Grantham University in the last 12 months; and
- Earned a CGPA of at least 3.00.

### FURTHER CONDITIONS:

- No student will be authorized to enroll in classes creating an academic overload during the time that an issue of academic misconduct is being reviewed.
- No student will be authorized to enroll in classes creating an academic overload for 12 months following a sanction for academic misconduct by any university committee, Dean, Provost or designee.
- Students may not enroll in more than 20 credit hours in any given semester (16 week period).
- Previously attempted courses with a final grade of F (fail) cannot be included in an academic overload term.

### CONDITIONS THAT REQUIRE DEAN OR DESIGNEE APPROVAL:

- Students in the College of Humanities and Social Sciences or the College of Business, Management, and Economics require Dean or Chair approval for more than 9 credit hours in one term.
- Student requests to overload for the RN to BSN Completion Program (over six credits per term) and any of the four MSN specializations (over three credits per term) must be approved by nursing administration. Approval will depend upon CGPA, courses requested to overload and past academic history.

- Students in the College of Science, Engineering, and Technology require Dean or Chair approval for more than 12 credit hours in one term.
- The following courses: 400-level capstones, AH216, IS216, CS325, CT212, ET212 and ET372.

### GRADUATE

An academic load of one to four credit hours per term is considered a regular load for graduate students in programs at Grantham University. In rare occasions, a student might feel they are capable of and desire to take additional classes simultaneously, thus creating an Academic Overload. If a student wishes to register in six credit hours, the student must have met the conditions and requirements:

- Completed a minimum of six graduate credit hours at Grantham University in the last 12 months; and
- Earned a CGPA of at least 3.25.

### FURTHER CONDITIONS:

- No student will be authorized to enroll in classes creating an academic overload during the time that an issue of academic misconduct is being reviewed.
- No student will be authorized to enroll in classes creating an academic overload for 12 months following a sanction for academic misconduct by any university committee, Dean, Provost or designee.
- Previously attempted courses with a final grade of F (fail) cannot be included in an academic overload term.
- Students may not enroll in more than 12 credit hours in any given semester (16 week period).
- GU500 is not considered in calculating academic overload.

### CONDITIONS THAT REQUIRE DEAN OR DESIGNEE APPROVAL:

- All capstone courses

### PROCEDURES FOR REQUESTING AN ACADEMIC OVERLOAD

Students should contact their Student Advisor to request an academic overload.

## 2.10 WITHDRAWAL POLICY

A student may withdraw from courses at Grantham University for any reason. Should a student consider withdrawal from a course(s) or the University, it is important to note:

- All voluntary and involuntary withdrawals are subject to the [Institutional Refund Policy](#).
- A student who voluntarily withdraws from courses or the University in the first seven calendar days of the term will be considered a cancel and will receive a full tuition refund.

- A student may voluntarily withdraw from an individual course(s) beginning the first day of Week 2 through the last day of Week 5 and receive a final grade of W for the course(s). Any refund to the student is subject to the terms of the Institutional Refund Policy.
- A student may not withdraw from a course after an Incomplete (I) has been granted. If a University withdrawal is requested while a course is in Incomplete status, the I grade will convert to an F.

- ▶ If students need to withdraw for reasons of military deployment, they should follow the [Military Obligations Policy](#) that ensures a deployed student will incur no financial or academic penalty.

### UNIVERSITY WITHDRAWAL - PROCESS FOR VOLUNTARY WITHDRAWAL FROM UNIVERSITY

When students request to be withdrawn from the University, they are also withdrawn from all courses in which they may be currently registered. Students who voluntarily wish to withdraw from the University should contact their Student Advisor. Students may request a University withdrawal at any time. The withdrawal is considered to have occurred on the date the student officially notifies Grantham of intent to withdraw via written or verbal communication. This is the date of determination used to compute the refund according to institutional policy.

### UNIVERSITY WITHDRAWAL - INVOLUNTARY/ ADMINISTRATIVE WITHDRAWAL FROM THE UNIVERSITY

A student may be involuntarily/administratively withdrawn from the University if the student fails to maintain active student status, violates the [Code of Conduct Policy](#) or fails to meet published academic policies. The date of determination used to compute the institution's refund policy is the date the University determined any of the aforementioned situations.

### COURSE WITHDRAWAL - PROCESS FOR VOLUNTARY WITHDRAWAL FROM COURSES

A formal withdrawal from courses requires that students contact their student advisor. The withdrawal is considered to have occurred on the date students officially notify Grantham of intent to withdraw via written or verbal communication or, if online military portal students, on the date they withdraw from the course in the specific military portal. This is the date of determination used to compute the institution's refund policy. If one registered for courses via an online portal, it is the responsibility of the student to withdraw from those courses via that same online portal.

### COURSE WITHDRAWAL - INVOLUNTARY/ADMINISTRATIVE WITHDRAWAL FROM COURSES

If the University determines the student stops attending, violates the Code of Conduct Policy or fails to meet published academic policies, that student may be administratively withdrawn. Students using military Tuition Assistance who do not submit a voucher by the seventh calendar day of the term will be withdrawn. The date of determination used to compute the institution's refund policy is the date the University determined any of the aforementioned situations.

## 2.11 INSTITUTIONAL REFUND POLICY

A student may withdraw from Grantham University for any reason and is responsible for completing the University's formal withdrawal procedures as outlined in the [Withdrawal Policy](#). In addition, if a student registered via an online military portal, it is the student's responsibility to withdraw via that same online military portal. A withdrawal is considered to have occurred on the date the student officially notifies the University of the desire to withdraw or on the date the University determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first. This is the date of determination used to compute the refund according to institutional policy.

If a student is withdrawn from the University for any reason or if a student drops a course(s) within the period allowed in any given eight-week term, the amount already paid will be compared to the tuition of the completed portion of that eight-week term. Any amount the student has paid in excess of the required amount will be refunded; if the student has paid less than the required amount, the student will be responsible for paying the difference.

TIME OF WITHDRAWAL	REFUND
Within 7 days of course start date	100%
8-14 days after course start date	80%
15-21 days after course start date	60%

22-28 days after course start date	40%
29-35 days after course start date*	20%
36 days or more after course start date	0%

\*60% course completion occurs on day 34

Grantham is subject to and must abide by the refund policies of any branch, agency or department of the federal government with which it is in any way associated or affiliated. In the event of a conflict between Grantham's Institutional Refund Policy and the refund policy of an affiliated federal branch, agency or department, the federal refund policy may supersede that of Grantham University (see [Section 3.11](#) for Return of Title IV Funds information).

### REFUND POLICY EXAMPLE

For example, if a student withdraws from Grantham University on Day 11 of a term, 80 percent of the tuition will be refunded. In this situation, the following calculation will apply:

\$885 (TUITION FOR ONE THREE CREDIT HOUR COURSE)
- \$708 (THE REFUND AMOUNT, WHICH EQUATES TO 80% OF THE COURSE TUITION)
<hr/>
\$177 (THE REMAINING 20% OF THE COURSE TUITION, WHICH IS THE RESPONSIBILITY OF THE STUDENT)

This is an example only. Student finances are individualized and vary from student to student.

### CANCELLATION POLICY

Students have the right to cancel their enrollment at any time up to the seventh calendar day after the term start date. If a student cancels at any time up to the seventh calendar day after the term start date, Grantham University will refund all monies paid to the institution. Notification of cancellation may be conveyed to Grantham University in any manner.

### COURSE DROPS

When a student drops or is dropped from a course(s), the institutional refund policy calculation will be performed for the charges applied to the course(s). Any monies due back to a third

party or the student will be refunded within 30 days of the date of determination. Any unpaid balance of tuition and fees the University is eligible to retain after the calculation is performed must be paid by the student to the institution.

### CREDIT BALANCES

Credit balances eligible for refund will be returned within 30 days from the date the credit balance occurred, subject to any federal, state or accrediting agency statutes, rules, regulations and/or standards.

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## 2.12 MILITARY OBLIGATIONS POLICY

Grantham University complies with all requirements outlined in 34 C.F.R. 668.18 (a), (e), and (g) allowing active service members, reservists, government civilians and government contractors who receive orders during a term of enrollment at Grantham University to receive appropriate accommodations in support of their education. This policy allows students to be withdrawn from courses, re-admitted after inactivity due to military orders or receive an Incomplete in the course per the Incomplete Policy. It is in the best interest of students who receive orders (i.e., TDY, AT, convalescent leave or similar orders) and who wish to receive some accommodation, to notify Grantham University as soon as the orders are received.

When students are ready to return to Grantham University after deployment, they should contact their Student Advisor to facilitate re-admission into the current program version, under the same academic status and tuition at the time of their withdrawal.

Eligibility for re-admission is valid for up to three years from return from military service. The cumulative length of absence and of all previous absences from the university for military service may not exceed five years. Only the time the student spends actually performing service is counted.

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## 2.13 LEAVE OF ABSENCE

Grantham University does not offer leaves of absence.

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## 2.14 DEGREE PROGRAM CHANGES

A student seeking to change his or her degree program must be in good academic standing. The student should carefully review the requirements for any potential new program. Students are responsible for reviewing and being aware of the requirements of the Grantham University Catalog versions effective at the time of the start of their new program. The start of the new program must correspond with the start of the student's next eligible term.

Previously transferred or completed Grantham University coursework may not apply to the new program due to differences in the new degree requirements. Students must have documentation on file that all admission requirements for the new program have been met. Students are allowed to change their degree program one time.

Additionally, students are allowed to change degree levels one time. Any subsequent request to change degree programs or levels requires a request be made to the appropriate academic college, department or major. Before changing degree programs, all official transcripts must be on file. In order to change, the student must submit an enrollment agreement.

## 2.15 COURSE GRADES AND GRADING POLICY

A numerical grade is awarded for each assignment and milestone in a course and course grades are computed using these numerical grades. Each course contains a notice of how the course grade is computed. Grantham awards a letter grade for each course for which grade points are earned, based on the four-point scale. Grades of I and W are not calculated in the grade point average.

Each course at Grantham University has the grading methodology included in the course syllabus. The weight of all assignments is identified, including the weight of any final exam that may be required in the course. For all courses that require a final exam, the syllabus clearly states the percentage of the final. No retakes of final exams will be given.

TABLE 2.15A

GRADES	COURSE GRADE	QUALITY POINTS
A (90-100)	Excellent	A = 4.0
B (80 – 89)	Above Average	B = 3.0
C (70-79)	Average	C = 2.0
D (60 – 69)	Below Average	D = 1.0
F (below 60)	Failure	F = 0.0
I	Incomplete	Not computed
W	Withdraw	Not computed

## ROUNDING OF FINAL GRADES

The final grade is displayed to two decimal places using standard rounding rules. The grade is rounded up if the decimal is 0.50 or above. The grade is rounded down if the grade is below 0.50. For example, a grade of 89.50 percent is recorded as 90 percent or a grade of A. When the final grade computes to 79.49 percent, it is recorded as 79 percent, a grade of C.

TABLE 2.15B For Nursing courses\*

PERCENTAGE	CORRESPONDING LETTER GRADE	COMMENTS/ CONDITIONS	QUALITY POINTS
95–100	A		4.00
90-94	A-		3.67
87–89	B+		3.33
83-86	B		3.00
80-82	B-	Minimum passing grade for MSN courses (80%)	2.67

77-79	C+	Minimum passing grade for BSN courses (77%)	2.33
73-76	C		2.00
70-72	C-		1.67
67-69	D+		1.33
60-66	D		1.00
0-59	F		0.00

## MINIMUM GRADUATE GRADE REQUIREMENTS

Students enrolled in any Graduate Degree or Certificate program must pass each course with a grade of C or better in order to progress in their programs. Courses not passed with a C or better must be repeated or transferred in under the [University Transfer Credit Policy](#) guidelines. If the enrolled program requires courses to be taken in a prescribed sequence, any course not passed with a C or better must be repeated and passed, or transferred in, before students can move forward in their program.

## MINIMUM GRADE REQUIREMENTS IN THE COLLEGE OF NURSING

Students in the College of Nursing must pass each course with a grade of a C+ (77%) or better in the BSN programs and immediately repeat all grades that are less than 77%. Students in the College of Nursing must pass each course with a grade of B- (80%) or better in the MSN programs and immediately repeat all grades that are less than 80%. A course that is failed must be immediately repeated and passed before the student can progress. Students shall be withdrawn from any future enrollments until the failed course is passed. The NUR courses proceed in a prescribed order. A nursing student out more than 90 days will have a program review upon return. This review will include program admittance date, age of courses completed, and changes in the curriculum and/or program. The review may find that no changes are required in the program, courses may be added or removed, or pivotal courses may need to be repeated.

## 2.16 INCOMPLETE POLICY

If a student is unable to complete a course within the eight-week term due to extenuating circumstances, a request for an Incomplete (I) can be made and must originate from only the student. Students must email a request for an Incomplete to the instructor before final course grades have been submitted. Students may be required to provide documentation of the reported extenuating circumstances.

Incompletes are exceptional and are granted only when circumstances outside of a student's control warrant. Each instructor must judge the specifics of the situation to determine whether an Incomplete is an appropriate option for a particular student. The instructor may consider many factors in making this evaluation, including the student's standing in the course, the quality of the student's work to date, the student's substantive interaction in the course, and whether or not an Incomplete is in the best interest of the student.

Typically, a student is eligible for an Incomplete if:

- The student has successfully completed at least 50 percent of the required course work (i.e. assignments, labs, quizzes and exams), not including discussion posts or group work.

Note: Discussion posts and group work do not count in the calculation of the 50 percent requirement. The instructor determines if and how discussion posts and/or group work can be made up during the Incomplete period.

- The student can reasonably complete the remaining course work within the Incomplete time period (14 days).

Incompletes are granted at the discretion of the instructor, who retains the right to deny a student's request, even if the student meets the eligibility requirements.

If the instructor grants the request for an Incomplete, the student will be given an additional 14 days of course access beginning the Monday following the term end date. A grade of I will be assigned and will remain in the student academic records until the final grade posts or until the end of the 14-day Incomplete period. At the end of the additional 14 days, any remaining Incomplete course requirements will be awarded a grade of zero and averaged into the final grade. No additional time can be granted. The final grade will remain on the transcript.

Incompletes are granted for specific remaining coursework; the scope of the coursework that will or will not be accepted as a part of the Incomplete must be determined prior to the request being granted. For example, if a student has failed to turn in assignments for Weeks 1, 2, and 8 of the course, it is within the instructor's rights to deem any portion of the missing work too late to be accepted as part of the Incomplete submission.

## 2.17 REPEATING A COURSE

A student may repeat a Failed (F) or Withdrawn (W) course only one time unless special circumstances are documented and approved by the program Dean. A student receiving an "F" in a required course must repeat the course and earn a passing grade prior to graduation. If a student fails or withdraws from the repeated course again, these options are available:

- Submit an appeal for a third course attempt to the appropriate Dean
- Transfer a successfully completed, appropriately accredited course from another institution to Grantham
- Change programs

Pending review of the appeal, the student may be required to submit documentation of extenuating circumstances to justify a multiple attempt. If the appeal is approved, the student will be allowed another attempt to pass the course. The student must pay all relevant tuition and fees for repeating the course.

Students using Title IV aid as their funding source should refer to their Student Financial Services Officer to determine financial impact when repeating a course.

Students may repeat any course to improve their grade point average; however, the student must be aware that a repeated course counts against the maximum number of credits that may be

attempted prior to placement on academic warning or suspension from the University. Grantham University will not allow a student to continue the program if more credits than allowed by the [Maximum Time Frame for Program Completion Policy](#) are attempted. The highest earned grade for a repeated course will be used in the GPA calculation. All course attempts will be reflected on the transcript. All repeated credits are included in the Course Completion Rate and Maximum Time Frame for Program Completion calculations.

### COLLEGE OF HEALTH PROFESSIONS STUDENTS

Any student enrolled in a certificate program requesting a second attempt at a course will need to follow the process below:

- Submit a written letter outlining the reasons why the previous attempt was unsuccessful to include what steps (if any) were taken to try to turn things around (tutoring, communicating with instructor/advisor, etc.). This letter on how current or perceived challenges will be addressed in the second attempt.
- Submit the Scholastic Agreement Form and the Google Calendar. Please request the Scholastic Agreement form from your student advisor.
- Provide verification of personal computer and Internet access. This could be a copy of a receipt, monthly bill, or picture with personally identifiable information removed..

- Be available for a brief zoom meeting with the Dean/Chair/Program Director to explore ways we can assist them for success.
- Meet via zoom/phone/skype/collaborate ultra during preview week or week 1 with the course instructor.
- Students whose scores are above passing must contact the instructor weekly by phone or email.
- Students whose scores are below passing must contact the instructor weekly by zoom/phone/skype/collaborate ultra.

- At the Dean's discretion, additional requirements such as enrollment in additional courses designed to assist in passing may be required.

#### COLLEGE OF NURSING AND HEALTH PROFESSIONS STUDENTS

- Third attempt appeals may stipulate additional requirements including courses designed to assist the student to pass.

## 2.18 ASSESSMENTS

The course syllabus contains all pertinent information for assignments and tests in each course. Students submit all assignments and tests in the online course and the results will be posted in the online course grade book.

### SCORING TESTS/ASSIGNMENTS AND POSTING GRADES

Coursework submitted prior to or on the scheduled due date will be graded by the instructor by Friday night (midnight Central Time) after the scheduled due date. Coursework submitted after the scheduled due date will be graded by the instructor by Friday night (midnight Central Time) after the following week's due date.

Results for coursework submitted during Incomplete periods will be posted within two calendar days of the submission date. Final grades must be posted within two calendar days after an Incomplete period expires.

### TEST SCORE REVIEW

If a student believes a given test question was scored incorrectly, the student may initiate a test score review. For multiple choice tests, the student should review the results of the test upon receiving scores to effectively request a review. No test score review may be initiated more than one week after the disputed grade is posted.

### TEST SCORE REVIEW PROCEDURE

- **Request instructor review:** Submit a request to the instructor via email, indicate the student number in the subject line. The message should include the following:
  - The test number and question number
  - The text of the question and the answer choices.

Remember questions are often randomized, so one student's Question 1 may not be the same question for another student.

- The answer selected
- A reason(s) for why the student believes the selection is correct, including page references in the text pointing out evidence that supports the answer.
- The student must provide sufficient information to support answer(s), but such support need not be lengthy.

- **Instructor review:** An instructor will review the request and a student's supporting evidence to determine if the test was scored correctly. If the test was scored incorrectly, the instructor will revise the student's score accordingly. If the test was scored correctly, but a student's argument in support of an alternative answer is deemed convincing, the instructor may award additional points (full or partial credit) with discretion. The instructor will notify the student of the decision.

- **Instructor feedback:** An instructor who has identified an issue with a test or assignment in a course may submit a Service Request to Academic Technology to review the item and make any appropriate changes to the course.

### COURSE SURVEY

The University is committed to improving its courses continually, and reviewing student comments and suggestions is an important part of the process. Course surveys are part of each course in the online learning environment. All course surveys are confidential. Instructors do not see student identity related to survey responses.

## 2.19 PROCTORED EXAMINATIONS

Throughout a student's program of study, assessments from select courses will be proctored. Proctored exams are required and serve as an additional identity verification process used to ensure academic integrity and to meet accreditation requirements. Proctored exam information and rules are provided in each course syllabus where a

proctored exam is required. Taking proctored exams is mandatory, without exception, and is not subject for appeal. Failure to complete the proctored exam will result in a failing grade (F) for the course. Failure of the course might affect student funding, financial aid and academic status.

## METHODS OF PROCTORING

The current proctoring system requires Windows 8 or newer or Mac OS X 10.12 or higher. Tablets, Hybrid Devices and Mobile Devices are not supported. External cameras on Macs are not supported.

Videos recorded during the exam session contain full-length webcam views, audios and desktop recordings. Videos are stored and available to University administrators for review. The course syllabus will indicate any unique exam rules that may apply, such as the use of a calculator, open/closed book, etc. Videos will be reviewed with these rules in mind and violations will be reported to University administrators. Students must have an operational webcam/video, computer, high-speed internet connection and allow the third party proctor service to access their webcam and microphone during the proctored assignment. Students are required to identify themselves with a valid government-issued photo ID.

Students may only have one internet browser window open while taking their proctored exams, unless otherwise specified. The use of internet-accessible devices, such as smartphones and tablets, are strictly prohibited during the exam. Students may not bring removable media of any type during the proctored exam (e.g., flash drives, etc.).

Students may not install software during the proctored exam; however, pre-installed software, such as Maple and MATLAB, is permissible. Students are not allowed to converse with anyone other than their proctor during the proctored assessment. Proctors are prohibited from assisting with the exam with the exception of procedural or administrative issues.

No one, at any time, is permitted to assist the student logging in or setting up the proctoring system. This will be flagged as a test violation. Therefore, if one is unable to operate the system, the student should contact a Student Advisor.

## 2.20 GRADE REPORTS

Students may print their own official grade report by entering the Academic Plan on [GLife](#). The University will not send automatic grade reports after course completion because the student may access the official report through the portal. Students may access other student

record documents by entering Self Service Banner on [GLife](#). This includes the Unofficial Grantham Transcript, Degree Evaluation, RegistrationHistory, and Enrollment Verification.

## 2.21 GRADE APPEALS

Each student must initially attempt to resolve a grade issue with the individual instructor. For those cases where the student feels the matter has not been satisfactorily resolved with the instructor, the student may submit an academic appeal by using the link located on [GLife](#).

- The grade protest must be received by academic support services within two weeks of the course end date.
- The completed appeal is sent to the faculty member who is expected to respond in writing within one week.

- The request is directed to the appropriate academic Dean, who will review all written documents and render a decision within one week.
- Grade changes may be administratively made only if there is sufficient reason to believe that the grading procedure was biased, incorrectly calculated or based on issues not known at the time of grading.

## 2.22 TRANSCRIPTS

Grantham students and alumni can access transcript ordering by logging onto the [Clearinghouse Secure Site](#). Grantham reserves the right to withhold the release of official transcripts if the student

has outstanding financial obligations to the University, or the student has an Information Security hold.



## 2.23 PARTICIPATION AND SUBSTANTIVE INTERACTION

Grantham University is committed to ensuring students take personal responsibility for achieving the learning objectives outlined within each course. To assist students in meeting that goal, the University requires students to participate by regularly logging into their course(s), substantively interacting with fellow students and instructors through group discussions and submitting all coursework by the weekly due date.

### LATE SUBMISSIONS

Student prevented from submitting the work required for an assignment by the due date specified *may*, at the discretion of the instructor, be allowed to submit the assignment at a later date without penalty. The instructor's permission must be requested prior to the due date specified for the assignment in question.

Student submitting work for course assignments after the due date specified in the course schedule within the LMS are subject to penalties up to but not exceeding 5% of the points possible for the assignment in question per day (i.e. for each day passing between the due date and the date of submission is posted to the assignment within the LMS) at the discretion of the instructor of record for the course in question. For example, submissions posted after the due date, but within 24 hours of the date the assignment is due, may be penalized by up to 5% of the potential value of the assignment; submissions posted between 24 and 48 hours after the due date may be penalized by up to 10%, etc.

This policy does not supersede the University's existing Incomplete or Substantive Interaction policy. Students have only until the last day of a course to submit work required for the course in question unless they have previously requested and have been granted an extension of the time allowed to complete the course and temporary grade of incomplete by the instructor.

### GUIDELINES FOR SUBSTANTIVE INTERACTION

Substantive interaction involves a sustained, interactive communication usually of three or more academically appropriate posts to the course Discussion Forum, consisting of one initial post and two posts to fellow students and/or the course instructor of equally substantive value, corresponding to the requirements prescribed in each course. It is a written answer to a discussion question/response that contains a central idea, independent response or personal opinion that is presented or communicated in a meaningful way. The purpose of substantive interaction on the Discussion Forum is to promote understanding of a topic and its relevant themes to all participants. The posts are, therefore, a collective conversation of linked words, phrases and ideas.

Although using the American Psychological Association (APA) style guide is not required for paraphrasing another's work, proper acknowledgment of the source is required; APA style is

required for direct quotes. The usual length of a post is 75 to 150 words. Word count requirements may be dependent on the topic, assignment instructions or level of the course. It is a student's responsibility to be familiar with the requirements of a course.

Students are encouraged to begin substantively interacting with classmates and/or the instructor using the Discussion Forum as soon as possible during each week of the term. Substantive interaction promotes a deeper understanding of the topics and themes discussed in courses, which will enrich the educational experience. In addition, it opens up the lines of communication with fellow classmates and instructors.

### ESTABLISHING FIRST-WEEK MINIMUM PARTICIPATION AND SUBSTANTIVE INTERACTION

During Week 1, students are required to establish participation\* by logging into each course within seven calendar days of the term start date and either submitting a Week 1 assignment or posting an initial\*\* post in the Week 1 Discussion Forum. This requires a minimum of 75 words or conducting a substantive course content-specific dialogue with the instructor in "Ask the Instructor." Students who have logged into the course(s) within the first seven calendar days of the term start date, but failed to substantively interact, will be administratively canceled from the course(s). Substantive interaction is measured on a course-by-course basis. Therefore, substantive interaction in one course has no impact on substantive interaction in other course(s). Appeals to be reinstated are not permitted unless a system error occurred. Individual instructor course policies or exceptions do not supersede the University policy.

\*Minimum requirements to stay enrolled. The Week 1 course requirements may include more assignments than listed here for full award of weekly points. Please see course syllabus for all assignments and due dates.

\*\*The initial post is typically not the only required post of the week for full credit; however, the initial post or submission of a Week 1 assignment will prevent an administrative drop at the conclusion of Week 1. Please see course syllabus for all assignments.

### PARTICIPATION AND SUBSTANTIVE INTERACTION REQUIREMENTS THROUGHOUT THE REMAINDER OF THE TERM

Beginning in Week 2 and throughout the remainder of the course, participation and substantive interaction will be tracked using the tools within the LMS. Throughout the term, students must participate in such a way as to ensure successful completion of the course by the end of the term (i.e., regularly submit assignments by the designated due date and continue to substantively interact with other students and the course instructor), abiding by the participation and substantive interaction requirement outlined in each course syllabus. Students who do not turn in an assignment or substantively interact for a 14-day consecutive calendar period will be administratively withdrawn, resulting in a grade of W recorded on the student's academic transcript.

Course acceleration is not permitted. Submitting work prior to its due date (accelerating) and going inactive for 14 calendar days is still lack of interaction in the course and an administrative withdrawal will be initiated. This will result in a grade of W recorded on the student's transcript.

Although a 14-day consecutive calendar period of inactivity will result in an administrative withdrawal, a faculty member may withdraw a student at any time if the student's participation or lack thereof merits a withdrawal. The decision by the faculty member to withdraw a student includes students who only participate in the discussion forums and who fail to submit written assignments quizzes/exams, labs and/or projects, as this does not meet the rigor set forth in the course that would enable the course learning objectives to be met. Additionally, bulk assignment submission after periods of inactivity may not be accepted for grading per the late policy; this does not reflect academic engagement.

A student's last date of attendance/activity is defined as the latest submission date. Submissions that meet the definition of participation and substantive interaction are those in which an official, calculated score appears in the LMS grade book; the score comprises a percentage of the overall, final grade. The following are examples of recorded activity in the LMS:

- Written Assignments, Tests, Exams, Labs, Final Projects and Portfolios

- Initial Discussion Post (totaling 75-150 words)
- Replies to Discussion Posts (responses to fellow students' posts)

Completing course work designated as "optional" or "practice" does not qualify and is not counted toward satisfying University policy on substantive interaction. Students who choose to complete "optional" or "practice" assignments, but fail to submit graded course work which would result in a percentage of the overall final grade, will be withdrawn.

Some courses have a safety exam which must be passed (multiple attempts are allowed) prior to the openings of further course material. Students who fail to pass the exam and, thus, are not able to participate in the course for 14 days will be withdrawn.

Reinstatements will not be considered unless a University systems error was made or a documented military obligation is approved in accordance with The Statement of Academic Purpose in [Section 2.1](#). Tuition will be refunded per the Institutional Refund Policy published in [Section 2.11](#) of the Student Catalog.

\*It is the responsibility of the student to know the Participation and Substantive Interaction Policy. This is located in the Student Catalog and course syllabi.

### 2.24 ACADEMIC INTERACTION

During the educational process, interaction between the student and the instructor is both expected and provided. While much of this interaction takes place as a part of the standard course structure, additional interaction may be required as a result of surrounding assessments, discussion forums or general coursework beyond the scope of the existing course materials. If a student has difficulty in a course, an instructor should be contacted via email. Instructors will respond to a student's specific course-related email within two calendar days.

Other communication options open to a student include:

- Discussion postings (for general course-related questions)
- Office chats (by appointment)

- Instant messaging
- Skype

If one of these communication options cannot solve a student's issue satisfactorily, the instructor may decide to make an appointment for a telephone conference. The instructor will contact a student via email to arrange the conference call. The discussion is limited to the academic material.

If a student's instructor arranges for a telephone conference, the student must make the telephone call at the appointed time and have course materials at hand. Instructors may decide to place the call at their discretion, but typically, the student must place the call and pay for any long-distance charges that may apply.

### 2.25 SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress standards apply to undergraduate and graduate students who wish to establish or maintain eligibility for program enrollment. These standards apply to a student's entire academic record at Grantham University, including all credit hours applied to the student's program transferred to Grantham University from another school.

Students are required to meet SAP standards to remain eligible for federal student aid. Prior to all federal student aid disbursements, eligible SAP status will be verified.

**SAP STANDARDS - UNDERGRADUATE**

Student progress is reviewed at the conclusion of the student's 16-week semester (two eight-week terms) to determine compliance with the SAP policy. There are three components to the SAP policy:

**1. Minimum Cumulative Grade Point Average:**

A student's Cumulative Grade Point Average is based on all non-developmental courses taken at Grantham University at the undergraduate level. The minimum CGPA undergraduate students must meet varies according to the number of undergraduate credit hours they have attempted. (See Undergraduate SAP Standards charts below.) Academic records are reviewed at the completion of every 16-week semester (two eight-week terms) to determine SAP. Attempted courses include all undergraduate courses (first-time or repeat courses) a student is enrolled in on the eighth day of a class session, courses credited as the result of passed proficiency exams and courses transferred to Grantham University that are part of the student's declared program. Undergraduate students must have a 2.0 CGPA in order to graduate.

**2. Minimum Course Completion Rate:**

The Course Completion Rate is a calculated percentage based on the number of credit hours earned divided by the number of credit hours attempted at the undergraduate level. The minimum CCR that students must meet varies according to the number of credit hours they have attempted. (See Undergraduate SAP Standards charts below.) Attempted courses include all undergraduate courses (first-time or repeat courses) a student is enrolled in on the eighth day of a class session, courses credited as the result of passed proficiency exams and courses transferred to Grantham University that are part of the student's declared program.

**3. Maximum Time Frame:**

Students are given a maximum time frame of 150 percent of the published program length to complete their declared program. For example, if a student must earn 60 credit hours to complete declared associate degree, the student must earn those credit hours while attempting no more than 90 credit hours overall.

All attempted courses within the student's program, including courses transferred to Grantham University, count toward the maximum time frame for program completion.

If, at any point, it becomes evident that a student cannot mathematically complete the program within the 150 percent time frame, the student will be suspended from the University and is no longer eligible for Title IV funding. If the student has an alternative method of payment, the student may appeal the academic standing.

**UNDERGRADUATE DEGREE SAP STANDARDS**

MEASUREMENT LEVEL	MINIMUM CUMULATIVE GRADE POINT AVERAGE	MINIMUM COURSE COMPLETION RATE	MAXIMUM TIME TO COMPLETION
0-24 Credit Hours Attempted	≥ 1.5	50%	150% of the program's published length
25-47 Credit Hours Attempted	≥ 1.8	60%	
48 or more Credit Hours Attempted	≥ 2.0	66.67%	

**UNDERGRADUATE CERTIFICATE SAP STANDARDS**

MEASUREMENT LEVEL	MINIMUM CUMULATIVE GRADE POINT AVERAGE	MINIMUM COURSE COMPLETION RATE	MAXIMUM TIME TO COMPLETION
0-6 Credit Hours Attempted	≥ 1.5	50%	150% of the program's published length
7 or more Credit Hours Attempted	≥ 2.0	66.67%	

**SAP STANDARDS - GRADUATE**

Student records are reviewed at the conclusion of the student's 16-week semester (two eight-week terms) to determine compliance with the SAP policy. There are two components to the SAP policy:

**1. Minimum Cumulative Grade Point Average:**

A student's Cumulative Grade Point Average is based on all courses taken at Grantham University at the graduate level. Students must maintain a CGPA of 3.0 or higher. Academic records are reviewed at the completion of every 16-week semester (two eight-week terms) to determine SAP. Attempted courses include all courses a student is enrolled in on the eighth day of a class session and courses transferred to Grantham University that are part of the student's declared degree program. Graduate students must have a 3.0 CGPA in order to graduate.

**2. Maximum Time Frame:** Students are given a maximum time frame of 150 percent of the published program length to complete their declared degree program. For example, if students must earn 36 credit hours to complete their declared

program, they must earn (complete) those credit hours while attempting no more than 54 credit hours overall.

All attempted courses within the student's program, including courses transferred to Grantham University, count toward the maximum time frame for program completion.

If, at any point, it becomes evident that a student cannot mathematically complete the program within the 150 percent time frame, the student will be suspended from the University and is no longer eligible for Title IV funding. If the student has an alternative method of payment, the student may appeal the academic standing.

GRADUATE DEGREE SAP STANDARDS			
MEASUREMENT LEVEL	MINIMUM CUMULATIVE GRADE POINT AVERAGE	MINIMUM COURSE COMPLETION RATE	MAXIMUM TIME TO COMPLETION
0–12 Credit Hours Attempted	≥ 3.0	50%	150% of the program's published length
13–24 Credit Hours Attempted	≥ 3.0	60%	
25 or more Credit Hours Attempted	≥ 3.0	66.67%	

GRADUATE CERTIFICATE SAP STANDARDS			
MEASUREMENT LEVEL	MINIMUM CUMULATIVE GRADE POINT AVERAGE	MINIMUM COURSE COMPLETION RATE	MAXIMUM TIME TO COMPLETION
0-6 Credit Hours Attempted	≥ 2.5	50%	150% of the program's published length
7 or more Credit Hours Attempted	≥ 3.0	66.67%	

**SATISFACTORY ACADEMIC PROGRESS GENERAL POLICIES**

**Incomplete Course**

For students that are granted an Incomplete grade as described in the University [Incomplete Policy](#), Satisfactory Academic Progress will be evaluated upon completion of the course.

**Change of Program**

Attempted courses that do not apply as part of the new program will be excluded from future SAP evaluations; however, students are limited in the number of times they may change programs, as described in [Section 2.14](#).

**Repeating A Failed or Withdrawn Course**

Repeated courses and earned credits awarded when a student repeats a course to improve a grade are subject to the SAP definitions and policy. Credit hours from a repeated course are counted as attempted hours every time the course is repeated. Once a course is passed, the credit hours are counted as both attempted and completed credit hours.

**Transfer Credit**

All transfer credit and passed challenge tests that count toward a student's program of study will be included in the Course Completion Rate measurement of SAP.

**SAP Warning**

Students are placed on SAP Warning for one 16-week semester (two eight-week terms) if they do not meet the Minimum GPA and/ or (for undergraduate students only) the Course Completion Rate requirements. While on SAP Warning, students are eligible to receive federal student aid for that 16-week semester. Notification of the change of academic standing will be emailed to the student's Grantham University email address. Lack of reception of notification does not exempt students from the policy requirements.

Students who are on SAP Warning who do not meet SAP standards at their next SAP check will be academically suspended.

**SAP Suspension**

Students are placed on SAP Suspension for failing SAP requirements at the conclusion of the student's 16-week semester on SAP Warning. Students on SAP Suspension are not eligible to receive federal student aid disbursements.

Notification of the change of academic standing will be emailed to the student's Grantham University email address. Lack of reception of notification does not exempt students from the policy requirements. To regain eligibility for enrollment, students must submit a successful academic appeal.

**Appealing a Suspension**

Students may appeal an academic suspension by submitting an Academic Appeal which should include, an explanation of the qualifying circumstances that led to the student's failure to meet SAP standards, documentation of the eligible qualifying circumstances mentioned in the appeal and a description of the changes in the student's situation that will allow the student to meet SAP standards in the future.

Qualifying circumstances recognized as documentable reasons for SAP Suspension Appeal are:

- Injury or serious illness of the student or family member
- Loss of employment by student or family member
- Loss of housing

- Qualifying life event (divorce, birth or death of family member)
- Natural disaster
- Military duty
- Required relocation
- Other unexpected circumstance(s) beyond the control of the student

Supporting documentation (e.g., letters from employers, doctor's notes, receipts, court summons, military orders, lease documents, birth certificates, obituary notices) must be attached to the appeal form to verify that one or more of the qualifying circumstances above led to the suspension. An appeal may be denied for lack of documentation. Normal life and work circumstances are not grounds for an appeal.

Students who choose to appeal their SAP suspension are encouraged to work with their Student Advisor to determine the appropriate academic strategies in developing an academic plan and submitting the completed appeal. For students' optimal future academic success, appeal decisions may require students to use the Teaching and Learning Center resources before they would be eligible for future enrollments.

Students who are active in courses and earn SAP suspension will have a deadline of seven calendar days from the date of notification to submit an appeal to remain in courses. (The date of notification is considered to be the date on the email communication and constitutes day one of the seven calendar days). Such students may remain enrolled while the appeal is reviewed.

To submit an appeal, a student should go to [GLife](#) and click on the Submit Academic Appeal link. Once completed, the appeal will go to the appropriate University official for review.

Students informed of their suspension when simultaneously registered in active courses may remain enrolled while the appeal is reviewed, understanding that appeals from actively enrolled students must be received no later than seven calendar days from the date of notification. (The Date of Notification is considered to be the date on the email communication and constitutes day one of the seven days).

Students continuing in a course(s) while the appeal is processed who then receive a denial of the appeal or students who do not submit an appeal by the appeal deadline may no longer continue and are administratively dropped from all classes.

Students not currently enrolled must successfully complete their appeal submission 30 days prior to the next course start date. Students not currently enrolled in active coursework whose appeals are approved may enroll for a future term(s) provided the registration deadline has not passed and are subject to academic probation conditions.

Approved students will be placed in an Academic Probation status and granted one 16-week semester (two eight-week terms) to

improve their academic standing and meet the required Academic Plan (SAP Standards). While on Academic Probation, students are eligible to receive federal student aid for that 16-week semester.

### Undergraduate Assistance Program

Grantham University undergraduate students who do not meet SAP requirements, including entering the SAP Warning phase, may be subject to the SAP Assistance Program. The SAP Assistance Program may include a requirement to take a reduced course load and/or student participation in other interventions designed to improve student academic success. Interventions, particularly a reduced course load, may impact student funding and program completion time. The length of time a student may be required to remain in a reduced course load state is determined by the Program Dean.

At the next regular SAP check, SAP status will be re-evaluated. Students who meet SAP requirements will return to Good Standing and the SAP Assistance Program becomes voluntary for the student. Students who do not meet minimum SAP requirements will be suspended and may file a SAP appeal. Students that participated fully in all intervention measures should include that information in their SAP appeal. Full participation in the intervention measures demonstrate good academic intentions and progress the Program Dean can consider during the appeal process.

### Academic Plan

The Academic Plan developed with the Student Advisor during the appeal process is used as an advising tool to return the student to good standing. The maximum length of an Academic Plan cannot exceed two 16-week semesters to meet the Minimum Cumulative GPA and/or, for undergraduate students only, the Course Completion Rate requirements.

After the Probation 16-week semester (two eight-week terms) has been completed, if the overall cumulative SAP requirements have been met, then the student is returned to Good Academic Standing.

After the Probation period, if the cumulative SAP requirements have not been met but the 16-week semester GPA is 2.0 or higher for undergraduate students or 3.0 or higher for graduate students, the student remains eligible for a second 16-week semester (two eight-week terms) in a Final Probation academic status. If the overall cumulative SAP requirements are not met at the end of the Final Probation period, the student will be suspended.

After the Probation period, if neither the overall cumulative SAP requirements nor the 16-week semester GPA of 2.0 for undergraduate students or 3.0 for graduate students has been met, the student will be suspended.

Students placed back on SAP Suspension may submit an appeal for reinstatement consideration. Students will be required to participate in academic intervention activities as part of any approved appeal decision.

## 2.26 TITLE IX LEAVE POLICY

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Grantham University complies with all requirements outlined in 34 C.F.R. 106.40 (a) and (b) with regard to the parental status of students. Any student is eligible for leave in the case of pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom for so long a period as deemed medically necessary by the student's physician. They student will be administratively withdrawn from the institution for this leave period. At the conclusion

of the student's leave period, the student will be reinstated to the same academic and enrollment status that he or she held when the leave began.

A student must reach out to the TitleIX Coordinator ([titleix@grantham.edu](mailto:titleix@grantham.edu)) and provide documentation from a medical professional that includes the date they will go out on leave and the date they will return to school (these can be estimated dates).

## STUDENT FINANCING

Grantham University offers various options to assist students with financing their education. Visit [The Tuition and Financial Aid](#) section of Grantham's website for more information.

Grant and/or scholarship applications must be received with required proof of eligibility prior to the start date of the term in order

for the application to be reviewed, unless there are other deadlines imposed by the online scholarship application for which the student may be applying. Scholarships, once awarded, are applied to Grantham's standard tuition rate (see [Section 1.7](#), Tuition and Fees).

### 3.1 GRANTHAM UNIVERSITY HEROES PROGRAM

To show our appreciation and to honor those who serve our country and our communities, Grantham University offers the Heroes program to ensure the costs of education remain affordable for these individuals.

Students who qualify will receive the following benefits:

- ▶ Tuition Rate of \$250 per credit hour (Undergraduate and Graduate)
- ▶ Resource Fee waived for each course

Eligibility will be determined by the Financial Aid Office at the time of admission to the university and will continue as long as the student remains enrolled.

Recipients of the Heroes Program will not receive a credit when opting out as described in section 1.8 Resource Fee.

#### ELIGIBILITY REQUIREMENTS:

- ▶ Applicants must meet Grantham University's minimum admissions requirements.

▶ Applicants must meet any special program and admissions requirements.

▶ Applicants must be at least one of the following:

- A U.S. active-duty service member, reservist, National Guard member or other military service member;
- A U.S. honorable, general under honorable or medically discharged veteran;
- A U.S. emergency first responder, including federal, state and local law enforcement personnel, fire fighters, emergency medical technicians and paramedics;
- A U.S. civil servant at the federal, state, county and/or local level;
- A U.S. licensed or certified patient care worker;
- A child of any age or spouse of any of the individuals listed above;

### 3.2 EUGENE "GENE" JEWETT MEMORIAL SCHOLARSHIP FOR BUSINESS STUDENTS

In honor of the late Gene Jewett, a thought leader, early advocate of online education and Grantham board member, Grantham University is pleased to offer annually the Eugene "Gene" Jewett Memorial Scholarship for Business Students.

#### SCHOLARSHIP DETAILS:

Each year, one full scholarship will be awarded to a recipient earning an undergraduate or graduate degree in the College of Business, Management, and Economics.

### 3.3 DAVID (BULL) BAKER MEMORIAL SCHOLARSHIP

General Baker served on Grantham University's Board of Governors from 2006 until his passing in 2009. In his honor, Grantham University is pleased to offer annually the David (Bull) Baker Memorial Scholarship.

#### SCHOLARSHIP DETAILS:

Each year, one full scholarship will be awarded for the recipient to earn an undergraduate or graduate degree at Grantham University.

### 3.4 COMMANDER EVERETT ALVAREZ, JR. RESILIENCE SCHOLARSHIP

Commander Everett Alvarez, Jr., a distinguished Naval officer who was the first American aviator shot down over North Vietnam, spent eight and a half years as a Vietnam Prisoner of War. Commander Alvarez personifies determination and persistence

in achieving success and, in the midst of life's most difficult situations, believes in the fundamental principles he learned in the military: "You don't give up. You stand true to your mission. Be resilient."

## STUDENT FINANCING

Grantham is proud to have Commander Alvarez as one of its distinguished Board of Governors members and is pleased to offer the Commander Everett Alvarez, Jr. Resilience Scholarship. This Scholarship is intended to encourage resilience through the military student recipient's degree program, a long journey that requires the dedication for which Commander Alvarez stands.

It is through the Commander Everett Alvarez, Jr. Resilience Scholarship that the University helps supplement military service members' tuition assistance benefits — making it easier to achieve maximum credit hours in a given year and move toward degree completion more rapidly, thereby making graduation more likely.

Grantham University seeks to encourage students to avoid loans whenever possible and is offering this Scholarship in honor of Commander Alvarez for those who are using military TA. Through the Commander Everett Alvarez, Jr. Resilience Scholarship, qualifying service members are provided up to \$1,000 annually toward their Grantham degree.

### 3.5 DR. SUSAN FAIRCHILD NURSING SCHOLARSHIP

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In honor of the founding Dean of the College of Nursing and Health Professions, Grantham University has created the Dr. Susan Fairchild Nursing Scholarship. Dr. Fairchild joined Grantham University in August 2009 when she came out of retirement to develop the University's nursing programs. Previously, she taught nursing for more than 30 years at the associate, baccalaureate and master's levels in both traditional and distance learning environments and authored two nursing textbooks related to Perioperative Nursing Practice and Education. For her dedication

and contributions to both Grantham and the nursing community, Dr. Fairchild was named Dean Emerita in October 2013 and continued to support the programs through spring 2014. The Dr. Susan Fairchild Nursing Scholarship is offered to two deserving nursing students each year, one at the undergraduate and one at the graduate level, who exemplify the qualities Dr. Fairchild and the profession of nursing represent. The scholarship covers the tuition and fees for two courses.

### 3.6 EMPLOYER EDUCATION BENEFITS

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Many employers offer education benefits to their employees and the Financial Aid department at Grantham can help you determine

how best to utilize them. Students are encouraged to consult with their employer to ensure they understand the requirements

### 3.7 ASSOCIATION SCHOLARSHIPS

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Grantham desires to make education convenient and affordable. With that in mind, we have partnered with organizations to offer

both full and partial scholarships. Details can be found on the [Grantham website](#).

### 3.8 VETERAN READINESS & EMPLOYMENT

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Veteran Readiness & Employment is designed to help disabled individuals prepare for, or return to, productive activity. Training, personal counseling and other services are provided to those who have physical or mental disabilities that hinder employment. Services to eligible individuals are provided by state agencies for

vocational rehabilitation. Further information may be obtained by contacting the local office of the State Vocational Rehabilitative Services. To find who to contact visit the [Rehabilitation Services Administration](#).

### 3.9 MILITARY PROGRAMS

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Each branch of the military has its own criteria for the amount of Tuition Assistance a service member receives. Authorization for TA is an individual Service policy decision that may have specific academic standing requirements for eligibility. Before you plan on using military TA, you should check your eligibility each term with the appropriate Service.

#### MILITARY TUITION ASSISTANCE

Active duty, National Guard, reserve and veterans may be eligible for tuition assistance and/or scholarships. If a student using TA as a full or partial funding source is dropped from a course and a credit balance is created, the credit balance will be returned to the funding source. In the event an appeal for reinstatement is approved, the reinstatement may create a debt against the student.



### DANTES REIMBURSEMENT

Grantham courses have Defense Activity for Nontraditional Education Support approval for tuition reimbursement. For more information on DANTES, students should contact the Educational Service Officer on their base and a University representative.

### TUITION ASSISTANCE TOP-UP

The Code of Federal Regulations states an active-duty service member may not receive VA education benefits for the same courses for which they receive tuition assistance from the military. To help cover potential out-of-pocket expenses to a student using TA, the Montgomery G.I. Bill® (MGIB) and the Post 9/11 G.I. Bill® was amended to permit the VA to pay a TA Top-Up benefit.

The amount of the benefit can be equal to the difference between the total cost of a college course and the amount of TA that is paid by the military for the course. Top-Up is the only VA program that will pay a student on active duty and receiving TA for the same course(s).

These claims are handled differently from claims for MGIB without TA. For Top-Up claims, a student will not need to check in with the school official who certifies VA education benefits. The VA does not need an enrollment certification on VA Form 22-1999; however, approval for VA education benefits is required to receive Top-Up payments for any course for which TA is payable under Department of Defense criteria.

### AU-ABC PROGRAM

The Air University Associate to Baccalaureate Cooperative program is an initiative between Air University of the Air Force and Grantham

University to offer bachelor's degree opportunities to Air Force enlisted members or veterans. The AU-ABC Program aligns with the vision of Air Force leaders to provide distance learning and bachelor's degree opportunities for Airmen.

Current students or those who have graduated with an Associate in Applied Science degree from the Community College of the Air Force may be eligible to complete a bachelor's degree with Grantham by leveraging their associate degree through the AU-ABC Program.

### ELIGIBILITY

- ▶ Active-duty Air Force, Air Force Reserve or Air National Guard
- ▶ Degree requirements may be completed after the student retires or separates from the Air Force.
- ▶ The student receives a binding degree completion contract to lock in the transfer credit and remaining degree requirements.

To be a part of the AU-ABC program, education partners must:

- ▶ Meet specific accreditation standards
- ▶ Require no more than 60 semester hours after the AAS degree for a bachelor's degree
- ▶ Deliver instruction via distance learning
- ▶ Maximize application of military credit
- ▶ Relate degree programs to an Air Force specialty

For more information about the AU-ABC program, military students should visit [Grantham's website](#), or contact their Education Services Officer or a Grantham admissions representative.

## 3.10 VETERANS PROGRAMS

### VETERANS EDUCATION BENEFITS (CHAPTERS 30, 33, 35, 1606, 1607)

Grantham offers a variety of programs of study approved for the training of veterans. Check with a Veterans Affairs representative for a current listing of degree programs approved for VA education benefits, which are available to an approved program. Visit the [Grantham website](#) or [GLife](#) to obtain information about using the G.I. Bill® while attending Grantham.

The Department of Veterans Affairs determines student eligibility for educational points. An eligible student may call the VA at (888) 442-4551 (888-GIBILL1) or refer to the VA website at [gibill.va.gov](http://gibill.va.gov).

### PRIORITY REGISTRATION

In an effort to ensure that current and former military members can continue in the courses they need to complete their program of study, Grantham will give priority to these students during the course registration process. Student Advisors will coordinate with these students on their course planning and availability needs.

### ENROLLMENT CERTIFICATION

A School Certifying Official will certify student enrollment to the VA once the student is enrolled.

### CONCURRENT ENROLLMENT

While receiving VA educational benefits, a student may be concurrently enrolled in two different institutions during the same term. Wherever the student is pursuing a degree will be the Parent School. A student using VA education benefits must acquire an authorization letter (VA Parent Letter) from the School Certifying Official at the parent school addressed to the School Certifying Official at the secondary school. This form states that the courses taken at the secondary school will be credited toward the current major the student is pursuing. A student using VA education benefits is responsible for informing the secondary school's Veterans Office where the Parent School is located. The secondary school will complete the certification for the benefits form (VA form 22-1999) and send it to the VA.

### SATISFACTORY PROGRESS

The Department of Veterans Affairs and the state of Kansas require schools to monitor student progress. See [Section 2.25](#) for the University's Satisfactory Academic Progress policy

### PROBATIONARY PERIOD

According to Grantham's Satisfactory Academic Progress policy, students will be placed on Academic Warning or Academic Probation if they fail to maintain SAP. A student on Academic Warning or Probation will be certified (not to exceed Warning and Probationary periods composed of four consecutive terms of enrollment) to the VA for education benefits, except where the student was suspended after failing Academic Probation and is readmitted to the University on Academic Probation. Students re-admitted to the University on Academic Probation will not be certified to the VA until minimum standards of SAP are met.

### INCOMPLETE PERIOD

Grantham may grant an Incomplete grade for a course pursuant to the University's [Incomplete Policy](#), which gives the student an additional 14-day period after the course end date to complete the

course; however, the student will not receive VA payments during this period. The VA will automatically discontinue benefits on the day after the term end date. Benefits will not resume until the requirements for all courses in which the student is enrolled have been satisfied, the student enrolls in a subsequent term and the enrollment has been certified to the VA.

### VETERANS READINESS & EMPLOYMENT (CHAPTER 31)

Veterans Readiness & Employment is a program designed to assist service-disabled veterans to obtain suitable employment and promote maximum independence in daily living. Professional counselors from the Department of Veterans Affairs assist in preparing an individual plan, which includes services and financial assistance necessary to complete a designated program. Students seeking additional information pertaining to this type of benefit should contact the Readiness & Employment Department of the Department of Veterans Affairs. Financial Aid is available to those who qualify. Department of Defense personnel are entitled to consideration for all forms of financial aid that Grantham University makes available to students.

## 3.11 FEDERAL STUDENT AID PROGRAMS

### FEDERAL PELL GRANT PROGRAM

The Federal Pell Grant, unlike a loan, does not have to be repaid. A student's eligibility for a Pell Grant is calculated using a formula developed by the U.S. Congress and information submitted by the student on the Free Application for Federal Student Aid. Only undergraduate students are eligible for Pell Grants at Grantham University. For the 2020-2021 award year (July 1, 2020 to June 30, 2021), the maximum scheduled Pell Grant award is \$6,345 (subject to change based on adjustments to the Federal Budget). The amount awarded to a student depends on the student's cost of attendance, expected family contribution and enrollment status (full-time, ¾ time, half-time or less-than-half-time). The maximum award grant is given to any student who is Pell-eligible and also meets the criteria for the Iraq and Afghanistan Service Grant (listed below).

### IRAQ AND AFGHANISTAN SERVICE GRANT PROGRAM

This program is another form of gift aid that does not have to be repaid; however, unlike the Pell Grant program, it is not based on financial need. The Iraq and Afghanistan Service Grant Program is intended to assist students who are not Pell-eligible, but whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001, and who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled in college at least part-time. The amount awarded to any

eligible student is equal to the maximum Pell Grant for the award year, not to exceed the cost of attendance.

### WILLIAM D. FORD FEDERAL DIRECT LOAN (DIRECT LOAN) PROGRAM

Federal loans provided through the William D. Ford Federal Direct Loan Program are referred to as Direct Loans because the federal government – through the U.S. Department of Education – is the lender. Unlike grants, student loans are borrowed money that students are legally obligated to repay, with interest. Students must maintain an enrollment status of at least half-time to be eligible for Direct Loans. Additionally, all first-time Direct Loan borrowers must complete a Master Promissory Note and Entrance Counseling before funds will be disbursed. Repayment begins after a six-month grace period following graduation, withdrawal from school or enrollment of less-than-half-time. Direct Loans include the following:

- **Direct Subsidized Stafford Loans:** Subsidized loans are awarded only to undergraduate students on the basis of financial need. If a student is eligible for a subsidized loan, the U.S. Department of Education will pay (subsidize) the interest on the loan while the student is in school, for the first six months after the student leaves school and during periods of deferment.
  - The interest rates for Direct Subsidized Loans and Direct Unsubsidized Loans are shown in the chart below.

## STUDENT FINANCING

LOAN TYPE	DIRECT SUBSIDIZED & UNSUBSIDIZED LOANS
BORROWER TYPE	UNDERGRADUATE
LOANS FIRST DISBURSED ON OR AFTER 7/1/20 AND BEFORE 7/1/21	2.75 %

➤ **Direct Unsubsidized Stafford Loans:** Unlike subsidized loans, the borrower is responsible for interest that accrues on Direct Unsubsidized Loans from the time the loan is disbursed until it is paid in full, and financial need is not required to receive an unsubsidized loan.

- The interest rates for Direct Unsubsidized Loans are shown in the chart below.

LOAN TYPE	DIRECT UNSUBSIDIZED LOANS
BORROWER TYPE	GRADUATE OR PROFESSIONAL
LOANS FIRST DISBURSED ON OR AFTER 7/1/20 AND BEFORE 7/1/21	4.30 %

Direct PLUS Loans enter repayment once the loan is fully disbursed (paid out); however, graduate or professional students loans will be placed into deferment while enrolled at least half-time and for an additional six months after ceasing to be enrolled at least half-time.

Parent borrowers may contact the loan servicer to request a deferment:

- If the parent or child is enrolled at least half-time, and
- For an additional six months after the child ceases to be enrolled at least half-time

If the loan is deferred, interest will accrue on the loan during the deferment. You may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. Your loan servicer will notify you when your first payment is due.

LOAN TYPE	DIRECT PLUS LOANS
BORROWER TYPE	GRADUATE OR PROFESSIONAL
LOANS FIRST DISBURSED ON OR AFTER 7/1/20 AND BEFORE 7/1/21	5.30 %

These are fixed interest rates for the life of the loan. Additionally, there is a loan fee on all Direct PLUS Loans.

### RETURN OF TITLE IV FUNDS

When a student withdraws from the University, as outlined in the [Withdrawal Policy](#), prior to completing more than 60 percent of a semester, Student Financial Services must determine the amount of

Title IV program assistance that was earned. For example, a student who has only completed 40 percent of the semester will only “earn” 40 percent of the Title IV aid for which one was eligible. The student and/or the University must then return the remaining 60 percent.

The Title IV programs administered by Grantham University that are covered by this policy are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Stafford Loans and Direct PLUS Loans. Any student receiving any Title IV funds are subject to this policy.

The institution will use the Department of Education mandated refund calculation to determine the percentage of Title IV funds earned by the student as of the Last Date of Attendance. The LDA is the last date that the student participated as outlined in the [Participation and Substantive Interaction Policy](#). The percentage of Title IV aid earned is calculated as follows:

Number of days completed*	Percentage of payment period
Total days in the payment period (semester)*	= (semester) completed period (semester)*

\*The number of days in the payment period are calendar days. Grantham University does not have any scheduled breaks that would be excluded from the calculation.

The resulting percentage of the payment period completed equates to the percentage of Title IV funds earned by the student.

If a student (or the parent or University on the student's behalf) receives excess Title IV program funds that must be returned, the University must return a portion of the excess equal to the lesser of:

- Student's institutional charges for the period multiplied by the unearned percentage of the student's funds, or
- Entire amount of excess funds

The University must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source. All returns will be made no more than 45 days after the withdrawal:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct PLUS (Graduate Student)
- Direct PLUS (Parent)
- Pell Grant
- Iraq Afghanistan Service Grant

If the University is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student (or the parent for a Direct PLUS Loan) must return must be repaid in accordance with the terms of the Master Promissory Note. That is, the student may make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned federal grant funds that a student must return is called an overpayment. The maximum amount of a grant

## STUDENT FINANCING

overpayment that a student must repay is half of the grant funds received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50.00 or less. The student must make arrangements with the University to return the unearned grant funds.

If the student did not receive all of the funds earned, the student might be due a post-withdrawal disbursement. Eligible grant funds will be automatically credited to the student's account. If the post-withdrawal disbursement includes loan funds, the University must obtain the student's permission before it can disburse funds.

There are some Title IV funds that students might have been scheduled to receive that cannot be disbursed once they withdraw because of other eligibility requirements. For example, if students who are first-time, first-year undergraduates and have not completed the first 30 days of a program before withdrawing, then they will not receive any Direct Loan funds for which they were eligible had they remained enrolled past the 30th day.

Once complete, the student is notified that the calculation was made and of any action that must be taken by either the student or the University. In addition, any student that had Direct Loans disbursed at the University will be sent exit counseling information.

All notifications are made to the non-Grantham email address on file no later than 30 days after their withdrawal. In the event there is not a valid email address on file, a paper copy of the material will be mailed to the student's home address.

The requirements for Return of Title IV program funds when a student withdraws are separate and different than the Grantham [University Institutional Refund Policy](#). Therefore, the student may still owe funds to the University to cover unpaid institutional charges. Grantham University may also take action to collect any Title IV program funds that the University was required to return on the student's behalf.

### HEROES ACT

The Higher Education Relief Opportunities for Students Act of 2003 sets forth waivers applicable to those serving on active duty during wartime (i.e., those who are "assigned to a duty station at a location other than the location at which the individual is normally assigned"; those called up to active duty from the reserves, National Guard or retirement; and those affected by declared natural disasters). Students affected by these circumstances who withdraw during a semester are not required to repay Federal Student Aid grants.

# STUDENT SERVICES

## 4.1 STUDENT SUPPORT

### NORMAL STUDENT SUPPORT HOURS

- Monday – Thursday 7:00 a.m. – 8:00 p.m. (CT)
- Friday 7:00 a.m. – 5:00 p.m. (CT)

The student must provide the following information:

- Full name
- Student number (GID)
- Phone number with area code
- Alternate contact number
- Detailed description of the problem

If the Student Advisor is unavailable, the student will be instructed to leave a voicemail message with the appropriate information and the representative will respond as soon as possible. All other non-academic requests for assistance should be directed to the student's assigned Admissions Representative or Student Advisor during normal business hours at (800) 955-2527.

### AFTER-HOURS AND WEEKEND SUPPORT

Given the importance of student success, Grantham University offers extended support hours. Examples of after-hours assistance include, but are not limited to:

- Admissions inquiries
- Enrollment questions
- Enrollment application forms
- Tuition assistance help
- No access to [GLife](#)
- Invalid Login/Password
- Website not found
- Testing issues

Students who require attention outside of normal business hours may request assistance at (800) 955-2527 ext. 600 or by using the live chat function via the Grantham website.

## 4.2 STUDENT ADVISORS

Student Advisors support students throughout their chosen degree program at Grantham University.

Students are assigned a Student Advisor, who maintains regular communications with the student to create realistic goals for the timely completion of courses to correlate with the student's graduation goals. The Student Advisor assists the student in educational growth and celebrates milestones and achievements along the student's academic journey.

Student success coaching is an exploration and discovery process that enables the student to view one's self from a fresh perspective. Just like a coach in any sport, the Student Advisor's goal is to help students perform to the best of their abilities. A Student Advisor can help with:

- Academic advising
- Student accountability for academic plans

- Academic motivation and goal-setting
- Initial help with specific non-academic issues (study habits, time management, etc.)
- Referral to other appropriate University resources
- Appropriate interventions for students identified as at-risk
- Communicating to the proper department any concerns that the student may experience
- Registering for courses each term

The student is responsible for academic decisions and education. In order for Grantham to assist students most effectively, it is the student's responsibility to immediately communicate needs and/or concerns to the appropriate representative for a timely and effective resolution.

## 4.3 STUDENT GRIEVANCES

Students with concerns or service requests should first contact the appropriate department for assistance. A list of concerns and departmental contact information is included in the table on the next page (see Table 4.3). The following information may also be helpful:

- Grantham has an "open door" policy – any Grantham staff member or department can be contacted via phone or email.
- Academic-related requests (e.g., grade posting, incomplete grades, military deployment, etc.) may be made by submitting the Academic Appeal Form available on [GLife](#).

## STUDENT SERVICES

- Grade appeals and similar academic concerns should be made following the policy outlined in [Section 2.21](#) of the University Catalog. The appropriate Grantham personnel will analyze and then attempt to remedy the situation.
- All student concerns or service requests will be routed to the appropriate department.
- Appropriate Grantham staff members will analyze the concern or service request and attempt to remedy the situation, generally within five business days but no longer than 30 business days.
- Students should include their Grantham student number (GID) in all correspondence.

Student complaints or grievances typically are about items such as administrative issues, financial issues, technology issues, faculty performance, grading, program content, program effectiveness/expectations and/or customer service issues.

Students whose concerns or service requests are not timely resolved at the departmental level may file a grievance with the Grantham University Ombudsman. The ombudsman is charged with resolving disputes within the University community and does not act on behalf of any party, but rather as an advocate for fairness between all parties. Student grievances should be addressed to:

Office of the Ombudsman  
Grantham University  
16025 West 113th Street  
Lenexa, Kansas 66219  
[Ombudsman@grantham.edu](mailto:Ombudsman@grantham.edu)

Students whose concerns are related to areas of noncompliance with DEAC standards and policies may address their concerns directly to:

Distance Education Accrediting Commission  
1101 17th NW, Suite 808  
Washington, D.C. 20036  
Phone: (202) 234-5100

Students residing in NC-SARA participating states may address concerns to:

Kansas Board of Regents  
1000 SW Jackson Street, Suite 520  
Topeka, KS 66612-1368

Students not residing in NC-SARA participating states may also address concerns to the state authority in their state of residence.

For a list of NC-SARA participating states, go to the following link: [nc-sara.org/sara-states-institutions](http://nc-sara.org/sara-states-institutions)

### CALIFORNIA COMPLAINT PROCEDURES

Most consumers receive a quality education and have a generally positive experience from attending an approved private postsecondary educational institution; however, in the event a consumer believes an institution's administrative processes or educational programs are compromised and not up to the required minimum standards, the Bureau for Private Postsecondary Education should be notified. A complaint may be filed by writing ([Complaint Form](#)) or calling BPPE's Enforcement Section at the following address and telephone number:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6959  
FAX: (916) 263-1897

An alternative avenue for filing a Complaint is to utilize the California Department of Consumer Affairs' online Complaint Form ([On-line Complaint Form](#)). The DCA will forward the On-line Complaint to the Bureau. Please note that, in general, state agencies recommend that you work to resolve your complaint through the University before filing a complaint with the state.

If an individual (student, staff or faculty) desires to make an anonymous complaint regarding Grantham's compliance with federal and state regulations and DEAC accreditation standards and policies, please contact:

Grantham University Ethics Helpline  
Phone: (844) 230-0005  
Website: [lighthouse-services.com/grantham](http://lighthouse-services.com/grantham)

TABLE 4.3

CONCERN/DEPARTMENT	EMAIL ADDRESS	PHONE NUMBER
Academic Appeals	<a href="#">GLife &gt; Quick Links &gt; Submit Academic Appeal</a>	Contact student advisor
ADA Accommodations	<a href="mailto:accommodations@grantham.edu">accommodations@grantham.edu</a>	
Admissions	<a href="mailto:admissions@grantham.edu">admissions@grantham.edu</a>	(800) 955-2527 ext. 4437
College of Science, Engineering, and Technology	<a href="mailto:nmiller@grantham.edu">nmiller@grantham.edu</a>	(800) 955-2527 ext. 4738
College of Nursing and Health Professions	<a href="mailto:crules@grantham.edu">crules@grantham.edu</a>	(800) 955-2527 ext. 4628
Financial Aid Department	<a href="mailto:finaid@grantham.edu">finaid@grantham.edu</a>	(866) 850-2980 ext. 839
College of Business, Management, and Economics	<a href="mailto:wallen9@grantham.edu">wallen9@grantham.edu</a>	(800) 955-2527 ext. 4747

## STUDENT SERVICES

Registration	<a href="mailto:registrations@grantham.edu">registrations@grantham.edu</a>	(800) 955-2527 ext. 4442
Student Accounts	<a href="mailto:studentaccounts@grantham.edu">studentaccounts@grantham.edu</a>	(800) 955-2527 ext. 738
Student Advising	<a href="mailto:studentadvising@grantham.edu">studentadvising@grantham.edu</a>	
Student Records	<a href="mailto:studentrecords@grantham.edu">studentrecords@grantham.edu</a>	(800) 955-2527 ext. 4562
Title IX (discrimination concerns)	<a href="mailto:titleix@grantham.edu">titleix@grantham.edu</a>	
Transcripts	<a href="mailto:transcripts@grantham.edu">transcripts@grantham.edu</a>	(800) 955-2527 ext. 4531
Transfer Credit Evaluation	<a href="mailto:evaluations@grantham.edu">evaluations@grantham.edu</a>	(800) 955-2527 ext. 4615
VA Education Benefits State Vocational Rehabilitation	<a href="mailto:veteranservices@grantham.edu">veteranservices@grantham.edu</a>	(800) 955-2527 ext. 4577
Veterans Support Team	<a href="mailto:vst@grantham.edu">vst@grantham.edu</a>	
Withdrawal(s)		Contact student advisor

### 4.4 CAREER SERVICES

Grantham University is committed to the success of each student and graduate. Through the use of Grantham University Career Services, students and alumni receive assistance in achieving career goals. The Career Services staff provides a variety of services, information and presentations to Grantham University students and graduates, including: career education, information relating to the careers associated with Grantham University programs, assistance in the development of necessary career tools, job search strategies and career planning.

Career Services offerings for current students and alumni include:

- Career webinars
- Job search strategies
- Career management and planning
- Resume and cover letter preparation

- Social media management
- Mock interviewing
- Professional portfolios
- Student organization management
- Military-to-civilian transition

For career-related questions, contact Career Services via email at [careerservices@grantham.edu](mailto:careerservices@grantham.edu).

Career Services cannot ensure employment and does not provide placement services. Should you have any questions relating to careers associated with your degree program or need assistance in the development of the career tools necessary to conduct a successful career search, contact Career Services.

### 4.5 CAREER LAUNCH

The Career Launch is a free professional development resource offered by the Career Services department at Grantham University. It is designed for individuals that would like to develop their professional skills and take the next step in their career. Participants can utilize the Career Launch to submit resumes, schedule appointments with Career Services and access career development resources.

#### RESOURCES AVAILABLE

The Career Launch is full of professional development resources to empower participants to take the next step in their career. Topic areas range from resume preparation to salary negotiation. Each topic contains an instructional video and worksheet to help participants absorb and implement the information.

- Access to Professional Development Resources
- Submit Your Resume For Review

- Schedule a Career Services Appointment
- Watch Instructional Videos
- Receive Achievement Badges
- Interview Preparation
- Job Search Strategies
- Networking Tips
- Salary Negotiation Resources

#### HOW TO ACCESS CAREER LAUNCH

The first step to accessing the Career Launch is to register with the Grantham Career Services Department. You can contact us at [careerservices@grantham.edu](mailto:careerservices@grantham.edu). Once you have registered you will receive an email with your username, password, and log in instructions.

## 4.6 TEACHING AND LEARNING CENTER

The Teaching and Learning Center provides assistance to both students and instructors. Student academic support is provided through resources such as: tutorials, live chat sessions, webinars and individualized tutoring, for most courses. In addition to student support, TLC provides professional development, training and support for all instructors. Offerings include asynchronous and synchronous webinars and workshops over a variety of topics, ensuring instructors stay abreast of the latest instructional best practices for online teaching and learning.

### MISSION STATEMENT

The Teaching and Learning Center enhances student learning through teaching excellence while helping students and instructors develop the skills and behaviors necessary to succeed in an online learning environment. Through tutorial services, learning strategies instruction, academic support and mentoring, TLC strives to improve students' academic performance and foster personal development, while concurrently promoting best practices in online teaching amongst instructors.

### GOALS

The goals of the TLC include:

- Enhance student learning and academic achievement
- Provide academic support and resources for students and instructors

- Help students identify learning styles and develop effective study strategies
- Improve the academic performance of students who are struggling with coursework
- Provide professional development on the latest instructional practices for online teaching and learning

### TUTORING SERVICES

Grantham University offers tutoring services to its students at no additional cost, which includes on demand tutoring, the ability to schedule tutoring sessions and writing assistance/paper review. Students can access tutor.com from the "Connect Now to a Live Tutor" link within their courses. Though tutoring is available in every Grantham course, not all courses have content related tutors. All courses offer writing, library and reading comprehension assistance. Additionally, not all subjects offer 24/7 tutoring. If students attempt to select a subject that's unavailable, they are presented with future availability so they can either return during that time or schedule an appointment.

### CONTACT INFORMATION

[TLCteam@grantham.edu](mailto:TLCteam@grantham.edu) for instructors

[LearningCenter@grantham.edu](mailto:LearningCenter@grantham.edu) for students

## 4.7 LIBRARY RESOURCE CENTER

All undergraduate and graduate students at Grantham have access to an online library. The library collection includes subscriptions to resources from EBSCO, IEEE, Gale and Ovid. Grantham's range of databases from EBSCO covers Academic Search Complete, e-book Academic Collection, Business Source Complete, Regional Business News and CINAHL Plus with Full Text; with thousands of e-books, magazines, journals, images and reference books available. IEEE STEM 10 Plus features full text and complete back files for leading periodicals in technology, engineering and science. Gale's Criminal Justice Collection has resources focused on criminology including journals, magazines, blogs and images. Ovid is a nursing and allied health database with journals from the top medical publishers.

All databases offer students the ability to print, email or export materials to their computers or flash drives so they can use the resources online or offline, as needed. Authenticated links to the databases are in GLife and Blackboard with tutorials on how to use the features. In addition to subscription services, Grantham students have an index of general and program-specific websites compiled by the librarian, faculty, program chairs and deans,

located in GLife and Blackboard. These sites provide open-access academic journals and reference materials for student use.

Grantham ensures sufficient resources are available to students and monitors usage of the library collection. Resources are available to students who need library assistance with projects or assignments through phone, email and live tutoring sessions.



## 4.8 GRANTHAM UNIVERSITY BOOKSTORE

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The Grantham University Bookstore is available to students as a source for textbooks, e-books and an assortment of other required course materials.

Students may obtain required resource information on the [Grantham University Bookstore](#).

Students should immediately update their email and shipping addresses by contacting their Student Advisor or by going to “My Account” on the bookstore homepage. Failure to provide current email and shipping addresses may result in cancellation of resource deliveries or incurring shipping fees.

### GRANTHAM UNIVERSITY TEXTBOOK SHIPPING POLICY

Standard shipping fees for textbooks and other course materials are included in the University Resource Fee (including APO and FPO addresses and P.O. boxes within U.S. territories). A student in another country, or with a physical address inside a U.S. territory, must pay additional shipping charges. Expedited shipping, if requested by the student, is an additional cost and is not covered by the Resource Fee.

Students who opt out\* of the portion of the Resource Fee earmarked to cover the cost of course materials will be responsible for all textbook and shipping fees. When a student registers for a course, required course materials are automatically ordered from the University Bookstore unless that student has chosen to opt out.

All Print on Demand (POD) items will be shipped separately from other items in your order. POD orders received by 10am CT on a business day will be shipped within 3-5 business days.

Items may ship separately from different locations. Tracking information will be provided at the item level in these cases. Directions to access digital content will be emailed to the email address you provided in the order or provided within the classroom.

\*Note that not all courses are eligible for opt out.

### ADDITIONAL MATERIALS

Any required materials for the course will be available within the bookstore for order. Any suggested outside resources or supplemental materials can be purchased outside of the bookstore.

# STUDENT RIGHTS AND RESPONSIBILITIES

## 5.1 STATEMENT OF NON-DISCRIMINATION

Grantham University prohibits all forms of discrimination, including harassment. Harassment consists of unwelcome contact, whether verbal, physical, or visual that is related to sex, sexual orientation, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status, or other protected group status by students, contractors, faculty or agents of the University.

Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or

activity receiving Federal financial assistance.” If you feel like you are a victim of discrimination based on sex and want to report an allegation or have questions involving Title IX, please email our Title IX Coordinator at the following:

Title IX Coordinator  
16025 W. 113th Street  
Lenexa, KS 66219  
[TitleIX@grantham.edu](mailto:TitleIX@grantham.edu)

Grantham University will not retaliate against anyone who makes a claim of harassment or discrimination.

## 5.2 STATEMENT OF STUDENT RESPONSIBILITIES

### UNIVERSITY ROLE

Grantham is committed to keeping each student informed of changes that may impact educational pursuits, supporting each student’s intellectual development and responding to individual needs. To this end, a network of advising, counseling and support services is provided to assist each student in meeting personal and academic goals. Each student deserves dependable, accurate, respectful, honest, friendly and professional service. This can only be achieved through cooperative efforts and responsibilities shared by the student.

Grantham University is not responsible for the misuse and/or unauthorized use of any University-provided supplies and/or materials. All materials or supplies must be used in accordance with instructions provided by the University.

### STUDENT ROLE

A student’s success depends above all, on one’s own response to the opportunities and responsibilities within the University environment. When students enter the University, it is understood that their purpose is earnest and that their efforts and actions will bear out this presumption. Final responsibility for fulfilling the requirements of a course syllabus in each class, for meeting all program/degree requirements and for complying with University regulations and procedures rests with the student as described in all University official publications and websites. These resources include, but are not limited to, the University Catalog, Course Syllabi and [GLife](#).

Grantham University students are responsible for, but not limited to, the following:

- ▶ Ensuring official transcripts are received and on file as required by the University

- ▶ Checking assigned Grantham University email account regularly for important communications
- ▶ Reading and adhering to all published policies and procedures governing the student account
- ▶ Maintaining communication with a University representative
- ▶ Ensuring name and mailing address are correct and contacting their Student Advisor to update any changes on [GLife](#)
- ▶ Meeting or completing all academic prerequisites and grading standards
- ▶ Completing coursework within the 56-day term and requesting exceptions to policy in advance to faculty
- ▶ Submitting all coursework on time. Having “technology,” human error or internet problems is not a valid excuse for turning an assignment in late. Proactive planning for use of library or other computers is recommended
- ▶ Submitting and following up on disputes of grades in writing to faculty
- ▶ Following up on all appeals/service requests submitted
- ▶ Knowing that when registering for a course, charges are incurred
- ▶ Paying charges incurred when registering
- ▶ Paying all charges incurred by the published payment due date, regardless of whether a billing statement was received or if payment is to be made by a third party
- ▶ Paying all penalties, costs and legal fees associated with collection of the student account
- ▶ Conducting all financial affairs in a legal and ethical manner

A student's education is important and represents a big investment of time, money and energy. Each student should become familiar with all information that is provided. The University is here to help;

therefore, if students have any questions regarding their account, they should contact the University at (800) 955-2527 during office hours.

### 5.3 CODE OF CONDUCT

#### ACADEMIC INTEGRITY FOR ALL STUDENTS

Academic integrity is the foundation of Grantham University's commitment to the academic honesty and personal integrity of its University community. Knowledge and maintenance of the academic standards of honesty and integrity are the responsibility of the entire academic community, including the instructional faculty, staff and students. Grantham University expects responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. The academic standards at Grantham University are based on a pursuit of knowledge and assume a high level of integrity from each of its members. When this trust is violated, the academic community suffers and must act to ensure its standards remain meaningful. The vehicle for this action is the Academic Integrity Policy. Postings by students to web pages, social media websites and similar online communications are in the public sphere and are not private. Such postings may subject a student to allegations of conduct violations, with resulting consequences.

The following are the guiding principles of the Academic Integrity Policy:

#### GENERAL POLICIES

The following policies and procedures apply to all students, instructional faculty, adjuncts and all other departmental staff who participate in the administration and delivery of courses and programs at Grantham University. This policy requires a decision by the appropriate academic administrator or the Code of Conduct Committee and the student to be notified of the allegation of academic misconduct. It also ensures a student's rights to due process under the appeals. Depending upon the severity of the offense, the student will be notified of the outcome, with the opportunity to appeal the decision to the Chief Academic Officer. The policies described below are the only policies that govern violations of academic integrity at the University and supersede individual course policies.

#### VIOLATIONS OF ACADEMIC INTEGRITY

Behaviors that violate academic integrity are listed below and are not intended to be all-inclusive.

##### 1. CHEATING

**DEFINITION:** Cheating is using or attempting to use materials, information, notes, study aids and/or purchased materials from the internet or other human assistance in any type of examination or evaluation that has not been authorized by the instructor or indicated in the course syllabus.

**CLARIFICATION:** Students may not submit any coursework, including written assignments or discussion forum postings, or take examinations in the place of other persons. Students may not allow other persons to do any coursework, including written assignments, discussion forum postings or take examinations in their places.

- Certain courses or programs may establish, with the approval of the Academic Council, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

##### 2. PLAGIARISM

**DEFINITION:** Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work, which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations or words of another person without customary and proper acknowledgment of the original sources. Prior to submitting any assignment in which there is a question on documentation, students must first consult with their instructors for clarification in any situation in which the need for documentation is an issue and will have plagiarized in any situation in which their work is not properly noted.

**CLARIFICATION:** Every direct quotation must be identified by quotation marks or appropriate indentation (e.g., block quotations) and must be properly acknowledged in the text and using the citation style or format required at that course and level. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged using the citation style or format required in that course and at that level.

- Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text using the citation style or format required in that course and at that level.
- This prohibition includes, but is not limited to the use of papers, reports, projects, forum postings and other such materials prepared by someone else.

##### 3. FABRICATION, FORGERY AND OBSTRUCTION

**DEFINITION:** Fabrication is the use of invented, counterfeited, altered or forged information documents of any type, including any activities done in conjunction with academic courses, registration for academic courses, student appeals, etc.

**CLARIFICATION:** Fabricated or forged information may not be used in any laboratory experiment, practicum experience, report of research or academic exercise.

- Students may not furnish to instructors, appeal or code of conduct committees or other administrative University personnel, fabricated or forged explanations and documentation of extenuating circumstances or of other aspects of their performance and behavior.
- Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to University officials on University records, or on records of agencies in which students are fulfilling academic assignments.

### 4. SELF-PLAGIARISM

**DEFINITION:** Self-plagiarism is the submission of the same or substantially the same work for credit in two or more courses. Self-plagiarism shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Course assignments in a single course that build toward a final product in stages will not be deemed as self-plagiarism for that course. In some cases, like math problems, the assignment would have to be resubmitted unless corrections were required.

**CLARIFICATION:** Students may not normally submit any academic assignment, work or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same term or in different terms.

Students may not normally submit the same or substantially the same work in two different courses for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).

Students may resubmit a prior academic endeavor if there is substantial new work, research or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's written permission to use it prior to the submission of the current assignment.

Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered self-plagiarism.

### 5. COMPLICITY

**DEFINITION:** Complicity is assisting or attempting to assist another person in any act of academic dishonesty. It is each student's responsibility to protect respective intellectual property appropriately from inappropriate use by others. Do not leave course materials

unprotected on shared computers or unattended hard copies. Leaving coursework available for other student access and use outside of study-partner relationships may constitute negligence and a breach of academic honesty if that work is later submitted as original and/or uncited work by another student. Any appearance of impropriety may constitute academic dishonesty, which may result in University sanctions, up to and including University expulsion.

**CLARIFICATION:** Students may not allow other students to copy from their assignments for any type of examination, written submission, discussion posting or any other written document required by the University.

- Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.
- Postings by students to web pages, social media websites and similar online communications are in the public sphere and are not private. Such postings may subject a student to allegations of conduct violations, with resulting consequences.

### 6. MISCONDUCT IN RESEARCH AND CREATIVE ENDEAVORS

**DEFINITION:** Misconduct in research is a serious deviation from the accepted professional practices within a discipline or from the policies of the University in carrying out, reporting or exhibiting the results of research or in publishing, exhibiting or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

**CLARIFICATION:** Students may not invent or counterfeit information.

- Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data or by being grossly negligent in the collecting or analysis of data.
- Students may not represent another person's ideas, writing or data as their own.
- Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
- Students may not publish, exhibit or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality and they may not add or delete the names of authors without permission.
- Students must adhere to all federal, state, municipal and University regulations for the protection of human and other animal subjects.
- Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct or artistic performance of which they have knowledge.

## 7. MISUSE OF ELECTRONIC COMMUNICATION/TECHNOLOGY

**DEFINITION:** Misuse of Electronic Communication/Technology includes unethical or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program while upholding the netiquette policy.

### CLARIFICATION:

- Students may not use the University computer systems or their access to these systems in support of any act of plagiarism.
- Students may not monitor or tamper with another person's electronic communications.
- Grantham University maintains all rules of copyright and plagiarism within the discussion boards, blogs, emails and other online communication.
- Check over your information before you submit it. Make sure you send the right information; once information has been submitted, it is seen by the intended recipients.
- Students may not violate state or federal laws concerning the fair use of copies.

## VIOLATIONS OF PROFESSIONAL AND ETHICAL STANDARDS

Students who participate in programs that include clinical practice or field-based experiences are required to adhere to the ethical standards and/or code of conduct of the profession. Violations of the ethical standards and/or professional code of conduct may be grounds for termination from the program and/or University dismissal.

Depending on the nature and severity of the violation, the student may be dismissed from the degree program, placed on probation or dismissed from the University. Students who wish to grieve a probation or dismissal decision that is based on violations of ethical/professional standards may do so using the appeals process.

## VIOLATIONS AND UNIVERSITY SANCTIONS

Violations for students at Grantham University are classified into three levels according to the nature of the infraction. For each level of violations, a corresponding set of sanctions is recommended; however, specific academic programs and situations may include additional and different sanctions. These sanctions are intended as general guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.

It is recommended that the instructor forward a concise written statement describing the academic dishonesty of an incident with its particulars to their respective Dean's office for violations in Levels Two through Three. These records will be maintained until graduation or until they are of no further administrative value. This will enable better handling of multiple violations.

### LEVEL ONE VIOLATIONS

These violations address incidents when intent is questionable, are not extensive and/or occur on a minor portion of an assignment.

Examples of Level One violations include, but are not limited to:

- Failure to give proper acknowledgment in an extremely limited section of an assignment

Recommended sanctions for Level One violations are listed below:

- Reduction of points given for the original assignment
- An opportunity to resubmit the assignment using the Writing Center

### LEVEL TWO VIOLATIONS

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the coursework.

Examples of Level Two violations include, but are not limited to:

- Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source
- Submitting the student's own work or major portions thereof to satisfy the requirements of more than one course without written permission from the instructor
- Plagiarizing major portions of a written assignment

Recommended sanctions for Level Two violations are listed below:

- Failing grade for the assignment involved with the grade in the course determined in the normal manner
- Failing grade for the course

Note: Level 1 and 2 academic violations are generally addressed at the faculty level; however, they may also be reported to the appropriate Grantham University staff for tracking purposes and additional student outreach.

### LEVEL THREE VIOLATIONS

Level Three violations represent the most serious breaches of intellectual honesty. Examples of Level Three violations include, but are not limited to:

- Any academic infractions committed after return from suspension for a previous academic honesty integrity violation (i.e., fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source and/or presenting the ideas of another as one's own or in other work represented as one's own in threaded discussions, exams or in any required course assignment or activity)
- Infractions of academic integrity in ways similar to criminal activity (such as forging a grade form; stealing an examination from a professor or from a University office; buying or selling coursework; uploading assignments, discussions or tests to outside sources or websites; falsifying a transcript to secure entry into the University or to change the record of work done at the University)
- Having a substitute take an examination or taking an examination for someone else
- Two or more students submitting identical work

## STUDENT RIGHTS AND RESPONSIBILITIES

- ▶ Multiple counts of plagiarism
- ▶ Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment
- ▶ Willful violation of a requirement of the ethical code of the profession for which a student is preparing, including violations of the professional/ethical standards in clinical or field-based programs
- ▶ Providing false or altered identification
- ▶ Lying, cheating or stealing that compromises educational integrity
- ▶ Willful non-payment of financial obligation to the University

The recommended sanction for Level Three violations is permanent academic dismissal from the University. In cases of degrees already conferred, Level Three violations may result in degree revocation.

### ADDITIONAL GUIDELINES FOR ACADEMIC DISHONESTY GRADE ASSIGNMENT

- ▶ If a student who has been accused of academic dishonesty drops the course, the student's registration in the course will not be reinstated until the issue is resolved.
- ▶ Any assigned grade may be changed to an F or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.
- ▶ Students who have been accused of academic dishonesty in one course are subject to have their entire academic record reviewed. If previous incidents of academic dishonesty are determined, whether or not they have been reported, the student is liable to have those assignment grades or course grades reviewed and amended including the possibility of having the grade of F issued for those assignments or courses. Past incidents can be considered when determining sanctions in the incident under review.

### PROCESSES

Grantham University is dedicated to ensuring students have due process regarding disciplinary actions that may be taken against them. The following procedures will be followed to ensure fairness and equality:

**COMPLAINT:** Allegations will be reviewed by the appropriate academic administrator, Code of Conduct Committee and/or department head.

**NOTIFICATION:** If it is determined by the academic administrator, Code of Conduct Committee and/or department head that a University warning or sanction is warranted, the student will be notified in writing.

### APPEAL PROCESS

If a University sanction is levied, a student will have the opportunity to submit a formal appeal within seven calendar days from the date of notification. Appeals should provide explicit detail regarding the incident as well as any supporting documentation. Appeals must be submitted by clicking on the "Submit Academic Appeal" link on the student portal homepage. If students need assistance with submitting appeals, they should contact their assigned student advisor. Once received, all documentation will be forwarded to the Provost for review who will make a decision no later than ten calendar days from the date of submission. The student will be notified of the decision in writing.

### NURSING STUDENT CONDUCT AND PERFORMANCE DURING PRACTICUM EXPERIENCES PROBATION, FAILURE AND DISMISSAL

A nursing student who demonstrates unprofessional conduct and/or professional misconduct will be notified by the preceptor concurrently to a University faculty member. The faculty member will counsel the student, document the occurrence of the behaviors in writing and place the documentation in the student's permanent record. The student may respond in writing within 48 hours to the faculty member's findings and/or submit written documentation relevant to the behavior. Depending on the nature of the behavior, the faculty member, in consultation with the preceptor and the Dean, may dismiss the student from the program.

### PROBATION

Probation is based on the performance of the student in relationship to course objectives and expected behaviors and attitudes that are consistent with those of a professional nurse. In addition to persistent behavior or behaviors related to unprofessional conduct (see above), a student enrolled in a clinical nursing course may be placed on clinical probation for one or more of the following:

- ▶ Initiating Practicum experiences without a contract
- ▶ Initiating interventions or actions without appropriate supervision or approval of the supervisor
- ▶ Consistent difficulties in applying theory to the clinical setting
- ▶ Inconsistently completing clinical assignments or logs

The faculty member will notify the Dean of any student who is placed on clinical probation. In addition, the faculty member will send a letter to the student indicating the areas of weakness as the basis for clinical probation. A copy of the letter will be placed in the student's permanent record.

The student is expected to complete the requirements of the probation by the end of the course. If the student demonstrates satisfactory progress in improving performance and meets the course objectives, the faculty member will remove the probationary status at the end of the course. Failure to meet the requirements of the probation will result in clinical failure.

## STUDENT RIGHTS AND RESPONSIBILITIES

### FAILURE

Clinical failure is based on the unsatisfactory performance of the student in relationship to the course objectives, expected behaviors and attitudes that are consistent with those of a professional nurse. A student enrolled in the Practicum may receive a failure and/or dismissal from the program for one or more of the following:

- Failure to demonstrate satisfactory progress after being placed on clinical probation
- Recurring absenteeism or tardiness without notification
- Recurring failure to follow clinical course policies, policies of the clinical agency or recommendations of the preceptor/faculty
- Acts of dishonesty
- Repeated lack of preparation
- Demonstrating behaviors that, in the judgment of the faculty, constitute unsafe or potentially unsafe practice
- Demonstrating practices that are inconsistent with professional standards or codes of ethics
- Unsatisfactory final evaluation

### DISMISSAL

A student may be dismissed without a probationary period for identified infractions. Grounds for dismissal without a probationary period include:

- Falsification of documents or records
- While in the clinical area, being under the influence of alcohol, marijuana or any controlled substances not legally prescribed
- Insubordination or failure to follow direct orders from a Preceptor
- Theft of University or agency property

### PROPERTY VIOLATIONS AND BEHAVIORAL MISCONDUCT

The Grantham University Mission can only be achieved if all activities occur in an environment that does not include harassment, fraud, theft or disruption. Students also have a responsibility to meet standards of behavior that are not connected to their academic performance. As an online University dedicated to the secure and protected transmission of education via the internet and related methods, Grantham University has to be vigilant in making sure that students behave in such a way as to always uphold the integrity and reputation of the University. Current and former Grantham students must aid the University in protecting the property of the University and its students.

Students who disrespect the principles behind protecting intellectual property put themselves in jeopardy. Among those types of actions that are not allowed:

- Use of University resources, including intellectual property, course assignments, papers, examinations and answers to quizzes and examinations for commercial purposes

- Misuse of University-owned information that has been developed for teaching, instruction and communication purposes
- Use of any Grantham equipment, materials or services for fraudulent means
- Altering, using, receiving or possessing University supplies or documents without permission
- Providing false or altered identification
- Creation of a public disturbance anywhere near or on University property or via the University electronic communication systems
- Abuse of resources provided to the student for research and use in connection with classes such as books and bookstore items, library databases and other internet research sites where access is provided through the University
- Abuse of the University network and internet sites provided to the student. The student is advised that certain computer misconduct is prohibited by federal and state laws, and is therefore subject to civil and criminal penalties. Such misconduct includes, but is not limited to, knowingly gaining access to unauthorized computer systems or databases, destroying or seriously compromising other's electronic information and violating copyright laws
- Threats levied against another student, faculty member or other University personnel
- Any conduct that willfully or recklessly endangers the physical or mental health of another student, faculty member or University employee
- Obscene or harassing communication directed toward a student, faculty member or employee of the University
- Lying, cheating or stealing that compromises education integrity
- Willful non-payment of financial obligations to the University
- Disrespectful treatment of other students, staff or faculty members
- Illegal or unethical conduct

### BEHAVIOR PROHIBITED BY POLICY AND/OR LAW

- Physical or verbal abuse, bullying, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sexual orientation, national origin, disability, gender or any other protected status
- Obscene, indecent or inconsiderate behavior; insubordinate behavior toward any faculty member or school official; exposure of others to offensive conditions; disregard for the privacy of self and others
- Failure to comply with the lawful directions of any school official or staff member

- ▶ Incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in

such acts; or failure to separate oneself clearly from a group in which others are so engaged.

### 5.4 DRUG ABUSE PREVENTION POLICY

Grantham University is committed to promoting a drug-free learning environment. The University has a vital interest in maintaining a safe and healthy environment for the benefit of its employees and students. Dignity and self-respect are essential components to the mission of the University. The use of performance-altering drugs can impair judgment and increase the risk of injuries.

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and employees are advised that individuals who violate federal, state or local laws and campus policies are subject to University disciplinary action and criminal prosecution.

The possession, use or distribution of a controlled substance or dangerous drugs, or any drug unlawful to possess (e.g., marijuana), except as expressly permitted by law, is a violation of law and of campus policy. Penalties may include required participation in and completion of appropriate rehabilitation programs in addition to federal, state and local sanctions.

Students should be aware there are significant psychological and physiological health risks associated with the use of illicit drugs

and alcohol. Physical addiction, loss of control and withdrawal syndrome, as well as serious damage to vital organs of the body, can result from drug and alcohol abuse.

The following resources are available for assisting with possible problems of chemical abuse:

- ▶ [aa.org](http://aa.org) – Alcoholics Anonymous Support Group
- ▶ [ncaddms.org](http://ncaddms.org) – National Council on Alcoholism and Drug Dependence
- ▶ [www.mayoclinic.org/diseases-conditions/alcohol-use-disorder](http://www.mayoclinic.org/diseases-conditions/alcohol-use-disorder) – Mayo Clinic

### EFFECTS AND SYMPTOMS OF OVERDOSE, WITHDRAWAL AND MISUSE OF ALCOHOL AND DRUGS

A description of alcohol and drug categories, their effects, symptoms of overdose, withdrawal symptoms and indications of misuse can be found at: <https://www.dea.gov/factsheets> – The Drug Enforcement Administration of the U.S. Department of Justice.

### 5.5 NETIQUETTE POLICY

#### GENERAL ONLINE POSTING INFORMATION

Online discussion forums, chats, blogs and wikis are all different methods that allow for students to exchange ideas with their fellow students and the instructor like classroom discussions in a face-to-face course. There are obvious differences between an online and a face-to-face discussion and how students will interact with fellow students and the instructor. For example, the discussion does not take place at the same time; however, the instructor may have online office hours with a live chat session. During that time, students will have the opportunity to send a message to the instructor instantly.

Students will post their online discussion threads, blogs and similar writing throughout the assigned period of time. The replies may extend throughout a week or the remainder of the class. This provides students with flexibility to be a part of the discussion, yet also provides timely feedback for the initial response. There are general considerations that must be followed as a part of an online community.

#### GUIDELINES FOR ELECTRONIC COMMUNICATION

The computer-based discussion forum is similar to a normal face-to-face discussion session in that it is a personal exchange

of information. Therefore, it is important to observe the everyday courtesies one would employ in normal conversation. At Grantham University, students are part of an electronic communication network. Students must:

- ▶ Be aware of cultural differences.
- ▶ Respect others may view issues from another perspective.
- ▶ Not use inappropriate language.
- ▶ Be careful when using humor.
- ▶ Be polite, do not flame (i.e. being offensive and critical of another person's perspective).

One of the considerations when participating in a discussion forum and other online communities is sharing humor and ideas. Students' tone and body language are not translated in an online environment, so they should be mindful of how they convey a message. Students should do their best to be open-minded and ask for clarification if they are uncertain of a posting; do not assume bad intentions. Students should:

- ▶ Make a regular commitment to logon and check the discussion forum so they can remain in touch with the group.

(Note: Some discussion forums, wikis and blogs are graded, while others are not.)



## STUDENT RIGHTS AND RESPONSIBILITIES

- ▶ In a discussion forum, follow the guidelines specified in the instructions.
  - ▶ When contributing in an online community, do their best to create posts that will foster further discussion, rather than ending the discussion.
  - ▶ Be sure to read an entire thread before responding to a post. A thread can become redundant if the messages are repetitive.
  - ▶ Note that Grantham University maintains all rules of copyright and plagiarism within the discussion boards, blogs, emails and other online communication.
  - ▶ Be aware that using all capital letters constitutes shouting in electronic communication.
  - ▶ Check over their information before submitting it, making sure to send the right information; once information has been submitted, it is seen by the intended recipients.
- Any student who acts outside of the Netiquette Policy may be in violation of the Code of Conduct and therefore, subject to academic and non-academic repercussions.

### 5.6 ACCOMMODATIONS UNDER THE AMERICAN WITH DISABILITIES ACT

Grantham University complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and state and local requirements regarding students with disabilities. In compliance with federal and state regulations, Grantham University will provide reasonable accommodations or services to qualified students with disabilities.

Grantham will deem a request for accommodation or services reasonable if the request:

- ▶ Is based on documented individual needs
- ▶ Does not compromise essential requirements of a course or program
- ▶ Does not impose a financial or administrative burden upon the University beyond that which is deemed reasonable and customary
- ▶ Is within the scope of the University's control

Grantham defines a qualified student as one whom, with or without reasonable accommodations, is able to perform the essential functions of program or course requirements. The essential requirements of an academic course or program do not need modification to accommodate an individual with a disability.

Final responsibility for selection of the most appropriate accommodation rests with the ADA Coordinator of Grantham University and is determined on a case-by-case basis, dependent upon the nature of the disability of a student. A student seeking accommodations or services is encouraged to email [accommodations@grantham.edu](mailto:accommodations@grantham.edu) to discuss potential academic

accommodations or services and begin the review process. The ADA Coordinator will determine the accommodation.

#### STUDENT RESPONSIBILITY INCLUDES:

- ▶ Following the accommodation procedure outlined above
- ▶ Being proactive in the submission of all required documents for consideration, since accommodations are not granted retroactively
- ▶ Providing and incurring expense for current appropriate documentation (within five years), from a qualified medical or other licensed professional, of the disability and the accommodation or service needed
- ▶ Providing a signed medical opinion stating that with the reasonably requested accommodation or service, the student would be physically and/or mentally able to perform the essential functions of program or course requirements
- ▶ On a course-by-course basis, presenting the letter of accommodation to the course faculty member within the first week of each course in order for the faculty member to comply with the granted accommodation(s) effectively

If students identify a disability that may prevent them from completing a degree program or seeking employment in a field for which the degree program is designed to prepare them, the University will take all information into consideration, including medical or professional documentation, when determining whether and what type of an accommodation will be made.

### 5.7 NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student records. The Act provides for the right to inspect and review educational records, to seek to amend those records and to limit disclosure of information from the records. The rights afforded by FERPA include:

- ▶ The right to inspect and review a student's education records within 45 days of the day the University receives a request for access.
- ▶ A student shall submit to the registrar, Dean, head of the academic department or other appropriate official, a written

## STUDENT RIGHTS AND RESPONSIBILITIES

request that identifies the record(s) the student wishes to inspect. The University official will make the necessary arrangements for access and will notify the student of the time and place where to inspect the records. If the University official who received the request does not maintain the records, that official shall advise the student of the correct official to whom to address the request.

- The right to request an amendment of a student education record that a student believes inaccurate, misleading or otherwise in violation of a student's privacy rights under FERPA.
- If a student wishes to ask Grantham University to amend a record, the student shall write the University official responsible for the record, clearly identifying the part and the reason why the record should be changed.
- If the University decides not to amend the record as requested, the University shall notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures shall be provided to the student when notified of the right to a hearing.

- The right to provide written consent prior to disclosure by the University of personal information from a student's education records, except to the extent that FERPA authorizes disclosure without consent.
- Under the FERPA exception, the University may disclose education records, without a student's prior written consent, to school officials with legitimate educational interests. An official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service in lieu of using University employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks.

### 5.8 DIRECTORY INFORMATION

Grantham University complies with all provisions of the Family Educational Rights and Privacy Act of 1974, which addresses the privacy and accessibility of student education records. Grantham may release directory information about a student without written permission. The following constitutes directory information and may be made public without a student's prior written consent:

- Name
- Address
- Telephone listing
- Email address
- Hometown
- Major field of study
- Class level
- Anticipated completion date

- Participation in officially recognized activities
- Photograph
- Honors and awards received
- Dates of attendance/enrollment status

Such information may be placed in yearbooks, student directories and other publications, or in local media if the student is a part of a picture or other coverage. It may also be disclosed to certain school officials to include contractors or consultants to whom Grantham has outsourced institutional services or functions. If students do not wish this information to be released, they may contact the University Registrar to request a Non-Disclosure of Directory Information form or download the form from [grantham.edu](http://grantham.edu). More detailed information regarding student rights under FERPA is available at [grantham.edu](http://grantham.edu).

### 5.9 EMAIL FORWARDING

Each student is issued an email account for use while the student is enrolled. Student email is an available mechanism for formal communication by the University. If a student chooses to forward mail to another email address (AOL, Hotmail, Yahoo, etc.), the Grantham University email address remains the destination for official University correspondence.

The Family Educational Rights and Privacy Act of 1974, establishes rules under which the University must operate to protect the privacy

of student information. Email is used as a means to communicate official information from the University to the student, so it is important that any information sent be shared only between the party sending the information and the student. Use of the University email account provides Grantham with a greater level of assurance that it is the student with whom the University is communicating, and therefore protecting student rights; sending email through the Grantham University system gives Grantham a high level of confidence that email will not be read by someone for whom it was not intended.

### 5.10 RELEASE OF EDUCATIONAL RECORDS

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Grantham University students may authorize the release of their records to someone or some agency other than a Grantham employee. In order for the University to release these records, it must have students' consent. Students wishing to give consent should:

- Complete and sign a [Consent to Release Education Record Information form](#). The student may print this form from the University website or may request a form from the Registrar by sending an email to: [registrar@grantham.edu](mailto:registrar@grantham.edu).
- Return the form via email to [registrar@grantham.edu](mailto:registrar@grantham.edu) or fax to (866) 755-3968

To revoke consent after it has been given, students must complete and sign a [Revocation of Consent form](#). Students may print this form from the University website or may request a form from the Registrar by sending an email to [registrar@grantham.edu](mailto:registrar@grantham.edu). Return the form via email to [registrar@grantham.edu](mailto:registrar@grantham.edu) or fax to (866) 755-3968.

# GRADUATION, HONORS AND DISTINCTIONS

## 6.1 GRADUATION REQUIREMENTS

To graduate from Grantham University, certain requirements must be met for degree conferral. Students must successfully complete all degree requirements with required passing grades, meet the minimum Program GPA requirements, meet the residency requirement and have all official transcripts on file.

### UNDERGRADUATE

To fulfill undergraduate degree or certificate requirements, the student must:

- ▶ Pass all core courses
- ▶ Successfully complete the number of credit hours as listed in the enrolled degree program, which may include awarded transfer credit and Prior Learning Assessments
- ▶ Attain a cumulative GPA of  $\geq 2.0$
- ▶ Attain a program GPA of  $\geq 2.0$

### GRADUATE

To fulfill graduate certificate or master's degree requirements, the student must:

- ▶ Pass all core courses
- ▶ Successfully complete the number of credit hours as listed in the enrolled degree program, which may include awarded transfer credit and Prior Learning Assessment

- ▶ Attain a cumulative GPA of  $\geq 3.0$
- ▶ Attain a program GPA of  $\geq 3.0$

### HEALTH PROFESSIONS STUDENTS

To fulfill certificate degree requirements for the Medical Administrative Assistant, Electronic Health Records, and the Medical Coding and Billing Certificates, the student must:

- ▶ Pass all core courses
- ▶ Successfully complete the number of credit hours as listed in the enrolled degree program, which may include awarded transfer credit and Prior Learning Assessments
- ▶ Attain a cumulative GPA of  $\geq 2.0$
- ▶ Attain a program GPA of  $\geq 2.0$
- ▶ Complete the NHA Certification Exam\*

\*The certification exam must be taken to successfully complete the last course in the certificate program. Passing the exam is not required, however, attempting the exam is. Failure to attempt the certification exam will result in failure of the final course and inability to graduate with the certificate.

## 6.2 DEGREE AUDIT AND APPLICATION FOR GRADUATION

The University will email an Application for Graduation upon the final term registration for the student's program. If this email is not received, students are encouraged to contact the University Registrar to obtain the application.

At this time an official audit of the student record will be performed, which will review several facets of the student record including, but not limited to, degree credits earned, financial standing and official

transcript record. Once the Registrar's office has confirmed that all academic requirements have been satisfied, the degree will be awarded.

The Registrar's office will also confirm that all outstanding financial obligations have been satisfied before releasing either a diploma or official transcript.

## 6.3 DIPLOMAS

An Application for Graduation is needed to issue a diploma; this is sent to students once they have registered for the final term of their program. The diploma will be mailed directly to the address provided on the Application for Graduation. This normally takes approximately

four to six weeks after the degree has been conferred. Diplomas will not be released until all financial obligations to the institution are met.

6.4 HONORS AND DISTINCTIONS

DEAN'S LIST - UNDERGRADUATE

In recognition of academic excellence, every semester, selected undergraduate students are named to the Dean's List. Undergraduate students who, at the conclusion of their 16-week

semester (two eight-week terms), earn 12 credits or more and attain a minimum semester grade point average of 3.5 in course work are placed on the Dean's List for that semester.

6.5 GRADUATION DISTINCTIONS

UNDERGRADUATE

At graduation, an undergraduate degree recipient achieving high academic performance is recognized according to cumulative grade point average. The honor is determined as follows:

Summa Cum Laude	3.90 to 4.00
Magna Cum Laude	3.70 to 3.89
Cum Laude	3.50 to 3.69

GRADUATE

At graduation, a master's degree recipient achieving high academic performance is recognized according to cumulative grade point

average. The honor is determined as follows:

With Distinction	3.67 to 4.00
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6.6 OUTSTANDING GRADUATE PROGRAM

Grantham promotes academic and professional excellence by supporting the Distance Education Accrediting Commission Outstanding Graduate Program. This annual award is given to the most outstanding graduate. Criteria for this award include:

- A GPA of 3.5 or higher with no grade below a C in coursework at Grantham
- Significant contributions to society and to a chosen profession as determined by the University

6.7 HONOR SOCIETIES

To recognize the academic achievements of its graduates, Grantham has established a chapter of the Delta Epsilon Tau International Society, which is endorsed by the Distance Education Accrediting Commission. The criteria include:

- An AA, AS, AAS, BA, BBA or BS degree with a GPA of 3.5 or higher with no grade below a "C" in all coursework at Grantham.

6.8 STUDENT ASSOCIATION MEMBERSHIPS

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS

University faculty sponsors students who want to become members of the Institute of Electrical and Electronics Engineers. Please visit [ieee.org](http://ieee.org) for details or to complete the online registration.

is located in Toronto but has members/associates around the world. SIP's mission is to enhance educational and professional standards and it has established certifications for internet professionals. Membership in SIP is unrestricted and open to all. Visit the website at [siggroup.org](http://siggroup.org).

SOCIETY FOR HUMAN RESOURCE MANAGEMENT

The Grantham University Chapter of the Society for Human Resource Management offers no-cost membership to University students and graduates who are interested in the field of human resources. The GU-SHRM chapter meets regularly and offers professional development opportunities to members and non-members. SHRM is the world's largest association devoted entirely to human resource management. To learn more, please send an email to [careerservices@grantham.edu](mailto:careerservices@grantham.edu).

STUDENT VETERANS OF AMERICA

Grantham University is proud to host a chapter of the Student Veterans of America and is a student veteran-led chapter. Through its local chapters, SVA provides "boots-on-the-ground," peer-to-peer support, which has been linked to academic success for student veterans. The SVA is a 501(c) coalition of student-veteran groups on college campuses across the globe. Through this network of affiliates, SVA impacts the lives of thousands of student veterans. To learn more, please visit <https://www.grantham.edu/student-support/veteran-support-team-vst/> or send an email to [granthamsva@grantham.edu](mailto:granthamsva@grantham.edu).

SOCIETY OF INTERNET PROFESSIONALS

The Society of Internet Professionals is a non-profit, member-based organization representing the interests of internet professionals. SIP

### AMERICAN CRIMINAL JUSTICE ASSOCIATION

Grantham University is a member of the American Criminal Justice Association (Lambda Alpha Epsilon chapter). The objectives of this national organization include:

- Improve criminal justice through educational activities
- Foster professionalism in law enforcement personnel and agencies
- Promote professional, academic and public awareness of criminal justice issues
- Encourage the establishment and expansion of higher education and professional training in criminal justice
- Provide a unified voice for professionals in, and students of, criminal justice
- Promote high standards of ethical conduct, professional training and higher education within the criminal justice field

For more information, please contact Richard Sayles ([rsayles@grantham.edu](mailto:rsayles@grantham.edu)).

## CORE PROFESSIONAL COMPETENCIES

*Grantham University provides online programs of study across multiple disciplines. The common denominator in all these programs consists of key skill sets that we believe our students need in order to become successful in their personal and professional lives. We call these skill sets “core professional*

*competencies.” The six CPCs are derived from careful examination of general education requirements, as well as recommendations from the National Association of Colleges and Employers annual job outlook survey.*

### **COMMUNICATION**

Formulating and expressing thoughts and ideas effectively using oral, written and non-verbal communication skills in person, in writing and in a digital world.

### **DISTRIBUTED COLLABORATION**

Working effectively across distributed locations and asynchronously to achieve a common goal through relationship-building, shared responsibility, empathy and respect.

### **PROFESSIONAL AND SOCIAL RESPONSIBILITIES**

Engaging in social responsibility through seeking justice, valuing diversity, respecting the environment; demonstrating professionalism through integrity, mutual accountability and ethical behavior. This includes considering the social and global impact of individual and organizational decisions, and an awareness of and adherence to regulations, professional standards and industry best practices.

### **CRITICAL THINKING/PROBLEM SOLVING**

Using analytical reasoning when gathering and evaluating relevant information to effectively formulate possible solutions for an issue, problem or a variety of issues. This includes the ability to recognize potential consequences of a decision.

### **CAREER MANAGEMENT**

Identifying knowledge, skills, abilities, and personal strengths and experiences necessary to pursue career goals. Recognizing areas for professional growth, how to navigate and explore job options and self-advocate for opportunities in the workplace.

### **DATA APTITUDE**

Developing information literacy and the capacity to manage data with subsequent finding, structuring, evaluating and interpreting in order to provide meaningful analysis to accomplish a specific purpose.

## GENERAL EDUCATION

At Grantham University, general education courses convey broad knowledge and intellectual concepts to students and develop skills and attitudes that contribute to civic engagement and advance professional attainment. General education courses place an emphasis on principles and theory not limited to a particular field of study. General education courses encompass written and

oral communication; quantitative principles, natural and physical sciences; social and behavioral sciences; and humanities and fine arts that are designed to develop essential academic skills for enhanced and continued learning. (Grantham would like to acknowledge that this language widely conforms to the definition of General Education established by DEAC.)

CATEGORY	CHOOSE FROM COURSES LISTED BELOW
English Composition	EN100, EN101, EN102, EN261, EN361
Math	MA100, MA101, MA104, MA105, MA111, MA141, MA170, BMA 215, MA230, MA302, MA312, MA315
Natural/Physical Sciences	BIO113, BIO116, BIO117, GS102, GS103, GS104, PH220, PH221
Computer Science	CS105, CS106, CS155, CS192, CS197, CS200, CS208, CS265, CS285, CS325, HP205
Communication	CO101, CO120, CO201, CO210, CO325, CO330, CO395, EN100, EN101, EN102, EN261, EN320, EN361
Humanities and Fine Arts	AR201, AR301, AR310, CO301, CO325, CO401, EN301, EN320, ET100, HU235, HU260, HU410, PL201, PL301, PL401
Social and Behavioral Sciences	GP210, GP215, GP310, GP336, GP350, HS101, HS202, HS315, MIL416, PS101, PS380, PS360, SO101, SO303, SO310, SO330, SO351, SS106, SS340
General Education Elective	Any General Education course from any of the above categories or GU101 Student Success



## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

Grantham University provides more than 60 online undergraduate and graduate degree and certificate programs through four divisions of higher education: the College of Business, Management, and Economics, the College of Humanities and Social Sciences, the College of Science, Engineering, and Technology, and the College of Nursing and Health Professions.

Students may enroll in a certificate, an associate degree or a bachelor's degree program. For each of the University's programs described in this section, the following components are included:

- Program description
- Program outcomes
- Required General Education and elective courses and credit hours

### ➤ Core program elements and credit hours

A detailed description of each course is provided in the Course Descriptions section ([Section 10](#)).

Please note that many bachelor's degree programs at Grantham contain all of the requirements for an associate degree and/or a certificate program. Undergraduate students whose courses satisfy the requirements for the related certificate (or associate degree) program and are desiring the credential before the completion of the declared program should review admissions requirements in the Student Catalog. Grantham will evaluate the student's record to verify applicable transfer credit and determine the impact on funding, since eligibility by program differs.

PROGRAM OF STUDY	COLLEGE OF BUSINESS, MANAGEMENT, AND ECONOMICS		COLLEGE OF HUMANITIES AND SOCIAL SCIENCES		COLLEGE OF SCIENCE, ENGINEERING, AND TECHNOLOGY		COLLEGE OF NURSING AND HEALTH PROFESSIONS	
							COLLEGE OF NURSING	COLLEGE OF HEALTH PROFESSIONS
Accounting		BS						
Advanced Cybersecurity						Certificate		
Business Administration		BBA						
Business Administration and Management	AA							
Business Administration with a concentration in General Management		BBA						
Business Administration with a concentration in Human Resource Management		BBA						
Business Administration with a concentration in Logistics and Supply Chain Management		BBA						
Business Administration with a concentration in Marketing		BBA						
Business Administration with a concentration in Operations Management		BBA						
Business Administration with a concentration in Procurement and Contract Management		BBA						
Business Leadership		Certificate						
Computer Engineering Technology						BS		
Computer Science					AS	BS		
Criminal Justice			AA	BA				
Cyber Security						BS		
Cybersecurity Concepts						Certificate		

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

Electronic Health Records									Certificate
Electronics and Computer Engineering Technology					AS				
Electronics Engineering Technology						BS			
Engineering Management Technology					AS	BS			
Financial Planning		BBA							
Health Information Management									BS
Human Resources	Certificate								
Information Systems						BS			
Information Systems with a concentration in Cyber Security						BS			
Information Systems with a concentration in Health Informatics						BS			
Information Systems with a concentration in Web Development						BS			
Introduction to Programming					Certificate				
Medical Administrative Assistant								AAS	Certificate
Medical Coding and Billing								AAS	Certificate
Multidisciplinary Studies			AA	BA, BS					
Multidisciplinary Studies with a concentration in Homeland Security				BA					
Paralegal Studies			AA						
Practical Entrepreneurship	Certificate								
Project Management	Certificate								
RN to BSN Nursing Degree Completion							BSN		
Strategic Communications				BA					

## COLLEGE OF BUSINESS, MANAGEMENT, AND ECONOMICS

PROGRAMS OF STUDY	CERTIFICATE	ASSOCIATE DEGREE	BACHELOR'S DEGREE
Accounting			Bachelor of Science
Business Administration			Bachelor of Business Administration
Business Administration and Management		Associate of Arts	
Business Administration with a concentration in General Management			Bachelor of Business Administration
Business Administration with a concentration in Human Resource Management			Bachelor of Business Administration
Business Administration with a concentration in Logistics and Supply Chain Management			Bachelor of Business Administration
Business Administration with a concentration in Marketing			Bachelor of Business Administration
Business Administration with a concentration in Operations Management			Bachelor of Business Administration
Business Administration with a concentration in Procurement and Contract Management			Bachelor of Business Administration
Business Leadership	Certificate		
Financial Planning			Bachelor of Business Administration
Human Resources	Certificate		
Practical Entrepreneurship	Certificate		
Project Management	Certificate		

Please note that all prerequisites to the required courses in the COBME certificate programs in Project Management, Business Leadership, Human Resource Management and Practical Entrepreneurship are waived for students enrolled in those programs. Courses in the certificate programs must be taken in the prescribed sequence in which they are listed. Only students enrolled in the certificate programs are exempt from meeting the standard course prerequisites; all other COBME undergraduate and graduate degree program prerequisites must be met for enrollment.

## 1.1 BUSINESS LEADERSHIP

### CERTIFICATE PROGRAM

The Business Leadership Certificate program focuses on the application of leadership theory and development, oral and written communication, human capital management and effective team building to meet organizational strategic goals. Upon completion of this program, graduates may enter entry-level positions in business administration. Graduates may also continue their education and transfer courses within the certificate program to associate and/or bachelor's degree programs such as business management, business administration and human resource management.

Students enrolled in this program are required to follow courses in the sequence set out below.

### STUDENT LEARNING OUTCOMES

- Compare and contrast leadership theories for application
- Demonstrate techniques to empower personnel to enhance performance
- Organize and build effective teams
- Show ethical behavior in business

- Illustrate effective verbal and nonverbal communication
- Identify and analyze the decision and problem solving processes by using critical thinking skills

BUSINESS LEADERSHIP CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
MGT150	Principles of Business Management	3
ETH301	Business and Society	3
BUS303	Business Negotiations	3
MGT468	Organizational Behavior	3
MGT431	Performance Management	3
MGT461	Leadership in Organizations	3
<b>TOTAL CREDIT HOURS</b>		<b>18</b>

Prerequisites are not required for COBME certificate students, though courses must be taken in their prescribed sequence. Up to 3 credit hours may be transferred in. This program is not approved for Federal Student Aid (Title IV) educational benefits.

## 1.2 HUMAN RESOURCES

### CERTIFICATE PROGRAM

The Human Resources Certificate program focuses on the application of human resource management. Upon completion of this certificate program, graduates may qualify for entry-level positions in human resource management or labor relations. Graduates may also continue their education and transfer courses from the certificate program to associate and/or bachelor's degree programs such as business management, business administration, human resource management or multidisciplinary studies.

Students enrolled in this program are required to follow courses in the sequence set out below.

### STUDENT LEARNING OUTCOMES

- Identify the advantages and disadvantages of the various forms of business
- Explain the importance of business ethics and workforce diversity in human resource management and how they are opportunities for effective management
- Determine an employer's obligation to reasonably accommodate protected classes of employees
- Differentiate between employers' reasonable actions and employees' privacy rights
- Define human resource management and outline human resource planning

HUMAN RESOURCES CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
HRM340	Human Resource Management	3
MGT441	Training and Development	3
MGT468	Organizational Behavior	3
HRM370	Employment Law	3
HRM451	Compensation	3
HRM476	Developing Human Resources	3
<b>TOTAL CREDIT HOURS</b>		<b>18</b>

Prerequisites are not required for COBME certificate students, though courses must be taken in their prescribed sequence. All courses must be completed at Grantham. No transfer credit is allowed.

1.3 PRACTICAL ENTREPRENEURSHIP

CERTIFICATE PROGRAM

During the Practical Entrepreneurship Certificate Program students will select an actual business idea and complete a feasibility study/ startup business plan. The program is not the study of business but rather the application of business principles to the students' business idea. Students should be prepared to accept some form of expense when developing their business entity and complying with registration and licensing requirements. By the end of the program, students will have completed the necessary work to open their own business.

Students enrolled in this program are required to follow courses in the sequence set out below.

STUDENT LEARNING OUTCOMES

- Demonstrate the use of tools needed for an innovative organization to succeed in the real world
- Perform strategic planning
- List the marketing management functions, including constructing a marketing plan that builds customer relationships
- Define a business market and identify the major factors that influence business and consumer buying behaviors

- Define the new product development process and the product life cycle
- Construct a financial, operational and business plan for the first three years of a startup organization

PRACTICAL ENTREPRENEURSHIP CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
MGT150	Principles of Business Management	3
ACC220	Financial Accounting	3
ENT300	Entrepreneurial Readiness	3
ENT310	Entrepreneurial Marketing and Operations	3
ENT340	Entrepreneurial Finance	3
ENT451	Entrepreneurial Business Planning	3
<b>TOTAL CREDIT HOURS</b>		<b>18</b>

Prerequisites are not required for COBME certificate students, though courses must be taken in their prescribed sequence. Up to 3 credit hours may be transferred in. This program is not approved for Federal Student Aid (Title IV) educational benefits.

1.4 PROJECT MANAGEMENT

CERTIFICATE PROGRAM

The undergraduate Project Management Certificate is designed to enable students through a combination of business, management and operational courses to implement a streamlined project management approach. The certificate program will provide newcomers to the workforce, as well as those with previous education and work experiences, the opportunity to develop the knowledge and skills necessary to emerge as successful project management professionals.

Students enrolled in this program are required to follow courses in the sequence set out below.

STUDENT LEARNING OUTCOMES

- Explain the nature of project management development, including people-based project management
- Describe scheduling development and analysis and specific quantitative techniques developed for analyzing projects
- Identify the techniques used in earned-value analysis and work breakdown structure
- Explain how to manage project and practical project performance while identifying project risks
- Describe project management professional responsibilities
- Explain the Ten PMBOK® Knowledge Areas

PROJECT MANAGEMENT CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
MGT150	Principles of Business Management	3
BMA215	Business Statistics	3
HU260	Strategies for Decision Making	3
MGT335	Introduction to Operations Management	3
MGT456	Quality Management	3
PRJ450	Project Management	3
<b>TOTAL CREDIT HOURS</b>		<b>18</b>

Prerequisites are not required for COBME certificate students, though courses must be taken in their prescribed sequence. All courses must be completed at Grantham. No transfer credit is allowed.

**1.5 ACCOUNTING**

**BACHELOR OF SCIENCE DEGREE PROGRAM**

The Grantham Accounting program provides a broad exposure to theories, principles and practices for increasingly needed accounting professionals. The Accounting curriculum offers a solid foundation in business, management, economics and organizational behavior. At the completion of the program, the student has an opportunity to effectively apply the skills learned in audit, tax, information systems and general financial areas to a final auditing project offered in the capstone course.

**STUDENT LEARNING OUTCOMES**

- Analyze accounting problems in the foundational areas of business
- Apply accounting concepts, tools and strategies to solve problems in global business settings
- Create and analyze accounting data for business decision-making
- Explain ethical obligations for accounting and/or financial areas
- Demonstrate critical thinking through applying decision-support tools
- Demonstrate communication skills
- Describe decision making skills that are relevant to professional, ethical and social responsibilities
- Understand the importance of human and social diversity

BACHELOR OF SCIENCE - ACCOUNTING		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN101 or above)		6
Math		6
MA105	College Algebra	3
BMA215	Business Statistics (MA105)	3
Natural/Physical Science		3
Computer Science		3
CS155	Computer Applications for Business	3
Communication		6
Humanities and Fine Arts		6
HU260	Strategies for Decision Making	3
Social Sciences /Behavioral Sciences		9
General Education Elective		3
General Education Requirements		42

BACHELOR OF SCIENCE PROGRAM CORE		
ACC210	Principles of Accounting I (MA105)	3
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (MA105)	3
ACC235	Principles of Accounting II (ACC210)	3
ACC310	Intermediate Accounting I (ACC235)	3
ACC330	Cost Accounting (ACC235)	3
ACC335	Intermediate Accounting II (ACC310)	3
ACC340	Accounting Information Systems (ACC330 & ACC335)	3
ACC430	Taxation - Individual	3
ACC435	Taxation - Corporate (ACC335)	3
ACC450	Auditing and Assurance I (ACC335 or ACC340)	3
ACC499	Capstone Project (Completion of Degree Requirements)	3
LAW220	Business Law I	3
LAW265	Business Law II (LAW220)	3
MGT150	Principles of Business Management	3
Program Core Requirements		45
OPEN ELECTIVES		
100-499	Open Elective	12
300+	Open Elective	21
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

1.6 BUSINESS ADMINISTRATION

**BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM**

The Business Administration program provides students with knowledge of the foundational business practices of finance, accounting, human resource management, operations and marketing, which are critical to a continued and dynamic profession in management.

**STUDENT LEARNING OUTCOMES**

- Demonstrate critical thinking through applying decision support tools
- Demonstrate communication skills
- Apply decision-making skills that are relevant to professional, ethical and social responsibilities
- Utilize strategic, tactical and operational methods in the decision-making process to gain a competitive business advantage
- Analyze economic, environmental, political, ethical, legal and regulatory guidelines
- Engage in integrated business problem-solving activities by distinguishing the theories, principles and concepts related to the foundational areas of business in a global environment

BACHELOR OF BUSINESS ADMINISTRATION		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN101 or above)		6
Math		6
MA105	College Algebra	3
BMA215	Business Statistics (MA105)	3
Natural/Physical Science		3
Computer Science		3
CS155	Computer Applications for Business	3
Communication		6

Humanities and Fine Arts		6
HU260	Strategies for Decision Making	3
Social Sciences/Behavioral Sciences		9
General Education Elective		3
General Education Requirements		42

**BACHELOR OF BUSINESS ADMINISTRATION PROGRAM CORE**

IS242	Management Information Systems	3
MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
ECN201	Microeconomics (MA105)	3
ECN206	Macroeconomics (MA105)	3
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (MA105)	3
LAW220	Business Law I	3
ETH301	Business and Society	3
HRM340	Human Resource Management (LAW220)	3
FIN307	Principles of Finance I (BMA215)	3
MGT468	Organizational Behavior	3
BUS499	Business Policy and Strategy (Completion of Degree Requirements)	3
Program Core Requirements		39

**OPEN ELECTIVES**

100-499	Open Electives	9
300+	Open Electives	30
Total Open Electives		39

<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>
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1.7 BUSINESS ADMINISTRATION AND MANAGEMENT

**ASSOCIATE OF ARTS DEGREE PROGRAM**

The Business Administration and Management program provides the student with a basic knowledge of science, technology and market commercialization. The student will identify and practice functional areas of business.

**STUDENT LEARNING OUTCOMES**

- Evaluate theories and actions that enable businesses/ organizations to grow

- Evaluate the role of science, technology and market commercialization in the creation of viable products and services
- Identify the basic theories, principles and practices related to each functional area of business
- Demonstrate critical thinking and communication skills

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

ASSOCIATE OF ARTS - BUSINESS ADMINISTRATION AND MANAGEMENT		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN101 or above)		3
Math		3
MA105	College Algebra	3
Natural/Physical Science		3
Computer Science		3
CS155	Computer Applications for Business	3
Communication		6
Humanities and Fine Arts		6
HU260	Strategies for Decision Making	3
Social Sciences /Behavioral Sciences		3
General Education Elective		3
General Education Requirements		30

ASSOCIATE OF ARTS PROGRAM CORE		
IS242	Management Information Systems	3
MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
ECN201	Microeconomics (MA105)	3
ECN206	Macroeconomics (MA105)	3
ACC226	Managerial Accounting (MA105)	3
LAW220	Business Law I	3
Program Core Requirements		21
OPEN ELECTIVES		
100-499	Open Elective	9
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>60</b>

### 1.8 BUSINESS ADMINISTRATION WITH A CONCENTRATION IN GENERAL MANAGEMENT

#### BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM

The BBA with a concentration in General Management provides students the opportunity to explore various topics and methods that prepare them to investigate challenges of 21st-century organizations, and to face those challenges using innovative tools and techniques. This concentration emphasizes business development and growth, leadership and decision-making, finance, human capital and managing quality operations. The concentration in General Management is for students who seek a career in managing resources and organizational processes.

#### CORE LEARNING OUTCOMES

- Demonstrate critical thinking through applying decision support tools
- Demonstrate communication skills
- Apply decision making skills that are relevant to professional, ethical and social responsibilities
- Utilize strategic, tactical and operational methods in the decision making process to gain a competitive business advantage
- Analyze economic, environmental, political, ethical, legal and regulatory guidelines
- Engage in integrated business problem-solving activities by distinguishing the theories, principles and concepts related to the foundational areas of business in a global environment

#### CONCENTRATION LEARNING OUTCOMES

- Apply effective management methods and problem-solving skills to business development, finance, marketing, and information systems.
- Use information technology to support decision-making for business development, sustainability, and growth
- Examine operational requirements for managing business organizations

BACHELOR OF BUSINESS ADMINISTRATION WITH A CONCENTRATION IN GENERAL MANAGEMENT		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN101 or above)		6
Math		6
MA105	College Algebra	3
BMA215	Business Statistics (MA105)	3
Natural/Physical Science		3
Computer Science		3
CS155	Computer Applications for Business	3
Communication		6
Humanities and Fine Arts		6
HU260	Strategies for Decision Making	3



## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

Social Sciences/Behavioral Sciences		9
General Education Elective		3
General Education Requirements		42
<b>BACHELOR OF BUSINESS ADMINISTRATION PROGRAM CORE</b>		
IS242	Management Information Systems	3
MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
ECN201	Microeconomics (MA105)	3
ECN206	Macroeconomics (MA105)	3
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (MA105)	3
LAW220	Business Law I	3
ETH301	Business and Society	3
HRM340	Human Resource Management (LAW220)	3
FIN307	Principles of Finance I (BMA215)	3
MGT468	Organizational Behavior	3
BUS499	Business Policy and Strategy (Completion of Degree Requirements)	3
Program Core Requirements		39
<b>GENERAL MANAGEMENT CONCENTRATION COURSES</b>		
Managing Human Capital (Choose 1 of the following)		3
HRM355	Labor Relations (LAW220)	3
HRM370	Employment Law (LAW220)	3
HRM451	Compensation (HRM340)	3
HRM476	Developing Human Resources (HRM340)	3
Managing Finance & Business Development (Choose 1 of the following)		3
FIN356	Principles of Finance II (FIN307)	3
ENT301	Entrepreneurship	3
ACC330	Cost Accounting (ACC235) (ACC210 is prerequisite to ACC235)	3
ENT340	Entrepreneurial Finance	3
Managing Marketing (Choose 1 of the following)		3
MKG360	Marketing Communications (MKG131)	3
MKG450	Marketing Analysis (BMA215)	3

MKG460	Public Relations	3
ENT310	Entrepreneurial Marketing & Operations	3
Managing Information & Decision Making (Choose 1 of the following)		3
BUS303	Business Negotiations	3
MGT461	Leadership in Organizations	3
IS351	Information Systems Project Management	3
IS355	Risk Management	3
Managing Operations for Quality (Choose 1 of the following)		3
MGT335	Introduction to Operations Management (BMA215)	3
MGT430	Introduction to Quality Management (BMA215)	3
ENT451	Entrepreneurial Business Planning (ENT310)	3
PRJ450	Project Management (BMA215, MA230, or MA170)	3
Concentration Elective (Choose 1 additional course from the above list)		3
Concentration Requirements		18
<b>OPEN ELECTIVES</b>		
100-499	Open Elective (if planning to take ACC330, must take ACC210 & ACC235 in open electives)	9
300+	Open Elective	12
Open Electives		21
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

**1.9 BUSINESS ADMINISTRATION WITH A CONCENTRATION IN HUMAN RESOURCE MANAGEMENT**

**BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM**

The BBA with a concentration in Human Resource Management program is designed to provide professional development for students interested in becoming professionals in the field of Human Resource Management. The program is designed to provide a comprehensive study of core competencies within the field: Business Management, Business Law, Labor Relations, Employment Law, Training and Development, Performance Management, Quality Management, Compensation and Organizational Behavior.

**CORE LEARNING OUTCOMES**

- Demonstrate critical thinking through applying decision support tools
- Demonstrate communication skills
- Apply decision making skills that are relevant to professional, ethical and social responsibilities
- Utilize strategic, tactical and operational methods in the decision making process to gain a competitive business advantage
- Analyze economic, environmental, political, ethical, legal and regulatory guidelines
- Engage in integrated business problem-solving activities by distinguishing the theories, principles and concepts related to the foundational areas of business in a global environment

**CONCENTRATION LEARNING OUTCOMES**

- Apply strategic human resource management techniques and analytical problem-solving methods to support organizational objectives
- Develop management knowledge and skills that support organizational performance and the development of human capital
- Analyze policies, procedures, and laws in the areas of HR management

BACHELOR OF BUSINESS ADMINISTRATION WITH A CONCENTRATION IN HUMAN RESOURCE MANAGEMENT		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN101 or above)		6
Math		6
MA105	College Algebra	3
BMA215	Business Statistics (MA105)	3
Natural/Physical Science		3

Computer Science		3
CS155	Computer Applications for Business	3
Communication		6
Humanities and Fine Arts		6
HU260	Strategies for Decision Making	3
Social Sciences/Behavioral Sciences		9
General Education Elective		3
General Education Requirements		42

BACHELOR OF BUSINESS ADMINISTRATION PROGRAM CORE		
IS242	Management Information Systems	3
MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
ECN201	Microeconomics (MA105)	3
ECN206	Macroeconomics (MA105)	3
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (MA105)	3
LAW220	Business Law I	3
ETH301	Business and Society	3
HRM340	Human Resource Management (LAW220)	3
FIN307	Principles of Finance I (BMA215)	3
MGT468	Organizational Behavior	3
BUS499	Business Policy and Strategy (Completion of Degree Requirements)	3
Program Core Requirements		39

HUMAN RESOURCE MANAGEMENT CONCENTRATION COURSES		
HRM370	Employment Law (LAW220)	3
HRM499	Integrative Experience in Human Resource Management (Completion of Concentration Requirements)	3
Choose four courses from the following:		12
HRM355	Labor Relations (LAW220)	3
MGT441	Training and Development	3
HRM451	Compensation (HRM340)	3
HRM476	Developing Human Resources (HRM340)	3
MGT431	Performance Management	3

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

INT405	Multinational Management	3
Concentration Requirements		18
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	9

300+	Open Elective	12
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

### 1.10 BUSINESS ADMINISTRATION WITH A CONCENTRATION IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

#### BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM

The BBA with a concentration in Logistics and Supply Chain Management program provides students the framework in which they are able to develop the critical skills, knowledge, and abilities necessary to be successful in logistics, transportation or supply chain management careers.

#### CORE LEARNING OUTCOMES

- Demonstrate critical thinking through applying decision support tools
- Demonstrate communication skills
- Apply decision making skills that are relevant to professional, ethical and social responsibilities
- Utilize strategic, tactical and operational methods in the decision making process to gain a competitive business advantage
- Analyze economic, environmental, political, ethical, legal and regulatory guidelines
- Engage in integrated business problem-solving activities by distinguishing the theories, principles and concepts related to the foundational areas of business in a global environment

#### CONCENTRATION LEARNING OUTCOMES

- Develop managerial strategies in transportation
- Design logistical operations that reduce conflict channels using market distribution strategy development, implementation and management
- Analyze the roles of stakeholders in transportation logistics

BACHELOR OF BUSINESS ADMINISTRATION WITH A CONCENTRATION IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN101 or above)		6
Math		6
MA105	College Algebra	3
BMA215	Business Statistics (MA105)	3
Natural/Physical Science		3

Computer Science		3
CS155	Computer Applications for Business	3
Communication		6
Humanities and Fine Arts		6
HU260	Strategies for Decision Making	3
Social Sciences/Behavioral Sciences		9
General Education Elective		3
General Education Requirements		42

#### BACHELOR OF BUSINESS ADMINISTRATION PROGRAM CORE

IS242	Management Information Systems	3
MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
ECN201	Microeconomics (MA105)	3
ECN206	Macroeconomics (MA105)	3
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (MA105)	3
LAW220	Business Law I	3
ETH301	Business and Society	3
HRM340	Human Resource Management (LAW220)	3
FIN307	Principles of Finance I (BMA215)	3
MGT468	Organizational Behavior	3
BUS499	Business Policy and Strategy (Completion of Degree Requirements)	3
Program Core Requirements		39

#### LOGISTICS AND SUPPLY CHAIN MANAGEMENT CONCENTRATION COURSES

INT460	Global Logistics Management	3
LOG320	Logistics Management	3
LOG430	Supply Chain Management	3
LOG435	Transportation Management	3

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

LOG456	Emerging Trends in Supply Chain and Logistics Management	3
LOG499	Integrative Experience in Logistics and Transportation Management (Completion of Degree Requirements)	3
Concentration Requirements		18
<b>OPEN ELECTIVES</b>		

100-499	Open Elective	9
300+	Open Elective	12
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

### 1.11 BUSINESS ADMINISTRATION WITH A CONCENTRATION IN MARKETING

#### BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM

The BBA with a concentration in Marketing presents students with the complex realities commonly faced by marketing managers in a fast-paced, high-demand work atmosphere. Students following this concentration will evaluate the importance of communicating to a target market on behalf of an organization, while balancing the needs of consumers, stakeholders and organizations. Upon completion of this program, students will be prepared to pursue careers such as a marketing specialist, an advertising account manager, a marketing account manager or to engage in public relations consulting.

#### CORE LEARNING OUTCOMES

- Demonstrate critical thinking through applying decision support tools
- Demonstrate communication skills
- Apply decision-making skills that are relevant to professional, ethical and social responsibilities
- Utilize strategic, tactical and operational methods in the decision-making process to gain a competitive business advantage
- Analyze economic, environmental, political, ethical, legal and regulatory guidelines
- Engage in integrated business problem-solving activities by distinguishing the theories, principles and concepts related to the foundational areas of business in a global environment

#### CONCENTRATION LEARNING OUTCOMES

- Evaluate the importance of creating, communicating, delivering and exchanging product and service information that has value for consumer, clients, partners and society at large as it relates to their needs, wants and must haves
- Analyze traditional and emerging marketing opportunities and channels
- Differentiate and balance the ethical needs of the consumer, stakeholder and the organization through comaring the diverse decisions faced by marketing managers in todays global society

BACHELOR OF BUSINESS ADMINISTRATION WITH A CONCENTRATION IN MARKETING		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN101 or above)		6
Math		6
MA105	College Algebra	3
BMA215	Business Statistics (MA105)	3
Natural/Physical Science		3
Computer Science		3
CS155	Computer Applications for Business	3
Communication		6
CO101 OR CO120	Introduction to Public Speaking OR Interpersonal Communication	3
Humanities and Fine Arts		6
HU260	Strategies for Decision Making	3
Social Sciences/Behavioral Sciences		9
General Education Elective		3
General Education Requirements		42
<b>BACHELOR OF BUSINESS ADMINISTRATION PROGRAM CORE</b>		
IS242	Management Information Systems	3
MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
ECN201	Microeconomics (MA105)	3
ECN206	Macroeconomics (MA105)	3
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (MA105)	3
LAW220	Business Law I	3
ETH301	Business and Society	3

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

HRM340	Human Resource Management (LAW220)	3
FIN307	Principles of Finance I (BMA215)	3
MGT468	Organizational Behavior	3
BUS499	Business Policy and Strategy (Completion of Degree Requirements)	3
Program Core Requirements		39
<b>MARKETING CONCENTRATION COURSES</b>		
C0301	Introduction to Communication Theory (CO101 or CO120)	3
MKG499	Integrative Experience in Marketing (Completion of Concentration Courses)	3
Choose three courses from the following:		9
MKG315	Consumer Behavior (MKG131)	3
MKG360	Marketing Communications (MKG131)	3

MKG475	International Marketing (MKG131)	3
MKG450	Marketing Analysis (BMA215)	3
MKG460	Public Relations	3
Choose one course from the following:		3
CO330	Mass Media Communications	3
CO395	Digital Media	3
CO401	Communication Ethics	3
Concentration Requirements		18
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	9
300+	Open Elective	12
Open Electives		21
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

### 1.12 BUSINESS ADMINISTRATION WITH A CONCENTRATION IN OPERATIONS MANAGEMENT

#### BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM

The BBA with a concentration in Operations Management prepares students to engage strategies on a day-to-day basis in business. Courses in this area provide students with a comprehensive understanding of operations management, human capital and innovation, and introduces supply chain management concepts. The knowledge and skills developed in this program enable students to understand how to make processes more efficient, productive and cost effective. This concentration prepares students for a successful career in operations management.

#### CORE LEARNING OUTCOMES

- Demonstrate critical thinking through applying decision support tools.
- Demonstrate communication skills
- Apply decision-making skills that are relevant to professional, ethical and social responsibilities
- Utilize strategic, tactical and operational methods in the decision making process to gain a competitive business advantage
- Analyze economic, environmental, political, ethical, legal and regulatory guidelines
- Engage in integrated business problem-solving activities by distinguishing the theories, principles and concepts related to the foundational areas of business in a global environment

#### CONCENTRATION LEARNING OUTCOMES

- Demonstrate how to effectively and efficiently execute operations through quality management and innovation

- Apply quality management methods to improve performance and productivity
- Assess processes and strategies that add value to operations

BACHELOR OF BUSINESS ADMINISTRATION WITH A CONCENTRATION IN OPERATIONS MANAGEMENT		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN101 or above)		6
Math		6
MA105	College Algebra	3
BMA215	Business Statistics (MA105)	3
Natural/Physical Science		3
Computer Science		3
CS155	Computer Applications for Business	3
Communication		6
Humanities and Fine Arts		6
HU260	Strategies for Decision Making	3
Social Sciences/Behavioral Sciences		9
General Education Elective		3
General Education Requirements		42
<b>BACHELOR OF BUSINESS ADMINISTRATION PROGRAM CORE</b>		
IS242	Management Information Systems	3

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
ECN201	Microeconomics (MA105)	3
ECN206	Macroeconomics (MA105)	3
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (MA105)	3
LAW220	Business Law I	3
ETH301	Business and Society	3
HRM340	Human Resource Management (LAW220)	3
FIN307	Principles of Finance I (BMA215)	3
MGT468	Organizational Behavior	3
BUS499	Business Policy and Strategy (Completion of Degree Requirements)	3
Program Core Requirements		39
<b>OPERATIONS MANAGEMENT CONCENTRATION COURSES</b>		
MGT335	Introduction to Operations Management (BMA215)	3
LOG430	Supply Chain Management	3

MGT430	Introduction to Quality Management (BMA215)	3
MGT456	Quality Management in Operations Management (BMA215 or MA230)	3
Process & Quality Improvement (Choose 1 of the following)		3
LOG310	Continuous Improvement Tools and Techniques	3
IS311	Security Operations	3
LOG456	Emerging Trends in Supply Chain and Logistic Management	3
Human Capital Performance (Choose 1 of the following)		3
MGT441	Training and Development	3
MGT431	Performance Management	3
Concentration Requirements		18
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	9
300+	Open Elective	12
Electives		21
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

### 1.13 BUSINESS ADMINISTRATION WITH A CONCENTRATION IN PROCUREMENT AND CONTRACT MANAGEMENT

#### BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM

The BBA with a concentration in Procurement and Contract Management program is designed to provide professional education in the field of contract management and administration. The program is focused on both public and government contracting. Students will gain knowledge and skills in procuring, negotiating and administering contracts with suppliers, distributors and end-product users. Students will also be able to oversee financially and legally sound contracts as applicable to a variety of industries and markets.

#### CORE LEARNING OUTCOMES

- Demonstrate critical thinking through applying decision support tools
- Demonstrate communication skills
- Apply decision making skills that are relevant to professional, ethical, and social responsibilities
- Utilize strategic, tactical and operational methods in the decision making process to gain a competitive business advantage
- Analyze economic, environmental, political, ethical, legal and regulatory guidelines

- Engage in integrated business problem-solving activities by distinguishing the theories, principles and concepts related to the foundational areas of business in a global environment

#### CONCENTRATION LEARNING OUTCOMES

- Apply and evaluate processes and procedures in developing and managing long-term contracts in both the private and public sectors
- Develop and review contracts in the corporate world and government agencies
- Explain the FAR requirements for acquisition planning, including: publicity, competition, qualifications, conflicts of interest and teaming arrangements
- Describe the government's procurement options
- Outline the contract close-out process from all sides, contractor, government and/or private entity

BACHELOR OF BUSINESS ADMINISTRATION WITH A CONCENTRATION IN PROCUREMENT AND CONTRACT MANAGEMENT	CREDIT HOURS
<b>GENERAL EDUCATION</b>	
English Composition (EN101 or above)	6

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

Math		6
MA105	College Algebra	3
BMA215	Business Statistics (MA105)	3
Natural/Physical Science		3
Computer Science		3
CS155	Computer Applications for Business	3
Communication		6
Humanities and Fine Arts		6
HU260	Strategies for Decision Making	3
Social Sciences/Behavioral Sciences		9
General Education Elective		3
General Education Requirements		42
<b>BACHELOR OF BUSINESS ADMINISTRATION PROGRAM CORE</b>		
IS242	Management Information Systems	3
MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
ECN201	Microeconomics (MA105)	3
ECN206	Macroeconomics (MA105)	3
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (MA105)	3
LAW220	Business Law I	3
ETH301	Business and Society	3

HRM340	Human Resource Management (LAW220)	3
FIN307	Principles of Finance I (BMA215)	3
MGT468	Organizational Behavior	3
BUS499	Business Policy and Strategy (Completion of Degree Requirements)	3
Program Core Requirements		39
<b>PROCUREMENT AND CONTRACT MANAGEMENT CONCENTRATION COURSES</b>		
BUS310	Introduction to Federal Acquisition and Contract Management	3
BUS320	Introduction to Public Procurement	3
LAW265	Business Law II (LAW220)	3
LAW210	Contract Administration	3
FIN310	Procurement Pricing Analysis (LAW220 & BUS303)	3
BUS491	Integrative Experience in Procurement and Contract Management (Completion of Concentration Requirements)	3
Concentration Requirements		18
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	3
300+	Open Elective (BUS303 is a pre-requisite for FIN310 and should be taken as an open elective)	18
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

### 1.14 FINANCIAL PLANNING

#### BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM

The Financial Planning program is designed to provide professional education for financial advisement to individuals and corporations in order to best meet their long-term financial objectives. The program is focused on advisement of long-term financial objectives by analyzing the client's status and setting a program to achieve that client's goals. Financial planners specialize in tax planning, asset allocation, risk management, retirement and/or estate planning.

#### CORE LEARNING OUTCOMES

- Apply and evaluate financial planning theories in an integrated approach to real-life financial planning situations based on the Certified Financial Planning principles
- Advise individuals and families on a variety of complex financial issues

- Develop, design, and maintain tailored and comprehensive financial plans
- Analyze the ethical responsibility of financial planners and leaders in the financial planning industry

BACHELOR OF BUSINESS ADMINISTRATION - FINANCIAL PLANNING		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN101 or above)		6
Math		6
MA105	College Algebra	3
BMA215	Business Statistics (MA105)	3
Natural/Physical Science		3

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

Computer Science		3
CS155	Computer Applications for Business	3
Communication		6
Humanities and Fine Arts		6
HU260	Strategies for Decision Making	3
Social Sciences/Behavioral Sciences		9
General Education Elective		3
General Education Requirements		42
<b>BACHELOR OF BUSINESS ADMINISTRATION PROGRAM CORE</b>		
ACC220	Financial Accounting (MA105)	3
BUS101	Introduction to Business	3
BUS303	Business Negotiations	3
ECN201	Microeconomics (MA105)	3
ECN206	Macroeconomics (MA105)	3
ETH352	Fundamentals and Ethics of Financial Planning	3
FIN340	Insurance Planning	3

FIN350	Investment Planning	3
FIN355	Income Tax Planning	3
FIN360	Retirement Planning	3
FIN361	Estate Planning I (ETH352, FIN340, FIN350, FIN355 & FIN360)	3
FIN366	Estate Planning II (FIN361)	3
FIN499	Financial Planning Capstone (Completion of Degree Requirements)	3
LAW220	Business Law I	3
LAW265	Business Law II (LAW220)	3
Program Core Requirements		45
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	15
300+	Open Elective	18
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>



# COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

PROGRAMS OF STUDY	ASSOCIATE DEGREE	BACHELOR'S DEGREE
Criminal Justice	Associate of Arts	Bachelor of Arts
Multidisciplinary Studies	Associate of Arts	Bachelor of Arts and Bachelor of Science
Multidisciplinary Studies with a concentration in Homeland Security		Bachelor of Arts
Paralegal Studies	Associate of Arts	
Strategic Communications		Bachelor of Arts

## 1.15 CRIMINAL JUSTICE (ASSOCIATE OF ARTS)

### ASSOCIATE OF ARTS DEGREE PROGRAM

The objective of the Criminal Justice degree program is to provide students with the knowledge and skills to enter the workforce or to pursue a more advanced degree in criminal justice. Required coursework builds a foundation in criminal justice theory and crime, the practice of law enforcement and the U.S. judicial system.

### STUDENT LEARNING OUTCOMES

- Explain the various causes of crime using criminal justice theories, practices and process to a multicultural population
- Compare and contrast historical and contemporary police functions, issues and responses to crime
- Describe the nature and function of corrections, its services, practices and institutions
- Apply fundamental concepts of the administration of justice

Note: Students seeking a career in law enforcement at the local or state level will require additional training and testing, which is determined by the Peace Officer Standards and Training (P.O.S.T.) in each student's state.

ASSOCIATE OF ARTS - CRIMINAL JUSTICE	CREDIT HOURS
<b>GENERAL EDUCATION</b>	
English Composition	6
Math	6
Natural/Physical Science	3
Computer Science	3

Communication	3	
Humanities and Fine Arts	3	
Social Sciences /Behavioral Sciences	3	
General Education Elective	3	
General Education Requirements	30	
<b>ASSOCIATE OF ARTS PROGRAM CORE</b>		
CJ101	Introduction to Criminal Justice	3
CJ102	Introduction to Criminology	3
CJ201	Police Systems and Practices	3
CJ202	Correction Systems and Practices	3
CJ203	Juvenile Justice (CJ102)	3
Program Core Requirements	15	
<b>OPEN ELECTIVES</b>		
100+	Open Elective	15
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>60</b>

## 1.16 CRIMINAL JUSTICE (BACHELOR OF ARTS)

### BACHELOR OF ARTS DEGREE PROGRAM

The objective of the Criminal Justice degree program is to provide students with the knowledge and skills to enter the workforce and advance as professionals at the various stages of the criminal justice field. Required coursework builds a foundation and broad base of skills in advanced criminal justice theory and crime, the practice of law enforcement and the U.S. judicial system, which includes adult and juvenile corrections. Elective courses are available in law, homeland security and computer forensic investigations.

### STUDENT LEARNING OUTCOMES

- Explain the various causes of crime using criminal justice theories, practices and processes to a multicultural population
- Compare and contrast historical and contemporary police functions, issues and responses to crime
- Describe the nature and function of corrections, its services, practices and institutions
- Analyze relevant criminal law and procedures as they relate to the administration of justice
- Differentiate between adult and juvenile procedures throughout the criminal justice system
- Apply the concepts of professionalism, ethical behavior and social responsibility to make decisions as a criminal justice professional
- Evaluate the three components of the criminal justice system

Note: Students seeking a career in law enforcement at the local or state level will require additional training and testing, which is determined by the Peace Officer Standards and Training (P.O.S.T.) in each student's state.

It is highly recommended that the following courses be taken as open electives for the Criminal Justice degree program, along with other 300/400-level courses to fulfill the 300+ Open Elective requirement:

- CJ414 Multicultural Law Enforcement
- CJ415 Police Community Relations
- CJ416 Victimology
- CJ421 Advanced Criminal Law
- CJ425 Judicial Process

Students have the option to take courses in two concentrations within the Criminal Justice degree program in either Computer Forensic Investigation or Homeland Security. Students are required to take the same General Education and Bachelor of Arts Core Program courses as the basic degree program. Additionally, the following courses are required for each concentration:

### CONCENTRATION IN COMPUTER FORENSIC INVESTIGATION

Building on the general criminal justice core, this concentration involves study in computer crime, computer forensics, ethical

hacking, computer crime scene investigation and criminal intelligence analysis.

- CJ475 Introduction to Computer Crime
- CJ476 Computer Forensics and Cyber Crime
- CJ477 Computer Crime Scene Investigation
- CJ479 Information Security
- CJ480 Criminal Intelligence Analysis
- IS471 Computer Forensics

### CONCENTRATION IN HOMELAND SECURITY

The Homeland Security concentration prepares students for work in areas involving the protection of our nation's borders and recovery from emergencies. Graduates are qualified to work in such areas as border security and intelligence; terrorism prevention and analysis; and emergency and disaster planning.

- CJ450 Understanding Terrorism
- CJ451 Principles of Terrorism
- CJ452 Terrorism and U.S. National Security
- CJ453 Border and Coastal Security
- CJ454 Elements and Issues in Counterterrorism
- CJ455 Emergency Planning

BACHELOR OF ARTS IN CRIMINAL JUSTICE		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition		6
Math		6
Natural/Physical Science		3
Computer Science		3
Communication		6
Humanities and Fine Arts		6
Social Sciences /Behavioral Sciences		9
General Education Electives		3
General Education Requirements		42
<b>BACHELOR OF ARTS PROGRAM CORE</b>		
CJ101	Introduction to Criminal Justice	3
CJ102	Introduction to Criminology	3
CJ201	Police Systems and Practices	3
CJ202	Correction Systems and Practices	3

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

CJ203	Juvenile Justice (CJ102)	3
CJ302	Criminal Procedure (CJ101 & CJ102)	3
CJ305	Introduction to Criminal Justice Ethics (CJ101 & CJ102)	3
CJ309	Criminal Law (CJ101 & CJ102)	3
CJ401	Community Policing (CJ101 & CJ201)	3
PS380	Psychology and the Law	3
CA408	Research Methods	3
PA301	Introduction to Public Administration	3

CJ499	Criminal Justice Capstone (Completion of Degree requirements)	3
EN361	Technical Writing	3
Program Core Requirements		42
<b>CONCENTRATION OR OPEN ELECTIVES</b>		
Optional: Select one of the concentrations (18 credits) OR:		
100-499	Open Elective	18
300+	Open Elective	18
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

### 1.17 MULTIDISCIPLINARY STUDIES (ASSOCIATE OF ARTS)

#### ASSOCIATE OF ARTS DEGREE PROGRAM

The Multidisciplinary Studies program provides the student with a core of general education studies.

#### STUDENT LEARNING OUTCOMES

- Effectively, communicate, analyze and synthesize knowledge from at least two disciplines
- Present ideas in written and visual form across a variety of contexts
- Use electronic, print and/or media information sources
- Employ critical thinking skills to effectively solve problems

ASSOCIATE OF ARTS - MULTIDISCIPLINARY STUDIES	CREDIT HOURS
<b>GENERAL EDUCATION</b>	
English Composition	6
Math	6
Natural/Physical Science	3

Computer Science		3
Communication		3
Humanities and Fine Arts		3
Social Sciences /Behavioral Sciences		3
General Education Elective		3
General Education Requirements		30
<b>ASSOCIATE OF ARTS PROGRAM CORE</b>		
HU260	Strategies for Decision Making	3
FIN210	Personal Finance	3
Program Core Requirements		6
<b>OPEN ELECTIVES</b>		
100+	Open Elective	24
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>60</b>

This program is not approved for Federal Student Aid (Title IV) educational benefits

### 1.18 MULTIDISCIPLINARY STUDIES (BACHELOR OF ARTS)

#### BACHELOR OF ARTS DEGREE PROGRAM

The Multidisciplinary Studies degree program provides the opportunity for students to explore two disciplines throughout the degree program. This program is ideal for students who have a large number of transfer credits or credit for prior learning.

#### STUDENT LEARNING OUTCOMES

- Effectively communicate, incorporate and synthesize knowledge from at least two disciplines
- Demonstrate a theoretical and conceptual foundation in two disciplines included in the liberal arts degree
- Demonstrate acquired skills in research, writing and presentation across two disciplines

- Distinguish the differences in principles and methods between two disciplines
- Use critical thinking skills to effectively solve problems

BACHELOR OF ARTS - MULTIDISCIPLINARY STUDIES		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition		6
Math		6
Natural/Physical Science		3
Computer Science		3

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

Communication	6	
Humanities and Fine Arts	6	
Social Sciences/Behavioral Sciences	9	
General Education Elective	3	
General Education Requirements	42	
<b>BACHELOR OF ARTS PROGRAM CORE</b>		
HU260	Strategies for Decision Making	3
CO325	Civility and Mass Media	3
FIN210	Personal Finance	3

EN361	Technical Writing	3
CA408	Research Methods	3
CA499	Professional Strategies	3
Program Core Requirements		18
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	27
300+	Open Elective	33
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

This program is not approved for Federal Student Aid (Title IV) educational benefits.

### 1.19 MULTIDISCIPLINARY STUDIES (BACHELOR OF SCIENCE)

#### BACHELOR OF SCIENCE DEGREE PROGRAM

The Multidisciplinary Studies degree program provides the opportunity for students to explore two disciplines throughout the degree program. This program is ideal for students who have a large number of transfer credits or credit for prior learning.

- Effectively communicate, incorporate and synthesize knowledge from at least two disciplines
- Demonstrate a theoretical and conceptual foundation in two disciplines included in the arts and science degree
- Demonstrate acquired skills in research, writing and presentation across two disciplines
- Distinguish the differences in principles and methods between two disciplines
- Use critical thinking skills to effectively solve problems

BACHELOR OF SCIENCE IN MULTIDISCIPLINARY STUDIES	CREDIT HOURS
<b>GENERAL EDUCATION</b>	
English Composition	6
Math	12
Natural, Physical, or Computer Science	9

Communication	3	
Humanities and Social Sciences	9	
General Education Elective	3	
General Education Requirements		42
<b>BACHELOR OF SCIENCE PROGRAM CORE</b>		
HU260	Strategies for Decision Making	3
CO325	Civility and Mass Media	3
FIN210	Personal Finance	3
EN361	Technical Writing (EN101)	3
CA408	Research Methods	3
CA499	Professional Strategies	3
Program Core Requirements		18
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	27
300+	Open Elective	33
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

This program is not approved for Federal Student Aid (Title IV) educational benefits.

### 1.20 MULTIDISCIPLINARY STUDIES WITH A CONCENTRATION IN HOMELAND SECURITY

#### BACHELOR OF ARTS DEGREE PROGRAM

The concentration has been developed to prepare students for work in border security, terrorism prevention, counter-terrorism and basic disaster management.

#### STUDENT LEARNING OUTCOMES

- Effectively communicate, incorporate and synthesize knowledge from at least two disciplines
- Demonstrate a theoretical and conceptual foundation in two disciplines included in the liberal arts degree
- Demonstrate acquired skills in research, writing and presentation across two disciplines

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

- Distinguish the differences in principles and methods between two disciplines; use critical thinking skills to effectively solve problems
- Use critical thinking skills to effectively solve problems

BACHELOR OF ARTS IN MULTIDISCIPLINARY STUDIES WITH A CONCENTRATION IN HOMELAND SECURITY		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition		6
Math		6
Natural/Physical Science		3
Computer Science		3
Communication		6
Humanities and Fine Arts		6
Social Sciences /Behavioral Sciences		9
General Education Elective		3
General Education Requirements		42
<b>BACHELOR OF ARTS PROGRAM CORE</b>		
HU260	Strategies for Decision Making	3
CO325	Civility and Mass Media	3
FIN210	Personal Finance	3

CA408	Research Methods	3
EN361	Technical Writing	3
CA499	Professional Strategies (Completion of Degree Requirements)	3
Program Core Requirements		18

HOMELAND SECURITY CONCENTRATION COURSES		
CJ450	Understanding Terrorism (CJ101 & CJ102)	3
CJ451	Principles of Terrorism (CJ450)	3
CJ452	Terrorism and US National Security (CJ450)	3
CJ453	Border and Coastal Security (CJ450)	3
CJ454	Elements and Issues in Counter-terrorism (CJ451)	3
CJ455	Emergency Planning (CJ101)	3
Concentration Requirements		18
OPEN ELECTIVES		
100-499	Open Elective	27
300+	Open Elective	15
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.  
This program is not approved for Federal Student Aid (Title IV) educational benefits.

### 1.21 PARALEGAL STUDIES

#### ASSOCIATE OF ARTS DEGREE PROGRAM

The Paralegal Studies degree program provides students with the skills necessary to develop, apply and maintain a working knowledge of the law and the elements within the law. The program is designed to prepare students for a career as a paralegal.

#### STUDENT LEARNING OUTCOMES

- Demonstrate professional and ethical conduct according to the standards and principles set forth by the paralegal profession
- Critically assess situations and alternative solutions presented by the attorney, client, and/or court
- Conduct interviews and investigations in compliance with boundaries and limitations established by the paralegal profession
- Demonstrate professional writing and oral communication skills through effective correspondence with clients, attorneys, witnesses, and key court and business personnel
- Analyze case law for relevance when preparing legal documents for attorney and court review
- Demonstrate organizational skills that contribute to an efficient and effective legal practice (management of people, time, data, and files)

ASSOCIATE OF ARTS IN PARALEGAL STUDIES		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition		6
EN101	English Composition I	3
EN102	English Composition II (EN101)	3
Math		3
Computer Science		3
CS105	Introduction to Computer Applications	3
Communication		3
CO120 or CO201	Interpersonal Communications or Conflict and Communications	3
Humanities and Fine Arts		3
HU260	Strategies for Decision Making	3
Natural/Physical Sciences		3
Government (GP) or History (HS) Elective		3

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

General Education Elective		3
GU299	General Education Capstone (Requires Dean Approval)	3
General Education Requirements		30
<b>ASSOCIATE OF ARTS PROGRAM CORE</b>		
PLS101	Introduction to Paralegal Studies	3
PLS103	Introduction to Law	3
PLS107	Legal Ethics (PLS101)	3
PLS105	Law Office Management and Technology (PLS103)	3

PLS201*	Legal Research & Writing (PLS101 or PLS103)	3
PLS203	Civil Litigation I (PLS201)	3
PLS205	Torts (PLS203)	3
PLS207	Contract Law (PLS203)	3
Program Core Requirements		24
<b>OPEN ELECTIVES</b>		
100-299	Open Electives	6
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>60</b>

### 1.22 STRATEGIC COMMUNICATIONS

#### BACHELOR OF ARTS DEGREE PROGRAM

The Bachelor of Arts in Strategic Communications degree program provides a foundation of theories and principles in communication. This program is designed to optimize students' ability to analyze situations from multiple perspectives; define and collect relevant information; and develop, present, and justify solutions or innovations.

#### STUDENT LEARNING OUTCOMES

- Use critical thinking skills to effectively solve problems
- Use appropriate communication skills across settings, purposes, and audiences
- Critically solve communication problems ethically
- Effectively analyze and synthesize knowledge from a variety of academic disciplines
- Demonstrate skills in research while applying various communication theories in writing and presentation across a variety of disciplines
- Demonstrate the ability to create and present a strategic communication plan that integrates information from a variety of sources
- Demonstrate familiarity with terminology and concepts basic to the field of strategic communication

BACHELOR OF ARTS IN STRATEGIC COMMUNICATION		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition		6
Math		6
Natural/Physical Science		3
Computer Science		3
Communication		6
CO101	Introduction to Public Speaking	3

CO120	Interpersonal Communication	3
Humanities and Fine Arts		6
Social Sciences /Behavioral Sciences		9
General Education Elective		3
General Education Requirements		42
<b>BACHELOR OF ARTS PROGRAM CORE</b>		
HU260	Strategies for Decision Making	3
CO201	Conflict and Communication	3
CO210	Business Communication	3
CO325	Civility and Mass Media	3
CO301	Introduction to Communication Theory	3
CO330	Mass Media Communications	3
CO395	Digital Media Communications	3
CO401	Media Ethics	3
MKG131	Foundations of Marketing	3
MKG360	Marketing Communications (MKG131)	3
MKG460	Public Relations	3
MGT468	Organizational Behavior	3
ID490	Interdisciplinary Capstone (Completion of Degree Requirements)	3
Program Core Requirements		39
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	21
300+	Open Elective	18
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

# COLLEGE OF SCIENCE, ENGINEERING, AND TECHNOLOGY

The College of Science, Engineering, and Technology is the oldest school at Grantham University, serving students in technical programs since 1952. Our graduates develop backgrounds in design and analysis and experience hands-on problem solving.

Technology programs are infused with rich lab exercises using design software or development platforms that are typically found in the industry.

## ENGINEERING TECHNOLOGY DEGREE PROGRAMS

PROGRAMS OF STUDY	ASSOCIATE DEGREE	BACHELOR'S DEGREE
Computer Engineering Technology		Bachelor of Science
Electronics and Computer Engineering Technology	Associate of Science	
Electronics Engineering Technology		Bachelor of Science
Engineering Management Technology	Associate of Science	Bachelor of Science

### 1.23 COMPUTER ENGINEERING TECHNOLOGY

#### BACHELOR OF SCIENCE DEGREE PROGRAM

The objective of the Computer Engineering Technology degree program is to provide students with the knowledge and skills to enter the workforce and advance as professional engineering technologists, specifically in the computing and computing technology field. Required coursework builds a foundation and broad base of skills in advanced circuit theory and digital design, microprocessor and programming. Elective courses are available in computer science, communications or control systems.

#### PROGRAM EDUCATIONAL OBJECTIVES

The educational objectives of the programs are to produce students who, within a few years of graduation, should be:

- Successfully employed in an engineering technology or related field or be accepted into a graduate program
- Effective in technical problem identification and analysis, problem solving or system design in a variety of technical roles
- Effective as a professional through communication skills, project management skills, ethical conduct, social awareness and teamwork
- Technically current through continued education and professional development

#### STUDENT LEARNING OUTCOMES

- Select and apply the knowledge, techniques, skills and modern tools of the discipline to broadly defined engineering technology activities
- Select and apply a knowledge of mathematics, science, engineering and technology to engineering technology problems

that require the application of principles and applied procedures or methodologies

- Conduct standard tests and measurements; conduct, analyze, and interpret experiments; apply experimental results to improve processes
- Design systems, components or processes for broadly defined engineering technology problems appropriate to program educational objectives
- Function effectively as a member or leader on a technical team
- Identify, analyze and solve broadly defined engineering technology problems
- Apply written, oral, and graphical communication in both technical and non-technical environments; identify and use appropriate technical literature
- Identify the need for and engage in self-directed continuing professional development, including the ability to identify strategies for acquiring competency in unfamiliar subject areas or skills
- Address professional and ethical responsibilities, including a respect for diversity
- Identify the impact of engineering technology solutions in a societal and global context
- Demonstrate a commitment to quality, timeliness, and continuous improvement
- Apply electric circuits, computer programming, associated software applications, analog and digital electronics, microcomputer, operating systems, local area networks and

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

engineering standards to building, testing, operation and maintenance of computer systems and associated software systems

- Apply natural sciences and mathematics at or above the level of algebra and trigonometry to the building, testing, operation, and maintenance of computer systems and associated software systems
- Analyze, design, and implement hardware and software computer systems
- Apply project management techniques to computer systems
- Utilize statistics/probability, transform methods, discrete mathematics or applied differential equations in support of computer systems and networks

BACHELOR OF SCIENCE - COMPUTER ENGINEERING TECHNOLOGY		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN100, EN101, or EN102)		6
EN261	Fundamentals of Technical Writing	3
Math		14
MA105*	College Algebra	3
MA141*	Pre-Calculus (MA105)	3
MA302*	Calculus I (MA141)	4
MA312*	Calculus II (MA302)	4
Natural/Physical Science		8
PH220	Physics I (MA141)	4
PH221*	Physics II (PH220)	4
Computer Science		3
CS192	Programming Essentials	3
Communication		3
CO101	Introduction to Public Speaking	3
Humanities and Fine Arts		6
ET100	Engineering & Ethics	3
Social Sciences /Behavioral Sciences		3
General Education Elective		3
General Education Requirements		46

BACHELOR OF SCIENCE PROGRAM CORE		
CS265*	Programming in C++ (CS192)	4
CS285	Advanced Programming in C++ (CS265)	4
CT212*	Digital Electronics/lab (CS192 & ET105)	4
CT262	Microprocessor Systems Engineering/lab (CT212 & CS263 or CS265)	4
CT362	Modern Digital Design/lab (CT212)	4
CT420	Cyber Physical Systems Security (IS216)	4
ET105*	Fundamental Properties of DC Circuits/ lab (MA105)	4
ET115*	Fundamental Properties of AC Circuits/ lab (ET105 & MA141)	4
ET212*	Electronics I/lab (ET115)	4
ET222	Electronics II/lab (ET212)	4
ET310*	Circuit Analysis (ET115 & MA312)	4
ET382	Signals & Systems Theory/lab (ET310, PH221, & either CS263 or CS265)	4
ET410*	Technical Project Management	3
ET450*	Capstone Project (ET410)	3
IS216	Computer Networks	3
300-499	CT or ET Elective w/Lab	4
Program Core Requirements		61
<b>OPEN ELECTIVE</b>		
300+	Open Elective	13
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.



1.24 ELECTRONICS AND COMPUTER ENGINEERING TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE PROGRAM

The objective of the Electronics and Computer Engineering Technology degree program is to provide students with the knowledge and skills to enter the workforce as technicians. Required coursework builds a foundation in circuit theory and design, digital and analog electronics and computer programming. The program satisfies the first two years of the Bachelor of Science in Computer Engineering Technology or the Bachelor of Science in Electronics Engineering Technology.

STUDENT LEARNING OUTCOMES

- Apply knowledge, techniques, skills and modern tools to narrowly defined engineering technology activities
- Apply a knowledge of mathematics, science, electronics engineering and technology to engineering technology problems
- Conduct, analyze and interpret experiments
- Identify, analyze and solve narrowly defined technical problems
- Function effectively on teams
- Apply written, oral and graphical communication
- Address professional, ethical and social responsibilities
- Demonstrate a commitment to quality, timeliness and continuous improvement

ASSOCIATE OF SCIENCE - ELECTRONICS & COMPUTER ENGINEERING TECHNOLOGY		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN100, EN101, or EN102)		6
EN261	Fundamentals of Technical Writing	3
Math		6
MA105*	College Algebra	3
MA141*	Pre-Calculus (MA105)	3

Natural/Physical Science		4
PH220	Physics I (MA141)	4
Computer Science		3
CS192	Programming Essentials	3
Communication		3
CO101	Introduction to Public Speaking	3
Humanities and Fine Arts		3
ET100	Engineering & Ethics	3
Social Sciences /Behavioral Sciences		3
General Education Elective		3
General Education Requirements		31

ASSOCIATE OF SCIENCE PROGRAM CORE		
CS265*	Programming in C++ (CS192)	4
CT212	Digital Electronics/lab (CS192 & ET105)	4
ET105*	Fundamental Properties of DC Circuits/ lab (MA105)	4
ET115*	Fundamental Properties of AC Circuits/ lab (ET105 & MA141)	4
ET212	Electronics I/lab (ET115)	4
Program Core Requirements		20
OPEN ELECTIVES		
100-499	Open Elective	9
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>60</b>

ET100 and ET212 must be completed at Grantham (these two courses cannot transfer into the AS-ECET program).

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

1.25 ELECTRONICS ENGINEERING TECHNOLOGY

BACHELOR OF SCIENCE DEGREE PROGRAM

The objective of the Electronics Engineering Technology degree program is to provide students with the knowledge and skills to enter the workforce and advance as professional engineering technologists, specifically in the electronic field. Required coursework builds a foundation and broad base of skills in advanced circuit theory and design, digital and analog electronics, microprocessor fundamentals and signal processing. Elective courses are available in communications, power and control systems.

PROGRAM EDUCATIONAL OBJECTIVES

The educational objectives of the programs are to produce students who, within a few years of graduation, should be:

- Successfully employed in an engineering technology or related field or be accepted into a graduate program
- Effective in technical problem identification and analysis, problem solving or system design in a variety of technical roles
- Effective as a professional through communication skills, project management skills, ethical conduct, social awareness and teamwork

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

- Technically current through continued education and professional development

### STUDENT LEARNING OUTCOMES

- Select and apply the knowledge, techniques, skills, and modern tools of the discipline to broadly defined engineering technology activities
- Select and apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require the application of principles and applied procedures or methodologies
- Conduct standard tests and measurements; conduct, analyze, and interpret experiments; and apply experimental results to improve processes
- Design systems, components, or processes for broadly-defined engineering technology problems appropriate to program educational objectives
- Function effectively as a member or leader on a technical team
- Identify, analyze, and solve broadly defined engineering technology problems
- Apply written, oral, and graphical communication in both technical and non-technical environments; and identify and use appropriate technical literature
- Identify the need for and engage in self-directed continuing professional development, including the ability to identify strategies for acquiring competency in unfamiliar subject areas or skills
- Address professional and ethical responsibilities including a respect for diversity
- Identify the impact of engineering technology solutions in a societal and global context
- Demonstrate a commitment to quality, timeliness, and continuous improvement
- Apply circuit analysis and design, computer programming, associated software, analog and digital electronics, and microcomputers, and engineering standards to the building, testing, operation, and maintenance of electrical/electronic(s) systems
- Apply physics or chemistry to electrical/electronic(s) circuits in a rigorous mathematical environment at or above the level of algebra and trigonometry
- Analyze, design, and implement control systems, instrumentation systems, communications systems, computer systems, or power systems.
- Apply project management techniques to electrical / electronic(s) systems
- Utilize statistics/probability, transform methods, discrete mathematics, or applied differential equations in support of electrical / electronic(s) systems

Elective courses are available in communications, power and control systems.

BACHELOR OF SCIENCE - ELECTRONICS ENGINEERING TECHNOLOGY		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN100, EN101, or EN102)		6
EN261	Fundamentals of Technical Writing	3
Math		14
MA105*	College Algebra	3
MA141*	Pre-Calculus (MA105)	3
MA302*	Calculus I (MA141)	4
MA312*	Calculus II (MA302)	4
Natural/Physical Science		8
PH220	Physics I (MA141)	4
PH221*	Physics II (PH220)	4
Computer Science		3
CS192	Programming Essentials	3
Communication		3
CO101	Introduction to Public Speaking	3
Humanities and Fine Arts		6
ET100	Engineering & Ethics	3
Social Sciences /Behavioral Sciences		3
General Education Elective		3
General Education Requirements		46
<b>BACHELOR OF SCIENCE PROGRAM CORE</b>		
CS265*	Programming in C++ (CS192)	4
CT212*	Digital Electronics/lab (CS192 & ET105)	4
CT262	Microprocessor Systems Engineering/lab (CT212 & CS263 or CS265)	4
ET105*	Fundamental Properties of DC Circuits/ lab (MA105)	4
ET115*	Fundamental Properties of AC Circuits/ lab (ET105 & MA141)	4
ET212*	Electronics I/lab (ET115)	4
ET222*	Electronics II/lab (ET212)	4
ET310*	Circuit Analysis (ET115 & MA312)	4
ET332	Analog Integrated Circuits (ET222 & MA302)	4
ET372	Instrumentation and Measurement (CT212, ET222, & PH221)	4
ET382	Signals & Systems Theory/lab (ET310, PH221 & CS265)	4

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

ET410*	Technical Project Management	3
ET450	Capstone Project (ET410)	3
	Choose one of the following:	4
	ET352 Communication Systems (ET222 & MA302)	
	ET485 Power Systems (ET310)	
	ET495 Control Systems (ET382)	
300-499	CT or ET Elective w/Lab	4
Program Core Requirements		58

OPEN ELECTIVES		
100-499	Open Elective	9
300+	Open Elective	7
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

### 1.26 ENGINEERING MANAGEMENT TECHNOLOGY (ASSOCIATE OF SCIENCE)

#### ASSOCIATE OF SCIENCE DEGREE PROGRAM

The objective of the Engineering Management Technology degree program is to provide students with the knowledge and skills to enter the workforce as technicians. Required coursework builds a foundation in circuit theory, analog electronics and business. The program satisfies the first two years of the Bachelor of Science in Engineering Management Technology.

#### STUDENT LEARNING OUTCOMES

- Apply knowledge, techniques, skills and modern tools to narrowly defined engineering technology activities
- Apply a knowledge of mathematics, science, electronics engineering and technology to engineering technology problems
- Conduct, analyze and interpret experiments
- Identify, analyze and solve narrowly defined technical problems
- Function effectively on teams
- Apply written, oral and graphical communication
- Address professional, ethical and social responsibilities
- Demonstrate a commitment to quality, timeliness and continuous improvement

ASSOCIATE OF SCIENCE - ENGINEERING MANAGEMENT TECHNOLOGY		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN100, EN101, or EN102)		6
EN261	Fundamentals of Technical Writing	3
Math		6
MA105*	College Algebra	3
MA141*	Pre-Calculus (MA105)	3
Natural/Physical Science		4

PH220	Physics I (MA141)	4
Computer Science		3
CS192	Programming Essentials	3
Communication		3
CO101	Introduction to Public Speaking	3
Humanities and Fine Arts		3
ET100	Engineering & Ethics	3
Social Sciences /Behavioral Sciences		3
General Education Elective		3
General Education Requirements		31

ASSOCIATE OF SCIENCE PROGRAM CORE		
ACC226	Managerial Accounting (MA105)	3
CT212	Digital Electronics/lab (CS192 & ET105)	4
ET105*	Fundamental Properties of DC Circuits/ lab (MA105)	4
ET115*	Fundamental Properties of AC Circuits/ lab (ET105 & MA141)	4
ET212	Electronics I/lab (ET115)	4
MGT150	Principles of Business Management	3
Program Core Requirements		22

OPEN ELECTIVE		
100-499+	Open Elective	7
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>60</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

1.27 ENGINEERING MANAGEMENT TECHNOLOGY (BACHELOR OF SCIENCE)

**BACHELOR OF SCIENCE DEGREE PROGRAM**

The objective of the Engineering Management Technology degree program is to provide students with the knowledge and skills to enter the workforce and obtain increasing roles of managerial responsibility within a technical environment. Required coursework integrates the broader issues of business with the fundamentals and challenges of technological development and change through a business core of accounting, finance and management, coupled with a technology core in circuit theory, digital electronics and programming. Elective courses allow for additional depth in business, computer science or engineering technology.

**PROGRAM EDUCATIONAL OBJECTIVES**

- Apply knowledge, techniques, skills and modern tools to broadly defined engineering technology activities
- Apply a knowledge of mathematics, science, electronics engineering and technology to engineering technology problems
- Conduct, analyze and interpret experiments and apply experimental results to improve processes
- Identify, analyze and solve broadly defined technical problems
- Design electronic systems, components or processes for broadly defined problems
- Function effectively on teams
- Apply written, oral and graphical communication
- Address professional, ethical, social and global responsibilities and issues
- Demonstrate a commitment to quality, timeliness and continuous improvement

BACHELOR OF SCIENCE - ENGINEERING MANAGEMENT TECHNOLOGY		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN100, EN101, or EN102)		6
EN261	Fundamentals of Technical Writing	3
Math		13
MA105*	College Algebra	3
MA141*	Pre-Calculus (MA105)	3
MA230	Mathematical Statistics	3
MA302	Calculus I (MA141)	4
Natural/Physical Science		8
PH220	Physics I (MA141)	4
PH221*	Physics II (PH220)	4

Computer Science		3
CS192	Programming Essentials	3
Communication		3
CO101	Introduction to Public Speaking	3
Humanities and Fine Arts		6
ET100	Engineering & Ethics	3
Social Sciences /Behavioral Sciences		3
General Education Elective		3
General Education Requirements		45

<b>BACHELOR OF SCIENCE PROGRAM CORE</b>		
ACC226	Managerial Accounting (MA105)	3
CS265*	Programming in C++ (CS192)	4
CT212*	Digital Electronics/lab (CS192 & ET105)	4
CT262	Microprocessor Systems Engineering/lab (CT212 & CS263 or CS265)	4
EMT320	Engineering Economics (MA141)	3
EMT340	Systems Engineering	3
ET105*	Fundamental Properties of DC Circuits/ lab (MA105)	4
ET115*	Fundamental Properties of AC Circuits/ lab (ET105 & MA141)	4
ET212*	Electronics I/lab (ET115)	4
ET222*	Electronics II/lab (ET212)	4
ET372	Instrumentation and Measurement (CT212, ET222 & PH221)	4
MGT150	Principles of Business Management	3
MGT456	Quality Management (BMA215 or MA230)	3
MGT461	Leadership in Organizations	3
PRJ450	Project Management (MA170 or BMA215 or MA230)	3
300-499	CT or ET elective w/lab	4
Program Core Requirements		57
<b>OPEN ELECTIVES</b>		
300+	Open Elective	18
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

COMPUTER SCIENCE CERTIFICATE AND DEGREE PROGRAMS

PROGRAMS OF STUDY	CERTIFICATE	ASSOCIATE DEGREE	BACHELOR'S DEGREE
Advanced Cybersecurity	Certificate		
Computer Science		Associate of Science	Bachelor of Science
Cybersecurity Concepts	Certificate		
Cyber Security			Bachelor of Science
Information Systems			Bachelor of Science
Introduction to Programming	Certificate		

1.28 CYBERSECURITY CONCEPTS

CERTIFICATE PROGRAM

The Cybersecurity Concepts program introduces students to security threats and vulnerabilities and the principles, practices, policies and standards for securing information systems. Networks, as the heart of information systems, are addressed through standard models and protocols. Through hands-on simulations and virtual labs, students learn to configure and secure computer networks. Practice exams allow students to prepare for the CompTIA Network+ and Security+ certification exams. Upon completion of this program, graduates may enter entry-level positions in cybersecurity. Graduates may also continue their education and transfer courses within the certificate program to bachelor's degree programs in information systems or cyber security.

STUDENT LEARNING OUTCOMES

- Identify the layers of the OSI model
- Explain common networking protocols
- Set up and troubleshoot various network topologies
- Categorize threats and vulnerabilities to a network or information system
- Explain and apply different strategies for securing networks or information systems
- Determine the components and strategies for the implementation of an information systems security plan

- Identify relevant laws and standards applicable to information systems security and computer crime

CYBERSECURITY CONCEPTS CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
IS211	Introduction to Information Systems Security	3
IS216*	Computer Networks	3
IS311	Security Operations	3
IS316	TCP/IP Networks (IS216)	3
IS411	Network Security (IS216)	3
Choose one of the following:		3
IS242	Management Information Systems	3
IS320	Database Applications	3
IS471	Computer Forensics	3
IS475	Ethical Hacking (IS216)	3
<b>TOTAL REQUIRED HOURS</b>		<b>18</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

1.29 ADVANCED CYBERSECURITY

CERTIFICATE PROGRAM

The objective of the Advanced Cybersecurity program is to provide students with the knowledge and skills required of cybersecurity professionals. Going beyond Network+ and Security+, this certificate focuses on additional areas of knowledge associated with

the CISSP certification, such as risk management and mitigation, access control and authorization methods, disaster recovery practices and standards, social engineering, cryptography and legal implications. Standard tools and virtual labs give students hands-on exposure to security scenarios.

**STUDENT LEARNING OUTCOMES**

- Assess and analyze the threats to information systems
- Evaluate the standards, processes, methods and tools used to mitigate risk
- Analyze key attributes of various access control methods and authorization techniques
- Compare and contrast various ciphers and encryption standards
- Identify the elements and processes for developing, testing and implementing a business continuity plan
- Examine methods for reducing the security risks arising from the human element and organizational culture and structure
- Identify the legal and ethical issues surrounding global information systems security

ADVANCED CYBERSECURITY CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
IS355	Risk Management	3
IS360	Disaster Recovery	3
IS440	Human Decision and Security Engineering	3
IS450	Security Trends and Legal Issues	3
Choose two of the following:		6
IS461	Cryptography (IS211)	3
IS471	Computer Forensics	3
IS475	Ethical Hacking (IS216)	3
IS481	Database Security (IS320)	3
<b>TOTAL REQUIRED HOURS</b>		<b>18</b>

**1.30 INTRODUCTION TO PROGRAMMING**

**CERTIFICATE PROGRAM**

The Introduction to Programming certificate program introduces students to both application and web programming. Assuming no prior experience in programming, students are introduced to the programming mindset and then progressively develop skills in object-oriented programming using C++. Students also learn to create interactive web pages using HTML, XHTML, CSS and JavaScript. Upon completion, students should be prepared for entry-level website design and programming positions. Graduates may also continue their education and transfer courses within the certificate program to bachelor's degree programs in computer science.

**STUDENT LEARNING OUTCOMES**

- Create web pages
- Add interactivity to web pages
- Write, compile and debug application programs

INTRODUCTION TO PROGRAMMING CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
CS192	Programming Essentials	3
CS197	Programming in HTML (CS192)	3
CS208	Programming in JavaScript (CS197 or IS301)	4
CS265*	Programming in C++ (CS192)	4
CS285	Advanced Programming in C++ (CS265)	4
<b>TOTAL REQUIRED HOURS</b>		<b>18</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

**1.31 COMPUTER SCIENCE (ASSOCIATE OF SCIENCE)**

**ASSOCIATE OF SCIENCE DEGREE PROGRAM**

The objective of the Computer Science degree program is to provide students with the knowledge and skills to enter the workforce in entry-level computing positions. Required coursework builds a foundation in networking and web design and fluency in a programming language. The program satisfies the first two years of the Bachelor of Science in Computer Science degree.

**STUDENT LEARNING OUTCOMES**

- Apply knowledge of computing and mathematical reasoning related to computer science
- Analyze a problem, identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component or program to meet desired needs
- Communicate effectively with a range of audiences

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

- Use current techniques, skills and tools necessary for computing practice

ASSOCIATE OF SCIENCE - COMPUTER SCIENCE		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN100, EN101, or EN102)		6
EN261	Fundamentals of Technical Writing	3
Math		6
MA105	College Algebra	3
MA141*	Pre-Calculus (MA105)	3
Natural/Physical Science		4
PH220	Physics I (MA141)	4
Computer Science		3
CS192	Programming Essentials	3
Communication		3

Humanities and Fine Arts		3
Social Sciences /Behavioral Sciences		3
General Education Elective		3
General Education Requirements		31
<b>ASSOCIATE OF SCIENCE PROGRAM CORE</b>		
CS197*	Programming in HTML (CS192)	3
CS208	Programming in JavaScript (CS197 or IS301)	4
CS265*	Programming in C++ (CS192)	4
CS285	Advanced Programming in C++ (CS265)	4
IS216	Computer Networks	3
Program Core Requirements		18
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	11
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>60</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

### 1.32 COMPUTER SCIENCE (BACHELOR OF SCIENCE)

#### BACHELOR OF SCIENCE DEGREE PROGRAM

The objective of the Computer Science degree program is to provide students with the knowledge and skills to enter the workforce and advance as professional software engineers, developers and system analysts. Required coursework builds a foundation and broad base of skills in programming, databases, and systems analysis and design.

#### STUDENT LEARNING OUTCOMES

- Apply knowledge of computing and mathematical reasoning related to computer science
- Analyze a problem and identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component or program to meet desired needs
- Address professional, ethical, legal, security, global, and social issues and responsibilities
- Communicate effectively with a range of audiences
- Use current techniques, skills and tools necessary for computing practice

BACHELOR OF SCIENCE - COMPUTER SCIENCE		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN100, EN101, or EN102)		6

EN261	Fundamentals of Technical Writing	3
Math		13
MA105	College Algebra	3
MA141*	Pre-Calculus (MA105)	3
MA230	Mathematical Statistics	3
MA302	Calculus I (MA141)	4
Natural/Physical Science		4
PH220	Physics I (MA141)	4
Computer Science		6
CS192	Programming Essentials	3
CS197*	Programming in HTML (CS192)	3
Communication		3
Humanities and Fine Arts		3
Social Sciences /Behavioral Sciences		6
General Education Elective		3
General Education Requirements		44
<b>BACHELOR OF SCIENCE PROGRAM CORE</b>		
CS208	Programming in JavaScript (CS197 or IS301)	4
CS265*	Programming in C++ (CS192)	4

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

CS285*	Advanced Programming in C++ (CS265)	4
CS325	Data Structures (CS285)	3
CS340	Operating Systems (CS192)	3
CS367	Programming Languages (CS285 or CS325)	3
CS405	Software Engineering (IS336)	4
CS499	Computer Science Capstone (Completion of Degree Requirements)	3
IS216	Computer Networks	3
IS311	Security Operations	3
IS320	Database Applications	3
IS336*	Systems Analysis & Design (CS265 or IS242)	3

IS370	Server Side Web Development (IS320 & CS197 or IS301)	4
IS450	Security Trends and Legal Issues	3
MA315	Discrete Math (MA141)	3
300-499	CS Elective	8
Program Core Requirements		58
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	15
300+	Open Elective	3
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

### 1.33 CYBER SECURITY

#### BACHELOR OF SCIENCE DEGREE PROGRAM

The objective of the Cyber Security degree program is to provide students with the knowledge and skills to enter the workforce and advance in professional cyber security or information security roles. Required coursework builds a foundation and broad base of skills in network protocols, advanced security concepts and operating systems and system architecture. Courses are aligned to the Network+, Security+ and CISSP industry-standard certifications.

#### PROGRAM EDUCATIONAL OBJECTIVES

The educational objectives of the program are to produce students who, within a few years of graduation, should be:

- Successfully employed in a position with a security focus in the government or private sectors or be in a graduate program
- Using a variety of security-related skills to improve the security posture of an organization
- Effective as a professional through communication skills, project management skills, ethical conduct, social awareness and teamwork
- Technically current through continued education, certifications and professional development

#### STUDENT LEARNING OUTCOMES

- Apply knowledge of computing and mathematics appropriate to the discipline
- Analyze a system and identify and define the security risks and requirements for secure operation
- Design, implement and evaluate a computer-based system, process, component or program to meet security needs
- Address professional, ethical, legal, security, and social issues and responsibilities
- Communicate effectively with a range of audiences

- Analyze the local and global impact of computing on individuals, organizations and society
- Recognize the need for and an ability to engage in continuing professional development
- Use current techniques, skills and tools necessary for computing security practice
- Identify and analyze security risks of an information system
- Develop security and recovery policies appropriate to an information system

BACHELOR OF SCIENCE - CYBER SECURITY		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN100, EN101, or EN102)		6
EN261	Fundamentals of Technical Writing	3
Math		12
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
MA230	Mathematical Statistics	3
Natural/Physical Science		3
Computer Science		7
CS192	Programming Essentials	3
CS200 or CS265	Programming in Java (CS192) or Programming in C++ (CS192)	4
Communication		3
Humanities and Fine Arts		3
Social Sciences /Behavioral Sciences		6



## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

General Education Elective		3
General Education Requirements		43
<b>BACHELOR OF SCIENCE PROGRAM CORE</b>		
CS340	Operating Systems (CS192)	3
CS386	Systems Architecture (IS242)	4
IS211*	Introduction to Information Systems Security	3
IS216*	Computer Networks	3
IS242	Management Information Systems	3
IS311	Security Operations	3
IS316	TCP/IP Networks (IS216)	3
IS320	Database Applications	3
IS336	Systems Analysis & Design (CS265 or IS242)	3
IS355	Risk Management	3
IS360	Disaster Recovery	3
IS411	Network Security (IS216)	3
IS440	Human Decision & Security Engineering	3

IS450	Security Trends and Legal Issues	3
IS461	Cryptography (IS211)	3
IS471	Computer Forensics	3
IS499	Security Capstone (Completion of Degree Requirements)	3
Choose one of the following:		3-4
	CT420 Cyber Physical Systems Security (IS216)	
	IS351 Information Systems Project Management	
	IS475 Ethical Hacking (IS216)	
	IS481 Database Security (IS320)	
Program Core Requirements		55-56
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	21-22
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

### 1.34 INFORMATION SYSTEMS

#### BACHELOR OF SCIENCE DEGREE PROGRAM

The objective of the Information Systems degree program is to provide students with the knowledge and skills to enter the workforce and advance in roles requiring the application of technology to information systems. Required coursework builds a foundation and broad base of skills in programming, web design and systems analysis and design. Elective courses are available in business, computer science or information systems.

#### STUDENT LEARNING OUTCOMES

- Apply knowledge of computing and mathematics appropriate to the discipline
- Analyze a problem and identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component or program to meet desired needs
- Address professional, ethical, legal, security and social issues and responsibilities
- Communicate effectively with a range of audiences
- Analyze the local and global impact of computing on individuals, organizations and society
- Recognize the need for and an ability to engage in continuing professional development

- Use current techniques, skills and tools necessary for computing practice
- Analyze processes that support the delivery and management of information systems

BACHELOR OF SCIENCE - INFORMATION SYSTEMS		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN100, EN101, or EN102)		6
EN261	Fundamentals of Technical Writing	3
Math		12
MA105	College Algebra	3
MA230	Mathematical Statistics	3
Natural/Physical Science		3
Computer Science		7
CS192	Programming Essentials	3
CS200	Programming in Java (CS192)	4
Communication		3
Humanities and Fine Arts		3
Social Sciences /Behavioral Sciences		6

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

General Education Elective		3
General Education Requirements		43
<b>BACHELOR OF SCIENCE PROGRAM CORE</b>		
CS386	Systems Architecture (IS242)	4
CS405	Software Engineering (IS336)	4
IS216	Computer Networks	3
IS231	E-Commerce	3
IS242	Management Information Systems	3
IS301	Web Design I	4
IS320	Database Applications	3
IS311	Security Operations	3
IS336*	Systems Analysis & Design (CS265 or IS242)	3
IS351	Information Systems Project Management	3

IS450	Security Trends and Legal Issues	3
IS498	Senior Research Project (Completion of Degree Requirements)	3
Program Core Requirements		39
<b>PROGRAM ELECTIVES</b>		
100-499	Business, CS, IS or IT electives	6
300-499	CS, IS, or IT electives	9
Program Elective Requirements		15
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	17
300+	Open Elective	6
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

### 1.35 INFORMATION SYSTEMS WITH A CONCENTRATION IN CYBERSECURITY

#### BACHELOR OF SCIENCE DEGREE PROGRAM

The objective of the Information Systems degree program with a concentration in cybersecurity is to provide students with the knowledge and skills to enter the workforce and advance in roles requiring the application of technology, especially cybersecurity strategies and techniques, to information systems. Required coursework builds a foundation and broad base of skills in programming, web design, and systems analysis and design. The courses in the concentration extend the foundation in network protocols and security to include additional coursework aligned to the Network+ and CISSP industry-standard certifications..

#### STUDENT LEARNING OUTCOMES

- Apply knowledge of computing and mathematics appropriate to the discipline
- Analyze a problem and identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component or program to meet desired needs
- Address professional, ethical, legal, security and social issues and responsibilities
- Communicate effectively with a range of audiences
- Analyze the local and global impact of computing on individuals, organizations and society
- Recognize the need for and an ability to engage in continuing professional development
- Use current techniques, skills and tools necessary for computing practice

- Analyze processes that support the delivery and management of information systems

BACHELOR OF SCIENCE - INFORMATION SYSTEMS WITH A CONCENTRATION IN CYBERSECURITY		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN100, EN101, or EN102)		6
EN261	Fundamentals of Technical Writing	3
Math		12
MA105	College Algebra	3
MA230	Mathematical Statistics	3
Natural/Physical Science		3
Computer Science		7
CS192	Programming Essentials	3
CS200	Programming in Java (CS192)	4
Communication		3
Humanities and Fine Arts		3
Social Sciences /Behavioral Sciences		6
General Education Elective		3
General Education Requirements		43
<b>BACHELOR OF SCIENCE PROGRAM CORE</b>		
CS386	Systems Architecture (IS242)	4

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

CS405	Software Engineering (IS336)	4
IS216*	Computer Networks	3
IS231	E-Commerce	3
IS242	Management Information Systems	3
IS301	Web Design I	4
IS320	Database Applications	3
IS311	Security Operations	3
IS336*	Systems Analysis & Design (CS265 or IS242)	3
IS351	Information Systems Project Management	3
IS450	Security Trends and Legal Issues	3
IS498	Senior Research Project (Completion of Degree Requirements)	3
Program Core Requirements		39

CYBERSECURITY CONCENTRATION COURSES		
IS211	Introduction to Information Systems Security	3
IS355	Risk Management	3
IS360	Disaster Recovery	3
IS411	Network Security (IS216)	3
IS440	Human Decision & Security Engineering	3
Concentration Requirements		15
OPEN ELECTIVES		
100-499	Open Elective	17
300+	Open Elective	6
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

### 1.36 INFORMATION SYSTEMS WITH A CONCENTRATION IN HEALTH INFORMATICS

#### BACHELOR OF SCIENCE DEGREE PROGRAM

The objective of the Information Systems degree program with a concentration in Health Informatics is to provide students with the knowledge and skills to enter the workforce and advance in roles requiring the development, implementation, and maintenance of information systems in a healthcare environment. Required coursework builds a foundation and broad base of skills in programming, web design, and systems analysis and design. The courses in the concentration deepen understanding in the management and security of data and information in the healthcare setting.

#### STUDENT LEARNING OUTCOMES

- Apply knowledge of computing and mathematics appropriate to the discipline
- Analyze a problem and identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component or program to meet desired needs
- Address professional, ethical, legal, security and social issues and responsibilities
- Communicate effectively with a range of audiences
- Analyze the local and global impact of computing on individuals, organizations and society
- Recognize the need for and an ability to engage in continuing professional development
- Use current techniques, skills and tools necessary for computing practice
- Analyze processes that support the delivery and management of information systems

BACHELOR OF SCIENCE - INFORMATION SYSTEMS WITH A CONCENTRATION IN HEALTH INFORMATICS		CREDIT HOURS
GENERAL EDUCATION		
English Composition (EN100, EN101, or EN102)		6
EN261	Fundamentals of Technical Writing	3
Math		12
MA105	College Algebra	3
MA230	Mathematical Statistics	3
Natural/Physical Science		3
Computer Science		7
CS192	Programming Essentials	3
CS200	Programming in Java (CS192)	4
Communication		3
Humanities and Fine Arts		3
Social Sciences /Behavioral Sciences		6
General Education Elective		3
General Education Requirements		43
BACHELOR OF SCIENCE PROGRAM CORE		
CS386	Systems Architecture (IS242)	4
CS405	Software Engineering (IS336)	4
IS216	Computer Networks	3
IS231	E-Commerce	3
IS242	Management Information Systems	3

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

IS301	Web Design I	4
IS320	Database Applications	3
IS311	Security Operations	3
IS336*	Systems Analysis & Design (CS265 or IS242)	3
IS351	Information Systems Project Management	3
IS450	Security Trends and Legal Issues	3
IS498	Senior Research Project (Completion of Degree Requirements)	3
Program Core Requirements		39
<b>HEALTH INFORMATICS CONCENTRATION COURSES</b>		
AH356	Information Security & Privacy in Healthcare Organizations	3
AH432	Healthcare Informatics	3

HP205	Computer Software Applications in Healthcare	3
IS376	Advanced Database Systems	3
IS481	Database Security (IS320)	3
Concentration Requirements		15
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	17
300+	Open Elective	6
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

### 1.37 INFORMATION SYSTEMS WITH A CONCENTRATION IN WEB DEVELOPMENT

#### BACHELOR OF SCIENCE DEGREE PROGRAM

The objective of the Information Systems degree program with a concentration in Web Development is to provide students with the knowledge and skills to enter the workforce and advance in web development roles. Required coursework builds a foundation and broad base of skills in programming, web design, and systems analysis and design. The courses in the concentration deepen skill level in advanced web design strategies and techniques.

#### STUDENT LEARNING OUTCOMES

- Apply knowledge of computing and mathematics appropriate to the discipline
- Analyze a problem and identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component or program to meet desired needs
- Address professional, ethical, legal, security and social issues and responsibilities
- Communicate effectively with a range of audiences
- Analyze the local and global impact of computing on individuals, organizations and society
- Recognize the need for and an ability to engage in continuing professional development
- Use current techniques, skills and tools necessary for computing practice
- Analyze processes that support the delivery and management of information systems

BACHELOR OF SCIENCE - INFORMATION SYSTEMS WITH A CONCENTRATION IN WEB DEVELOPMENT		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition (EN100, EN101, or EN102)		6
EN261	Fundamentals of Technical Writing	3
Math		12
MA105	College Algebra	3
MA230	Mathematical Statistics	3
Natural/Physical Science		3
Computer Science		7
CS192	Programming Essentials	3
CS200	Programming in Java (CS192)	4
Communication		3
Humanities and Fine Arts		3
Social Sciences /Behavioral Sciences		6
General Education Elective		3
General Education Requirements		43
<b>BACHELOR OF SCIENCE PROGRAM CORE</b>		
CS386	Systems Architecture (IS242)	4
CS405	Software Engineering (IS336)	4
IS216	Computer Networks	3
IS231	E-Commerce	3

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

IS242	Management Information Systems	3
IS301	Web Design I	4
IS320	Database Applications	3
IS311	Security Operations	3
IS336*	Systems Analysis & Design (CS265 or IS242)	3
IS351	Information Systems Project Management	3
IS450	Security Trends and Legal Issues	3
IS498	Senior Research Project (Completion of Degree Requirements)	3
Program Core Requirements		39
<b>WEB DEVELOPMENT CONCENTRATION COURSES</b>		
CS208	Programming in Javascript (CS197 or IS301)	4

CS350	Introduction to jQuery (CS208 or IS306)	3
IS306	Web Design II (IS301 or CS197)	4
IS370	Server Side Web Development (IS320 AND CS197* or IS301*)	4
Concentration Requirements		15
<b>OPEN ELECTIVES</b>		
100-499	Open Elective	17
300+	Open Elective	6
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

\*Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

# COLLEGE OF NURSING AND HEALTH PROFESSIONS

The College of Nursing offers the following programs:

PROGRAMS OF STUDY	CREDENTIAL
RN to BSN Completion Program	BSN

The College of Health Professions offers the following programs:

PROGRAMS OF STUDY	CREDENTIAL
Medical Administrative Assistant	Certificate and Associate of Applied Science
Electronic Health Records	Certificate
Medical Coding and Billing	Certificate and Associate of Applied Science
Health Information Management	Bachelor of Science

## COLLEGE OF NURSING

### PHILOSOPHY OF NURSING

The global society requires the nurse to be competent in digital literacy and technological skills to maintain evidence-based practice that leads to improved health outcomes and interdisciplinary collaboration. Nursing education embraces innovation in curriculum delivery and promotes asynchronous learning in a virtual environment.

Nursing practices in a multicultural society and creates a caring, respectful environment that values the uniqueness of each person. Nursing education fosters respect for cultural and ethnic diversity and focuses on personal and professional growth of the learner.

Nursing utilizes evidence-based practice to guide performance. Critical thinking involves the integration of inquiry, analysis and judgment to provide enhanced outcomes in patient-centered care. Post-licensure programs contribute to the body of nursing knowledge through strategic curriculum design that incorporates authentic, scholarly projects.

Communication, through written, verbal, non-verbal and electronic modes along with collaborative skills, produces a positive work environment, enhances the productivity of the nursing team and promotes interpersonal relationships leading to patient-centered care. Interdisciplinary practice depends on teamwork to produce effective outcomes in the contemporary healthcare environment.

Nursing education also participates in quality improvement to provide a current, rigorous curriculum that is consistent with contemporary practice and technological advances. Quality improvement is a core value in healthcare leading to improved safety and positive patient care outcomes.

Professional nursing participates in quality improvement processes and is committed to continual performance improvement to deliver the highest standards of care to a diverse population. Professional standards are upheld through moral, ethical and legal conduct with an assumption of accountability for all personal and professional actions. Evaluation of professional responsibilities is an ongoing process in response to the needs of the nursing profession in a global society.

In conclusion, the nursing faculty accepts responsibility to provide students with quality educational experiences necessary for personal and professional growth. Likewise, graduates understand the extent and limitations of their roles and are encouraged to increase their professional knowledge and responsibilities to society through continuing education. Consistent with the philosophical statements contained in this document and the University Vision & Mission, the faculty will incorporate these beliefs throughout the nursing curriculum.

1.38 RN TO BSN COMPLETION

**BACHELOR OF SCIENCE IN NURSING DEGREE PROGRAM**

The RN to BSN Completion Program builds upon the foundation of previous nursing education at the associate degree level to enhance the theoretical concepts of the science of nursing. The RN to BSN Completion Program is evidence-based and developed according to best practices using the following professional standards: Quality and Safety in Education for Nursing Competencies; and American Association of Colleges of Nursing Essentials of Baccalaureate Education.

The program incorporates both didactic and practice experiences in the curriculum with the practice experiences using both direct human interface and indirect learning situations that allow the student to apply concepts in the course to clinical scenarios in a simulated environment. Graduates are prepared to function as nurse generalists in a variety of healthcare settings. All students are required to complete a capstone project in a clinical setting.

**PROGRAM MISSION**

To expand the skills in areas of leadership, community concepts, research and professional practice related to current trends and issues in today's global society.

**STUDENT LEARNING OUTCOMES**

- Assess effective communication in oral, written, interpersonal and electronic modes
- Evaluate clinical judgments based on evidence-based practice standards and ethical practices
- Ensure accountability when providing and ensuring safe, efficient, quality patient care
- Synthesize available resources to apply critical thinking to complex clinical situations
- Incorporate culturally competent care concepts for individuals and families across the lifespan
- Critique proficiency when caring for communities and populations
- Analyze opportunities for personal and professional growth in pursuit of career goals
- Integrate clinical technologies and informatics in practice

RN TO BSN COMPLETION		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
MA230	Mathematical Statistics	3
General Education Requirements		3
STUDENTS ENTERING WITH AN ASSOCIATE DEGREE IN NURSING AND RN LICENSE		CREDIT HOURS
Education & licensing completed prior to matriculation at Grantham		

Basic RN Program - credits for nursing coursework		30
General Education transferable credits from an appropriately accredited institution		21
Experiential Credit for RN practice		30
BSN Degree Completion*		36
<b>BSN PROGRAM CORE</b>		
NUR302^	Pathophysiology	3
HSN310	Scholarly Writing for Healthcare Professions	3
NUR304*	Nursing Ethics	3
NUR306^	Pharmacology	3
NUR402^	Transition to Professional Nursing	3
NUR405^	Health Assessment for Professional Nursing	3
NUR410*	Theoretical Concepts of Research in Nursing	3
NUR415*	Nursing Informatics	3
NUR417^	Nursing Leadership and Management	3
NUR427^	Population Health in the Global Community	3
NUR441^	Case Management Concepts	3
NUR499^	RN-BSN Capstone Project (Completion of Degree Requirements)	3
Program Core Requirements		36
TOTAL DEGREE CREDIT HOURS		120

\*Courses with an asterisk may not be transferred in and must be taken in the order prescribed. There may be a gap between terms. Non-matriculating students holding a current and unencumbered RN license may take an individual nursing course. A variety of required direct care clinical experiences exist in courses as the student moves through the curriculum. Instructions for the clinical experiences are identified within the course syllabus and in specific course assignments.

^Indicates practice experience exists in the course.

Note: Prior postsecondary education transcripts will be reviewed for possible transfer of credit for HSN310, MA230, NUR302, NUR304, and NUR306 for a maximum of 9 credits allowed for transfer.

Registered Nurses admitted to the RN to BSN Completion Program are granted 30 experiential credits for their nursing practice experience. By possession of an associate degree from an appropriately accredited institution, associate degree RNs are assumed to be competent in professional communication, healthcare system dynamics and the use of technology in the clinical practice arena. Associate degree RNs are able to prioritize patient care needs based upon risk and acuity and are competent in ethical practices and basic conflict management.

**RN TO BSN COMPLETION ACCELERATED OPTION**

The RN to BSN Completion accelerated option is designed for the experienced Registered Nurse who has been in clinical practice for at least 2 years and who needs to complete the BSN as quickly as possible. Ideal candidates for this accelerated option will have: earned at least a 3.0 GPA in the entry-level RN coursework; limited outside responsibilities; a consistent work schedule; and the motivation to devote 10 months to furthering their career.

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

In the accelerated option, students are authorized to complete 6-9 credits per term in the order shown. This authorization is revoked if the student is no longer making satisfactory academic progress as defined in the University Catalog. A student who fails/withdraws or is withdrawn from a course may be placed into the standard option. A student may, at any time, place themselves into the standard option; however, the student may not move back and forth between the standard and accelerated options. All RN to BSN-specific requirements apply to the accelerated option.

RN TO BSN COMPLETION ACCELERATED OPTION		CREDIT HOURS
Term 1		
NUR402* <sup>^</sup>	Transition to Professional Nursing	3
NUR306 <sup>^</sup>	Pharmacology	3
HSN310	Scholarly Writing for Healthcare Professions	3
Term 2		
NUR302 <sup>^</sup>	Pathophysiology	3
NUR405* <sup>^</sup>	Health Assessment for Professional Nursing	3
NUR304	Nursing Ethics	3
Term 3		

NUR410*	Theoretical Concepts of Research in Nursing	3
NUR415*	Nursing Informatics	3
MA230	Mathematical Statistics (from GE core)	3
Term 4		
NUR417* <sup>^</sup>	Nursing Leadership and Management	3
NUR427* <sup>^</sup>	Population Health in the Global Community	3
Term 5		
NUR441* <sup>^</sup>	Case Management Concepts	3
NUR499* <sup>^</sup>	RN-BSN Capstone Project	3
Program Core + General Education Core		39
Basic RN program - credits for nursing coursework		30
General Education Transferable Credits		21
Experiential Credit for RN practice		30
<b>TOTAL REQUIRED HOURS</b>		<b>120</b>

\*Courses with an asterisk may not be transferred in and must be taken in that order. Non-matriculating students holding a current and unencumbered RN license may take an individual nursing course. A variety of required direct care clinical experiences exist in courses as the student moves through the curriculum. Instructions for the clinical experiences are identified within the course syllabus and in specific course assignments.

<sup>^</sup>Indicates practice experience exists in the course.

Note: Prior postsecondary education transcripts will be reviewed for possible transfer of credit for HSN310, MA230, NUR302, NUR304, and NUR306 for a maximum of 9 credits allowed for transfer.

## COLLEGE OF HEALTH PROFESSIONS

### 1.39 ELECTRONIC HEALTH RECORDS

#### CERTIFICATE PROGRAM

The Electronic Health Records Certificate is a six course, 18-credit hour program designed for students desiring to enter the profession of development and maintenance of electronic health records. The focus of the program is on practical learning of the skills for electronic health records, practice management applications, insurance procedures, regulatory compliance, and financial reporting. Students will have access to the National Healthcareer Association (NHA) portal for practice and preparation that would allow the student to sit for the Certified Electronic Health Record Specialist (CEHRS) Certification Exam.

#### STUDENT LEARNING OUTCOMES

- Illustrate the role and function of different types of healthcare applications related to Electronic Medical Records (EMR) Software

- Utilize medical terms and abbreviations that are commonly used in healthcare
- Articulate understanding of local, state and federal regulations, including OSHA standards and HIPAA's rules for protected health information and ethical practices
- Apply diagnosis coding skills for generating statistical reports and clinical Quality Improvement measures
- Complete the CEHRS Certification through National Healthcareer Association (NHA)

All students must sign up for, drive to, and sit for (complete) the NHA certification exam. Currently, students may be able to complete the certification exam through an online option. The Certification exam must be taken to successfully complete the last course in the certificate program. Passing the exam is not required, however, attempting the exam is. Failure to attempt the certification exam will result in failure of the final course and inability to graduate with the certificate.



## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

ELECTRONIC HEALTH RECORDS CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
HP205e	Computer Software Application in Healthcare	3
AH114e	Medical Terminology	3
AH112e	Intro to Health Information Management	3
AH212e	Basic Diagnosis Coding Systems	3
AH218e	Electronic Health Records	3
AH230e	Electronic Health Records Specialist Certification Prep	3
<b>TOTAL REQUIRED HOURS</b>		<b>18</b>

Courses are to be taken in the order specified by your University Representative. Changes in course order must be approved by the Health Professions administrative team. Any course in which an F/W is earned must be immediately repeated and taken alone. Students should discuss potential consequences with the Student Financial Services Office. Courses enrolled in at the time the F/W becomes known must be dropped. Any student who earns an F/W in a course the second time may not be further enrolled. There are no third attempts in any of the Health Professions certificate programs.

If any course is passed with a C or better the student may return to full time the next term as long as they are in good standing. If a D is earned, the student may progress, but must remain part time. Any student in SAP Warning status must move to part time and participate in the SAP Assistance Program (Section 2.25) as well as other student success interventions as required by the Health Professions administrative team.

HP205e and AH230e are to be taken alone in their respective terms.

All courses must be completed at Grantham. No transfer credit is allowed.

### 1.40 MEDICAL ADMINISTRATIVE ASSISTANT

#### CERTIFICATE PROGRAM

The six-course, 18 credit-hour Program prepares students to become a Medical Administrative Assistant. The program is designed for students entering the field of medical assistant administration, primarily in a medical office. The certificate allows students to master a set of skills pertaining to the performance of various office administration duties in a healthcare environment. This program focuses on practical learning of medical office functions, medical coding, insurance procedures, electronic records management and financial practices. This program provides students with access to the National Healthcareer Association (NHA) portal used to practice, prepare and sit for the Medical Administrative Assistant Certification Exam.

#### STUDENT LEARNING OUTCOMES

- Illustrate the role and function of different types of healthcare facilities and environments
- Utilize medical terms and abbreviations that are commonly used in health information management systems
- Articulate understanding of local, state, and federal regulations, including OSHA standards and HIPAA's rules for protected health information and ethical practices
- Apply diagnosis coding skills for records management
- Complete the CMAA Certification through National Healthcareer Association (NHA).

All students must sign up for, drive to, and sit for (complete) the NHA certification exam. Currently, students may be able to complete the certification exam through an online option. The Certification exam must be taken to successfully complete the last course in the certificate program. Passing the exam is not required, however, attempting the exam is. Failure to attempt the certification exam will result in failure of the final course and inability to graduate with the certificate.

MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
HP205c	Computer Software Application in Healthcare	3
AH114c	Medical Terminology	3
AH111c	Healthcare Delivery Systems	3
AH212c	Basic Diagnosis Coding Systems	3
AH215c	Medical Assisting	3
AH235c	Medical Administrative Assistant Certification Prep (Completion of Certificate Requirements)	3
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>18</b>

Courses are to be taken in the order specified by your University Representative. Changes in course order must be approved by the Health Professions administrative team. Any course in which an F/W is earned must be immediately repeated and taken alone. Students should discuss potential consequences with the Student Financial Services Office. Courses enrolled in at the time the F/W becomes known must be dropped. Any student who earns an F/W in a course the second time may not be further enrolled. There are no third attempts in any of the Health Professions certificate programs.

If any course is passed with a C or better the student may return to full time the next term as long as they are in good standing. If a D is earned, the student may progress, but must remain part time. Any student in SAP Warning status must move to part time and participate in the SAP Assistance Program (Section 2.25) as well as other student success interventions as required by the Health Professions administrative team.

HP205c and AH235c are to be taken alone in their respective terms.

The six courses in the Medical Administrative Assistant Certificate Program are designed to transfer to the Medical Administrative Assistant (AAS) Program.

All courses must be completed at Grantham. No transfer credit is allowed.

1.41 MEDICAL CODING AND BILLING

CERTIFICATE PROGRAM

The Medical Coding and Billing Certificate is a six course, eighteen credit program designed for students desiring to enter the medical coding and billing profession. The focus of the program is on practical learning of the skills for medical coding, medical billing, insurance procedures and financial practices. Student will have access to the National Healthcareer Association (NHA) portal for practice and preparation that would allow the student to take the Certified Billing and Coding Specialist (CBCS) Certification Exam.

STUDENT LEARNING OUTCOMES

- Illustrate the role and function of different types of healthcare facilities and environments
- Experiment with medical coding terms and abbreviations that are commonly used in healthcare
- Articulate understanding of local, state, and federal regulations, including OSHA standards and HIPAA's rules for protected health information and ethical practices
- Apply diagnosis coding skills for records management and insurance claims
- Complete the CBCS Certification through National Healthcareer Association (NHA)

All students must sign up for, drive to, and sit for (complete) the NHA certification exam. Currently, students may be able to complete the certification exam through an online option. The Certification exam must be taken to successfully complete the last course in the certificate program. Passing the exam is not required, however, attempting the exam is. Failure to attempt the certification exam will result in failure of the final course and inability to graduate with the certificate.

MEDICAL CODING AND BILLING CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
AH111b	Healthcare Delivery Systems	3
AH114b	Medical Terminology	3
AH212b	Basic Diagnosis Coding Systems	3
AH213b	Basic Procedure Coding Systems	3
AH214b	Reimbursement Methodologies	3
AH216b	Medical Coding & Billing Cert Prep	3
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>18</b>

Courses are to be taken in the order specified by your University Representative. Changes in course order must be approved by the Health Professions administrative team. Any course in which an F/W is earned must be immediately repeated and taken alone. Students should discuss potential consequences with the Student Financial Services Office. Courses enrolled in at the time the F/W becomes known must be dropped. Any student who earns an F/W in a course the second time may not be further enrolled. There are no third attempts in any of the Health Professions certificate programs.

If any course is passed with a C or better the student may return to full time the next term as long as they are in good standing. If a D is earned, the student may progress, but must remain part time. Any student in SAP Warning status must move to part time and participate in the SAP Assistance Program (Section 2.25) as well as other student success interventions as required by the Health Professions administrative team.

The six courses in the Medical Coding and Billing Certificate Program are designed to transfer to Medical Coding and Billing (AAS) Program.

All courses must be completed at Grantham. No transfer credit is allowed.

1.42 MEDICAL ADMINISTRATIVE ASSISTANT

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The Associate of Applied Sciences in Medical Administrative Assistant (AAS-MAA) prepares students for entry-level positions in medical assistant administration. The program also prepares students for medical administrative positions in health care, which requires a broad base of introductory concepts. The curriculum includes topics such as medical assisting, health information management, medical terminology, reimbursement methodology, basic coding procedures, and electronic records management. Students learn a set of skills directly applicable to the technical aspects of medical assistant positions using the most current technology. Students can build on the basic skills provided in this program to matriculate to more advanced degrees in healthcare. Upon completion of the program, students may take the Certified Medical Administrative Assistant (CMAA) exam, an entry level medical assisting industry certification from National Healthcareer Association (NHA).

STUDENT LEARNING OUTCOMES

- Explore the role and function of different types of healthcare facilities and environments

- Apply medical terms and abbreviations that are commonly used in medical terminology and health information management systems
- Investigate the constraints and guidelines that the Health Insurance and Portability and Accountability Act (HIPAA) places on healthcare systems
- Utilize medical assisting software to support healthcare administration functions
- Relate concepts from arts and sciences, humanities, computer science and government to healthcare settings and guidelines that the Health Insurance and Portability and Accountability Act places on healthcare systems
- Complete the CMAA Certification through National Healthcareer Association (NHA)

ASSOCIATE OF APPLIED SCIENCE - MEDICAL ADMINISTRATIVE ASSISTANT		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
General Education Elective (suggest GU101)		3

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

	Natural Science Elective (suggest BIO117)	3
EN101	English Composition I	3
	Math Elective	3
BIO113	Anatomy & Physiology	3
BIO116	Introduction to Pathophysiology	3
CS105	Introduction to Microcomputer Application	3
	Any Communication Elective	3
	Social Sciences/Behavioral Sciences	3
	Humanities and Fine Arts	3
General Education Requirements		30

ASSOCIATE OF APPLIED SCIENCE PROGRAM CORE		
HP205c	Computer Software Applications in Healthcare	3
AH111c	Health Care Delivery Systems	3
AH112	Introduction to Health Information Management	3
AH114c	Medical Terminology	3
AH212c	Basic Diagnosis Coding Systems (AH114)	3

AH214	Reimbursement Methodologies (AH212)	3
AH213	Basic Procedure Coding Systems (AH212)	3
AH215c	Medical Assisting	3
AH235c	MAA Cert Prep	3
Program Core Requirements		27
OPEN ELECTIVES		
300+	Open Electives	3
TOTAL DEGREE CREDIT HOURS		60

\*Changes in course order must be approved by the Health Professions administrative team. Any course in which an F/W is earned must be immediately repeated and taken alone. Student should discuss potential consequences with the Student Financial Services Office. Courses enrolled in at the time the F/W becomes known must be dropped. Any student who earns an F/W in a course the second time may not be further enrolled unless a third attempt appeal\* is approved. This appeal must occur immediately and prior to another course being attempted.

If the repeated course is passed with a C or better the student may return to full time the next term as long as they are in good standing. If a D is earned, the student may progress, but must remain part time. There are no 4th attempt appeals. Any student in SAP Warning status must move to part time and participate in the SAP Assistance Program (Section 2.25) as well as other student success interventions as required by the Health Professions administrative team.

\*Third attempt appeals evaluate the entirety of the student record and may require a variety of student success interventions such as part time, remediation work/ courses, tutoring assistance, etc.

\*\*HP205c must be taken at Grantham University

### 1.43 MEDICAL CODING AND BILLING

#### ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The Medical Coding and Billing program provides the student with the skills needed to enter the medical coding and billing profession. As part of this program, students will work within the National Healthcareer Association (NHA) portal to prepare to sit for the entry level Billing and Coding Specialist Certification exam in their course.

#### STUDENT LEARNING OUTCOMES

- Explain the role and function of different types of healthcare facilities and environments
- Explain medical terms and abbreviations that are commonly used in health information management systems
- Identify the constraints and guidelines that the Health Insurance and Portability and Accountability Act places on healthcare systems
- Use healthcare-related coding and billing software to support healthcare administration functions

ASSOCIATE OF APPLIED SCIENCE - MEDICAL CODING AND BILLING		CREDIT HOURS
GENERAL EDUCATION		
English Composition		3

EN101	English Composition I	3
Math		3
Natural/Physical Science		9
BIO113	Anatomy and Physiology	3
BIO116	Introduction to Pathophysiology	3
BIO117	Introduction to Pharmacotherapy ( <i>Suggested</i> )	3
Computer Science		3
CS105	Introduction to Computer Applications	3
Communication		3
Social Sciences/Behavioral Sciences		3
Humanities and Fine Arts		3
General Education Elective		3
GU101	Student Success ( <i>Suggested</i> )	3
General Education Requirements		30

ASSOCIATE OF APPLIED SCIENCE PROGRAM CORE		
HP205**	Computer Software Applications in Healthcare	3
AH111	Health Care Delivery Systems	3

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

AH112	Introduction to Health Information Management	3
AH114	Medical Terminology	3
AH212b	Basic Diagnosis Coding Systems (AH114)	3
AH213b	Basic Procedure Coding Systems (AH212)	3
AH214b	Reimbursement Methodologies	3
AH215	Medical Assisting	3
AH216b	Medical Coding and Billing Certification Prep	3
Program Core Requirements		27
<b>OPEN ELECTIVES</b>		
100-499	Open Electives	3

<b>TOTAL DEGREE CREDIT HOURS</b>	<b>60</b>
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\*Changes in course order must be approved by the Health Professions administrative team. Any course in which an F/W is earned must be immediately repeated and taken alone. Student should discuss potential consequences with the Student Financial Services Office. Courses enrolled in at the time the F/W becomes known must be dropped. Any student who earns an F/W in a course the second time may not be further enrolled unless a third attempt appeal\* is approved. This appeal must occur immediately and prior to another course being attempted.

If the repeated course is passed with a C or better the student may return to full time the next term as long as they are in good standing. If a D is earned, the student may progress, but must remain part time. There are no 4th attempt appeals. Any student in SAP Warning status must move to part time and participate in the SAP Assistance Program (Section 2.25) as well as other student success interventions as required by the Health Professions administrative team.

\*Third attempt appeals evaluate the entirety of the student record and may require a variety of student success interventions such as part time, remediation work/ courses, tutoring assistance, etc.

\*\*HP205 must be taken at Grantham University

### 1.44 HEALTH INFORMATION MANAGEMENT

#### BACHELOR OF SCIENCE DEGREE PROGRAM

The Health Information Management program provides the student with the skills needed to analyze information needs, design solutions and manage information storage, transfer and retrieval in healthcare environments.

#### STUDENT LEARNING OUTCOMES

- Use information systems tools, techniques and methodologies applicable to healthcare systems
- Apply project management principles to information systems development efforts in healthcare institutions
- Structure information collection and presentation to facilitate executive-level planning and decision-making in healthcare environments
- Apply fundamental systems analysis and design concepts and problem-solving strategies to information technology problems
- Analyze, design and implement solutions to healthcare information problems
- Develop reporting and support capabilities for healthcare decisions

BACHELOR OF SCIENCE - HEALTH INFORMATION MANAGEMENT		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
English Composition		6
Math		9
MA105	College Algebra	3
Natural/Physical/Computer Science		6
BIO113	Anatomy and Physiology	3
BIO116	Introduction to Pathophysiology	3

Communication		6
Social Sciences/Behavioral Sciences		6
Humanities and Fine Arts		3
Computer Science		3
CS105	Introduction to Computer Applications	3
General Education Elective		3
General Education Requirements		42

<b>BACHELOR OF SCIENCE PROGRAM CORE</b>		
AH111	Health Care Delivery Systems	3
AH114	Medical Terminology	3
AH212	Basic Diagnosis Coding Systems (AH114)	3
AH213	Basic Procedure Coding Systems (AH212)	3
AH214	Reimbursement Methodologies	3
AH356	Information Security and Privacy in Healthcare Organizations	3
AH432	Health Care Informatics	3
AH497	Healthcare Systems Capstone (Completion of Degree Requirements)	3
HSN310	Scholarly Writing for Healthcare Professions	3
HP205	Computer Software Applications in Healthcare	3
MGT150	Principles of Business Management	3
MGT461	Leadership in Organizations	3
ACC220	Financial Accounting (MA105)	3
IS216	Computer Networks	3
IS242	Management Information Systems	3

## UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

IS311	Security Operations	3
IS320	Database Applications	3
IS336	Information Systems Analysis (CS265 or IS242)	3
IS351	Information Systems Project Management	3
Program Core Requirements		57
<b>OPEN ELECTIVES</b>		
300+	Open Electives	21
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

Courses are to be taken in the order specified by your University Representative. Changes in course order must be approved by the Health Professions administrative team. Any course in which an F/W is earned must be immediately repeated and taken alone. Student should discuss potential consequences with the Student Financial Services Office. Courses enrolled in at the time the F/W becomes known must be dropped. Any student who earns an F/W in a course the second time may not be further enrolled unless a third attempt appeal\* is approved. This appeal must occur immediately and prior to another course being attempted.

If the repeated course is passed with a C or better the student may return to full time the next term as long as they are in good standing. If a D is earned, the student may progress, but must remain part time. There are no 4th attempt appeals. Any student in SAP Warning status must move to part time and participate in the SAP Assistance Program (Section 2.25) as well as other student success interventions as required by the Health Professions administrative team.

\*Third attempt appeals evaluate the entirety of the student record and may require a variety of student success interventions such as part time, remediation work/courses, tutoring assistance, etc.

## GRADUATE DEGREE AND CERTIFICATE PROGRAMS

Each graduate degree program is outlined as a program of study. A term is a period of eight weeks (56 days) in which students must complete all courses in which they have enrolled. A detailed description of each course is provided in [Section 4](#) of the University Catalog.

PROGRAM OF STUDY	COLLEGE OF BUSINESS, MANAGEMENT, AND ECONOMICS	COLLEGE OF HUMANITIES AND SOCIAL SCIENCES	COLLEGE OF SCIENCE, ENGINEERING, AND TECHNOLOGY	COLLEGE OF NURSING AND HEALTH PROFESSIONS	
				COLLEGE OF NURSING	COLLEGE OF HEALTH PROFESSIONS
Business Administration - Information Management	MBA				
Business Administration - Project Management	MBA				
Business Administration	MBA				
Business Intelligence	MS				
Health Systems Management					MS
Healthcare Administration					MHA
Human Resources	Certificate				
Information Management - Project Management			MS		
Information Management Technology			MS		
Information Technology			MS		
Leadership		MS			
Nursing - Case Management				MSN	
Nursing - Education				MSN	Certificate
Nursing - Informatics				MSN	
Nursing Management & Organizational Leadership				MSN	
Nursing Leadership & Organizational Management					Certificate
Performance Improvement	MS				
Project Management	Certificate				

# COLLEGE OF BUSINESS, MANAGEMENT, AND ECONOMICS

The student must complete at least 36 credit hours in the degree program at Grantham to earn a graduate degree.

## THE COLLEGE OF BUSINESS, MANAGEMENT, AND ECONOMICS OFFERS THE FOLLOWING GRADUATE DEGREES:

PROGRAM	DEGREE
Business Administration	MBA
Business Administration - Information Management	MBA
Business Administration - Project Management	MBA
Business Intelligence	MS
Performance Improvement	MS

The Master of Business Administration provides the student with an advanced knowledge of business, marketing, management, project management and information technology. Students who do not have a business background or business degree should complete the following recommended competencies prior to enrolling in an MBA program:

- ACC220 Financial Accounting
- FIN307 Principles of Finance I
- ECN201 Microeconomics
- MA170 Finite Mathematics

## 2.1 HUMAN RESOURCES

### CERTIFICATE PROGRAM

The Human Resources program focuses on the analysis of human resource management theories and development. The courses comprised will involve active engagement of management of human resource professionals toward strategic organizational goals and policy. The Human Resources (Graduate) certificate program builds from the undergraduate certificate and the BBA in Human Resources, moving from a technical and operational focus to a strategic and policy focus that requires in-depth general management and HR management practice knowledge. Upon completion of this program, graduates may enter management-level positions in human resource management or labor relations. Graduates may also continue their education and transfer courses from the certificate program to master's degree programs.

The completion of a bachelor's degree is required for admission to this certificate program.

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

### STUDENT LEARNING OUTCOMES

- Analyze an approach for human resource management and diagram human resource planning
- Implement strategic organizational change for increased quality, productivity and employee satisfaction

- Compare and contrast compensation system(s) toward employee motivation
- Identify principles for developing, using and conserving human resources
- Illustrate the strategic role of the human resource manager in performing functions of recruitment, hiring, training and career development in an organization

HUMAN RESOURCES GRADUATE CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
HRM661	Human Resource Strategies	3
MGT517	Organizational Behavior	3
ETH560	Business Ethics	3
HRM662	Labor Relations and Management	3
MGT551	Business Performance Management	3
HRM699	Capstone Performance Project	3
<b>TOTAL REQUIRED HOURS</b>		<b>18</b>

## 2.2 PROJECT MANAGEMENT

### CERTIFICATE PROGRAM

The Project Management program is designed to enable students who are managers, through a combination of business, management and operational courses, to implement a streamlined project management approach. The certificate program will provide experienced managers with a complex project management skill set that will align to organizational strategic goals to increase visibility and value within the organization.

The completion of a bachelor's degree is required for admission to this certificate program.

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

### STUDENT LEARNING OUTCOMES

- Effectively manage multiple, interrelated, complex project components, including scheduling development and analysis and specific quantitative techniques developed for analyzing projects
- Implement enterprise-level project portfolio management that aligns with the organization's strategic plans and goals
- Construct and distinguish the aspects of project management development, including people-based project management

- Avoid common project management pitfalls through effective forecasting of time, resource and budgeting requirements for a project to coordinate the work within a project team and meet project objectives
- Implement the Ten PMBOK® Knowledge Areas

PROJECT MANAGEMENT GRADUATE CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
PRJ515	Project Management Essentials	3
IS649	Information Technology Project Management (PRJ515)	3
PRJ636	Project Management Organization Framework and Risk (PRJ515)	3
PRJ656	Project Management Integration Framework (PRJ636)	3
RCH520	Quantitative Analysis	3
PRJ695	Project Management Capstone (Completion of All Certificate Requirements)	3
<b>TOTAL REQUIRED HOURS</b>		<b>18</b>

## 2.3 BUSINESS ADMINISTRATION

The Master of Business Administration Degree provides students with a practical knowledge of a business environment. Students are offered the option of a generalized MBA (standard option or accelerated option) or a specialized degree program in one of two areas: Business Administration — Information Management and Business Administration — Project Management.

### MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM STANDARD OPTION

This degree program provides students with a practical knowledge of a business environment. The MBA program covers finance, financial and managerial accounting, human resource management, information management, managerial economics, marketing, organizational behavior and quantitative analysis.

Students enrolled in any graduate business school program are required to follow courses in the sequence illustrated in the chart.

### STUDENT LEARNING OUTCOMES

- Analyze knowledge, techniques, skills and tools of past, present and future business models
- Apply current knowledge and adapt to emerging applications of all foundational business areas

- Integrate theory and practice for the purpose of strategic analysis and planning
- Use communication skills
- Evaluate professional, ethical and social responsibilities in business management and team settings
- Employ quantitative analysis in business

MASTER OF BUSINESS ADMINISTRATION		CREDIT HOURS
MGT500	Management	3
MKG530	Marketing Management	3
MGT517	Organizational Behavior	3
ECN501	Managerial Economics	3
ACC510	Accounting	3
BUS575	Strategies for Change	3
BUS615	e-Business	3
RCH520	Quantitative Analysis	3
FIN526	Finance	3



## GRADUATE DEGREE PROGRAMS

MGT570	Strategic Management	3
ETH560	Business Ethics	3
MGT699	Capstone Project (Completion of Degree Requirements)	3
<b>TOTAL REQUIRED HOURS</b>		<b>36</b>

### MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM ACCELERATED OPTION

Students who have three years of work experience in a business-specific role or have a conferred bachelor's degree from an appropriately accredited institution with a concentration, emphasis, major or specialization in a business discipline and having earned a 3.0 GPA in that business degree and who have 36 hours per week for coursework, can apply for the accelerated MBA schedule.

In the accelerated schedule, students are authorized to take two courses (six credit hours) each term. This authorization extends to the point that a student is not making satisfactory academic progress, as defined in the University Catalog. If a student's GPA is below the academic standing threshold between checks, the Dean reserves the right to reduce the student's credit hour load.

Students enrolled in any graduate business school program are required to follow courses in the sequence set out for that program.

The MBA is a general, graduate business degree program. This course of study emphasizes management, finance, financial and managerial accounting, macroeconomics, microeconomics, marketing, organizational behavior and quantitative analysis.

#### STUDENT LEARNING OUTCOMES

- Analyze knowledge, techniques, skills and tools of past, present, and future business models
- Apply current knowledge and adapt to emerging applications of all foundational business areas
- Integrate theory and practice for the purpose of strategic analysis and planning

- Use communications skills
- Evaluate professional, ethical and social responsibilities in business management and team settings
- Employ quantitative analysis in business

MASTER OF BUSINESS ADMINISTRATION		CREDIT HOURS
Term 1		
MGT500	Management	3
MKG530	Marketing Management	3
Term 2		
MGT517	Organizational Behavior	3
ECN501	Managerial Economics	3
Term 3		
ACC510	Accounting	3
BUS575	Strategies for Change	3
Term 4		
BUS615	e-Business	3
RCH520	Quantitative Analysis	3
Term 5		
FIN526	Finance	3
MGT570	Strategic Management	3
Term 6		
ETH560	Business Ethics	3
MGT699	Capstone Project (Completion of Degree Requirements)	3
<b>TOTAL REQUIRED HOURS</b>		<b>36</b>

## 2.4 BUSINESS ADMINISTRATION – INFORMATION MANAGEMENT

### MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM

The Information Management degree program enhances managerial skills, business strategies and decision-making abilities with emerging technology trends found in current corporate operations.

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

#### STUDENT LEARNING OUTCOMES

- Analyze knowledge, techniques, skills and tools of past, present and future business models

- Apply current knowledge and adapt to emerging applications of all foundational business areas
- Integrate theory and practice for the purpose of strategic analysis and planning
- Use communication skills
- Evaluate professional, ethical and social responsibilities in business management and team settings
- Employ quantitative analysis in business
- Evaluate state-of-the-art information processing and computer networking strategies

## GRADUATE DEGREE PROGRAMS

- Assess and develop plans for future information systems expansion and implementation

INFORMATION MANAGEMENT		CREDIT HOURS
MGT517	Organizational Behavior	3
ACC510	Accounting	3
ECN501	Managerial Economics	3
ETH560	Business Ethics	3
RCH520	Quantitative Analysis	3
FIN526	Finance	3

PRJ515	Project Management Essentials	3
IS525	Information Systems Strategic Planning	3
IS545	Emerging Technologies	3
MKG530	Marketing Management	3
MGT570	Strategic Management	3
MGT699	Capstone Project (Completion of Degree Requirements)	3
<b>TOTAL REQUIRED HOURS</b>		<b>36</b>

### 2.5 BUSINESS ADMINISTRATION – PROJECT MANAGEMENT

#### MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM

The Project Management degree program provides MBA students with a curriculum prescribed in the Project Management Institute's Project Management Body of Knowledge Guide.

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

#### STUDENT LEARNING OUTCOMES

- Analyze knowledge, techniques, skills and tools of past, present and future business models
- Apply current knowledge and adapt to emerging applications of all foundational business areas
- Integrate theory and practice for the purpose of strategic analysis and planning
- Use communication skills
- Evaluate professional, ethical and social responsibilities in business management and team settings
- Employ quantitative analysis in business
- Engage in practical exercises that improve organizational skills in the project management field
- Develop the necessary tools to effectively plan, measure and control projects

PROJECT MANAGEMENT		CREDIT HOURS
MGT500	Management	3
MGT517	Organizational Behavior	3
ACC510	Accounting	3
IS649	Information Technology Project Management	3
ECN501	Managerial Economics	3
ETH560	Business Ethics	3
RCH520	Quantitative Analysis	3
FIN526	Finance	3
PRJ515	Project Management Essentials	3
PRJ636	Project Management Organization Framework and Risk (PRJ515)	3
PRJ656	Project Management Integration Framework (PRJ636)	3
PRJ695	Project Management Capstone (Completion of Degree Requirements)	3
<b>TOTAL REQUIRED HOURS</b>		<b>36</b>

## 2.6 BUSINESS INTELLIGENCE

### MASTER OF SCIENCE DEGREE PROGRAM

The Business Intelligence program is designed to provide students with a solid foundation in technology and decision-making tools that will contribute to their ability to collect, interpret and use information. This program integrates technological concepts within a relevant, functional business application framework. The program provides students with an advanced business education in the fields of technology and decision science.

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

#### STUDENT LEARNING OUTCOMES

- ▶ Build business models for forecasting and business analysis
- ▶ Compare and contrast business intelligence technologies
- ▶ Integrate information from the organization into a strategic system
- ▶ Use communication skills
- ▶ Assess work flow, data analysis and technology through quantitative techniques
- ▶ Analyze professional, ethical, legal, security, and social issues and responsibilities
- ▶ Evaluate information about an organization's operational processes, financial situation and business performance

- ▶ Assemble project plans to report project progress to stakeholders

BUSINESS INTELLIGENCE		CREDIT HOURS
BUS501	Overview of Business Intelligence	3
MGT517	Organizational Behavior	3
IS515	Management of Information Systems	3
IS525	Information Systems Strategic Planning	3
IS566	Decision Support and Intelligence Systems	3
IS576	Data Warehousing	3
MGT541	Customer Relationship Management	3
MGT551	Business Performance Management	3
MGT621	Balanced Scorecards and Performance Dashboards	3
MGT642	Strategic Management of Technology and Innovation	3
PRJ515	Project Management Essentials	3
PRJ691	Capstone Project — Business Intelligence (Completion of Degree Requirements)	3
<b>TOTAL REQUIRED HOURS</b>		<b>36</b>

## 2.7 PERFORMANCE IMPROVEMENT

### MASTER OF SCIENCE DEGREE PROGRAM

The Performance Improvement program provides students with advanced skills in organizational resource management. Students are prepared to manage complex organizational challenges through performance improvement strategies and are adept at analyzing an organization, generating strategies to maximize performance and implementing solutions.

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

#### STUDENT LEARNING OUTCOMES

- ▶ Evaluate organizational and human performance problems and issues
- ▶ Use communication skills
- ▶ Prepare proposals and develop strategies to influence stakeholder decisions
- ▶ Design and develop viable interventions to improve performance
- ▶ Analyze professional, ethical, legal, and social issues and responsibilities

- ▶ Measure and revise performance improvement solutions
- ▶ Design and manage performance improvement projects
- ▶ Employ and apply quantitative techniques in performance improvement areas

PERFORMANCE IMPROVEMENT		CREDIT HOURS
MGT517	Organizational Behavior	3
MGT501	Introduction to Organizational and Human Performance	3
MGT514	Principles of Human Performance Technology	3
MGT515	Measurement and Assessment Strategies	3
MGT547	Learning and Performance	3
MGT553	Performance Consulting, Persuasive Communication and Influence Process	3
HRM620	Strategic Human Resource Management	3

## GRADUATE DEGREE PROGRAMS

HRM651	Performance Analysis	3
HRM652	Evaluating Results and Benefits	3
HRM653	Knowledge, Learning and Enterprise Systems	3
HRM671	Learning Theories and Technology	3

HRM699	Capstone Performance Project (Completion of Degree Requirements)	3
<b>TOTAL REQUIRED HOURS</b>		<b>36</b>

# COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

## 2.8 LEADERSHIP

### MASTER OF SCIENCE DEGREE PROGRAM

The Master of Science in Leadership incorporates leadership theory and practice. The program curriculum provides students with an interdisciplinary framework for understanding their own leadership skill sets as well as various opportunities to practice them. Further, the interdisciplinary approach allows students the opportunity to explore the various theories and practices related to leadership and their individual leadership style. Students examine key concepts such as strategic communication, leading change and emotional intelligence. This examination promotes the use of hands-on, real-world experience coupled with learned theory, all of which is assessed via case studies and the completion of an e-portfolio.

### STUDENT LEARNING OUTCOMES

- Evaluate leadership at various levels, including people, structures, culture and tasks
- Explore key leadership areas such as management, ethics, strategic thinking and organizational culture
- Analyze the importance of promoting diversity, inclusion and trust, while ensuring leadership accountability in a global setting
- Implement leadership skills through action-learning and research projects
- Examine and apply leadership theory through practical experience

LEADERSHIP		CREDIT HOURS
GU500	Graduate Student Success	1
LD501	Leadership Styles & Development	3
LD510	Grit, Performance & Staying Power	3
LD520	Critical Communication & Leadership	3
LD530	Leadership Theories & Strategies	4
LD540	Effective Coaching	3
LD550	Cross-cultural Communication & Leadership	3
LD560	Ethics in Leadership	3
MGT517	Organizational Behavior	3
LD580	Leadership Strategies for Change	3
LD570	Leading & High Performance	3
LD599	Leadership Capstone (Completion of Degree Requirements)	4
<b>TOTAL REQUIRED HOURS</b>		<b>36</b>

# COLLEGE OF NURSING AND HEALTH PROFESSIONS

## COLLEGE OF NURSING

PROGRAM	DEGREE
Master of Science in Nursing Case Management Specialization	MSN
Master of Science in Nursing Education Specialization	MSN
Master of Science in Nursing Informatics Specialization	MSN

Master of Science in Nursing Management & Organizational Leadership Specialization	MSN
Nursing Education	Certificate
Nursing Leadership & Organizational Management	Certificate

## 2.9 MASTER OF SCIENCE IN NURSING

The Master of Science in Nursing program prepares the registered professional nurse with additional knowledge and expertise that builds on the foundation of baccalaureate education and practice. The program is evidence-based and developed according to best practices from the following professional standards: Quality and Safety in Education for Nurses Competencies; and American Association of Colleges of Nursing Essentials of Graduate Nursing Education. The didactic portion of the course contains both core courses that are taken by all students in the program and track specific courses that reflect the area of specialization.

Practice experiences in the curriculum use both direct human interface and indirect learning situations that allow the student to apply concepts in the course to clinical scenarios in a simulated environment. All students are required to complete a capstone project that reflects the specialization track. A variety of required direct care clinical experiences exist in courses as the student moves through the curriculum. Instructions for the clinical experiences are identified within the course syllabus and in specific course assignments.

### STUDENT LEARNING OUTCOMES

- Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations
- Incorporate concepts of advanced practice nursing when making diagnoses and critical thinking decisions about educational and therapeutic interventions
- Design nursing care for a clinical or community-based population based on cultural diversity, biophysical, psychosocial and organizational needs
- Assess high-level communication skills when involved with patients and professionals both within and outside the healthcare field
- Combine theory and research-based knowledge from nursing and the sciences as they relate to the interdisciplinary team when designing, coordinating, and evaluating quality patient care

- Formulate career management strategies, including self-advocacy, to enhance professional growth

### MASTER OF SCIENCE IN NURSING – CASE MANAGEMENT SPECIALIZATION

This specialization prepares nurses to deliver personalized services to patients. Students learn how to improve patient care outcomes through patient referrals and evaluation of the healthcare system and its ability to meet patient needs. Students gain knowledge and clinical expertise in the case management and working in health maintenance organizations.

### STUDENT LEARNING OUTCOMES

- Create a case management plan which includes identification of problems, determination of outcomes and coordination of resources and which facilitates the transition of care to the medical home model
- Evaluate client selection and assessment according to current practice models
- Compose a plan which evaluates the established outcomes and facilitates the termination of care
- Assess principles of advocacy both for the client and in the promotion of client self-advocacy
- Integrate resources to facilitate collaboration and coordination of care in a variety of healthcare environments

Students will complete Practice Experience (PE), a Capstone Project and Practicum specific to specialty track

MASTER OF SCIENCE NURSING - CASE MANAGEMENT		CREDIT HOURS
NUR506	Foundations of Advanced Practice Nursing	3
NUR552	Legal and Ethical Issues of Advanced Practice Nursing	3
NUR510	Advanced Physical Assessment	3

## GRADUATE DEGREE PROGRAMS

HSN548	Information Security & Privacy in Healthcare Environments	3
NUR516	Nursing Research & Evidence Based Practice	3
HSN509	Clinical & Administrative Systems	3
NUR542	Concepts of Case Management	3
NUR545	Life Care Planning	3
NUR547	Case Management & Evidence Based Practice	3
NUR513	Diverse Populations and Healthcare	3
NUR605	Case Management Research Seminar	3
NUR606	Case Management Practicum	3
<b>TOTAL REQUIRED HOURS</b>		<b>36</b>

Note: for successful completion of the program, courses must be taken in the prescribed sequence.

There may be a gap between terms.

### MASTER OF SCIENCE IN NURSING - EDUCATION SPECIALIZATION

This specialization prepares the professional registered nurse with additional knowledge and clinical expertise in Nursing Education that builds on a baccalaureate nursing education and practice. This specialization prepares the graduate to understand emerging trends and roles in nursing education in both the academic and healthcare environments. Tenure, promotion, governance, academic freedom and ethical concerns will be emphasized.

#### STUDENT LEARNING OUTCOMES

- Design curricula based on program outcomes, sound educational theory and contemporary health care practices
- Integrate strategies that address the unique learning needs of diverse students and assist in the socialization into the role of the nurse
- Create assessment and evaluation strategies which are appropriate to the learner and support the teaching-learning process
- Analyze educational experiences based on sound educational theory and evidence-based teaching practice that facilitates learning in all domains: cognitive, affective and psychomotor
- Incorporate knowledge of the social, economic and political arenas as well as the institutional culture and climate, which would facilitate practice in the educational environment

Students will complete Practice Experience (PE), a Capstone Project and Practicum specific to specialty track.

<b>MASTER OF SCIENCE NURSING - EDUCATION</b>		<b>CREDIT HOURS</b>
NUR506	Foundations of Advanced Practice Nursing	3

NUR552	Legal and Ethical Issues of Advanced Practice Nursing	3
NUR510	Advanced Physical Assessment	3
HSN548	Information Security and Privacy in Healthcare Environments	3
NUR516	Nursing Research & Evidence Based Practice	3
NUR539	Organizational Dynamics of Higher Education	3
NUR533	Curriculum Design & Learning Outcomes	3
NUR538	Assessment & Teaching to Diverse Learning Styles	3
NUR535	Concepts of Distance Education	3
NUR513	Diverse Populations and Healthcare	3
NUR603	Nursing Education Research Seminar	3
NUR604	Nursing Education Practicum	3
<b>TOTAL REQUIRED HOURS</b>		<b>36</b>

Note: for successful completion of the program, courses must be taken in the prescribed sequence.

There may be a gap between terms.

### MASTER OF SCIENCE IN NURSING - INFORMATICS SPECIALIZATION

This specialization prepares the professional registered nurse to use data from healthcare agencies and institutions to improve patient outcomes. Students explore theoretical underpinnings of this specialization and how it impacts the healthcare environment. Graduates of this specialization will be prepared to analyze clinical and financial information, process and report acquired data.

#### STUDENT LEARNING OUTCOMES

- Incorporate leadership in the synthesis, utilization and evaluation of all interdisciplinary information to promote quality improvement in a health care environment
- Design health information systems to identify patterns and variances in data regarding risk behaviors, epidemiology and other health care problems/issues with the accompanying costs associated with the issue
- Assess information systems to determine quality data output that can be utilized for improving nursing and informatics practice
- Integrate ethical and legal principles to establish and maintain the security of all data and compliance with all regulatory entities
- Evaluate the use of informatics methodologies to advocate for the patient's autonomy, dignity and rights and in policy development that would support both the patient and the institution

Students will complete Practice Experience (PE), a Capstone Project and Practicum specific to specialty track

## GRADUATE DEGREE PROGRAMS

MASTER OF SCIENCE NURSING - INFORMATICS		CREDIT HOURS
NUR506	Foundations of Advanced Practice Nursing	3
NUR552	Legal and Ethical Issues of Advanced Practice Nursing	3
NUR510	Advanced Physical Assessment	3
HSN548	Informations Security and Privacy in Healthcare Environment	3
NUR516	Nursing Reserach & Evidence Based Practice	3
HSN509	Clinical & Administrative Systems	3
NUR540	Essentials of Nursing Informatics	3
NUR514	Project & Change Management	3
HSN521	Modern Organizations and Healthcare	3
NUR513	Diverse Populations and Healthcare	3
NUR607	Nursing Informatics Research Seminar	3
NUR608	Nursing Informatics Practicum	3
<b>TOTAL REQUIRED HOURS</b>		<b>36</b>

Note: for successful completion of the program, courses must be taken in the prescribed sequence.

There may be a gap between terms.

### MASTER OF SCIENCE IN NURSING – MANAGEMENT & ORGANIZATIONAL LEADERSHIP SPECIALIZATION

This specialization prepares professional registered nurses to demonstrate the knowledge and skills they have acquired through a variety of experiences as nurse leaders/administrators in a healthcare environment. This specialization emphasizes the emerging trends in healthcare and the world health systems, developmental and accrediting trends within healthcare institutions, and government and political influence on the provision of healthcare.

#### STUDENT LEARNING OUTCOMES

- Adapt management principles to coordinate health care activities with regard to human, capital, system and community resources
- Integrate the theories of leadership to provide a supportive work environment that encourages staff development and promotes a quality health care environment
- Design strategic plans for the development and maintenance of health care environments to ensure quality improvement and provide for innovation and change
- Evaluate commitment to adhere to current standards and regulatory agency requirements in the provision of nursing care
- Incorporate leadership in the delivery of professional nursing practice that is safe, cost-effective and promotes continuity of care across the health care continuum

Students will complete Practice Experience (PE), a Capstone Project and Practicum specific to specialty track.

MASTER OF SCIENCE IN NURSING - MANAGEMENT AND ORGANIZATIONAL LEADERSHIP		CREDIT HOURS
NUR506	Foundations of Advanced Practice Nursing	3
NUR552	Legal and Ethical Issues of Advanced Practice Nursing	3
NUR510	Advanced Physical Assessment	3
HSN548	Information Security and Privacy in Healthcare Environment	3
NUR516	Nursing Research & Evidence Based Practice	3
NUR526	Human Resources Nursing Management	3
NUR532	Leadership in Healthcare Management	3
NUR546	Healthcare Strategic Management & Planning	3
NUR550	Executive Leadership for the 21st Century	3
NUR513	Diverse Populations and Healthcare	3
NUR601	Management and Organizational Leadership Seminar	3
NUR602	Management and Organizational Leadership Research Practicum	3
<b>TOTAL REQUIRED HOURS</b>		<b>36</b>

Note: for successful completion of the program, courses must be taken in the prescribed sequence.

There may be a gap between terms.



## 2.10 NURSING EDUCATION

### CERTIFICATE PROGRAM

The certificate program for Nursing Education allows registered nurses opportunity to advance their knowledge, skills, and abilities in nursing education without committing to an entire master's degree. This certificate program meets diverse needs for nurses such as continuing education credits, pursuit of lifelong learning, enhancement of personal knowledge, and/or academic credits needed for performing the nurse educator role. The curriculum includes high level information security, advanced physical assessment with simulated patients, and four nursing education courses that promote evidence-based education for a diverse student population. Each course in this program transfers directly into the MSN degree if students wish to gain that credential.

The completion of a bachelor's degree is required for admission to this certificate program.

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

### STUDENT LEARNING OUTCOMES

- Create educational experiences based on sound educational theory and evidence-based teaching practice

- Facilitate student learning in all domains, cognitive, affective, and psychomotor
- Utilize technologies to support the teaching-learning environment
- Design strategies that address the unique learning needs of diverse students

NURSING EDUCATION GRADUATE CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
NUR510	Advanced Physical Assessment	3
HSN548	Information Security and Privacy in Healthcare Environments	3
NUR539	Organizational Dynamics of Higher Learning	3
NUR533	Curriculum Design and Learning Outcomes	3
NUR538	Assessment and Teaching to Diverse Learning Styles	3
NUR535	Concepts of Distance Education	3
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>18</b>

Specific courses require 8 hours of direct clinical care.

## 2.11 NURSING LEADERSHIP AND ORGANIZATIONAL MANAGEMENT

### CERTIFICATE PROGRAM

The graduate level certificate program for Nursing Leadership and Organizational Management allows registered nurses opportunity to advance their knowledge, skills, and abilities in the leadership and management arena without committing to an entire master's degree. This certificate program meets diverse needs for nurses such as continuing education credits, pursuit of lifelong learning, enhancement of personal knowledge, and/or academic credits required for specialty teaching.

The curriculum includes high-level information security, advanced physical assessment with simulated patients, and four leadership courses culminating with information on executive leadership appropriate for leadership and management with diverse population in a global society. Each course in this program transfers directly into the MSN degree if the students wish to gain that credential.

The completion of a bachelor's degree is required for admission to this certificate program.

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

### STUDENT LEARNING OUTCOMES

- Integrate leadership and management principles in providing safe, cost-effective care across the healthcare continuum

- Apply organizational, patient-centered, and culturally appropriate concepts in planning, delivering, managing, and evaluating, patient care
- Design strategic plans to ensure quality assurance and quality improvement in the development and maintenance of the healthcare environment.
- Collaborate with the interprofessional team to provide for innovation and change in the healthcare system

NURSING LEADERSHIP AND ORGANIZATIONAL MANAGEMENT GRADUATE CERTIFICATE		CREDIT HOURS
<b>REQUIRED COURSES</b>		
NUR510	Advanced Physical Assessment	3
HSN548	Information Security and Privacy in Healthcare Environments	3
NUR526	Human Resources and Nursing Management	3
NUR532	Leadership in Healthcare Management	3
NUR546	Healthcare Strategic Management and Planning	3
NUR550	Executive Leadership for the 21st Century	3
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>18</b>

Specific courses require 8 hours of direct clinical care.

COLLEGE OF HEALTH PROFESSIONS

Graduate degrees in the School of Health Professions include:

- Master of Science in Health Systems Management
- Master of Healthcare Administration (MHA)

2.12 HEALTH SYSTEMS MANAGEMENT

MASTER OF SCIENCE DEGREE PROGRAM

The Health Systems Management program is for professionals seeking advanced career positions in management. The student will acquire the knowledge needed to analyze information needs, design solutions and manage information storage, transfer and retrieval in healthcare environments. Students desiring to obtain a Master of Science in Health Systems Management must hold a bachelor's degree and have a recommended two to four (2–4) years of computer systems work experience or hold a bachelor's degree in computer or information systems or a related area.

STUDENT LEARNING OUTCOMES

- Use information systems tools, techniques and methodologies applicable to healthcare systems
- Manage healthcare information systems development projects that meet health administration needs
- Develop reporting and support capabilities for healthcare decisions
- Ensure information policy and strategy is consistent with the clinical, ethical, legal and financial requirements of healthcare institutions
- Evaluate all aspects of the healthcare environment and integrate strategic thinking into the operations of the organization

<b>MASTER OF SCIENCE IN HEALTH SYSTEMS MANAGEMENT</b>	<b>CREDIT HOURS</b>
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AH537	Healthcare Information Resources Management	3
AH541	Healthcare Finance and Economics	3
AH551	Legal and Ethical Issues in Healthcare Management	3
AH597	Health Systems Management Capstone (Completion of Degree Requirements)	3
HSN501	Healthcare Systems	3
HSN509	Clinical and Administrative Systems	3
HSN536	Concepts of Healthcare Informatics	3
HSN548	Information Security and Privacy in Healthcare Environments	3
IS516	Data Management	3
IS566	Decision Support and Intelligent Systems	3
IS665	Data Communications	3
IS675	Systems Analysis and Design	3
<b>TOTAL REQUIRED HOURS</b>		<b>36</b>

Courses are to be taken in the order specified by your University Representative. Changes in course order must be approved by the Health Professions administration team. Courses enrolled in at the time of the F/W becomes known must be dropped. Any course in which an F/W is earned must be immediately repeated. The repeated F/W course must be taken alone.

2.13 HEALTHCARE ADMINISTRATION

MASTER OF HEALTHCARE ADMINISTRATION DEGREE PROGRAM

The Healthcare Administration program is for professionals seeking to attain senior managerial positions in healthcare. The program is designed to give the student skills to manage the unique challenges of healthcare using proven healthcare and business administration models.

STUDENT LEARNING OUTCOMES

- Assess the legal, regulatory and ethical challenges characteristic of the healthcare industry
- Manage the performance of health professionals in diverse organizational environments

- Apply information systems technologies to improve decision-making speed and effectiveness
- Apply basic management skills to the unique challenges in the healthcare industry
- Integrate multiple functional perspectives and different professional perspectives to create innovative solutions to complex problems

<b>MASTER OF HEALTHCARE ADMINISTRATION</b>		<b>CREDIT HOURS</b>
ACC510	Accounting	3
AH511	Health Services Management	3

## GRADUATE DEGREE PROGRAMS

AH531	Healthcare Financial Management	3
AH543	Healthcare Strategic Management	3
AH598	Healthcare Administration Capstone (Completion of Degree Requirements)	6
BUS575	Strategies for Change	3
ECN501	Managerial Economics	3
HRM661	Human Resource Strategies	3
HSN521	Modern Organizations and Healthcare	3
IS515	Management of Information Systems	3
MKG530	Marketing Management	3
<b>TOTAL REQUIRED HOURS</b>		<b>36</b>

Courses are to be taken in the order specified by your University Representative. Changes in course order must be approved by the Health Professions administration team. Courses enrolled in at the time of the F/W becomes known must be dropped. Any course in which an F/W is earned must be immediately repeated. The repeated F/W course must be taken alone.

# COLLEGE OF SCIENCE, ENGINEERING, AND TECHNOLOGY

The College of Science, Engineering, and Technology is the oldest school at Grantham University, serving students in technical programs since 1952. Our graduates develop backgrounds in design and analysis, and experience hands-on problem solving. Technology programs are infused with rich lab exercises using design software or development platforms that are typically found in the industry.

PROGRAM	DEGREE
Information Management – Project Management	MS
Information Management Technology	MS
Information Technology	MS

## 2.14 INFORMATION MANAGEMENT – PROJECT MANAGEMENT

### MASTER OF SCIENCE DEGREE PROGRAM

The objective of the Information Management - Project Management degree program is to provide students with the knowledge and skills to manage information systems projects. Required coursework integrates project management principles with information technology in accordance with the Project Management Institute guidebook.

### STUDENT LEARNING OUTCOMES

- Use project management techniques to identify and define the computing requirements for an information system
- Implement and evaluate a technology-based information system, process or program to meet desired needs
- Analyze an information system project based on the system's life cycle
- Develop a project plan incorporating risk
- Implement strategic planning in the area of information systems
- Use current techniques, skills and tools necessary for technology management practice
- Evaluate impacts of technological change on an organization
- Address professional, ethical, legal, security, and social issues and responsibilities

- Recognize the need for and an ability to engage in continuing professional development

MASTER OF SCIENCE IN INFORMATION MANAGEMENT – PROJECT MANAGEMENT		CREDIT HOURS
IS505	Managing in an Age of IT Change	3
IS515	Management of Information Systems	3
IS525	Information Systems Strategic Planning	3
IS545	Emerging Technologies	3
IS649	Information Technology Project Management (PRJ515)	3
MGT517	Organizational Behavior	3
PRJ515	Project Management Essentials	3
PRJ636	Project Management Organization Framework and Risk (PRJ515)	3
PRJ656	Project Management Integration Framework (PRJ636)	3
PRJ695	Project Management Capstone (Completion of Degree Requirements)	3
<b>TOTAL REQUIRED HOURS</b>		<b>30</b>

## 2.15 INFORMATION MANAGEMENT TECHNOLOGY

### MASTER OF SCIENCE DEGREE PROGRAM

The objective of the Information Management Technology degree program is to provide students with the knowledge and skills to lead change in a technological environment. Required coursework builds a foundation in business technologies, project management and organizational change and planning.

### STUDENT LEARNING OUTCOMES

- Use project management techniques to identify and define the computing requirements for an information system

- Implement and evaluate a technology-based information system, process or program to meet desired needs
- Implement strategic planning in the area of information systems
- Use current techniques, skills and tools necessary for technology management practice
- Evaluate impacts of technological change on an organization
- Determine existing and emerging technologies relevant to operations of an organization

## GRADUATE DEGREE PROGRAMS

- Address professional, ethical, legal, security, and social issues and responsibilities
- Recognize the need for and an ability to engage in continuing professional development

MASTER OF SCIENCE - INFORMATION MANAGEMENT TECHNOLOGY		CREDIT HOURS
BUS615	e-Business	3
IS505	Managing in an Age of IT Change	3
IS515	Management of Information Systems	3
IS525	Information Systems Strategic Planning	3

IS545	Emerging Technologies	3
IS649	Information Technology Project Management (PRJ515)	3
IS665	Data Communications	3
MGT517	Organizational Behavior	3
PRJ515	Project Management Essentials	3
IS599	Information Management and Technology Capstone (To be taken in last semester)	3
<b>TOTAL REQUIRED HOURS</b>		<b>30</b>

### 2.16 INFORMATION TECHNOLOGY

#### MASTER OF SCIENCE DEGREE PROGRAM

The objective of the Information Technology degree program is to provide students with the knowledge and skills to manage information technology systems and projects in an organization. Required coursework builds a depth in business technologies, systems analysis and design, and technology management.

#### STUDENT LEARNING OUTCOMES

- Analyze a problem, and identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component or program to meet desired needs
- Implement strategic planning in the area of information systems
- Use current techniques, skills and tools necessary for computing practice
- Determine existing and emerging technologies relevant to operations of an organization
- Apply project management principles to information technology projects
- Address professional, ethical, legal, security, and social issues and responsibilities
- Recognize the need for and an ability to engage in continuing professional development

MASTER OF SCIENCE - INFORMATION TECHNOLOGY		CREDIT HOURS
IS515	Management of Information Systems	3
IS525	Information Systems Strategic Planning	3
IS545	Emerging Technologies	3
IS649	Information Technology Project Management (PRJ515)	3

IS665	Data Communications	3
IS675	Systems Analysis and Design	3
IS696	Network Systems Design	3
IS599	Information Management and Technology Capstone (To be taken in last semester)	3
PRJ515	Project Management Essentials	3
PRJ656	Project Management Integration Framework (PRJ636)	3
<b>TOTAL REQUIRED HOURS</b>		<b>30</b>

## TEACH-OUT PROGRAMS

### TEACH-OUT PROGRAMS

When the University closes a program, a Teach-out Plan is created to ensure active students in the program receive the education, materials and student services needed to complete the program. Students must remain in an active status to be considered for

the Teach-out Plan. Students in re-admittance status will need to choose a different program upon re-admittance.

### 3.1 BUSINESS ADMINISTRATION

#### BACHELOR OF SCIENCE DEGREE PROGRAM

**This program is being taught out and is no longer open to new students.**

The Business Administration program prepares the student to use analytical skills in evaluating business-related issues. In addition, the student analyzes theories, principles and concepts in each area of business. Technology is used to enhance productivity and accomplish goals.

#### STUDENT LEARNING OUTCOMES

- Demonstrate critical thinking through applying decision-support tools
- Demonstrate communication skills
- Compare and contrast local, national and global business and cultural issues
- Differentiate the theories, principles and concepts related to the foundational business areas
- Evaluate the role of competitive advantage using strategic and tactical methods
- Evaluate the legal, social and economic environments of business
- Describe and explain ethical obligations and responsibilities of business
- Describe decision making skills that are relevant to professional, ethical and social responsibilities
- Understand the importance of human and social diversity

BACHELOR OF SCIENCE - BUSINESS ADMINISTRATION		CREDIT HOURS
GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3

GU299*	General Education Capstone	3
General Education Requirements		27
100-499	General Education Electives	6
BACHELOR OF SCIENCE PROGRAM CORE		
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (MA105)	3
BUS499	Business Policy and Strategy (Completion of Degree Requirements)	3
CS165	Advanced Microcomputer Applications (CS105)	4
CS192	Programming Essentials	3
ENT301	Entrepreneurship (GU299)	3
ETH301	Business and Society (GU299)	3
FIN210	Personal Finance	3
FIN307	Principles of Finance I (GU299 & MA215)	3
INT405	Multinational Management (GU299)	3
IS231	E-Commerce (CS105)	3
LAW220	Business Law I	3
LAW265	Business Law II (LAW220)	3
MA215	Business Statistics (MA105)	3
MGT150	Principles of Business Management	3
MGT468	Organizational Behavior (GU299)	3
MKG131	Foundations of Marketing	3
MKG315	Consumer Behavior (GU299 & MKG131)	3
Program Core Requirements		55
OPEN ELECTIVES		
300+	Open Electives	12
100-499	Open Electives	24
Total Open Electives		36
TOTAL DEGREE CREDIT HOURS		124

\*Students are required to complete all required general education courses before enrolling in GU299.

## TEACH-OUT PROGRAMS

### 3.2 BUSINESS MANAGEMENT (ASSOCIATE OF ARTS)

#### ASSOCIATE OF ARTS DEGREE PROGRAM

This program is being taught out and is no longer open to new students.

The Business Management program provides the student with basic management theories and best practices. Students identify principles related to each functional area of business.

#### STUDENT LEARNING OUTCOMES

- Analyze organizational structures as they relate to mission and strategies
- Apply basic theories and best practices of business managers and leaders
- Communicate effectively
- Identify basic theories, principles and practices related to each of the functional areas of business
- Demonstrate critical thinking and communication skills

ASSOCIATE OF ARTS - BUSINESS MANAGEMENT		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CO210	Business Communication	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3

EN102	English Composition II (EN101)	3
FIN210	Personal Finance	3
GP210	American Government I	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
GU299*	General Education Capstone	3
Total General Education		33

<b>ASSOCIATE OF ARTS PROGRAM CORE</b>		
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (MA105)	3
BUS101	Introduction to Business	3
LAW220	Business Law I	3
MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
Total Program Core		18

<b>OPEN ELECTIVES</b>		
100-499	Open Electives	12
Total Open Electives		12
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>63</b>

\*Students are required to complete all required general education courses before enrolling in GU299.

### 3.3 BUSINESS MANAGEMENT (BACHELOR OF SCIENCE)

#### BACHELOR OF SCIENCE DEGREE PROGRAM

This program is being taught out and is no longer open to new students.

The Business Management program engages the student in business problem-solving activities. Students learn to communicate professionally in business situations while exploring legal and regulatory business practices. Economic and entrepreneurial opportunities are explored.

#### STUDENT LEARNING OUTCOMES

- Demonstrate critical thinking through applying decision-support tools
- Demonstrate communication skills
- Distinguish the theories, principles and concepts related to the foundational areas of business

- Analyze the basic theories and best practices of business managers and leaders in a global setting
- Engage in integrated business problem-solving activities
- Analyze economic, environmental, political, ethical, legal and regulatory contexts related to global business
- Describe decision making skills that are relevant to professional, ethical and social responsibilities
- Understand the importance of human and social diversity

BACHELOR OF SCIENCE - BUSINESS MANAGEMENT		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3

## TEACH-OUT PROGRAMS

CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
GU299*	General Education Capstone	3
General Education Requirements		27
100-499	General Education Elective	6
<b>BACHELOR OF SCIENCE PROGRAM CORE</b>		
BUS101	Introduction to Business	3
MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
MA215	Business Statistics (MA105)	3
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (MA105)	3
LAW220	Business Law I	3
LAW265	Business Law II (LAW220)	3
ETH301	Business and Society (GU299)	3
HRM355	Labor Relations (GU299 & LAW265)	3

MKG360	Marketing Communications (MKG131 & GU299)	3
HRM340	Human Resource Management (GU299 & LAW265)	3
FIN307	Principles of Finance I (GU299 & MA215)	3
MGT335	Introduction to Operations Management (GU299 & MA215)	3
HRM370	Employment Law (GU299 & LAW265)	3
MGT468	Organizational Behavior (GU299)	3
MGT430	Introduction to Quality Management (GU299 & MA215)	3
MKG450	Marketing Analysis (GU299 and MA215)	3
MKG460	Public Relations (MKG360 and GU299)	3
BUS499	Business Policy and Strategy (Completion of Degree Requirements)	3
Program Core Requirements		60
<b>OPEN ELECTIVES</b>		
100+	Open Electives	15
300+	Open Electives	15
Total Electives		30
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>123</b>

\*Students are required to complete all required general education courses before enrolling in GU299.

### 3.4 GENERAL STUDIES (ASSOCIATE OF ARTS)

#### ASSOCIATE OF ARTS DEGREE PROGRAM

**This program is being taught out and is no longer open to new students.**

The General Studies program engages the student in a well-rounded general education. Achieving effective writing skills is a major component of the program, as over 50 percent of the required courses involve writing for content and persuasion. In this program, students engage in introductory courses.

#### STUDENT LEARNING OUTCOMES

- Effectively communicate, analyze and synthesize knowledge from a variety of academic disciplines
- Analyze the perspectives and terminology of a variety of academic disciplines
- Demonstrate critical thinking and communication skills

<b>ASSOCIATE OF ARTS - GENERAL STUDIES</b>	<b>CREDIT HOURS</b>
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GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking or Interpersonal Communication	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN102	English Composition II (EN101)	3
GU299*	General Education Capstone	3
General Education Requirements		18
GENERAL EDUCATION ELECTIVES		
xxx	General Education Elective	3
xxx	Social Science (PS, SO or SS) Elective [3 credit hours must be Government (GP) or History (HS)]	6
xxx	Math (MA) Elective	3



## TEACH-OUT PROGRAMS

xxx	Science Elective	3
<b>ASSOCIATE OF ARTS PROGRAM CORE</b>		
HU260	Strategies for Decision Making	3
CS165	Advanced Microcomputer Applications (CS105)	4
Program Core Requirements		7
<b>PROGRAM ELECTIVES</b>		

100-200	Electives in the College of Arts and Sciences	12
Subtotal Program Electives		12
<b>OPEN ELECTIVES</b>		
100+	Open Electives	12
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>64</b>

\*Students are required to complete all required general education courses before enrolling in GU299. This program is not approved for Federal Student Aid (Title IV) educational benefits.

### 3.5 GENERAL STUDIES (BACHELOR OF ARTS)

#### BACHELOR OF ARTS DEGREE PROGRAM

**This program is being taught out and is no longer open to new students.**

The General Studies program engages the student in higher-level curriculum in mathematics, social and behavioral sciences, humanities, communication and natural sciences. The General Studies program places emphasis on writing for content and communication.

#### STUDENT LEARNING OUTCOMES

- Effectively communicate, analyze and synthesize knowledge from a variety of academic disciplines
- Analyze the perspectives and terminology of an array of academic disciplines
- Demonstrate critical thinking and communication skills
- Apply the knowledge of the liberal arts and sciences in appropriate ways
- Demonstrate skills in research, writing and presentation across a variety of disciplines

BACHELOR OF ARTS - GENERAL STUDIES		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
GU101	Student Success	3
CO101 or CO120	Introduction to Public Speaking or Interpersonal Communication	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN102	English Composition II (EN101)	3
HU260	Strategies for Decision Making	3
GU299*	General Education Capstone	3

General Education Requirements		21
xxx	Social Science (PS, SO or SS) Elective [3 credit hours must be Government (GP) or History (HS)]	6
xxx	Math (MA) Elective	3
xxx	Science Elective	3

<b>BACHELOR OF ARTS PROGRAM CORE</b>		
PL201	Introduction to Philosophy	3
FIN210	Personal Finance	3
CA408	Research Methods (GU299 & EN361)	3
CA499	Professional Strategies Capstone (Completion of Degree Requirements)	3
EN361	Technical Writing (EN101)	3
PA301	Introduction to Public Administration	3
PL301 or PL401	Practical Philosophy or Philosophy of Science and Technology	3
Program Core Requirements		21

<b>PROGRAM ELECTIVES</b>		
300+	Electives	36
Program Electives		36
<b>OPEN ELECTIVES</b>		
100+	Open Electives	33
Total Electives		69
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>123</b>

\*Students are required to complete all required general education courses before enrolling in GU299. This program is not approved for Federal Student Aid (Title IV) educational benefits.

## TEACH-OUT PROGRAMS

### 3.6 HEALTH SYSTEMS MANAGEMENT

#### BACHELOR OF SCIENCE DEGREE PROGRAM

This program is being taught out and is no longer open to new students.

The Health Systems Management program provides the student with the skills needed to analyze information needs, design solutions and manage information storage, transfer and retrieval in healthcare environments.

#### STUDENT LEARNING OUTCOMES

- ▶ Use information systems tools, techniques and methodologies applicable to healthcare systems
- ▶ Apply project management principles to information systems development efforts in healthcare institutions
- ▶ Structure information collection and presentation to facilitate executive-level planning and decision-making in healthcare environments
- ▶ Apply fundamental systems analysis and design concepts and problem-solving strategies to information technology problems
- ▶ Analyze, design and implement solutions to healthcare information problems
- ▶ Develop reporting and support capabilities for healthcare decisions

BACHELOR OF SCIENCE - HEALTH SYSTEMS MANAGEMENT		CREDIT HOURS
<b>GENERAL EDUCATION</b>		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
GU299*	General Education Capstone	3
General Education Requirements		27
<b>GENERAL EDUCATION ELECTIVES</b>		
xxx	General Education Elective	3
xxx	General Education Elective	3
<b>BACHELOR OF SCIENCE PROGRAM CORE</b>		
AH111	Healthcare Delivery Systems	3

AH112	Introduction to Health Information Management	3
AH356	Information Security and Privacy in Healthcare Organizations	3
AH432	Healthcare Informatics	3
AH497	Health Systems Capstone (Completion Degree Requirements)	3
CS106	Introduction to Computer Systems	3
CS116	Introduction to Programming w/ Visual Basic (CS192)	3
CS192	Programming Essentials	3
CS205	Computer Software Applications in Healthcare	3
IS211	Introduction to Information Systems Security	3
IS216	Computer Networks	3
IS301	Web Design I	4
IS306	Web Design II (IS301 or CS197)	4
IS311	Security Operations	3
IS320	Database Applications (CS105)	3
IS336	Systems Analysis and Design (IS242 or CS265)	3
IS351	Information Systems Project Management	3
IS355	Risk Management	3
IS376	Advanced Database Systems	3
IS481	Database Security (IS320)	3
Program Core Requirements		62
<b>OPEN ELECTIVES</b>		
xxx	Open Electives	18
Total Open Electives		85
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>122</b>

## COURSE DESCRIPTIONS

A course prefix identifies each Grantham discipline-specific course, as shown in this table.

PREFIX	DESCRIPTION	PREFIX	DESCRIPTION
ACC	Accounting	HS	History
AH	Allied Health	HSN	Nursing and Health Professions
AR	Art	HU	Humanities
BIO	Biological Science	ID	Interdisciplinary
BMA	Business Mathematics	IS	Information Systems
BUS	Business	INT	International/Global
CA	College of Humanities and Social Sciences	IT	Information Technology
CH	Chemistry	LAW	Law
CJ	Criminal Justice	LD	Leadership
CO	Communication	LOG	Logistics
CS	Computer Science	MA	Mathematics
CT	Computer Engineering Technology	MGT	Management/HRM/HPI
ECN	Economics	MIL	Military
EMT	Engineering Management Technology	MKG	Marketing
EN	English	NUR	Nursing
ENT	Entrepreneurship	PA	Public Administration
ET	Electronics Engineering Technology	PH	Physics
ETH	Ethics	PL	Philosophy
FIN	Finance	PLS	Paralegal Studies
GP	Government and Politics	PRJ	Project Management
GS	General Science	PS	Psychology
GU	Grantham University	RCH	Quantitative/Qualitative/Research
HP	Health Professions	SO	Sociology
HRM	Human Resource Management/HPI	SS	Social Science

Course descriptions are listed alphabetically.

## COURSE DESCRIPTIONS

### ACC210 PRINCIPLES OF ACCOUNTING I

3 CREDITS

**PREREQUISITES: MA105**

This course focuses on ways in which accounting principles are used in business operations. Students learn to identify and use Generally Accepted Accounting Principles, ledgers and journals and steps of the accounting cycle. This course introduces bank reconciliation methods, balance sheets, assets and liabilities. Students also learn about financial statements, including assets, liabilities and equity. Business ethics are also discussed.

### ACC220 FINANCIAL ACCOUNTING

3 CREDITS

**PREREQUISITES: MA105**

This introductory financial accounting course introduces the student to the important role of financial accounting in modern business. The key role of financial accounting is to provide useful information to external users in order that a wide variety of economic decisions can be made. The course covers the theory and practice of accounting applicable to the recording, summarizing and reporting of business transactions. Topics include the different types of financial statements and accounts, asset valuation, revenue and expense recognition and appropriate accounting for asset, liability and capital accounts.

### ACC226 MANAGERIAL ACCOUNTING

3 CREDITS

**PREREQUISITES: MA105**

This course is a continuation of Financial Accounting, shifting the focus from external reporting to internal needs of managers. Managerial accounting information helps managers accomplish three essential functions: planning, controlling and decision-making. The course provides students with an understanding of managerial accounting information to enable them to evaluate the usefulness of managerial accounting techniques in the real world. Topics include: managerial accounting terminology, budgeting, costing, break-even analysis and cost-volume-profitability analysis. The methods of identifying and extracting relevant information from managerial accounting systems as an input to decision making and performance evaluation are stressed throughout the course.

### ACC235 PRINCIPLES OF ACCOUNTING II

3 CREDITS

**PREREQUISITES: ACC210**

This course expands on what the student learns in Accounting I. It is focused on corporate accounting. This course discusses how corporations are structured and formed, with an emphasis on corporate characteristics. Stocks, bonds, notes, purchase investments and analysis of financial statements are included, as well as an in-depth look at managerial accounting. Statements of cash flow, budgets and budget management are also examined.

### ACC310 INTERMEDIATE ACCOUNTING I

3 CREDITS

**PREREQUISITES: ACC235**

This course is designed to familiarize students with the fundamentals and objectives of financial and accounting practices. The basic aspects of the financial statement are analyzed, as is the relationship between the number of receipts and the time value of money. Students examine the elements of the income statement, the statement of cash flows and the methods of adjusting inventory measurements. Other topics include: balance sheets, inventory measurements, accounting issues with operational costs and the role played by investments in the accounting process.

### ACC330 COST ACCOUNTING

3 CREDITS

**PREREQUISITES: ACC235**

This course explores the basic principles of cost accounting, the different types of costing and how organizations use cost information to make decisions. Other topics covered include: customer profitability analysis, service costs, budgeting and financial planning, transfer pricing, responsibility accounting, performance measurement and the importance of non-financial indicators.

### ACC335 INTERMEDIATE ACCOUNTING II

3 CREDITS

**PREREQUISITES: ACC310**

This course builds on the concepts students learned in Intermediate Accounting I. Students examine short-term liabilities, long-term liabilities, stockholders' equity, share-based compensation, pensions and post-retirement benefits, the statement of cash flows, and accounting changes and error correction. Other topics include: accounting for leases, accounting for tax on income, accounting for derivatives and full disclosure.

### ACC340 ACCOUNTING INFORMATION SYSTEMS

3 CREDITS

**PREREQUISITES: ACC330 AND ACC335**

This course provides an introduction to accounting information systems. Throughout this course, students are provided with accounting information system concepts to give them an understanding of how to analyze and modify systems controls to address threats and risks. The focus of this course is to gain knowledge of accounting information systems in order to perform the accounting function in contemporary business organizations.

### ACC399 SPECIAL TOPICS IN ACCOUNTING

3 CREDITS

**PREREQUISITES: NONE**

This course is open only by special arrangement with the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

## COURSE DESCRIPTIONS

### ACC430 TAXATION – INDIVIDUAL

3 CREDITS

**PREREQUISITES: NONE**

This course introduces students to basic concepts of individual income taxation. Students examine the basic forms, allowable deductions and adjustments to income and tax credits. Other topics covered include: self-employment income and expenses; capital gains; income from rental properties, royalties, flow through entities and special property transactions; payroll taxes and retirement plans; at-risk rules and passive activity loss rules; and alternative minimum tax.

### ACC435 TAXATION – CORPORATE

3 CREDITS

**PREREQUISITES: ACC335**

This course includes an overview of how corporations and other business entities are taxed, with the focus primarily on federal income tax. Topics covered include: tax policy issues, tax planning, tax research, property acquisitions and dispositions, nontaxable exchanges, sole proprietorships, partnerships, S corporations, tax compliance and jurisdictional issues.

### ACC440 FORENSIC ACCOUNTING

3 CREDITS

**PREREQUISITES: ACC220 OR ACC340**

This course covers forensic accounting and the business and legal environments in which the forensic accountant operates. Students examine in detail: financial statement fraud, employee and vendor fraud, tax fraud, bankruptcy fraud, divorce fraud and money laundering. In addition, students explore the concepts of business valuation, commercial and economic damages and expert testimony.

### ACC450 AUDITING AND ASSURANCE

3 CREDITS

**PREREQUISITES: ACC335 OR ACC340**

This course integrates previously learned accounting practice with auditing standards and procedures. Course content includes a detailed study of the auditing and assurance environment, concepts, tools and reports. Specific topics include: professional standards, audit reports, professional ethics, legal liability of auditors, audit evidence, audit planning and design, internal control, audit sampling, testing cycle controls, and performing substantive tests and completing the audit.

### ACC460 GOVERNMENTAL AND NON-PROFIT ACCOUNTING 3 CREDITS

**PREREQUISITES: ACC220 OR ACC335**

This course is a study of the specialized accounting principles applicable to state and local governments and other non-profit organizations, with an emphasis on fund accounting principles used in the recording of assets, liabilities, equity, revenues and expenditures. It also covers the analysis and interpretation of financial statements of such governmental and nonprofit entities.

### ACC499 CAPSTONE PROJECT

3 CREDITS

**PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS**

This capstone course is required for all accounting majors. Topics include managerial use of financial data, analysis of financial statements and ethics. The student selects a current issue in any area of accounting with a full-time accounting faculty member as the research advisor. The student submits a written paper.

### ACC510 ACCOUNTING

3 CREDITS

**PREREQUISITES: NONE**

This course provides students with a framework for the analysis, use and design of internal accounting systems. This introduction to financial and managerial accounting prepares students to use accounting data for strategic and management purposes with an emphasis on profitability and understanding the strengths and weaknesses of an organization's accounting system. Students develop an understanding of the nature of costs, budgeting, cost allocation, standard costs and variances.

### ACC599 SPECIAL TOPICS IN ACCOUNTING

3 CREDITS

**PREREQUISITES: APPROVAL FROM THE DEAN**

This course is open only by special arrangement with the Dean of College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### AH111 HEALTHCARE DELIVERY SYSTEMS

3 CREDITS

**PREREQUISITES: NONE**

This course introduces students to different types of healthcare delivery systems and how to analyze the organization, financing, regulatory issues and delivery of different healthcare services. Topics covered include the "continuum of care" concept and methods and theories in healthcare delivery systems and computer applications in healthcare. Focus is placed on evolution and trends in managed healthcare, including research, statistics, quality management and integrating information technologies into medical office practices. Other processes such as staffing, productivity and improving quality are also discussed.

## COURSE DESCRIPTIONS

### AH111B HEALTHCARE DELIVERY SYSTEMS

3 CREDITS

#### PREREQUISITES: NONE

This course introduces student to different types of healthcare delivery systems and how to analyze the organization, financing, regulatory issues and delivery of different healthcare services. Topics covered include the “continuum of care” concept and methods and theories in healthcare delivery systems and computer applications in healthcare. Focus is placed on evolution and trends in managed healthcare, including research, statistics, quality management and integrating information technologies into medical office practices. Other processes such as staffing, productivity and improving quality are also discussed.

### AH111C HEALTHCARE DELIVERY SYSTEMS

3 CREDITS

#### PREREQUISITES: NONE

This course introduces students to different types of healthcare delivery systems as well as how to analyze the organization, financing, regulatory issues and delivery of a variety of healthcare services. Topics include the continuum of care; methods and theories in healthcare delivery systems; and computer applications in healthcare. Focus is placed on evolution and trends in managed healthcare, including research, statistics, quality management and integrating information technologies into medical office practices. Other processes such as staffing, productivity and improving quality are also explored. This course provides students with access to the National Healthcareer Association (NHA) portal used to practice, prepare and sit for the Medical Administrative Assistant Certification Exam.

### AH112 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT

3 CREDITS

#### PREREQUISITES: NONE

Students are introduced to health information management in healthcare delivery settings in the U.S., including filing systems, storage, circulation and documentation issues. Topics also explored are the electronic health record (EHR), patient confidentiality, the impact of the Health Insurance Portability and Accountability Act (HIPPA) on medical practices and various career opportunities for health information management professionals. Students apply health information management concepts and skills to course exercises to demonstrate functional knowledge.

### AH112E INTRODUCTION TO HEALTH INFORMATION MANAGEMENT

3 CREDITS

#### PREREQUISITES: NONE

Students are introduced to health information management in healthcare delivery settings in the U.S., including filing systems, storage, circulation and documentation issues. Topics also explored are the electronic health record (EHR), patient confidentiality, the impact of the Health Insurance Portability and Accountability Act (HIPPA) on medical practices and various career opportunities for health information management professionals. Students apply health information management concepts and skills to course exercises to demonstrate functional knowledge. This course will assist the student in preparing for the NHA Certified Health Record Specialist exam.

### AH114 MEDICAL TERMINOLOGY

3 CREDITS

#### PREREQUISITES: NONE

This course teaches the foundation of the language of healthcare. Students will learn how to pronounce medical terms and communicate medical information to both health professionals and patients. Students will also learn the principles of word-building needed for the extensive medical vocabulary used in healthcare. Students will utilize interactive technology to assist with learning, pronunciation and application in Anatomy and Physiology.

### AH114B MEDICAL TERMINOLOGY

3 CREDITS

#### PREREQUISITES: NONE

This course teaches the foundation of the language of healthcare. Students will learn how to pronounce medical terms and communicate medical information to both health professionals and patients. Students will also learn the principles of word-building needed for the extensive medical vocabulary used in healthcare. Students will utilize interactive technology to assist with learning, pronunciation and application in Anatomy and Physiology.

### AH114C MEDICAL TERMINOLOGY

3 CREDITS

#### PREREQUISITES: NONE

This course teaches the foundation of the language of healthcare. Students will learn how to pronounce medical terms and communicate medical information to both health professionals and patients. Students will also learn the principles of word-building needed for the extensive medical vocabulary used in healthcare. Students will utilize interactive technology to assist with learning, pronunciation and application in Anatomy and Physiology.

## COURSE DESCRIPTIONS

### AH114E MEDICAL TERMINOLOGY

3 CREDITS

#### PREREQUISITES: NONE

This course teaches the foundation of the language of healthcare. Students will learn how to pronounce medical terms and communicate medical information to both health professionals and patients. Students will also learn the principles of word-building needed for the extensive medical vocabulary used in healthcare. Students will utilize interactive technology to assist with learning, pronunciation and application in Anatomy and Physiology.

### AH212 BASIC DIAGNOSIS CODING SYSTEMS

3 CREDITS

#### PREREQUISITES: AH114

This course examines medical billing and coding in medical practice. All basic medical billing and coding issues are discussed, including coding diagnosis, the International Classification of Diseases Manual (ICD-10-CM), coding compliance and legal and ethical compliance. Students extrapolate coding information from the ICD-10-CM manual and examine usage guidelines for Volumes I, II and III.

### AH212B BASIC DIAGNOSIS CODING SYSTEMS

3 CREDITS

#### PREREQUISITES: AH114B

This course examines medical billing and coding in medical practice. All basic medical billing and coding issues are discussed, including coding diagnosis, the International Classification of Diseases Manual (ICD-10-CM), coding compliance and legal and ethical compliance. Students extrapolate coding information from the ICD-10-CM manual and examine usage guidelines for Volumes I, II and III. This course provides students with access to the National Healthcareer Association (NHA) portal used to practice, prepare and sit for the Certified Billing and Coding Specialist (CBCS) Certification Exam.

### AH212C BASIC DIAGNOSIS CODING SYSTEMS

3 CREDITS

#### PREREQUISITES: NONE

This course offers an introduction to medical coding and billing in the medical practice. This course covers the basis of coding and billing issues including diagnosis, ICD-10-CM, current procedure coding, and coding compliance. This course introduces students to ethics, legal aspects, and anatomy and physiology. This course also explains the ICD-10 Procedure Coding Systems (PCS). Basic Diagnostic Coding Systems will be using an interactive learning platform throughout the course. This course provides students with access to the National Healthcareer Association (NHA) portal used to practice, prepare, and sit for the Medical Administrative Certification Exam.

### AH212E BASIC DIAGNOSIS CODING SYSTEMS

3 CREDITS

#### PREREQUISITES: NONE

This course examines medical billing and coding in medical practice. All basic medical billing and coding issues are discussed, including coding diagnosis, the International Classification of Diseases Manual (ICD-20-CM), coding compliance and legal and ethical compliance. Students extrapolate coding information from the ICD-10-CM, manual and examine usage guidelines for Volumes I,II, and III. This course will assist the student in preparing for the NHA Certified Health Record Specialist exam.

### AH213 BASIC PROCEDURE CODING SYSTEMS

3 CREDITS

#### PREREQUISITES: AH212

This course provides the student with in-depth coverage of procedural coding utilizing the HCPCS coding system composed of Current Procedure Terminology (CPT) and national codes. The course includes detailed application of the CPT classification system for outpatient services. Emphasis includes Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology, and Laboratory and Medicine codes, as well as the use of modifiers. Students will apply coding and billing principles through the use of coding exercises and coding simulation software.

### AH213B BASIC PROCEDURE CODING SYSTEMS

3 CREDITS

#### PREREQUISITES: AH212B

This course provides the student with in-depth coverage of procedural coding utilizing the HCPCS coding system composed of Current Procedure Terminology (CPT) and national codes. The course includes detailed application of the CPT classification system for outpatient services. Emphasis includes Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology, and Laboratory and Medicine codes, as well as the use of modifiers. Students will apply coding and billing principles through the use of coding exercises and coding simulation software. This course provides students with access to the National Healthcareer Association (NHA) portal used to practice, prepare and sit for the Certified Billing and Coding Specialist (CBCS) Certification Exam.

### AH214 REIMBURSEMENT METHODOLOGIES

3 CREDITS

#### PREREQUISITES: NONE

This course provides students with a working knowledge of medical insurance and its applications. Emphasis is on understanding insurance essentials, including the role of the medical insurance billing specialist and legal and ethical requirements. Medical documents and coding diagnoses and procedures are discussed. Students comprehend the claims process, focusing on charges, methods of payments, billing and reimbursement. Other topics covered are private payers, Blue Cross and Blue Shield, Medicaid and Medicare, TRICARE and worker's compensation. Patient billing software is also explored.

## COURSE DESCRIPTIONS

### AH214B REIMBURSEMENT METHODOLOGIES

3 CREDITS

#### PREREQUISITES: NONE

This course provides students with a working knowledge of medical insurance and its applications. Emphasis is on understanding insurance essentials, including the role of the medical insurance billing specialist and legal and ethical requirements. Medical documents and coding diagnoses and procedures are discussed. Students comprehend the claims process, focusing on charges, methods of payments, billing and reimbursement. Other topics covered are private payers, Blue Cross and Blue Shield, Medicaid and Medicare, TRICARE and worker's compensation. Patient billing software is also explored. This course provides students with access to the National Healthcareer Association (NHA) portal used to practice, prepare and sit for the Certified Billing and Coding Specialist (CBCS) Certification Exam.

### AH215 MEDICAL ASSISTING

3 CREDITS

#### PREREQUISITES: NONE

This course covers an overview of medical assisting as a career. Students analyze job responsibilities of a medical assistant including patient interaction and communication, scheduling and maintaining accurate patient records. Processing insurance claims is described and students examine various bookkeeping systems. The importance of taking inventory is discussed, as well as the steps in making a purchasing decision. Students also explore specialized options for an administrative medical assistant.

### AH215C MEDICAL ASSISTING

3 CREDITS

#### PREREQUISITES: NONE

This course introduces students to the overall role of medical administrative assisting as a career. Students analyze job responsibilities of a medical administrative assistant including patient interaction and communication, scheduling, and maintaining accurate patient records. Students learn how to process insurance claims and examine various bookkeeping systems. This course focuses on the importance of inventory management as well as the process of purchasing decision making. Students also explore specialized options for an administrative medical assistant. Medical Assisting will be using an interactive learning platform throughout the course. This course provides students with access to the National Healthcareer Association (NHA) portal used to practice, prepare, and sit for the Medical Administrative Assistant Certification Exam.

### AH216 PROFESSIONAL PRACTICE

3 CREDITS

#### PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS

Students in this course will gain practical experience applying advanced ICD-10-CM and CPT coding skills. Students will code from a variety of healthcare settings including hospital, physicians' offices and/or other healthcare settings. Intensive coding application will be achieved through the use of real medical records, case studies and scenarios. The training in this course integrates coding and the classification of diseases and treatment in preparation for certification and employment as a clinical coding specialist.

### AH216B MEDICAL CODING BILLING

#### CERTIFICATION PREP

3 CREDITS

#### PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS

Students in this course will gain practical experience applying advanced ICD-10-CM and CPT coding skills. Students will code from a variety of healthcare settings including hospital, physicians' offices and/or other healthcare settings. Intensive coding application will be achieved through the use of real medical records, case studies and scenarios. The training in this course integrates coding and the classification of diseases and treatment in preparation for certification and employment as a clinical coding specialist. This course provides students with access to the National Healthcareer Association (NHA) portal used to practice, prepare and sit for the Certified Billing and Coding Specialist (CBCS) Certification Exam.

### AH218E ELECTRONIC HEALTH RECORDS

3 CREDITS

#### PREREQUISITES: NONE

This course provides the framework for students to perform various chart related functions within the electronic health record (EHR). Students will learn the basic components, functions, and terminology essential to EHR systems. Students will learn how to complete tasks such as conduction audits, entering live data, and maintaining chart integrity. Students will utilize EHR software to perform work tasks in a healthcare office setting. This course will assist the student in preparing for the NHA Certified Health Record Specialist exam.



## COURSE DESCRIPTIONS

### AH230E ELECTRONIC HEALTH RECORDS SPECIALIST CERTIFICATION PREP 3 CREDITS

#### PREREQUISITES: NONE

This Capstone course continues to prepare students for the role of Electronic Health Record Specialist. By completing this course, students validate their ability to perform tasks associated with the EHR in a physician's office or clinic, and complete the Electronic Health Record Specialist (CEHRS) national certification exam offered by the National Healthcareer Association (NHA). Students will complete simulated activities, including preparatory exams, designed to evaluate their knowledge of necessary EHRs responsibilities. The Capstone culminates in the identification of a testing site, exam registration, and completion. Students will also finalize their e=Portfolio as a showcase of their achievement of the Electronic Health Record Specialist Certificate program and CEHRS certification.

### AH235 MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATION PREP 4 CREDITS

#### PREREQUISITES: COMPLETION OF ALL OTHER CERTIFICATE COURSES

This course will prepare students to sit for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association.

### AH235C MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATION PREP 3 CREDITS

#### PREREQUISITES: COMPLETION OF ALL OTHER CERTIFICATE COURSES

In this Capstone course students will continue to prepare for the role of medical administrative assistant. By completing this course, you will validate your ability to perform routine administrative tasks in a physician's office or clinic and complete the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcare Association (NHA). MindTap and the NHA Portal utilize simulated activities, including three preparatory exams designed to evaluate your knowledge of necessary administrative assistant responsibilities. This program culminates in the identification of a testing site, registration for sitting for the exam, and completion of the exam. You will also finalize your ePortfolio which will showcase to potential employers your achievement of the Medical Administrative Certificate program and earning your CMAA Certification.

### AH290B SPECIAL TOPICS 1 CREDIT

This course helps students with the NHA portal work specific to the Certified Billing and Coding Specialist exam. Students will access NHA platform and complete specific activities. These activities are tailored to the students' progression towards the completion of the program.

### AH290C SPECIAL TOPICS 1 CREDIT

This course helps students with the NHA portal work specific to the Certified Medical Administrative Assistant exam. Students will access NHA platform and complete specific activities. These activities are tailored to the students' progression towards the completion of the program.

### AH290E SPECIAL TOPICS 1 CREDIT

This course helps students with the NHA portal work specific to the Certified Electronic Health Records Specialist exam. Students will access NHA platform and complete specific activities. These activities are tailored to the students' progression towards the completion of the program.

### AH356 INFORMATION SECURITY AND PRIVACY IN HEALTHCARE ORGANIZATIONS 3 CREDITS

#### PREREQUISITES: NONE

This course explores the regulatory issues associated with the Health Insurance Portability and Accountability Act (HIPAA) and the implications of this Act related to data security and privacy issues in healthcare organizations. Topics examined are identifying and prioritizing information assets and threats to those assets; defining information security strategy and architecture; planning responses to intruders in an information system; and identifying legal and ethical issues and implications of information security.

### AH432 HEALTHCARE INFORMATICS 3 CREDITS

#### PREREQUISITES: NONE

This course focuses on the day-to-day requirements of healthcare systems in the processing and storing of patient information and the medical management systems to facilitate appropriate and safe care. Students examine a broad range of topics including: aspects of the healthcare delivery system in relation to overall management functions, institutional, social and political forces in healthcare, the role of IT in healthcare management and information security, and patient privacy.

### AH497 HEALTH SYSTEMS CAPSTONE 3 CREDITS

#### PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS

This course helps to develop and implement a unique project that demonstrates mastery of the program objectives. Program objectives include applying fundamental systems analysis and design concepts and program solving strategies to information technology problems; applying project management principles to information systems development efforts and analyzing, designing and implementing solutions to healthcare information challenges.

## COURSE DESCRIPTIONS

### AH511 HEALTH SERVICES MANAGEMENT

3 CREDITS

#### PREREQUISITES: NONE

This course explores the managerial roles, processes, technologies and tools applicable to a variety of health services organizations. Topics examined are key players and the impact they have on healthcare delivery systems, the production, cost and technology of healthcare, the demand for healthcare and the rise in healthcare consumerism. Also included are the healthcare industry's quest for quality and productivity, and trends that may likely shape the future of healthcare. In addition, best practices related to management, leadership, organization design and development are discussed.

### AH531 HEALTHCARE FINANCIAL MANAGEMENT

3 CREDITS

#### PREREQUISITES: NONE

This course analyses the financial management challenges and best practice solutions in the healthcare industry. Students investigate the most common tools, processes and techniques used by financial managers in a healthcare environment. Examples used come from a variety of healthcare providers including HMOs, hospitals, physician practices, home health agencies, nursing units, surgical centers and integrated healthcare systems.

### AH537 HEALTHCARE INFORMATION RESOURCES MANAGEMENT

3 CREDITS

#### PREREQUISITES: NONE

This course examines concepts and techniques in healthcare enterprises for information resources management. Topics include strategic assessment of information needs, resource allocation, techniques for prioritization and control, system acquisition and strategic planning for information system needs and the IT Life Cycle. Governance structures for IT systems planning and evaluation, strategies for aligning competing interests within an organization and stages of planning for an enterprise system is also investigated.

### AH541 HEALTHCARE FINANCE AND ECONOMICS

3 CREDITS

#### PREREQUISITES: NONE

This course addresses the differences between managerial and financial accounting within the modern healthcare organization. It begins with an analysis of healthcare finance and examines the various sources of funding within the field of healthcare. This course examines the various tools necessary to record, report, and accurately measure financial information. It will also provide students the ability to assess the monetary health of an organization based on both industry benchmarks and historical data. This course concludes with the importance of developing a strategic financial plan based on current and future funding trends.

### AH543 HEALTHCARE STRATEGIC MANAGEMENT

3 CREDITS

#### PREREQUISITES: NONE

This course explores the history, logic, structure and best practices of healthcare strategic management. Students investigate the organization's value chain, analyze the necessity for both the analytical and emergent models of strategic management, and review alternative processes related to developing and updating strategic plans. Best practices for implementing strategic plans fast and effectively are also investigated.

### AH551 LEGAL AND ETHICAL ISSUES OF HEALTHCARE MANAGEMENT

3 CREDITS

#### PREREQUISITES: NONE

This course examines the relationship between law and ethics and the influence they have on healthcare professionals. Advancements in both technology and pharmaceuticals will continue to increase life expectancy, as such, it is expected that there will be an ensuing, peripheral increase in ethical dilemmas. This course will review such dilemmas and the role that both health professionals and ethics committees will likely play now and in the future.

### AH597 HEALTH SYSTEMS MANAGEMENT CAPSTONE

3 CREDITS

#### PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS

Students will investigate the processes of determining the direction of a healthcare system by establishing objectives and designing and implementing strategies. The course will stress the dynamic nature of the issues as they relate to rapidly evolving healthcare delivery systems.

### AH598 HEALTHCARE ADMINISTRATION CAPSTONE

6 CREDITS

#### PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS

This course assists the student to develop a capstone project which demonstrates mastery of program objectives. The project is research-based, relevant to current practice and focused on making a strategic change in the healthcare environment. The topic will be an area of interest for the student that will integrate coursework in functional areas of healthcare involving the basic direction and goals of an organization including the social, political, technological, economic and global environment. This research-based course deepens student understanding of an important healthcare management issue by integrating professional experience with new knowledge. The course is the culminating experience for the student in healthcare administration.

## COURSE DESCRIPTIONS

### AR201 INTRODUCTION TO MODERN ART

3 CREDITS

#### PREREQUISITES: NONE

This course is a general introduction to major movements in the arts from the late 18th to the 21st Century. It is designed for the beginning student and assumes no previous experience in art or art history. The course will focus on painting and sculpture with reference to architecture and decorative arts. In addition to an introduction to the major artworks, the course will teach the fundamental of visual analysis and the language used to describe works of art.

### AR301 MODERN ART IN THE U.S.

3 CREDITS

#### PREREQUISITES: NONE

This course provides students with a survey of American art in the 20th century. This course encompasses a chronological, organized and comprehensive anthology of readings that tell the whole story of art in America from 1900 to the present. Topics included are cultural and historical context for the first twenty years, for the jazz age, for the depression years, for World War II and the Cold War, for the Vietnam War era and finally for the age of Reagan and postmodernism.

### AR310 ANCIENT ART: TOMBS AND TREASURES

3 CREDITS

#### PREREQUISITES: NONE

This is a survey of Art which covers Prehistoric through Islamic Art. This course explores the art and architecture of ancient civilizations through the 11th century C.E. This course introduces the social and cultural hallmarks of various civilizations as expressed through the artwork of their tombs and treasures. Students will learn how to interpret the meaning of artwork by examining the subjects, symbols and materials used in the creation of the sculpture, painting or architecture.

### BIO113 ANATOMY AND PHYSIOLOGY

3 CREDITS

#### PREREQUISITES: NONE

This course examines the twelve major systems of the human body. These systems include: skeletal, integumentary, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. In addition, students develop the use of appropriate medical terminology, examine cell and tissue structure, and review how body systems maintain health homeostasis.

### BIO116 INTRODUCTION TO PATHOPHYSIOLOGY

3 CREDITS

#### PREREQUISITES: NONE

This course is designed for students who are interested in having a better understanding of how the body works and disease processes. Content is designed to assist students with a healthier lifestyle through prevention, recognition and treatment for a wide variety of common pathologies, many of which may be preventable. Research and evidence-based knowledge is used to explore the mechanisms of disease, the aging process and genetic disorders, as well as the pathology behind mental illness.

### BIO117 INTRODUCTION TO PHARMACOTHERAPY

3 CREDITS

#### PREREQUISITES: NONE

This course is designed for students who are interested in having a better understanding of how medical substances play an important role in everyday life. Content is designed to assist students with the impact of easy access to many types of medications. The general public needs a basic understanding of prescription and over-the-counter products, as well as the risks of addiction from a variety of drugs such as opioids. Research and evidence-based knowledge will be used to explore the role of medications in treatment of different disorders and diseases. Throughout the course, there will be an opportunity to develop a basic understanding of the effect a drug has on our bodies as well as safe administration.

### BMA215 BUSINESS STATISTICS

3 CREDITS

#### PREREQUISITES: MA105

This course applies descriptive and inferential statistics to solve business problems. Student perform statistical analysis of samples, compute the measures of location and dispersion, and perform linear and multiple regression and correlation analysis. Other topics include constructing a hypothesis, performing one-way and two-way analysis of variance, and making decisions under risk and uncertainty. NOTE: Credit may not be awarded for both MA215 and MA230.

### BUS101 INTRODUCTION TO BUSINESS

3 CREDITS

#### PREREQUISITES: NONE

This introductory course provides students with a practical and concrete explanation of the concepts of business. Concepts, principles and operations of the private enterprise system are identified in this course. Students compare and contrast sole proprietorships, partnerships and corporations, and they learn the advantages and disadvantages of each. This course also discusses the functions of modern business management, marketing, and ethics and social responsibility. Human resource management is described, as well as how employers can motivate their employees. Bookkeeping, accounting, financial management and financial statements are also examined.

## COURSE DESCRIPTIONS

### **BUS303 BUSINESS NEGOTIATIONS**

**3 CREDITS**

**PREREQUISITES: NONE**

Students will analyze and evaluate the fundamentals, major concepts and theories of bargaining and negotiation. Case studies will provide an experiential approach to learning the strategies and tactics of negotiation while examining power and emotions in interpersonal conflict and its resolution. International and cross-cultural negotiations and ethical standards will be covered in this course.

### **BUS310 INTRODUCTION TO FEDERAL ACQUISITION AND CONTRACT MANAGEMENT**

**3 CREDITS**

**PREREQUISITES: NONE**

This introductory course teaches review of the full acquisition life cycle from planning and requirements development to administration and closeout, including managing contracts. Students will gain a better understanding of the acquisition life cycle, roles of key players within the acquisition team, and the management of contracts and negotiations

### **BUS320 INTRODUCTION TO PUBLIC PROCUREMENT**

**3 CREDITS**

**PREREQUISITES: NONE**

This course is an introduction to the fundamental principles of Government acquisition and contracting. In the course, students are presented with the fundamentals of the Federal Acquisition Regulation (FAR) and the federal acquisition and contract processes of the five phase acquisition life-cycle procurement planning, requirements determinations, acquisition strategies, government contract law, contract types and methods, and acquisition management techniques and closeout requirements.

### **BUS399 SPECIAL TOPICS IN BUSINESS**

**3 CREDITS**

**PREREQUISITES: APPROVAL OF THE DEAN**

This course is open only by arrangement with the Dean of the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### **BUS491 INTEGRATIVE EXPERIENCE IN PROCUREMENT AND CONTRACT MANAGEMENT**

**3 CREDITS**

**PREREQUISITES: COMPLETION OF CONCENTRATION REQUIREMENTS**

Gain an understanding on the value and importance of leadership development in successful contracting (buying/selling) and acquisition organizations. Through realistic scenario-based learning, students will discuss and practice the development of sound business solutions as a valued strategic and expert business advisor. Students will learn to analyze complex contracting situations with emphasis on critical thinking, problem solving, research and risk reduction. Exercises and a case study are designed to contribute real solutions on real contracting and acquisition problems.

### **BUS499 BUSINESS POLICY AND STRATEGY**

**3 CREDITS**

**PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS**

This advanced course is designed to provide students with a comprehensive review of management and the total business enterprise. Students learn strategy formulation, implementation and evaluation concepts and techniques through an applied project. Students use this new knowledge, coupled with knowledge acquired from other courses, to chart the future direction of different types of organizations. The course builds on previous courses to offer insights and analytic tools, which a general manager needs to plan and implement successful business policies and strategies. The course emphasizes the practical application of business theory to business problems through a course project and the choice of an exam or internship opportunity. The internship opportunity is arranged by the student and approved by the instructor. This internship option is not available to students who are Ohio residents due to state requirements. Ohio students taking BUS499 must complete the examination that is part of the course.

### **BUS501 OVERVIEW OF BUSINESS INTELLIGENCE**

**3 CREDITS**

**PREREQUISITES: NONE**

This course surveys the field of business intelligence and establishes a foundation of knowledge regarding the integration of sales, human resource, customer, finance and product information data into a warehouse. Students discover the process of data-driven decision making and its role in today's organizations.

## COURSE DESCRIPTIONS

### **BUS575 STRATEGIES FOR CHANGE**

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course introduces students to a broad spectrum of issues related to change, including the dynamics of leadership, the failure of change, how to make planned change work and the implications of change for the 21st Century. Topics include the importance of leadership, how successful leadership can result in a more effective organization, how to implement new changes to promote a healthy organization, change in action, e-commerce, radical change and the implications of change for the 21st Century.

### **BUS599 SPECIAL TOPICS IN BUSINESS**

**3 CREDITS**

#### **PREREQUISITES: APPROVAL OF THE DEAN**

This course is open only by arrangement with the Dean of the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### **BUS615 E-BUSINESS**

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course covers the internet and related technologies which pose enormous opportunities for developing new business models and significant threats to existing models. Information professionals must be prepared to recognize opportunities and overcome challenges posed by the electronic economy. This course defines the core elements of developing an e-Business strategy, including branding, competitive analysis, technology assessment, business method models and preparing for emerging trends. Course assignments involve extensive case studies and online research using the latest e-tools. Students collaborate to create a prototype e-Business venture.

### **CA408 RESEARCH METHODS**

**3 CREDITS**

#### **PREREQUISITES: NONE**

Research Methods presents a broad view of the methods and techniques for conducting academic and professional research. The course focuses on why and when research is performed, the methodologies involved and a description of the applied statistical tests most often used. Techniques and procedures are compared and contrasted so each student gains a firm understanding of what method or test to use and why. Topics include: the research enterprise, theory and research, ethics in research, research design, sampling techniques, questionnaires, interviews, observational techniques, secondary data, reliability and validity issues, data coding, hypothesis testing and sampling distributions. Students will be required to successfully complete the ethics certificate of completion using the Collaborative Institution Training Initiative to advance further in the program.

### **CA499 PROFESSIONAL STRATEGIES**

**3 CREDITS**

#### **PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS**

This course is designed as a senior-level capstone course to be taken at the end of the Multidisciplinary Studies degree program in the College of Humanities and Social Sciences. This capstone course provides an opportunity for students to synthesize and articulate the theories and principles gained through their program of study, and to demonstrate mastery of the University's core professional competencies (critical thinking, communication, data aptitude, personal/social responsibility, career management, distributed collaboration).

### **CH205 GENERAL CHEMISTRY (LAB INCLUDED)**

**4 CREDITS**

#### **PREREQUISITES: MA105**

This general chemistry course includes topics such as states of matter, thermo-chemistry, ionic and covalent bonding, molecular geometry, rates of reaction, oxidation-reduction equations, thermodynamics and organic chemistry. Includes a virtual lab.

### **CJ101 INTRODUCTION TO CRIMINAL JUSTICE**

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course examines a general overview of the criminal justice system, with an emphasis on decision points and administrative practices in police and other criminal justice agencies, as well as basic criminal procedures. Topics include: Causes of crime, criminal law, policing history and structure, police management and legal aspects, adjudication including the courts and sentencing, corrections drugs and crime, multinational criminal justice and the future of criminal justice.

### **CJ102 INTRODUCTION TO CRIMINOLOGY**

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course introduces the student to the major theories of crime by exploring the biological, psychological, sociological and economic theories. Traditional and contemporary theories of criminology are examined to better explain patterns and root causes of crime, crimes against persons and property, white-collar and organized crime, drug abuse and crime, technology and crime, terrorism, and criminology and social policy.

### **CJ201 POLICE SYSTEMS AND PRACTICES**

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course provides an overview of police issues, integrating the history, social context and theoretical understanding of policing in America. Relationships between communities, individuals and police organizations are studied. Topics include: evolution of policing, organizational structure and supervision, societal expectations and police corruption.

## COURSE DESCRIPTIONS

### **CJ202 CORRECTIONAL SYSTEMS AND PRACTICES 3 CREDITS**

#### **PREREQUISITES: NONE**

This course evaluates the history and progression of correctional systems. Contemporary correctional practices are analyzed and evaluated using a historical perspective with a modern emphasis on community and institutional corrections. This course balances current and past research, theories and applications and practical examples and issues. Topics include: historical perspectives, the court process, alternatives to imprisonment, correctional functions, institutional clients, rights of correctional clients, reintegration systems and the future of corrections.

### **CJ203 JUVENILE JUSTICE I 3 CREDITS**

#### **PREREQUISITES: CJ102**

This course explores the evolution of the juvenile justice system and the different approaches followed by the court and correctional authorities. Current topics in juvenile justice include youth victimization, crime prevention, treatment and various juvenile sanctions. Distinction is made between the adult and juvenile system, with emphasis placed on the roles and functions of the juvenile justice system.

### **CJ230 SERIAL KILLERS 3 CREDITS**

#### **PREREQUISITES: NONE**

This course involves an examination of serial killers, including the history, profiling of the offenders and techniques for the investigation. Actual case studies are discussed. This course examines mature subject matter, some of which may include violent and sexually explicit material. By signing the enrollment agreement, you acknowledge the course content may be violent and you imply your willingness to read, research and participate in all discussion forums, written assignments and/or exams. As you participate in this course, you will be required to respond in a respectful and thoughtful manner.

### **CJ302 CRIMINAL PROCEDURE 3 CREDITS**

#### **PREREQUISITES: CJ101 AND CJ102**

This course provides the student with the core knowledge of constitutional criminal procedure. Topics of study include: Fourth Amendment doctrines such as the exclusionary rule, the search warrant, plain view, arrest and Terry-stops and warrant-less searches. The focus of the exclusionary rule reflects the areas in which the Supreme Court has been most active in recent years. The conflicting approaches to the application of law evident between justices adhering to the Due Process Model and those following the Crime Control Model are addressed. Additional topics in the course include: meaning, context and constitutional foundation of criminal procedure; the right to counsel; rules of interrogation and confession; identification of suspects and entrapment; and the pretrial and trial process.

### **CJ303 JUVENILE JUSTICE II 3 CREDITS**

#### **PREREQUISITES: CJ203**

This course is a comprehensive examination of the American juvenile justice system, examining social systems theory and prevention and intervention and treatment options. The course focuses on juveniles who have entered the system via intake and are now subject to trial, dispositions and corrections. Topics include the changing role of prosecution in juvenile matters, the role of defense attorneys, the use of waivers, adjudication and dispositional alternatives, nominal sanctions, juvenile probation and community-based corrections, and custodial sanctions and parole.

### **CJ305 INTRODUCTION TO CRIMINAL JUSTICE ETHICS 3 CREDITS**

#### **PREREQUISITES: CJ101 AND CJ102**

This course examines the diverse ethical issues frequently encountered in the criminal justice system. Students study the writings of the major theorists such as Plato, Socrates and Aristotle. Classic ethical theories will be studied, reviewed and applied to such varied topics as the application of professional and personal discretion, the appropriate use of force, dimensions of professional responsibility and proper application of authority.

## COURSE DESCRIPTIONS

### CJ309 CRIMINAL LAW

3 CREDITS

#### PREREQUISITES: CJ101 AND CJ102

This course introduces the student to the foundational aspects of criminal law, including its historical background and fundamental elements. Major themes of both common law and the Model Penal Code, including the elements of statutory crimes, criminal responsibility and defenses are reviewed. Topics include: the historical background of criminal law, fundamentals of criminal law, jurisdiction, the criminal act, the mental element, matters affecting criminal responsibility, assault and related crimes, homicide, sex offenses and offenses to the family relationship, theft, robbery, burglary and related offenses, arson, kidnapping, narcotics and offenses by and against juveniles.

### CJ401 COMMUNITY POLICING

3 CREDITS

#### PREREQUISITES: CJ101 AND CJ201

This course is designed to provide an analysis of both the community-oriented policing philosophy and its practical application through strategic oriented policing, neighborhood oriented policing and problem oriented policing methods. Additional aspects to be reviewed include the various roles in the systemic approach, organization and management styles of the police department, implementation methods, evaluation methods, and an examination of past and future practices under this new model in policing.

### CJ402 CRIMINAL INVESTIGATION

3 CREDITS

#### PREREQUISITES: CJ101 AND CJ201

This course provides a framework for understanding the criminal investigative process. Case studies throughout this course emphasize the applied technique of criminal investigation, crime scenes collection, street gangs and drugs. Topics include: the evolution of criminal investigation and criminalistics, the investigative process and the crime scene, gathering physical evidence and investigative reporting, interviewing and interrogation, injury and death investigations, sex-related offenses, crimes against children, computer crime, arson recognition, terrorism, and the control and investigation of drug sales and abuse.

### CJ403 WHITE COLLAR CRIME

3 CREDITS

#### PREREQUISITES: CJ101 AND CJ102

This course surveys financial and corporate crime, including the influences of local economic conditions and the cost factors associated with crime. Topics include the development of white-collar crime, effects on consumers, explaining conspiracies about white-collar crime, defending against white-collar crime, and detailing governmental and religious fraud.

### CJ409 POLICE ADMINISTRATION

3 CREDITS

#### PREREQUISITES: CJ101 AND CJ201

This course provides a review, analysis and evaluation of the various approaches to police management, including traditional scientific management, the behavioral systems approach and the human relations approach. Major conceptual contributions from the behavioral sciences and human relations are explored in the context of police management.

### CJ414 MULTICULTURAL LAW ENFORCEMENT

3 CREDITS

#### PREREQUISITES: CJ101, CJ201 AND CJ309

This course is intended to provide a guideline for dealing with diversity in a multicultural society. This includes diversity in recruiting, enhanced training, targeted language and communications skills, and an emphasis on embracing different ethnic and racial communities.

### CJ415 POLICE COMMUNITY RELATIONS

3 CREDITS

#### PREREQUISITES: CJ201 AND CJ401

This course is an in-depth examination of various controls and concepts used in community policing models. Decision points and administrative practices in police, criminal court and correctional bureaucracies are evaluated. The historical evolution of criminal justice agencies is reviewed with basic criminal procedures.

### CJ416 VICTIMOLOGY

3 CREDITS

#### PREREQUISITES: CJ102

This course examines crime from the perspective of the victim. Victimization theory, offender-victim relationships, situational factors, responses to victims and the phenomenon of the violence of terrorism. This course will also examine the relationship between serial killers and their victims, victims of hate crimes, stalking and the demographic, social and behavioral characteristics of female and male offenders. Biological, psychological and sociological explanations are offered for serial murderers.

### CJ421 ADVANCED CRIMINAL LAW

3 CREDITS

#### PREREQUISITES: CJ309

This course emphasizes the general principles that impact the criminal law. Knowledge of criminal law provides the student the tools necessary to apply general principles to the varied and changing definitions of specific crimes. This knowledge is also practical because the general principles form the basis for both the elements of the specific crimes that prosecutors must prove beyond a reasonable doubt and the defenses with which defendants can justify or excuse their guilt.

## COURSE DESCRIPTIONS

### **CJ425 JUDICIAL PROCESS**

**3 CREDITS**

**PREREQUISITES: CJ302 OR CJ309**

This course evaluates the various components in judicial process and policymaking. The creation of the court systems, the structure of most courts and key players in the legal system are examined with focus on how each of these themes affects how judges make decisions, and how those decisions create and further develop policy. Topics include: courts and law, the federal and state court systems, judges, lawyers, trials and appeals, criminal justice and the courts, civil justice and the courts, judicial decision making and judicial policy making.

### **CJ450 UNDERSTANDING TERRORISM**

**3 CREDITS**

**PREREQUISITES: CJ101 AND CJ102**

This course is an introduction to terrorist cults and personalities. Studies focus on a variety of aspects related to terrorist organizations and individuals, gaining an understanding of how various terrorist cults and personalities affect national security, how understanding terrorism personalities can aid the counterterrorism war and what the future looks like in the war against terrorism.

### **CJ451 PRINCIPLES OF TERRORISM**

**3 CREDITS**

**PREREQUISITES: CJ450**

This course examines terrorism in the modern world with a review of the historical origins of terrorism. Topics include: patterns of terrorism, Latin American influences on terrorism, the origins of Middle Eastern terrorism, Osama bin Laden and al Qaeda, U.S. domestic terrorism issues, counter terrorism and U.S. responses, homeland security, employment of national and domestic intelligence resources against terrorism, weapons of mass destruction and future issues on terrorism.

### **CJ452 TERRORISM AND U.S. NATIONAL SECURITY**

**3 CREDITS**

**PREREQUISITES: CJ450**

This course examines the relationship between terrorism and U.S. national security. It focuses on a variety of aspects related to U.S. policy on terrorism, the threat of terrorism to U.S. national security and the problems inherent to U.S. counterterrorism. The student gains a comprehensive understanding of how the U.S. views terrorism, how various policies affect outcomes of counterterrorism, strengths and weaknesses in policy and strategies, threats to U.S. national security and suggestions for solutions to these threats.

### **CJ453 BORDER AND COASTAL SECURITY**

**3 CREDITS**

**PREREQUISITES: CJ450**

This course is designed to teach the student to analyze the implications of September 11, 2001 and the new "war on terrorism" for border controls, cross-border relations and economic integration in North America. This course also examines U.S.-Canada and U.S.-Mexico relations in the wake of the terrorist attacks, the management of trade and migration flows and the reconceptualization of North America's borders in the post 9-11 world.

### **CJ454 ELEMENTS AND ISSUES IN COUNTERTERRORISM**

**3 CREDITS**

**PREREQUISITES: CJ451**

This course is a comprehensive review of issues and elements to be considered in the planning and organization of a counterterrorism program. It presents an examination of techniques and procedures, which can be applied to programs developed at both the national and local level. Such measures as financial investigations, technical defenses and counterintelligence activities are studied.

### **CJ455 EMERGENCY PLANNING**

**3 CREDITS**

**PREREQUISITES: CJ101**

This course examines emergency planning as it relates to surviving natural and man-made disasters. Risk analysis and the formulation of a comprehensive plan, followed by a vigorous and continuous testing program, are essential elements to surviving an emergency. Topics include threat assessment, risk analysis, formulating the plan, staffing the emergency operations center, coordinating with supporting agencies and the importance of continuing liaison, managing an actual incident and conducting an effective follow-up analysis. Various actual case studies are discussed.

### **CJ475 INTRODUCTION TO COMPUTER CRIME**

**3 CREDITS**

**PREREQUISITES: CJ402**

This course focuses on the history of digital crime, as well as tools of computer hackers, virus writers, terrorists and other offenders. Using real life examples and case studies, the course examines the history, development, extent and types of digital crime and digital terrorism as well as current legislation and law enforcement practices designed to prevent, investigate and prosecute these crimes.

### **CJ476 COMPUTER FORENSICS AND CYBER CRIME**

**3 CREDITS**

**PREREQUISITES: CJ475**

This course familiarizes students with the techniques used to investigate computer crimes, providing students with cutting-edge techniques used to investigate computer crime scenes, as well as computer hardware and software to solve computer crimes. Topics include: The history of computer crime and legal and social issues relating to computer crime.



## COURSE DESCRIPTIONS

### **CJ477 COMPUTER CRIME SCENE INVESTIGATION 3 CREDITS**

#### **PREREQUISITES: CJ476**

This course provides a complete overview of computer forensics for students in law enforcement and administration of justice using case studies and vignettes of actual computer crimes. It contains practical information on solving computer crimes and catching the hacker, including data recovery techniques, auditing methods and services, data seizure and analysis, preservation of computer evidence, reconstruction of events and information warfare.

### **CJ479 INFORMATION SECURITY 3 CREDITS**

#### **PREREQUISITES: CJ476**

This course gives students and professionals the necessary managerial, technical and legal background to support investment decisions in security technology. It discusses security from the perspective of hackers (i.e., technology issues and defenses) and lawyers (i.e., legal issues and defenses). This cross-disciplinary course is designed to help users quickly become current on what has become a fundamental issue.

### **CJ480 CRIMINAL INTELLIGENCE ANALYSIS 3 CREDITS**

#### **PREREQUISITES: CA408**

The course provides the student with the methods and techniques of criminal intelligence analysis and strategic organized crime. Students learn how to predict trends, weaknesses, capabilities, intentions, changes and warnings needed to dismantle criminal organizations. Students are introduced to techniques such as association and link analysis, visual investigative analysis (VIA), telephone toll analysis, matrix analysis, reporting and application to violent crime and organized crime to include drug, white collar and money laundering. This course emphasizes criminal intelligence as opposed to criminal investigation.

### **CJ499 CRIMINAL JUSTICE CAPSTONE 3 CREDITS**

#### **PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS**

This course serves as an opportunity for students pursuing a Bachelor's degree in Criminal Justice to demonstrate their mastery of program objectives and knowledge of their field. This capstone encompasses a range of topics and involves the completion of a major research paper that exhibits significant comprehension of one subject area within the field of Criminal Justice.

### **C0101 INTRODUCTION TO PUBLIC SPEAKING 3 CREDITS**

#### **PREREQUISITES: NONE**

This course provides students with a broad overview of public speaking, including such topics as audience analysis, idea generation and development, speech organization and speech delivery. Topics include how to outline speeches, create effective introductions and conclusions, use appropriate language and control nervousness. In addition, students examine guidelines for and practice delivering informative and persuasive speeches. Students will record themselves delivering speeches, thus they will need to know how to use a webcam and how to upload video files from their devices into the assignment dropbox in the Learning Management System.

### **C0120 INTERPERSONAL COMMUNICATION 3 CREDITS**

#### **PREREQUISITES: NONE**

This course explores the challenges of building and maintaining relationships through verbal and nonverbal language; conflict management; perception; and listening skills. Ideas are applied to everyday aspects of interaction in both personal and professional relationships. The course also provides an in-depth perspective on communication and the role it plays in everyday challenges. Students will record themselves delivering speeches, thus they will need to know how to use a webcam and how to upload video files from their devices into the assignment dropbox in the Learning Management System.

### **C0201 CONFLICT AND COMMUNICATIONS 3 CREDITS**

#### **PREREQUISITES: NONE**

The course introduces the concepts and theories related to conflict communication, conflict styles and conflict resolution techniques. Students will develop and apply skills needed to resolve conflict in various personal and professional arenas. Students will record themselves delivering speeches, thus they will need to know how to use a webcam and how to upload video files from their devices into the assignment dropbox in the Learning Management System.

### **C0210 BUSINESS COMMUNICATION 3 CREDITS**

#### **PREREQUISITES: NONE**

Through this course, students will develop professional communication skills needed in the fast-moving professional environment. With a focus on oral and written communication for business, students discover how to design and deliver messages in both formal and informal venues. Students will record themselves delivering speeches, thus they will need to know how to use a webcam and how to upload video files from their devices into the assignment dropbox in the Learning Management System.

## COURSE DESCRIPTIONS

### **C0301 INTRODUCTION TO COMMUNICATION THEORY 3 CREDITS**

**PREREQUISITES: C0101 OR C0120**

Our daily decisions and experiences can be explained by communication theory. Introduction to Communication Theory explains the key concepts and theories of human communication. This course will examine the key theories of human communication, both general theories and those specific to particular contexts, such as intrapersonal, interpersonal, small group, intercultural and public communication.

### **C0325 CIVILITY AND MASS MEDIA 3 CREDITS**

**PREREQUISITES: NONE**

This course draws from theories in the fields of communication, sociology, and philosophy in order to provide a comprehensive overview of the concept of civility. The theories provide a lens through which communication in the digital age, and its impact on individuals and communities, will be examined. Practical tools and techniques offer an opportunity for the application of effective and appropriate civil communication in various social contexts.

### **C0330 MASS MEDIA COMMUNICATIONS 3 CREDITS**

**PREREQUISITES: C0101 OR C0120**

Mass Media Communications is designed to familiarize students with the field of communications. This course is intended to introduce the basic factors affecting mass communications in the digital age. History, models, theories, concepts and terminology of mass communication trend in newspapers, radio, television, film, books, the internet, advertising, public relations, visual messages, media law and ethics are also examined. This course will enable students to understand the complex interactions between media and society, and think critically about the ways in which mass media inform our everyday lives.

### **C0395 DIGITAL MEDIA 3 CREDITS**

**PREREQUISITES: C0101 OR C0120**

This course explores the way we read, write and speak the language of digital media by bridging theory to practice. Students will learn how and why the digital world is constructed the way it is through the examination of topics such as the definition of digital media, Internet customers and potential customers, blogging and web design, and social media tools and channels. Additionally, students will examine many of the practical and critical skills necessary to become technically proficient in digital/social media use.

### **C0401 MEDIA ETHICS 3 CREDITS**

**PREREQUISITES: C0101 OR C0120**

Media Ethics explores the origins of ethical behavior, issues and dilemmas in mass communication. Additionally, students will examine classical and contemporary approaches and their application to modern media practices.

### **CS105 INTRODUCTION TO COMPUTER APPLICATIONS 3 CREDITS**

**PREREQUISITES: NONE**

Students are introduced to basic computer concepts as well as techniques and tools for folder and file navigation and manipulation. Students explore the fundamentals of an office productivity suite, developing skills in word processing, spreadsheet and presentation applications.

### **CS106 INTRODUCTION TO COMPUTER SYSTEMS 3 CREDITS**

**PREREQUISITES: NONE**

This course covers basic computer concepts including binary logic, how computer hardware works, how programs are designed and written and advanced applications like artificial intelligence. This course introduces students to terminology and concepts they will see throughout the program.

### **CS116 INTRODUCTION TO PROGRAMMING WITH VISUAL BASIC 3 CREDITS**

**PREREQUISITES: CS192**

This course covers fundamental programming concepts. It develops programming skills and problem solving techniques. The course introduces the fundamentals of computer programming, using Visual Basic software. Skills learned can be applied to mastering any programming language. Detailed case studies reinforce application of the fundamental concepts.

### **CS155 COMPUTER APPLICATIONS FOR BUSINESS 3 CREDITS**

**PREREQUISITES: NONE**

This course explores applications within the Microsoft Office Suite with an emphasis on the tools needed in a business context. While covering Word, Excel, and PowerPoint, focus is placed on the use of Excel for analyzing and presenting data. Techniques for the creation of professional documents are addressed.

### **CS192 PROGRAMMING ESSENTIALS 3 CREDITS**

**PREREQUISITES: NONE**

This course introduces problem-solving concepts needed for programming. It covers fundamental control structures such as the sequential structure, the selection structure and the repetition structure. The use of logic in designing programs has general application.

### **CS197 PROGRAMMING IN HTML 3 CREDITS**

**PREREQUISITES: CS192**

**(CREDIT CANNOT BE OBTAINED FOR BOTH CS197 AND IS301).**

This course covers the basics of mastering Hypertext Markup Language (HTML) and Extensible Hypertext Markup Language (XHTML). Topics include creating a web page, use of links, tables, scripting for HTML, adding graphics, Cascading Style Sheets and multimedia.

## COURSE DESCRIPTIONS

### CS200 PROGRAMMING IN JAVA

4 CREDITS

**PREREQUISITES: CS192**

This course is devoted to object-oriented programming using Java. Topics include object-oriented programming, classes and instances, looping, arrays, flow control, packages, interfaces, streams, files, Java applet programming and applying advanced graphical user interface elements.

### CS205C COMPUTER SOFTWARE APPLICATIONS IN HEALTHCARE

3 CREDITS

**PREREQUISITES: NONE**

This course provides an overview of commonly available software tools used in healthcare, including an introduction to encoding tools and computer-assisted coding software used in healthcare data processing. Focus is placed specifically on healthcare software and its many uses, functions and applications in the medical office. Other processes such as medical office billing and information technology are also discussed.

### CS205E COMPUTER SOFTWARE APPLICATIONS IN HEALTHCARE

3 CREDITS

**PREREQUISITES: NONE**

This course provides an overview of commonly available software tools used in healthcare, including an introduction to encoding tools and computer-assisted coding software used in healthcare data processing. Focus is placed specifically on healthcare software and its many uses, functions and applications in the medical office. Other processes such as medical office billing and information technology are also discussed.

### CS208 PROGRAMMING IN JAVASCRIPT

4 CREDITS

**PREREQUISITES: CS197 OR IS301**

This course covers JavaScript programming basics such as operators, expressions, arrays, loops, conditional statements, as well as advanced topics like AJAX.

### CS265 PROGRAMMING IN C++

4 CREDITS

**PREREQUISITES: CS192**

This course is an introduction to C++ programming. Topics include control structures, arrays, pointers, classes, overloading, inheritance, file processing and data structures.

### CS285 ADVANCED PROGRAMMING IN C++

4 CREDITS

**PREREQUISITES: CS265 WITH A "C" OR BETTER**

This course is a continuation of Programming in C++. It presents advanced concepts of C++ and object-oriented design. Specific topics include: inheritance, polymorphism, dynamic memory management, overloading, templates and exception handling.

### CS325 DATA STRUCTURES

3 CREDITS

**PREREQUISITES: CS285 WITH A "C" OR BETTER**

Using the C++ programming language standard, this advanced programming course delivers a disciplined approach to algorithms and data structures, and includes abstract data types and advanced data structures.

### CS336 SYSTEM ANALYSIS AND DESIGN

4 CREDITS

**PREREQUISITES: CS192**

**[ONLY AVAILABLE TO STUDENTS FOR WHICH IT IS A REQUIRED PROGRAM COURSE.]**

This course covers the process of analyzing and designing information systems in support of business requirements. The system development life cycle (SDLC) is examined along with its impact on analysis and design. Strategies and techniques for solving complex problems are also presented.

### CS340 OPERATING SYSTEMS

3 CREDITS

**PREREQUISITES: CS192**

This course introduces operating system fundamentals and compares a variety of operating systems. Servers and networking basics are included.

### CS350 INTRODUCTION TO JQUERY

3 CREDITS

**PREREQUISITES: CS208 OR IS306**

This course introduces students to the powerful jQuery framework library. For students already familiar with HTML, JavaScript, CSS and the DOM, this course addresses how to quickly and easily create interactive websites with enhanced user interfaces. Advantages of using the library for such things as form validation, event handling and AJAX interactions are also explored.

### CS367 PROGRAMMING LANGUAGES

3 CREDITS

**PREREQUISITES: CS285 OR CS325**

This course provides the tools necessary for the critical evaluation of existing and future programming languages and constructs. It also introduces compiler design and construction.

### CS386 SYSTEMS ARCHITECTURE

4 CREDITS

**PREREQUISITES: IS242**

This course provides technical knowledge of computer hardware and system software. The material covered in the course presents the background needed for systems analysis, design, configuration, procurement and management.

## COURSE DESCRIPTIONS

### **CS405 SOFTWARE ENGINEERING** 4 CREDITS

**PREREQUISITES:** CS336 WITH A “C” OR BETTER OR IS336 WITH A “C” OR BETTER

This course covers the fundamentals of software engineering using a project management methodology and systems approach. Requirements analysis, system design and object-oriented analysis and design are covered.

### **CS406 ADVANCED SOFTWARE ENGINEERING** 4 CREDITS

**PREREQUISITES:** CS405 WITH A “C” OR BETTER

This course addresses more advanced topics in software engineering. Topics include the study of traditional and agile project planning, management, and development, object-oriented design, software testing and quality assurance.

### **CS411 ARTIFICIAL INTELLIGENCE** 4 CREDITS

**PREREQUISITES:** CS325

This course covers the techniques and methodologies to develop intelligent machines and expert systems. Topics include a survey of the history of artificial intelligence, state space and heuristic searches, knowledge representation, natural language and automated reasoning.

### **CS412 PROGRAMMING IN C# WITH .NET** 4 CREDITS

**PREREQUISITES:** CS200 OR CS265

This course introduces the fundamentals and features of programming using the .NET framework. These fundamentals are employed to design, implement and deploy applications using C# as the client language.

### **CS425 ALGORITHM DEVELOPMENT** 4 CREDITS

**PREREQUISITES:** CS325 WITH A “C” OR BETTER

This course covers developing and analyzing algorithms for common computing tasks. In addition to covering metrics for evaluating algorithms, topics include elementary data structures, recursion, trees, sorting methods, binary searching, hashing, radix searching and external searching.

### **CS430 MOBILE APPLICATION DEVELOPMENT** 4 CREDITS

**PREREQUISITES:** CS208 OR IS301

This course focuses on building applications for both iOS and Android platforms. Since the use of separate development environments is time-consuming, complex and costly, this course emphasizes the use of cross-platform development methods consisting of HTML, CSS, Ionic, Apache Cordova, Angular JS, Android SDK, OSX and Xcode.

### **CS499 COMPUTER SCIENCE CAPSTONE** 3 CREDITS

**PREREQUISITES:** COMPLETION OF DEGREE REQUIREMENTS

This capstone course requires demonstration of the knowledge and skills gained throughout the Computer Science degree program by designing and implementing a software program or computer-related system to solve a real-world problem. The project requires project definition, requirements determination, design, implementation, test and documentation of the system.

### **CT212 DIGITAL ELECTRONICS (LAB INCLUDED)** 4 CREDITS

**PREREQUISITES:** CS192 AND ET105 WITH A “C” OR BETTER

This is an introductory course to the fundamentals of digital electronics. Topics include number systems and codes, logic gates, Boolean algebra, combinational circuits and PLCs. Sequential circuits are introduced. Circuits are implemented using circuit simulation software and also using a hardware description language.

### **CT262 MICROPROCESSOR SYSTEMS ENGINEERING (1 CREDIT HOUR HARDWARE BASED LAB INCLUDED)** 4 CREDITS

**PREREQUISITES:** CT212 AND EITHER CS263 WITH A “C” OR BETTER OR CS265 WITH A “C” OR BETTER

This course provides a systems-level understanding of microprocessors. Students write practical programs and learn to plan, write and test software solutions for real applications. A solid understanding of the role of the various types of memory on the modern microcomputer system is covered. The included safety module must be passed in order to progress in and pass this course.

### **CT312 ADVANCED MICROPROCESSORS (LAB INCLUDED)** 4 CREDITS

**PREREQUISITES:** CT262 WITH A “C” OR BETTER

This course uses practical applications and microprocessor-based systems to help the upper-level student gain a unique perspective in this cutting-edge technology. Topics include microcontroller concepts, assembly-language programming, programming examples and input/output interface examples.

### **CT362 MODERN DIGITAL DESIGN (LAB INCLUDED)** 4 CREDITS

**PREREQUISITES:** CT212 WITH A “C” OR BETTER

This is an intermediate course in digital logic design. Topics include synchronous and asynchronous sequential logic, logic families and digital/analog interfacing. Analysis and design problems are approached using circuit simulation and a hardware description language.

## COURSE DESCRIPTIONS

### **CT420 CYBER PHYSICAL SYSTEMS SECURITY 4 CREDITS**

**PREREQUISITES:** IS216

This course introduces the techniques, methodologies, and tools used in building and maintaining secure networks and control systems. These systems rely on unification of technologies such as computers, programmable logic controllers, operator interfaces, and microprocessor based devices together into supervisory, control and data acquisition (SCADA) or industrial control systems (ICS). After exploring the real-world threats and vulnerabilities that exist within the industrial automation and control system architectures, a standards based approach is explored for the protection of such systems, taking into consideration the procedural and technical differences between security for traditional IT environments and those solutions appropriate for SCADA or ICS.

### **ECN201 MICROECONOMICS 3 CREDITS**

**PREREQUISITES:** MA105

This course provides the student with a sound foundation in economic thinking that is central to business. Topics that are covered include: supply and demand, opportunity costs, elasticities, utility theory, the economic concept of the firm, the relationship between costs and capital in the short-run, and in the long-run, competition, monopoly, anti-trust laws, and public and private goods.

### **ECN206 MACROECONOMICS 3 CREDITS**

**PREREQUISITES:** MA105

This introductory course provides an overview of current and traditional concerns and methods of macroeconomics. Topics that are covered include: economic growth, unemployment inflation, government deficits, monetary policy, investment and capital, the role and methods of the Federal Reserve, Keynesian and monetarist theories and comparative advantage.

### **ECN399 SPECIAL TOPICS IN ECONOMICS 3 CREDITS**

**PREREQUISITES:** APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### **ECN501 MANAGERIAL ECONOMICS 3 CREDITS**

**PREREQUISITES:** NONE

This advanced course applies microeconomic theory to the management of the firm by focusing on the use of microeconomics to enhance decision-making. The course explores the complex relationships between manager decisions and the impact of those decisions on product demand and profitability. Students delineate the economic environment in which the firm operates and learn to think strategically within this environment.

### **ECN599 SPECIAL TOPICS IN ECONOMICS 3 CREDITS**

**PREREQUISITES:** APPROVAL OF THE DEAN

This course is open only by special arrangement with the Dean of the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### **EMT320 ENGINEERING ECONOMICS 3 CREDITS**

**PREREQUISITES:** MA141 WITH A "C" OR BETTER

This course emphasizes the systematic evaluation of the cost and benefits associated with proposed technical projects. Topics covered include the time value of money, evaluation of project alternatives, replacement analysis and cost estimation techniques.

### **EMT340 SYSTEMS ENGINEERING 3 CREDITS**

**PREREQUISITES:** NONE

This course teaches the principles and practices of systems engineering management. It covers systems engineering life cycles, processes, analyses, planning and managing. Some of the topics include requirements, configuration management, trade studies, modeling and simulation, technical reviews, plans and procedures, project planning and control and risk.

### **EN100 FUNDAMENTALS OF WRITTEN COMMUNICATION 3 CREDITS**

**PREREQUISITES:** NONE

In this course, the standard conventions of written communication will be applied to generate documents for various audiences (academic, personal, business, technical, social media, etc.)

### **EN101 ENGLISH COMPOSITION I 3 CREDITS**

**PREREQUISITES:** NONE

This course emphasizes the writing process. Students will apply principles of good writing practice through various genre (narrative, persuasive, expository writings). Additionally, students will analyze reading material as part of the critical and creative thinking processes associated with written communication.

## COURSE DESCRIPTIONS

### EN102 ENGLISH COMPOSITION II

3 CREDITS

**PREREQUISITES: NONE**

This course focuses on the research and writing skills required to develop a researched argument (academic research paper). Elements of rhetoric, information literacy, and argumentation will be introduced along with an emphasis on developing a thesis statement, distinguishing supporting evidence, and providing counter-arguments along with arguments.

### EN261 FUNDAMENTALS OF TECHNICAL WRITING

3 CREDITS

**PREREQUISITES: NONE**

This course introduces students to terms, concepts, and documents related to Technical Writing (writing in the work environment).

The concepts and skills presented in the course are intended to be a foundation for effective writing that combines content and format with knowledge of the target audience. Technical writing covers many document types; the course will provide an overview of documents used in the work place such as visual elements, instructions, reports, and presentations. Students will create a portfolio of technical writing documents including: a proposal, progress reports, feasibility and recommendation reports, visual elements, and descriptions of a mechanism and a process.

### EN301 SURVEY OF AMERICAN LITERATURE I

3 CREDITS

**PREREQUISITES: NONE**

This course examines America's literary heritage from the times of Christopher Columbus through Walt Whitman and Emily Dickinson. Literary topics include the literature of early America (e.g. authored by Columbus, Captain John Smith, William Bradford, the New England Primer and Jonathan Edwards), the literature of the eighteenth century (e.g. authored by Benjamin Franklin, Thomas Paine and Thomas Jefferson) and the literature of the early-to mid-nineteenth century (e.g., authored by Washington Irving, Cooper, Poe, Emerson, Melville, Douglass, Lincoln and Hawthorne).

### EN320 CREATIVE WRITING

3 CREDITS

**PREREQUISITES: NONE**

This course will explore the basic elements of writing creatively with an emphasis in fiction. The basic steps for writing a piece of short fiction (such as plot, structure, characterization, and descriptive writing) will be explored. Opportunities for students to hone these skills, as well as create, write, and revise their own piece of short fiction. Students will also be expected to workshop other student work and learn to work as a writing community.

### EN361 TECHNICAL WRITING

3 CREDITS

**PREREQUISITES: NONE**

This course explores the fundamental principles of successful professional communication. Students learn how to write business correspondence, job search correspondence, public relations documents, and professional reports. Students also gain experience in defining their audiences and purpose, designing document layout, as well as writing, revising, and proofreading text. In completing the requirements of this course, students showcase and evaluate their own writing and design skills in a professional correspondence portfolio. Additionally, through a series of reflective journal exercises, students reflect on their learning and writing progress.

NOTE: Credit may not be awarded for both EN261 and EN361.

### ENT300 ENTREPRENEURIAL READINESS

3 CREDITS

**PREREQUISITES: NONE**

This course will assist the student in assessing desire to become an entrepreneur, assist the student in formulating a business opportunity and assist the student in completing a feasibility study. At the end of the course students will be asked to determine whether they believe they have the knowledge, skills, abilities and resources to continue on in their journey to become an entrepreneur.

### ENT301 ENTREPRENEURSHIP

3 CREDITS

**PREREQUISITES: NONE**

This penultimate course in the core business curriculum is an advanced undergraduate course focusing on entrepreneurship and small business ownership. The major topic of the course is the development of an entrepreneurial endeavor, including analyzing the venture creation process, understanding the groundwork for becoming an entrepreneur and studying real-life examples that illustrate entrepreneurial ethics and the global dimensions of entrepreneurship.

### ENT310 ENTREPRENEURIAL MARKETING AND OPERATIONS

3 CREDITS

**PREREQUISITES: NONE**

This course will assist the student in completing a marketing plan and an operations plan including market research and regulations impacting the small business owner. At the end of this course, students will have the completed marketing plan and operation plan to insert into their final business plan covering the processes, procedures and policies to move forward.

## COURSE DESCRIPTIONS

### **ENT340 ENTREPRENEURIAL FINANCE 3 CREDITS**

#### **PREREQUISITES: NONE**

In this course, students learn the basics of accounting and financing for the entrepreneur and how they may guide informed decision making. Topics covered include how numbers are entered in the accounting system and how the system produces important financial reports. Students will gain an appreciation for the importance of knowing the standard set of financial statements and learning how to interpret: the balance sheet, the income statement, the statement of cash flows and the statement of owner's equity. Finally, the course discusses start-up and growth financing.

### **ENT399 SPECIAL TOPICS IN ENTREPRENEURSHIP 3 CREDITS**

#### **PREREQUISITES: APPROVAL OF THE DEAN**

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### **ENT451 ENTREPRENEURIAL BUSINESS PLANNING 3 CREDITS**

#### **PREREQUISITES: ENT310**

This course will assist the student in gathering their materials together and completing a full comprehensive business plan. At the end of the course the student will be asked what their next steps will be should they wish to pursue opening up a business.

### **ENT599 SPECIAL TOPICS IN ENTREPRENEURSHIP 3 CREDITS**

#### **PREREQUISITES: APPROVAL OF THE DEAN**

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### **ET100 ENGINEERING AND ETHICS 3 CREDITS**

#### **PREREQUISITES: NONE**

This course places a strong emphasis upon internet research of case studies, professional codes of ethics and additional tools for solving engineering ethics problems. The professional role that engineering and engineering technologists have to ethically serve society is an underlying theme.

### **ET105 FUNDAMENTAL PROPERTIES OF DC CIRCUITS (LAB INCLUDED) 4 CREDITS**

#### **PREREQUISITES: MA105 WITH A "C" OR BETTER**

This is a comprehensive course on the properties of Direct Current (DC) circuits. Topics include electrical components, electrical quantities and units, voltage, current and resistance. Basic circuit principles are presented for the analysis of series and parallel circuits. Magnetism and electromagnetism is also covered. A circuit simulation tool is used to build and test circuits.

### **ET115 FUNDAMENTAL PROPERTIES OF AC CIRCUITS (LAB INCLUDED) 4 CREDITS**

#### **PREREQUISITES: ET105 WITH A "C" OR BETTER, MA141 WITH A "C" OR BETTER**

This course is a continuation of ET105. The student is introduced to the concepts and laws which describe the behavior of AC circuits. After an introduction to capacitive and inductive circuits, the behavior of RL, RC and RLC circuits is analyzed using circuit theories. Transformer theory is also covered. A circuit simulation tool is used to build and test AC circuits and to demonstrate the use of an oscilloscope.

### **ET212 ELECTRONICS I (LAB INCLUDED) 4 CREDITS**

#### **PREREQUISITES: ET115 WITH A "C" OR BETTER**

This foundational course in analog electronics introduces the student to the fundamentals of diode and transistor circuit analysis and design. Topics include semiconductors, diode theory and circuits, bipolar transistors, transistor biasing, AC models and voltage amplifiers. Circuit simulation software is used to analyze and design basic diode and transistor circuits.

### **ET222 ELECTRONICS II (LAB INCLUDED) 4 CREDITS**

#### **PREREQUISITES: ET212 WITH A "C" OR BETTER**

This course is the second in a two-part sequence on electronic devices. Building on the principles of transistor operation in the first electronics course, this course continues with the analysis of power amplifiers, emitter followers and differential amplifiers. JFETs and MOSFETs are also introduced. The performance of amplifiers is considered based on the frequency response. Exposure to the basics of operational amplifiers is introduced as preparation for optional further course work in op-amps. The course concludes with a treatment of oscillators and power supplies.

## COURSE DESCRIPTIONS

### **ET310 CIRCUIT ANALYSIS**

**4 CREDITS**

**PREREQUISITES:** ET115 WITH A “C” OR BETTER AND MA312 WITH A “C” OR BETTER

This course addresses advanced circuit theory, providing a strong foundation in engineering analysis. Topics covered include network theorems, time-domain circuit analysis using differential equations and the sinusoidal steady-state. More advanced techniques for circuit analysis using Laplace transforms and the Fourier series and transforms are also covered.

### **ET332 ANALOG INTEGRATED CIRCUITS (LAB INCLUDED) 4 CREDITS**

**PREREQUISITES:** ET222 WITH A “C” OR BETTER AND MA302

This in-depth course provides a thorough understanding of a variety of op-amps and integrated circuits and their applications. The analysis and design of a wide variety of circuits involving operational amplifiers and linear integrated circuits. Topics include op-amp data sheets, frequency response of an op-amp, active filters and oscillators and IC applications. A software circuit simulation tool is used to assist in the analysis and design of a wide variety of circuits involving operational amplifiers and linear integrated circuits.

### **ET352 ELECTRONIC COMMUNICATION PRINCIPLES AND SYSTEMS (LAB INCLUDED)**

**4 CREDITS**

**PREREQUISITES:** ET222 AND MA302

This course is an introduction to the basic principles underlying the analysis and design of communication systems. Topics include modulation techniques, receivers and transmitters, digital communications, and telephone and wireless communications.

### **ET372 INSTRUMENTATION AND MEASUREMENT (LAB INCLUDED)**

**4 CREDITS**

**PREREQUISITES:** ET222 WITH A “C” OR BETTER, CT212 WITH A “C” OR BETTER AND PH221 WITH A “C” OR BETTER

This course focuses on interfacing electronic systems to the environment and mechanical systems through a thorough introduction to pneumatic and electrical sensors and actuators, their specifications and their designation in electrical drawings. Data acquisition systems are studied along with analog and digital signal conditioning, filtering and analog to digital conversion. The basic process control system and the various types of controllers, including programmable logic controllers, are introduced.

### **ET382 SIGNALS AND SYSTEMS THEORY (LAB INCLUDED) 4 CREDITS**

**PREREQUISITES:** ET310 WITH A “C” OR BETTER, PH221 WITH A “C” OR BETTER, AND EITHER CS263 OR CS265

This course covers the theory and problem-solving skills required for the analysis of linear systems. Real-world applications and actual data provide concrete problems that reinforce intuition and critical thinking. Both continuous and discrete-time signals and systems are covered. Topics include Fourier analysis, convolution, filters and applications, modulation, sampling, signal reconstruction, Laplace transform, z-transform and linear feedback systems. Software simulations are used to explore mathematical concepts introduced through theoretical frameworks.

### **ET410 TECHNICAL PROJECT MANAGEMENT**

**3 CREDITS**

**PREREQUISITES:** APPROVAL OF THE DEAN (ONLY AVAILABLE TO BS COMPUTER ENGINEERING TECHNOLOGY AND ELECTRONICS ENGINEERING TECHNOLOGY STUDENTS.)

This course is an introduction to the management of engineering projects. The design review process is presented as well as techniques for determination of requirements. Topics also include the product development life cycle, scheduling techniques and continuous improvement. In teams, students develop a proposal for the ET450 capstone project. The safety module must be passed in order to pass this course.

### **ET420 PROGRAMMABLE LOGIC CONTROLLERS**

**4 CREDITS**

**PREREQUISITES:** CT212 AND ET222

This course serves as an introduction to programmable logic controllers (PLCs), with a focus on employing ladder logic programming in industrial automation and control systems. Topics covered include PLC operation, wiring diagrams, programming, timers and counters, math instructions, safety and comparison of different types of industrial control systems.

### **ET450 CAPSTONE PROJECT**

**3 CREDITS**

**PREREQUISITES:** ET410 WITH A “C” OR BETTER, COMPLETION OF DEGREE REQUIREMENTS

This course is a continuation of the project management course ET410. The approved project proposal is executed through the design, building, testing and presentation stages.



## COURSE DESCRIPTIONS

### **ET485 ELECTRICAL POWER SYSTEMS ANALYSIS (LAB INCLUDED) 4 CREDITS**

#### **PREREQUISITES: ET310**

This course addresses the tools required to design simple residential and commercial electrical systems. Such tools range from basic mathematics for electrical systems to the methods for selection of common electrical components, including conductors, transformers and grounding and protection systems. The design of common electrical systems and solutions to typical problems encountered in electrical design are covered.

### **ET495 CONTROL SYSTEMS (LAB INCLUDED) 4 CREDITS**

#### **PREREQUISITES: ET382**

This course presents a control engineering methodology that, while based on mathematical fundamentals, stresses physical system modeling and practical control system designs with realistic system specifications. Both frequency- and time-domain methods are used to model, analyze and design controllers for different system applications. Recognizing the importance of computer-aided design and analysis, MATLAB is used throughout.

### **ETH301 BUSINESS AND SOCIETY 3 CREDITS**

#### **PREREQUISITES: NONE**

This intermediate course is designed to provide the student with a basic understanding of business and how it relates to society as a whole. The major topics include the corporation in society, the business and the social environment, business and the ethical environment, business and government in a global society, the corporation and the natural environment, business and technological change. A systems-thinking approach is central to the course, wherein business, government and society are so closely intertwined that an action that affects one will inevitably affect the others. The corporation's responsibilities to primary and secondary stakeholders, both economic and ethical, are studied in light of various social issues.

### **ETH352 FUNDAMENTALS AND ETHICS OF FINANCIAL PLANNING 3 CREDITS**

#### **PREREQUISITES: NONE**

This course will provide a basic introduction to the ethical and professional considerations in the field of financial planning. The financial planning process will be evaluated along with business objectives, regulatory framework and evolution of the profession. Technical aspects such as time value of money calculations will also be covered. Although a specific sequence is not required, the course is generally taken as the first of seven courses necessary to sit for the Certified Financial Planner™ exam.

### **ETH560 BUSINESS ETHICS 3 CREDITS**

#### **PREREQUISITES: NONE**

This course examines ethics and values in multiple contexts. It begins with an exploration of individual values and the integration of mind, body and soul. The perspective then broadens to include corporate ethics and the role of moral leadership in business. The course concludes with an examination of ethical dilemmas created by an expanding global economy.

### **ETH599 SPECIAL TOPICS IN BUSINESS ETHICS 3 CREDITS**

#### **PREREQUISITES: APPROVAL OF THE DEAN**

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### **FIN210 PERSONAL FINANCE 3 CREDITS**

#### **PREREQUISITES: NONE**

This introductory course provides the student with a basic understanding of personal financial planning. The course is designed to help students understand how to plan for a successful financial future for themselves and their families. The course offers a comprehensive treatment of financial planning to help students understand the complexities of today's financial world and evaluate their financial options through a formal decision-making approach.

### **FIN307 PRINCIPLES OF FINANCE I 3 CREDITS**

#### **PREREQUISITES: MA215 OR BMA215**

This intermediate course examines the role of the financial manager in the overall management and control of a firm. Stress is placed on the use of analytical models for improving the decision-making process. Both the short-term management of working capital and the long-term planning of capital structure and investment strategy are covered. Topics include financial ratio analysis, the time value of money, valuation of stocks and bonds, free cash flows, capital budgeting and the cost of capital.

### **FIN310 PROCUREMENT PRICING ANALYSIS 3 CREDITS**

#### **PREREQUISITES: LAW220 AND BUS303**

This is a comprehensive course designed to convey a thorough understanding of the price evaluation process. The topics range from understanding the cost and price environment to documenting the award decision. The student will gain knowledge in the competitive and financial environment related to price proposals by learning the techniques of cost and price analysis, life-cycle costing, return on investment and cost-benefit analysis.

## COURSE DESCRIPTIONS

### FIN340 INSURANCE PLANNING

3 CREDITS

#### PREREQUISITES: NONE

This course will provide a basic introduction to the field of insurance as well as the place of various insurance products within the financial planning process. Students will examine the professional, ethical, regulatory and technical aspects of a number of insurance products and place the knowledge in a relevant financial planning context through various course requirements including a sample plan. Although students with other objectives may also benefit from the course, students frequently take this course as one of the seven Prerequisites requirements for those who wish to sit for the Certified Financial Planner™ exam.

\*Textbook materials change periodically due to the nature of this course. Students need to be prepared to purchase new materials.

### FIN350 INVESTMENT PLANNING

3 CREDITS

#### PREREQUISITES: NONE

Investment Planning will expose the student to security analysis and portfolio management, with a focus on investments within the context of comprehensive financial planning. Concepts of risk and reward, investment selection criteria, client objectives and current views in economics such as behavioral finance and efficient market hypothesis will be addressed. Although potentially useful for students with other objectives, the course is one of seven Prerequisites classes required to sit for the Certified Financial Planner™ exam.

\*Textbook materials change periodically due to the nature of this course. Students need to be prepared to purchase new materials.

### FIN355 INCOME TAX PLANNING

3 CREDITS

#### PREREQUISITES: NONE

This course introduces students to the basic principles and laws of income taxation for individuals, employees and business owners. Topics include income tax calculations for individuals and businesses, compliance and accounting methods, taxation of trusts and estates, basis, depreciation, sale of assets, alternative minimum tax, charitable contributions and tax management.

### FIN356 PRINCIPLES OF FINANCE II

3 CREDITS

#### PREREQUISITES: FIN307

This intermediate course is the continuation of Principles of Finance I. The course examines the role of the financial manager in the overall management and control of a firm. Stress is placed on the use of analytical models for improving the decision-making process. Both the short-term management of working capital and the long-term planning of capital structure and investment strategy are covered. International issues are emphasized. Topics include leverage, working capital management, hedging and value creation by merger, valuation of an acquisition and the theory of optimal capital structure.

### FIN360 RETIREMENT PLANNING

3 CREDITS

#### PREREQUISITES: NONE

This course is designed to provide students with knowledge of both public and private retirement plans. The public plans include Social Security, while the private plans include defined benefit and defined contribution plans and their regulatory provisions. The specifics of the various plans are analyzed as well as non-qualified deferred compensation plans. Finally, issues that individuals face in retirement, such as life-style choices, are discussed.

### FIN361 ESTATE PLANNING I

3 CREDITS

#### PREREQUISITES: ETH352, FIN340, FIN350, FIN355 AND FIN360

This course provides an introduction to Estate Planning. The focus of this course is on purpose, documentation and process required to create an estate plan that is consistent with the client's goals and objectives. The course is designed to give students a practical understanding of the Federal Estate and Gift tax code. It covers topics such as property titling, the probate process, forecasting the estate settlement cost and gifting strategies. Students will be exposed to the financial and non-financial aspects of the planning process that takes place before the actual wealth and asset distribution discussed in Estate Planning II. The course also emphasizes legal, tax and liquidity issues that a CFP professional needs to address with the client in order to create an effective estate plan.

### FIN366 ESTATE PLANNING II

3 CREDITS

#### PREREQUISITES: FIN361

At the completion of Estate Planning module II students are expected have a good understanding of the Estate, Gift and Generation Skipping tax consequences of property transfers and how to structure them.

### FIN399 SPECIAL TOPICS IN FINANCE

3 CREDITS

#### PREREQUISITES: APPROVAL OF THE DEAN

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## COURSE DESCRIPTIONS

### **FIN499 FINANCIAL PLANNING CAPSTONE 3 CREDITS**

#### **PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS**

This course integrates the academic coursework contained in the six core areas of the financial planning process with actual practice management. This course is the Capstone for the financial planning concentration by introducing students to the skills and tools needed for developing a comprehensive financial plan for a client. The purpose of the course is to require the financial planning student to demonstrate the ability to integrate and apply knowledge of financial planning topics. The case-study class structure differs from the traditional lecture class structure in that students must take a more active role in the learning process. Students will complete many segmented financial planning cases related to fundamentals, insurance, investing, taxation, retirement planning and employee benefits and estate planning topics covered in the individual core courses. Students will develop both basic and complex comprehensive financial plans by following the CFP Board's six-step financial planning process. Students will complete individual and group work and will participate in the presentation of a comprehensive financial plan to the class.

### **FIN526 FINANCE 3 CREDITS**

#### **PREREQUISITES: NONE**

This introduction to corporate financial management and investments provides the framework, concepts and tools for analyzing financial decisions by applying the fundamental principles of modern financial theory. Major topics include the time value of money, the economic and financial environment, an overview of financial statement analysis, the essentials of risk analysis and the valuation process, and capital budgeting.

### **FIN599 SPECIAL TOPICS IN FINANCE 3 CREDITS**

#### **PREREQUISITES: APPROVAL OF THE DEAN**

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### **GP210 AMERICAN GOVERNMENT I 3 CREDITS**

#### **PREREQUISITES: NONE**

This course provides an introduction to American government and politics. Topics include the concept of a constitutional democracy, federalism, amendment rights and equal rights under the law. Also covered are political culture, political ideology, interest groups, lobbying, and political campaigns and elections.

### **GP215 AMERICAN GOVERNMENT II 3 CREDITS**

#### **PREREQUISITES: NONE**

This course is a continuation of American Government I. Topics include the effect of the media on politics and the branches of government. Also covered are the federal bureaucracy and domestic and foreign policymaking.

### **GP310 CONTEMPORARY POLITICAL ISSUES 3 CREDITS**

#### **PREREQUISITES: NONE**

This course is a broad study of America's formal and informal political institutions and policies. The material is designed to introduce various contemporary political issues, with both sides of the debate being presented. Students should expect to participate in lively and thoughtful discussions about vital issues and gain from the experience of learning about opposing views.

### **GP336 TERRORISM AND ASYMMETRICAL WARFARE 3 CREDITS**

#### **PREREQUISITES: NONE**

This course provides a political examination of terrorism and asymmetrical warfare. It considers how terrorism and asymmetrical warfare fits within various theoretical models of using of violence in order to achieve political goals in both interstate and intrastate contexts. This course considers theoretical foundations and political components of resolving issues of terrorism and asymmetrical warfare.

### **GP350 INTERNATIONAL RELATIONS 3 CREDITS**

#### **PREREQUISITES: NONE**

This course introduces foundational theories of international relations, which will be examined in light of contemporary headlines and news stories. Case studies of key moments in U.S. history pertaining to international relations will be explored.

### **GS102 INTRODUCTION TO LIFE SCIENCE 3 CREDITS**

#### **PREREQUISITES: NONE**

This course provides a broad overview of biological processes. Topics include the anatomy of the cell, cell division, species diversity and species classification. This course relates the subject matter to everyday occurrences.

### **GS103 INTRODUCTION TO PHYSICAL SCIENCE 3 CREDITS**

#### **PREREQUISITES: NONE**

This course provides a broad overview of scientific physical processes. Topics included are: units and measures, motion, energy, momentum, atoms and molecules, inorganic chemistry, geology and astronomy. This course attempts to relate the subject matter to everyday occurrences.

## COURSE DESCRIPTIONS

### **GS104 INTRODUCTION TO ENVIRONMENTAL SCIENCE 3 CREDITS**

#### **PREREQUISITES: NONE**

This course provides an up-to-date, introductory view of essential themes in environmental science. Students are provided with numerous opportunities to practice scientific thinking in an active learning environment.

### **GU100 STUDENT SUCCESS 1 CREDITS**

#### **PREREQUISITES: NONE**

#### **ONLY FOR STUDENTS ADMITTED PRIOR TO JANUARY 2018**

This course covers the fundamentals of navigating within Grantham University's online learning environment. This course is designed to assist students to meet the challenges of higher education. It introduces them to various strategies for learning and other skills that are often overlooked when planning for college. Students will conduct self-assessments to become familiar with the styles of learning that best suit them as they become proficient in time management, reading skills, writing techniques, memory abilities and test-taking strategies.

### **GU101 STUDENT SUCCESS 3 CREDITS**

#### **PREREQUISITES: NONE**

#### **FOR STUDENTS ADMITTED AFTER JANUARY 2018**

This course provides students with the foundation of knowledge and skills needed for today's online college environment. Students will explore their own preparedness for online learning through examination and analysis of their own skills, traits, and behaviors. In addition, students will acclimate to the online college environment through specifically-designed activities which provide opportunities to acquire necessary skills, behaviors, and understandings which are essential for academic success.

### **GU199 SPECIAL TOPIC 1 CREDIT**

#### **PREREQUISITES: APPROVAL OF THE DEAN**

Recognizing that our world is constantly changing, students are introduced to a current situation that affects them, regardless of their respective majors, careers or personal interests. In this interdisciplinary course, students will expand their research, writing and discussion skills using the special topic as a context.

### **GU299 GENERAL EDUCATION CAPSTONE 3 CREDITS**

#### **NOTE: SEE EACH PROGRAM FOR SPECIFIC PREREQUISITES. IN PARALEGAL STUDIES, GU299 MUST BE TAKEN IN THE LAST TERM OF THE PROGRAM.**

GU299 is the capstone course for Grantham University's general education program, and it serves a dual purpose. First, GU299 helps students' bridge the gap between the broad-based learning they experience throughout their general education courses and the discipline-specific learning they will engage in as they move closer toward degree completion. Secondly, by highlighting the specific skills and knowledge they attained through their general studies and working with them to incorporate those skills and that knowledge within their specific academic areas, students will achieve a greater awareness of how knowledge is intertwined, and better recognize how information drawn from one experience can be applied directly toward another, leading them to become more actively engaged, socially aware citizens of the various communities to which they belong.

### **GU399 SPECIAL TOPIC 1 CREDIT**

#### **PREREQUISITES: APPROVAL OF THE DEAN**

Recognizing that our world is constantly changing, students are provided the opportunity to delve more deeply into a current situation that reflects their major, their career or their personal interests. In this interdisciplinary course, students will explore the topic extensively, discuss findings with peers, and further develop research and writing skills using the special topic as a context.

### **GU500 GRADUATE STUDENT SUCCESS 1 CREDIT**

#### **PREREQUISITES: NONE**

This course is designed to help students learn and improve skills and strategies that are essential to academic success at a graduate level. Through activities, application and reflection, the material covered in this course should support and assist students in achieving their graduate-level degree. Students should develop confidence in their ability to succeed as a graduate student.

### **HP205 COMPUTER SOFTWARE APPLICATIONS IN HEALTHCARE 3 CREDITS**

#### **PREREQUISITES: NONE**

This course provides an overview of commonly available software tools used in healthcare, including an introduction to encoding tools and computer-assisted coding software used in healthcare data processing. Focus is placed specifically on healthcare software and its many uses, functions and applications in the medical office. Other processes such as medical office billing and information technology are also discussed.

## COURSE DESCRIPTIONS

### HRM340 HUMAN RESOURCE MANAGEMENT 3 CREDITS

#### PREREQUISITES: LAW220

This course provides students with a comprehensive review of the concepts and techniques associated with strategic human resource management in an emerging global context. Key issues examined are the legal, ethical and regulatory nature of the business environment. Also studied are the specific technical areas of job evaluation, recruitment and selection, compensation and benefits, training and development, performance appraisal and employee relations. Of particular importance is the examination of such areas as technology, international staffing and global competition.

### HRM355 LABOR RELATIONS 3 CREDITS

#### PREREQUISITES: LAW220

This course examines the historical and legal basis for labor relations and collective bargaining in the United States. The growth and evolution of labor law due to court decisions, NLRB rulings, and changes in the environment of union and management relations are covered, as well as analyses of the implications of changing labor laws in the workplace. Topics include estimation of wages and benefits, computerized costing, negotiating techniques, contract enforcement, grievances and arbitration.

### HRM370 EMPLOYMENT LAW 3 CREDITS

#### PREREQUISITES: LAW220

This course provides the student with a basic understanding of law that affects business in the area of employment, including employment relationship and procedure, employment discrimination and government regulation of employment. New developments affecting the legal environment of employment are presented from all three sources of law: statutes, regulations and case law. The student will gain a thorough understanding of employment law that governs business and how new developments affect employment law.

### HRM399 SPECIAL TOPICS IN HUMAN RESOURCES MANAGEMENT 3 CREDITS

#### PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### HRM451 COMPENSATION 3 CREDITS

#### PREREQUISITES: HRM340

This course integrates the concepts and topics related to the field of compensation to organizations. The course covers topics such as skill and performance competency analysis, compensation strategies, benchmarking job types, structuring pay merits, forms of pay, performance appraisals, determining benefit structures and Government and Legal issues in compensation. This course is designed to allow practical application of compensation in organizations through analyzing asset variations and the employee performance/recompense relationship.

### HRM476 DEVELOPING HUMAN RESOURCES 3 CREDITS

#### PREREQUISITES: HRM340

This course presents the opportunity to develop targeted skills using human resource systems as a management tool. Students develop expertise in creating and implementing hiring, training and reward systems. This framework includes viewing human resources as a way to enhance employee retention, development, career advancement and performance management.

### HRM499 INTEGRATIVE EXPERIENCE IN HUMAN RESOURCE MANAGEMENT 3 CREDITS

#### PREREQUISITES: COMPLETION OF CONCENTRATION REQUIREMENTS

This advanced course is designed to provide students with a comprehensive review of human resource management within the total business enterprise. The curriculum builds on previous courses to offer insights and analytic tools that a general human resource manager needs to plan and implement successful business policies and strategies. Through the use of exercises, case study analysis, and problem solving, students demonstrate their understanding of functional disciplines within human resources and apply fundamental theories to practical scenarios. Students learn strategy formulation, implementation, evaluation concepts and techniques, and apply their cumulative knowledge through a course project.

### HRM599 SPECIAL TOPICS IN HUMAN RESOURCES MANAGEMENT 3 CREDITS

#### PREREQUISITES: APPROVAL OF THE DEAN

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## COURSE DESCRIPTIONS

### HRM620 STRATEGIC HUMAN RESOURCE MANAGEMENT 3 CREDITS

#### PREREQUISITES: NONE

This course focuses on the human resource functions within an organization including recruitment, management and providing direction for the people who work in the organization. By effectively managing a workforce through human resources, students examine how organizational success is achieved. Students design recruitment, management and strategic HR system approaches for performance improvement.

### HRM651 PERFORMANCE ANALYSIS 3 CREDITS

#### PREREQUISITES: NONE

This course applies one or more performance tools to investigate the reasons for performance deterioration. A four-step process will be used for implementing a performance analysis system. Skills are built in systematically identifying opportunity types, building analysis strategies, gathering data and reporting analysis results. By understanding the application of a structured model for performance analysis, the practice of investigation of performance deterioration emerges.

### HRM652 EVALUATING RESULTS AND BENEFITS 3 CREDITS

#### PREREQUISITES: NONE

This course assesses the measuring activity when gauging performance improvement. Students plan an assessment activity, track the changes over time and evaluate the results, the opportunities for improvements and benefits of the outcomes. This comprehensive approach to evaluation offers students skills as efficient consultants who can leverage data in to a decision-making process.

### HRM653 KNOWLEDGE, LEARNING AND ENTERPRISE SYSTEMS 3 CREDITS

#### PREREQUISITES: NONE

This course analyzes the impact of computers and technology on organizational performance improvement. Students review large-scale, integrated application-software packages that use the computational, data storage and data transmission power of modern information technology to support processes, information flows, reporting and data analytics within and between complex organizations to understand the relationship of enterprise system to human performance.

### HRM661 HUMAN RESOURCE STRATEGIES 3 CREDITS

#### PREREQUISITES: NONE

This course examines HR's evolving role as an important element of strategic management and as a source of competitive advantage. Course topics include diversity and effective management, change and performance management, teams and team effectiveness, and the roles and responsibilities of HR professionals, managers and employees.

### HRM662 LABOR RELATIONS AND MANAGEMENT 3 CREDITS

#### PREREQUISITES: NONE

This course introduces students to the traditional approach to studying U.S. labor relations in an uncritical exploration of how the existing labor processes work, how unions are organized, how contracts are negotiated and how grievances are resolved. Labor relations processes and work rules are simply a means to more fundamental ends or objectives. Further, students examine the goals or objectives of work rules to discover what motivates contemporary U.S. labor relations processes and evaluates whether these processes remain effective in the 21st Century. To achieve these goals, this course will analyze the existing processes – such as organizing, bargaining and contract administration, as well as the major pressures on these processes – employee involvement, workplace flexibility and globalization.

### HRM671 LEARNING THEORIES AND TECHNOLOGY 3 CREDITS

#### PREREQUISITES: NONE

This course compares and contrasts theories of how technology is used to help individuals learn effectively to enhance performance improvement. Additionally, the foundation of this course is studying learning theories and using technology to create problem-based training and development opportunities for individuals, teams and organizations. Students explore the influence of technical integration into learning, specifically training and development for the aim of improving organizational performance.

### HRM699 CAPSTONE PERFORMANCE PROJECT 3 CREDITS

#### PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS

This course synthesizes and articulates comprehensive problem-solving abilities as performance improvement experts. Students customize a project, execute it and write the results in a final project.

### HS101 WORLD HISTORY: ANCIENT TO RENAISSANCE 3 CREDITS

#### PREREQUISITES: NONE

This course in world civilization covers the history of mankind from antiquity to the sixteenth and seventeenth centuries. It provides a thorough coverage of the unique heritage of Asian, African, Islamic, Western and American civilizations, while highlighting the role of the world's great religious and philosophical traditions.

## COURSE DESCRIPTIONS

### **HS102 WORLD HISTORY: REFORMATION TO PRESENT 3 CREDITS**

#### **PREREQUISITES: NONE**

This course explores the interaction and interdependence of the nations and peoples of the world. People with different cultural heritage and religious beliefs are drawn daily into close contact with one another. All people face political, religious and economic relationships from a global perspective. Diverse civilizations of the world will be examined looking for similarities, as well as differences; inferences will be drawn about how the current civilization benefited from our ancestral pasts.

### **HS201 U.S. HISTORY: PRE-COLUMBUS TO CIVIL WAR 3 CREDITS**

#### **PREREQUISITES: NONE**

This course focuses on the characteristics of societies existing in the Americas prior to 1861. European exploration and colonization of the New World will be examined as impacting Europe, Africa and the young United States. The emergence of political, religious, economic and social institutions is discussed. Specific causes of the American Revolution are examined, as well as the resulting impact on politics, the U.S. economy and society.

### **HS202 U.S. HISTORY: POST CIVIL WAR TO PRESENT 3 CREDITS**

#### **PREREQUISITES: NONE**

This course provides an overview of the history of the United States and its effects on American society from Reconstruction following the Civil War to post-9/11. Topics include major themes in American history and the successes and failures of various reconstruction plans. The causes of war will be investigated as will the social and economic developments that took place after each major conflict.

### **HS315 LEADERSHIP LESSONS FROM GREAT COMMANDERS 3 CREDITS**

#### **PREREQUISITES: NONE**

The purpose of this course is to refine critical and creative thinking skills regarding organizational and operational leadership by exploring some of the most fascinating military leaders in history in light of classic and modern theoretical frameworks of leadership. Emphasis is placed on the strategic and cultural context of the time and place; the pursued objective, and even the quality of the adversary.

### **HSN310 SCHOLARLY WRITING FOR HEALTHCARE PROFESSIONS 3 CREDITS**

#### **PREREQUISITES: NONE**

Scholarly Writing for Healthcare Professions is designed to combine the elements of evidence from research and critical thinking into an organized format that demonstrates scholarly academic writing. This course focuses on the skills necessary to develop professional writing that supports ideas and infers relationships. Students progressively expand their capability to produce clear, substantive written communication at the baccalaureate level of education, both in regard to classroom assignments and more globally in their chosen healthcare profession.

### **HSN501 HEALTHCARE SYSTEMS 3 CREDITS**

#### **PREREQUISITES: NONE**

Students examine healthcare systems and their effects on the health of populations. The purpose of this course is to bring the student up-to-date on significant developments that have occurred in the American healthcare system. Students explore the widespread penetration of managed care with its service management and cost control strategies. Topics include systems/theory thinking, case management, health policy, the inter-relatedness of elements within healthcare systems, and strategies to influence systems.

### **HSN509 CLINICAL AND ADMINISTRATIVE SYSTEMS 3 CREDITS**

#### **PREREQUISITES: NONE**

Students examine the foundations of clinical information collection, processing, recording and use to support decision-making in healthcare environments. The importance of patient information privacy, compliance with regulatory standards, safety and data integrity is prominent throughout the course. Topics covered include types of health care information systems for specific healthcare settings, system selection, implementation process, system security and data standards. In addition, students will explore strategic planning and management implications associated with information technology in healthcare management.

### **HSN521 MODERN ORGANIZATIONS AND HEALTHCARE 3 CREDITS**

#### **PREREQUISITES: NONE**

This course exposes students to an in-depth discussion of both the theories and practical applications of healthcare management. In addition to the primary management functions of planning, organizing and controlling, specialized topics like communication, ethical responsibilities, process management and leadership are discussed. Students also investigate alternative management and leadership styles that can be utilized as effective models and approaches for managing change, resources, time and performance.

## COURSE DESCRIPTIONS

### **HSN536 CONCEPTS IN HEALTHCARE INFORMATICS 3 CREDITS**

#### **PREREQUISITES: NONE**

This course explores the development and utilization of healthcare informatics as it relates to the administration of healthcare agencies and institutions. Students will appraise the theoretical underpinnings of healthcare informatics. A comprehensive overview of healthcare practices will be examined. Acquisition of clinical and financial information, processing, analysis and reporting, as well as informatics trends and issues will also be explored.

### **HSN548 INFORMATION SECURITY AND PRIVACY IN HEALTHCARE ENVIRONMENTS 3 CREDITS**

#### **PREREQUISITES: NONE**

The course covers the utilization of technology in the healthcare environment from an individual and organization point of view. Challenges faced by nurses and healthcare professionals in the dynamic technological era requires a broad understanding of the concepts of healthcare informatics. Student will be provided the tools, techniques, and resources used for specific application in the healthcare environment. Regulations for meaningful use of information in healthcare systems is explored. Students are exposed to interdisciplinary collaborative models of informatics processes which improve efficiency as well as patient experience and outcomes. This course also covers technological changes, challenges, and risks that organizations face internally or externally.

### **HU235 ETHICS IN A PANDEMIC WORLD 3 CREDITS**

#### **PREREQUISITES: NONE**

This general education course is designed to introduce students to a variety of ethical principles. Ethical principles can be used to assist decision-making in a global society experiencing recurrent viral pandemics. During periods of potentially catastrophic health emergencies, autonomy and personal rights may be limited by utilitarian ethics which support the premise that the needs of the many outweigh the needs of the few. In this course, students will develop a good working knowledge of ethical principles to assist with personal decision-making and overall conduct during periods of global stress.

### **HU260 STRATEGIES FOR DECISION MAKING 3 CREDITS**

#### **PREREQUISITES: NONE**

This course examines critical thinking and the analysis of arguments in terms of premises, reasons, and conclusions. Course topics include obstacles to critical thinking, diagramming arguments, belief and doubt, logical fallacies, inductive reasoning, deductive reasoning, inferences, and judging scientific theories.

### **HU310 PRINCIPLES OF LEADERSHIP 3 CREDITS**

#### **PREREQUISITES: NONE**

This course provides a foundation for understanding and applying research findings on leadership, focusing on classical leadership theories.

### **HU410 IDEAS THAT CHANGED THE WORLD 3 CREDITS**

#### **PREREQUISITES: NONE**

Over the millennia, individuals with extraordinary ingenuity and creativity have generated ideas and inventions that have dramatically changed the way in which humans live and interact with the natural world. In this course, a selected sample of game-changing ideas will be explored in light of the historical and cultural contexts that sparked their creation. Concepts such as human rights, heliocentrism, free market economics, relativity, the unconscious, and others may be explored.

### **ID490 INTERDISCIPLINARY CAPSTONE 3 CREDITS**

#### **PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS**

This capstone course is designed for the Bachelor of Arts in Strategic Communications degree program. Emphasis is placed on the integration of knowledge and skills developed throughout the program, culminating in a demonstration of mastery of the University's core professional competencies (critical thinking, communication, data aptitude, personal/social responsibility, career management, distributed collaboration).

### **INT399 SPECIAL TOPICS IN INTERNATIONAL BUSINESS 3 CREDITS**

#### **PREREQUISITES: APPROVAL OF THE DEAN**

This course is open only by arrangement with the Dean of the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### **INT401 INTERNATIONAL BUSINESS 3 CREDITS**

#### **PREREQUISITES: NONE**

This advanced course explores the unpredictable forces of foreign business environments and the role of multinational corporations in worldwide economic development with emphasis on complexities confronting U.S. firms operating in international market, covering trade and foreign investment; theories of international trade, economic development and international investment; and governmental and private international agencies, which affects international business.



## COURSE DESCRIPTIONS

### INT405 MULTINATIONAL MANAGEMENT

3 CREDITS

**PREREQUISITES: NONE**

This advanced course introduces multinational management. The course is designed to familiarize students with the dynamic, interrelated challenges and opportunities of operating an international business. It addresses issues of world trade, international investment, world financial markets and business policy and strategy. It provides the student with conceptual frameworks and theoretical explanations applicable to the daily challenges of a practicing manager faced with cultural differences, global marketing, multinational finance and accounting, and taxation.

### INT460 GLOBAL LOGISTICS MANAGEMENT

3 CREDITS

**PREREQUISITES: NONE**

International carrier operations and sourcing strategies for import, export, and distribution of materials and finished goods are examined. The course covers facility location and off shoring of operations. It evaluates stakeholder roles in supply chain management, as well as how countries have engaged the private sector in providing the logistics function to support their public sector supply chains.

### INT599 SPECIAL TOPICS IN INTERNATIONAL BUSINESS

3 CREDITS

**PREREQUISITES: APPROVAL OF THE DEAN**

This course is open only by arrangement with the Dean of the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### IS211 INTRODUCTION TO INFORMATION SYSTEMS SECURITY

3 CREDITS

**PREREQUISITES: NONE**

This course provides a broad overview of the principles, policies and technologies for securing computer and information systems. Topics include a survey of computer system vulnerabilities, cryptographic techniques, access control policies and mechanisms, qualitative and quantitative risk assessment and management, and the implications of security technology in the realm of risk management. Designing and implementing computer security policies and standards, formulating contingency plans and analyzing system security architectures, as well as compliance and ethics are examined.

### IS216 COMPUTER NETWORKS

3 CREDITS

**PREREQUISITES: NONE**

This course covers fundamental, vendor-independent networking concepts. The course is aligned with the CompTIA Network+ certification exam. Various tools are used to analyze networks.

### IS231 E-COMMERCE

3 CREDITS

**PREREQUISITES: NONE**

This course covers current electronic commerce strategies and technologies associated with the internet, the web, social networks and mobile devices. Key concepts, opportunities and applications of e-commerce are presented, providing an in-depth overview of the field of e-commerce.

### IS242 MANAGEMENT INFORMATION SYSTEMS

3 CREDITS

**PREREQUISITES: NONE**

This course covers the principles of managing information systems in the context of an enterprise. Topics include coverage of information technology in management, information systems in decision-making, planning of information systems, systems development, controls and security measures, and electronic commerce.

### IS301 WEB DESIGN I

4 CREDITS

**PREREQUISITES: NONE**

**(CREDIT CANNOT BE OBTAINED FOR BOTH CS197 AND IS301)**

The course shows how to use Hypertext Markup Language (HTML), Extensible HTML (XHTML) and Cascading Style Sheets (CSS) to create a website. "Best practices" in website and web page design and creation are used.

### IS306 WEB DESIGN II

4 CREDITS

**PREREQUISITES: IS301 OR CS197**

Students gain skills in interactive techniques that combine XHTML with CSS and JavaScript. Also emphasized is XML document creation. The course focuses on skill building for advanced web design.

### IS311 SECURITY OPERATIONS

3 CREDITS

**PREREQUISITES: NONE**

This course covers the principles and practices of secure operation and management of information systems. Principles and practices of analysis and monitoring of systems security are also addressed.

### IS316 TCP/IP

3 CREDITS

**PREREQUISITES: IS216**

This course provides a comprehensive, hands-on look at TCP/IP. Coverage includes the latest TCP/IP stack, as well as SMTP and IPv6. Practical skills are learned with hands-on projects using various tools.

## COURSE DESCRIPTIONS

### IS320 DATABASE APPLICATIONS

3 CREDITS

**PREREQUISITES: NONE**

This course presents the fundamental concepts of database systems. The course covers the relational model, structured query language (SQL), data modeling, database design and database administration.

### IS336 SYSTEMS ANALYSIS AND DESIGN

3 CREDITS

**PREREQUISITES: CS265 OR IS242**

**(CREDIT CANNOT OBTAIN CREDIT FOR BOTH CS336 AND IS336)**

This course introduces the concepts, tools and techniques used in the analysis, design and deployment of information systems which support business requirements. Topics include requirements determination, data and process modeling, various development methodologies, project management, data and user interface design, security, implementation and maintenance, and documentation.

### IS345 QUERYING IN SQL

3 CREDITS

**PREREQUISITES: IS320**

In this course, databases are planned, designed, created, installed, and manipulated using advanced SQL techniques. SQL query methods and functions are then used to create, move, amend, or delete data in single or multiple tables. After identifying security issues, solutions in the security of databases are implemented.

### IS351 INFORMATION SYSTEMS PROJECT MANAGEMENT

3 CREDITS

**PREREQUISITES: NONE**

This course covers the technical and managerial aspects of project management as identified by the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*. Emphasis is placed on defining project management and its relationship to other business disciplines and the development of information systems. PMBOK is a registered mark of the Project Management Institute.

### IS355 RISK MANAGEMENT

3 CREDITS

**PREREQUISITES: NONE**

This course provides a comprehensive review of industry approaches, practices and standards on how to handle risks to organizations' business-critical assets. Topics include identifying and analyzing threats, qualitative versus quantitative risk management, standards and processes to mitigate risk, risk control and risk policy. Through a practical approach, this course explores key topics that enable students to uncover and remediate potential infractions

### IS360 DISASTER RECOVERY

3 CREDITS

**PREREQUISITES: NONE**

This course provides a comprehensive overview of disaster recovery and countermeasures for networks and businesses. Assess risks in the enterprise, determine critical business components, develop an enterprise disaster recovery system, and develop disaster policies, procedures, departmental roles and communication processes for enterprise network. It will provide a foundation in disaster recovery principles, including preparation of a disaster recovery plan, assessment of risks in the enterprise, development of policies and procedures, and understanding of the roles and relationships of various members of an organization, implementation of the plan and recovering from a disaster. Learn how to create a secure network by putting policies and procedures in place and how to restore a network in the event of a disaster. Produce a disaster recovery document of procedures and policies to implement training, testing and rehearsal of a disaster recovery.

### IS370 SERVER SIDE WEB DEVELOPMENT

4 CREDITS

**PREREQUISITES: IS320 AND EITHER CS197 WITH A "C" OR BETTER OR IS301 WITH A "C" OR BETTER**

This course covers how to build a feature-rich, data-driven interactive website. This is done on a Microsoft platform with an emphasis on using ASP.NET.

### IS376 ADVANCED DATABASE SYSTEMS

3 CREDITS

**PREREQUISITES: NONE**

This course provides a thorough and practical foundation for the design, implementation and management of database systems using a combination of theory and practice. These concepts are applied to the design and development of client/server database applications.

### IS391 SPECIAL TOPICS IN INFORMATION SYSTEMS

1 CREDIT

**PREREQUISITES: NONE**

In this course, the student selects a significant topic in information systems that is not available through other program offerings, researches the topic and writes a paper on it.

### IS411 NETWORK SECURITY

3 CREDITS

**PREREQUISITES: IS216 WITH A "C" OR BETTER**

This course introduces the techniques, methodologies and tools used in building and maintaining secure networks. Lab exercises address assessing protocol, network and code vulnerabilities. The course is aligned with the CompTIA Security+ certification examination.

## COURSE DESCRIPTIONS

### IS440 HUMAN DECISION AND SECURITY ENGINEERING 3 CREDITS

#### PREREQUISITES: NONE

Providing an exploration of the human aspects of cybersecurity, this course will educate students on human motivation and interaction, how security controls may be bypassed by a person's intentional or unintentional acts, and methods for reducing the cyber risks associated with people. Topics include human behavior and interaction, motivation and influence, and social engineering. Emphasis is on the human element of cyber incidents in relation to protecting information and technology assets.

### IS450 SECURITY TRENDS AND LEGAL ISSUES 3 CREDITS

#### PREREQUISITES: NONE

This course examines the legal environment pertinent to security professionals. Topics include the role of government, relevant civil and criminal law, constitutional rights and privacy issues, intellectual property and compliance. In addition, current trends in cybersecurity are explored.

### IS461 CRYPTOGRAPHY 3 CREDITS

#### PREREQUISITES: IS211 WITH A "C" OR BETTER

This course explores the ways in which cryptography can be used to protect communications traffic and sensitive data. Course topics include symmetric vs. asymmetric (public-key) ciphers; hash algorithms; message authentication codes; mathematical underpinnings of cryptography; cryptanalysis; public-key infrastructure; and implementation trade offs. Students gain hands-on experience in state-of-the-art technologies through completion of weekly lab exercises. The primary focus of the course is on building critical-thinking and problem-solving skills.

### IS471 COMPUTER FORENSICS 3 CREDITS

#### PREREQUISITES: NONE

This course introduces the methods and tools used for collecting and preserving electronic digital evidence for the computer forensic process. Topics include the forensic examination, crime categories, analysis, laws governing forensics and report writing.

### IS475 ETHICAL HACKING 3 CREDITS

#### PREREQUISITES: IS216

This course introduces hacking techniques employed by penetration testers and malicious hackers, and shows how to apply those skills in an ethical manner. A laboratory environment provides practical hands-on experiences in vulnerability scanning, exploits testing and hacking. The application of ethical hacking techniques to the development of defensive strategies for network security is also explored.

### IS481 DATABASE SECURITY 3 CREDITS

#### PREREQUISITES: IS320

This course covers strategies and tactics for securing databases. It introduces the tools necessary to implement database security and auditing in order to protect data. Topics include basic data protection methods, secure database design, secure architectures and secure transaction processing and auditing. Vulnerabilities and countermeasures are also covered.

### IS498 SENIOR RESEARCH PROJECT 3 CREDITS

#### PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS. TO BE TAKEN IN LAST SEMESTER

This capstone course requires demonstration of the knowledge and skills gained throughout the degree program by completing a major research project.

### IS499 SECURITY CAPSTONE 3 CREDITS

#### PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS. TO BE TAKEN IN LAST SEMESTER

This course provides an integrative experience in the cyber security program through a review and integration of the major security domains. Building on coursework in the program, current trends and a comprehensive view of the field are used to provide a framework for the assessment, interpretation and evaluation of security scenarios. A broad review of the materials that were presented within the program will be covered through hands-on experiences.

A term-long project is a final deliverable of the course.

### IS505 MANAGING IN AN AGE OF INFORMATION TECHNOLOGY CHANGE 3 CREDITS

#### PREREQUISITES: NONE

This course sets the stage for Grantham's Master of Science degree program by addressing the need for organizations to respond efficiently to technological changes. Students examine management techniques for fostering a corporate culture that facilitates innovation. The course also discusses the dynamics of growth and change and their impact on the success of a technology-intensive business.

### IS515 MANAGEMENT OF INFORMATION SYSTEMS 3 CREDITS

#### PREREQUISITES: NONE

In this course, students gain valuable insight into the planning, organizing and controlling of user services, as well as the management of the information systems development process. The course also examines organizational learning curves, dealing with vendors, budgeting, accounting, management reporting and legal considerations of information systems.

## COURSE DESCRIPTIONS

### IS516 DATA MANAGEMENT

3 CREDITS

#### PREREQUISITES: NONE

This course examines the development and administration of relational databases through the stages of the database application life cycle. Advanced topics in database administration, recent trends in database technologies and the roles of administrators are covered.

### IS525 INFORMATION SYSTEMS STRATEGIC PLANNING

3 CREDITS

#### PREREQUISITES: NONE

Information systems are an integral part of corporate operations. This course examines guidelines for developing an information systems plan, selecting systems projects, assessing current systems and planning future systems expansion that supports organizational growth.

### IS545 EMERGING TECHNOLOGIES

3 CREDITS

#### PREREQUISITES: NONE

Through this course, students explore state-of-the-art and emerging technologies in information processing. The class includes a survey of recent advances in software development, hardware and computer networking strategies.

### IS566 DECISION SUPPORT AND INTELLIGENT SYSTEMS

3 CREDITS

#### PREREQUISITES: NONE

This course introduces the methodologies, issues and technologies behind management support systems. Systems covered include Decision Support Systems, Executive Information Systems, Expert Systems and other types of management support systems. Students focus on how these systems are used to support the decision-making process within an organization.

### IS576 DATA WAREHOUSING

3 CREDITS

#### PREREQUISITES: NONE

This course covers how data warehouses are used to capture, analyze and provide output that managers can use in their decision-making process. In addition, the course provides an overview of concepts and covers planning and requirements, architecture and infrastructure, data design, and deployment and maintenance.

### IS599 INFORMATION MANAGEMENT & TECHNOLOGY CAPSTONE

3 CREDITS

#### PREREQUISITES: TO BE TAKEN IN LAST SEMESTER

This capstone course requires demonstration of the knowledge and skills gained throughout the degree program through the design and implementation of a software program or computer-related system to solve a real-world problem. The project requires project definition, requirements determination, design, implementation, test and documentation of the system.

### IS649 INFORMATION TECHNOLOGY PROJECT MANAGEMENT

3 CREDITS

#### PREREQUISITES: PRJ515

In today's fast-paced and dynamic environment innovative information technology and system development projects are critical to many companies' success. The emphasis on such projects creates greater demand from senior management to deliver quality information technology projects on time within budget and which add functionality and value to their customers and clients. IT Project Management will teach the project manager how to integrate sound project management principles in the information technology project's development profile in order to assure every aspect of the project is under control and delivers the technical objectives. This course will also cover the IT project's life cycle from initiation through closeout and address all the components of project management as they relate to IT projects based on *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* as defined by the Project Management Institute (PMI). PMBOK is a registered mark of the Project Management Institute.

### IS665 DATA COMMUNICATIONS

3 CREDITS

#### PREREQUISITES: NONE

This course provides an overview of business communication technologies, from basic components and subsystems to whole networks. Highlights include areas such as TCP/IP and the internet, wireless networks, high-speed LANs, Wide Area Networks (WANs), network security and issues concerning network management. This course enables students to make informed decisions about technologies comprising the data communications field. The purpose of this course is to present the concepts of information communications in a way relating specifically to the business environment and to the concerns of business management and staff. An important theme throughout this course is the essential role of standards, which are addressed in terms of groupings shaping the marketplace and defining the choices available to the decision-maker.

## COURSE DESCRIPTIONS

### IS675 SYSTEMS ANALYSIS AND DESIGN

3 CREDITS

#### PREREQUISITES: NONE

This course reviews efficient processes for information systems analysis and development. It also covers state-of-the-art techniques for information systems specifications and design. Other topics covered include real-time structured analysis and design, and object-oriented analysis and design.

### IS696 NETWORK SYSTEMS DESIGN

3 CREDITS

#### PREREQUISITES: NONE

This course provides an overview of management principles, practices and technologies for managing networks, systems, applications and services. Highlights include the design of networks such as LAN/WAN, ATM, wireless, voice, video and data. This course enables students to make informed decisions in order to configure modern operating systems and devices for networking.

### IT150 PC HARDWARE & TROUBLESHOOTING

3 CREDITS

#### PREREQUISITES: NONE

This course is the first of a two-part sequence of courses associated with the many facets of IT technical support. This course focuses on the installation, management, repair, and troubleshooting of PC hardware and peripherals.

### IT250 PC SYSTEMS & SECURITY

3 CREDITS

#### PREREQUISITES: IT150

This course, as the second in a two-part sequence of courses associated with the many facets of IT technical support, focuses on networks, operating systems of desktops, laptops, and mobile devices, virtual machines, and cloud integration.

### IT330 LINUX ADMINISTRATION

3 CREDITS

#### PREREQUISITES: NONE

This course covers the concepts of Linux server administration, including installation, security, networking concepts, file system management, system services, kernel services, and configurations. The topics include important areas of system administration: printer administration, log file administration, and user administration.

### IT340 CLOUD COMPUTING ESSENTIALS

3 CREDITS

#### PREREQUISITES: NONE

IT professionals deal with most phases of planning, building, implementation, and management of cloud services or integration. In this course, multiple aspects of cloud computing and the role it plays in organizations are explored and implemented.

### IT460 VIRTUALIZATION

3 CREDITS

#### PREREQUISITES: NONE

In this course, current virtualization technologies are investigated through simulated and real-world tools and environments. Software-defined data centers employing high-availability clusters, the latest performance and security measures and tools, and virtual desktop infrastructures are created, managed, and maintained.

### IT480 DEVOPS

3 CREDITS

#### PREREQUISITES: SENIOR STANDING

This course provides both theoretical and practical exploration of DevOps as a organizational structure and from the perspective of IT professionals. Topics include the 4 pillars; the software development life cycle; the role of Agile and other traditional methodologies; the role of cloud computing and virtualization; and the concepts of continuous delivery, microservices, and deployment systems. Case studies are used to provide a comprehensive view of DevOps in action.

### LAW210 CONTRACT ADMINISTRATION

3 CREDITS

#### PREREQUISITES: NONE

This course will provide learning opportunities for negotiation and administration of supply contracts. (This course is analogous to the Defense Acquisition University's Contracting 290.) Course theory will focus on the interpretation and implementation of the Federal Acquisition Regulations (FAR), and will cover all phases of the acquisition life cycle starting with acquisition strategy planning and market research to ending with contract closeout. The phases to be particularly examined will be those that encompass negotiation between the government and the contractor such as negotiating a contract modification, resolving protests and settling a contract termination. Students will work on case studies to simulate negotiating and administering contracts in a supply environment. Research, analysis, communication and critical thinking skills will be utilized by the student to solve complex contracting problems. The breadth of material may permit students to also apply the course concepts to commercial contracting.

### LAW220 BUSINESS LAW I

3 CREDITS

#### PREREQUISITES: NONE

This course is designed to provide the student with a basic understanding of the law that affects business operations, including the topics of torts, contracts, commercial paper and sales. New developments that affect the legal environment of business are presented from all three sources of law: statutes, regulations and case law. The student will gain a thorough understanding of law that governs business and will gain an understanding of how new developments in technology affect business law.

## COURSE DESCRIPTIONS

### LAW265 BUSINESS LAW II

3 CREDITS

**PREREQUISITES: LAW220**

This course provides students with an understanding of the law affecting business operations, including the topics of debtor-creditor relationships, business organizations, government regulation, property and its protection, and the international legal environment. New developments on those topics are presented from three sources of law: statutes, regulations and case law.

### LAW325 PATENTS, COPYRIGHTS AND TRADEMARKS

3 CREDITS

**PREREQUISITES: LAW220**

This course provides an introduction to our legal system and teaches the essentials of patents, copyrights, trademarks and trade secrets. Topics include definitions of technical/legal terms, an explanation of the legal terminology, the full text of key laws and statutes (including those relating to the Internet), and explanation of different protection offered by patents, copyrights, and trademarks and how they can affect you.

### LAW399 SPECIAL TOPICS IN BUSINESS LAW

3 CREDITS

**PREREQUISITES: APPROVAL OF THE DEAN**

This course is open only by arrangement with the Dean of the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### LD501 LEADERSHIP STYLES AND DEVELOPMENT

3 CREDITS

**PREREQUISITES: NONE**

This course is designed to provide a basic introduction to leadership by focusing on what it means to be a good leader. Emphasis is on the practice of leadership. The course will examine topics such as: the nature of leadership, recognizing leadership traits, developing leadership skills, creating a vision, setting the tone, listening to out-group members, handling conflict, overcoming obstacles and addressing ethics in leadership. Attention will be given to understanding and improving one's own leadership performance.

### LD510 GRIT, PERFORMANCE AND STAYING POWER

3 CREDITS

**PREREQUISITES: NONE**

This course offers powerful yet practical advice for students to harness personal excellence. Grounded in research, this course is based on a simple yet revolutionary principle of learning to lead one's self first in order to more effectively lead others. This inclusive approach to self-motivation and self-influence equips students with the strategies and tips they need to build a strong foundation in the study of management and leadership, as well as enhancing their personal effectiveness.

### LD520 CRITICAL COMMUNICATION AND LEADERSHIP

3 CREDITS

**PREREQUISITES: NONE**

Effective leadership requires effective communication skills. In this course, we will explore the transformational power of words and practice delivering messages with credibility and conviction. Additionally, we will examine the dynamics of conversation - how people jockey for power or manipulate others through rhetorical devices. We will learn how to interpret nonverbal communication as well as monitor our own nonverbals, so that we can align our message with our behaviors.

### LD530 LEADERSHIP THEORIES AND STRATEGIES

4 CREDITS

**PREREQUISITES: NONE**

This course provides an in-depth review of the major theories and models of leadership as they function within an organization. A historical review of leadership theory will be combined with contemporary issues in leadership practice. Students will analyze individual models of leadership with an emphasis on the application of these models to organizational situations, including in their own workplace. Students will evaluate their leadership style through various self-assessments providing the framework for self-awareness and evaluation. Students culminate their assessment of each model by designing a leadership action plan for a contemporary social issue.

### LD540 EFFECTIVE COACHING

3 CREDITS

**PREREQUISITES: NONE**

Effective leaders seek to enhance their teams through formal and informal coaching activities. This course teaches you practices you can use immediately to foster employee commitment and help employees gain the skills necessary to sustain and grow any type of organization. Topics covered in this course include: the attributes of a good coach, powerful listening, asking good questions, mentoring and creative solutions through coaching.

### LD550 CROSS-CULTURAL COMMUNICATION AND LEADERSHIP

3 CREDITS

**PREREQUISITES: NONE**

This course presents students with challenging cross-cultural situations that develop for different reasons and from different backgrounds. This course provides a look for practical work solutions and ways to integrate culture into social change and civic engagement. This course helps students master the skills necessary to connect globally and grasp the role of cultural nuances, behaviors, attitudes and emotions in a harmonious and equitable global environment. Topics include civic and political engagement, social action, relationships, consumption and production of media, global workplace, cross-cultural adjustment and competence, and other practical issues.

## COURSE DESCRIPTIONS

### LD560 ETHICS IN LEADERSHIP

3 CREDITS

**PREREQUISITES: NONE**

This course examines the unique ethical challenges faced by leaders with an emphasis on building ethical competency. Topics include virtue ethics, evil, forgiveness, moral theories, moral reasoning, ethical decision-making, ethical influence, transformational leadership, servant leadership, ethical group problem solving, ethical organizational climate, ethical diversity and ethical crisis leadership.

### LD570 LEADING AND HIGH PERFORMANCE

3 CREDITS

**PREREQUISITES: NONE**

Human and organizational learning are intertwined. Improving their performance means learning new ways to work. For many people, learning theory and practice has been embedded in the training function of most organizations; however, organizational learning may best be described through change and innovation. This course considers the issues of human and organizational learning that changes performance.

### LD580 LEADERSHIP STRATEGIES FOR CHANGE

3 CREDITS

**PREREQUISITES: NONE**

This course is designed to expose students to a broad spectrum of leadership issues relative to the strategic importance of leading organizational change, including the dynamics of leadership, successfully implementing change and the impacts of change affecting today's and tomorrow's organizational leadership. This course provides a practical, real-world understanding of several dimensions of leadership in relation to change. Topics include the importance of leadership, how successful leadership can result in a more effective organization and how leaders can identify and overcome resistance to change.

### LD599 LEADERSHIP CAPSTONE

4 CREDITS

**PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS**

The Leadership Capstone course is intended to be concluding and integrative experience of the leadership coursework. It is an opportunity for students to integrate concepts learned throughout the program into a leadership portfolio that showcases their leadership abilities, personal reflections, accomplishments, skills, activities and effects on individuals and environments. Topics include an application of leadership theories and incorporates leadership development with people, structures, culture and tasks. (including those relating to the internet), as well as descriptions of the different protections offered by patents, copyrights and trademarks – and how they can affect individuals.

### LOG310 CONTINUOUS IMPROVEMENT TOOLS AND TECHNIQUES

3 CREDITS

**PREREQUISITES: NONE**

This course examines continuous improvement tools and techniques used in problem solving. Topics include lean management techniques, TQM and JIT. Basic statistical methods will also be reviewed along with acceptance sampling and experimental design. Student will also be able to understand the basic concepts of reliability.

### LOG320 LOGISTICS MANAGEMENT

3 CREDITS

**PREREQUISITES: NONE**

This course provides an overview of the field of logistics including its nature, scope and process, including logistics management functions and the interrelationships among strategic support and operational logistics. Students examine the logistics functions of business involved in the movement and storage of supplies, work-in-progress, and finished goods. Additionally, it explores the trade-offs between cost and service and the purchase and supply of raw materials.

### LOG399 SPECIAL TOPICS IN LOGISTICS

3 CREDITS

**PREREQUISITES: APPROVAL OF THE DEAN**

This course is open only by arrangement with the Dean of the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### LOG430 SUPPLY CHAIN MANAGEMENT

3 CREDITS

**PREREQUISITES: NONE**

This course focuses on effective supply chain management strategies for companies that operate globally with an emphasis on how to plan and integrate supply chain components into a coordinated system to deliver value. Students are exposed to concepts, models and case studies important in supply chain planning with an emphasis on key market trade-offs and phenomena. The course introduces and utilizes key tactics, such as fulfillment strategies, process thinking, product development, supply chain design, process mapping, cost management, outsourcing, role shifting, inventory placement, integrated planning and collaboration and information sharing.

## COURSE DESCRIPTIONS

### **LOG435 TRANSPORTATION MANAGEMENT** 3 CREDITS

**PREREQUISITES: NONE**

This course provides an overview of the transportation industry to include providers, users and government agencies. In addition, this course examines contemporary public policy issues along with managerial strategies in transportation. Additional focus will be given to micro and macroeconomic issues in the transportation industry.

### **LOG456 EMERGING TRENDS IN SUPPLY CHAIN AND LOGISTICS MANAGEMENT** 3 CREDITS

**PREREQUISITES: NONE**

This course covers supply chain and logistics management theories. The course will provide the student with an understanding of how the two are interconnected. It will also examine global transportation options, performance measurements, the impact of technology, and current and future challenges in supply changes and logistics management. In addition, focus will be given on collaboration and success strategies related to supply chain and logistics management.

### **LOG499 INTEGRATIVE EXPERIENCE IN LOGISTICS AND TRANSPORTATION MANAGEMENT** 3 CREDITS

**PREREQUISITES: COMPLETION OF ALL COURSES IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT CONCENTRATION**

This capstone course is an integrative course in which students synthesize their coursework and demonstrate how operations management acts as a strategic player in an organization.

### **LOG599 SPECIAL TOPICS IN LOGISTICS** 3 CREDITS

**PREREQUISITES: APPROVAL OF THE DEAN**

This course is open only by arrangement with the Dean of the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### **MA100 QUANTITATIVE REASONING** 3 CREDITS

**PREREQUISITES: NONE**

This course provides the fundamentals of data aptitude. Through this exploration of quantitative reasoning, emphasis will be placed on how to interpret graphs, charts, and pictorial representations of data, along with an understanding of the principles underlying statistics and financial information.

### **MA101 CONSUMER MATH** 3 CREDITS

**PREREQUISITES: NONE**

This course provides instruction in the mathematical operations associated with the retail, banking and accounting industries. Topics include: decimals, fractions and percentages; bank services; interest payment; purchase orders and invoices; and selling prices and mark-ups. This course can be used as a math elective for degree programs.

### **MA104 FUNDAMENTALS OF ALGEBRA** 3 CREDITS

**PREREQUISITES: NONE**

This course is designed to prepare students for MA105 College Algebra. Topics covered include number systems, order of operations, mathematical properties and symbols, linear equations, quadratic equations.

### **MA105 COLLEGE ALGEBRA** 3 CREDITS

**PREREQUISITES: NONE**

This course is an introduction to the fundamental concepts of algebra. Topics include equations, polynomial and rational functions and graphing and exponential and logarithmic functions. A new textbook may be required in order to ensure needed electronic codes are valid.

### **MA111 COLLEGE TRIGONOMETRY** 3 CREDITS

**PREREQUISITES: MA105**

This course develops additional math skills beyond Algebra. Topic includes trigonometric functions, identities and equations, matrices and determinants, systems of equations, sequences, series and probabilities.

### **MA141 PRECALCULUS** 3 CREDITS

**PREREQUISITES: MA105**

This course further develops the skills acquired in algebra and trigonometry and prepares students for calculus. Topics include factorization, powers and exponents, radicals, quadratic equations, inequalities and absolute value, progressions, graphing and an introduction to limits and basic trigonometry.

### **MA170 FINITE MATHEMATICS** 3 CREDITS

**PREREQUISITES: MA105**

The course covers a range of topics in linear mathematics including linear equations, matrices and linear programming. The course also introduces probability and statistics. Next, the course combines the ideas of linear mathematics, probability and statistics and applies them to real-world problems of finance.



## COURSE DESCRIPTIONS

### MA230 MATHEMATICAL STATISTICS

3 CREDITS

#### PREREQUISITES: NONE

This course presents methods in making analytical decisions using statistics. The course focuses on the characteristics of numerical and categorical data, methods of presentation, and descriptive statistics. The course also introduces students to basic methods of sampling and of making inferences using one or two independent samples. NOTE: Credit may not be awarded for both MA215 and MA230.

### MA302 CALCULUS I

4 CREDITS

#### PREREQUISITES: MA141 WITH A "C" OR BETTER

This course provides an introduction to calculus. Topics include limits, derivatives, concavity, applications of the derivative, integration, applications of integrations, the Fundamental Theorem of Calculus, and integrating using parts and substitutions.

### MA312 CALCULUS II

4 CREDITS

#### PREREQUISITES: MA302 WITH A "C" OR BETTER

This advanced calculus course on integration, differential equations, parametric equations, polar coordinates, conic sections, dot and cross products, quadratic surfaces, partial derivatives, double and triple integrals, and vector calculus.

### MA315 DISCRETE MATH

3 CREDITS

#### PREREQUISITES: MA141 WITH A "C" OR BETTER

This course is designed for computer science and engineering students. Five major themes are interwoven throughout the course: mathematical reasoning, combinatorial analysis, discrete structures, algorithmic thinking and applications and modeling. The course is specifically tailored to address the practical applications of discrete mathematics to problems of computer science and engineering.

### MGT150 PRINCIPLES OF BUSINESS MANAGEMENT

3 CREDITS

#### PREREQUISITES: NONE

This course is an introductory course that provides students with a practical and concrete explanation of the concepts and techniques they will need as managers in today's new organizations. The sequence of topics follows the familiar pattern of planning, organizing, leading and controlling. Throughout the course, the manager's role in leading and accommodating change is emphasized. The course also introduces the student to the issues of managing global businesses, especially the ways in which managers need to develop a global perspective in order to be successful. Issues in strategy, diversity and entrepreneurship are covered extensively.

### MGT320 RETAIL MANAGEMENT

3 CREDITS

#### PREREQUISITES: MKG131

This intermediate course introduces students to aspects of retailing, such as strategic planning and the overall retailing activities and control mechanisms. The retail strategies of a broad range of retail institutions are analyzed. The student is then shown how to identify and understand target customers, choose a retail location and manage a business. The merchandise management and pricing aspects of the retail strategy mix is presented.

### MGT335 INTRODUCTION TO OPERATIONS MANAGEMENT

3 CREDITS

#### PREREQUISITES: MA215 OR BMA215

This course is an introduction to operations management that strikes a balance between both the managerial issues and quantitative techniques of operations. There is an increased emphasis on information technology and the effect of the internet and e-business on operations management. Important changes taking place in operations, such as supply chains, e-business and information technology are integrated with more traditional topics in operations such as strategy, quality and competitiveness. Topics include the strategic importance of operations, designing the operating system, managing the supply chain and ensuring quality.

### MGT399 SPECIAL TOPICS IN MANAGEMENT

3 CREDITS

#### PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### MGT430 INTRODUCTION TO QUALITY MANAGEMENT

3 CREDITS

#### PREREQUISITES: MA215 OR BMA215

This course presents a broad overview of the quality management system. The total quality concept as an approach to doing business began to gain wide acceptance in the late 1980s. The evolution and methodologies for managing the quality system in manufacturing changed the way business was conducted. This course provides an overview of the transformation, the tools used and how the system has evolved.

## COURSE DESCRIPTIONS

### **MGT431 PERFORMANCE MANAGEMENT**

**3 CREDITS**

**PREREQUISITES: NONE**

This course reviews the purpose of performance management as the approach of systems thinking into the process of work improvement in organizations. This course examines the systems approach in measuring human performance and its alignment with organizational objectives. This approach is from the process of using metrics, removing barriers and studying the end results of the business. The course also explores some of the systems in transferring the approach of employee involvement into successful organizations.

### **MGT441 TRAINING AND DEVELOPMENT**

**3 CREDITS**

**PREREQUISITES: NONE**

This course is an overview of training and development as a process designed to assist an individual to learn new skills, knowledge or attitudes. As a result, these individuals make a change or transformation that improves or enhances their performance. These improvements ensure that people and organizations are able to do things better, faster, easier and with higher quality and a better return on investment.

### **MGT456 QUALITY MANAGEMENT**

**3 CREDITS**

**PREREQUISITES: MA215 OR MA230 OR BMA215**

This course is an analysis of quality management as a statistical base of quality control. Students will be shown applications of these tools design: the implementation of a quality management system will be demonstrated. The course will likewise address the underpinnings of quality theory and quality philosophy through basic mathematical equations of quality control, and develop methods for applying these tools to design, manufacturing and inspection procedures. By examining the means used by quality managers, students unveil how members of the organization perform in their tasks in such a way that promotes quality in its processes and ensures continuous improvement in its performance.

### **MGT461 LEADERSHIP IN ORGANIZATIONS**

**3 CREDITS**

**PREREQUISITES: NONE**

This course presents leadership as a way of acting that involves the influence of people to inspire change toward a mutually desired outcome. Technological advancements and globalization have created a business environment where rapid and constant change is the norm. This course uncovers how effective leaders embrace the inevitability of constant change and diversity, and use their interpersonal skills to promote change, communicate vision, provide a sense of direction and inspire employees.

### **MGT468 ORGANIZATIONAL BEHAVIOR**

**3 CREDITS**

**PREREQUISITES: NONE**

This course introduces students to concepts and principles of organizational behavior. Students investigate the impact that individuals, groups and structures have on behavior within organizations, for applying such knowledge toward improving an organization's effectiveness. Topics addressed include motivation, leadership, communications, group structure and process, attitude and values, and the change process.

### **MGT500 MANAGEMENT**

**3 CREDITS**

**PREREQUISITES: NONE**

This course provides a solid foundation for facing the challenges of a rapidly changing and highly competitive business environment. This course introduces the fundamental management functions of planning, decision-making, organizing, leading and controlling, as well as the tools and techniques of managing people, processes, projects and the work environment. Students explore current issues in management and gain insights into how successful organizations operate.

### **MGT501 INTRODUCTION TO ORGANIZATIONAL AND HUMAN PERFORMANCE**

**3 CREDITS**

**PREREQUISITES: NONE**

This course surveys the field of performance improvement by examining foundational concepts, theory and terminology. Students study theories and practices while exploring emerging directions of Human Performance Technology (HPT) that connect to their immediate reality.

### **MGT514 PRINCIPLES OF HUMAN PERFORMANCE TECHNOLOGY**

**3 CREDITS**

**PREREQUISITES: NONE**

This course investigates the history, theories and application of knowledge of Human Performance Technology (HPT). Students apply human performance improvement principles to other disciplines including but not limited to total quality management, process improvement, behavioral psychology, instructional systems design, organizational development and human resource management. Students also practice assessing alignment and performance gaps, creating process flows and identifying improvement opportunities within organizations.

### **MGT515 MEASUREMENT AND ASSESSMENT STRATEGIES**

**3 CREDITS**

**PREREQUISITES: NONE**

This course uses instruments that set performance goals and targets, and monitor progress. Assessment strategies assure that goals are being accomplished and that appropriate interventions are implemented. Students apply measurement strategies to assess the progress and completion of organizational goals.

## COURSE DESCRIPTIONS

### **MGT517 ORGANIZATIONAL BEHAVIOR 3 CREDITS**

#### **PREREQUISITES: NONE**

This advanced course discusses how businesses run on hardware, software and human capital more than ever before. This course focuses on the people in the organization and how they work and behave in the work environment. It examines the behavior of individuals, the dynamics of teamwork and the processes of small groups, decision-making, problem solving, conflict management and ways to eliminate barriers to effective communications within the workplace.

### **MGT541 CUSTOMER RELATIONSHIP MANAGEMENT 3 CREDITS**

#### **PREREQUISITES: NONE**

This course allows students to generate systems of customer relationship management that promote effective, long term client relationships by delivering value to targeted organizational markets. Students will learn that depending upon assessment of value in the marketplace provides a means of gaining profitability. The management of customer needs including data capture, storage and analysis are central to building effective customer management. Students focus on helping customers maximize profits through efficient data management systems.

### **MGT547 LEARNING AND PERFORMANCE 3 CREDITS**

#### **PREREQUISITES: NONE**

This course reviews the learning and development functions, processes, models, theories and theorists by examining how individual and organizational learning are interdependent. Students learn how to excel in seeing systems, collaborating across boundaries and move easily from solving problems to creating desired futures by understanding the role of motivation in the learning process, which affects the individual and organizational performance.

### **MGT551 BUSINESS PERFORMANCE MANAGEMENT 3 CREDITS**

#### **PREREQUISITES: NONE**

This course translates business performance management topics related to organizational development and performance management in a business intelligence context. This course focuses on how to drive business strategy throughout the organization through performance objectives, organization structures and management processes, as well as how to deal with managing the performance of teams and individuals toward the achievement of performance objectives.

### **MGT553 PERFORMANCE CONSULTING, PERSUASIVE COMMUNICATION AND INFLUENCE PROCESS 3 CREDITS**

#### **PREREQUISITES: NONE**

This course examines the role of performance consulting and creating a communication style in which effective consulting may occur. This course applies the history and knowledge of a process in which a client and a consultant partner to achieve the strategic outcomes of the organization. By focusing on a persuasive approach and the student's influence, emphasis is placed on the building of relationships and generating positive strategic organizational outcomes.

### **MGT570 STRATEGIC MANAGEMENT 3 CREDITS**

#### **PREREQUISITES: NONE**

This strategic management course is designed to help students effectively guide an organization toward a profitable and dynamic future. This course provides students with a formal method of defining the organization's purpose and aligning the entire business to achieve corporate goals. It also examines emerging technologies in information processing as an important element of strategic planning.

### **MGT599 SPECIAL TOPICS IN MANAGEMENT 3 CREDITS**

#### **PREREQUISITES: APPROVAL OF THE DEAN**

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### **MGT621 BALANCED SCORECARDS AND PERFORMANCE DASHBOARDS 3 CREDITS**

#### **PREREQUISITES: NONE**

This course creates business intelligence tools such as balanced scorecards, performance prisms and dashboards as tools to use in the organizational decision making process. Content in this course focuses on the advantages of each data tool and the best implementation options moving toward performance improvement. Students learn to match information needs with the most appropriate data presentation.

## COURSE DESCRIPTIONS

### **MGT642 STRATEGIC MANAGEMENT OF TECHNOLOGY AND INNOVATION** 3 CREDITS

#### **PREREQUISITES: NONE**

This course focuses on the strategic management of technology and innovation as a way to increase the productivity of organizations. Leveraging technology in a rapidly changing global environment is a key to successful organizational management. Students develop methods to use in staying current in emerging trends and riding those trends to improve profitability within an organization.

### **MGT699 CAPSTONE PROJECT** 3 CREDITS

#### **PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS**

In this course, students from a variety of graduate studies are brought together. Although students will each be working on separate projects, depending on their previous coursework, they will come together in the discussions to share ideas from various perspectives. This capstone project requires that students apply the reasoning, decision-making, analytical and authorship skills previously learned in the curriculum to the work environment. The project is completed individually; students are encouraged to select work-related projects that are of particular interest and will result in professional growth and benefit the organization.

### **MIL416 THE HISTORY OF WAR CRIMES** 3 CREDITS

#### **PREREQUISITES: HS101 AND HS102**

This course studies the history of War Crimes and associated phenomenon, such as genocide, through the study of several cases from the early-modern and modern historical eras. Factors such as racism, available resources, break-downs in command and control, and other causes will be examined in each case study in order to develop the several causes for wartime atrocity. Students will study each event in depth, as well as develop their own topic for further research beginning in the first week and culminating in a final research paper.

### **MKG131 FOUNDATIONS OF MARKETING** 3 CREDITS

#### **PREREQUISITES: NONE**

This course on the principles of marketing introduces the nature and fundamentals of the marketing activity in modern businesses. The broad view of marketing that is presented builds on the integration of marketing with the entire enterprise, reinforced by theories and concepts as well as practices and applications. Topics include an analysis of the economic factors influencing buyer behavior, marketing research, market segmentation, development of marketing programs (new product, price, advertising and distribution decisions) and international marketing. The course also covers new marketing technologies that are revolutionizing the way companies bring value to their customers.

### **MKG315 CONSUMER BEHAVIOR** 3 CREDITS

#### **PREREQUISITES: MKG131**

This course provides the student with a comprehensive theoretical and practical base of knowledge regarding the forces that shape the attitudes and behaviors of consumers of products and services. Subjects covered include consumerism in American society, learning theories, motivation, personality theories, persuasive communication and the consumer decision-making process.

### **MKG360 MARKETING COMMUNICATIONS** 3 CREDITS

#### **PREREQUISITES: MKG131**

This course provides students with a baseline understanding of marketing communication strategies. Starting with the theoretical background to marketing communications, the course moves to the mechanics of producing marketing materials, describing the various techniques marketers have for telling their stories. By taking the concept of marketing as a launching point, students examine the layers of a sound marketing implementation plan by looking at several communication strategies. Initial topics include communication and miscommunication in the marketing world. The course is practical examination of real-life marketing communication tactics.

### **MKG399 SPECIAL TOPICS IN MARKETING** 3 CREDITS

#### **PREREQUISITES: APPROVAL OF THE DEAN**

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## COURSE DESCRIPTIONS

### **MKG450 MARKETING ANALYSIS**

**3 CREDITS**

**PREREQUISITES: MA215 OR BMA215**

This course provides students with an advanced, managerial approach to marketing strategies, exposing students to major decisions that marketing managers may face in their effort to balance an organization's objects and resources against the needs and opportunities in the global market. Initial topics include an in-depth view of strategic marketing strategies and the national and international marketing environment. Building upon this foundational knowledge, the course also explores marketing in the internet age, the ethics of marketing from a social perspective, the global marketplace and relationship marketing.

### **MKG460 PUBLIC RELATIONS**

**3 CREDITS**

**PREREQUISITES: NONE**

This course provides students with an in-depth analysis of public relations practices. The course aims to demonstrate the critical need for effective public relations communication in the 21st Century by placing emphasis on the principles, processes and practices that lead to building positive relationships in a 24/7 communications environment. Starting with an understanding of how communications research, theory and public opinion can be applied to strategic public relations planning and creation of believable and persuasive messages, the course moves through a series of "Speaking of Ethics" features that bring to life the daily dilemmas that confront professional public relations practitioners.

### **MKG475 INTERNATIONAL MARKETING**

**3 CREDITS**

**PREREQUISITES: MKG131**

This course scrutinizes marketing practices in the international environment. Based on previous knowledge of marketing and international business, learners will examine the decisions that marketers make when expanding and developing foreign markets. The course adopts familiarity with marketing management and utilizes this as a base to develop perceptions and understanding of international marketing. It will communicate the various social, political, economic and legal scopes of the world to the market. Exceptional emphasis is placed on the impact of cultural values and political systems on how business processes are conducted, in what way business transactions occur, and how to develop international marketing strategies.

### **MKG499 INTEGRATIVE EXPERIENCE IN MARKETING**

**3 CREDITS**

**PREREQUISITES: COMPLETION OF ALL MARKETING CONCENTRATION COURSES**

This marketing course requires integration of all fields of business. It will offer students broad awareness of various environmental influences to make marketing decisions. Thus, the main purpose of this course is to integrate the learning achieved in individual business courses taken to earn a business degree. The knowledge acquired in finance, consumer behavior, communication, accounting, management and marketing courses will be utilized to make sound marketing decisions. As companies have become more customer-focused and market-driven, marketing concepts and planning have developed into a most important managerial activity. An emphasis is placed on discovering and developing a set of unique competencies for a company that, through strategic differentiation, leads to sustainable competitive advantage in the marketplace. Great opportunity will be given to students to develop and practice creative problem-solving and data driven decision-making talents to meet the requirements of the complex global marketing environment. Thus, company analysis will be achieved to cover such as internal/external analysis, customer analysis, competitor analysis, market/submarket analysis and competitive strategy appraisal.

### **MKG530 MARKETING MANAGEMENT**

**3 CREDITS**

**PREREQUISITES: NONE**

This course reviews marketing management within the broader context of an organization's strategies and operations. Students explore how marketing adds value by working to support organizational strategy. Topics covered include the 4 Ps (product, price, place and promotion), different types of markets, marketing research, market segmentation and differentiation, global aspects of marketing and the implementation and control of marketing plans. Students discover the benefits of market research and analysis, and develop effective marketing strategies through segmentation, targeting and positioning.

### **MKG599 SPECIAL TOPICS IN MARKETING**

**3 CREDITS**

**PREREQUISITES: APPROVAL OF THE DEAN**

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## COURSE DESCRIPTIONS

### **NUR302 PATHOPHYSIOLOGY\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course builds on the basic knowledge of anatomy and physiology to identify the disruptions in normal body functioning. The student will analyze objective and subjective data from common health issues occurring in diverse populations. Factors impacting on the disruption in health patterns will be discussed. Integrated into the discussion of each health issue are the assessment findings, diagnostic testing measures and interventions including pharmacological therapy.

### **NUR304 NURSING ETHICS\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course provides an overview of healthcare ethics and the nurse's role in ethical decision making as it impacts on delivery of care. The nurse must understand that their own values, views of society, life experiences and clinical expertise influence the ethical decision making process. An understanding of the trends, theories and models of ethical decision making, as well as an understanding of the established principles upon which ethical decisions are made, is necessary to deliver safe, efficient, quality care that takes into consideration the global perspective of cultural norms of populations and communities. Patient advocacy is addressed as part of the nurse's role in ethical issues. This course provides the basic principles behind the model for ethical decision making and explores ethical issues confronting nursing practice in the following arenas: relationships, technology, patient self-determination, health policy, economics, social policy, gender, and transcultural and spiritual aspects.

### **NUR306 PHARMACOLOGY\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course establishes the principles upon which nursing management of drug therapy is based. Students will provide medication management to a virtual world of patients with a variety of real health needs to synthesize an understanding of pharmacology with safe medication practices. Interaction with diverse patient avatars capable of responding to open-ended questions provides the opportunity to improve clinical reasoning skills through 24 hours of practice experience. Critical thinking is augmented by the integration of physiology and pathophysiology with mechanisms of drug action on pharmacotherapy.

### **NUR402 TRANSITION TO PROFESSIONAL NURSING\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course explores the traditional and less traditional roles of the professional registered nurse in addition to implications for future practice. The course addresses the added complexities that technological advances bring to the health care delivery systems, and includes topics such as critical thinking, socioeconomic issues, patient self-determination, cultural diversity, research and evidence-based practices and ethical issues in healthcare. This course also includes Clinical Practice Experience hours to be completed at a clinical site with a diversity emphasis.

### **NUR405 HEALTH ASSESSMENT FOR PROFESSIONAL NURSING\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course builds on the practical knowledge many RNs possess due to employment in healthcare agencies. The course provides a holistic approach to health assessment for the adult client with adaptations across the life span. Theories and competencies are needed to elicit a thorough and accurate assessment of the client under various health and wellness conditions. The student will apply concepts of health assessment focusing on a general systems approach and will complete 45 hours of practice experience (PE). Using a simulated patient encounter for clinical learning, students will conduct a general health assessment and formulate an individualized care plan.

### **NUR410 THEORETICAL CONCEPTS OF RESEARCH IN NURSING\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course introduces the student to components of the research process with application to the theory and practice of professional nursing. Emphasis is on evidence-based practice using the research process. Students will be introduced to several research methods with an emphasis on the use of these methods in solving patient care problems. Critiquing skills will be developed to assist the student in becoming an active consumer of research and a participant on the research team.

**\* ENROLLMENT IN ALL NURSING (NURXXX) COURSES IS RESTRICTED TO STUDENTS ADMITTED TO A NURSING PROGRAM. NURSING COURSES MUST BE TAKEN IN THE PRESCRIBED SEQUENCE NOTED IN THE DEGREE PROGRAM CHART.**

## COURSE DESCRIPTIONS

### **NUR415 NURSING INFORMATICS\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

Nursing Informatics will provide an overview of the basic concepts of nursing and healthcare informatics as well as their relevance to nursing practice. Course activities are designed to synthesize current nursing informatics applications and analyze the impact of nursing informatics on practice. The student will gain knowledge of the current state of the regulations, accreditation and major issues in research and evidence-based practice. The course includes clarification of the concepts of nursing, technology, and information management and comprises underpinnings of nursing informatics, the practice of nursing informatics, and current challenges in nursing and healthcare informatics.

### **NUR417 NURSING LEADERSHIP AND MANAGEMENT\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course prepares the RN-BSN student for experiences in a leadership and management arena. Students will use a variety of learning methodologies to develop a foundation for decision-making, problem-solving and critical thinking skills. A continuation of the legal and ethical concepts, as well as advocacy roles will be discussed throughout this course. This course includes practice experience (PE) totaling 22.5 hours.

### **NUR427 POPULATION HEALTH IN THE GLOBAL COMMUNITY\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course will introduce the principles of population health and epidemiology in individuals and family case studies, as well as disaster scenarios. Students will discuss disease prevention in the context of emerging global diseases within the constraints of personal and national financial resources. This course includes practice experience (PE) totaling 22.5 hours. Students will conduct a virtual community health assessment and develop a plan for intervention for a specific community health need that reflects a global health issue. A teaching project reflecting a current health issue will be developed for potential implementation in a community.

### **NUR441 CASE MANAGEMENT CONCEPTS\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course offers the student a means to explore professional nursing practice that focuses on innovative, integrated nursing case management models within the context of the current managed care delivery system. Cost-effective strategies and appropriate levels of care across the continuum of care will be examined in relation to current healthcare economics.

### **NUR450 BSN SPECIALIZED COURSE MODULE**

**1 CREDITS**

#### **PREREQUISITES: APPROVAL OF THE DEAN/CHAIR**

This course is available to students needing additional coursework specific to certain concepts or outcomes found elsewhere in the curriculum. The activities within this course will be determined through collaborative efforts between the student, faculty, and other nursing personnel as needed. The course will promote progression of the student towards the desired concept or outcome.

### **NUR499 RN-BSN CAPSTONE PROJECT\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

The Capstone course in the RN-BSN program focuses on the synthesis of knowledge from past and current learning experiences to promote professional evidence-based practice that emphasizes principles of lifelong learning. Collaboration with other healthcare providers to improve evidence-based outcomes of clients, families and the community is emphasized. The learning of these concepts is embedded in Programmatic Outcomes for each course. The culmination of the RN-BSN program involves showcasing how these Programmatic Outcomes have been met with the creation and presentation of an ePortfolio.

### **NUR506 FOUNDATIONS OF ADVANCED PRACTICE NURSING\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course concentrates on theories and concepts related to Advance Practice Nursing: the roles, the essential knowledge, behavioral motivation and decision-making techniques of the APN. Application of various aspects of advance practice nursing will be explored, including evidence-based practice (EBP) and research with 22.5 hours of applied practice learning experience (APLE) conducted in regard to these principles when providing nursing care to clients, families and the community.

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## COURSE DESCRIPTIONS

### **NUR510 ADVANCED PHYSICAL ASSESSMENT 3 CREDITS**

#### **PREREQUISITES: NONE**

This course is designed to assist Registered Nurses to make the transition to Advanced Practice. Human Patient Simulation is utilized to assist in learning the six discrete components of clinical reasoning. A validated conceptual framework designed to operationalize clinical reasoning within virtual patient simulations is used. In addition to advanced physical assessment of all major body systems, students will incorporate principles of advanced pharmacology and advanced pathophysiology through a series of Focused Exams. The Focused Exams explore a specific pathology occurring in populations across the lifespan. Infused throughout the course are the Essentials of Master's Education in Nursing and QSEN.

### **NUR513 DIVERSE POPULATIONS AND HEALTHCARE\* 3 CREDITS**

#### **PREREQUISITES: NONE**

This course provides an introduction to and exploration of concepts and theories relevant to healthcare for diverse populations with 22.5 hours of applied practice learning experience (APLE) embedded for the application of the concepts and theories to a population's healthcare needs. Diversity is examined relative to family and social organizations, roles and expectations, and communication patterns and the value/beliefs underlying health-illness behaviors between western and non-western cultures.

### **NUR514 PROJECT AND CHANGE MANAGEMENT\* 3 CREDITS**

#### **PREREQUISITES: NONE**

This nursing informatics course examines the knowledge sets, skills, tools and techniques of managing informatics projects, with an emphasis on how project management contributes to the strategic goals of the organization. Topics include strategic management process as it relates to information technology; project prioritization and planning; evaluating project risk; resource scheduling, and project teams and partner management issues. Additionally, some of the most common change management challenges and best practices related to change in informatics will be explored.

### **NUR516 NURSING RESEARCH AND EVIDENCE-BASED PRACTICE\* 3 CREDITS**

#### **PREREQUISITES: NONE**

The focus of this course is examining the research process and its importance in guiding and supporting evidence-based and advanced nursing practice. A review of research methodologies and terminology to include; identifying a problem, developing research questions, exploring the literature review process and examining the methodology of conducting research. Building content throughout this course, the first three chapters of the Capstone Project will be developed. Applied practice learning experiences (PE) are included in the course.

### **NUR526 HUMAN RESOURCES AND NURSING MANAGEMENT\* 3 CREDITS**

#### **PREREQUISITES: NONE**

This course addresses the application of behavioral sciences to management. An overview of managing the modern organization and the structure of industrial and non-industrial organizations is explored. The course emphasizes the relationship of the organization and administrative theories to the current healthcare delivery system.

### **NUR532 LEADERSHIP IN HEALTHCARE MANAGEMENT\* 3 CREDITS**

#### **PREREQUISITES: NONE**

This leadership course focuses on organizational systems leadership, knowledge and skills critical to the role development of master's prepared nurses. Content includes communication, conflict resolution, collaboration and negotiation, leadership and team functioning to maximize success in the establishment of safe, effective patient-centered care in complex environments. Emphasis is on the synthesis of skills, knowledge and attitudes to coordinate holistic, evidence-based care in healthcare organizations.

### **NUR533 CURRICULUM DESIGN AND LEARNING OUTCOMES\* 3 CREDITS**

#### **PREREQUISITES: NONE**

This course introduces students to the development of curriculum by defining curriculum and examining an evidence-informed, context-relevant, unified design. Faculty development, curriculum planning, implementation, accreditation and curriculum evaluation are examined. In addition, a review of distant delivery of nursing education is discussed.

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## COURSE DESCRIPTIONS

### **NUR535 CONCEPTS OF DISTANCE EDUCATION\*** 3 CREDITS

#### **PREREQUISITES: NONE**

This course focuses on the unique professional roles of the academic nurse educator, and various concepts of distance learning. Topics related to curriculum development, institutional resources, student readiness, multimedia technology and strategies for effective teaching will be explored. Contemporary issues such as classroom diversity, critical thinking, social media and faculty-student engagement will be covered.

### **NUR538 ASSESSMENT AND TEACHING TO DIVERSE LEARNING STYLES\*** 3 CREDITS

#### **PREREQUISITES: NONE**

This course explores the teaching and learning styles, cultural perspectives, and economic and political vulnerabilities related to a variety of populations. Traditional and non-traditional theories and instructional methods in both the clinical and didactic setting will be examined. The emerging theories in technology and distance educational programs will be evaluated.

### **NUR539 ORGANIZATIONAL DYNAMICS OF HIGHER EDUCATION\*** 3 CREDITS

#### **PREREQUISITES: NONE**

This course focuses on the structure and organization of higher educational institutions and the regulations and accreditation standards that guide the work of academic leadership. The student will examine the accreditation process and the development of the self-study document in relation to the establishment of best practice learning standards and the process of program improvement. The course will explore the relationship of organizational culture to academic performance. Topics will include the tools for assessment of the educational institution.

### **NUR540 ESSENTIALS OF NURSING INFORMATICS\*** 3 CREDITS

#### **PREREQUISITES: NONE**

This course explores the essential concepts related to the development and utilization of nursing informatics in healthcare institutions. Students will explore the theoretical underpinnings of the specialty of nursing informatics and the impact of informatics on the healthcare environment. A comprehensive overview of the role of the nursing informatics is examined, in addition to analyzing clinical and financial information, and processing and reporting acquired data. Nursing informatics trends and issues are also explored.

### **NUR542 CONCEPTS OF CASE MANAGEMENT\*** 3 CREDITS

#### **PREREQUISITES: NONE**

This course examines the evolution of the case manager concepts for the inception through current practice models. The role and process of the case manager as an advanced nurse practitioner will be emphasized. Included will be the analysis of the interdisciplinary team and the function of the nurse in a variety of clinical settings. This specialty emphasis area is based upon the Case Management Society of American Core Curriculum for Case Management. The courses within this specialty are designed to provide the student with the essential competencies of the advanced practice professional, with emphasis on quality of care.

### **NUR545 LIFE CARE PLANNING\*** 3 CREDITS

#### **PREREQUISITES: NONE**

This course introduces students to case management concepts, principles of practice, psychosocial aspects, healthcare management and delivery, healthcare reimbursement and rehabilitation. It uses the Case Managers Scope of Practice criteria to assist in developing a Life Care Plan for a patient. Included will be patients with congenital complications, chronic illnesses and complex injuries throughout the life span. Precertification exams will be employed to assist in preparation for Certification as a Case Manager.

### **NUR546 HEALTHCARE STRATEGIC MANAGEMENT AND PLANNING\*** 3 CREDITS

#### **PREREQUISITES: NONE**

This course is focused on the business of healthcare for nurse leaders and managers. Planning for strategic challenges encountered by nursing leaders in healthcare will be explored. The course stresses the dynamic nature of issues as related to rapidly evolving healthcare delivery. Areas to be examined include organizational structure, strategic planning, operations, care delivery and evaluation of healthcare agencies. In addition, budgeting and the management of information and technology will be addressed.

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## COURSE DESCRIPTIONS

### **NUR547 CASE MANAGEMENT AND EVIDENCED-BASED PRACTICE\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

The process of evidence-based patient care is the central theme of this course. The role of the case manager as client advocate and the incorporation of evidence-based care into the management of patient care cases are examined. The course will provide the student with the essential competencies of the advanced practice nurse professional with a particular emphasis on total quality management (TQM). The role of the nurse in expanding the content of evidence-based practice guidelines will be defined in the parameters of case management.

### **NUR550 EXECUTIVE LEADERSHIP FOR THE 21ST CENTURY**

**3 CREDITS**

#### **PREREQUISITES: NONE**

This final management and organizational leadership course challenges students to apply their leadership skills to high level leadership positions using a microsystem to a macrosystem view. The course focuses on topics pertaining to executive leadership competencies, and State and Federal laws and regulations that govern professional practice. This course also prepares students for new challenges for health care leaders such as disaster and emergency management from a systems perspective as well as shifts in regulatory requirements.

### **NUR552 LEGAL AND ETHICAL ISSUES OF ADVANCED PRACTICE NURSING\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

This course presents the moral, ethical and legal aspects facing the advanced practice nurse in their daily professional work with an emphasis on the ethical practices and decision-making processes faced by all nursing. The 22.5 hours of applied practice learning experiences (APLE) focuses on the basic tenets of these practices and the practical application of professional nursing principles as they are examined throughout this course and continue throughout the nursing program.

### **NUR601 MANAGEMENT AND ORGANIZATIONAL LEADERSHIP RESEARCH SEMINAR\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

The MSN Research Seminar for the Graduate Nurse Leader/Administrator emphasizes the emerging trends and roles in Nursing Leadership and Management in healthcare and world health systems. Issues related to strategic planning, coordination of care to improve healthcare outcomes, development and maintenance of health care environments, promoting innovation and change, adherence to regulatory standards, and developing/evaluating transformational leadership models will be reviewed throughout the course. The culmination of this course will result in the finalization of Chapters 1, 2, and 3 and a draft of Chapter 4 of your Capstone Project. Capstone projects are designed to encourage you to think critically, solve challenging problems, and develop skills such as oral and written communication, research, planning large projects, and goal setting to achieve the outcomes in a timely manner. The Capstone project will provide you an opportunity to demonstrate mastery of both a specific topic and the relationship of this topic to the broader scope of your roles as a Nurse Leader/Administrator.

### **NUR602 MANAGEMENT AND ORGANIZATIONAL LEADERSHIP RESEARCH PRACTICUM\***

**3 CREDITS**

#### **PREREQUISITES: NONE**

The Management & Organizational Leadership Practicum is the final course in the MSN program. This practicum requires demonstration of the knowledge and skills acquired in prior courses as they relate to Advance Practice Nursing, as well as the specialty of Management and Leadership. During this course, the Capstone project that was completed during the Research Seminar will be finalized and issues related to patient-centered care, evidence-based practice, diversity, critical thinking, collaboration and teamwork, and professionalism will be demonstrated. Program Outcomes and specialty track role specific competencies will be showcased within the five chapters of the capstone paper, during the Oral Capstone Presentation, and through the reflection of these in the Program Outcome Identification Table. 64 hours of direct Practicum Experience are completed under the guidance of a preceptor and 26 hours of indirect practice experience are embedded in the course. Practicum Experience is evidence-based, reflects contemporary practice and nationally established patient health and safety goals, and is designed to verify early mastery of new levels of advance practice.

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## COURSE DESCRIPTIONS

### **NUR603 NURSING EDUCATION RESEARCH SEMINAR\* 3 CREDITS**

#### **PREREQUISITES: NONE**

The MSN Research Seminar for the Graduate Nurse Educator emphasizes the emerging trends and roles in nursing education in both the academic and healthcare environments. Issues related to governance, academic freedom, communication, diversity, and ethics will be reviewed throughout the course. The culmination of this course will result in the finalization of chapters 1, 2, and 3 and a draft of chapter 4 of your Capstone Project. Capstone projects are designed to encourage you to think critically, solve challenging problems, and develop skills such as oral and written communication, research, planning large projects, and goal setting to achieve the outcomes in a timely manner. The Capstone project will provide you an opportunity to demonstrate mastery of both a specific topic and the relationship of this topic to the broader scope of your roles as an Academic Nurse Educator.

### **NUR604 NURSING EDUCATION PRACTICUM\* 3 CREDITS**

#### **PREREQUISITES: NONE**

The Nursing Education Practicum is the final course in the MSN program. This practicum requires demonstration of the knowledge and skills acquired in prior courses as they relate to Advance Practice Nursing as well as the specialty of Nursing Education. During this course, the Capstone project that was completed during the Research Seminar will be finalized and issues related to patient-centered care, evidence-based practice, diversity, critical thinking, collaboration and teamwork, and professionalism will be demonstrated. Program Outcomes and specialty track role specific competencies will be showcased within the five chapters of the capstone paper, during the Oral Capstone Presentation, and through the reflection of these in the Program Outcome Identification Table. 64 hours of direct Practicum Experience are completed under the guidance of a preceptor and 26 hours of indirect practice experience are embedded in the course. Practicum Experience is evidence-based, reflects contemporary practice and nationally established patient health and safety goals, and is designed to verify early mastery of new levels of advance practice.

### **NUR605 CASE MANAGEMENT RESEARCH SEMINAR\* 3 CREDITS**

#### **PREREQUISITES: NONE**

The MSN Research Seminar for the Graduate Nurse Case Manager emphasizes the emerging trends and roles in Case Management in healthcare and the world health systems. Issues related to the identification of problems, determination of outcomes, coordination of resources, special population advocacy, and facilitation of inter-professional care case management coordination will be reviewed throughout the course. The culmination of this course will result in the finalization of chapters 1, 2, and 3 and a draft of chapter 4 of your Capstone Project. Capstone projects are designed to encourage you to think critically, solve challenging problems, and develop skills such as oral and written communication, research, planning large projects, and goal setting to achieve the outcomes in a timely manner. The Capstone project will provide you an opportunity to demonstrate mastery of both a specific topic and the relation of this topic to the broader scope of your role as a Case Manager.

### **NUR606 CASE MANAGEMENT PRACTICUM\* 3 CREDITS**

#### **PREREQUISITES: NONE**

The Case Management Practicum is the final course in the MSN program. This practicum requires demonstration of the knowledge and skills acquired in prior courses as they relate to Advance Practice Nursing as well as the specialty of Case Management. During this course, the Capstone project that was completed during the Research Seminar will be finalized and issues related to patient-centered care, evidence-based practice, diversity, critical thinking, collaboration and teamwork, and professionalism will be demonstrated. Program Outcomes and specialty track role specific competencies will be showcased within the five chapters of the capstone paper, during the Oral Capstone Presentation, and through the reflection of these in the Program Outcome Identification Table. 64 hours of direct Practicum Experience are completed under the guidance of a preceptor and 26 hours of indirect practice experience are embedded in the course. Practicum Experience is evidence-based, reflects contemporary practice and nationally established patient health and safety goals, and is designed to verify early mastery of new levels of advance practice.

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## COURSE DESCRIPTIONS

### **NUR607 NURSING INFORMATICS RESEARCH SEMINAR\* 3 CREDITS**

#### **PREREQUISITES: NONE**

The MSN Research Seminar for the Graduate Nurse Informaticist emphasizes the emerging trends and roles in nursing informatics in the healthcare environment. Issues related to plans for evaluating, contracting and implementing new technologies, evaluating and improving current technologies in healthcare, as well as QI, safety, and security related to information technology will be reviewed throughout the course. The culmination of this course will result in the finalization of chapters 1, 2, and 3 and a draft of chapter 4 of your Capstone Project. Capstone projects are designed to encourage you to think critically, solve challenging problems, and develop skills such as oral and written communication, research, planning large projects, and goal setting to achieve the outcomes in a timely manner. The capstone project will provide you an opportunity to demonstrate mastery of both a specific topic and the relationship of this topic to the broader scope of your roles as a Nursing Informaticist.

### **NUR608 NURSING INFORMATICS PRACTICUM\* 3 CREDITS**

#### **PREREQUISITES: NONE**

The Nursing Informatics Practicum is the final course in the MSN program. This practicum requires demonstration of the knowledge and skills acquired in prior courses as they relate to Advance Practice Nursing as well as the specialty of Nursing Informatics. During this course, the Capstone project that was completed during the Research Seminar will be finalized and issues related to patient-centered care, evidence-based practice, diversity, critical thinking, collaboration and teamwork, and professionalism will be demonstrated. Program Outcomes and specialty track role specific competencies will be showcased within the five chapters of the capstone paper, during the Oral Capstone Presentation, and through the reflection of these in the Program Outcome Identification Table. 64 hours of direct Practicum Experience are completed under the guidance of a preceptor and 26 hours of indirect practice experience are embedded in the course. Practicum Experience is evidence-based, reflects contemporary practice and nationally established patient health and safety goals, and is designed to verify early mastery of new levels of advance practice.

### **NUR610 MSN SPECIALIZED COURSE MODULE 1 CREDITS**

#### **PREREQUISITES: APPROVAL OF DEAN/CHAIR**

This course is available to students needing additional coursework specific to certain concepts or outcomes found elsewhere in the curriculum. The activities within this course will be determined through collaborative efforts between the student, faculty, and other nursing personnel as needed. The course will promote progression of the student towards the desired concept or outcome.

### **PA301 INTRODUCTION TO PUBLIC ADMINISTRATION 3 CREDITS**

#### **PREREQUISITES: NONE**

This course is broad-ranging and provides a combination of theory and practice. The course purpose is to promote a superior understanding of government and its relationship with the society it governs, as well as to encourage public policies that are more responsive to social needs. Additional topics include managerial practices attuned to effectiveness, efficiency and human requirements of the citizenry.

### **PH220 PHYSICS I 4 CREDITS**

#### **PREREQUISITES: MA141 WITH A "C" OR BETTER**

This course covers a range of topics, concepts and theories in general physics including kinematics and dynamics in 1D and 2D motion, forces and Newton's laws of motion, work and energy, impulse and momentum, rotational kinematics and dynamics, simple and harmonic motion, fluid dynamics, and temperature and heat. This course is intended for students majoring in information systems, software engineering technology, computer science, computer engineering technology and electronics engineering technology.

### **PH221 PHYSICS II 4 CREDITS**

#### **PREREQUISITES: PH220**

This course continues Physics I topics, concepts and theories in general physics. Topics include waves and sound, electric forces and electric fields, electric potential energy and the electric potential, electric circuits, magnetic forces and magnetic fields, electromagnetic induction, alternating current (ac) circuits. The course also introduces the student to applied physics and applies this knowledge to real-world problems.

### **PL201 INTRODUCTION TO PHILOSOPHY 3 CREDITS**

#### **PREREQUISITES: NONE**

This course emphasizes content coverage and development of critical reasoning skills. It pays attention to the personal and practical relevance of philosophy by focusing on its experiential, therapeutic and social applications. Topics include the definition of philosophy, philosophical argument, epistemology and metaphysics, ethics and moral decision making, and political philosophy.

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## COURSE DESCRIPTIONS

### PL301 PRACTICAL PHILOSOPHY

3 CREDITS

#### PREREQUISITES: NONE

This course uses a multidisciplinary approach to explore original essays combined with classical and contemporary readings from philosophy, science and literature. Both structure and content emphasize the relevance of philosophy to other disciplines. Topics include the meaning of life, existentialism, ethics, social and political philosophy, and the philosophy of science, metaphysics and the existence of God.

### PL401 PHILOSOPHY OF SCIENCE AND TECHNOLOGY

3 CREDITS

#### PREREQUISITES: NONE

This course provides an introduction to philosophy and its relationship to technology. Interactive activities encourage the student to think critically, analytically and creatively and challenge one to develop new ideas and map solutions to current technological and sociological issues. Topics include ethics and technology, history of technology, energy, ecology, population, health and technology, technology and the Third World, and technology of the future.

### PLS101 INTRODUCTION TO PARALEGAL STUDIES

3 CREDITS

#### PREREQUISITES: NONE

The course gives the student a thorough introduction to the legal system in general, specific areas of the law, and the paralegal's integral role as a member of the legal team. The student will gain a comprehensive understanding of the laws in our society, the importance of ethical and professional responsibility and the skills needed to thrive in a legal environment. Students learn how professionals work in each area of the law and how each skill directly translates on the job. Paralegal students learn about the substantive areas of the law, and how to excel as a professional in each area.

### PLS103 INTRODUCTION TO LAW

3 CREDITS

#### PREREQUISITES: NONE

Students will examine a variety of sources of law, explore relevant legal principles, and build their legal vocabulary. This course addresses the long-standing legal principles that created the foundation of the American legal system. Through a detailed course of study, students review the structure and systems composing the judicial branch of the U.S. system of government.

### PLS105 LAW OFFICE MANAGEMENT AND TECHNOLOGY

3 CREDITS

#### PREREQUISITES: PLS101

This course assists students in developing a practical knowledge of the legal industry, including technical considerations and law office operations and management. Students examine how law firms and types of legal offices conduct business differently from other industries. Students gain an inventory of the functions and procedures common to a law office environment and the essential skills utilized throughout a legal career.

### PLS107 LEGAL ETHICS

3 CREDITS

#### PREREQUISITES: PLS103

In this course, students explore concepts related to professional legal ethics and responsibility. Students apply standards of care for legal professionals in areas such as professional care, confidentiality, work products and privilege. Students examine major principles that affect how the practice of law is regulated and develop analytical skills in recognizing and responding to case study scenarios.

### PLS201 LEGAL RESEARCH AND WRITING I

3 CREDITS

#### PREREQUISITES: PLS101 OR PLS103, PLS201 MUST BE PASSED WITH A "C" OR BETTER

This course provides students with fundamental and essential legal research and writing skills necessary for all legal professionals. Emphasis is given to resources of law both primary and secondary, and an introductory explanation of legal reasoning and analysis. This course emphasizes writing client opinion letters, pleadings, contracts, office memos, memoranda of law and appellate briefs.

### PLS203 CIVIL LITIGATION

3 CREDITS

#### PREREQUISITES: PLS201 WITH A "C" OR BETTER

This course teaches the paralegal student proper methods and procedures that must be followed in a legal practice. Emphasis is placed on trial and litigation practices through the study of procedures directly relevant to a paralegal professional. Students examine pre-trial and trial procedures, as well as motions and other aspects they will likely encounter in their career. The primary focus is on general litigation practices with some examination into substantive areas such as personal injury, real estate, employment and intellectual property law.

### PLS205 TORTS

3 CREDITS

#### PREREQUISITES: PLS203

Students study academic principles of tort and personal injury law and practical skills necessary for the paralegal. Topics covered include fundamental tort law, personal injury law concepts and real-world, practical skills using annotated cases that examine current topics in the field of tort and personal injury litigation.

## COURSE DESCRIPTIONS

### PLS207 CONTRACT LAW

3 CREDITS

#### PREREQUISITES: PLS203

This course explores the six steps of contract law: 1) body of law application to the transaction; 2) contract formation, offer and acceptance; 3) freedom to contract, including infancy, illegality, duress and unconscionability; 4) plaintiff allegation of defendant breach; 5) defendant responses to allegation of breach; and 6) plaintiff remedies for defendant breach of contract. Updated cases and examples are used to reinforce the theories addressed within the content of the course.

### PRJ450 PROJECT MANAGEMENT

3 CREDITS

#### PREREQUISITES: MA170 OR MA215 OR MA230

This advanced course identifies the components of modern project management and shows how they relate to the basic phases of a project, starting with conceptual design and advanced development and continuing through detailed design, production and termination. Topics covered include project organization and structure; project planning and control; human behavior in the project setting; and project management information systems. The course places stress on integrative concepts rather than isolated methodologies. It relies on simple models to convey ideas and avoids detailed mathematical formulations, though some of the more important mathematical programming models are presented.

### PRJ515 PROJECT MANAGEMENT ESSENTIALS

3 CREDITS

#### PREREQUISITES: NONE

This course completes the topics presented in the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and includes project cost quality procurement and risk management. Students are provided with opportunities to apply these concepts using real-life exercises examples and software tools. PMBOK is a registered mark of the Project Management Institute.

### PRJ636 PROJECT MANAGEMENT ORGANIZATION FRAMEWORK AND RISK

3 CREDITS

#### PREREQUISITES: PRJ515

This course furthers the fundamental concepts of scope, time management and human resource planning and project communications as presented in the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*. Emphasizing both theory and practical application student are provided with an opportunity to apply these concepts using real-life exercises examples and software tools. PMBOK is a registered mark of the Project Management Institute.

### PRJ656 PROJECT MANAGEMENT INTEGRATION FRAMEWORK

3 CREDITS

#### PREREQUISITES: PRJ636

This course introduces students to the fundamental elements of effective project management. It provides students with the opportunity to apply these elements using exercises and examples based on real-time projects. The required tools and techniques used to plan, measure and control projects, and the methods used to organize and manage projects are discussed.

### PRJ691 CAPSTONE PROJECT-BUSINESS INTELLIGENCE

3 CREDITS

#### PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS

This course applies the knowledge and skills acquired in courses to the student's work environment. This project is completed individually; students are encouraged to select work-related projects that are of particular interest and will result in professional growth and benefit the organization.

### PRJ695 PROJECT MANAGEMENT CAPSTONE

3 CREDITS

#### PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS

This capstone course requires students to demonstrate an understanding and application of material explored during the Project Management programs in both the College of Business, Management, and Economics and the College of Humanities and Social Sciences. Additionally, this course will prepare students for the Project Management Institute's Project Management Professional (PMP)® certification examination. Preparation includes utilization of study guides and practice exams. PMP is a registered mark of the Project Management Institute.

### PS101 FUNDAMENTALS OF PSYCHOLOGY

3 CREDITS

#### PREREQUISITES: NONE

This course presents an introductory overview of psychology. The course includes topics such as the history of psychology, nature vs. nurture, biological psychology, sensation, perceptions, developmental theories, classical conditioning, operant conditioning, memory, cognition, personality, health, and social psychology.

### PS360 ABNORMAL PSYCHOLOGY

3 CREDITS

#### PREREQUISITES: NONE

The course is designed to provide an exploration of the biological, environmental and cultural issues surrounding adjustment disorders, mood disorders, suicide, schizophrenia and delusional disorders.

## COURSE DESCRIPTIONS

### PS380 PSYCHOLOGY AND THE LAW

3 CREDITS

#### PREREQUISITES: NONE

Psychology and the law will provide a broad overview of the interplay between behavioral science and the legal system. In appearance, the two disciplines are vastly different; however, the legal system has an immense influence on our everyday psychology. The purpose of this course is to examine the legal system through the use of psychological concepts, methods, and research results.

### RCH399 SPECIAL TOPICS IN BUSINESS RESEARCH

3 CREDITS

#### PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### RCH480 ADVANCED BUSINESS RESEARCH

3 CREDITS

#### PREREQUISITES: NONE

The course introduces the student to the techniques and principles of the applied research process most frequently used by business scholars within the industry. Students will learn different research methods, identify and investigate a business problem, use the findings to create solutions to the problem and present their own conclusions based on the findings. Topics of interest include definition of the research problem, formulation of research question and hypotheses, sampling, data collection, data analysis, research design and interpretation of the data. Furthermore, students are expected to critique and analyze business literature pertinent to their topic.

### RCH520 QUANTITATIVE ANALYSIS

3 CREDITS

#### PREREQUISITES: NONE

This Quantitative Analysis course addresses managerial decision analysis using quantitative tools. Topics include a general framework for decision analysis, decision tables and trees, forecasting, inventory control, linear programming, transportation and assignment, networks, project time management, waiting lines (queuing) and simulation. After the course, the student should be able to use a broad array of powerful analytical tools to make business decisions.

### RCH599 SPECIAL TOPICS IN BUSINESS RESEARCH

3 CREDITS

#### PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the College of Business, Management, and Economics. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

### S0101 INTRODUCTION TO SOCIOLOGY I

3 CREDITS

#### PREREQUISITES: NONE

This course offers a global perspective to understand self, as well as presenting the most current research in the field of sociology. Topics explored include social diversity while critically examining the issues and challenges facing society. Additional areas covered are the theoretical and empirical foundations of sociology, the major themes of sociological research and the techniques employed.

### S0303 RACE RELATIONS AND THE AMERICAN EXPERIENCE

3 CREDITS

#### PREREQUISITES: NONE

A historical and current look at immigration and race relations in the United States. Students will study the constructs of ethnicity and the American experience as viewed through the experiences of various social groups. The course culminates with a broad view of ethnicity in other societies and countries around the world.

### S0310 CULTURES IN CONFLICT

3 CREDITS

#### PREREQUISITES: NONE

This course is designed for students who seek an understanding of causes and effects for strategically important conflicts in the world today. The course fosters discussion and dialogue pertaining to the complexity of cultural and social conflicts which have deep, varied, and often conflicting roots.

### S0330 SOCIAL PROBLEMS

3 CREDITS

#### PREREQUISITES: NONE

This course gives students the opportunity to examine current social problems using the sociological perspective and sociological theory. Students will identify and consider the cultural and structural aspects of current social problems, examining and analyzing them with a focus on their causes, development and proposed solutions. Students will assess current research and will be given the opportunity to propose alternative solutions to contemporary social problems.

**S0351 TECHNOLOGY AND SOCIETY**

**3 CREDITS**

**PREREQUISITES: NONE**

Students examine the broad implications of technological applications within society in terms of overall connections and communication with others, career and personal interactions, political, and health care implications. Topics covered include technological progress within society, issues associated with privacy and ethical concerns through technological advancements, positive and negative impacts of technology in maintaining cultural norms and traditions, and technology in the workplace.

**SS106 GEOGRAPHY**

**3 CREDITS**

**PREREQUISITES: NONE**

This course introduces the concepts and tools in geography and the major subfields of geography, including physical geography, population geography, cultural geography, political geography, economic geography, urban geography and regional geography. In addition, it affords an overview of the major world regions.

**SS340 MENTAL HEALTH AND WELLNESS**

**3 CREDITS**

**PREREQUISITES: NONE**

This course introduces students to mental health and wellness from a general population perspective. This course is designed for any student wishing to learn more about mental health disorders, potential treatment modalities, and the benefits of healthful living from a mental health aspect. The course introduces students to a variety of mental illness disorders, on a broad spectrum. Topics covered include mood, anxiety, substance abuse, and personality disorders. It explores issues for special groups, including the challenges faced by an aging population. This course discusses the cause of mental disorder/issues and offers insight into tailored treatment plans.