UNIVERSITY OF
ARKANSAS
GRANTHAM

2024-2025 UNIVERSITY CATALOG

2024-2025 University Catalog

July 1, 2024

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Monday - Thursday 8:00 am – 7:00 pm
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Voice messages and emails received after hours are promptly returned the next business day.

The University of Arkansas Grantham enforces policies and requirements in accordance with the current academic catalog and reserves the right to make a documented exception on a case-by-case basis after careful review of the individual circumstances and with approval of the Chancellor. The provisions of this catalog do not constitute a contract and are subject to change without notice, if necessary, to maintain compliance with State and Federal laws or regulations or policies of the University of Arkansas Board of Trustees.

Office of the Chancellor

July 1, 2024

Welcome to University of Arkansas Grantham!

The 2024-25 academic year marks the University's 73rd year of operating. As we continue to evolve and grow, we are guided by our commitment to learners, as expressed in our Mission Statement: "To provide quality, accessible, affordable, professionally relevant programs in a continuously changing global society."

The University Catalog continues to evolve as well: this new version has been updated so that it provides all the necessary information for prospective and current students.

Our entire team of faculty members and administrative staff is committed to student success – to helping each and every student graduate *and* attain the skills necessary for continued personal growth and professional development.

If you are considering pursuing your next degree, I invite you to get to know University of Arkansas Grantham.

Join us!

We look forward to supporting you on your academic journey.

With best wishes,

Lindsay Bridgeman, MBA '19
Chancellor
University of Arkansas Grantham

Table of Contents

About University of Arkansas Grantham

History

The University was founded in 1951 as a private, postsecondary, degree-granting distance education institution by World War II veteran Donald Grantham, who understood how the Servicemen's Readjustment Act of 1944, known as the G.I. Bill, and its educational benefits, could transform the lives of returning servicemen and women and their families. Mr. Grantham initially founded the Grantham Radio License School in Los Angeles, California. Soon after, the school's name was changed to the Grantham School of Electronics (GSE). Mr. Grantham subsequently opened a second location in Washington, D.C. in 1955. In the years that followed, 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, the Grantham School of Electronics (GSE) was accredited by the Distance Education Accrediting Commission (formerly the Distance Education and Training Council), which received recognition by the US Department of Education in 1959. Once accredited, GSE continued delivering academic programs to adult learners both in-residence and through distance education to better serve a geographically dispersed student body of active-duty service members.

In 1968, the Grantham School of Electronics was renamed the Grantham College of Engineering (GCE). Over the years, GCE consolidated its activities to a single location in Los Angeles, California and focused on offering only distance education programs. In 1990, GCE received approval to operate and relocated to New Orleans, Louisiana. In 1993, GCE became licensed by the Louisiana Board of Regents. In 2002, GCE launched its business school and simultaneously renamed the Grantham College of Engineering to Grantham University. From 2002 to 2005, the University expanded its academic offerings to include the Bachelor of Arts in Criminal Justice and various master's degree programs.

Tragically, in August 2005, Hurricane Katrina destroyed all but one building on the University's campus in Slidell, Louisiana. Following the devastation, the University relocated to Kansas City, Missouri, and the Missouri Department of Higher Education (MDHE) certified the institution to grant degrees in the State of Missouri. In November 2009, the University received approval from the Missouri Department of Higher Education (MDHE) and the Distance Education Accrediting Commission (DEAC) to offer associate through master's level allied health degree programs. In January 2010, the University also received MDHE and DEAC approval to offer an RN to BSN degree completion program and a Master of Science in Nursing degree program.

In March 2014, after outgrowing its Kansas City facility, the University relocated its administrative offices to Lenexa, Kansas. In 2015, Grantham University, Inc. (owner of the University) transitioned to a Kansas corporation and as a result in June 2015, the University became a State Authorization Reciprocity Agreement (SARA) participating institution. At that time, all degree and certificate programs offered operated under the authority of the Kansas Board of Regents and the Distance Education Accrediting Commission (DEAC).

On Nov. 1, 2021, the University joined the University of Arkansas System and officially became the University of Arkansas Grantham. Rooted in its mission of extending access to education, UA Grantham continues to offer more than 50 fully online degree and certificate programs to thousands of adult learners in Arkansas, across the country, and around the world. Currently, all degree and certificate programs offered operate under the authority of the Arkansas Division of Higher Education (ADHE) and the Distance Education Accrediting Commission (DEAC).

Mission and Vision

Vision University of Arkansas Grantham 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 their communities.

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

Core Professional Competencies

University of Arkansas Grantham provides online programs of study across multiple disciplines. The common denominator in all these programs consists of key skill sets that the University believes students need in order to become successful in their personal and professional lives. The University calls these skill sets "Core Professional Competencies," or CPCs. The Core Professional Competencies 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 of ideas, opinions, and identity, 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 and 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.
- **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, University of Arkansas Grantham ensures that graduates are prepared to succeed in varied professional and civic settings.

Governance

The University of Arkansas Grantham (UA Grantham) is an authorized degree-granting institution of the University of Arkansas System operating under the leadership of the Board of Trustees of the University of Arkansas System.

The Board of Trustees has legal control and responsibility for the functions of the educational administrative units that comprise the University of Arkansas System. The members of the Board are appointed by the Governor and are subject to confirmation by the State Senate. The composition is governed by provisions in the Arkansas Constitution. Board members are appointed to serve ten-year, overlapping terms.

The administration of the University of Arkansas System is unified in the office of the president. The president is appointed by the Board of Trustees.

For more information about the leadership of the University of Arkansas System, including information on the current Trustees, visit the System website at uasys.edu/leadership.

University Administration

Chancellor
Lindsay Bridgeman

Controller
Sara Estes

Vice Chancellor, Academics
Wendy Johnson, Ph.D.

Vice Chancellor, Enrollment Services and Registrar
Steven Howell

Vice Chancellor, Human Resources
Tracy Gallery

Vice Chancellor, Information Technology
Jay Parker

Vice Chancellor, Marketing
Segev Tsfati

Vice Chancellor, Student Experience
Kami Richardson

Academic Leadership and Faculty

College of Business
Matthew Schigur, MBA, Director

College of Humanities and Social Sciences
Tina Freestone, MA, Director

College of Science, Engineering, and Technology
Nancy Miller, Ph.D., Dean

College of Health Professions
Brina Hollis, Ph.D., Director

Faculty Training and Evaluation
Jessica Parker, Ph.D., Director

A complete listing of University faculty can be found at uagrantham.edu/about-grantham/faculty-list

Advisory Boards

Advisory boards in each of the University's four colleges are responsible for providing guidance and advice to academic leadership and faculty in specific areas of expertise. Members of the advisory boards are expert practitioners who are charged with providing insight into current best practices and future trends in their respective field or discipline.

College of Business Advisory Board			
Board Member	**Employer**	**Position**	**Discipline / Area of Expertise**
Matt Perry	KeyBank Real Estate Capital	Manger Portfolio Services -CMBS	Banking Management and Sales
Luis Cantu	L3 Harris	Lead System Engineer	IT and Project Management
Amy Petters	The Salvation Army, Midland Division. St. Louis MO	Director of Gift Planning	Law and Management
Rachel Stevenson	Burdick Job Corps	Manger of Human Resources and Equal Opportunity	Human Resources and HPI
Daniel (Dan) Budzyn	Jobs Corp	Campus President	Management and Leadership
Linn Dawson	Redfox Staffing	Senior Staffing Manager	Human Resources and Staffing
Matt Whitlock	Olive Branch Accounting	Owner	Accounting
Hannah Stout	Pricewaterhouse	Tax Accountant	Accounting

College of Humanities and Social Sciences Advisory Board			
Board Member	**Employer**	**Position**	**Discipline / Area of Expertise**
Steven Christensen	Department of Public Safety	Director	Criminal Justice
Claudette Harris	Emory University	Director/Professor	Legal/Academics/Higher Education
Sharron Lucas	University of St. Mary's	Director of Online Learning	Higher Education
Carl Morrison	Paralegal Voice	Author/Paralegal/Host of Paralegal Voice	Legal/Academics/Higher Education
Currie Myers	Retired	Sheriff	Higher Education/Criminal Justice
Christina Ordonio	Withers, Brant, Igoe & Mullennix, P.C	Paralegal	Legal/Paralegal
Janet Rogers	Clay County Children's Justice Center	Juvenile Officer	Courts/Juvenile

College of Health Professions Advisory Board			
Board Member	**Employer**	**Position**	**Discipline / Area of Expertise**
Tamra Wood	Eastern Gateway Community College	Instructor	AHIMA Approved ICD 10 CM/PCS Trainer; Certified Coding Specialist – Physician Specialty
Sundae Yomes	Optum	Compliance Analyst	Healthcare Compliance Officer Health Information Management Specialist; Compliance Analyst; Healthcare Regulations; CoMedicare Guidelines
Aletta Griffea	Reach Health	Hospitalization Specialist	Program Management; Coordination of Care; Program Design; Regulatory Compliance
Dr. Mia Small	Arizona College	Program Director	Medical Front Office Administration; Higher Ed

College of Science, Engineering, and Technology Advisory Board			
Board Member	**Employer**	**Position**	**Discipline /Area of Expertise**
Mohammad Paknejad	CTDI, Engineering	Director of Engineering	Engineering: Telecommunications service industry
Dexter Malley	Naval Oceanographic Office	Engineering Director	Engineering: Underwater instrumentation and control systems
Craig Bryant	Duke Energy Carolina	Construction Manager	Engineering: Power
Jennifer Lohoefener	Ad Astra	Data Strategist	Computer Science, information systems: Software architect/developer
Chris Dierkens	Air Tox Environmental	VP, Engineering Services	Computer science & information technology: Data acquisition and technology services
Darren Alleyne	Lockheed Martin Space	Sr. Manager, Classified Cybersecurity	Cybersecurity, information technology
Robert Chubbuck	CACI	Senior Cybersecurity Engineering Lead	Cybersecurity, information systems, information technology
William Rybczynski	RPI Group, Inc	Senior VP, Cybersecurity Division	Cybersecurity
Gene Lloyd	Lloyd Research Institute	Director, Cybersecurity Consultant	Computer science, cybersecurity

State Authorization

Arkansas

The University of Arkansas Grantham is approved to provide postsecondary education by the Arkansas Higher Education Coordinating Board (AHECB), the authority by which UA Grantham confers degrees.

NC-SARA

The University of Arkansas Grantham participates in the State Authorization Reciprocity Agreements. For more information, visit www.nc-sara.org.

California

Although California does not currently participate in NC-SARA, it does not require registration for out-of-state public or private non-profit institutions without a physical presence in California. California offers a complaint process for California residents enrolled in an out-of-state postsecondary institution through the California Department of Consumer Affairs (https://www.dca.ca.gov/consumers/complaints/oos_students.shtml).

As a 100% online public university, the University of Arkansas Grantham may deliver instruction to students located in California; it may also disburse Title IV student financial aid to students in California who are otherwise eligible.

Accreditation

Institutional Accreditation

University of Arkansas Grantham 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) is located at 1101 17th Street NW, Suite 808, Washington D.C. 20036, and you can reach them by telephone at (202) 234-5100.

Programmatic Accreditation

ABET Accreditation

The Bachelor of Science Electronics Engineering Technology Degree program is accredited by the Engineering Technology Accreditation Commission of ABET, https://www.abet.org, under the General Criteria and the Electrical/Electronic(s) Engineering Technology Program Criteria.

Professional Licensure

None of UA Grantham's programs lead to professional licensure.

Contact Information

Website www.uagrantham.edu
Phone (888) 947-2684
Email admissions@uagrantham.edu
Main Address 2404 N. University Ave., Little Rock, AR 72207
Administrative Location 16025 W 113th St., Lenexa, KS 66219

Frequently Contacted

Concern / Department	Email	Phone
ADA Accommodations	accommodations@uagrantham.edu	(800) 955-2527
Admissions	admissions@uagrantham.edu	(800) 955-2527 press 1
Financial Aid	finaid@uagrantham.edu	(866) 850-2980 press 3
Student Accounts	studentaccounts@uagrantham.edu	(866) 850-2985
Student Advising	studentadvising@uagrantham.edu	(800) 955-2527 press 2
Student Records	studentrecords@uagrantham.edu	(800) 955-2527 press 2
Title IX (discrimination concerns)	titleix@uagrantham.edu	(800) 955-2527
Transcripts	transcripts@uagrantham.edu	(800) 955-2527 press 2

Voice messages and emails left after hours are promptly returned the next business day.

Admission Policies and Information

Non-Discrimination Statement

University of Arkansas Grantham 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 – UA Grantham believes everyone should have the opportunity to pursue a college degree.

General Admissions Requirements

University of Arkansas 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 24 semester credit hours.

In determining whether an applicant possesses the necessary readiness and qualification and should be admitted to one of UA 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 information, generally available through public records, is used for screenings in conformity with all federal and state laws, including the Fair Credit Reporting Act.

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.

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 tests listed below or by providing proof that the language of instruction for their secondary or postsecondary credentialing institution was English. Transcript evaluations must be completed on official transcripts; however, unofficial documentation may be reviewed for the purpose of admission.

Accepted Test	Minimum Score
Test of English as a Foreign Language (TOEFL)	525 on the paper-delivered test (PBT) or 61 on the Internet Based Test (iBT)
International English Language Test (IELTS)	6.5
Pearson Test of English	50
Duolingo English Test	100

Technical Requirements

University of Arkansas Grantham 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.

The online learning environment at University of Arkansas Grantham is composed 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 10 (or higher)
  - Mac OS* 11 (or higher)
- One of the following web browsers with the ability to allow popups:
  - Google Chrome (PREFERRED) – most recent stable version or two preceding versions
  - Mozilla Firefox – most recent stable version or two preceding versions
  - Apple Safari – two most recent major versions
  - Microsoft Edge – most recent stable version or two preceding versions
- Broadband internet connection 1Mbps required, 25 Mbps or faster preferred
- Webcam

* Coursework in some programs requires a Windows-based computer to run software and access external hardware.

Identity Verification

UA Grantham has established the following 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 students beginning with the application for admission and continuing through graduation, transfer, or withdrawal from the University.

Identity Verification Methods

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

- All students must submit a copy of a valid government- issued photo identification (military IDs will not be accepted). Providing false or altered identification is grounds for denial of admission, or dismissal, from the University
- 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
- 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 Student Portal in order to view course grades and related information to complete coursework
- Upon enrollment, new students will set up secure access to the Student Portal. It is the student's responsibility to ensure the secure GID, Username and password are kept private
- Proctored Examinations: Use of a University of Arkansas Grantham-approved proctor or a virtual, third-party proctoring service is required for examinations that are noted in course syllabi

Academic Engagement Monitoring

Students must meet the requirements of the Attendance and Substantive Interaction policy. Students that exhibit a pattern of limited or superficial coursework (submitting 50% 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 University of Arkansas Grantham 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.

Suspicious Activity Monitoring

Students who engage in aggressive and unprofessional behavior particularly regarding their eligibility for federal student aid will be reviewed.

Students sharing common traits with other UA 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 the University determined are 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.

Undergraduate Admissions

Completion of High School (or Equivalent)

University of Arkansas Grantham requires completion of high school or its equivalent for admission into undergraduate and certificate programs. Verification documentation that satisfies requirements is approved by the Registrar.

Examples of acceptable documentation 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 University of Arkansas Grantham.)
- 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

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

Home School Applicants

University of Arkansas Grantham 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 University of Arkansas Grantham (while concurrently attending high school or home-school) may apply for admission as a non-degree or non-certificate seeking student and may enroll in no more than four credit hours (undergraduate coursework) per term. Exceptions may be granted

by the Registrar 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 Cumulative Grade Point Average (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.

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 Registrar may evaluate alternative documentation on a case-by-case basis.

Programmatic Admission Information – Undergraduate

College of Health Professions

The College 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 University of Arkansas Grantham'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.

In addition to the above, the Health Information Management Bachelor of Science degree requires a conferred Associate degree (any type) or Administrator approval.

Graduate Admissions

Admittance to a masters-level program requires a student to possess a baccalaureate, masters, or professional degree with a cumulative Grade Point Average (GPA) ≥ 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, master's, or professional degree must be received by the Registrar's office for admission.

Prospective students who provide false or altered admissions documentation to include transcripts for potential transfer credit will be denied admission to University of Arkansas Grantham 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. 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. Upon successful completion of the two graduate courses with a cumulative GPA of 3.0 or higher, the student may apply for admission to a graduate degree program.

Enrollment with non-matriculating status is limited to 9 semester credit hours.

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 program. Courses not meeting this minimum criterion must be repeated.

Re-Entry and Re-Admission

Students that are withdrawn from their program of study are encouraged to return and complete their degree or certificate. When returning to the same program of study, returning students will be enrolled into the program curriculum in place at the time of Re-Entry. Student Advisors will facilitate the process of Re-Entry to determine the appropriate term to ensure the best alignment for course and funding availability.

Students that wish to return to the institution for a different program of study will be considered for Re-Admission and are subject to the tuition, policies, and program curriculum in place at the time of Re-Admission.

Programs and courses may remain unchanged, be removed, or added as needed to meet current curriculum requirements.

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 who are not in an active status that wish to return will be evaluated on a case-by-case basis for eligibility to return to the original program.

Transfer Credit

Transferability of UA Grantham Credit

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

Transfer of Credit to UA Grantham

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

Academic Credit

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

University of Arkansas Grantham grants transfer credit on a course-by-course basis for courses with equivalent content and value as the corresponding University of Arkansas Grantham course(s). University of Arkansas Grantham 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, except for 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 University of Arkansas Grantham with no chance for future enrollment. Any pending financial aid will be reviewed, and disposition determined.

Military Experience

University of Arkansas Grantham 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

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

Credit by Examination

University of Arkansas Grantham accepts credit by examination from sources that carry ACE-recommended credit, provided that the minimum score is achieved, including (but not limited to) the following: CLEPS, DANTES, Excelsior College Examination, Straighterline, and Sophia Learning.

Undergraduate Requirements

Students may not transfer in credit for Capstone courses, which must be completed at University of Arkansas Grantham. For prior academic credit to be eligible for transfer, grades earned must be a C or higher.

Students must complete at least 25% of the required credit hours in the enrolled undergraduate degree program at University of Arkansas Grantham to earn the degree. Students seeking a subsequent undergraduate degree from UA Grantham cannot transfer more than 75% of courses completed in a previous UA Grantham undergraduate program.

Non-degree undergraduate certificate programs require all courses be taken at UA Grantham.

Graduate Requirements

Students must complete at least 50% of the required credit hours in the enrolled graduate program at University of Arkansas Grantham to earn the degree. This also applies to students seeking a subsequent graduate degree from UA Grantham.

Grades for prior academic credit must be a B or higher and completed within the last 10 years. Credit for a completed capstone course(s) in one graduate program will not be applied to a second or subsequent graduate program; students will be required to complete a capstone course while enrolled in the second or subsequent graduate program.

Non-degree graduate certificate programs require all courses be taken at UA Grantham.

Tuition and Fees

Tuition

Undergrad $305 per credit hour; online tuition rate applies to all undergraduate programs – associate and bachelor's degrees as well as certificates.
Graduate $365 per credit hour; online tuition rate applies to all graduate programs – master's degrees and graduate certificates.

Additional Fees

- Resource fee* $50 per credit hour
- Returned check fee $25
- Stop Payment Request fee $25
- Electronic transcript fee $10
- Paper copy of transcript fee $15
- Replacement diploma fee $25
- International shipping fee** $50 per course

* Non-refundable fee. See description below.
** If charged, not subject to refund after seventh class day.

Resource Fee
The Resource Fee covers the cost of the following:

- Student advising services
- Textbooks and/or e-books
- Supplies, kits, and other required materials outlined in the course syllabus
- Microsoft Office student license
- The 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

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.

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

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

Academic Information and Policies

Academic Calendar and Holiday Schedule

- The Academic Calendar is kept up to date on the University's web site at https://www.uagrantham.edu/online-college-admissions/academic-calendar/
- For a list of university holidays, see https://www.uagrantham.edu/student-support/holiday-calendar/

Terms and Weeks

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 at University of Arkansas Grantham have access to Blackboard, University of Arkansas Grantham's learning management system (LMS). Students can access courses through the LMS 24/7 during the 56-day term. University of Arkansas Grantham 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.

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:

Enrollment Status	Number of Credit Hours	
	Undergraduate	Graduate
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 for the semester. Students may be enrolled in one or more classes in either or both sessions/terms in a semester.

Academic Overload

Undergraduate

An academic load of one to eight credit hours per term is considered a regular load for undergraduate students at University of Arkansas Grantham. 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 University of Arkansas Grantham in the last 12 months, and
- Earned a Grade Point Average (GPA) of at least 3.00.

Graduate

An academic load of three to seven credit hours per term is considered a regular load for graduate students in programs at University of Arkansas Grantham. On 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 more than seven credit hours, the student must have met the conditions and requirements:

- Completed a minimum of six graduate credit hours at University of Arkansas Grantham in the last 12 months, and
- Earned a Grade Point Average (GPA) 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 misconduct is being reviewed. No student will be authorized to enroll in classes creating an academic overload for 12 months following a sanction for misconduct. 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 20 credit hours (undergraduate) or 12 credit hours (graduate) in any given semester (16-week period).

Cancellation and Withdrawal

Cancellation Policy

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

Withdrawal Policy

A student may withdraw from courses at University of Arkansas Grantham 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 withdrawal is requested while a course is in Incomplete status, the I grade will convert to an F.

University Withdrawal - Process for Voluntary Withdrawal from the 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 UA 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 or 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 UA Grantham of intent to withdraw via written or verbal communication. This is the date of determination used to compute the institution's refund policy.

Course Withdrawal – Involuntary or 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. The date of determination used to compute the institution's refund policy is the date the University determined any of the aforementioned situations.

Institutional Refunds

A student may withdraw from University of Arkansas Grantham for any reason and is responsible for completing the University's formal withdrawal procedures as outlined in the Withdrawal Policy. 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

UA 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 UA 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 University of Arkansas Grantham (see Return of Title IV Funds section).

Refund Policy Example

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

$915.00 (tuition for one three-credit hour course)
- $777.75 (the refund amount, which equates to 85% of the course tuition)
= $137.25 (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.

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.

Military Obligations

University of Arkansas Grantham 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 University of Arkansas Grantham 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 University of Arkansas Grantham as soon as the orders are received.

When students are ready to return to University of Arkansas Grantham 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.

Leave of Absence

University of Arkansas Grantham does not offer leaves of absence.

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 University of Arkansas Grantham 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 University of Arkansas Grantham 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.

Course Grades

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. UA 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 University of Arkansas Grantham 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 the final exam will be given.

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% is recorded as 90% or a grade of A. When the final grade computes to 79.49%, it is recorded as 79%, a grade of C.

Incomplete Grades

If a student is unable to complete a course within the eight-week term due to extraordinary circumstances, a request for an Incomplete (I) can be made and must originate from only the student. Students with at least 50% of coursework completed, exclusive of discussions, may request an Incomplete from the instructor before final course grades have been submitted. Students may be required to provide documentation of the reported extraordinary circumstances.

If the instructor grants the request for an Incomplete, the student will be given an additional 14 days of course access. 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, which will remain on the transcript.

Grade Reports

Grade reports can be accessed through the student portal after course completion.

Grade Appeal

A 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 appeal to the program administrator.

1) The grade protest must be received within two weeks of the course end date.
2) The request is directed to the appropriate administrator, who will review all written documents and render a decision in a timely manner.

Repeating a Course

When courses are repeated, all attempts remain on the transcript while only the highest grade earned is calculated in the Grade Point Average (GPA). Students may not repeat courses for which they have received credit for prior learning. While there is no limit on the number of times a student can attempt a course, there may be financial aid implications.

Transcripts

UA Grantham students and alumni can access transcript ordering by logging onto the National Student Clearinghouse secured site.

Attendance and Academic Interaction

University of Arkansas Grantham 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 regularly interact with fellow students and instructors through group discussions and submitting all coursework by the weekly due date.

During Week 1, students are required to establish attendance by logging into each course within seven calendar days of the term start date AND either submitting an item which is graded in the course or conducting a substantive course content-specific dialogue with the instructor in "Ask the Instructor."

Students who fail to meet attendance requirements within the first seven calendar days of the term start date will be administratively canceled from the course(s). Attendance is measured on a course-by-course basis. Therefore, attendance in one course has no impact on attendance in another course.

Beginning in Week 2 and throughout the remainder of the course, attendance will be tracked using the tools within the learning management system. 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 interact with other students and the course instructor), abiding by the requirement outlined in each course syllabus.

Students who do not post attendance for a 14 calendar-day period will be administratively withdrawn from the course, resulting in a grade of W recorded on the student's academic transcript. Students who have no current courses remaining after being administratively withdrawn from their courses for the term are therefore administratively withdrawn from the institution.

Course acceleration is not permitted. Submitting work prior to its due date (accelerating) and going inactive for 14 calendar days is still a 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.

The following are examples of attendance activity in the course:

- Written Assignments
- Tests/Exams
- Labs
- Final Projects and Portfolios
- Discussion Posts and Replies

Appeals to be reinstated are not permitted unless a system error occurred. Individual instructor course policies or exceptions do not supersede the University policy.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) 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 University of Arkansas Grantham, including all credit hours applied to the student's program transferred to University of Arkansas Grantham 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 Grade Point Average (GPA): A student's Grade Point Average is based on all non-developmental courses taken as part of the declared program at University of Arkansas Grantham. The minimum GPA undergraduate students must meet varies according to the number of credit hours they have attempted. (See Undergraduate SAP Standards charts below.) Undergraduate students must have a 2.0 GPA 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. 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 University of Arkansas Grantham that are part of the student's declared program.

3. Maximum Timeframe: Students are given a maximum timeframe of 150% of the published program length to complete their declared program. For example, if a student must earn 60 credit hours to complete a 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 University of Arkansas Grantham, 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% timeframe, 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 GPA**	**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 GPA**	**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 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 Grade Point Average (GPA): A student's Grade Point Average is based on all courses taken as part of the declared program at University of Arkansas Grantham. Students must maintain a GPA of 3.0 or higher. Graduate students must have a 3.0 GPA 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. 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 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 University of Arkansas Grantham that are part of the student's declared program.

3. Maximum Time Frame: Students are given a maximum time frame of 150% 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 University of Arkansas Grantham, 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% timeframe, 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 GPA**	**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 GPA**	**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 the Degree Program Changes section.

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 that counts 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 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 University of Arkansas Grantham 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 Dismissed from the University.

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 Dismissed from the University and are not eligible to receive federal student aid disbursements.

Notification of the change of academic standing will be emailed to the student's University of Arkansas Grantham 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. An appeal 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 Learning Center resources before they would be eligible for future enrollments.

Students with an approved appeal will be returned to SAP Warning for one 16-week semester (two eight-week terms) to improve their academic standing and meet the required Academic Plan (SAP Standards). While on SAP Warning, students are eligible to receive federal student aid for that 16-week semester.

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 GPA and/or, for undergraduate students only, the Course Completion Rate requirements.

After the 16-week semester (two eight-week terms) has been completed, if the overall SAP requirements have been met, then the student is returned to Good Academic Standing. If the overall SAP requirements have not been met, the student will be placed on SAP Suspension and Dismissed from the University.

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.

Graduation, Honors, and Distinctions

Graduation Requirements

To graduate from University of Arkansas Grantham, 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 GPA of ≥2.0
- Attain a program GPA of ≥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 GPA of ≥3.0
- Attain a program GPA of ≥3.0

Degree Audit and Application for Graduation

To graduate, students must complete the Application for Graduation, upon the final term of registration for the student's program. The University will provide instructions by email; if this email is not received, students are responsible for contacting the University Registrar to complete the application.

Following the University receiving an Application for Graduation, 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, and official transcript record. Once the Registrar's office has confirmed that all academic requirements have been satisfied, the degree will be awarded.

Diplomas

An Application for Graduation is needed to issue a diploma; instructions for completing the Application for Graduation are sent to students once they have registered for the final term of their program. The diploma will be mailed directly to the address provided by the student on the Application for Graduation. This normally takes approximately four to six weeks after the degree has been conferred.

Honors and Distinctions

Honors List - Undergraduate

In recognition of academic excellence, every semester, selected undergraduate students are named to the Honors 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 coursework are placed on the Honors List for that semester.

Graduation Distinctions

Undergraduate

At graduation, an undergraduate degree recipient achieving high academic performance is recognized according to 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 grade point average. The honor is determined as follows:

- With Distinction 3.67 to 4.00

Outstanding Graduate Award

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 UA Grantham, and significant contributions to society and to a chosen profession as determined by the University

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.

Student Association Memberships

Student Veterans of America

University of Arkansas Grantham 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.uagrantham.edu/online-college-for-military-veterans/

Student Finance

University of Arkansas Grantham offers various options to assist students with financing their education.

Institutional Scholarships

Heroes Program

To show our appreciation and to honor those who serve our country, University of Arkansas Grantham 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.

Heroes Program Eligibility Requirements

- Applicants must meet University of Arkansas Grantham'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

Heroes Program Active-Duty Bridge Scholarship

University of Arkansas Grantham seeks to encourage students to avoid loans whenever possible and stay on their path to graduation. For Heroes Program recipients using military TA, qualifying service members are provided up to $1,000 annually toward their UA Grantham degree to help bridge the gap between TA funding eligibility cycles.

Employer Education Benefits

Many employers offer education benefits to their employees and the Student Financial Services department at UA Grantham can help you determine how best to utilize them. Students are encouraged to consult with their employer to ensure they understand the requirements.

Military Tuition Assistance

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.

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.

Veterans Programs

Veterans Education Benefits (Chapters 30, 33, 35, 1606, 1607)

UA 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. Visit the UA Grantham website to obtain information about using the G.I. Bill®[1] while attending UA 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 https://benefits.va.gov/gibill/.

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, UA 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

[1] "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at: https://www.benefits.va.gov/gibill/

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 Arkansas require schools to monitor student progress. See the University's Satisfactory Academic Progress policy.

Probationary Period

According to UA 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

UA 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 and Employment (Ch. 31)

Veterans Readiness & Employment (Chapter 31) 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 University of Arkansas Grantham makes available to students.

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 University of Arkansas Grantham. For current award year Pell Grant information, please visit www.studentaid.gov.

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 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.
- 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.

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.

Additional information, including current interest rates for Direct Loans can be found at www.studentaid.gov.

Return of Title IV Funds

When a student withdraws from the University, as outlined in the Withdrawal Policy, prior to completing more than 60% 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% of the semester will only "earn" 40% of the Title IV aid for which one was eligible. The student and/or the University must then return the remaining 60%.

The Title IV programs administered by University of Arkansas Grantham 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 is 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 (LDA) as outlined in the Attendance and Substantive Interaction Policy. The percentage of Title IV aid earned is calculated as follows:

$$\frac{\text{Number of Days Completed*}}{\text{Total Days in the Payment Period}} = \text{Percentage of Payment Period (semester) completed}$$

* The number of days in the payment period are calendar days, University of Arkansas Grantham 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 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-UA 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 UA Grantham Institutional Refund Policy. Therefore, the student may still owe funds to the University to cover unpaid institutional charges. University of Arkansas Grantham 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.

Payment Plans

The University of Arkansas Grantham offers non-interest-bearing tuition payment plans, without late fees, which can be set up for each 8-week term.

Student Services

Student Advisors

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

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 oneself 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 UA 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

The Learning Center

The Learning Center provides resources and assistance to students. Student academic support is provided through resources including tutorials, supplemental material, workshops, and individualized tutoring for most courses.

Goals of The Learning Center

The goals of The Learning Center 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

For questions about The Learning Center please contact learningcenter@uagrantham.edu.

Tutoring Services

University of Arkansas Grantham 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 UA Grantham course, not all courses have content related tutors. All courses offer writing, grammar, Microsoft assistance, Windows assistance, Student Success Skills, 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. Students can also check the availability of course tutoring via the Tutoring Information section of The Learning Center.

Library Resource Center

All students at UA Grantham have access to our online library which includes subscriptions to various library resources.

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 accessible through GLife and Blackboard with tutorials on how to use the features.

UA 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 chat sessions.

University of Arkansas Grantham Bookstore

The University of Arkansas Grantham Bookstore is available to students as a source for textbooks, e-books, and an assortment of other course materials. Students should immediately update their email and shipping addresses by contacting their Student Advisor. Failure to provide current email and shipping addresses may result in cancellation of resource deliveries or incurring shipping fees.

University of Arkansas Grantham 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). 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 materials 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

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 provided in the order or provided within the classroom.

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

Additional Material

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.

Career Services

University of Arkansas Grantham is committed to the success of each student and graduate. Through the use of University of Arkansas Grantham Career Services, students and alumni receive assistance in achieving career goals.

The Career Services staff has partnered with Tutor.com to provide a variety of services, information, and presentations to University of Arkansas Grantham students and graduates, including career education, information relating to the careers associated with University of Arkansas Grantham 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
- Online job application help
- Unemployment help
- Student organization management
- Military-to-civilian transition

For career-related questions, contact Career Services via email at careerservices@uagrantham.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.

Technology Program

The University provides a modern laptop computer at no additional cost to degree-seeking students to enhance the learning experience. This makes it easier for students to participate and contribute to classroom discussions, complete assignments and assessments, and persist throughout their degree programs to graduation.

The laptop provided by the University as part of this program is **not available to students on the first day of classes**. To begin classes, students must have access to a computer that meets the specifications outlined in the Technical Requirements section.

Instructions for ordering the laptop will be emailed to students within the first two weeks following the start of classes, provided that students meet all eligibility criteria and have provided a non-P.O. Box mailing address during registration. To maintain eligibility, eligible students who did not receive any messages regarding the Technology Program are responsible for contacting Student Advising within 30 days from starting classes.

Students order the laptop starting on the week following the term's drop deadline. At that time, students receive access to the program portal, and are required to log in, validate their information and shipping address, and submit their order. Students are advised to complete their order immediately upon receiving access to the program portal. Access to the portal will be limited to five weeks; after access to the portal closes, students may lose eligibility for the program.

The University is making every effort to ensure prompt shipment of laptops. After order submission, students should expect to receive the laptop within two to four weeks, subject to inventory and shipping constraints. To maintain eligibility for the program, students encountering issues or problems after ordering (for example, device not delivered) must notify the University of any issue no later than 30 days from the date on which they submitted their order.

Eligibility and terms and conditions of the Technology Program are subject to change at any time at the University's discretion.

Eligibility

To receive a laptop as part of the program, students must

- Meet all admission criteria and complete all admission-related processes, and be admitted to an Associate, a Bachelors, or a Master's online degree program as a new or returning student
    - A new student is a student enrolling in the University for the first time (first lifetime enrollment)
    - To qualify to receive a laptop, a returning student must have at least 12 credit hours required for degree program completion. A returning student is a student who completed a new Enrollment Agreement following withdrawal from the University, classified as a Re-Admit (see Re-Admittance section)
- Be a resident of the US and provide a US mailing address (not a P.O. Box address); delivery is limited to the continental United States, and students must be able to sign a delivery receipt. Military service members stationed abroad and students in Alaska, Hawaii, and US territories may experience longer shipping times
- Remain enrolled in the University and not be in Withdrawn status in their first two consecutive terms

Terms and Conditions

- A student who completes the first two consecutive terms will be allowed to keep the laptop
    - Students that do not complete their first two consecutive terms are not eligible to keep the laptop. Students who become ineligible are responsible for returning the laptop (by contacting Microtek, receiving a return code, and dropping off the laptop at a UPS Store for shipment at no cost to the student). Students who do not return the laptop will be assessed a charge of approximately $400 on their student account; the actual amount of this charge may change subject to changes to the cost of the laptop
    - Active-duty military service members who become ineligible to keep the laptop may contact Student Advising for a waiver.
- No replacement: Lost, broken, or inoperative devices will not be replaced by the university; the student agrees to be responsible for contacting Microtek for technical support or repair, subject to the manufacturer's warranty
- Lifetime limit of one laptop per student: A student is only eligible to receive one device from the University
- Students wishing to participate in the program are required to sign the Education Technology Program agreement as part of their application. Students who do not need a laptop may opt out of signing the Education Technology Program agreement
- Students enrolling in Certificate programs are not eligible for participation in the program
- Students who may not be eligible for the program include those on full scholarship, and student who receive a reduced tuition rate
- Students eligible for Heroes Program tuition rates are eligible to receive a laptop as part of the Technology Program

Student Rights and Responsibilities

University of Arkansas Grantham 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.

University Role

UA 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.

University of Arkansas Grantham 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 the University's regulations and procedures rests with the student as described in all University official publications and websites.

University of Arkansas Grantham 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 University of Arkansas Grantham 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, mailing address, and physical learner location are correct. The learner location is where the student is physically situated while participating in the university's educational activity. UAG considers the mailing address as your physical learner location. If your physical learner location is outside of the state or country of your mailing address, you must inform your Student Advisor so your learner location can be included in your record
- Meeting or completing all academic prerequisites and grading standards
- Completing coursework within the 56-day term and requesting exceptions to policy in advance
- Submitting all coursework on time. Having "technology," human error or internet problems is not a valid excuse for turning in an assignment late. Proactive planning for use of library or other computers is recommended
- Submitting and following up on disputes of grades in writing
- 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 the 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.

Code of Conduct

Academic integrity is the foundation of University of Arkansas Grantham'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. University of Arkansas Grantham expects responsible behavior from students and strives to create and maintain an environment of social, moral, and intellectual excellence.

The academic standards at University of Arkansas Grantham 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.

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 University of Arkansas Grantham's 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, University of Arkansas Grantham 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 University of Arkansas 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.

The most common offenses subject to grade penalty and/or disciplinary action are (but not limited to):

- **Cheating**: To give or receive, to offer, or solicit information on any coursework including (a) using prepared materials, notes, or texts other than those specifically permitted; (b) collaborating with another student during an examination or quiz; (c) buying, selling, stealing, soliciting, or transmitting assignments, discussion posts, tests, or any course or course-related material, or the use of such material; (d) substituting for another person or allowing such substitution for oneself; (e) bribing a person to obtain coursework information; (f) utilizing artificial intelligence (A.I.) programs to create course-related material.
- **Plagiarism**: To adopt and reproduce as one's own, to appropriate for one's own use, and incorporate in one's own work without acknowledgment of the ideas of others or passages from their writings and works.
- **Improper use of AI-generated content**: To improperly cite generative AI tools whenever paraphrasing, quoting, or incorporating AI-generated content, and/or failure to acknowledge all functional uses, such as editing prose, translating text, or citing the AI tool's role and contributions in a footnote to ensure complete transparency.
- **Collusion**: To obtain from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit to the extent that the work reflects the ideas or skills of the party consulted rather than those of the person in whose name the work is submitted.
- **Duplicity (Self-Plagiarism)**: To offer for credit identical or substantially unchanged work in two or more courses, without specific advance approval in writing of the instructors involved.
- **Falsification:** To willfully provide false, misleading, or incomplete information; forging or altering without proper authorization official university records or documents or conspiring with or inducing others to forge or alter without proper authorization university records or documents; misusing, altering, forging, falsifying, or transferring to another person university-issued identification, accounts, emails, passwords, or codes.
- **Unauthorized Access**: To access without permission university property, facilities, services, codes, accounts, or information systems, or to obtain or provide to another person the means of such unauthorized access.
- **Unauthorized Use of Materials**: Students will not upload University of Arkansas Grantham course content or material submitted by the student to any file-sharing sites such as CourseHero, Chegg, and other similar sites that allow others to use the information for academic credit. In addition, students are not allowed to use paraphrasing tools to rephrase content for coursework submission.
    - Use of University resources, including intellectual property, course assignments, papers, examinations and answers to quizzes and examinations for commercial purposes
    - Use of any University of Arkansas Grantham equipment, materials or services for fraudulent means Altering, using, receiving, or possessing University supplies or documents without permission
    - 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. 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
- **General Misconduct:** Students are prohibited from the following activities:
    - Creation of a public disturbance anywhere near or on university property or via the University electronic communication systems
    - 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, illegal, or unethical treatment of other students, staff, or faculty members
- 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

Review

Failure to comply with the above policies can result in a violation of the University of Arkansas Grantham code of conduct. Students, faculty, and staff can submit potential violations of the code of conduct, along with any supporting documentation and communication, to the committee at codeofconduct@uagrantham.edu.

Disciplinary Action

The code of conduct committee may find the need for either academic and/or non-academic disciplinary action(s) as a result of a violation. In the case a disciplinary measure is taken, communication and a description of the violation and the corresponding disciplinary measure is provided to the student. If applicable, information on how to appeal the violation will be included as well.

Appeal

In the cases in which an appeal is possible, the student may follow the appeal instructions that were provided with the disciplinary communication. Questions about the appeal process can be sent at any time to the committee at codeofconduct@uagrantham.edu.

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 at the end of this section. The following information may also be helpful:

- UA Grantham has an "open door" policy – any staff member or department can be contacted via phone or email.
- Academic-related requests may be made by submitting the Academic Appeal Form available on GLife.
- Grade appeals and similar academic concerns should be made following the policy outlined in the University Catalog. The appropriate UA 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 UA 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 UA Grantham student number (GID) in all correspondence.

Students whose concerns or service requests are not timely resolved at the departmental level may file a grievance with the 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 emailed to ombudsman@uagrantham.edu or mailed to:

Office of the Ombudsman
University of Arkansas Grantham
2404 N University Ave.
Little Rock, AR 72207

UA Grantham is operating under NC-SARA policies; complaints against an institution operating under NC-SARA policies go first through the institution's own procedures for resolution of grievances, see above. If a person bringing a complaint is not satisfied with the outcome of the institutional process for handling complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed, within two years of the incident about which the complaint is made, to the Arkansas Division of Higher Education at https://adhe.edu/students-parents/student-grievance-form.

The mailing address for the Arkansas Division of Higher Education is 101 E Capitol Ave., Little Rock, AR 72201.

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

According to University of Arkansas Board of Trustee Policy 350.1, any fraud that is detected or suspected must be reported to the Internal Audit Department, which coordinates investigations with the University's general counsel and other affected areas, both internal and external. If there is any question as to whether an action constitutes fraud, contact the internal audit director for guidance. The Confidential Fraud Hotline number is (866) 252-9838.

Additional Contact Information

Concern / Department	Email	Phone
Academics	Contact your Student Advisor	(800) 955-2527
ADA Accommodations	accommodations@uagrantham.edu	(800) 955-2527
Admissions	admissions@uagrantham.edu	(800) 955-2527 press 1
College of Business	mschigur@uagrantham.edu	(800) 955-2527

Concern / Department	Email	Phone
College of Humanities and Social Sciences	tfreestone@uagrantham.edu	(800) 955-2527
College of Health Professions	bhollis2@uagrantham.edu	(800) 955-2527
College of Science, Engineering, and Technology	nmiller@uagrantham.edu	(800) 955-2527
Financial Aid Department	finaid@uagrantham.edu	(866) 850-2980 press 3
Registration	registrations@uagrantham.edu	(800) 955-2527
Student Accounts	studentaccounts@uagrantham.edu	(866) 850-2985
Student Advising	studentadvising@uagrantham.edu	(800) 955-2527 press 2
Student Records	studentrecords@uagrantham.edu	(800) 955-2527
Title IX (discrimination concerns)	titleix@uagrantham.edu	(800) 955-2527
Transcripts	transcripts@uagrantham.edu	(800) 955-2527 press 2
Transfer Credit Evaluation	evaluations@uagrantham.edu	(800) 955-2527
VA Education Benefits State Vocational Rehabilitation	veteranservices@uagrantham.edu	(800) 955-2527
Withdrawal(s)	Contact your Student Advisor	(800) 955-2527

Drug Abuse Prevention Policy

University of Arkansas Grantham 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:

- www.aa.org – Alcoholics Anonymous Support Group
- www.ncaddms.org – National Council on Alcoholism and Drug Dependence
- http://www.mayoclinic.org/diseases-conditions/alcohol-use-disorder/%20symptoms-causes/syc-20369243 – 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.

Student Privacy

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 or other appropriate official a written 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 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 University of Arkansas Grantham 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
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by University of Arkansas Grantham to comply with the requirements of FERPA. The office that administers FERPA is

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

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 Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks.

Directory Information

University of Arkansas Grantham complies with all provisions of the Family Educational Rights and Privacy Act of 1974, which addresses the privacy and accessibility of student education records. UA 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 UA Grantham has outsourced institutional services or functions. If students do not wish this information to be released, they can update their profile in the student portal. Questions may be directed to the Registrar by sending an email to registrar@uagrantham.edu.

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 University of Arkansas Grantham 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 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 UA 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 University of Arkansas Grantham system gives UA Grantham a high level of confidence that email will not be read by someone for whom it was not intended.

Release of Educational Records

University of Arkansas Grantham students may authorize the release of their records to someone or some agency other than a UA Grantham employee. In order for the University to release these records, it must have students' consent. Students wishing to complete or update their consent may do so through the student portal. Questions may be directed to the Registrar by sending an email to registrar@uagrantham.edu.

As a public entity, UA Grantham is required to comply with the Arkansas Freedom of Information Act (FOIA) (Ark. Code Ann. § 25-19-101) and may be required to disclose public records maintained by the university unless such records are specifically exempted by federal or state law.

The Arkansas Freedom of Information Act

The electronic files, including email files, of employees are potentially subject to public inspection and copying under the Freedom of Information Act (FOIA), Ark. Code Ann. §§ 25-19-101 et seq.

The FOIA defines "public records" to include "data compilations in any form, required by law to be kept or otherwise kept, which constitute a record of the performance or lack of performance of official functions which are or should be carried out by a public official or employee [or] a governmental agency. . . ." Ark. Code Ann. §25-19-103(1).

All records maintained in public offices or by public employees within the scope of their employment are presumed to be public records. Id. Various exceptions apply. See Ark. Code Ann.§25-19-105.

Student Use of Online Services Policy

The purpose of the University's Student Use of Online Services Policy is to provide a set of guidelines for students to follow to ensure that their activity on University systems is acceptable and complies with University guidelines and Federal copyright laws. This policy applies to anyone who is or has been a student, including prospective students at the University that have been granted access to University systems. The policy is posted to the University web site and is available at https://www.uagrantham.edu/wp-content/uploads/2022/05/Student_Use_of_Online_Services.pdf

Accommodations

University of Arkansas Grantham complies with the Americans with Disabilities Act (ADA), ADA Amendments Act of 2008 (ADAAA), Titles I and II of the ADA of 1990, and Sections 503 & 504 of the Rehabilitation Act of 1973 and state and local requirements regarding students with disabilities. In compliance with federal and state regulations, University of Arkansas Grantham will provide reasonable accommodations or services to qualified students with disabilities.

UA 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

UA 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 University of Arkansas Grantham and is determined on a case-by-case basis, dependent upon the nature of the disability.

A student seeking accommodations or services is encouraged to email accommodations@uagrantham.edu to discuss potential academic accommodations or services and begin the review process. The ADA Coordinator will determine the accommodation.

Student Responsibilities

Student responsibilities include the following:

- 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.

Title IX

Statement of Non-Discrimination

University of Arkansas Grantham affirms its commitment to promote the goals of fairness and equity in all aspects of the educational journey. UA Grantham 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 of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools. Title IX protects students, employees, applicants for admission and employment and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students are protected by Title IX regardless of their sex, sexual orientation, gender identity, disability, race, or natural origin in all aspects of the institution's educational programs and activities.

University of Arkansas Grantham takes all forms of harassment and discrimination very seriously. The following, but not limited to, are covered under the statutes of Title IX:

- Sexual Harassment
  - Unwelcome sexual behavior of any kind
  - Unwelcome sexual advances, verbal and non-verbal
- Gender-Based Harassment
  - Unwelcome conduct based on an individual's actual or perceived sex
  - Inappropriate language based on gender identity or nonconformity with stereotypes
- Sexual Offense
  - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent
- Sexual Assault
  - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program
- Other Behaviors
  - Cyber-bullying — user of electronic devices to harass or torment individuals
  - Stalking — a course of conduct directed at a specific person that would cause a reasonable person to feel fear, either in person or electronically
  - "Sexting" — the act of sending sexually explicit messages or photos between mobile phones, over the internet, or by other electronic means

Contact Information

The Title IX Coordinator acts with independence and without conflicts of interest. If you feel like you are a victim of discrimination or harassment based on gender or sex and want to report an allegation or have questions involving Title IX, please email our Title IX Coordinator at the following:

Tracy Gallery, Title IX Coordinator
TitleIX@uagrantham.edu

Kendra Lagoski, Deputy Title IX Coordinator
TitleIX@uagrantham.edu

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

Pregnant and Parenting Students
Since the passage of Title IX, sex discrimination - including discrimination on the basis of pregnancy, childbirth, and parental status - has been prohibited. University of Arkansas Grantham complies with all Title IX regulations, including those that state an institution who receives federal funding must not discriminate against any student on the basis of pregnancy, pregnancy-related conditions, or termination of pregnancy.

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. If you are a pregnant or parenting student who wishes to inquire about a leave, please contact the Title IX Coordinator (titleix@uagrantham.edu) to discuss what you may be entitled to under Title IX.

Title IX Training
UA Grantham's Title IX training includes external training. The Title IX Coordinator and the Deputy Title IX Coordinator have been trained on the various aspects of the University's policies and procedures and have received the following training:

- Title IX Training Series – Modules 1-6; Thompson Coburn LLP
    - Module 1 – Introduction to Title IX
    - Module 2 – Formal Complaints
    - Module 3 – Investigations & Informal Resolutions
    - Module 4 – Hearings
    - Module 5 – Determinations
    - Module 6 – Appeals

Undergraduate Degree and Certificate Programs

College of Business

Business Administration and Management (AA)

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

Associate of Arts in Business Administration and Management		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
Program Required Core		
IS242	3	Management Information Systems
MGT150	3	Principles of Business Management (EN101)
MKG131	3	Foundations of Marketing
ECN201	3	Microeconomics (MA100 or MA105)
FIN210	3	Personal Finance
ACC220	3	Financial Accounting (MA100 or MA105)
LAW220	3	Business Law I
HRM340	3	Human Resource Management
	24	**Total Program Required Core**
	60	**Total Degree Credit Hours**

Business Administration (BBA)

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.

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

The BBA degree program is offered in six concentrations: Financial Planning, General Management, Human Resources, Marketing, Operations Management, and Supply Chain Management. The BBA degree program is comprised of three parts: the first part – General Education Required Core – is common across all concentrations; the second part – Program Required Core – is common to all concentrations, except Financial Planning, as shown in the following table; the third part is a set of concentration-specific courses.

Bachelor of Business Administration		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
Program Required Core		
MGT150	3	Principles of Business Management (EN101)
CS155	3	Computer Applications for Business
MA230	3	Mathematical Statistics I
CO210	3	Business Communications
MKG131	3	Foundations of Marketing
ECN201	3	Microeconomics (MA100 or MA105)
FIN210	3	Personal Finance
IS340	3	Data Analytics (MA230)
ACC220	3	Financial Accounting (MA100 or MA105)
ACC226	3	Managerial Accounting (MA100 or MA105)
LAW220	3	Business Law I
SO351	3	Technology and Society
IS242	3	Management Information Systems
HRM340	3	Human Resource Management
FIN307	3	Principles of Finance I (MA230)
MGT468	3	Organizational Behavior
HU310	3	Principles of Leadership
MGT335	3	Introduction to Operations Management (BMA215 or MA230)
ENT301	3	Entrepreneurship
PRJ450	3	Project Management (BMA215 or MA230)
INT401	3	International Business
MGT410	3	Strategic Management
	66	**Total Program Required Core**
Concentration Courses		
	18	**Concentration Courses (Listed Below)**
	120	**Total Degree Credit Hours**

BBA 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.

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		
Course #	**Credit Hours**	**Course Name**
Concentration Courses		
HRM355	3	Labor Relations (HRM340)
MKG450	3	Marketing Analysis (BMA215 or MA230)
MKG460	3	Public Relations
MGT430	3	Introduction to Quality Management (BMA215 or MA230)
LOG456	3	Emerging Trends in Supply Chain and Logistics Management
MGT431	3	Performance Management

BBA 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.

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		
Course #	**Credit Hours**	**Course Name**
Concentration Courses		
HRM370	3	Employment Law (HRM340)
MGT431	3	Performance Management
HRM355	3	Labor Relations (HRM340)
HRM476	3	Developing Human Resources (HRM340)
HRM451	3	Compensation (HRM340)
HRM499	3	Integrative Experience in HR Mgt (Completion of all concentration courses)

BBA with a Concentration in Logistic 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.

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		
Course #	**Credit Hours**	**Course Name**
Concentration Courses		
INT460	3	Global Logistics Management
LOG320	3	Logistics Management
LOG430	3	Supply Chain Management
LOG435	3	Transportation Management
LOG456	3	Emerging Trends in Supply Chain and Logistic Management
LOG499	3	Capstone Logistics

BBA 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.

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 comparing the diverse decisions faced by marketing managers in today's global society

Bachelor of Business Administration with a Concentration in Marketing		
Course #	**Credit Hours**	**Course Name**
Concentration Courses		
CS207	3	Web Analytics (IS242)
MKG360	3	Marketing Communications (MKG131)
MKG450	3	Marketing Analysis (BMA215 or MA230)
MKG460	3	Public Relations
CO395	3	Digital Media

Bachelor of Business Administration with a Concentration in Marketing		
Course #	Credit Hours	Course Name
MKG499	3	Integrative Experience in Marketing

BBA 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 introduce 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.

Concentration Learning Outcomes

- Demonstrate how to execute operations effectively and efficiently 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		
Course #	Credit Hours	Course Name
Concentration Courses		
LOG310	3	Continuous Improvement Tools and Techniques
MGT430	3	Introduction to Quality Management (BMA215 or MA230)
LOG430	3	Supply Chain Management
MGT456	3	Quality Management in Operations Management (BMA215 or MA230)
LOG456	3	Emerging Trends in Supply Chain and Logistic Management
MGT431	3	Performance Management

BBA with a Concentration in Financial Planning (BBA)

Bachelor of Business Administration Degree Program

The Financial Planning concentration 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, or estate planning.

Concentration 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		
Course #	Credit Hours	Course Name
General Education Required Core		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
Program Required Core		
MGT150	3	Principles of Business Management (EN101)
CS155	3	Computer Applications for Business
MA230	3	Mathematical Statistics I
CO210	3	Business Communications
MKG131	3	Foundations of Marketing
ECN201	3	Microeconomics (MA100 or MA105)
FIN210	3	Personal Finance
ACC220	3	Financial Accounting (MA100 or MA105)
ACC226	3	Managerial Accounting (MA100 or MA105)

Bachelor of Business Administration – Financial Planning		
Course #	**Credit Hours**	**Course Name**
LAW220	3	Business Law I
SO351	3	Technology and Society
IS242	3	Management Information Systems
HRM340	3	Human Resource Management
FIN307	3	Principles of Finance I (MA230)
MGT468	3	Organizational Behavior
HU310	3	Principles of Leadership
MGT335	3	Introduction to Operations Management (BMA215 or MA230)
ENT301	3	Entrepreneurship
PRJ450	3	Project Management (BMA215 or MA230)
MGT410	3	Strategic Management
	60	**Total Program Required Core**
Concentration Courses		
ETH352	3	Fundamentals and Ethics of Financial Planning
FIN340	3	Insurance Planning
FIN350	3	Investment Planning
FIN355	3	Income Tax Planning
FIN360	3	Retirement Planning
FIN361	3	Estate Planning I (ETH352, FIN340, FIN350, FIN355, and FIN360)
FIN366	3	Estate Planning II (FIN361)
FIN499	3	Financial Planning Capstone
	24	**Total Concentration Courses**
	120	**Total Degree Credit Hours**

College of Humanities and Social Sciences

Criminal Justice (AA)

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 in Criminal Justice		
Course #	**Credit Hours**	**Course Name**
		General Education Required Core
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
		Program Required Core
CJ101	3	Introduction to Criminal Justice (EN101)
CJ225	3	Judicial Process
CJ201	3	Police Systems and Practices
CJ202	3	Correction Syst and Practices
CJ203	3	Juvenile Justice I (CJ102)
CA208	3	Introduction to Research Methods
SS201	3	Legal Research
CJ102	3	Introduction to Criminology
	24	**Total Program Required Core**
	60	**Total Degree Credit Hours**

Criminal Justice (BA)

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.

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.

Bachelor of Arts in Criminal Justice		
Course #	**Credit Hours**	**Course Name**
General Education		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Requirements**
Program Required Core		
CO210	3	Business Communication
CO120	3	Interpersonal Communication
CO201	3	Conflict and Communications
CJ101	3	Introduction to Criminal Justice (EN101)
CJ203	3	Juvenile Justice I (CJ102)
CJ202	3	Correction Syst & Practices
CA208	3	Introduction to Research Methods
CJ201	3	Police Systems & Practices
CJ225	3	Judicial Process
SS201	3	Legal Research
CJ235	3	Police Methods
CJ302	3	Criminal Procedure (CJ225)
CJ305	3	Introduction to Crim Justice Ethics (CJ101 and CJ102)
CJ309	3	Criminal Law (CJ225)
CJ335	3	Criminology II (CJ102)
CJ320	3	Legal Aspects of Corrections (CJ202)
CJ325	3	Community Corrections
CJ330	3	Criminalistics
CJ102	3	Introduction to Criminology
HU310	3	Principles of Leadership
MA230	3	Mathematical Statistics I
MIL416	3	History of War Crimes
PA301	3	Introduction to Public Administration
PS360	3	Abnormal Psychology
PS380	3	Psychology and the Law
SO310	3	Cultures in Conflict
SO330	3	Social Problems
SO351	3	Technology and Society
	84	**Total Program Required Core**
	120	**Total Degree Credit Hours**

Criminal Justice with a Concentration in Computer Forensic Investigation (BA)

Students have the option to earn the Criminal Justice degree with a Computer Forensic Investigation concentration. 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.

Bachelor of Arts in Criminal Justice with a Concentration in Computer Forensic Investigation		
Course #	**Credit Hours**	**Course Name**
General Education		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics

Bachelor of Arts in Criminal Justice with a Concentration in Computer Forensic Investigation		
Course #	**Credit Hours**	**Course Name**
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Requirements**
Bachelor of Arts Program Core		
CO120	3	Interpersonal Communication
CO201	3	Conflict and Communications
CJ101	3	Introduction to Criminal Justice (EN101)
CJ203	3	Juvenile Justice I (CJ102)
CJ202	3	Correction Sys & Practices
CA208	3	Introduction to Research Methods
CJ201	3	Police Systems & Practices
CJ225	3	Judicial Process
SS201	3	Legal Research
CJ235	3	Police Methods
CJ302	3	Criminal Procedure (CJ225)
CJ305	3	Introduction to Crim Justice Ethics (CJ101 and CJ102)
CJ309	3	Criminal Law (CJ225)
CJ335	3	Criminology II (CJ102)
CJ320	3	Legal Aspects of Corrections (CJ202)
CJ102	3	Introduction to Criminology
CJ325	3	Community Corrections
CJ330	3	Criminalistics
IS450	3	Security Trends and Legal Issues
MA230	3	Mathematical Statistics I
PA301	3	Introduction to Public Administration
PS380	3	Psychology and the Law
	66	**Program Core Requirements**
Concentration Courses		
CJ475	3	Introduction to Computer Crime
CJ476	3	Computer Forensics and Cyber Crime (CJ475)
CJ477	3	Computer Crime Scene Investigation (CJ475)
CJ479	3	Information Security (CJ475)
IS471	3	Computer Forensics
CJ480	3	Criminal Intelligence Analysis (CJ475)
	18	**Total Concentration Courses**
	120	**Total Degree Credit Hours**

Criminal Justice with a Concentration in Homeland Security (BA)

Students have the option to earn the Criminal Justice Degree with a Homeland Security concentration. The Homeland Security concentration advances the student's knowledge in areas involving the protection of our nation's borders and recovery from emergencies; border security and intelligence; terrorism prevention and analysis; and emergency and disaster planning.

Bachelor of Arts in Criminal Justice with a Concentration in Homeland Security		
Course #	**Credit Hours**	**Course Name**
General Education		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Requirements**
Bachelor of Arts Program Core		
CO120	3	Interpersonal Communication
CO201	3	Conflict and Communications
CJ101	3	Introduction to Criminal Justice (EN101)

Bachelor of Arts in Criminal Justice with a Concentration in Homeland Security		
Course #	**Credit Hours**	**Course Name**
CJ203	3	Juvenile Justice I (CJ102)
CJ202	3	Correction Sys & Practices
CA208	3	Introduction to Research Methods
CJ201	3	Police Systems & Practices
CJ225	3	Judicial Process
SS201	3	Legal Research
CJ235	3	Police Methods
CJ302	3	Criminal Procedure (CJ225)
CJ305	3	Introduction to Crim Justice Ethics (CJ101 and CJ102)
CJ309	3	Criminal Law (CJ225)
CJ335	3	Criminology II (CJ102)
CJ320	3	Legal Aspects of Corrections (CJ202)
CJ325	3	Community Corrections
CJ330	3	Criminalistics
CJ102	3	Introduction to Criminology
HU310	3	Principles of Leadership
MA230	3	Mathematical Statistics I
PA301	3	Introduction to Public Administration
PS380	3	Psychology and the Law
	66	**Program Core Requirements**
Concentration Courses		
CJ450	3	Understanding Terrorism
CJ451	3	Principles of Terrorism (CJ450)
CJ452	3	Terrorism and U.S. National Security (CJ450)
CJ453	3	Border and Coastal Security (CJ450)
CJ454	3	Elements and Issues in Counterterrorism (CJ451)
CJ455	3	Emergency Planning (CJ101)
	18	**Total Concentration Courses**
	120	**Total Degree Credit Hours**

Multidisciplinary Studies (AA)

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 in Multidisciplinary Studies		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
Program required Core		
CO210	3	Business Communication
CS155	3	Computer Applications for Business
CS105	3	Introduction to Computer Applications
IS242	3	Management Information Systems

Associate of Arts in Multidisciplinary Studies		
Course #	**Credit Hours**	**Course Name**
CO120	3	Interpersonal Communication
CO201	3	Conflict and Communication
SS201	3	Legal Research
PLS103	3	Introduction to Law (EN101)
	24	**Total Program Required Core**
	60	**Total Degree Credit Hours**

This program is not approved for Federal Student Aid (Title IV) educational benefits.

Multidisciplinary Studies (BA)

Bachelor of Arts Degree Program

The Multidisciplinary Studies degree program provides the opportunity for students to explore multiple 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 multiple 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 multiple disciplines
- Distinguish the differences in principles and methods across multiple disciplines
- Use critical thinking skills to effectively solve problems

Multidisciplinary Studies Bachelor of Arts with a Concentration in Homeland Security (BA)

Students working in in border security, terrorism prevention, counterterrorism, or disaster management may pursue a Homeland Security concentration; this concentration requires students to complete seven elective CJ45x or CJ47x courses, see Electives section in the table below.

Bachelor of Arts in Multidisciplinary Studies		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
Program Required Core		
CO120	3	Interpersonal Communication
CO201	3	Conflict and Communications
CA208	3	Introduction to Research Methods
CO210	3	Business Communication
CS155	3	Computer Applications for Business
CS105	3	Introduction to Computer Applications
IS242	3	Management Information Systems
SS201	3	Legal Research
PLS103	3	Introduction to Law (EN101)
MA230	3	Mathematical Statistics I
MIL416	3	History of War Crimes
PA301	3	Introduction to Public Administration
PS380	3	Psychology and the Law
CO325	3	Civility and Mass Media
	42	**Total Program Required Core**
Electives		
	12	Any four (4) UPPER-LEVEL courses from the College of Business
	21	Any seven (7) UPPER-LEVEL courses from the College of Humanities and Social Sciences **(students in the Homeland Security concentration take seven CJ45x or CJ47x courses)**

Bachelor of Arts in Multidisciplinary Studies		
Course #	**Credit Hours**	**Course Name**
	9	Any three (3) UPPER-LEVEL courses from the College of Science, Engineering, and Technology (ex: IS471, etc.)
	42	**Total Electives**
	120	**Total Degree Credit Hours**

This program is not approved for Federal Student Aid (Title IV) educational benefits.

Paralegal Studies (AA)

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		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
Program Required Core		
PLS101	3	Introduction to Paralegal Studies (EN101)
PLS103	3	Introduction to Law (EN101)
PLS105	3	Law Office Management and Technology (PLS101)
PLS107	3	Legal Ethics (PLS103)
PLS201*	3	Legal Research & Writing I (PLS101 or PLS103)
PLS203	3	Civil Litigation (PLS201)
PLS205	3	Torts (PLS203)
PLS207	3	Contract Law (PLS203)
	24	**Total Program Required Core**
	60	**Total Degree Credit Hours**

* Must be passed with a C or better.

Strategic Communications (BA)

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 Communications		
Course #	**Credit Hours**	**Course Name**
General Education		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Requirements**
Program Required Core		
CO210	3	Business Communications
CS155	3	Computer Applications for Business
CO101	3	Introduction to Public Speaking
CO120	3	Interpersonal Communication
CO201	3	Conflict and Communications
CO325	3	Civility and Mass Media
CO301	3	Introduction to Communication Theory (CO101 or CO120)
CO330	3	Mass Media Communications (CO101 or CO120)
CO395	3	Digital Media
CO401	3	Media Ethics
CS105	3	Introduction to Computer Applications
IS242	3	Management Information Systems
CS207	3	Web Analytics (IS242)
IS201	3	Web Content Management Systems
IS301	4	Web Design I
IS306	4	Web Design II (CS197 or IS301)
HU310	3	Principles of Leadership
MGT461	3	Leadership in Organizations
MGT150	3	Principles of Business Management (EN101)
HRM340	3	Human Resource Management
MKG131	3	Foundations of Marketing
MKG360	3	Marketing Communications (MKG131)
MKG450	3	Marketing Analysis (BMA215 or MA230)
MKG460	3	Public Relations
MGT468	3	Organizational Behavior
MA230	3	Mathematical Statistics I
IS320	3	Database Applications
IS391	1	Special Topics in Information Systems
	84	**Total Program Required Core**
	120	**Total Degree Credit Hours**

College of Science, Engineering, and Technology

Computer Engineering Technology (BS)

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.

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 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
- Identity, analyze and solve broadly defined engineering technology problems
- Apply written, oral, and graphical communication in both technical and non-technical environments; identity 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
- Identity 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 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		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA105	3	College Algebra
PH220	4	Physics I (MA141)
PH221*	4	Physics II (PH220)
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
Program Required Core		
CS192	3	Programming Essentials
CS265	4	Programming in C++ (CS192)
CS325	3	Data Structures (CS265 or CS285)
CS340	3	Operating Systems
CT212*	4	Digital Electronics and lab (ET105)
CT262	4	Microprocessor System Engineering (ET105 and CS265)
CT420	4	Cyber Phys Systems & Security (IS216)
ET100	3	Engineering and Ethics
ET105	4	Fund Prop of DC Circuits & Lab (MA105)
ET115*	4	Fund Prop of AC Circuits & Lab (ET105 and MA141)
ET212*	4	Electronics I and Lab (ET115)

Bachelor of Science – Computer Engineering Technology		
Course #	**Credit Hours**	**Course Name**
ET222	4	Electronics II and lab (ET212)
ET310*	4	Circuit Analysis (ET115 and MA312)
ET382	4	Signals and Sys Theory & Lab (ET310 and PH221 and CS265)
ET410*	3	Technical Project Management
ET450*	3	Capstone Project (ET410*)
IS216	3	Computer Networks
IS320	3	Database Applications
IS336	3	Systems Analysis and Design (CS265 or IS242)
IT330	3	Linux Administration
IT340	3	Cloud Computing Essentials
MA141*	3	Precalculus (MA105)
MA302*	4	Calculus I (MA141)
MA312*	4	Calculus II (MA302)
	84	**Total Program Required Core**
	120	**Total Degree Credit Hours**

* Courses marked with an asterisk must be passed with a "C" or better in order to complete the program.

Electronics and Computer Engineering Technology (AS)

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 and Computer Engineering Technology		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA105	3	College Algebra
PH220	4	Physics I (MA141)
PH221	4	Physics II (PH220)
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Requirements**
Program Required Core		
CS192	3	Programming Essentials
ET100	3	Engineering & Ethics
ET105*	4	Fund Prop of DC Circuits & lab (MA105)
ET115*	4	Fund Prop of AC Circuits & lab (ET105 and MA141)
ET212	4	Electronics I and lab (ET115)
MA141	3	Precalculus (MA105)
CO101	3	Introduction to Public Speaking
	24	**Total Program Required Core**
	60	**Total Degree Credit Hours**

* Courses marked with an asterisk must be passed with a “C” or better to complete the program.

Electronics Engineering Technology (BS)

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.

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 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

- 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

Bachelor of Science – Electronics Engineering Technology		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA105*	3	College Algebra
PH220	4	Physics I (MA141)
PH221*	4	Physics II (PH220)
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
Program Required Core		
CO101	3	Introduction to Public Speaking
CS192	3	Programming Essentials
CS265*	4	Programming in C++ (CS192)
CT212*	4	Digital Electronics and Lab (ET105)
CT262	4	Microprocessor System Engineering (ET105 and CS265)
ET100	3	Engineering and Ethics
ET105*	4	Fund Prop of DC Circuits & Lab (MA105)
ET115*	4	Fund Prop of AC Circuits & Lab (ET105 and MA141)
ET212*	4	Electronics I and Lab (ET115)
ET222*	4	Electronics II and Lab (ET212)
ET310*	4	Circuit Analysis (ET115 and MA312)
ET332	4	Analog Integrated Circuits & Lab (ET212 and MA302)
ET352	4	Elect Com Principles & Sys & Lab
ET372	4	Instrumentation Measurement & Lab (ET332 an PH221)
ET382	4	Signals and Sys Theory & Lab (ET310 and PH221 and CS265)
ET410*	3	Technical Project Management
ET450	3	Capstone Project (ET410)
ET495	4	Control Systems and Lab (ET382)
IS450	3	Security Trends and Legal Issues
MA141*	3	Precalculus (MA105)
MA230	3	Mathematical Statistics I

Bachelor of Science – Electronics Engineering Technology		
Course #	**Credit Hours**	**Course Name**
MA302*	4	Calculus I (MA141)
MA312*	4	Calculus II (MA302)
	84	**Total Program Required Core**
	120	**Total Degree Credit Hours**

* Courses marked with an asterisk must be passed with a "C" or better to complete the program.

For students in the Electronics Engineering Technology degree program, ET352 or ET495 must be taken at the University of Arkansas Grantham.

Engineering Management Technology (AS)

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		
Course #	**Credit Hours**	**Course Name**
		General Education Required Core
GU100	1	UAG Engage
ECN206	3	Macroeconomics (MA100 OR MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA105	3	College Algebra
PH220	4	Physics I (MA141)
PH221	4	Physics II (PH220)
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
		Program Required Core
ACC226	3	Principles of Managerial Accounting (MA100 or MA105)
CT212	4	Digital Electronics and Lab (ET105)
ET100	3	Engineering and Ethics
ET105	4	Fund Prop of DC Circuits & lab (MA105)
ET115	4	Fund Prop of AC Circuits & lab (ET105 and MA141)
MA141	3	Precalculus (MA105)
MGT150	3	Principles of Business Management (EN101)
	24	**Total Program Required Core**
	60	**Total Degree Credit Hours**

* Courses marked with an asterisk must be passed with a "C" or better to complete the program. ET105 ET115

Engineering Management Technology (BS)

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.

Student Learning Outcomes

- 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		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA105	3	College Algebra
PH220	4	Physics I (MA141)
PH221*	4	Physics II (PH220)
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
Program Required Core		
ACC226	3	Managerial Accounting (MA100 or MA105)
CS192	3	Programming Essentials
CS265*	4	Programming in C++ (CS192)
CT212*	4	Digital Electronics and Lab
CT262	4	Microprocessor Sys Engineering (ET105 and CS265)
EMT320	3	Engineering Economics (MA141)
EMT340	3	Systems Engineering
ET100	3	Engineering and Ethics
ET105*	4	Fund Prop of DC Circuits & Lab (MA105)
ET115*	4	Fund Prop of AC Circuits & Lab (ET105 and MA141)
ET212*	4	Electronics I and Lab (ET115)
ET332	4	Analog Integrated Circuits & Lab (ET212 and MA302)
ET372	4	Instrumentation Measurement & Lab (ET332 and PH221)
FIN307	3	Principles of Finance I (MA230)
IS320	3	Database Applications
IS336	3	Systems Analysis and Design (CS265 or IS242)
IS351	3	Info Systems Project Management
IS450	3	Security Trends and Legal Issues
HU310	3	Principles of Leadership
MA141	3	Precalculus (MA105)
MA230	3	Mathematical Statistics I
MA302	4	Calculus I (MA141)
MGT335	3	Introduction to Operations Management (BMA215 OR MA230)
MGT150	3	Principles of Business Management (EN101)
MGT456	3	Quality Management in Operations Management (BMA215 OR MA230)
	84	**Total Program Required Core**
	120	**Total Degree Credit Hours**

* Courses marked with an asterisk must be passed with a "C" or better to complete the program.

Cybersecurity Concepts (Certificate)

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 cybersecurity.

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		
Course #	**Credit Hours**	**Course Name**
IS211	3	Introduction to Information Systems Security
IS216*	3	Computer Networks
IS242	3	Management Information Systems
IS311	3	Security Operations
IS320	3	Database Applications
IS411	3	Network Security (IS216)
	18	**Total Required Hours**

* Courses marked with an asterisk must be passed with a "C" or better to complete the program.

Advanced Cybersecurity (Certificate)

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		
Course #	**Credit Hours**	**Course Name**
IS355	3	Risk Management
IS360	3	Disaster Recovery
IS440	3	Human Decision & Security Engineering
IS450	3	Security Trends and Legal Issues
IS461	3	Cryptography
IS471	3	Computer Forensics
	18	**Total Required Hours**

Introduction to Programming (Certificate)

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		
Course #	**Credit Hours**	**Course Name**
CS192	3	Programming Essentials

Introduction to Programming Certificate		
Course #	**Credit Hours**	**Course Name**
CS197	3	Programming in HTML (CS192)
CS208	4	Programming in JavaScript
CS265*	4	Programming in C++ (CS192)
CS285	4	Advanced Programming in C++ (CS265)
	18	**Total Required Hours**

* Courses marked with an asterisk must be passed with a "C" or better to complete the program.

Computer Science (AS)

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
- Use current techniques, skills, and tools necessary for computing practice

Associate of Science – Computer Science		
Course #	**Credit Hours**	**Course Name**
		General Education Required Core
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA105	3	College Algebra
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
		Program Required Core
CS192	3	Programming Essentials
CS208	4	Programming in JavaScript
CS265*	4	Programming in C++ (CS192)
CS325	3	Data Structures (CS265 or CS285)
IS211	3	Intro Info Systems Security
IS216	3	Computer Networks
IS301	4	Web Design I
	24	**Total Program Required Core**
	60	**Total Degree Credit Hours**

* Courses marked with an asterisk must be passed with a "C" or better to complete the program.

Computer Science (BS)

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		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA105	3	College Algebra
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
Program Required Core		
CO201	3	Conflict and Communication
CS192	3	Programming Essentials
CS208	4	Programming in JavaScript
CS265*	4	Programming in C++ (CS192)
CS325	3	Data Structures (CS265 or CS285)
CS340	3	Operating Systems
CS405	4	Software Engineering (IS336)
CS412	4	Programming in C# With .NET (CS265)
CS430	4	Mobile Application Development (CS208 or IS301)
IS211	3	Intro Info Systems Security
IS216	3	Computer Networks
IS242	3	Management Information Systems
IS301	4	Web Design I
IS306	4	Web Design II (CS197 OR IS301)
IS320	3	Database Applications
IS336*	3	Information Systems Analysis (CS265 or IS242)
IS345	3	Querying in SQL (IS320)
IS370	4	Server-Side Web Development (IS301)
IS376	3	Advanced Database Systems (IS320)
IS450	3	Security Trends and Legal Issues
IS498	3	Senior Research Project (CS405 and IS336)
MA141	3	Precalculus (MA105)
MA230	3	Mathematical Statistics I
MA302	4	Calculus I (MA141)
MA315	3	Discrete Math (MA100 or MA105)
	84	**Total Program Required Core**
	120	**Total Degree Credit Hours**

* Courses marked with an asterisk must be passed with a "C" or better to complete the program.

Cybersecurity (BS)

Bachelor of Science Degree Program

The objective of the Cybersecurity degree program is to provide students with the knowledge and skills to enter the workforce and advance in professional cybersecurity 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 – Cybersecurity		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
Required Program Core		
CO201	3	Conflict and Communication
CS192	3	Programming Essentials
CS265	4	Programming in C++ (CS192)
CS340	3	Operating Systems
IS471	3	Computer Forensics
CT420	4	Cyber Phys Systems & Security (IS216)
FIN210	3	Personal Finance
IS211*	3	Intro Info Systems Security
IS216*	3	Computer Networks
IS242	3	Management Information Systems
IS311	3	Security Operations
IS320	3	Database Applications
IS336	3	Systems Analysis and Design (CS265 or IS242)
IS345	3	Querying in SQL (IS320)
IS355	3	Risk Management
IS360	3	Disaster Recovery
IS391	1	Special Topics in Info Systems
IS411	3	Network Security (IS216)
IS440	3	Human Decision & Sec Eng
IS450	3	Security Trends and Legal Issues
IS461	3	Cryptography
IT330	3	Linux Administration
IT340	3	Cloud Computing Essentials
IT460	3	Virtualization
IT470	3	Cloud Computing Security (IT340)
MA105	3	College Algebra
MA230	3	Mathematical Statistics I
MA315	3	Discrete Math (MA100 or MA105)
	84	**Program Core Requirements**
	120	**Total Degree Credit Hours**

* Courses marked with an asterisk must be passed with a "C" or better to complete the program.

Information Systems (BS)

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		
Course #	**Credit Hours**	**Course Name**
		General Education Required Core
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 OR MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
		Program Required Core
CO101	3	Introduction to Public Speaking
CO201	3	Conflict and Communication
CO395	3	Digital Media
CS207	3	Web Analytics (IS242)
CS192	3	Programming Essentials
CS265	4	Programming in C++ (CS192)
CS340	3	Operating Systems
CS405	4	Software Engineering (IS336)
FIN210	3	Personal Finance
IS211	3	Intro Info Systems Security
IS216	3	Computer Networks
IS231	3	E-Commerce
IS242	3	Management Information Systems
IS301	4	Web Design I
IS311	3	Security Operations
IS320	3	Database Applications
IS336*	3	Systems Analysis and Design CS265 or IS242)
IS345	3	Querying in SQL (IS320)
IS351	3	Info Systems Project Management
IS355	3	Risk Management
IS376	3	Advanced Database Systems (IS320)
IS450	3	Security Trends and Legal Issues
IS498	3	Senior Research Project (CS405 and IS336)
IT340	3	Cloud Computing Essentials
IT480	3	DevOps
MA230	3	Mathematical Statistics I
MGT150	3	Principles of Business Management (EN101)
	84	**Total Program Required Core**
	120	**Total Degree Credit Hours**

* Courses marked with an asterisk must be passed with a “C” or better to complete the program.

Information Systems with a Concentration in Cybersecurity (BS)

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		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 OR MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Requirements**
Program Required Core		
CO101	3	Introduction to Public Speaking
CO201	3	Conflict and Communication
CO395	3	Digital Media
CS192	3	Programming Essentials
CS265	4	Programming in C++ (CS192)
CS340	3	Operating Systems
CS405	4	Software Engineering (IS336)
FIN210	3	Personal Finance
IS216	3	Computer Networks
IS231	3	E-Commerce
IS242	3	Management Information Systems
IS301	4	Web Design I
IS311	3	Security Operations
IS320	3	Database Applications
IS336*	3	Systems Analysis and Design (CS265 or IS242)
IS345	3	Querying in SQL (IS320)
IS351	3	Info Systems Project Management
IS450	3	Security Trends and Legal Issues
IS498	3	Senior Research Project (CS405 and IS336)
IT480	3	DevOps
MA230	3	Mathematical Statistics I
MGT150	3	Principles of Business Management (EN101)
	69	**Total Program Required Core**
Concentration Courses		
IS211	3	Introduction to Information Systems Security
IS355	3	Risk Management
IS360	3	Disaster Recovery
IS411	3	Network Security (IS216)
IS440	3	Human Decision & Security Engineering
	15	**Total Concentration Courses**

Bachelor of Science – Information Systems with a Concentration in Cybersecurity		
Course #	Credit Hours	Course Name
	120	**Total Degree Credit Hours**

* Courses marked with an asterisk must be passed with a "C" or better to complete the program.

Information Systems with a Concentration in Health Informatics (BS)

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 Heath Informatics		
Course #	Credit Hours	Course Name
		General Education Required Core
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 OR MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
		Program Required Core
CO101	3	Introduction to Public Speaking
CO201	3	Conflict and Communication
CO395	3	Digital Media
CS192	3	Programming Essentials
CS265	4	Programming in C++ (CS192)
CS340	3	Operating Systems
CS405	4	Software Engineering (IS336)
FIN210	3	Personal Finance
IS216	3	Computer Networks
IS231	3	E-Commerce
IS242	3	Management Information Systems
IS301	4	Web Design I
IS311	3	Security Operations
IS320	3	Database Applications
IS336*	3	Systems Analysis and Design (CS265 or IS242)
IS345	3	Querying in SQL (IS320)
IS351	3	Information Systems Project Management
IS450	3	Security Trends and Legal Issues
IS498	3	Senior Research Project (CS405 and IS336)
IT480	3	DevOps
MA230	3	Mathematical Statistics I
MGT150	3	Principles of Business Management (EN101)
	69	**Total Program Required Core**

Bachelor of Science – Information Systems with a Concentration in Heath Informatics		
Course #	**Credit Hours**	**Course Name**
Concentration Courses		
HP356	3	Information Security and Privacy in Healthcare Organizations (HSN310)
HP432	3	Healthcare Informatics
HP205	3	Comp Software Apps Healthcare
IS376	3	Advanced Database Systems (IS320)
IT340	3	Cloud Computing Essentials
	15	**Total Concentration Courses**
	120	**Total Degree Credit Hours**

* Courses marked with an asterisk must be passed with a "C" or better to complete the program.

Information Systems with a Concentration in Web Development (BS)

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		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
Program Required Core		
CO101	3	Introduction to Public Speaking
CO201	3	Conflict and Communication
CO395	3	Digital Media
CS192	3	Programming Essentials
CS265	4	Programming in C++ (CS192)
CS340	3	Operating Systems
CS405	4	Software Engineering (IS336)
FIN210	3	Personal Finance
IS216	3	Computer Networks
IS231	3	E-Commerce
IS242	3	Management Information Systems
IS301	4	Web Design I
IS311	3	Security Operations
IS320	3	Database Applications
IS336*	3	Systems Analysis & Design (CS265 or IS242)
IS345	3	Querying in SQL (IS320)
IS351	3	Information Systems Project Management

Bachelor of Science – Information Systems with a Concentration in Web Development		
Course #	**Credit Hours**	**Course Name**
IS450	3	Security Trends and Legal Issues
IS498	3	Senior Research Project (CS405 and IS336)
IT480	3	DevOps
MA230	3	Mathematical Statistics I
MGT150	3	Principles of Business Management (EN101)
	69	**Total Program Required Core**
Concentration Courses		
CS208	4	Programming in JavaScript
CS207	3	Web Analytics (IS242)
IS306	4	Web Design II (CS197 or IS301)
IS370	4	Server-Side Web Development (IS301)
	15	**Total Concentration Courses**
	120	**Total Degree Credit Hours**

* Courses marked with an asterisk must be passed with a “C” or better to complete the program.

Electronic Health Records (Certificate)

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.

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 reposts and clinical Quality Improvement measures

Electronic Health Records Certificate		
Course #	**Credit Hours**	**Course Name**
HP205	3	Computer Software Application in Healthcare
HP114	3	Medical Terminology
HP112	3	Introduction to Health Information Management
HP212	3	Basic Diagnosis Coding Systems (HP114)
HP218	3	Electronic Health Records
HP230	3	Electronic Health Records Specialist Certification Prep
	18	**Total Required Hours**

The six courses in the Electronic Health Records Certificate Program are designed to transfer to the Healthcare Administration (AAS) Program.

All courses must be completed at UA Grantham. No transfer credit is allowed.

Medical Administrative Assistant (Certificate)

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.

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

Medical Administrative Assistant Certificate		
Course #	**Credit Hours**	**Course Name**
HP205	3	Computer Software Application in Healthcare
HP114	3	Medical Terminology
HP111	3	Healthcare Delivery Systems
HP212	3	Basic Diagnosis Coding Systems (HP114)
HP215	3	Medical Assisting
HP235	3	Medical Administrative Assistant Certification Prep (Completion of Certificate Requirements)
	18	**Total Required Hours**

HP205 and HP235 are to be taken alone in their respective terms.

All courses must be completed at UA Grantham. No transfer credit is allowed.

Medical Coding and Billing (Certificate)

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 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

Medical Coding and Billing Certificate		
Course #	**Credit Hours**	**Course Name**
HP111	3	Healthcare Delivery Systems
HP114	3	Medical Terminology
HP212	3	Basic Diagnosis Coding Systems (HP114)
HP213	3	Basic Procedure Coding Systems
HP214	3	Reimbursement Methodologies
HP216	3	Professional Practice
	18	**Total Required Hours**

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 UA Grantham. No transfer credit is allowed.

Healthcare Administration (AAS)

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.

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		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
PS101	3	Fundamentals of Psychology
CS105*	3	Introduction to Computer Applications
HU235	3	Ethics in a Pandemic World
	19	**Total General Education Required Core**
Program Required Core		
HP205	3	Comp Software Apps Healthcare
HP114	3	Medical Terminology
HP112	3	Intro Health Info Management
HP232	3	Principles of Healthcare Leadership
HP212	3	Basic Diagnosis Coding Systems (HP114)
HP234	3	Introduction to Healthcare Management
HP214	3	Reimbursement Methodologies
HP218	3	Electronic Health Records
HP230	3	Electronic Health Records Cert P
HP236	3	Concepts of Healthcare Regulations, Law, and Ethics (EN101)
BIO113	3	Anatomy and Physiology (HP114)
BIO101	4	Life Science I
BIO102	4	Life Science II

Associate of Applied Science – Healthcare Administration		
Course #	**Credit Hours**	**Course Name**
	41	**Total Program Required Core**
	60	**Total Degree Credit Hours**

* Arkansas General Education Core Requirement

Medical Administrative Assistant (AAS)

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.

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

Associate of Applied Science – Medical Administrative Assistant		
Course #	**Credit Hours**	**Course Name**
		General Education Required Core
GU100	1	UAG Engage
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
PS101	3	Fundamentals of Psychology
CS105	3	Introduction to Computer Applications
HU235	3	Ethics in a Pandemic World
	19	**Total General Education Required Core**
		Program Required Core
HP205**	3	Comp Software Apps Healthcare
HP111	3	Healthcare Delivery Systems
HP112	3	Intro Health Info Management
HP114	3	Medical Terminology
HP212	3	Basic Diagnosis Coding Systems (HP114)
HP232	3	Principles of Healthcare Leadership
HP234	3	Introduction to Healthcare Management
HP215	3	Medical Assisting
HP235	3	Med Admin Assist Cert Prep
HP236	3	Concepts of Healthcare Regulations, Law, and Ethics (EN101)
BIO113	3	Anatomy & Physiology (HP114)
BIO101	4	Life Science I
BIO102	4	Life Science II
	41	**Total Program Required Core**
	60	**Total Degree Credit Hours**

** HP205 must be taken at UA Grantham

Medical Coding and Billing (AAS)

Associate of Applied Science Degree Program

The Medical Coding and Billing program equips students with essential skills for a successful entry into the profession. Covering coding guidelines, industry regulations, and software applications, the curriculum provides a comprehensive understanding of medical terminology and healthcare documentation.

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		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
PS101	3	Fundamentals of Psychology
CS105	3	Introduction to Computer Applications
HU235	3	Ethics in a Pandemic World
	19	**Total General Education Required Core**
Program Required Core		
HP205**	3	Comp Software Apps Healthcare
HP111	3	Healthcare Delivery Systems
HP112	3	Intro Health Info Management
HP114	3	Medical Terminology
HP212	3	Basic Diagnosis Coding Systems (HP114)
HP213	3	Basic Procedure Coding Systems
HP214	3	Reimbursement Methodologies
HP215	3	Medical Assisting
HP216	3	Professional Practice
HP236	3	Concepts of Healthcare Regulations, Law, and Ethics (EN101)
BIO113	3	Anatomy & Physiology (HP114)
BIO101	4	Life Science I
BIO102	4	Life Science II
	41	**Total Program Required Core**
	60	**Total Degree Credit Hours**

** HP205 must be taken at UA Grantham.

Health Information Management (BS)

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		
Course #	**Credit Hours**	**Course Name**
General Education Required Core		
GU100	1	UAG Engage
BIO101	4	Life Science I
BIO102	4	Life Science II
ECN206	3	Macroeconomics (MA100 or MA105)
EN101	3	English Composition I
EN261	3	Fundamentals of Technical Writing (EN101)
MA100	3	Quantitative Reasoning
HU260	3	Strategies for Decision Making
HU275	3	Professional Ethics
GP210	3	American Government I
PS101	3	Fundamentals of Psychology
SO101	3	Introduction to Sociology I
	36	**Total General Education Required Core**
Program Required Core		

Bachelor of Science - Health Information Management		
Course #	**Credit Hours**	**Course Name**
HP111	3	Healthcare Delivery Systems
HP114	3	Medical Terminology
HP212	3	Basic Diagnosis Coding Systems (HP114)
HP205	3	Comp Software Apps Healthcare
HP213	3	Basic Procedure Coding Systems
HP214	3	Reimbursement Methodologies
MA230	3	Mathematical Statistics I
HP352	3	Healthcare Information and Compliance (HSN310)
HP356	3	Information Security and Privacy in Healthcare Organizations (HSN310)
HP416	3	Healthcare Leadership and Organizational Behavior (HSN310)
HP432	3	Healthcare Informatics
HP497	3	Health Systems Management Capstone Project
HSN310	3	Scholarly Writing for Healthcare
ACC210	3	Principles of Accounting I (MA100 or MA105)
HP425	3	Health Info Management Strategic Planning
IS242	3	Management Information System
MGT150	3	Principle of Business Management (EN101)
HP400	3	Healthcare Financial Management
HP320	3	Health Law (HSN310)
HP300	3	Healthcare in Diverse Populations (HSN310)
HU235	3	Ethics in a Pandemic World
IS336	3	Information System Analysis (prerequisite: CS265 / IS242)
CO325	3	Civility and Mass Media
SO351	3	Technology and Society
	72	**Total Program Required Core**
Electives		
	12	100-499 courses (3 credit hours must be 300-499)
	120	**Total Degree Credit Hours**

Graduate Degree and Certificate Programs

College of Business

Human Resources (Certificate)

Graduate 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		
Course #	**Credit Hours**	**Course Name**
HRM661	3	Human Resource Strategies
MGT517	3	Organizational Behavior
ETH560	3	Business Ethics
HRM662	3	Labor Relations and Management
MGT551	3	Business Performance Management
HRM699	3	Capstone Performance Project
	18	**Total Required Hours**

Project Management (Certificate)

Graduate 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.

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		
Course #	**Credit Hours**	**Course Name**
PRJ515	3	Project Management Essentials
IS649	3	Information Technology Project Management (PRJ515)
PRJ636	3	Project Management Organization Framework and Risk (PRJ515)
PRJ656	3	Project Management Integration Framework (PRJ636)
RCH520	3	Quantitative Analysis
PRJ695	3	Project Management Capstone (Completion of All Certificate Requirements)
	18	**Total Required Hours**

Business Administration (MBA)

Master of Business Administration Degree Program

The Master of Business Administration Degree provides students with 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.

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 (MA230)
- ECN201 Microeconomics (MA100 or MA105)

Master of Business Administration Degree Program

This degree program provides students with 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		
Course #	**Credit Hours**	**Course Name**
MGT500	3	Management
MKG530	3	Marketing Management
MGT517	3	Organizational Behavior
ECN501	3	Managerial Economics
ACC510	3	Accounting
BUS575	3	Strategies for Change
BUS615	3	e-Business
RCH520	3	Quantitative Analysis
FIN526	3	Finance
MGT570	3	Strategic Management
ETH560	3	Business Ethics
MGT699	3	Capstone Project (Completion of Degree Requirements)
	36	**Total Degree Credit Hours**

MBA - 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
- Assess and develop plans for future information systems expansion and implementation

Master of Business Administration – Information Management		
Course #	**Credit Hours**	**Course Name**
MGT517	3	Organizational Behavior
ACC510	3	Accounting

Master of Business Administration – Information Management		
Course #	**Credit Hours**	**Course Name**
ECN501	3	Managerial Economics
ETH560	3	Business Ethics
RCH520	3	Quantitative Analysis
FIN526	3	Finance
PRJ515	3	Project Management Essentials
IS525	3	Information Systems Strategic Planning
IS545	3	Emerging Technologies
MKG530	3	Marketing Management
MGT570	3	Strategic Management
MGT699	3	Capstone Project (Completion of Degree Requirements)
	36	**Total Degree Credit Hours**

MBA - 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

Master of Business Administration – Project Management		
Course #	**Credit Hours**	**Course Name**
MGT500	3	Management
MGT517	3	Organizational Behavior
ACC510	3	Accounting
IS649	3	Information Technology Project Management (PRJ515)
ECN501	3	Managerial Economics
ETH560	3	Business Ethics
RCH520	3	Quantitative Analysis
FIN526	3	Finance
PRJ515	3	Project Management Essentials
PRJ636	3	Project Management Organization Framework and Risk (PRJ515)
PRJ656	3	Project Management Integration Framework (PRJ636)
PRJ695	3	Project Management Capstone (Completion of Degree Requirements)
	36	**Total Degree Credit Hours**

Business Intelligence (MS)

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 workflow, 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

Master of Science – Business Intelligence		
Course #	**Credit Hours**	**Course Name**
BUS501	3	Overview of Business Intelligence
MGT517	3	Organizational Behavior
IS515	3	Management of Information Systems
IS525	3	Information Systems Strategic Planning
IS566	3	Decision Support and Intelligence Systems
IS576	3	Data Warehousing
MGT541	3	Customer Relationship Management
MGT551	3	Business Performance Management
MGT621	3	Balanced Scorecards and Performance Dashboards
MGT642	3	Strategic Management of Technology and Innovation
PRJ515	3	Project Management Essentials
PRJ691	3	Capstone Project — Business Intelligence (Completion of Degree Requirements)
	36	**Total Degree Credit Hours**

Performance Improvement (MS)

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

Master of Science – Performance Improvement		
Course #	**Credit Hours**	**Course Name**
MGT517	3	Organizational Behavior
MGT501	3	Introduction to Organizational and Human Performance
MGT514	3	Principles of Human Performance Technology
MGT515	3	Measurement and Assessment Strategies
MGT547	3	Learning and Performance
MGT553	3	Performance Consulting, Persuasive Communication, and Influence Process
HRM620	3	Strategic Human Resource Management
HRM651	3	Performance Analysis
HRM652	3	Evaluating Results and Benefits
HRM653	3	Knowledge, Learning and Enterprise Systems
HRM671	3	Learning Theories and Technology
HRM699	3	Capstone Performance Project (Completion of Degree Requirements)
	36	**Total Degree Credit Hours**

Leadership (MS)

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

Master of Science – Leadership		
Course #	**Credit Hours**	**Course Name**
GU500	1	Graduate Student Success
LD501	3	Leadership Styles & Development
LD510	3	Grit, Performance & Staying Power
LD520	3	Critical Communication & Leadership
LD530	4	Leadership Theories & Strategies
LD540	3	Effective Coaching
LD550	3	Cross-cultural Communication & Leadership
LD560	3	Ethics in Leadership
MGT517	3	Organizational Behavior
LD580	3	Leadership Strategies for Change
LD570	3	Leading & High Performance
LD599	4	Leadership Capstone (Completion of Degree Requirements)
	36	**Total Degree Credit Hours**

College of Health Professions

Health Systems Management (MS)

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

Master of Science in Health Systems Management		
Course #	**Credit Hours**	**Course Name**
HP537	3	Healthcare Information Resources Management
HP541	3	Healthcare Finance and Economics
HP551	3	Legal and Ethical Issues in Healthcare Management
HP597	3	Health Systems Management Capstone (completion of degree requirements)
HSN501	3	Healthcare Systems
HSN509	3	Clinical and Administrative Systems
HSN536	3	Concepts of Healthcare Informatics
HSN548	3	Information Security and Privacy in Healthcare Environments
IS516	3	Data Management
IS566	3	Decision Support and Intelligent Systems
IS665	3	Data Communications
IS675	3	Systems Analysis and Design
	36	**Total Degree Credit Hours**

Courses are to be taken in the order specified above.

Healthcare Administration (MHA)

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

Master of Healthcare Administration		
Course #	**Credit Hours**	**Course Name**
ACC510	3	Accounting
HP511	3	Health Services Management
HP531	3	Healthcare Financial Management
HP543	3	Healthcare Strategic Management
HP598	6	Healthcare Administration Capstone (completion of degree requirements)
BUS575	3	Strategies for Change
ECN501	3	Managerial Economics
HRM661	3	Human Resource Strategies
HSN521	3	Modern Organizations and Healthcare
IS515	3	Management of Information Systems
MKG530	3	Marketing Management
	36	**Total Degree Credit Hours**

Courses are to be taken in the order specified above.

College of Science, Engineering, and Technology

Information Management – Project Management (MS)

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 lifecycle
- 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		
Course #	**Credit Hours**	**Course Name**
IS505	3	Managing in an Age of IT Change
IS515	3	Management of Information Systems
IS525	3	Information Systems Strategic Planning
IS545	3	Emerging Technologies
IS649	3	Information Technology Project Management (PRJ515)
MGT517	3	Organizational Behavior
PRJ515	3	Project Management Essentials
PRJ636	3	Project Management Organization Framework and Risk (PRJ515)
PRJ656	3	Project Management Integration Framework (PRJ636)
PRJ695	3	Project Management Capstone (Completion of Degree Requirements)
	30	**Total Degree Credit Hours**

Information Management Technology (MS)

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
- 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		
Course #	**Credit Hours**	**Course Name**
BUS615	3	e-Business
IS505	3	Managing in an Age of IT Change
IS515	3	Management of Information Systems
IS525	3	Information Systems Strategic Planning
IS545	3	Emerging Technologies
IS649	3	Information Technology Project Management (PRJ515)
IS665	3	Data Communications
MGT517	3	Organizational Behavior
PRJ515	3	Project Management Essentials
IS599	3	Information Management and Technology Capstone (to be taken in last semester)
	30	**Total Degree Credit Hours**

Information Technology (MS)

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		
Course #	**Credit Hours**	**Course Name**
IS515	3	Management of Information Systems
IS525	3	Information Systems Strategic Planning
IS545	3	Emerging Technologies
IS649	3	Information Technology Project Management (PRJ515)
IS665	3	Data Communications
IS675	3	Systems Analysis and Design
IS696	3	Network Systems Design
PRJ515	3	Project Management Essentials
PRJ656	3	Project Management Integration Framework (PRJ636)
IS599	3	Information Management and Technology Capstone (to be taken in last semester)
	30	**Total Degree Credit Hours**

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.

College of Business

Accounting (BS)

Bachelor of Science Degree Program – this program is being taught out and is no longer open to new students.

The UA 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		
Course #	**Credit Hours**	**Course Name**
General Education		
	6	**English Composition (EN101 or above)**
	6	**Math**
MA105	3	College Algebra
BMA215	3	Business Statistics (MA105)
	3	**Natural/Physical Science**
	3	**Computer Science**
CS155	3	Computer Applications for Business
	6	**Communication**
	6	**Humanities and Fine Arts**
HU260	3	Strategies for Decision Making
	9	**Social Sciences / Behavioral Sciences**
	3	**General Education Elective**
	42	**Total General Education Requirements**
Bachelor of Science Program Core		
ACC210	3	Principles of Accounting I (MA105)
ACC220	3	Financial Accounting (MA105)
ACC226	3	Managerial Accounting (MA105)
ACC235	3	Principles of Accounting II (ACC210)
ACC310	3	Intermediate Accounting I (ACC235)
ACC330	3	Cost Accounting (ACC235)
ACC335	3	Intermediate Accounting II (ACC310)
ACC340	3	Accounting Information Systems (ACC330 & ACC335)
ACC430	3	Taxation - Individual
ACC435	3	Taxation - Corporate (ACC335)
ACC450	3	Auditing and Assurance I (ACC335 or ACC340)
ACC499	3	Capstone Project (Completion of Degree Requirements)
LAW220	3	Business Law I
LAW265	3	Business Law II (LAW220)
MGT150	3	Principles of Business Management (EN101)
	45	**Total Program Core Requirements**
Open Electives		
100-499	12	Open Electives
300+	21	Open Electives
	33	**Total Open Electives**
	120	**Total Degree Credit Hours**

BBA with a Concentration in Procurement and Contract Management

Bachelor of Business Administration Degree Program – this program is being taught out and is no longer open to new students.

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		
Course #	**Credit Hours**	**Course Name**
General Education		
	6	**English Composition (EN100 or above)**
	6	**Math**
MA105	3	College Algebra
BMA215	3	Business Statistics (MA105)
	3	**Natural/Physical Science**
	3	**Computer Science**
CS155	3	Computer Applications for Business
	6	**Communication**
	6	**Humanities and Fine Arts**
HU260	3	Strategies for Decision Making
	9	**Social Sciences / Behavioral Sciences**
	3	**General Education Elective**
	42	**Total General Education Requirements**
Bachelor of Business Administration Program Core		
IS242	3	Management Information Systems
MGT150	3	Principles of Business Management (EN101)
MKG131	3	Foundations of Marketing
ECN201	3	Microeconomics (MA100 or MA105)
ECN206	3	Macroeconomics (MA100 or MA105)
ACC220	3	Financial Accounting (MA105)
ACC226	3	Managerial Accounting (MA105)
LAW220	3	Business Law I
ETH301	3	Business and Society
HRM340	3	Human Resource Management (LAW220)
FIN307	3	Principles of Finance I (BMA215)
MGT468	3	Organizational Behavior
BUS499	3	Business Policy and Strategy (completion of degree requirements)
	39	**Program Core Requirements**
Procurement and Contract Management Concentration Courses		
BUS310	3	Introduction to Federal Acquisition and Contract Management
BUS320	3	Introduction to Public Procurement
LAW265	3	Business Law II (LAW220)
LAW210	3	Contract Administration
FIN310	3	Procurement Pricing Analysis (LAW220 & BUS303)
BUS491	3	Integrative Experience in Procurement and Contract Management (completion of concentration requirements)

Bachelor of Business Administration with a Concentration in Procurement and Contract Management		
Course #	**Credit Hours**	**Course Name**
	18	**Concentration Requirements**
Open Electives		
100-499	3	Open Electives
300+	18	Open Electives
	21	**Total Open Electives**
	120	**Total Degree Credit Hours**

Course Descriptions

A course prefix identifies each UA Grantham discipline-specific course, as shown in this table.

Course descriptions are listed alphabetically.

Prefix	Description
ACC	Accounting
AR	Art
BIO	Biological Science
BMA	Business Mathematics
BUS	Business
CA	College of Humanities and Social Sciences
CH	Chemistry
CJ	Criminal Justice
CO	Communication
CS	Computer Science
CT	Computer Engineering Technology
ECN	Economics
EMT	Engineering Management Technology
EN	English
ENT	Entrepreneurship
ET	Electronics Engineering Technology
ETH	Ethics
FIN	Finance
GP	Government and Politics
GS	General Science
GU	University of Arkansas Grantham
HP	Health Professions
HRM	Human Resource Management/HPI

Prefix	Description
HS	History
HSN	Health Professions
HU	Humanities
ID	Interdisciplinary
IS	Information Systems
INT	International/Global
IT	Information Technology
LAW	Law
LD	Leadership
LOG	Logistics
MA	Mathematics
MGT	Management/HRM/HPI
MIL	Military
MKG	Marketing
PA	Public Administration
PH	Physics
PL	Philosophy
PLS	Paralegal Studies
PRJ	Project Management
PS	Psychology
RCH	Quantitative/Qualitative/Research
SO	Sociology
SS	Social Science

ACC210 PRINCIPLES OF ACCOUNTING I // 3 CREDITS
PREREQUISITES: MA100 OR 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: MA100 OR 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: MA100 OR MA105
This course is a continuation of Financial Accounting, shifting the focus from external reporting to the 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: ACC226
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: ACC226
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: ACC226
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.

ACC430 TAXATION – INDIVIDUAL // 3 CREDITS
PREREQUISITES: AC226
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.

ACC450 AUDITING AND ASSURANCE // 3 CREDITS
PREREQUISITES: ACC226
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.

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.

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 fundamentals of visual analysis and the language used to describe works of art.

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 sculpture, painting, or architecture.

BIO101 LIFE SCIENCE I // 4 CREDITS
PREREQUISITES: NONE
This course covers the process and method of science applied to understanding biological concepts at the molecular, cellular, organismal and community levels. The emphasis of this course is on biological diversity in major groups of living organisms and ecology. This course includes a lab.

BIO102 LIFE SCIENCE II // 4 CREDITS
PREREQUISITES: NONE
This course stresses human systems, with applications to contemporary issues in human health and the environment. The scientific method and social applications of scientific information related to human issues are emphasized. This course includes a lab.

BIO113 ANATOMY AND PHYSIOLOGY // 3 CREDITS
PREREQUISITES: HP114
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 the 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. Students 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.

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 lifecycle from planning and requirements development to administration and closeout, including managing contracts. Students will gain a better understanding of the acquisition lifecycle, 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.

BUS491 INTEGRATIVE EXPERIENCE IN PROCUREMENT AND CONTRACT MANAGEMENT // 3 CREDITS
PREREQUISITES: COMPLETION OF CONCENTRATION REQUIREMENTS
Gain an understanding of 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 to real contracting and acquisition problems.

BUS499 BUSINESS POLICY AND STRATEGY // 3 CREDITS
PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS
This is a capstone course for the Bachelor of Business Administration program and is designed to provide students with a comprehensive review of management and the total business enterprise. Students learn how to formulate and implement a strategy and evaluate concepts and techniques through an applied project. Students integrate this new knowledge, coupled with knowledge acquired from other courses in management, marketing, finance, accounting, operations, and human resource management, to chart the future direction of different types of organizations. The capstone 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 opportunity.

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.

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.

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.

CA208 INTRODUCTION TO RESEARCH METHODS // 3 CREDITS
PREREQUISITES: NONE
This course is an overview of social science research methodology focusing on creating research designs, developing appropriate measures, creating testable hypotheses, and developing research skills.

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).

CJ101 INTRODUCTION TO CRIMINAL JUSTICE // 3 CREDITS
PREREQUISITES: EN101
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.

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.

CJ225 JUDICIAL PROCESS // 3 CREDITS
PREREQUISITES: NONE
This course examines the courts, the legal system, law and politics, judicial philosophy and policy making when rendering legal decisions. How those decisions create and further develop policy is also explored.

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.

CJ235 POLICE METHODS // 3 CREDITS
PREREQUISITES: NONE
This course examines topics in police practice and management, organizational styles of police departments as well as various methods to detect and control crime such as Community-Oriented Policing and Problem-Oriented Policing.

CJ302 CRIMINAL PROCEDURE // 3 CREDITS
PREREQUISITES: CJ225
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.

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.

CJ309 CRIMINAL LAW // 3 CREDITS
PREREQUISITES: CJ225
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.

CJ320 LEGAL ASPECTS OF CORRECTIONS // 3 CREDITS
PREREQUISITES: CJ202
This course provides a discussion of legal problems from conviction to release presentence investigation, sentencing, diversion and alternatives to incarceration and confinement.

CJ325 COMMUNITY CORRECTIONS // 3 CREDITS
PREREQUISITES: NONE
This course's focus is on analysis of the systems of probation and parole, including current court cases and trends in corrections.

CJ330 CRIMINALISTICS // 3 CREDITS
PREREQUISITES: NONE
This course covers crime scene techniques. Students will gain a basic knowledge of these techniques as well as practical experience with various types of evidence.

CJ335 CRIMINOLOGY II // 3 CREDITS
PREREQUISITES: CJ102
In this course students will examine theories of the nature and causes of crime and analyze various kinds of crimes.

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.

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 human-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.

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: CJ475
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: CJ475
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.

CO101 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.

CO120 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 is play 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.

CO201 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.

CO210 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.

CO301 INTRODUCTION TO COMMUNICATION THEORY // 3 CREDITS
PREREQUISITES: CO101 OR CO120
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.

CO325 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.

CO330 MASS MEDIA COMMUNICATIONS // 3 CREDITS
PREREQUISITES: CO101 OR CO120
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.

CO395 DIGITAL MEDIA // 3 CREDITS
PREREQUISITES: CO101 OR CO120
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.

CO401 MEDIA ETHICS // 3 CREDITS
PREREQUISITES: CO101 OR CO120
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.

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.

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.

CS208 PROGRAMMING IN JAVASCRIPT // 4 CREDITS
This course covers JavaScript programming basics such as operators, expressions, arrays, loops, conditional statements, as well as advanced topics like AJAX.

CS207 WEB ANALYTICS // 3 CREDITS
PREREQUISITES: IS242
This course is an advanced study of how businesses and organizations may use technology to measure website traffic, enhance business presence, and conduct market research.

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: CS265 OR 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 lifecycle (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: NONE
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 create interactive websites quickly and easily with enhanced user interfaces. Advantages of using the library for such things as form validation, event handling and AJAX interactions are also explored.

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.

CS405 SOFTWARE ENGINEERING // 4 CREDITS
PREREQUISITES: 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.

CS412 PROGRAMMING IN C# WITH .NET // 4 CREDITS
PREREQUISITES: 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.

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: ET105
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: ET105 AND CS265
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.

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: MA100 OR 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: MA100 OR 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.

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.

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 lifecycles, 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 genres (narrative, persuasive, expository writings). Additionally, students will analyze reading material as part of the critical and creative thinking processes associated with written communication.

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 counterarguments along with arguments.

EN261 FUNDAMENTALS OF TECHNICAL WRITING // 3 CREDITS
PREREQUISITES: EN101
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 workplace 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.

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.

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.

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
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 are 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 AND MA141
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.

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: ET212 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: ET332 AND PH221
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 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 lifecycle, 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.

ET450 CAPSTONE PROJECT // 3 CREDITS
PREREQUISITES: ET410 WITH A "C" OR BETTER, COMPLETION OF DEGREE REQUIREMENTS, AND AN APPROVED PROJECT PROPOSAL
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.

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.

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: MA230
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

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.

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 lifestyle 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 to have a good understanding of the Estate, Gift and Generation Skipping tax consequences of property transfers and how to structure them.

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.

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.

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.

GU100 UAG ENGAGE // 1 CREDIT
PREREQUISITES: NONE
All students complete UAG Engage prior to first term attendance. Upon completion, credit earned will be applied to undergraduate degree-seeking student transcripts at no cost.
This course introduces students to the University of Arkansas Grantham policies and staff, provides information about higher education funding resources, discusses important skills for success in the online learning environment, and provides information about University of Arkansas Grantham student support services. Students practice submitting assignments and navigating the Learning Management System (Blackboard). Students will be required to demonstrate fundamental skills necessary for success in the online learning environment at the University of Arkansas Grantham.

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.

HP111 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.

HP111C 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.

HP112 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.

HP112E 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.

HP114 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.

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.

HP212 BASIC DIAGNOSIS CODING SYSTEMS // 3 CREDITS
PREREQUISITES: HP114
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.

HP212B BASIC DIAGNOSIS CODING SYSTEMS // 3 CREDITS
PREREQUISITES: HP114
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.

HP212C BASIC DIAGNOSIS CODING SYSTEMS // 3 CREDITS
PREREQUISITES: HP114
This course offers an introduction to medical coding and billing in 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.

HP212E BASIC DIAGNOSIS CODING SYSTEMS // 3 CREDITS
PREREQUISITES: HP114
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.

HP213 BASIC PROCEDURE CODING SYSTEMS // 3 CREDITS
PREREQUISITES: NONE
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.

HP213B BASIC PROCEDURE CODING SYSTEMS // 3 CREDITS
PREREQUISITES: NONE
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.

HP214 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.

HP214B 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.

HP215 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.

HP215C 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.

HP216 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 come 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.

HP216B PROFESSIONAL PRACTICE // 3 CREDITS
In this Capstone course, students will continue to prepare for the role of a Medical Billing & Coding Specialist. By completing this course, you will validate your ability to perform tasks associated with the use of CPT and ICD-10-CM coding in a physician's office or clinic and complete the Certified Billing and Coding Specialist (CBCS) 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 medical coding and billing 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 Certified Billing and Coding Specialist Certificate program and earning your CBCS Certification.

HP218 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.

HP218E 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.

HP230 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. Students will complete simulated activities, including preparatory exams, designed to evaluate their knowledge of necessary EHRs responsibilities.

HP230E 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.

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.

HP235 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. You will also finalize your ePortfolio which will showcase to potential employers your achievement.

HP235C 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.

HP236 CONCEPTS OF HEALTHCARE REGULATIONS, LAW, AND ETHICS CAPSTONE // 3 CREDITS
PREREQUISITES: EN101
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.

HP300 HEALTHCARE IN DIVERSE POPULATIONS // 3 CREDITS
PREREQUISITES: HSN310
This course promotes the development of an appreciation for cultural traditions and practices of diverse populations. The importance and implications of cultural traditions on health outcomes and health status with a focus on aging and nutrition will be examined. Students will develop skills of cultural competence that are essential for today's healthcare professionals.

HP320 HEALTH LAW // 3 CREDITS
PREREQUISITES: HSN310
This course provides foundational knowledge on the formulation and application of health law in current practice. The four major pillars of health law will be addressed. These include access to care, financing health care, quality of healthcare and personhood. Specific topics include statutory and common law obligations of healthcare providers, informed consent, standard of care, fairness in rationing of services, abandonment and malpractice, and government programs to finance care for specific populations.

HP352 HEALTHCARE INFORMATION QUALITY AND COMPLIANCE // 3 CREDITS
PREREQUISITES: HSN310
This course explores the evolution of quality management in healthcare, emphasizing performance improvement, history, models, identification of needs, implementation of change, and evaluation. The explosion of health-related Artificial Intelligence (AI) and Big Data requiring timely and accurate analysis creates a demand for innovative solutions in healthcare quality control and performance metrics. Students explore tools, aggregate and analyzing data and decreasing risk exposure. Quality metrics specific to healthcare, such as patient satisfaction surveys, improving care provision, and controlling infectious disease, are additional considerations. The course includes terms and concepts related to the privacy and security of health information, threat identification, data security mechanisms, and reporting requirements related to compliance.

HP356 INFORMATION SECURITY AND PRIVACY IN HEALTHCARE ORGANIZATIONS // 3 CREDITS
PREREQUISITES: HSN310
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.

HP400 HEALTHCARE FINANCIAL MANAGEMENT // 3 CREDITS
PREREQUISITES: NONE
This course provides an overview of healthcare accounting and financial management principles. Topics include the healthcare financial environment, the financial tools utilized by healthcare administrators for effective financial planning and decision-making, long term financing, and capital investments.

HP416 HEALTHCARE LEADERSHIP AND ORGANIZATIONAL BEHAVIOR // 3 CREDITS
PREREQUISITES: HSN310
This course examines concepts related to organizational behavior in a variety of healthcare settings. Understanding the factors that drive human behavior allows leaders to positively influence culture, performance, and job satisfaction. The interrelationship between individual and group dynamics is a key concept for healthcare leaders. Students acquire the skills needed to meet the challenge of redesigning organizations to deliver patient-centered, value-based care. Students learn to apply the concepts of communication, performance management, and conflict resolution when evaluating and improving group performance, resource management, and organizational dynamics. A primary focus will be on enhancing leadership ability to influence organizational behavior through management concepts, theories, and evaluation of organizational effectiveness.

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.

HP432 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.

HP497 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.

HP511 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.

HP531 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.

HP537 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 Lifecycle. 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.

HP541 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.

HP543 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.

HP551 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.

HP597 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.

HP598 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.

HRM340 HUMAN RESOURCE MANAGEMENT // 3 CREDITS
PREREQUISITES: NONE
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: HRM340
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: HRM340
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.

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 COURSES
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.

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 into 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 on 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.

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 interrelatedness 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.

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 require a broad understanding of the concepts of healthcare informatics. Students 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 are 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.

HU275 PROFESSIONAL ETHICS // 3 CREDITS
PREREQUISITES: NONE
This course is a survey of ethical systems with an examination of how such systems can be applied to business, medical, legal, environmental, and personal issues.

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.

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).

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.

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.

IS201 WEB CONTENT MANAGEMENT SYSTEMS // 3 CREDITS
PREREQUISITES: NONE
This course is an overview of web development software. Topics include web page creation and website management, and the creation, revision, and enhancement of web pages with links, graphics, tables, and forms via a variety of authoring tools. This course will also cover planning, building, promoting, and maintaining a professional website using the software packages available.

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.

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
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.

IS340 DATA ANALYTICS // 3 CREDITS
PREREQUISITES: MA230
This course introduces current trends and research on data science with an emphasis on algorithm design and systems for large-scale advanced data analysis.

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: IS301
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: IS320
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.

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 tradeoffs. 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: CS405 AND IS336; 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 cybersecurity 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 the 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.

IS516 DATA MANAGEMENT // 3 CREDITS
PREREQUISITES: NONE
This course examines the development and administration of relational databases through the stages of the database application lifecycle. 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 lifecycle 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.

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.

IT470 CLOUD COMPUTING SECURITY // 3 CREDITS
PREREQUISITES: IT340
This course covers specific security issues unique to a cloud environment. Topics covered are architecture, allocation of resources, and identity. Additionally, rights and access management, foundational strategies for continuity, disaster recovery, securing data, and legal and jurisdictional requirements are explored.

IT480 DEVOPS // 3 CREDITS
PREREQUISITES: SENIOR STANDING
This course provides both theoretical and practical exploration of DevOps as an organizational structure and from the perspective of IT professionals. Topics include the four pillars; the software development lifecycle; 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.

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 the law that governs business and will gain an understanding of how new developments in technology affect business law.

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.

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 oneself first in order to lead others more effectively. 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.

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 a 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. Students 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.

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.

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.

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.

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, and 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.

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.

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 focuses 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: MA100 OR MA105
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: EN101
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.

MGT335 INTRODUCTION TO OPERATIONS MANAGEMENT // 3 CREDITS
PREREQUISITES: BMA215 OR MA230
Students will discuss the application of quantitative techniques to business management. Specifically, the course covers production and operations management techniques such as demand forecasting, production planning and control (PPC) models, inventory management models, linear programming applications to production and operations, project management and an introduction to modern quality management concepts such as TQM.

MGT410 STRATEGIC MANAGEMENT // 3 CREDITS
PREREQUISITES: NONE
This course is a study of administrative processes under conditions of uncertainty, including an integrating analysis applied to all fields of business. Special emphasis is given to policy determination at the management level.

MGT430 QUALITY MANAGEMENT // 3 CREDITS
PREREQUISITES: MA230 OR BMA215
In this course, students have an opportunity to analyze quality management as a statistical base of quality control. The applications of these tools design and implement a quality management system, while also addressing 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.

MGT431 PERFORMANCE MANAGEMENT // 3 CREDITS
PREREQUISITES: NONE
This course introduces students to the organizational view of performance excellence as reflected by the Malcolm Baldridge Criteria, principles of quality management, and tools and techniques managers use to drive design, control, and improve performance of the firm. Performance management is relevant and important for today's students and future business leaders, as well as those already in the workforce. Today's business and nonprofit organizations need to capitalize on the knowledge and lessons learned that excellent organizations have acquired. In this course, students will be able to discover the purpose of performance management as the approach of systems thinking into the process of work improvement in organizations. Topic covered in this course include quality management systems, variations, and statistical models for improving quality and performance of the firm, customer and workforce engagement, processes, high performance work culture, and high-performance work systems, among others.

MGT456 QUALITY MANAGEMENT IN OPERATIONS MANAGEMENT // 3 CREDITS
PREREQUISITES: BMA215 OR MA230
This course focuses on Six Sigma and process improvement as a way to continuously improve quality within an organization. Six Sigma is an effective and validated approach in manufacturing and service organizations to improve products, services, and processes. Although Six Sigma brought a new direction to quality and productivity improvement, its underlying tools and philosophy are grounded in the fundamental principles of total quality and continuous improvement that have been used for many decades. Students are introduced to the Six Sigma Body of Knowledge promoted by the American Society for Quality (ASQ), assess the importance of metrics and measurement in Six Sigma, evaluate the DMAIC problem-solving methodology that forms the framework for project organization, process measurement, process analysis, process improvement, and process control. The course also covers the topic of the growing importance of Six Sigma in service organizations and for gaining competitive advantage. This course is highly recommended for students who are interested to pursue a career in operations management, industrial engineering, quality, and performance management, as well as for professional development in their respective careers.

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 ensure that goals are being accomplished and that appropriate interventions are implemented. Students apply measurement strategies to assess the progress and completion of organizational goals.

MGT517 ORGANIZATIONAL BEHAVIOR // 3 CREDITS
PREREQUISITES: NONE
This advanced course examines how human behavior in organizations plays a crucial role in achieving organizational effectiveness, while simultaneously promoting positive human outcomes. This course is designed to introduce students to key theories and concepts, as well as practical applications related to the field of Organizational Behavior. While the course will focus on such pertinent issues as the behavioral science theories, and associated concepts, the course will emphasize such areas of concentration as, but will not be limited to personality, values, diversity, communication, leadership, attitudes, conflict management, motivation, group/team dynamics, and organizational culture. This course affords students both a firm theoretical background and foundation upon which to build, but likewise instructs and builds the practical skills necessary to understand and manage organizational behavior within a variety of milieus.

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.

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.

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: NONE
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, breakdowns 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 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.

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 a practical examination of real-life marketing communication tactics.

MKG450 MARKETING ANALYSIS // 3 CREDITS
PREREQUISITES: MA230 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.

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 a 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.

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.

PLS101 INTRODUCTION TO PARALEGAL STUDIES // 3 CREDITS
PREREQUISITES: EN101
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: EN101
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; PLS2O1 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 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.

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: BMA215 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 introduces the concepts, theories, and processes in modern project management and the Project Management Institute's A Guide to the Project Management Body of Knowledge (PMBOK® Guide). The course emphasizes both theory and application of the topics covered. The course will cover concepts related to each phase of the project cycle. Students will learn about organizational structures, project selection methods, project planning, project execution, resource allocation, budgeting, and managing projects both in a domestic and international setting. The course introduces Microsoft Project to provide hands-on practical experience of the course topics.

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: 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.

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 course is the capstone for the Certificate in Project Management program and Master of Business Project Management program. Students will demonstrate an understanding and application of material explored during their program.

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.

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.

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.

SO101 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.

SO303 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.

SO310 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.

SO330 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.

SO351 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.
SS201 LEGAL RESEARCH // 3 CREDITS
PREREQUISITES: General Education core
Students in this course will read a variety of judicial decisions on current issues, such as freedom of speech, and complete several assignments focusing on legal reasoning and argument. Students will also learn how to find information on legal decisions and issues.

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.